

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

JULY 17, 2017

Council Chamber	Regular Session	7:00 PM
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7008 S. RICE AVENUE
BELLAIRE, TX 77401



Mayor

Andrew S. Friedberg

Mayor Pro Tem

Roman F. Reed

Council Member

Gus E. Pappas

Council Member

Michael Fife

Council Member

Trisha S. Pollard

Council Member

Pat B. McLaughlan

Council Member

David R. Montague

Mission Statement:

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

REGULAR SESSION - 7:00 P.M.

A. Call to Order - Andrew S. Friedberg, Mayor.

B. Announcement of a Quorum - Andrew S. Friedberg, Mayor.

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

D. Pledges to The Flags - Roman F. Reed, Mayor Pro Tem.

1. U.S. Pledge of Allegiance:

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

2. Pledge to the Texas Flag:

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

E. Personal/Audience Comments.

In order to address the City Council, please complete a sign-up sheet (located at the entrance to the Council Chamber), and submit it to City Clerk Tracy L. Dutton prior to the time for personal/audience comments. Each speaker shall have a time limit of up to five (5) minutes, with no extension, and with notice after four (4) minutes that one (1) minute is left. In the event of pressing business before the City Council or matters requiring its immediate attention or action, the City Council may, prior to the opening of audience comments, set a different maximum time limit for each speaker by a vote of four (4) members of the City Council.

The purpose of this item is to allow the residents of Bellaire and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy and legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (713) 662-8222 during business hours.

[Note: The Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits the City Council from fully discussing, debating, or considering subjects for which public notice has not been given on the agenda. Issues that cannot be referred to the City Staff for action may be placed on the agenda of a future City Council Session.]

F. Reports and Presentations:

1. City Manager's Report regarding communication, field and personnel updates, calendar reminders, and notes of appreciation - Submitted by Paul A. Hofmann, City Manager.
2. Presentation on the final status of recent improvements made at Russ Pitman Park - Submitted by Henry Owen, Executive Director of The Nature Discovery Center.
3. Presentation of the proposed annual budget for the City of Bellaire, Texas, for the fiscal year commencing on October 1, 2017, and ending on September 30, 2018. - Submitted by Paul A. Hofmann, City Manager.

G. 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. Adoption of Minutes:

Consideration of and possible action on the adoption of the minutes of the Regular Session of the City Council of the City of Bellaire, Texas, held on Monday, June 5, 2017.

Mayor and Council - Regular Session - Jun 5, 2017 5:00 PM

b. Adoption of Ordinances:

1. 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 Agreement for Services with Terracon Consultants, Inc., for construction materials engineering and testing services for the Municipal Facilities Project in an amount not to exceed \$71,840.00 - Submitted by Michelle Jordan, Project Manager.
2. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, calling a public hearing before the City Council of the City of Bellaire, Texas, on Monday, August 14, 2017, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401-4411, on the proposed budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2017, and ending September 30, 2018 - Submitted by Terrence Beaman, Chief Financial Officer.

2. Items for Individual Consideration:

- a. Presentation, discussion and possible action to provide direction to staff regarding Charter propositions to be presented to the electors of the City of Bellaire, Texas, at a Special Election to be held on November 7, 2017 - Submitted by Alan P. Petrov, City Attorney.
- b. Consideration of and possible action on the appointment of a special committee of three or fewer members of the City Council to review and make recommendations concerning the board and commission application and interview process - Requested by Andrew S. Friedberg, Mayor.

H. 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.

I. Adjourn.

Mayor and Council

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 07/17/17 07:00 PM
Department: City Manager's Office
Category: Presentation
Department Head: Paul A. Hofmann
DOC ID: 2245

**SCHEDULED
ACTION ITEM (ID # 2245)**

Item Title:

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

Background/Summary:

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

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

N/A

Mayor and Council

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 07/17/17 07:00 PM
Department: Parks, Recreation and
Facilities
Category: Proclamation
Department Head: Karl Miller
DOC ID: 2303

**SCHEDULED
INFORMATION ITEM (ID
2303)**

Item Title:

Presentation on the final status of recent improvements made at Russ Pitman Park -
Submitted by Henry Owen, Executive Director of The Nature Discovery Center.

Background/Summary:

Henry Owen, Executive Director, of Nature Discovery Center would like to present an update
on the recent improvements to Russ Pitman Park.

Previous Council Action Summary:

November, 2013, Citizens of Bellaire voted to support a bond for \$500,000.00 for
improvements to Russ Pitman Park.

Fiscal Impact:

N/A

City Attorney Review:

N/A

Recommendation:

It is the recommendation of the Karl Miller, Director of Parks, Recreation and Facilities that
the City Council of the City of Bellaire receives the presentation from Henry Owen, Executive
Director of Nature Discovery Center.

Mayor and Council

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 07/17/17 07:00 PM
Department: Finance Administration
Category: Presentation
Department Head: Paul A. Hofmann
DOC ID: 2271

**SCHEDULED
ACTION ITEM (ID # 2271)**

Item Title:

Presentation of the proposed annual budget for the City of Bellaire, Texas, for the fiscal year commencing on October 1, 2017, and ending on September 30, 2018. - Submitted by Paul A. Hofmann, City Manager.

Background/Summary:

Presentation of the City Manager's FY 2018 Annual Budget.

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

City Manager Paul A. Hofmann recommends City Council provide feedback and request additional information if needed.

ATTACHMENTS:

- FY 2018 Budget Story (PDF)
- Final Proposed Budget Presented to Council 07.17.17 (PDF)

THE FY 2018 BUDGET STORY

THE PROPOSED FY 2018 BUDGET REFLECTS COUNCIL PRIORITY FOCUS AREAS

- A. Residential/Commercial Safety
- B. Public Infrastructure and Facilities
- C. Budget and Finance
- D. Commercial Redevelopment
- E. Community Image

WHAT MATTERS MOST IN FY 2018

(ACCORDING TO COUNCIL PRIORITIES)

1. Managing the Ending Balance (*budget and finance*)
2. Rethinking how we do things (*all priority areas*)
3. Maintaining competitive salary and benefits (*budget and finance*) (*residential and commercial safety*)
4. The implementation of the Bellaire brand identity (*public infrastructure and facilities*) (*community image*)

WHAT WE'RE DOING ABOUT WHAT MATTERS MOST

MANAGING ENDING BALANCES IN OPERATING FUNDS

- Fiscal Forecasts indicate structural balance
- Expenditure history reflects frugal approach to recurring expenses
- Aggressive approach to public safety salaries could be sustainable, but
- Not at the current level of non-recurring expenses ...

MANAGING ENDING BALANCES

NON – RECURRING: VEHICLE REPLACEMENT AND TECHNOLOGY

- Fully funded vehicle replacement program in FY 2016 & FY 2017
- FY 2018:
 - Suspends the “catch-up” program
 - Reduces the number of planned replacements in FY 2018
 - Continues to fund scheduled large purchases (fire pumpers, solid waste vehicles)
 - Uses existing funds for planned technology upgrades (not funded in municipal facilities project) ...

MANAGING ENDING BALANCES

PLANNED TECHNOLOGY UPGRADES

\$400,000 available in vehicle fund beginning balance

Programmed for FY 18, 19, 20

FY 2018: \$194,900

- GIS - \$50,000
- Fleet Management - \$15,000
- Project Management - \$35,000
- Preliminary finance workflow, testing, and consultation \$32,500
- Post Facilities Move - \$50,000
- Additional backup redundancy and server licenses - \$12,400

MANAGING ENDING BALANCES

PLANNED TECHNOLOGY UPGRADES

Public, Educational, and Governmental Channel

- Enable access to channel at all facilities
- Expand access through other providers
- Upgrade web stream software

RETHINKING HOW WE DO THINGS

- Management of the rights-of-way
- Fleet and risk management
- Neighborhood information and responsiveness

RETHINKING HOW WE DO THINGS

COMBINE PUBLIC WORKS AND DEVELOPMENT SERVICES

- ROW management/inspection division
- Proactive observation of and reaction to disorderly conditions
- Evaluate and permit encroachments
- Ownership of projects, cases, standards
- Traffic management
- More efficient use of existing vehicles
- No additional positions, but some new titles ...

RETHINKING HOW WE DO THINGS

Fleet Management

- Reassess replacement plan, contracted vehicle maintenance

Neighborhood Outreach Program

- By area, neighborhood oriented, distributed information on projects, development, events, and issues

MAINTAINING COMPETITIVE SALARY AND BENEFITS

- Fiscal Forecast assumes 5 percent increase
- We participated in review of compensation, pay practices, and benefits
- We received recent update on projected health benefits cost

MAINTAINING COMPETITIVE SALARY AND BENEFITS

COMPENSATION STUDY

- **Collaborating Cities:** West University Place, Dickinson, Sugar Land, Webster
- **Data from:** Conroe, Deer Park, Farmers Branch, Friendswood, Highland Park, Houston, Humble, League City, Missouri City, Pasadena, Pearland, Plano, Rosenberg, Spring Valley, Sugar Land, University Park, Webster, West University Place, Memorial Villages, Woodlands, Village Fire Department

MAINTAINING COMPETITIVE SALARY AND BENEFITS

COMPENSATION STUDY

- Sworn positions compared to 75th percentile (Bellaire minimum to market minimum)
- Other positions compared to 50th percentile (Bellaire midpoint to market average)

MAINTAINING COMPETITIVE SALARY AND BENEFITS

COMPENSATION STUDY - SUMMARY OF FINDINGS

- Police Officer and Firefighter/Paramedic Pay are well below market target
- Several director positions are well below market target
- Pay structure realignment is recommended

MAINTAINING COMPETITIVE SALARY AND BENEFITS

JULY 11 MID-YEAR REVIEW OF HEALTH BENEFITS PROGRAM

- 2017 Plan benefits from 11% premium reduction, new provider
- 2018 Program projects 20+% rate increase
 - Increased loss ratio (currently 84%) not anticipated
 - Cigna agreement includes loss ratio guarantee that will limit rate increase

MAINTAINING COMPETITIVE SALARY AND BENEFITS

RECOMMENDED PRIORITY ORDER FOR FY 2018

Suggestion: Dedicate August 21 Budget workshop to compensation issues

1. Realign Pay Plan, with no step increase (estimated annual General Fund cost of \$219,000)
2. Step increases for Police Officers and FireFighter/Paramedics (\$85,000)
3. Maintain and fund the health plan (\$170,000)
 - a. Implement partial self funding strategy
 - b. Implement outcome based wellness
4. Reclassifications, internal equity, compression adjustments (\$25,000)

Totals approximately \$100K over fiscal forecast.

IMPLEMENTATION OF THE BRAND IDENTITY

**NO NEW FUNDING IS RECOMMENDED –
\$118,000 REMAINS IN BEAUTIFICATION CIP**

- **Brand Standards Guide:** New logo, color palette, font and graphic designs, incorporated into:
- **Every day stuff we already do:** uniforms, website, letterhead, stationary, leisure guide, calendar, newsletters,
- **Capital Projects already planned:** Municipal facilities, park signage, streetlight pilot project, public works signage, park upgrades, park restrooms, entry features, new library, new public works building, Evergreen Park

GENERAL FUND SUMMARY

(IN MILLIONS)

	FY 2017 Adopted	FY 2017 Projected	Total Proposed FY 2018	Base to Base % Change
Beginning Fund Balance	\$4.7	\$4.8	\$3.4	
Recurring Revenues	\$20.3	\$19.7	\$20.8	
Total Resources	\$25.0	\$24.5	\$24.2	
Recurring Expenses	\$20.5	\$19.1	\$19.7	1.5%
Contingency	(\$0.1)	(\$0.1)	\$0.1	
Vehicle & Equipment Program Transfer	\$1.0	\$1.0	\$0.5	
Pavement Maintenance Transfer	\$0.8	\$0.8	\$0.5	
CIP Transfer	\$0.3	\$0.3	\$0.04	
FY 2018 Proposed Enhancements			\$0.1	
Total Expenditures	\$21.5	\$21.1	\$20.9	-2.8%
Ending Fund Balance	\$3.5	\$3.4	\$3.3	
Required 60-Day Balance	\$3.2	\$3.2	\$3.3	
Available	\$0.3	\$0.2	\$0.0	

GENERAL FUND ENHANCEMENTS

Description	Amount
ADA Transition Plan	\$60,000
Mass Notification System	\$7,500
Library Digital Service (films, music, audiobooks, etc.)	\$6,000
	\$73,500

GENERAL FUND ADDITIONS TO BASE

Description	Amount
Compensation	\$404,734
Increase in Judge and Prosecutor pay	\$25,000
Impound lot and redundant internet circuits	\$14,000
Less lethal force 40mm weapons	\$9,575
Police Department centennial badges	\$7,000
Tree canopy management planning	\$7,000
Bi-annual repairs to fire arms range	\$6,115
	\$473,424

GENERAL FUND CAPITAL BUDGET

Description	Amount
Beginning Balance	\$1,334,624
Transfer in from General Fund – Pavement Maintenance	\$500,000
Transfer in from General Fund – Other	\$42,426
FY 2018 CIP Expenditures:	
Pavement Management Program	\$500,000
Playgrounds, Shade Structures, and Park Amenities	\$100,000
Decorative Standard for Major Streets	\$75,000
Update Facilities Master Plan	\$50,000
Park Signage Master Plan and Implementation	\$50,000
Ending Balance (1)	\$1,102,050
(1) \$751,050 earmarked for Signature Corner Design; \$351,000 earmarked for Paseo Park West Expansion	

PROPERTY TAX CALCULATION BASED ON PRELIMINARY ROLL

	FY 2017	FY 2018	Difference
Tax Roll	Certified	Preliminary	
	\$4,802,110,312	\$4,942,982,390	3%
Debt Service Rate	\$0.1323	\$0.1476	\$0.0153
Debt Service Revenue	\$6,341,756	\$7,169,226	
O&M Rate	\$0.2551	\$0.2666	\$0.0115
O&M Revenue	\$12,076,525	\$13,042,646	8.00%
Total Rate	\$0.3874	\$0.4142	\$0.0268

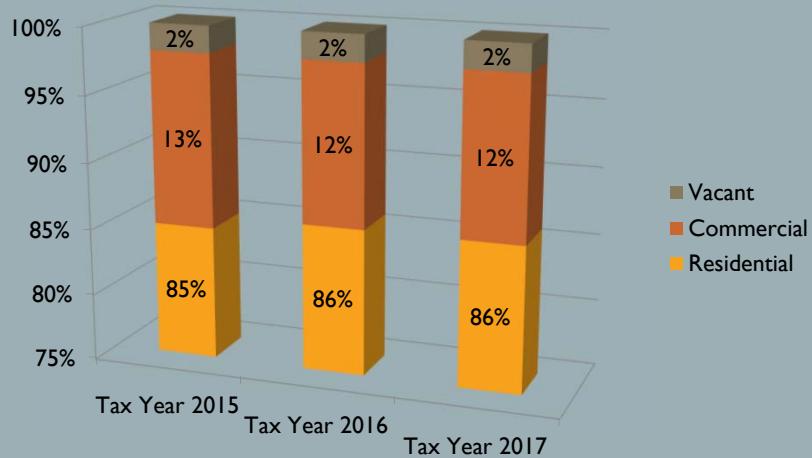
PROPERTY TAX CALCULATION BASED ON PRELIMINARY ROLL

	FY 2017 Projected	FY 2018 Proposed	Difference
Projected O&M Revenue	\$12,076,525	\$13,042,646	8.00%
Estimated Revenue from New Property		(\$175,000)	
Estimated Revenue from Existing Property	\$12,076,525	\$12,867,646	6.55%

TAX BURDEN ANALYSIS

Description		Notes	Home Value after exemption
Average Value of Home	\$843,000		
Total Tax Rate - Proposed	\$0.4142		
Total Taxes – No Exemptions	\$3,491		
Homestead Exemption – 20% (tax due with Homestead Exemption)	\$2,793	$\$843,000 * 20\% = \$168,600$ $(\$843,000 - \$168,600)$ $= \$674,400 * 0.4097/100$	\$674,400
Senior Exemption - \$135,000 (reduction in taxes due to Senior Exemption)	\$559	Senior/Disabled Exemption \$135,000	\$539,400
Total Homestead & Senior/Disabled Exemption	\$2,197	Total Exemptions \$303,600	

CITY OF BELLAIRE 3 YEAR HISTORY BY PROPERTY CATEGORY



JULY 2017
FISCAL FORECAST GENERAL FUND
 (IN MILLIONS)

\$millions	FY 2017P	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Beginning Balance (unaudited)	\$4.82	\$3.39	\$3.31	\$2.28	\$1.78	\$1.76
Recurring Revenue	\$19.47	\$20.78	\$21.55	\$22.35	\$23.18	\$24.05
Recurring Expense	\$19.04	\$19.59	\$20.17	\$20.93	\$21.72	\$22.55
Non-recurring Pavement Maintenance	\$0.80	\$0.50	\$0.80	\$0.80	\$0.80	\$0.80
Vehicle/Equip Replacement	\$1.01	\$0.45	\$0.85	\$0.77	\$0.55	\$0.55
CIP Contribution	\$0.25	\$0.04	\$0.76	\$0.35	\$0.13	\$0.10
Budget Enhancements		\$0.07				
Ending Fund Balance	\$3.39	\$3.31	\$2.28	\$1.78	\$1.76	\$1.81
60 Day Fund Balance Requirement	\$3.17	\$3.30	\$3.36	\$3.49	\$3.62	\$3.76
Over/(Under) 60-Day Fund Balance Requirement	\$0.21	\$0.01	(\$1.08)	(\$1.71)	(\$1.86)	(\$1.95)

ENTERPRISE FUND SUMMARY
 (IN MILLIONS)

	FY 2017 Adopted	FY 2017 Projected	Total Proposed FY 2018	Base to Base % Change
Beg Working Capital	\$1.6	\$1.6	\$0.6	
Recurring Revenues	\$8.3	\$8.0	\$8.9	
Total Resources	\$9.9	\$9.5	\$9.6	
Recurring Expenses	\$7.0	\$6.8	\$6.8	-2.9%
Debt Service Transfer	\$1.0	\$1.0	\$1.7	
Vehicle & Equipment Program Transfer	\$0.5	\$0.5	\$0.4	
CIP Transfer	\$0.6	\$0.6	\$0.1	
FY 2018 Proposed Enhancements			\$0.0	
Total Expenditures	\$9.1	\$8.9	\$9.0	-1.1%
Ending Working Capital	\$0.8	\$0.6	\$0.6	
Required 30-Day Balance	\$0.6	\$0.6	\$0.6	
Available	\$0.2	\$0.1	\$0.0	

ENTERPRISE FUND HIGHLIGHTS

- Incorporating co-op purchasing and processes to allow for economies of scale
- Sludge optimization program, reduced trash hauls
- Reduced vehicle maintenance due to replacement of old vehicles with new
- Reduced generator maintenance
- Reduced garbage bags costs
- Used historical average for surface water with a 4.5% rate increase
- Mobile generator for lift stations

ENTERPRISE FUND HIGHLIGHTS

PERFORMANCE MANAGEMENT SAVINGS AND REVENUE

- Reduced meter reading contract
- Reduced electricity costs
- Increase information technology, capturing data and portal
- Increase costs of chemicals due to new chlorine storage
- Treatment plant maintenance reflected to use current labor force

JULY 2017 FISCAL FORECAST ENTERPRISE FUND (IN MILLIONS)

\$millions	FY 2017P	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Beginning Working Capital Balance	\$1.57	\$0.62	\$0.56	\$0.27	(\$0.43)	(\$0.35)
Recurring Revenue	\$7.98	\$8.93	\$9.28	\$9.64	\$10.03	\$10.03
Recurring Expense	\$6.18	\$6.14	\$6.24	\$6.41	\$6.60	\$6.79
Vehicle/ Equip Replacement	\$0.53	\$0.36	\$0.51	\$0.51	\$0.36	\$0.36
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	\$0.65	\$0.12	\$0.24	\$0.53	\$0.00	\$0.00
Ending Working Capital Balance	\$0.62	\$0.56	\$0.27	(\$0.43)	(\$0.35)	(\$0.50)
Required 30 Day Balance (FY 2017 – 2020)	\$0.57	\$0.56	\$0.57	\$0.59	\$1.20	\$1.24
Required 60 Day Balance (FY 2021 – 2022)						
Over/(Under) 30 day	\$0.06	\$0.00	(\$0.30)	(\$1.01)	(\$1.55)	(\$1.73)

Assumes 17.5% rate increase

FTE POSITION SUMMARY

Summary	FY 2017 Adopted	FY 2018 Proposed
Administration	10	10
Finance	11	11
Development Services	8	8
Fire	24	24
Police	59.5	59.5
Library	7.5	7.5
Parks, Recreation & Facilities	24.5	24.5
Public Works - GF	9	9
Public Works – EF	30	30
Totals	183.5	183.5

DEPARTMENT SERVICE PLAN SCHEDULE

FY 2015	FY 2016	FY 2017	FY 2018
Police Fire IT Public Works	Human Resources Development Services	Library Parks & Facilities	City Clerk Finance Police Fire IT Public Works

FY 2018 BUDGET CALENDAR

July 17	FY 2018 Proposed Budget & CIP Presented to Council; Call Public Hearing for FY 2018 Proposed Budget
August 14	Budget Public Hearing
August 15	Budget Workshop #1
August 21	Budget Workshop #2 (Compensation)
August 22-24	Receive Certified Roll
September 11	Present Certified Roll
September 18	Adopt Budget
September 19	Public Tax Notice
October 2	1 st Public Hearing on Tax Rate
October 9	2 nd Public Hearing on Tax Rate
October 16	Vote to Adopt Tax Rate
November 20	4 th Quarter Financial Report to Calendar

BUDGET QUESTION PROCESS

Please let Paul and/or Diane know your questions.

We'll provide written responses to each.

Will be provided to entire Council.

Will discuss in subsequent budget workshops.



City of Bellaire
Adopted Budget
For the fiscal year ending
September 30, 2018 (FY 2018)





TO: Honorable Mayor and Members of the City Council

FROM: Paul A. Hofmann, City Manager

DATE: July 17, 2017

SUBJECT: FY 2018 Budget Transmittal

It is my pleasure to present the FY 2018 Budget. This budget proposal allocates resources in accordance with Council priorities and previously provided guidance.

Our financial documents and reports continue to get better at telling the story of the City of Bellaire's financial condition and the issues impacting your resource allocation decisions. Diane White, Terrence Beaman, and Jim Harrison, deserve credit for carefully presenting financial information in a meaningful and thoughtful way.

I hope to continue the trend of telling the story so as to fully prepare the City Council to ask informed questions and make informed decisions.

What Matters in FY 2018

Most of what the city does on a day to day basis during FY 2018 will look very similar to a typical day in previous years. Our employees will respond to calls for service, garbage will be picked up, sewage will flow to and be treated at the wastewater plant, children will play in our parks, and contractors will pull building permits. This is a good thing, and our first responsibility is to make sure Bellaire residents are able to count on consistent and predictable service delivery.

We can't take our ability to provide services for granted. It's important for Council to periodically review priorities, to assess implementation of the comprehensive plan, to be aware of financial forecasts, to ensure infrastructure is maintained and replaced as necessary.

Thank you again for your participation in the May 4 pre-budget planning meeting. We listened carefully as you confirmed your commitment to public safety, accessibility, effective service delivery, and the city's appearance. Your amended priorities and the May 4 discussion about our financial condition led to the following list of what matters most in FY 2018.

1. Managing the Ending Balance
2. Rethinking how we do things

3. Maintaining competitive salary and benefits
4. The implementation of the Bellaire brand identity.

Managing the Ending Balance

Each fiscal forecast presented for the past three years has told the same story. Our assumptions have remained largely unchanged. Projections of future revenues and expenses are conservative, and the record has shown the projections to be accurate.

Most of that story is positive. As long as the projections are realistic, and as long as recurring revenues exceed recurring expenses, then the City Council is in a good position to make good decisions. The City Council has made good decisions by staying within affordable parameters with recurring expenses. Council has prudently used non-recurring expenses to address targeted needs such as street maintenance and vehicle replacements.

The general fund fiscal forecast for FY 2018 had indicated that we would not be able to maintain a 60 day reserve. The recommended budget for FY 2018 meets the 60 day objective by lowering the transfers out to the vehicle fund and the capital fund.

The City's vehicle replacement plan was restructured in FY 2016. That restructuring eliminated the practice of paying for recurring equipment and technology needs out of that fund, and implemented a contribution from the operating funds to the replacement fund based on a revamped replacement schedule. Also implemented was a five year "catch-up" program that ensured sufficient funding existed for large purchases for which no contributions had previously been made.

