CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

JUNE 6, 2016

Council Chamber and Council Conference Room **Regular Session**
5:30 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

REGULAR SESSION - 5:30 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 5:30 p.m. on Monday, June 6, 2016. The Regular Session was held in the Council Chamber and Council Conference Room, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

Mayor Friedberg announced that a quorum was present consisting of the following members of the City Council:

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

Other officials present were Paul A. Hofmann, City Manager, and Tracy L. Dutton, City Clerk. Alan P. Petrov, City Attorney, was present for the Public Hearing (Specific Use Permit Request) and Regular Meeting.

*Roman F. Reed, Mayor Pro Tem, and Trisha S. Pollard and Pat B. McLaughlan, Council Members, arrived shortly after the call to order and participated in the remainder of the meeting.

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.

Mayor Friedberg announced that the members of the City Council would convene in the Council Conference Room to conduct interviews of applicants interested in serving on the City's boards and commissions. He reminded members of the public that the interviews were to be conducted in open session,

and all were invited to joint Council in the Conference Room if they wished to attend.

Applicants were interviewed in the order listed in the table below.

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

***Legend:**

Acronym	Board or Commission
AFB	Audit Finance Board
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

At the conclusion of the interviews, members of the City Council discussed and evaluated the board and commission applicants interviewed and then reconvened into the Council Chamber at 7:27 p.m. on Monday, June 6, 2016.

C. Inspirational Reading and/or Invocation - Trisha S. Pollard, Council Member.

Trisha S. Pollard, Council Member, provided the inspirational reading for the evening.

D. Pledges of Allegiance - Trisha S. Pollard, Council Member.

Trisha S. Pollard, Council Member, led members of the City Council and the audience in the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

I. PUBLIC HEARING (SPECIFIC USE PERMIT REQUEST)

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

Tracy L. Dutton, City Clerk, read the "Notice of Public Hearing" (the "Notice") into the record. She advised that the Notice was published in the legal notices section of the Southwest News on May 17, 2016, and posted on the City's official bulletin board on May 18, 2016. The Notice was also mailed on May 18, 2016, to property owners of record within 500 feet of the site of the specific use permit request.

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

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

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.

Donald Grieb, Jr., Member of the Facilities Committee for Veritas Christian Academy of Houston ("Veritas"), presented the application submitted by Veritas, 7000 Ferris Street, Bellaire, Texas, to the City of Bellaire, Texas, for a specific use permit to allow for the operation of a school, at a location previously used as a church, within a residential district (R-4 Residential Zoning District).

Mr. Grieb advised that Bellaire Central Baptist Church (located on Mapleridge Street) gifted their property, which had historically been the home of the Bellaire Central Baptist Church, to Houston Baptist University ("HBU") in March of 2013. Veritas held a long-term lease as a tenant on the property with Bellaire Central Baptist Church for the operation of a school. Following the gifting of the property, Veritas and HBU held negotiations regarding the lease.

Mr. Grieb advised further that although Veritas continued to remain at the location as a tenant, Veritas was in the process of purchasing the property from HBU for the operation of the school on the grounds as the sole tenant.

D. Public Comment.

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

Lynn McBee:

Ms. McBee addressed City Council regarding Veritas' application. She referenced an existing specific use permit issued to Veritas in 2013 and pled, on behalf of the history of Bellaire, that it be appended to any new ordinance. Ms. McBee also addressed the traffic entry point on Mapleridge Street and urged the City of Bellaire to ensure that the City of Houston made improvements on Mapleridge before a specific use permit was issued. Ms. McBee also questioned whether drainage was adequate on the site and expressed concern with the recommended traffic pattern, which was confusing in her opinion.

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

E. Questions from the Mayor and Members of City Council.

Mayor Friedberg opened the floor for questions from members of the City Council regarding the requested specific use permit.

Mr. Grieb and **John McDonald, Director of Development Services,** provided answers to all questions.

At the conclusion of questions, the public hearing was officially closed.

F. Close of the Public Hearing.

For the record, **Mayor Friedberg** advised that the public hearing was closed at 7:51 p.m. on Monday, June 6, 2016, and that because the subject of the public hearing was scheduled for final deliberation later in the evening, further public comment on the matter would not be received.

II. REGULAR MEETING

Andrew S. Friedberg, Mayor, called the Regular Meeting of the City Council of the City of Bellaire, Texas, to order at 7:51 p.m. on Monday, June 6, 2016. The Regular Meeting was held in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

A. Personal/Audience Comments.

Mayor Friedberg opened the floor for Personal/Audience Comments, other than on the specific use permit application on which a public hearing had just been concluded. He advised that those wishing to speak needed to complete a blue speaker form and reviewed the time limit for speakers.

Oral Comments

Win Frazier:

Mr. Frazier addressed City Council regarding the issue of sidewalks. He stated that he believed that the City's Comprehensive Plan was a document of record of the City and that anyone that disagreed with the elements of the Comprehensive Plan had an opportunity to make their thoughts known prior to its adoption. Portions of the Comprehensive Plan were read by Mr. Frazier regarding sidewalks. In closing, Mr. Frazier reminded members of City Council that the Comprehensive Plan was the document of record that the City was directed by.

Neil Verma:

Mr. Verma addressed City Council in support of the proposed sidewalk ordinance, which made it more difficult to submit a fee-in-lieu of installing a sidewalk for new residential construction. Mr. Verma referenced the benefits of a walkable community and stressed the importance of providing safer and greater connectivity to the City's parks.

Christopher Butler:

Mr. Butler addressed City Council in support of the proposed sidewalk ordinance. Reference was made to the beautification survey conducted by the Citizens For A

Beautiful Bellaire. Mr. Butler advised that many survey respondents expressed clear support for sidewalks and for fixing the City's existing network, such as filling in the gaps.

John Gabriel:

Mr. Gabriel addressed City Council in support of the Citizens For A Beautiful Bellaire's recommendation to approve Terrain Studio's proposal this evening. Mr. Gabriel spoke very favorably of Scott Slaney, FASLA, Principal of Terrain Studio, and indicated that he had worked on numerous projects with Mr. Slaney over many years. Reference was made by Mr. Gabriel to several notable projects that Mr. Slaney had worked on in the Houston area, including Uptown Houston, the Post Oak Area, and the heart of Hermann Park.

Mike Peterson:

Mr. Peterson addressed City Council in support of sidewalks and urged City Council to encourage homeowners to put sidewalks in front of their homes. He also expressed support for the City to install sidewalks as streets were repaired.

Lynn McBee:

Ms. McBee addressed City Council and encouraged them to consider increasing the City's optional over 65 tax exemption, noting that Bellaire's exemption was less favorable than Houston, Southside Place, and West University Place.

Ms. McBee expressed dissatisfaction with several items on the City Council's agenda, which included a request to allow a quorum of less than seven members of the Board of Adjustment to meet; a grant request for a high water vehicle (suggested a boat in lieu of the vehicle); the proposed expansion of the Police Building; and the lack of a definition for stakeholders in the Terrain Studios proposal.

Written Comments

At the conclusion of oral comments, **Mayor Friedberg** summarized one written comment received from **Richard Franke** in the form of an email with the subject "Bellaire's Bond Priorities - 74+ Year Old Water Lines Should be Job One." Mr. Franke provided an example of a heavily corroded 70-year old water line, noting that the water was used for drinking and bathing, including for children and infants, and asked if that was a greater need than beautification or new facilities or drainage.

Mayor Friedberg noted that complete copies of all written comments received were distributed to members of the City Council and included in the record of the meeting.

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.

   Paul A. Hofmann, City Manager, presented the City Manager's Report dated June 6, 2016, to members of the City Council.

   The City Manager's Report included an overview of communications made to residents since the last City Council Regular Session. Communications included notice of the unveiling of the French Art Door Project that was now located at

Paseo Park; notice of the cancellation of the movie in the park due to inclement weather; and notice of the Mayor's new online blog.

Training opportunities included mention of a Public Information Officer Training seminar attended by Mayor Friedberg, Diane K. White, Assistant City Manager, and Deacon Tittel, Fire Commander; and mention of an opportunity that the Bellaire Fire Department had to participate in ladder training exercises with the West University Place and Houston Fire Departments.

Personnel updates included recognition of Fire Commander Albert Figueroa for his participation with the Southeast Trauma Advisory Council in providing public awareness for several medical conditions, including awareness of stroke symptoms; and kudos to Bellaire Police Officer Aaron Lysack for his recognition by the Southeast Houston Chapter of Mothers Against Drunk Driving for his 2015 arrests and convictions on 26 drunk driving violations.

Calendar reminders included notice of the Bellaire Police Department Summer Meeting to be held on Thursday, July 14, 2016, at 7:00 p.m. in the Civic Center and an overview of upcoming City Council meetings and agenda items.

Notes of appreciation included an expression of thanks to the Parks and Recreation Advisory Board for their recognition of former Parks and Recreation Director Jane Dembski with the dedication of a tree in Loftin Park.

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

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.

   Michael Fife, Council Member and Chair of the Council Special Committee (the "Committee"), presented the Committee's report and recommendations to the City Council. Other members of the Committee included Pat B. McLaughlan, Council Member, and David R. Montague, Council Member.

   It was noted that the goal of the Committee was to craft a resolution that clearly communicated the Council's commitment to the beautification of Bellaire and acknowledged all of the major stakeholders, with the City Manager and City Staff as key stakeholders. The resolution acknowledged the unique contributions and responsibilities of the City's various boards and commissions, and encouraged collaboration to maximize the creative process, with Bellaire City Staff providing for implementation. The valuable contributions of Bellaire citizens, via the CBB, and the citizen survey were recognized with the invitation and expectation for further contributions from the groups.

   Council Member and Chair Fife advised that the Committee's work was done via email with suggestions and edits offered by all. The resolution draft in the City Council's agenda packet was the final result of the Committee's efforts. Comments, questions, and suggestions were welcomed.

   Following the Committee report and recommendations, Mayor Friedberg opened

the floor for questions. Following questions, **a motion was offered for consideration by Council Member Fife and seconded by Council Member Montague.**

Motion:

To adopt the resolution as presented.

Discussion ensued among members of City Council regarding the motion.

Amendment (No. 1):

Based on an apparent consensus of Council from prior discussion on the motion, **Mayor Friedberg** asked if there was any objection to removing the last sentence in resolution number 5. Hearing no objection, **by general consent, the motion was amended to strike the last sentence in resolution number 5**.

{For purposes of clarity, Mayor Friedberg read the last sentence that was struck from the resolution as follows: 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.}

Mayor Friedberg offered a second amendment for consideration, which was seconded by Council Member Pappas.

Amendment (No. 2):

To reword the third "whereas" clause to read as follows: Whereas, the City Council's residential and recreational focus area specifically calls for the development and implementation of a plan for City Beautification.

After noting no discussion, **Mayor Friedberg** called for action on the amendment.

RESULT:	**ADOPTED [7 TO 0]**
MOVER:	Andrew S. Friedberg, Mayor
SECONDER:	Gus E. Pappas, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague
NAYS:	None
ABSENT:	None

A third amendment was offered by Mayor Friedberg and seconded by Council Member Pollard.

Amendment (No. 3):

To change the phrase "the Citizen Beautification Survey" in the fifth whereas clause to read as follows: a Citizen Beautification Survey conducted by CBB.

Mayor Friedberg spoke to his proposed amendment and advised that he understood what the Committee meant, but felt that his proposed change

strengthened the document.

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

Mayor Friedberg offered a fourth amendment, which was seconded by Mayor Pro Tem Reed, to strengthen further the sixth whereas clause.

Amendment (No. 4):

To add a phrase at the end of the second sentence in the sixth whereas clause to read as follows: and indeed, the "look and feel" desired to be achieved through beautification.

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

A fifth amendment was offered for consideration by Mayor Friedberg and seconded by Council Member Pollard.

Amendment (No. 5):

To add in resolution number 4 "the public" as the first stakeholder and re-letter the remaining stakeholders accordingly; to add the word "Advisory" to the Parks and Recreation Advisory Board and revise the acronym accordingly (~~PRB~~PRAB); to add the word "and" to the Environmental and Sustainability Board; and to change the word "Board" to read "Commission" and revise the acronym accordingly for the Building and Standards ~~Board~~Commission (~~BSB~~BSC).

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

Amendment (No. 6):

Mayor Friedberg asked if there were any objection to changing the word "ALL" (capital letters) to the word "All" at the beginning of the first sentence in resolution number 6. Hearing no objection, the motion was amended by general consent.

Mayor Friedberg asked if there were any other amendments to be considered.

Mayor Pro Tem Reed offered a seventh amendment for consideration.

Amendment (No. 7):

To add a resolution number 9 to read as follows: The Bellaire City Council hereby establishes the CBB Board.

The amendment failed due to the lack of a second.

Discussion continued among members of the City Council on the motion, as amended. Following discussion, Mayor Friedberg restated the motion, as amended, and called for final action.

RESULT:	**ADOPTED AS AMENDED [UNANIMOUS]**
MOVER:	Michael Fife, Council Member
SECONDER:	David R. Montague, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, 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.

   John Monday, Chair of the CBB, introduced Scott Slaney, FASLA and Principal of Terrain Studio, to members of City Council. Mr. Monday spoke briefly to Mr. Slaney's professional credentials.

   Scott Slaney, FASLA and Principal of Terrain Studio, thanked City Council for the opportunity to present his credentials and provided an outline and brief overview of a four-step process proposed by his firm to create a Master Beautification Plan of a vision for Bellaire. Slides of projects undertaken by Terrain Studio were also presented to members of City Council.

   Following the presentation, **Mayor Friedberg** opened the floor for questions from the City Council.

   Following questions, **Mayor Friedberg** advised members of the audience that the City Council would shortly consider, as new business, the CBB's recommendation to contractually engage the services of Terrain Studio.

C. New Business:

1. Consent Agenda:

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.

Mayor Friedberg advised that a discovery had been made that both sets of the minutes that were included in the agenda packet were the earliest draft of those sets of minutes. A number of revisions had been entered by the City Clerk; however, those revisions seemed not to have been saved in the system.

The first set of minutes held on May 5, 2016, contained only one change. The first draft erroneously showed Council Member Pollard as having been absent when she was present. A corrected version was placed on the dais this evening.

City Clerk Dutton had suggested to Mayor Friedberg that the May 16, 2016, set of minutes be pulled from the agenda entirely as the revisions that were made were numerous. She wanted the opportunity to go back through those minutes and re-enter any revisions that were missing.

Mayor Friedberg asked if there was any objection to pulling the second set of minutes from the Consent Agenda to be brought back at a future meeting. Hearing no objection, the second set of minutes (dated May 16, 2016) was pulled from the Consent Agenda.

After noting no further requests to remove items from the Consent Agenda, Mayor Friedberg called for a motion to adopt the remaining Consent Agenda items (the minutes of the Special Session of May 5, 2016, as corrected, and item b).

Motion:

To adopt the Consent Agenda dated June 6, 2016.

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

Mayor Friedberg stated for the record that the Consent Agenda, consisting only of the minutes of the Special Session of May 5, 2016, and the grant request and acceptance item from the Bellaire Police and Fire Departments, was unanimously adopted. The corrected minutes from May 16, 2016, would be brought back to City Council for consideration at their next meeting.

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.

Mayor Friedberg noted that this matter was the subject of a public hearing held earlier in the evening.

Motion:

To adopt the ordinance as presented.

Discussion ensued among members of City Council regarding the motion, and further questions were asked of the applicant and City Staff.

Amendment (No. 1):

Following discussion and questions, **Mayor Friedberg offered several cleanup items with respect to the ordinance**. Those items included a global change to refer to "Veritas Christian Academy of Houston," an amendment to the address in the caption to read "7000 Ferris Street," and an amendment to the date of the public hearing in the body of the ordinance to read "June 6, 2016."

Mayor Friedberg asked if there was any objection to accepting the cleanup items he had proposed. Hearing no objection, **by general consent, the motion was amended to include those cleanup items with respect to the ordinance.**

After noting no further discussion, Mayor Friedberg restated the motion, as amended, and called for final action.

RESULT:	**ADOPTED AS AMENDED [UNANIMOUS]**
MOVER:	Roman F. Reed, Mayor Pro Tem
SECONDER:	Trisha S. Pollard, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

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.

Solely for purposes of introduction, **Mayor Friedberg** advised that the agenda item had prompted some questions regarding procedure since it was unusual to have a recommendation for the engagement of a contractor by a group other than City Staff and other than at Council's direction. He advised that City Council was able to award the contract regardless of how it came to be presented and, if it chose to do so, the affirmative action by City Council would essentially be ratifying all of the underlying steps up to this point.

Motion:

To adopt the ordinance as presented.

{Moved by **Council Member Fife** and seconded by **Council Member Montague**.}

Discussion ensued among members of City Council regarding the motion. Following discussion, an amendment was offered by Mayor Friedberg.

Amendment (No. 1):

To replace the entire paragraph under "Design Approval" in the Terrain Studio proposal with the following language: City Council is the final approval authority for all designs and beautification plans proposed, and will give design direction to Terrain as needed for this project.

Discussion continued among members of City Council regarding the amendment offered by Mayor Friedberg. During discussion, another amendment was offered that was considered to be in conflict with the first amendment. City Attorney Alan P. Petrov advised that it would be cleaner, procedurally, to act on the first amendment and then consider the second amendment.

Action on Amendment (No. 1):

RESULT:	**ADOPTED [7 TO 0]**

MOVER:	Andrew S. Friedberg, Mayor
SECONDER:	Gus E. Pappas, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague
NAYS:	None
ABSENT:	None

Amendment (No. 2):

To add, immediately prior to the language adopted in the prior amendment under the heading "Design Approval," the phrase that the CBB will serve the role of coordination of stakeholder input and provide a design recommendation to the City Council.

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

Action on Amendment (No. 2):

RESULT:	**FAILED [3 TO 4]**
MOVER:	Pat B. McLaughlan, Council Member
SECONDER:	Roman F. Reed, Mayor Pro Tem
AYES:	Reed, McLaughlan, Fife
NAYS:	Friedberg, Pollard, Pappas, Montague
ABSENT:	None

Amendment (No. 3):

To readdress the proposal to the City of Bellaire, Texas, to the attention of the Mayor.

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

After noting no further discussion on the motion, as amended, Mayor Friedberg offered an additional amendment.

Amendment (No. 4):

To make a global change to replace the references to "committee" to "stakeholders."

Following discussion, action was taken on the amendment.

RESULT:	**ADOPTED [4 TO 3]**
MOVER:	Andrew S. Friedberg, Mayor
SECONDER:	David R. Montague, Council Member
AYES:	Friedberg, Pollard, Pappas, Montague
NAYS:	Reed, McLaughlan, Fife
ABSENT:	None

Amendment (No. 5):

Mayor Friedberg asked if there were any objection **to inserting "Comprehensive Plan" as the first item under the "Exclusions to Scope of Services" section of the proposal. Hearing no objection, by general consent the amendment was adopted.**

After noting no further discussion, Mayor Friedberg restated the motion, as amended, and called for final action.

RESULT:	**ADOPTED AS AMENDED [UNANIMOUS]**
MOVER:	Michael Fife, Council Member
SECONDER:	David R. Montague, Council Member
AYES:	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, 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.

John McDonald, Director of Development Services, introduced the agenda item and advised that one of the recommendations made by the Board of Adjustment in their 2016 Annual Report to the City Council was a reduction in the number of members needed for a quorum for non-statutory related duties. It was noted that the Texas Local Government Code required 75% of the board to be present to vote on three items: (1) an appeal on a decision by an administrative official; (2) a matter in which the board was required to pass under the zoning ordinance; and (3) a variance.

Director McDonald advised further that the current ordinance did not allow the Board to vote on items such as minutes or reports with less than 75% of their membership other than to adjourn their meeting. The proposed ordinance would allow the board to call a meeting to order and vote on administrative items with four members serving as a quorum.

Motion:

To adopt the ordinance as presented.

RESULT:	**ADOPTED [6 TO 1]**
MOVER:	Trisha S. Pollard, Council Member
SECONDER:	David R. Montague, Council Member
AYES:	Friedberg, Pollard, Pappas, McLaughlan, Fife, Montague
NAYS:	Reed
ABSENT:	None

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.

John McDonald, Director of Development Services, introduced the item and advised that, based on direction given to the City Manager at the last City Council Meeting, City Staff had prepared an ordinance to amend the Code of Ordinances to require the installation of sidewalks with new construction. The ordinance included a fee-in-lieu of provision in single-family residential situations that met certain criteria, a description of which was provided by Director McDonald. Any fees generated by a fee-in-lieu of would be spent solely on sidewalks and curb ramps within single-family zoned districts.

Motion:

To adopt the ordinance as presented.

{Moved by **Council Member Pollard** and seconded by **Council Member Pappas.}**

Discussion ensued among members of City Council and questions were asked of Director McDonald regarding the ordinance. Following discussion, **Mayor Pro Tem Reed offered an amendment for consideration, which was seconded by Council Member Pollard.**

Amendment (No. 1):

To amend the ordinance to state that a sidewalk will be constructed on every single street in Bellaire on at least one side.

Council Member Pappas lodged an objection to the amendment as he felt it was out of order, unnoticed, and exceeded the bounds of the evening's agenda.

Mayor Friedberg indicated that he also believed the amendment was out of order and asked City Attorney Alan P. Petrov to provide guidance.

City Attorney Petrov deemed the amendment to be out of order.

Discussion continued among members of the City Council regarding the original motion. Following discussion, **Council Member McLaughlan offered an amendment for consideration, which was seconded by Council Member Pollard.**

Amendment (No. 2):

To delete the fee-in-lieu provision.

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

RESULT:	**ADOPTED [4 TO 3]**
MOVER:	Pat B. McLaughlan, Council Member
SECONDER:	Trisha S. Pollard, Council Member
AYES:	Reed, Pollard, McLaughlan, Fife
NAYS:	Friedberg, Pappas, Montague
ABSENT:	None

Following discussion, final action was taken on the motion, as amended.

RESULT:	**ADOPTED AS AMENDED [4 TO 3]**
MOVER:	Trisha S. Pollard, Council Member
SECONDER:	Gus E. Pappas, Council Member
AYES:	Reed, Pollard, McLaughlan, Fife
NAYS:	Friedberg, Pappas, Montague

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.

Karl Miller, Director of Parks, Recreation, and Facilities, introduced Jeff Gerber, President and CEO, PGAL, to present the recommendations from the Ad Hoc Municipal Facilities Committee for the Municipal Facilities Project.

Jeff Gerber, President and CEO, PGAL, presented the recommendations from the Ad Hoc Municipal Facilities Committee for the Municipal Facilities Project. He noted that the presentation made to the community and to the City Council a few weeks prior to this evening included the recommendations, which were restated as follows:

- Site plan direction is set;
- Floor plan concept direction is set;
- Building exterior elevation concepts are set;
- Exterior material palette is established;
- Interior design concept direction of public spaces are set; and
- Interior material palette direction is set.

Mayor Friedberg opened the floor for questions of Mr. Gerber. Following questions, **Council Member Montague offered a motion for consideration, which was seconded by Council Member Pappas.**

Motion:

To accept and endorse the recommendations of the Ad Hoc Municipal Facilities Committee.

Discussion ensued among members of the City Council regarding the motion for a period of time when **a motion to end debate was offered by Mayor Pro Tem Reed and seconded by Council Member Pappas.**

Motion:

To call the question.

RESULT:	**APPROVED [5-2]**
MOVER:	Roman F. Reed, Mayor Pro Tem
SECONDER:	Gus E. Pappas, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, Montague
NAYS:	McLaughlan, Fife
ABSENT:	None

Following the motion calling the question, action was immediately taken on the motion on the floor, which was to accept and endorse the recommendations of the Ad Hoc Municipal Facilities Committee.

RESULT:	**APPROVED [6 TO 1]**
MOVER:	David R. Montague, Council Member
SECONDER:	Gus E. Pappas, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, Fife, Montague
NAYS:	McLaughlan

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.

{Pat B. McLaughlan, Council Member, left the dais at 12:22 a.m. on Tuesday, June 7, 2016, just prior to the introduction of this agenda item.}

Jeff Gerber, President and CEO, PGAL, advised that in discussions with the Bellaire Police Department regarding the construction of a building that could last the length of time that the City Council desired, some spaces were identified to be a wise inclusion in the initial buildout. Additional square footage was added in the patrol area and support spaces, jail area, communications area, and training area. It was noted that recent events nationally and locally had led to wide speculation that the state would adopt a municipal jail standard that currently did not exist. With respect to patrol, additional space was added for the storage of new types of gear, such as body cameras. In total, 4,100 square feet was added to the police

department beyond what was shown to the City Council in February. The cost for the additional square footage was noted to be $1.8 million.

Mr. Gerber advised that in February, members of City Council were told that due to the time delay and reconfiguration of buildings, there was a shortfall of about $3.8 million. Adding the $1.8 million to the $3.8 million created a shortfall of $5.6 million for a total project cost of $18.7 million.

Mayor Friedberg opened the floor for questions from members of City Council. Following questions, **a motion was offered by Mayor Pro Tem Reed for consideration, which was seconded by Council Member Fife.**

Motion:

To approve the recommendation and accept the revised square footage needs and the revised costs of the facility.

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

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Roman F. Reed, Mayor Pro Tem
SECONDER:	Michael Fife, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, Fife, Montague
ABSENT:	McLaughlan

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

Community interest items from the Mayor and City Council included expressions of thanks for the dedication ceremony held the previous week for the French Art Doors that were installed in Paseo Park and expressions of thanks to applicants that interviewed with City Council earlier in the evening.

Trisha S. Pollard, Council Member, referred to a tree aeration system memo that she distributed earlier in the evening and advised that she would like to address the memo at a subsequent meeting.

Roman F. Reed, Mayor Pro Tem, advised that he wished to place an item on the next agenda to build sidewalks on every street in Bellaire.

E. Adjourn.

Mayor Friedberg announced that the Regular Session of the City Council of the City of Bellaire, Texas, was adjourned at 12:45 a.m. on Tuesday, June 7, 2016.

City of Bellaire, Texas

Boards and Commissions

Applications

(Ordered Alphabetically)

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

TABLE OF CONTENTS

Jill Almaguer

Jim Avioli

Michael D. Axelrad

Ayobamidele G. Bello

Joe Burris

Charles Formica

Lee Hampton

Jennifer Hawes

Susan Hawes

Debbie Karakowsky

Paul Katz

Patricia King-Ritter

Terry Leavitt-Chavez

Tom Ligh

Jed Mandel

Julie McNee

Johanna Moran

Kevin Newman

Robert S. Riquelmy

Diane Roberts

Jonathan Saikin

S. Lynne Skinner

Danny A. Spencer

Marc Steinberg

Dirk Stiggins

Carmen Ulabarro

Sharon Veldman

Neil Verma

Lou Waters

Pat Westwood

George Williams

© Copyright

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 1

Jill Almaguer

BOARD APPLICATIONS

2016

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

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. 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

- **[ ] Audit Finance Board**
- **[X] 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*	**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 \/]**

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

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.*

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 (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**

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

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 Almaguer	***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 be 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

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

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

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

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 be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 2

James P. "Jim" Avioli, Sr.

BOARD APPLICATIONS

2016

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

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. 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

- **[X] Audit Finance Board**
- **[X] 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* 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 [Yes \/]

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

Precinct?*	
Are you 18 or older?*	yes
First Time Appointment?*	[No V]
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?*	**( ) 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* 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 be email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing	

* indicates required fields.

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

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?:

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

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 be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 3

Michael D. "Mike" Axelrad

BOARD APPLICATIONS

2016

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

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. 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

[ ] 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
[X] Planning & Zoning Commission
[ ] Evelyn's Park Conservancy Board

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**

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

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?*	**( ) 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**** ***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 be 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:

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

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 be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 4

Ayobamidele G. Bello

BOARD APPLICATIONS

2016

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

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. 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	**[ ] Audit Finance Board** **[ ] Board of Adjustment** **[X] Building and Standards Commission** **[ ] Cultural Arts Board** **[X] Environmental & Sustainability Board** **[ ] L.I.F.E. Advisory Board** **[X] Parks & Recreation Advisory Board** **[X] 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 \/]

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

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?*	( ) 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 G. Bello	*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*	

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

By submitting this application online or be 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

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

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 be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 5

Joe Burris

BOARD APPLICATIONS

2016

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

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. 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

- [ ] **Audit Finance Board**
- [X] **Board of Adjustment**
- [X] **Building and Standards Commission**
- [ ] **Cultural Arts Board**
- [X] **Environmental & Sustainability Board**
- [ ] **L.I.F.E. Advisory Board**
- [X] **Parks & Recreation Advisory Board**
- [X] **Planning & Zoning Commission**
- [ ] **Evelyn's Park Conservancy 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**

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

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

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

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. Peek 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

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

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 Burris	*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.*

L.I.F.E. Advisory Board

By submitting this application online or be 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

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

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.

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

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. Peek 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,

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

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.~~T.I.F.B.~~ Advisory Board 1) BSC ; 2) PRAB ; 3) ESB ; 4) PZC , 5) BOA

By submitting this application online or be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 6

Charles Formica

BOARD APPLICATIONS

2016

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

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.

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

☐ 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 Formanek

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.

(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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 7

Lee Hampton

BOARD APPLICATIONS

2016

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

BOARDS AND COMMISSIONS
REAPPLICATION FORM

Name: Lee Hampton

Address: [redacted]

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.

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

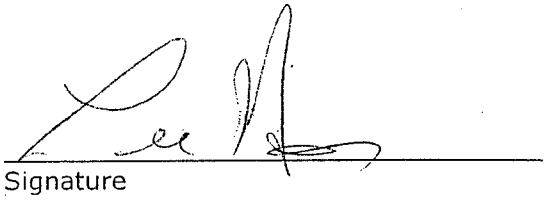
☐ I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

_____

(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

(✓) 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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 8

Jennifer Hawes

BOARD APPLICATIONS

2016

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

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 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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 9

Susan Hawes

BOARD APPLICATIONS

2016

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

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.

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

☐ 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 G 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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 10

Debbie Karakowsky

BOARD APPLICATIONS

2016

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

CITY OF BELLAIRE RECEIVED JAN 26 2016 CITY MANAGER'S OFFICE

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.

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

☐ 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:

( ) **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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 11

Paul N. Katz

BOARD APPLICATIONS

2016

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

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.

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

☐ 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**

( ) **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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 12

Patricia King-Ritter

BOARD APPLICATIONS

2016

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

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.

Scanned by CamScanner

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

☐ 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 January 23, 2016

***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.**

pkr @ 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.

Scanned by CamScanner

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 13

Terry Leavitt-Chavez

BOARD APPLICATIONS

2016

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

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. 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	**[ ] Audit Finance Board** **[ ] Board of Adjustment** **[ ] Building and Standards Commission** **[X] 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*	**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 \/]

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

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-

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

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?* ( ) 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?

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.

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

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 be email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing

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

* 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

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

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.

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

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 be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 14

Tom Ligh

BOARD APPLICATIONS

2016

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

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.

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

☐ 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)

_____

_____

Tony Fuqua

Signature

03-21-2016

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

( ) 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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 15

Jed Mandel

BOARD APPLICATIONS

2016

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

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. 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	**[ ] Audit Finance Board** **[X] Board of Adjustment** **[X] Building and Standards Commission** **[ ] Cultural Arts Board** **[ ] Environmental & Sustainability Board** **[ ] L.I.F.E. Advisory Board** **[X] Parks & Recreation Advisory Board** **[X] Planning & Zoning Commission** **[X] 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 \/]

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

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.	**No**

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

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

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 be 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 be email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing:

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

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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 16

Julie McNee

BOARD APPLICATIONS

2016

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

BOARDS AND COMMISSIONS
REAPPLICATION FORM

Name: Julie McGee

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.

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

☐ 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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 17

Johanna Moran

BOARD APPLICATIONS

2016

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

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. 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

- [ ] **Audit Finance Board**
- [ ] **Board of Adjustment**
- [ ] **Building and Standards Commission**
- [ ] **Cultural Arts Board**
- [X] **Environmental & Sustainability Board**
- [ ] **L.I.F.E. Advisory Board**
- [X] **Parks & Recreation Advisory Board**
- [ ] **Planning & Zoning Commission**
- [ ] **Evelyn's Park Conservancy 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 \/]

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

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?* **( ) 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?

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

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

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

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

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

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

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 be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 18

Kevin Newman

BOARD APPLICATIONS

2016

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

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. 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

[ ] Audit Finance Board
[ ] Board of Adjustment
[ ] Building and Standards Commission
[redacted] Cultural Arts Board
[ ] Environmental & Sustainability Board
[X] L.I.F.E. Advisory Board
[ ] Parks & Recreation Advisory Board
[ ] Planning & Zoning Commission
[redacted] Evelyn's Park Conservancy 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 \/]

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

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. 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**** ***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 be email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing	

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

* 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

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 be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 19

Robert Riquelmy

BOARD APPLICATIONS

2016

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

CITY OF BELLAIRE
RECEIVED
APR - 8 2016
CITY MANAGERS'S OFFICE

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.)

☐ Board of Adjustment	☐ Environmental and Sustainability Board	☐ 1 Evelyn's Park Conservancy Board
☐ Building & Standards Commission	☐ L.I.F.E. Advisory Board	☐ Audit Finance Board
☐ Planning & Zoning Commission	☐ Cultural Arts Board	☐ Ad Hoc Committee (if applicable)
☐ Parks and Recreation Advisory Board		

Name: ROBERT S. RIQUELMY

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

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

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.)

[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?

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

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

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

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. 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

- [ ] **Audit Finance Board**
- [ ] **Board of Adjustment**
- [ ] **Building and Standards Commission**
- [X] **Cultural Arts Board**
- [X] **Environmental & Sustainability Board**
- [ ] **L.I.F.E. Advisory Board**
- [X] **Parks & Recreation Advisory Board**
- [ ] **Planning & Zoning Commission**
- [X] **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 \/]**

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

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 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?*	**( ) 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* Diane Roberts Date* March 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***

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

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 be 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 be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 21

Jonathan Saikin

BOARD APPLICATIONS

2016

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

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. 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	**[ ] Audit Finance Board** **[ ] Board of Adjustment** **[ ] Building and Standards Commission** **[ ] Cultural Arts Board** **[ ] Environmental & Sustainability Board** **[ ] L.I.F.E. Advisory Board** **[X] Parks & Recreation Advisory Board** **[X] Planning & Zoning Commission** **[ ] Evelyn's Park Conservancy Board**
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 \/]

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

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**: 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 be 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

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

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

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

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 be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 22

S. Lynne Skinner

BOARD APPLICATIONS

2016

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

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.

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

☐ 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 Stamm
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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 23

Danny A. Spencer

BOARD APPLICATIONS

2016

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

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.

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

☐ 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:

(X) **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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 24

Marc Steinberg

BOARD APPLICATIONS

2016

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

CITY OF BELLAIRE
RECEIVED
APR 20 2016
CITY CLERK'S OFFICE

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 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.

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

☐ 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

4-14-16
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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 25

Dirk Stiggins

BOARD APPLICATIONS

2016

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

CITY OF BELLAIRE RECEIVED MAR 30 2016 CITY MANAGER'S OFFICE

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 & 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.

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

☐ 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)

_____

_____

Dirk Huggins

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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 26

Carmen Ulabarro

BOARD APPLICATIONS

2016

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

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. 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	**[ ] Audit Finance Board** **[ ] Board of Adjustment** **[X] Building and Standards Commission** **[ ] Cultural Arts Board** **[ ] Environmental & Sustainability Board** **[X] L.I.F.E. Advisory Board** **[ ] Parks & Recreation Advisory Board** **[X] Planning & Zoning Commission** **[ ] Evelyn's Park Conservancy Board**
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 \/]**

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

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?*	**( ) 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?	**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**** ***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 be email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing	

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

* 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.

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

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 be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 27

Sharon Veldman

BOARD APPLICATIONS

2016

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

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. 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

[ ] Audit Finance Board
[ ] Board of Adjustment
[ ] Building and Standards Commission
[ ] Cultural Arts Board
[ ] Environmental & Sustainability Board
[ ] L.I.F.E. Advisory Board
[X] Parks & Recreation Advisory Board
[ ] Planning & Zoning Commission
[ ] Evelyn's Park Conservancy 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 \/]**

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

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?*	**( ) 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?

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**** ***Sharon Veldman*** ***Date**** ***4-21-2016***

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

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 be 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

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

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 be 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

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 28

Neil Verma

BOARD APPLICATIONS

2016

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

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.

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

☐ 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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 29

Lou Waters

BOARD APPLICATIONS

2016

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

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.

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

☐ 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

Jan. 22, 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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 30

Pat Westwood

BOARD APPLICATIONS

2016

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

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.

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

☐ 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.

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

BELLAIRE BOARDS AND COMMISSIONS

TAB 31

George Williams

BOARD APPLICATIONS

2016

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

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. 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	**[ ] Audit Finance Board** **[ ] Board of Adjustment** **[ ] Building and Standards Commission** **[ ] Cultural Arts Board** **[X] Environmental & Sustainability Board** **[ ] L.I.F.E. Advisory Board** **[X] Parks & Recreation Advisory Board** **[ ] Planning & Zoning Commission** **[ ] Evelyn's Park Conservancy 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 \/]

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

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?*	**( ) 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.

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

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

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

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 be 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

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

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

Attachment: VCA P&Z Report April 2016 (1938 : PH-Veritas Christian Academy)

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

Attachment: VCA P&Z Report April 2016 (1938 : PH-Veritas Christian Academy)

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.

Attachment: VCA P&Z Staff Report April 12, 2016 (Consideration) (1938 : PH-Veritas Christian Academy)

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 questionaire 2016 (PDF)
- VCA traffic flow 2016 (PDF)
- VCA Floor plan 2016 (PDF)
- VCA SUP application 2016 (PDF)

Attachment: VCA P&Z Staff Report April 12, 2016 (Consideration) (1938 : PH-Veritas Christian Academy)

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.**

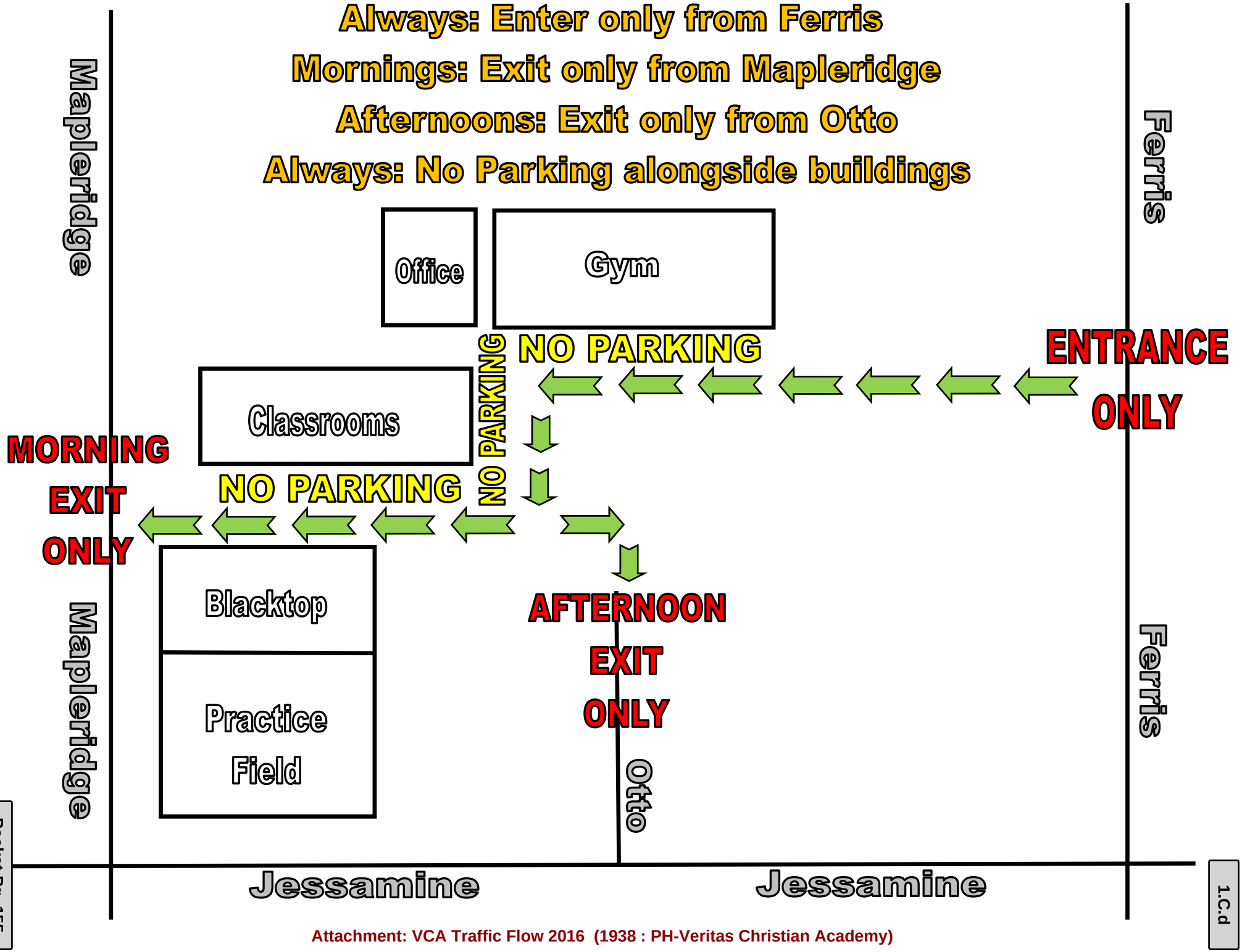
6. What is the teacher to student ratio?
Teacher to students is a max of 1:18 in grades above K. In Preschool 2:16
And, what is VCA's overall goal for this ratio?
Keep it that way

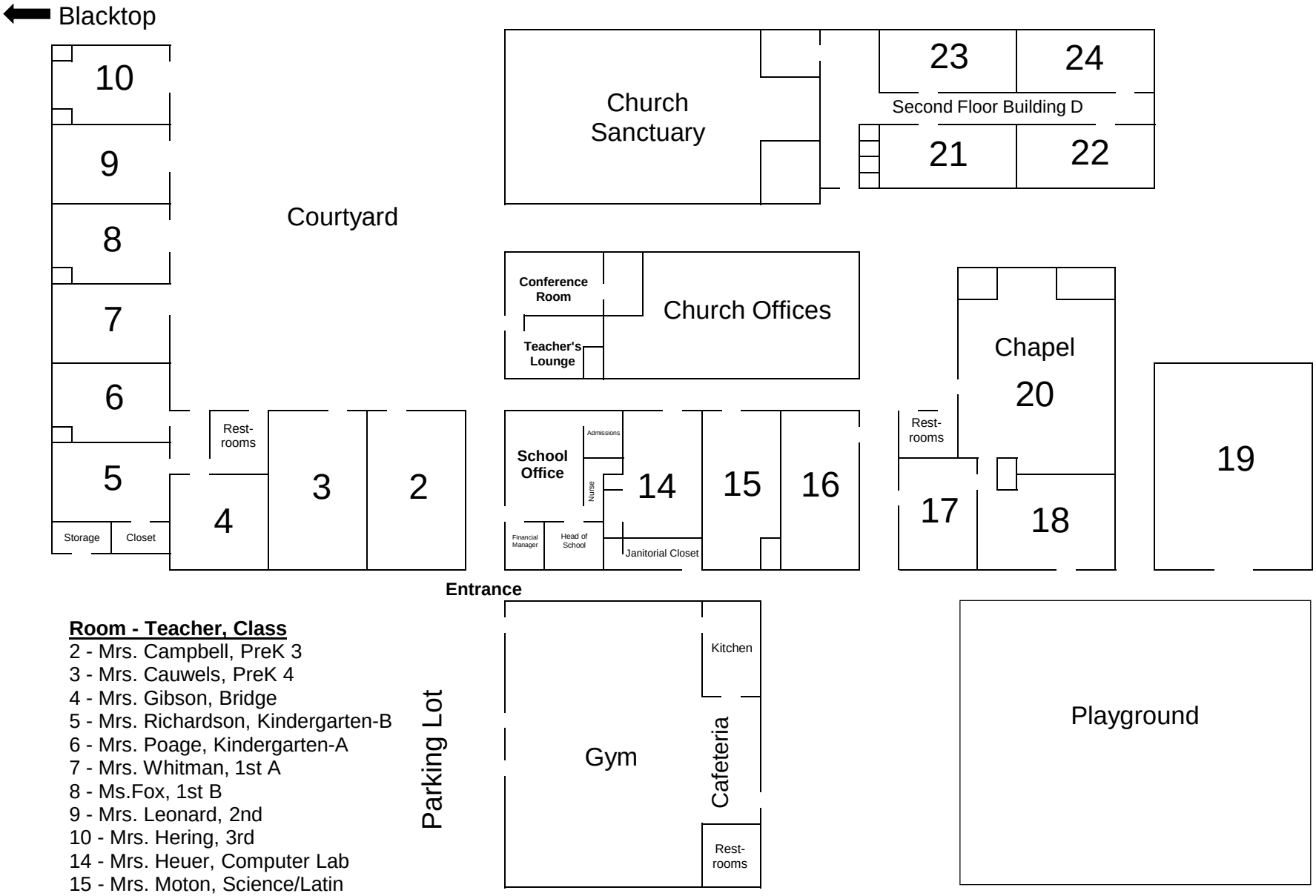
7. How many faculty and staff are employed by the school? **Around 30**

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

Attachment: VCA Questionaire April 2016 (1938 : PH-Veritas Christian Academy)


Always: Enter only from Ferris
Mornings: Exit only from Mapleridge
Afternoons: Exit only from Otto
Always: No Parking alongside buildings
Mapleridge
Ferris
Office
Gym
NO PARKING
ENTRANCE ONLY
NO PARKING
Classrooms
MORNING EXIT ONLY
NO PARKING
Blacktop
AFTERNOON EXIT ONLY
Practice Field
Mapleridge
Ferris
Otto
Jessamine
Jessamine



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

Attachment: VCA Floor Plan 2016 (1938 : PH-Veritas Christian Academy)

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
North	Commercial	CMU
South	Residential	R-4
East	Residential	R-4
West	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

Attachment: VCA P&Z Staff Report March 8, 2016 (Public Hearing) (1938 : PH-Veritas Christian Academy)

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)

Attachment: VCA P&Z Staff Report March 8, 2016 (Public Hearing) (1938 : PH-Veritas Christian Academy)

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;

CITY OF BELLAIRE
RECEIVED
JAN 28 2016
DEVELOPMENT SERVICES

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

Attachment: VCA SUP Application 2016 (1938 : PH-Veritas Christian Academy)

specific use permits is, Sec. 24-533 – R-4. – Residential District: Specific Uses 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.

Donald Grieb, Jr.

713-854-0742
DLGrieb@comcast.net

Attachment

Attachment: VCA SUP Application 2016 (1938 : PH-Veritas Christian Academy)

HBU
HOUSTON BAPTIST
UNIVERSITY

Sandra N. Mooney, CPA
Vice President for Financial Operations
Phone: 281-649-3202
Fax: 281-649-3012
E-mail: 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).

Sincerely,

Sandy Mooney

Cc: Donald Grieb
Lamia Raad

Attachment: VCA SUP Application 2016 (1938 : PH-Veritas Christian Academy)

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 OF BELLAIRE
RECEIVED
JAN 28 2016
DEVELOPMENT SERVICES

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 Luhring 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, Luhring Subdivision, to a ¾ inch iron rod found for the northwest corner of Lot 9 of said Luhring 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 Luhring 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 Luhring 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 Luhring 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 Luhring Subdivision;

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

Attachment: VCA SUP Application 2016 (1938 : PH-Veritas Christian Academy)

Attachment: VCA Aerial View (1938 : PH-Veritas Christian Academy)

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**

Packet Pg. 166

Attachment: PH Notification Materials - Council June 2016 (1938 : PH-Veritas Christian Academy)

1.C.i

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) or the City Manager (Paul A. Hofmann, 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) 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.

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).

Your City Council welcomes your comments during sessions and looks forward to hearing from you.

Tracy L. Dutton, TRMC
City Clerk

Enclosure

Packet Pg. 167

1.C.i

Attachment: PH Notification Materials - Council June 2016 (1938 : PH-Veritas Christian Academy)

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) 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").

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

Attachment: PH Notification Materials - Council June 2016 (1938 : PH-Veritas Christian Academy)

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

Packet Pg. 175
1.C.i
Attachment: PH Notification Materials - Council June 2016 (1938 : PH-Veritas Christian Academy)

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

Packet Pg. 176
1.C.i
Attachment: PH Notification Materials - Council June 2016 (1938 : PH-Veritas Christian Academy)

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

Packet Pg. 179
1.C.i
Attachment: PH Notification Materials - Council June 2016 (1938 : PH-Veritas Christian Academy)

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

Packet Pg. 184
1.C.i
Attachment: PH Notification Materials - Council June 2016 (1938 : PH-Veritas Christian Academy)

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	

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.

Attachment: Beautification Resolution revision 5-31-16 (1948 : Beautification Resolution)

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.

_____
Andrew S. Friedberg, Mayor
City of Bellaire, Texas

ATTEST:

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

Attachment: Beautification Resolution revision 5-31-16 (1948 : Beautification Resolution)

APPROVED AS TO FORM:

_____

Alan P. Petrov
City Attorney
City of Bellaire, Texas

Attachment: Beautification Resolution revision 5-31-16 (1948 : Beautification Resolution)

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.

Name	Title	Status
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.

Attachment: May 5 2016 - Special Session (1950 : Minutes)

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 was present as set forth in the table below.

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

Other officials present were Paul A. Hofmann, City Manager; 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 Blitzer, 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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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).

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.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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.

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.

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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 13th 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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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.

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

Separate Consideration of Item b.:

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.

Motion:

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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.

RESULT:	**APPROVED [6 TO 1]**
MOVER:	Roman F. Reed, Mayor Pro Tem
SECONDER:	Gus E. Pappas, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife
NAYS:	Montague
ABSENT:	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.

RESULT:	**ADOPTED [6 TO 1]**
MOVER:	Roman F. Reed, Mayor Pro Tem
SECONDER:	Trisha S. Pollard, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife
NAYS:	Montague
ABSENT:	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").

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	David R. Montague, Council Member
SECONDER:	Michael Fife, Council Member
AYES:	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.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Trisha S. Pollard, Council Member
SECONDER:	David R. Montague, Council Member
AYES:	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,

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Gus E. Pappas, Council Member
SECONDER:	Roman F. Reed, Mayor Pro Tem
AYES:	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.

Motion:

To adopt the resolution as presented.

{Moved by Pat B. McLaughlan, Council Member, and seconded by Roman F. Reed, Mayor Pro Tem}

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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, a motion to refer the matter to a committee was offered and seconded.

Motion to Refer to 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 Motion to Refer to Committee.

RESULT:	**APPROVED [4 TO 3]**
MOVER:	Michael Fife, Council Member
SECONDER:	David R. Montague, Council Member
AYES:	Pollard, Pappas, Fife, Montague
NAYS:	Friedberg, Reed, McLaughlan
ABSENT:	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 or fewer 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 restated 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 who had volunteered to serve on the Council committee indicated that the matter could be handled expeditiously. Mayor Friedberg, noting no objections, restated the motion as follows:

Motion, as restated:

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 6th.

RESULT:	**APPROVED [7 TO 0]**
MOVER:	Michael Fife, Council Member

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

SECONDER:	Trisha S. Pollard, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague
NAYS:	None
ABSENT:	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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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.

RESULT:	**APPROVED [6 TO 1]**
MOVER:	David R. Montague, Council Member
SECONDER:	Trisha S. Pollard, Council Member
AYES:	Friedberg, Pollard, Pappas, McLaughlan, Fife, Montague
NAYS:	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.

RESULT:	**APPROVED [4 TO 3]**
MOVER:	Trisha S. Pollard, Council Member
SECONDER:	Roman F. Reed, Mayor Pro Tem
AYES:	Reed, Pollard, McLaughlan, Fife
NAYS:	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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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.

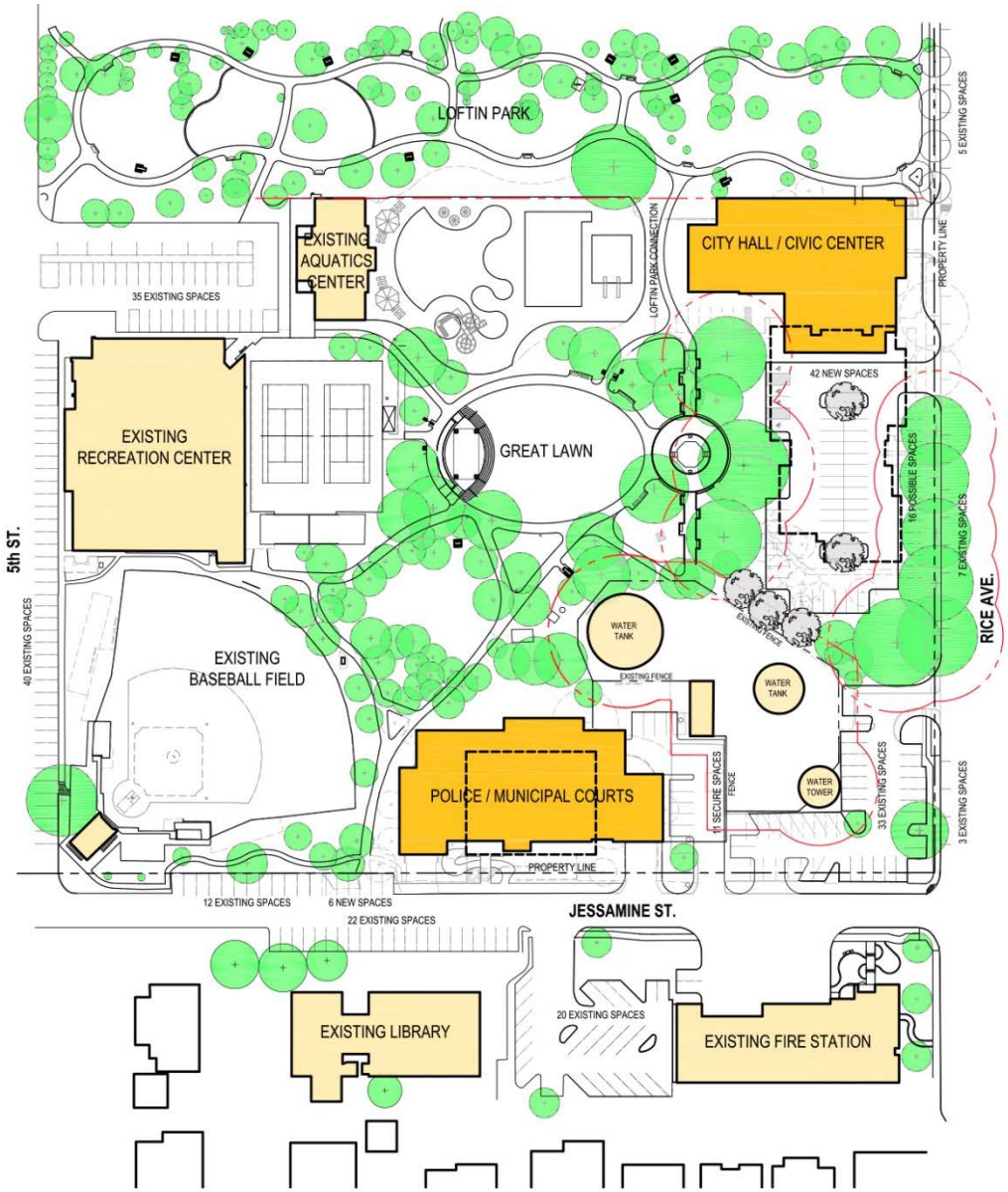
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

MUNICIPAL BUILDINGS
Town Hall Meeting

05/16/2016

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Town Center
Site Plan



LEGEND

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

TOWN SQUARE PARKING

244 TOTAL PARKING SPACE

23 NEW PARKING SPACE

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Town Center

Campus Image from S. Rice

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Town Center

Campus Image from S. Rice

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Town Center

Campus Image from Jessamine and S. Rice

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Town Center

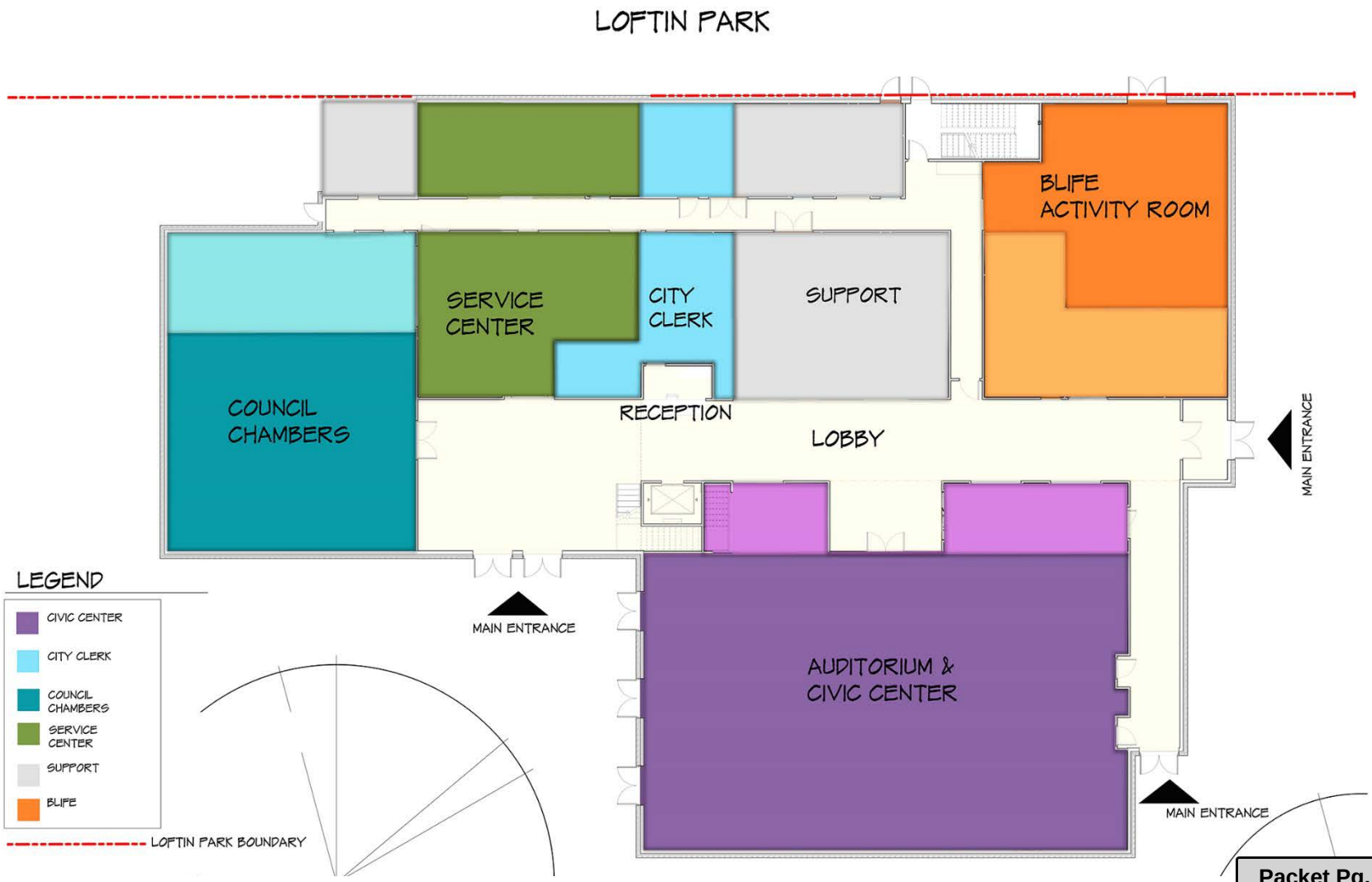
Campus Image from Jessamine

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

FLOOR PLAN DEVELOPMENT

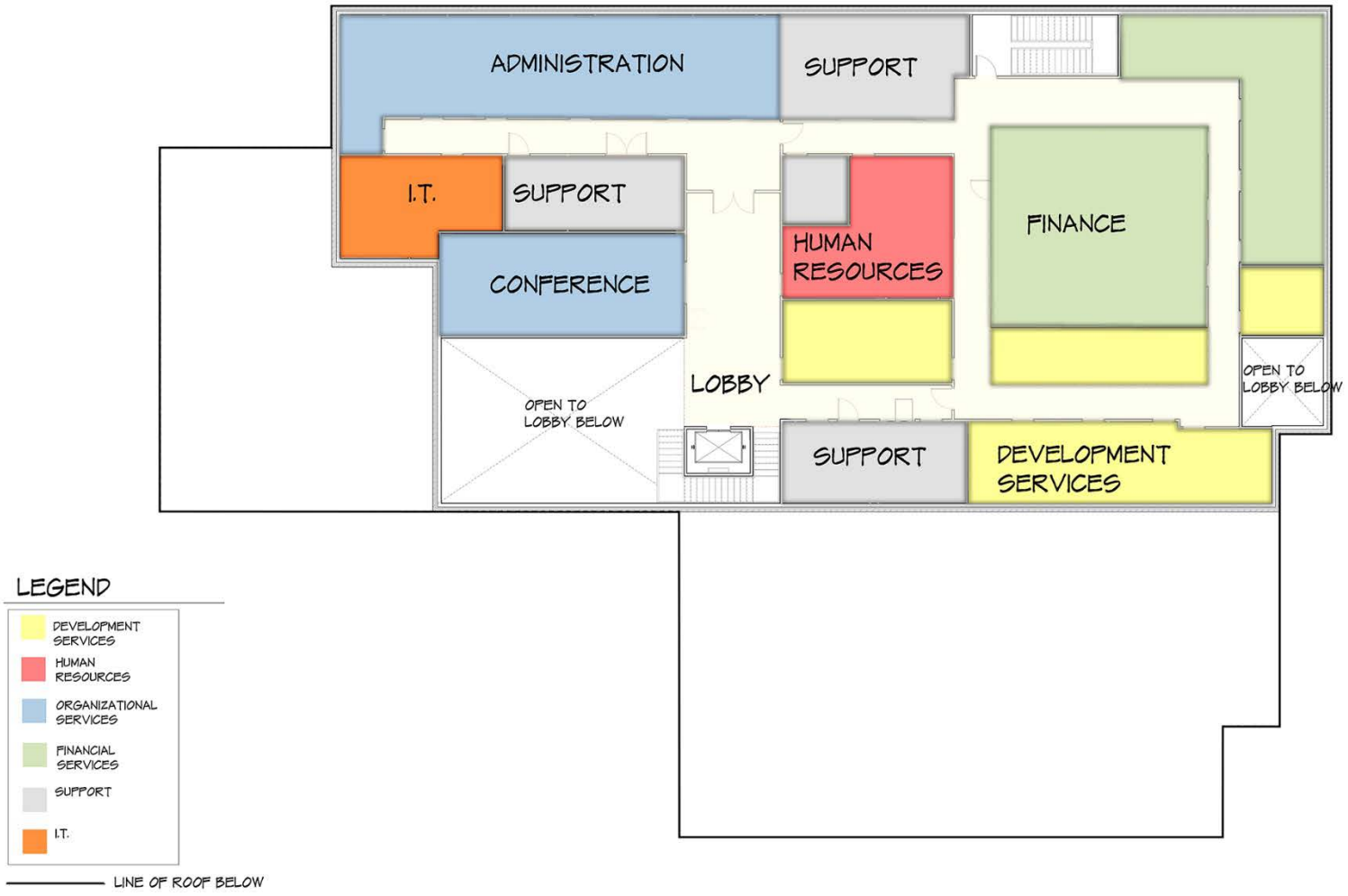
For more detailed information regarding the floor plans refer to City of Bellaire website http://Bellairetx.gov/DocumentCenter/Index/623

City Hall / Civic Center
First Floor Blocking Plan



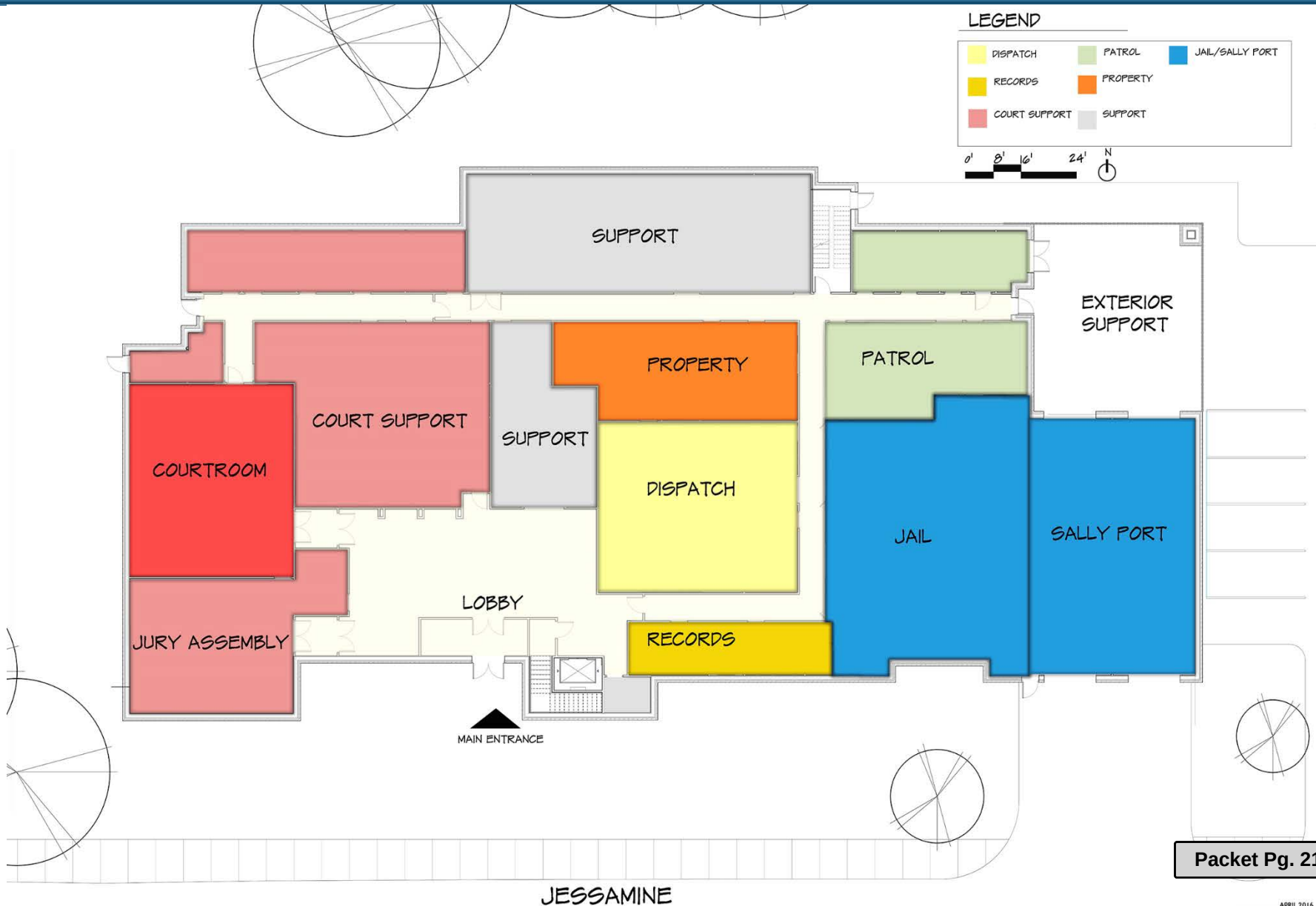
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City Hall / Civic Center
Second Floor Blocking Plan



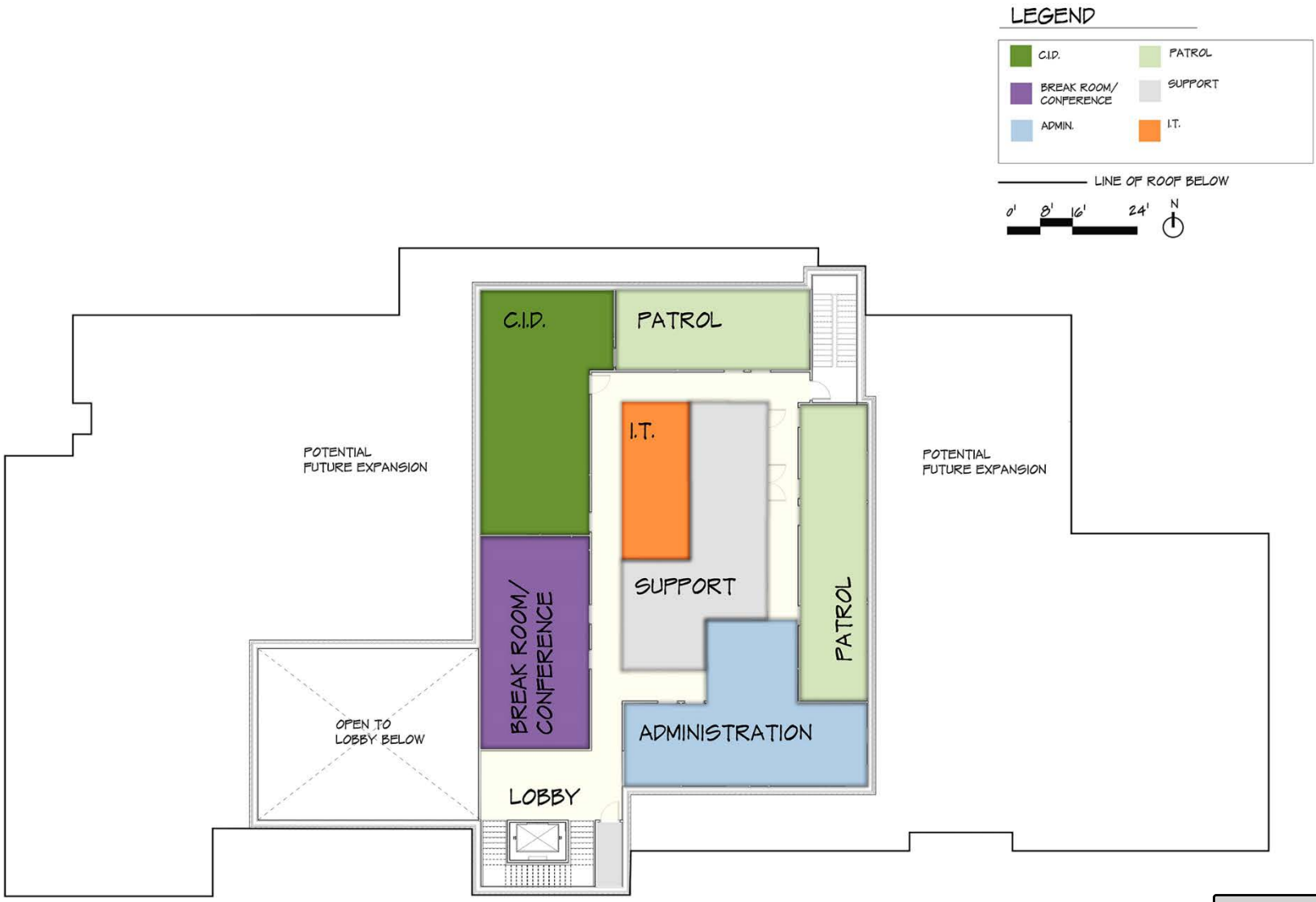
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Police / Courts
First Floor Blocking Plan



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Police / Courts
Second Floor Blocking Plan



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

BUILDING ELEVATION DEVELOPMENT

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

Bellaire City Hall and Civic Center

Option 1

Option 2

Option 3

Option 4

Option 5

Option 6

Option 7

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City Hall / Civic Center (South Rice View)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City Hall / Civic Center (South Rice View)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City Hall / Civic Center (Great Lawn View)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City Hall / Civic Center (Parking Lot View)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Bellaire Police and Courts

Option 1

Option 2

Option 3

Option 4

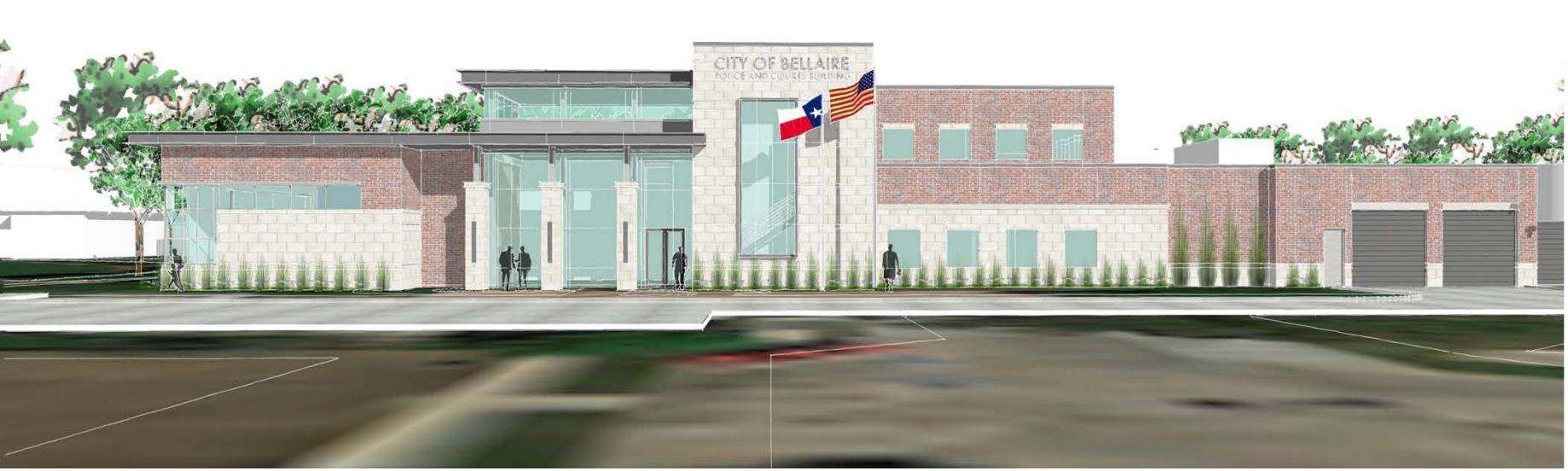
Option 5

Option 6

Option 7

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Police and Municipal Court (Jessamine View)



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Police / Courts (Jessamine View)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

INTERIOR DESIGN DISCUSION

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

City Hall / Civic Center
Lobby Concept

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City Hall / Civic Center
Council Chambers Concept

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Police/ Municipal Court

Lobby Concept

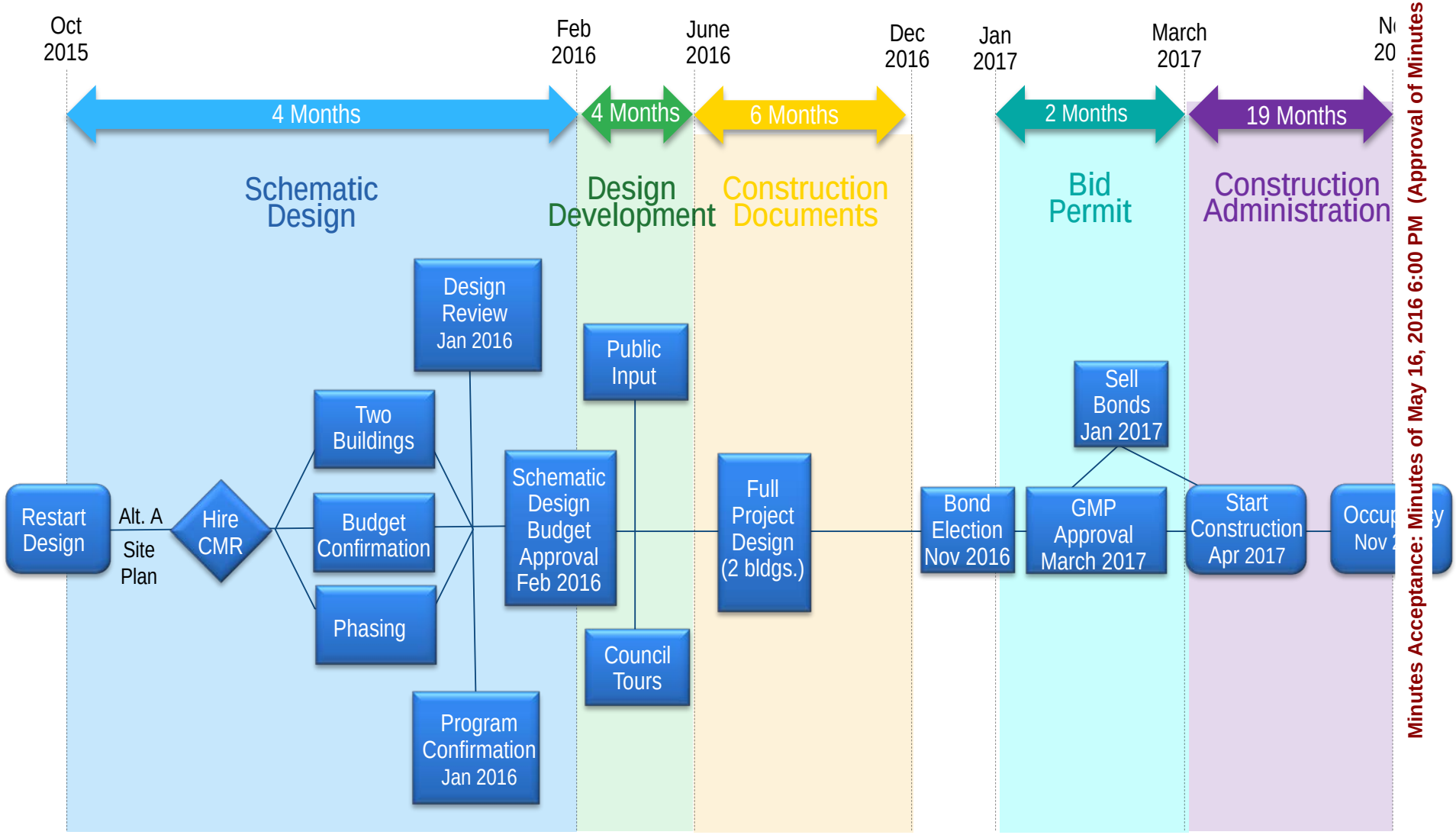
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Police/ Municipal Court

Court Room Concept

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Bellaire Municipal Buildings: Scenario 2



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

THE CITY OF BELLAIRE Texas

MUNICIPAL BUILDINGS
Town Hall Meeting

05/16/2016

PGAL

City of Bellaire, Texas

Proclamation

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

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

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

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

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

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

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

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

Emergency Medical Services Week

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire, Texas

Proclamation

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

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

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

Police Week

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

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

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire, Texas

Proclamation

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

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

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

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

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

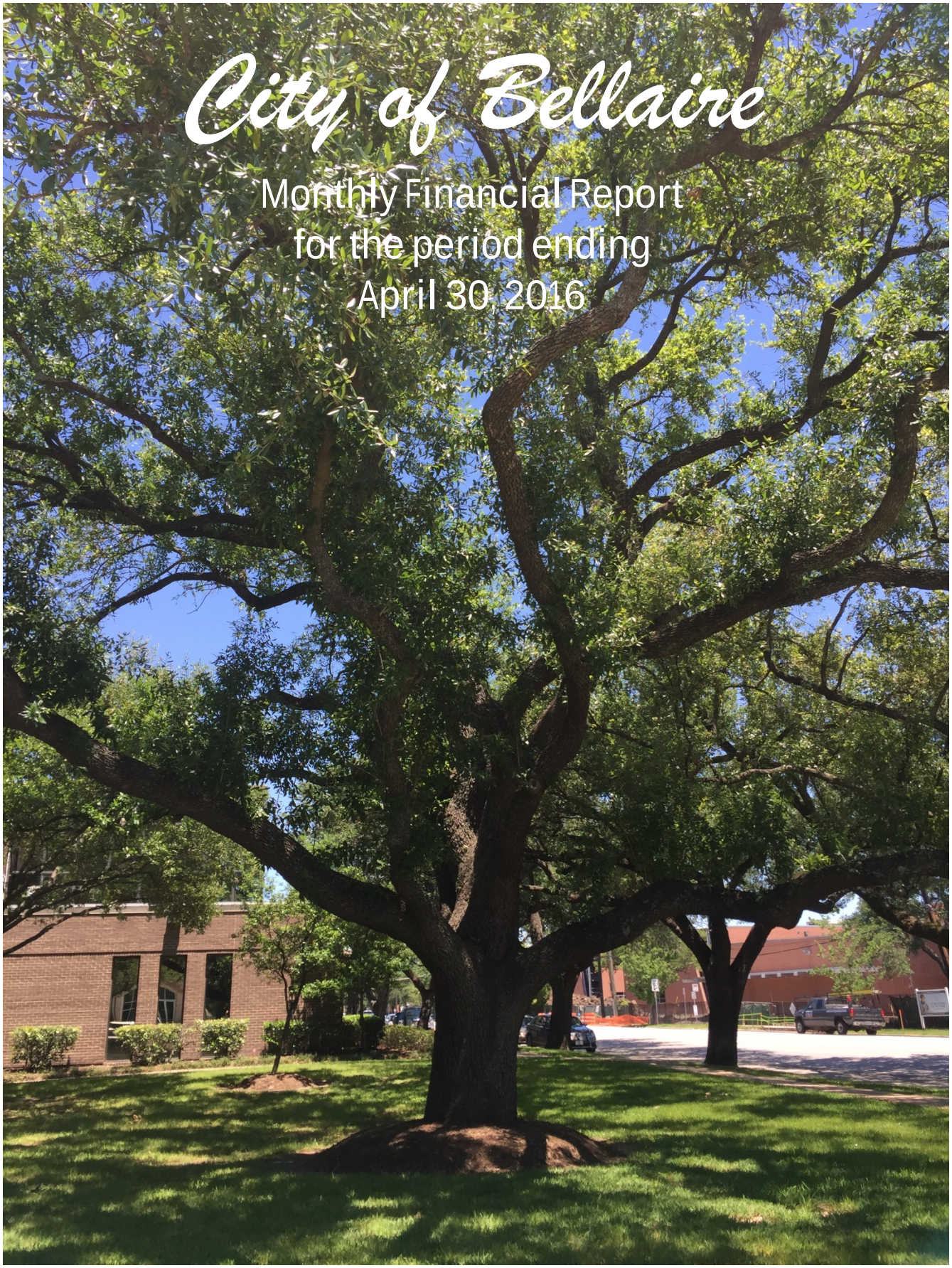
National Public Works Week

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

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

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Table of Contents

Fund Statements

Memorandum April Month End 1

General Fund 4

Enterprise Fund 5

Debt Service Fund 6

Vehicle/Equipment Fund 7

Capital Improvement Fund 8

Bond Fund 9

Metro Fund 10

Schedules

Current Property Tax Collections 11

Housing Information 12

Trend Analysis – Housing & Vacant Lots for Sale 12

Summary of Sales & Mixed Beverage Tax 13

Summary of Franchise Fees 14

Summary of Purchase Orders 15

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire
Finance

MEMORANDUM

To: Paul A. Hofmann, City Manager

From: Terrence Beaman, Chief Financial Officer

Date: May 16, 2016

Subject: Financial Analysis for Month Ending April 30, 2016

GENERAL FUND

General Fund Revenues:

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

All other revenues are on target.

