

# CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

MAY 4, 2017

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CenterPoint Energy  
Community Center

Workshop Session  
City Council Pre-Budget Retreat

8:30 AM

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7001 FIFTH STREET  
BELLAIRE, TX 77401



## Mayor

Andrew S. Friedberg

## Mayor Pro Tem

Roman F. Reed

## Council Member

Gus E. Pappas

## Council Member

Michael Fife

## Council Member

Trisha S. Pollard

## Council Member

Pat B. McLaughlan

## Council Member

David R. Montague

### **Mission Statement:**

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

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

- A. Call to Order, Announcement of a Quorum, and Introduction to the Day – Andrew S. Friedberg, Mayor.**
- B. Strategic Planning Overview – Paul A. Hofmann, City Manager, and Diane K. White, Assistant City Manager.**
- C. Comprehensive Plan Implementation Update – John McDonald, Director of Development Services.**
- D. Update of Council Priorities.**
- E. Presentation and Discussion of the Draft Capital Improvement Program (CIP) – Michelle Jordan, Project Manager.**
- F. Presentation and Discussion of Fiscal Forecast and Assumptions – Terrence Beaman, Chief Financial Officer, and Diane K. White, Assistant City Manager.**
- G. Presentation and Discussion of the FY 18 Draft Management Priorities – Paul A. Hofmann, City Manager.**
- H. Adjourn.**

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**CERTIFICATE**

I, the undersigned authority, do hereby certify that the agenda set forth above regarding a Workshop Session of the City Council of the City of Bellaire, Texas, to be held on Thursday, May 4, 2017, at 8:30 a.m. was posted on the City's official bulletin board located on an outside west wall of City Hall, 7008 South Rice Avenue, Bellaire, Texas, a place convenient and readily accessible to the general public at all times, and was posted on the following date at the stated time: Thursday, April 27, 2017, at \_\_\_\_\_ a.m./p.m.

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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 agenda set forth on the preceding page(s) regarding a Workshop Session of the City Council of the City of Bellaire, Texas, to be held on Thursday, May 4, 2017, at 8:30 a.m. was removed by me from the City's official bulletin board located on an outside west wall of City Hall, 7008 South Rice Avenue, Bellaire, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, at \_\_\_\_\_ a.m./p.m. I hereby certify further that said agenda remained posted continuously for at least 72 hours preceding the scheduled time of the Workshop Session.

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

**CITY OF BELLAIRE**  
**CITY COUNCIL PRE-BUDGET PLANNING SESSION**  
**MAY 4, 2017**



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# CITY COUNCIL PRE-BUDGET PLANNING SESSION AGENDA

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May 4, 2017

## **MORNING:**

Intro to the Day, *Mayor Andrew Friedberg*

Strategic Planning Overview, *Paul A. Hofmann, Diane K. White*

Comprehensive Plan Implementation Update, *John McDonald*

Update of Council Priorities

## **AFTERNOON:**

Draft CIP, *Michelle Jordan*

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

FY 18 Draft Management Priorities, *Paul A. Hofmann*

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## PLANNING MODEL

- Strategic Planning Model

- Context and Historical Perspective Model

- City of Bellaire Systems Model

## COMPREHENSIVE PLAN UPDATE & SUMMARY

## COUNCIL PRIORITIES & SUMMARY

## DRAFT CAPITAL IMPROVEMENT PLAN

## FISCAL FORECAST FY 2018 – FY 2022

- General Fund Assumptions and Forecast

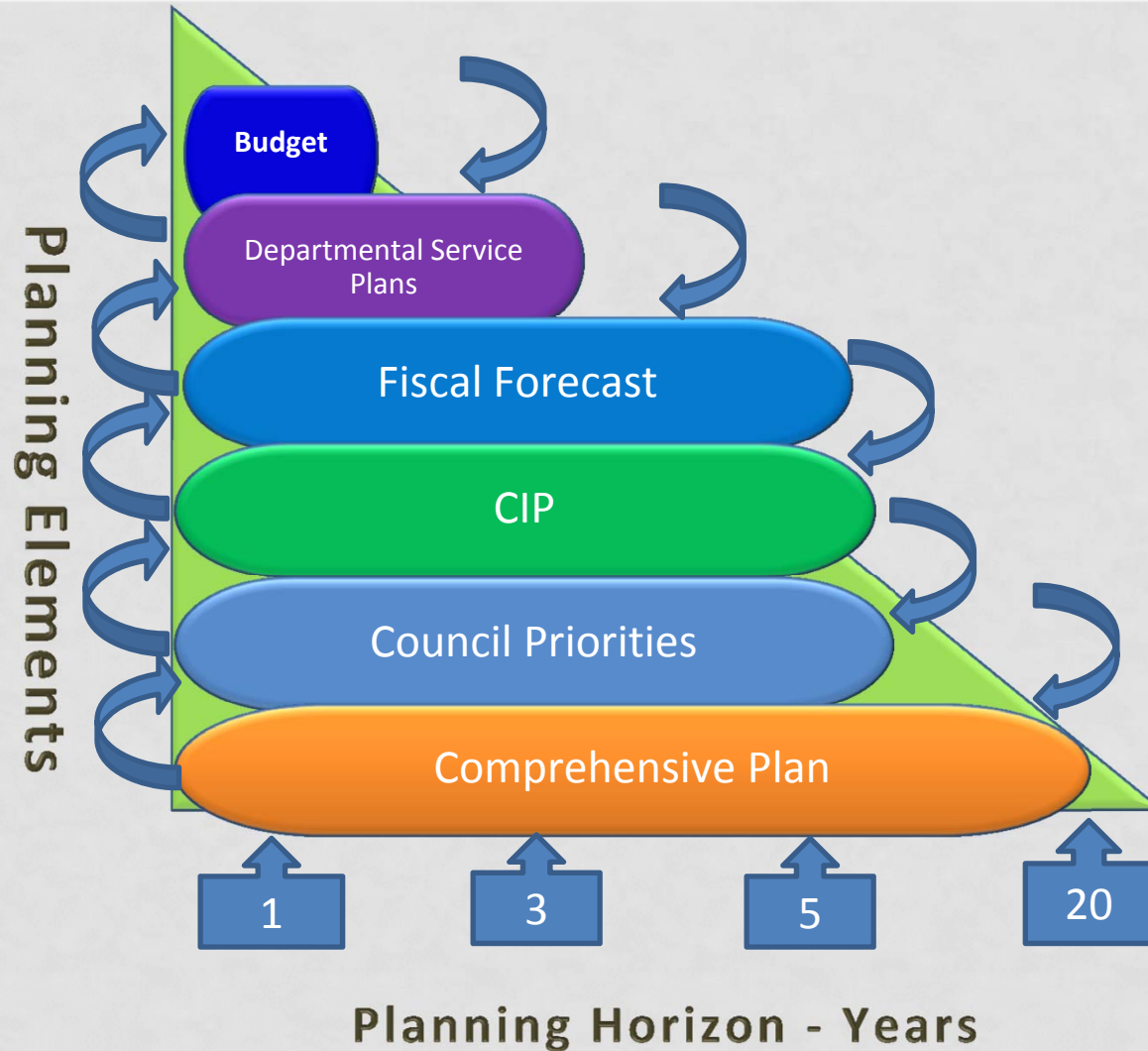
- Debt Service Fund Assumptions and Forecast