The FY 2018 budget suspends the "catch-up" program for one year, reduces the number of planned replacements in FY 2018, but continues to fund the annual contribution for large vehicle purchases scheduled in future years.

Rethinking How We Do Things

Continuously improving how we do things is always a good idea. A good time to do that is during unplanned organizational change. The recent vacancy in the Development Services Director position is a good opportunity to rethink organizational alignment in order to improve service delivery.

Currently, no one department or function is responsible for the city's rights of way. Without weakening our ability to perform other services, or adding positions, we can impact the safety, efficiency, and aesthetics of the public rights of way by ensuring that we are staffed accordingly.

There has been significant internal consideration for the past several months about how best to use technology to increase efficiency of our operations. Earmarked but not yet appropriated funds exist for technology. A prime example is how we currently maintain the city's fleet. The approach is decentralized, there is no city standard, we don't take advantage of economies of scale, and we don't keep good records. There are software systems available, but we first need a good plan, and that planning is underway.

That sort of planning is also underway for the City's financial platform. The FY 2018 budget does not include appropriations for the replacement of the system, but does include some funding so as to continue the planning effort.

Maintaining Competitive Salary and Benefits

The Council's commitment to remaining competitive has had positive results. Our ability to retain first responders has dramatically improved. The recommended budget maintains this commitment, and recommends a restructuring of the pay plan to put the City in a good position for the future.

After a few years of being able to buck the trend, the City's costs for health benefits will rise, perhaps significantly, in FY 2018. We suggest devoting one of the Council budget workshops to discussing strategies for protecting the City from large increases in the future.

Implementation of the Brand Identity

No new recurring sources are recommended for this Council priority in FY 2018. The recommended approach continues to be to integrate the anticipated brand platform into existing and planned programs and projects. I don't recommend we buy more stationery that reflects the new look, but do recommend the new stationery we would otherwise buy reflect that look. A significant opportunity to celebrate the refreshed brand identity will be the move into new facilities in late 2018.

Appreciation

FY 2018 will be a year of preparing to move into a new Police/Courts and City Hall/Civic Center buildings. We shouldn't underestimate how significant this move will be, and how much work will be involved. We are fortunate to have dedicated and talented city employees who are already deeply involved in moving and preparing to move. We don't wish to bring into the new buildings anything that doesn't belong. That certainly includes files and equipment we no longer need. We also don't want to bring antiquated ways of doing things.

I couldn't be more proud of the group of people who make up the city employee team. We are excited about the positive changes taking place, and look forward to telling that positive story.

Thank you for the time, energy, and commitment it takes to be on the Bellaire City Council. We look forward to answering your questions.



Andrew S. Friedberg, Mayor

City Council

Roman F. Reed, Mayor Pro Tem

Trisha S. Pollard

Gus E. Pappas

Pat McLaughlan

Michael Fife

David R. Montague

Paul A. Hofmann

City Manager

Diane K. White

Assistant City Manager

Terrence Beaman

Chief Financial Officer

Budget Proposed July 17, 2017

The City Council of the City of Bellaire, Texas,

IS DEDICATED TO:

RESIDENTIAL/COMMERCIAL SAFETY FOCUS AREA:

Providing a safe and secure community, as well as to enhance the quality of life, for its residents and corporate citizens.

PUBLIC INFRASTRUCTURE AND FACILITIES FOCUS AREA:

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.

BUDGET AND FINANCE FOCUS AREA:

Ensuring the continued development of sound fiscal policies and effective budget oversight.

COMMERCIAL REDEVELOPMENT FOCUS AREA:

Proactively seeking ways to enhance economic viability of the Bellaire business community in concert with the Comprehensive Plan.

COMMUNITY IMAGE FOCUS AREA:

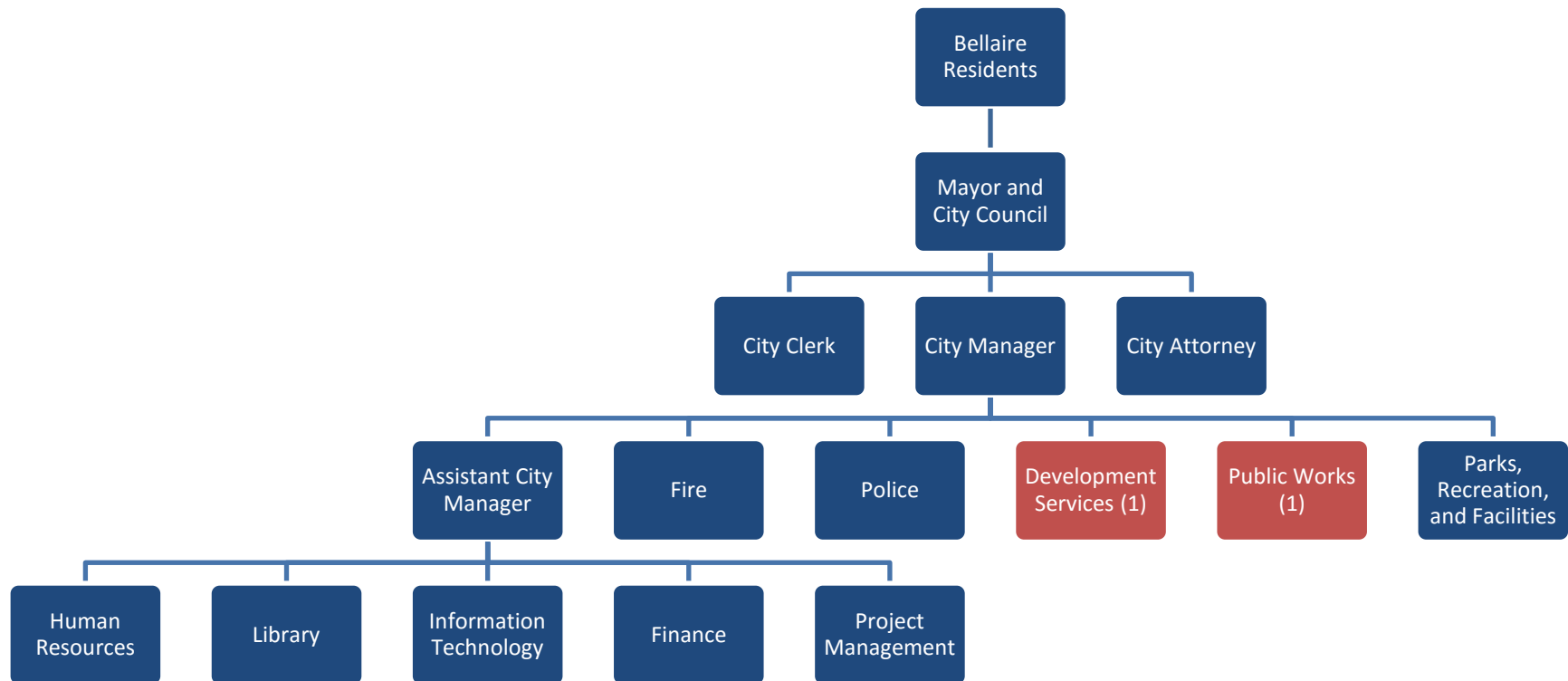
Developing, presenting, and implementing a consistent and repeatable reflection of the City's image, quality of life, and high standard of professional service delivery.





FY 2018

City of Bellaire Organizational Chart



- (1) The City is currently evaluating a potential reorganization which would result in the Development Services department and the Public Works department being under the directive of a single Director.



FY 2018

Budget Process

The City of Bellaire's budget book will serve four primary purposes:

1. It will serve as a Policy Tool – The budget process allows City Council, City Manager, and all department Directors to comprehensively review the direction of the City and to redirect its activities by means of allocating financial resources to achieve its goals. The budget process will also facilitate the evaluation of City programs to determine effectiveness and reallocate resources to those programs that require additional support.
2. It will serve as an Operational Guide – The budget provides financial control by setting forth both legislative and administrative guidance to City employees regarding the character and scope of their activities in both summary and detail form in the various products of the budget process.
3. It will serve as a Financial Plan – The budget outlines the manner in which the financial resources of the City are managed during the budget period. This allocation of resources is based on an understanding of both the current year's needs and the long-term view of the development of City programs. The budget takes into account unforeseen contingencies and provides a process for periodic adjustments.
4. It will serve as a Communication Medium – The budget book provides City management, City Council, and readers of the budget book a comprehensive tabulation of information regarding both the character and scope of City activities. The budget book seeks to communicate a clear policy at a usable level of detail to City employees, to communicate significant policy issues and options in a form that can be acted upon by City officials, and to communicate the plans of the City to its constituents in a manner which affords them an opportunity to provide meaningful comments to elected officials.

Budget Planning Process

A staff retreat is held in the spring to plan for the following fiscal year budget. The purpose of this retreat is to review departmental service plans, discuss upcoming challenges as they relate to economic factors, and legislative impacts.

In late spring, the Finance Department develops revenue projections based on the current revenue policy, observed trends, and anticipated events. A budget manual is distributed to all department Directors. The budget manual outlines goals for the upcoming budget year. Each department receives target allocation numbers for non-personnel expenditures. Budgeted personnel expenditures are developed by Human Resources.

In May, a pre-budget workshop is held with City Council and City management. During this workshop, which is open to the public, City Council develops guidance for the City Manager to ensure the budget supports *City Council Priorities*.

In addition to preparing their department budget, department Directors are asked to prepare or update their respective department summary page(s), which includes narratives, service plans and performance information.

The Finance Department receives all department budgets and department summary pages. The proposed budget, which includes all funds and departments, is then assembled and presented by the City Manager to City Council in July during a regular City Council meeting. A public hearing and two public budget workshops are held in August. The budget is normally adopted in September to be effective on October 1.

Implementation, Monitoring, and Amendment

After the budget has been adopted, the Finance Department inputs all budget values into the City's financial program to record and monitor its progress for the intended fiscal year. During the active year, budgets and actual results are monitored weekly and monthly by the Finance Department and reports are issued by Finance to the City's Core Management Team. Financial updates are given to City Council on a regular basis during regular City Council sessions. Likewise, all departments have access to the financial program and monitor their department actual versus budget expenditures in real time.

The budget, at the fund level, can be amended at any time with the approval of the City Manager and City Council action. The City Manager can approve department requests for reallocation. City Council can authorize all changes to the budget at departmental and/or fund level.

FY 2018 Budget Calendar:

May 4	Council Pre-Budget Workshop
May 12	Budget Kick-Off Meeting with Departments
June 6	Budget Packets Due
July 14	File Budget With City Clerk
July 18	Call Public Hearing
July 18	Present Proposed Budget to City Council
August 2	Notice of Public Hearing Published
August 14	Hold Public Hearing
August 15	Budget Workshop #1
August 21	Budget Workshop #2
September 18	Present Proposed Budget to City Council
September 18	Adopt Budget



FY 2018

Consolidated Financial Schedule

Description

In order to provide an overview of the total resources budgeted by the City, the following Consolidated Financial Schedule presents a summary of major revenues and expenditures, as well as other financing sources and uses for each fund and a consolidated total for all funds for FY 2018. For comparative purposes, it also presents consolidated totals for FY 2017 projected amounts and FY 2016 actual amounts.

Audited financial statements for the City's governmental fund types are prepared on the modified accrual basis of accounting which focuses on measuring the flow of current financial resources. Under this method revenues are recognized when they are measurable and available and expenditures are recognized when goods or services are received and the liabilities are incurred, except for principal and interest on long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources. Governmental fund types are also budgeted on the modified accrual basis of accounting except that governmental fund budgets do not include mark-to-market adjustments for investments.

Audited financial statements for the City's proprietary fund types are prepared on the accrual basis of accounting which focuses on measuring the flow of total economic resources. Under this method, revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred. Proprietary fund types are also budgeted on the accrual basis of accounting except that proprietary fund budgets do not include (1) depreciation of fixed assets, (2) mark-to-market adjustments for investments, and (3) changes in pension liability or deferred inflows of resources and deferred outflows or resources related to pensions.

This budget document includes a Consolidated Financial Schedule which summarizes the individual funds and includes a consolidated total for all funds. This Consolidated Financial Schedule is not presented on the same basis as the government-wide financial statements presented in the City's Comprehensive Annual Financial Report which are prepared using the accrual basis of accounting.

In addition to the differences in accounting used in preparing the budget as compared to the Audited financial statements as noted above, the Consolidated Financial Schedule presents the beginning fund balance differently for the Capital Improvement Fund, the Capital Bond Fund, and the Metro Fund. The fund balance in the CAFR includes all resources which have not been expended. However, the budget is focused on *current year* capital projects, therefore unspent amounts encumbered in prior years for ongoing capital projects are not included in the beginning fund balance. Likewise expected current year expenditures of amounts encumbered in prior years on capital projects in the Capital Improvement Fund, the Capital Bond Fund, and the Metro Fund are not reflected as current

year budgeted expenditures. Instead the beginning fund balance of those funds includes only unencumbered available resources which together with current year revenues result in total available resources for new capital projects, and the current year budgeted expenditures are for the totality of the related projects, not just for the amounts expected to be expended in the fiscal year.

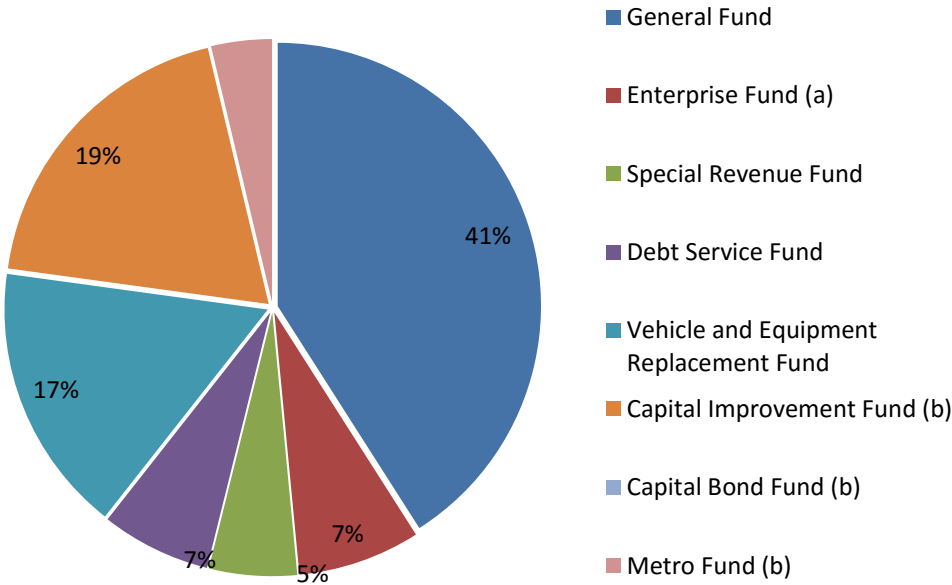
Similarly, the Consolidated Financial Schedule presents the beginning fund balance differently for the Enterprise Fund. The fund balance in the CAFR includes all resources which have not been expended. However, the budget is focused on Enterprise Fund *current year* resources and obligations and therefore presents beginning and ending working capital.

CONSOLIDATED FINANCIAL SCHEDULE												
FY 2018 Proposed										FY 2017 Projected	FY 2017 Adopted	FY 2016 Actuals
	General Fund	Enterprise Fund (a)	Special Revenue Fund	Debt Service Fund	Vehicle and Equipment Replacement Fund	Capital Improvement Fund (b)	Capital Bond Fund (b)	Metro Fund (b)	CONSOLIDATED TOTAL ALL FUNDS	CONSOLIDATED TOTAL ALL FUNDS	CONSOLIDATED TOTAL ALL FUNDS	CONSOLIDATED TOTAL ALL FUNDS
Beginning Fund Balance	\$ 3,387,437	\$ 622,147	\$ 445,590	\$ 557,371	\$ 1,369,101	\$ 1,580,601	\$ -	\$ 308,000	\$ 8,270,248	\$ 9,686,009	\$ 9,458,324	\$ 32,057,734
Property Taxes	13,118,646	-	-	7,228,885	-	-	-	-	20,347,531	18,507,992	18,687,681	17,120,992
Franchise Fees	1,424,734	-	65,000	-	-	-	-	-	1,489,734	1,430,431	1,470,000	1,430,615
Sales Taxes	2,348,555	-	-	-	-	-	-	-	2,348,555	2,323,000	2,545,300	2,420,809
Permits and Licenses	1,143,400	-	-	-	-	-	-	-	1,143,400	1,112,215	1,261,550	1,080,361
Fines and Forfeitures	730,000	-	41,000	-	-	-	-	-	771,000	786,000	826,000	784,039
Charges for Services	1,326,900	8,841,618	-	-	-	-	-	-	10,168,518	9,145,708	9,517,441	8,612,605
Investment Income	35,000	1,000	-	5,000	-	-	-	-	41,000	43,000	48,500	53,648
Intergovernmental Revenue	-	-	50,000	-	-	-	-	1,000,000	1,050,000	1,250,000	1,250,000	1,250,000
Other	32,600	89,500	42,960	-	-	-	-	-	165,060	196,247	164,584	149,768
Total Revenues	20,159,835	8,932,118	198,960	7,233,885	-	-	-	1,000,000	37,524,798	34,794,593	35,771,056	32,902,837
Transfers From Other Funds	624,000	-	-	1,750,436	807,500	662,426	-	-	3,844,362	5,117,655	4,803,000	4,952,000
Capital Lease Proceeds	-	-	-	-	-	-	-	-	-	787,670	-	-
Bonds Proceeds	-	-	-	-	-	-	12,500,000	-	12,500,000	41,005,613	31,050,000	-
Total Resources	24,171,272	9,554,265	644,550	9,541,692	2,176,601	2,243,027	12,500,000	1,308,000	62,139,408	91,391,540	81,082,380	69,912,571
General Government	4,830,388	-	193,923	-	194,900	-	-	-	5,219,211	4,728,292	4,778,014	4,345,408
Public Safety	9,252,570	-	23,760	-	418,900	-	-	-	9,695,230	8,970,798	9,214,769	8,014,408
Public Works	1,194,339	-	-	-	-	-	-	-	1,194,339	1,132,880	1,199,142	1,056,541
Culture and Recreation	4,416,125	-	69,700	-	27,500	-	-	-	4,513,325	4,425,557	4,479,379	4,093,411
Utilities	-	6,763,351	-	-	290,000	-	-	-	7,053,351	6,802,845	6,953,734	6,352,263
Capital Projects	-	-	-	-	-	1,135,000	12,500,000	1,300,000	14,935,000	37,660,272	37,660,272	13,929,947
Debt Service	-	-	-	8,984,341	-	-	-	-	8,984,341	17,512,999	7,310,967	6,827,676
Contingency	100,000	-	-	-	-	-	-	-	100,000	(100,000)	(100,000)	161,553
Total Expenditures	19,793,422	6,763,351	287,383	8,984,341	931,300	1,135,000	12,500,000	1,300,000	51,694,797	81,133,643	71,496,277	44,781,207
Transfers Out	992,926	2,227,436	-	-	-	-	-	-	3,220,362	4,179,000	4,179,000	4,328,000
Enhancements	73,500	-	-	-	-	-	-	-	73,500	-	-	-
Total Uses	20,859,848	8,990,787	287,383	8,984,341	931,300	1,135,000	12,500,000	1,300,000	54,988,659	85,312,643	75,675,277	49,109,207
Change in nonspendable fund balance	-	-	-	-	-	-	-	-	-	-	-	(6,092)
Ending Fund Balance	\$ 3,311,424	\$ 563,478	\$ 357,167	\$ 557,351	\$ 1,245,301	\$ 1,108,027	\$ -	\$ 8,000	\$ 7,150,748	\$ 6,078,897	\$ 5,407,103	\$ 20,809,456

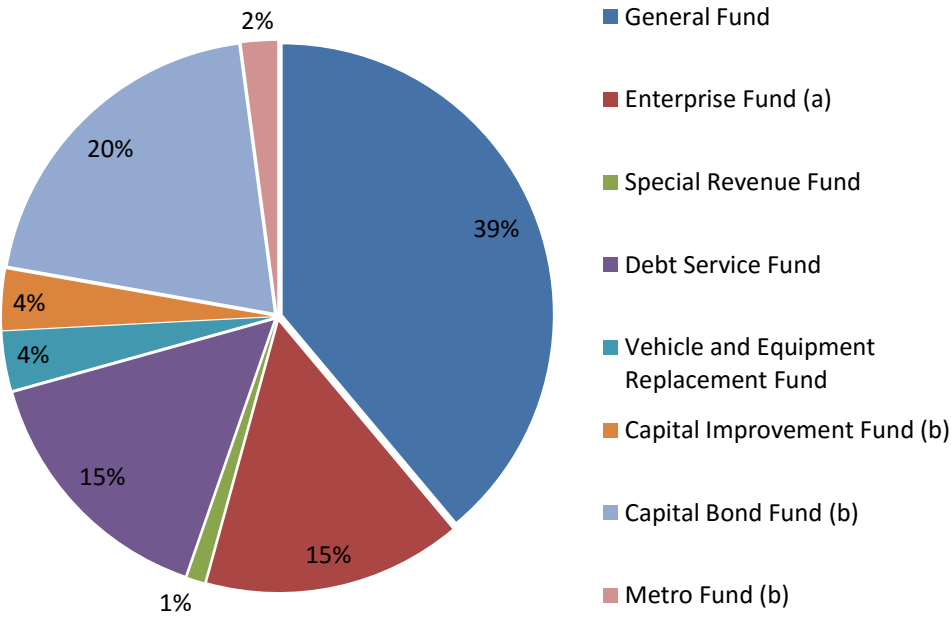
(a) Fund balance represents working capital.

(b) Fund balances of the Capital Improvement Fund, Capital Bond Fund, and Metro Fund represents unappropriated available resources.

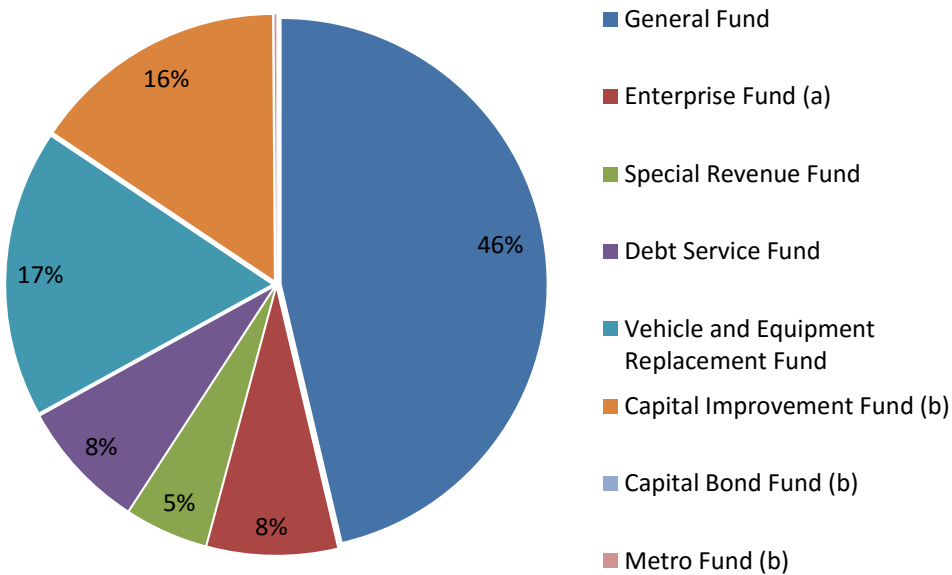
FY 2018 Beginning Balance by Fund



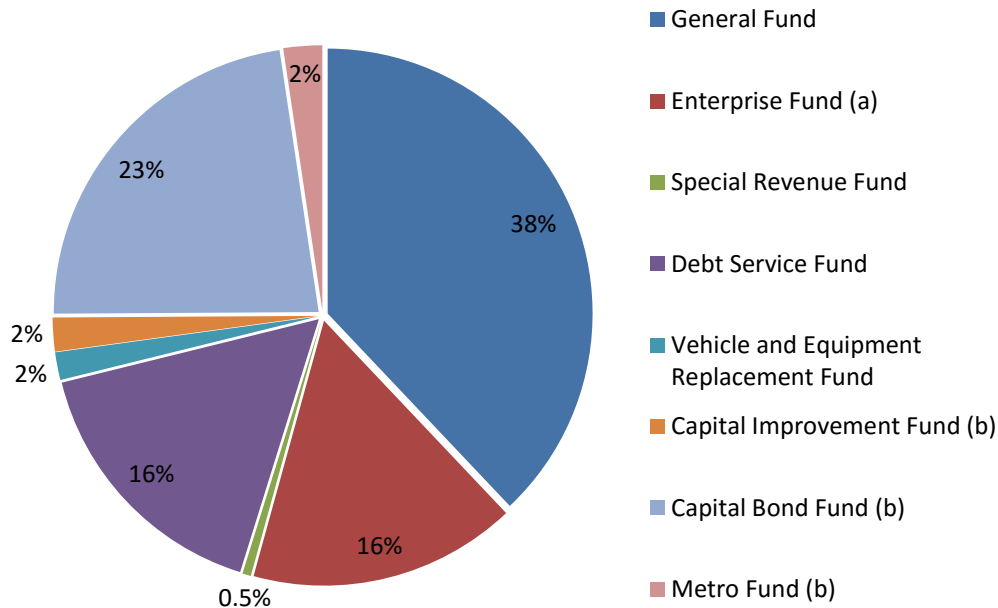
FY 2018 Resources by Fund



FY 2018 Ending Balance by Fund



FY 2018 Uses by Fund



(a) Fund balance represents working capital.
(b) Fund balance represents unappropriated available resources. Uses reflect current year appropriations and exclude expenditures appropriated in prior year budgets.