General Fund Expenditures:

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

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

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

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

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

ENTERPRISE FUND

Enterprise Fund Revenues:

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Enterprise Fund Expenditures:

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

Audited Fund Balance 9/30/15	$ 5,604,047
FY 2016 Revenue Budget	19,047,107
FY 2016 Expenditure Budget	20,343,095
Projected Ending Fund Balanc	$ 4,308,059
60 Day Reserve Requirement	$ 3,004,349
ncludes only operating budget)	

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

*Pay as you Go portion of Bonds in Fund 620

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE
CURRENT PROPERTY TAX COLLECTIONS
FY 2013 - FY2016

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

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

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

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

		Taxable Value
Chevron Chemical Company	Oil & Gas	79,604,253
Pin Oak North Parcrel LL LLC	Land/Improvements	49,900,289
KBS SOR 6565 6575 West Loop	Land/Improvements	40,675,000
BRI 1833 6330 LLC	Land/Improvements	39,319,862
Centerpoint Energy Inc.	Electric Utility	29,510,049
SBC Communications	Utility	28,734,297
CHP Houston Tx MOB Owner LLC	Land/Improvements	25,165,006
CHP Houston TX Hospital Land	Hospital	24,940,369
Pin Oak South Parcell LL LLC	Land/Improvements	19,941,588
5909-5959 Realty LTD	Land/Improvements	12,650,000
		$ 350,440,713
Tax Levy @ $0.3805/100		$ 1,333,427
% of Total Levy		7.75%

* Source: Municipal Advisory Council of Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE
HOUSING INFORMATION
FY2016

April

Houses, Townhomes & Vacant Lots for Sale *

Price Range				
$	0	- $	250,000	-
$	250,001	- $	500,000	43
$	500,001	- $	750,000	19
$	750,001	- $	1,000,000	39
		> $	1,000,000	93

Total Units For Sale * **194**

Total HCAD Residential Units/Lots **		6,018
For Sale as a % of Total Units		3.22%
Highest Listing Price - Home	$	3,388,888
Lowest Listing Price - TH/Lot	$	280,000
Houses for Lease *		35
Highest Lease/Month	$	8,500
Lowest Lease/Month	$	1,140

Foreclosure History as of end of Quarter Reported by RealtyTrac

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

New Residential Construction

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

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

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

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

*** Numbers revised based on system correction

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE
SUMMARY OF FRANCHISE FEES
FY2014 - FY2016

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE
SUMMARY OF PURCHASE ORDERS
FY 2016

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

MAY 2, 2016

Council Chamber | **Regular Session** | **6:00 PM**

7008 S. RICE AVENUE
BELLAIRE, TX 77401

REGULAR SESSION - 6:00 P.M.

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

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

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

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

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

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

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

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

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

I. PUBLIC HEARING

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

C. Presentation:

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

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

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

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

D. Public Comment.

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

Seth Tyler:

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Paul Magaziner:

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

Kyle Simson:

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

Charles Willis:

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

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

E. Questions from the Mayor and City Council.

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

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

F. Close of Public Hearing.

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

G. Adjourn.

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

II. REGULAR MEETING

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

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

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

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

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

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

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

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

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

C. Personal/Audience Comments.

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

by the City Council this evening.

Paul Magaziner:

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

Lynn McBee:

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

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

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

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

Cindy Siegel:

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

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

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

Neil Verma:

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

Vic Gelsomino:

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

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

D. Reports:

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

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

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

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

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

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

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

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

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

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

Tagline: "Enrich your every day."

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

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

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

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

Capital Project #1:

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

Capital Project #2:

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

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

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

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

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

E. New Business:

1. Consent Agenda:

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

a. Approval of Minutes:

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

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

b. Code Suspension:

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

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

c. Authorized Representatives:

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

Motion:

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

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

2. Item for Individual Consideration:

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

and reiterated were the driveway slope issues and the trees.

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

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

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

Motion:

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

G. Adjourn.

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

III. CLOSED MEETING

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

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

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

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

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

B. Retire into Closed Meeting:

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

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

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

C. Reconvene in Open Meeting:

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

D. Adjourn.

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

NOTICE OF PUBLIC HEARING

NOTICE OF A PUBLIC HEARING BEFORE THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, REGARDING A REQUEST FROM MORE THAN 80% OF THE PROPERTY OWNERS ABUTTING ELM STREET FROM SOUTH RICE AVENUE TO THE IH-610 SERVICE ROAD, BELLAIRE, TEXAS, FOR THE INSTALLATION OF TRAFFIC CONTROL DEVICE(S) (SPEED HUMPS) ALONG ELM STREET FROM SOUTH RICE AVENUE TO THE IH-610 SERVICE ROAD.

NOTICE IS HEREBY GIVEN that the City Council of the City of Bellaire, Texas ("City Council"), has called, by Ordinance No. 15-001, a public hearing before the City Council on the 2nd day of March, 2015, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401, at which time any and all persons desiring to be heard will be heard on or in connection with a request from more than 80% of the property owners abutting Elm Street from South Rice Avenue to the IH-610 Service Road, Bellaire, Texas, for the installation of traffic control device(s) (speed humps) along Elm Street from South Rice Avenue to the IH-610 Service Road, Bellaire, Harris County, Texas.

Prior to the public hearing, any person may review the documentation supporting this request in the Document Center (City Council Public Hearings) of the City of Bellaire's website (www.bellairetx.gov).

Dated this 9th day of February, 2015.

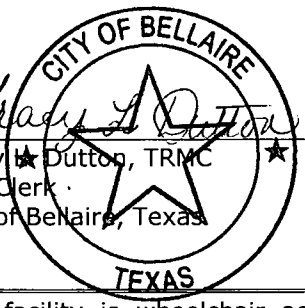
Tracy L. Dutton, TRMC
City Clerk
City of Bellaire, Texas

CERTIFICATE

I, the undersigned authority, do hereby certify that the *Notice of Public Hearing* ("Notice") set forth above regarding a public hearing before the City Council of the City of Bellaire, Texas, on a request submitted by more than 80% of the property owners abutting Elm Street from South Rice Avenue to the IH-610 Service Road for the installation of speed humps scheduled to be held on Monday, March 2, 2015, 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: Tuesday, February 10, 2015, at 6:00 a.m./p.m.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

I certify further that said Notice was published in the legal notices section of the *Southwest News,* on page 13 of Volume 26, No. 36, on Tuesday, February 10, 2015.



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* ("Notice") set forth above and on the preceding page regarding a public hearing before the City Council of the City of Bellaire, Texas, on a request submitted by more than 80% of the property owners abutting Elm Street from South Rice Avenue to the IH-610 Service Road for the installation of speed humps and scheduled to be held on Monday, March 2, 2015, 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 _____, 2015, 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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ELM STREET SPEED/TRAFFIC CITY COUNCIL PETITION REQUEST

MONDAY, JANUARY 26, 2015

7008 S RICE AVENUE, BELLAIRE, TX 77401

PRESENTERS

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

BACKGROUND

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

WHY ARE ELM STREET RESIDENTS CONCERNED

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

Other Examples Events:

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

OVERVIEW OF PUBLIC MEETING HELD IN EARLY DECEMBER

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

ACTIONS TAKEN BY CITY IN LAST 18 MONTHS

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

LIMITATIONS OF STOP SIGNS

- Based on the August 2013 Traffic Study, according to the City, the installation of stop signs is not warranted.
  - Non-warranted stop signs can pose a risk for motorists and pedestrians
  - The City could face potential legal liabilities by installing such signs
- Some residents favor stop signs over speed humps; however, most residents have accepted City's position that stop signs are not an option for Elm Street; hence the high level of support for speed humps.

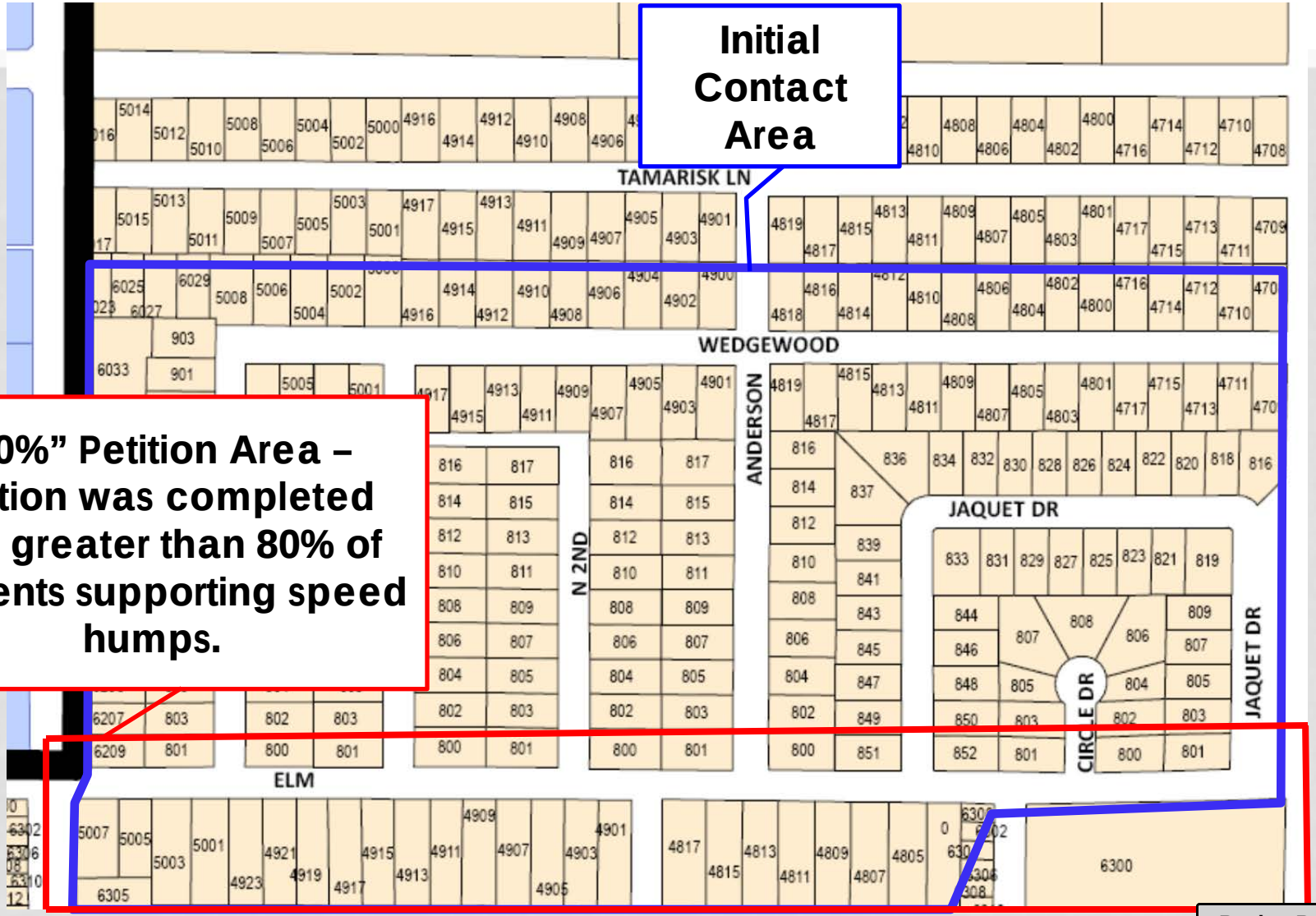
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ELM STREET RESIDENTS REQUEST THAT THE CITY OF BELLAIRE::

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

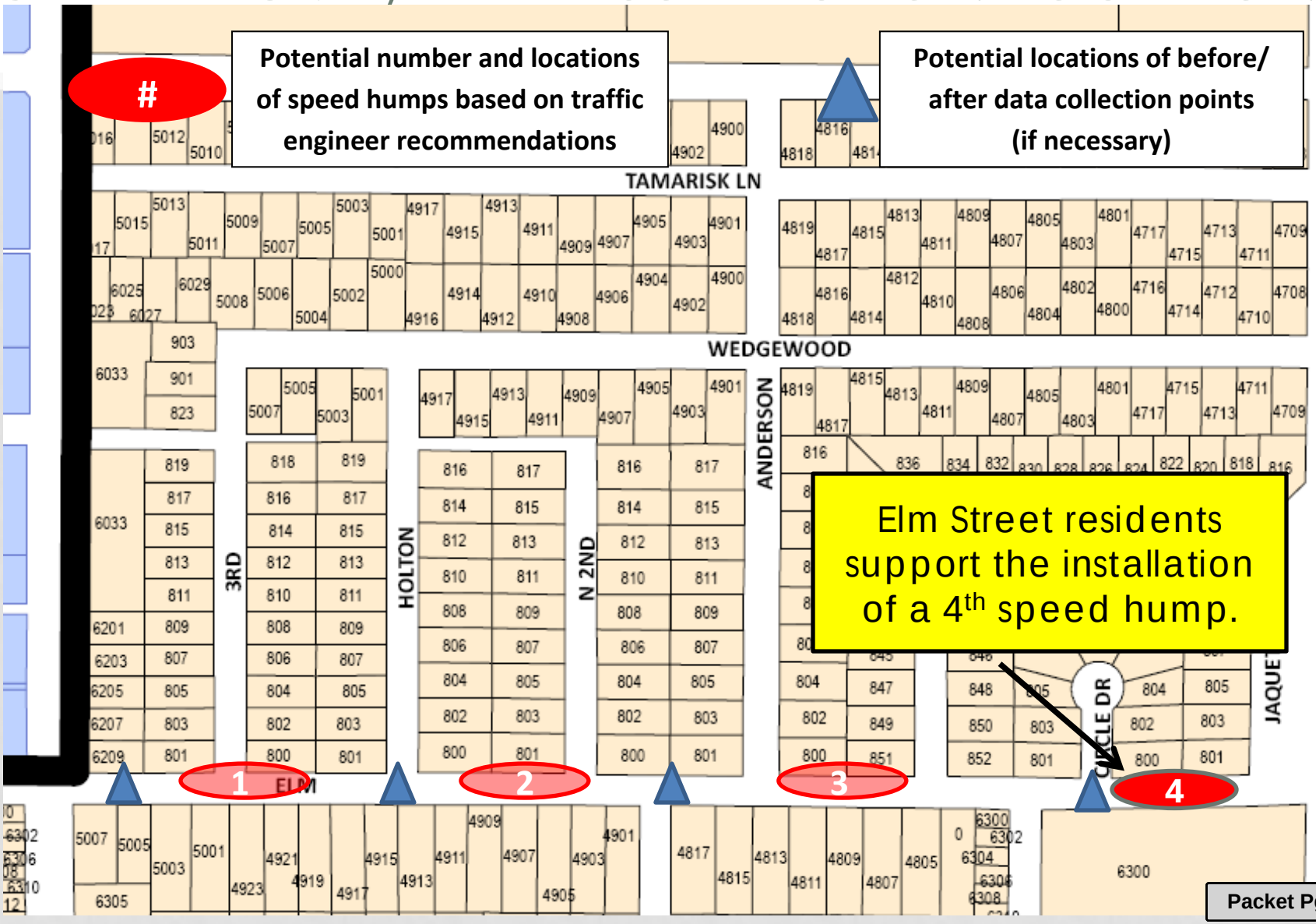
INITIAL CONTACT AREA/ 80% PETITION AREA



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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

INITIAL RECOMMENDATIONS ON POSSIBLE SPEED HUMP/DATA COLLECTION LOCATIONS



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ESTIMATED COSTS OF SPEED HUMPS

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

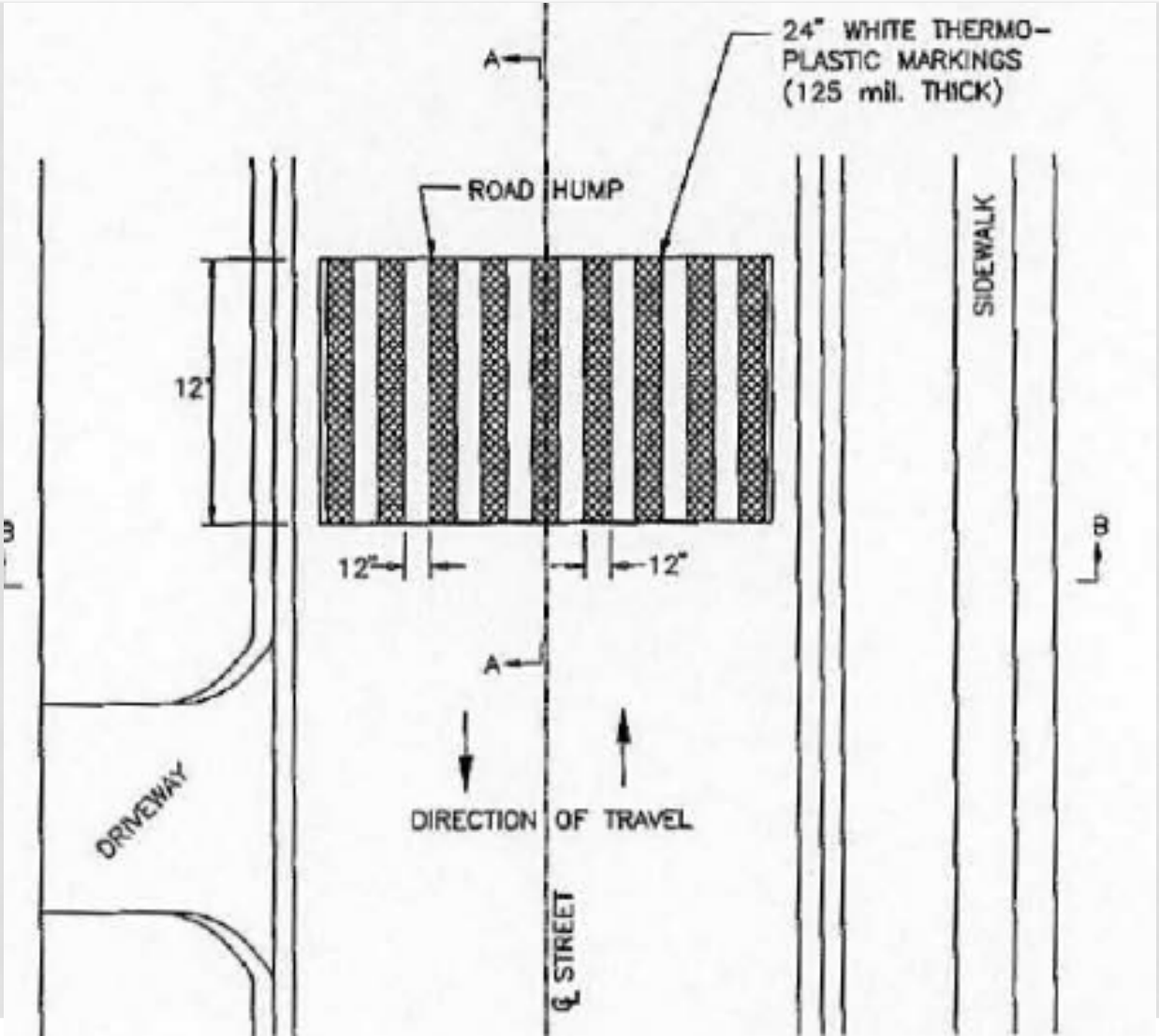
SPEED HUMP DESIGNS

- Proposed Temporary Speed Humps

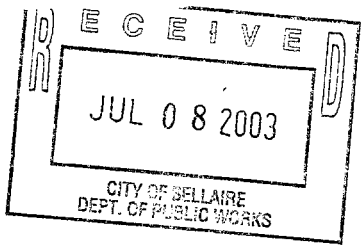
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

SPEED HUMP DESIGNS

- Potential Detail for Asphalt Speed Humps



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)



City of Bellaire, Texas

Neighborhood Traffic Improvement Program

Instructions and Application Petition Form

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Adopted 4-15-96

NEIGHBORHOOD TRAFFIC IMPROVEMENT PROGRAM

DEFINITIONS

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

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

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

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

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

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

PURPOSE

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

REQUEST FOR PROJECT

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

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

PRELIMINARY REVIEW PROCESS

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

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

NEIGHBORHOOD AREA

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

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

INITIAL PUBLIC HEARING

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

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

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

(d) At the initial public hearing:

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

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

TRIAL PERIOD

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

SECOND PUBLIC HEARING

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

FINAL ACTION BY CITY COUNCIL

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

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

CONSTRUCTION

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

REMOVAL

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

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

LIMITATION ON ACTION OF CITY

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

REQUEST FOR TRAFFIC DEVICE PETITION

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

ADDRESS	NAME (PRINT)	SIGNATURE	PHONE

Who is the contact person for this request?

NAME: _____ ADDRESS: _____ PHONE: _____

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE
ELM STREET SPEED HUMPS

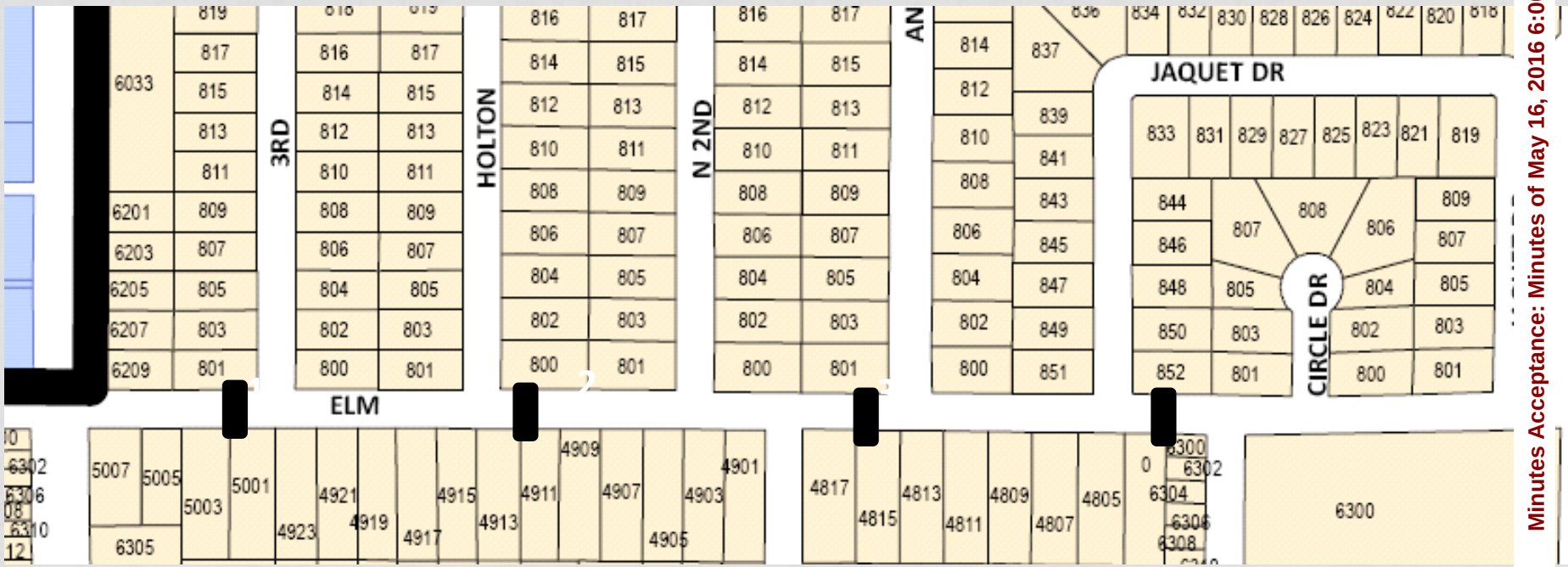
MONDAY MAY 2, 2016
7008 S RICE AVENUE
BELLAIRE, TX 77401

OVERVIEW OF ELM ST. SPEED HUMP PROJECT

- Council authorized the installation of the speed humps in March 2015
- Funds were fully collected towards the end of July 2015
- Installation was completed by October 2015
- City Staff worked with residents to address concerns regarding installation locations
  - Set as close to side boundaries between homes as possible
  - Speed humps were placed with consideration of driveways and side street turning radii
- No concerns from residents have been noted after installation

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

INSTALLED SPEED HUMP LOCATIONS

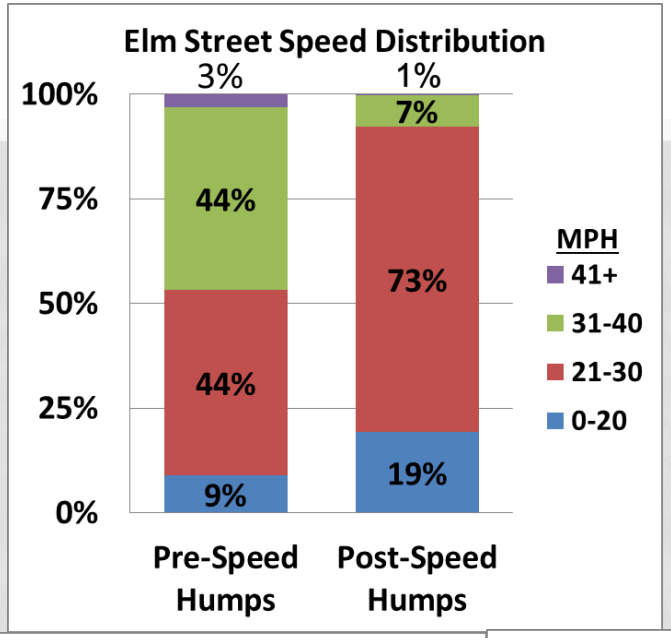


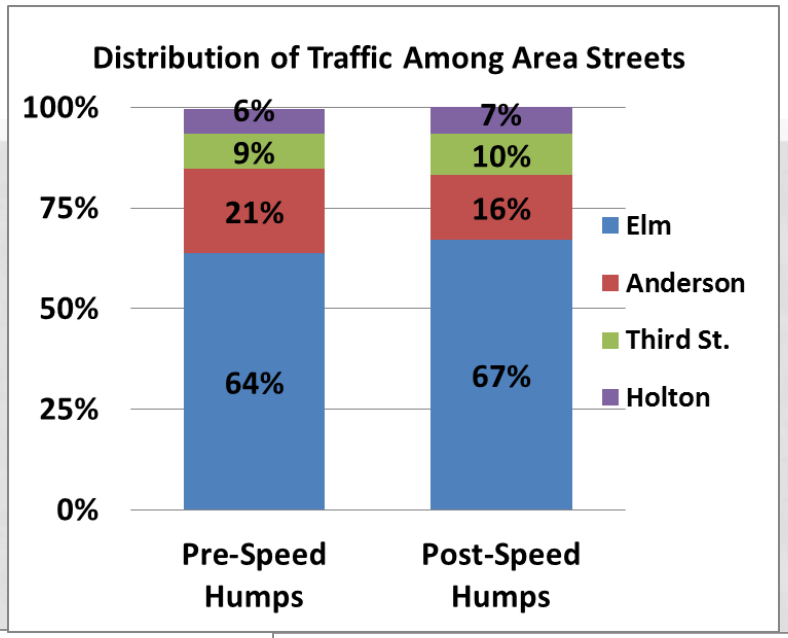
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

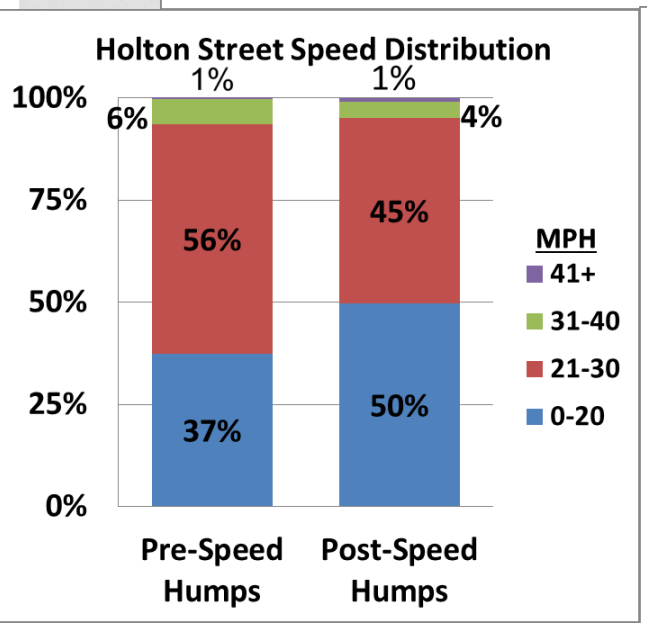
INSTALLED SPEED HUMP & SIGN

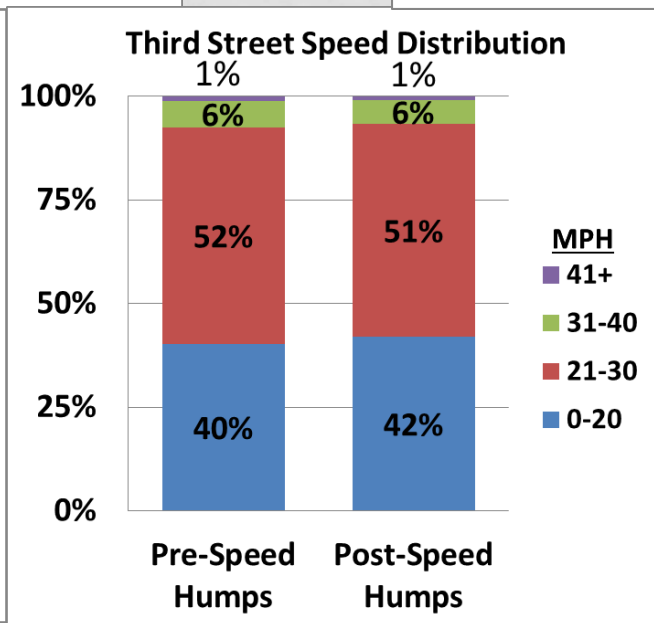
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

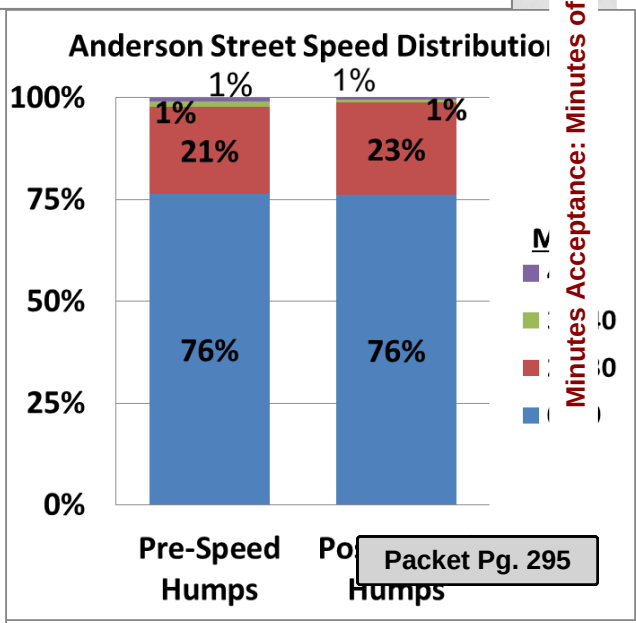
OBSERVED SPEED & TRAFFIC PATTERNS BEFORE & AFTER INSTALLATION











Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ANALYSIS OF DATA COLLECTED

- Data was collected over several days prior to installation and after installation of the speed humps
- Data provided was used to compare traffic by speed and volume for the area
- Elm St. - A significant reduction in speeds over 30 mph was observed
- Holton, Third, & Anderson Streets – No significant changes in speed ranges were observed

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ANALYSIS OF DATA COLLECTED

- For overall traffic volume in the area, no street saw a significant increase in traffic volume after the installation
  - Elm St. had the largest percentage increase at 3%
- Based on the data observed, there have been no negative impacts to traffic patterns in the area

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire, Texas

Proclamation

Whereas, the City of Bellaire, Texas ("Bellaire"), includes a community of older Americans who deserve recognition for their contributions to our nation; and

Whereas, the City of Bellaire recognizes that older adults are trailblazers—advocating for themselves, their peers, and their communities—paving the way for future generations; and

Whereas, the City of Bellaire is committed to raising awareness about issues facing older Americans and helping all individuals to thrive in communities of their choice for as long as possible; and

Whereas, we appreciate the value of inclusion and support in helping older adults successfully contribute to and benefit from their communities; and

Whereas, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social inclusion;
- Emphasizing home- and community-based services that support independent living; and
- Ensuring community members can benefit from the contributions and experience of older adults.

Now, Therefore, I, **Andrew S. Friedberg, Mayor of the City of Bellaire, Texas,** do hereby proclaim the month of **May 2016** as:

Older Americans Month

in Bellaire, Texas, and urge every resident to take time this month to celebrate older adults and

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

the people who serve them as powerful and vital individuals who greatly contribute to our community.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 2nd day of May, 2016.

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire, Texas

Proclamation

Whereas, the Office of the Municipal Clerk, the oldest among public servants, is a time honored and vital part of governments throughout the world; and

Whereas, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels, and serves as the information center on functions of local government and community; and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops, and professional organizations; and

Whereas, since 1969 the International Institute of Municipal Clerks and its 9,500 members throughout the United States, Canada, and 15 other countries have annually celebrated Municipal Clerks Week the first full week of May; and

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk, and in particular our own **City Clerk, Tracy L. Dutton;**

Now, Therefore, I, **Andrew S. Friedberg, Mayor of the City of Bellaire, Texas,** do hereby proclaim the week of May 1-7, 2016, as

Municipal Clerks Week

in the City of Bellaire, Texas, and extend our community's great appreciation to our City Clerk,

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Tracy L. Dutton, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 2nd day of May, 2016.

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

47th Annual Municipal Clerks Week
May 1-7, 2016
FACT SHEET

Sponsored by the International Institute of Municipal Clerks

Professionalism In Local Government Through Education

PURPOSE
To recognize the vital and appreciated services performed by Municipal and Deputy Clerks in serving the changing needs of their communities.

HISTORY
Municipal Clerks Week was initiated in 1969 by IIMC and is endorsed by all of its members throughout the United States, Canada and 15 other countries. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

TYPICAL RESPONSIBILITIES OF THE MUNICIPAL AND DEPUTY CLERK:

- Maintains the official council minutes, ordinance books and all records and documents.
- Indexes all official actions of council.
- Issues licenses and permits.
- Processes contracts and agreements.
- Keepers of community history and vital records.
- Receives, distributes and files correspondence from citizens and other governmental agencies.
- Administers elections, registration and voting.
- Acts as a key liaison between local government and its citizens.
- Handles significant financial responsibilities including preparation of tax rolls, special assessments and budgets.
- Provides central services such as personnel, purchasing, etc.

IIMC is a professional association of City, Village, Town, Township, Borough and County Clerks, Secretaries and Recorders. IIMC prepares its members to meet the challenges of the diverse role of the Municipal and Deputy Clerk by providing services and continuing professional development opportunities to benefit members and the government entities they serve. Founded in 1947 in French Lick, Indiana, IIMC has 9,500 members throughout the United States, Canada and 15 other countries.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

FY17 PROPOSED PUBLIC WORKS PROJECTS

CITY COUNCIL BRIEFING & OVERVIEW

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

LISTING OF PROPOSED FY17 PROJECTS

- The following are new Public Works projects being proposed for FY17:
  - Performance Contracting Project
  - Newcastle St. Decorative Streetlight Pilot Project
- This does not include projects previously identified in the CIP
- FY 2017 Budget Enhancements are also in development

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

PROPOSED PROJECT 1:

PERFORMANCE CONTRACTING

OVERVIEW OF PERFORMANCE CONTRACTING

- The Texas SECO defines this approach as "a construction method that allows a facility to complete energy-saving improvements within an existing budget by financing them with money saved through reduced utility expenditures"
- Authorized via Ch. 302 of the Local Govt. Code
- Projects are financed through "guaranteed energy savings"
- Depending on our project choices, we may choose to finance projects that would exceed energy savings

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

OVERVIEW

- Per the City's participation in Choice Partners Cooperative Purchasing Program, Siemens was asked to examine possibilities for Bellaire
- The City agreed to a Letter of Intent (LOI) with Siemens to evaluate opportunities and provide a study to report findings
- If no projects are identified from the evaluation, the City owes nothing
- If projects are identified and the City chooses NOT to participate at all, the City would owe $25,000 for the study and work performed
  - Value of study & products received would exceed $25,000
- Both City Staff and the City Engineer would be involved in project development & implementation

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

INITIAL AREAS OF ANALYSIS (PER LOI)

- The following are potential projects being reviewed for their feasibility and possible inclusion in a project package for Council consideration:
  - Water Meter System
    - LOI scope includes 70 new water meters* that the City would retain (no matter what is decided)
  - Water/Wastewater System Upgrades
  - Lighting/Traffic Signal Upgrades
  - Water Line Replacement Project (Financing Options)
  - Demand Response Program
- Potential projects may be divided into separate packages
- City Council makes the final decision to proceed with a project package

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

WATER METER SYSTEM

- Will review the feasibility of AMR/AMI options for water meters
- Would automate meter reading and provide potential benefits:
  - Eliminate need for monthly physical meter reading contract
    - City would still perform site checks and re-reads as needed
  - Increase accuracy and transparency of meter reads
  - Provide more detailed data for City and residents
  - Would utilize technology and equipment in line with City preferences/requirements
- Evaluation is ongoing as a part of the initial project review

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

WATER/WASTEWATER SYSTEM UPGRADES

- A review of our Water Production and Wastewater Treatment Systems would identify projects designed to:
  - Maximize operational and energy efficiencies
  - Replace outdated/inefficient system components
  - Review different treatment and production options and compare costs & benefits to status quo
- This would address at least a portion of our annual heavy maintenance items for the Water & Wastewater systems
  - Previously included in Annual Cash-CIP

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

LIGHTING/TRAFFIC SIGNAL UPGRADES

- Potential Projects from this review would include:
  - Efficiency options for City-owned lighting
    - Provide concepts to discuss with CenterPoint
  - Possible changes in signal technology and necessary/potential upgrades
    - Maximize effectiveness & efficiency
    - Minimize maintenance requirements
    - Address current signal optimization & maintenance issues
- Evaluation of this is ongoing, and will be reviewed with City Staff, City Engineer, Maintenance Provider, and other consultants used by the City for traffic signal issues

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

WATER LINE REPLACEMENT PROGRAM

- This has been an identified need for some time and was quantified in previous reports to Council by City Staff and the City Engineer
- Inclusion of this project in this program would be dependent upon the following:
  - Tangible benefit from a financing standpoint
- After evaluation, findings will be reviewed to weigh the available options
  - No delays to current water line project timeline

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

DEMAND RESPONSE PROGRAM

- Evaluation and inclusion of this program will provide a financial benefit to the proposed projects
- A Demand Response Program would include:
  - Running generators utility locations on a regular and as-needed basis to reduce area power grid demands and brownouts
    - Typical runtime would be a couple of hours one day a month
    - City is NOT required to run generators if operations do not allow
    - City is paid for participating
    - This is a State program through ERCOT
- This option will be included as a part of the package to provide a financial benefit and offset any costs

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

POTENTIAL PROJECT PACKAGE ITEMS

Current Challenges:

- Aeration Systems can use more than 50% of a plant's energy consumption.
- Blowers are on/off with very little turndown capability
- Manual reading of Dissolved Oxygen Levels and Manual Operation of the Blowers
- Increased maintenance costs

Current WWTP Aeration Blower

Possible Replacement Aeration Blower

Potential Solutions:

- Optimization of Aeration System
- High Speed Turbo Blower (Variable Speed)
- Coarse to Fine Bubble Diffuser Conversion at Secondary Unit
- Advanced Dissolved Oxygen Control

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

TRAFFIC SIGNAL UPGRADES

CURRENT CHALLENGES:

- Energy inefficient lamps
- Short lamp life
- Traffic disruptions & timing issues

POTENTIAL SOLUTIONS:

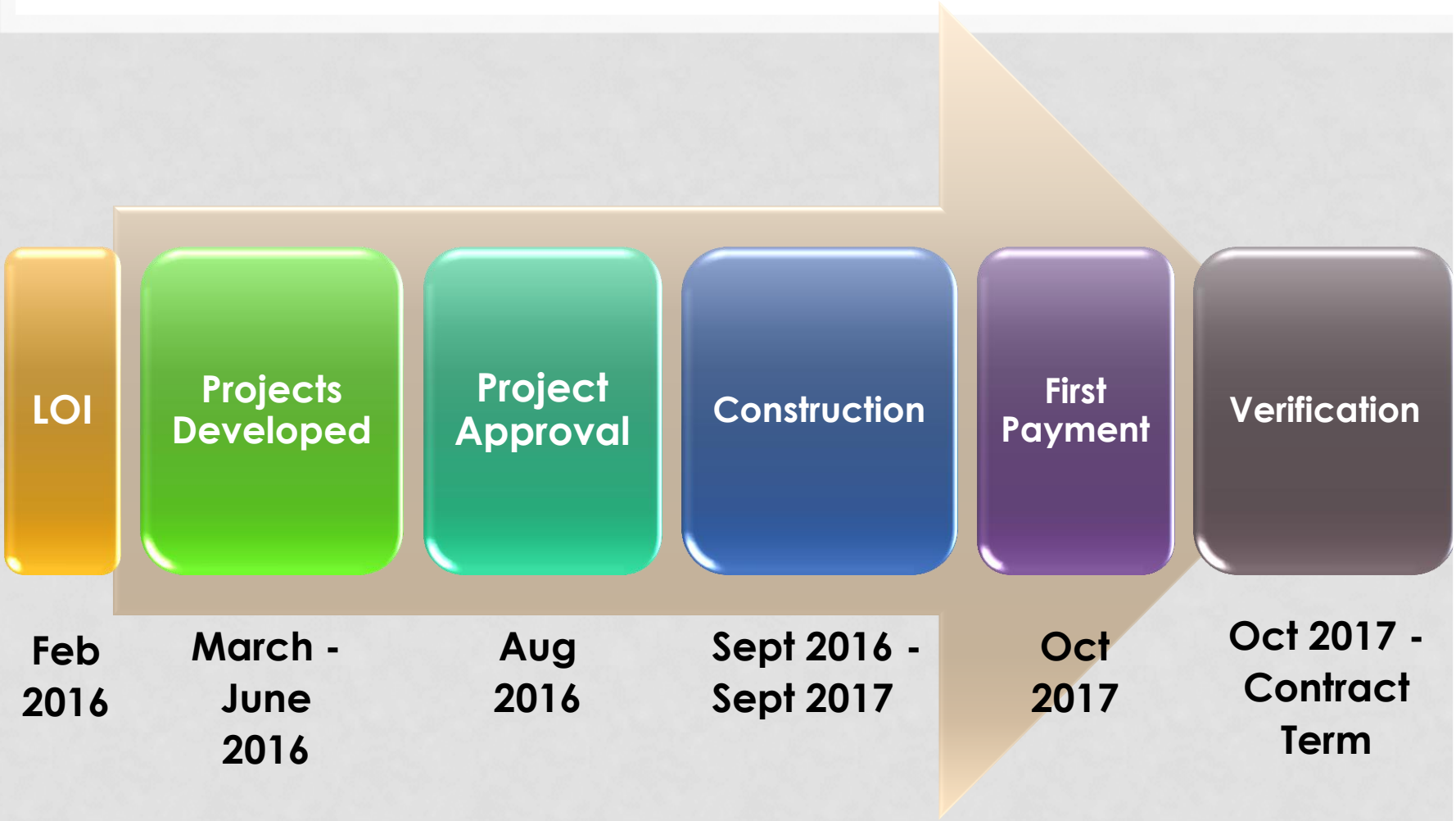
- Replace inefficient lamps with LED lights
- Upgrade traffic management software

POTENTIAL BENEFITS:

- Reduced energy costs
- Increased lamp life
- Reduced labor and maintenance costs
- Improved traffic flow

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

PERFORMANCE CONTRACTING TIMELINE



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

PROPOSED PROJECT 2:

NEWCASTLE STREET DECORATIVE STREETLIGHT PILOT PROGRAM

OVERVIEW

- Work on the Newcastle Trail has been completed to provide a uniform 9' wide concrete trail along Newcastle within the City
- The Parks Master Plan includes a recommendation to add lighting for the Newcastle Trail
- Due to the mounting height of the existing streetlights on Newcastle, light is often blocked by trees
- Prior discussions regarding decorative lighting fixtures & more efficient LED lighting
- Project can be phased to other areas if desired
- Estimated two-year project - $75k per year

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

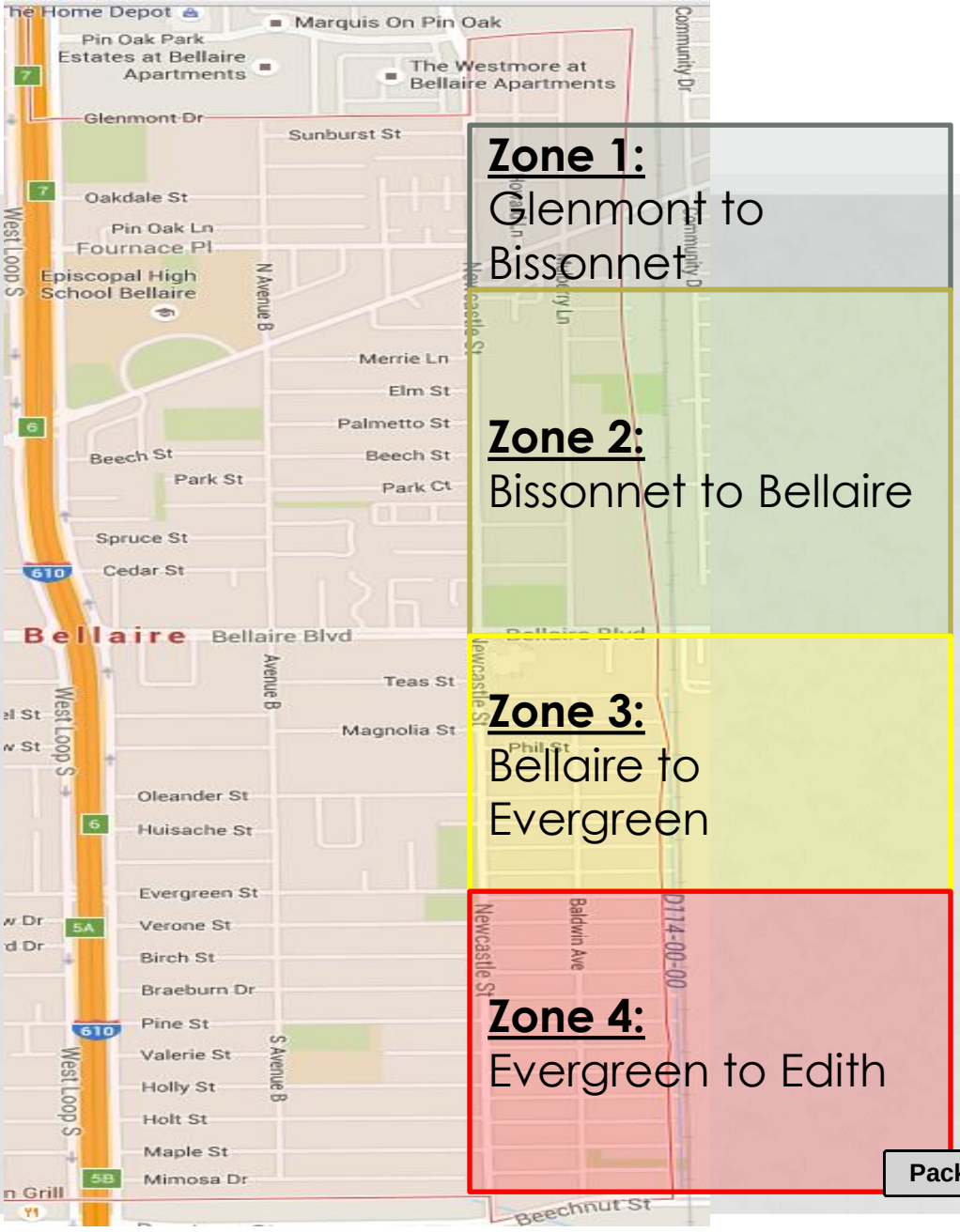
FY17 PILOT PROJECT

- Newcastle Street is approximately 2 miles long (10,560 linear feet)
- Assuming spacing of 125 feet would mean approximately 85 lights
- Working with CenterPoint, the City would pay the net difference between the cost of a standard cobra-head light on a steel pole and the cost of the decorative fixture (around 50 per year)
  - Assuming a net difference of $1,500, the net cost to the City would be around $65-75k per linear mile.
- ESB has requested that the project consider International Dark Sky Association guidelines concerning cut-off fixtures and light pollution

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

FY17 PILOT PROJECT

- If desired, up to 4 different fixtures could be placed along Newcastle for separate initial evaluation.
- We would work with Centerpoint and potential vendors to avoid having to purchase any fixtures being used for evaluation if possible
- This separate evaluation would not assume full coverage, but just enough to evaluate the particular fixtures identified.



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

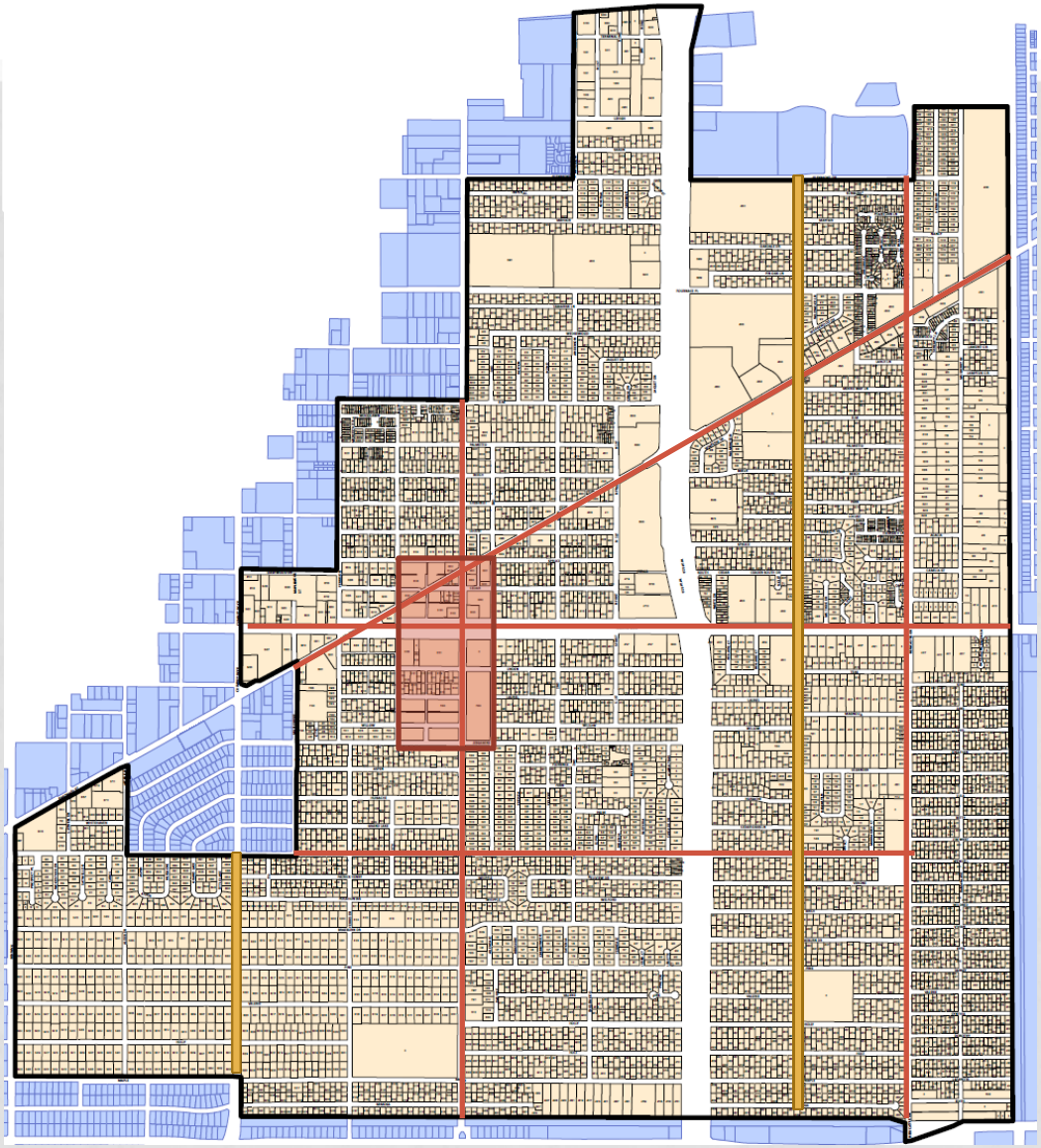
INITIAL LUMINAIRE PREFERENCE (FROM CULTURAL ARTS BOARD)

FUTURE PROJECT OPTIONS

- For other streets, projections assume 43 lights per mile (unless otherwise noted) and a cost of $1,500 per fixture.
  - Bellaire Blvd
    - 2 miles long
    - 172 fixtures (assumes double lighting for both sides)
    - Est. cost - $260,000
  - Bissonnet St.
    - 3 miles long
    - 258 fixtures (assumes double lighting for both sides)
    - Est. cost - $390,000
  - S. Rice Blvd.
    - 1.5 miles long
    - 130 fixtures (assumes double lighting for both sides)
    - Est. cost $195,000
  - City Center Area
    - 4 additional miles (does not include streets already listed)
    - 170 fixtures (does NOT assume double lighting)
    - Est. cost $260,000

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

POSSIBLE LONG-TERM IMPLEMENTATION



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

APRIL 25, 2016

Council Chamber	Special Session	6:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

SPECIAL SESSION - 6:00 P.M.

A. Call to Order and Announcement of a Quorum - 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 6:00 p.m. on Monday, April 25, 2016. The Special Session was held in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

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

Name	Title	Status
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; Scott Eidman, Assistant City Attorney; and Tracy L. Dutton, City Clerk.

*Pat B. McLaughlan, Council Member, arrived at 6:04 p.m. and participated in the remainder of the Special Session.

Mayor Friedberg announced that the Special Session had been called on account of the Regular Session of April 18, 2016, having been canceled due to a significant rain and flooding event.

B. Inspirational Reading and/or Invocation - Michael Fife, Council Member.

Michael Fife, Council Member, provided the inspirational reading for the evening.

C. Pledges of Allegiance - Michael Fife, Council Member.

Michael Fife, Council Member, led members of the City Council and the audience in the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

D. Recognition of Proclamations:

1. Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the month of April 2016 as "National Safe Digging Month" in the City of Bellaire, Texas.

   Mayor Friedberg read and presented a proclamation he issued proclaiming the month of April 2016 as "National Safe Digging Month" in the City of Bellaire, Texas.

   The proclamation was accepted by Joseph F. Berry on behalf of CenterPoint Energy. Mr. Berry outlined some of the benefits of calling 811 before digging.

2. Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming May 1, 2016, as "Holocaust March of Remembrance Day" in the City of Bellaire, Texas - Requested by David R. Montague, Council Member.

   Mayor Friedberg read and presented the proclamation he issued proclaiming May 1, 2016, as "Holocaust March of Remembrance Day" in the City of Bellaire, Texas.

   The proclamation was accepted on behalf of ChristChurch Presbyterian by Reverend Kristy Vits, pastor; and church members David Montague, Council Member, Amy P. Gremillion, and Jacoby Scher.

E. Personal/Audience Comments.

Prior to Personal/Audience Comments, **Mayor Friedberg** announced that item F(3) on the evening's agenda, which was a presentation of a proposal for the development of a Conceptual Master Plan to Guide the Beautification and Urban Evolution of Bellaire, was withdrawn at the request of Scott Slaney, FASLA, Principal, Terrain Studio. Members of the audience were welcomed to comment on the agenda item, if they desired to do so.

Craig Tillison:

Mr. Tillison addressed the City Council regarding the April 18, 2016, flood event in Bellaire. Mr. Tillison referenced other flooding events in Bellaire, such as Tropical Storm Allison in 2001 and Memorial Day 2015, noting that the portion of Bellaire commonly referred to as "Southdale" had suffered damage from all three storms due to inadequate drainage in his opinion. He expressed concern that flooding had not been alleviated since 2001 and urged the City Council to fix Southdale.

Kerry Dunn:

Mr. Dunn addressed the City Council regarding the April 18, 2016, flood event in Bellaire. Mr. Dunn referenced Tropical Storm Allison (2001) and the Memorial Day event (2015), noting that his block of Mimosa Street had suffered damage during those storms as well. Reference was made to a small drain in the cul-de-sac of Mimosa Street, which was inadequate to carry the flood waters and often clogged by debris in his opinion. He urged the City Council to address Mimosa Street.

Johanna Moran:

Ms. Moran, Member of the Bellaire Environmental and Sustainability Board (the "ESB"), updated members of the City Council on the ESB's current activities, which included partnering with The Nature Discovery Center to engage people on sustainability

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

initiatives, hosting a recycling drop-off event, and working on a landscaping project within Mulberry Park to demonstrate the concept of sustainability plantings.

Lynn McBee:

Ms. McBee addressed City Council regarding the April 18, 2016, flood and the reconstruction projects the City had undertaken on Newcastle Drive and Baldwin Avenue to help alleviate flooding in Southdale. She urged the City Council to divert a planned $1 million signature corner on South Rice Avenue back to drainage projects.

Ms. McBee continued and urged the City to better inform the citizens of Bellaire by proactively communicating with them. Examples of information to be communicated, in her opinion, included a summary of the City's solicitation process, a legal summary of City easements and restrictions, and mosquito spraying.

Amanda Forner:

Ms. Forner addressed City Council regarding the inadequacy of the drains on Mimosa Street in her opinion, noting that other cul-de-sacs in the City had at least two drains. She urged the City Council to also consider dropping the street to help alleviate flooding.

F. 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 April 25, 2016, to members of the City Council. His first order of business included introductions of the City's new Chief Financial Officer, Terrence Beaman, and his wife, Christie Beaman, both of whom were welcomed by members of the City Council.

   The City Manager's Report included an overview of communications made to residents during the month of April, followed by a summary of the steps taken by the City to assist residents with the April 18, 2016, flood event. Means of communication included the City's web-based notification system, "notify me," as well as the home page of the City's website and on social media services (Facebook and Twitter). City Manager Hofmann recognized and thanked Charlotte Aguilar, Editor of Instant News Bellaire, for rebroadcasting the City's storm notifications.

   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 F(2).

2. FY 2016 Second Quarter Report for the City of Bellaire, Texas - Submitted by Diane K. White, Assistant City Manager.

   Assistant City Manager Diane K. White presented the Second Quarter Report for the City of Bellaire, Texas, for the fiscal year 2016 (period beginning January 1, 2016, and ending March 31, 2016) to members of the City Council. The report included an overview of the City's financial position as of March 31, 2016, as well as year-end projections for the City's General and Enterprise Funds. Revenues

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

and expenditures were noted to be on target.

Mayor Friedberg opened the floor for questions from the City Council. Following questions, Mayor Friedberg continued to agenda item F(4).*

*Prior to Personal/Audience Comments, Mayor Friedberg announced that agenda item F(3) had been removed at the request of Scott Slaney, FASLA, Principal, Terrain Studio.

3. Presentation and discussion of a proposal for the development of a Conceptual Master Plan to Guide the Beautification and Urban Evolution of Bellaire, Texas, by Scott Slaney, FASLA, Principal, Terrain Studio - Submitted by Paul A. Hofmann, City Manager, on behalf of John Monday, Citizens For A Beautiful Bellaire.

   [This agenda item was removed at the request of Scott Slaney, FASLA, Principal, Terrain Studio.]

4. Presentation of the Water and Wastewater Rate Analysis – Submitted by Paul A. Hofmann, City Manager.

   Paul A. Hofmann, City Manager, presented a "Water and Wastewater Rate Analysis" prepared for the City of Bellaire in accordance with Management Project 1612. The purpose of Management Project 1612 was to conduct a water and wastewater rate analysis and prepare for implementation in fiscal year 2017. City Manager Hofmann advised that the current water and wastewater rates were established in 2006. It was noted that the City had forecasted a continual decline in the Enterprise Fund fund balance in future years. In order to provide funding to replace the City's water and wastewater infrastructure, an analysis was performed.

   City Manager Hofmann advised that the Public Utility Commission of Texas provided a rate review resource consultant, Superior Waste Management, LLC, to assist the City with its analysis. An established model was used by the consultant to guide the creation of the proposed rate structure and model. Overall objectives and background data were provided by the City.

   Principles for the model development were stated as follows: 1) to cover the cost of services; 2) to support capital projects; 3) to provide an incentive for conservation; 4) to provide for operational contingencies; and 5) to react to changes in charges imposed by the City of Houston for surface water.

   City Manager Hofmann outlined the new proposed rate model and rates, which would generate additional revenue of 25% in fiscal year 2017 as compared to fiscal year 2016. The proposed rate increase impacted the base rate as opposed to the volume of water used.

   In closing, City Manager Hofmann advised that Staff was asking City Council to receive the presentation and provide feedback, as appropriate.

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

G. New Business:

1. Consent Agenda:

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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.

Consideration of and possible action on the approval of the minutes of the Regular Sessions of the City Council of the City of Bellaire, Texas, held on Monday, March 21, 2016, and on Monday, April 4, 2016 - Submitted by Tracy L. Dutton, City Clerk.

a. Mayor and Council - Regular Session - Mar 21, 2016 7:00 PM

b. Mayor and Council - Regular Session - Apr 4, 2016 6:00 PM

Motion:

To adopt the Consent Agenda dated April 25, 2016.

RESULT:	**ADOPTED [6 TO 0]**
MOVER:	Gus E. Pappas, Council Member
SECONDER:	Michael Fife, Council Member
AYES:	Friedberg, Reed, Pappas, McLaughlan, Fife, Montague
NAYS:	None
ABSENT:	Pollard

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

a. Consideration of and possible adoption of an ordinance of the City Council of the City of Bellaire, Texas granting a code suspension for PATRONS for Bellaire Parks relating to a request to waive alcohol and curfew restrictions in Bellaire Town Square for up to six events hosted by PATRONS for Bellaire Parks beginning May 1, 2016, ending April 30, 2017, said approval of which shall be granted by the City Manager - Submitted by Cheryl Bright, on behalf of the PATRONS for Bellaire Parks.

Cheryl Bright, Assistant Director of Parks, Recreation, and Facilities, provided an overview of the agenda item before City Council. She advised that the PATRONS for Bellaire Parks were requesting action by the City Council that would waive alcohol and curfew restrictions in Bellaire Town Square for up to six (6) events over a one-year period beginning on May 1, 2016, and ending on April 30, 2017.

Mayor Friedberg opened the floor for questions from the City Council. Following questions, a motion was offered and seconded.

Motion:

To adopt the ordinance, as presented.

RESULT:	**ADOPTED [5 TO 1]**
MOVER:	Roman F. Reed, Mayor Pro Tem
SECONDER:	David R. Montague, Council Member
AYES:	Friedberg, Reed, McLaughlan,

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

	Fife, Montague
NAYS:	Pappas
ABSENT:	Pollard

Following discussion, action was taken on the motion on the floor.

b. Consideration of and possible action on a recommendation from the Department of Parks, Recreation and Facilities to award a contract to Fun Abounds through the utilization of the State of Texas, Local Government Purchasing Cooperative program, Buy Board, for the procurement of playground equipment and shade structure to replace the current equipment located in Mulberry Park, 700 Mulberry Lane, Bellaire, Texas 77401, in an amount not to exceed $69,990.00 and on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, 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 for said equipment in an amount not to exceed $69,990.36 - Submitted by Karl Miller, Director of Parks, Recreation, and Facilities.

Mayor Friedberg called to the City Council's attention a minor typographical error on the agenda and agenda statement in the packet. He advised that the first reference to the contract price was short by $0.36; however, the draft ordinance presented to the City Council in the packet was correct.

Karl Miller, Director of Parks, Recreation, and Facilities, provided an overview of the agenda item before the City Council. Reference was made to the Parks Master Plan, which identified the need to replace or repair playground equipment and to provide shade structures for the playground equipment in several of the City's parks. In November of 2015, the Parks and Recreation Advisory Board voted unanimously to replace the playground equipment at Mulberry Park and to install a shade structure.

Utilizing the State of Texas, Local Government Purchasing Cooperative program, Fun Abounds, Inc., was selected as the vendor to provide and install the playground equipment and shade structure for Mulberry Park in an amount not to exceed $69,990.36.

In closing, Director Miller asked the City Council to accept the recommendation from the Parks and Recreation Advisory Board to replace the playground equipment and provide a shade structure at Mulberry Park and to authorize Staff to purchase the equipment and shade structure from Fun Abounds, Inc.

Mayor Friedberg opened the floor for questions from the City Council. Following questions, a motion was offered and seconded.

Motion:

To award the contract and adopt the ordinance, as presented.

RESULT:	**ADOPTED [6 TO 0]**
MOVER:	Gus E. Pappas, Council Member
SECONDER:	Roman F. Reed, Council Member
AYES:	Friedberg, Reed, Pappas,

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

	McLaughlan, Fife, Montague
NAYS:	None
ABSENT:	Pollard

3. Item for Individual Consideration:

Consideration and possible action on a recommendation from the Parks and Recreation Advisory Board and the Department of Parks, Recreation, and Facilities to approve the Evergreen Park Master Plan - Submitted by Karl Miller, Director of Parks, Recreation, and Facilities.

Karl Miller, Director of Parks, Recreation, and Facilities, provided an overview of the agenda item to members of the City Council. Reference was made to the Parks Master Plan adopted by the City Council in 2015. Within the Parks Master Plan, a need was identified to create a site-specific Master Plan for Evergreen Park. The funding to create the Master Plan for Evergreen Park was allocated by the City Council in 2015. The consultant hired to assist the City and the Parks and Recreation Advisory Board (the "Board") in developing the Evergreen Park Master Plan was noted to be Clark Condon and Associates (landscape architecture and design firm).

Director Miller advised that the Board had spent approximately one year on the project and hosted a community meeting in the City Civic Center for purposes of receiving citizen input on the project. An overview of the amenities currently existing in Evergreen Park was also provided by Director Miller.

Neil Verma, Chair of the Board, provided an overview of the process followed in the development of the Evergreen Park Master Plan. Development goals centered around the users of the park (children, families, older residents), functionality of the park, and amenities that could be added to enhance the park (such as a water feature).

Director Miller advised that the estimated cost to implement the conceptual Evergreen Park Master Plan based on 2015 numbers was $4.6 million. The cost included the replacement of the current pool, which was constructed in 1957. It was noted that the Evergreen Park Master Plan could be implemented at once or in segments or quadrants, identified as 1) arrival area ($250,000); 2) play area ($960,000); 3) pool ($3.15 million); and 4) south lawn area ($240,000).

In closing, Director Miller advised that if the Evergreen Park Master Plan was approved this evening, funding would be identified in the 2021 Capital Improvement Program.

Mayor Friedberg opened the floor for questions from the City Council. Following questions, **a motion was offered by Roman F. Reed, Mayor Pro Tem, and seconded by Michael Fife, Council Member**.

Motion:

To approve the Evergreen Park Master Plan, as presented.

Mayor Friedberg opened the floor for discussion on the motion on the floor. Following discussion, **an amendment to the motion was offered by Pat B.**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

McLaughlan, Council Member.

Amendment (No. 1) to Main Motion:

To rephrase the motion as follows: To accept a concept plan for a proposed Evergreen Park Master Plan.

The amendment (no. 1) failed due to the lack of a second.

Discussion on the main motion continued, and **an amendment to the motion was offered by Gus E. Pappas, Council Member.**

Amendment (No. 2) to Main Motion:

To replace the word "Master" with "Conceptual," such that the motion would now read: To approve the Evergreen Park Conceptual Plan, as presented.

Mayor Friedberg opened the floor for discussion on the amendment to the main motion. Following discussion, action was taken on the amendment as set forth below.

RESULT:	**FAILED [2 TO 4]**
MOVER:	Gus E. Pappas, Council Member
SECONDER:	Pat B. McLaughlan, Council Member
AYES:	Pappas, McLaughlan
NAYS:	Friedberg, Reed, Fife, Montague
ABSENT:	Pollard

Following further discussion on the main motion, action was taken on the main motion as set forth below.

RESULT:	**APPROVED [5 TO 1]**
MOVER:	Roman F. Reed, Mayor Pro Tem
SECONDER:	Michael Fife, Council Member
AYES:	Friedberg, Reed, Pappas, Fife, Montague
NAYS:	McLaughlan
ABSENT:	Pollard

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

Community interest items from the Mayor and the City Council included expressions of thanks to Staff for their efforts on behalf of the City during the April 18th flood; expressions of congratulations to Staff for their work on the Bellaire Trolley Run and Family Safety Day; special words of welcome to Terrence Beaman, Bellaire's new Chief Financial Officer; and reminders of upcoming events, three of which would be held on April 30, 2016 (Recycles Event, National Drug Takeback Event, and Wine & Tapas).

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

I. Adjourn.

Andrew S. Friedberg, Mayor, announced that the Special Session of the City Council of the City of Bellaire, Texas, was adjourned at 9:25 p.m. on Monday, April 25, 2016.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire, Texas

Proclamation

Whereas, each year, the nation's underground utility infrastructure is jeopardized by unintential damage by those who fail to call 811 to have underground lines located prior to digging. Undesired consequences such as service interruption, damage to the environment and personal injury and even death are the potential results; and

Whereas, the Common Ground Alliance and its 1,700 members promote the national Call-Before-You-Dig number, 811, in an effort to reduce these damages. Designated by the FCC in 2005, 811 provides potential excavators and homeowners a simple number to reach their local One Call Center to request utility line locations at the intended dig site; and

Whereas, through education of safe digging practices, excavators and homeowners can save time and money keeping our nation safe and connected by making a simple call to 811 in advance of any digging project; waiting the required amount of time; respecting the marked lines by maintaining visual definition throughout the course of the excavation; and finally, digging with care around the marks; and

Whereas, all parties agree that safe digging is a shared responsibility. To know what's below, call 811 before you dig;

Now, Therefore, I, **Andrew S. Friedberg, Mayor of the City of Bellaire, Texas,** do hereby proclaim the month of April, 2016, as

National Safe Digging Month

in the City of Bellaire, Texas, and encourage excavators and homeowners throughout the country to always call 811 before digging. Safe digging is no accident.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 13th day of April, 2016.