- Enterprise Fund Assumptions and Forecast

## DRAFT FY 2018 MANAGEMENT PROJECT PRIORITIES

## RULES OF PROCEDURE

# CITY OF BELLAIRE STRATEGIC PLANNING MODEL



# Context and Historical Perspective

## Strategic Planning Model

### Annual Budget

- Appropriation
- Positions

### Service Plans

- Services/Levels
- Base/Enhancements

### Fiscal Forecast

- Assumptions
- Trends

**CIP**

**Priorities**

### Comprehensive Plan

- Land use
- Infrastructure
- Quality of Life

## Context

### Spring Pre-Budget

- Comprehensive Plan
- CIP/Forecast
- Priorities
- Projects

**Annual Budget  
Presentation &  
Workshops**

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

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

## City Council Decision Making

**Adopt Budget**

**Contracts/Purchases**

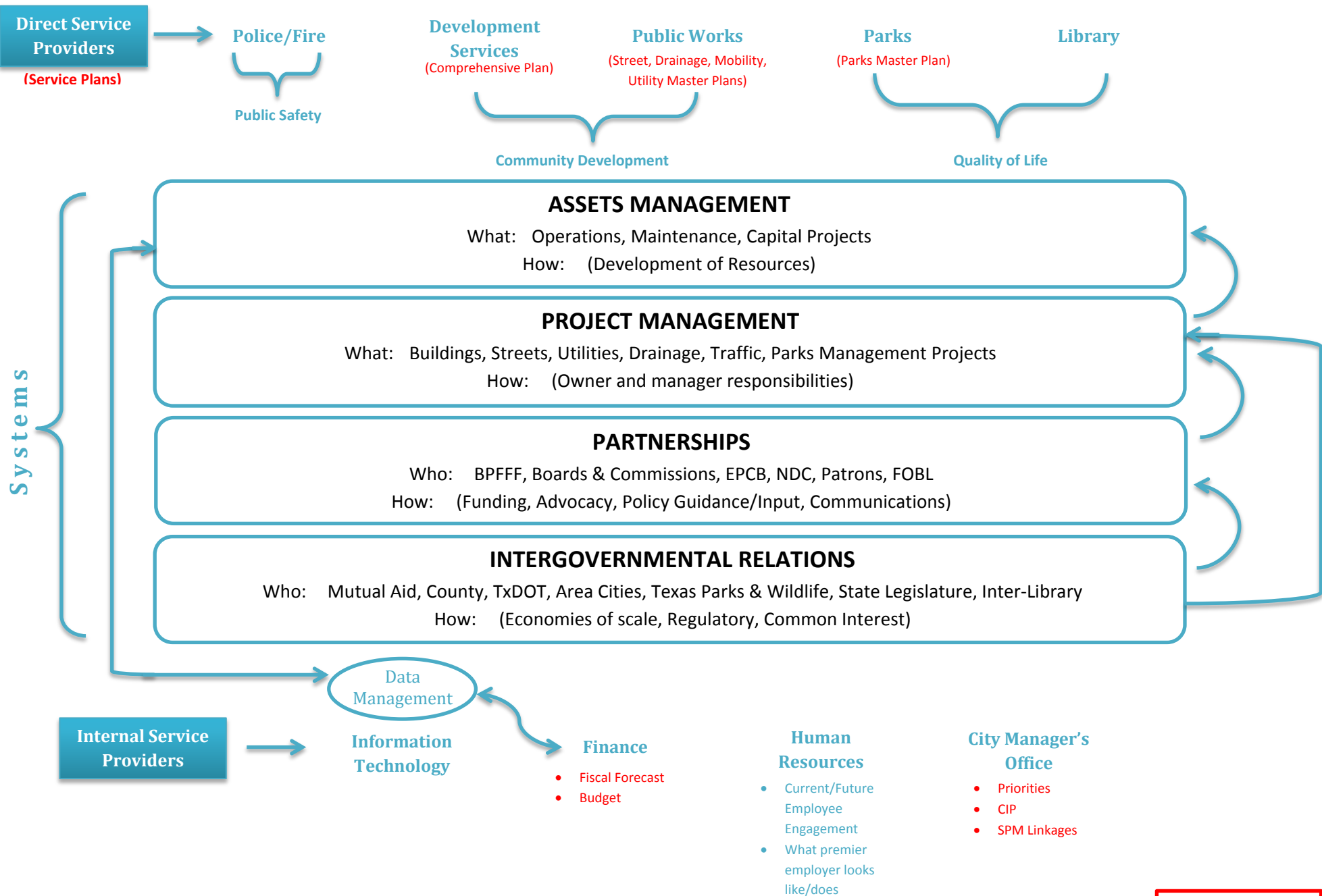
**Forecast Assumptions**

**Priorities**

**Legislative/Regulatory**



# City of Bellaire Systems



# Preliminary Internal Service Plan

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MAY 4, 2017

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# Internal Services

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## What this is.

- Systematic approach to efficient central administrative service
- Wide range of **support services** for the ongoing operations
- Identify and communicate responsibilities for administrative processes.
- Streamline processes

## Why are we talking about it?

- Continue efforts to work horizontally among departments
- **Future processes and environment are changing**
- **Approach to organizational capacity & fully functional**

## When

- Over the next 24 months
  - FY2018-FY2019



# Main Focus

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**We won't be a premier employer or organization without fully functional internal services**

- Risk Management
- Fleet Management
- Talent Management
- Brand Identity

**How we will do this**

- Shifting of task and responsibilities
- Hire the right people
- Transition and training

**Will it cost us anything?**

- Yes and No



# Internal Services Plan

## Our Services

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Financial

Information  
Technology

Human  
Resources

Communication  
& Special  
Events

Facility  
Operations

Fleet  
Management

Agenda &  
Records  
Management

Project  
Management

# Financial

## Processes

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Accounting & Budget

Purchasing

Risk Management

Revenue Management

Transparency & Compliance

- Audit
- TNT
- Reporting
- Public Information

Utility Rate Information/AMI

# Information Technology

Processes



User Support

Application Solutions

Data and Voice  
Communications Network

Training & Automation

## Operations

- Data Storage & Backup
- Security
- System Administration
- Desktop Hardware/Software
- Audio/Visual