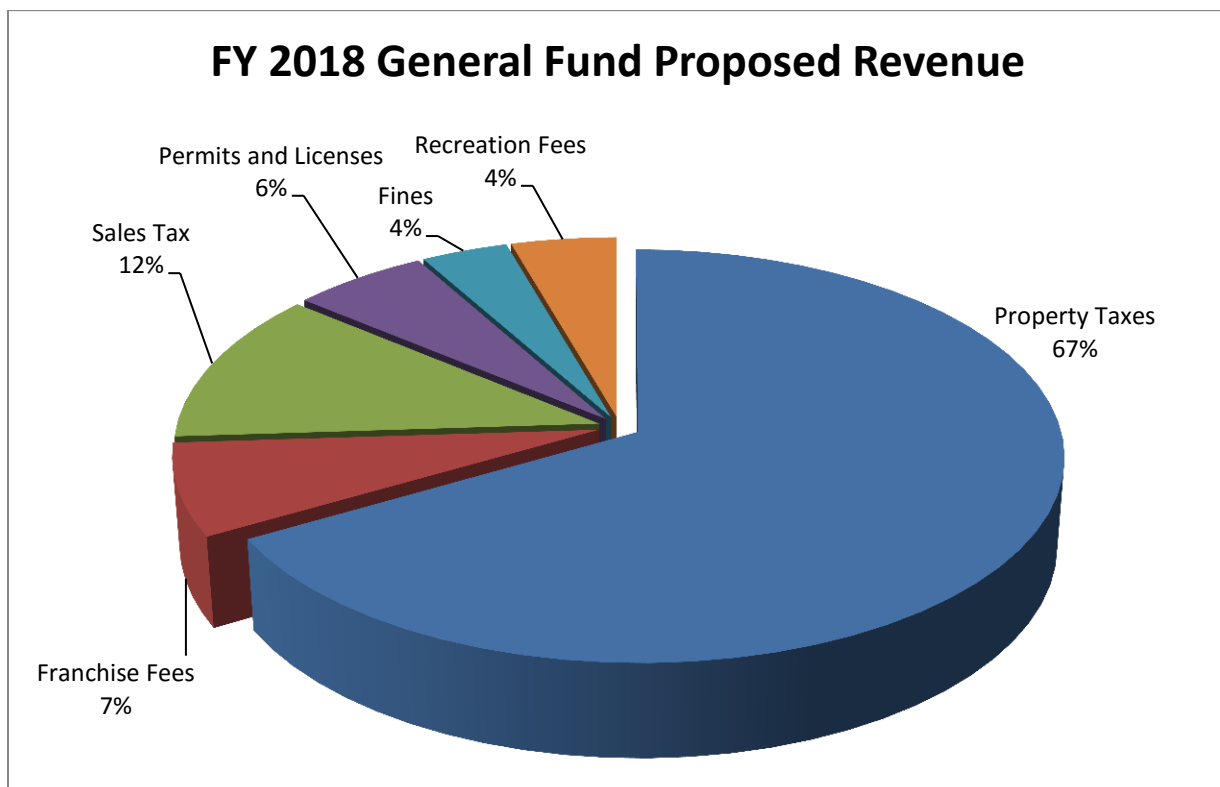
FY 2018

General Fund

Description

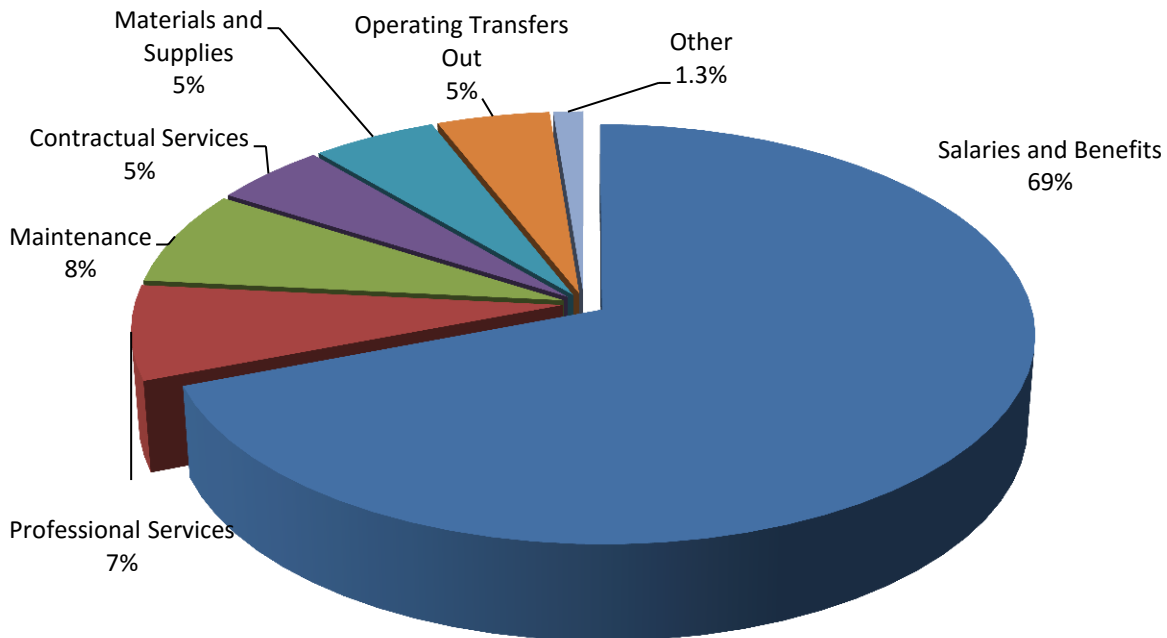
The General Fund is the accounting entity for the City's basic municipal services, which include: City Manager's Office, Finance and Courts, Development Services, Fire, Police, Parks, Recreation, and Facilities, Library, and Public Works. The FY 2018 General Fund operating budget is \$20,859,848.

Property tax is the General Fund's largest revenue source, followed by sales tax, and franchise fees. Total budgeted revenue for FY 2018 is \$20,783,835.



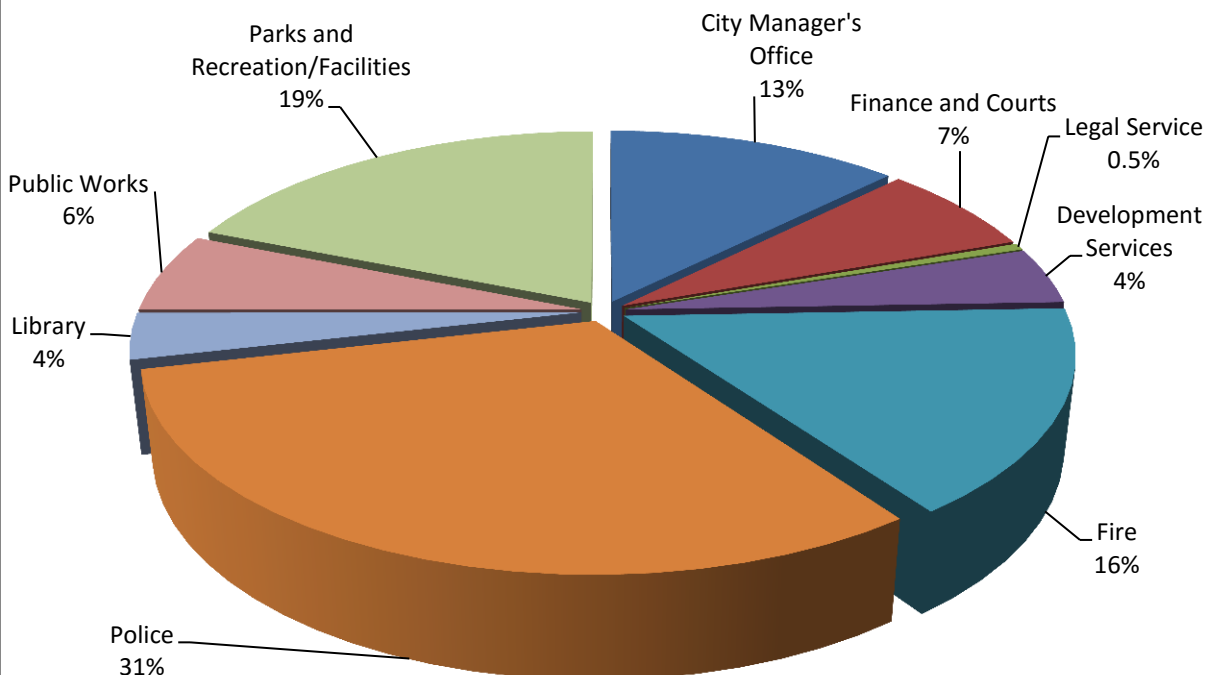
Salaries and benefits are the General Fund's largest expenditure constituting 69% of all budgeted expenditures. The next largest expenditure is for Maintenance totaling 8% of total budgeted expenditures, followed by Professional Services at 7% of total budgeted expenditures. Budgeted transfers to other funds include \$450,500 to the Vehicle and Equipment Replacement Fund and \$542,426 to the Capital Improvement Fund, \$500,000 of which is earmarked for pavement maintenance.

FY 2018 General Fund Proposed Expenditures by Type



Public safety accounts for nearly half of all budgeted expenditures with Police at 31% of total budgeted expenditures and Fire at 16% of all budgeted expenditures. Community enrichment, including the Library and Parks, Recreation, and Facilities accounts for 23% of total budgeted expenditures.

FY 2018 General Fund Proposed Expenditures by Department



GENERAL FUND SUMMARY

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Beginning Unassigned Fund Balance	\$ 5,596,804	\$ 4,678,607	\$ 4,814,376	\$ 3,387,437
Revenues				
Current Property Taxes	11,181,967	12,227,674	12,076,525	13,042,646
Delinquent Taxes	31,845	32,000	15,000	15,000
Penalty and Interest, Other	60,575	72,040	60,500	61,000
Franchise Fees	1,363,858	1,410,000	1,365,431	1,424,734
Sales Tax	2,420,809	2,545,300	2,323,000	2,348,555
Permits and Licenses	1,080,361	1,261,550	1,112,215	1,143,400
Fines	743,769	765,000	745,000	730,000
Recreation Fees	995,901	903,900	886,130	887,400
Investment Income	46,455	35,000	38,000	35,000
Public Safety	448,956	384,950	389,500	439,500
Miscellaneous	40,016	45,032	33,800	32,600
Business Enterprise Transfer	624,000	624,000	624,000	624,000
Total Revenues	19,038,512	20,306,446	19,669,101	20,783,835
Total Available Resources	24,635,316	24,985,053	24,483,477	24,171,272
Expenditures				
City Manager's Office	2,283,575	2,460,875	2,460,875	2,465,628
Finance and Courts	1,115,119	1,290,601	1,280,026	1,417,694
Legal Service	96,175	100,000	96,000	100,000
Development Services	763,877	892,834	857,687	847,066
Fire	2,665,184	3,041,250	3,020,693	3,072,691
Police	5,348,930	6,167,369	5,930,022	6,179,879
Library	619,634	696,822	687,578	695,070
Public Works	1,056,541	1,199,142	1,132,880	1,194,339
Parks and Recreation/Facilities	3,410,443	3,717,857	3,673,279	3,721,055
Non-Departmental: Contingency	161,553	(100,000)	(100,000)	100,000
Total Expenditures	17,521,032	19,466,750	19,039,040	19,793,422
Transfers Out				
Pavement Maintenance Program	800,000	800,000	800,000	500,000
Capital Improvement Program	440,000	250,000	250,000	42,426
Vehicle and Equipment Replacement Fund	1,066,000	1,007,000	1,007,000	450,500
Total Transfers Out	2,306,000	2,057,000	2,057,000	992,926
Total Expenditures and Transfers Out	19,827,032	21,523,750	21,096,040	20,786,348
Change in nonspendable fund balance	(6,092)			
FY 2018 Proposed Budget Enhancements				73,500
Ending Unassigned Fund Balance	\$ 4,814,376	\$ 3,461,303	\$ 3,387,437	\$ 3,311,424
60 Day Fund Balance Requirement	\$ 2,920,172	\$ 3,244,458	\$ 3,173,173	\$ 3,298,904
Over/(Under) 60 Day Requirement	\$ 1,894,204	\$ 216,844	\$ 214,264	\$ 12,520

GENERAL FUND COMBINED REVENUE DETAIL

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Property Taxes	\$ 11,181,967	\$ 12,227,674	\$ 12,076,525	\$ 13,042,646
Delinquent Taxes	31,845	32,000	15,000	15,000
Penalty and Interest	52,069	58,000	55,000	55,000
Taxes - Other	8,506	14,040	5,500	6,000
Total Property Taxes	11,274,387	12,331,714	12,152,025	13,118,646
Electricity Franchise Fees	823,825	830,000	845,739	824,698
Gas Franchise Fees	90,762	115,000	90,079	170,000
Telephone Franchise Fees	115,362	125,000	105,081	103,572
Cable Television Franchise Fees	333,909	340,000	324,532	326,464
Total Franchise Fees	1,363,858	1,410,000	1,365,431	1,424,734
Sales Tax	2,420,809	2,545,300	2,323,000	2,348,555
Food Dealer Permits	20,575	22,500	18,000	20,000
Plumbing and Gas Permits	102,368	118,000	100,000	100,000
Electrical Permits	63,504	71,000	60,000	60,000
Building Permits	433,351	525,000	480,000	480,000
Air and Heat Permits	49,495	50,000	16,000	45,000
Moving/Demolition Permits	14,350	16,000	21,000	16,000
Sign Permits	11,043	12,500	12,500	12,500
Garage Sale Permits	1,985	1,800	1,800	1,800
Curb Cut Permits	5,593	8,500	6,000	6,000
Elevator Permits	567	-	215	-
Tree Removal Permits	27,513	23,000	35,000	30,000
Total Permits	730,343	848,300	750,515	771,300
Appeal/Public Hearing Fees	9,402	8,000	7,500	8,000
Contract Registration Fees	97,857	100,000	90,000	100,000
Residential Inspection Fees	11,563	9,750	11,000	11,000
Commercial Inspection Fees	9,104	7,500	8,000	8,000
Cab Registration Fees	50	-	-	-
Drainage Review Fees	11,180	12,000	12,100	12,000
Plan Check Fees	203,909	273,000	230,000	230,000
Dumpster Sign Fees	100	100	200	200
Total Fees	343,165	410,350	358,800	369,200
Liquor and Beer Licenses	6,263	2,600	2,600	2,600
Itinerant Merchant Licenses	590	300	300	300
Total Licenses	6,853	2,900	2,900	2,900
SE Regional Advisory Council Fire (SETRAC) Grant	2,325	2,800	5,500	5,500

GENERAL FUND COMBINED REVENUE DETAIL

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Rentals - Gym	\$ 8,033	\$ 7,500	\$ 8,500	\$ 8,500
Rentals - Civic Center	15,258	18,000	1,230	-
Rentals - Tennis Court	8,155	7,700	7,700	7,700
Rentals - Aquatic Center	5,340	2,000	2,000	2,000
Rentals - Park Facilities	1,802	1,200	1,200	1,200
Total Rentals	38,587	36,400	20,630	19,400
Admission - Evergreen Pool	30,694	20,000	20,000	25,000
Admission - Bellaire Pool	172,203	130,000	130,000	130,000
Swim Lessons	62,795	40,000	40,000	40,000
Pool Rentals	9,774	30,000	30,000	25,000
Swim Team	32,370	30,000	30,000	35,000
Annual Swim Passes	96,075	80,000	80,000	80,000
Aquatics Vending	805	-	1,500	1,500
Total Aquatics Fees	404,716	330,000	331,500	336,500
Programs - Leisure Classes	141,133	135,000	133,000	125,000
Programs - Teen	5,329	5,000	5,000	5,000
Programs - Special Events	14,573	13,000	13,000	13,000
Programs - L.I.F.E.	6,445	6,000	6,000	6,000
Total Program Fees	167,480	159,000	157,000	149,000
Athletics - Leagues	78,507	67,000	70,000	70,000
Athletics - Organization Fees	-	5,000	-	5,000
Athletics - Camps	284,347	280,000	280,000	280,000
Athletics - Tennis/Golf	9,028	10,000	10,000	10,000
Total Athletics Fees	371,882	362,000	360,000	365,000
Recreation Center	1,173	500	500	1,000
Recreation Memberships	10,566	15,000	15,000	15,000
Recreation Center Vending	1,498	1,000	1,500	1,500
Parks Other Fees	13,237	16,500	17,000	17,500
Total Recreation Fees	995,901	903,900	886,130	887,400
Permits - Alarm	25,675	19,500	22,500	15,000
Permits - False Alarm	3,150	5,000	3,500	3,000
Fees - Wrecker	31,650	32,650	33,000	31,000
Ambulance Fees	306,607	290,000	290,000	350,000
Rescue Billing - MVA	57,797	15,000	15,000	15,000
Police Child Safety Program	21,752	20,000	20,000	20,000
Self Defense Registration Fees	-	-	-	-
Total Public Safety Fees	446,631	382,150	384,000	434,000
Copy Fees	4,348	3,232	3,000	2,400

GENERAL FUND COMBINED REVENUE DETAIL

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Municipal Court Fines	\$ 717,852	\$ 739,200	\$ 720,000	\$ 703,500
Library Fines	25,917	25,800	25,000	26,500
Total Fines	743,769	765,000	745,000	730,000
Interest On Investments	52,602	35,000	38,000	35,000
Gain/(Loss) On Investments	(6,147)	-	-	-
Service Fee Credit Card	5,185	4,500	4,500	4,500
Total Investment Revenue	51,641	39,500	42,500	39,500
Miscellaneous Revenue	8,238	15,000	9,000	8,700
Insurance Reimbursements	19,454	10,000	10,000	10,000
Animal Impoundment Fees	1,840	1,800	1,800	1,500
Return Check Fees	130	500	500	500
FEMA Reimbursements	-	-	-	-
Total Miscellaneous Revenue	29,662	27,300	21,300	20,700
Surplus Equipment Sales	817	10,000	5,000	5,000
Business Enterprise Transfers	624,000	624,000	624,000	624,000
Total Other Financing Sources	624,817	634,000	629,000	629,000
				-
Total General Fund Revenue	\$ 19,038,508	\$ 20,306,446	\$ 19,669,101	\$ 20,783,835

GENERAL FUND COMBINED EXPENDITURE DETAIL

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 8,159,990	\$ 9,163,528	\$ 8,977,233	\$ 9,450,144
105	Incentive Pay	156,111	297,142	239,800	313,737
110	Part Time Employees	666,681	707,395	712,895	765,020
120	Overtime	202,298	154,310	195,900	152,060
125	Call Out Pay	813	1,000	1,000	2,000
130	Longevity	60,221	60,896	61,938	59,276
140	Sick Leave Buy Back	42,499	47,180	61,721	46,991
150	Car Allowance	5,400	5,400	5,400	5,400
	Total Salaries	9,294,013	10,436,851	10,255,887	10,794,628
Benefits					
210	Group Health Insurance	1,100,733	1,154,888	1,077,543	1,035,174
211	Health Savings Account	80,600	100,311	80,500	91,067
215	Group Dental Insurance	23,898	24,975	23,931	23,801
217	Group Life Insurance	33,287	35,991	33,347	39,213
220	Disability Insurance	19,284	21,240	20,540	23,040
230	Medicare/Social Security	157,210	193,615	159,079	198,538
240	Retirement Contributions	1,857,384	2,087,294	1,997,265	2,068,604
260	Workers Compensation	145,996	148,440	124,062	121,750
	Total Benefits	3,418,391	3,766,754	3,516,267	3,601,187
	Total Salaries and Benefits	12,712,404	14,203,605	13,772,154	14,395,815
Professional Services					
310	Tax Assessing/Collection	142,259	145,000	145,000	158,500
311	Juror Costs	-	600	600	600
312	Election Services	17,104	53,420	48,500	38,585
313	Employee Screening	13,553	10,000	13,000	13,000
320	Instructor Pay	104,331	126,500	114,500	126,500
321	Legal and Audit	135,400	139,750	129,000	130,625
322	Medical Aid	-	1,485	1,485	2,690
323	Engineers, Architects, Arborists, Planners	255,595	311,000	326,000	266,000
324	Other Professional	58,199	92,550	105,372	72,540
325	Judges and Prosecutors	152,000	156,400	154,500	200,600
340	Information Technology	346,559	399,490	414,490	409,282
342	Trash Hauls	9,268	9,900	9,900	9,900
343	Other Technical Services	48,022	67,500	67,500	46,500
344	Contract Labor	108,097	43,000	74,008	43,000
	Total Professional Services	1,390,388	1,556,595	1,603,855	1,518,322

GENERAL FUND COMBINED EXPENDITURE DETAIL

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Maintenance					
410	Information Technology Maintenance	\$ 4,605	\$ 5,000	\$ 5,000	\$ 5,000
411	Vehicle Maintenance	135,365	128,218	133,278	135,806
412	Communication Maintenance	26,606	19,104	15,104	19,072
413	Machinery and Equipment Maintenance	29,908	43,119	43,119	39,919
420	Building Maintenance	285,994	326,923	324,998	343,762
421	HVAC Maintenance	115,836	108,305	108,305	110,068
422	Ground Maintenance	125,222	130,000	130,000	130,000
424	Pool Maintenance	103,334	107,000	119,000	109,600
425	Park Maintenance	386,580	518,543	481,173	515,684
426	Fire Range Maintenance	4,784	2,000	2,000	2,000
430	Paving Maintenance	27,486	35,000	35,000	33,000
431	Storm Sewer Maintenance	1,730	8,000	8,000	8,000
438	Traffic Signal Maintenance	34,231	35,000	35,000	35,000
461	Rental of Equipment	10,409	15,138	25,854	32,619
	Total Maintenance	1,292,090	1,481,350	1,465,831	1,519,530
Contractual Services					
510	Risk Management	154,286	172,837	170,000	190,437
520	Communications	317,252	312,325	397,340	269,070
522	Postage	8,558	14,845	11,920	16,395
530	Advertisements and Official Notices	4,309	10,800	11,722	10,435
540	Special Events	90,667	138,000	138,000	138,000
541	Senior Activities	12,086	10,500	10,500	12,000
542	Programs - Athletics	47,880	48,800	48,800	48,800
543	Programs - Library	2,149	2,450	2,450	2,500
544	Programs - Recreation	6,385	8,000	9,500	9,500
545	Programs - Wellness	6,644	5,000	5,000	5,000
550	Dues and Fees	22,265	28,521	25,700	30,063
551	Permits and Licenses	17,571	32,467	30,533	29,599
552	Rental - Facilities	-	470	470	470
560	Travel Mileage Allowance	18,773	19,600	17,075	19,600
570	Education and Training	153,988	205,879	197,189	217,220
	Total Contractual Services	862,812	1,010,494	1,076,199	999,089
Materials and Supplies					
600	Office Supplies	35,971	41,535	40,460	41,435
601	Information Technology Supplies	43,618	47,965	34,950	40,600
602	Small Tools and Minor Equipment	46,751	54,891	54,316	63,585
603	Janitorial and Cleaning Supplies	10,698	10,200	10,200	10,200
604	First Aid Supplies	1,606	3,220	3,220	3,220
605	Vehicles Supplies	2,033	3,650	3,650	3,650
606	Community Education Supplies	4,683	4,500	4,500	4,500
610	Operating Supplies	116,205	173,625	171,725	155,845
612	Chemicals	47,846	48,625	49,050	49,000
613	Traffic Signs and Street Markers	\$ 10,155	\$ 16,000	\$ 16,000	\$ 15,000