Andrew S. Friedberg
Mayor
City of Bellaire, Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire, Texas

Proclamation

Whereas, the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jews and others by Nazi Germany and its collaborators between 1933 and 1945, and as the primary victims, more than six million Jews were murdered and suffered grievous oppression and death under Nazi tyranny; and

Whereas, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

Whereas, since 2007, March of Remembrance memorial and reconciliation marches have taken place at historic locations of the Holocaust in Europe; and

Whereas, on Sunday, May 1, 2016, a March of Remembrance will be held locally to commemorate the victims of the Holocaust, as well as to reflect on the sanctity of all human life, starting with an opening ceremony at ChristChurch Presbyterian, 5001 Bellaire Boulevard, Bellaire, Texas, and ending at Congregation Brith Shalom, 4610 Bellaire Boulevard, Bellaire, Texas; and

Whereas, the theme of this year's March of Remembrance is "Don't Stand By," recognizing the urgency with which we must all take a stand against the persecution of any group of people;

Now, Therefore, I, **Andrew S. Friedberg, Mayor of the City of Bellaire, Texas,** do hereby proclaim May 1, 2016, as

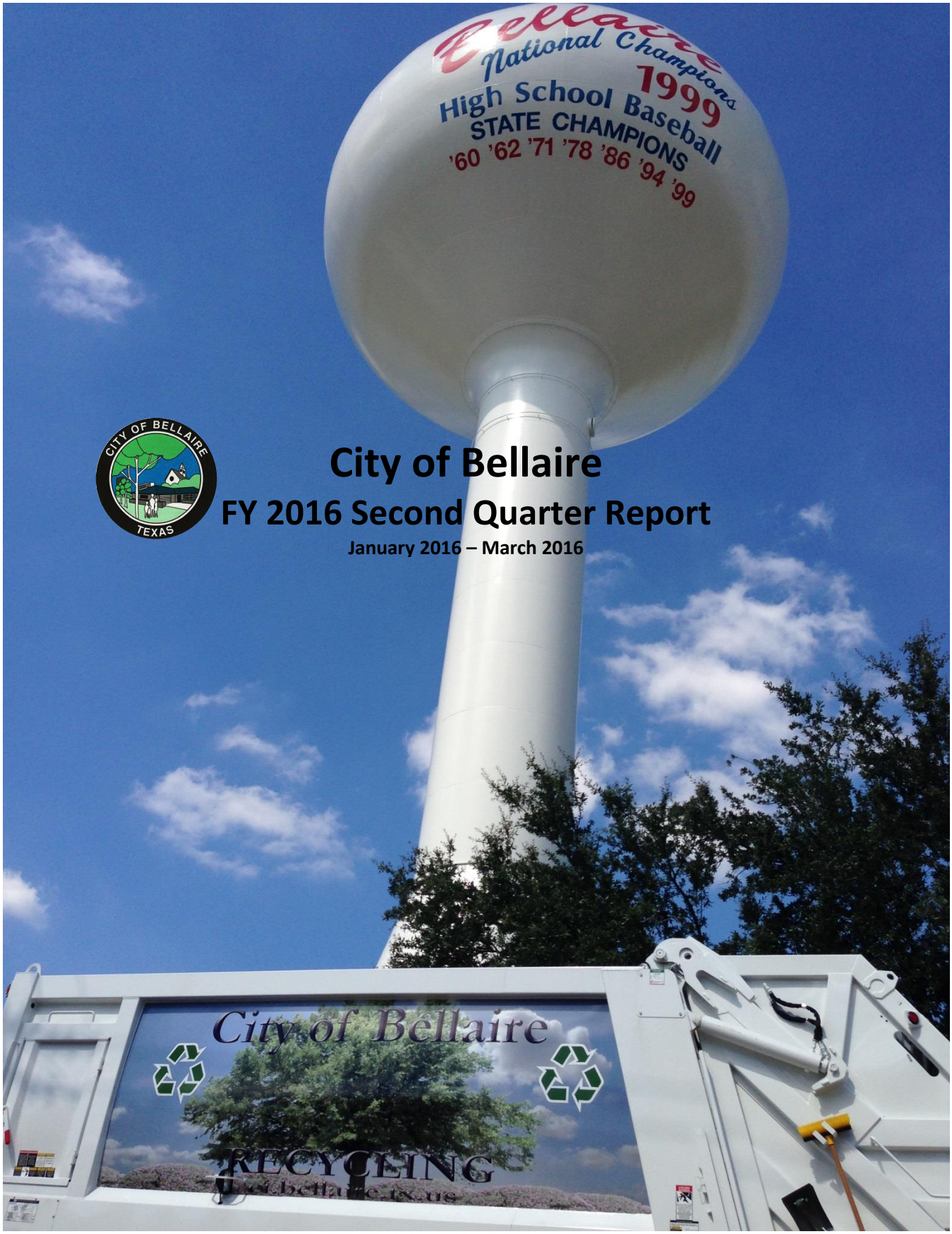
Holocaust March of Remembrance Day

in the City of Bellaire, Texas, and commend all those remembering the Holocaust by their participation in the March of Remembrance.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 13th day of April, 2016.

Andrew S. Friedberg
Mayor
City of Bellaire, Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)



City of Bellaire

FY 2016 Second Quarter Report

January 2016 – March 2016

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Table of Contents

Personnel Analysis ..... Page 04

Departmental Vacancies ..... Page 04

General Fund ..... Page 05

Revenue & Expenditure Charts ..... Page 06

Revenue & Expenditure Report by Department ..... Page 07

Enterprise Fund ..... Page 08

Revenue & Expense Charts ..... Page 08

Revenue & Expense Report by Department ..... Page 09

March Month End Fund Statements

General Fund ..... Page 10

Enterprise Fund ..... Page 11

Debt Service Fund ..... Page 12

Vehicle/Equipment Fund ..... Page 13

Capital Improvement Fund ..... Page 14

Bond Fund ..... Page 15

Metro Fund ..... Page 16

Schedules

Current Property Tax Collections ..... Page 17

Housing Information ..... Page 18

Trend Analysis – Housing & Vacant Lots for Sale ..... Page 18

Summary of Sales & Mixed Beverage Tax ..... Page 19

Summary of Franchise Fees ..... Page 20

Summary of Purchase Orders ..... Page 21

Summary of Water Pumped ..... Page 22

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Summary Investment Report ..... Page 23

Investment Activity Report ..... Page 24

Investment Supplementary Report ..... Page 25

Quarterly Donation Report ..... Page 26

Management & Capital Projects ..... Page 27

Management Projects ..... Page 27

Capital Projects ..... Page 29

Trends ..... Page 32

Development Statistics ..... Page 32

Crime Statistics ..... Page 32

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Personnel Analysis

In the second quarter, we had four separations, one of which was a retirement (see chart below). As of March 31, 2016, we had 10 new hires and 16 vacancies; however, at the time of this report we have hired a Chief Financial Officer who will begin in April 2016.

The Fire department is fully staffed and the Police department has two vacant sworn positions.

On February 15, 2016, a salary and incentive report was presented to City Council resulting in City Council's approval of enhanced incentive pay opportunities for Police, Fire and Public Works. The year-end projections reflect the implementation of the new incentives.

2nd Qtr New Hires	2nd Qtr Separations
1 Communications Officer	1 Police Officer
1 Police Officer	2 Laborers
1 Youth Services Librarian	1 Chief Financial Officer
1 Administrative Assistant, Parks	
1 Senior Accountant	
1 Firefighter Paramedic	
2 Equipment Operator	
2 Laborers	

Department Vacancies

Department	Adopted Budgeted Positions	12/31/2015	3/31/2016	6/30/2016	9/30/2016
General Fund					
City Manager's Office	10	0	0		
Finance	9	1	1		
Development Services	8	1	1		
Fire	24	1	0		
Police	59.5	5	4		
Parks, Rec., & Facilities	24.5	1	0		
Library	7.5	1	0		
Public Works	9	3	2		
Enterprise Fund					
Water	8	2	2		
Wastewater	11	3	3		
Solid Waste & Recycling	13	4	3		
Total	183.5	22	16		

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

General Fund

As a result of the FY 2015 CAFR, the beginning balance for FY 2016 has been adjusted to reflect FY 2015 year end actuals. The general fund is projected to end FY 2016 with a fund balance of $4,685,735.

General Fund FY 2016 2nd Quarter Revenue & Expenditure Report				
	Adopted Budget	Year to Date As of 2nd Qtr	Variance (Projected)	Projections As of 2nd Qtr
Beginning Balance	**$ 5,175,257**	**$ 5,604,047**	**$ 428,790**	**$ 5,604,0**
Revenue	19,047,107	15,046,367	(30,598)	19,016,5
Expenditure	20,343,098	9,557,260	408,277	19,934,8
Ending Balance	**$ 3,879,266**		**$ 806,469**	**$ 4,685,7**

The projected ending balance is greater than budgeted by $806,469.

The six months ending for FY 2016 is on target with regard to the receipt of revenues. The actual revenues in the general fund are over the allocated budget by $286,382. The allocated budget is based on the average revenues received over five years.

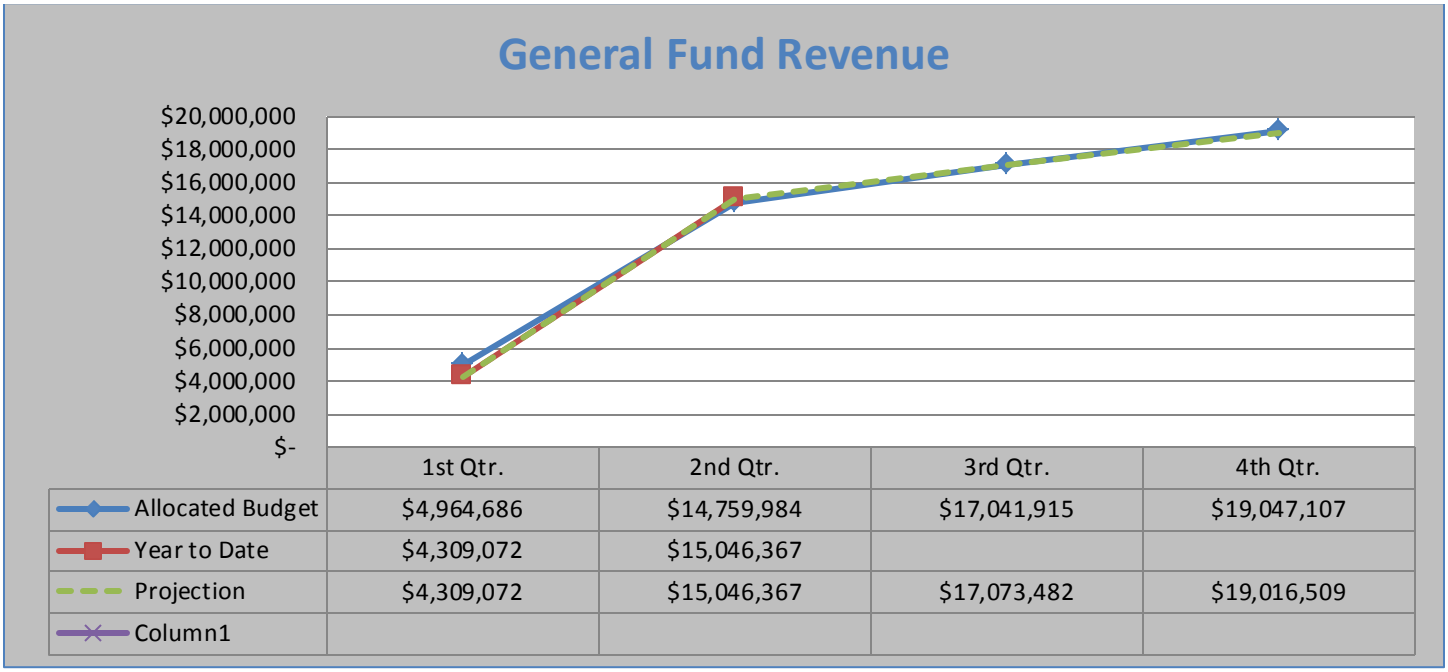
However, FY 2016 revenues are projected to come in at year-end slightly under budget, by $30,598. This is mainly due to an overpayment of sales tax from a commercial entity between 2007 – 2012. The City is required to reimburse $161,553, which will be paid in April. Adjustments will be made to the five year average to reflect this payment.

Second quarter expenditures are at 49% of budget. The year-end projections anticipate a year end savings of $408,277. The following are the main drivers behind this variance in budget:

- Salary and benefit savings - $298,376
- Election Services - $18,000
- Reduction in the projection on fuel - $42,801
- Evelyn's Park Maintenance - $49,100

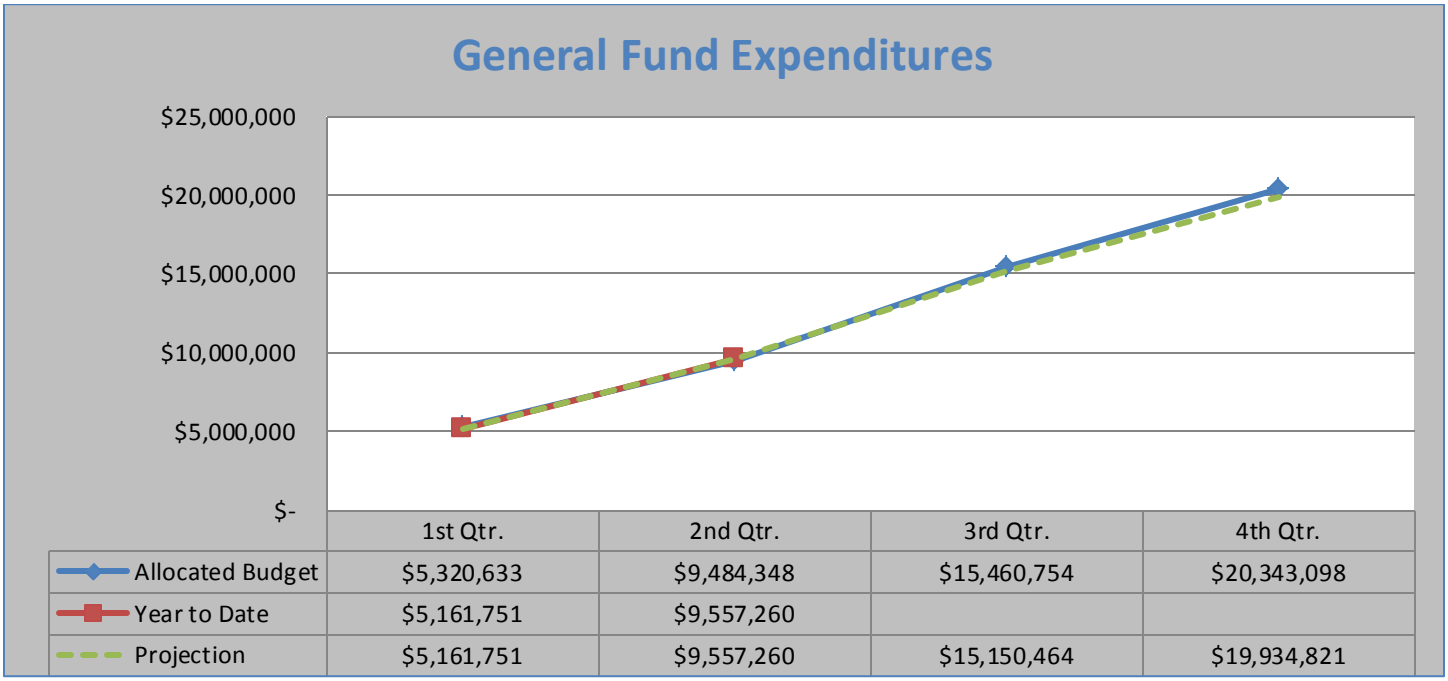
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

General Fund Revenue Chart



	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Allocated Budget	$4,964,686	$14,759,984	$17,041,915	$19,047,107
Year to Date	$4,309,072	$15,046,367		
Projection	$4,309,072	$15,046,367	$17,073,482	$19,016,509
Column1				

General Fund Expenditure Chart



	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Allocated Budget	$5,320,633	$9,484,348	$15,460,754	$20,343,098
Year to Date	$5,161,751	$9,557,260		
Projection	$5,161,751	$9,557,260	$15,150,464	$19,934,821

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

General Fund
FY 2016 Revenue & Expenditure Report by Department

	FY 2016 Adopted Budget	FY 2016 Year to Date	% of Amended Budget (Collected/Spent)	FY 2016 Projected	Variance from Budget to Projected
Revenue					
Current Property Taxes	11,359,339	11,058,524	97.35%	11,342,339	(17,000)
Franchise Taxes	1,397,000	675,808	48.38%	1,396,607	(393)
Sales Tax	2,454,118	1,281,477	52.22%	2,342,118	(112,000)
Permits	747,750	413,295	55.27%	745,397	(2,353)
Fees	331,900	204,192	61.52%	340,500	8,600
License	2,900	1,967	67.83%	3,640	740
Intergovernmental	2,800	2,236	79.86%	2,236	(564)
Rental	27,200	26,243	96.48%	37,400	10,200
Aquatics	330,000	24,919	7.55%	330,000	-
Program Fees	172,500	69,787	40.46%	172,500	-
Athletics	358,000	252,240	70.46%	358,000	-
Other Fees	16,500	6,530	39.57%	16,500	-
Public Safety	382,300	240,910	63.02%	406,800	24,500
Other Revenue	4,500	2,598	57.73%	4,500	-
Fines	766,500	385,293	50.27%	766,500	-
Investment Earnings	32,500	27,309	84.03%	49,412	16,912
Misc.	27,300	60,222	220.59%	68,060	40,760
Business Enterprise Transfer	634,000	312,817	49.34%	634,000	-
Total	**19,047,107**	**15,046,367**	**79.00%**	**19,016,509**	**(30,598)**
					Less than 1% of budget
Expenditures					
Administration	2,391,824	1,251,720	52.33%	2,351,872	(39,952)
Legal Service	100,000	33,505	33.51%	100,000	-
Finance	1,153,645	550,153	47.69%	1,087,091	(66,554)
Development Services	895,092	340,616	38.05%	863,421	(31,671)
Fire	2,727,055	1,306,224	47.90%	2,727,055	-
Police	5,398,444	2,632,843	48.77%	5,358,444	(40,000)
Parks, Rec., & Facilities	3,489,860	1,444,731	41.40%	3,440,760	(49,100)
Library	676,833	313,536	46.32%	658,833	(18,000)
Public Works	1,126,345	514,392	45.67%	1,041,345	(85,000)
Transfer Out	2,384,000	1,169,301	49.05%	2,306,000	(78,000)
Total	**20,343,098**	**9,557,021**	46.98%	**19,934,821**	**(408,277)**
					2% of budget
Revenues/Expenditures	**($1,295,991)**	**$ 5,489,346**		**($918,312)**	**$ 377,679**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Enterprise Fund

The Enterprise Fund is projected to end the FY 2016 with a fund balance of $1,326,551, which is $216,142 more than budgeted.

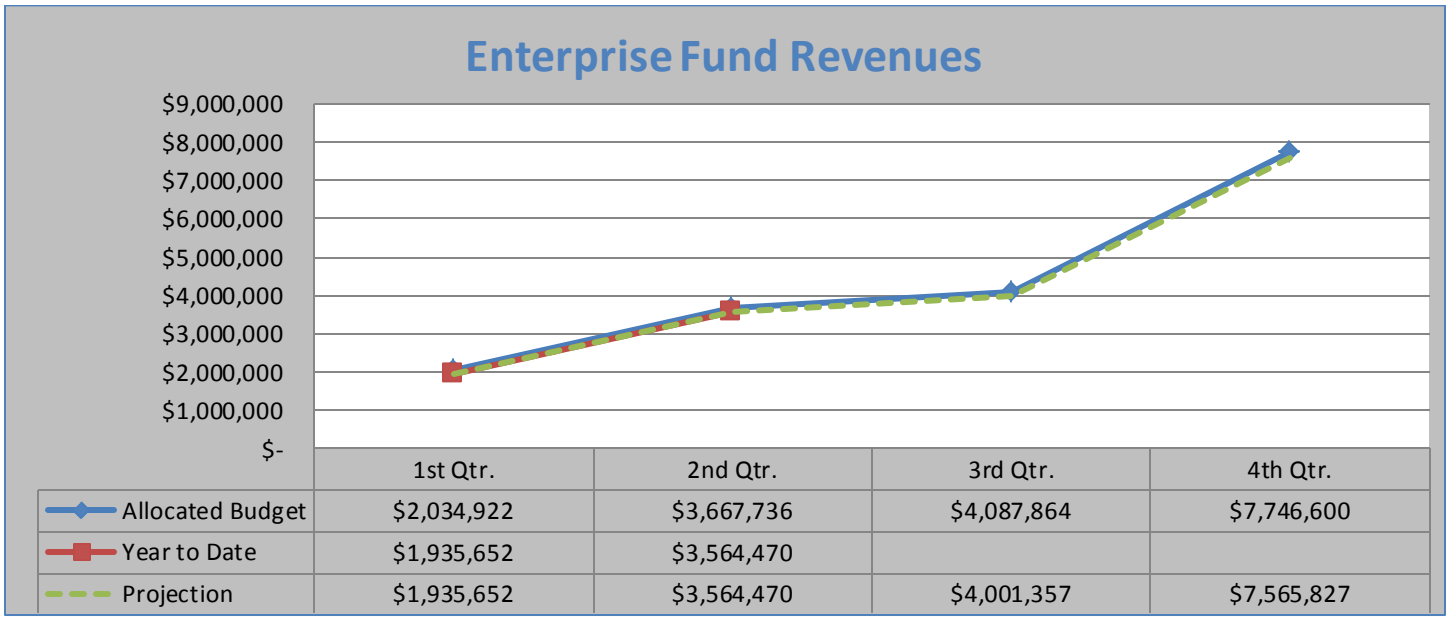
Enterprise Fund FY 2016 2nd Quarter Revenue & Expense Report				
	Adopted Budget	Year to Date As of 2nd Qtr	Variance (Projected)	Projections As of 2nd Qtr
Beginning Balance	**$ 2,089,955**	**$ 2,322,769**	**$ 232,814**	**$ 2,322,7**
Revenue	7,746,600	3,564,470	(180,773)	7,565,8
Expense	8,726,146	4,098,564	164,101	8,562,0
Ending Balance	**$ 1,110,409**		**$ 216,142**	**$ 1,326,5**

Overall revenues are under the average five years of revenues collected for the second quarter by $103,268. For the second quarter of FY 2015, the City had 27.98 inches of rain compared to the 44.65 for the second quarter of FY 2016. Overall actual revenues collected to budget are at 46% for the second quarter. The projection for year end is being lowered by $180,773 to better reflect where we anticipate revenues coming in by September 30. As we move through the hotter months with water usage this projection maybe adjusted.

Enterprise Fund expenses are under the allocated budget by $109,010. Due to salary and fuel savings throughout the Enterprise fund the year end projections have been reduced by $164,101.

The overall net reduction in the Enterprise Fund is $16,673.

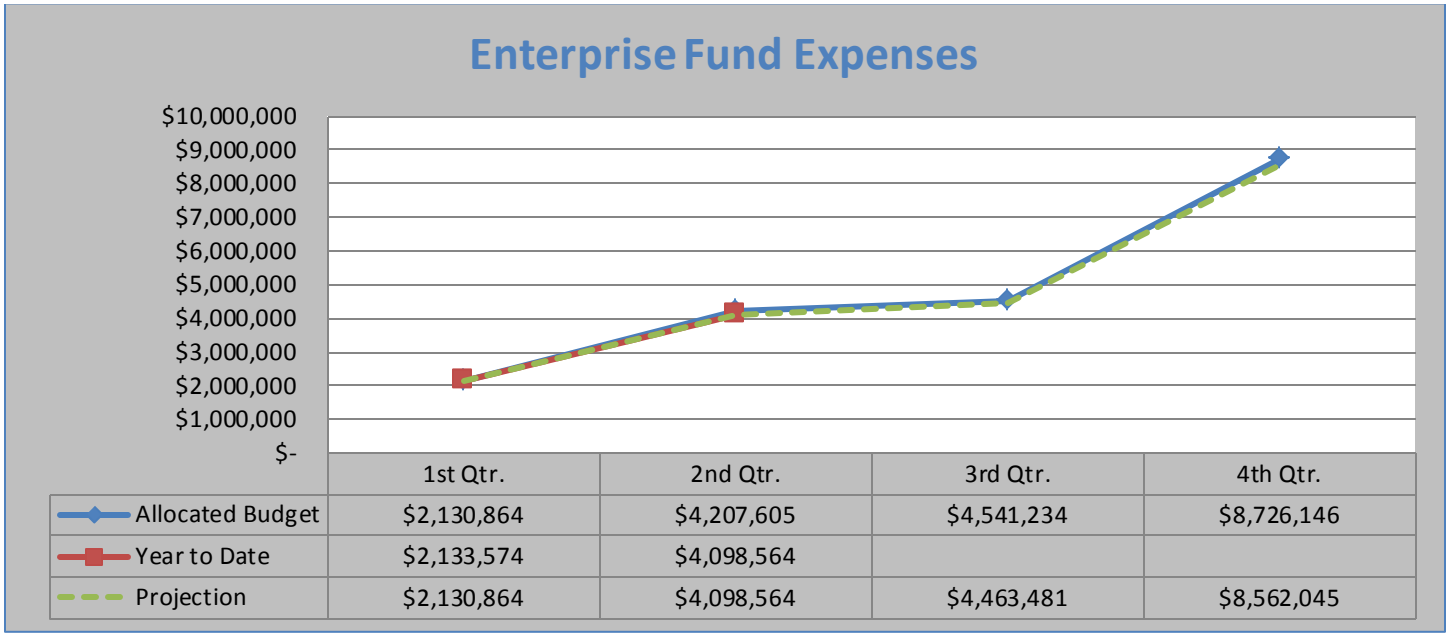
Enterprise Fund Revenue Chart



	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Allocated Budget	$2,034,922	$3,667,736	$4,087,864	$7,746,600
Year to Date	$1,935,652	$3,564,470		
Projection	$1,935,652	$3,564,470	$4,001,357	$7,565,827

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Enterprise Fund Expenses



.

Enterprise Fund
FY 2016 Revenue & Expense Report by Department

	FY 2016 Adopted Budget	FY 2016 Year to Date	% of Adopted Budget (Collected/Spent)	FY 2016 Projected	Variance from Budget to Projected
Revenue					
Water Sales	3,683,900	1,589,353	43.14%	3,432,277	(251,623)
Waste Water Service	2,270,000	1,087,986	47.93%	2,286,000	16,000
Solid Waste – Garbage & Brush Pickup	1,675,500	837,307	49.97%	1,733,950	58,450
Miscellaneous	117,200	49,824	42.51%	113,600	(3,600)
Total	**7,746,600**	**3,564,470**	46.01%	**7,565,827**	**(180,773)**
					2.3% of budget
Expenses					
Water Production	499,985	216,544	43.31%	449,985	(50,000)
Water Distribution	584,449	243,576	41.68%	584,449	-
Surface Water	1,833,300	929,924	50.72%	1,833,300	-
Wastewater Collection	579,321	174,193	30.07%	504,321	(75,000)
Wastewater Treatment	877,399	452,307	51.55%	877,399	-
Solid Waste – Garbage & Brush Pickup	1,399,122	611,334	43.69%	1,399,122	-
Utility Billing	256,470	130,579	50.91%	256,470	-
Transfers Out/Other	2,696,100	1,340,148	49.71%	2,657,000	(39,100)
Total	**8,726,146**	**4,098,605**	46.97%	**8,562,046**	**(164,100)**
					Less than 2% of budget
Revenues/Expenses	**($979,546)**	**($534,135)**		**($996,219)**	**($16,673)**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

	March			Year to Date			
	FY 2016 Budget	Actual	% of Budget	Allocated Budget	Actual	Over/Under Allocation	YTD % to Budget
Revenues							
Property	11,359,339	143,730	1%	11,107,606	11,058,524	(49,082)	97%
Franchise Taxes	1,397,000	109,751	8%	678,471	675,809	(2,662)	48%
Sales Taxes	2,454,118	176,377	7%	1,225,424	1,281,476	56,052	52%
Permits, Fees, Licenses	1,082,550	110,194	10%	544,408	619,453	75,044	57%
PARD Charges and Fees	904,200	93,981	10%	283,785	375,791	92,007	42%
Public Safety	386,800	64,727	17%	197,945	241,348	43,402	62%
Fines	766,500	88,434	12%	387,952	385,293	(2,659)	50%
All Other	696,600	77,831	11%	334,393	408,672	74,279	59%
Total Operating Revenues	$ 19,047,107	865,025	5%	14,759,984	15,046,366	286,382	79%
Expenditures							
Salary & Benefits	13,020,134	906,741	7%	5,895,997	6,188,976	292,979	48%
Purchased Services	3,708,907	204,172	6%	1,892,697	1,708,483	(184,214)	46%
Supplies	1,173,054	83,790	7%	524,875	481,474	(43,402)	41%
Other/Transfers	2,430,000	197,338	8%	1,159,933	1,167,480	7,548	48%
Capital Purchases	11,000	-	0%	10,847	10,847	-	100%
Total Operating Expenditures	20,343,095	1,392,041	7%	9,484,348	9,557,260	72,911	47%
Net Revenues/(Expenditures)	**$ (1,295,988)**	**$ (527,016)**	**$ (0)**	**$ 5,275,636**	**$ 5,489,106**	**$ 213,470**	

Unaudited Fund Balance 9/30/15	$ 5,604,047
FY 2016 Revenue Projections	19,047,107
FY 2016 Expenditure Budget	20,343,095
Projected Ending Fund Balance	$ 4,308,059
60 Day Reserve Requirement (Includes only operating budget)	$ 3,004,349

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire
Enterprise Fund
Revenues and Expenses
YTD as of March 2016

		March		Year to Date			
	FY 2016 Budget	Actual	% of Budget	Allocated Budget	Actual	Over/Under Allocation	YTD % to Budget
Revenues							
Water	3,595,900	254,454	7%	1,612,959	1,567,343	(45,616)	44%
Wastewater	2,186,000	183,184	8%	1,075,618	1,062,987	(12,631)	49%
Solid Waste	1,666,000	140,289	8%	833,637	836,183	2,546	50%
All Other	298,700	5,596	2%	145,524	97,957	(47,568)	33%
Total Revenues	$ 7,746,600	$ 583,522	8%	$ 3,667,738	$ 3,564,470	$ (103,268)	46%
Expenses							
Salary & Benefits	1,811,916	117,357	6%	844,044	786,985	(57,059)	43%
Purchased Services	1,652,730	78,583	5%	735,358	708,173	(27,185)	43%
Supplies	2,565,400	165,998	6%	1,299,702	1,268,692	(31,009)	49%
Other	2,696,100	221,287	8%	1,328,500	1,334,744	6,244	50%
Total Expenditures	8,726,146	583,226	7%	4,207,605	4,098,594	(109,010)	47%
Net Revenues/(Expenses)	**$ (979,546)**	**$ 296**	**$ 0**	**$ (539,866)**	**$ (534,124)**	**$ 5,742**	

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

	FY 2016 Budget	YTD Actual
Revenues		
Property Taxes	5,883,026	5,750,463
Investment Earnings	3,000	4,659
Total Operating Revenues	5,886,026	5,755,122
Operating Transfer In	950,000	475,000
Bond Premium		
Total Revenues	**$ 6,836,026**	**$ 6,230,122**
Expenditures		
Principal Payment	4,055,000	4,055,000
Interest Payment	2,768,026	1,399,340
Other Debt Expense	13,000	2,100
Total Expenditures	**$ 6,836,026**	**5,456,440**
Net Revenues/(Expenditures)	**$ -**	**$ 773,682**

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

	FY 2016 Budget	March Actual	YTD Actual	Encumbrance	FY2016 Budget Balance
Revenues					
Transfers - General	1,066,000	88,833	533,000		533,000
Transfers - Enterprise	542,000	45,167	271,000		271,000
Total Operating Revenues	**$ 1,608,000**	**$ 134,000**	**$ 804,000**	**$ -**	**$ 804,000**
Expenditures					
Development Services	25,000	-	-	22,986	2,014
Fire	55,000	-	-	37,651	17,349
Police	300,000	343,830	36,795	203,119	60,086
Parks & Recreation	50,000	-	-	52,157	(2,157)
Public Works	265,000	-	-	251,215	13,785
Enterprise Public Works	520,000	-	-	416,859	103,141
Total Capital Expenditures	**$ 1,215,000**	**$ 343,830**	**$ 36,795**	**$ 983,987**	**$ 194,218**
Net Revenues/(Expenditures)	**$ 393,000**	**$ (209,830)**	**$ 767,205**		**$ 609,782**

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

	FY 2016 Budget	Carryover Funds/Budget	Total Funds/Budget	March Actual	YTD Actual	Encumbrance	FY2016 Budget Balance
Revenues							
General Fund Transfer	1,240,000	534,084	1,774,084	103,333	619,998		620,002
RBB Facilities		751,051	751,051				-
RBB Infrastructure		1,000,000	1,000,000				-
Enterprise Fund Transfer	530,000	1,203,471	1,733,471	44,167	265,000		265,000
Evelyn's Park	138,638	1,488,580	1,627,218		138,638		-
Designated Park Funds		351,200	351,200				-
Insurance - Flood		305,845	305,845		177,334		(177,334)
Insurance - Traffic Signal		33,693	33,693				-
Road Humps		702	702				-
Total Revenues	$ 1,908,638	$ 5,668,626	$ 7,577,264	$ 147,500	$ 1,200,970		$ 707,668
Projects							
FY 2014 City Wide Beautification		5,721	5,721		2,500		3,221
FY 2014 Street & Drainage Reconstruction - Phase 5B*	614,057	386,862	1,000,919			608,603	392,316
FY 2015 Drainage Mulberry Park		1,700	1,700				1,700
FY 2015 Evelyn's Park	138,638	1,488,580	1,627,218	-		1,623,392	3,826
FY 2015 Municipal Rehab Projects	-	40,860	40,860	-	22,097		18,763
FY 2015 Park Improvements		229,568	229,568	48,520	204,748	19,012	5,808
FY 2015 Traffic Signal Maintenance		33,693	33,693		33,693		422,413
FY 2016 City Wide Beautification	300,000		300,000	-			300,000
FY 2016 Pavement Mgt Program	830,618		830,618		421		830,198
FY 2016 Playground/Shade Structure	70,000		70,000				70,000
FY 2016 PW Facilities Assessment	25,000	305,845	330,845		23,652	348	306,845
FY 2016 ROW	50,000		50,000				50,000
FY 2016 Storm Water Drainage	45,000		45,000	4,500		40,500	4,500
Total General Projects	$ 2,073,313	$ 2,492,829	$ 4,566,142	$ 53,020	$ 287,110	$ 2,291,855	$ 1,987,177
FY 2013 Fine Screen Building		149,408	149,408	7,250	7,250	8,370	133,788
FY 2015 City Wide Scada System	150,000	94,500	244,500			11,450	233,050
FY 2015 Facility Water Barrier		33,000	33,000				33,000
FY 2015 Water/Sanitary Sewer Program		605,875	605,875	22,840	457,421	40,800	107,654
FY 2016 Rehab Renwick Ground Storage	55,000		55,000			43,265	11,735
FY 2016 Wendell-Bellaire Lift Station	55,000		55,000		19,455	9,475	26,070
FY 2016 WW Collection Line	20,000		20,000			19,750	250
FY 2016 WW System Upgrades	250,000		250,000			41,870	208,130
Total Enterprise Projects	$ 530,000	$ 882,783	$ 1,412,783	$ 30,090	$ 484,126	$ 174,980	$ 753,678
Total Expenditures/Encumberances	**$ 2,603,313**	**$ 3,375,612**	**$ 5,978,925**	**$ 83,110**	**$ 771,236**	**$ 2,466,835**	**$ 2,740,855**
Net Revenues/(Expenditures)	**$ (694,675)**	**$ 2,293,014**	**$ 1,598,339**	**$ 64,390**	**$ 429,734**		

*Pay as you Go portion of Bonds in Fund 620

Unaudited Fund Balance 9/30/15	$ 5,668,626
FY 2016 Revenue Projections	1,908,638
FY 2016 Expenditure Budget	5,978,925
Projected Ending Fund Balance	$ 1,598,339
Designated Funds	1,102,251
ROW	351,200
RBB Facilities	751,051
Future Year Pay As You Go Projects	496,088

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

	FY 2016 Budget	Preliminary Carryover Funds/Budget	Total Budget	March Actual	YTD Actual	Encumbrance	FY 2016 Budget Balance
Revenues							
Interest				5,150	21,217		(21,217)
Bond Proceeds		20,995,926	20,995,926				
Total Revenues	**$ -**	**$ 20,995,926**	**$ 20,995,926**	**$ 5,150**	**$ 21,217**		**$ (21,217)**
Projects							
FY 2012 Drainage Phase 5		7,462,026	7,462,026	687,874	3,094,635	4,367,390	1
FY 2015 Drainage Phase 5B	7,910,187		7,910,187	-	493	7,909,694	0
FY 2013 New City Hall/Police/Municipal Court		812,611	812,611		24,851	756,187	31,573
FY 2015 Evelyn's Park		4,687,159	4,687,159	403,059	666,115	3,996,638	24,406
FY 2015 Nature Discovery Center		500,000	500,000	477	477	477	499,045
Total Project Expenditures	7,910,187	13,461,796	21,371,983	1,091,410	3,786,572	17,030,386	555,025
Net Revenues/(Expenditures)	**$ (7,910,187)**	**$ 7,534,130**	**$ (376,057)**	**$ (1,086,260)**	**$ (3,765,355)**		**$ (576,242)**

Unaudited Fund Balance 9/30/15	$ 20,995,926
FY 2016 Revenue Projections	-
FY 2016 Expenditure Budget	21,371,983
Projected Ending Fund Balance	$ (376,057)

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

	FY 2016 Budget	Preliminary Carryover Funds/Budget	Total Budget	March Actual	YTD Actual	Encumbrance	FY 2016 Budget Balance
Revenues							
Metro Sales Tax	1,200,000	2,901,556	4,101,556	88,189	739,635	-	460,365
Interest	1,700		1,700	816	3,387		(1,687)
Total Revenues	**$ 1,201,700**	**$ 2,901,556**	**$ 4,103,256**	**$ 89,005**	**$ 743,022**		**$ 458,678**
Projects							
FY2014 City Wide Trip Hazard		471,331	471,331	-	-	-	471,331
FY2014 Sidewalk Projects		456,212	456,212	4,752	233,799	38,283	184,131
FY2015 Street Pavement Mgt Program	1,200,000	1,896,620	3,096,620	314,314	730,172	342,977	2,023,471
FY2015 Street Striping Program		75,793	75,793	-	31,136	43,219	1,439
Total Project Expenditures	1,200,000	2,899,956	4,099,956	319,065	995,106	424,478	2,680,372
Net Revenues/(Expenditures)	**$ 1,700**	**$ 1,600**	**$ 3,300**	**$ (230,060)**	**$ (252,084)**		

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

-

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE
CURRENT PROPERTY TAX COLLECTIONS
FY 2013 - FY2016

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

YTD Collections	$ 16,926,920
% of Budget	98.81%
% of Total Levy	98.41%

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

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

		Taxable Value
Chevron Chemical Company	Oil & Gas	79,604,253
Pin Oak North Parcrel LL LLC	Land/Improvements	49,900,289
KBS SOR 6565 6575 West Loop	Land/Improvements	40,675,000
BRI 1833 6330 LLC	Land/Improvements	39,319,862
Centerpoint Energy Inc.	Electric Utility	29,510,049
SBC Communications	Utility	28,734,297
CHP Houston Tx MOB Owner LLC	Land/Improvements	25,165,006
CHP Houston TX Hospital Land	Hospital	24,940,369
Pin Oak South Parcell LL LLC	Land/Improvements	19,941,588
5909-5959 Realty LTD	Land/Improvements	12,650,000
		$ 350,440,713
Tax Levy @ $0.3805/100		$ 1,333,427
% of Total Levy		7.75%

* Source: Municipal Advisory Council of Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE
HOUSING INFORMATION
FY2016

March

Houses, Townhomes & Vacant Lots for Sale *

Price Range			
$ 0	-	$ 250,000	-
$ 250,001	-	$ 500,000	31
$ 500,001	-	$ 750,000	16
$ 750,001	-	$ 1,000,000	27
	>	$ 1,000,000	76
Total Units For Sale *			**150**

Total HCAD Residential Units/Lots **	6,018
For Sale as a % of Total Units	2.49%
Highest Listing Price - Home	$ 2,500,000
Lowest Listing Price - TH/Lot	$ 325,000
Houses for Lease *	37
Highest Lease/Month	$ 7,250
Lowest Lease/Month	$ 1,080

Foreclosure History as of end of Quarter Reported by RealtyTrac

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

New Residential Construction

			Dollar Value	
Fiscal Year		**New Units**	**Construction**	**Avg/Unit**
2007		169	85,632,703	506,702
2008		132	75,405,507	571,254
2009		49	26,026,889	531,161
2010	***	64	34,682,458	541,913
2011		56	30,064,905	536,873
2012	***	93	54,914,376	590,477
2013	***	113	65,491,037	579,567
2014		125	78,420,596	627,365
2015		98	52,190,001	532,551
2016		43	23,915,404	556,172

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

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

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

*** Numbers revised based on system correction

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

Payment Month	Period	FY2014	FY2015	FY2016
Sales Tax				
Oct	Aug	$ 506,393	$ 168,534	$ 153,643
Nov	Sep	191,544	204,637	236,498
Dec	Oct	186,277	187,620	196,711
Jan	Nov	178,766	168,955	253,578
Feb	Dec	239,214	289,944	253,419
Mar	Jan	180,302	175,468	176,377
Apr	Feb	168,270	168,824	-
May	Mar	189,723	201,769	-
Jun	Apr	169,660	174,538	-
Jul	May	159,472	171,111	-
Aug	Jun	253,895	230,014	-
Sep	Jul	186,787	209,043	-
	Sub-Total	$ 2,610,303	$ 2,350,457	$ 1,270,226
Mixed Beverage				
Oct	1st Qtr	4,366	5,493	6,012
Jan	2nd Qtr	4,730	6,053	5,238
Apr	3rd Qtr	4,616	5,839	-
Jul	4th Qtr	5,341	6,004	-
	Sub-Total	19,053	23,389	11,250
	Total	**$ 2,629,356**	**$ 2,373,846**	**$ 1,281,476**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE
SUMMARY OF FRANCHISE FEES
FY2014 - FY2016

	Total FY 2014	Total FY 2015	YTD FY 2016
Electric	$ 825,798	$ 823,552	$ 411,804
Gas	144,037	123,933	37,258
Telephone	121,736	115,691	57,785
Cable	308,268	328,259	168,940
Total	**$ 1,399,839**	**$ 1,391,435**	**$ 675,786**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE
SUMMARY OF PURCHASE ORDERS
FY 2016

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE
SUMMARY OF WATER PUMPED
FY2012 - FY2016

FY 2015 COB Pumped	FY 2015 COH Pumped	FY2015 Rainfall (Inches)	FY2016 Total Pumped	FY2016 COB Pumped	FY2016 COH Pumped	FY2016 Rainfall (Inches)
40,768,000	48,063,000	3.97	116,095,000	71,601,000	44,494,000	20.76
32,877,000	45,805,000	4.15	73,352,000	28,256,000	45,096,000	11.85
33,261,000	29,824,000	4.91	67,857,000	25,047,000	42,810,000	4.22
17,997,000	43,601,000	5.77	66,712,000	23,649,000	43,063,000	2.77
19,675,000	40,421,000	1.22	76,600,000	36,383,000	40,217,000	1.60
21,723,000	42,803,000	7.96	73,102,000	26,970,000	46,132,000	3.45
48,595,000	18,183,000	9.52	-	-	-	-
28,480,000	38,563,000	17.09	-	-	-	-
39,557,000	44,449,000	3.43	-	-	-	-
67,601,000	53,187,000	1.69	-	-	-	-
96,824,000	46,221,000	6.60	-	-	-	-
62,062,000	45,850,000	5.39	-	-	-	-
509,420,000	**496,970,000**	**71.70**	**473,718,000**	**211,906,000**	**261,812,000**	**44.65**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE, TEXAS
SUMMARY INVESTMENT REPORT
Fiscal Year 2016 through March 31, 2016

Account Description	Date Purchase	Date Maturity	Rate/ Coupon	Purchase Yield	Purchase Price	Market Price	Face Amount	Book Value	Market Value	Accrued Interest	Beginning Values @ 10/01/15 Book Value	Beginning Values @ 10/01/15 Market Value
Amegy Bank of Texas												
Concentration Account	03/31/16	04/01/16	0.0000%	0.0000%	$ -	$ -	$ 4,622,372.02	$ 4,622,372.02	$ 4,622,372.02	$ -	$ 4,120,972.14	$ 4,120,972.14
Sub-total							4,622,372.02	4,622,372.02	4,622,372.02	-	4,120,972.14	4,120,972.14
Government Securities												
FHLMC 3134G5N76	11/13/14	11/13/17	1.0500%	1.0500%	100.000	-	-	-	-	-	1,000,000.00	1,001,133.00
FHLB 3130A3UN2	01/29/15	01/29/18	1.3000%	1.3000%	100.000	-	-	-	-	-	1,000,000.00	1,002,064.00
FHLMC 3134G7LJ8	07/27/15	07/27/18	1.2500%	1.2500%	100.000	100.235	1,000,000.00	1,000,000.00	1,002,350.00	2,222.22	1,000,000.00	1,003,603.00
FHLMC 3134G8UA5	03/29/16	03/29/19	1.3000%	1.3000%	100.000	100.000	1,000,000.00	1,000,000.00	1,000,000.00	72.22	-	-
FFCB 3133EFV38	03/29/16	09/29/19	1.2500%	1.2500%	100.000	100.005	1,000,000.00	1,000,000.00	1,000,050.00	69.44	-	-
Sub-total							3,000,000.00	3,000,000.00	3,002,400.00	2,363.89	3,000,000.00	3,006,800.00
TexPool Investments												
Concentration Account	03/31/16	04/01/16	0.3336%	0.3336%	100.000	100.000	10,770,702.83	10,770,702.83	10,770,702.83	-	4,474,158.22	4,474,158.22
METRO Account	03/31/16	04/01/16	0.3336%	0.3336%	100.000	100.000	2,656,650.29	2,656,650.29	2,656,650.29	-	3,331,105.05	3,331,105.05
G.O. Bonds, Series 2013	03/31/16	04/01/16	0.3336%	0.3336%	100.000	100.000	97,241.02	97,241.02	97,241.02	-	3,541,309.55	3,541,309.55
G.O. Bonds, Series 2014	03/31/16	04/01/16	0.3336%	0.3336%	100.000	100.000	9,589,975.03	9,589,975.03	9,589,975.03	-	10,458,278.65	10,458,278.65
G.O. Bonds, Series 2015	03/31/16	04/01/16	0.3336%	0.3336%	100.000	100.000	7,918,790.72	7,918,790.72	7,918,790.72	-	7,918,093.16	7,918,093.16
Sub-total							31,033,359.89	31,033,359.89	31,033,359.89	-	29,722,944.63	29,722,944.63
TexSTAR Investments												
Concentration Account	03/31/16	04/01/16	0.3516%	0.3516%	100.000	100.000	2,320,937.41	2,320,937.41	2,320,937.41	-	2,318,338.85	2,318,338.85
Sub-total							2,320,937.41	2,320,937.41	2,320,937.41	-	2,318,338.85	2,318,338.85
Total							$ 40,976,669.32	$ 40,976,669.32	$ 40,979,069.32	$ 2,363.89	$ 39,162,255.62	$ 39,169,055.62

Weighted Average Yield		0.37%
Comparative Yield:	3-month Treasury Bill	0.21%
	6-month Treasury Bill	0.38%
	2-year Treasury Note	0.73%

To the best of our knowledge, this report is in compliance with the investment strategy expressed in Chapter 2, Administration, Section 2-10, Investment Policy of the Code of Ordinances of the City of Bellaire, Texas and with the Texas Public Funds Investment Act., V.T.C.A., Government Code Ch. 2256, as amended.

ASSISTANT CITY MANAGER: Diane K White

FINANCE MANAGER: William M

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE, TEXAS
INVESTMENT ACTIVITY REPORT
Fiscal Year 2016 through March 31, 2016

Account	Date		Rate/	Face	Beginning Balance 10/01/15	Beginning Balance 10/01/15	Fiscal Year-To-Date Activity Deposits/	Fiscal Year-To-Date Activity Withdrawals/	Fiscal Year-To-Date Activity Incr/(Decr)	Ending Balance 03/31/16	Ending Balance 03/31/16
Description	Purchase	Maturity	Coupon	Amount	Book Value	Market Value	Purchases	Maturities/Calls	Market Value	Book Value	Market Value
Amegy Bank of Texas											
Concentration Account	03/31/16	04/01/16	0.0000%	$ 4,622,372.02	$ 4,120,972.14	$ 4,120,972.14	$ 29,908,303.94	$ 29,406,904.06	$ -	$ 4,622,372.02	$ 4,622,372.02
Sub-total				4,622,372.02	4,120,972.14	4,120,972.14	29,908,303.94	29,406,904.06	-	4,622,372.02	4,622,372.02
Government Securities											
FHLMC 3134G5N76	11/13/14	11/13/17	1.0500%	-	1,000,000.00	1,001,133.00	-	1,000,000.00	(1,133.00)	-	-
FHLB 3130A3UN2	01/29/15	01/29/18	1.3000%	-	1,000,000.00	1,002,064.00	-	1,000,000.00	(2,064.00)	-	-
FHLMC 3134G7LJ8	07/27/15	07/27/18	1.2500%	1,000,000.00	1,000,000.00	1,003,603.00	-	-	(1,253.00)	1,000,000.00	1,002,350.00
FHLMC 3134G8UA5	03/29/16	03/29/19	1.3000%	1,000,000.00	-	-	1,000,000.00	-	-	1,000,000.00	1,000,000.00
FFCB 3133EFV38	03/29/16	09/29/19	1.2500%	1,000,000.00	-	-	1,000,000.00	-	50.00	1,000,000.00	1,000,050.00
Sub-total				3,000,000.00	3,000,000.00	3,006,800.00	2,000,000.00	2,000,000.00	(4,400.00)	3,000,000.00	3,002,400.00
TexPool Investments											
Concentration Account	03/31/16	04/01/16	0.3336%	10,770,702.83	4,474,158.22	4,474,158.22	19,542,038.27	13,245,493.66	-	10,770,702.83	10,770,702.83
METRO Account	03/31/16	04/01/16	0.3336%	2,656,650.29	3,331,105.05	3,331,105.05	743,022.30	1,417,477.06	-	2,656,650.29	2,656,650.29
G.O. Bonds, Series 2013	03/31/16	04/01/16	0.3336%	97,241.02	3,541,309.55	3,541,309.55	3,045,491.03	6,489,559.56	-	97,241.02	97,241.02
G.O. Bonds, Series 2014	03/31/16	04/01/16	0.3336%	9,589,975.03	10,458,278.65	10,458,278.65	10,922.34	879,225.96	-	9,589,975.03	9,589,975.03
G.O. Bonds, Series 2015	03/31/16	04/01/16	0.3336%	7,918,790.72	7,918,093.16	7,918,093.16	16,322.66	15,625.10	-	7,918,790.72	7,918,790.72
Sub-total				31,033,359.89	29,722,944.63	29,722,944.63	23,357,796.60	22,047,381.34	-	31,033,359.89	31,033,359.89
TexSTAR Investments											
Concentration Account	03/31/16	04/01/16	0.3516%	2,320,937.41	2,318,338.85	2,318,338.85	2,598.56	-	-	2,320,937.41	2,320,937.41
Sub-total				2,320,937.41	2,318,338.85	2,318,338.85	2,598.56	-	-	2,320,937.41	2,320,937.41
Total				$ 40,976,669.32	$ 39,162,255.62	$ 39,169,055.62	$ 55,268,699.10	$ 53,454,285.40	$ (4,400.00)	$ 40,976,669.32	$ 40,979,069.32

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE, TEXAS
INVESTMENT SUPPLEMENTARY REPORT
As of March 31, 2016

Account Description	Stated Maturity	Book Value	GASB 31 Market Reserve	Market Value
Amegy Bank of Texas				
Concentration Account	04/01/16	$ 4,622,372.02	$ -	$ 4,622,372.02
Sub-total		4,622,372.02	-	4,622,372.02
Certificates of Deposit				
		-	-	-
Sub-total		-	-	-
Government Securities				
FHLMC 3134G5N76	11/13/17	-	-	-
FHLB 3130A3UN2	01/29/18	-	-	-
FHLMC 3134G7LJ8	07/27/18	1,000,000.00	2,350.00	1,002,350.00
FHLMC 3134G8UA5	03/29/19	1,000,000.00	-	1,000,000.00
FFCB 3133EFV38	09/29/19	1,000,000.00	50.00	1,000,050.00
Sub-total		3,000,000.00	2,400.00	3,002,400.00
TexPool Investments				
Concentration Account	04/01/16	10,770,702.83	-	10,770,702.83
METRO Account	04/01/16	2,656,650.29	-	2,656,650.29
G.O. Bonds, Series 2013	04/01/16	97,241.02	-	97,241.02
G.O. Bonds, Series 2014	04/01/16	9,589,975.03	-	9,589,975.03
G.O. Bonds, Series 2015	04/01/16	7,918,790.72	-	7,918,790.72
Sub-total		31,033,359.89	-	31,033,359.89
TexSTAR Investments				
Concentration Account	04/01/16	2,320,937.41	-	2,320,937.41
Sub-total		2,320,937.41	-	2,320,937.41
Total		$ 40,976,669.32	$ 2,400.00	$ 40,979,069.32

Claim on Cash by Fund

Fund Classifications	03/31/16 Balance
Governmental Funds	
100 - General Fund	$ 10,851,861.21
200 - Special Revenue Fund	393,269.39
300 - Debt Service Fund	1,286,975.21
600 - VET Fund	1,187,179.73
610 - CIP Fund	6,093,860.40
620 - CIP Bond Fund	17,581,155.30
630 - METRO Fund	2,656,651.28
Total Governmental Funds	40,050,952.52
Proprietary Funds	
500 - Enterprise Fund	925,716.80
Total Proprietary Fund	925,716.80
Total	$ 40,976,669.32

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Quarterly Reporting of Donations Approved by City Manager as per Ordinance 14-09
Approved as of 3/31/2016

Date	Donor	Designation	Amount
Police - Donations			
01/15/16	Pin Oak Estates Homeowners Association		$ 750
			$ 750
Library - Donations			
01/05/16	Ann V. Kong		$ 500
01/05/16	Ida and Al Bathey in honor of Doug Beatty Sr.'s 70th birthday	Purchasing computers and/or electronics	$ 30
01/05/16	Doug Beatty Jr. in honor of Doug Beatty Sr.'s 70th birthday	Purchasing computers and/or electronics	$ 1,000
01/09/16	Dr. Delores L. McKellar	Undesignated by donor will be used to acquire books	$ 100
01/09/16	Perry and John Wright in honor of Doug Beatty Sr.'s 70th birthday	Purchasing computers and/or electronics	$ 40
01/25/16	Mr. & Ms Woo in honor of Doug Beatty Sr.'s 70th birthday	Purchasing computers and/or electronics	$ 100
01/28/16	Pin Oak Estates Homeowners Association	Purchase of multicultural cookbooks	$ 100
01/28/16	Friends of the Bellaire Library	Needs list for enchacement of Library Services	$ 10,500
02/03/16	Anne and William Bunting in honor of Doug Beatty Sr.'s 70th birthday	Purchasing computers and/or electronics	$ 50
03/25/16	Frank and Paulette Halvorson in honor of Doug Beatty Sr.	Purchasing computers and/or electronics	$ 100
			$ 12,520

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Management & Capital Improvement Projects

During the budget process Council was presented with the Management Projects developed to provide service enhancements and review and develop policies which will allow the City to become more efficient. Council was also presented with the FY 2016 Capital Projects which have been designed to meet today's infrastructure needs as well as those of the future. Outlined below are the milestones completed in the second quarter.

Management Projects

MP 1601 – Manage Turnover, Effectively Recruit & Fill Public Safety Positions:

Presented Salary and Benefits Study Report to Council on February 15, 2016 with the following results:

- Implement Incentive Pay at 75th percentile for Police and Fire, including some added incentive – Implementing April 2016.
- Implement Incentive Pay at 50th Percentile for Public Works – All new incentives – Implementing April 2016.
- City Council directed the City Manager to present FY 2017 budget with Police and Fire at the 75th percentile for pay.

MP 1602 – Enhance Public Safety Communication & Outreach:

The State of the City and Open House on February 1, 2016 was successful. The Guide to Bellaire was unveiled and met with very positive response. There was a presentation to Council on the update of the progress on the Citizen Survey on March 21. At this time, the survey will take place in August/September 2016 with the instrument being developed May – August 2016. Results will be presented during the second quarter of 2017. Leadership Class/Bellaire Basics/Bellaire 101 is still being developed and it not expected to be conducted until Fall 2016. Family Safety Day has been scheduled for April 23, 2016 with all departments having a presence at the event. The second quarter has been focused on planning and preparing for the event. The Communication Team held a Community Connection meeting in January 2016 with another planned on April 14, 2016 for summer events. Area groups and organizations, including schools and parent-teacher organizations (PTOs) are invited to share planning ideas for the next few months. This helps to prevent cross scheduling and gives City staff an opportunity to discuss requirements for permits and such.

MP 1603 – Develop Keep Bellaire Beautiful Presence / Organizational Plan:

The Beautification Team has reviewed and worked with departments to re-assign request center staff email recipients. The team has worked with the Cultural Arts Board to enhance the seasonal banner program to include all street poles along the Bellaire Blvd. corridor between Ave. B and Bellaire Blvd./Bissonnet Street. Additionally, the team has supported the Art Board in their plan to expand the utility art box program and the art door installation. These projects are still in progress. The team has supported and promoted the resident-led Community Clean Up Program. Two clean-ups have occurred and one is scheduled for May 2016. A holiday decoration sub-committee was created and a new holiday decoration plan has been developed for the next fiscal year. The team reviewed and gave input to the Director of Public Works on the design concept for the CenterPoint LED lighting pilot program on Newcastle Drive. The curb clean-up project was discussed and is currently in progress through Public Works. The team is working to identify beautification items to be included in individual departmental budgets for the next fiscal year.

MP 1604 – Improve Project Management & Reporting:

The proposed FY 2017 – 2021 Capital Improvement Plan has been developed and presented to the Parks Advisory Board and the Planning & Zoning Commission. The Capital Improvement Program (CIP) section of the City website has been published, allowing for more information to residents regarding projects. CIP team meetings are occurring bi-weekly to ensure projects are progressing as they were intended.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

MP 1605 – Ensure Smooth Transition from Construction through Management / Programming and Maintenance of Evelyn's Park:

The construction of the park continues to make progress, and the Evelyn's Park Conservancy Board has continued to plan events related to fundraising for the park. The City Manager attends the bi-weekly meetings of the Board. Representatives of Evelyn's Park Building Committee meet each week with either the Project Manager or the Construction Manager to receive updates.

MP 1606 – Implement Block Inspections:

Public Works crews have completed the inspection of Section "D", in the southeast corner of Bellaire. The results are being compiled and reviewed. Work order criteria should be complete in April 2016. Field testing and work orders are still on schedule to be implemented by the end of April 2016. Complete data collection is on schedule for May 2016.

MP 1607 – Improve Appearance and Management of Public Grounds & Rights-of-Ways:

The City's contractor has cleaned approximately 7,000 linear feet of curb along Bellaire Boulevard. There is still around 25,000 linear feet of curbs to clean throughout the City. The project is expected to be completed by the end of April 2016. The Council has approved the recommendations from the Cultural Arts Board regarding French art doors and expanded banner program. The Bellaire Recreation Center Paver & Landscape Project was completed on March 25, 2016. This project included new plantings and paver work alongside the front of the Recreation Center. Bellaire Little League continues to work at Mulberry Field in preparation for the 2016 Spring Season. They are currently cleaning up the site and are ready to install light fixtures. Play at Mulberry Field did begin on April 4, 2016 and was quite the success. The project is not quite complete but other than a few odds and ends and completion of clean-up and punch list, everything is complete. The ginger at Bellaire Boulevard and the railroad tracks was cut back significantly. This process is normal and done this time of year about every other year to prevent overgrowth. This plant will grow back full and lush over the next several months to a very reasonable and manageable height and volume.

MP 1608 – Implement Market Adjustment to Maintain Competitiveness:

Presented Salary and Benefits Study Report to Council on February 15, 2016 with the following results:

- Implement Incentive Pay at 75th percentile for Police and Fire, including some added incentive – Implementing April 2016.
- Implement Incentive Pay at 50th Percentile for Public Works – All new incentives – Implementing April 2016.
- City Council directed the City Manager to present FY 2017 budget with Police and Fire at the 75th percentile for pay.

MP 1609 – Implement Solid Waste Routing Efficiency Improvements / Eliminate the General Fund Subsidy:

City Staff from the Public Works and Finance Departments attended the Houston-Galveston Area Council's (H-GAC) Solid Waste Grant Training in February 2016. At this training session, the City officially received its grant contract for the household hazardous waste voucher program. The most recent edition of the Boulevard provided public information on the program.

MP 1610 – Amend Park & Development Services Fees to More Equitably Distribute Cost Burden / React to Market Conditions:

Development Services and Parks, Recreation and Facilities have implemented the approved fee increases.

MP 1611 – Implement Fully Funded Vehicle / Equipment Replacement Fund Catchup:

With the adoption of the FY 2016 Budget, the implementation of this program is underway. Council approved the purchase of several police vehicles on January 4, 2016. Public Works, Development Services and Parks, Recreation and Facilities vehicle purchases were approved by City Council on March 7, 2016.

MP 1612 – Conduct Water and Wastewater Rate Analysis / Prepare for FY 2017 Implementation:

It was determined that the Public Utility Commission (PUC) will provide a rate study at no cost to the City. The team met with the consultant from the PUC regarding scope and requirements and provided the requested documents to the

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

consultant in January 2016. The consultant hired by the PUC presented an initial overview to the team on March 1, 2016. The team plans to present an overview of progress to the City Council on April 18, 2016.

MP 1613 – Network and Data Management:

The team reviewed demonstrations of potential software applications. The team began refining data requirements and new features for the new application. The team began conducting user interviews on past Customer Relations Management (CRM) utilization.

Capital Projects

Rebuild Bellaire Phase 5A:

Total Contracting Limited (TCL) is the contractor. The 500 block of College Street, the 5100 - 5400 blocks of Pocahontas Street, the 5100 block of Evergreen Street and Fifth Street from Huisache Street to Pocahontas Street are substantially complete and open to traffic. The 4700 - 4900 blocks of Bellview Drive and the 4900 block of Wellford Drive are under construction and scheduled to be completed the end of June 2016. The 4500 block of Merrie Lane is under construction and scheduled to be completed in June 2016. Construction has just begun on the 4600 block of Beech Street and is scheduled to be completed along with Wilmington Drive and Winslow Lane August 2016. Anticipated completion of the entire project is August 2016.

Rebuild Bellaire Phase 5B:

Reytec Construction Resources was awarded the construction contract and is scheduled to begin work on Glenmont Drive, Nancy Street and Howard Lane in March 2016 with completion in January 2017. The 5300 block of Valerie Street is scheduled to begin in June 2016 with completion scheduled for the end of August 2016. Alder Drive is scheduled to begin the first week of September 2016 with completion scheduled for March 2017. Ferris Street construction is scheduled to begin early January 2017 with completion scheduled for May 2017.

FY 2014 Pavement Management (Construction):

AAA Asphalt Paving, Inc. was the contractor. The project has been completed. Closeout of the project was approved by Council on March 21, 2016.

FY 2015 Pavement Management (Construction):

AAA Asphalt Paving, Inc. began construction mid-January 2016 and has completed the majority of the sidewalk work east of IH610. This includes Wedgewood Drive, Wildwood Lane, Innsbruck Street, Lucerne Street, St. Moritz Street, St. Paul Street, Geneva Street, Basswood Lane, Pine Street and Boulevard Green. As of the end of February2016, the contractor had used 16.5% of the budget and 20% of the time. This can be attributed to additional work added to the project.

FY 2016 Pavement Management Program:

ARKK has completed the 90% plan set and will have it to the City for review in April 2016.

FY 2014 Street Marking Replacement:

Batterson, Inc. is currently working on the additional work added to the project (curb cleaning and repainting). The curbs along Bellaire Blvd have been cleaned and they should complete the curb painting along Bellaire Blvd the first week in April 2016.

Storm Water Drainage Plan:

A meeting has been requested with the Harris County Flood Control District (HCFCD) to seek participation and collaboration. The engineers are continuing to develop and refine the model and associated improvements, as well as the Tropical Storm Allison Recovery Project (TSARP) data analysis. Many sections of the report have been written and are in draft form. After a preliminary review of the Brays Bayou hydrological and hydraulic models that produced the floodplain maps, the engineers noticed what appear to be incorrect assumptions. Although the review of the floodplain

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

model was not part of the original scope, we will be addressing this in the report. The engineers anticipate discussing this with the HCFCD.

Wastewater Treatment Plant Fine Screen Building Replacement:

Replacement of fine screens is now complete. A purchase order (PO) for $28,500 for the construction work on the building is in the process of being issued. This PO will be delivered to the contractor along with a notice to proceed. Construction is scheduled for completion in May 2016.

Citywide SCADA Systems Upgrade Project Phase 1:

The Supervisory Control and Data Acquisition (SCADA) system for the Bellaire Water Plant and Feld Water Plant is now operational and working. Cellular communication equipment has been installed at the three water plants (Central, Feld Park and Renwick) and at the three remote wastewater lift stations (Bellaire, Rice and Wendell) in anticipation of further improvements at those sites. A purchase order (PO) for $75,000 for this work is in the process of being issued. This PO will be delivered to the contractor along with a notice to proceed. Phase 1 improvements, which include software development and programming, are scheduled to be completed by May 2016.

Citywide SCADA Systems Upgrade Project Phase 2:

The design and scoping for this project is scheduled to begin in May 2016 after the Phase 1 improvements are in place and operational.

Wendell & Bellaire Lift Station Rehabilitation Program Phase 1:

The Bellaire Lift Station was flooded and inoperable for several weeks due to the May 2015 flood event, and the FY 2015 funding has been reallocated to the flood damage repairs for items not covered by insurance. The total estimated cost for repairs sent to TML for Bellaire Lift Station flood repairs is approximately $198,636, which would be funded with insurance proceeds of $188,538 and $10,098 from the FY 2015 CIP Project allocation of $50,000. Additional work on the Bellaire Lift Station has been performed that was not a part of the TML insurance claim in an amount of $4,930. The total remaining from the FY15 CIP allocation at this time is $34,972. Additional improvements not addressed as a part of insurance work will continue to be evaluated and implemented. Wendell Lift Station repairs will be addressed under Phase 2 in the approved FY 2016 CIP.

Wendell & Bellaire Lift Station Rehabilitation Program Phase 2:

The design of the rehabilitation of the Wendell Street Lift Station is underway and bids are expected to be received by May 2016.

Water Line Improvements Project:

A Absolute Plumbing, Inc. was the contractor. The project has been completed. Closeout of the project was approved by Council on March 21, 2016.

Wastewater Collection Line Replacement:

Clean Serve has been contracted and the lines on the 5700 block of Innsbruck Street and the 500 block of Cascade Drive have been cleaned and televised. While no additional work was found to be needed on Cascade Drive, future wastewater line work has been identified for Innsbruck Street.

Rehabilitation of the Renwick Ground Storage Tank:

The design of the tank rehabilitation is underway and is scheduled to be ready for bidding in April 2016. Project should be ready for construction to begin in the first quarter of FY 2017.

Wastewater System Upgrades:

This project is currently ongoing with ARKK and Public Works personnel. The project consists of several smaller components that may be bid together or separately. The project design phase is scheduled to be complete by September 2016.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Evergreen Park Master Plan:
A public meeting was held on January 20, 2016 to receive and consider public comments, and was very well attended. The projected costs for the park construction have been suggested in the Five Year Capital Improvement Plan as a consideration during budget cycle. The master plan will be presented to City Council on April 18, 2016.

Evelyn's Park Phase 1:
Construction continues on the overall Park project. Site utilities are mostly in place, and the building slab has been installed, the western parking lot is 75% in place. Overall site grading has been completed, and the eastern parking is in progress. Weekly meetings are held between the Project Owners, Construction Manager, Design Team, and Evelyn's Park Conservancy members to review progress.

Bellaire Town Square Municipal Facilities Design & Library Conceptual:
PGAL is working with the Ad Hoc 2.0 Committee to discuss various elements of the project. The groups are meeting nearly every week and discussing topics including the overall site plan, building elevations, massing of the structures, and design intent. These work session meetings will conclude on May 12, 2016, and the results will be presented at a Town Hall meeting on May 16, 2016.

Park Improvement Projects:
The Holly Street project is complete. Closeout of the project was approved by Council on March 21, 2016.

Nature Discovery Center Improvements:
The Nature Discovery Center bids came in somewhat higher than expected, and the design team is working with the Center to determine the best way to reduce the cost of the project. During this value engineering process, contract documents have been reviewed and revised as necessary.

Playground and Shade Structures:
The Parks and Recreation Advisory Board was presented with three playground options at the March 16, 2016 meeting. The playground selected by the Advisory Board will be presented to the City Council on April 18, 2016 for consideration. Once the purchase is approved by City Council, the new playground will be installed at the conclusion of the Little League baseball season, which should be sometime in June 2016.

Public Works Facility Assessment:
PGAL has completed the assessment which was accepted by City Council in November 2015. Based on the assessment, Council voted to demolish the Public Works Administration Building and to secure modular buildings for Public Works operations.

Regional Mobility Study:
The Mobility Study has been completed and was presented to Council on December 7, 2015.

ROW Analysis, Integration, & Planning Project:
A Request for Qualifications (RFQ) is being developed to identify a consultant for this project.

UV-T Infrastructure:
The UVT infrastructure project is on indefinite hold until funding is identified/acquired.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Trends

Development Statistics

	FY 2015 2nd Quarter		FY 2016 2nd Quarter	
	QTY.	Value	QTY.	Value
New Home Construction	22	$ 14,515,501	21	$ 12,854,257
Home Remodeling	83	$ 1,789,614	122	$ 2,513,483
New Commercial Construction	1	$ 15,915,719	0	$ 0
Commercial Remodeling	14	$ 1,379,040	24	$ 22,625,711
Demolition	25		17	

Crime Statistics

	January		February		March	
	FY 2015	FY 2016	FY 2015	FY 2016	FY 2015	FY 2016
Homicide	0	0	0	1	0	0
Sexual Assault	0	0	0	0	1	0
Robbery	2	1	0	0	0	1
Assault	5	3	0	2	3	4
Burglary Residence	4	7	3	5	2	6
Burglary Building	2	3	1	3	5	1
Theft	14	16	18	13	26	12
Motor Vehicle Theft	2	0	2	1	1	2

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

12 April, 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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Houston
San Francisco

1320 McGowen St.
Houston, TX 77004
713.489.5894
sslaney@terrainstudic
mli@terrainstudio.net
bcowan@terrainstudi

www.terrain-studio.com

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

PROJECT GOALS:

Through a design process characterized by listening, fluid idea generation, stakeholder involvement and on-site workshops we propose a planning and design process that cost effectively develops a Conceptual Master Plan that in one document results in; 1) a consensus vison *(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, capitol 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. Terrain Studio will retain and direct the services of a Houston based economic analysis, public planning, and market research firm to provide very basic input on potentially viable development strategies that can inform the vision. As our sub-consultant, whose fees are included in the proposal we recommend

   Mr. Steve Spillette
   President
   CDS Community Development Services
   1001 Dairy Ashford Road, Suite 450
   Houston, Texas 77077

   CDS' scope of services will be limited to honor established fee budgets but will include:

   a. Attend a kick-off meeting with Terrain Studio and the Committee
   b. Based on research available, or easily gathered offer ideas about viable markets that might contribute to a reactivated town center in Bellaire. Recommendation will be provided in a written report.
   c. Review conceptual alternatives that Terrain Studio will develop and provide comments.
   d. Attend one conceptual alternatives review with Terrain Studio and the Committee.
   e. Attend a final presentation to the Committee and/or the Planning Commission / City Council

   CDS will provide upfront input to guide a concept and then once a concept is generated develop an opinion of its viability in the marketplace.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

3. The proposed approach to creating a Conceptual Master Plan that establishes a vision for Bellaire is outlined below:

APPPROACH:

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 to attain survey, zoning, deed restriction and land use control information. 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.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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)*

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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)*

DESIGN APPROVAL

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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 $50,000.00 without further authorization. The cost of Reimbursable Expenses as identified in Appendix A will not exceed $5,500.00

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,

Scott Slaney FASLA, Principal

Landscape Architect, TX License #643, Landscape architects are licensed by the State of Texas.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

Appendix A

Appended to and part of Agreement for Professional Services between Terrain Studio (TERRAIN) and the City of Bellaire Texas (CLIENT), dated 12 April 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.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

LAW:

This Agreement shall be interpreted and enforced according to the laws of the State of California.

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

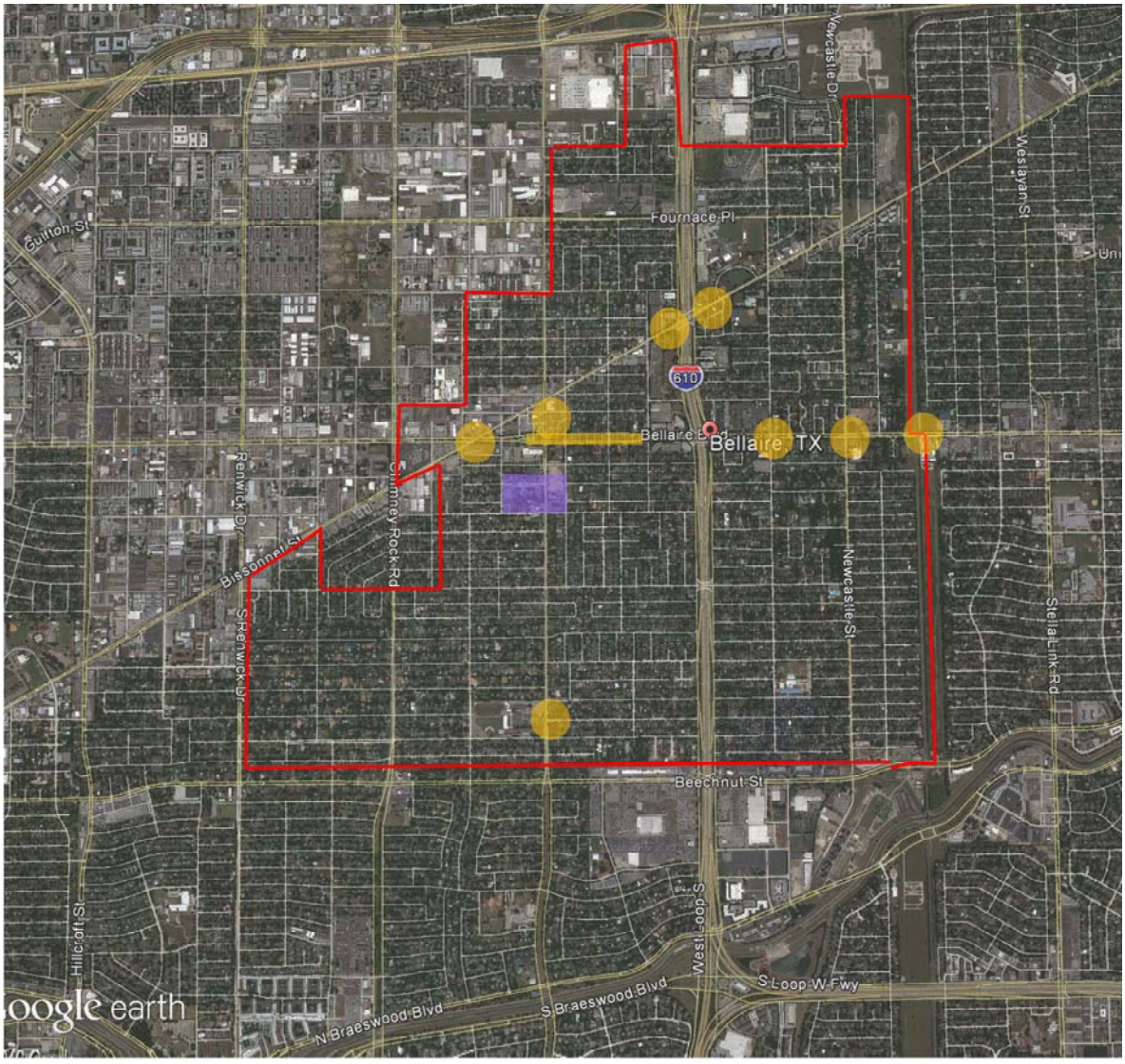
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

APPENDIX B - SCOPE OF WORK

Visioning Bellaire

(Terrain Job Number COB1601)



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire
Review of Utility Rate Structure for FY 2017

APRIL 18, 2016

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Current Conditions
Financial Management Policies

User Fees – Enterprise Funds

a) Utility rates and other fund user fees shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Current Conditions
Financial Management Policies

b) The City shall seek to eliminate all forms of subsidization to the Enterprise Fund from the General Fund.

c) The Five-Year Forecast shall serve as the basis for rate increase considerations.

d) If necessary, the Five-Year Forecast shall be built around smaller rate increases.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Current Conditions

- The City of Bellaire has implemented one water/sewer rate increase since 1994.
- We are forecasting a continued decline of Enterprise Fund Balance.
- We have identified a need to replace utility infrastructure.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Current Conditions

- MP 1612 created in anticipation of FY2017 Budget, and beyond.
- We utilized a resource provided by the PUC designed to assist water utilities with reviewing their rate structure.
  - Superior Water Management, LLC

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Enterprise Fund Fiscal Forecast

JUNE 2015
FISCAL FORECAST ENTERPRISE FUND

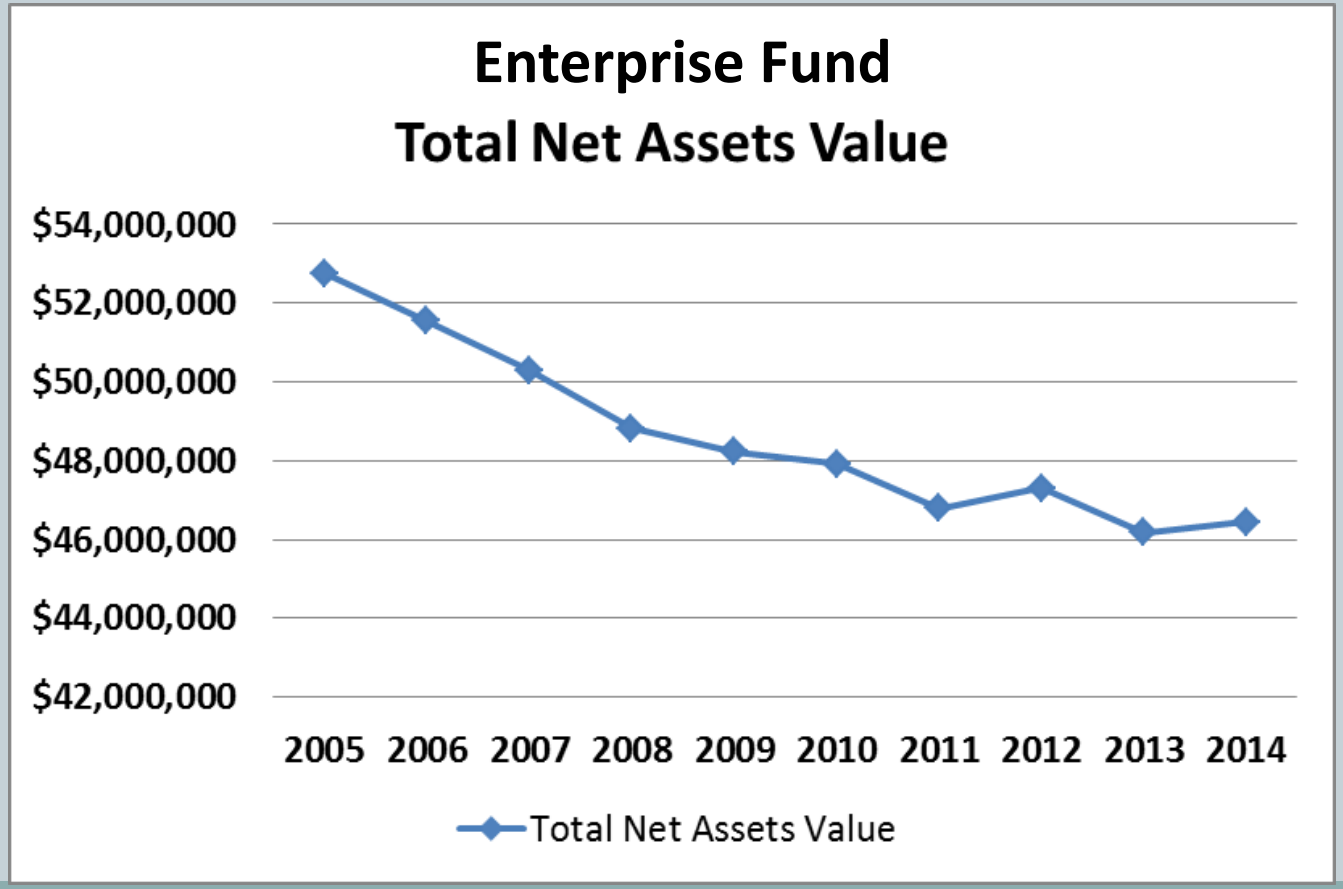
$Millions	FY15P	FY16	FY17	FY18	FY19	FY20
Beginning Fund Balance	$3.2	$2.1	$1.1	($0.2)	($1.2)	($2.8)
Recurring Revenue	$7.1	$7.7	$7.8	$7.8	$7.9	$8.0
Recurring Expense	$5.7	$6.1	$6.3	$6.5	$6.9	$7.1
Vehicle/ Equip Replacement	$0.2	$0.5	$0.5	$0.5	$0.5	$0.5
Transfer to General	$0.5	$0.6	$0.6	$0.6	$0.6	$0.6
Transfer to Debt Service	$1.0	$1.0	$1.0	$1.0	$1.2	$1.4
Transfer to CIP	$0.8	$0.5	$0.7	$0.2	$0.3	$0.9
Ending Fund Balance	$2.1	$1.1	($0.2)	($1.2)	($2.8)	($5.4)
Over/(Under) 60 day fund balance requirement	$1.1	$0.0	($1.4)	($2.4)	($4.0)	($6.7)

* Includes Solid Waste

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Current Condition
Declining Value of Enterprise Assets

- As shown in prior CAFR's, the total net value of the Water & Wastewater Infrastructure Assets has depreciated by $7 million from 2005 to 2014



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

What We Hope to Accomplish

Guiding Principles

- Cover cost of service
- Support the Capital Plan
- Incent Conservation
- Provide for operational contingencies
- React to surface water rate changes

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

What We Hope to Accomplish

Create a rate structure that works for the next several years.