# Human Resources

Processes



Salary &  
Benefits  
Management

Wellness

Risk  
Management

Talent  
Management

Training &  
Education

Employee  
Communication



# Communications & Special Events

Processes



Special Events

Public  
Education

Emergency  
Management

Brand Identity

City  
Designations

Front Desk  
Customer  
Service

Community  
Partners



# Facility Operations

Processes

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Custodial &  
Landscaping

Facility  
Parking

Energy &  
Utilities  
Management

Security &  
Automation

Facility  
Logistics

# Fleet Management

Processes

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Fuel Card  
Management

Contract  
Maintenance  
Management

Vehicle Asset  
Database  
Management

Surplus



# Agenda & Records Management

Processes

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Council  
Liaison

Permits &  
Licenses

Agenda  
Management

Records  
Retention

Open Records  
Requests

Election  
Services

# Project Management

## Processes

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### Current Project Information

- Budget/Schedule
- Status
- GIS
- Asset Mgt

### Future Project Planning

- Comprehensive Plan
- Affordability/Feasibility

### Contract Administration

- Contractor Compliance
- Record Keeping
- Bill Paying

### Public Education & Engagement

### Reporting

### CIP Project Management

- Owner/Manager Relationship
- Intergovernmental Coordination

# Summary

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- What - Wide range of internal **support services** for the ongoing operations
- Why - Communicate accountability
- **How – Our Approach to organizational capacity & being fully functional**
- When - Over the next 24 months
- Longer term implementation short term planning
  - IT Platform/Financial Software
  - Adjust/Adapt to new physical environment
  - Adjust/Adapt to new brand identity



Future processes and environment is changing

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# COMPREHENSIVE PLAN – IMPLEMENTATION

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The Comprehensive Plan, originally adopted in 2009, and updated in September 2015, continues to play an important role in the current and future development of the City. Over the past year, the Comprehensive Plan played an important role in the following:

## **A. Capital Improvement Program**

- a. Per Sec. 24-402, the Planning and Zoning Commission is to review the City Manager's CIP draft for consistency with the Comprehensive Plan;
- b. Commission first looks for correlation between proposed projects and Plan;
- c. Reviewed Visioning Bellaire projects identified for years one through five;
  - i. Recommended inclusion of perimeter gateways and city gateway,
  - ii. Funding for community pathways plan implementation.

## **B. Redevelopment**

- a. Changes in downtown (HEB, Town Center, Earthman's) meet the specific purpose of the 2009 Comprehensive Plan
  - i. Address redevelopment of deteriorating and underutilized commercial areas, and
  - ii. Ensure future development done to higher standards
- b. TRP/Chevron
  - i. Comprehensive Plan amended to prepare for the departure of Chevron and potential redevelopment of the site
  - ii. Question remaining – Does the City initiate rezoning of the property or do we wait for a prospective developer to bring in a rezoning proposal?
    - 1. If the focus of the Comprehensive Plan for this area is truly on making single-family residential the priority with other uses directed to the planned development process, why wait? The creation of a new zoning district with single-family residential uses permitted by right and a clearly defined planned development process to include design standards send a clear message to the development community.

## **C. Bellaire Boulevard Estate Overlay District**

- a. On the Future land use map, the residential tracts in the BBEOD are identified as "Suburban Residential," which equates mainly with the R-1 zoning district.
  - i. Base zoning for the BBEOD is R-5, which is the densest residential district and the only one that allows planned development, which presents a conflict between the Comprehensive Plan and the zoning map.
  - ii. To truly protect the character of these lots, a rezoning to either R-1 or a new R-E (residential estate) is in order.
- b. Westside Christian Church
  - i. This property, currently within the BBEOD/R-5 is shown on the Future Land Use Map as "Small Lot Residential".
  - ii. Further strengthening the true estate lots of the BBEOD through a combination of rezoning and creation of a new overlay district, might allay the concerns with the redevelopment of this property and allow some movement forward.

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# COMPREHENSIVE PLAN – IMPLEMENTATION

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## **D. Visioning Bellaire**

- a. Forwarded to the Commission by City Council for review and recommendation.
- b. While there is interest in the concepts presented, there is not consensus for simply recommending full acceptance and implementation of the plan
- c. The Commission is considering a multi-pronged approach
  - i. Identify area already addressed within the Comprehensive Plan or City Code;
  - ii. Define concepts appropriate for inclusion in a future Comprehensive Plan update;
  - iii. List potential amendments to the Code of Ordinances, Chapter 23.5, Subdivisions, and Chapter 24, Planning and Zoning; and
  - iv. Recommendations for inclusion in the City's design standards.



# BELLAIRE CITY COUNCIL PRIORITIES

As of June 2016

A. Residential/ Commercial Safety	B. Public Infrastructure & Facilities	C. Residential & Recreation	D. Budget & Finance	E. Commercial Redevelopment
<ul style="list-style-type: none"> <li>• Public awareness of Council's top priority</li> <li>• Provide for Police &amp; Fire</li> <li>• Effective community outreach &amp; education</li> <li>• Safety &amp; security public feedback forum</li> <li>• Potential safety &amp; security policies</li> <li>✓ Develop comprehensive community pathways and seek public input</li> </ul>	<ul style="list-style-type: none"> <li>✓ Proceed with Rebuild Bellaire successor</li> <li>• Infrastructure maintenance &amp; analysis</li> <li>✓ Approve &amp; build municipal buildings</li> <li>✓ Replace failing waterlines</li> </ul>	<ul style="list-style-type: none"> <li>• Support parks master plan</li> <li>• Consider commercial/institutional impact on residents</li> <li>✓ Execute beautification plan</li> <li>✓ Encourage improvement in business/residential areas</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate costs v. benefits of City services</li> <li>• Maintain competitive compensation</li> <li>• Protect favorable bond rating</li> <li>• Protect asset value</li> <li>• Pursue bond refunding opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Comprehensive Plan</li> <li>• Encourage new business &amp; business expansion</li> <li>✓ Continue dialogue with business community</li> <li>• Remain sensitive to &amp; address commercial impact on residential areas</li> <li>• Recognize benefits of healthy residential development</li> <li>• Improve appearance of downtown area</li> </ul>

✓ New in 2016



# City Council of the City of Bellaire, Texas

## **City Council Priorities**

As of June 20, 2016

**Date of Adoption: March 19, 2012**  
**Revised: June 20, 2016**



**A. RESIDENTIAL/COMMERCIAL SAFETY FOCUS AREA:**

**Statement:**

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

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**It is a priority of this council to:**

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

**B. PUBLIC INFRASTRUCTURE AND FACILITIES FOCUS AREA:**

**Statement:**

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

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**It is a priority of this council to:**

- Proceed with the successor to the Rebuild Bellaire program with a focus on both local and regional drainage issues.
- Ensure that streets, sanitary and storm sewers, and water lines are constructed and maintained using state of the art methods and materials, and that infrastructure failure is analyzed to provide information for continual process improvement.
- Approve and build municipal buildings.