GENERAL FUND COMBINED EXPENDITURE DETAIL

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
614	EMS - Medical Supplies	25,363	27,354	27,354	27,854
620	Natural Gas	25,986	35,175	35,175	35,030
621	Electricity	359,507	361,000	361,000	339,300
625	Fuel	94,001	137,300	117,550	130,500
640	Adult/Reference Books	18,602	27,280	27,280	25,200
641	Children's/Youth Books	19,244	22,320	22,320	22,320
642	Periodicals	3,837	4,000	4,100	4,100
643	Audio-Visual	8,536	12,400	12,400	8,500
644	Subscriptions	2,817	4,005	3,990	3,885
650	Uniforms/Wearing Apparel	99,154	105,661	103,661	103,092
651	Prisoner Support	3,770	7,000	4,800	5,125
652	Dog Pound	2,289	3,000	1,000	3,000
660	Elected Officials Activities	1,234	1,200	1,800	1,200
661	Council Meeting Meals	1,794	1,500	2,000	1,500
	Total Materials and Supplies	985,701	1,153,406	1,112,501	1,097,641
	Hardware and Software				
623	Hardware and Software	54,192	115,225	60,000	115,000
	Total Hardware and Software	54,192	115,225	60,000	115,000
	Financial Services				
710	Banking Charges	8,731	3,800	8,000	7,025
711	Credit Card Fees	42,313	42,275	40,500	41,000
	Total Financial Services	51,044	46,075	48,500	48,025
	Capital Outlay				
905	Machinery and Equipment	10,847	-	-	-
	Total Capital Outlay	10,847	-	-	-
	General Fund Grand Total	17,359,477	19,566,750	19,139,040	19,693,422
740	Operating Transfers Out	2,306,000	2,057,000	2,057,000	992,926
745	Contingency	161,553	(100,000)	(100,000)	100,000
	Total General Fund Expenditures	\$ 19,827,030	\$ 21,523,750	\$ 21,096,040	\$ 20,786,348
	FY 2018 Proposed Budget Enhancements				\$ 73,500
	Total General Fund Expenditures, including Enhancements				\$ 20,859,848

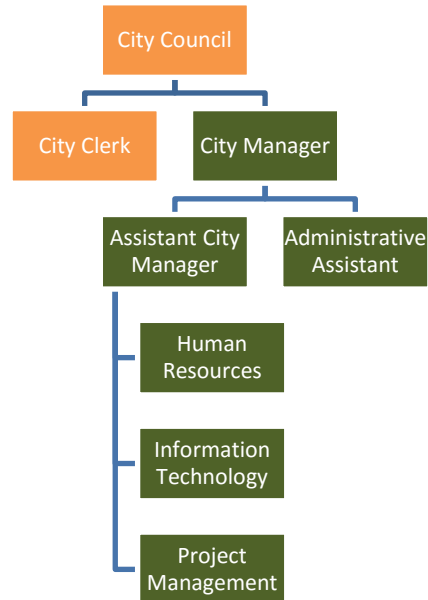
Attachment: Final Proposed Budget Presented to Council 07.17.17 (2271 : FY 2018 Proposed Budget Presentation)



FY 2018

City Manager's Office (Combined)

Reporting Relationships



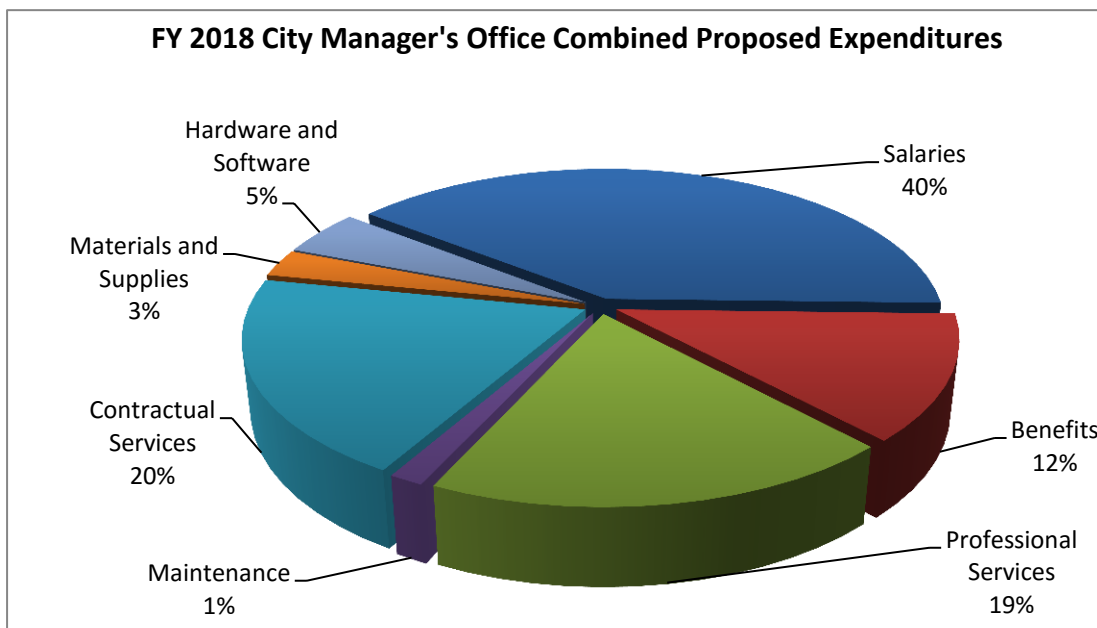
For budgeting purposes the City Manager's Office consists of the centralized administrative functions of the City Manager's Office, including Human Resources, the City Clerk, Information Technology, and Project Management.

Base Level Services

- Facilitate and execute policy decisions of City Council
- Provide leadership and management support to the City organization
- Provide project management support, management, monitoring and reporting, customer resources/citizen contact and relations, strategic planning, and agenda coordination
- Provide emergency incident command and planning operations function
- Develop, execute, and administer the City's annual budget in conjunction with the Finance Department
- Develop Capital Improvement Plan and manage capital improvement projects
- Develop special project work plans and schedules based upon the project/study goals and objectives
- Maintain and provide accessibility to legal records of official City documents as well as supervision of City elections
- Public information coordination
- Provide services to the City and its employees through human resource programs such as compensation, wellness and benefits, safety, employee relations, and full and part-time staffing
- Provide all the information technology systems for the City
- Overall planning, organizing, and execution of all technology functions for the City, including directing all technology operations to meet customer requirements as well as the support and maintenance of existing applications and development of new technology solutions

CITY MANAGER'S OFFICE COMBINED EXPENDITURES
(City Manager, Human Resources, City Clerk, Information Technology)

Expenditure Summary	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 951,372	\$ 951,093	\$ 927,412	\$ 982,551
Benefits	316,118	310,852	299,658	310,663
Professional Services	376,827	476,480	495,460	465,992
Maintenance	28,139	17,013	26,013	34,614
Contractual Services	488,227	514,857	594,222	488,178
Materials and Supplies	68,701	75,355	58,110	68,630
Hardware and Software	54,192	115,225	60,000	115,000
Total Expenditures	\$ 2,283,575	\$ 2,460,875	\$ 2,460,875	\$ 2,465,628



CITY MANAGER'S OFFICE COMBINED EXPENDITURES
(City Manager, Human Resources, City Clerk, Information Technology)

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 934,812	\$ 922,413	\$ 908,750	\$ 954,039
110	Part Time Employees	4,096	14,500	4,200	14,500
120	Overtime	55	-	-	-
130	Longevity	3,650	3,900	4,012	3,732
140	Sick Leave Buy Back	3,359	4,880	5,050	4,880
150	Car Allowance	5,400	5,400	5,400	5,400
	Total Salaries	951,372	951,093	927,412	982,551
Benefits					
210	Group Health Insurance	83,241	79,270	71,540	71,001
211	Health Savings Account	7,800	7,800	7,150	7,800
215	Group Dental Insurance	1,846	1,850	1,733	1,570
217	Group Life Insurance	3,281	3,346	3,405	3,644
220	Disability Insurance	1,936	2,020	2,071	2,177
230	Medicare/Social Security	13,358	14,611	13,896	15,067
240	Retirement Contributions	202,282	199,555	197,950	207,354
260	Workers Compensation	2,374	2,400	1,913	2,050
	Total Benefits	316,118	310,852	299,658	310,663
Professional Services					
312	Election Services	17,104	53,420	48,500	38,585
313	Employee Screening	13,553	10,000	13,000	13,000
324	Other Professional	28,908	44,770	50,870	38,270
326	Elected Official Compensation	-	-	-	-
340	Information Technology	317,262	368,290	383,090	376,137
344	Contract Labor	-	-	-	-
	Total Professional Services	376,827	476,480	495,460	465,992
Maintenance					
410	Information Technology Maintenance	4,605	5,000	5,000	5,000
412	Communication Maintenance	21,520	10,000	8,000	10,000
461	Rental of Equipment	2,013	2,013	13,013	19,614
	Total Maintenance	28,139	17,013	26,013	34,614

CITY MANAGER'S OFFICE COMBINED EXPENDITURES
(City Manager, Human Resources, City Clerk, Information Technology)

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Contractual Services					
510	Risk Management	\$ 154,286	\$ 172,837	\$ 170,000	\$ 190,437
520	Communications	300,049	293,600	378,600	243,350
522	Postage	731	250	250	250
530	Advertisements and Official Notices	2,585	4,700	6,572	4,700
545	Wellness Programs	6,644	5,000	5,000	5,000
550	Dues and Fees	8,517	9,215	9,235	9,536
551	Permits and Licenses	-	-	-	-
560	Travel Mileage Allowance	-	300	300	300
570	Education and Training	15,414	28,955	24,265	34,605
Total Contractual Services		488,227	514,857	594,222	488,178
Materials and Supplies					
600	Office Supplies	4,519	10,170	8,900	10,170
601	Information Technology Supplies	26,963	31,225	18,250	20,000
602	Small Tools	-	-	-	-
610	Operating Supplies	32,534	29,950	26,350	33,950
644	Subscriptions	64	660	660	1,160
650	Uniforms/Wearing Apparel	1,592	650	150	650
660	Elected Officials Activities	1,234	1,200	1,800	1,200
661	Council Meeting Meals	1,794	1,500	2,000	1,500
Total Materials and Supplies		68,701	75,355	58,110	68,630
Hardware and Software					
623	Hardware and Software	54,192	115,225	60,000	115,000
Total Hardware and Software		54,192	115,225	60,000	115,000
Department Total		\$ 2,283,575	\$ 2,460,875	\$ 2,460,875	\$ 2,465,628

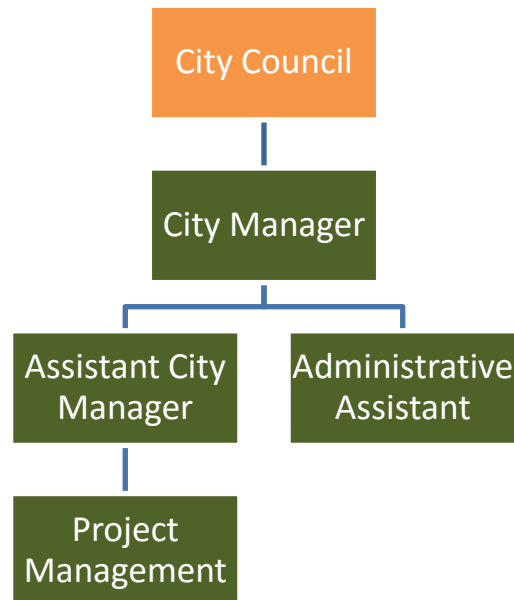
Attachment: Final Proposed Budget Presented to Council 07.17.17 (2271 : FY 2018 Proposed Budget Presentation)



FY 2018

City Manager's Office

Reporting Relationships



The City Manager's Office is responsible for the centralized administrative functions of the City Manager's Office, including Human Resources, the City Clerk, Information Technology, and Project Management. Human Resources, the City Clerk, and Information Technology each has its own department code and has separate detailed budgeting which is presented later in this package. The remaining functions of the City Manager's Office are budgeted for as a singular department and are presented here.

Base Level Services

- Facilitate and execute policy decisions of City Council
- Provide leadership and management support to the City organization
- Provide project management support, management, monitoring and reporting, customer resources/citizen contact and relations, strategic planning, and agenda coordination
- Provide emergency incident command and planning operations function
- Develop, execute, and administer the City's annual budget in conjunction with the Finance Department
- Develop Capital Improvement Plan and manage capital improvement projects
- Develop special project work plans and schedules based upon the project/study goals and objectives

CITY MANAGER'S OFFICE - 1010

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 477,257	\$ 470,984	\$ 484,000	\$ 498,677
110	Part Time Employees	871	10,000	-	10,000
130	Longevity	1,808	1,880	1,876	2,116
140	Sick Leave Buy Back	3,184	4,880	2,558	4,880
150	Car Allowance	5,400	5,400	5,400	5,400
	Total Salaries	488,574	493,144	493,834	521,073
Benefits					
210	Group Health Insurance	42,275	37,958	34,000	31,607
211	Health Savings Account	3,250	3,250	3,250	3,250
215	Group Dental Insurance	939	925	692	615
217	Group Life Insurance	1,593	1,572	1,622	1,632
220	Disability Insurance	976	988	1,022	1,006
230	Medicare/Social Security	6,682	7,692	7,500	8,097
240	Retirement Contributions	104,728	102,381	109,500	113,125
260	Workers Compensation	1,224	1,225	976	1,000
	Total Benefits	161,669	155,991	158,562	160,332
Professional Services					
324	Other Professional	24,969	29,800	20,500	24,800
	Total Professional Services	24,969	29,800	20,500	24,800
Maintenance					
461	Rental of Equipment	2,013	2,013	2,013	2,014
	Total Maintenance	2,013	2,013	2,013	2,014
Contractual Services					
520	Communications	2,640	3,120	2,640	2,640
522	Postage	565	250	250	250
550	Dues and Fees	7,392	7,545	7,545	7,726
560	Travel Mileage Allowance	-	-	-	-
570	Education and Training	6,084	9,990	8,000	10,805
	Total Contractual Services	16,681	20,905	18,435	21,421
Materials and Supplies					
600	Office Supplies	1,900	1,500	2,000	1,500
602	Small Tools and Minor Equipment	-	-	-	-
610	Operating Supplies	14,726	6,850	6,850	9,600
644	Subscriptions	-	-	-	500
650	Uniforms/Wearing Apparel	973	500	-	500
660	Elected Officials Activities	1,234	1,200	1,800	1,200
661	Council Meeting Meals	1,794	1,500	2,000	1,500
	Total Materials and Supplies	20,628	11,550	12,650	14,800
Department Total		\$ 714,534	\$ 713,403	\$ 705,994	\$ 744,440



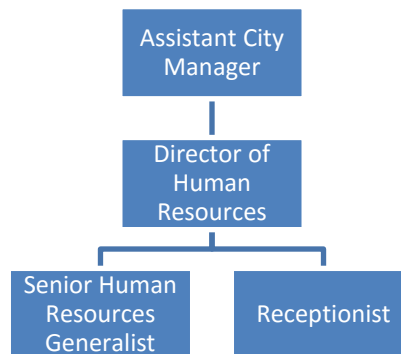
FY 2018

Human Resources

Why Statement

The Human Resources department supports the City of Bellaire's total operation in meeting its goals through its most valuable resource—its PEOPLE. Human Resources serves as a strategic partner to develop, implement and support programs and processes that add value to the City of Bellaire and its employees, leading to improved welfare, empowerment, growth and retention, while committed to the City of Bellaire's management and prosperity for its citizens, employees and stakeholders, and in support of the City's following key tenets: Responsiveness, Customer Service, Competence, Safety Awareness, Positive Environment, and Teamwork.

Reporting Relationships



Base Level Services

- Full Cycle Recruitment – acquisition, onboarding, performance, employee relations and retention, internal and external transitions, and retention
- Salary and benefits administration
- Risk management – workers compensation and safety
- Health and wellness programming and activities
- Assist departments with training and development opportunities and activities
- Leave administration – short term disability, long term disability, family medical leave, shared leave, workers compensation, administrative leave
- Policies and procedures administration and records management
- Employee recognition – events, awards, programs, and activities

HUMAN RESOURCES - 1011

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 159,964	\$ 153,314	\$ 162,900	\$ 166,793
110	Part Time Employees	-	-	-	-
130	Longevity	262	296	410	392
	Total Salaries	160,226	153,610	163,310	167,185
Benefits					
210	Group Health Insurance	12,979	13,594	13,120	12,534
211	Health Savings Account	1,300	1,300	1,950	1,300
215	Group Dental Insurance	343	370	420	437
217	Group Life Insurance	537	625	728	741
220	Disability Insurance	306	363	422	431
230	Medicare/Social Security	2,275	2,227	2,313	2,424
240	Retirement Contributions	32,243	32,919	33,450	34,473
260	Workers Compensation	441	445	362	400
	Total Benefits	50,425	51,843	52,765	52,740
Professional Services					
313	Employee Screening	13,553	10,000	13,000	13,000
324	Other Professional	3,939	8,470	23,870	8,470
340	Information Technology	19,890	35,090	38,090	21,237
344	Contract Labor	-	-	-	-
	Total Professional Services	37,382	53,560	74,960	42,707
Contractual Services					
520	Communications	877	480	960	960
530	Advertisements and Official Notices	-	-	-	-
545	Wellness Programs	6,644	5,000	5,000	5,000
550	Dues and Fees	789	880	880	900
551	Permits and Licenses	-	-	-	-
570	Education and Training	4,504	8,000	7,000	5,000
	Total Contractual Services	12,815	14,360	13,840	11,860
Materials and Supplies					
600	Office Supplies	222	400	400	400
610	Operating Supplies	16,106	21,000	18,000	18,000
644	Subscriptions	-	375	375	375
650	Uniforms/Wearing Apparel	538	150	150	150
	Total Materials and Supplies	16,866	21,925	18,925	18,925
Department Total		\$ 277,714	\$ 295,298	\$ 323,800	\$ 293,417



FY 2018

City Clerk

Reporting Relationships

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 City Council

City Clerk

The City Clerk is appointed by the City Council.

Base Level Services

- Preparation and processing of agendas and minutes for meetings of the City Council
- Preparation, for City Attorney approval, of routine ordinances and resolutions considered by City Council
- Serves as custodian of the official records of the City Council, maintaining records as required by state law, and responding to requests for public information as necessary
- Responsible for administering all City elections
- Coordinates the recruitment, application, and appointment process for Boards and Commissions
- Serves as the City's fund and risk management coordinator for the City's general insurance policies (general liability, property liability, automobile liability, errors and omissions liability, and law enforcement liability)
- Provides assistance and support to other City departments and consultants in the bid process through the preparation of notices to bidders, requests for proposals, and requests for qualifications, as well as the publication of related notices in a newspaper of general circulation in accordance with state law and the City Charter
- Responsible for processing applications for alcoholic beverage licenses or permits and solicitor permits

CITY CLERK - 1012

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 123,265	\$ 124,500	\$ 128,000	\$ 126,500
110	Part Time Employees	3,225	4,500	4,200	4,500
130	Longevity	904	952	952	1,000
140	Sick Leave Buy Back	176	-	2,492	-
	Total Salaries	127,570	129,952	135,644	132,000
Benefits					
210	Group Health Insurance	6,894	6,797	6,620	6,267
211	Health Savings Account	650	650	650	650
215	Group Dental Insurance	188	185	171	165
217	Group Life Insurance	475	475	475	475
220	Disability Insurance	271	277	277	277
230	Medicare/Social Security	2,031	2,163	2,163	2,193
240	Retirement Contributions	26,797	26,884	28,200	26,291
260	Workers Compensation	306	310	240	300
	Total Benefits	37,611	37,741	38,796	36,618
Professional Services					
312	Election Services	17,104	53,420	48,500	38,585
324	Other Professional	-	6,500	6,500	5,000
326	Elected Officials Compensation	-	-	-	-
	Total Professional Services	17,104	59,920	55,000	43,585
Contractual Services					
510	Risk Management	154,286	172,837	170,000	190,437
522	Postage	167	-	-	-
530	Advertisements and Official Notices	2,585	4,700	6,572	4,700
550	Dues and Fees	337	790	810	760
560	Travel Mileage Allowance	-	300	300	300
570	Education and Training	3,774	6,265	6,265	7,800
	Total Contractual Services	161,149	184,892	183,947	203,997
Materials and Supplies					
600	Office Supplies	2,397	8,270	6,500	8,270
601	Information Technology Supplies	-	6,225	-	-
610	Operating Supplies	1,702	2,100	1,500	6,350
644	Subscriptions	64	285	285	285
	Total Materials and Supplies	4,163	16,880	8,285	14,905
Department Total		\$ 347,597	\$ 429,385	\$ 421,672	\$ 431,105



FY 2018

Information Technology

Why Statement

Information Technology provides secure, reliable technology-based product and services, in the most cost-effective manner, to facilitate the achievement of goals and objectives of each of the City's departments.

Reporting Relationships

Assistant City
Manager

Information
Technology

Base Level Services

- Provide all network, software, hardware, and telecommunication support to the City's end users and other designated parties
- Develop an annual strategic plan, which combines the information technology service plan and supports individual project plans
- Optimize the use of existing and planned investments in systems and technology
- Monitor industry standards, legislative rulings, and vendor recommendations to maintain a secure, current, and viable technological platform for all users' training and education
- Maintain a continuous education and training schedule to remain abreast of the ever changing and evolving field

INFORMATION TECHNOLOGY - 1013

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 174,326	\$ 173,615	\$ 133,850	\$ 162,069
120	Overtime	-	-	-	-
130	Longevity	676	772	774	224
	Total Salaries	175,002	174,387	134,624	162,293
Benefits					
210	Group Health Insurance	21,092	20,921	17,800	20,593
211	Health Savings Account	2,600	2,600	1,300	2,600
215	Group Dental Insurance	376	370	450	353
217	Group Life Insurance	675	674	580	796
220	Disability Insurance	383	392	350	463
230	Medicare/Social Security	2,371	2,529	1,920	2,353
240	Retirement Contributions	38,514	37,371	26,800	33,465
260	Workers Compensation	403	420	335	350
	Total Benefits	66,413	65,277	49,535	60,973
Professional Services					
340	Information Technology	297,372	333,200	345,000	354,900
	Total Professional Services	297,372	333,200	345,000	354,900
Maintenance					
410	Information Technology Maintenance	4,605	5,000	5,000	5,000
412	Communication Maintenance	21,520	10,000	8,000	10,000
461	Rental of Equipment	-	-	11,000	17,600
	Total Maintenance	26,125	15,000	24,000	32,600
Contractual Services					
520	Communications	296,532	290,000	375,000	239,750
530	Advertisements and Official Notices	-	-	-	-
550	Dues and Fees	-	-	-	150
570	Education and Training	1,051	4,700	3,000	11,000
	Total Contractual Services	297,583	294,700	378,000	250,900
Materials and Supplies					
601	Information Technology Supplies	26,963	25,000	18,250	20,000
650	Uniforms	80	-	-	-
	Total Materials and Supplies	27,044	25,000	18,250	20,000
Hardware and Software					
623	Hardware and Software	54,192	115,225	60,000	115,000
	Total Hardware and Software	54,192	115,225	60,000	115,000
Department Total		\$ 943,731	\$ 1,022,789	\$ 1,009,409	\$ 996,666



FY 2018

Legal

Reporting Relationships

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    CC[City Council] --> CA[City Attorney]
  
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 City Council

City Attorney

The City Attorney is appointed by City Council and is outsourced to Alan Petrov of Johnson Petrov, LLP.

Base Level Services

- Attends all regular City Council meetings and other statutory board meetings
- Prepares or reviews all ordinances, resolutions, and legal documents
- Provides legal advice to the City on an on-going basis, as required, including advice necessary for compliance with all statutory requirements applicable to the City, such as the Texas Open Meetings Act, Public Information Act, the Local Government Code, and zoning laws
- Prepares or reviews various City contracts
- Prepares deeds, easements, and various other documents necessary for day to day business of the City
- Provides bond counsel services (Bond counsel services are not covered under the general retainer and are billed separately and are recorded as debt issuance costs in the Capital Bond Fund.)