- Base and volumetric rates.
- Establish relationship between meter size, flow rates, cost of service, and system capacity.
- Tiered volumetric rates to incent conservation.

Create a rate model that works for the next several years.

- Cost assumptions (O/M, transfers, debt, current revenue to CIP).
- Revenue Assumptions (consumption scenarios).
- Create a rational relationship between costs and revenues.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Current Rates (FY2006 Adopted)

Per 1,000 gallons

Base Type	Residential	Commercial	Irrigation*	Sewer
5/8 & 3/4	$4.48	$4.48	$4.48	$6.03
1	$11.20	$11.20	$11.20	$6.03
1 1/2	$22.40	$22.40	$22.40	$6.03
2	$35.84	$35.84	$35.84	$6.03
3	$71.69	$71.69	$71.69	$6.03
4	$123.21	$123.21	$123.21	$6.03
6	$252.25	$252.25	$252.25	$6.03
8	$380.80	$380.80	$380.80	$6.03
Govt	$0.00	$0.00	$0.00	$0.00

* - Irrigation only meters are not assessed the sewer base rate

Vol. Rate Cat.	Cat. Amts	Residential	Commercial	Irrigation
Res 1	0 - 2000	$1.50		
Res 2	2001 - 9000	$2.50		
Res 3	9000+	$3.50		
C-I 1	0 - 75000		$2.75	$3.50
C-I 2	75000+		$3.50	$4.00
Sew 1	Any	$2.40	$2.40	

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Rate Model Components

- The model uses the following variables:
  - Meter Inventory
  - Anticipated Usage By Meter Size
    - Billed Usage
    - Non-Billable Usage
      - Includes Contingency
    - Based on Historical Usage
  - Tiered Pricing For Base Rate By Size
    - Uses 5/8 & 3/4” residential standard as starting point
  - Combined Revenue Projections
    - Base Rates
    - Volumetric Rates

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Important Assumptions

- Average consumption per meter size is based on FY2015.
- Revenues from base rates should more closely reflect fixed costs.
- Total annual consumption estimated at 1.1 billion.
  - 10% not billed.
- Approximately 78% of all water consumption is generated by meters that are 1” or smaller.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Current Meter Inventory

Meter Type/Size	Residential	Commercial	Irrigation	TOTAL
5/8 & 3/4	4,610	135	657	5,401
1	1,614	87	250	1,951
1 1/2	4	9	13	26
2	5	51	16	72
2 1/2				0
3		3	1	4
4		12	1	13
6		6		6
8		3		3
10				0
Govt		64	26	90
TOTAL	**6,233**	**369**	**963**	**7,565**

*City use is captured through Govt meters and does not generate revenue or interfund transfers

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Proposed Base Rates

Meter Type/ Size	AWWA Flow Rate Factor	Current		Proposed	
		Water & Irr	Sewer	Water & Irr	Sewer
5/8 & 3/4	1	$4.48	$6.03	$17.42	$7.89
1	2.5	$11.20	$6.03	$43.56	$19.74
1 1/2	5	$22.40	$6.03	$87.12	$39.47
2	8	$35.84	$6.03	$139.40	$63.15
2 1/2 (None)	12	N/A	$6.03	$209.09	$94.73
3	15	$71.69	$6.03	$261.37	$118.41
4	25	$123.21	$6.03	$435.61	$197.35
6	50	$252.25	$6.03	$871.22	$394.71
8	80	$380.80	$6.03	$1,393.95	$631.53
10 (None)	115	N/A	$6.03	$2,003.80	$907.83
Govt	N/A	$0.00	$0.00	$0.00	$0.00

* - Irrigation only meters are not assessed the sewer base rate

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Proposed Volumetric Rates

Consumption		Current (Res. Only)		Final Proposed	
Category	Volumes	Water Vol	Sewer Vol	Water Vol	Sewer Vol
1	0-2000	$1.50	$2.40	$2.00	$2.00
2	2001-4000	$2.50	$2.40	$2.00	$2.00
3	4001-6000	$2.50	$2.40	$2.25	$2.00
4	6001-8000	$2.50	$2.40	$2.50	$2.00
5	8001-10000*	$2.50	$2.40	$3.00	$2.00
6	10001-15000	$3.50	$2.40	$3.50	$2.00
7	15001-20000	$3.50	$2.40	$4.00	$2.00
8	20001+	$3.50	$2.40	$4.50	$2.00

* - Current volumetric rates start at $3.50 for 9,000+ gallons

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Revenue Calculations
Proposed Rates

Revenue Category	FY2016 (Current Rates)		FY2016 (Proposed Rates)	
	Budget	% of Rev	Budget	% of Rev
Water-Base	$567,899	9.54%	$2,173,600	29.03%
Irrigation-Base	$82,248	1.38%	$316,686	4.23%
Sewer-Base	$476,706	8.01%	$984,730	13.15%
Water-Volume	$2,246,199	37.73%	$2,249,385	30.04%
Irrigation-Vol.	$514,178	8.64%	$405,986	5.42%
Sewer-Volume	$2,066,670	34.71%	$1,356,605	18.12%
EST. REVENUES	**$5,953,900**	**100.00%**	**$7,486,992**	**100.00%**
TOTAL EXP.	**$7,037,024**	**118.19%**	**$7,037,024**	**93.99%**
REV/EXP DIFF.	**-$1,083,124**	**-18.19%**	**$449,968**	**6.01%**

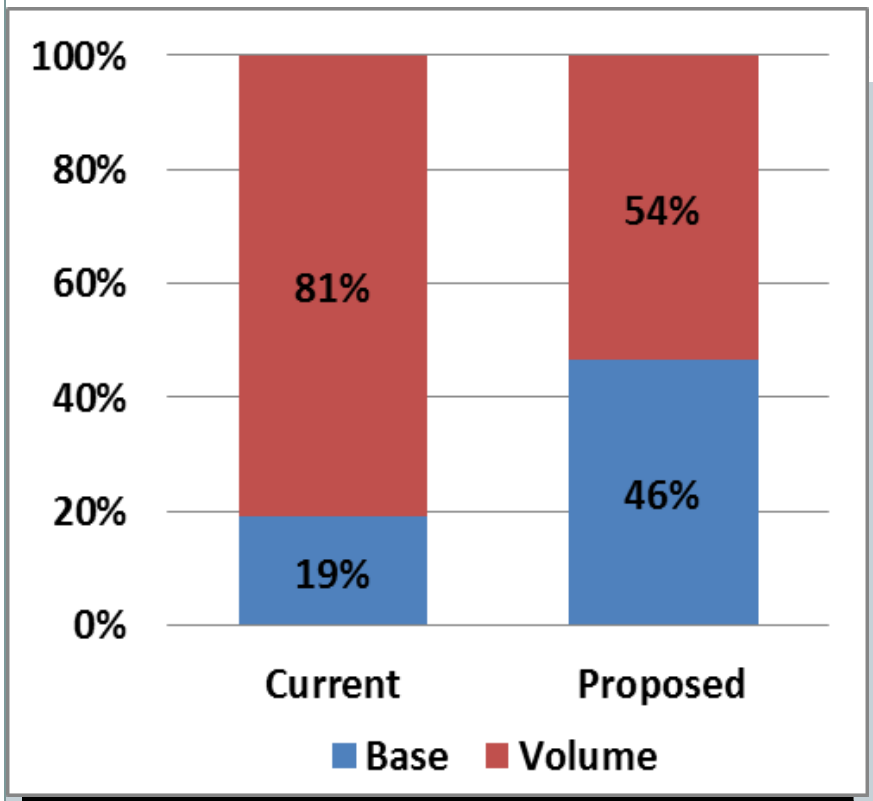
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Expense Breakout
Proposed Rates

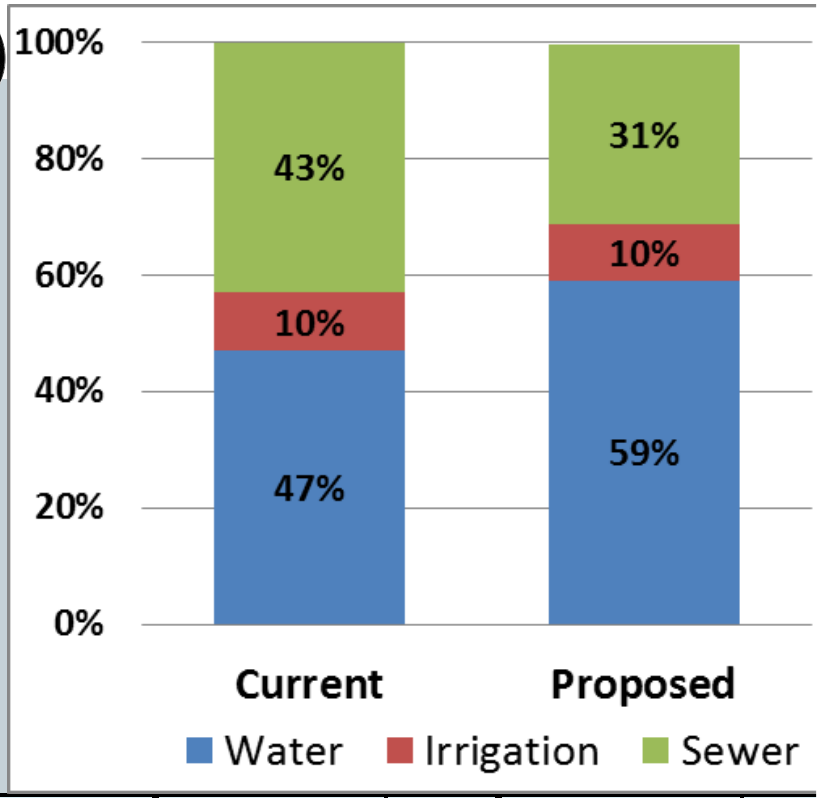
Expense Category	FY2016	
	Exp Bud	% of Exp
Water Production O/M	$499,985	7.11%
Water Distribution O/M	$584,449	8.31%
Wastewater Treatment O/M	$877,399	12.47%
Wastewater Collection O/M	$579,321	8.23%
Surface Water	$1,833,300	26.05%
Annual Cash-CIP	$530,000	7.53%
Debt Service	$950,000	13.50%
Administrative Transfer	$624,000	8.87%
Utility Billing	$267,470	3.80%
Vehicle Replacement Fund	$252,000	3.58%
Operational/Reserve Contingenc	$39,100	0.56%
TOTAL EXPENSES	**$7,037,024**	**100.00%**
ESTIMATED REVENUES	**$7,486,992**	**106.39%**
REV/EXP DIFFERENCE	**$449,968**	**6.39%**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Revenue Breakout by Category



Category	Current	Proposed
Base	19%	46%
Volume	81%	54%



Category	Current	%	Proposed	%
Water	$2,814,098	47%	$4,422,985	59
Irrigation	$596,426	10%	$722,672	10
Sewer	$2,543,376	43%	$2,341,334	31
TOTAL	**$5,953,900**	**100%**	**$7,486,992**	**100**

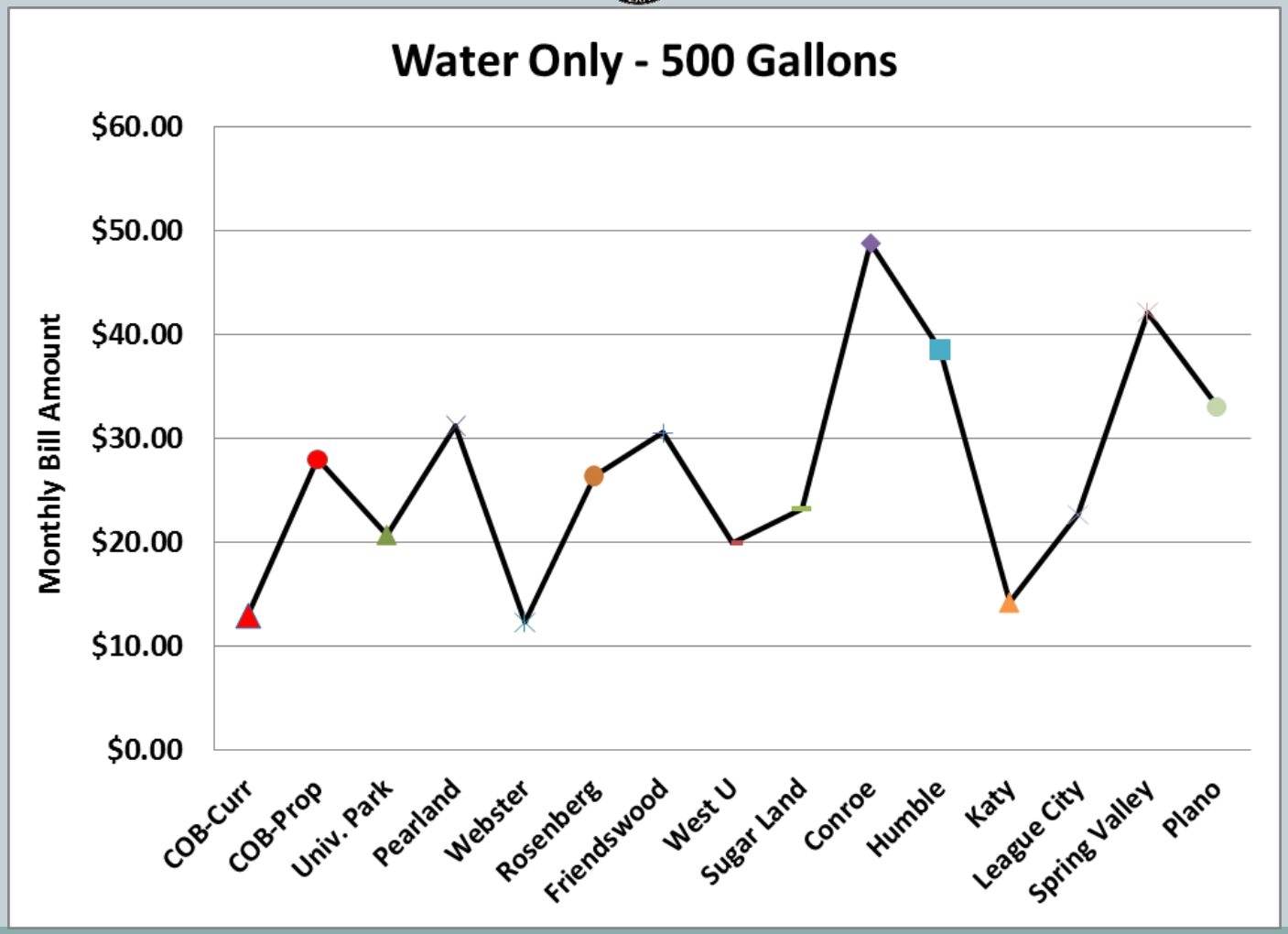
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Bellaire Bill Comparisons
Current to Proposed Rates

Residential		Bellaire		Monthly
Meter(s)	Gallons Billed	Current	Proposed	Increase
Water Only	500	$12.94	$27.99	$15.05
	3,800	$34.57	$80.74	$46.17
	4,900	$32.28	$46.86	$14.58
	12,800	$78.39	$119.06	$40.67
Water & Irrigation	4,600 / 0	$41.77	$69.36	$27.59
	7,100 / 2,000	$69.18	$144.11	$74.93
	7,400 / 20,200	$123.07	$121.26	-$1.81
	18,300 / 14,000	$155.20	$197.93	$42.73

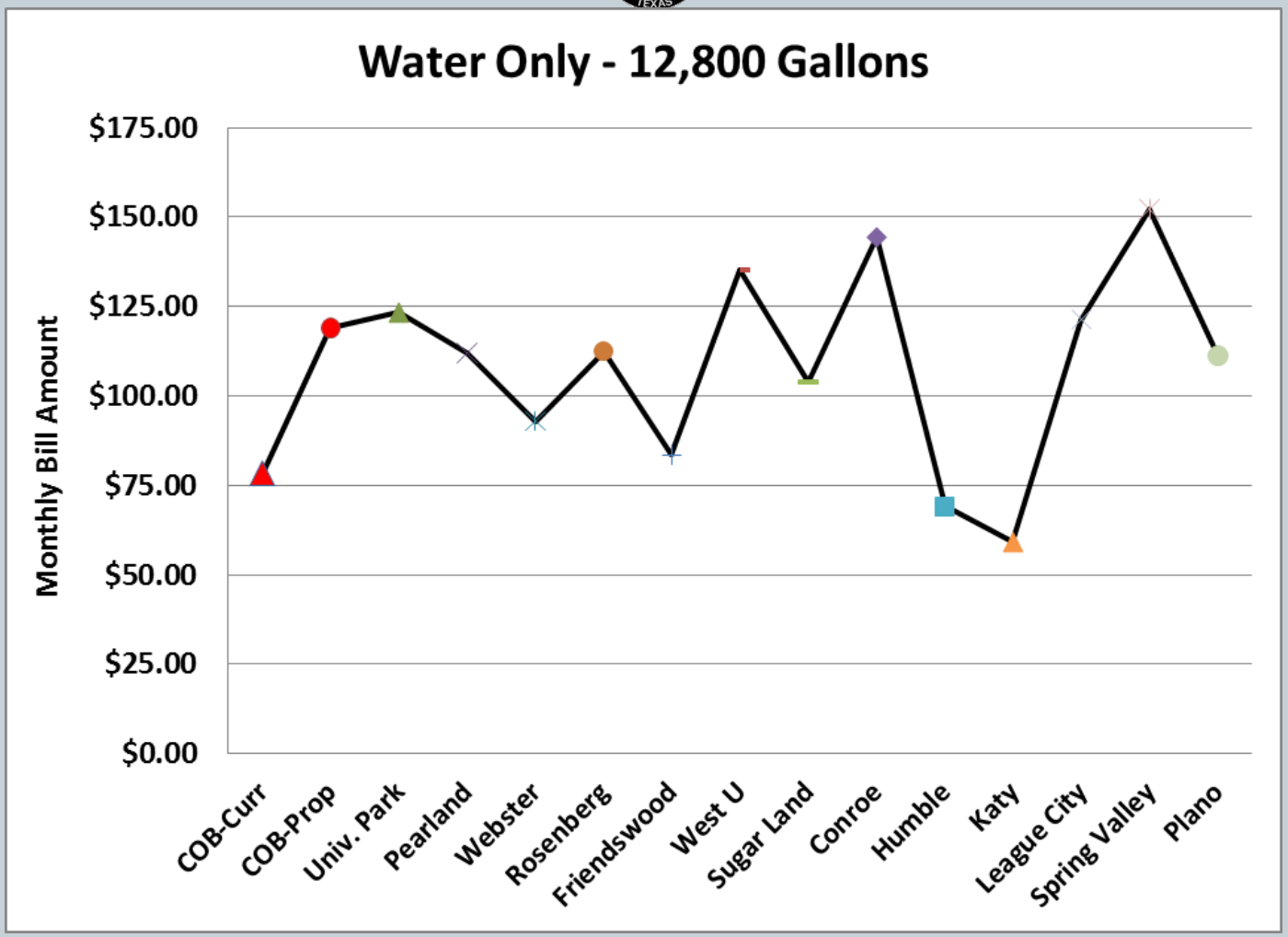
Commercial		Bellaire		Monthly
Meter(s)	Gallons Billed	Current	Proposed	Increase
Water Only	1,100	$16.18	$30.15	$13.97
	6,200	$49.16	$91.18	$42.02
	9,700	$67.19	$109.18	$41.99
Water & Irrigation	1,900 / 8,800	$62.30	$97.13	$34.83
	208K / 34.7K	$1,457.48	$2,268.21	$810.73
	224K / 9,700	$1,464.38	$2,292.81	$828.43

Residential Bill Comparison #1
(5/8” or 3/4” Meter)



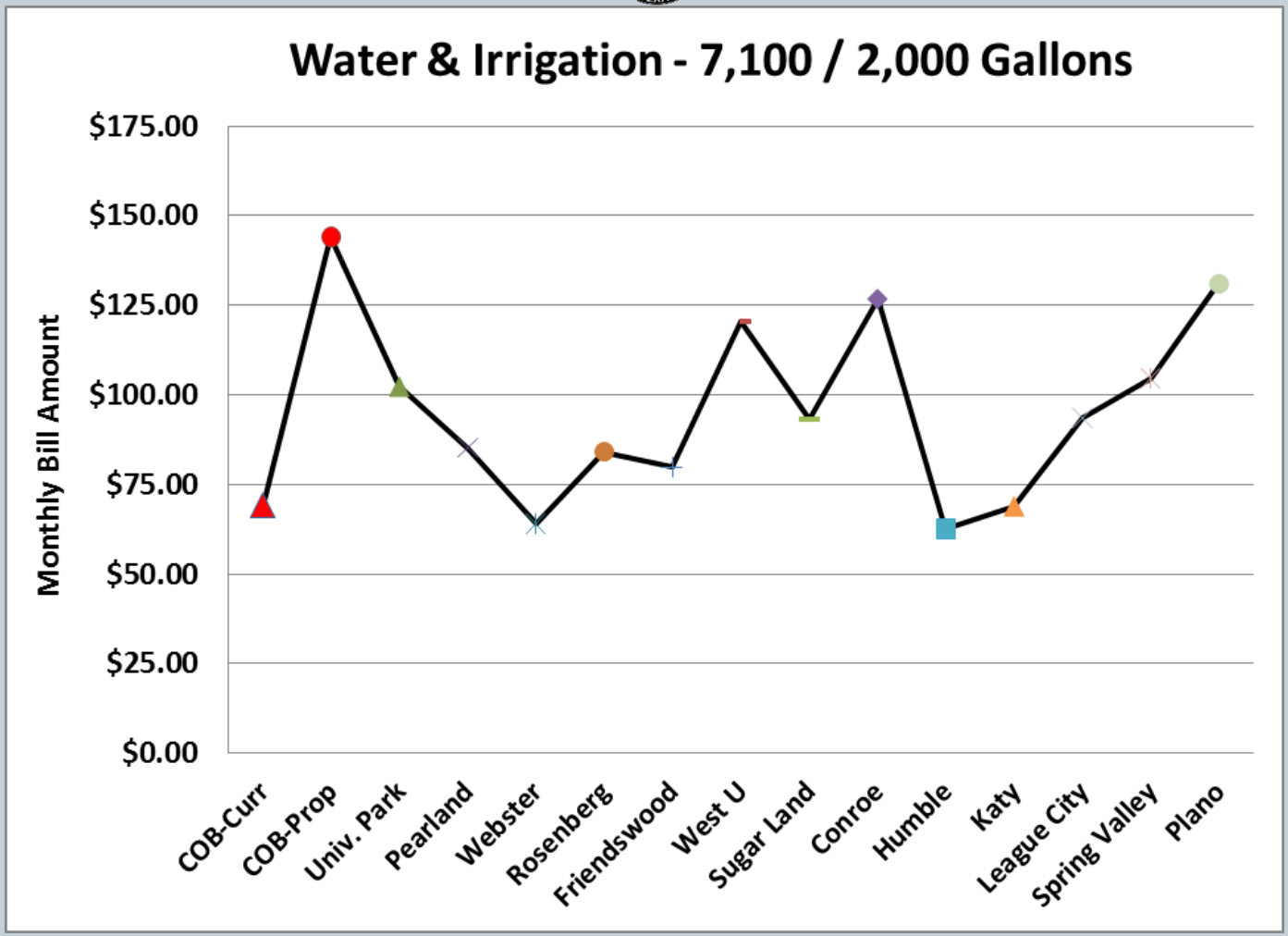
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Residential Bill Comparison #2
(1" Meter)



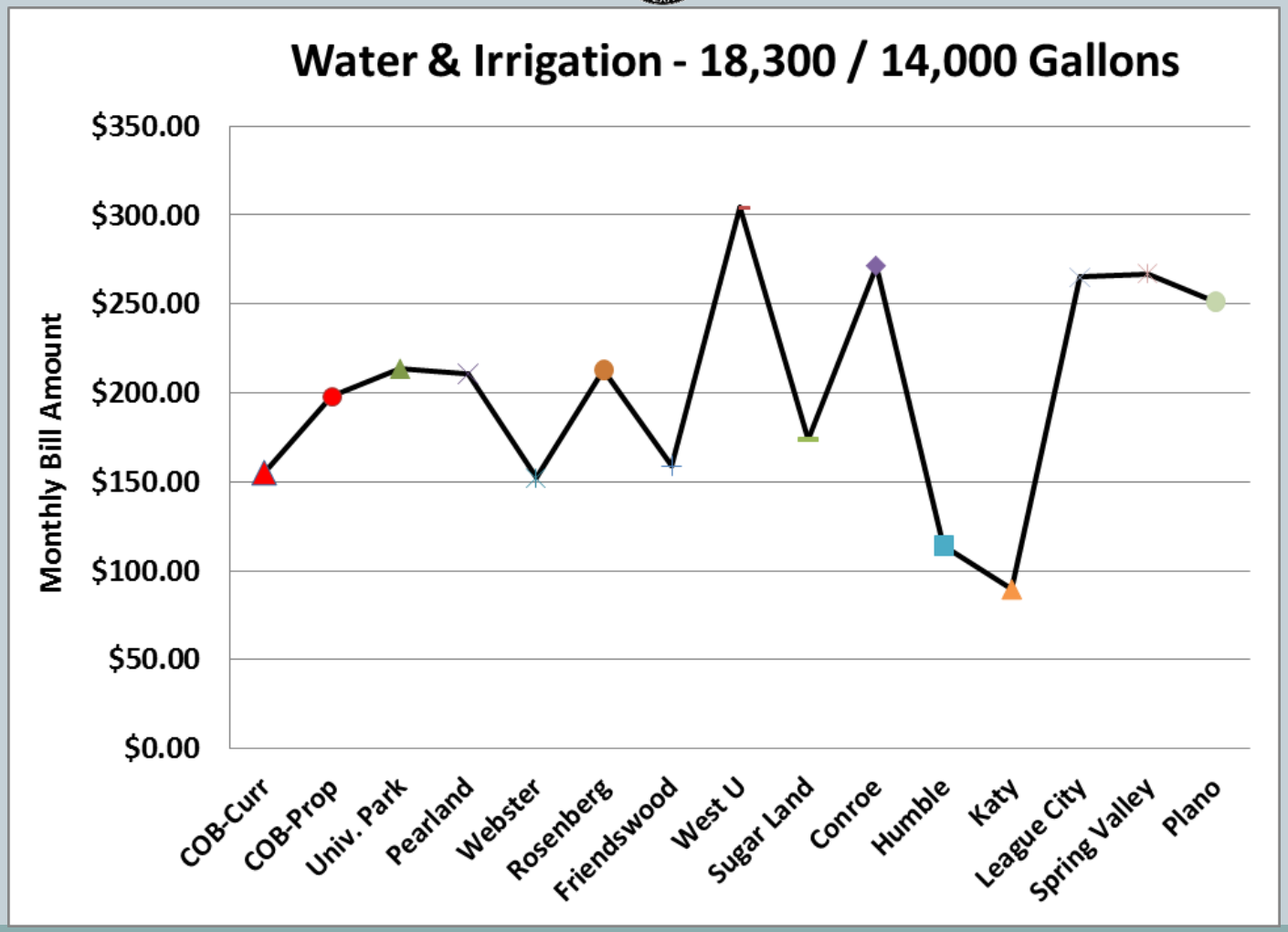
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Residential Bill Comparison #3
(1" Meters)



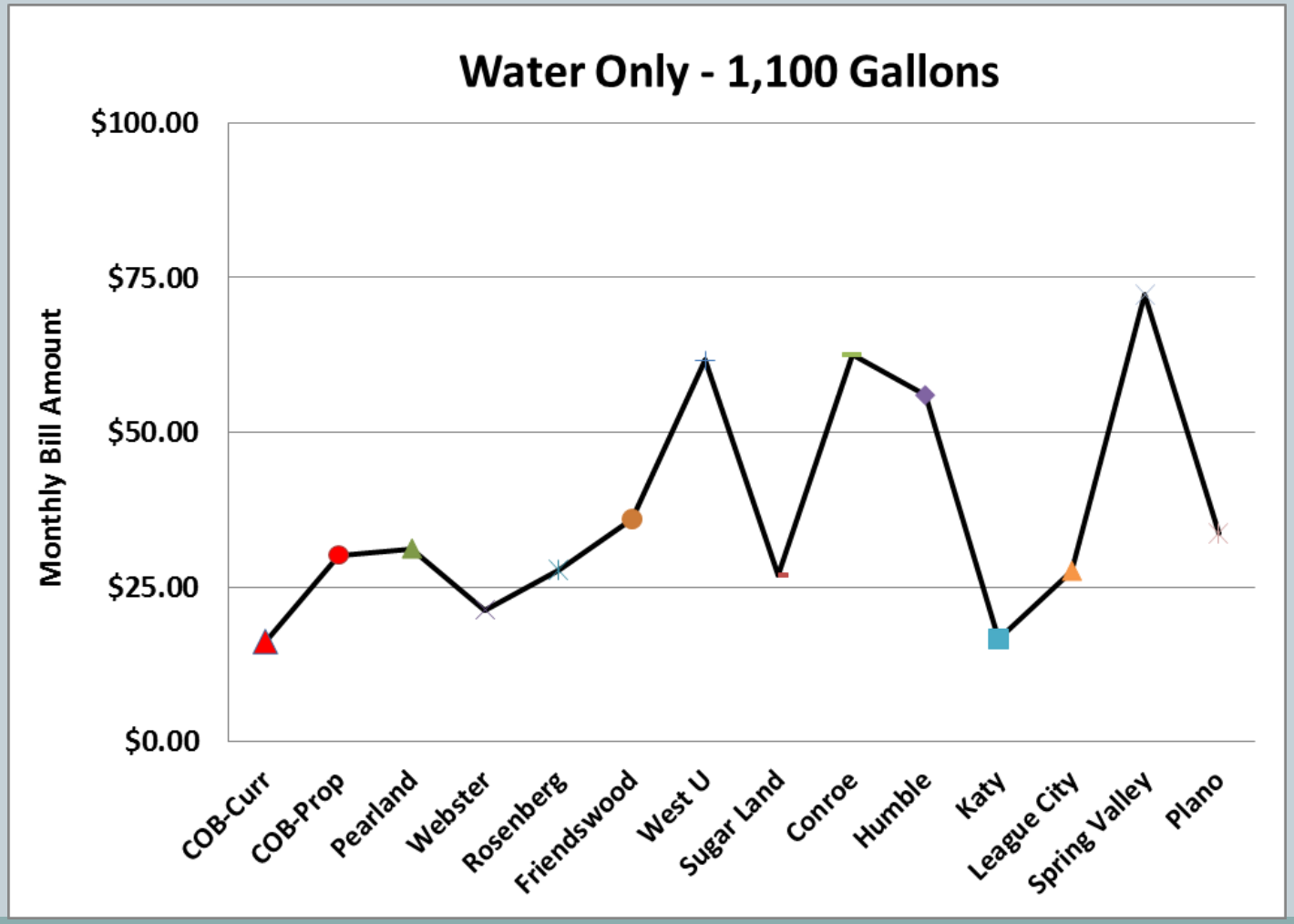
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Residential Bill Comparison #4
(1” Meters)



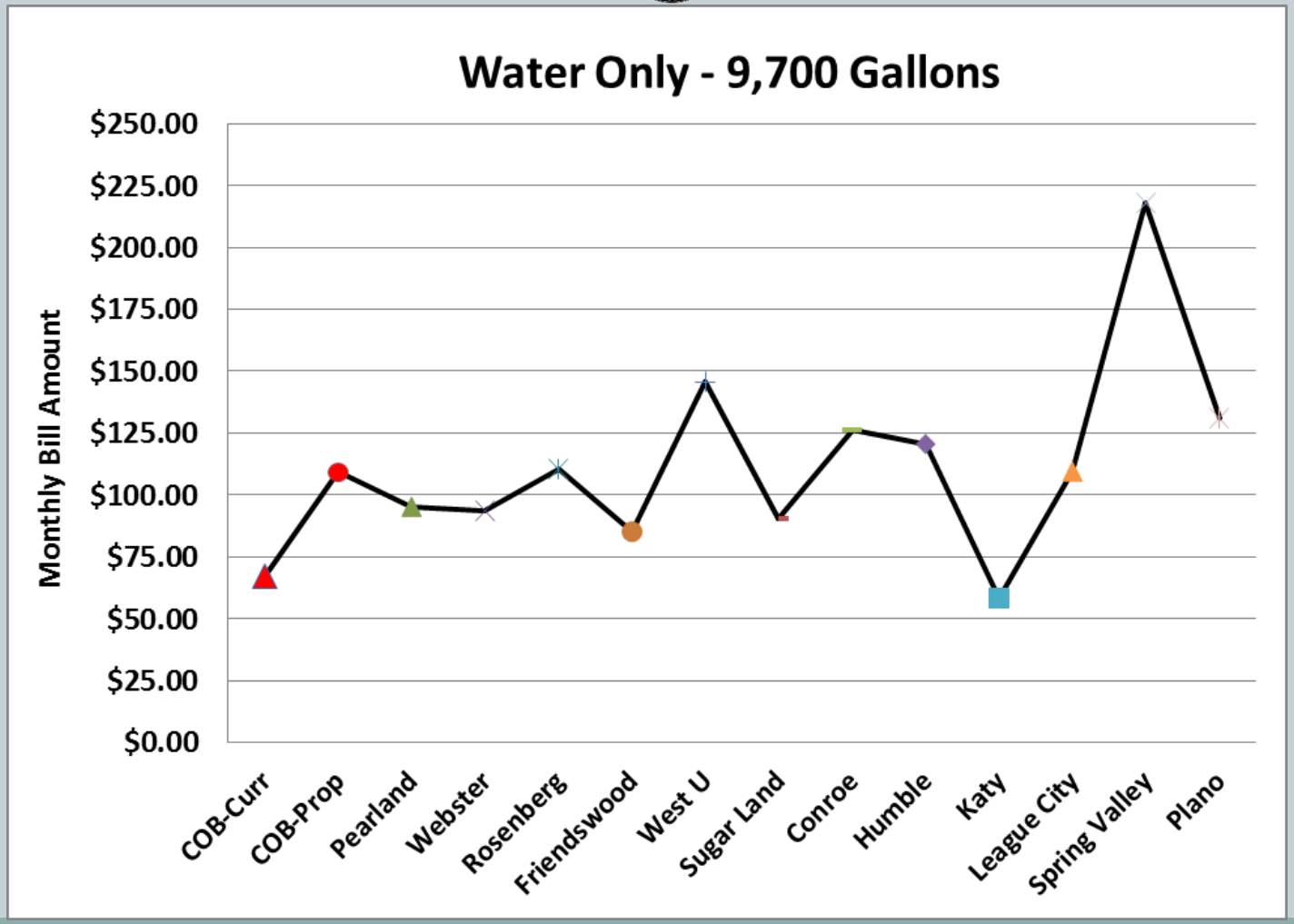
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Commercial Bill Comparison #1
(5/8” or 3/4” Meter)



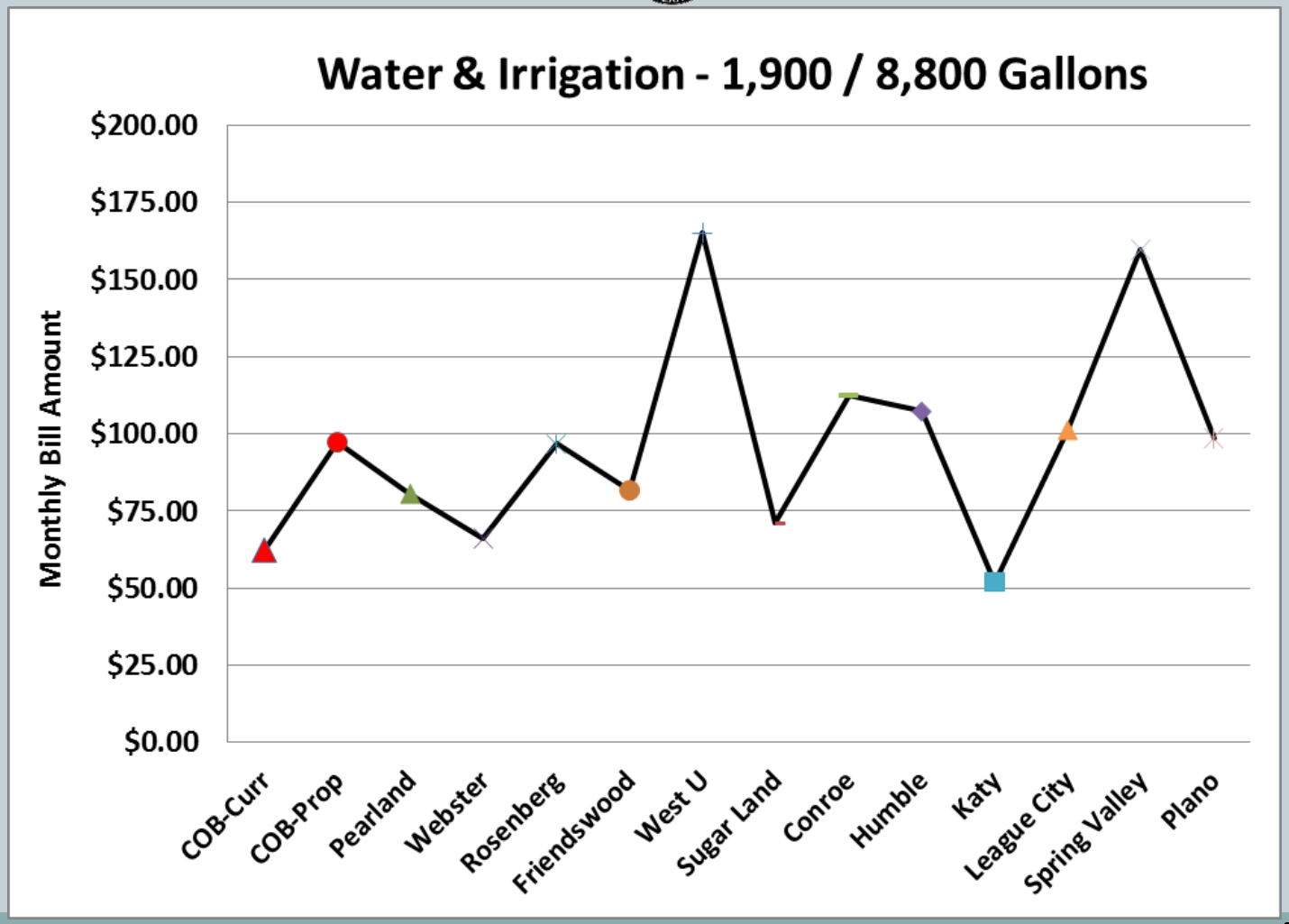
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Commercial Bill Comparison #2
(1" Meter)



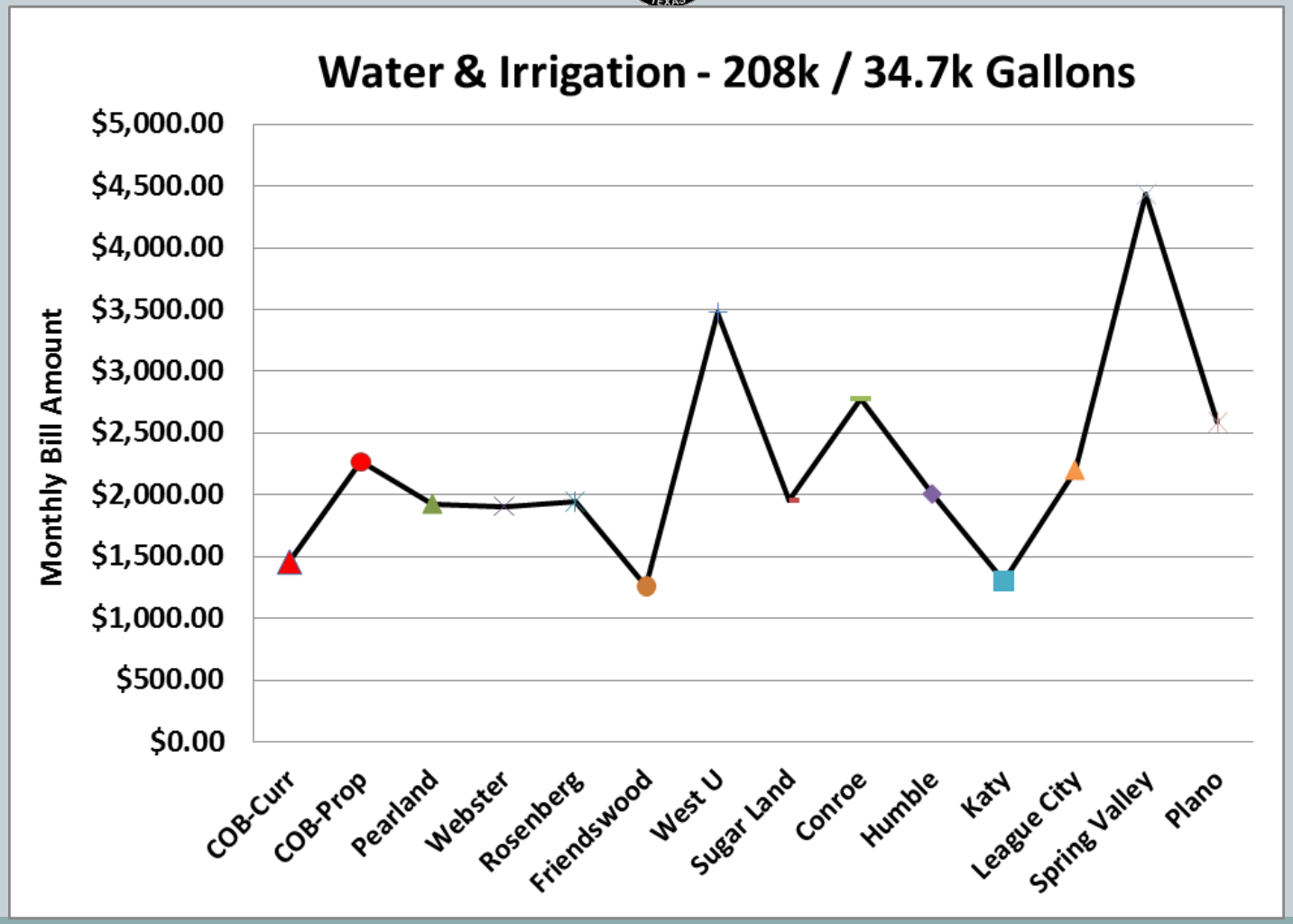
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Commercial Bill Comparison #3
(5/8” or 3/4” Meter & 1” Meter)



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Commercial Bill Comparison #4
(4" Meter & 2" Meter)



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Next Steps

- Update the Enterprise Fund Fiscal Forecast.
- Present on May 5th rate impact projections.
- Present, consider the FY2017 Budget.
- Develop and implement a public information plan.
- Adopt Budget and Rates for FY2017.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

MARCH 21, 2016

Council Chamber	Regular Session	7:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

REGULAR SESSION - 7:00 P.M.

A. Call to Order and Announcement of a Quorum - 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 7:00 p.m. on Monday, March 21, 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 all members of the City Council was present as set forth in the table below.

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

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

B. Inspirational Reading and/or Invocation - Andrew S. Friedberg, Mayor.

Mayor Friedberg provided the inspirational reading for the evening.

C. Pledges of Allegiance - Andrew S. Friedberg, Mayor.

Mayor Friedberg led the members of the City Council and the audience in the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

D. Recognition of Proclamations.

Issuance of a proclamation by Andrew S. Friedberg, Mayor, recognizing and congratulating The Shul of Bellaire on its 5th Anniversary.

Mayor Friedberg read a proclamation he had issued recognizing and congratulating The Shul of Bellaire on its 5th Anniversary.

The proclamation was accepted by Rabbi Yossi and Rebbetzin Esty Zaklikofsky on behalf of The Shul of Bellaire.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

E. Approval or Correction 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, March 7, 2016 - Submitted by Tracy L. Dutton, City Clerk.

Mayor and Council - Regular Session - Mar 7, 2016 7:00 PM

Two corrections (scrivener's errors) to the Regular Session minutes of the City Council of the City of Bellaire, Texas, held on Monday, March 7, 2016, were accepted and approved by the members of the City Council.

The first correction, offered by **Mayor Friedberg**, was related to the motion to adopt the March 7, 2016, Consent Agenda (page 11 of the agenda packet), which should read as follows: "To adopt the Consent Agenda dated ~~February 29,~~ March 7, 2016."

The second correction, offered by **David R. Montague, Council Member**, related to a missing phrase, "for cars," in the first sentence of the second paragraph on page 15 of the agenda packet, which should read as follows: "The recommended safe passage ordinance would establish a standard safe passing distance of three (3) feet <u>for cars</u> or six (6) feet for commercial vehicles that only applied when road conditions allowed."

After noting no further additions, deletions, or corrections to the Regular Session minutes of the City Council of the City of Bellaire, Texas, **Mayor Friedberg announced that by general consent the minutes were approved as corrected.**

F. Personal/Audience Comments.

Xuelin Huang:

Dr. Huang addressed City Council regarding his opinion that a traffic light or crossing for pedestrians was greatly needed in front of Bellaire High School to allow parents and students to safely cross South Rice Avenue.

Alan Bachrach:

Mr. Bachrach commended City Council, as well as the engineers and contractors, for their work to improve the streets in Bellaire. He expressed his support for the construction of a network of sidewalks generally, but stated he was not directly opposed to the request of the residents of the 4900 block of Bellview that a sidewalk not be constructed on their block.

Lynn McBee:

Ms. McBee expressed her support of Dr. Huang's suggestion for safety measures in front of Bellaire High School and commended Director of Library Mary Cohrs on a citywide survey proposed to be conducted in partnership with a local university.

Sam Sutin:

Mr. Sutin addressed City Council regarding his opposition to the proposed construction of a sidewalk on the 4900 block of Bellview Drive due to the loss of portions of the residents' front yards, the possible increase in the slope of residents' driveways, and the

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

aesthetics of the sidewalk design.

Howard Stein:

Mr. Stein addressed City Council regarding his opposition to the construction of a sidewalk on the 4900 block of Bellview Drive due to the lack of traffic on the street (i.e., an unnecessary expense in his opinion).

Jessica Beinart:

Ms. Beinart addressed City Council regarding her opposition to the construction of a sidewalk on the 4900 block of Bellview Drive due to the loss of portions of the residents' front yards and the aesthetics of the sidewalk design. Ms. Beinart referenced a unanimous petition signed by the 18 residents of Bellview Drive and noted that a budget savings would occur if the proposed sidewalk was not constructed.

Beth Kellner:

Ms. Kellner addressed City Council regarding her opposition to the construction of a sidewalk on the 4900 block of Bellview Drive due to the loss of portions of the residents' front yards, the lack of traffic, and the possible damage to existing trees.

Jim Lavine:

Mr. Lavine addressed City Council regarding his opposition to the construction of a sidewalk on the 4900 block of Bellview Drive due to the aesthetics of the sidewalk design, lack of traffic, and the impediment it would cause to safety in his opinion.

Written Comments:

Mayor Friedberg summarized three written comments that were received into the record as follows:

Jana Laird Phillips and **Stacy Graubart** expressed their opposition to the construction of a sidewalk on the 4900 block of Bellview Drive.

Keith Bowers expressed his strong opposition to official Bellaire recognition of a religious organization. Mr. Bowers was clear that he was not in any way intending to denigrate the great work of the organization; but, it was his opinion that the City was proscribed by the Constitution from honoring it.

Following the conclusion of written comments, **Mayor Friedberg** advised that copies of all written comments were distributed to members of the City Council for their consideration and are included in the record of the meeting.

G. 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 his City Manager's Report dated March 21, 2016, to members of the City Council. The report included communication updates (press releases recently issued), a personnel update (new hiring of a Communications Officer for the Bellaire Police Department), a description of training and other events attended by City personnel (such as law

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

enforcement and emergency management conferences and the Bellaire Little League Opening Day Ceremony), an overview of recent improvements to City streets (curb cleaning), reminders of upcoming activities and special events (Trolley Run and Family Safety Day), a review of upcoming City Council meetings and agenda items, and notes of appreciation.

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

2. Monthly Financial Report for the Period Ending February 29, 2016 - Submitted by Diane K. White, Assistant City Manager.

   Diane K. White, Assistant City Manager, presented the monthly financial report of the City of Bellaire, Texas, for the period ended February 29, 2016, to members of the City Council. The report included an overview of the City's financial position for the five months ended February 29, 2016. Revenues and expenditures were noted to be on target.

   Mayor Friedberg opened the floor for questions from the City Council. Following questions, Mayor Friedberg continued to agenda item G(3).

3. Presentation on Management Project 1602 specifically regarding the status of the proposed citizen survey - Submitted by Mary Cohrs, Director of Library.

   City Manager Hofmann introduced Management Project 1602 to members of the City Council, noting that the idea for the project was first introduced to the City Council last June during a pre-budget planning retreat.

   Mary Cohrs, Director of Library, provided an overview of Management Project 1602 and introduced the members of her team as follows: Brant Gary, Director of Public Works; Darryl Anderson, Fire Chief; and Michelle Jordan, Project Manager.

   Brant Gary, Director of Public Works, provided an overview of proposed areas of analysis, representative sampling techniques, methodology, method of delivery, and evaluation of the survey process. Reference was made to a possible partnership with the University of Houston Public Administration Program.

   In closing, an expected timeline was presented, with the anticipated final results to be presented to the City Council in early 2017.

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

H. 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. Acceptance of the Library's Long-Range Plan of Services 2016-2021 - Submitted by Mary Cohrs, Director of Library.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

b. Consideration of and possible action on a recommendation from the Public Works Department to make the final payment on the 2015 Water Line Replacement Project (the "Project") to A Absolute Plumbing, Inc., in the amount of $64,716.00 and 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 "Application for Payment - Final (No. 6)" with A Absolute Plumbing, Inc., in the amount of $64,716.00 and authorization for the City of Bellaire, Texas, to make the final payment to A Absolute Plumbing, Inc., on said Project in the amount of $64,716.00. This final payment results in a final contract amount of $441,600.00 compared to the original contract amount of $461,660.80 - Submitted by Brant Gary, Director of Public Works.

c. Consideration of and possible action on a recommendation from the Parks, Recreation, and Facilities Department to make the final payment on the Holly Street Esplanade Project (the "Project") to Classic Irrigation and Landscape, Inc., in the amount of $14,991.90 and 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 "Application for Payment - Final (No. 3)" with Classic Irrigation and Landscape, Inc., in the amount of $14,991.90 and authorization for the City of Bellaire, Texas, to make the final payment to Classic Irrigation and Landscape, Inc., on said Project in the amount of $14,991.90. This final payment results in a final contract amount of $149,919.00, which is the original contract amount - Submitted by Michelle Jordan, Project Manager.

d. Consideration of and possible action on a recommendation from the Public Works Department to make the final payment on the FY 2014-2015 Street & Sidewalk Pavement Management Project (the "Project") to AAA Asphalt Paving, Inc., in the amount of $277,055.75 and 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 "Application for Payment - Final (No. 12)" with AAA Asphalt Paving, Inc., in the amount of $277,055.75 and authorization for the City of Bellaire, Texas, to make the final payment to AAA Asphalt Paving, Inc., on said Project in the amount of $277,055.75. This final payment results in a final contract amount of $1,947,282.08 compared to the original contract amount of $2,177,190.00 - Submitted by Brant Gary, Director of Public Works.

Motion:

To adopt the Consent Agenda dated March 21, 2016.

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing Jerel S. Twyman as Associate Judge of the Municipal Court of the City of Bellaire, Texas, for a two-year term commencing on the 1st day of April, 2016, and ending on the 31st day of March, 2018 - Submitted by Tracy L. Dutton, City Clerk.

Motion:

To adopt an ordinance of the City Council of the City of Bellaire, Texas, appointing Jerel S. Twyman as Associate Judge of the Municipal Court of the City of Bellaire, Texas, for a two-year term commencing on the 1st day of April, 2016, and expiring on the 31st day of March, 2018.

Following the motion offered by Pat B. McLaughlan, Council Member, and seconded by Roman F. Reed, Mayor Pro Tem, **Mayor Friedberg** opened the floor for questions from the City Council.

In response to a question, **Lisa A. Wesely, Presiding Judge of the Bellaire Municipal Court**, expressed her wholehearted support of Judge Jerel S. Twyman.

Following questions, **Mayor Friedberg** called for a vote on the motion on the floor.

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

3. Item(s) for Individual Consideration:

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

Brant Gary, Director of Public Works, provided an overview of the agenda item before the City Council, noting that the item was the result of a request from the residents along the 4900 block of Bellview Drive to not have sidewalks installed as part of the City's Rebuild Bellaire Program, Phase 5A.

Director Gary advised that all of the Rebuild Bellaire projects had operated under the premise that sidewalks would be installed on at least one side of every street. The engineers considered utilities, trees, and other things in the right-of-way to determine which side of the street to construct sidewalks on. The placement of a sidewalk on the 4900 block of Bellview Drive was consistent with direction given by the City Council to engineers in 2008.

Since that time, previous City Councils authorized the removal of sidewalks on Bellaire Court in 2013 and on Baldwin Avenue in 2011. Removal of the sidewalk on the 4900 block of Bellview Drive would result in a possible

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

savings of $27,000.

Mayor Friedberg recognized the lead proponent of the request for the removal of the sidewalks on the 4900 block of Bellview Drive, Myles Rose. Mr. Rose was offered an opportunity to address City Council.

Myles Rose, lead proponent of the request, spoke in support of the removal of the sidewalks on the 4900 block of Bellview Drive for the reasons stated earlier by his neighbors.

Mayor Friedberg opened the floor for questions from the City Council. Following questions and discussion, a motion was offered by Michael Fife, Council Member, and seconded by Pat B. McLaughlan, Council Member.

Motion to Postpone:

To postpone action on the Bellview Drive request for the removal of sidewalks from the 4900 block until such time that additional information can be obtained from the City's engineers, as well as consideration of the 4900 block of Welford Drive.

Amendment to the Motion:

Council Member McLaughlan moved to amend the motion to include additional information from the City's arborist regarding possible risks to old trees.

Mayor Friedberg asked if there was any objection to adding the language proposed by Council Member McLaughlan to the motion. After noting no objection, Mayor Friedberg announced that **by general consent the amendment was adopted**, and he restated the motion, as amended:

To postpone action on the Bellview Drive request for the removal of sidewalks from the 4900 block until such time that additional information can be obtained from the City's engineers and arborist, as well as consideration of the 4900 block of Welford Drive.

Following the restatement of the motion, as amended, **Mayor Friedberg** opened the floor for further questions and discussion. Following questions and discussion, a vote was taken on the motion to postpone, as amended.

RESULT:	**ADOPTED [5 TO 2]**
MOVER:	Michael Fife, Council Member
SECONDER:	Pat B. McLaughlan, Council Member
AYES:	Friedberg, Pappas, McLaughlan, Fife, Montague
NAYS:	Reed, Pollard

I. Community Interest Items from the Mayor and City Council:

Community interest items from the Mayor and City Council included congratulations to the State of Texas and City of Houston on a successful 2016 rodeo season; expressions of thanks to Municipal Court Presiding Judge Lisa A. Wesely and City Staff; expressions

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

of appreciation for the Bellaire Police Department, detectives, and first responders; recognition of the Ad Hoc Municipal Facilities Committee and Gus E. Pappas, Council Member and Liaison, for their efforts; and announcement of a Town Hall Meeting on the Municipal Facilities on May 16th.

J. Adjourn.

Mayor Friedberg announced that the Regular Session of the City Council of the City of Bellaire, Texas, was adjourned at 9:20 p.m. on Monday, March 21, 2016.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

APRIL 4, 2016

Council Chamber and Council Conference Room **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, April 4, 2016. The Regular Session was held in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

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

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

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

*Gus E. Pappas, Council Member, arrived at 6:04 p.m. and participated in the interviews conducted by the City Council.

B. Board Interviews:

Interview, discussion, and evaluation of applicants interested in filling several vacancies on the L.I.F.E. Advisory Board of the City of Bellaire, Texas ("BLIFE") - Submitted by Tracy L. Dutton, City Clerk, on behalf of BLIFE Council Liaison, Mayor Andrew S. Friedberg.

Mayor Friedberg announced that City Council would conduct interviews for the L.I.F.E. Advisory Board of the City of Bellaire, Texas, in the Council Conference Room located directly behind the Council Chamber, as that room was more conducive to the interview process. He reminded members of the public that the interviews were to be conducted in open session, and all were invited to join Council in the Conference Room if they wished to attend.

The City Council conducted interviews of four (4) applicants interested in filling several vacancies on the L.I.F.E. Advisory Board of the City of Bellaire, Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

("BLIFE"). Existing vacancies included one (1) term that would commence on April 4, 2016, and end on June 30, 2016, and two (2) terms that would commence on April 4, 2016, and end on June 30, 2017.

Interviews were conducted based on the schedule set forth as follows:

Time Period	Applicant	Area(s) of Interest
6:00 p.m. - 6:15 p.m.	Patricia "Trish" Parrack	BLIFE
6:15 p.m. - 6 :30 p.m.	Joe Burris	BLIFE
6:30 p.m. - 6:45 p.m.	Kevin Newman	BLIFE, Cultural Arts Board, Evelyn's Park Conservancy Board
6:45 p.m. - 7:00 p.m.	Maxine Epstein	BLIFE

Following interviews, by general consent **Mayor Friedberg** announced a brief recess beginning at 7:08 p.m.

The City Council reconvened at 7:14 p.m., in the Council Chamber. **Mayor Friedberg** announced the continuation of the Regular Session and moved to agenda item C.

C. Inspirational Reading and/or Invocation - Pat B. McLaughlan, Council Member.

Pat B. McLaughlan, Council Member, provided the inspirational reading for the evening.

D. Pledges of Allegiance - Pat B. McLaughlan, Council Member.

Pat B. McLaughlan, Council Member, led the members of the City Council and the audience in the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

E. Recognition of Proclamations.

1. Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming April 5, 2016, as "National Service Recognition Day" in the City of Bellaire, Texas.

   Mayor Friedberg read and presented a proclamation he issued proclaiming April 5, 2016, as "National Service Recognition Day" in the City of Bellaire, Texas.

   Representatives from three national service programs accepted the proclamation from Mayor Friedberg as follows: MaryAnn Kelley (Project Coordinator for the RSVP of Southeast Texas Program), Christine McDonald (RSVP Program Volunteer), Nori Gabert (RSVP Program Volunteer), Marilyn Vargui (Director for the Senior Companion Program), Marla Turner (Advisory Council Member for the Senior Companion Program), and Pam Geyer (Senior Companion Program).

2. Issuance of a proclamation by Andrew S. Friedberg, Mayor, recognizing the week of April 10-16, 2016, as "National Library Week" in the City of Bellaire, Texas.

   Mayor Friedberg read and presented a proclamation he issued in recognition of the week of April 10-16, 2016, as "National Library Week" in the City of Bellaire,

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Texas.

The proclamation was accepted by Mary Cohrs, Director of Library, on behalf of the Bellaire City Library.

F. Personal/Audience Comments.

Jason Wintz, Chair of the Environmental and Sustainability Board of the City of Bellaire, Texas (the "ESB"):

Chair Wintz addressed the City Council and expressed the desire of the ESB to become a stakeholder in the projects the Citizens for a Beautiful Bellaire were petitioning funding for. He urged City Council to let others comment on the projects before making any decisions.

Johanna Moran, Member of the ESB:

Ms. Moran addressed the City Council and asked for two considerations: 1) to delay any decision on funding requests until all stakeholders had a chance to learn more and provide input, and 2) to come up with a plan so that all boards could work together as a team and collaborate on initiatives and funding.

Pam Geyer, Past Member of the ESB:

Ms. Geyer addressed the City Council and urged them to involve every board in decisions related to environmental and sustainability issues. She suggested a "Council" of the boards as a means to engage all boards.

Andy Pollard, Incoming President of the Bellaire Southwest Rotary Club:

Incoming President Pollard advised the City Council that the Bellaire Southwest Rotary Club (the "Rotary") would like to become more engaged with the City, specifically with the planning for new City facilities. Members of the City Council were invited and encouraged to attend the Rotary's next fundraising event, Aloha Spring Fest, to be held on April 23, 2016, from 6:00 p.m. to 9:00 p.m.

Neil Verma, Chair of the Parks and Recreation Advisory Board of the City of Bellaire, Texas (the "PRAB"):

Chair Verma addressed the City Council by expressing his support for the adoption of the proposed safe passage ordinance as presented in the City Council's packet. He noted that the ordinance was simple, clean, and lean, as well as consistent with ordinances adopted by surrounding cities.

Patricia King-Ritter, President of the Evelyn's Park Conservancy Board:

President King-Ritter addressed the City Council in support of the proposed safe passage ordinance on the City Council's agenda this evening and stressed the importance of interconnectivity within the City.

Aaron Hall:

Mr. Hall addressed the City Council in support of the proposed safe passage ordinance on the City Council's agenda and stressed the importance of signage to alert residents of the new regulations.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Rabbi Scott Hausman-Weiss:

Rabbi Hausman-Weiss addressed the City Council by expressing his support of the proposed safe passage ordinance. He urged the City Council not to miss an opportunity to allow bikers and other vulnerable road users to be safe.

Lynn McBee:

Ms. McBee addressed the City Council regarding the proposed safe passage ordinance, which was an act of futility, in her opinion, even though the intent was noble. She expressed her concern that there would be no enforcement of the ordinance and lots of signs to add to the visual clutter.

Written Comments:

Mayor Friedberg read the names of individuals that had submitted written comments in support of the adoption of a safe passage ordinance as follows (in alphabetical order):

Mary Blitzer (Interim Executive Director of BikeHouston);

Ben Cowan (President of the Board of Directors of The Nature Discovery Center);

Shelley Kennedy;

Alec Lawton;

John Long (Head of School for The Post Oak School and Incoming Director of BikeHouston);

Samir Mehta;

Manpreet Singh;

Pranika Sinha; and

Kevin Sisk.

At the conclusion of written comments, **Mayor Friedberg** advised that complete copies of all written comments received were distributed to members of the City Council in advance for their consideration and for the record of the meeting.

G. 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 April 4, 2016, to members of the City Council. The report included communication updates (announcements made to the public regarding community events, solid waste collection, and board interviews; personnel updates (Terrence Beaman, new Chief Financial Officer, effective April 11, 2016); training updates (management training, lunch and learn fitness opportunity, and RAD training); citywide improvements; and calendar reminders.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

2. Presentation and discussion of the results of a beautification survey conducted by the Citizens for a Beautiful Bellaire - Submitted by Paul A. Hofmann, City Manager, on behalf of Christopher Butler, Citizens for a Beautiful Bellaire.

   Christopher Butler, Citizens for a Beautiful Bellaire, presented the results of a beautification survey conducted by the Citizens for a Beautiful Bellaire to the City Council.

   As a result of the beautification survey, the Citizens for a Beautiful Bellaire recommended that a workshop or town hall meeting be hosted and held by the City Council in order to gather a much larger collection of audience members from whom public input or comment could be received.

   Mr. Butler noted that over 1,000 people answered the survey. Results were presented in several formats to City Council, including word clouds with major themes printed in a bold typeface and larger font.

   Examples of survey questions included the reasons that people chose to live in Bellaire; the amount and type of desired shopping; suggestions for beautifying Bellaire; and a theme or branding for Bellaire.

   Mayor Friedberg opened the floor for questions, discussion, and comments from the City Council.

   Following questions and discussion, as well as expressions of thanks to Mr. Butler for all of his efforts with the survey, Mayor Friedberg moved to agenda item H(1)(a).

H. New Business:

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

a. Consideration of and possible action on the adoption of a vulnerable road users ("safe passage") ordinance for the City of Bellaire - Submitted by Brant Gary, Director of Public Works.

   Mayor Friedberg advised that the City Clerk had provided a corrected copy of the proposed safe passage ordinance to members of the City Council by email. Two corrections were made to the document, the first of which appeared in the caption of the document (agenda packet page 44). It was noted that the word "BY" had been inadvertently repeated on lines 4 and 5 of the caption. The second correction involved the addition of the word "user" to section c(2), line 2, after the phrase "vulnerable road" (agenda packet page 47).

   Motion:

   To adopt a safe passage ordinance for the City of Bellaire, Texas.

   Mayor Friedberg opened the floor for discussion by members of the City Council related to the motion. Following discussion, a vote was taken on the motion on the floor.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

RESULT:	**ADOPTED [6 TO 0 TO 1]**
MOVER:	Trisha S. Pollard, Council Member
SECONDER:	Michael Fife, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, Fife, Montague
NAYS:	None
ABSTAIN:	McLaughlan

b. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing three (3) members to the L.I.F.E. Advisory Board of the City of Bellaire, Texas, to fill one (1) unexpired term commencing on April 4, 2016, and ending on June 30, 2016, and two (2) unexpired terms commencing on April 4, 2016, and ending on June 30, 2017 - Submitted by Tracy L. Dutton, City Clerk.

Mayor Friedberg introduced the agenda item before the City Council. He advised that there were currently three vacancies on the L.I.F.E. Advisory Board of the City of Bellaire, Texas ("LIFE"). Since the terms of the three vacancies were not all equal, Mayor Friedberg asked members of the City Council to first select two applicants to fill the 15-month partial terms ending on June 30, 2017.

Ballots were distributed by the City Clerk to members of the City Council for purposes of making a selection of two applicants to fill the two 15-month partial terms ending on June 30, 2017. The ballots were tallied by the City Clerk, and the results were read into the record by Mayor Friedberg as follows:

Maxine Epstein received seven votes, and Trish Parrack received seven votes.

Following the announcement of the results, ballots were distributed by the City Clerk to members of the City Council for purposes of making a selection of one applicant, other than Maxine Epstein and Trish Parrack, to fill the three-month partial term ending on June 30, 2016. The ballots were tallied by the City Clerk, and the results were read into the record by Mayor Friedberg as follows:

Kevin Newman received seven votes.

Motion:

To adopt an ordinance of the City Council of the City of Bellaire, Texas, appointing Kevin Newman as a member of the L.I.F.E. Advisory Board of the City of Bellaire, Texas (LIFE), for a term commencing on April 4, 2016, and ending on June 30, 2016, and appointing Maxine Epstein and Patricia "Trish" Parrack as members of LIFE for terms commencing on April 4, 2016, and ending on June 30, 2017.

In discussion on the motion, **Mayor Friedberg** commented that another applicant, Joe Burris, spoke very convincingly of his desire to become more involved in and serve the community, including on boards and commissions other than LIFE, and that he had been encouraged by Council to apply for other boards and commissions (July appointments).

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

RESULT:	**ADOPTED [7 TO 0]**
MOVER:	Gus E. Pappas, Council Member
SECONDER:	Trisha S. Pollard, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague
NAYS:	None

2. Item(s) for Individual Consideration:

a. Consideration of and possible action on a recommendation from the Bellaire Public Works Department to schedule a second public hearing before the City Council of the City of Bellaire, Texas, on Monday, May 2, 2016, at 6:00 p.m. for the purpose of receiving public comment on the temporary traffic control devices (speed humps) installed in October of 2015 along Elm Street from South Rice Avenue to the IH-610 service road - Submitted by Brant Gary, Director of Public Works.

Mayor Friedberg referenced the City's Neighborhood Traffic Improvement Program documentation and advised that the documentation expressly provided for a second public hearing following the completion of a 180-day trial period. City Staff's recommendation was to hold the second public hearing on Monday, May 2, 2016, at 6:00 p.m. in the Council Chamber.

After asking whether there was any objection, and noting none, Mayor Friedberg announced that, **by general consent, the second public hearing would be scheduled for Monday, May 2, 2016, at 6:00 p.m.**

b. Presentation on the implementation of survey results, including the development of a beautification master plan, and provide feedback as appropriate - Submitted by Paul A. Hofmann, City Manager, on behalf of John Monday, Citizens for a Beautiful Bellaire.

John Monday, Citizens for a Beautiful Bellaire, thanked Christopher Butler for his hard work and creativity on the beautification survey, as well as the 40+ members of the Citizens for a Beautiful Bellaire that helped generate interest in the survey. Diane K. White, Assistant City Manager, was also thanked for helping the group get their information on the City's website.

Mr. Monday provided two recommendations to the City Council as follows: (1) to schedule a workshop as soon as possible; and (2) to develop a Beautification Master Plan. For the workshop, Mr. Monday suggested that every member of every board and commission (or, perhaps, their designee) join City Council and City Staff to participate and explore the implications of the beautification survey to their particular areas of focus. The Citizens for a Beautiful Bellaire felt that the referenced two steps were needed to guide the beautification of and be influential in the urban evolution of Bellaire.

Mr. Monday indicated that the Citizens for a Beautiful Bellaire had been defining the scope of work for the creation of a Master Beautification Plan since December. He asked City Council to allow the Citizens for a Beautiful Bellaire to describe the process they were thinking of, as well as to introduce the urban planning and landscape architect firm of Terrain Studio, a firm that could help craft the City's Beautification Master Plan.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Mayor Friedberg opened the floor for questions and discussion from the members of the City Council. Expressions of thanks were given to John Monday for his energy and efforts to beautify Bellaire.

Following questions and discussion, Mayor Friedberg continued with agenda item I.

I. Community Interest Items from the Mayor and City Council:

Community interest items from the Mayor and City Council included expressions of appreciation for the original and new Ad Hoc Municipal Facilities Committees, the Bellaire Police Department, and Crimestoppers; expressions of congratulations to the Bellaire High School Debate Team as they headed to New York City to compete in the 2015-2016 International Public Policy Forum competition; expressions of thanks to HEB for agreeing to build a new store in Bellaire; special recognition of Mayor Friedberg and Director of Development Services John McDonald for their efforts on the HEB store; and a reminder to residents to participate in the Trolley Run on Saturday.

J. Adjourn.

Mayor Friedberg announced that the Regular Session of the City Council of the City of Bellaire, Texas, was adjourned at 9:37 p.m. on Monday, April 4, 2016.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire, Texas

Boards and Commissions

Applications

(Ordered Alphabetically)

Vacancies:

L.I.F.E. Advisory Board

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire, Texas

Boards and Commissions

Table of Contents

Tab No.*	Applicant	Areas of Interest
1	Burris, Joe	LIFE
2	Epstein, Maxine	LIFE
3	Newman, Kevin	LIFE, CAB, EPCB
4	Parrack, Patricia "Trish"	LIFE

*Blue Separator Sheets have been used in lieu of tabs.

City of Bellaire, Texas

Boards and Commissions

Tab No. 1

Joe Burris

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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. 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

- [ ] **Audit Finance Board**
- [ ] **Board of Adjustment**
- [ ] **Building and Standards Commission**
- [ ] **Cultural Arts Board**
- [ ] **Environmental & Sustainability Board**
- [X] **L.I.F.E. Advisory Board**
- [ ] **Parks & Recreation Advisory Board**
- [ ] **Planning & Zoning Commission**
- [ ] **Evelyn's Park Conservancy 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. Peek 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 Burris	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.*

L.I.F.E. Advisory Board

By submitting this application online or be 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 Recruiting

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. Peek 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.: L.I.F.E. Advisory Board

By submitting this application online or be 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

Referrer Page: No Referrer - Direct Link
Form Address: http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103

City of Bellaire, Texas

Boards and Commissions

Tab No. 2

Maxine Epstein

Tracy Dutton

From: noreply@civicplus.com
Sent: Thursday, March 24, 2016 11:18 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. 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

- [ ] **Audit Finance Board**
- [ ] **Board of Adjustment**
- [ ] **Building and Standards Commission**
- [ ] **Cultural Arts Board**
- [ ] **Environmental & Sustainability Board**
- [X] **L.I.F.E. Advisory Board**
- [ ] **Parks & Recreation Advisory Board**
- [ ] **Planning & Zoning Commission**
- [ ] **Evelyn's Park Conservancy Board**

Name*	Maxine Epstein
Home Address*	
Contact Number*	
Business Phone Number*	
Occupation*	Retired Professor
Email Address*	
Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).*	9 years
Are you a registered voter in a Bellaire Precinct?*	[Yes \/]
Are you 18 or older?*	yes
First Time Appointment?*	[Yes \/]
Reappointment, if so name of Board.*	**no**

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

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

I have served on many advisory boards in a variety of capacities as a Professor and PhD Director at the University of Houston. I am currently a member of the IRB (Institutional Review Board of Baylor College of Medicine) and am a member of the Maurice Purcell Non-Profit Charity Board. I have also served on the Committee for Medicine After the Holocaust, HISD and the Health Advisory Committee at the University of Houston. Please see my resume for more details. I am particularly interested in advancing and promoting life activities for seniors. We are living longer and need our communities to help us build connections appropriate with our unique advantages as well as limitations.