- Systematically replace failing waterlines.

#### **C. RESIDENTIAL AND RECREATIONAL FOCUS AREA:**

##### **Statement:**

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

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##### **It is a priority of this council to:**

- Support and implement Parks Master Plan.
- Remain sensitive to and address commercial/institutional impact on adjacent residential areas.
- Develop, approve, and execute a citywide beautification plan.
- Encourage improvement in the business and residential areas of the City.

#### **D. BUDGET AND FINANCE FOCUS AREA:**

##### **Statement:**

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

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##### **It is a priority of this council to:**

- Evaluate costs vs. benefits of all City services and programs.
- Maintain competitive employee salary and benefits plan.
- Proactively protect city's AAA bond rating.
- Proactively protect City's asset value.
- Proactively pursue refunding opportunities for existing bond issuances.

## **E. COMMERCIAL REDEVELOPMENT FOCUS AREA**

### **Statement:**

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

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### **It is a priority of this council to:**

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



## CITY OF BELLAIRE

### Planning and Zoning Commission

April 13, 2017

To: Mayor and City Council  
From: Winfred Frazier, Chairman, Planning & Zoning Commission  
CC: John McDonald, Director of Development Services  
Subject: Report and Recommendation on the City of Bellaire's 2018-2022 Draft Five Year Capital Improvement Plan

Chapter 24, Planning and Zoning, Sec. 24-402, Capital Improvement Program, requires that the Planning and Zoning Commission "review and comment on the consistency of the program with the adopted comprehensive plan." With the completion of Terrain Studios' *Visioning Bellaire: Urban Design and Beautification Conceptual Master Plan*, the Commission was also tasked with determining which, if any, of the suggested projects listed within the Master Plan should be incorporated into the CIP.

On Tuesday, February 14, 2017, City of Bellaire Project Manager, Michelle Jordan, with the help of City Manager, Paul Hofmann, presented the City's Draft Five Year Capital Improvement Plan (CIP) to the Commission. Some concerns and questions voiced by the Commission, during the presentation, were as follows:

- Does the City have numbers of what has been spent on previous projects to use as a guide when allocating funds?
- Is there any money allocated in 2018 for the Beautification Master Plan?
- Has enough money been forecasted for the improvement of streets and drainage for the City, as a whole?
- How does the City determine what streets/projects take precedent?
- Why are future transfers of funds into the Enterprise Fund so low?
- Are complaints made via the Resident Request Tracker taken into account when preparing the CIP?

Mr. Hofmann and Ms. Jordan responded to each question asked.

#### RECOMMENDATION

Further discussion of the CIP occurred during the Commission's Regular Session on March 14, 2017, and again in a Workshop Session on April 11, 2017. Consideration of the item took place during the Regular Session of April 11, 2017.

The Commission feels that the CIP appropriately reflects the goals and objectives of the Comprehensive Plan, but suggested that the following project called out in *Visioning Bellaire: Urban Design and Beautification Conceptual Master Plan* be included:

- The addition of gateways at each of the main entrances into the City, similar to what is mentioned within the Beautification Master Plan.

Additionally, the Commission felt that the following items should be included in the CIP:

- Estimated funding for water and wastewater lines, streets, drainage, and pavement management programs beyond the year 2022.
- A line item in the year 2020 for Community Pathways Implementation to include safe crossings at 610 underpasses, with additional lighting for improved visibility.

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

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

Mike Axelrad, Win Frazier, Jonathan Saikin, Lynne Skinner, Dirk Stiggins

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

None.

##### **Members absent:**

Marc Steinberg, Bill Thorogood

# SUMMARY CIP

	Projected FY 2018	Projected FY 2019	Projected FY 2020	Projected FY 2021	Projected FY 2022	Totals FY 2018-2022
General Fund Cash Resource	2,251,761	1,564,550	1,150,000	930,000	900,000	6,796,311
Enterprise Fund Cash Resources	568,520	435,000	851,000	950,000	-	2,804,520
METRO Resources	1,508,768	1,200,000	1,200,000	1,200,000	1,200,000	6,308,768
Bonds Program	10,150,000	12,650,000	10,000,000	18,000,000	9,000,000	59,800,000
Total CIP Resources	14,479,049	15,849,550	13,201,000	21,080,000	11,100,000	75,709,599
Projects						
General Fund Cash Projects	1,175,000	2,316,050	1,150,000	900,000	1,251,000	6,792,050
Enterprise Fund Cash Projects	568,520	435,000	851,000	950,000	-	2,804,520
METRO Projects	1,508,768	1,200,000	1,200,000	1,200,000	1,200,000	6,308,768
Bond Program	10,150,000	12,650,000	10,000,000	18,000,000	9,000,000	59,800,000
Total Capital Improvement Projets	13,402,288	16,601,050	13,201,000	21,050,000	11,451,000	75,705,338
Unfunded Projects - All General Fund Related						\$ 17,940,000