LEGAL - 1414

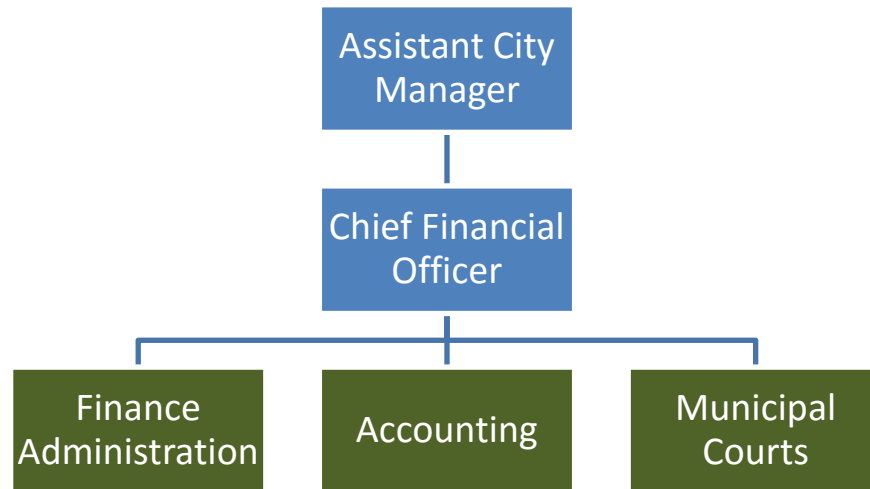
Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
321	Legal and Audit	\$ 92,108	\$ 100,000	\$ 89,000	\$ 90,000
324	Other Professional	4,068	-	7,000	10,000
	Total Professional Services	96,175	100,000	96,000	100,000
Department Total		\$ 96,175	\$ 100,000	\$ 96,000	\$ 100,000



FY 2018

Finance and Courts

Reporting Relationships



Base Level Services

Finance Administration

- Maintain a high level of public confidence and sense of fairness through efficient and courteous public service
- Record and maintain records and report all financial transaction in compliance with City policy, laws, and regulations
- Preparation of the Comprehensive Annual Financial Report in a timely manner
- Coordination and assistance for independent auditors for annual financial audit
- Maintain current service levels while further automating and improving processes
- Safeguard city funds through implementing internal controls and financial policies
- Assist in the issuance of City bonds
- Monitor cash flow and purchase investments as cash becomes available
- Prepare quarterly investment reports on a timely basis
- Prepare monthly financial reports on a timely basis
- Prepare timely long-range forecasts
- Develop, execute, and administer the City's annual budget in conjunction with the City Manager's Office

Accounting

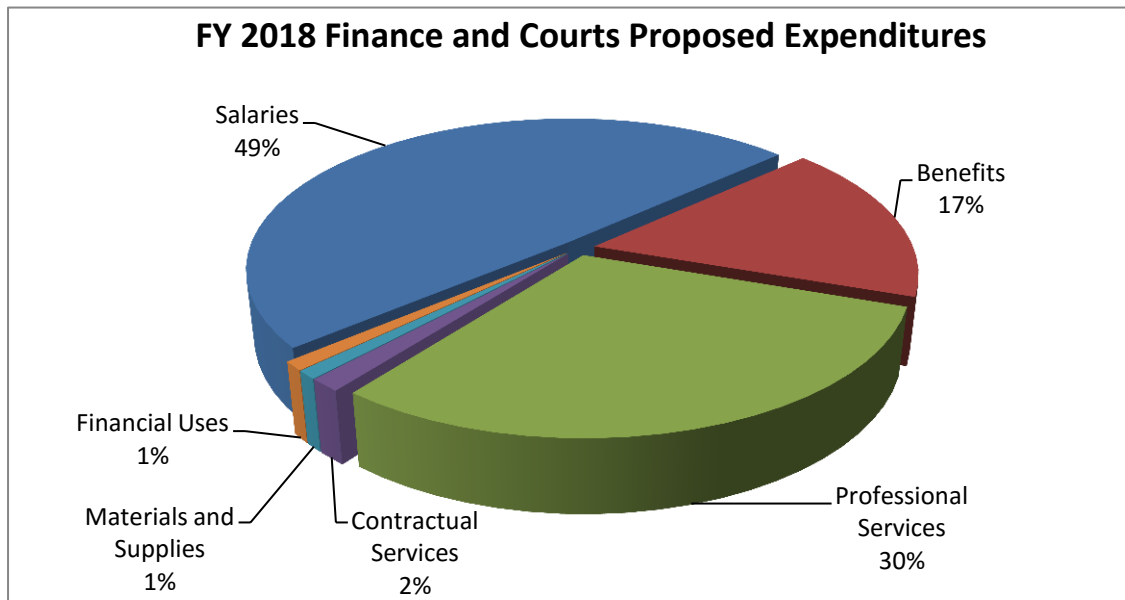
- Ensure all financial transactions are in compliance with City policies and laws to ensure accurate reporting of the City's financial position
- Monitor all purchase transactions for compliance with budget through review and approval of requisitions
- Accurately, timely, and in compliance with laws and City policies disburse payments to City employees for payroll and vendors for purchase of goods and services
- Maintain records of financial transactions as required by law and policies
- Reconcile general ledger accounts to ensure transactions are posted correctly

Municipal Courts

- Maintain a record of all citations issued
- Collect and deposit all court fines and fees paid by defendants
- Maintain dockets for trials and arrangements
- Issue warrants and track warrants using specialized software
- Prepare and submit weekly conviction reports to the State of Texas
- Prepare and submit monthly citation summary report to Texas Comptroller Office
- Prepare and submit monthly collection report to delinquent attorney
- Provide assistance to judges during trials or arrangements

FINANCE AND COURTS - 2012

Expenditure Summary	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 510,321	\$ 634,464	\$ 622,868	\$ 699,774
Benefits	203,553	245,342	232,300	241,035
Professional Services	365,372	369,950	384,508	430,050
Contractual Services	8,193	17,770	14,450	19,750
Materials and Supplies	12,524	11,000	11,400	13,060
Financial Uses	15,157	12,075	14,500	14,025
Total Expenditures	\$ 1,115,119	\$ 1,290,601	\$ 1,280,026	\$ 1,417,694



FINANCE AND COURTS - 2012

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 492,747	\$ 599,156	\$ 595,482	\$ 662,370
110	Part Time Employees	-	12,000	-	15,000
120	Overtime	10,812	15,000	15,000	15,000
130	Longevity	4,470	5,808	5,865	4,904
140	Sick Leave Buy Back	2,292	2,500	6,521	2,500
	Total Salaries	510,321	634,464	622,868	699,774
Benefits					
210	Group Health Insurance	74,029	84,219	75,012	71,304
211	Health Savings Account	4,875	8,450	7,800	7,963
215	Group Dental Insurance	1,546	1,480	1,631	1,804
217	Group Life Insurance	1,960	2,511	2,656	2,799
220	Disability Insurance	1,192	1,530	1,651	1,625
230	Medicare/Social Security	7,141	9,243	9,032	10,147
240	Retirement Contributions	111,520	136,609	133,481	144,293
260	Workers Compensation	1,289	1,300	1,037	1,100
	Total Benefits	203,553	245,342	232,300	241,035
Professional Services					
310	Tax Assessing/Collecting	142,259	145,000	145,000	158,500
311	Juror Costs	-	600	600	600
321	Legal and Audit	43,292	39,750	40,000	40,625
324	Other Professional	330	400	400	400
325	Judges and Prosecutors	152,000	156,400	154,500	200,600
340	Information Technology	27,491	27,800	28,000	29,325
344	Contract Labor	-	-	16,008	-
	Total Professional Services	365,372	369,950	384,508	430,050
Contractual Services					
520	Communications	400	485	500	960
522	Postage	3,410	4,000	3,200	6,400
530	Advertisements and Official Notices	576	1,600	650	1,235
550	Dues and Fees	533	1,685	1,100	555
570	Education and Training	3,274	10,000	9,000	10,600
	Total Contractual Services	8,193	17,770	14,450	19,750
Materials and Supplies					
600	Office Supplies	9,124	8,585	8,800	8,885
610	Operating Supplies	9	600	800	1,675
644	Subscriptions	2,753	1,815	1,800	2,500
650	Uniforms	639	-	-	-
	Total Materials and Supplies	12,524	11,000	11,400	13,060

FINANCE AND COURTS - 2012

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Other Financial Uses					
710	Banking Charges	\$ 8,731	\$ 3,800	\$ 8,000	\$ 7,025
711	Credit Card Fees	6,426	8,275	6,500	7,000
Total Other Financial Uses		15,157	12,075	14,500	14,025
Department Total		\$ 1,115,119	\$ 1,290,601	\$ 1,280,026	\$ 1,417,694



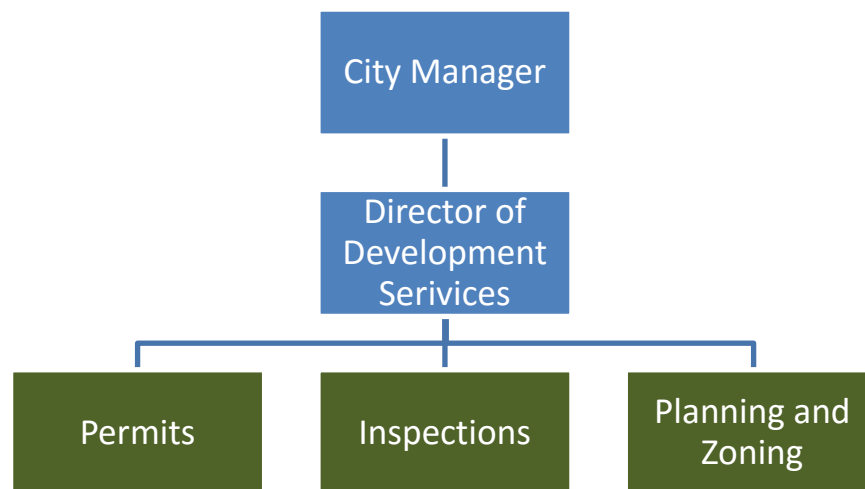
FY 2018

Development Services

Why Statement

The Development Services Department provides plan review, permits and inspections, code compliance, development review, commercial redevelopment, and long-range planning services for the citizens, property owners, businesses, contractors, and builders. These services provide for the protection of the health, safety, and welfare of all who live and work in the City of Bellaire. The dedicated employees of this department work diligently to provide these services efficiently and effectively while providing the highest level of service.

Reporting Relationships



The City is currently evaluating a potential reorganization that would affect this department.

Base Level Services

Permits

- Process applications and issue registrations and permits for contractors, new construction, and remodeling
- Check plan submittals for completeness
- Record inspection requests and results
- Submit utility releases to utility companies
- Prepare letters for housing inspections, building inspections, Certificates of Occupancy, and other correspondence as requested
- Prepare daily, monthly, quarterly, and annual reports
- Monitor and enforce code compliance within commercial and residential areas
- Enforce sign ordinance and tree ordinance
- Review drainage plans for all new building projects
- Inspect food establishments for compliance with state health code regulations both on a biannual and as needed basis

Inspections

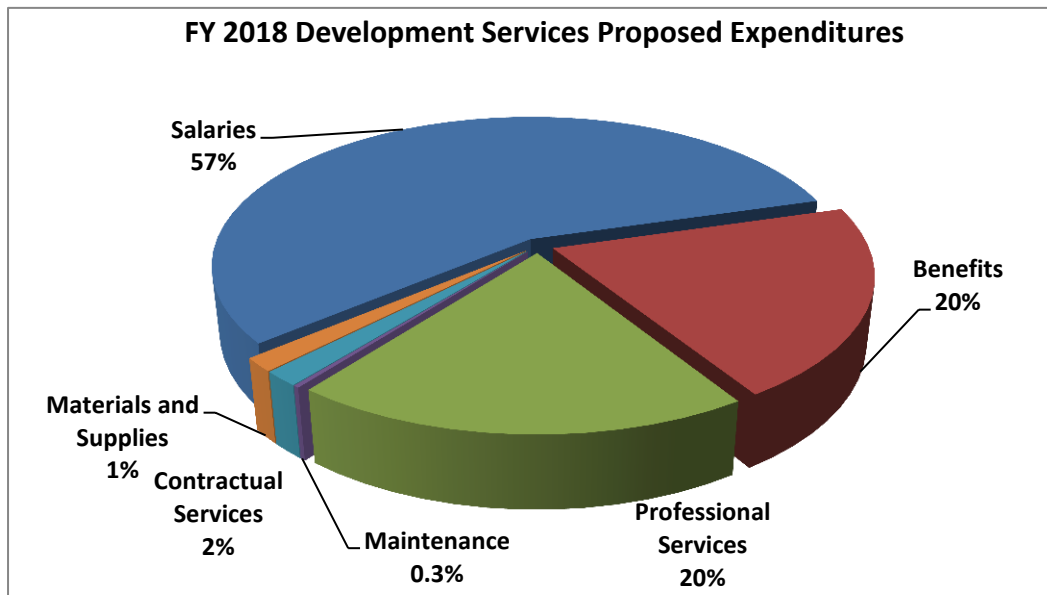
- Review all construction plans for compliance with adopted building codes and City ordinances
- Inspect all building projects for compliance with adopted building codes and City ordinances
- Investigate citizen complaints concerning building code and ordinance violations at construction sites

Planning and Zoning

- Implement and regulate subdivision and zoning ordinances
- Process, review, and prepare agenda items and legal notices for public hearings before the City's statutory boards and commissions
- Provide staff support to the Planning and Zoning Commission, Board of Adjustment, and Building and Standards Commission to include review, research, preparation, and presentation of items and applications.
- Respond to community concerns and/or complaints relating to code compliance and economic development
- Manage department and support other departments as required

DEVELOPMENT SERVICES - 3016

Expenditure Summary	FY 2016	FY 2017	FY 2017	FY 2018
	Actuals	Adopted	Projected	Proposed
Salaries	\$ 418,261	\$ 477,889	\$ 456,250	\$ 479,551
Benefits	158,662	183,885	155,377	173,550
Professional Services	167,034	200,600	215,600	165,600
Maintenance	955	2,250	2,250	2,250
Contractual Services	9,325	15,425	15,425	13,630
Materials and Supplies	9,639	12,785	12,785	12,485
Total Expenditures	\$ 763,877	\$ 892,834	\$ 857,687	\$ 847,066



DEVELOPMENT SERVICES - 3016

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 411,808	\$ 467,813	\$ 445,000	\$ 469,187
110	PT Employees	2,620	6,000	6,000	6,000
130	Longevity	1,777	2,076	2,050	2,364
140	Sick Leave Buy Back	1,995	2,000	3,200	2,000
	Total Salaries	418,261	477,889	456,250	479,551
Benefits					
210	Group Health Insurance	53,905	62,380	49,400	59,120
211	Health Savings Account	3,250	5,200	4,100	3,343
215	Group Dental Insurance	1,346	1,480	1,300	1,143
217	Group Life Insurance	1,922	2,134	1,550	2,267
220	Disability Insurance	1,095	1,238	1,000	1,306
230	Medicare/Social Security	6,065	7,301	6,057	7,325
240	Retirement Contributions	89,340	102,412	90,470	97,646
260	Workers Compensation	1,740	1,740	1,500	1,400
	Total Benefits	158,662	183,885	155,377	173,550
Professional Services					
323	Planners & Engineers	165,934	198,000	213,000	163,000
324	Other Professional	1,100	2,600	2,600	2,600
	Total Professional Services	167,034	200,600	215,600	165,600
Maintenance					
411	Vehicle Maintenance	955	2,250	2,250	2,250
	Total Maintenance	955	2,250	2,250	2,250
Contractual Services					
520	Communications	1,440	-	-	2,400
522	Postage	1,547	1,920	1,920	1,920
530	Advertisements and Official Notices	701	2,250	2,250	2,250
550	Dues and Fees	1,746	2,700	2,700	2,160
551	Permits and Licenses	120	1,685	1,685	530
552	Rental - Facilities	-	470	470	470
570	Education and Training	3,772	6,400	6,400	3,900
	Total Contractual Services	9,325	15,425	15,425	13,630
Materials and Supplies					
600	Office Supplies	3,985	3,860	3,860	3,860
610	Operating Supplies	3,550	6,025	6,025	6,025
625	Fuel	1,271	1,800	1,800	1,500
644	Subscriptions	-	-	-	-
650	Uniforms/Wearing Apparel	832	1,100	1,100	1,100
	Total Materials and Supplies	9,639	12,785	12,785	12,485
Department Total		\$ 763,877	\$ 892,834	\$ 857,687	\$ 847,066



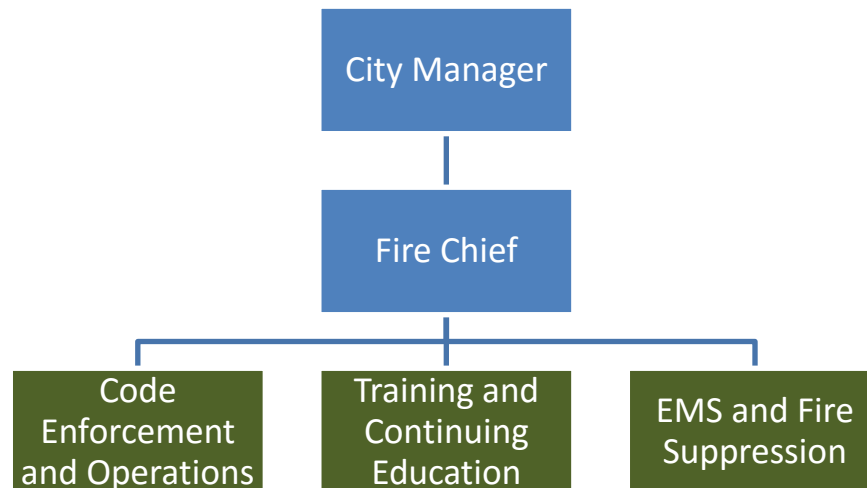
FY 2018

Fire

Why Statement

Bellaire Fire Department – Professionally compassionate during your greatest need. When someone considers moving to Bellaire, it is the safety of family that has the greatest influence in that decision making process. Bellaire Fire Department fulfills a portion of that decision, providing lifesaving and extinguishment expertise within minutes. Bellaire Fire Department is your partner in your safety and well-being.

Reporting Relationships



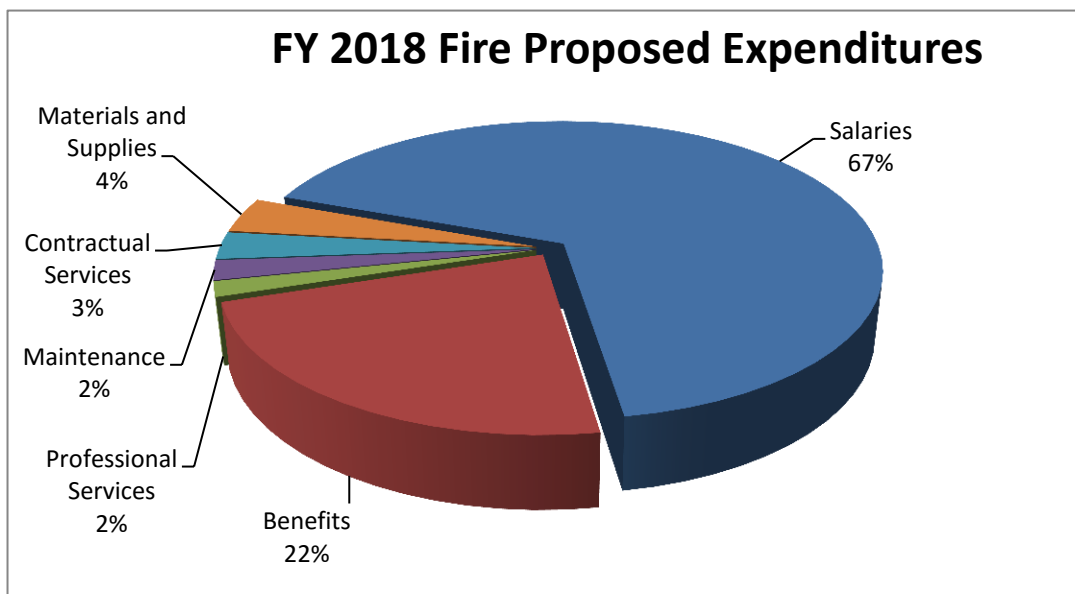
Base Level Services

- Management of administration, special services, fire and Emergency Medical Services (EMS) response, training, and volunteers
- Fire response
- EMS response with advanced life support ambulance
- Fire code inspection of commercial occupancies within Bellaire
- Building and fire sprinkler plan review of all new buildings
- Public education on hazards of fire
- Training of volunteers to meet state fireman and Fire Marshal Association guidelines

FIRE - 4040

Expenditure Summary

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 1,738,992	\$ 2,000,584	\$ 2,002,213	\$ 2,058,634
Benefits	651,072	706,225	686,145	692,601
Professional Services	48,538	69,985	69,985	50,190
Maintenance	63,861	58,055	61,115	64,811
Contractual Services	75,454	88,265	83,499	89,832
Materials and Supplies	87,267	118,136	117,736	116,623
Capital Outlay	-	-	-	-
Total Expenditures	\$ 2,665,184	\$ 3,041,250	\$ 3,020,693	\$ 3,072,691



FIRE - 4040

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	1,574,523	1,729,055	1,730,118	1,784,555
105	Incentive Pay	49,040	84,420	74,800	91,444
110	Part Time Employees	44,136	99,995	99,995	95,000
120	Overtime	45,262	60,010	65,100	59,760
130	Longevity	11,219	12,104	12,200	13,064
140	Sick Leave Buy Back	14,811	15,000	20,000	14,811
	Total Salaries	1,738,992	2,000,584	2,002,213	2,058,634
Benefits					
210	Group Health Insurance	201,791	202,315	200,000	195,992
211	Health Savings Account	16,900	18,200	11,500	18,200
215	Group Dental Insurance	4,273	4,255	4,100	4,255
217	Group Life Insurance	6,195	6,296	5,800	6,329
220	Disability Insurance	3,519	3,656	3,450	3,684
230	Medicare/Social Security	25,084	35,208	29,500	35,740
240	Retirement Contributions	364,331	407,295	407,295	404,901
260	Workers Compensation	28,978	29,000	24,500	23,500
	Total Benefits	651,072	706,225	686,145	692,601
Professional Services					
322	Medical Aid	-	1,485	1,485	2,690
340	Information Technology	516	1,000	1,000	1,000
343	Other Technical Services	48,022	67,500	67,500	46,500
	Total Professional Services	48,538	69,985	69,985	50,190
Maintenance					
411	Vehicle Maintenance	43,516	33,468	38,528	41,056
412	Communication Maintenance	4,737	6,228	4,228	6,096
413	Machinery and Equipment Maintenance	15,608	18,359	18,359	17,659
	Total Maintenance	63,861	58,055	61,115	64,811
Contractual Services					
520	Communications	3,840	3,840	3,840	3,840
522	Postage	142	2,600	2,000	1,775
550	Dues and Fees	4,013	5,666	4,500	5,221
551	Permits and Licenses	996	245	245	1,095
570	Education and Training	66,463	75,914	72,914	77,901
	Total Contractual Services	75,454	88,265	83,499	89,832

FIRE - 4040

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Materials and Supplies					
600	Office Supplies	\$ 1,801	\$ 2,300	\$ 2,300	\$ 2,000
602	Small Tools and Minor Equipment	6,368	14,575	14,000	14,575
603	Janitorial and Cleaning Supplies	1,207	1,500	1,500	1,500
605	Vehicle Supplies	529	950	950	950
610	Operating Supplies	20,113	26,541	26,541	26,541
612	Chemicals	2,277	2,075	2,500	2,450
614	EMS - Medical Supplies	25,363	27,354	27,354	27,854
625	Fuel	9,773	14,250	14,000	13,000
644	Subscriptions	-	1,530	1,530	225
650	Uniforms/Wearing Apparel	19,836	27,061	27,061	27,528
Total Materials and Supplies		87,267	118,136	117,736	116,623
Capital Outlay					
906	Vehicles	-	-	-	-
Total Capital Outlay		-	-	-	-
Department Total		\$ 2,665,184	\$ 3,041,250	\$ 3,020,693	\$ 3,072,691



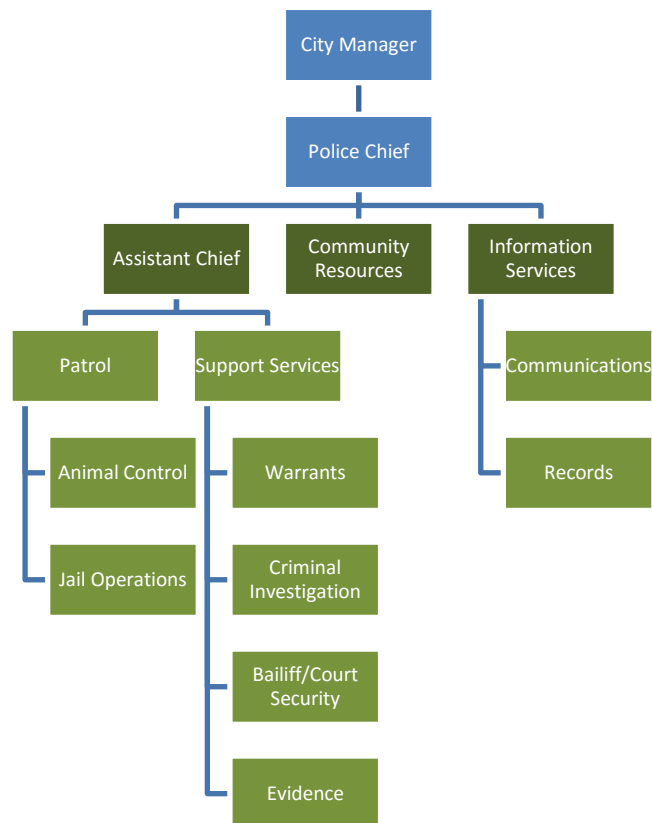
FY 2018

Police

Why Statement

The Bellaire Police Department exists to enhance the quality of life of citizens by safeguarding the rights and freedoms of all persons, providing a safe and secure community, investigating criminal incidents, and facilitating the flow of traffic.