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

Please see resumeCURRICULUM VITA Maxine Weinman Epstein, Professor Emeritus University of Houston Graduate College of Social Work 237 Social Work Building Houston, Texas 77204-4013 (713) 666-7970 Email Address:

EDUCATION: B.A., Queens College, Flushing, New York Major: Anthropology/Sociology M.S.W., University of Oklahoma, School of Social Work Norman, Oklahoma Dr.P.H., The University of Texas, School of Public Health Houston, Texas L.C.S.W.-A.C.P. Texas License and Certification MEMBERSHIPS IN ASSOCIATIONS AND SOCIETIES National Association of Social Workers PROFESSIONAL EXPERIENCE 2012-present: Professor Emeritus, University of Houston, Graduate College of Social Work, Houston, Texas. 1989-present: Professor, Adjunct Baylor College of Medicine, Department of Obstetrics and Gynecology, Houston, Texas 2003-2012: Professor, University of Houston, Graduate College of Social Work, Houston, Texas. 2002-2012 Director, Doctoral Program, University of Houston, Graduate College of Social 1985-1988: Program Director, Crittenton Maternity Care Services, DePelchin Children's Center, Houston, Texas 1977-1985: Research Specialist, Texas Research Institute of Mental Sciences, Houston, Texas SERVICE TO THE UNIVERSITY AND GRADUATE COLLEGE OF SOCIAL WORK 2013- Institutional Review Board, Baylor College of Medicine 2012 - Executive Committee, CMATH (Committee for Medicine After the Holocaust) Methodist Hospital Research Institute 2008-2111 University of Houston Drug Abuse Research Development Program. Center for Drug & Social Policy Research, Internal Advisory Committee 2010 Graduate College of Social Work, R.J. DeBottis Scholarship Committee 2009-2011

Graduate College of Social Work Tenure and Promotion Committee SERVICE TO THE COMMUNITY 2014- Invited reviewer for Social Work and Health Care 2013- Invited reviewer for Sexuality Research and Social Policy 2012- Consulting Editor Child & Adolescent Social Work 2011- Invited Reviewer for Health Psychology 2011- Invited Reviewer for the American Journal of Public Health 2010 Invited Reviewer for Pearson Books, Practice Informed Research Methods for Social Workers 1998-2000,2010 Grant Consultation and Evaluation, Montessori Charter School, Alief School District 2008 Research Advisor, Bo's Place, 100504 Buffalo Speedway, Houston, Texas 1995-2000 Evaluator, Office of Adolescent Pregnancy, United States Department Of Health and Human Services, HISD Grant "Opportunities for Pregnant and Parenting Teens" PUBLICATIONS (RECENT) Buzi, R.S., Smith, P.B. and Weinman, M.L.(2015). HIV risk perceptions among African American young women: Factors affecting accuracy. Journal of Child & Adolescent Trauma, 8 (2),111-116. Buzi, R.S., Smith, P.B. and Weinman, M.L. (2014). Depression among minority young males attending a family planning clinic. Psychology of Men & Masculinity, 15(1), 116-119,doi: 10.1037/a0031574 Buzi, R.S., Smith, P.B.,Weinman, M.L. and Novello, G. (2013). HIV Risk perceptions among adolescents attending family planning clinics: An integrated perspective. AIDS Care,25(1), 20-27. Walijarvi, C. M., Weiss, A. H., Weinman, M. L. (2012). A traumatic death support group program: Applying an integrated conceptual framework. Death Studies, 36, 152-181. Buzi, R.S., Weinman, M.L., and Smith, P.B.(2010). Depression and risk behaviors among males attending family planning clinics. International Journal of Men's Health,9(2),91-

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?* (X) 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.)* (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

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 be email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing

Name*	Date*
Maxine Epstein	3/24/2016

1.LIFE

* 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=6067

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: Maxine Epstein

Home Address:

Contact Number:

Business Phone Number:

Occupation: Retired Professor

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).: 9 years

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

Are you 18 or older?: yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: no

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

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

have served on many advisory boards in a variety of capacities as a Professor and PhD Director at the University of Houston. I am currently a member of the IRB (Institutional Review Board of Baylor College of Medicine) and am a member of the Maurice Purcell Non-Profit Charity Board. I have also served on the Committee for Medicine After the Holocaust, HISD and the Health Advisory Committee at the University of Houston.
Please see my resume for more details.
I am particularly interested in advancing and promoting life activities for seniors. We are living longer and need our communities to help us build connections appropriate with our unique advantages as well as limitations.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Please see resumeCURRICULUM VITA
Maxine Weinman Epstein, Professor Emeritus
University of Houston
Graduate College of Social Work
237 Social Work Building
Houston, Texas 77204-4013
(713) 666-7970
Email Address:
EDUCATION: B.A., Queens College, Flushing, New York
Major: Anthropology/Sociology

M.S.W., University of Oklahoma, School of Social Work
Norman, Oklahoma
Dr.P.H., The University of Texas, School of Public Health
Houston, Texas
L.C.S.W.-A.C.P. Texas License and Certification
MEMBERSHIPS IN ASSOCIATIONS AND SOCIETIES

National Association of Social Workers

PROFESSIONAL EXPERIENCE

2012-present: Professor Emeritus, University of Houston, Graduate College of Social Work, Houston, Texas.

1989-present: Professor, Adjunct Baylor College of Medicine, Department of Obstetrics and Gynecology, Houston, Texas

2003-2012: Professor, University of Houston, Graduate College of Social Work, Houston, Texas.

2002-2012 Director, Doctoral Program, University of Houston, Graduate College of Social

1985-1988: Program Director, Crittenton Maternity Care Services, DePelchin Children's Center, Houston, Texas

1977-1985: Research Specialist, Texas Research Institute of Mental Sciences, Houston, Texas

SERVICE TO THE UNIVERSITY AND GRADUATE COLLEGE OF SOCIAL WORK

2013- Institutional Review Board, Baylor College of Medicine
2012 - Executive Committee, CMATH (Committee for Medicine After the Holocaust) Methodist Hospital Research Institute

Packet Pg. 439
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)
2.C.1.a.1

2008-2111 University of Houston Drug Abuse Research Development Program. Center for Drug & Social Policy Research, Internal Advisory Committee 2010 Graduate College of Social Work, R.J. DeBottis Scholarship Committee 2009-2011 Graduate College of Social Work Tenure and Promotion Committee

SERVICE TO THE COMMUNITY

2014- Invited reviewer for Social Work and Health Care
2013- Invited reviewer for Sexuality Research and Social Policy
2012- Consulting Editor Child & Adolescent Social Work
2011- Invited Reviewer for Health Psychology
2011- Invited Reviewer for the American Journal of Public Health
2010 Invited Reviewer for Pearson Books, Practice Informed Research Methods for Social Workers
1998-2000,2010 Grant Consultation and Evaluation, Montessori Charter School,
Alief School District
2008 Research Advisor, Bo's Place, 100504 Buffalo Speedway, Houston, Texas
1995-2000 Evaluator, Office of Adolescent Pregnancy, United States Department
Of Health and Human Services, HISD Grant "Opportunities for Pregnant and Parenting Teens"

PUBLICATIONS (RECENT)

Buzi, R.S., Smith, P.B. and Weinman, M.L.(2015). HIV risk perceptions among African American young women: Factors affecting accuracy. Journal of Child & Adolescent Trauma, 8 (2),111-116.

Buzi, R.S., Smith, P.B. and Weinman, M.L. (2014). Depression among minority young males attending a family planning clinic. Psychology of Men & Masculinity, 15(1), 116-119,doi: 10.1037/a0031574

Buzi, R.S., Smith, P.B.,Weinman, M.L. and Novello, G. (2013). HIV Risk perceptions among adolescents attending family planning clinics: An integrated perspective. AIDS Care,25(1), 20-27.

Walijarvi, C. M., Weiss, A. H., Weinman, M. L. (2012). A traumatic death support group program: Applying an integrated conceptual framework. Death Studies, 36, 152-181.

Buzi, R.S., Weinman, M.L., and Smith, P.B.(2010). Depression and risk behaviors among males attending family planning clinics. International Journal of Men's Health,9(2),91-

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

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

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: Maxine Epstein

Date: 3/24/2016

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.LIFE

By submitting this application online or be 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: 3/24/2016 11:17:31 AM

Referrer Page: No Referrer - Direct Link
Form Address: http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103

City of Bellaire, Texas

Boards and Commissions

Tab No. 3

Kevin Newman

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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. 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

- [ ] **Audit Finance Board**
- [ ] **Board of Adjustment**
- [ ] **Building and Standards Commission**
- [X] **Cultural Arts Board**
- [ ] **Environmental & Sustainability Board**
- [X] **L.I.F.E. Advisory Board**
- [ ] **Parks & Recreation Advisory Board**
- [ ] **Planning & Zoning Commission**
- [X] **Evelyn's Park Conservancy 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 \/]

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. 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**** ***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 be 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

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.

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 be 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

Referrer Page: No Referrer - Direct Link
Form Address: http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103

City of Bellaire, Texas

Boards and Commissions

Tab No. 4

Patricia "Trish" Parrack

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Tracy Dutton

From: noreply@civicplus.com
Sent: Tuesday, March 08, 2016 4:15 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. 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

[ ] Audit Finance Board	[X] L.I.F.E. Advisory Board
[ ] Board of Adjustment	[ ] Parks & Recreation Advisory Board
[ ] Building and Standards Commission	[ ] Planning & Zoning Commission
[ ] Cultural Arts Board	[ ] Evelyn's Park Conservancy Board
[ ] Environmental & Sustainability Board	

Name*	Patricia "Trish" Parrack
Home Address*	
Contact Number*	
Business Phone Number*	
Occupation*	Retired (happily)
Email Address*	
Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).*	**23 years**
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 L.I.F.E. 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.*	

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

My past experiences include organizing and serving on various committees over the years at the Houston City Club, where I sit on the Board of Governors. As an aside, for the past ten years, I have been an active Harris County Volunteer Trip Coordinator for a seniors group called "Houston City Club and Greenway Condos".

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.*	My only community activities associated with the City of Bellaire has been as a participant in the seniors outings and running in the fun runs. My charitable work includes actively securing silent auction items for an annual fundraising event at the Houston City Club.
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** *Patricia "Trish" Parrack* *Date** *March 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.*	*L.I.F.E. Advisory Board*

By submitting this application online or be 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=5981

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: Patricia "Trish" Parrack

Home Address:

Contact Number:

Business Phone Number:

Occupation: Retired (happily)

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).: 23 years

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.: L.I.F.E. Advisory Board

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: My past experiences include organizing and serving on various committees over the years at the Houston City Club, where I sit on the Board of Governors.

As an aside, for the past ten years, I have been an active Harris County Volunteer Trip Coordinator for a seniors group called "Houston City Club and Greenway Condos".

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: My only community activities associated with the City of Bellaire has been as a participant in the seniors outings and running in the fun runs.

My charitable work includes actively securing silent auction items for an annual fundraising event at the Houston City Club.

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: Patricia "Trish" Parrack

Date: March 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.: L.I.F.E. Advisory Board

By submitting this application online or be 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: 3/8/2016 4:15:25 PM

Referrer Page: http://www.bellairetx.gov/CivicAlerts.aspx?AID=1621
Form Address: http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103

Join Us on April 5, 2016!

Every day, in counties and cities across America, national service is tackling tough problems and strengthening communities. On April 5, 2016, county officials and mayors across the country will thank those who serve and recognize their impact on the **Mayor and County Recognition Day for National Service**.

The nation's cities and counties are increasingly turning to national service as a cost-effective strategy to address local challenges. By unleashing the power of citizens, AmeriCorps and Senior Corps programs have a positive and lasting impact, making our communities better places to live. The initiative is being led by the National League of Cities, the National Association of Counties, Cities of Service, and the Corporation for National and Community Service (CNCS).

MAYOR and COUNTY
Recognition Day
for National Service

National Service: A Local Resource

As the federal agency for national service and volunteering, CNCS annually engages five million citizens in service at more than 60,000 sites across the country. Through AmeriCorps (including VISTA and NCCC), Senior Corps (including Foster Grandparents, Senior Companions, and RSVP), the Social Innovation Fund, and other programs, CNCS leverages federal and private funds to support organizations that achieve measurable results where the need is greatest. Whether supporting food banks and homeless shelters, restoring parks, providing health services, strengthening public safety and juvenile justice services, tutoring and mentoring students, and managing community volunteers, national service members help county officials and mayors tackle tough problems.

Why a City and County Recognition Day?

County and city governments have a broad range of responsibilities to their residents, which matches CNCS's mission to improve lives, strengthen communities and foster civic engagement. A coordinated recognition day presents a unique opportunity to spotlight the key role that national service plays in helping counties solve problems. Participating in the day will highlight the impact of citizen service, show support for nonprofit and national service groups, and inspire more residents to serve in their communities.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

What Happened Last Year?

On April 7, 2015, the third annual Recognition Day for National Service united mayors, and for the first time, county officials across the country to spotlight the impact of national service and honor those who serve. Altogether, 2,786 county officials and mayors in all 50 states and the District of Columbia, Guam, and Puerto Rico officially recognized the work that AmeriCorps members and Senior Corps volunteers are doing to make cities better and stronger. Together, these elected officials represent more than 150 million citizens, or nearly half of the population.

What are the Goals of the Day?

- Highlight how county officials and mayors use national service to solve their local challenges
- Thank national service members for their commitment and impact
- Build public awareness about the value and impact of national service to the nation's cities and counties
- Highlight the role that national service plays in managing volunteers to focus and amplify their impact
- Provide opportunities for county officials and mayors to communicate about the impact of national service to national policymakers
- Generate press coverage and online discussion about county officials and mayors supporting service

Who Can Participate?

Mayors, county officials, county board chairs, tribal leaders, or other head officials of counties and cities of any size.

How Can We Help?

CNCS offers a variety of resources that can help county officials and mayors learn about national service and volunteering in their jurisdictions and expand the impact of volunteering by their residents:

- **Each year, CNCS produces State Profiles that list all national service funding, projects, and participants in every state. CNCS also will produce county and city profiles on demand for those participating in the Recognition Day for National Service. To receive your profile, contact the CNCS Director in your state. A list is here: nationalservice.gov/state-offices.**
- CNCS also produces the annual Volunteering and Civic Life in America report, the most comprehensive data on volunteering ever assembled. Visit volunteeringinamerica.gov.

How Can County Officials and Mayors Get Involved?

County officials and mayors are encouraged to hold a public event, issue a proclamation, and use media to highlight the impact of national service. Here are several ways county officials and mayors can participate:

- Announce your county/city is becoming an Employer of National Service (nationalservice.gov/employers)
- Issue a proclamation naming April 5 as Recognition Day for National Service
- Visit national service programs or projects in order to highlight their value to the county/city
- Invite national service programs to a public roundtable to discuss how they address county/city problems
- Issue a press release or report on the scope and impact of national service in your county/city
- Serve with a national service program as a "member" for a day to highlight their important work
- Use Twitter, Facebook, and other social media to thank national service members in your community
- Write an op-ed about the unique contributions of national service your county/city
- Take a group photo with all national service members in your county/city

Where Can I Learn More?

To learn more or register to participate, go to NationalService.gov/RecognitionDay or contact Tess Mason-Elder, Office of Government Relations, 202-606-6873 or tmason-elder@cns.gov. You can also contact the CNCS Director in your state, whom you can find here: nationalservice.gov/state-offices.

The Corporation for National and Community Service is the federal agency that engages five million Americans in service through our AmeriCorps, Senior Corps, Social Innovation Fund, and other programs, and leads President's national call to service initiative, United We Serve.
For more information, visit NationalService.gov.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire, Texas

Proclamation

Whereas, service to others is a hallmark of the American character, and central to how we meet our challenges; and

Whereas, local leaders are increasingly turning to national service and volunteerism as a cost-effective strategy to meet community needs; and

Whereas, AmeriCorps and Senior Corps participants address the most pressing challenges facing our cities and counties, from educating students for the jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

Whereas, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills and leadership abilities for those who serve; and

Whereas, AmeriCorps and Senior Corps participants serve in more than 60,000 locations across the country and more than 3,200 locations in the State of Texas, bolstering the civic, neighborhood and faith-based organizations that are so vital to our economic and social well-being; and

Whereas, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and

Whereas, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

Whereas, national service participants demonstrate commitment, dedication and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

Whereas, the Corporation for National and Community Service shares a priority with local leaders nationwide to engage citizens, improve lives and strengthen communities, and is joining with the National Association of Counties, the National League of Cities, the United States Conference of Mayors and local leaders across the country to recognize the impact of service on the Day of Recognition for National Service on April 5, 2016;

Now, Therefore, I, **Andrew S. Friedberg, Mayor of the City of Bellaire, Texas,** do hereby proclaim April 5, 2016, as

National Service Recognition Day

in the City of Bellaire, Texas, and encourage residents to recognize the positive impact of national service in our city, to thank those who serve and to find ways to give back to their communities.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 4th day of April, 2016.

Andrew S. Friedberg
Mayor
City of Bellaire, Texas

City of Bellaire, Texas

Proclamation

Whereas, libraries are not just about what we have for people, but what we do for and with people; and

Whereas, libraries have long served as trusted and treasured community institutions; and

Whereas, libraries are evolving in order to serve their communities and to continue to fulfill their role in helping all who seek information and access to technologies; and

Whereas, libraries and librarians open up a world of possibilities through innovative programming, job-seeking resources and the power of reading; and

Whereas, libraries and librarians are looking beyond their traditional roles and providing more opportunities for community engagement and deliver new services that connect closely with patrons' needs; and

Whereas, libraries, librarians, library workers and library supporters across America are celebrating National Library Week; and

Whereas, the Bellaire City Library was dedicated on April 19, 1951, and will celebrate the 65th anniversary with an open house and activities on May 3, 2016;

Now, Therefore, **I, Andrew S. Friedberg, Mayor of the City of Bellaire, Texas,** do hereby proclaim **April 10-16, 2016,** ***National Library Week*** in the City of Bellaire, Texas, and encourage all residents to visit the library this week to take advantage of the wonderful library resources available at our library and to join the anniversary celebration on May 3rd.

In Witness Whereof, I have hereunto set my hand and seal this 4th day of April, 2016.

_____

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING CHAPTER 30, *TRAFFIC AND VEHICLES, ARTICLE II, TRAFFIC CONTROL REGULATIONS, DIVISION 1, GENERALLY,* OF THE *CODE OF ORDINANCES OF THE CITY OF BELLAIRE, TEXAS ("CODE"),* BY BY ADDING A NEW *SECTION 30-35* TO BE ENTITLED *VULNERABLE ROAD USERS* FOR THE PURPOSE OF ESTABLISHING CERTAIN PROTECTIONS FOR INDIVIDUALS WITHIN A ROADWAY.

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

Section 1. Chapter 30, *Traffic and Vehicles, Article II, Traffic Control Regulations, Division 1, Generally,* of the *Code of Ordinances of the City of Bellaire, Texas*, is hereby amended by *adopting a new Section 30-35, Vulnerable Road Users*, for the purpose of establishing certain protections for individuals within a roadway. The amended Code shall read as set out in Appendix A, attached hereto. All other portions of *Chapter 30* 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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

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

PASSED, APPROVED and **ADOPTED** this, the _____ day of _____, 2016.

_____
Andrew Friedberg, Mayor
City of Bellaire, Texas

ATTEST:

_____
Tracy Dutton, TRMC, City Clerk
City of Bellaire, Texas

APPROVED AS TO FORM:

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Appendix A

(Language to be added shown by underline, language to be deleted shown by strike-out).

"Sec. 30-35. Vulnerable road users.

(a) Definitions. The following words, terms and phrases when used in this section will have the meaning set forth in this subsection, except when the context clearly indicates a different meaning:

Safe distance means:

(1) While passing, a separation between a motor vehicle and a vulnerable road user that, when all road, traffic and weather conditions are considered, provides the motorist sufficient space and time to avoid a collision with a vulnerable road user but, in any event, not less than 3 feet if the operator's vehicle is a passenger car or light truck and not less than 6 feet if the operator's vehicle is a truck (other than a light truck) or a commercial vehicle as defined by Texas Transportation Code Section 522.003; or

(2) While trailing, a separation between a motor vehicle and a vulnerable road user that, when all road, traffic and weather conditions are considered, provides the motorist sufficient space and time to avoid a collision with a vulnerable road user.

Vulnerable road user means:

(1) A pedestrian (including a runner), physically disabled person (including a person in a wheelchair), stranded motorist or passenger, highway construction or maintenance worker, tow truck operator, or utility worker in the roadway.

(2) A person on horseback or operating a horse-driven conveyance, in the roadway;

(3) A person operating a bicycle (including an electric bicycle), hand cycle, or other human-powered wheeled vehicle in the roadway; or

(4) A person operating a moped, motor-driven cycle, or motor-assisted scooter, as those terms are defined in sections 541.201 and 551.351 of the Texas Transportation Code, as applicable.

(b) Action required. An operator of a motor vehicle or motorcycle shall:

(1) When passing a vulnerable road user on a highway or street:

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

a. Vacate the lane in which the vulnerable road user is located if the highway or street has two or more marked lanes running in the same direction if such action can be taken safely; or

b. Pass the vulnerable road user at safe distance; or

(2) When making a turn at an intersection (including an intersection with an alley or private road or driveway), yield the right-of-way to a vulnerable road user who is approaching from the opposite direction and is in the intersection, or is in such proximity to the intersection as to be an immediate hazard.

(c) Prohibited action. An occupant of a motor vehicle may not:

(1) Knowingly throw or project any object or substance at or against a vulnerable road user, or the user's animal, equipment, vehicle or conveyance;

(2) Overtake a vulnerable road user traveling in the same direction and subsequently make a turn in front of the vulnerable road user unless the operator is safely clear of the vulnerable road, taking into account the speed at which the vulnerable road user is traveling and the braking requirements of the motor vehicle making the right-hand turn; or

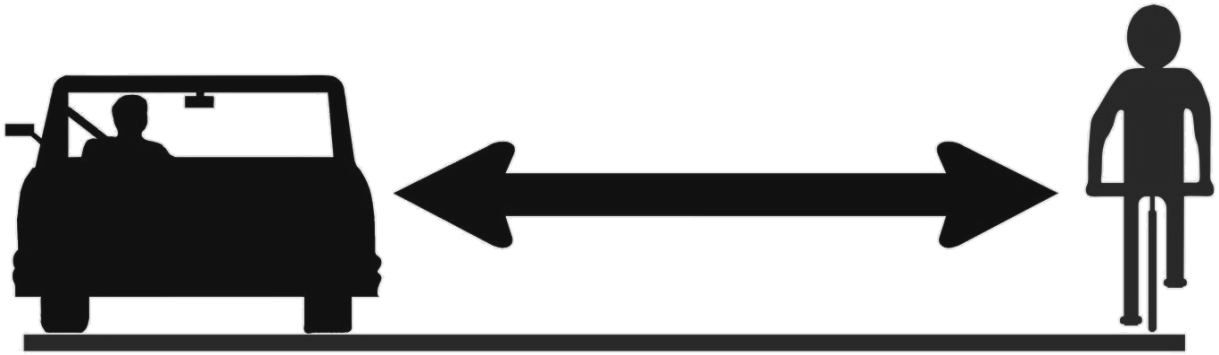
(3) Maneuver the vehicle in a manner that is intended to cause intimidation or harassment to a vulnerable road user or threatens a vulnerable road user.

(d) Affirmative defense. It is an affirmative defense to prosecution under this section that, at the time of the offense, the vulnerable road user was acting in violation of any applicable traffic law.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

IT'S THE LAW

3 FEET MINIMUM



ORD. XX-XXXX

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

BALLOT

L.I.F.E. ADVISORY BOARD

Instructions: Please indicate your choice by marking an "X" beside the name of **one (1)** applicant to serve as a member of the L.I.F.E. Advisory Board for a **term commencing on April 4, 2016, and ending on June 30, 2016.** Applicant names are listed in alphabetical order.

☐ Joe Burris

☐ Maxine Epstein

☐ Kevin Newman

☐ Patricia "Trish" Parrack

Signature: _____

Date: April 4, 2016

SAMPLE

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

BALLOT

L.I.F.E. ADVISORY BOARD

Instructions: Please indicate your choices by marking an "X" beside the names of **two (2)** applicants to serve as a member of the L.I.F.E. Advisory Board for a **terms commencing on April 4, 2016, and ending on June 30, 2017.** Applicant names are listed in alphabetical order.

☐ Joe Burris

☐ Maxine Epstein

☐ Kevin Newman

☐ Patricia "Trish" Parrack

Signature: _____

Date: April 4, 2016

SAMPLE

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ORDINANCE NO. 15-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, APPOINTING ONE (1) MEMBER TO THE L.I.F.E. ADVISORY BOARD OF THE CITY OF BELLAIRE, TEXAS ("LIFE"), FOR A TERM COMMENCING ON APRIL 4, 2016, AND ENDING ON JUNE 30, 2016, AND TWO (2) MEMBERS TO LIFE FOR TERMS COMMENCING ON APRIL 4, 2016, AND ENDING ON JUNE 30, 2017.

WHEREAS, pursuant to the *Code of Ordinances of the City of Bellaire, Texas, Chapter 2, Administration, Article VII, Boards and Commissions, Division 1, Generally, Section 2-93, Eligibility for membership on boards,* and *Chapter 2, Administration, Article VII, Boards and Commissions, Division 3, Boards and Commissions Governed by City Charter, Ordinance or Resolution, Section 2-123, L.I.F.E. advisory board,* the City Council of the City of Bellaire, Texas, appoints the members of LIFE; and

WHEREAS, on April 22, 2015, LIFE Board Member Marla Turner submitted her resignation prior to the end of her term (June 30, 2016); and

WHEREAS, on June 30, 2015, the terms of three (3) members of LIFE expired, resulting in four (4) openings unfilled.

WHEREAS, on July 13, 2015, the City Council of the City of Bellaire, Texas, appointed two (2) members to LIFE by ordinance (Ordinance No. 15-037), thereby leaving three (3) openings unfilled; and

WHEREAS, the City Council of the City of Bellaire, Texas, has determined that it is in the best interest of the City of Bellaire, Texas, to appoint the herein named person as a member of LIFE for a term commencing on April 4, 2016, and ending on June 30, 2016; and

WHEREAS, the City Council of the City of Bellaire, Texas, has determined that it is in the best interest of the City of Bellaire, Texas, to appoint the herein named persons as members of LIFE for a term commencing on April 4, 2016, and ending on June 30, 2017; **NOW, THEREFORE,**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

2. **THAT** _____ is hereby appointed as a member of LIFE for a term commencing on April 4, 2016, and ending on June 30, 2016.

3. **THAT** _____ is hereby appointed as a member of LIFE for a term commencing on April 4, 2016, and ending on June 30, 2017.

4. **THAT** _____ is hereby appointed as a member of LIFE for a term commencing on April 4, 2016, and ending on June 30, 2017.

5. **THAT** the appointments as set forth herein shall be effective as of April 4, 2016, and such newly appointed members shall be installed at the first meeting of LIFE following the effective date of the appointments herein.

PASSED, APPROVED, and **ADOPTED** this, the 4th day of April, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

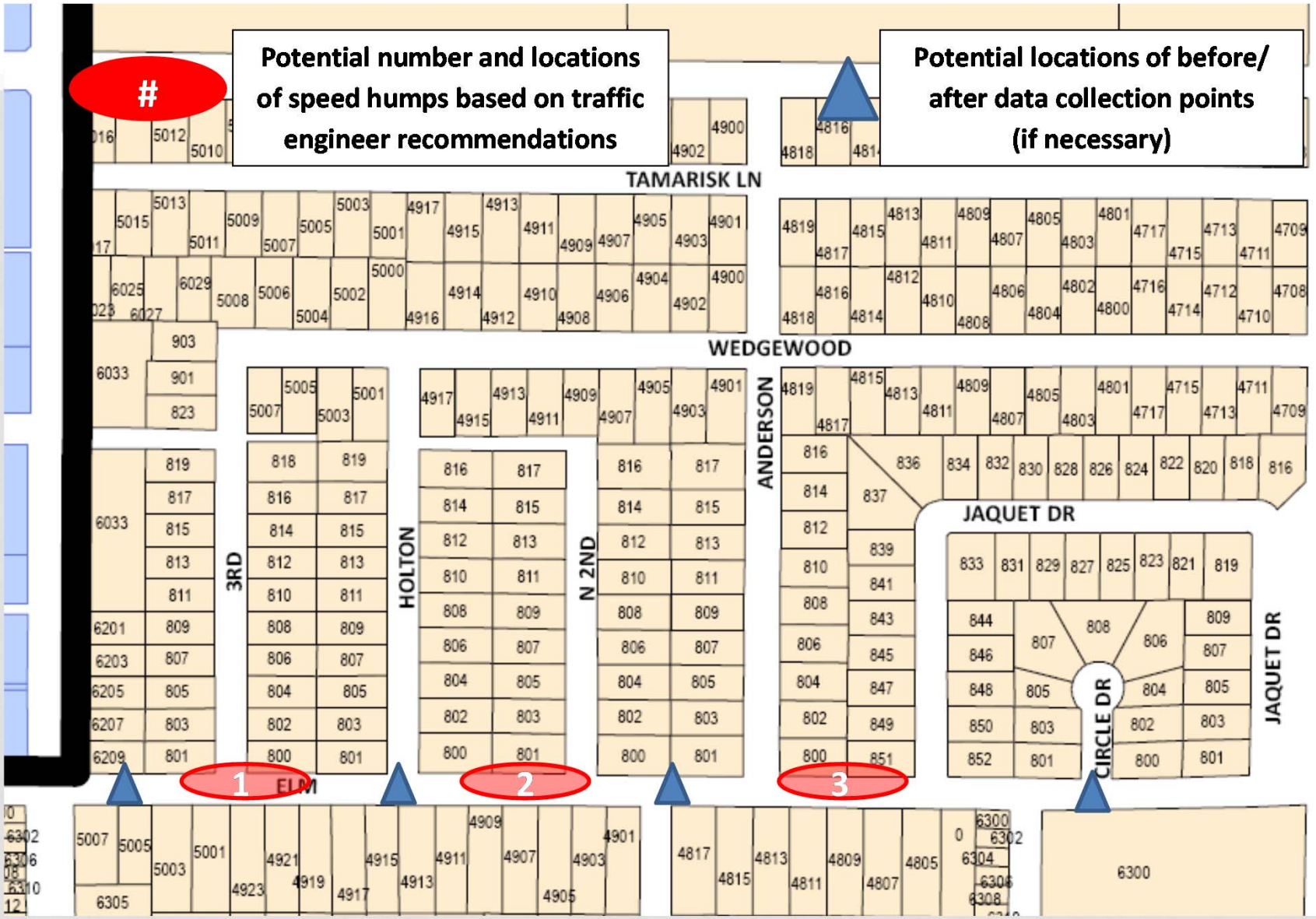
_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

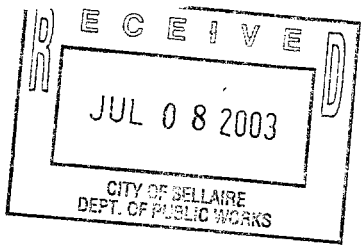
_____
Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

SPEED HUMP/DATA COLLECTION LOCATIONS



Palmetto St
Townhouse Ct
Dr
Houston
S Rice Ave
Ave
N 3rd St
Elm St
Wedgewood Dr
Tamarisk Ln
Holton St
Palmetto St
N 2nd St
Anderson St
St
1st St
Circle Dr
Elm St
Jaquet Dr
Wedgewood Dr
Tamarisk Ln
I-610 S
610
I-610 N
Fwy S
W Loop Fwy



City of Bellaire, Texas

Neighborhood Traffic Improvement Program

Instructions and Application Petition Form

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Adopted 4-15-96

NEIGHBORHOOD TRAFFIC

IMPROVEMENT PROGRAM

DEFINITIONS

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

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

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

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

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

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

PURPOSE

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

REQUEST FOR PROJECT

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

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

PRELIMINARY REVIEW PROCESS

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

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

NEIGHBORHOOD AREA

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

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

INITIAL PUBLIC HEARING

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

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

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

(d) At the initial public hearing:

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

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

TRIAL PERIOD

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

SECOND PUBLIC HEARING

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

FINAL ACTION BY CITY COUNCIL

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

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

CONSTRUCTION

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

REMOVAL

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

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

LIMITATION ON ACTION OF CITY

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

REQUEST FOR TRAFFIC DEVICE PETITION

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

ADDRESS	NAME (PRINT)	SIGNATURE	PHONE

Who is the contact person for this request?

NAME: _____ ADDRESS: _____ PHONE: _____

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

April 5, 2016

Mayor Andrew Friedberg
And Bellaire City Council
City of Bellaire
7008 S. Rice Ave.
Bellaire, TX. 77401

Re: Patrons for Bellaire Parks

Dear Mayor Friedberg and City Council:

As you are aware, we are holding this year's Wine & Tapas in Bellaire Town Square on Saturday, April 30, 2016 from 7 pm to 11 pm.

In anticipation of events we might want to host in Bellaire Town Square in addition the 2016 Wine and Tapas, **we would like to respectfully request a waiver of the City's no alcohol in the parks ordinance for up to six events** (similar to what the City Council granted the Nature Discovery Center) **through 4-30-17 and an extension of the park curfew until 12 am for the six events.** These events would be in addition to the 2016 Wine and Tapas waiver already granted and would include a waiver for the 2017 Wine and Tapas.

We hope that all of you will join us on April 30th. Thanks for your assistance.

Sincerely,

Cindy Siegel
President

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ORDINANCE NO. 16-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, GRANTING A CODE SUSPENSION FOR PATRONS FOR BELLAIRE PARKS RELATING TO A REQUEST TO WAIVE ALCOHOL AND CURFEW RESTRICTIONS IN BELLAIRE TOWN SQUARE FOR UP TO SIX EVENTS BETWEEN MAY 1, 2016, AND APRIL 30, 2017.

WHEREAS, the use and consumption of alcohol within Bellaire Town Square is prohibited pursuant to Section 3-3 of the Bellaire Code of Ordinances; and

WHEREAS, the curfew imposed by the City of Bellaire, Texas, for Bellaire Town Square begins at 11:00 p.m. pursuant to Section 27-95 of the Bellaire Code of Ordinances; and

WHEREAS, by letter dated April 5, 2016, Patrons for Bellaire Parks has requested that the City Council waive or suspend the provisions of the Bellaire Code of Ordinances relating to the use and consumption of alcoholic beverages in Bellaire Town Square and extend the curfew start time from 11:00 p.m. to 12:00 a.m. for up to six events to be hosted by Patrons for Bellaire Parks between May 1, 2016, and April 30, 2017; and

WHEREAS, Patrons for Bellaire Parks is a not-for-profit citizen's organization that works to enhance and augment the parks and green spaces within the City of Bellaire, Texas; and

WHEREAS, the City Council of the City of Bellaire, Texas, finds that granting the request of Patrons for Bellaire Parks will assist the mission of Patrons for Bellaire Parks and in turn directly benefit the City of Bellaire, Texas; **NOW, THEREFORE,**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

1. The recitals set forth above are found to be true and correct.

2. The City Council of the City of Bellaire, Texas, hereby suspends the application of Section 3-3 of the Bellaire Code of Ordinances and extends the curfew start time from 11:00 p.m. to 12:00 a.m. for up to six events hosted by Patrons for Bellaire Parks between May 1, 2016, and April 30, 2017.

3. The suspension and curfew extension provided for in paragraph 2 above is subject to and contingent upon the City Manager's approval of the date of the event and, as it relates to alcohol, compliance with the requirements of Section 3-5 of the Bellaire Code of Ordinances relating to the permit procedures for the use and consumption of alcoholic beverages in City-Owned public places.

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

PASSED, APPROVED and **ADOPTED** this, the 18th day of April, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM

PROPOSAL: 125-90825-2

MULBERRY PARK 2-5 & 5-12 SAME AREA

"creating playground memories filled with fun"

2.C.1.a.1

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM

PROPOSAL: 125-90825-2

MULBERRY PARK 2-5 & 5-12 SAME AREA

"creating playground memories filled with fun"

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 FUN ABOUNDS, INC., AND THE CITY OF BELLAIRE, TEXAS, FOR THE PROCUREMENT AND INSTALLATION OF PLAYGROUND EQUIPMENT AND A SHADE STRUCTURE FOR MULBERRY PARK, 700 MULBERRY LANE, BELLAIRE, TEXAS 77401, IN AN AMOUNT NOT TO EXCEED $69,990.36.

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

THAT the Mayor and 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 Fun Abounds, Inc., and the City of Bellaire, Texas, in a form as attached hereto and marked "Exhibit A," for the procurement and installation of playground equipment and a shade structure for Mulberry Park, 700 Mulberry Lane, Bellaire, Texas 77401, in an amount not to exceed $69,990.36.

PASSED and **APPROVED** this 18th day of April, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

STANDARD FORM OF AGREEMENT

STATE OF TEXAS §
§
COUNTY OF HARRIS §

This **AGREEMENT** is made and entered into this 18th day of April, 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 **FUN ABOUNDS, INC.,** 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 services described as follows:

> Provision and installation of a 66' 9" X 27' 0" custom playground structure and shade structure at Mulberry Park, 700 Mulberry Lane, Bellaire, Texas 77401,

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.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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 April 18, 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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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.

FUN ABOUNDS, INC.

_____
Printed Name:
Title:

Witness:

_____
Printed Name:
Title:

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

PLAY THAT MOVES YOU.

Mulberry Park 2-5 & 5-12 Same Area
Bellaire Parks

March 09, 2016

Buster Adams
Bellaire Parks
4337 Edith
Bellaire, TX 77401

Dear Buster Adams:

Fun Abounds is delighted to provide Bellaire Parks with this playground equipment proposal.

This design was developed with your specific needs in mind, and we look forward to discussing this project further with you to ensure your complete satisfaction. Fun Abounds is confident that this proposal will satisfy Bellaire Parks' functional, environmental, and safety requirements - and most importantly, bring joy and excitement to the children and families directly benefiting from your new playground.

You have our personal commitment to support this project and your organization in every manner possible. We look forward to continuing to develop a long-standing relationship with Bellaire Parks. We appreciate your consideration and value this opportunity to earn your business.

Sincerely,

Brandon Wilburn
Fun Abounds
130 Venice
Sugar Land, TX 77478

BCIBURKE.COM Burke 800.266.1250

Burke
PLAY THAT MOVES YOU.

BCIBURKE.COM | 800.266.1250

PROPOSAL: 125-89941-4

MULBERRY PARK 2-5 #3 AREA

fun abounds

Burke
PLAY THAT MOVES YOU.

BCIBURKE.COM | 800.266.1250

PROPOSAL: 125-90825-2

MULBERRY PARK 2-5 & 5-12 SAME AREA

fun abounds

Proposal # 125-90825-2

Mulberry Park 2-5 & 5-12 Same Area
Fun Abounds

Burke

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

PLAY THAT MOVES YOU™

Play moves us in a big way and Burke believes our exciting play environments will move you too! Physical movement is the most obvious type, but what about emotional movement that stems from the feeling of pride felt when watching a child accomplish something for the first time? We are moved by social situations when children of all abilities come together to enjoy the childhood staple of play. It moves us to create playgrounds that foster these scenarios and more. Come and move with us!

Physically

Burke's unique playgrounds feature a fusion of traditional and fitness-based play to get kids moving like never before. Kids get a great workout while having fun! Our combination of traditional and active play events create a space where children of all abilities can play together.

Cognitively

Research shows that play provides tremendous cognitive developmental benefits to children, including creativity, problem solving, abstract thinking and imagination. There's no such thing as too much of a good thing when it comes to play!

"THERE'S NO SUCH THING AS TOO MUCH OF A GOOD THING WHEN IT COMES TO PLAY!"

Socially

Play brings communities together and strengthens families and friendships. Burke's playgrounds provide amazing opportunities for kids to develop socially from playing independently at a young age, transitioning to parallel play and learning how to cooperatively play together as their development continues.

Emotionally

Creativity and imagination are powerful types of play and a great play environment stimulates theses experiences. Burke offers a wide range of themed playgrounds and sensory play events.

Literally

Movement is essential to life and to play. Motion play creates movement for children of all abilities and assists with many developmental areas, including increased spatial awareness, inner ear stimulation and balance. Motion can be soothing to children with sensory processing differences and offers an interactive activity for everyone to enjoy.

WORK THAT MOVES US

Handcrafted by Artisans

Walk through our Fond du Lac, WI manufacturing facility and you will see playgrounds coming to life through the hands of our people. In the age of assembly lines, we work to combine efficiency with a personal touch that makes every playground special. Bringing quality playgrounds to communities like yours is Work That Moves Us, and we hope the playgrounds we make move you too.

Superior Service

Customer Service is a hallmark of Burke and we take pride in the fact that when you call, we answer. Yes, a real-live person will answer your call and help to direct you to the proper person. We have factory-direct customer service representatives that are available to answer questions, help with replacements parts or field inquiries about installations.

Your Burke Representative

We as Burke Representatives are passionate about bringing play to your community and helping you design your perfect play environment! We are knowledgeable and experienced about the entire playground process from site evaluation to design to maintenance and will work with you beyond installation to make sure your playground is, and remains, all you dreamed!

FROM CONCEPT TO REALITY, BURKE AND YOUR LOCAL REPRESENTATIVE WILL WORK CLOSELY WITH YOU TO BUILD YOUR DREAM PLAYSPACE.

BCIBURKE.COM Burke 800.266.1250

BURKE'S HISTORY

John Edward was a farmer in Fond du Lac, WI and farmed the land the Burke company headquarters stands on today. In 1920, he incorporated a weather-stripping company that quickly expanded to include the design and production of designer radiator furniture. After receiving a request to fabricate a slide for a family friend, Burke entered the playground industry! Soon playground products were the company's main focus and they introduced Swing King, a residential line of play equipment.

When World War II began, Burke, like many companies, changed their focus to the war effort. J .E. Burke, always an inventor, devised a self-contained ammunition cart that could be parachuted to army personnel. The Parachute, as it was suitably named, was also used to deliver food and medical supplies. The company's dedication earned special recognition, and in 1943, the J.E. Burke Company was awarded an Excellence in War Production citation. Over the next 40 years, the Burke family grew the business and began to add interesting color and material combinations. In 1972, Burke invented the original Funnel Ball® that became a staple on playgrounds across the country.

In the late 1990's, Greg Burke, grandson of founder J.E. Burke, determined it was time to find a successor to lead the business into the 21st Century. Tim Ahern became the president/CEO of Burke in 1997 and remained until 2015 when Incline Equity Partners invested in Burke and Michael Phelan became the new president/CEO.

Burke remains committed to the original innovation, customer service and superior quality that sustained the company for generations. As we move into 2016 and beyond, we are bringing play to the next level with our focus on "Play That Moves You" and innovating products that move all of us in so many ways.

TODAY WE CONTINUE TO STAND BY J.E. BURKE'S ORIGINAL COMMITMENT TO SUPERIOR QUALITY, OUTSTANDING SERVICE AND CONSTANT INNOVATION.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

BURKE BUILT QUALITY

Discover the value of investing in a Burke Playground:

KoreKonnect® Direct-Bolt Clamp System: Nucleus and Voltage feature our Industry-leading KoreKonnect direct-bolt clamp system resulting in the strongest and most accurate connection system ever. Factory located connection points make for easy, precise installation and an error-free fit. Best of all, KoreKonnect is covered for 100 years under our non-prorated Generations Warranty.

Direct-Bolt Connection System: Intensity and Little Buddies feature Burke's trusted direct-bolt connection that uses a durable, straightforward direct-bolt system to ensure a trouble-free installation and provide the necessary strength to accommodate the demands of playing children. Like our KoreKonnect system, Direct-Bolt connections are covered for 100 years under our Generations Warranty.

EZKonnect® Deck Mounting System: Our exclusive self-leveling deck attachment and factory CNC construction allows for faster and more precise location of decks during installation. The 2-bolt per corner deck attachment increases overall structure strength and stability.

Platforms: Burke's oversized non-slip platforms are constructed of heavy-duty punched steel that can support more than two tons. Our vinyl coating is California compliant, free of lead and other hazardous heavy metals.

Tamper-Resistant Stainless Steel Hardware: All hardware is covered for 100 years under our Generations Warranty.

Premium Powder Coatings: Our industry-leading powder coatings and finishes prevent fading, last longer and deter rust. We also offer a "coastal package" powder coat system. This special powder coat system for metal components and upright posts will provide additional corrosion and chemical protection along with added longevity to the color and gloss retention of the powder coated parts. Contact your Burke Representative for more information on colors, price and warranty.

Compound Plastics with UV-15: You'll get long wear and bright, vibrant colors that hold up for years thanks to our thick, durable rotomolded plastics with UV-15 protection. This is why we can cover them for 15 years under our non-prorated Generations Warranty.

Climbing Cables: Our climbing cables are flexible enough to provide movement, yet strong enough to last. Our ropes are made from six polyester cords with steel reinforcement wrapped around a synthetic fiber core. Each cord contains eight galvanized steel strands tightly covered with polyester multi-fibers. Our RopeVenture cables consist of six strands, each containing 24 stainless steel reinforcing strands within a nylon sleeve, wrapped around a solid nylon core.

Aluminum Connectors: Swivel connectors at the end of our ropes allow assembly at any angle with no unwanted twists in the net. The aluminum fittings used to secure the joints are swaged in place to prevent any movement between the rope and fittings that could cause wear.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

FREE RESOURCES

NPPS Safety Kit

Burke truly gives you the most value for your money. As part of our Total Cost of Ownership Package, we offer value-added resources FREE with every playground purchase. The National Program for Playground Safety (NPPS) Playground Supervision Safety Kit helps supervisors and educators be prepared on the playground. Learn more at bciburke.com/safety.

Intensity Curriculum

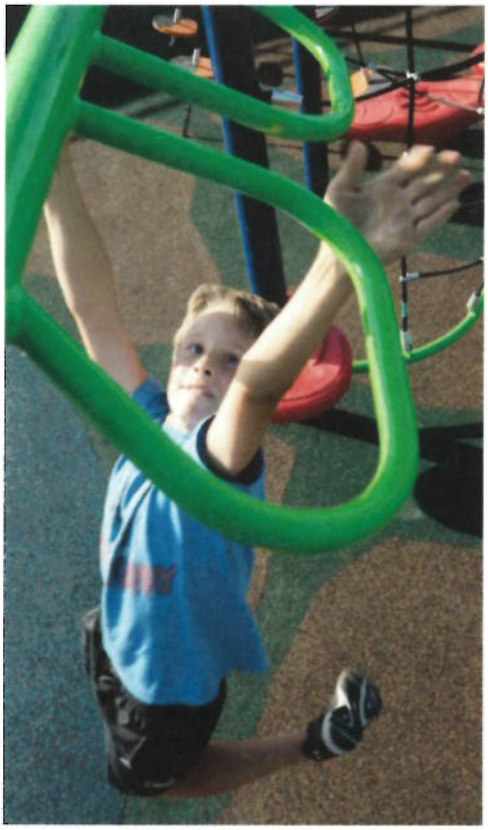
To help combat childhood obesity, Burke created the Intensity Curriculum for teachers, recreational specialists and playground supervisors to actively engage children in safe, fitness-oriented activities on Intensity playgrounds. The kit is FREE with every Intensity fitness play complex purchase and includes access to exclusive online instructional videos, an Intensity Curriculum handbook and a notepad for on-the-playground convenience. Learn more at bciburke.com/intensitycurriculum.

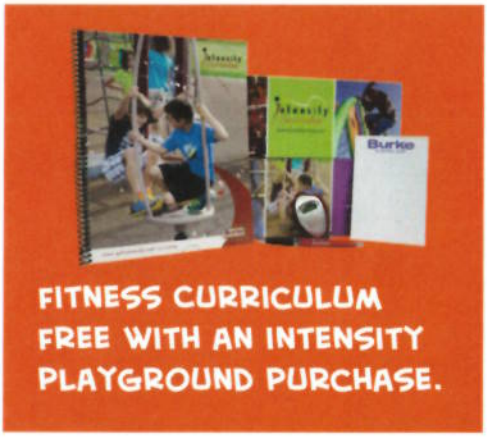
Custom Maintenance Kit

To help maintain a safe, functioning playground we include a custom maintenance schedule, touch-up paint, graffiti remover and carrying case FREE with every playground structure purchase.

Planning & Funding Tools

We provide you with FREE tools to plan your playground from fundraising and design to installing a community build playground. At Burke, we understand the dedication and hard work it takes to raise the funds for playground equipment. That's why we created Funds for Fun, a direct donation fundraising program to help your organization raise the funds it needs for your new playground. We've also partnered with The School Funding Center to provide up-to-date grant information along with expert grant writing services.





Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

FEATURED PLAY EVENTS

Viper Slide

The Viper Slide can't be tamed, but kids love trying! Viper's exciting twisty and fast serpentine action is guaranteed to generate incredible high-energy fun and safe, healthy play.

Steep Peak Climber

Climbers provide several developmental benefits to children, building upper body strength along with boosting balance and coordination while they play.

Sprocket Panel

Create the perfect play area for children with BCI Burke's NEW Interactive Play Panels. The new play panels encourage exploration, interaction and develop fine-motor skills for children with all abilities.

Fierce Cyclone

It challenges children ages 5-12 to utilize their strength and coordination. It helps with the development of kinesthetic awareness as well as focus on proper posture.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

DESIGN SUMMARY

Fun Abounds is very pleased to present this proposal for consideration for the Mulberry Park 2-5 & 5-12 Same Area located in Bellaire. BCI Burke Company, LLC has been providing recreational playground equipment for over 90 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of Bellaire Parks. We believe our proposal will meet or exceed your project's requirements and will deliver the greatest value to you.

The following is a summary of some of the key elements of our proposal:

- Project Name: Mulberry Park 2-5 & 5-12 Same Area
- Project Number: 125-90825-2
- User Capacity: 83
- Age Groups: Ages 2-5 years, 5-12 years
- Dimensions: 66' 9" x 27' 0"
- Designer Name: Joel Schleis

Fun Abounds has developed a custom playground configuration based on the requirements as they have been presented for the Mulberry Park 2-5 & 5-12 Same Area playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, proposal # 125-90825-2 has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

We invite you to review this proposal for the Mulberry Park 2-5 & 5-12 Same Area playground project and to contact us with any questions that you may have.

Thank you in advance for giving us the opportunity to make this project a success.

Burke

SERIES: Intensity, Nucleus

SITE PLAN

DRAWN BY: Joel Schleis

Mulberry Park 2-5 & 5-12 Same Area

700 Mulberry Ln

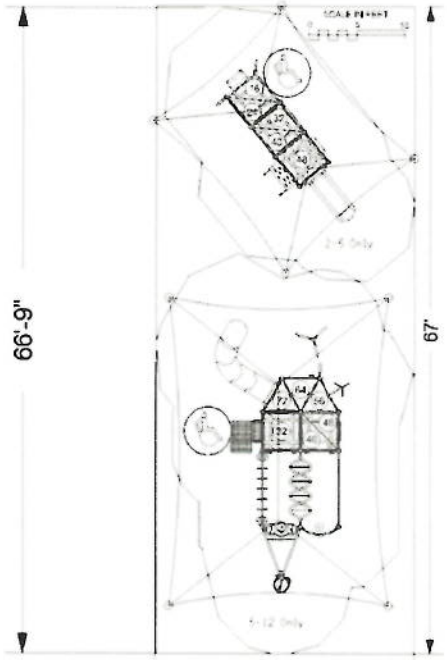
Bellaire, TX 77401

Fun Abounds

125-90825-2

March 09, 2016

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220



ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

NUMBER OF PLAY EVENTS	19	
NUMBER OF ELEVATED PLAY EVENTS	12	
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP	PROVIDED: 0	REQD: 0
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM	PROVIDED: 12	
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM		REQD: 6
NUMBER OF GROUND LEVEL PLAY EVENTS	PROVIDED: 7	REQD: 4
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS	PROVIDED: 5	REQD: 3

WARNING!

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH AND AROUND THIS EQUIPMENT.

FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for Public Playground Safety

PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL

INFORMATION

MINIMUM FALL ZONE SURFACED WITH RESILIENT MATERIAL AREA

1302 SQ.FT.

PERIMETER

200 FT.

STRUCTURE SIZE

66' 9" x 27' 0"

STRUCTURE IS DESIGNED FOR CHILDREN AGES.

- ☐ 6-23 MONTH OLDS
- ☒ 2-5 YEAR OLDS
- ☒ 5-12 YEAR OLDS
- ☐ 13 + YEAR OLDS

NSF NSF

IPEMA CERTIFIED TO ASTM F1487

To verify product certification, visit www.ipema.org

The play components identified in this plan are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification visit www.ipema.org

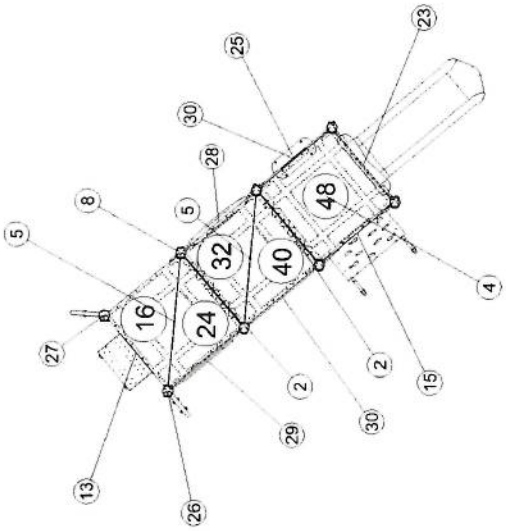
The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

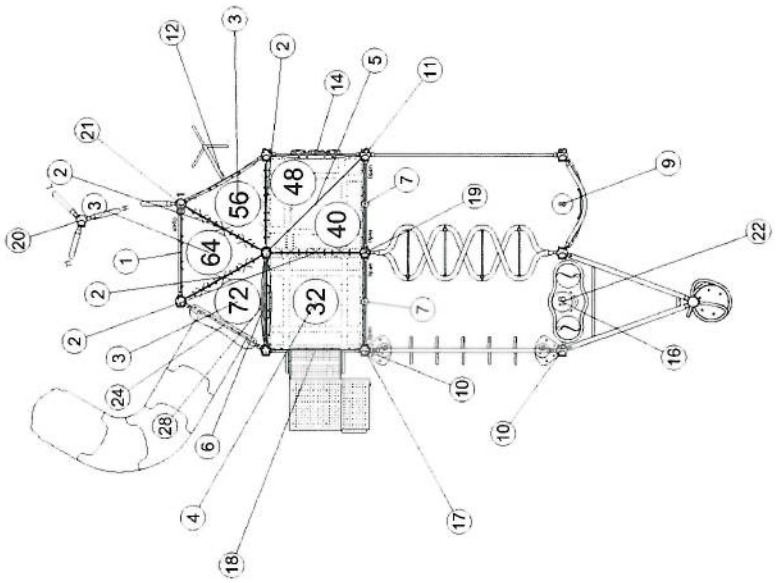
The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ITEM	COMP	DESCRIPTION
1	270-0001	OFFSET ENCLOSURE
2	270-0050	8" CLOSURE PLATE
3	270-0129	TRIANGLE PLATFORM
4	270-0130	SQUARE PLATFORM
5	270-0136	SPLIT SQUARE PLATFORM
6	270-0233	40" PLATFORM TO PLATFORM B
7	270-0266	CENTER MOUNT ENCLOSURE
8	370-0016	GRAB BAR ASSEMBLY
9	370-0026	LIMBER LADDER ROPE CLIMBER
10	370-0027	LAUNCH PAD
11	370-0033	ODYSSEY POST LINK DOUBLE
12	370-0156	ATOM CLIMBER 56"-72"
13	370-0313	SINGLE STEP
14	370-0533	STEEP PEAK CLIMBER 48"
15	370-0567	EXPEDITION CLIMBER 48"
16	370-0576	SPINNER, FIERCE CYCLONE
17	370-0710	TRIANGLE TRAVERSE
18	370-0718	TRANSFER STATION, HANDRAIL
19	370-0808	TWISTING TRAVERSE
20	370-0851	VERTO CLIMBER 3 FS
21	370-0854	VERTO CLIMBER 1
22	470-0101	DYNAMIC PAD
23	470-0507	ROCK'N ROLL SLIDE, 40" - 48"
24	470-0550	VIPER R2 64-72
25	570-0702	CUSTOM PANEL 22 WITH COUN
26	570-0717	RAINDROPS ACTIVITY PANEL
27	570-0718	HYPNO ACTIVITY PANEL
28	570-0797	CHARADE PANEL, ABOVE PLATF
29	570-1679	SPROCKET PANEL, ABOVE PLAT
30	570-1748	FULL COLOR CUSTOM PANEL 41





Burke

March 09, 2016

SERIES: Intensity, Nucleus
COMPONENT PLAN
DRAWN BY: Joel Schleis

Mulberry Park 2-5 & 5-12 Same Area
700 Mulberry Ln
Bellaire, TX 77401

Fun Abounds
125-90825-2

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

The protective surfacing for this design must accomodate the critical fall height.

Burke

March 09, 2016

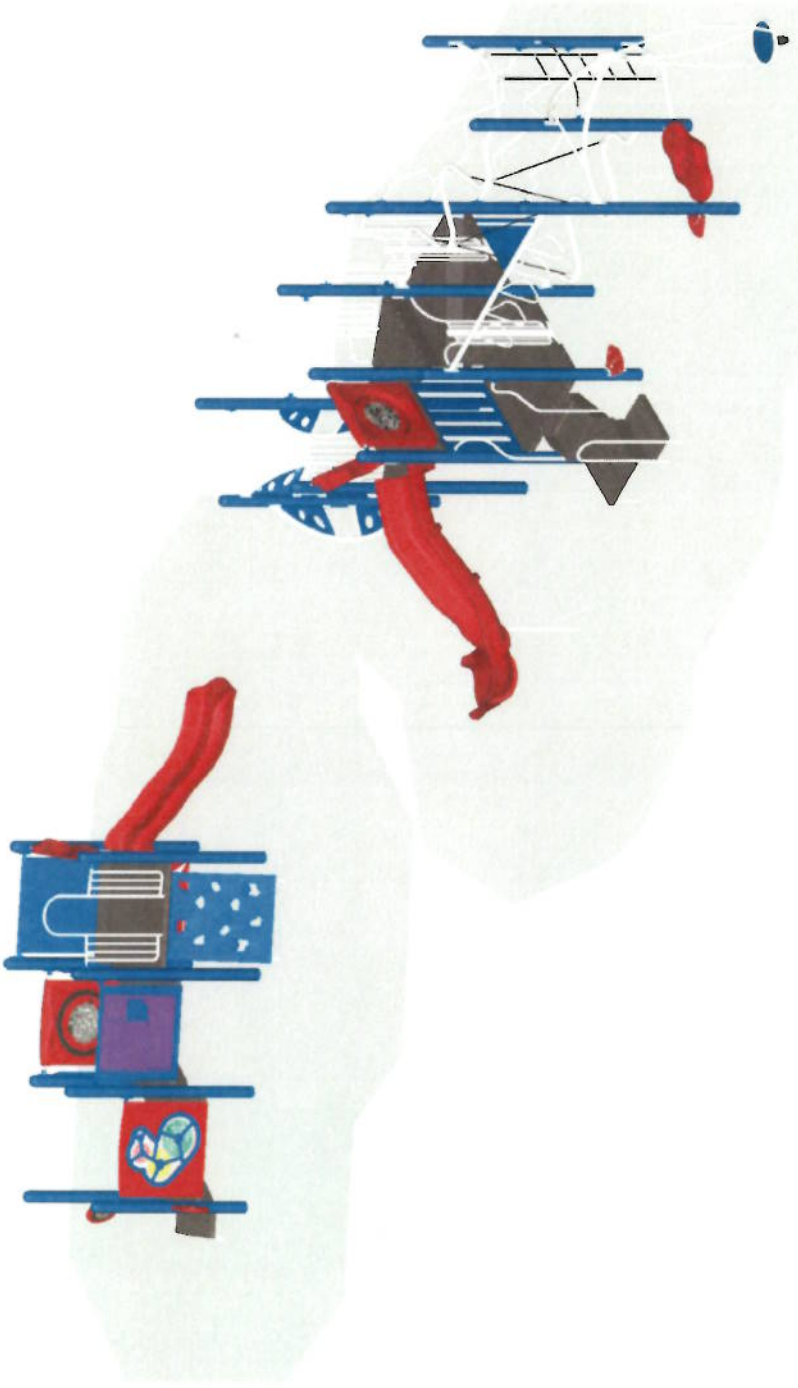
SERIES: Intensity, Nucleus
ELEVATION PLAN
DRAWN BY: Joel Schleis

Mulberry Park 2-5 & 5-12 Same Area
700 Mulberry Ln
Bellaire, TX 77401

Fun Abounds
125-90825-2

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)



Burke

March 09, 2016

SERIES: Intensity, Nucleus
ISOMETRIC PLAN
DRAWN BY: Joel Schleis

Mulberry Park 2-5 & 5-12 Same Area
700 Mulberry Ln
Bellaire, TX 77401

Fun Abounds
125-90825-2

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Burke

Proposal # 125-90825-2

March 09, 2016
2016 Pricing

Proposal Prepared for:
Buster Adams
Bellaire Parks
4337 Edith
Bellaire, TX 77401
Phone:

Project Location:
Mulberry Park 2-5 & 5-12 Same Area
700 Mulberry Ln
Bellaire, TX 77401

Proposal Prepared by:
Fun Abounds
130 Venice
Sugar Land, TX 77478
Phone: 281-793-8002
Fax: 281-265-0043

Brandon Wilburn
Phone: 855-226-8637
Fax:
brandon@fabplaygrounds.com

Component No.	Description	Qty.	User Cap.	Ext. User Cap.	Weight	Ext. Weight
Intensity						
370-0026	LIMBER LADDER ROPE CLIMBER	1	1	1	33	33
370-0027	LAUNCH PAD	2	1	2	9	18
370-0033	ODYSSEY POST LINK DOUBLE	1	4	4	78	78
370-0576	SPINNER, FIERCE CYCLONE	1	3	3	149	149
370-0710	TRIANGLE TRAVERSE	1	2	2	40	40
370-0808	TWISTING TRAVERSE	1	5	5	103	103
470-0101	DYNAMIC PAD	1	2	2	27	27
670-0097	INTENSITY CURRICULUM KIT	1	0	0	2	2
Nucleus						
270-0001	OFFSET ENCLOSURE	1	1	1	30	30
270-0050	8" CLOSURE PLATE	6	0	0	10	60
270-0129	TRIANGLE PLATFORM	3	2	6	48	144
270-0130	SQUARE PLATFORM	2	6	12	106	212
270-0136	SPLIT SQUARE PLATFORM	3	4	12	103	309
270-0233	40" PLATFORM TO PLATFORM BARR...	1	0	0	46	46
270-0266	CENTER MOUNT ENCLOSURE	2	0	0	43	86
370-0016	GRAB BAR ASSEMBLY	1	0	0	6	6
370-0156	ATOM CLIMBER 56"-72"	1	3	3	81	81
370-0313	SINGLE STEP	1	1	1	42	42
370-0533	STEEP PEAK CLIMBER 48"	1	2	2	99	99
370-0567	EXPEDITION CLIMBER 48"	1	2	2	89	89
370-0718	TRANSFER STATION, HANDRAIL 32"	1	4	4	162	162
370-0851	VERTO CLIMBER 3 FS	1	3	3	103	103
370-0854	VERTO CLIMBER 1	1	1	1	35	35
470-0507	ROCK'N ROLL SLIDE, 40" - 48"	1	1	1	107	107
470-0550	VIPER R2 64-72	1	2	2	178	178
570-0702	CUSTOM PANEL 22 WITH COUNTER	1	4	4	40	40
570-0717	RAINDROPS ACTIVITY PANEL	1	2	2	8	8
570-0718	HYPNO ACTIVITY PANEL	1	2	2	9	9
570-0797	CHARADE PANEL, ABOVE PLATFORM	2	2	4	61	122
570-1679	SPROCKET PANEL, ABOVE PLATFORM	1	2	2	64	64
570-1748	FULL COLOR CUSTOM PANEL 41 36...	2	0	0	45	90
600-0104	NPPS SUPERVISION SAFETY KIT	1	0	0	3	3
670-0002	POST ASSEMBLY 5" OD X 107"	3	0	0	58	174
670-0098	MODULAR HARDWARE, NUCLEUS	1	0	0	5	5
670-0099	INSTALLATION KIT, INTENSITY	1	0	0	2	2

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Proposal # 125-90825-2

March 09, 2016
2016 Pricing

670-0103	MAINTENANCE KIT, INTENSITY	1	0	0	0	0
670-0165	POST ASSEMBLY 5" OD X 123"	5	0	0	66	330
670-0166	POST ASSEMBLY 5" OD X 139"	8	0	0	74	592
670-0167	POST ASSEMBLY 5" OD X 147"	3	0	0	78	234
670-0169	POST ASSEMBLY 5" OD X 171"	1	0	0	91	91

Total User Capacity: 83
Total Weight: 4,003 lbs.
Total Price: $43,161

Information is relative to the Mar 9 2016 4:35AM database.

Special Notes:
Prices do not include freight, unloading, material storage, site excavation/preparation, removal of existing equipment, removal of excess soil from footing holes, site security, safety surfacing, installation, or sales tax (if applicable). Prices are based on standard colors per CURRENT YEAR BCI Burke Catalog. Custom colors, where available, would be an extra charge. **Pricing is valid for 45 days from the date of this proposal.**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Mike Giehl, Vice President of Sales
Austin San Antonio
South Central Texas
mike@fabplaygrounds.com
512.636.8260

fun abounds, inc.
130 Venice
Sugar Land, TX. 77478
855-226-8637 phone
281-265-0043 Fax
Leigh Walden, President
lwalden@fabplaygrounds.com
www.fabplaygrounds.com

Brandon Wilburn, Sales
Houston/Southeast Texas
Brandon@fabplaygrounds.com
832.808.2507

Estimate

Date	Estimate #
2/25/2016	2253

We are pleased to provide this estimate for

City of Bellaire
Attn: Buster Adams
7008 S. Rice Avenue
Bellaire, TX 77401

Ship to:

Mulberry Park

Rep	Terms	Project
BMW	Net 30	Mulberry Park

Item	Description	Qty	Rate	Total
	BuyBoard 423-13			
Burke	BCI Burke Custom Playground See drawing 125-90825	1	43,161.00	43,161.00
SunPorts Shade Structure	Hip 32' X 23' X11' Posts (Entry Height)	1	6,547.64	6,547.64
SunPorts Shade Structure	Hip 18' X 21' X11' Posts (Entry Height)	1	3,422.65	3,422.65
	Subtotal of Features			53,131.29
Installation	Installation Playground		10,790.25	10,790.25
Installation	Installation Shade		6,200.00	6,200.00
EWF (Partial)	EWF - Engineered Wood Fiber installation - top off of existing as well as 12" for combining areas	30	64.35	1,930.50
Freight	Freight Playground		2,845.00	2,845.00
Freight	Freight Shade		472.00	472.00
Discount	Discount 10%		-5,378.68	-5,378.68

Thank you for allowing us to submit this proposal.

Subtotal

Sales Tax..

Total

PLEASE NOTE: Order will be placed upon receipt of signed quote or purchase order, color selections, and down payment.
Thank you! We appreciate the opportunity to earn your business!

City of Houston WBE
(Women's Business Enterprise)
Certificate #12-12-11596

Signature

We are proud of a job well done and may spotlight your project on our website or FaceBook. If we do not have your permission to do so, please notify us. Thank you!

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Mike Giehl, Vice President of Sales
Austin San Antonio
South Central Texas
mike@fabplaygrounds.com
512.636.8260

fun abounds, inc.
130 Venice
Sugar Land, TX. 77478
855-226-8637 phone
281-265-0043 Fax
Leigh Walden, President
lwalden@fabplaygrounds.com
www.fabplaygrounds.com

Brandon Wilburn, Sales
Houston/Southeast Texas
Brandon@fabplaygrounds.com
832.808.2507

Estimate

Date	Estimate #
2/25/2016	2253

We are pleased to provide this estimate for

City of Bellaire
Attn: Buster Adams
7008 S. Rice Avenue
Bellaire, TX 77401

Ship to:

Mulberry Park

Rep	Terms	Project
BMW	Net 30	Mulberry Park

Item	Description	Qty	Rate	Total
Note	Pricing is for the above listed equipment only, and does not include additional insured addendum,storage, security, or any applicable taxes, bonds, or permits. Orders canceled after 5 days will be subject to a restocking fee and freight charges as applicable. Price valid for 30 days.		0.00	0.00
Finance Charge	Accounts not paid within 30 days of the date of the invoice are subject to a 1.5% finance charge.		0.00	0.00
Credit Cards	Payments made with credit cards (Visa and Mastercard only) will require an additional 3% service fee.		0.00	0.00
Tax Exempt Form	If you include your tax exempt certificate with payment, will we gladly remove the tax.		0.00	0.00

Thank you for allowing us to submit this proposal.

Subtotal	$69,990.36
Sales Tax.	$0.00
Total	$69,990.36

PLEASE NOTE: Order will be placed upon receipt of signed quote or purchase order, color selections, and down payment.
Thank you! We appreciate the opportunity to earn your business!

City of Houston WBE
(Women's Business Enterprise)
Certificate #12-12-11596

Signature _____

We are proud of a job well done and may spotlight your project on our website or FaceBook. If we do not have your permission to do so, please notify us. Thank you!

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

TESTIMONIALS

"Service, Safety, Quality. Three words I would use to describe the people, business model, and overall organizational standards that inspires the BCI Burke Company. Every organization has a unique set of challenges and goals when it comes to building an educational environment - and from our experience, BCI Burke came to the table ready to work with us as partners to meet those challenges and goals head on.

We chose to work with BCI Burke because we needed a reliable company that would be able to provide nothing less than the highest quality product with our own time limitations. As with most other businesses, we did not have the luxury of making an investment into a project of this magnitude and not feel 100% certain that we had gotten the very best of our dollar. We also had to assure our stakeholders that we would see that investment last the test of time.

BCI Burke offered us superb and consistent customer service, the ability to achieve our goal on a fast timetable, and the confidence that our playground is genuinely the very best in design and safety. This is something that we will showcase in our school for many years to come.

After working with the company, I know personally they are committed to go the extra mile to satisfy your needs. BCI Burke is a master in their field but also provide the customer with an intuitive understanding of service".

Angela H. Brunini
Principal
St. Anthony Catholic School

"I am writing to tell you how much I enjoyed and appreciated working with your local representative...Through the years, I have worked with a number of playground companies, but never with anyone with the professionalism, commitment and follow-through of (your Burke Rep). We are all so excited about our children having the opportunity to play on your wonderful equipment; of course, we want everything! We are so impressed with the many, many possible designs. Thank you for the quality of your equipment and your local representatives."

Nancy Emerson
Director
The Children's Center
Dallas , TX

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

BCI BURKE GENERATIONS WARRANTY®

The Longest and Strongest Warranty in the Industry

BCI Burke Company, LLC ("Burke") warrants that all standard products are warranted to be free from defects in materials and workmanship, under normal use and service, for a period of one (1) year from the date of invoice.

We stand behind our products.
In addition, the following products are warranted, under normal use and service from the date of invoice as follows:

- One Hundred (100) Year Limited Warranty on aluminum and steel upright posts (including Intensity®, Voltage®, Nucleus® and Little Buddies®) against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on KoreKonnect® clamps against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on Hardware (nuts, bolts, washers).
- One Hundred (100) Year Limited Warranty on bolt-through fastening and clamp systems (Voltage®, Intensity®, Nucleus® and Little Buddies®).
- Twenty-Five (25) Year Limited Warranty on spring assemblies and aluminum cast animals.
- Fifteen (15) Year Limited Warranty on main structure platforms and decks, metal roofs, table tops, bench tops, railings, loops and rungs.
- Fifteen (15) Year Limited Warranty on all plastic components including StoneBorders against structural failure due to materials or workmanship.
- Ten (10) Year Limited Warranty on ShadePlay Canopies fabric, threads, and cables against degradation, cracking or material breakdown resulting from ultra-violet exposure, natural deterioration or manufacturing defects. This warranty is limited to the design loads as stated in the specifications.
- Ten (10) Year Limited Warranty on NaturePlay® Boulders and GFRC products against structural failure due to natural deterioration or workmanship. Natural wear, which may occur with any concrete product with age, is excluded from this warranty.
- Ten (10) Year Limited Warranty on Full Color Custom Signage against manufacturing defects that cause delamination or degradation of the sign. Full Color Custom Signs also carry a two (2) year warranty against premature fading of the print and graphics on the signs.
- Five (5) Year Limited Warranty on Intensity® and RopeVenture™ cables against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on swing seats and hangers; Kid Koaster® Trolleys and other moving parts against structural failure due to materials or workmanship.
- Three (3) Year Limited Warranty on electronic panel speakers, sound chips and circuit boards against electronic failure caused by manufacturing defects.

The warranty stated above is valid only if the equipment is erected in conformity with the layout plan and/or installation instructions furnished by BCI Burke Company, LLC using approved parts; have been maintained and inspected in accordance with BCI Burke Company, LLC instructions. Burke's liability and your exclusive remedy hereunder will be limited to repair or replacement of those parts found in Burke's reasonable judgment to be defective. Any claim made within the above stated warranty periods must be made promptly after discovery of the defect. A part is covered only for the original warranty period of the applicable part. Replacement parts carry the applicable warranty from the date of shipment of the replacement from Burke. After the expiration of the warranty period, you must pay for all parts, transportation and service charges.

Burke reserves the right to accept or reject any claim in whole or in part. Burke will not accept the return of any product without its prior written approval. Burke will assume transportation charges for shipment of the returned product if it is returned in strict compliance with Burke's written instructions.

THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IF THE FOREGOING DISCLAIMER OF ADDITIONAL WARRANTIES IS NOT GIVEN FULL FORCE AND EFFECT, ANY RESULTING ADDITIONAL WARRANTY SHALL BE LIMITED IN DURATION TO THE EXPRESS WARRANTIES AND BE OTHERWISE SUBJECT TO AND LIMITED BY THE TERMS OF BURKE'S PRODUCT WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OF CERTAIN IMPLIED WARRANTIES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

Warranty Exclusions: The above stated warranties do not cover: "cosmetic" defects, such as scratches, dents, marring, or fading; damage due to incorrect installation, vandalism, misuse, accident, wear and tear from normal use, exposure to extreme weather; immersion in salt or chlorine water, unauthorized repair or modification, abnormal use, lack of maintenance, or other cause not within Burke's control; and

Limitation of Remedies: Burke is not liable for consequential or incidental damages, including but not limited to labor costs or lost profits resulting from the use of or inability to use the products or from the products being incorporated in or becoming a component of any other product. If, after a reasonable number of repeated efforts, Burke is unable to repair or replace a defective or nonconforming product, Burke shall have the option to accept return of the product, or part thereof, if such does not substantially impair its value, and return the purchase price as the buyer's entire and exclusive remedy. Without limiting the generality of the foregoing, Burke will not be responsible for labor costs involved in the removal of products or the installation of replacement products. Some states do not allow the exclusion of incidental damages, so the above exclusion may not apply to you.

For more information regarding the warranty, call Customer Service at 920-921-9220 or 1-800-356-2070. **01/2016**

COLORS THAT MOVE YOU

Powder Coat Paint

Green
Olive
Lime
Sky
Blue
Navy
Purple
Burgundy
Red
Orange
Yellow
Gold
Tan
Brown
Black
Silver
White

Shade Canopies

Green
Blue
Red
Yellow
NEW Lime
Sand
NEW Gray

RockIt

Sandstone
Granite

Vinyl Site Amenities

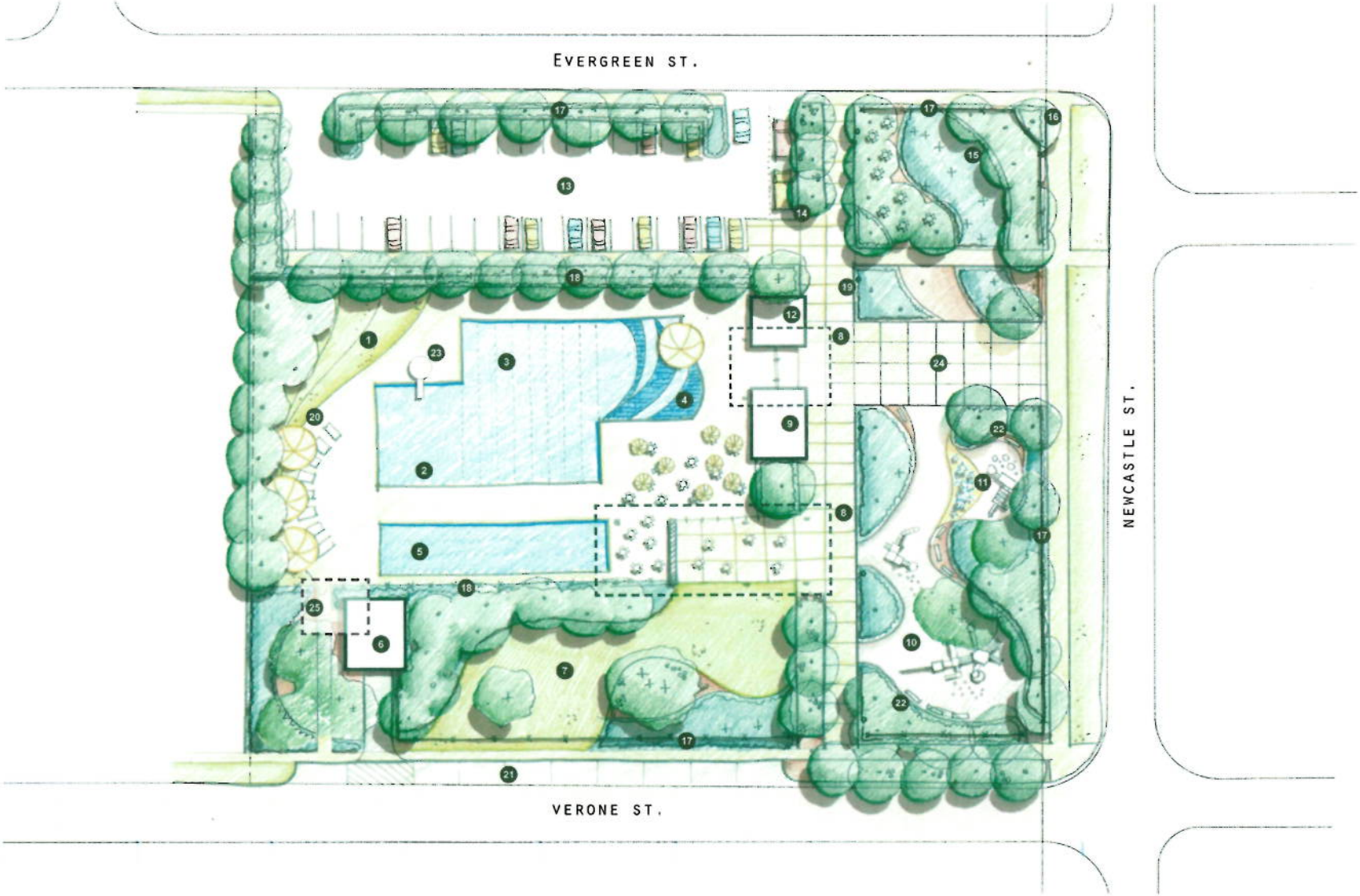
Green
Blue
Red
Tan
Brown
Black

Platforms

Blue
Brown
Recycled Plastic

VISIT BCIBURKE.COM/COLORSELECTION TO CUSTOMIZE YOUR PLAYGROUND COLORS!