## Five Year General Fund Capital Improvement Plan

<i>Description</i>	<b>FY 2018 Proposed</b>	<b>FY 2019 Planned</b>	<b>FY 2020 Planned</b>	<b>FY 2021 Planned</b>	<b>FY 2022 Planned</b>	<b>FY 2018 - FY2022</b>
<b>General Fund CIP</b>						
Beginning Balance - General Fund	\$ 1,076,761	\$ 1,076,761	\$ 325,261	\$ 325,261	\$ 355,261	
Transfer in From General Fund	\$ 1,175,000	\$ 1,564,550	\$ 1,150,000	\$ 930,000	\$ 900,000	\$ 5,719,550
<b>Total Resources</b>	<b>\$ 2,251,761</b>	<b>\$ 2,641,311</b>	<b>\$ 1,475,261</b>	<b>\$ 1,255,261</b>	<b>\$ 1,255,261</b>	
<b>Holly Street Esplanade</b> - Additional amenities and plantings for the Holly Street Esplanade Project. <i>Holly Street budget was \$250,000 in FY 2021. Parks Board recommended splitting it out.</i>		\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	<b>\$ 250,000</b>
<b>Playgrounds, Shade Structures, and Park Amenities</b> - Provides annual funding to address city-wide replacement and/or purchase of new playground equipment, shade structures and park amenities.	\$ 100,000	\$ 100,000	\$ 100,000			<b>\$ 300,000</b>
<b>Park Signage Master Plan and Implementation</b> - Includes all signage used in City of Bellaire Parks. Master Plan would incorporate findings of the brand / identity audit and provide an important step towards improving the overall aesthetics of the City.	\$ 100,000	\$ 100,000	\$ 100,000			<b>\$ 300,000</b>
<b>Pavement Management Program</b> - The City of Bellaire's Pavement Management Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. The City's goal is to bring the streets maintained by the City up to an acceptable level of service and keep them there through an aggressive and comprehensive maintenance program.	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	<b>\$ 4,000,000</b>
<b>Decorative Standard for Major Streets (FY 2017 Newcastle St. Pilot Project)</b> - This project will look to combine goals of better street lighting, additional trail lighting, use of LED lighting options, and a decorative standard for major streets throughout the City. The initial project will focus on Newcastle St. Future phases may focus on other major streets and high-traffic areas. A different decorative standard for lower-traffic/residential streets may be chosen to follow this project with common design considerations in mind. An element of customization will be explored to potentially tie in with other City projects. This project is in collaboration with CenterPoint Energy.	\$ 75,000	\$ 75,000				<b>\$ 150,000</b>

## Five Year General Fund Capital Improvement Plan

<i>Description</i>	<b>FY 2018 Proposed</b>	<b>FY 2019 Planned</b>	<b>FY 2020 Planned</b>	<b>FY 2021 Planned</b>	<b>FY 2022 Planned</b>	<b>FY 2018 - FY2022</b>
<b>City-Wide Signage Enhancements Project</b> - This project will authorize a new standard for City signage with the use of a black powder-coated pole and cap. Decorative options for major streets and high-profile areas may be examined for implementation as well. The estimated budget assumes 4,000 poles will be replaced over the course of 4 years with some use of a contractor for large installations. City crews will maintain signs and replace with the new standard as needed for maintenance and assist with large installations when possible.	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		\$ 200,000
<b>Park Upgrades after Municipal Facilities Project</b> - Once facilities are completed landscaping and trails will be addressed within the Bellaire Town Square footprint that was impacted by the construction of the new facilities.		\$ 100,000				\$ 100,000
<b>Update to the Facilities Master Plan</b> - Update to the City wide facilities master plan will include Public Works, Library, and ADA programming. The previous master plan informed projects at the City Hall / Civic Center and the Police / Court buildings. This update will allow for planning efforts related to facilities not addressed in the 2017	\$ 50,000					\$ 50,000
<b>Signature Corner Design</b> - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine. Construction would fall under new bond authority funding. These funds were sourced from the General Fund as a commitment in 2005 to supplement the 2005 Bond Program		\$ 751,050				\$ 751,050
<b>Permanent Restroom Facility</b> - Provide a permanent restroom facility at Lafayette Park.		\$ 200,000				\$ 200,000
<b>Loftin Park Irrigation System</b> - Irrigation system for the existing trees and turf located within Loftin Park.		\$ 90,000				\$ 90,000
<b>Ware Park</b> - Picnic pavilion design and construction at Ware Park.			\$ 50,000			\$ 50,000
<b>Paseo Park West Expansion</b> with future relocation of transit center. ROW Restricted funding. Resolution 11-10 - Policy for Acquisition and Development of Parkland has the following restriction of use					\$ 351,000	\$ 351,000
<b>Total General Fund CIP</b>	<b>\$ 1,175,000</b>	<b>\$ 2,316,050</b>	<b>\$ 1,150,000</b>	<b>\$ 900,000</b>	<b>\$ 1,251,000</b>	<b>\$ 6,792,050</b>
<b>Total Ending Balance</b>	<b>\$ 1,076,761</b>	<b>\$ 325,261</b>	<b>\$ 325,261</b>	<b>\$ 355,261</b>	<b>\$ 4,261</b>	

## Five Year Enterprise Fund Capital Improvement Plan

Project Description	FY 2018 Proposed	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2018 - FY2022 Totals
Beginning Balance	\$241,804		\$0	\$0	\$0	
Transfer from Enterprise Operations Fund	\$ 326,716	\$ 435,000	\$ 851,000	\$ 950,000	\$ -	\$ 2,562,716
<b>Total Resources</b>	<b>568,520</b>	<b>435,000</b>	<b>851,000</b>	<b>950,000</b>	<b>-</b>	
Rehabilitation of Renwick Ground Storage Tank - Replace Boosters all three pumps and motors .	285,000					\$ 285,000
City Wide Scada -Central Well Replace SCADA Communications Panel. FY 2019 (\$150,000) FY 2020 (\$76,000) Wastewater Treatment Plant improvements.		150,000	76,000			\$ 226,000
Central Well - Replace three booster pumps and motors		\$285,000				\$ 285,000
Central Well - Replace Control Panel that controls Booster Pumps 1, 2, and 3 (or clean up wiring)			\$340,000			\$ 340,000
Feld Park Well - Add a new standby generator, ATS, Diesel, tank			\$435,000			\$ 435,000
Wendell LS - Replace 3 dry pit pumps with dry pit submersible Flygt Pumps	\$283,520					\$ 283,520
Replace WWTP Motor Control Center				\$950,000		\$ 950,000
<b>Total Proposed Enterprise CIP</b>	<b>\$568,520</b>	<b>\$435,000</b>	<b>\$851,000</b>	<b>\$950,000</b>	<b>\$0</b>	<b>\$2,804,520</b>