Reporting Relationships



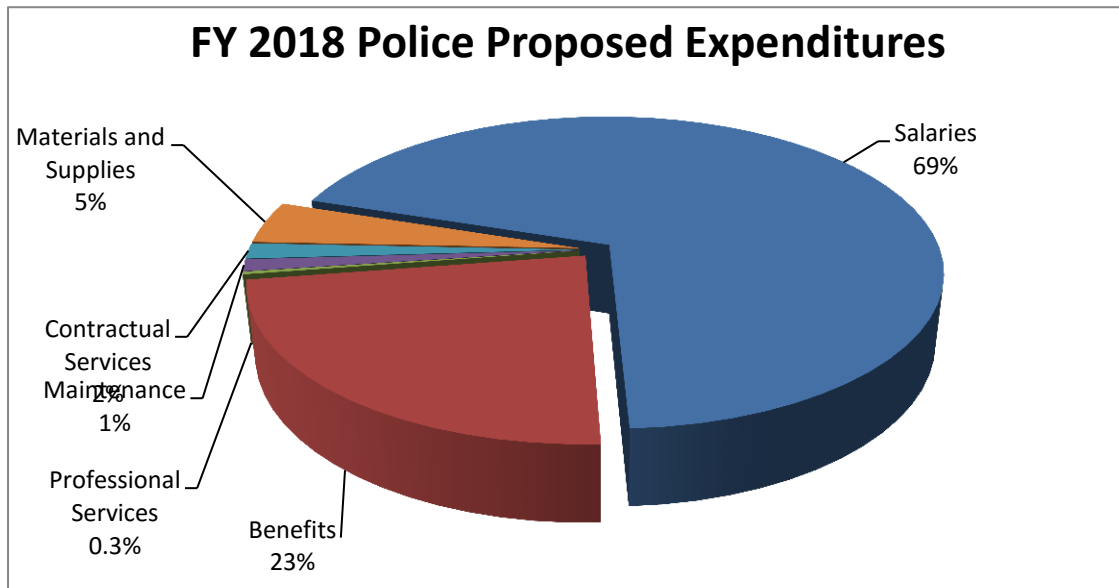
Base Level Services

- Manage the operations of Patrol, Support Services, and Information Services to provide for the community's safety and security
- Suppress and deter crime
- Investigate criminal activity
- Manage traffic
- Serve as a community resource through education and partnerships
- Maintain emergency communications for Police, Fire, and Emergency Medical Services
- Provide and manage court security, including the warrant function
- Manage the records function and evidence function within statute

POLICE - 5045

Expenditure Summary

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 3,578,712	\$ 4,126,534	\$ 4,042,136	\$ 4,282,744
Benefits	1,365,706	1,542,699	1,417,400	1,438,652
Professional Services	22,446	30,750	30,750	17,450
Maintenance	71,718	77,361	77,361	74,891
Contractual Services	82,173	93,481	89,591	98,063
Materials and Supplies	228,176	296,544	272,784	268,079
Capital Outlay	-	-	-	-
Total Expenditures	\$ 5,348,930	\$ 6,167,369	\$ 5,930,022	\$ 6,179,879



POLICE - 5045

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 3,206,531	\$ 3,753,008	\$ 3,664,136	\$ 3,844,627
105	Incentive Pay	107,071	212,722	165,000	222,293
110	Part Time Employees	102,464	60,000	75,000	119,620
120	Overtime	127,851	65,000	98,500	60,000
130	Longevity	22,816	23,804	23,500	24,204
140	Sick Leave Buy Back	11,979	12,000	16,000	12,000
	Total Salaries	3,578,712	4,126,534	4,042,136	4,282,744
Benefits					
210	Group Health Insurance	449,016	471,287	435,000	408,679
211	Health Savings Account	28,275	39,211	25,000	26,650
215	Group Dental Insurance	9,565	10,360	10,000	9,972
217	Group Life Insurance	13,790	14,992	13,500	17,005
220	Disability Insurance	7,843	8,705	8,400	9,954
230	Medicare/Social Security	46,477	62,757	56,000	65,291
240	Retirement Contributions	747,318	870,387	816,500	848,101
250	Unemployment Compensation	-	-	-	-
260	Workers Compensation	63,422	65,000	53,000	53,000
	Total Benefits	1,365,706	1,542,699	1,417,400	1,438,652
Professional Services					
324	Other Professional	22,446	30,750	30,750	17,450
344	Contract Labor	-	-	-	-
	Total Professional Services	22,446	30,750	30,750	17,450
Maintenance					
411	Vehicle Maintenance	61,161	60,000	60,000	60,000
412	Communication Maintenance	350	2,876	2,876	2,976
413	Machinery and Equipment Maintenance	-	5,260	5,260	2,760
426	Firing Range Maintenance	4,784	2,000	2,000	2,000
461	Rental of Equipment	5,423	7,225	7,225	7,155
	Total Maintenance	71,718	77,361	77,361	74,891
Contractual Services					
520	Communications	4,880	6,240	6,240	6,720
522	Postage	1,194	1,000	1,000	1,000
550	Dues and Fees	2,380	2,790	1,700	4,302
551	Permits and Licenses	5,444	8,151	8,151	7,125
560	Travel Mileage Allowance	16,378	16,300	13,500	16,300
570	Education and Training	51,896	59,000	59,000	62,616
	Total Contractual Services	82,173	93,481	89,591	98,063

POLICE - 5045

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Materials and Supplies					
600	Office Supplies	\$ 9,665	\$ 10,020	\$ 10,000	\$ 10,020
601	Information Technology Supplies	15,642	15,540	15,500	\$ 18,400
602	Small Tools and Minor Equipment	27,516	26,066	26,066	\$ 33,760
604	First Aid Supplies	330	500	500	\$ 500
605	Vehicle Supplies	1,390	2,000	2,000	\$ 2,000
606	Community Education Supplies	4,683	4,500	4,500	\$ 4,500
610	Operating Supplies	28,988	67,618	67,618	\$ 45,274
612	Chemicals	-	200	200	\$ 200
625	Fuel	68,345	99,500	80,000	\$ 85,000
650	Uniforms/Wearing Apparel	65,560	60,600	60,600	\$ 60,300
651	Prisoners Support	3,770	7,000	4,800	\$ 5,125
652	Dog Pound	2,289	3,000	1,000	\$ 3,000
Total Materials and Supplies		228,176	296,544	272,784	268,079
Capital Outlay					
906	Vehicles	-	-	-	-
Total Capital Outlay		-	-	-	-
Department Total		\$ 5,348,930	\$ 6,167,369	\$ 5,930,022	\$ 6,179,879



FY 2018

Parks, Recreation, and Facilities

Why Statement

The Parks, Recreation, and Facilities Department exists to create and foster relationships in the community through providing services, events, programs, parks and communication with local organizations. The department directly relates to the City mission via continuing dedication to offering quality facilities and services to the community that enhances quality of life.

Reporting Relationships

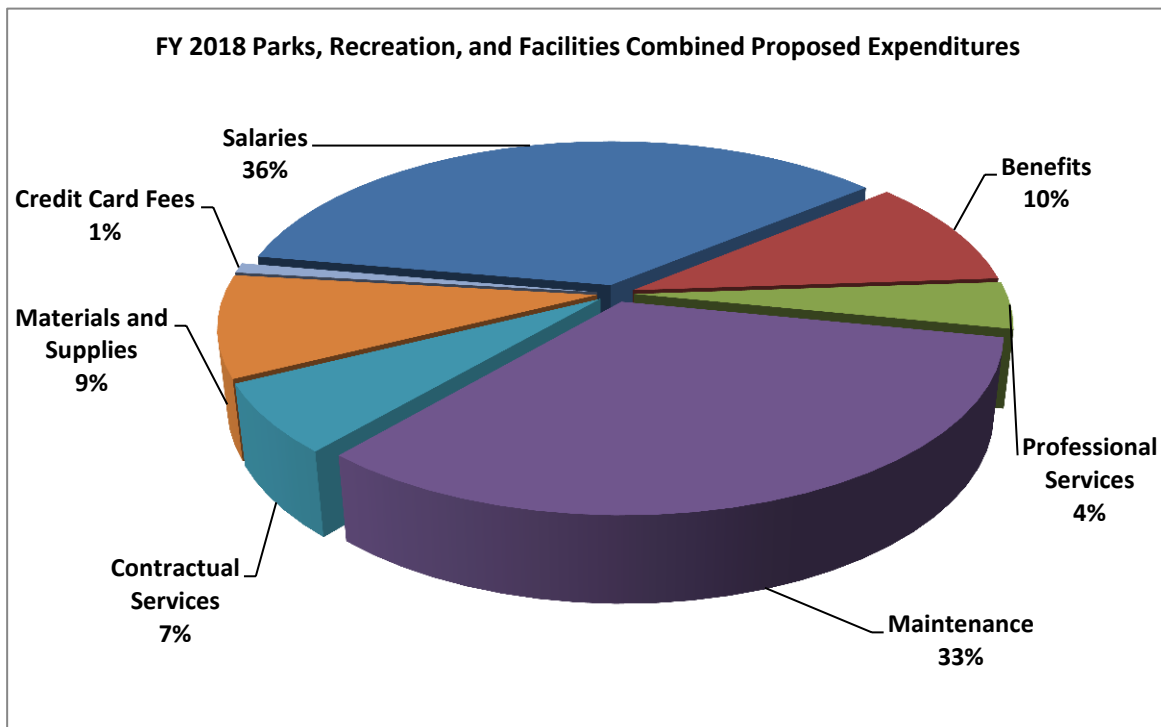


Base Level Services

- Manages the divisions of Operations, Programs, and Administrative Services
- Assists in planning, design, and construction of all capital improvement related park projects
- Centralized special events planning
- Operation of existing parks, recreation, aquatics, and athletic services
- Provides oversight of community recreational, athletic, and leisure programming, including Bellaire L.I.F.E. senior programming
- Maintenance of all public facilities

PARKS, RECREATION, AND FACILITIES COMBINED EXPENDITURES

Expenditure Summary	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 1,298,117	\$ 1,318,805	\$ 1,328,599	\$ 1,345,334
Benefits	389,118	389,975	374,898	370,217
Professional Services	131,728	158,300	146,300	158,720
Maintenance	1,034,965	1,215,821	1,188,526	1,234,164
Contractual Services	177,901	234,890	236,390	234,040
Materials and Supplies	331,881	366,066	364,566	344,580
Credit Card Fees	35,887	34,000	34,000	34,000
Capital Outlay	10,847	-	-	-
Total Expenditures	\$ 3,410,443	\$ 3,717,857	\$ 3,673,279	\$ 3,721,055



PARKS, RECREATION, AND FACILITIES COMBINED EXPENDITURES

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 779,411	\$ 793,153	\$ 792,947	\$ 820,146
110	Part Time Employees	494,942	502,900	511,900	502,900
120	Overtime	9,940	9,300	9,300	9,300
130	Longevity	6,267	5,652	5,652	5,188
140	Sick Leave Buy Back	7,557	7,800	8,800	7,800
	Total Salaries	1,298,117	1,318,805	1,328,599	1,345,334
Benefits					
210	Group Health Insurance	121,127	118,184	121,891	103,205
211	Health Savings Account	11,700	11,700	13,050	13,000
215	Group Dental Insurance	2,645	2,590	2,590	2,219
217	Group Life Insurance	3,431	3,426	3,426	3,697
220	Disability Insurance	1,980	2,024	2,024	2,179
230	Medicare/Social Security	48,329	50,303	34,200	50,507
240	Retirement Contributions	173,448	174,848	175,117	173,710
250	Unemployment Compensation	-	-	-	-
260	Workers Compensation	26,458	26,900	22,600	21,700
	Total Benefits	389,118	389,975	374,898	370,217
Professional Services					
320	Instructor Pay	104,331	126,500	114,500	126,500
324	Other Professional	1,200	1,500	1,500	1,500
340	Information Technology	1,290	2,400	2,400	2,820
342	Trash Hauls	9,268	9,900	9,900	9,900
344	Contract Labor	15,638	18,000	18,000	18,000
	Total Professional Services	131,728	158,300	146,300	158,720
Maintenance					
411	Vehicle Maintenance	4,162	5,500	5,500	5,500
413	Machinery and Equipment Maintenance	13,397	17,400	17,400	17,400
420	Building Maintenance	285,994	326,923	324,998	343,762
421	HVAC Maintenance	115,836	108,305	108,305	110,068
422	Grounds Maintenance	125,222	130,000	130,000	130,000
424	Pool Maintenance	103,334	107,000	119,000	109,600
425	Parks Maintenance	386,580	518,543	481,173	515,684
461	Rental of Equipment	439	2,150	2,150	2,150
	Total Maintenance	1,034,965	1,215,821	1,188,526	1,234,164

PARKS, RECREATION, AND FACILITIES COMBINED EXPENDITURES

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Contractual Services					
520	Communications	\$ 5,755	\$ 6,720	\$ 6,720	\$ 6,720
522	Postage	984	1,800	1,800	1,800
530	Advertisements and Official Notices	448	1,250	1,250	1,250
540	Programs - Special Events	90,667	138,000	138,000	138,000
541	Programs - Senior Activities	12,086	10,500	10,500	12,000
542	Programs - Athletics	47,880	48,800	48,800	48,800
544	Programs - Recreation/Pool	6,385	8,000	9,500	9,500
550	Dues and Fees	3,724	4,410	4,410	4,510
551	Permits and Licenses	1,171	1,700	1,700	1,700
560	Travel Mileage Allowance	-	-	-	-
570	Education and Training	8,800	13,710	13,710	9,760
Total Contractual Services		177,901	234,890	236,390	234,040
Materials and Supplies					
600	Office Supplies	4,268	3,500	3,500	3,500
601	Information Technology Supplies	1,013	1,200	1,200	2,200
602	Small Tools and Minor Equipment	8,201	9,200	9,200	10,200
603	Janitorial and Cleaning Supplies	9,492	8,700	8,700	8,700
604	First Aid Supplies	1,146	2,400	2,400	2,400
605	Vehicle Supplies	114	300	300	300
610	Operating Supplies	26,899	38,991	38,991	36,900
612	Chemicals	45,415	45,850	45,850	45,850
617	Reserved Donations	-	-	-	-
620	Natural Gas	25,986	35,175	35,175	35,030
621	Electricity	195,309	201,000	201,000	181,000
625	Fuel	5,970	8,750	8,750	9,000
650	Uniforms/Wearing Apparel	8,069	11,000	9,500	9,500
Total Materials and Supplies		331,881	366,066	364,566	344,580
Credit Card Fees					
711	Credit Card Fees	35,887	34,000	34,000	34,000
Total Credit Card Fees		35,887	34,000	34,000	34,000
Capital Outlay					
905	Machinery and Equipment	10,847	-	-	-
Total Capital Outlay		10,847	-	-	-
Department Total		\$ 3,410,443	\$ 3,717,857	\$ 3,673,279	\$ 3,721,055

Attachment: Final Proposed Budget Presented to Council 07.17.17 (2271 : FY 2018 Proposed Budget Presentation)

FACILITIES - 6015

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 118,630	\$ 125,291	\$ 124,500	\$ 122,461
110	Part Time Employees	2,601	2,900	2,900	2,900
120	Overtime	1,583	1,800	1,800	1,800
130	Longevity	1,648	1,744	1,744	740
140	Sick Leave Buy Back	513	600	1,900	600
	Total Salaries	124,973	132,335	132,844	128,501
Benefits					
210	Group Health Insurance	23,635	23,408	22,500	21,595
211	Health Savings Account	2,600	2,600	2,600	2,600
215	Group Dental Insurance	564	555	555	472
217	Group Life Insurance	497	499	499	604
220	Disability Insurance	281	288	288	349
230	Medicare/Social Security	1,768	2,099	1,900	1,863
240	Retirement Contributions	27,229	27,738	28,400	25,899
260	Workers Compensation	3,422	3,500	2,900	2,800
	Total Benefits	59,995	60,687	59,642	56,182
Professional Services					
342	Trash Hauls	6,391	6,400	6,400	6,400
	Total Professional Services	6,391	6,400	6,400	6,400
Maintenance					
411	Vehicle Maintenance	1,465	1,500	1,500	1,500
420	Building Maintenance	282,738	324,323	322,398	343,762
421	HVAC Maintenance	115,836	108,305	108,305	110,068
422	Grounds Maintenance	18	-	-	-
461	Rental of Equipment	54	400	400	400
	Total Maintenance	400,112	434,528	432,603	455,730
Contractual Services					
520	Communications	960	1,440	1,440	1,440
550	Dues and Fees	200	200	200	225
560	Travel Mileage Allowance	-	-	-	-
570	Education and Training	2,065	2,400	2,400	900
	Total Contractual Services	3,225	4,040	4,040	2,565

FACILITIES - 6015

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Materials and Supplies					
602	Small Tools and Minor Equipment	\$ 1,713	\$ 1,500	\$ 1,500	\$ 1,500
603	Janitorial and Cleaning Supplies	4,623	4,500	4,500	4,500
610	Operating Supplies	3,791	4,800	4,800	4,800
612	Chemicals	-	650	650	650
620	Natural Gas	9,339	12,775	12,775	12,630
621	Electricity	160,859	166,000	166,000	150,000
625	Fuel	355	500	500	500
650	Uniforms/Wearing Apparel	550	1,000	1,000	1,000
Total Materials and Supplies		181,230	191,725	191,725	175,580
Department Total		\$ 775,926	\$ 829,715	\$ 827,254	\$ 824,958

ADMINISTRATION - 6030

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 229,982	\$ 248,515	\$ 249,100	\$ 261,260
110	Part Time Employees	6,836	-	9,000	-
120	Overtime	975	1,000	1,000	1,000
130	Longevity	1,272	1,388	1,388	1,520
140	Sick Leave Buy Back	2,969	3,000	4,200	3,000
	Total Salaries	242,034	253,903	264,688	266,780
Benefits					
210	Group Health Insurance	28,075	28,245	26,000	21,595
211	Health Savings Account	975	2,600	2,600	2,600
215	Group Dental Insurance	518	555	555	472
217	Group Life Insurance	1,097	1,101	1,101	1,148
220	Disability Insurance	625	640	640	667
230	Medicare/Social Security	3,779	3,682	5,000	3,868
240	Retirement Contributions	50,091	54,411	54,500	55,010
260	Workers Compensation	2,606	2,700	2,700	2,200
	Total Benefits	87,765	93,934	93,096	87,560
Contractual Services					
520	Communications	963	1,440	1,440	1,440
522	Postage	659	1,200	1,200	1,200
530	Advertisements and Official Notices	-	750	750	750
550	Dues and Fees	705	900	900	900
570	Education and Training	2,114	3,900	3,900	2,300
	Total Contractual Services	4,440	8,190	8,190	6,590
Materials and Supplies					
600	Office Supplies	4,185	3,500	3,500	3,500
610	Operating Supplies	1,093	1,000	1,000	1,000
	Total Materials and Supplies	5,277	4,500	4,500	4,500
Department Total		\$ 339,516	\$ 360,527	\$ 370,474	\$ 365,430

MAINTENANCE - 6031

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 189,741	\$ 193,355	\$ 193,355	\$ 198,863
120	Overtime	3,742	2,500	2,500	2,500
130	Longevity	1,880	2,072	2,072	2,264
140	Sick Leave Buy Back	2,635	2,700	2,700	2,700
	Total Salaries	197,999	200,627	200,627	206,327
Benefits					
210	Group Health Insurance	38,476	39,343	39,500	34,947
211	Health Savings Account	3,900	3,900	4,600	4,550
215	Group Dental Insurance	752	740	740	632
217	Group Life Insurance	811	813	813	864
220	Disability Insurance	492	507	507	537
230	Medicare/Social Security	2,560	2,909	2,800	2,992
240	Retirement Contributions	42,800	42,994	43,600	42,545
260	Workers Compensation	4,256	4,300	3,500	3,500
	Total Benefits	94,047	95,506	96,060	90,567
Professional Services					
342	Trash Hauls	2,878	3,500	3,500	3,500
344	Contract Labor	15,638	18,000	18,000	18,000
	Total Professional Services	18,516	21,500	21,500	21,500
Maintenance					
411	Vehicle Maintenance	2,697	3,000	3,000	3,000
413	Machinery and Equipment Maintenance	-	1,500	1,500	1,500
420	Building Maintenance	-	-	-	-
422	Grounds Maintenance	125,203	130,000	130,000	130,000
425	Parks Maintenance	386,580	518,543	481,173	515,684
461	Rental of Equipment	385	1,750	1,750	1,750
	Total Maintenance	514,865	654,793	617,423	651,934
Contractual Services					
520	Communications	1,912	1,920	1,920	1,920
530	Advertisements and Official Notices	448	500	500	500
550	Dues and Fees	247	350	350	425
560	Travel Mileage Allowance	-	-	-	-
551	Permits and Licenses	-	50	50	50
570	Education and Training	2,653	3,000	3,000	2,150
	Total Contractual Services	5,260	5,820	5,820	5,045

MAINTENANCE - 6031

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Materials and Supplies					
602	Small Tools and Minor Equipment	\$ 2,033	\$ 3,000	\$ 3,000	\$ 4,000
603	Janitorial and Cleaning Supplies	1,223	1,000	1,000	\$ 1,000.00
604	First Aid Supplies	-	100	100	\$ 100.00
605	Vehicle Supplies	114	300	300	\$ 300.00
610	Operating Supplies	3,396	3,000	3,000	\$ 4,000.00
612	Chemicals	77	200	200	\$ 200.00
625	Fuel	5,614	8,250	8,250	\$ 8,500.00
650	Uniforms/Wearing Apparel	1,184	1,500	1,500	\$ 1,500.00
Total Materials and Supplies		13,642	17,350	17,350	19,600
Department Total		\$ 844,329	\$ 995,596	\$ 958,780	\$ 994,973

RECREATION - 6032

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 107,740	\$ 112,130	\$ 112,130	\$ 117,873
110	Part Time Employees	84,590	92,000	92,000	90,000
120	Overtime	-	-	-	-
130	Longevity	268	364	364	460
140	Sick Leave Buy Back	-	-	-	-
	Total Salaries	192,599	204,494	204,494	208,333
Benefits					
210	Group Health Insurance	13,738	13,594	13,594	12,534
211	Health Savings Account	1,300	1,300	1,300	1,300
215	Group Dental Insurance	376	370	370	363
217	Group Life Insurance	478	496	496	542
220	Disability Insurance	272	288	288	313
230	Medicare/Social Security	8,028	8,669	6,500	8,601
240	Retirement Contributions	23,259	24,108	24,108	24,400
250	Unemployment Compensation	-	-	-	-
260	Workers Compensation	4,612	4,700	3,900	3,800
	Total Benefits	52,063	53,525	50,556	51,853
Professional Services					
320	Instructor Pay	77,573	100,000	88,000	100,000
340	Information Technology	1,290	2,400	2,400	2,820
	Total Professional Services	78,863	102,400	90,400	102,820
Maintenance					
411	Vehicle Maintenance	-	1,000	1,000	1,000
413	Machinery and Equipment Maintenance	1,377	2,400	2,400	2,400
	Total Maintenance	1,377	3,400	3,400	3,400
Contractual Services					
520	Communications	960	960	960	960
522	Postage	326	600	600	600
540	Programs - Special Events	90,667	138,000	138,000	138,000
541	Programs - Senior Activities	12,086	10,500	10,500	12,000
544	Programs - Recreation/Pool	3,556	3,500	3,500	3,500
550	Dues and Fees	712	700	700	700
551	Permits and Licenses	1,028	1,500	1,500	1,500
570	Education and Training	1,052	1,800	1,800	1,800
	Total Contractual Services	110,386	157,560	157,560	159,060
Materials and Supplies					
601	Information Technology Supplies	1,013	1,200	1,200	2,200
610	Operating Supplies	15,105	24,800	19,800	16,800
650	Uniforms/Wearing Apparel	1,824	2,000	2,000	2,000
	Total Materials and Supplies	17,942	28,000	23,000	21,000