EVERGREEN PARK MASTER PLAN



LEGEND

1. Sunning Lawn
2. Deep End
3. Lap Swimming
4. Beach Entry
5. Existing Therapy Pool
6. Enclosed Pool Equipment
7. Lawn
8. Pavilion
9. Dual Access Restrooms
10. Playground Area
11. Sprayground or Playground
12. Pool Entry Building
13. Parking Lot
14. Food Truck Staging
15. Tree Grove
16. Existing Trail
17. 42" Tubular Steel Fence
18. 6' Tubular Steel Fence
19. Ornamental Pole Lights
20. Oversized Umbrellas
21. Parallel Parking
22. Bench Seating
23. Pool Slide
24. Entry Plaza
25. Therapy Pool Entrance

0 20 40 60

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

EVERGREEN PARK PERSPECTIVE

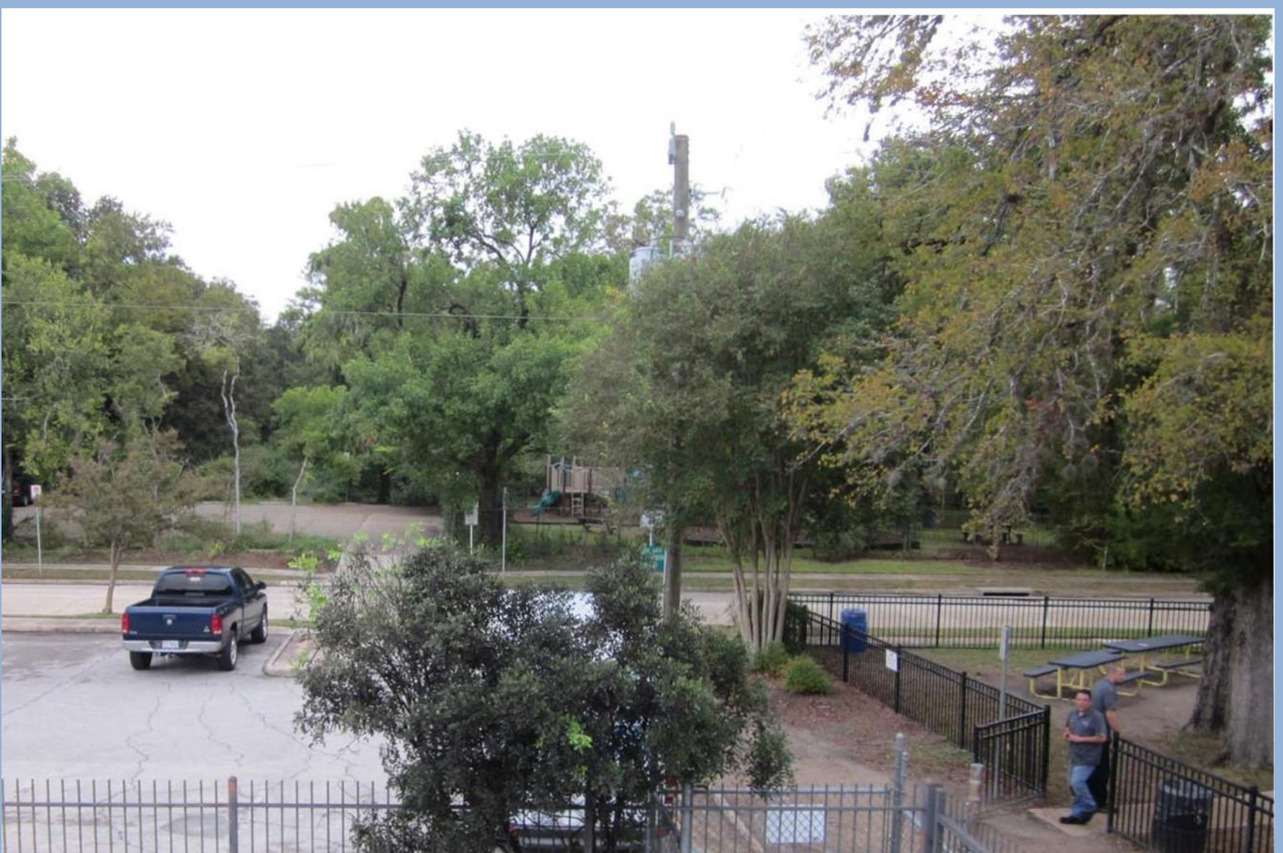
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Evergreen Park Master Plan

Master Plan Prepared By:
Clark Condon
City of Bellaire
January 20, 2016

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CONCEPT DEVELOPMENT

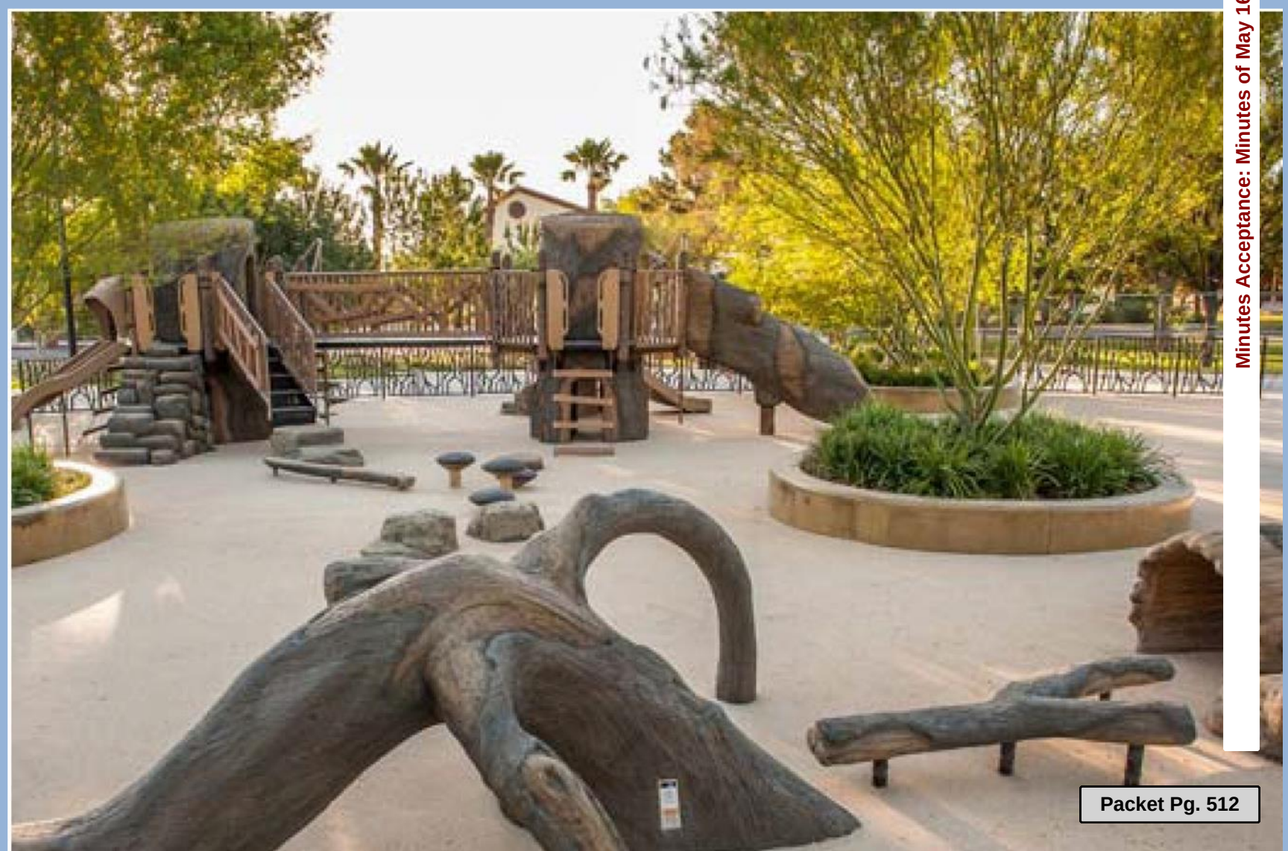
PRECEDENTS

PROGRAMMING

CONCEPT

MASTERPLAN

NO DIVING
ALLOWED



AZUCAR
LATIN AMERICAN CUISINE

MOVEABLE SEATING

Active play

RESTROOMS

SITE LIGHTING **POOL** COVERED EVENT SPACE

THERAPY POOL

THEMED PLAY GROUND

PASSIVE RECREATION

SPRAY GROUND

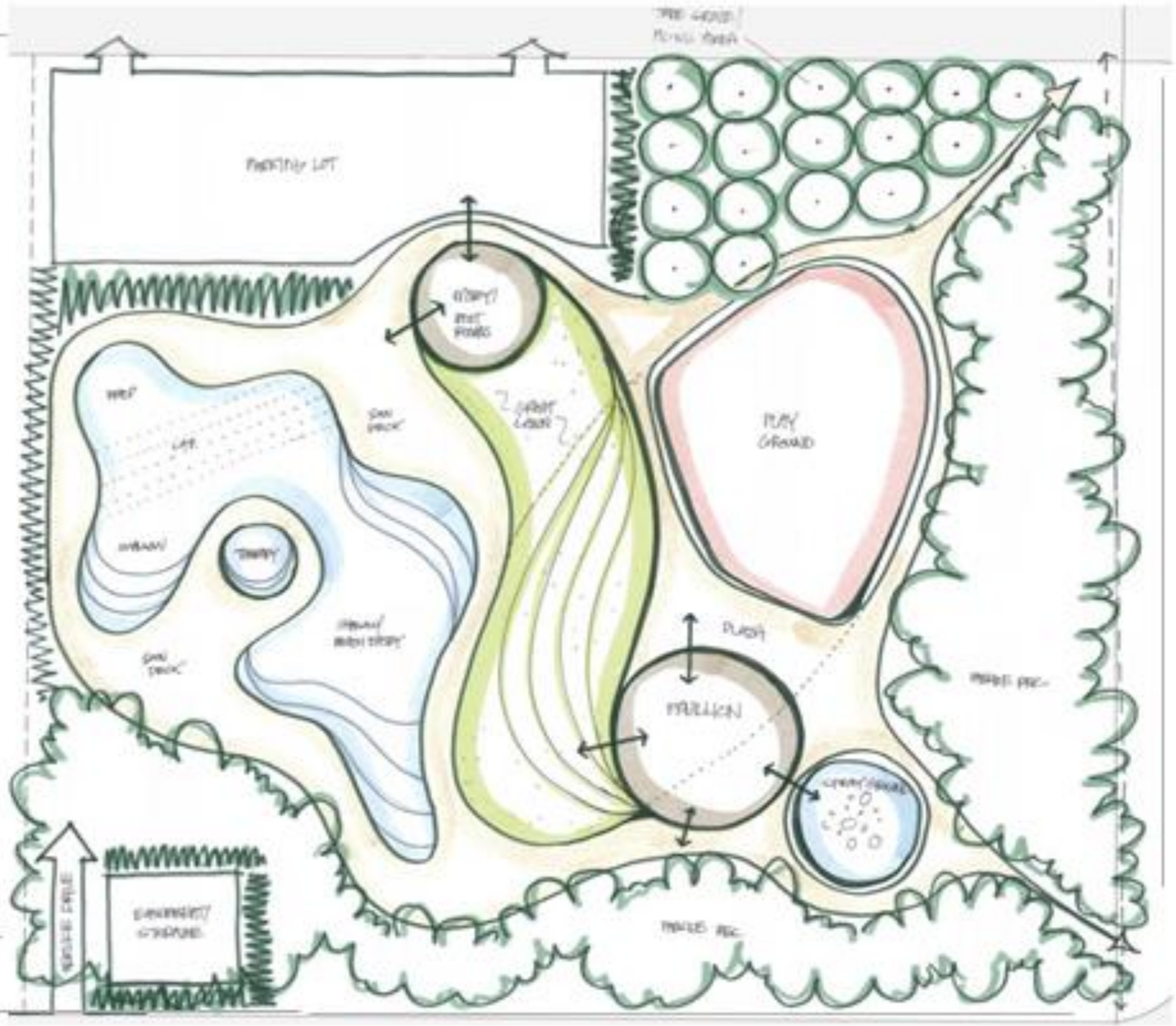
FOOD TRUCK PARKING

Family gatherings

LARGE PLANTING GESTURES

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

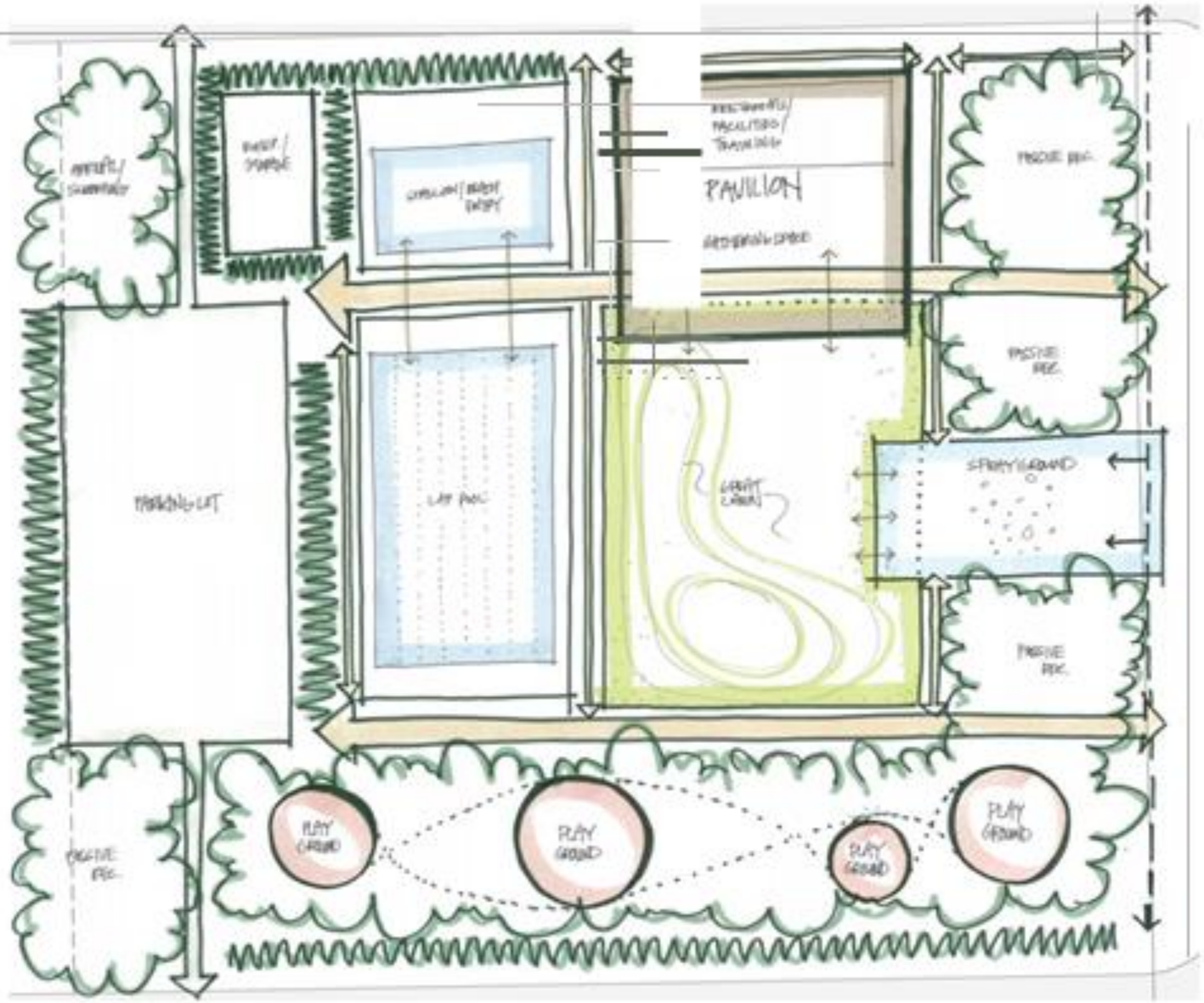
EVERGREEN PARK CONCEPT



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

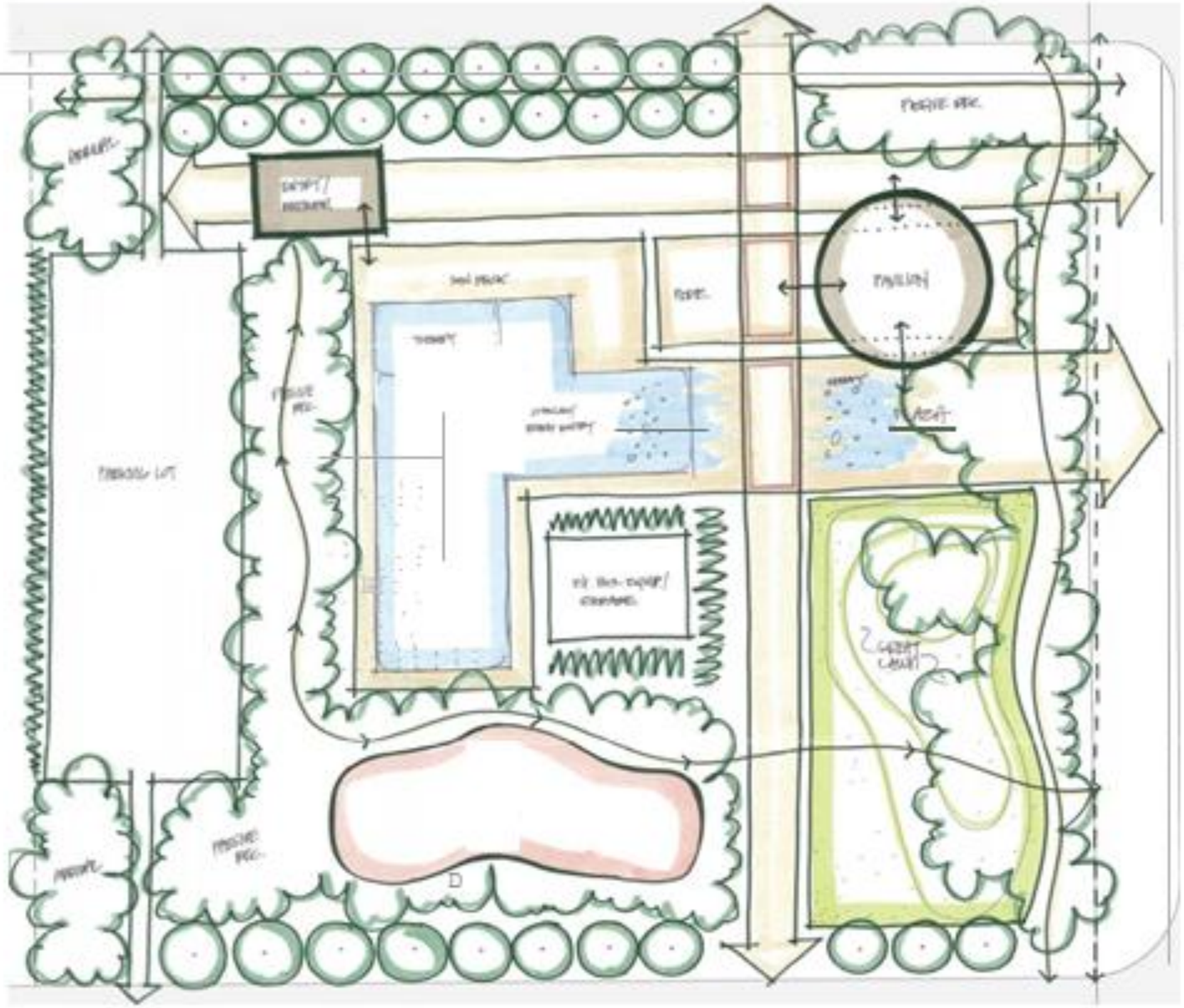
EVERGREEN PARK CONCEPT

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)



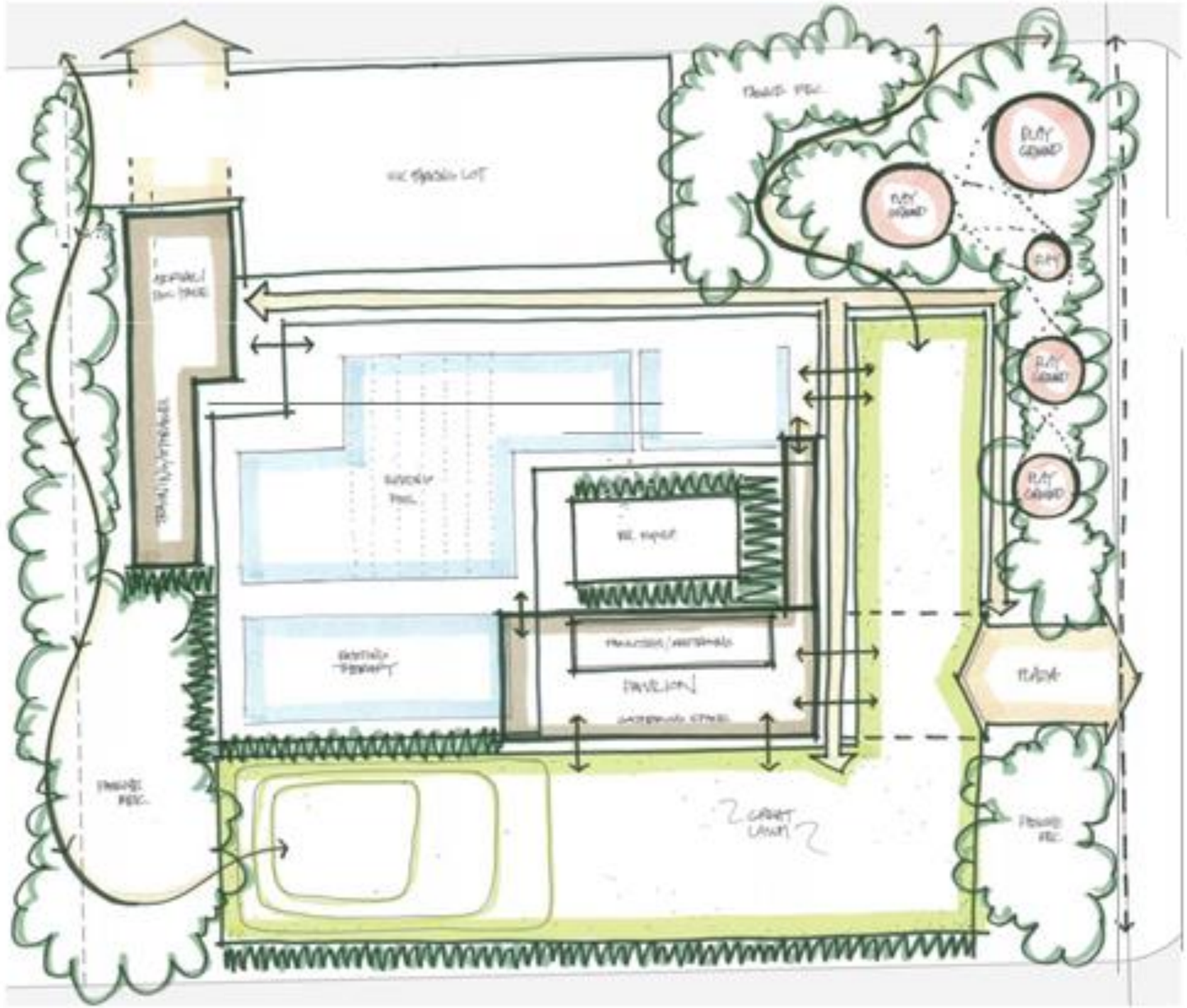
EVERGREEN PARK CONCEPT

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)



EVERGREEN PARK CONCEPT

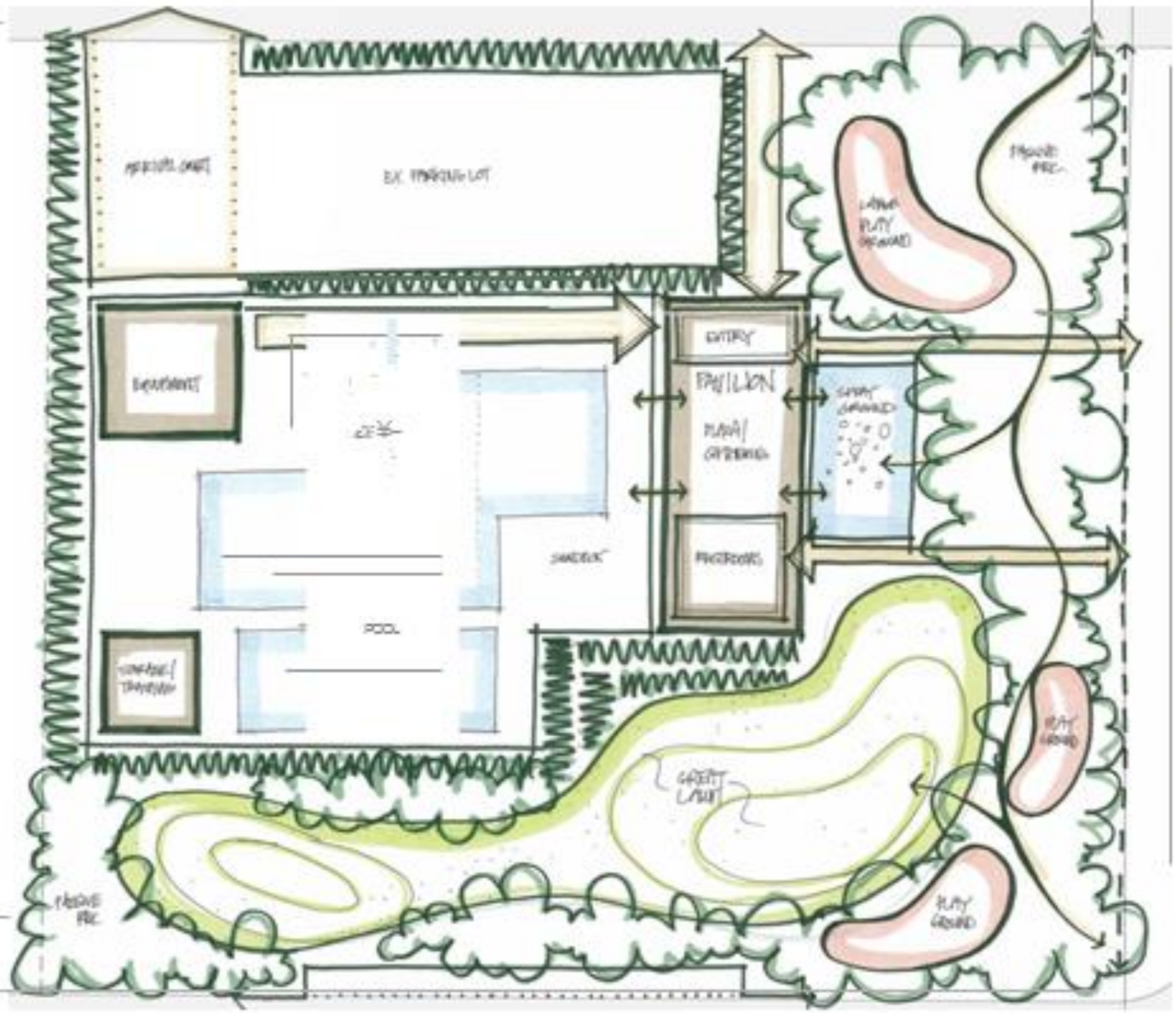
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)



EVERGREEN PARK CONCEPT

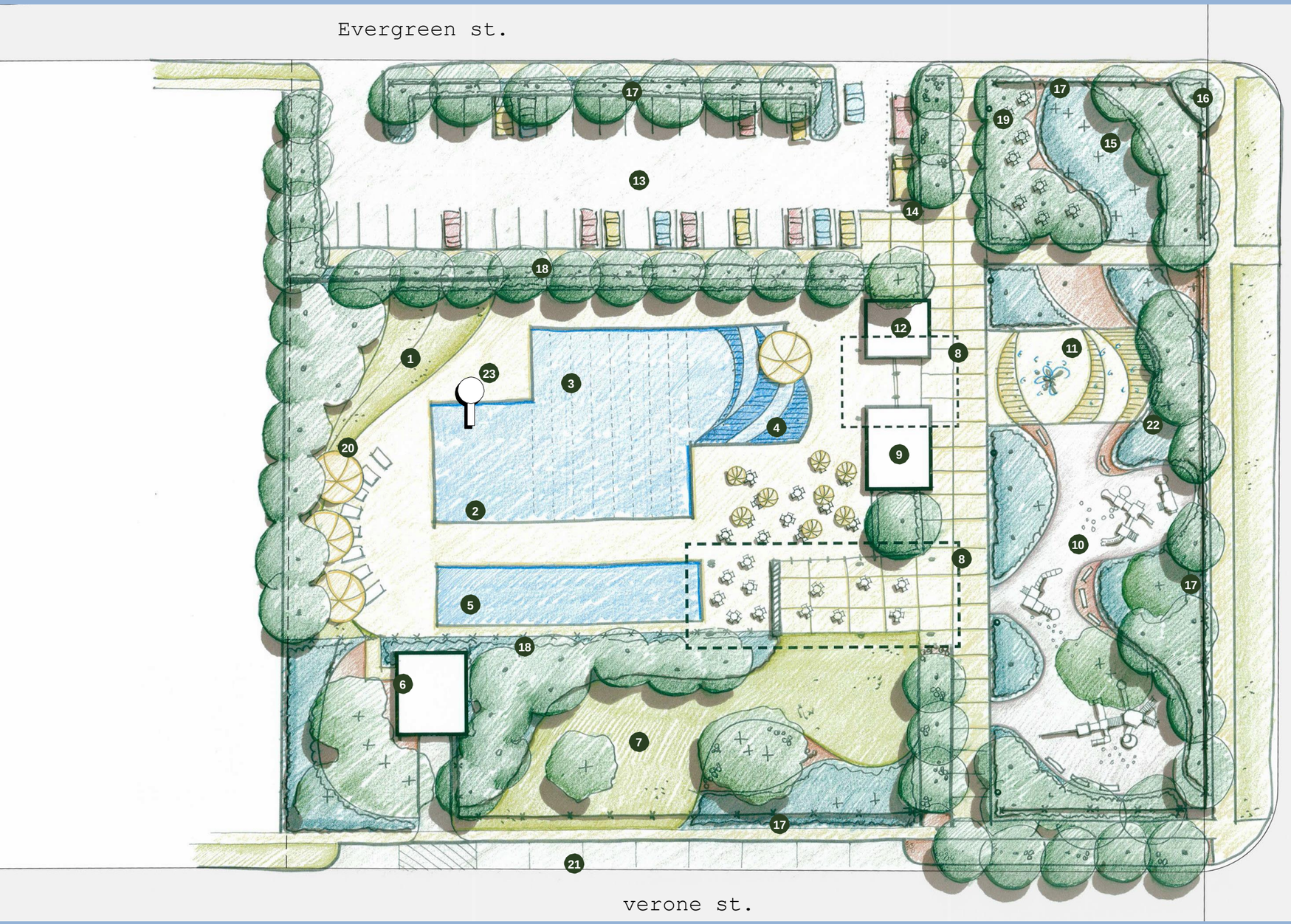
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

EVERGREEN PARK CONCEPT



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

EVERGREEN PARK MASTER PLAN

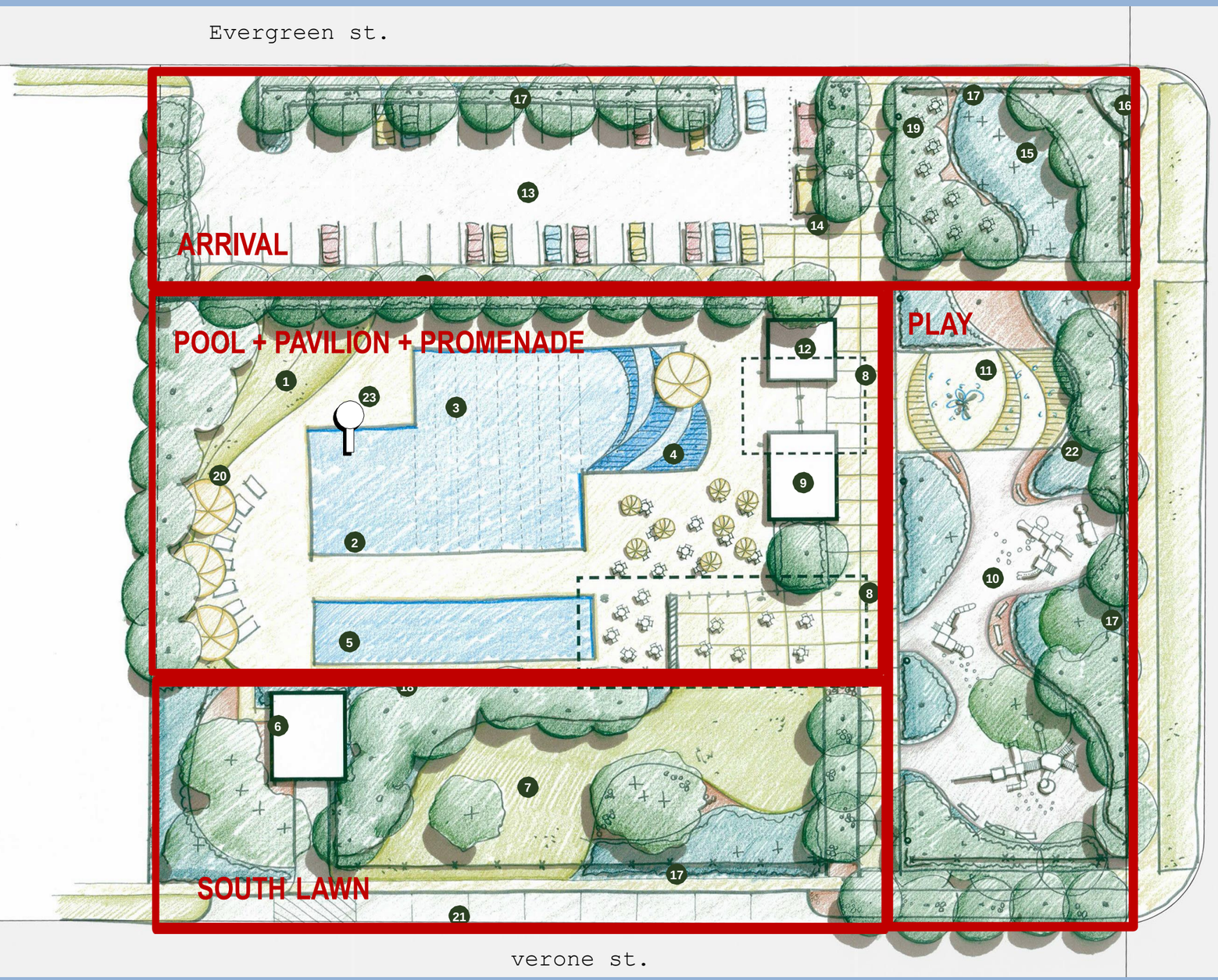


LEGEND

1. Sunning Lawn
2. Deep End
3. Lap Swimming
4. Beach Entry
5. Existing Therapy Pool
6. Enclosed Pool Equipment
7. Lawn
8. Pavilion
9. Dual Access Restrooms
10. Playground Area
11. Spray Ground
12. Pool Entry Building
13. Parking Lot
14. Food Truck Staging
15. Tree Grove
16. Existing Trail
17. 42” Tubular Steel Fence
18. 6’ Tubular Steel Fence
19. Ornamental Pole Lights
20. Oversized Umbrellas
21. Parallel Parking
22. Bench Seating
23. Pool Slide

0 20 40 60

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)



LEGEND

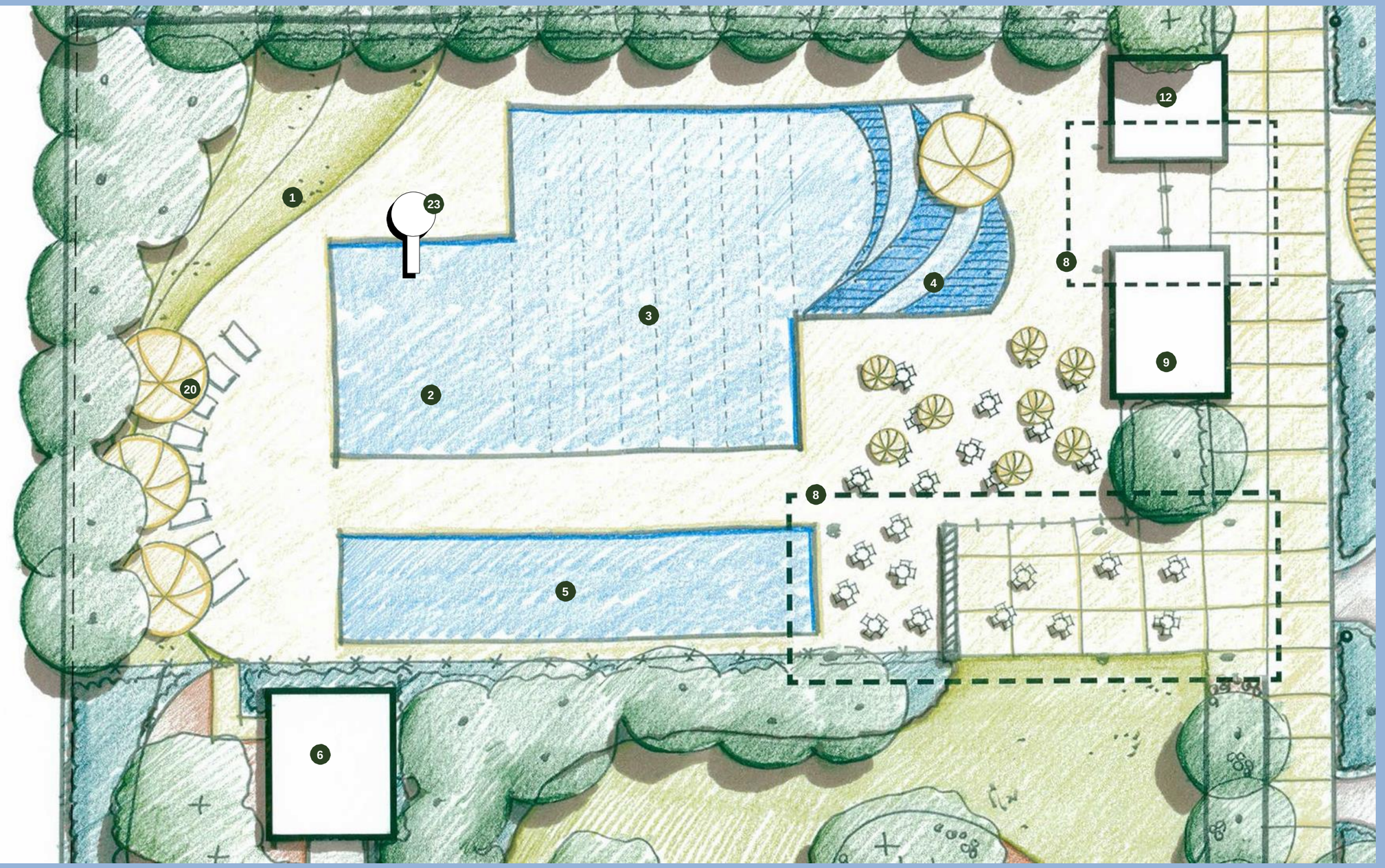
1. Sunning Lawn
2. Deep End
3. Lap Swimming
4. Beach Entry
5. Existing Therapy Pool
6. Enclosed Pool Equipment
7. Lawn
8. Pavilion
9. Dual Access Restrooms
10. Playground Area
11. Spray Ground
12. Pool Entry Building
13. Parking Lot
14. Food Truck Staging
15. Tree Grove
16. Existing Trail
17. 42” Tubular Steel Fence
18. 6’ Tubular Steel Fence
19. Ornamental Pole Lights
20. Oversized Umbrellas
21. Parallel Parking
22. Bench Seating
23. Pool Slide

0 20 40 60

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

The approximate construction cost for Evergreen Pak is $4,600,000.
All estimated construction costs are based on 2015 prices.

POOL + PAVILION + PROMENADE



LEGEND

1. Sunning Lawn
2. Deep End
3. Lap Swimming
4. Beach Entry
5. Existing Therapy Pool
6. Enclosed Pool Equipment
7. Lawn
8. Pavilion
9. Dual Access Restrooms
10. Playground Area
11. Spray Ground
12. Pool Entry Building
13. Parking Lot
14. Food Truck Staging
15. Tree Grove
16. Existing Trail
17. 42” Tubular Steel Fence
18. 6’ Tubular Steel Fence
19. Ornamental Pole Lights
20. Oversized Umbrellas
21. Parallel Parking
22. Bench Seating
23. Pool Slide

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

The approximate construction cost for Pool + Pavilion + Promenade is $3,150,000.
All estimated construction costs are based on 2015 prices.

PLAY

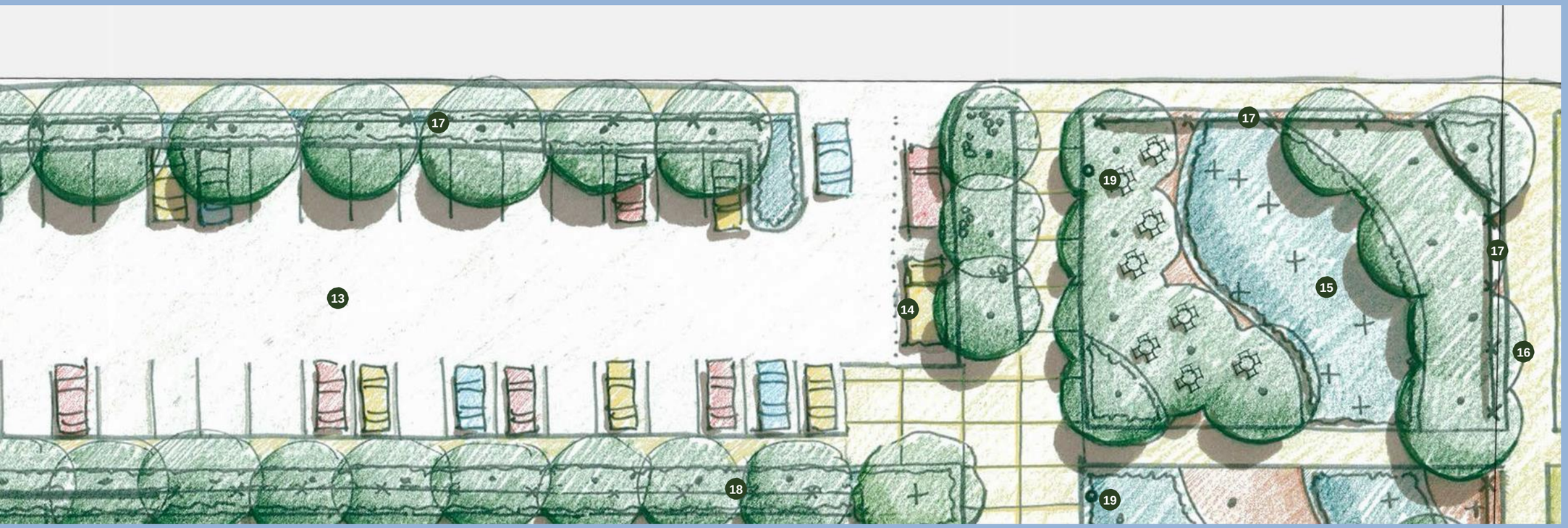
LEGEND

1. Sunning Lawn
2. Deep End
3. Lap Swimming
4. Beach Entry
5. Existing Therapy Pool
6. Enclosed Pool Equipment
7. Lawn
8. Pavilion
9. Dual Access Restrooms
10. Playground Area
11. Spray Ground
12. Pool Entry Building
13. Parking Lot
14. Food Truck Staging
15. Tree Grove
16. Existing Trail
17. 42” Tubular Steel Fence
18. 6’ Tubular Steel Fence
19. Ornamental Pole Lights
20. Oversized Umbrellas
21. Parallel Parking
22. Bench Seating
23. Pool Slide

The approximate construction cost for Play is $960,000.
All estimated construction costs are based on 2015 prices.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ARRIVAL



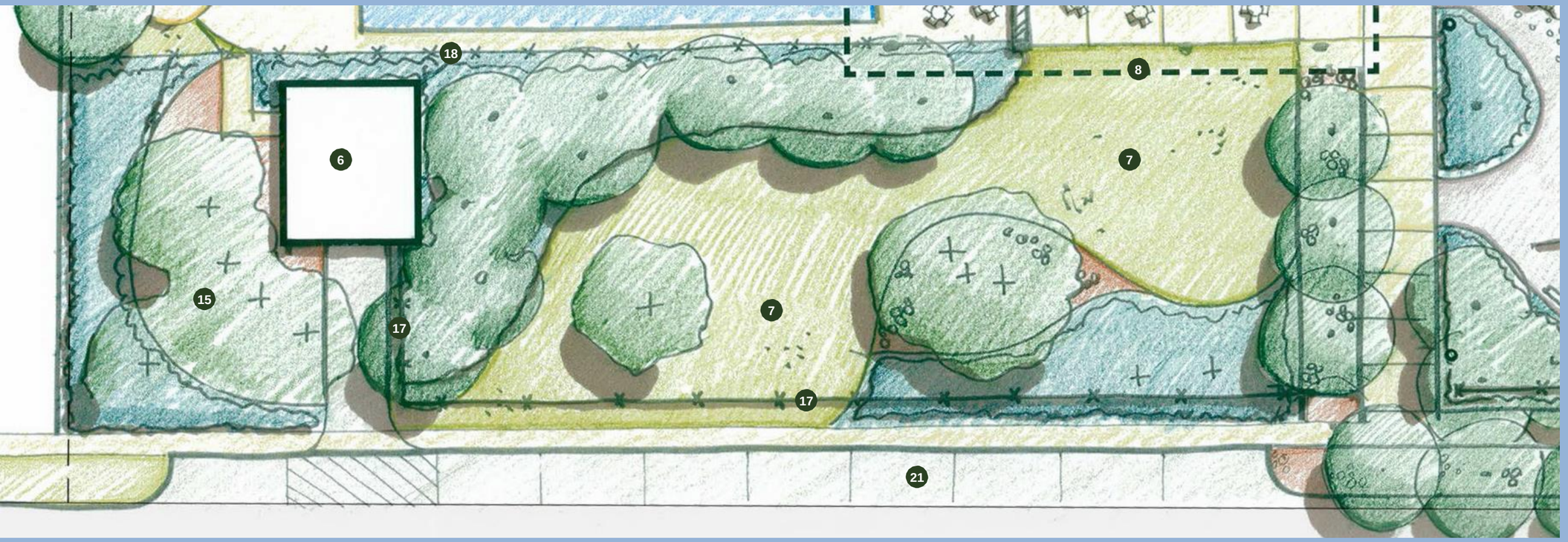
LEGEND

1. Sunning Lawn
2. Deep End
3. Lap Swimming
4. Beach Entry
5. Existing Therapy Pool
6. Enclosed Pool Equipment
7. Lawn
8. Pavilion
9. Dual Access Restrooms
10. Playground Area
11. Spray Ground
12. Pool Entry Building
13. Parking Lot
14. Food Truck Staging
15. Tree Grove
16. Existing Trail
17. 42” Tubular Steel Fence
18. 6’ Tubular Steel Fence
19. Ornamental Pole Lights
20. Oversized Umbrellas
21. Parallel Parking
22. Bench Seating
23. Pool Slide

The approximate construction cost for Arrival is $250,000.
All estimated construction costs are based on 2015 prices.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

SOUTH LAWN



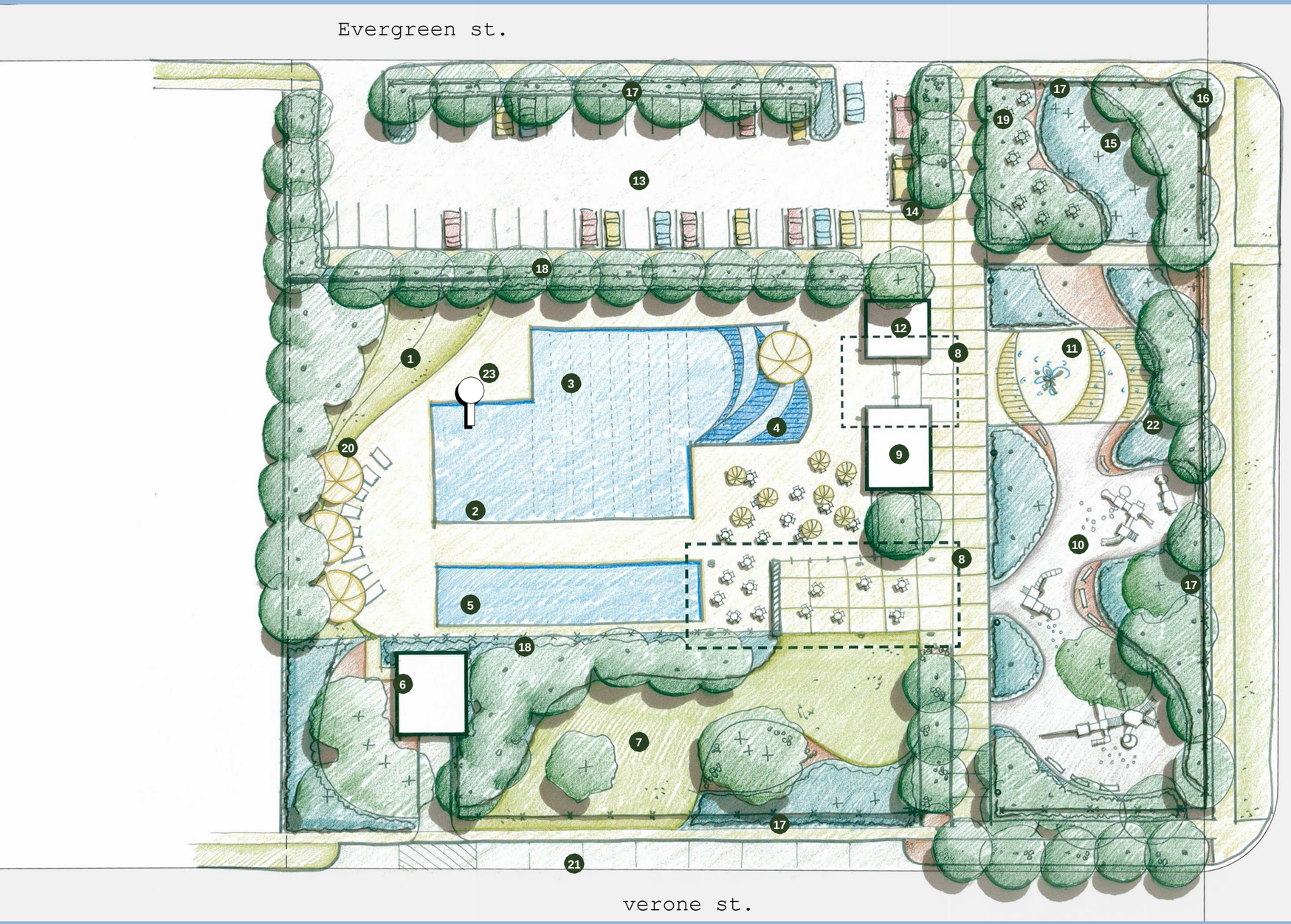
LEGEND

1. Sunning Lawn
2. Deep End
3. Lap Swimming
4. Beach Entry
5. Existing Therapy Pool
6. Enclosed Pool Equipment
7. Lawn
8. Pavilion
9. Dual Access Restrooms
10. Playground Area
11. Spray Ground
12. Pool Entry Building
13. Parking Lot
14. Food Truck Staging
15. Tree Grove
16. Existing Trail
17. 42” Tubular Steel Fence
18. 6’ Tubular Steel Fence
19. Ornamental Pole Lights
20. Oversized Umbrellas
21. Parallel Parking
22. Bench Seating
23. Pool Slide

The approximate construction cost for South Lawn is $240,000. All estimated construction costs are based on 2015 prices.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

EVERGREEN PARK MASTER PLAN



LEGEND

1. Sunning Lawn
2. Deep End
3. Lap Swimming
4. Beach Entry
5. Existing Therapy Pool
6. Enclosed Pool Equipment
7. Lawn
8. Pavilion
9. Dual Access Restrooms
10. Playground Area
11. Spray Ground
12. Pool Entry Building
13. Parking Lot
14. Food Truck Staging
15. Tree Grove
16. Existing Trail
17. 42” Tubular Steel Fence
18. 6’ Tubular Steel Fence
19. Ornamental Pole Lights
20. Oversized Umbrellas
21. Parallel Parking
22. Bench Seating
23. Pool Slide

0 20 40 60

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

EVERGREEN PARK PERSPECTIV E

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, GRANTING A CODE SUSPENSION FOR THE BELLAIRE LITTLE LEAGUE RELATING TO A REQUEST TO WAIVE ALCOHOL RESTRICTIONS IN MULBERRY PARK FOR A FUNDRAISING EVENT ON MAY 21, 2016.

WHEREAS, the use and consumption of alcohol within Mulberry Park is prohibited pursuant to Section 3-3 of the Bellaire Code of Ordinances; and

WHEREAS, by letter dated April 18, 2016, the Bellaire Little League has requested that the City Council waive or suspend the provisions of the Bellaire City Code relating to the use and consumption of alcohol beverages in Mulberry Park for a fundraising event hosted by the Bellaire Little League on May 21, 2016, from 4:00 PM to 10:00 PM to support the renovation project of Furler Field; and

WHEREAS, the Bellaire Little League is a not-for-profit youth sports organization that works to enhance positive community involvement through baseball within the City of Bellaire, Texas; and

WHEREAS, the City Council of the City of Bellaire, Texas, finds that granting the request of the Bellaire Little League assists the mission of raising funds to renovate Furler Field in Mulberry Park and, in turn, directly benefits the City of Bellaire, Texas; **NOW, THEREFORE,**

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

1. The recitals set forth above are found to be true and correct.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

2. The City Council of the City of Bellaire, Texas hereby suspends the application of Section 3-3 of the Bellaire Code of Ordinances for a fundraising event hosted by Bellaire Little League on May 21, 2016 from 4:00 PM to 10:00 PM to support the renovation project of Furler Field at Mulberry Park.

3. The suspension provided for in paragraph 2 above is subject to and contingent upon the City Manager's approval of the date of the event and, as it relates to alcohol, compliance with the requirements of Section 3-5 of the Bellaire Code of Ordinances relating to the permit procedures for the use and consumption of alcoholic beverages in City-Owned public places.

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

PASSED, APPROVED and **ADOPTED** this, the 2nd day of May, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

RESOLUTION NO. 16-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING THE AUTHORIZED REPRESENTATIVES FOR THE CITY OF BELLAIRE, TEXAS, FOR PURPOSES OF TRANSMITTING FUNDS FOR INVESTMENT IN THE TEXAS LOCAL GOVERNMENT INVESTMENT POOLS (TEXPOOL /TEXPOOL *PRIME*), WITHDRAWING FUNDS FROM TEXPOOL, ISSUING LETTERS OF INSTRUCTION, AND TAKING ALL OTHER ACTIONS DEEMED NECESSARY OR APPROPRIATE FOR THE INVESTMENT OF LOCAL FUNDS.

WHEREAS, the City of Bellaire, Texas ("Participant"), Location Number 78443, is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interests of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the *Public Funds Investment Act*; and

WHEREAS, the Texas Local Government Investment Pools (TexPool/TexPool *Prime*), public funds investment pools, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the *Public Funds Investment Act*; **NOW, THEREFORE,**

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

A. **THAT** effective on May 2, 2016 the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool/TexPool *Prime*, to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. **THAT** the Participant may, by Amending Resolution signed by an Authorized Representative of the Participant, add or remove an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant.

C. **THAT** the list of Authorized Representatives of the Participant, each of which will be issued a personal identification number to transact business with TexPool/TexPool *Prime*, is as follows:

1. **Name:** **Paul A. Hofmann**
Title: **City Manager**

Signature: _____
Phone Number: **(713) 662-8228**

2. **Name:** **William Mize**
Title: **Accounting Manager**

Signature: _____
Phone Number: **(713) 662-8261**

3. **Name:** **Terrence Beaman**
Title: **Chief Financial Officer**

Signature: _____

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Phone Number: (713) 662-8251

D. THAT the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements is:

Name:	**Terrence Beaman**
Email Address:	**tbeaman@bellairetx.gov**
Fax Number:	**(713) 662-8264**

E. THAT this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant and until TexPool/TexPool *Prime* receives a copy of any such amendment or revocation.

PASSED, APPROVED, and **ADOPTED** by the Participant at its Regular Session held on May 2, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

RESOLUTION NO. 16-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING THE AUTHORIZED REPRESENTATIVES FOR THE CITY OF BELLAIRE, TEXAS, FOR PURPOSES OF TRANSMITTING FUNDS FOR INVESTMENT IN THE TEXAS SHORT TERM ASSET RESERVE PROGRAM (TEXSTAR), WITHDRAWING FUNDS FROM TEXSTAR, ISSUING LETTERS OF INSTRUCTION, AND TAKING ALL OTHER ACTIONS DEEMED NECESSARY OR APPROPRIATE FOR THE INVESTMENT OF LOCAL FUNDS.

WHEREAS, the City of Bellaire, Texas ("Participant"), Location Number 78443, is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interests of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the *Public Funds Investment Act*; and

WHEREAS, the Texas Short Term Asset Reserve Program (TexSTAR), a public funds investment pool, was created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the *Public Funds Investment Act*; **NOW, THEREFORE,**

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

A. THAT effective May 2, 2016, the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexSTAR, to withdraw

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. **THAT** the Participant may, by Amending Resolution signed by an Authorized Representative of the Participant, add or remove an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant.

C. **THAT** the list of Authorized Representatives of the Participant, each of which will be issued a personal identification number to transact business with TexSTAR, is as follows:

1.	**Name:**	**Paul A. Hofmann**
	Title:	**City Manager**
	Signature:	_____
	Phone Number:	**(713) 662-8228**
2.	**Name:**	**William Mize**
	Title:	**Accounting Manager**
	Signature:	_____
	Phone Number:	**(713) 662-8261**
3.	**Name:**	**Terrence Beaman**
	Title:	**Chief Financial Officer**
	Signature:	_____
	Phone Number:	**(713) 662-8251**

D. **THAT** the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements is:

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Name:	**Terrence Beaman**
Email Address:	**tbeaman@bellairetx.gov**
Facsimile Number:	**(713) 662-8264**

E. **THAT** this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant and until TexSTAR receives a copy of any such amendment or revocation.

PASSED, APPROVED, and **ADOPTED** by the Participant at its Regular Session held on May 2, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

RESOLUTION NO. 16-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING THE AUTHORIZED REPRESENTATIVES FOR THE CITY OF BELLAIRE, TEXAS, FOR PURPOSES OF TRANSMITTING FUNDS FOR INVESTMENT IN THE TEXASTERM LOCAL GOVERNMENT INVESTMENT POOL (TEXASTERM), WITHDRAWING FUNDS FROM TEXASTERM, ISSUING LETTERS OF INSTRUCTION, AND TAKING ALL OTHER ACTIONS DEEMED NECESSARY OR APPROPRIATE FOR THE INVESTMENT OF LOCAL FUNDS.

WHEREAS, the City of Bellaire, Texas ("Participant"), Location Number 78443, is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interests of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the *Public Funds Investment Act*; and

WHEREAS, the TexasTERM Local Government Investment Pool (TexasTERM), a public funds investment pool, was created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the *Public Funds Investment Act*; **NOW, THEREFORE,**

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

A. THAT effective May 2, 2016, the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

each hereby authorized to transmit funds for investment in TexasTERM, to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. **THAT** the Participant may, by Amending Resolution signed by an Authorized Representative of the Participant, add or remove an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant.

C. **THAT** the list of Authorized Representatives of the Participant, each of which will be issued a personal identification number to transact business with TexasTERM, is as follows:

1.	**Name:**	**Paul A. Hofmann**
	Title:	**City Manager**
	Signature:	_____
	Phone Number:	**(713) 662-8228**
2.	**Name:**	**William Mize**
	Title:	**Accounting Manager**
	Signature:	_____
	Phone Number:	**(713) 662-8261**
3.	**Name:**	**Terrence Beaman**
	Title:	**Chief Financial Officer**
	Signature:	_____
	Phone Number:	**(713) 662-8251**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

D. **THAT** the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements is:

Name:	**Terrence Beaman**
Email Address:	**tbeaman@bellairetx.gov**
Facsimile Number:	**(713) 662-8264**

E. **THAT** this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant and until TexasTERM receives a copy of any such amendment or revocation.

PASSED, APPROVED, and **ADOPTED** by the Participant at its Regular Session held on May 2, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ELM STREET SPEED/TRAFFIC CITY COUNCIL PETITION REQUEST

MONDAY, JANUARY 26, 2015

7008 S RICE AVENUE, BELLAIRE, TX 77401

PRESENTERS

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

BACKGROUND

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

WHY ARE ELM STREET RESIDENTS CONCERNED

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

Other Examples Events:

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

OVERVIEW OF PUBLIC MEETING HELD IN EARLY DECEMBER

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

ACTIONS TAKEN BY CITY IN LAST 18 MONTHS

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

LIMITATIONS OF STOP SIGNS

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

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

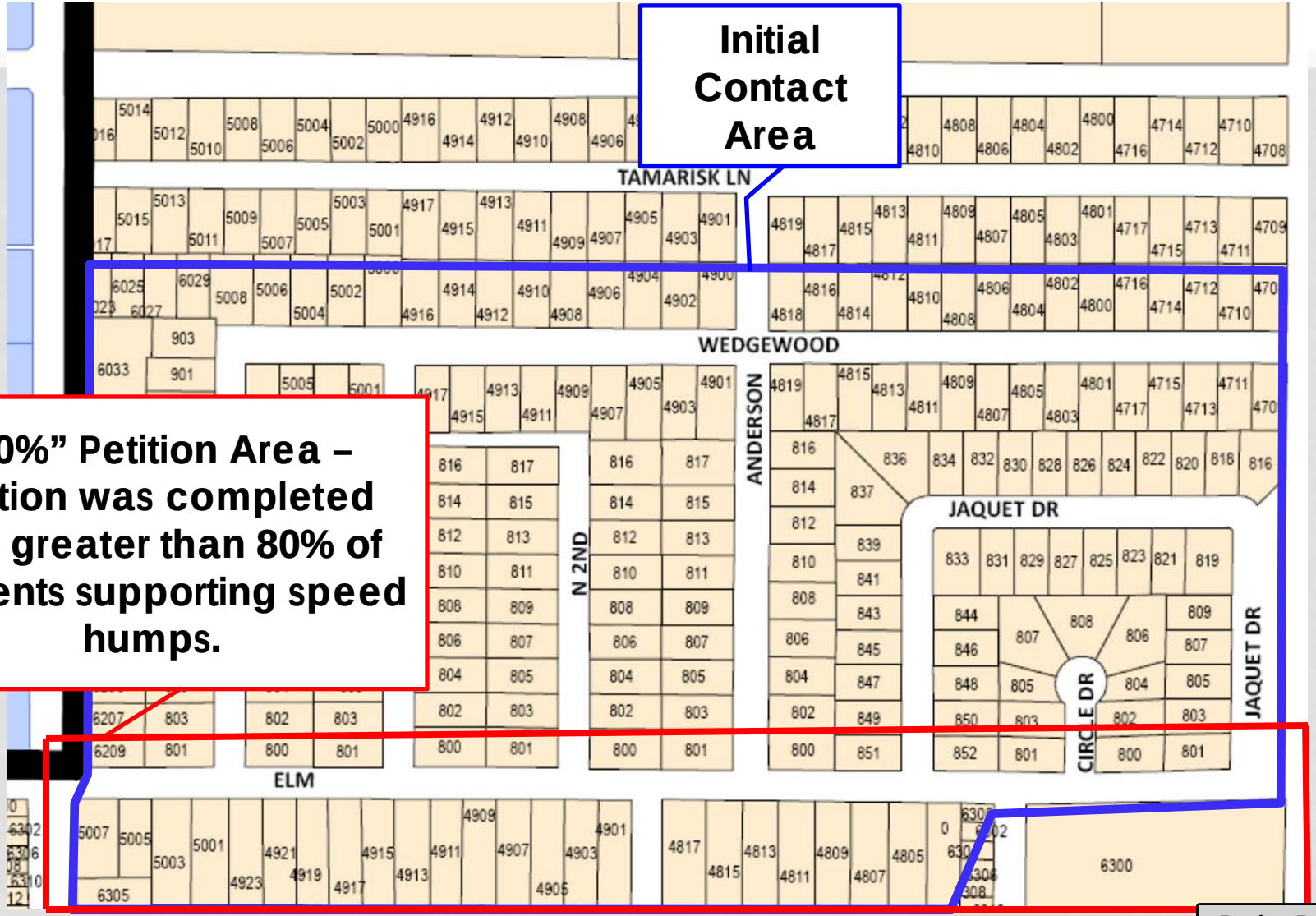
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ELM STREET RESIDENTS REQUEST THAT THE CITY OF BELLAIRE::

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

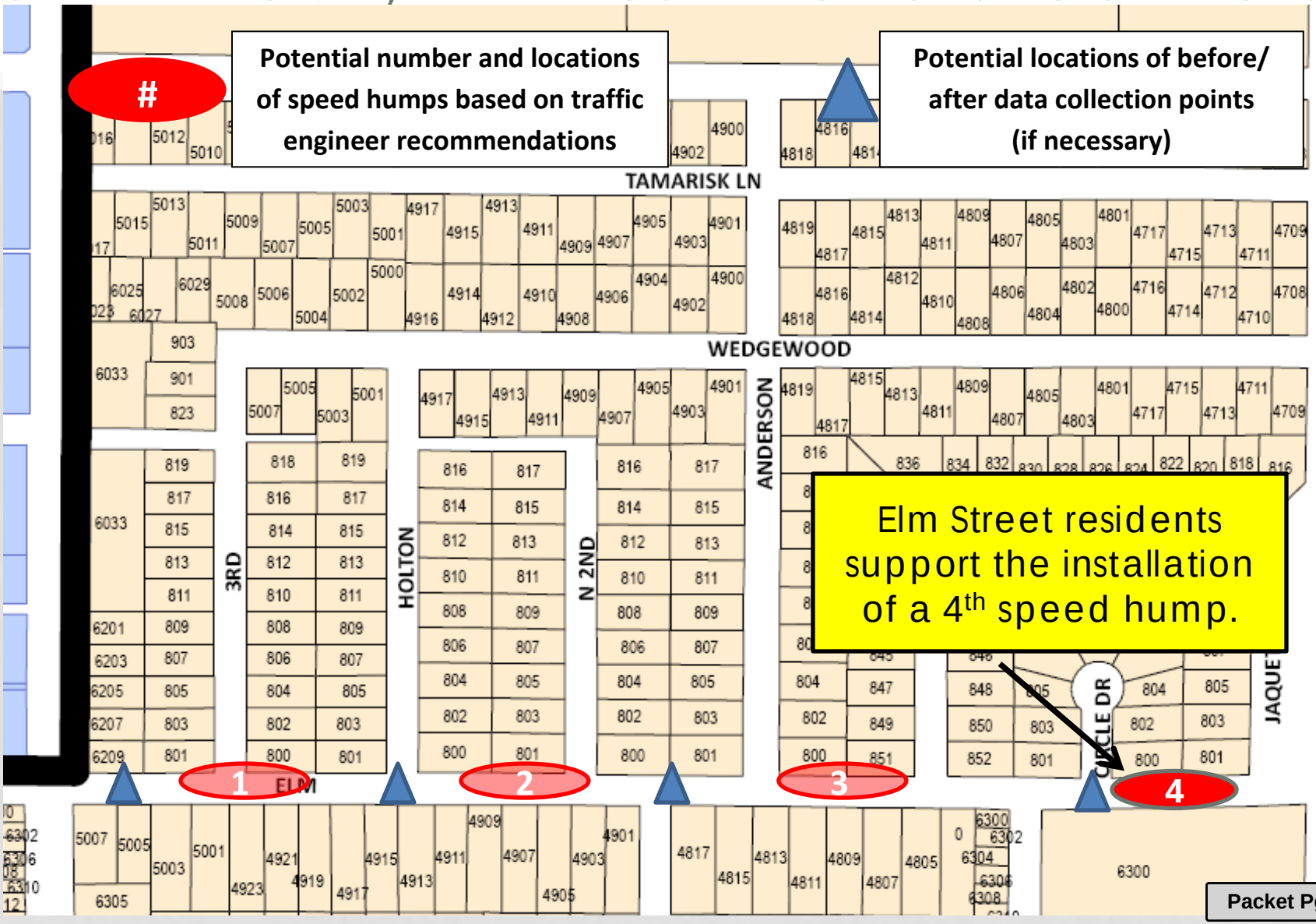
INITIAL CONTACT AREA/ 80% PETITION AREA



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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

INITIAL RECOMMENDATIONS ON POSSIBLE SPEED HUMP/DATA COLLECTION LOCATIONS



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ESTIMATED COSTS OF SPEED HUMPS

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

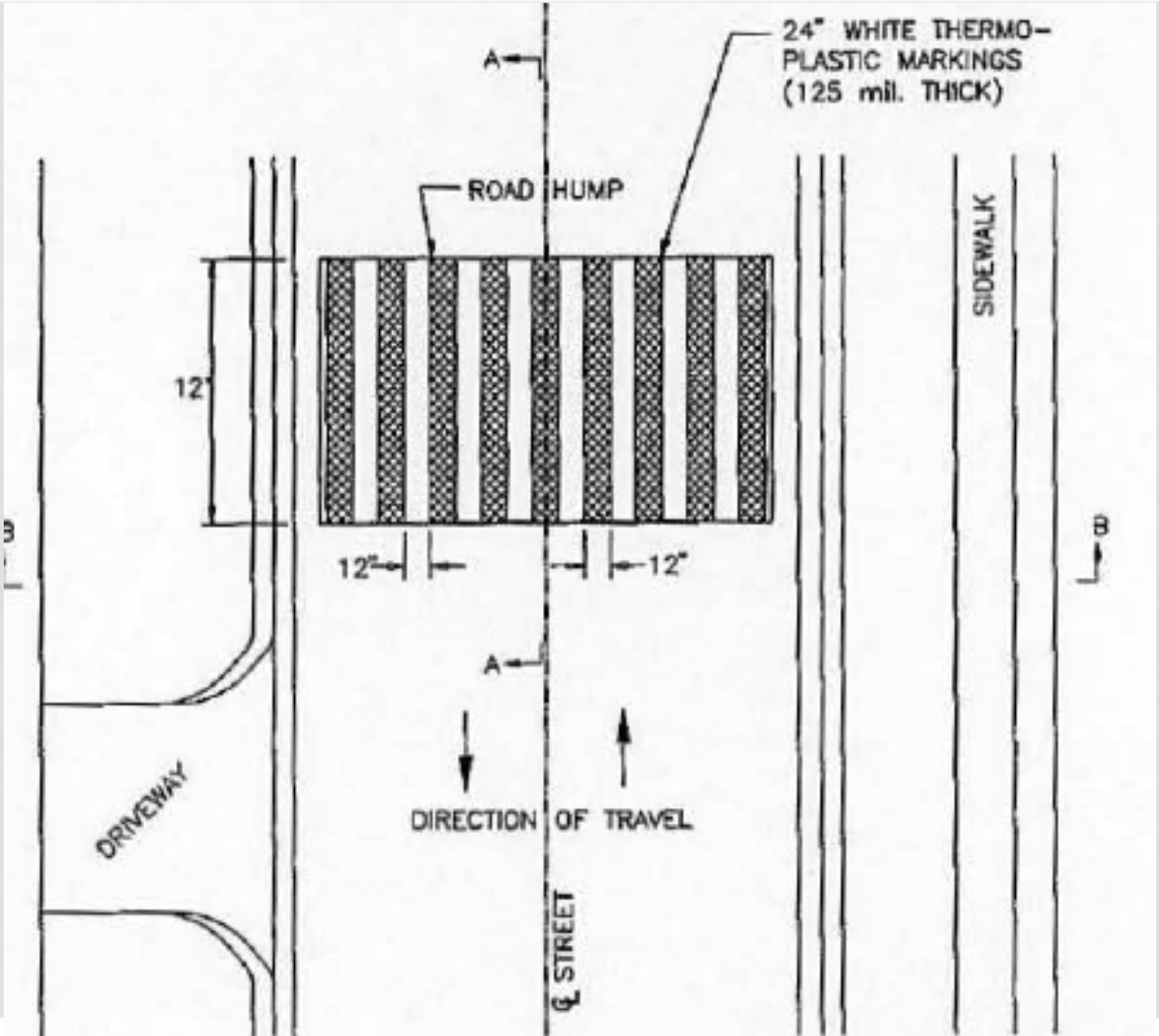
SPEED HUMP DESIGNS

- Proposed Temporary Speed Humps

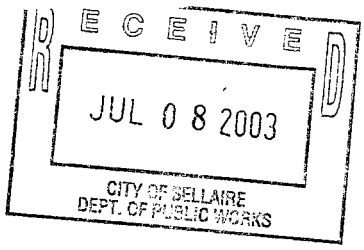
Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

SPEED HUMP DESIGNS

- Potential Detail for Asphalt Speed Humps



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)



City of Bellaire, Texas

Neighborhood Traffic Improvement Program

Instructions and Application Petition Form

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Adopted 4-15-96

NEIGHBORHOOD TRAFFIC

IMPROVEMENT PROGRAM

DEFINITIONS

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

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

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

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

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

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

PURPOSE

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

REQUEST FOR PROJECT

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

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

PRELIMINARY REVIEW PROCESS

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

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

NEIGHBORHOOD AREA

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

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

INITIAL PUBLIC HEARING

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

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

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

(d) At the initial public hearing:

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

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

TRIAL PERIOD

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

SECOND PUBLIC HEARING

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

FINAL ACTION BY CITY COUNCIL

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

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

CONSTRUCTION

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

REMOVAL

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

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

LIMITATION ON ACTION OF CITY

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

REQUEST FOR
TRAFFIC DEVICE PETITION

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

ADDRESS	NAME (PRINT)	SIGNATURE	PHONE

Who is the contact person for this request?

NAME: _____ ADDRESS: _____ PHONE: _____

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire

Written Comment Log

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

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

1) Bob Henschen;

2) Martha Henschen;

3) Barbara Meltzer; and

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Tracy Dutton

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

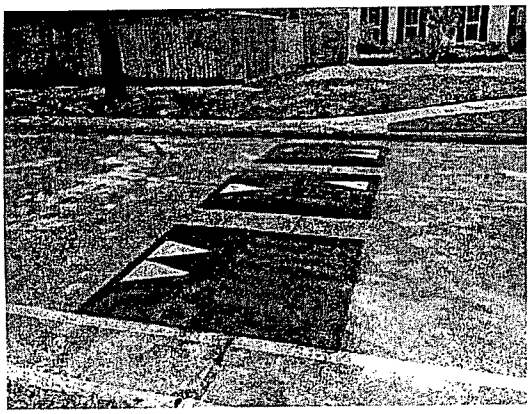
Re: Speed Humps on Elm Street Proposal

Dear Mayor and City Council Members,

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

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

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


Elm Street

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

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

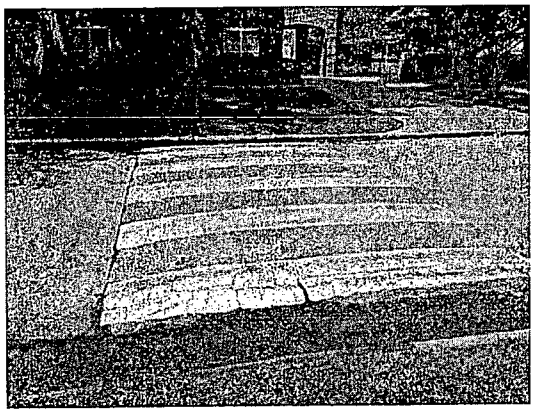
2. And, more importantly, because the the rubber devices are not very wide to cross (6' compared with 12' on asphalt installations) and not sufficiently high (3' compared with 3.5'), their impact actually becomes less onerous at 30-40 mph and much more onerous as one slows to 15-20 mph. We have observed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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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



Anderson Street

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

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

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

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

Sincerely,
Bob Henschen
[redacted] Jaquet Drive

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Tracy Dutton

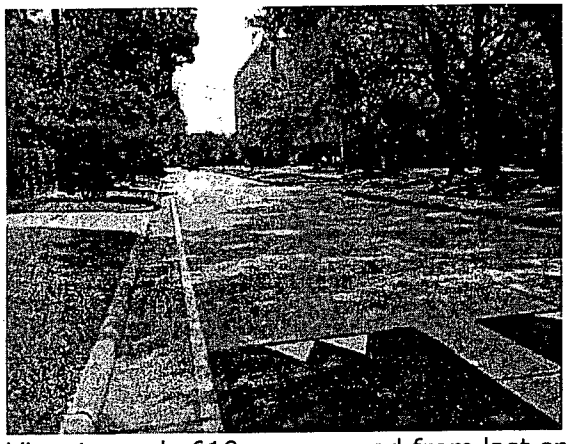
From: Martha [redacted]
Sent: Wednesday, May 11, 2016 11:35 PM
To: Pat McLaughlan; Gus Pappas; Roman Reed; David Montague; Michael Fife; Trisha Pollard; Andrew Friedberg
Cc: Tracy Dutton
Subject: Written comment on Elm Street Speed Humps decision

Dear Mayor and Council Members,

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

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

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



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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Received
5/4/2016 Hdd

Public Hearing — Elm Street Traffic Control Devices

To: City Clerk
T Dutton
662-8212

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

WRITTEN COMMENT SHEET

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

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

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

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

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

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

STEVEN D MELTZER MD
PAGE 01/01
04:57

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

May 4, 2016

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

BY: Email

RE: Elm Street Speed Bumps

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

Sincerely,

Steven D. Meltzer, MD

CC:

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ORDINANCE NO. 16-____

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

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

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ORDINANCE NO. 16-____

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

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

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

RESOLUTION NO. 16-___

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

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

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

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

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

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

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

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

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ORDINANCE NO. 16-___

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

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

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

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

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

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

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

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

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

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

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

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

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

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

(SEAL)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF HOUSTON
Administration & Regulatory Affairs Department

Sylvester Turner
Mayor

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

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

May 12, 2016

To: Houston Coalition of Cities

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

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

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

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

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

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

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

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

2.C.1.a.1

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Packet Pg. 635

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

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

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

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

Respectfully,

Alisa Talley

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

City of Bellaire Finance

MEMORANDUM

TO: Audit Finance Board

FROM: Diane K. White, Assistant City Manager

DATE: April 21, 2016

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

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City of Bellaire
Finance Department

MEMORANDUM

TO: Audit Finance Board

FROM: Jim Harrison, Chair - Staff Audit Selection Committee

DATE: April 21, 2016

SUBJECT: Recommendation of Auditors

The Committee

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

Governing Authorities

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

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

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

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

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

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Auditor Status

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

The RFP Process

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

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

Prior to the response deadline, the City received responses from seven (7) accounting firms. All of the responses met the proposal requirements established by the RFP. The responding accounting firms were:

1. Belt Harris Pechacek, LLLP
2. BKD, LLP
3. BrooksCardiel, PLLC
4. Patillo, Brown & Hill, L.L.P.
5. Sandersen Knox & Company, LLP
6. Weaver
7. Whitley Penn, LLP

Evaluation Process

Each member of the Committee independently reviewed each of the responsive proposals and assigned numerical scores to each responding accounting firm in the following categories:

1. past experience and performance on comparable municipal government engagements
2. technical experience and professional qualifications
3. experience with grant programs and single audit
4. experience with GFOA Certificate of Achievement for Excellence in Financial Reporting Program
5. ability to perform additional services and provide technical support
6. comprehensiveness of audit work plan
7. adequacy of proposed staffing plan
8. adequacy of plans for sampling techniques and analytical procedures
9. adequacy of plan for study and evaluation of internal accounting and administrative controls
10. adequacy of audit plan for electronic data processing

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Based on the Committee's analysis of the above factors, we narrowed the field to our top three candidates:

1. Belt Harris Pechacek, LLLP
2. Weaver
3. Whitley Penn, LLP

We brought each of these three firms in for interviews on April 5, 2016. The Committee met with each firm for approximately thirty (30) minutes. Committee members also watched webcasts of each firm making presentations to various client city councils, and checked references on firms the City has not previously engaged. Each member of the Committee independently assigned numerical scores to the top three candidates in the following categories:

1. interview
2. references/prior experience
3. city council presentations

Recommendation

Based on the Committee's analysis of the above factors, the Committee recommends that the Audit Finance Board select Whitley Penn, LLP as the accounting firm to be presented to City Council at the May 16, 2016 council meeting.