## Five Year Bond Capital Improvement Plan

<i>Description</i>	<b>FY 2018 Proposed</b>	<b>FY 2019 Planned</b>	<b>FY 2020 Planned</b>	<b>FY 2021 Planned</b>	<b>FY 2022 Planned</b>	<b>FY 2018 - FY2022 Totals</b>
<b>Approved Bonds for Better Bellaire 2016</b>	\$ 10,150,000	\$ 12,650,000				
<b>2019 Bond</b>			\$ 10,000,000	\$ 18,000,000	\$ 9,000,000	
<b>Total Resources</b>	<b>\$ 10,150,000</b>	<b>\$ 12,650,000</b>	<b>\$ 10,000,000</b>	<b>\$ 18,000,000</b>	<b>\$ 9,000,000</b>	
<b>Streets and Drainage</b> - Includes complete street and related drainage infrastructure replacement.	\$ 6,000,000	\$ 7,000,000	\$ 6,000,000	\$ 6,000,000	\$ 8,000,000	\$ 33,000,000
<b>Sidewalks/Community Pathways</b> -Design and construction of pedestrian facilities throughout the City.	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
<b>Water Line Improvements</b> - Includes approximately 55,000 linear feet of water line replacement distributed over three years. The annual projects will be developed using a prioritization derived from the most recent condition assessment as well as operational issues along the way.	\$ 3,000,000	\$ 4,500,000				\$ 7,500,000
<b>Wastewater Line Improvements</b> - Includes approximately 4,500 linear feet of wastewater line replacement spread over a five year period which began in FY 2016. The annual projects will be developed using a prioritization derived from the most recent condition assessment as well as operational issues along the way.	\$ 150,000	\$ 150,000				\$ 300,000
<b>Library</b> - Design and construction for new Library building.			\$ 500,000	\$ 4,000,000		\$ 4,500,000
<b>Other Parks</b> - Additional needs at other parks in the COB system, including restrooms, lighting, parking lots, and various other amenities.			\$ 1,000,000			\$ 1,000,000
<b>Public Works Building</b> - Funding for land acquisition, design, and construction of a new Public Works Building.			\$ 1,000,000	\$ 3,000,000		\$ 4,000,000
<b>Evergreen Park</b> - Per the Evergreen Park Master Plan, this project includes design and construction of the Park. <i>Parks Board requested to move Design from 2021 to 2020 and Construction from 2022 to 2021</i>			\$ 500,000	\$ 4,000,000		\$ 4,500,000
<b>Total Bond Fund CIP</b>	<b>\$ 10,150,000</b>	<b>\$ 12,650,000</b>	<b>\$ 10,000,000</b>	<b>\$ 18,000,000</b>	<b>\$ 9,000,000</b>	<b>\$ 59,800,000</b>
<b>Total Ending Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## Five Year METRO Capital Improvement Plan

<i>Description</i>	<b>FY 2018 Proposed</b>	<b>FY 2019 Planned</b>	<b>FY 2020 Planned</b>	<b>FY 2021 Planned</b>	<b>FY 2022 Planned</b>	<b>FY 2018 - FY2022 Totals</b>
<i>METRO Sales Tax Beginning Balance</i>	\$308,768	\$0	\$0	\$0	\$0	\$0
<i>Current Year Revenues</i>	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 6,000,000
<i><b>Total Resources</b></i>	<b>\$ 1,508,768</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 6,308,768</b>
<b>Total Expenditures</b>	\$ 1,508,768	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 6,308,768
Total Ending Fund Balance	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

## Unfunded Capital Improvement Projects

Description	Estimated Budget
South Rice Esplanade Improvements - Improvements to the four esplanades along South Rice at Bellaire Boulevard and Bissonnet St. Project to include design and construction of mow strips, additional planting, edging, mulch, and other landscape improvements.	\$ 120,000
Mulberry Park - Restroom Facility	\$ 200,000
Way finding and Entryway Markers - Provide physical improvement intended to provide visual definition including way finding signage. Including a possible new logo and design color scheme. Allowing both commercial and City service connection.	\$ 300,000
Signature Corner Design and Construction - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine	\$ 3,000,000
Zindler Park - Upgrade / Automate Ball Field Lights & Netting	\$ 500,000
Zindler Park - Upgrade / Automate Tennis Court Lighting	\$ 400,000
Zindler Park - Rec. Center Renovation Design - Programming and design of key improvements to the Bellaire Recreation Center Building	\$ 120,000
Zindler Park - Rec Center Renovation Construction	\$ 800,000
Zindler Park - Concession Stand Renovation	\$ 50,000
Feld Park Renovation Design - Park improvements including parking lot, sidewalks and paths, fencing and sports fields/courts	\$ 150,000
Feld Park Construction - Park improvements including parking lot, sidewalks and paths, fencing and sports fields/courts	\$ 900,000
Mulberry Park - Replace Tennis Fencing, Upgrade / Automate Lighting	\$ 400,000
Mulberry Park - Upgrade / Automate Ball Field Lighting	\$ 500,000
Mulberry Park - Parking Lot Replacement	\$ 450,000
Vic Driscoll Park - Pathway Lighting	\$ 50,000

## Unfunded Capital Improvement Projects

<i>Description</i>		Estimated Budget
City Wide Water Line Project	\$	9,000,000
Trolley Esplanade Renovation - Improvements to include general and specialized lighting, sidewalks and paths, drainage, signage and interpretive graphics, and trolley area improvements in Paseo Park.	\$	1,000,000
<b>Total Unfunded</b>	<b>\$</b>	<b>17,940,000</b>

# FY 2018 – FY 2022 General Fund Fiscal Forecast Assumptions

- Revenues
  - 5% increase in revenue on existing property starting in FY 2019
  - Legislation related to property tax (**current bill - max at 5%**)
    - The rollback rate applies to existing properties only
    - Requires an election each time the City exceeds the 5% cap (Senate Bill 2)
      - » Current law allows a petition for election when rollback rate is exceeded
    - Applicable for assessments January 1, 2018 and forward (City's FY 2019)
  - FY 2018 assumes 8% increase in property tax revenue, FY 2019 through FY 2022 assumes 5%
  - 1% increase in new property growth
  - Additional revenues minus revenues related to “new” property growth greater than 5% would exceed rollback rate
    - Property value growth as a result of “new” property has averaged approximately 1.7% over the past 5 years, but due to slow down in new construction projecting 1% growth for FY 2018 and going forward
  - Residential permits 1% increase FY 2018 - FY 2022
  - Sales tax revenues 0% increase FY 2018, 1% FY 2019 – FY 2022
  - All other revenues 2% increase FY 2018 – FY 2022
- Expenditures
  - No new positions
  - Total Compensation not to exceed 5%
    - Compensation study currently underway
    - Assumes \$100,000 in salary & benefit savings (six year historical average)
  - All other expenditures – 0% increase assumed in FY 2018 and going forward
  - \$800,000 dedicated to pavement maintenance from the General Fund
  - Annual contribution plus catch up amount for vehicle/equipment replacement
  - Capital Improvement Plan transfer