RECREATION - 6032

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Credit Card Fees					
711	Credit Card Fees	\$ 35,887	\$ 34,000	\$ 34,000	\$ 34,000
	Total Credit Card Fees	35,887	34,000	34,000	34,000
Capital Purchases					
905	Machinery and Equipment	\$ 10,847	\$ -	\$ -	\$ -
	Total Capital Purchases	10,847	-	-	-
	Department Total	\$ 499,965	\$ 583,379	\$ 563,410	\$ 580,466

AQUATICS - 6033

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 73,290	\$ 53,242	\$ 53,242	\$ 55,964
110	Part Time Employees	306,352	300,000	300,000	310,000
120	Overtime	3,640	4,000	4,000	4,000
130	Longevity	1,163	-	-	72
140	Sick Leave Buy Back	1,440	1,500	-	1,500
	Total Salaries	385,885	358,742	357,242	371,536
Benefits					
210	Group Health Insurance	10,308	6,797	13,500	6,267
211	Health Savings Account	2,275	650	1,300	1,300
215	Group Dental Insurance	248	185	185	115
217	Group Life Insurance	284	254	254	247
220	Disability Insurance	161	147	147	144
230	Medicare/Social Security	24,011	23,802	14,500	24,607
240	Retirement Contributions	17,350	12,588	11,500	12,689
260	Workers Compensation	7,908	8,000	6,600	6,400
	Total Benefits	62,545	52,423	47,986	51,769
Professional Services					
320	Instructor Pay	11,093	12,500	12,500	12,500
324	Other Professional	1,200	1,500	1,500	1,500
	Total Professional Services	12,293	14,000	14,000	14,000
Maintenance					
413	Machinery and Equipment Maintenance	10,300	10,500	10,500	10,500
420	Building Maintenance	3,256	2,600	2,600	-
424	Pool Maintenance	103,334	107,000	119,000	109,600
	Total Maintenance	116,891	120,100	132,100	120,100
Contractual Services					
520	Communications	480	480	480	480
544	Programs - Recreation/Pool	2,829	4,500	6,000	6,000
550	Dues and Fees	152	350	350	350
570	Education and Training	667	1,600	1,600	1,600
	Total Contractual Services	4,128	6,930	8,430	8,430

AQUATICS - 6033

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Materials and Supplies					
600	Office Supplies	\$ 83	\$ -	\$ -	\$ -
602	Small Tools and Minor Equipment	4,455	4,700	4,700	4,700
603	Janitorial and Cleaning Supplies	3,645	3,200	3,200	3,200
604	First Aid Supplies	856	2,000	2,000	2,000
610	Operating Supplies	3,515	5,391	10,391	10,300
612	Chemicals	45,338	45,000	45,000	45,000
620	Natural Gas	16,647	22,400	22,400	22,400
621	Electricity	34,450	35,000	35,000	31,000
650	Uniforms/Wearing Apparel	4,511	6,500	5,000	5,000
Total Materials and Supplies		113,500	124,191	127,691	123,600
Department Total		\$ 695,241	\$ 676,386	\$ 687,449	\$ 689,435

ATHLETICS - 6034

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 60,027	\$ 60,620	\$ 60,620	\$ 63,725
110	Part Time Employees	94,564	108,000	108,000	100,000
120	Overtime	-	-	-	-
130	Longevity	36	84	84	132
140	Sick Leave Buy Back	-	-	-	-
	Total Salaries	154,627	168,704	168,704	163,857
Benefits					
210	Group Health Insurance	6,894	6,797	6,797	6,267
211	Health Savings Account	650	650	650	650
215	Group Dental Insurance	188	185	185	165
217	Group Life Insurance	264	263	263	292
220	Disability Insurance	150	154	154	169
230	Medicare/Social Security	8,184	9,142	3,500	8,576
240	Retirement Contributions	12,719	13,009	13,009	13,167
260	Workers Compensation	3,653	3,700	3,000	3,000
	Total Benefits	32,702	33,900	27,558	32,286
Professional Services					
320	Instructor Pay	15,665	14,000	14,000	14,000
	Total Professional Services	15,665	14,000	14,000	14,000
Maintenance					
411	Vehicle Maintenance	-	-	-	-
413	Machinery and Equipment Maintenance	1,720	3,000	3,000	3,000
	Total Maintenance	1,720	3,000	3,000	3,000
Contractual Services					
520	Communications	480	480	480	480
542	Programs - Athletics	47,880	48,800	48,800	48,800
550	Dues and Fees	1,709	1,910	1,910	1,910
551	Permits and Licenses	143	150	150	150
570	Education and Training	250	1,010	1,010	1,010
	Total Contractual Services	50,462	52,350	52,350	52,350
Materials and Supplies					
604	First Aid Supplies	290	300	300	300
	Total Materials and Supplies	290	300	300	300
Capital Outlay					
905	Machinery and Equipment	-	-	-	-
	Total Capital Outlay	-	-	-	-
Department Total		\$ 255,465	\$ 272,254	\$ 265,912	\$ 265,793



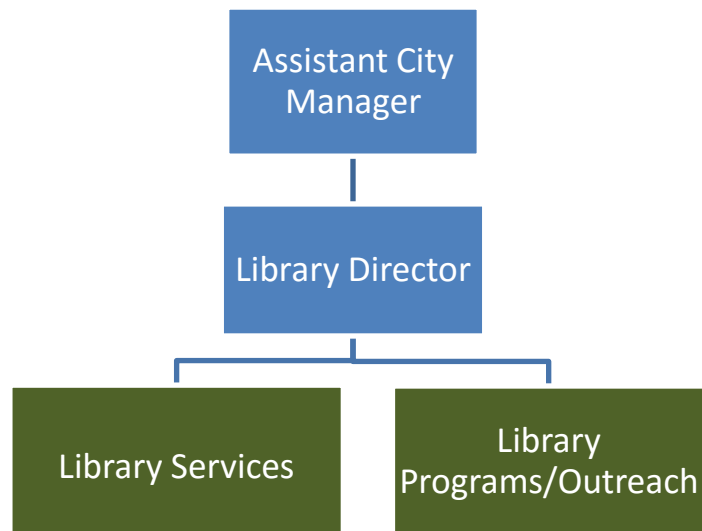
FY 2018

Library

Why Statement

The Bellaire City Library serves as an information center: connecting people with information, ideas and experiences to promote life-long learning and literacy development that will strengthen the Bellaire community.

Reporting Relationships



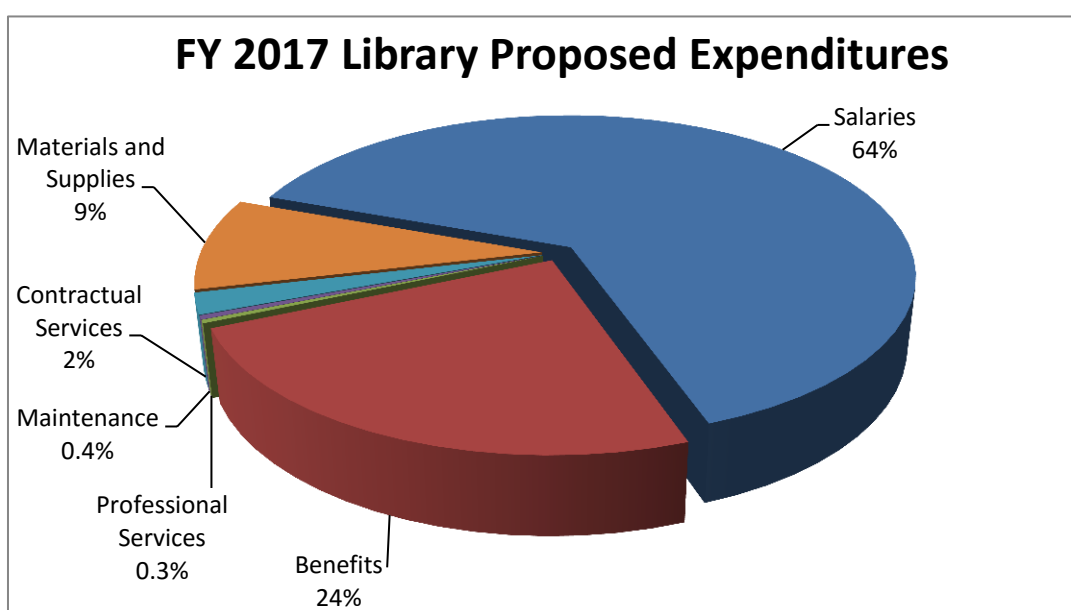
Base Level Services

- Manage the resources of the library (materials, space and people)
- Offers learning opportunities through the selection, preservation, and organization of books and related educational and recreational materials
- Promotes early childhood literacy and summer reading opportunities for all ages
- Provide public access to technology with computers connected to the Internet, electronic services and basic office machinery
- Serve the community as a center of reliable information for civic engagement, providing assistance to those gathering materials and facts within the library and referring individuals and organizations to other resources when necessary
- Civic memory through historical archives

LIBRARY - 7035

Expenditure Summary

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 393,824	\$ 438,100	\$ 437,409	\$ 445,251
Benefits	154,818	165,256	158,849	166,187
Professional Services	147	2,530	2,252	2,320
Maintenance	2,498	2,850	2,566	2,800
Contractual Services	14,733	18,166	16,482	14,572
Materials and Supplies	53,614	69,920	70,020	63,940
Total Expenditures	\$ 619,634	\$ 696,822	\$ 687,578	\$ 695,070



LIBRARY - 7035

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 377,329	\$ 417,688	\$ 416,800	\$ 425,879
110	Part Time Employees	10,336	12,000	12,800	12,000
130	Longevity	6,159	6,012	6,159	4,972
140	Sick Leave Buy Back	-	2,400	1,650	2,400
	Total Salaries	393,824	438,100	437,409	445,251
Benefits					
210	Group Health Insurance	57,451	58,438	60,200	58,654
211	Health Savings Account	4,550	3,900	3,900	6,067
215	Group Dental Insurance	1,225	1,295	1,177	1,226
217	Group Life Insurance	1,350	1,236	1,510	1,648
220	Disability Insurance	909	878	1,004	1,056
230	Medicare/Social Security	5,105	7,096	5,094	7,200
240	Retirement Contributions	83,215	91,313	84,952	89,336
260	Workers Compensation	1,012	1,100	1,012	1,000
	Total Benefits	154,818	165,256	158,849	166,187
Professional Services					
324	Other Professional	147	2,530	2,252	2,320
	Total Professional Services	147	2,530	2,252	2,320
Maintenance					
413	Machinery and Equipment Maintenance	32	100	100	100
461	Rental of Equipment	2,466	2,750	2,466	2,700
	Total Maintenance	2,498	2,850	2,566	2,800
Contractual Services					
522	Postage	187	275	250	250
543	Programs - Library	2,149	2,450	2,450	2,500
550	Dues and Fees	661	1,055	1,055	1,079
551	Permits and Licenses	9,839	10,486	8,552	8,805
560	Travel Mileage Allowance	-	-	275	-
570	Education and Training	1,896	3,900	3,900	1,938
	Total Contractual Services	14,733	18,166	16,482	14,572
Materials and Supplies					
600	Office Supplies	912	1,100	1,100	1,000
602	Small Tools and Minor Equipment	7	50	50	50
604	First Aid/Medical	12	20	20	20
610	Operating Supplies	2,324	2,500	2,500	2,500
640	Adult/Reference Books	18,602	27,280	27,280	25,200
641	Children's/Youth Books	19,244	22,320	22,320	22,320
642	Periodicals	3,837	4,000	4,100	4,100
643	Audio-Visual	8,536	12,400	12,400	8,500
650	Uniforms/Wearing Apparel	140	250	250	250
	Total Materials and Supplies	53,614	69,920	70,020	63,940
Department Total		\$ 619,634	\$ 696,822	\$ 687,578	\$ 695,070



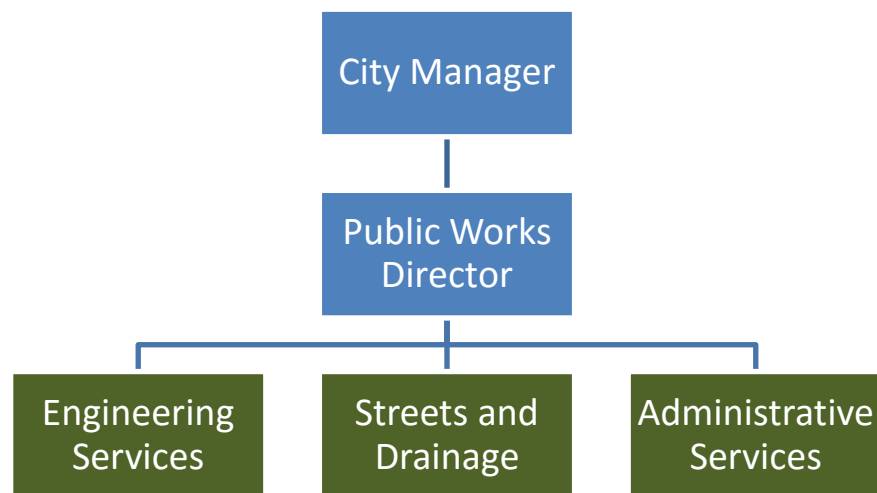
FY 2018

Public Works

Why Statement

The Streets and Drainage Division of the Public Works Department is responsible for the maintenance and operation of all City of Bellaire street, drainage, and traffic control system infrastructure. This work is done to ensure proper system functionality and to maximize the useable life of the infrastructure assets.

Reporting Relationships



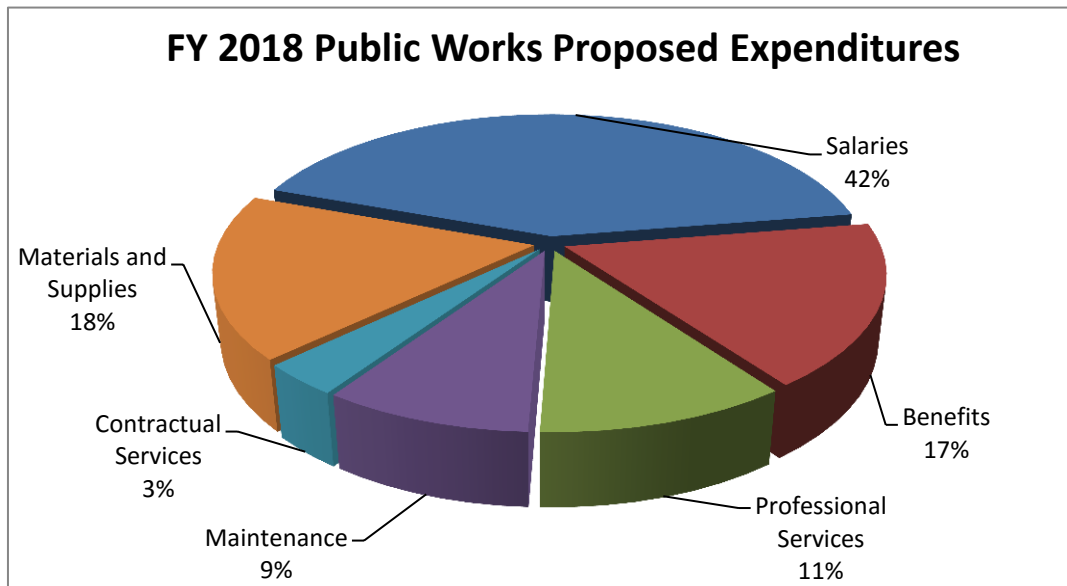
The City is currently evaluating a potential reorganization that would affect this department.

Base Level Services

- Repairs to City streets via in house resources or contractor
- Inspection and cleaning of City storm sewer infrastructure
- Repairs to City storm drainage system via in house resources or contractor
- Cleaning streets of accumulated dirt, debris, and leaves using the City-owned street sweeper
- Maintaining the City's traffic control devices: traffic signals, traffic control signage, street name signs, etc., through in house or contracted resources

PUBLIC WORKS - 8051

Expenditure Summary	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 404,414	\$ 489,382	\$ 439,000	\$ 500,789
Benefits	179,345	222,520	191,640	208,282
Professional Services	182,121	148,000	163,000	128,000
Maintenance	89,954	108,000	108,000	106,000
Contractual Services	6,807	27,640	26,140	41,024
Materials and Supplies	193,898	203,600	205,100	210,244
Capital Outlay	-	-	-	-
Total Expenditures	\$ 1,056,539	\$ 1,199,142	\$ 1,132,880	\$ 1,194,339



PUBLIC WORKS - 8051

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 382,830	\$ 481,242	\$ 424,000	\$ 489,341
105	Incentive Pay	-	-	-	-
110	Part Time Employees	8,087	-	3,000	-
120	Overtime	8,316	5,000	8,000	8,000
125	Call Out Pay	813	1,000	1,000	2,000
130	Longevity	3,862	1,540	2,500	848
140	Sick Leave Buy Back	506	600	500	600
	Total Salaries	404,414	489,382	439,000	500,789
Benefits					
210	Group Health Insurance	60,173	78,795	64,500	67,219
211	Health Savings Account	3,250	5,850	8,000	8,044
215	Group Dental Insurance	1,452	1,665	1,400	1,612
217	Group Life Insurance	1,357	2,050	1,500	1,824
220	Disability Insurance	809	1,189	940	1,059
230	Medicare/Social Security	5,652	7,096	5,300	7,261
240	Retirement Contributions	85,930	104,875	91,500	103,263
260	Workers Compensation	20,722	21,000	18,500	18,000
	Total Benefits	179,345	222,520	191,640	208,282
Professional Services					
323	Engineering Services	89,662	113,000	113,000	103,000
344	Contract Labor	92,459	25,000	40,000	25,000
	Total Professional Services	182,121	148,000	163,000	128,000
Maintenance					
411	Vehicle Maintenance	25,570	27,000	27,000	27,000
413	Machinery and Equipment Mainter	870	2,000	2,000	2,000
430	Paving Maintenance	27,486	35,000	35,000	33,000
431	Storm Sewer Maintenance	1,730	8,000	8,000	8,000
438	Traffic Signal Maintenance	34,231	35,000	35,000	35,000
461	Rental of Equipment	67	1,000	1,000	1,000
	Total Maintenance	89,954	108,000	108,000	106,000
Contractual Services					
520	Communications	888	1,440	1,440	5,080
522	Postage	362	3,000	1,500	3,000
530	Advertisements and Official Notice	-	1,000	1,000	1,000
550	Dues and Fees	690	1,000	1,000	2,700
551	Permits and Licenses	-	10,200	10,200	10,344
560	Travel Mileage Allowance	2,395	3,000	3,000	3,000
570	Education and Training	2,473	8,000	8,000	15,900
	Total Contractual Services	6,807	27,640	26,140	41,024

PUBLIC WORKS - 8051

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Materials and Supplies					
600	Office Supplies	\$ 1,698	\$ 2,000	\$ 2,000	\$ 2,000
602	Small Tools and Minor Equipment	4,658	5,000	5,000	5,000
604	First Aid Supplies	119	300	300	300
605	Vehicle Supplies	-	400	400	400
610	Operating Supplies	1,787	1,400	2,900	2,980
612	Chemicals	154	500	500	500
613	Traffic Signs and Street Markers	10,155	16,000	16,000	15,000
621	Electricity	164,199	160,000	160,000	158,300
623	Hardware and Software	-	-	-	-
625	Fuel	8,642	13,000	13,000	22,000
650	Uniforms/Wearing Apparel	2,487	5,000	5,000	3,764
Total Materials and Supplies		193,898	203,600	205,100	210,244
Capital Outlay					
905	Machinery and Equipment	-	-	-	-
906	Vehicles	-	-	-	-
Total Capital Outlay		-	-	-	-
Department Total		\$ 1,056,539	\$ 1,199,142	\$ 1,132,880	\$ 1,194,339

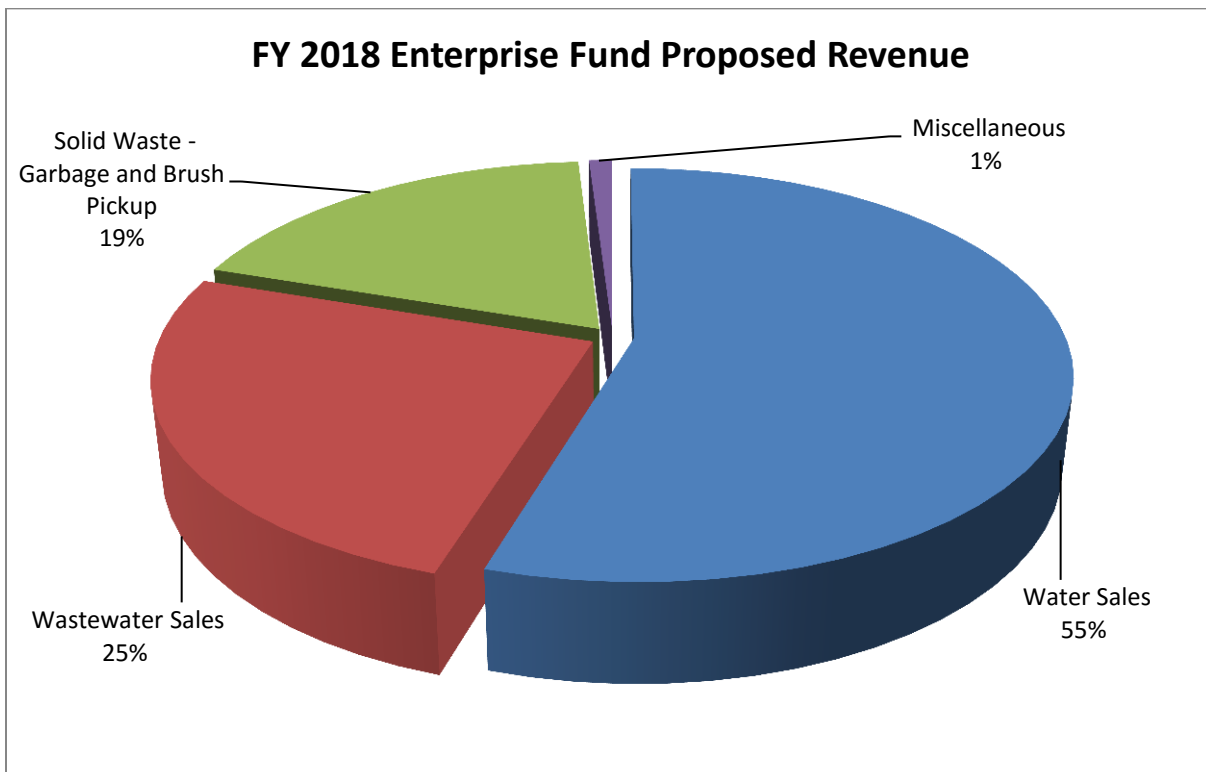


FY 2018

Enterprise Fund

Description

The Enterprise Fund accounts for the operations of the City's water, wastewater, and solid waste (including recycling) services. Water sales for the Enterprise Fund make up 55% of total budgeted revenue. Wastewater and solid waste services make up 25% and 19%, respectively. The Enterprise Fund is different from the General Fund, in that residents pay direct user charges, and billing is based on individual consumption and/or service. As a result, each resident pays only for utility services which they individually consume. Because of this characteristic, the utility operations provided by the City are similar to those found in the private sector.