Whitley Penn, LLP achieved the highest composite score.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

FY2016 RFP Audit
Scoring Matrix
Composite Scores

	Experience & Performance	Technical Experience & pro Qualifications	Grant Programs & Single Audit	GFOA Certificate	Additional Services	**Total Expertise & Experience**	Work Plan	Staffing Plan	Sampling & Analytical Procedures	Study & Evaluation of Internal Controls & Admin Control	Adequacy of Audit Plan for Electronic Processing	**Toal Audit Approach**	**Total Points Without Regard to Additional Factors**	**Interview**	**References**	**Webcast of presentation or previous experience**	**Total Score**
	10 pts	20 pts	5 pts	5 pts	10 pts		10 pts	5 pts	5 pts	5 pts	5 pts		80 pts	10	10	10	110
	Expertise and Experience						Audit Approach						Subtotal 1	Additional Factors			Total
Belt Harris	8.7	18.3	4.7	4.7	7.7	**44.0**	8.3	6.0	4.3	4.7	4.7	28.0	**72.0**	6.0	6.3	6.3	**90.7**
BKD	5.7	15.3	4.7	4.3	9.0	**39.0**	8.3	4.0	4.7	4.7	4.7	26.3	**65.3**				
Brooks Cardiel	6.3	16.7	4.7	4.3	6.7	**38.7**	8.0	5.0	4.7	4.7	3.0	25.3	**64.0**				
PBH	7.0	15.7	4.7	4.7	7.3	**39.3**	8.0	4.3	4.3	4.7	3.0	24.3	**63.7**				
Sanderson Knox	5.3	17.0	4.7	4.3	6.7	**38.0**	8.3	4.0	4.0	4.7	3.0	24.0	**62.0**				
Weaver	7.3	18.7	4.7	5.0	7.7	**43.3**	7.7	4.0	4.7	4.7	4.7	25.7	**69.0**	8.3	9.3	8.0	**94.7**
Whitley Penn	7.3	18.0	4.7	4.7	8.7	**43.3**	8.7	4.7	4.7	4.7	4.7	27.3	**70.7**	8.3	9.0	8.7	**96.7**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE, TEXAS

REQUEST FOR PROPOSALS

(RFP16-01)

FOR

PROFESSIONAL AUDITING SERVICES

February 23, 2016

7008 S. RICE AVENUE
BELLAIRE, TEXAS 77401

CITY OF BELLAIRE, TEXAS
REQUEST FOR PROPOSALS

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

TABLE OF CONTENTS

I. INTRODUCTION

A.	General Information	5
B.	Term of Engagement	6
C.	Subcontracting	6

II. NATURE OF SERVICES REQUIRED

A.	General	7
B.	Scope of Work to be Performed	7
C.	Auditing Standards to be Followed	8
D.	Reports to be Issued	8
E.	Preparation of the CAFR	9
F.	Bond Issues and Special Considerations	9
G.	Working Paper Retention and Access to Working Papers	10

III. DESCRIPTION OF THE GOVERNMENT

A.	Finance Dept., Contact Person and Organization Chart	10
B.	Background Information	11
C.	Fund Structure	11
D.	Budgetary Basis of Accounting	12
E.	Federal and State Financial Assistance Awards	12
F.	Pension Plans	12
G.	Component Units	12
H.	Finance Operations	12
I.	Computer Financial Systems	12
J.	Availability of Prior Audit Reports	13
K.	Equal Employment Opportunity	13

IV. TIME REQUIREMENTS

A.	Proposal Calendar	13
B.	Date Audit May Commence	14
C.	Schedule for the 2016 Fiscal Year Audit	14
D.	Entrance Conferences, Progress Reporting and Exit Conferences	15

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A.	Finance Department and Clerical Assistance	15
B.	Prepared by Client Schedules	15

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

C. Work Area, Telephones, Photocopying, Fax Machines, and Internet Access 15
D. Report Preparation 16

VI. PROPOSAL REQUIREMENTS

A. General Requirements 16

1. Inquiries
2. Submission of Proposals

VII. PROPOSAL FORMAT AND SUBMISSION

A. Cover Letter 18
B. Table of Contents 18
C. Executive Summary 18
D. Technical Proposal 18
1. General Requirements
2. Independence
3. License to Practice in State of Texas
4. Firm Qualifications and Experience
5. Partner, Supervisory and Staff Qualifications and Experience
6. Prior Engagements with the City of Bellaire
7. Similar Engagements with Other Government Entities
8. Specific Audit Approach
9. Identification of Anticipated Potential Audit Problems
10. Report Format
11. Appendices

E. Sealed Dollar Cost Proposal 22
F. Rates for Additional Professional Services 23
G. Contractual Agreement and Manner of Payment 23

VIII. EVALUATION PROCEDURES 24

A. Audit Selection Team
B. Review of Proposals
C. Evaluation Criteria

1. Initial Elements
2. Technical Qualifications
3. Price Proposal

D. Oral Presentations/Interviews
E. Final Selection
F. Right to Reject Proposals

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

APPENDICES 27

A. Organizational Chart 28
B. List of City Officials and Key Personnel 29
C. Fiscal Year 2014 Auditor's Management Letter 30
D (1) Conflict of Interest Questionnaire 34
D (2) Certificate of Interested Parties 35
E. Proposer Guarantees 36
F. Proposer Warranties 37
G. Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price 38
H. City's Insurance Requirements 39

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CITY OF BELLAIRE, TEXAS
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The CITY OF BELLAIRE, TEXAS (City) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2016, with the option of auditing its financial statements for each of the FOUR (4) subsequent fiscal years, compiling the Comprehensive Annual Financial Report (CAFR), and completion of a Single Audit Report, if expenditures criteria are met. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996), U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations,* and Governmental Accounting Standards Board (GASB).

The City will not reimburse responding firms for any expenses incurred in preparing proposals, clarification of a response, and/or oral presentations which may be, at its discretion, required by the City.

To be considered, an original of the proposal on a USB drive plus three (3) hard copies of the sealed proposal must be received by the City Purchasing Department at 7008 S. Rice Avenue by 3:00 p.m. on Wednesday, March 23, 2016. Proposals received after this time will not be considered and will be returned to the proposer unopened. It shall be the proposer's responsibility to ensure that their proposal is received by Purchasing within the time limit indicated. It is the proposer's responsibility to ensure that they have received any and all addenda related to this proposal. The City reserves the right to reject any or all proposals submitted and to re-solicit for services.

Proposals submitted will be evaluated by Finance Department staff and the Assistant City Manager and reviewed with City Management and the City's Audit Board. The Audit Board consists of the Mayor, two Council members, a citizen appointee, the City Manager, and Chief Financial Officer. The City Manager and Chief Financial Officer are non-voting members, where applicable.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

The City reserves the right to negotiate all elements of the proposal to ensure that the best possible consideration be afforded to all. The City also reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

The City considers all information contained within the proposal received to be subject to the Open Records Act and non-proprietary in nature. Submission of information by the proposer shall not be released by the City during the evaluation process or prior to contract award.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

PER SECTION VII, A through D; THE FIRM MUST FOLLOW ALL INSTRUCTIONS IN THIS REQUEST FOR PROPOSAL IN ORDER TO BE CONSIDERED FURTHER.

City Council will make the final determination of contract award and it is anticipated the Bellaire City Council will award the contract for audit services on Monday, May 16, 2016 or as soon thereafter as possible.

B. Term of Engagement

A five-year engagement is contemplated, subject to the annual review and recommendation of the City, the satisfactory negotiation of terms (including a price acceptable to both the City and the selected firm), the concurrence of the City Council and the annual availability of an appropriation. The term is limited as follows:

Per the City's adopted Financial Management Policies, "at least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. It is the City's preference to rotate auditor firms every five years to ensure that the City's financial statements are reviewed and audited from the objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon proposals received, the qualifications of the firm, the firm's ability to perform a quality audit and price."

C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the City.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

II. NATURE OF SERVICES REQUIRED

A. General

The City is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2016, with annual options to audit the City's financial statements for each of the four (4) subsequent fiscal years. The option to engage the firm for each year rests with the City. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City desires the auditor to express an opinion on whether the financial statements (combining, basic and fund) of the City fairly present the financial position and the results of financial operations in accordance with generally accepted accounting principles. This includes governmental and business-type activities. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory section of the report or the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of expenditures of federal awards. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

Though not anticipated for fiscal year 2016, under the requirements of the Federal Government's program covering a single audit for all federal grant funds, auditors shall conduct an audit in accordance with the Single Audit Act Amendments of 1996 and in generally accepted auditing standards as well as generally accepted governmental auditing standards.

The auditor shall also be responsible for performing certain limited procedures on management controls on investments and adherence to the City's established investment policies as required by state law.

The City also participates in the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program and expects the Comprehensive Financial Report (CAFR) to be in compliance with GFOA standards.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

C. Auditing Standards to Be Followed

To meet the requirements of this request for proposal, the audit shall be performed and the report prepared in accordance with generally accepting auditing standards the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996), U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations,* and Governmental Accounting Standards Board (GASB).

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards “in relation to” the audited financial statements.

2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.

3. A report on compliance and internal control over compliance applicable to each major federal program.

4. A management letter that describes any reportable conditions.

In the required reports on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit. Reportable conditions could include a significant deficiency or deficiencies in the design or operation of the internal control structure that does not allow management or employees, in their normal course of performing their functions, to prevent, or detect and correct, misstatements in a timely fashion. Reportable conditions also include material weakness or weaknesses in the internal control structure, such that there is a reasonable possibility of a material misstatement of the financial statements that will not be prevented, detected and corrected, in a timely manner.

Nonreportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls.

The reports on compliance and internal controls shall include all material instances of noncompliance. In addition, these instances, if any, shall be reported to the Chief Financial Officer when discovered.

In addition to the reports discussed above that are currently required by State and Federal Grantors and by regulatory bodies such as the Governmental Accounting

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Standards Boards and others, the auditors shall likewise issue any other reports subsequently required by these or other entities following completion of the financial or single audit.

Irregularities and illegal acts. Auditors shall be required to make an immediate, verbal report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Chief Financial Officer, Assistant City Manager, and the City Manager, immediately followed by a written report to the City Manager and Audit Board.

Reporting to the Audit Board. In addition to the above, the auditors shall assure themselves that the City Manager and the Audit Board, in addition to the Chief Financial Officer are informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Management judgments and accounting estimates
3. Significant audit adjustments
4. Other information in documents containing audited financial statements
5. Disagreements with management
6. Management consultation with other accountants
7. Major issues discussed with management prior to retention
8. Difficulties encountered in performing the audit

E. Preparation of the CAFR

All financial statements (government wide, basic and fund), part of the statistical section, part of the notes to the financial statements, and part of the Management Discussion and Analysis shall be prepared by the auditor. The auditor will be expected to provide on-going support and assistance regarding new accounting standards and statement implementation.

F. Bond Issues and Special Considerations

The City currently anticipates it will prepare one or more official statements in connection with the sale of debt securities, which will contain the basic financial statements and the auditor's report thereon. The auditor shall be required, if requested by the financial advisor and/or the underwriter, to issue a "consent and

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

citation of expertise" as the auditor and any necessary "comfort letters."

If applicable, the Schedule of Expenditures of Federal Awards and related auditor's reports, as well as the reports on compliance and internal controls are not to be included in the CAFR, but are to be issued separately. This schedule and the notes will be prepared and printed by the auditors. It is anticipated that a Schedule of Expenditures of Federal Awards will not be required for fiscal year 2016.

Throughout the year, the auditors will provide financial advice and counsel on matters occurring that would affect the annual report.

G. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

City, Texas

State and Federal granting agencies

U.S. General Accounting Office (GAO)

Parties designated by the federal or state governments or by the City as part of an audit quality review process

Auditors of entities of which the City is a subrecipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance, at no additional cost to the City.

III. DESCRIPTION OF THE GOVERNMENT

A. Finance Department, Name of Contact Person and Organizational Chart

The City's accounting function falls within the Finance Department. The Chief Financial Officer, who reports to the Assistant City Manager, is responsible for all financial accounting and reporting activities of the City as well as Utility Billing and Municipal Court. In total there are 11 staff members in the Finance Department, 3 of which are in Court. Staff responsibilities include but are not limited to court, payroll, accounts payable, purchasing, investments, cash receipts, utility billing and collections, reconciliations, journal entries and financial reporting.

During the audit and field work, the auditor's principal contact with the City will be a designated individual who will coordinate the assistance to be provided by the

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

City to the auditor.

An organizational chart (Appendix A) and a list of key personnel, (Appendix B) are attached.

B. Background Information

The City is a home-rule City operating under a Council-Manager form of government. The Council is comprised of a mayor and six council members. The Mayor and all Council members are elected at large. The Mayor is elected for a term of two years and is limited to four consecutive terms in that position. Council members are elected for a regular term of four years and are limited to two consecutive terms in that position. The City Manager is appointed by Council and is responsible for implementation of Council policy, execution of the laws, and all day-to-day operations of the City. The City Clerk and City Attorney are also appointed by the Council.

The City, an enclave of Houston, serves an area of about 3.6 square miles with a population of 16,855. The City's fiscal year begins on October 1 and ends on September 30. The City provides a full array of municipal services to its citizens and customers, including police, fire and EMS services, parks and recreation, streets and drainage, development services and public works, administrative and fiscal services, and has an aggressive capital improvement program. The City owns and operates a water and wastewater system as well as has several special revenue funds. The City has no component units.

The City's fiscal year 2016 total budget is $48.1 million - $20.3 million in the General Fund operating budget, $6.8 million in Debt Service, $8.7 million in the Water/Sewer Fund, $3.4 million budgeted for capital projects with the remaining in Special Revenue Fund and Replacement Funds. The budgeted number of FTE employees is approximately 183.5.

C. Fund Structure

The City uses the following fund types in its financial reporting:

Fund Type	Number of Funds	Legally Adopted Annual Budgets
General fund	1	1
Special revenue funds	15	0
Debt service funds	1	1
Capital projects funds	2	2
Enterprise funds	1	1
Internal service funds	0	0
Fixed Assets Account Group	1	0
Long Term Debt Account Group	1	0

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

D. Budgetary Basis of Accounting

The City prepares its budgets on a basis consistent with generally accepted accounting principles for the General Fund and Debt Service Fund. Enterprise funds are budgeted on a cash flow / working capital basis. Budgets include capital and principal payments but exclude depreciation. The City adopts project-length budgets for the Capital Project Funds.

E. Federal and State Financial Assistance Awards

During the last fiscal year the City received no or minimal financial assistance from state and federal agencies.

F. Pension Plans

The City provides pension benefits for all of its full-time employees through a nontraditional, joint contributory, defined benefit plan in the state-wide Texas Municipal Retirement System, an agent, multiple-employer public employee retirement system.

G. Component Units

The City has no component units.

H. Finance Operations

The Finance Department is directed by the Chief Financial Officer. The principal functions performed and the number of employees assigned to each are as follows:

FUNCTION	EMPLOYEES
Finance Administration	2
Accounting & Payroll	2
Accounts Payable	1
Utility Billing & Collecting	2
Municipal Court	3
Purchasing	1

I. Computer Financial Systems

The City's accounting software system is through Tyler Technologies Incode. The system runs on a network server with networked workstations for City Staff. The Tyler Technologies modules the City is currently using are:

Accounts Payable/Receivable
Cash Collections
Utility Billing
Municipal Court

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Fixed Assets	General Ledger
Business Licenses	Project Accounting
Purchase Orders	

The City uses PAYCOM for all Payroll Purposes and NEOGOV for an employee portal for online health insurance elections. The City's Parks Department uses ActiveNet for registration of classes and memberships. ActiveNet requires an interface to Tyler through journal entry or import.

The City's Information Technology (IT) Staff would also be available to assist with extractions or downloads from the database for analysis and review. Any coordination with the City's IT Staff would be handled through the Chief Financial Officer.

J. Availability of Prior Audit Reports

Interested proposers who wish to review the prior year's audit report(s) can obtain the reports from the City's website at www.bellairetx.gov. The previous CAFR's will give the reader additional information on the City's reporting entity, fund structure, and financial policies. The 2015 CAFR will not be completed and accepted until March 2016.

The auditor management letter from the City's most recent financial statement audit, 2014, is located in the Appendix, Appendix C. We had no findings for the September 30, 2014 audit.

K. Equal Employment Opportunity

The proposer agrees that during the performance of its contract, it will treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age, or disability and identify itself as an "Equal Opportunity Employer" in all help wanted advertisements or requests. The proposer shall be advised of any complaints filed with the City alleging that proposer is not an Equal Opportunity Employer. In determining whether to terminate any portion of this contract, the City reserves the right to consider reports from its Director of Human Resources in response to discrimination complaints. However, the proposer is specifically advised that no Equal Opportunity Employer complaint will be the sole basis for cancellation of this contract.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is the proposed schedule for the selection process:

Request for proposal issued by City	February 23

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Clarifying questions due from firms	March 11
Due date for proposals to City from firms	March 23 – 3:00 p.m.
City review and evaluation of proposals; Interviews with selected firms, if deemed necessary	April
Audit/Finance Board Review	April 26 – 6:30 p.m.
Council action selecting audit firm	May 16 - 7:00 p.m.

B. Date Audit May Commence

The selected firm and City will have a conference, day and time to be mutually agreed upon by both parties, at which time introductions will be made and kick-off for the fiscal year 2016 audit preparation.

C. Schedule for the 2016 Fiscal Year Audit

As part of the firm's proposal, please complete a proposed schedule for the 2016 Fiscal Year Audit, similar to the one shown below, with proposed completion dates for each phase, incorporating the City's targeted deadlines.

1. Detailed Audit Plan - to include list of required information and schedules to be prepared by client

2. Interim Work — Complete no later than mid-August

3. Fieldwork

4. Draft Reports - Drafts of the audit report and recommendations to management to be available for review by the Chief Financial Officer and Assistant City Manager — Early January

5. Conference with City Manager

6. Conference with Audit Board — Early February/Mid February

7. File and Present CAFR to Council — Late February/Early March

Each year, the auditors will meet with City Finance staff to determine the audit schedule for the year and any special considerations in timing. Dates may be adjusted each year to allow the City appropriate time to prepare all of the required year-end journal entries, audit schedules, and to close and review the books prior to the auditor's arrival for fieldwork.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

D. Entrance Conferences, Progress Reporting and Exit Conferences

Most likely a similar time schedule as noted above will be developed for audits of future fiscal years if the City exercises its option for additional audits. At a minimum, the following conferences should be held:

Entrance conference with all key Accounting personnel	Prior to Interim Work
Progress conferences with CFO/ACM	Weekly Interim/Field
Entrance conference with Audit Board	To Be Determined
Entrance conference with CFO/Staff	Start of Field Work
Exit conference with CFO/ACM	End of Field Work
Exit conference with City Manager and Audit Board	Conclusion of audit

Progress meetings with the Chief Financial Officer or designee will be held throughout the audit to provide assurance that the audit is on schedule and to communicate any information deemed relevant to the audit and findings, and to note achievement and/or problems that have potential effect on the schedule.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

Finance will prepare the final closing of the books including any auditor entries as well as provide balance sheets, revenue, and expenditure reports for all funds.

A. Finance Department and Clerical Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of confirmation letters will be the responsibility of the City.

B. Prepared By Client Schedules (PBC)

Schedules to be prepared by City Staff, the auditor shall provide a list at least three weeks prior to interim fieldwork.

C. Work Area, Telephones, Photocopying, Fax Machines, and Internet Access

The City will provide the auditor with reasonable work space, tables, and chairs. The auditor will also be provided with access to a telephone, photocopying

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

facilities, fax machines, and internet access. Please note that the City is in the process of designing a new City Hall so space may or may not be available in subsequent years as construction is underway.

D. Report Preparation

Preparation of the CAFR, editing and proofing shall be the responsibility of the auditor with review and proofing of drafts by the City. Finance will produce the transmittal letter, explanations in the MD&A and certain information in the statistical section of the CAFR, and cover.

The firm will prepare and provide fifteen (15) copies of the final CAFR and separate Single Audit Report, if and when applicable, as well as final pdf versions.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the request for proposals must be made to:

David Wu, Purchasing Technician
dwu@bellairetx.gov
7008 S. Rice Avenue
Bellaire, TX 77401
713-662-8258

CONTACT BY ANY EMPLOYEE OR AGENT OF THE PROPOSING FIRM WITH PERSONNEL OR ELECTED OFFICIALS OF THE CITY OTHER THAN THE ABOVE NAMED OFFICIAL REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

Inquiries and answers, if deemed relevant to all proposers, will be forwarded to all responders. Any interpretation, corrections or changes to this RFP will be made by addenda. It is the responsibility of the submitter to ensure receipt of all addenda and to include any changes in the submittal document.

2. Submission of Proposals: The following material is required to be received by 3:00 p.m. on March 23, 2016 for a firm to be considered:

a. A USB drive of the Technical Proposal and 3 hard copies to include the following:

i. Cover Letter - This section should show the request for proposals subject; the firm's name; the name, address, email address and telephone number of the contact person; and the date of the proposal. The cover letter must also be signed by a partner

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

authorized to bind the company.

ii. Table of Contents

iii. Executive Summary – A summary briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period stated.

iv. Technical Proposal – the detailed proposal should follow the order set forth in Section VII of this request for proposals.

v. Executed copies of Conflict of Interest Questionnaire, Certificate of Interested Parties, Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix D, E and Appendix F) and proof of insurance.

b. The proposer shall submit a separate file on the USB drive (so marked Sealed Dollar Cost) and three hard copies of a dollar cost fee in a **separate sealed envelope marked** as follows:

SEALED DOLLAR COST FEE
RFP PROPOSAL 16-01
FOR
CITY OF BELLAIRE, TEXAS
FOR
PROFESSIONAL AUDITING SERVICE
March 23, 2016

c. Proposers should send the completed proposal consisting of the two (2) separate envelopes, by delivery or mail, to the following address:

City of Bellaire, TX
Purchasing Department
ATTN: Mr. David Wu
7008 S. Rice Avenue
Bellaire, TX 77401

The City's RFP Number 16-01 and title should appear on the submitted envelopes and cover page of the proposal and sealed dollar cost. Submittals cannot be altered or amended after submission deadline. No submittal may be withdrawn after opening time without first submitting a written reason to the Purchasing Technician and obtaining the Purchasing Technician's approval.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Names of all submitters who submitted a proposal will be read aloud just after the day and time posted for submission, March 23rd at 3:00 p.m. The reading of the submitters at opening should not be construed as a comment on the responsiveness or award. The City will notify the successful firm of intent to award based upon recommendation of the Audit Board and City Staff.

VII. Proposal Format and Submission

A. Cover Letter

This section should show the request for proposals subject; the firm's name; the name, address, email address and telephone number of the contact person; and the date of the proposal. The cover letter must also be signed by a partner authorized to bind the company.

B. Table of Contents

C. Executive Summary

Prefacing the proposal, an executive summary which gives in brief, concise terms a summation of the proposal.

D. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information, which should only be included in the sealed dollar cost fee). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

2. Independence

The firm should (1) provide an affirmative statement that it is independent of the CITY, TEXAS as defined by the Generally Accepted Auditing Standards and the U.S. General Accounting Office's *Government Auditing Standards* (1994)]

The firm should also (2) list and describe the firm's professional relationships involving the City for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm (3) shall give the City written notice of any professional relationships entered into with the City during the period of this agreement.

3. License to Practice in the State of Texas

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of Texas.

4. Firm Qualifications and Experience

The proposer should:

1. Indicate the size of the firm,
2. Indicate the size of the firm's governmental audit staff,
3. Indicate the location of the office from which the work on this engagement is to be performed,
4. Indicate the number and nature of the professional staff to be employed in this engagement on a full-time basis,
5. Indicate the number and nature of the staff to be so employed on a part-time basis. If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.
6. Submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.
7. Provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm,
8. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm or its staff during the past three (3) years with state regulatory bodies or professional organizations.
9. Describe other areas of expertise within the firm that would be available to the City. Include the firm's ability to provide technical support throughout the year, including assistance to the City in

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

interpreting and implementing new accounting standards and regulations as well as determining their impact on the City. Also, include any opportunities through your firm available to the City for training or continuing professional education credits on current issues or governmental auditing and accounting in general.

10. State your firm's position on responding to client inquiries – the average turnaround time to respond to questions or requests.

5. Partner, Supervisory and Staff Qualifications and Experience

(1) Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. (2) Indicate whether each such person is registered or licensed to practice as a certified public accountant in the State of Texas. (3) Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible, including resumes, similar engagements, qualifications, experience, and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. (4) Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City. However, in either case, the City retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience. The City reserves the right to request removal of personnel.

6. Prior Engagements with the City

List separately all engagements within the last five years, ranked on the basis of total staff hours, for the City by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

number of the principal client contact.

7. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (minimum - 5) performed in the last five years that are similar to the engagement described in this request for proposal (similar in size to Bellaire, i.e. population, annual budget). These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also, indicate whether the CAFR issued in connection with the audit was awarded the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal.

Proposers should provide the following information on their audit approach:

a. Proposed segmentation of the engagement.

b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.

<u>NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL</u>

c. The extent to which statistical sampling is to be used in the engagement, including sampling methods, size and areas of use.

d. Extent of use of Electronic Data Processing software in the engagement and electronic repository of schedules, information, etc.

e. Type and extent of analytical procedures to be used in the engagement.

f. Approach to be taken to gain and document an understanding of the City's internal control structure.

g. Approach to be taken in determining laws and regulations that will be subject to audit test work.

i. Approach to be taken in drawing audit samples for purposes of tests of compliance.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

j. List of standard schedules required to be prepared by client.

k. Discussion and approach to the level and amount of Finance staff support necessary to complete the work as outlined in the proposal. Clearly describe the work the firm proposes that City staff perform other than preparation, client prepared schedules, and auditor questions/clarifications. Include information on specific portions of the audit and scope of work including timeframes.

l. Comment on the firm's ability to meet the timelines as indicated in the RFP. Provide any recommended changes to the schedule that you think are required to enhance the timeliness and quality of the engagement.

9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, and the adoption of new laws or accounting audit principles that might affect the audit, the firm's approach to addressing these problems and any special assistance that will be requested from the City.

10. Report Format

The proposal should include sample formats for required reports – examples of similar clients' CAFRs. These can be placed on the USB/CD; no hard copies necessary.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

11. Appendices

Executed copies of Conflict of Interest Questionnaire, Certificate of Interested Parties, Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix D, E and Appendix F) and proof of insurance.

E. Sealed Dollar Cost Proposal – Total All-Inclusive Maximum Price

The sealed dollar cost fee should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

The City will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost fee. Such costs

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

should not be included in the proposal.

Use the Schedule of Professional Fees and Expenses located in the Appendix, G. Provide:

a. Name of Firm

b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City.

c. Rates by Partner, Manager, Supervisory and Staff as well as Hours anticipated for each.

d. Provide for an amount for other or out-of-pocket expenses.

e. This will result in a total, all-inclusive maximum price for the Fiscal Year 2016 engagement and provide a total-cost proposal for each of the subsequent four (4) years, though will be negotiated annually.

F. Rates for Additional Professional Services

If it should become necessary for the City to request the auditor to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an additional contract between City and the firm. Any such additional work agreed to by the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost fee.

G. Contractual Agreement and Manner of Payment

The contract to be awarded shall be for the provision of services as requested herein at the estimated fee negotiated for the first year, and if extended, the subsequent years. The contract can be in the form of an engagement letter. This is considered an all-inclusive, not-to-exceed fee estimate. The contract or engagement letter shall be prepared by the auditors and shall incorporate all applicable provision of the City's proposal. A purchase order shall be generated by the City to the successful firm and should appear on all invoices.

The City shall agree to make interim progress payments of the annual fee based on the percentage of work performed, with proper documentation of status of work completed attached. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final report. Final payment will not be made until completion and acceptance of audit.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

If the audit scope should need to be broadened, the auditor must communicate the existence of such circumstances to the Chief Financial Officer prior to performing work that will result in fees exceeding the proposed amounts. A change order needs to be executed prior to work that would incur additional fees exceeding the proposed amounts.

VIII. EVALUATION PROCEDURES

A. Audit Selection Team

Proposals submitted will be evaluated by appropriate City staff to include but not be limited to the Chief Financial Officer and Assistant City Manager with recommendation to be made to City Management and the Audit Board.

B. Review of Proposals

A point formula will be used during the review process to score proposals. Each City staff reviewer will independently score each technical proposal by each of the criteria described in Section VIII below. The staff reviewers will then meet to review and discuss these evaluations and combine the individual scores to arrive at a composite technical score for each firm. The 3 or 4 firms with the top technical scores will then have their sealed dollar cost fee opened and additional points will be added to their technical score. At that point, the City may elect to bring in the top 2 or 3 firms for presentation and interview. Staff will then present recommendation to Management and the Audit Board for final review and consideration. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to the other proposers.

The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the initial set of criteria will have their proposals evaluated and scored for technical qualifications and price. **Firms that do not meet all of the initial elements may not be considered further**. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Initial Elements

   a. The audit firm is independent and licensed to practice in the State of Texas.

   b. The firm has no conflict of interest with regard to any other work

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

performed by the firm for the City.

c. The audit firm's professional personnel have received adequate continuing professional education within the preceding two (2) years to meet the *Government Audit Standards*. (provide documentation)

d. The firm has provided names of entities where they have prepared two or more CAFRs which have received the GFOA's Certificate of Achievement for Excellence in Financial Reporting in each of the past 2 years.

e. **The firm follows all instructions in this request for proposal on preparing and submitting the proposal**.

f. The firm submits a copy of its last external quality control review report demonstrating a record of quality audit work.

2. Technical Qualifications: (Maximum Points - 80)

a. Expertise and Experience - 50

i. The firm's past experience and performance on comparable municipal government engagements (size and complexity) – 10

ii. Technical experience and firm's professional qualification of the personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation - 20

iii. The firm's past experience with similar federal and state grant programs and performance of Single Audits and tests of compliance with laws and regulations - 5

iv. The firm's past experience with the GFOA Certificate of Achievement for Excellence in Financial Reporting Program - 5

v. The firm's ability to perform additional services and provide technical support throughout the year, including assistance to the City in interpreting and implementing new accounting standards and regulations as well as determining their impact on the City. Also, any opportunities available to provide training and CPE credits on current issues or governmental auditing and accounting in general. - 10

b. Audit Approach - 30

i. Comprehensiveness of audit work plan - 10

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ii. Adequacy of proposed staffing plan for various segments of the engagement, including timeline and ability to meet due dates - 5

iii. Adequacy of sampling techniques and analytical procedures - 5

iv. Adequacy of study and evaluation of internal accounting and administrative controls. - 5

v. Adequacy of audit plan for electronic data processing function – 5

3. Price Proposal: (Maximum Points – 20)

As provided by the State Board of Public Accountancy rules, the contract award will not necessarily be made to the firm that provides the lowest cost proposal but to the firm whose proposal and experience best meets the City's requirements. COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM.

D. Oral Presentations/Interviews

During the evaluation process, the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

The City Council will select a firm based upon the recommendation of City staff and the Audit Board. Following recommendation, the recommended firm will be notified so that an engagement letter can be prepared and executed by the firm and included in the agenda item for City Council award.

It is anticipated that City Council will award on May 16, 2016. Following award by City Council, the City will execute the engagement letter.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City reserves the right without prejudice to reject any or all proposals.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

APPENDICES

A. Organizational Chart
B. List of City Officials and Key Personnel
C. Fiscal Year 2014 Auditor's Management Letter
D. Conflict of Interest Questionnaire and Certificate of Interested Parties
E. Proposer Guarantees
F. Proposer Warranties
G. Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price
H. City's Insurance Requirements
   a. A Certificate of Insurance evidencing the required insurance shall be submitted with the proposal.

Certificate of Interest Parties:

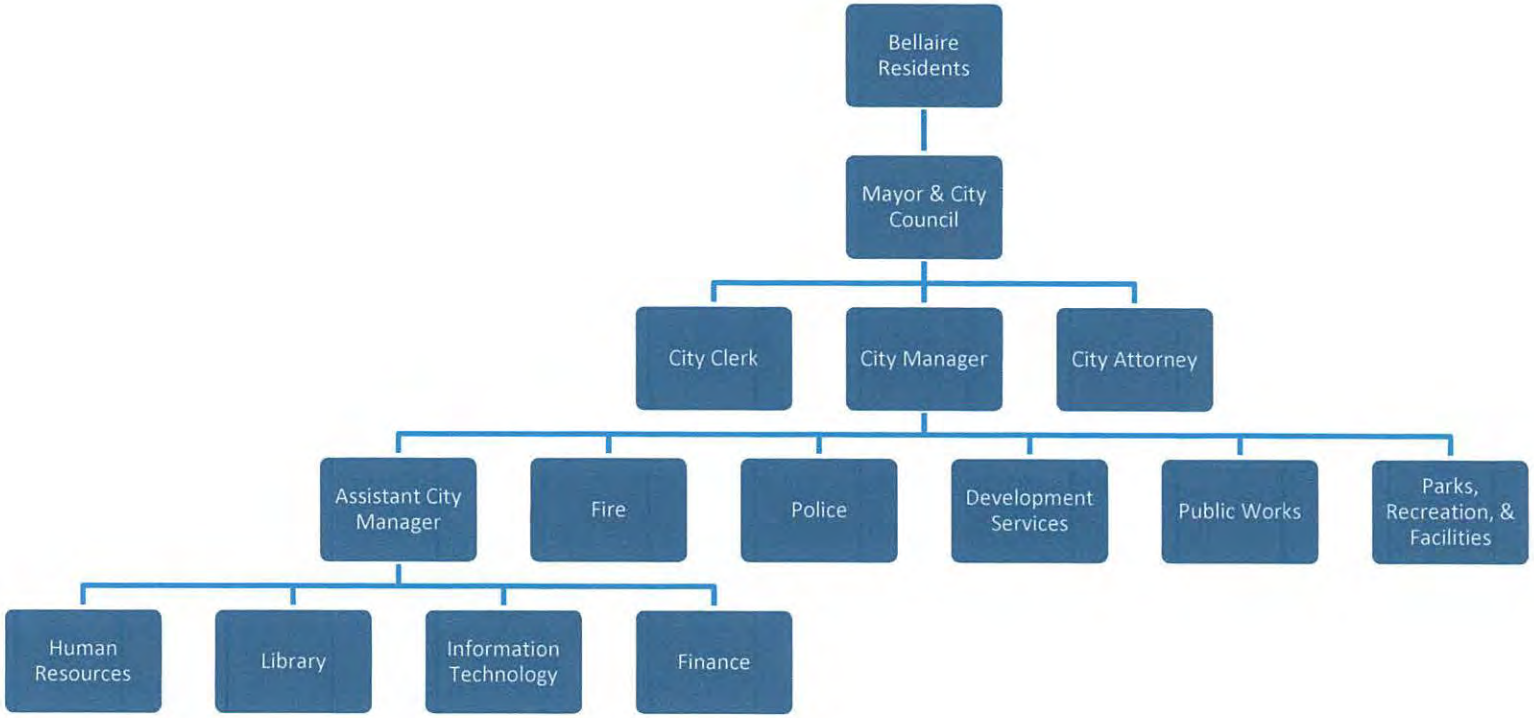
Interested party means: (1) a person who has a controlling interest in the business with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with the governmental entity or state agency, including a broker, adviser, attorney, or intermediary for the business entity.

Controlling interest means (1) ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

You must fill out this form electronically, Form 1295 on the Texas Ethics Commission web-site, whether you have an interested party claim or not. Then print, sign and notarize, and file with your proposal. **There are exemptions to electronic filing. Please read the information provided on the Texas Ethics Commission web-site.**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

FY 2016 City of Bellaire Organizational Chart



APPENDIX B

LIST OF CITY OFFICIALS AND KEY PERSONNEL

Elected Officials

Andrew Friedberg	Mayor
Roman Reed	Councilmember Position Number 1, Mayor Pro Tem
Trisha Pollard	Councilmember Position Number 2
Gus Pappas	Councilmember Position Number 3
Pat McLaughlan	Councilmember Position Number 4
Michael Fife	Councilmember Position Number 5
David Montague	Councilmember Position Number 6

City Management

Paul Hoffman	City Manager
Diane White	Assistant City Manager
Tracy Dutton	City Clerk
Vacant	Chief Financial Officer
Alan Petrov	City Attorney
Darryl Anderson	Fire Department
Byron Holloway	Police Chief
Karl Miller	Parks, Recreation & Facilities
Mary Cohrs	Library Director
Larry Parks	Technology Services
Yolanda Williams	Human Resources
John McDonald	Development Services
Brant Gary	Public Works

The City Manager, City Clerk and City Attorney report to City Council.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Management Letter

January 29, 2015

To the Honorable Mayor and
City Council Members of the
City of Bellaire, Texas:

The American Institute of Certified Public Accountants Statement on Auditing Standards No. 115, *Communicating Internal Control Related Matters Identified in an Audit* (SAS 115), provides guidance to auditors on communicating internal control matters to management and the governing body, board of directors, or equivalent body.

It is important to note when reviewing findings reported within this letter that classification of the findings is based on the definitions required by SAS 115 as further discussed below. Please note that these classifications are based on the potential impact to the financial statements, not necessarily the likelihood of actual loss to the City. Accordingly, the City's assessment of the "significance" or ranking of severity will likely be substantially different based on a number of factors including, but not limited to, its assessment of risk and the cost benefit of making the change.

Our report is as follows:

In planning and performing our audit of the financial statements of the City of Bellaire, Texas (the "City") as of and for the year ended September 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be other matters.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Partners
Robert Belt, CPA
Stephanie E. Harris, CPA

Houston
3210 Bingle Rd., Ste. 300
Houston, TX 77055

Bellville
1304 South Front St.
Bellville, TX 77418

Austin
100 Congress Ave., Ste. 2000
Austin, TX 78701

All Offices
www.texasaudltors.com
info@txauditors.com

APPENDIX C

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our findings and additional comments are as follows:

Other Matters:

2014-003 GASB STATEMENT NO. 68, *ACCOUNTING AND FINANCIAL REPORTING FOR PENSIONS*

Background

In 2015, all local governments will begin to report their pension liability on their financial statements. This might result in some governments reporting a deficit in net position. In recent years, governments' pension liability has become front page news. Pension liability could potentially move to the arena of public discussions and, accordingly, elected and appointed officials need to be prepared to be familiar with key talking points, as noted in the recommendations below.

In June 2012, the Governmental Accounting Standards Board (GASB) issued Statement No. 68 ("GASB 68"), *Accounting and Financial Reporting for Pensions – an Amendment of GASB Statement No. 27,* which replaces the requirements of GASB Statement No. 27, as well as the requirements of GASB Statement No. 50, as they relate to pensions that are provided through pension plans administered as trusts or equivalent arrangements. GASB 68 will be effective for fiscal years beginning after June 15, 2014. The requirements of GASB Statement Nos. 27 and 50 will remain applicable for pensions that are not covered by the scope of GASB 68.

GASB 68 establishes new standards of accounting and financial reporting for defined benefit and defined contribution pensions provided to the employees of state and local governmental employers. GASB 68 establishes new standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures, in addition to new disclosure and Required Supplementary Information reporting requirements. Implementation of GASB 68 will represent a significant change in the accounting and reporting of pension expense and the related liability. For fiscal 2015, the City will be required to recognize its long-term obligation for pension benefits as a liability in its government-wide statements.

Key changes to financial reporting and disclosures required by GASB 68 are as follows:

- A net pension liability (unfunded accrued liability) will be recognized on the Statement of Net Position. Previously this was a note disclosure only.
- This liability amount being reported will likely be higher than previously disclosed, as the following changes will impact the calculation:
    - Changes in the allowable amortization periods will result in larger expenses than previously reported.
    - Previous statements provided up to six allowable actuarial cost methods. GASB 68 will require the use of only the entry age normal cost method.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

- Previous standards allowed various asset smoothing methods to determine the values of plan assets. GASB 68 will require plan assets to be reported at fair market value.

- New terminology (net pension liability and total pension liability) will be used.

- Pension expenses will become more variable.

- More extensive disclosures and Required Supplementary Information will be included.

- Key changes to the entities' operations as a result of GASB 68 are as follows:

  - Management will now be responsible for documenting and taking responsibility for controls related to employee data being transmitted to its pension plan administrator.

  - The City's independent auditor will now be required to review and test controls related to employee data being transmitted to the pension plan administrator.

Recommendation

Key talking points that management and elected officials should consider include:

1. The fundamentals of the government finances have not changed.

2. This is an accounting rule change only.

3. Pension liability is a long-term liability paid off in the future.

4. The City is a member of Texas Municipal Retirement Services (TMRS) and has made the necessary annual contributions as calculated by TMRS' actuary.

5. Fund balance remains the best measure of the financial health of a government.

As a result of this new accounting statement, it is important that management has reviewed and documented its internal controls over pension benefits. Internal controls should include various activities over pension benefits, such as plan design and modifications, employee eligibility, employee and employer contributions, reporting, and application for plan benefits. In addition, it is the employer's responsibility for ensuring the reasonableness of its pension liability. Factors to be considered in determining reasonableness include reviewing evidence used in determining the total pension liability such as assumptions made and completeness of the census data provided to the actuary. Possible procedures to ensure accuracy of the census data could include tracing active employees from payroll records to census data and checking key information, tracing current year terminations per payroll records to census data to verify status and date of termination, and tracing key data from the census file back to originating employment records.

TMRS will be providing the City with all the information necessary to report its total pension liability and related disclosures. TMRS is anticipating this information will be available to cities in June 2015 via the City Portal. If the City has not already signed up for access to TMRS resources on the City Portal, it is highly recommended to do so. More information on this can be found at http://www.tmrs.com/city_portal.php.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

APPENDIX C

Additional resources can be found on our website, www.texasauditors.com, as well as http://www.gasb.org/jsp/GASB/Page/GASBSectionPage&cid=1176163527940 where GASB has provided an implementation toolkit for governments. Additionally, we will send out client alerts as additional information becomes available on this topic.

This communication is intended solely for the information and use of management, City Council, and others within the City, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to thank the City Council and the City's management for their cooperation during the course of our audit. Please feel free to contact us at your convenience to discuss this report or any other concerns that you may have.

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP
Certified Public Accountants
Houston, Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____
Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____
Signature of vendor doing business with the governmental entity Date

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

APPENDIX D (2)

CERTIFICATE OF INTERESTED PARTIES — FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 **Check only if there is NO Interested Party.** ☐

6 **AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

_____
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

_____ _____ _____
Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

APPENDIX E

PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

APPENDIX F

PROPOSER WARRANTIES

A. Proposer warrants that it is willing and able to comply with State of Texas laws.

B. Proposer warrants that it has or is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the CITY OF BELLAIRE, TEXAS.

D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

APPENDIX G

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FISCAL YEAR 2016 FINANCIAL STATEMENTS

NAME OF FIRM: _____

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____
Total for Services (excluding Single Audit)				_____
Out-of-pocket expenses:				_____
Other (specify):				_____
Total al-inclusive maximum price for the Fiscal Year 2016 audit				_____

Please provide estimate of fees for the following 4 years.

FY2017_____
FY2018_____
FY2019_____
FY2020_____

Note: Single Audit, if required in future years, would be negotiated at that time.

The person signing this proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City.

_____ _____ _____
Printed Name Signature Date

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

APPENDIX H
CITY'S INSURANCE REQUIREMENTS

Proof of professional liability insurance of $1,000.000.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Executive Summary

The following specific points demonstrate our qualifications and the benefits to you:

- **Significant *Texas Municipality* audit and consulting experience.** Work in the area of Texas municipalities is a significant portion of our firm's practice. We currently serve as auditors for over 75 governmental entities. Our partners have been recognized for their expertise and have conducted seminars on various governmental accounting, auditing and financial reporting topics for the Texas Society of CPAs, other CPA firms, the Texas Association of School Business Officials, Texas Municipal League, and the Government Finance Officers Association of Texas.

- As you will see in our statement of qualifications, we have extensive experience working with cities and municipalities with component units and with complex federal and state grant funding environments. Our public sector team is dedicated to serving governmental entities year-round. We are also very familiar with the governmental reporting requirements to assist our clients to retain their Certificate of Achievement for Excellence in Financial Reporting awarded by the GFOA.

- **Our proposal includes experienced engagement leadership at the partner and manager levels.** Whitley Penn offers three partners, with experience ranging from 15 to 40 years, who are dedicated to municipalities and other governmental entities. All of our management staff receives annual training in government auditing and reporting. Our firm is also in the process of planning and performing the services you have requested for our existing municipal audit clients. We have extensive experience in performing management and performance review services for Texas state agencies, for agencies in other states and for municipalities in Texas and other states.

- In addition to providing quality, timely audit services, we also offer other services, as auditing standards permit, such as organizational reviews, cost-cutting measures, business process improvement, information technology control reviews, internal control reviews, forensic investigations, agreed-upon procedures, and **complimentary training** for the City's staff.

- We have followed and studied the Office of Management and Budget's new Uniform Grant Guidance that will affect any grants awarded on or after December 26, 2014. We have presented on this topic for the Texas Society of CPAs Single Audit Conference. We have also been working with the AICPA Governmental Audit Center to ensure that our clients and our auditors apply the provisions of GASB No. 68 *Accounting and Financial Reporting for Pensions –An Amendment of GASB No. 27.*

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Executive Summary

Our firm is approximately 310 people strong in the Houston, Dallas, and Fort Worth areas with varied experience and knowledge. In 2015 *INSIDE Public Accounting* ranked Whitley Penn as the 54th largest firm in the nation based on revenue. We are proud to be able to offer our clients the benefits of a large firm, with diverse knowledge and experience, while also providing personalized service.

We have exceptionally low turnover in our firm as compared to other public accounting firms. This means that you can count on our firm and our people being available year after year to continue meeting your needs, which will improve efficiency and effectiveness. Our accolades include; 2014 "Best Companies to Work for in Texas" by *Texas Monthly,* 2012 "Best Places to Work" by the *Houston Business Journal,* 2013 "Top 100 Places to Work" by the *Dallas Morning News,* 2012 "Best of Fort Worth Awards" in the Accountants category by the Fort Worth Award Program Committee, "Best Accounting Firms to Work for 2013" by *Accounting Today,* 2013 Best of the Best; Top 100 Firms; Fastest Growing Companies; All-Stars by *INSIDE Public Accounting.* We have an extensive team of experienced professionals that we will be able to draw upon as needed. You will receive "best of class" service from highly competent professionals. It is our goal to attract and retain the very best employees, so that we can continue to provide our clients with the very best service.

We have a strong understanding of the work to be performed and will commit the resources necessary to assist the Finance Department staff in an efficient and effective manner, within the time period required. Our audit plan always includes communication with your staff, management and Council on a year-round basis to maximize our value to the City.

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

TECHNICAL PROPOSAL

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Technical Proposal

Independence

As auditors, we have a responsibility to maintain independence so that our opinions, conclusions, judgments, and recommendations will be impartial and will be viewed as impartial by knowledgeable third parties. With this responsibility in mind, we confirm that Whitley Penn is independent of the City, including direct and indirect financial interest, as well as relationships of the proposed audit team to employees and City Council members, as defined by both auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Government Accountability Office.

Prior Engagements with City of Bellaire, Texas

We have not had any prior engagements or professional relationships with the City in the last five years.

License to Practice in Texas

Whitley Penn and all key professional staff are properly registered/licensed to practice public accounting in the State of Texas. The firm has not been notified of any disciplinary action being taken or pending against it in the past three years with state regulatory bodies or professional organizations. Whitley Penn is not currently under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states.

As a firm heavily involved in providing professional auditing and consulting services to a wide variety of governmental and nonprofit entities, our reports and workpapers are always subject to review by both state and federal desk and field reviews. We have been successful in the past at receiving non-adverse desk and field reviews by stressing quality reviews and open and proactive communications with regulatory cognizant agents/agencies. In order to demonstrate that we have no record of substandard work, we have provided a listing of clients, both present and past for you to contact.

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Firm Qualifications & Experience

Firm Information

Whitley Penn is a **regional** firm, comprised of offices in the Houston, Dallas, and Fort Worth areas, comprised of 43 partners and 310 exceptional employees with diverse experience and knowledge. Our Public Sector Audit Team includes 3 partners, 5 managers, 7 senior staff and 15 staff. We feel this staffing level allows our firm to provide a wide variety of specialized services on a personal basis.

Although founded in 1983, the Firm has public sector auditing roots that stretch back into the early 1970's in Galveston, Harris and Fort Bend County.

Local Staffing / Local Solutions

Work on this engagement will be performed by professionals from our Houston and Texas City offices. These combined offices are home to the nucleus of our public sector practice with thirty experienced professionals ready to serve our municipal clients, including 3 partners, 5 managers, 7 senior staff and 15 staff. While we have been blessed with very little turnover or attrition in the past few years, we are cognizant of the need to be ever mindful of retaining and recruiting great talent from major universities to ensure the continued quality of service our clients demand.

Staffing of Project

Our proposed audit team will include an engagement partner from our Public Sector division, an audit manager, a senior auditor and up to two support staff members. The assurance service managing partner will be available to the project team for assistance with planning activities and in dealing with issues related to the audit and financial reporting. We feel this staffing level allows our firm to provide the necessary service quality based on the City's requirements. Additionally we will have senior and staff accountants assigned to the engagement as necessary. We do not anticipate any member of the engagement team to be employed on a part-time basis.

Continuity of Service

One of the challenges we face as one of the fastest growing public accounting firms in the State of Texas is growth itself. We grow as a firm in large part because our people grow professionally. Our team is in a constant state of improvement in experience, knowledge, and responsibilities. We embrace this growth and we encourage promotions of staff commensurate with their talents and commitment to serving the industry and clients.

To address this challenge, we focus more on continuity of service rather than continuity of staff. Our ability to address change is what sets our staff apart. While we are proud of the staff presented above, this group, along with firm management feels it is of prime importance to work tirelessly on training staff members to assume new roles as they/we grow to ensure a continuity of service to the City for years to come.

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Firm Qualifications & Experience

Peer Review/Quality Control Review

Our firm is a member of Nexia International, a network of independent accounting and consulting firms with member firms in over 100 countries. Quality is a cornerstone of the services provided by any member firm of Nexia International. All member firms value highly both the good reputation they have in their marketplace as well as the good reputations that fellow member firms have elsewhere in the world.

As a key part in promoting, maintaining and enhancing quality within Nexia International, and in safeguarding our reputation, all member firms providing audit and assurance services are subject to a regular quality control review (QCR) as part of the terms of membership of Nexia International. Firms included within the QCR program are reviewed in accordance with the scope relevant to their local jurisdiction as follows:

- A 3-year cycle for a Full Scope Review (FSR); and
- A 6-year cycle for a Limited Scope Review (LSR).

Our firm has completed a peer review performed by a selected firm in accordance with the AICPA's SEC Practice Section requirements. This peer review covered the year ended April 30, 2015, and resulted in a rating of pass. The review included engagements performed under the *Government Auditing Standards*. We perform our internal inspections annually as required by program requirements. The frequency of peer reviews is every third year. We have included a copy of our most recent peer review letter as Appendix A of this proposal.

Federal or State Reviews

As a firm heavily involved in providing professional auditing and consulting services to a wide variety of governmental and nonprofit entities, our reports and workpapers are always subject to review by both state and federal desk and field reviews. We have been successful in the past at receiving non-adverse desk and field reviews by stressing quality reviews and open and proactive communications with regulatory cognizant agents/agencies.

The result of a review performed by the Office of Inspector General of the United States Department of Education is included as Appendix B of this proposal.

Whitley Penn has not received any disciplinary action taken or pending against the firm or our staff during the past three (3) years with state regulatory bodies or professional organizations.

Whitley Penn has four offices: Houston, Texas City, Dallas and Fort Worth. We are pleased to report that not one of our offices has any pending or settled litigation. Whitley Penn has **not** been involved in any litigation in the past five years.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Firm Qualifications & Experience

We have a risk advisory group that specializes in many areas but we believe they could add value to the City with the following services they provide:

- Reviewing and improving your Information Technology (IT) processes requires the kind of policy and procedure reviews that reinforce a required, certified opinion. We offer the kind of authoritative insight that IT consulting firms can't match. At the same time, we will help you leverage and extend your IT infrastructure cost effectively. Our services encompass:
    - General controls review
    - Software selection
    - Fraud detection and analysis
    - Compliance readiness assessments
    - Disaster recovery and business continuity planning
    - Vulnerability assessments

- This group also offers business process improvement services where neither size, industry nor geography is a limiting factor – we offer business process improvement for a full range of clients.

In addition to the risk advisory group's abilities noted above, our own public sector auditors are also certified fraud examiners, certified internal auditors and/or have ten or more years of experience working in governmental operations as Chief Financial Officers. So they are well-versed with governmental entities' operations that can add so much value to the engagement. As such, if awarded, we believe we will be able to assist the district with the "value added" services.

Training and Continuing Professional Education

Whitley Penn offers one-on-one training to the management and staff of our clients for everything from simple accounting procedures to areas such as payroll and bank reconciliations.

Whitley Penn's Public Sector Team is well known in this industry for their knowledge and experience. As a result, our firm's partners are called upon to present to a variety of organizations such as the Texas Municipal League, the Government Finance Officers Association of Texas, the Texas Association of School Business Officials, the Texas Society of CPAs, and other CPA firms. Whitley Penn is also proud to offer this training to our clients. ***We are proud to offer 8 hours of complimentary CPE each year for your staff, at no additional charge.***

Our team stays abreast of changes in the government industry as well as the new accounting standards. We relay this information to our clients in a variety of ways. Some of the best ways to stay "in the know" are to follow our blog, *In The Black* and to request our monthly e-newsletter (visit our web site for more information: whitleypenn.com).

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Firm Qualifications & Experience

Christopher Breaux presenting tips for smoother audit processes to local government officials at a state-wide conference.

As a client of Whitley Penn you can expect to receive the highest quality of service. Here are just a few of the benefits our clients enjoy:

The Whitley Penn Portal

Confidentiality of information, whether in paper or electronic form, is a concern for most clients. Whitley Penn's portal provides a secure, convenient way to transfer data. Whitley Penn's portal is just one of the many tools in our toolbox that assist us in providing our valued clients with the best service available. Some of the benefits of Whitley Penn's portal include:

- Maximum Security for Uploading and Downloading Files of All Sizes
- Ability to Assign Access to Users Within Your Account
- Convenient, Instant Access to Documents
- Multiple Document Organization Tools

Full Service Firm

Our **regional** firm is approximately 310 people strong in the Houston, Dallas, and Fort Worth areas with diverse experience and knowledge. In addition to our extensive team of experienced assurance professionals, our firm boasts many professionals experienced in Tax Compliance, Organizational Reviews, Risk Assessment, Business Process Improvement, Regulatory Matters, Finance-Related Consulting, and Forensic Services. With Whitley Penn as your firm, you will have access to the knowledge and experience of the entire firm.

Accessibility of Our Team

Our team is available to you whenever you need us. We provide cell phone and email contact information so that you can always reach us when you have a need. We also understand that increasingly difficult auditing and reporting requirements now defy the "once-a-year visit" by a City's audit firm. Our commitment to quarterly meetings with council and management is representative of our desire to assure the free flow of communications between the council, management and our audit team. We also welcome face-to-face meetings throughout the year when the audit is not in progress. You will **not** be billed for these conversations/meetings. We pride ourselves in building a partnership with our clients. We will help you tackle the difficult accounting items that you may face so that the audit process when we are in the field is seamless.

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Partner, Supervisory & Staff Qualifications and Experience

Ability to Conduct the Proposed Engagement

Below is a list of our public sector team.

Partners	Senior Managers/Managers	Seniors
Celina C. Miller, CPA	Lupe Garcia, CPA	Mandi Carter, CPA
Christopher L. Breaux, CPA	Leslie Wilks, CPA, CFE	Patrick Simmons, CPA
Tom Pedersen, CPA	Dan Hernandez, CPA, CIA	Ailene Comple, CPA
	Thania D. Gonzalez, CPA	Nathan Johnson
	Geoffrey Veuleman, CPA	Eddie Juarez
		Lauren Nelson
		Javed Soomar

In addition, to the team members listed above we have over 15 staff members that will assist these management team members with field work. All of our team members are **solely dedicated to the governmental industry**. We are very fortunate to have such a model that allows our team members to serve you as experts in this field.

At Whitley Penn, we work tirelessly to ensure that our partners and staff are trained and suited for working within the Public Sector environment and are confident that our references provided will agree. We have included descriptions of our training and our past involvement in nationally recognized certificate of excellence programs in the Government Finance Officers Association.

All of our staff have appropriate experience and educational backgrounds and complete a minimum of twenty to forty hours of continuing education related to governmental auditing, accounting, and reporting annually. This annual training is designed to be in accordance with U.S. General Accounting Office's Government Auditing Standards issued by the Comptroller General of the United States (the "Yellow Book").

Dedication to the Public Sector Industry

As part of our dedication to the state and local government industry, our firm maintains associate memberships in the Texas Association of School Business Officials, the Association of School Business Officials International, the Government Finance Officers Association, the Texas Municipal League, the American Institute of Certified Public Accountants and the Texas Society of Certified Public Accountants. Through these affiliations, we are able to access tremendous resources that allow us to serve our governmental and non-profit clients at the highest levels.

Our public sector has chosen to work in this field because they believe in their governments' missions. While our main service to these governments comes in the form of auditing, we also service the public sector by providing education in many settings and also giving back to the public education. On the next page we have listed all of our activity in the public sector.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Partner, Supervisory & Staff Qualifications and Experience

Dedication to the Public Sector Industry (continued)

Celina Cereceres Miller, CPA - Audit Partner

- ACET Conference – Houston, Texas – Uniform Grant Guidance
- Texas Society of CPAs School District Conference– State Wide, San Antonio, Texas; June 2015 – Auditing IDEA B
- Texas Society of CPAs School District Conference– State Wide, San Antonio, Texas; June 2015 – IDEA B MOE
- Texas Society of CPAs School District Conference– State Wide, San Antonio, Texas; June 2016 – *Fraud Discussion: Oh the Things We have Seen*
- TSCPA School District Conference Planning Committee: 2009 through Current
- Whitley Penn, LLP Houston Client CPE – *Uniform Grant Guidance*
- TASBO Conference: February/March 2014 – ACT 208: *Auditing* Certification Course
- TASBO Conference: February/March 2015: Accounting Research Committee Guest Speaker
- TASBO Conference: February 29, 2016 and March 1, 2016 ACT 208 *Managing Special Revenue Funds* Certification Course
- TASBO Webinar – *GASB 68 and the New EDGAR*: September 2015
- TASBO Webinar – *Submitting the Annual Financial Audit*: January 2016
- University of Houston Clear Lake – Adjunct Accounting Professor Fall 2014
- Harris County Department of Education – *Understanding the Uniform Grant Guidance* Fall 2015
- Bay Area Communities In Schools – Adoption of Campus
- El Paso TSCPA – 8 hour Governmental Auditing and Accounting Update – Summer of 2014, 2015 and 2016
- TASBO Accounting and Finance Committee Research Committee

Christopher L. Breaux, CPA, Audit Partner

- TASBO Conference: March 1, 2016 ACT 202—*Auditing* Certification Course
- TASBO Webinar – GASB 68 and the New EDGAR: September 2015
- TASBO Course—MGT 307: *Business Ethics—October 2014*
- North Central Texas Council of Governments—New and Emerging City Manager Training—Audit Training—January 2016
- TSCPA School District Conference (State Wide) Planning Committee: 2005-Current
- TSCPA Single Audit Conference (State Wide) Planning Committee: 2010-Current
- TSCPA 2015 Single Audits and Governmental Accounting Conference—*Implementing GASB 68*-October 2015
- Fort Bend County P-16 Math Collaborative
- Accounting and Finance Committee Research Committee
- Houston-Galveston Area Council—Newly elected conference: Financial Operations Training—2015
- Whitley Penn, LLP Houston Client CPE - GASB 68
- Whitley Penn, LLP Houston Client CPE - GASB 68
- Gulf Coast TASBO—GASB 68

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Partner, Supervisory & Staff Qualifications and Experience

Dedication to the Public Sector Industry (continued)

Lupe Garcia, CPA - Audit Senior Manager

- Texas Society of CPAS Single Audit Conference, Austin, Texas; October 2015:
- Texas Society of CPAs School District Conference, San Antonio, Texas; June 2016
- Whitley Penn, LLP DFW Client CPE 2014, 2015 and 2016 -
- Whitley Penn, LLP Houston Client CPE - 2014, 2015, 2016
- UT Arlington Governmental
- Texas Association of County Auditors: Austin, Texas
- Lone Star College – Guest Speaker for Governmental Accounting Class Spring 2015 and Spring 2016
- Harris County Department of Education – Uniform Grant Guidance Update
- TASBO Accounting Research Committee

Leslie Wilks, CPA, CFE - Audit Senior Manager

- International Association of Financial Crimes Investigation—Basics of Fraud Investigations Training; September 2015 and March 2016
- University of Houston Clear Lake—Guest Speaker for Governmental and Not For Profit Accounting graduate and undergraduate classes; Fall 2014 through Spring 2016
- TSCPA Houston Society—Fundamentals of Government Audit; May 2014
- Government Finance Officers Association of Texas—Gulf Coast Chapter—Katy ISD and Humble ISD; Fraud, Ethics and Internal Controls; October 2014 and April 2014
- Government Finance Officers Association of Texas—Gulf Coast Chapter—Warning Signs of Fraud- Behavioral Red Flags; January 2015
- University of Houston Clear Lake ACFE Student Chapter—Faces of Fraud
- Whitley Penn, LLP DFW Client CPE 2014—2016: Fraud in local governments
- Whitley Penn, LLP Houston Client CPE 2014-2016 : Fraud in local governments
- Government Finance Officers Association of Texas—Gulf Coast Chapter—Tips for Minimizing Fraud and Abuse in Construction Projects
- Houston Area School District Internal Auditors—Trust is Not an Internal Control—2014
- TSCPA Single Audit Conference (State Wide) Planning Committee

Thania Gonzalez, CPA, Audit Manager

- Texas School District Accounting & Auditing Conference June 2016 – "Sampling made easy"
- TSCPA School District Conference Planning Committee: 2009 through Current
- TSCPA Board Member (State Wide) 2013 through current

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Partner, Supervisory & Staff Qualifications and Experience

Staff Education and Development

All of our staff have appropriate experience and educational backgrounds and complete a minimum of twenty-four to forty hours of ***continuing education*** related to governmental auditing, accounting, and reporting annually. This annual training is designed to be in accordance with Governmental Accountability Office's Government Auditing Standards issued by the Comptroller General of the United States (the "Yellow Book").

Affirmative Action Program/Diversity Plan

Our staff members come from a variety of different backgrounds. We strive for diversity in our staff in our hiring practices. The quality of staff involved with our clients is ensured through the heavy involvement of management personnel in all phases of the engagement, including key fieldwork areas. Staff level personnel assigned to engagements are trained on and experienced with municipal entities and are continuously supervised and mentored in the audit process with on-site managers.

In its efforts to develop our affirmative action program, Whitley Penn hereby reaffirms and formalizes its commitment to the principle of equal employment opportunity. Whitley Penn's policy is to ensure equal employment opportunities for all, without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information or any other non job-related characteristic protected by law. We view the principle of equal employment opportunity as a vital element in the employment process.

In developing its affirmative action program, Whitley Penn commits to:

• Recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information or any other non job-related characteristic protected by law.

• Ensuring that promotions are in accordance with equal employment opportunity requirements by establishing only valid, job-related requirements.

• Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, lay-offs, training, education and all other Whitley Penn sponsored programs are administered in a non-discriminatory manner.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Partner, Supervisory & Staff Qualifications and Experience

GFOA Award Winning Reports

We are active participants in the local chapters of GFOAT and have been very successful in helping our clients achieve the *Government Finance Officers Association Certificate of Excellence in Financial Reporting.*

Our staff understands the importance of the GFOA Certificate of Achievement for Excellence in Financial Reporting. As such, our audit managers have joined the GFOA Special Review Committee (SRC), which is made up of individuals with expertise in public-sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals. We understand the requirements involved in preparing the Comprehensive Annual Financial Report (CAFR). We are well aware of the effort that is required to prepare a report in accordance with the GFOA's reporting requirements. We also have extensive experience preparing and reviewing CAFRs for our other governmental entities that receive the GFOA Certificate of Achievement for Excellence in Financial Reporting.

Staff Rotation Plans and Multiyear Contract Arrangements

We bring a wealth of understanding of Texas municipalities and their specific operating environment. On many of these engagements we have made a strong effort over time to ensure "rotation" of staff on these projects. We have personnel at the partner level and at the manager level, that would be able to assume engagement leadership with a minimum of effort. We would welcome the opportunity to discuss this fully with you.

We are prepared to rotate staff as deemed necessary by our firm and the City over a multiyear period. The approach to performing the requested services would not be affected if this were a multiyear contract, except as affected by additional or new industry, federal or any other requirements. We would work closely with the City Council and management to ensure that staff continuity is maintained at the management levels of the project or changed if desired by the City's Council and management. Continued training will be obtained by our management staff as to relevant technical requirements for requested services.

Proposed Engagement Team

We are committed to providing you with a team who is knowledgeable, enthusiastic and dedicated to providing superior services. Our firm understands the importance of continuity and as such we have the ability to rotate our managers and partners or pull in those staff with specific expertise as needed for our clients, ensuring personalized service. Each client is actively encouraged to call on us at any time the need arises. The City 's audit will be staffed as follows:

Christopher L. Breaux, CPA - Engagement Partner, Audit Services - Public Sector

Celina C. Miller, CPA - Concurring Partner, Audit Services - Public Sector

Thomas Pedersen, CPA - Resource Partner, Audit Services - Public Sector

Lupe Garcia, CPA - Senior Manager, Audit Services - Public Sector

Ailene Comple, CPA, CFE - Senior, Audit Services - Public Sector

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Partner, Supervisory & Staff Qualifications and Experience

PRACTICE
Audit Services - Public Sector

EDUCATION
B.B.A. in Accounting from
Texas A&M University
30 years of experience

SIMILAR ENTITIES SERVED:

- DeSoto, Texas
- Sugar Land, Texas
- Missouri City, Texas
- Beaumont, Texas
- Pearland, Texas
- League City, Texas
- Galveston, Texas
- La Porte, Texas
- Stafford, Texas
- Rosenberg, Texas
- Richmond, Texas
- Katy, Texas
- Seabrook, Texas
- Humble, Texas
- Fulshear, Texas
- Bellaire, Texas
- West University, Texas
- Jersey Village, Texas
- Groves, Texas
- Hitchcock, Texas
- Houston, Texas
- Morgan's Point, Texas
- Oak Ridge North, Texas
- Dickinson, Texas
- Fort Bend County
- Galveston County
- Guadalupe County
- Hamilton County
- Houston Galveston Area Council
- Galveston Wharves

Christopher L. Breaux, CPA
Engagement Partner
Phone: 713-386-1113
Fax: 713-621-1570
Cell: 713-906-0250
Christopher.Breaux@whitleypenn.com

Experience
- Certified Public Accountant
- Over 30 years of Governmental Auditing Experience
- Expertise in auditing and consulting services to municipalities, school districts, counties, and special districts as well as a variety of non-profit and private sector clients, a large percentage of whom receive both federal and state funding and/or are subject to specific regulatory reporting requirements.
- Interfacing with clients and cognizant agencies as well as developing and implementing audit procedures to conform to applicable professional, state, and federal standards.
- Preparation and review of Comprehensive Annual Financial Reports that have been awarded a Certificate of Achievement for Excellence in Financial Reporting. He has been awarded the Certificate of Educational Achievement in Governmental Accounting and Auditing by the AICPA.
- Providing advisory services to municipal clients in the areas of workflow studies, financial compliance systems and reporting, program compliance, and other finance-related legal compliance areas.

Professional & Civic Organizations
- American Institute of Certified Public Accountants
- Texas Society of Certified Public Accountants
- Government Finance Officers Association of Texas
- Gulf Coast Finance Officers Association
- Texas Association of School Business Officials, associate member
- National Committee for Government Services, CPA Associates International

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Partner, Supervisory & Staff Qualifications and Experience

PRACTICE
Audit Services - Public Sector

EDUCATION
Bachelors and Masters of Accountancy
University of Texas - El Paso

Celina Cereceres Miller, CPA
Concurring Partner
Public Sector Industry Group Leader
Phone: 713-621-1515
Fax: 713-621-1570
Cell: 713-377-3667
Celina.Miller@whitleypenn.com

SIMILAR ENTITIES SERVED:

- City of Sugar Land
- City of La Porte
- City of Katy
- City of Stafford
- City of Fulshear
- City of Iowa Colony
- Galveston County
- Guadalupe County
- Gulf Coast Waste Disposal Authority
- Harris County Department of Education
- Houston-Galveston Area Council
- Port of Galveston

Experience

- Certified Public Accountant
- Over 15 years of audit public accounting experience focused on clients primarily in the following industries: school districts, non-profit organizations, community colleges and other large governments administering large amounts of federal and state grant awards
- Responsible for training firm staff in accordance with Generally Accepted Auditing Standards (GAAS), and Governmental Audit Standards (GAS)
- Extensive knowledge of Title 2, U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)
- Designated Audit Quality Partner for the AICPA's Government Audit Quality Center
- Responsible for providing CPE to both employees, clients, and industry professional organizations

Professional & Civic Organizations

- Texas Society of Certified Public Accountants (TSCPA)
- American Institute of Certified Public Accountants (AICPA)
- TSCPA School District Conference Planning Committee
- Texas Association of School Business Officials
- TASBO Accounting/Finance Research Committee
- Bay Area Communities in Schools

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Partner, Supervisory & Staff Qualifications and Experience

PRACTICE
Audit Services - Public Sector

EDUCATION
B.B.A. in Accounting from Stephen F. Austin State University

SIMILAR ENTITIES SERVED:

- City of Alvin
- City of Friendswood
- City of Hitchcock
- City of La Porte
- City of Missouri City
- City of Pearland
- City of Sugar Land
- City of Texas City
- City of Watauga
- Galveston County
- Nacogdoches County
- Harris County
- Galveston County Consolidated Drainage District
- Mental Health Mental Retardation Authority of Harris County
- Multiple Independent School Districts with ADA ranging from 2,000-60,000

Tom Pedersen, CPA
Resource Partner
Phone: 713-621-1515
Fax: 713-621-1570
Cell: 713-206-2701
Thomas.Pedersen@whitleypenn.com

Experience
- Over 40 years experience providing audit services for school districts, county and city governments, banks and community colleges
- Preparation and review of Comprehensive Annual Financial Reports that have been awarded the Certificate of Achievement for Excellence in Financial Reporting
- Awarded the Certificate of Educational Achievement in Governmental Accounting and Auditing by the AICPA

Ten Years Experience as the Director of Finance at Texas City Included:
- Directed all accounting and business activities including banking, investments, general insurance, health and welfare benefits, accounting policy development, cash management, utility billing, general ledger, accounts payable, accounts receivable, payroll, purchasing, tax billing, street assessments and management information systems
- Responsible for preparation and management of a multi-million dollar City budget and developing a sound financial plan for the City
- Familiar with the day-to-day operations of running a finance department to include managing the City's $25 million investment portfolio, preparing monthly forecast for revenue and expenditures and developing monthly departmental performance measures

Professional & Civic Organizations
- American Institute of Certified Public Accountants
- Texas Society of Certified Public Accountants
- Texas Association of School Business Officials
- Government Finance Officers Association of Texas
- TSCPA Single Audit & Governmental Accounting Conference Planning Committee

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

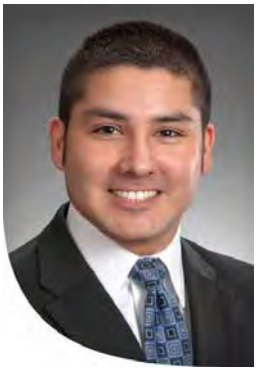
Partner, Supervisory & Staff Qualifications and Experience

PRACTICE
Audit Services - Public Sector

EDUCATION
B.B.A. in Finance from the University of Houston - C.T. Bauer College of Business, Magna Cum Laude

SIMILAR ENTITIES SERVED:

- City of Fulshear
- City of Humble
- City of Jersey Village
- City of Katy
- City of Oak Ridge North
- City of Manvel
- City of Missouri City
- City of Pearland
- City of Richmond
- City of Stafford
- City of Sugar Land
- Fort Bend County
- Lone Star College System
- Navarro College District
- Schreiner University
- Texas Southern University
- Greater Harris County 9-1-1 Emergency Network
- Greenspoint District
- Harris County Department of Education
- Houston-Galveston Area Council
- Alief ISD
- Fort Bend ISD
- Humble ISD
- Katy ISD
- Klein ISD
- Pflugerville ISD
- Mansfield ISD
- Spring ISD



Lupe Garcia, CPA
Senior Manager
Phone: 713-386-1149
Fax: 713-621-1570
Cell: 832-573-6825
Lupe.Garcia@whitleypenn.com

Experience
- Certified Public Accountant with more than 8 years of experience providing audit services to various governmental entities, including counties, cities, school districts, universities and community colleges, and other special-purpose governments
- Responsible for all aspects of the assurance process including planning, internal control evaluation, risk assessment, fieldwork, and report issuance and engagement closure
- Assist in training staff in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (GAS), the Texas Education Agency's Financial Accountability System Resource Guide (FASRG), Title 2, U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)
- Responsible for preparation and review of Comprehensive Annual Financial Reports that have been awarded the Certificate of Achievement for Excellence in Financial Reporting.
- Responsible for new hire training and assisting with internal and external continuing professional education courses

Affiliations
- American Institute of Certified Public Accountants—Member
- Texas Society of Certified Public Accountants—Director, 2014-2017
- Houston CPA Society—Director, 2014-2016
- Texas Association of School Business Officials—Member
- Government Finance Officers Association of Texas—Member
- Fort Bend Leadership Forum, Class of 2013

Honors & Awards
- Houston CPA Society—2014 Distinguished Public Service
- Texas Society of Certified Public Accountants—2013 Rising Star
- Houston CPA Society—2013 Young CPA of the Year

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Partner, Supervisory & Staff Qualifications and Experience

PRACTICE
Audit Services - Public Sector

EDUCATION
M.B.A. from The University of Texas – Pan American

B.S. in Accountancy from University of Santo Tomas

SIMILAR ENTITIES SERVED:

- City of Missouri City
- City of Sugarland
- City of Groves
- City of Texas City
- City of Galveston
- City of Beaumont
- City La Porte
- Guadalupe County
- Nacogdoches County
- Harris County Municipal Utility District No. 276
- Galveston County Consolidated Drainage District
- Harris-Galveston Subsidence District
- Galveston County Central Appraisal District
- Port of Galveston
- Mental Health Mental Retardation Authority
- Mainland Children's Partnership
- Houston-Galveston Area Council
- Fort Bend County Women's Center

Ailene Comple, CPA, CFE
Senior
Phone: 713-386-1139
Fax: 713-621-1570
Cell: 956-533-7371
Ailene.Comple@whitleypenn.com

Experience
- Certified Public Accountant
- Certified Fraud Examiner
- Over 8 years of experience in general accounting and over 2 years of experience in auditing to governmental, non-profit, and corporate entities.
- Extensive Knowledge of OMB requirement Uniform Grant Guidance
- Responsible for preparing, analyzing, maintaining, and reviewing financial statements, records and reports of school districts, cities, counties and other governmental entities.
- Assisted in forensic audits of governmental entities.
- Performs audit tasks for government engagements including performing internal control walk through, reviewing and testing transactions and internal controls, performing analytical procedures, documenting audit results.
- Responsible for planning, performing and supervising audit engagements
- Schedules field work, reviews results and investigates and resolves any discrepancies, questions or other issues raised by field staff.