# FY 2018 – FY 2022

## Fiscal Forecast General Fund

In \$millions	FY17P	FY18	FY19	FY20	FY21	FY22
Beginning Balance (unaudited)	\$4.82	\$3.70	\$2.49	\$1.11	\$0.25	(\$0.13)
Recurring Revenue	\$20.22	\$21.17	\$22.02	\$22.83	\$23.68	\$24.56
Non-recurring Revenue	\$0.20					
Recurring Expense	\$19.47	\$20.24	\$20.98	\$21.77	\$22.59	\$23.45
Non-recurring Pavement Maintenance	\$0.80	\$0.80	\$0.80	\$0.80	\$0.80	\$0.80
Vehicle/Equip Replacement (annual cont.)	\$0.55	\$0.55	\$0.55	\$0.55	\$0.55	\$0.55
Vehicle/Equip Replacement (catch – up)	\$0.46	\$0.43	\$0.30	\$0.22		
CIP Contribution	\$0.25	\$0.38	\$0.76	\$0.35	\$0.13	\$0.10
Ending Fund Balance	\$3.70	\$2.49	\$1.11	\$0.25	(\$0.13)	(\$0.47)
60 Day Fund Balance Requirement	\$3.24	\$3.37	\$3.50	\$3.63	\$3.76	\$3.91
Over/(Under) 60 day fund balance requirement	\$0.46	(\$0.89)	(\$2.39)	(\$3.37)	(\$3.90)	(\$4.38)

FY 2018 – FY 2022  
Debt Service Fiscal Forecast Assumptions

- Taxable value FY 2018 – FY 2022
- Taxable value 5% increase FY 2018- 2022
- Assumes bond election in FY 2019 (\$37 million)
  - August Bond sale FY 2018 – FY 2022
- 4.5% bond interest (conservative estimate)
- Assumes additional Enterprise Fund transfer for new debt issued for Enterprise Fund projects

# FY 2018 – FY 2022

## Fiscal Forecast Debt Service

<b>\$Millions</b>	<b>FY17P</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Beginning Fund Balance	\$0.49	\$0.49	\$0.49	\$0.49	\$0.49	\$0.49
Recurring Revenue	\$7.3	\$8.9	\$9.3	\$10.2	\$10.9	\$12.0
Recurring Expense	\$7.3	\$8.9	\$9.3	\$10.2	\$10.9	\$12.0
Ending Fund Balance	\$0.49	\$0.49	\$0.49	\$0.49	\$0.49	\$0.49
Debt Tax Rate	\$0.1323	\$0.1424	\$0.1393	\$0.1426	\$0.1463	\$0.1561

# FY 2018 – FY 2022

## Enterprise Fund Fiscal Forecast Assumptions

- Revenues
- FY 2018 based on
  - 17.5% FY 2018, 7% FY 2019-2021, 0% FY 2022 water/waste water rate increase
    - Cover Debt
    - Cover O&M costs
  - FY 2017 year to date water revenues continue to track below budget
- Expenditures
  - Total Compensation not to exceed 5%
    - Compensation study currently underway
    - Assumes \$100,000 in salary & benefit savings (six year historical average)
  - Water purchases from City of Houston – 3.4% increase
  - All other expenditures – 0% increase assumed in FY 2018 and going forward
  - Transfer to General Fund for administrative overhead
  - Capital Improvement Plan transfer (cash funding)
  - Transfer to Debt Service increase for projected new debt
  - Annual contribution plus catch up amount for vehicle/equipment replacement

# FY 2018 – FY 2022

## Fiscal Forecast Enterprise Fund

\$Millions	FY17P	FY18	FY19	FY20	FY21	FY22
Beginning Fund Balance	\$1.57	\$0.57	\$0.31	(\$0.07)	(\$0.96)	(\$1.67)
Recurring Revenue	\$8.17	\$9.38	\$9.75	\$10.15	\$10.58	\$10.58
Recurring Expense	\$6.33	\$6.43	\$6.61	\$6.79	\$6.99	\$7.19
Vehicle/ Equip Replacement (annual cont.)	\$0.36	\$0.36	\$0.36	\$0.36	\$0.36	\$0.36
Vehicle/ Equip Replacement (catch-up)	\$0.17	\$0.15	\$0.15	\$0.15		
Transfer to General	\$0.62	\$0.62	\$0.62	\$0.62	\$0.62	\$0.62
Transfer to Debt Service	\$0.95	\$1.75	\$1.96	\$2.25	\$2.37	\$2.40
Transfer to CIP	\$0.74	\$0.32	\$0.44	\$0.85	\$0.95	\$0.00
Ending Fund Balance	\$0.57	\$0.31	(\$0.07)	(\$0.96)	(\$1.67)	(\$1.66)
30 day Fund Balance Requirement FY 2017 – FY 2020	\$0.58	\$0.59	\$0.60	\$0.62	\$1.27	\$1.30
60 day Fund Balance Requirement FY 2021 – FY 2022						
Over/(Under) 60 day fund balance requirement	(\$0.01)	(\$0.27)	(\$0.68)	(\$1.58)	(\$2.94)	(\$2.96)

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## DRAFT FY 2018 MANAGEMENT PROJECTS

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*These are potential management projects for FY 2018, which may require specific resource allocation and reporting to the City Council*

<u>Project</u>	<u>Council Priority</u>
1. Implement a park steward program	A
2. Implement brand identity	A, B, C, D, E
3. Create infrastructure design standards	B
4. Develop ADA transition plan	B
5. Develop complete facilities plan	B
6. Improve management of the city's rights of way	C
7. Improve management and planning of the tree canopy	C
8. Improve fleet management and maintenance	D
9. Improve Risk Management	D
10. Implement succession/reorganization plan for Library	D



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

**RULES OF PROCEDURE**  
**As of October 10, 2016**

**RULES OF PROCEDURE  
OF THE CITY COUNCIL OF THE  
CITY OF BELLAIRE, TEXAS  
AS OF OCTOBER 10, 2016**

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**RULES OF PROCEDURE  
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CITY OF BELLAIRE, TEXAS  
AS OF OCTOBER 10, 2016**

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**RULES OF PROCEDURE  
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These Rules of Procedure ("*Rules*") are adopted by the City Council of the City of Bellaire, Texas ("*City Council*"), effective as of October 10, 2016, and supersede the prior rules of procedure originally adopted February 12, 1996, together with the nine subsequent revisions thereto. The purpose of these *Rules* is to establish an orderly and effective set of procedures for conducting the meetings of the City Council.