Professional & Civic Organizations
- American Institute of Certified Public Accountants (AICPA)
- Texas Society of Certified Public Accountants (TSCPA)
- Association of Certified Fraud Examiners (ACFE)

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Partner, Supervisory & Staff Qualifications and Experience

Continuing Professional Education

The following is a table of continuing education course topics in which the Public Sector project team has participated or served as instructors in the past three years:

Topic	Breaux	Miller	Pedersen	Garcia	Comple
Uniform Grant Guidance (For Whitley Penn employees, TSCPA Single Audit Conference, TSCPA School District Conference and TASBO 2015 Conference)	Yes	Yes*	Yes	Yes*	Yes
Clarity Standards (Effective for periods ending after 12-15-2012)	Yes*	Yes*	Yes	Yes*	Yes
GASB Update: ● GASB 54—GASB No. 66 ● GASB Statement No. 67 (Financial Reporting for Pension Plans – an amendment of GASB Statement No. 25) ● GASB Statement No. 68 (Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27) ● GASB Statement No. 69 (Government Combinations and Disposals of Government Operations) ● GASB Statement No. 70 (Accounting and Financial Reporting for Nonexchange Financial Guarantees) ● GASB No. 71 (Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68) ● GASB No. 72 (Fair Value Measurement and Application) ● GASB No. 73 (Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68) ● GASB No. 74 (Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans) ● GASB No. 75 (Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions) ● GASB No. 76 (The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments) ● GASB No. 77, Tax Abatement Disclosures	Yes*	Yes*	Yes	Yes	Yes
Bonds (New Issuances and Refundings)	Yes	Yes	Yes*	Yes	Yes
The 2011 Yellow Book	Yes*	Yes	Yes	Yes*	Yes
Internal Controls over Federal Programs	Yes	Yes*	Yes	Yes*	Yes*
Financial Reporting and CAFR Preparation Training	Yes*	Yes*	Yes	Yes*	Yes

*** Indicates Instructor**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

SIMILAR ENGAGEMENTS WITH OTHER ENTITIES

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

whitleypenn

Similar Engagements with Other Government Entities

We have included a listing of some of our municipal clients, with audit engagements performed in the last five years, for your review. We have provided core audit services and/or various forms of consulting services ranging from entity-wide organizational structure studies to detailed help in compiling basic financial data.

These clients have received the services requested by the City of Bellaire. This listing of clients is for the use of the City only in evaluating our proposal and is not to be used for any other purpose and is not to be distributed to anyone outside those persons involved in the selection of auditors for the City.

Client	Contact Position	Years of Service	Scope of Work	Engagement Partner	Total Hours
City of Katy*^	Mr. Byron Hebert City Administrator 281-391-4800	10+	Audit and Consulting Services	Christopher Breaux	350
City of Richmond*^	Ms. Terri Vela City Manager 281-342-5456	3	Audit and Consulting Services	Christopher Breaux	300
City of Humble*^	Ms. Aimee Phillips Finance Director 281-446-3061	3	Audit and Consulting Services	Christopher Breaux	350
City of Stafford^	Ms. Karen Austin Director of Finance 281-261-3910	5	Audit and Consulting Services	Christopher Breaux	400
City of Watauga*^	Ms. Sandra Gibson Director of Finance 817-514-5822	5	Audit and Consulting Services	Tom Pedersen	300

^ Indicates Current Client

* Indicates City participates in the Government Finance Officers Association's Certificate of Excellence in Financial Reporting Program.

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Other References

Additional Governmental Entities We Serve (this is only a portion of our client list)

Client	Contact Position	Years of Service	Services Provided
Harris County Department of Education*	Mr. Jesus Amezcua, Assistant Superintendent for Business Services 713-696-1371	5	Auditing and Consulting Services
Houston-Galveston Area Council*	Mrs. Nanacy Haussler, CFO 713-993-4510	5+	Auditing and Consulting Services
Lone Star College System*	Mrs. Cynthia Gilliam, Vice Chancellor of Administration & Finance 832-813-6512	2	Auditing and Consulting Services
Galveston County*	Mr. Jeff Modzelewski, Director of Accounting 409-770-5328	10+	Auditing and Consulting Services
Fort Bend County*	Mr. Robert "Ed" Sturdivant, County Auditor 281-341-3760	10+	Auditing and Consulting Services
Harris County*	Barbara Schott, County Auditor 713-755-6505	9	Auditing and Consulting Services
City of Pearland*	Mrs. Claire Bogard, Director of Finance 281-412-8108	10+	Auditing and Consulting Services
City of Sugar Land*	Mr. Allen Bogard, City Manager 281-275-2710	10+	Auditing and Consulting Services
City of Galveston*	Mr. Mike Loftin, Director of Finance 409-797-3562	10+	Auditing and Consulting Services
Fort Bend ISD*	Mr. Steve Bassett, Chief Financial Officer 281-634-1164	10+	Auditing and Consulting Services
Alief ISD*	Ms. Deanna Wentz, Assistant Superintendent of Finance 281-498-8110	10+	Auditing and Consulting Services
Spring Branch ISD*	Ms. Karen Wilson, Assistant Superintendent of Finance 713-464-1511	9	Auditing and Consulting Services

* Indicates Current Client

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

SCOPE AND AUDIT APPROACH

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

whitleypenn

Scope and Audit Approach

Generally Accepted Government Auditing Standards

Simply put, generally accepted government auditing standards (GAS) are standards for financial and performance audits of governments, established by the U.S. General Accounting Office (GAO) in its publication *Government Auditing Standards,* commonly referred to as the Yellow Book. These supplemental auditing standards go ***above and beyond*** the standards for traditional financial audits are known as generally accepted auditing standards (GAAS), promulgated by the American Institute of Certified Public Accountants (AICPA) through the Auditing Standards Board.

These enhanced standards are required in the City of Bellaire's audit due to the City's expenditure of federal funds in accordance with federal guidelines of the Single Audit Act of 1984, Single Audit Amendments of 1996 and Title 2, U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Both GAAS and GAS group audit standards into three main categories; (1) General Standards; (2) Fieldwork Standards; and (3) Reporting Standards.

General audit standards address qualifications, independence, due professional care and quality control. The primary differences in the standards concern:

- Qualifications
- Independence
- Quality control

These standards require the audit team receive specific additional training within certain timelines and have adequate knowledge of the government environment.

The standards also specify higher independence criteria and external peer reviews for the audit organization to meet the higher expectations of stakeholders and regulatory community.

Fieldwork standards of GAS attempt to meet the special needs and interests of the public sector by enhanced measures for risk assessment fraud, internal controls, irregularities, illegal acts and other noncompliance. These enhanced standards pay particular attention to how the audit team approaches materiality, noncompliance, safeguarding controls, working papers and audit findings follow-up.

Reporting audit standards go beyond disclosing whether generally accepted accounting standards (GAAP) have been followed, whether disclosures in the financial statements are reasonably adequate, and an expression of opinion by the auditor regarding the fairness of the government's financial statements. Under these enhanced standards, designed to meet the special needs and interests of the public sector, the audit team will communicate with those charged with governance (the Council and administration) on matters pertaining to compliance with laws and regulations and on internal controls, including a separate report on federal programs.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Scope and Audit Approach

We understand the unique organizational structure and operating environment under which Texas Municipalities operate and have developed programs of procedures designed specifically for these engagements. Our audit approach is described as follows:

Proposed Segmentation of the Engagement

Our auditing and consulting service approach includes the most current techniques available. In addition to the heavy involvement of our partners and managers, our staff will also be familiar with the City's operating environment due to their ongoing involvement with other municipal clients.

Our goal in providing a quality audit experience is to assure a seamless audit approach with continuity of staff from the earliest planning stages through fieldwork to report issuance exit conferences. This approach is achieved through the application of our thorough understanding of the environment and heavy involvement in all phases by management personnel.

A brief overview of the different phases or segments of our audit process is as follows:

The Planning and Risk Assessment Phase

Prior to any fieldwork being performed, strategic planning sessions are held both internally and with the City's staff to identify key audit and operational issues, and to establish communications with appropriate firm and City staff, and relevant third parties, as well as to determine timing and individual responsibility schedules. Additionally, the audit team will gain an understanding of the City's controls and operations surrounding financial activity and develop a plan of action or risk assessment for auditing key areas and account balances. Because of the City's dependence on technology, our experienced technical staff will conduct considered review of general information technology controls for their impact on financial reporting.

Fieldwork

Our audit programs for the City will include procedures related to review and evaluation of internal administrative and accounting controls noted above, as well as the determination of compliance with finance related legal issues, the evaluation of errors and fraud, statistical sampling and analytical procedures designed to determine reasonableness of costs that can lead toward evaluating efficiency and effectiveness in administrative operations.

Throughout the fieldwork process, our partners and staff remain in constant contact and communication with City management personnel. When questions or concerns arise in the course of our work, we take steps to assure ourselves that critical information is passed on to the proper level of management through weekly meetings and discussions.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Scope and Audit Approach

Report Issuance and Closure

Report issuance and exit conferences of an audit are often the most critical portions because it is in this phase that most external communications are discussed. The results of our audit will be reviewed with the appropriate level of management, including the Audit Board, City Council and executive levels of staff, prior to the issuance of a report on internal controls and compliance matters or management letter. This review of findings and proposed recommendations with management often leads to a plan of action for the City management to make any needed improvements in a manner that is not only theoretically but practically sound.

We **do not like surprises** so any deficiencies, significant deficiencies or material weaknesses would be discussed with management prior to including it in the report and presenting the results to the City Council. We believe that both the auditee and auditor must agree on the facts and ensure that there isn't documentation that could clear any deficiencies of which we were previously unaware. We find this method of exiting on the audit process brings the most value to our clients.

We will work with your financial management team in the process of building the report to eliminate any unknowns in the financial statement presentation process.

Level of Staff

The level of staffing commitment to complete the engagement by audit phase is as follows:

Audit Segment

Staff Level	Planning	Fieldwork	Report Issuance & Closure	Total
Partners	10	10	10	30
Managers	20	30	20	70
Supervisory Staff	10	80	10	100
Staff	10	80	10	100
Subtotal	50	200	50	**300**

Sample Sizes and Audit Sampling

Because it would not be cost effective to test 100 percent of items within an account balance or class of transactions for the purpose of evaluating some characteristic of the balance or class in our tests of controls and compliance with laws and regulations, we sample.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Scope and Audit Approach

In the course of an audit, we will apply sampling techniques in our substantive testing of account balances and transaction classes if the application of such techniques is deemed more effective and efficient. Audit sampling can be defined as the application of an audit procedure to less than 100 percent of the items within an account balance or class of transactions for the purpose of evaluating some characteristic of the balance or class. Additional uses of sampling can be found in our tests of controls and compliance with laws and regulations.

The sample sizes and the extent of the use of samples depends on various factors including population size and the inherent risks associated with the account, transaction class, controls, or compliance features. In the planning and fieldwork stages of the audit, we will thoroughly discuss the population sizes and the risk factors associated with significant financial statement accounts with appropriate financial management personnel. These discussions will include a methodology for selecting a sample as well as an approach for gathering the sample that will be the least intrusive to ongoing financial operations of the City.

Extent of use of Software in the Engagement

As noted earlier, our auditing and consulting service approach includes the most current techniques available in the field. We utilize fully integrated software for trial balances, audit work papers, and reporting functions. We will request that City staff electronically download certain data from the City's financial management information system for evaluation during the planning and fieldwork phases of the audit. Our approach to this area is designed to be non-invasive and to reduce the amount of time spent by both our staff and City employees.

Computer-based techniques are used by our staff only when considered more efficient than traditional methods. We believe this approach is consistent with providing the quality services for which we strive.

Type and Extent of Analytical Procedures to be Used in the Engagement

The firm uses analytical procedures in audit planning to:

- Enhance our understanding of the City's operations and the transactions and events that have occurred since the last audit date.
- Identify areas that may represent specific risks relevant to the audit.
- Provide substantive support for financial information included in the financial reports.

Comparisons of account balances between accounting periods are made and ratio and trend analyses performed to improve our understanding of the client and its operations and may identify critical audit areas. For instance, comparing general and special revenue fund expenditures by function and revenue by source for the past five years provides an understanding of the City's operations and may identify a revenue source that requires increased attention in the current audit.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Scope and Audit Approach

Our preliminary analytical procedures for a City will include, as a minimum, a comparison of current account balances in the working trial balance to similar amounts in the prior annual period's financial statements and the current period's budget. However, we feel a thoughtful consideration of expected relationships among account balances and periods by our experienced auditors is far more important than a mechanical comparison. We will not only consider these relationships but compare these based on our knowledge and experience about the similar governmental entities and their operations.

In some cases, analytical procedures can be both more effective and more efficient than tests of details for achieving particular substantive testing objectives. Normally, analytical procedures call attention to unexpected relationships in financial statement balances. This can be an efficient means of identifying potential misstatements or misclassifications. The appropriate mixture of analytical procedures and tests of details is a matter of the auditor's professional judgment concerning the expected efficiency and effectiveness of analytical procedures in identifying potential misstatements.

Analytical procedures may be used to identify individually significant items or to otherwise identify populations that need to be sampled. In the payroll area, an effective analytical test is to compare current expenditures to the prior period actual and current budget by department and relate to the number of employees by department. In this manner, the auditor may eliminate the need to sample or reduce the population of payroll expenditures considered necessary to sample by confining sampling to departments with significant fluctuations.

Analytical procedures are also applied as an overall review of the financial information in the final stage of the audit. These procedures are designed to assist our staff in assessing the propriety of conclusions reached and in the evaluation of the overall financial statement presentation. While the selected procedures will vary on the circumstances, they will always focus on overall relationships within the financial statements and consider the following matters:

- The adequacy of evidence gathered in response to unusual or unexpected balances identified by analytical procedures applied in the planning stage of the audit.
- Unusual or unexpected balances or relationships not previously identified.

Gaining an Understanding of Internal Controls

An understanding of the City's financial operations, funding source requirements, transaction processing procedures, and internal control structure will be achieved through inquiry, observation, and tests of transactions. We will also use other resources such as the City's budget, organizational charts, City's policy and procedure manuals, and other management information systems.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Scope and Audit Approach

Determining Laws and Regulations that will be Subject to Audit Test Work

We will design our audit to provide reasonable assurance that the City's financial statements are free of material misstatements resulting from violations of laws and regulations that have a direct and material effect on the determination of financial statement amounts. From the planning phase of the audit, we will seek to obtain an understanding of the possible effects of such laws and regulations on the City's financial statements.

The determination of which laws and regulations that will be subject to audit test work will be determined through a number of inquiry and review procedures such as the following:

- Inquiry with City personnel, including finance staff and grant administrators.
- Consideration of compliance requirements that have been identified in prior years' audits.
- Review the relevant portions of any directly related agreements, such as those related to grants and debt agreements.
- Review pertinent sections of laws and regulations, including State statutes.
- Review the minutes of meetings of the governing body.
- Inquiry of oversight entities or agencies about applicable compliance requirements.
- Review of Title 2, U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), the Catalog of Federal Domestic Assistance, federal audit guides, and state and local policies and procedures.

In the course of the audit we will consider performing some or all of the following procedures:

- Consider knowledge about such laws and regulations obtained in prior years' audits.
- Discuss such laws and regulations with the finance director, legal counsel, or grant administrators.
- Obtain written representation from management concerning the completeness of management's identification of such laws and regulations.
- Review grant and loan agreements.
- Review minutes of meetings of the City Council for the enactment of new ordinances or policies.
- Read pertinent statutes, regulations, and charter provisions and excerpt significant items for the permanent file section of the work papers
- If any legal requirements require clarification, we will request a written interpretation from the City's legal counsel.

Examples of the types of laws and regulations that have a direct and material effect on the determination of amounts in a City's financial statements follow:

- **Public Funds Investment Act**. We will consider the governmental unit's compliance with legal and policy provisions for deposits and investments.
- **Procurement.** Competitive bidding laws apply to the procurement process.
- **Appropriations**. Expenditures should not exceed authorized limits.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Scope and Audit Approach

- **Legal authority for transactions.** Transactions should be properly authorized at execution.
- **Establishment of funds.** The funds of a local governmental unit may be established by state constitutional provisions or statutes, or by local charters, ordinances, and governing body orders.
- **Budgetary reporting.** The required supplementary information included in the financial statements should present an aggregation of the appropriated budgets, as amended, compared to actual results of operations in accordance with State Laws' local budget provisions.
- **Restrictions on expenditures.** The proceeds of certain governmental revenues are restricted by law as to the purposes for which they may be expended.
- **Taxing and debt limitations.** Governmental units may be subject to laws and regulations that place limits on taxing authority, place ceiling limitations and other issuance criteria on debt, or place limits on the use of debt proceeds.

Tests of Compliance with Laws and Regulations

This is a type of audit test that is used to determine general statutory compliance and when the City receives funds from government agencies for services provided to eligible recipients. The purpose of tests of compliance with laws and regulations is to determine whether there have been instances of noncompliance that may have a material effect on the financial statements or to provide a basis of reporting on the City's compliance with such laws and regulations. As a result, tests of compliance with laws and regulations are substantive tests accomplished by examining supporting documentation. In a Single Audit, this type of audit test is frequently applied using statistical sampling. We will select a sample of revenue or expenditure transactions and inspect supporting documentation to determine compliance with relevant laws and regulations; e.g., we would select a sample of expenditures charged to a federal or state award program and inspect documentation to determine whether expenditures were for activities allowed. We find the most efficient approach is usually to conduct these tests simultaneously with substantive tests of transactions; e.g., concurrently with selecting samples of cash receipts or disbursements to test recording accuracy.

Identification of Anticipated Potential Audit Problems

Given the City staff's reputation as professionals, we do not anticipate difficulties in conducting the audit of the financial statements of the City of Bellaire. As noted earlier, our approach to difficult audit issues is immediate communication at the appropriate level of management to include, as appropriate, the Council and administration. We propose scheduled periodic meetings with the City's management personnel to stay abreast with issues that the City is facing. As part of our service commitment, we welcome any questions during the year.

Report Format

Examples of similar clients' Comprehensive Annual Financial Repots have been provided on the USB drive that accompanies this proposal.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Scope and Audit Approach

Financial Audit Engagement - General Scope Considerations

We feel that the independent auditing firm should be totally responsive to the client's governing body. We will work closely with the audit board and management in addressing the scope of the audit, the overall audit philosophy, and our observations and recommendations relating to the City's financial operations.

We understand the scope of the work requested by the City may include an audit of its basic financial statements in accordance with generally accepted auditing standards, as well as ***Government Auditing Standards*** ("Yellow Book") issued by the Comptroller General of the United States, the provisions of Title 2, U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Generally accepted government auditing standards are composed of generally accepted auditing standards and additional standards for financial audits contained in the Yellow Book.

Our audit will be conducted in accordance with the above-mentioned standards and will include tests of the accounting records of the City of Bellaire and other procedures we consider necessary to enable us to express an unqualified opinion that the basic financial statements are fairly presented in all material respects, in conformity with generally accepted accounting principles.

The general scope of our work will include:

A. Evaluation of Internal Control Structure

The administration of City of Bellaire is responsible for establishing and maintaining an internal control structure. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance assets are safeguarded against loss from unauthorized use or disposition and transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of basic financial statements in accordance with generally accepted accounting principles.

In planning and performing our audit we will consider the internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on City of Bellaire's basic financial statements and not to provide assurance on the internal control structure.

We will obtain an understanding of the design of the relevant policies and procedures for the significant areas of the audit and whether they have been placed in operation, and we will assess control risk. Test of controls may be performed to test the effectiveness of certain policies and procedures which we consider relevant to preventing and detecting errors and irregularities which are material to the basic financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters which have a direct and material effect on the basic financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on the internal control structure policies and procedures and, accordingly, no opinion will be expressed.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Scope and Audit Approach

We will inform the City of any matters involving internal control structure and its operations that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure which, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the basic financial statements.

Compliance with laws, regulations, contracts and grant agreements applicable to City of Bellaire, is the responsibility of management. As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion.

Finally, the Firm will inform City Council of each of the following:

- The Auditor's responsibility under generally accepted auditing standards.
- Significant accounting policies.
- Management judgments and accounting estimates.
- Significant audit adjustments.
- Other information in documents containing audited financial statements.
- Disagreements with management.
- Management consultation with other accountants.
- Major issues discussed with management prior to retention.
- Difficulties in performing the audit.
- Material written communication
- Independence-related relationships between our firm and the City
- Confirmation of our audit independence

B. Substantive Test Work on Account Balances

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmations of receivables, cash, notes and certain other assets and liabilities by correspondence with selected individuals, creditors and financial institutions. Areas which would be covered in our tests would include material accounts in the general ledger such as cash, investments, receivables, sales tax revenues, capital assets, accounts payable, payroll, liabilities, fund balances, and various other revenue and expenditure accounts. We will also request written representations from your attorneys as part of the scope of the work. At the conclusion of our audit, we will also request certain written representations from the City about the financial statements and related matters.

Our audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Scope and Audit Approach

However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will inform you, however of any matters of that nature which come to our attention, unless they are clearly inconsequential.

Additional work requested or performed related to errors, irregularities or illegal acts would be above the scope of the audit and would be subject to further discussions with management. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

As part of the audit process we understand that you will provide us with the basic information, such as working trial balances, after final closing entries have been made, along with closing files and journal entries, schedules, adjustments and general ledger printouts which would be required to perform the audit. We also understand that you are responsible for the accuracy and completeness of that information. If the information is not complete or accurate we will make arrangements for you to correct the information or make arrangements for us to provide additional accounting services to assist you at an agreed-upon rate. This would occur if the City needed assistance in closing the books, preparing standard journal entries or preparing reconciliation or schedules, which should be prepared before the audit is started.

We are anticipating that City employees will prepare all confirmations, locate supporting documentation such as invoices, deposits and other supporting documentation for items selected by us for testing. Account analysis schedules such as the reconciliation bank statements, investments schedules, fixed asset and depreciation schedules, listing of accounts payable at year-end, etc. will be prepared by the City.

C. Preparation of the Comprehensive Annual Financial Report (CAFR)

We will work with your financial management team in to eliminate any unknowns in the financial statement presentation process. We will provide all reasonable assistance and advice to the City to ensure that the Certificate of Achievement for Excellence in Financial Reporting awarded by the GFOA

D. Quarterly Audit Board Meetings

As part of our annual commitment to the City, senior level firm personnel will be available to meet with the City audit board and or management team (at the City's discretion) on a quarterly basis to discuss financial reporting and audit matters. It is our policy to make our partners and managers available throughout the year to both the City Council and the management team to provide assurance that the audit is on schedule.

We would contemplate receiving specific direction as to City and firm staff involvement in planning sessions with the City's management prior to beginning our work.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Scope and Audit Approach

No extended services will be performed unless they are specifically authorized by an amendment to the contractual agreement between the City and our firm.

As discussed in earlier sections, Whitley Penn has a great deal of experience in performing these types of professional services and we look forward to discussing in greater detail the anticipated scope of the engagement with the audit selection committee and/or any appropriate member of the City's administrative staff.

Standard Schedules to be Prepared by Client (PBC)

An example PBC List is included as Appendix I in this proposal.

Expected Level and Amount of Support from City Finance Staff

We expect to arrange all project roles and responsibilities with our staff and City finance staff at the outset of the engagement. The level of assistance expected from City personnel will be limited to providing supporting documentation as listed in the proposal. We appreciate City efforts and will work with you in making sure we can utilize the information already available. We do not want to burden the staff with making requests that require the staff to "recreate the wheel." We will request that the City provide us with supporting documentation such as invoices and purchase orders (based on our samples), personnel files (based on our samples), grant applications, detail general ledger downloaded from the financial software, checks registers for the year, and City Council meeting minutes. We encourage use of the Whitley Penn portal for the transfer of electronic files.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Scope and Audit Approach

If I have questions throughout the audit, will you be available to answer them?

Our team is available to you whenever you need us. We provide cell phone and email contact information so that you can always reach us when you have a need. We also understand that increasingly difficult auditing and reporting requirements now defy the "once-a-year visit" by a school district's audit firm. Our commitment to quarterly meetings with City Council and management is representative of our desire to assure the free flow of communications between the board, management and our audit team.

Are you able to provide our staff with training, when needed?

Whitley Penn offers one-on-one training to the management and staff of our clients for everything from general accounting procedures to areas such as grant management, payroll and bank reconciliations.

Can you help us stay up to date with changes in the industry and new standards?

We are proud of the knowledge base of Whitley Penn's Public Sector Team. We are well known in this industry for our experience and as a result, our firm's partners are consistently called upon to present to a variety of organizations. Whitley Penn is also proud to offer this training to our clients. We offer 8 hours of complimentary CPE each year for your staff, at no additional charge.

Our team stays abreast of changes in the public sector industry as well as the new accounting standards. We relay this information to our clients in a variety of ways. Some of the best ways to stay "in the know" are to follow our blog, *In The Black*, and to request our monthly e-newsletter (visit our web site for more information: whitleypenn.com).

Are you able to assist us when we have questions about matters un-related to the audit, such as tax compliance issues?

Whitley Penn is a firm of nearly 310 knowledgeable and experienced professionals. Our team has experience with Tax Compliance, Risk Management, Business Process Improvement, Organizational Reviews, Regulatory Matters, and Finance-Related Consulting, in addition to an entire division that specializes in Forensic Services. With Whitley Penn as your firm, you will have access to the knowledge and experience of the entire firm.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

PROPOSED SCHEDULE

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

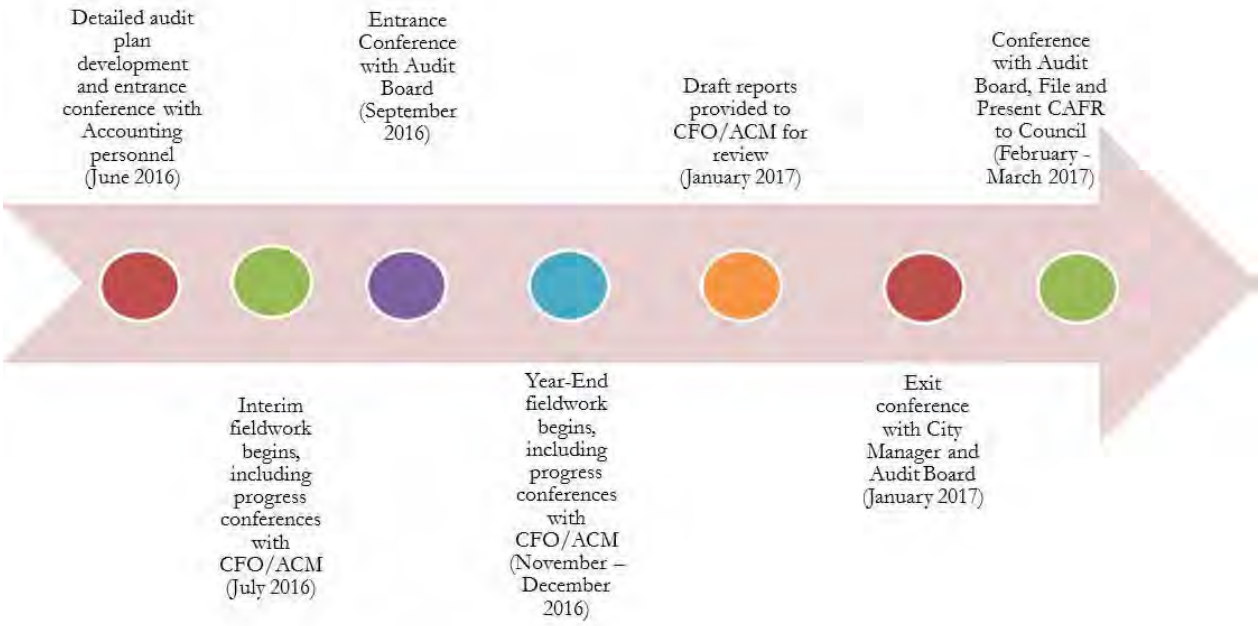
whitleypenn

Proposed Schedule

Work Plan

Below is our proposed summary timing schedule for the project for the fiscal year ending September 30, 2016 in accordance with the City's request. We will establish detailed arrangements with the City's management to formulate and complete the specific timing requirements detailed in the Request for Proposal. We will be able to meet the timelines indicated in the Request for Proposal. We understand that we will be expected to review the detailed audit work plan and schedule with Management prior to commencing the audit assignment each year.

City of Bellaire
Procedures Timeline



whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ADDITIONAL DATA AND OTHER INFORMATION

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

whitleypenn

Additional Data and Other Information

Client Acceptance Procedures

As part of the our client acceptance procedures, we will contact your predecessor auditor to review their fiscal year 2015 audit work papers. In addition, the firm requires a background check for the individuals signing the management representation letter. This typically includes those individuals taking responsibility for the financial statements. The process is handled by our Human Resources Director. A copy of the required form is included in Appendix C for your review.

Introduction of our audit team to the City and Process for the Close of Our Audit

We want the audit process to be as seamless as possible and we want to minimize disruptions. You will be introduced to our team through an entrance conference prior to entering the field during. We will discuss the items requested in as much detail as desired by management. You will have one point of contact through-out the audit. Usually this is the senior auditor who will copy the manager on all communications. The audit manager and partner will be in the field periodically (usually two to three times a week) to check on the progress of the audit and to answer any questions of management.

We will have several meetings through the audit to share the results of the audit. We want to ensure we agree on the facts if we note any deficiencies in internal control or find any noncompliance. We believe in discussing our findings with management and resolving any findings that can be resolved with appropriate, sufficient audit evidence. We want two-way communication and again we want both parties to agree on the facts. This exit conference will occur with enough time prior to the report issuance. We will be present at the City Council and Audit Board meeting when the CAFR is presented.

Outside Specialists and Consultants

We do not anticipate using specialists and/or consultants outside of Whitley Penn in performing requested services.

Insurance

A certificate of insurance, evidencing the required types and amount of insurance, is included as Appendix H of this proposal.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CONCLUDING REMARKS

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

whitleypenn

Concluding Remarks

Commitment to Governmental Entities

In 2007 our firm made the decision to dedicate staff to public sector engagements. It was a difficult task in that we have many clients in a variety of industries. In order to become experts, we developed public sector and corporate teams that could focus on their industry groups and become leaders. We have been successful to continue this practice and it has made a significant difference in the manner we serve our clients. When our public sector auditors work on your engagement, they are familiar with government operations, fund types and the different types of measurement focuses that come with those fund types. They do not have the difficulty transitioning from a corporate environment to a public sector environment because they are fully immersed in the public sector arena. We are very proud of our model.

Dedication to the State and Local Government Industry

As part of our dedication to the state and local government industry, our firm maintains associate memberships in the Government Finance Officers Association (GFOA), the Texas Municipal League (TML), the American Institute of Certified Public Accountants (AICPA), the Texas Association of School Business Officials (TASBO), the Association of School Business Officials International, the Texas Society of Certified Public Accountants (TSCPA) and the AICPA's Governmental Audit Quality Center. Through these affiliations, we are able to access tremendous resources that allow us to effectively serve our governmental and non-profit clients.

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

APPENDICES

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

whitleypenn

Appendix A- Peer Review Report

OLSEN THIELEN & CO., LTD.
Certified Public Accountants & Consultants

SYSTEM REVIEW REPORT

June 25, 2015

To the Partners of Whitley Penn LLP and the
National Peer Review Committee of the AICPA

We have reviewed the system of quality control for the accounting and auditing practice of Whitley Penn LLP (the Firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA, audits of carrying broker-dealers, and examinations of service organizations (Service Organization Control (SOC) 1 engagements).

In our opinion, the system of quality control for the accounting and auditing practice of Whitley Penn LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2015, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies)* or *fail*. Whitley Penn LLP has received a peer review rating of *pass*.

Olsen Thielen & Co., Ltd.

Olsen Thielen & Co., Ltd.

St. Paul Office | 2675 Long Lake Road | St. Paul, MN 55113-1117 | 651-483-4521 | 651-483-2467 FAX
Minneapolis Office | 300 Prairie Center Dr., Ste. 300 | Minneapolis, MN 55344-7908 | 952-941-9242 | 952-941-0577 FAX

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Appendix B - USDE Office of Inspector General Letter

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF INSPECTOR GENERAL

July 23, 2014

Celina C. Miller, CPA
Whitley Penn
3411 Richmond Ave., Suite 500
Houston, TX 77046

ED OIG Control Number: Q06O0004

Dear Ms. Miller,

We have completed our review of the audit documentation prepared by your organization in support of your report for the Single Audit of following Institution and audit period:

Lone Star College System
The Woodlands, TX 77381

From: September 1, 2012 To: August 31, 2013

The objective of our review was to determine whether the audit was performed in accordance with generally accepted auditing standards; Government Auditing Standards; and OMB Circular A-133.

Our conclusions are based on review of the audit documentation provided to us. We did not review records at the audited entity. During our review we did not identify departures from audit standards and OMB Circular A-133 audit requirements.

Thank you for your assistance and cooperation.

Sincerely,

Marilyn Peck Henderson
Auditor, Non-Federal Audit Team

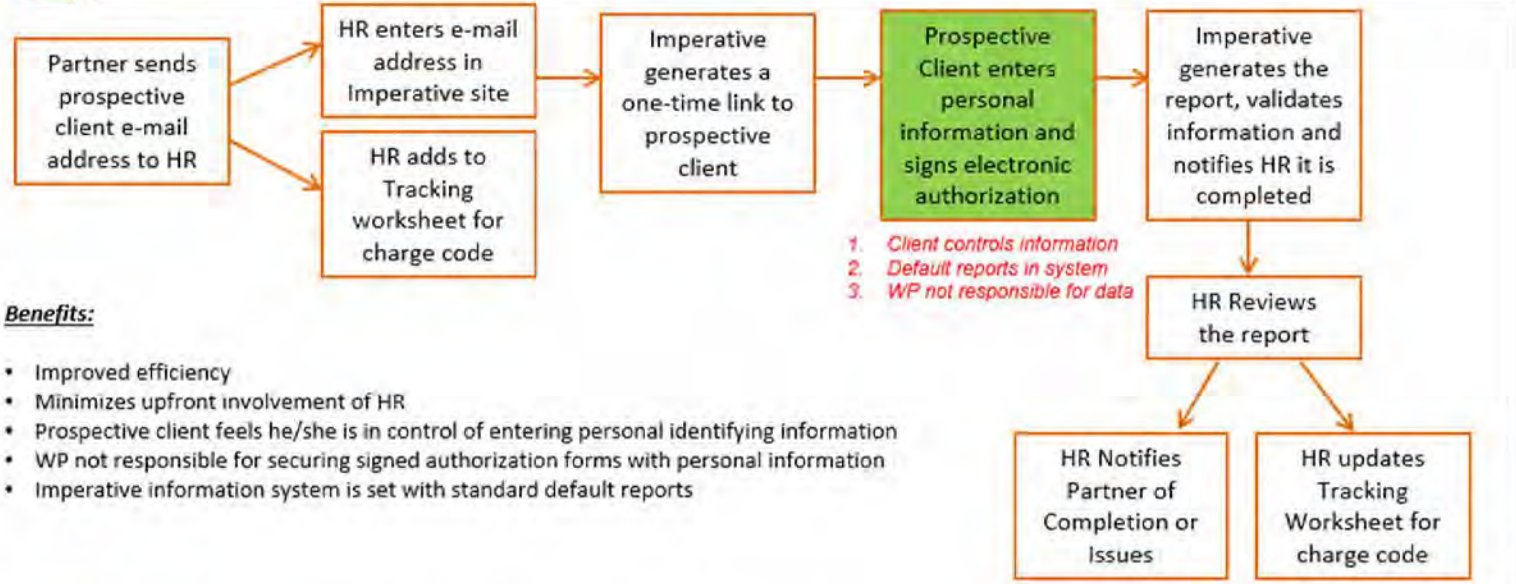
cc: U.S. Department of Education/OCFO/Post Audit Group

400 MARYLAND AVENUE, S.W., WASHINGTON, DC 20202-1510

Promoting the efficiency, effectiveness, and integrity of the Department's programs and operations.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Audit Client Acceptance Due Diligence Process



Benefits:

- Improved efficiency
- Minimizes upfront involvement of HR
- Prospective client feels he/she is in control of entering personal identifying information
- WP not responsible for securing signed authorization forms with personal information
- Imperative information system is set with standard default reports

IMPERATIVE INFORMATION GROUP

Mike Coffey
Cell: 817-313-0782

whitleypenn
CPAs and Professional Consultants

(as of 8/18/15)

whitleypenn

Appendix D (1) - Conflict of Interest Questionnaire

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

Whitley Penn, LLP

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

N/A

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

March 23, 2016

Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 11/30/2015

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Appendix D (2) - Certificate of Interested Parties

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2016-29778

Date Filed:
03/22/2016

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Whitley Penn, LLP
Houston, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
City of Bellaire, Texas

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.
RFP16-01
Professional Auditing Services

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. [X]

6 AFFIDAVIT

VICKI BRUNO
Notary Public, State of Texas
Comm. Expires 12-09-2018
Notary ID 178838-2

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said CHRISTOPHER BREAUX, this the 23rd day of March, 20 16, to certify which, witness my hand and seal of office.

Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath
Vicki Bruno	VICKI BRUNO	NOTARY

Forms provided by Texas Ethics Commission www.ethics.state.tx.us Version V1.0.312

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Appendix E - Proposer Guarantees

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

whitleypenn

APPENDIX E

PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:

Name (typed): Christopher L. Breaux, CPA

Title: Partner, Audit Services - Public Sector

Firm: Whitley Penn, LLP

Date: March 23, 2016

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Appendix F - Proposer Warranties

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

APPENDIX F

PROPOSER WARRANTIES

A. Proposer warrants that it is willing and able to comply with State of Texas laws.

B. Proposer warrants that it has or is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the CITY OF BELLAIRE, TEXAS.

D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:

Name (typed): Christopher L. Breaux, CPA

Title: Partner, Audit Services - Public Sector

Firm: Whitley Penn, LLP

Date: March 23, 2016

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Appendix H - Certificate of Liability Insurance

WHITPEN-01 CWENDORF

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/4/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 4682
Fort Worth, TX-Hub International Insurance Services
421 West Third Street, Suite 800
Fort Worth, TX 76102

CONTACT NAME: Swanillia Griffin
PHONE (A/C, No, Ext): (817) 820-8100 FAX (A/C, No): (817) 870-0310
E-MAIL ADDRESS: ftw.service@hubinternational.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Continental Casualty Company	20443
INSURER B : Texas Mutual Insurance Company	22945
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Whitley Penn LLP
1400 W 7th St, Suite 400
Fort Worth, TX 76102

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$	2,000,000
	CLAIMS-MADE X OCCUR			5085853430	01/28/2016	01/28/2017	DAMAGE TO RENTED PREMISES (Ea occurrence)	$	500,000
							MED EXP (Any one person)	$	10,000
							PERSONAL & ADV INJURY	$	2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$	4,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$	4,000,000
	OTHER:						EMPLOYEE BENEFI	$	4,000,000
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$	
	ALL OWNED AUTOS X SCHEDULED AUTOS			5085853430	01/28/2016	01/28/2017	BODILY INJURY (Per accident)	$	
	X HIRED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$	
								$	
A	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$	2,000,000
	EXCESS LIAB CLAIMS-MADE			6016605160	01/28/2016	01/28/2017	AGGREGATE	$	2,000,000
	DED X RETENTION $ 10,000							$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						X PER STATUTE OTH-ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N	N/A		TSF0001205248	10/11/2015	10/11/2016	E.L. EACH ACCIDENT	$	500,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$	500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$	500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The General Liability and Auto Policies include a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract that requires such status subject to policy terms and condition. The General Liability, Auto and Work Comp Policies include a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract that requires it subject to policy terms and conditions. The General Liability policy contains a special endorsement with "Primary and Noncontributory" wording subject to policy terms and conditions. Umbrella is Follow Form.

CERTIFICATE HOLDER

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD

whitleypenn

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Appendix I - Sample Prepared by Client List

Appendix I - Example PBC List

PBC List - Interim Fieldwork

1 Trial balance for FY 2016 as of June 30, 2016, FY 2015, and FY 2014
2 Adopted Budget for FY 2016
3 Amended Budget as of 6/30/2016
4 Schedule of Expenditures of Federal Awards (SEFA) as of 6/30/16, if applicable
5 Schedule of Expenditures of State Awards (SESA) as of 6/30/16, if applicable

6 Electronic check register (ACH and checks) from 10/1/2015 through 6/30/2016 with G/L account and vendor information if possible
7 Payroll register (Direct Deposit and checks) from 10/1/2015 through 6/30/2016
8 If item #8 cannot be provided with vendor name, please provide a vendor expenditure report from 10/1/2015 through 6/30/16
9 List of bids, RFPs, RFQs etc. issued during FY 2016 (new and renewals)
10 Investment policy (PFIA)
11 Investment officer training certificates (PFIA)
12 Quarterly Investment Reports (PFIA)
13 Broker Acknowledgements of Receiving City's Investment Policy (PFIA)
14 List of all new employees with funding source
15 List of all terminated employees (voluntary or involuntary) with funding source
16 Report of manual Journal Entries
17 City Council Meeting Minutes for FY 2016
18 Correspondence federal and state regulatory agencies regarding compliance
19 Please notify us if any federal or state programs are currently under audit or the City has been notified will be audited.
20 We will need to conduct internal control interviews with the departments handling the following areas:
- a Purchasing and Accounts Payable
- b Human Resources and Payroll
- c Property Taxes
- d Sales Taxes
- e Franchise Fees
- f Fines and Forfeitures
- g Charges for Services
- h Water and Sewer
- i Solid Waste
- j Cash
- k Investments
- l Budget
- m Long-term debt
- n Capital Assets
- o Information Technology

21 Policy and procedural manuals over significant audit areas for our review

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Appendix I - Sample Prepared by Client List

Appendix I - Example PBC List

PBC List - Yearend Fieldwork

I. GENERAL REQUESTS

1 Final Trial Balance (electronic format) with complete account string
2 Adopted and Amended budgets (electronic format) with complete account string
3 General ledger detail report (electronic) or access to Incode to perform inquiries of specific account detail
4 Copy of FY 2015 GFOA Comments
5 Report of FY 2016 journal entries (electronic report). The report should provide the date, amount, accounts, and employee who made the entry

II. CASH AND CASH EQUIVALENTS

6 Listing of deposits by financial institution as of September 30, 2016 (i.e. list of all cash accounts)
7 Please indicate which accounts are new; also please provide a list of all accounts that were closed during FY 2016
8 Copies of all Sept 2016 bank reconciliations (in electronic format, if possible)
9 Electronic outstanding checks, deposits in transit, and any other bank reconciliation attachments as of 9/30/2016
10 Copies of all September and October 2016 bank statements
11 Reconciliation of all Investment Pools (**in electronic format, if possible**)
12 Copies of Sept 2016 Investment Pool Statements; Will need the Weighted Average Maturity and credit ratings of pools as of 9/30/2016
13 Copies of Certificate of Deposits Statements
14 Pledged Securities Listing from banks as of 9/30/2016

III. INVESTMENTS

15 Roll forward summary schedule of Investments during the year (Treasuries, Agencies- and other Investments made during the year) -Schedule should show purchase dates, description, par value stated interest rates, CUSIP number, beginning balances, purchases, matured/sold, ending balances, Beg. Interest receivable, accrued interest, interest received (paid) ending interest receivable- - If using Fair Value method, the fair value amount and adjustments- if not show premium and discount and amortization amounts to get to amortized costs. Schedule should be by fund and the ending balances should tie to the GL.
16 Summary of Investments by classification -and Investments detail listing at 9/30/2016 by fund. The schedule should include par value, principal, original discount or premium, unamortized discount or premium, and amortized value.
17 Weighted Average Maturity (days) as of 9/30/2016 for all other investments other than Investment Pools.
18 Copy of Quarterly Investment reports not provided during interim fieldwork (PFIA)

IV. PROPERTY TAXES, OTHER REVENUES AND RECEIVABLES

Property Tax

19 Taxes receivable roll forward for the year ended Sept 30, 2016 - (reports from tax department at year end showing total taxes collected, amounts outstanding- summary and detail by year). Roll should show beginning taxes receivable, plus tax levy, less collections, less adjustments and show ending receivable, less allowance to get to deferred amounts- for M&O, I&S and total. This schedule should agree to your tax schedule for CAFR purposes. Provide supporting documentation for amounts reported on this schedule.
20 Updates after interim - Property Taxes Revenue Reconciliation including Tax Office Monthly Collection Reports
21 Copy of CAD certified appraisal of assessed values.
22 Copy of resolution approving tax rates and appraised values
23 Documentation supporting current year levy calculation (e.g. include levy loss)
24 List of delinquent tax accounts- accounts to be written off or adjusted after year end and an estimated allowance account for doubtful accounts
25 Tax office to general ledger reconciliation of total taxes received (Reports from tax office of taxes collected during year and ending receivables)
26 Tax collections for October and November 2016 if 60 days accrual is recorded.
27 Tax Office SSAE 16 Reporting on Controls at a Service Organization (Harris County Tax Office)

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Appendix I - Sample Prepared by Client List

Appendix I - Example PBC List

PBC List - Yearend Fieldwork

Grants

28 Support for the subsequent cash receipts of grant receivables at 9/30/16

Franchise Fees

29 Comparison schedule of Franchise taxes received by payee for fiscal years 2016 and 2015

30 Schedule of estimated franchise taxes receivable at 9/30/2016.

Sales and Use Taxes

31 Schedule of Sales taxes received by month from State, including the receivable

32 Schedule of other tax Revenue and Receivable by type such as Hotel, mixed beverage, etc., if applicable.

Water, Sewer and Solid Waste

33 Total Water amounts pumped and billed to customers by month and total showing gallons, then dollar amounts for water, wastewater, garbage, sales tax, drainage, total billed, adjustments and total collections.

34 Detail listing of all water/sewer customers billed during the fiscal year to include: customer name and number, description of usage, usage, consumption, rate, billed amount, paid amount and paid date.

35 Calculation of unbilled revenues receivable at 9/30/2016

36 Current and prior year water/sewer approved rates

37 Utility billing report of all adjustments made YTD by date, account number, account name, and amount (excel or electronic text file)

Licenses and Permits

38 Summary of Permits, & Licenses issued during the Year per permits and licenses department records (detail report and summary report grouped by report code and detail for all report codes for the period from 10/1/2015 to 9/30/2016

a. Building permits issued
b. Electrical permits
c. Plumbing Permits
d. HVAC Permits
e. Beer and Restaurant- signs, alarms- misc permits

39 Current and prior year approved permit rates

Municipal Courts

40 Aging report of Municipal Court Receivables (Amounts owed to the City @ 09/30/2016) for Adjudicated fines and forfeitures. Warrant Listing by Violation, Active Warrants provided last year.

41 Municipal Courts Distribution Listing (Distribution that has been deposited) from 10/01/2015 to 9/30/2016. Total page includes detail by code, payment and refund amounts, and G/L Acct No.

42 Analysis of receivable and allowance for doubtful accounts for court fines at 9/30/2016 (JE, Warrant Listing by Violation, and Aging of Open Cases provided last year).

43 Current and prior year approved court fees.

44 Report/schedule of Red Light Camera Revenues and calculation of receivable

Other

45 Analysis of miscellaneous or other receivables. Detail on amounts paid by others.

V. INVENTORY

46 Final detail inventory listing - (list of each item, description, number of units, price, extended amounts and final totals). This report must agree to the general ledger as of 9/30/2016

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Appendix I - Sample Prepared by Client List

Appendix I - Example PBC List

PBC List - Yearend Fieldwork

VI. PROPERTY AND EQUIPMENT

47 Capital asset summary schedule showing beginning balance, additions, retirements, transfers and ending balances for major types of assets (same as notes in financial statements).

48 Land, CIP, FFE, and accumulated depreciation detail at year end by department and by account.

49 Changes in property and equipment for the year ended- detail of additions made during the year - *List all capital asset additions by Function.*
Please list all current year depreciation by function as well.

50 Support related to Sale/Donated Assets if applicable

51 Schedule of Capital Projects during the year, and amounts payable at year end. Listing of expenditure of all additions during year- Segregate current year expenditures from project totals if possible. Show authorized contract amounts, contract expenditure, other cost, total in progress which should tie to the construction reported as commitments.
These amounts should agree to the Construction in Progress Amounts.

52 Schedule of retainage payable at year end-attach approved payment application showing amount of retainage payable - should be pay-application with work ending 9/30/2016.

VII. ACCOUNTS PAYABLE AND OTHER LIABILITIES

53 Detail listing of accounts payable at year end with vendor, invoice, invoice date, invoice amount, account distribution and tie to general ledger by fund (**in electronic format, if possible**).

54 Summary Schedule of accounts payable by fund as of 9/30/2016 (electronic)

55 AP checks/EFT/wire transfers or all payments processed after year-end (Oct 1, 2016 to date the information is provided) and by fund. (electronic)

Electronic check register (ACH and checks) from 10/1/2015 through 9/30/2016 with account information and vendor information if
56 possible

57 Make available unprocessed invoices for our review to determine if additional accruals are needed.

58 Listing of Purchase orders at year end that will be rolled to new year (Encumbrances at year end.)

59 Have copies of journal entries used to book year end accruals.

60 Analysis of any amounts in deferred expenditures at year end (i.e. listing of all items accrued to deferred expenses with descriptions for analysis)

VIII. LONG TERM DEBT

61 Long-term debt analysis- showing beginning balance, additions, retirements, ending balance, interest payable and principal/interest payments made during the year. (Schedule used in CAFR).

Copies of official statements on any new bond issues. Copy of transfers of proceeds to proper 'accounts. Refunding issues copy of
62 economic gain calculation.- Closing statement-wire instructions.

63 Amortization schedules of all bond issues outstanding as of 9/30/2016. May be prepared by financial advisor. Including schedules for amortization of issuance cost, premiums/discounts, and gain/loss on refunding.

64 Accretion calculation for the accretion for capital appreciation bonds.

65 Arbitrage calculation for amount due or documentation indicating no liability is required for FY 2016

66 If applicable, please provide lease agreement for new capital leases, amortization schedule, and have available the payments made during the year.

67 Copy of capital lease renewal agreements and new lease agreements if applicable

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Appendix I - Sample Prepared by Client List

Appendix I - Example PBC List

PBC List - Yearend Fieldwork

IX. PAYROLL AND RELATED COSTS

68 Reconciliation of 941 amounts to General ledger; Please provide the 941's for each quarter from October 1, 2015 to Sept 30, 2016.
69 Number of employees for fiscal years 2016, 2015 and 2014
70 Number of employees with compensable absences balance for fiscal year 2016
71 Number of Group Health Insurance employee participants for fiscal year 2016
72 Schedule by month of TMRS Totals with amounts for covered payroll for TMRS and amounts contributed by employees and by the City
73 Accrued payroll at 9/30/2016 calculation and detail enough to perform test of the calculation and to also tie in the totals- (both payroll accrual payable and expenditures)
74 Number of days accrued for payroll
75 Compensated absences analysis (detail analysis of vacation and sick time accrual at year end-) as of 9/30/2016. Please provide us with any changes to your compensated absences policy if different from previous year.
76 Vacation Accrual Accounting Policy for FY 2016
77 Beginning and ending register sequence numbers (direct deposit and live checks) from 10/1/2015 through 9/30/2016

X. CONTINGENCIES

78 FY 2016 legal expenses
79 Confirmation request for legal representation letters from attorneys. Please make WP aware if the City will have to either record or disclose a legal contingency as of 9/30/2016.
80 Arbitrage liability (please provide supporting documentation)

XI. OTHER

81 Schedule showing fund balance and net position per prior year audit report agrees to beginning General Ledger balances
82 Schedule of committed and assigned fund balance
83 Operating lease schedules and agreements including Note Disclosure
84 Various confirmation and questionnaire letters - templates to be provided by WP

XII. SINGLE AUDIT

85 Schedule of Expenditures of Federal Awards (SEFA) as of 9/30/2016
86 Schedule of Expenditures of State Awards (SESA) as of 9/30/2016
87 Correspondence from federal or state agencies
88 Please notify us if any federal or state programs are currently under audit or the City has been notified will be audited.
89 Copies of correspondence with cognizant agencies if there are any special audit requirements or communications detailed position, date, account distribution and amount of payroll related charges made to the program.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ORDINANCE NO. 16-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AUTHORIZING THE MAYOR OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE, FOR AND ON BEHALF OF THE CITY OF BELLAIRE, TEXAS, AN ENGAGEMENT LETTER WITH WHITLEY PENN, LLP, CERTIFIED PUBLIC ACCOUNTANTS, FOR PURPOSES OF PROVIDING INDEPENDENT FINANCIAL AUDIT SERVICES FOR THE CITY OF BELLAIRE, TEXAS, FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2016 (FY2016) WITH ANNUAL OPTIONS TO AUDIT THE CITY'S FINANCIAL STATEMENTS FOR EACH OF THE FOUR (4) SUBSEQUENT FISCAL YEARS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS:

That the Mayor of the City of Bellaire, Texas, is hereby authorized to execute, for and on behalf of the City of Bellaire, Texas, an Engagement Letter with Whitley Penn, LLP, Certified Public Accountants, in a form as attached and marked Exhibit "A", for the purposes of providing independent audit services for the City of Bellaire, Texas for the year ending September 30, 2016, with an option to extend the contract for four (4) subsequent fiscal years.

PASSED and **APPROVED** this, the 16th day of May, 2016**.**

_____
Andrew S. Friedberg, Mayor

ATTEST:

_____
Tracy L. Dutton, City Clerk

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

whitleypenn

Houston Office
3411 Richmond Avenue
Suite 500
Houston, Texas 77046
713.621.1515 Main

whitleypenn.com

May 16, 2016

To Honorable Mayor,
Members of City Council and
City Manager
City of Bellaire, Texas

We are pleased to confirm our understanding of the services we are to provide the City of Bellaire, Texas (the "City") for the fiscal year ending September 30, 2016 ("current year") and for the four ensuing fiscal years ("option years"). Our engagement shall be for the current year, and the City shall have the option to extend the engagement for each of the four subsequent years by providing us written notification of its election to extend the engagement.

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended September 30 of each of the current and option years described above. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis
- Budgetary comparison information
- Required pension supplementary information
- Required other post-employment benefit supplementary information

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the City's Combining and individual fund statements and schedules to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- Introductory Section
- Statistical Section

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the mayor and city council of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the City in conformity with U.S. generally accepted accounting principles based on information provided by you.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Whitley Penn LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or their designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Whitley Penn LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a regulatory agency or its designee. The regulatory agency or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit in June of each year and to issue our reports no later than March 31 of the subsequent year. Christopher L. Breaux, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee for the 2016 fiscal year, including expenses will not exceed $38,000.

Estimated fees for subsequent option years under the scope of work described in this letter are as follows:

Fiscal Year	Estimated Fees
2017	$39,250
2018	$40,500
2019	$41,750
2020	$43,000

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We would like to make the following comments regarding the fee estimates:

1. Any weaknesses noted in internal control may affect the nature, timing, and extent of our audit procedures.
2. Our fee estimates have not considered the effects of any changes to auditing standards and accounting principles, which may be promulgated by the AICPA, Congress or any other regulatory body in the future and are unknown to us at this time. If significant additional time is necessary resulting in increased fees, we will endeavor to notify you of any such circumstances as they are assessed.
3. The City's personnel is responsible for the preparation of all items requested in the "PBC Llisting" and for providing them to us by the dated requested. Any delays caused by not preparing items when requested may result in additional fees, as well as the possibility of postponing our fieldwork. The "PBC Listing" will be provided to you during the planning process of the engagement.
4. Time incurred for audit adjustments identified during our audit and the related additional testing required, has not been considered in our fee estimates. Prior to performing any additional testing, we will notify you of the expectations and we will obtain your approval for any additional fees which may be incurred.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Whitley Penn LLP

RESPONSE:

This letter correctly sets forth the understanding of the City of Bellaire, Texas.

_____

Andrew S. Friedberg
Mayor
City of Bellaire

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

RESOLUTION NO. 16 –_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AFFIRMING ITS COMMITMENT TO CITYWIDE BEAUTIFICATION, PLANNING, FUNDING, AND IMPLEMENTATION.

WHEREAS, the City Council of the City of Bellaire, Texas ("City Council"), wishes to continue to improve the City's reputation as a premier place to live and work, and as a premier employer,

WHEREAS, the City Council has adopted priorities which include a residential/commercial safety focus area which highlights City Council's determination to maintain the City's rights of way and public places in an orderly, well-maintained, and attractive fashion,

WHEREAS, the City Council's residential and recreational focus area specifically calls for the development and implementation of a plan for City beautification,

WHEREAS, the City's efforts toward implementation of specific beautification programs must be supported by broad community support and effective stakeholder involvement,

WHEREAS, the formation of the Citizens for a Beautiful Bellaire group has provided new momentum toward substantive and long-standing beautification improvements,

WHEREAS, the Cultural Arts Board continues to provide leadership in the promotion and implementation of artistic enhancements to the city's public spaces, as envisioned in the Cultural Arts Board Master Plan,

WHEREAS, the Environmental Sustainability Board has exhibited leadership in the area of sustainable and beautiful landscape designs,

WHEREAS, the Parks Master Plan recommended by the Parks and Recreation Advisory Board, now adopted by the City Council as an element of the Comprehensive Plan, provides meaningful guidance toward the establishment of attractive pathways and public spaces in Bellaire,

WHEREAS, the Planning and Zoning Commission has exhibited leadership in the area of ensuring that the City's capital planning efforts and amendments to the zoning code reflect the action plans articulated in the Comprehensive Plan,

WHEREAS, the establishment of a "brand identity", based on meaningful public input, is a valuable step toward consensus on the physical image the City of Bellaire wishes to project.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

NOW THEREFORE LET IT BE RESOLVED BY THE CITY COUNCIL, THAT

1) The Bellaire City Council is fully committed to improving the physical appearance of the City, and understands that so doing requires consistent funding of projects and initiatives that improve the City's appearance, and
2) Efforts should commence toward the establishment and definition of the physical image the City of Bellaire wishes to project, and
3) The establishment of the image is the product of meaningful stakeholder input, and
4) Critically important stakeholders include, but are not limited to
    a. Citizens for a Beautiful Bellaire (CBB)
    b. Parks and Recreation Board
    c. Cultural Arts Board
    d. Environmental Sustainability Board
    e. BLIFE Board,
    f. Planning and Zoning Commission, and
5) The CBB, as a grass roots citizens group, will play a beneficial role in the support and coordination of stakeholder inputs, and
6) Council appointed boards and commissions should look to their City Council approved charge for specific guidance, and
7) All projects and initiatives impacting or portraying the physical appearance of City rights-of-way, buildings, and property will be evaluated on the basis of consistent adherence to the City's established physical image, and
8) City Council retains the responsibility for:
    a. Appointing and guiding the work of Council-appointed boards and commissions
    b. Directing the work of the City Manager
    c. Providing funding and funding criteria
    d. Selecting and choosing any professional and contractual services
    e. Accepting the work performed by consultants and contractors

PASSED and **APPROVED** this 16th day of May, 2016.

_____

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

ATTEST:

_____

Tracy L. Dutton, TRMC
City Clerk
City of Bellaire, Texas

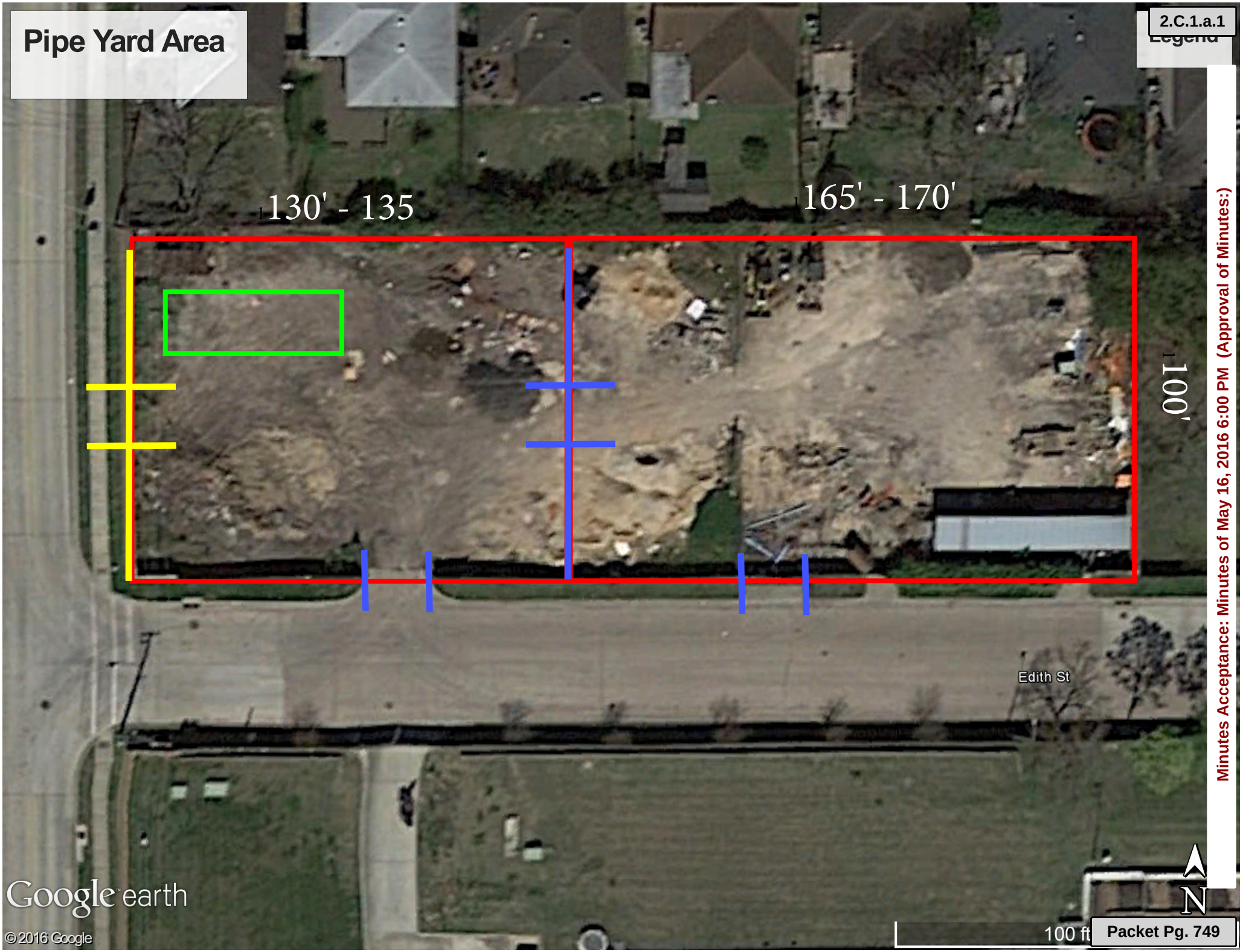
APPROVED AS TO FORM:

_____

Alan P. Petrov
City Attorney
City of Bellaire, Texas

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Pipe Yard Area



Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

Attachment: May 2016 BPFF Request (1941 : Request to the BPFF)

5/24/2016

Bellaire Police & Fire Foundation

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

Web address: www.bellairepoliceandfirefoundation.org

Attachment: May 2016 BPFF Request (1941 : Request to the BPFF)

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

Attachment: May 2016 BPFF Request (1941 : Request to the BPFF)

5/17/2016

Bellaire Police & Fire Foundation

Funding Guidelines

April 2015

Attachment: May 2016 BPFF Request (1941 : Request to the BPFF)

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 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

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

Web address: www.bellairepoliceandfirefoundation.org

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 6th 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

Attachment: ORD - SUP Veritas Christian June 2016 (1939 : Consideration-Veritas Christian Academy)

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.

Attachment: ORD - SUP Veritas Christian June 2016 (1939 : Consideration-Veritas Christian Academy)

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:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

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

Attachment: VCA P&Z Report (1939 : Consideration-Veritas Christian Academy)

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

Attachment: VCA P&Z Report (1939 : Consideration-Veritas Christian Academy)

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 6th day of June, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

Attachment: Agmt - Terrain Studio - Program Plan for Beautification (1947 : Beautification Master Plan - Terrain Studio)

APPROVED AS TO FORM:

_____

Alan P. Petrov
City Attorney

Attachment: Agmt - Terrain Studio - Program Plan for Beautification (1947 : Beautification Master Plan - Terrain Studio)

Attachment: Standard Form of Agreement - Terrain Studio - Services Related to Beautification Vision and Development of Beautification Plan

STANDARD FORM OF AGREEMENT

STATE OF TEXAS §
§
COUNTY OF HARRIS §

This **AGREEMENT** is made and entered into this 6th 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

Attachment: Standard Form of Agreement - Terrain Studio - Services Related to Beautification Vision and Development of Beautification Plan

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:

Attachment: Standard Form of Agreement - Terrain Studio - Services Related to Beautification Vision and Development of Beautification Plan

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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 vison *(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:

APPPROACH:

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)*

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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.

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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)*

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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 beatification 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 Manger'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.

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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,

Scott Slaney FASLA, Principal

Landscape Architect, TX License #643, Landscape architects are licensed by the State of Texas.

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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.

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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.

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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.

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

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.

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

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

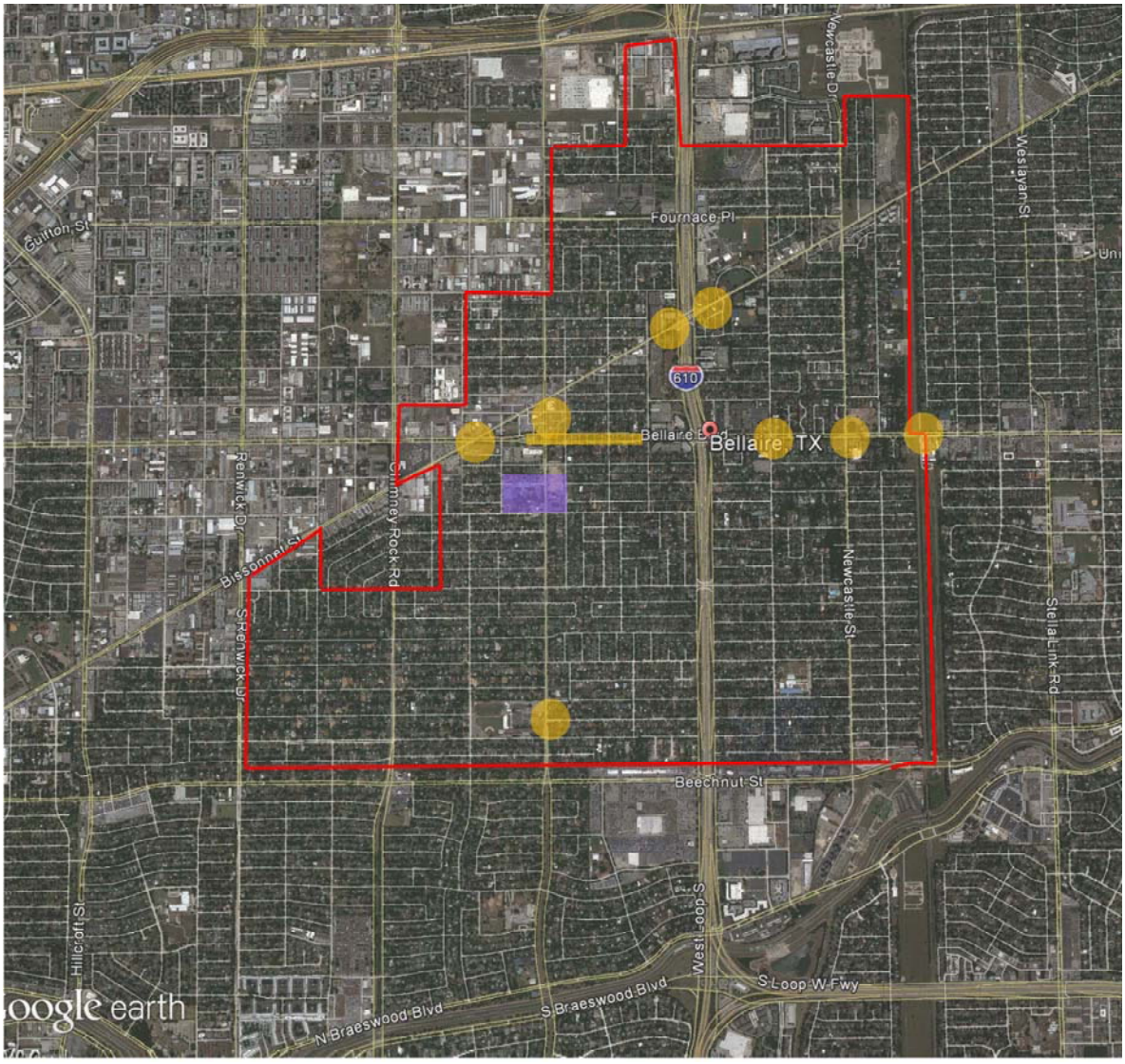
Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

terrain
LANDSCAPE ARCHITECTURE, URBAN DESIGN, PLANNING

APPENDIX B - SCOPE OF WORK

Visioning Bellaire

(Terrain Job Number COB1601)



Attachment: Pro Bellaire Visioning - Final Jun 1 A 20160601 (1947 : Beautification Master Plan - Terrain Studio)

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).

Attachment: Code Amendment - Chapter 2 - Amend 2-112 BOA Quorum June 2016 (1943 : BOA-Quorum Requirements)

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 6th day of June, 2016.

(SEAL)

ATTEST: **SIGNED:**

_____ _____

Attachment: Code Amendment - Chapter 2 - Amend 2-112 BOA Quorum June 2016 (1943 : BOA-Quorum Requirements)

Tracy L. Dutton, TRMC
City Clerk

Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Attachment: Code Amendment - Chapter 2 - Amend 2-112 BOA Quorum June 2016 (1943 : BOA-Quorum Requirements)

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).

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: Alignment: Left + Aligned at: 0.3" + In 0.55"

Attachment: Sec. 2-112 BOA redline amendment June 2016 (1943 : BOA-Quorum Requirements)

CITY OF
Bellaire
7008 South Rice Avenue • Bellaire, Texas 77401-4495 • (713) 662-8222 • Fax (713) 662-8212

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.

Packet Pg. 790
2.C.2.c.c
Attachment: BOA 2016 Report to City Council (1943 : BOA-Quorum Requirements)

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

Tom Ligh
Chair, Board of Adjustment

Attachment: BOA 2016 Report to City Council (1943 : BOA-Quorum Requirements)

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.

Attachment: Ordinance- Chapter 9 - Amend 9-22, Sidewalks June 2016 (1946 : Sidewalk Ordinance)

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 1st of July, 2016.

PASSED and **APPROVED** this 6th 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

Attachment: Ordinance- Chapter 9 - Amend 9-22, Sidewalks June 2016 (1946 : Sidewalk Ordinance)

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.

Attachment: Ordinance- Chapter 9 - Amend 9-22, Sidewalks June 2016 (1946 : Sidewalk Ordinance)

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 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.

Formatted: Line spacing: 1.5 lines, Nu ed
+ Level: 1 + Numbering Style: 1, 2, 3, .
Start at: 1 + Alignment: Left + Aligned
0.55" + Indent at: 0.8"

Formatted: Line spacing: 1.5 lines, Nu ed
+ Level: 2 + Numbering Style: a, b, c, .
Start at: 1 + Alignment: Left + Aligned
1.05" + Indent at: 1.3"

Formatted: Line spacing: 1.5 lines, Nu ed
+ Level: 3 + Numbering Style: i, ii, iii, .. art
at: 1 + Alignment: Right + Aligned at: +
Indent at: 1.8"

Formatted: Line spacing: 1.5 lines, Nu ed
+ Level: 4 + Numbering Style: 1, 2, 3, .
Start at: 1 + Alignment: Left + Aligned
2.05" + Indent at: 2.3"

Formatted: Line spacing: 1.5 lines, Nu ed
+ Level: 2 + Numbering Style: a, b, c, .
Start at: 1 + Alignment: Left + Aligned
1.05" + Indent at: 1.3"

Formatted: Line spacing: 1.5 lines, Nu ed
+ Level: 3 + Numbering Style: i, ii, iii, .. art
at: 1 + Alignment: Right + Aligned at: +
Indent at: 1.8"

Formatted: Superscript

Attachment: Sec. 9-22. Sidewalk requirements draft June 2016 - Redline (1946 : Sidewalk Ordinance)

Scenario Schedule Summary Comparison

	July 2013	Scenario 2 February 1, 2016	Scenario 2 Updated
Bond Election	November 2013	November 2016	November 2016
Construction Start	December 2014	February 2017	February 2017
Total Project Budget	$13,081,000	$16,919,649	$18,687,089
Additional Funding Required		$3,838,649	$5,606,089
Occupancy Date	July 2016	September 2018	September 2018

Horizon Group INTERNATIONAL CHRISTENSEN Building Group
A Joint Venture

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**

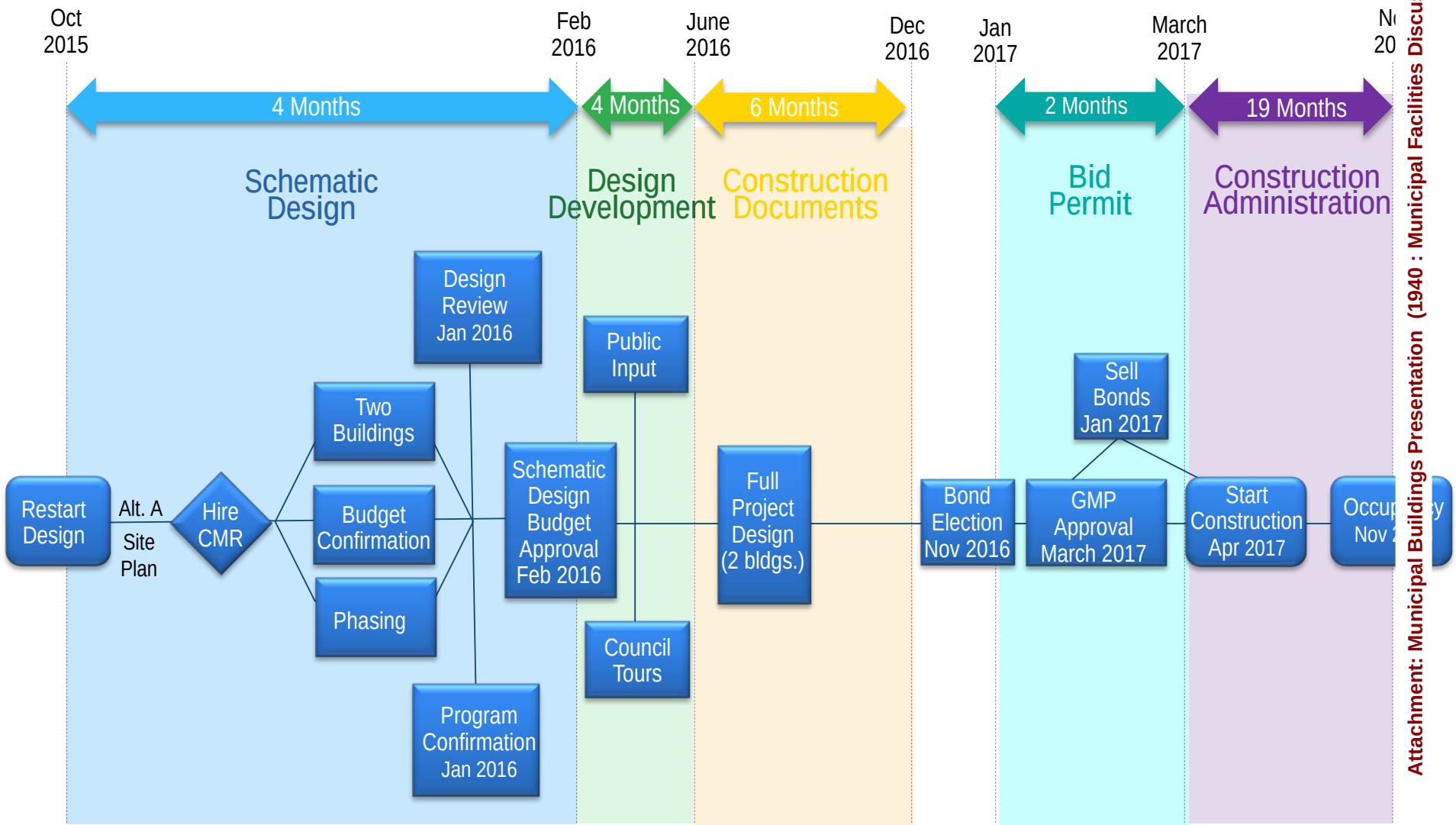
Attachment: Municipal Buildings Presentation (1940 : Municipal Facilities Discussion -

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**

Attachment: Municipal Buildings Presentation (1940 : Municipal Facilities Discussion -

Bellaire Municipal Buildings: Scenario 2



Attachment: Municipal Buildings Presentation (1940 : Municipal Facilities Discussion -