## **ARTICLE 1.**

### **AUTHORITY**

#### **Section A. City Council Determines its Own Rules.**

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

#### **Section B. Precedence of Authority.**

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

## **ARTICLE 2.**

### **GENERAL RULES OF PROCEDURE AND POLICIES**

#### **Section A. Recording and Broadcasting of Meetings.**

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

#### **Section B. Minutes of Meetings.**

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

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

**Section C. Quorum.**

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

**Section D. Absence of Mayor.**

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

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

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

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

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

**Section G. Attendance of City Attorney.**

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

**Section H. Attendance of City Clerk.**

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

## **Section I. Attendance of City Employees and Consultants.**

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

## **Section J. Individuals Presenting to City Council.**

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

## **Section K. Rules Governing Personal/Audience Comments.**

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

### **1. Mayor to State Rules.**

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

### **2. Mayor Shall Recognize Individual Speakers.**

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

### **3. Time Limit.**

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

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

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

## **5. Termination of Personal/Audience Comments.**

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

### **Section L. Written Comments.**

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

### **Section M. Introduction of Agenda Items.**

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

### **Section N. Deliberation.**

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

### **Section O. Mayor or Clerk to State Question.**

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

### **Section P. Mayor or Clerk to Announce the Vote.**

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

### **Section Q. Recording of the Vote.**

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

#### **Section R. Abstention.**

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

#### **Section S. Conflicts of Interest.**

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

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

#### **Section T. Preservation of Order.**

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

#### **Section U. City Manager's Weekly Memorandum.**

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

#### **Section V. City Attorney's Legal Memoranda.**

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

## **Section W. Amendment of Rules.**

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

## **ARTICLE 3.**

### **MEETINGS OF THE CITY COUNCIL**

#### **Section A. Regular Sessions.**

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

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

#### **Section B. Special Sessions.**

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

#### **Section C. Workshops.**

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

##### **1. Subject Matter.**

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

##### **2. Documents and Exhibits to be Presented.**

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



### **3. Questions of a Technical Nature.**

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

### **4. No Action.**

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

### **5. Minutes of Workshops.**

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

### **6. No Audience Comments or Questions.**

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

## **Section D. Public Hearings.**

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

### **1. Reading of the Notice of the Public Hearing.**

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

### **2. Summary of Procedure.**

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

### **3. Presentation of Proposal.**

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

#### **4. Public Comment.**

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

#### **5. Questions from Mayor and Members of City Council.**

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

#### **6. Close of the Public Hearing.**

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

#### **7. Written Public Comments; Deadline.**

For public hearings that are adjudicative in nature (for example, concerning applications governed by the zoning code), oral public comment on the proposal will not be received following the close of the public hearing. The public may submit written comments to the City Council prior to its final deliberation. All written comments on the application must be received in the City Clerk's office by noon on the Thursday preceding the meeting of final deliberation for inclusion in the public record of the proceedings. For public hearings that are strictly legislative in nature (for example, concerning the annual budget of the City), the foregoing limitations on public comment following the close of the public hearing shall not apply.

### **Section E. Town Hall Meetings.**

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

#### **1. Introduction of the Subject.**

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

## **2. Summary of Procedure.**

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

## **3. Presentation.**

The City Manager or other employee, or an outside consultant as appropriate, shall be recognized to present information to the public concerning the subject of the town hall meeting.

## **4. Public Comment.**

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

## **5. Questions from Mayor and Members of City Council.**

The Mayor and members of the City Council will have an opportunity to ask questions of staff concerning the subject of the town hall meeting, but shall express no opinions.

## **6. No Deliberation or Action.**

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

## **Section F. Closed Meetings (Executive Sessions).**

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

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

## **Section G. Annual State of the City.**

At the City Council's first regular session in February of each year, the Mayor shall present an annual State of the City address to the public, and the City boards and commissions shall present their annual reports to the City Council and the public. See *City*

*Code, Chapter 2, Administration, Article VII, Boards and Commissions, Section 2-104, Annual or special reports to city council.*

## **ARTICLE 4.**

### **AGENDA PROCEDURE**

#### **Section A. Posting of the Agenda.**

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

#### **Section B. Agenda Requests.**

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

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

#### **Section C. Consent Agenda.**

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

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

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

#### **Section D. City Manager Shall Provide Analysis.**

The City Manager shall provide the City Council with an analysis of items requested by staff to be on the agenda, by the end of the day on the Thursday preceding the meeting, or as soon thereafter as reasonably practicable but not later than 72 hours in advance of the meeting. However, in the case of an emergency, this provision shall be suspended. Said analysis should include sufficient detail so that members of the City Council are able to make an informed decision on the matter based solely on the information provided in the analysis.

#### **Section E. Order of Business.**

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

##### **1. Call to Order.**

The Mayor shall call the meeting to order.

##### **2. Announcement of a Quorum.**

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

##### **3. Inspirational Reading and/or Invocation.**

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

##### **4. Pledges of Allegiance.**

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

##### **5. Recognition of Proclamations.**

##### **6. Approval of Minutes.**

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

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

## **7. Personal/Audience Comments.**

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

## **8. Reports.**

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

## **9. New Business.**

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

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

It is the intent of this item to provide members of the City Council the opportunity to make a report about items of community interest, which may include expressions of thanks, congratulations, or condolence; information regarding holiday schedules; honorary recognition of City officials, employees, or other citizens or entities; reminders of upcoming events sponsored by the City or another entity that is scheduled to be attended by a City official or City employee; and announcements involving an imminent threat to the public health and safety of people in Bellaire that has arisen after the posting of the agenda.

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

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

# **ARTICLE 5.**

## **RULES GOVERNED BY TEXAS OPEN MEETINGS ACT**

### **Section A. Meetings Open to the Public; Notice.**

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

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

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

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

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

## **Section D. Rules Governing Closed Meetings.**

### **1. Convene First in Open Meeting.**

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

### **2. Certified Agenda.**

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

### **3. No Action in Closed Meeting.**

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

## **Section E. Review and Discipline.**

Complaints, charges and discipline concerning members of the City Council or City personnel reporting directly to the City Council shall be discussed in a closed meeting unless the person charged or the person against whom a complaint has been lodged shall request

a public hearing. *Texas Government Code, Chapter 551, Open Meetings Act, Section 551.074.*

## **ARTICLE 6.**

### **REFERENCE: SELECTED RULES OF PARLIAMENTARY PROCEDURE**

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

#### **Section A. Order of Precedence of Motions.**

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

#### **Section B. Right to the Floor.**

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

#### **Section C. Motion to Postpone.**

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

#### **Section D. Motion to Amend a Pending Motion.**

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

#### **Section E. Substitute Motion.**

A member of the City Council who desires to substitute a motion for the one being considered may make a substitute motion, which acts as an amendment to the pending



motion and is itself amendable. Once the substitute motion is adopted, the vote on the original motion is not necessary, the substitute motion being the motion then on the floor.

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

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

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

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

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

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

#### **Section I. Motion to Adjourn.**

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

#### **Section J. Point of Order.**

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

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

**Section K. Suspension of the Rules.**

A member of the City Council may move to suspend the rules that interfere with a particular matter that is of apparent importance to the City Council. For a suspension of the rules to be accomplished, a vote of five (5) members is required. However, a motion to suspend the rules cannot interrupt an individual speaking.

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

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

**Section M. Division of the Question.**

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

**Section N. Request to Withdraw a Motion.**

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

**Section O. Reconsideration of an Action of City Council.**

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