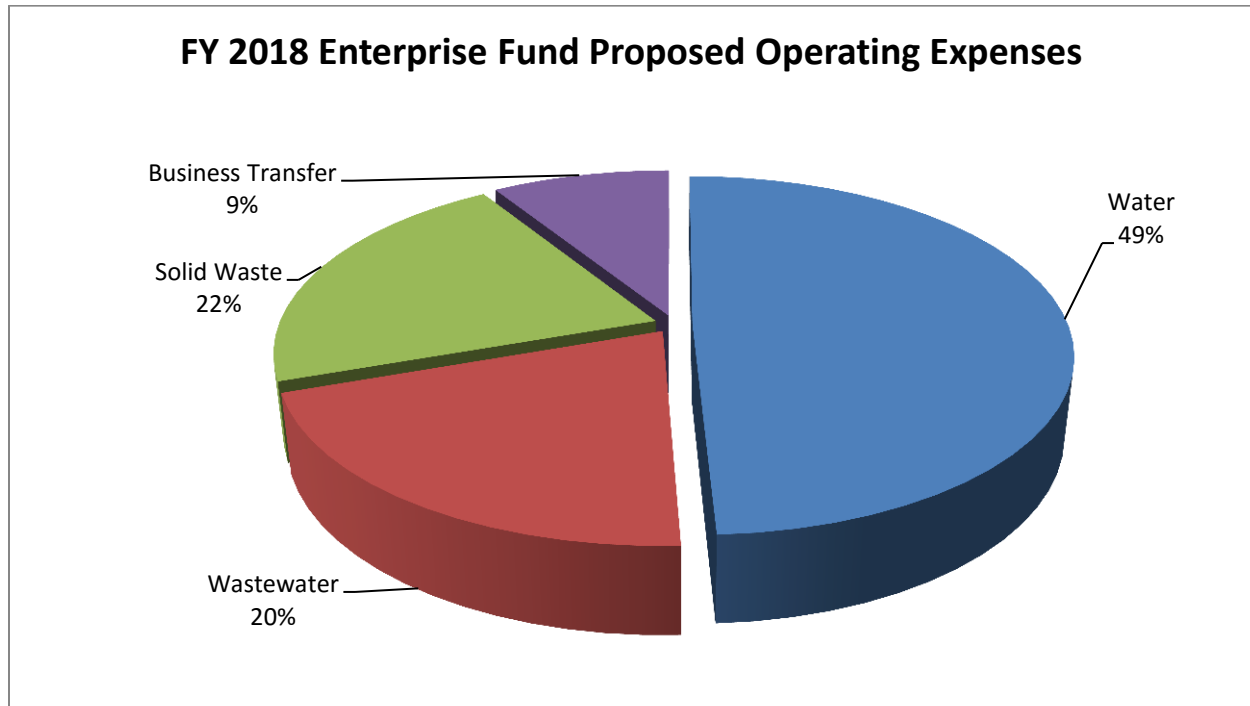
Large-scale capital improvements that benefit the Enterprise Fund, such as SCADA, system improvements, wastewater plant upgrades, water and wastewater line improvements, water meter replacements, and other utility infrastructure improvements are included in the Capital Improvement Plan. The Enterprise Fund has FY 2018 budgeted transfers of \$120,000 to the Capital Improvement Fund to fund capital improvement projects.

The Enterprise Fund has FY 2018 budgeted transfers of \$1,750,436 to the Debt Service Fund to fund debt payments related to enterprise capital projects.

The Enterprise Fund annually transfers \$624,000 to the General Fund to reimburse overhead costs. The Enterprise Fund also makes an annual transfer to the Vehicle and Equipment Replacement Fund. The FY 2018 transfer is budgeted for \$357,000.

The City's Enterprise Fund includes full garbage and curbside collection. The City maintains all wastewater and water facilities. The City receives approximately 50% of its water from the City of Houston and the remainder from ground water.

Water acquisition is the largest budgeted expense at 49% of total budgeted operating expenses. Solid waste and wastewater expenses are 22% and 20%, respectively.



ENTERPRISE FUND SUMMARY

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Beginning Working Capital	\$ 2,670,089	\$ 1,566,233	\$ 1,566,233	\$ 622,147
Revenues				
Water Sales	3,311,722	4,183,494	3,887,910	4,890,830
Wastewater Sales	2,177,648	2,163,437	2,289,718	2,267,088
Solid Waste - Garbage and Brush Pickup	1,678,378	1,881,660	1,692,450	1,683,700
Miscellaneous	88,513	113,552	110,680	89,500
Total Revenues	7,256,261	8,342,143	7,980,758	8,931,118
Operating Expenses				
Water Production	487,037	518,463	568,383	480,853
Water Distribution	532,116	609,261	554,685	567,855
Utility Billing	316,008	278,855	278,514	312,751
Surface Water	1,766,117	2,020,961	1,987,931	1,953,800
Total Water Expenses	3,101,277	3,427,540	3,389,513	3,315,259
Wastewater Collection	427,403	611,299	522,649	525,080
Wastewater Treatment	877,170	803,848	802,890	832,851
Total Wastewater Expenses	1,304,574	1,415,147	1,325,539	1,357,931
Solid Waste - Garbage & Brush Pickup	1,322,412	1,487,047	1,463,793	1,466,161
Total Solid Waste Expenses	1,322,412	1,487,047	1,463,793	1,466,161
Business Enterprise Transfer to General Fund	624,000	624,000	624,000	624,000
Total Operating Expenses	6,352,263	6,953,734	6,802,845	6,763,351
Revenues Over (Under) Operating Expenses	903,999	1,388,409	1,177,913	2,167,767
Non-Operating Revenues				
Transfer In	-	-	-	-
Gain on Investments	1,111	8,500	-	1,000
Total Non-Operating Revenues	1,111	8,500	-	1,000
Non-Operating Expenses				
Contingency	-	-	-	-
Transfer to Debt Service Fund	950,000	950,000	950,000	1,750,436
Transfer to Capital Improvement Program	530,000	650,000	650,000	120,000
Transfer to Vehicle and Equipment Replacement	542,000	522,000	522,000	357,000
Total Non-Operating Expenses	2,022,000	2,122,000	2,122,000	2,227,436
Total Expenses	8,374,263	9,075,734	8,924,845	8,990,787
FY 2018 Proposed Budget Enhancements				-
Ending Working Capital	\$ 1,553,199	\$ 841,142	\$ 622,147	\$ 563,479
Working Capital	\$ 1,566,233	\$ 841,142	\$ 622,146	\$ 563,477
30/60 Day Working Capital Balance Requirement*	\$ 1,058,710	\$ 579,478	\$ 566,904	\$ 563,613
Over (Under) 30/60 Day Requirement*	\$ 507,523	\$ 261,664	\$ 55,242	\$ (136)

* 60 Day Working Capital Requirement reduced to 30 Day Working Capital Requirement for FY 2017 and FY 2018.

Attachment: Final Proposed Budget Presented to Council 07.17.17 (2271 : FY 2018 Proposed Budget Presentation)

ENTERPRISE FUND COMBINED EXPENSE DETAIL

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 960,289	\$ 1,167,422	\$ 1,009,346	\$ 1,200,191
105	Incentive pay	1,946	-	2,850	6,173
120	Overtime	85,665	51,650	65,622	54,900
125	Call Out Pay	7,854	2,500	8,300	9,600
130	Longevity	7,730	6,592	6,216	7,940
140	Sick Leave Buy Back	3,250	1,700	3,540	1,700
	Total Salaries	1,066,734	1,229,864	1,095,874	1,280,504
Benefits					
210	Group Health Insurance	192,927	245,779	200,110	224,207
211	Health Savings Account	15,925	21,358	17,550	20,475
215	Group Dental Insurance	4,600	5,735	5,040	5,816
217	Group Life Insurance	4,240	5,107	4,861	5,411
220	Disability Insurance	2,404	2,959	2,886	3,281
230	Medicare/Social Security	15,045	17,793	15,591	19,619
240	Retirement Contributions	232,041	262,966	243,192	265,681
260	Workers Compensation	34,870	34,720	29,714	29,600
	Total Benefits	502,088	596,417	518,944	574,090
	Total Personnel & Benefits	1,568,822	1,826,281	1,614,818	1,854,594
Professional Services					
323	Engineers, Architects, Arborists, Planners	61,165	74,700	107,700	54,000
324	Other Professional	330	1,000	1,000	25,000
340	Information Technology	6,000	6,060	6,000	53,400
341	Meter Reading	75,647	77,500	78,000	39,000
342	Trash Hauls	302,740	360,000	360,000	350,000
343	Other Technical Services	53,924	63,200	63,200	55,800
344	Contract Labor	322,730	156,690	217,650	69,000
	Total Professional Services	822,536	739,150	833,550	646,200
Maintenance					
410	Information Technology Maintenance	-	1,720	1,000	2,000
411	Vehicle Maintenance	192,810	196,800	200,800	189,650
413	Machinery and Equipment Maintenance	8,257	11,500	11,500	9,000
414	Other Maintenance	997	4,500	4,500	4,500
415	Generator Maintenance	12,848	26,000	26,000	10,000
420	Building Maintenance	50,101	44,500	44,500	38,000
421	HVAC Maintenance	-	3,600	3,600	3,600
422	Ground Maintenance	-	8,500	3,500	8,500
433	Sanitary Sewer	31,687	33,000	43,000	33,000
434	Water Main Maintenance	127,111	183,792	181,792	130,000
435	Water Well Maintenance	70,842	62,440	62,440	70,000
436	Lift Station Maintenance	35,730	37,000	37,000	37,000
437	Treatment Plant Maintenance	79,165	60,000	60,000	45,000
461	Rental of Equipment	6,283	14,900	14,900	11,200
	Total Maintenance	615,832	688,252	694,532	591,450

ENTERPRISE FUND COMBINED EXPENSE DETAIL

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Contractual Services					
510	Risk Management	\$ 63,327	\$ 76,700	\$ 67,134	\$ 76,700
520	Communications	38,558	26,800	41,680	42,520
522	Postage	38,783	40,400	40,000	40,000
530	Advertisements and Official Notices	-	3,700	2,700	3,700
550	Dues and Fees	316	400	500	3,910
551	Permits and Licenses	56,162	60,600	60,600	61,496
560	Travel Mileage Allowance	3,890	6,800	6,800	6,800
570	Education and Training	6,896	16,820	16,300	18,900
Total Contractual Services		207,932	232,220	235,714	254,026
Materials and Supplies					
600	Office Supplies	9,274	8,450	10,400	10,400
601	Information Technology Supplies	-	4,920	4,400	9,750
602	Small Tools and Minor Equipment	27,487	37,500	35,500	34,000
603	Janitorial and Cleaning	203	800	800	800
604	First Aid Supplies	470	1,900	1,900	1,800
605	Vehicles Supplies	3,438	7,800	7,800	7,800
610	Operating Supplies	10,441	10,000	10,000	10,375
611	Garbage Bags	72,226	100,000	75,000	85,000
612	Chemicals	71,241	57,900	82,900	137,900
618	Recycling Bins/Supplies	8,554	25,500	25,500	25,500
620	Natural Gas	283	300	300	300
621	Electricity	413,840	455,000	445,000	366,800
623	Hardware and Software	-	-	-	10,000
625	Fuel	66,527	98,900	98,900	76,500
650	Uniforms/Wearing Apparel	10,319	15,200	15,200	18,656
660	Surface Water Purchases	1,610,888	1,837,861	1,804,861	1,770,700
661	Ground Water Credits	143,173	170,800	170,770	170,800
699	Disaster Related Expenses	53,705	-	-	-
Total Materials and Supplies		2,502,068	2,832,831	2,789,231	2,737,081
Financial Services					
710	Banking Charges	-	1,000	1,000	-
711	Credit Card Fees	11,074	10,000	10,000	14,000
Total Financial Services		11,074	11,000	11,000	14,000
Capital Outlay					
905	Machinery and Equipment	-	-	-	42,000
Total Capital Outlay		-	-	-	42,000
Enterprise Fund Sub Totals		5,728,263	6,329,734	6,178,845	6,139,351
740	Transfers Out	2,646,000	2,746,000	2,746,000	2,851,436
FY2018 Proposed Budget Enhancements		-	-	-	-
Audit Entries		1,923,086	-	-	-
Enterprise Fund Totals		\$ 10,297,349	\$ 9,075,734	\$ 8,924,845	\$ 8,990,787

Attachment: Final Proposed Budget Presented to Council 07.17.17 (2271 : FY 2018 Proposed Budget Presentation)



FY 2018

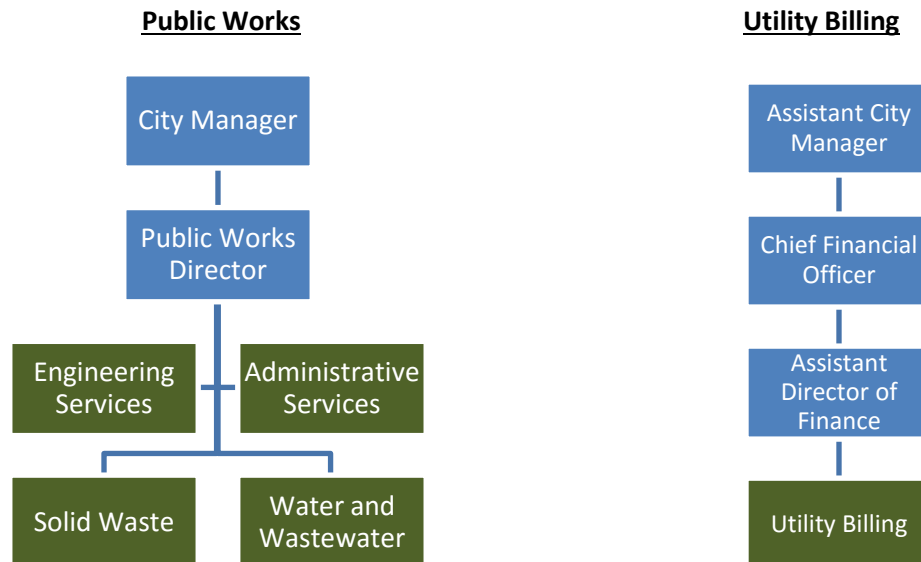
Public Works and Utility Billing

Why Statement

Solid Waste Division:

The Solid Waste Division of the Public Works Department is responsible for providing cost-efficient and environmentally conscious collection, transportation, and disposition of solid waste, recyclable items, along with limbs and brush generated in the City.

Reporting Relationships



The City is currently evaluating a potential reorganization that would affect the Public Works department.

Base Level Services

Engineering and Administrative Services

- Manages the City Engineer function provided by contracted professional services
- Plans, organizes, and provides overall direction and management and is responsible for management of design and construction
- Provides administrative and data processing support

Solid Waste

- Provides regular collection of household garbage, yard waste, brush, and recycling materials

Water and Wastewater

- Provides overall maintenance and repair to the sanitary sewer collection
- Operates and provides maintenance to the wastewater treatment plant and lift stations in compliance with EPA and TCEQ standards, rules and regulations
- Ensures daily wastewater operations meet plant permit and National Pollution Discharge Elimination System (NPDES) parameters
- Provides overall maintenance and repair of the water distribution system
- Ensures a continuous supply of potable water

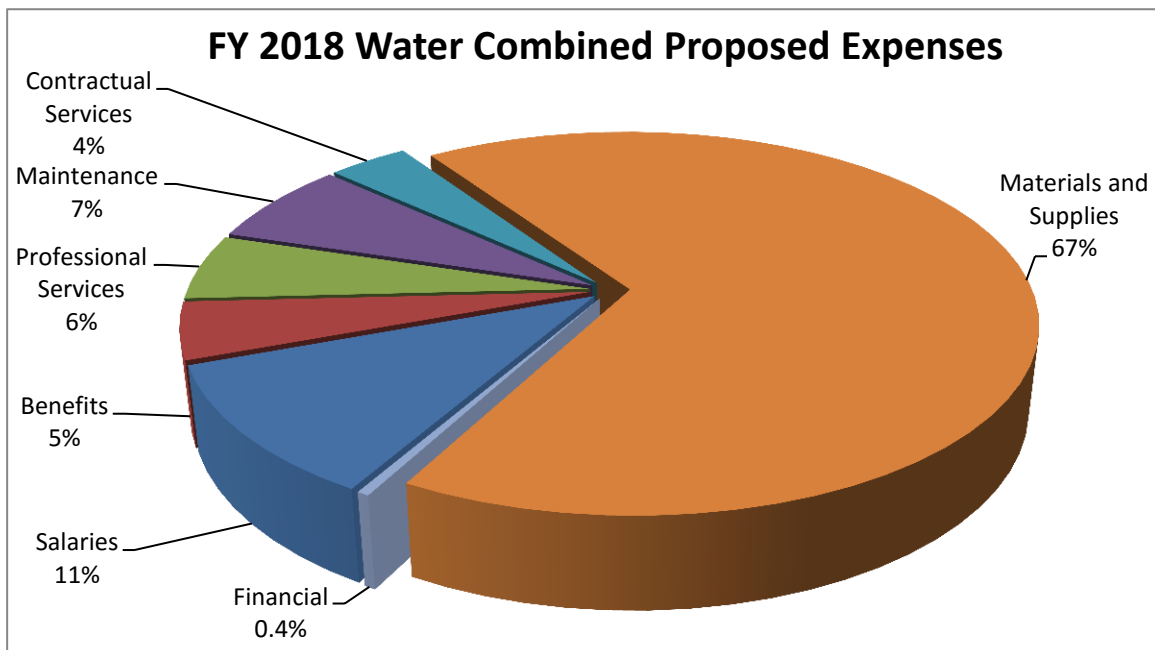
Utility Billing

- Prepares paper or E-bills to be distributed monthly
- Collects, records, and deposits payments daily
- Maintains account information and rates in Utility Program
- Works with customers to establish, cut off, or transfer service
- Prepares and submits work orders to Public Works to have service turned on or off or to correct meter problems daily

WATER COMBINED EXPENSES
(UTILITY BILLING, WATER PRODUCTION, WATER DISTRIBUTION, AND SURFACE WATER)

Expense Summary

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 301,278	\$ 331,189	\$ 295,354	\$ 366,358
Benefits	131,013	151,888	131,419	159,411
Professional Services	213,401	193,960	237,400	183,400
Maintenance	230,189	302,152	299,432	233,350
Contractual Services	120,839	120,120	131,277	124,590
Materials and Supplies	2,039,779	2,317,231	2,283,631	2,234,150
Financial	11,074	11,000	11,000	14,000
Total Expenses	\$ 3,047,573	\$ 3,427,540	\$ 3,389,513	\$ 3,315,259



UTILITY BILLING - 2060/2067

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 86,754	\$ 90,289	\$ 90,296	\$ 104,864
120	Overtime	\$ 253	3,922	3,922	6,000
130	Longevity	\$ 840	936	936	1,584
	Total Salaries	87,847	95,147	95,154	112,448
Benefits					
210	Group Health Insurance	\$ 13,738	13,594	13,010	15,328
211	Health Savings Account	\$ 1,300	1,300	1,300	1,300
215	Group Dental Insurance	\$ 376	370	364	363
217	Group Life Insurance	\$ 383	382	426	435
220	Disability Insurance	\$ 217	222	247	252
230	Medicare/Social Security	\$ 1,250	1,380	1,380	1,718
240	Retirement Contributions	\$ 18,889	20,390	20,392	23,187
260	Workers Compensation	\$ 210	300	241	300
	Total Benefits	36,361	37,938	37,360	42,883
	Total Personnel & Benefits	124,208	133,085	132,514	155,331
Professional Services					
340	Information Technology	\$ 6,000	6,060	6,000	53,400
341	Meter Reading	\$ 75,647	77,500	78,000	39,000
	Total Professional Services	81,647	83,560	84,000	92,400
Maintenance					
410	Information Technology Maintenance	\$ -	1,720	1,000	2,000
	Total Maintenance	-	1,720	1,000	2,000
Contractual Services					
522	Postage	\$ 38,783	40,400	40,000	40,000
570	Education and Training	\$ 271	2,020	1,500	2,020
	Total Contractual Services	39,054	42,420	41,500	42,020
Materials and Supplies					
600	Office Supplies	\$ 6,320	5,050	7,000	7,000
601	Information Technology Supplies	\$ -	2,020	1,500	-
	Total Materials and Supplies	6,320	7,070	8,500	7,000
Financial Services					
710	Banking Charges	-	1,000	1,000	-
711	Credit Card Fees	11,074	10,000	10,000	14,000
	Total Financial Services	11,074	11,000	11,000	14,000
	Department Total	\$ 262,303	\$ 278,855	\$ 278,514	\$ 312,751

Attachment: Final Proposed Budget Presented to Council 07.17.17 (2271 : FY 2018 Proposed Budget Presentation)

WATER PRODUCTION - 8061

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 30,577	\$ 36,292	\$ 38,500	\$ 40,494
105	Incentive	-	-	-	-
120	Overtime	6,131	1,576	4,300	1,800
125	Call Out/On Call Pay	615	-	500	500
130	Longevity	-	164	-	212
	Total Salaries	37,323	38,032	43,300	43,006
Benefits					
210	Group Health Insurance	4,957	9,814	9,500	9,061
211	Health Savings Account	-	1,300	650	1,300
215	Group Dental Insurance	77	185	198	198
217	Group Life Insurance	90	121	150	185
220	Disability Insurance	52	70	150	108
230	Medicare/Social Security	503	551	511	657
240	Retirement Contributions	8,010	8,150	9,300	8,868
260	Workers Compensation	973	1,000	973	1,000
	Total Benefits	14,663	21,191	21,432	21,377
Professional Services					
323	Engineers, Architects, Arborists, Planners	13,450	20,100	53,100	-
324	Other Professional	-	-	-	24,000
343	Other Technical Services	21,969	25,300	25,300	21,000
344	Contract Labor	7,885	8,300	8,300	7,500
	Total Professional Services	43,303	53,700	86,700	52,500
Maintenance					
411	Vehicle Maintenance	-	1,000	1,000	850
415	Generator Maintenance	3,894	15,000	15,000	5,000
420	Building Maintenance	317	2,000	2,000	-
435	Water Well Maintenance	70,842	62,440	62,440	70,000
461	Rental of Equipment	1,896	3,200	3,200	-
	Total Maintenance	76,950	83,640	83,640	75,850
Contractual Services					
510	Risk Management	2,422	3,000	2,611	3,000
520	Communications	37,118	20,300	35,000	3,780
530	Advertisements and Official Notices	-	2,500	1,500	2,500
550	Dues and Fees	79	-	100	190
551	Permits and Licenses	16,325	19,000	19,000	19,000
560	Travel Mileage Allowance	101	1,500	1,500	1,500
570	Education and Training	-	3,000	3,000	3,000
	Total Contractual Services	56,046	49,300	62,711	32,970

WATER PRODUCTION - 8061

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Materials and Supplies					
600	Office Supplies	\$ 557	\$ 500	\$ 500	\$ 500
601	Information Technology Supplies	-	700	700	700
602	Small Tools and Minor Equipment	3,977	9,000	7,000	9,000
605	Vehicles Supplies	-	300	300	300
610	Operating Supplies	-	200	200	200
612	Chemicals	5,856	6,400	6,400	6,400
623	Hardware and Software	-	-	-	-
621	Electricity	248,363	254,000	254,000	237,300
625	Fuel	-	1,000	1,000	-
650	Uniforms/Wearing Apparel	-	500	500	750
Total Materials and Supplies		258,752	272,600	270,600	255,150
Department Total		\$ 487,037	\$ 518,463	\$ 568,383	\$ 480,853

WATER DISTRIBUTION - 8062

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 147,746	\$ 188,065	\$ 141,000	\$ 195,496
105	Incentive Pay	-	-	-	-
120	Overtime	22,812	8,169	12,000	10,000
125	Call Out Pay	2,523	-	2,200	3,500
130	Longevity	2,977	1,776	1,700	1,908
140	Sick Leave Buy Back	50	-	-	-
	Total Salaries	176,108	198,010	156,900	210,904
Benefits					
210	Group Health Insurance	29,675	37,121	25,500	37,998
211	Health Savings Account	1,950	2,879	2,600	3,900
215	Group Dental Insurance	769	925	988	860
217	Group Life Insurance	686	968	896	1,024
220	Disability Insurance	386	561	543	627
230	Medicare/Social Security	2,491	2,871	2,400	3,254
240	Retirement Contributions	38,598	42,434	35,500	43,488
260	Workers Compensation	5,435	5,000	4,200	4,000
	Total Benefits	79,989	92,759	72,627	95,151
Professional Services					
323	Engineers, Architects, Arborists, Planners	14,870	20,100	20,100	20,000
343	Other Technical Services	2,887	6,600	6,600	3,500
344	Contract Labor	70,693	30,000	40,000	15,000
	Total Professional Services	88,450	56,700	66,700	38,500
Maintenance					
411	Vehicle Maintenance	20,735	22,000	22,000	15,000
413	Machinery and Equipment Maintenance	2,786	3,000	3,000	3,000
414	Other Maintenance	997	4,000	4,000	4,000
434	Water Main & Paving Maintenance	127,111	183,792	181,792	130,000
461	Rental of Equipment	1,611	4,000	4,000	3,500
	Total Maintenance	153,240	216,792	214,792	155,500
Contractual Services					
510	Risk Management	9,730	12,000	10,486	12,000
520	Communications	480	500	680	20,350
530	Advertisements and Official Notices	-	200	200	200
550	Dues and Fees	-	100	100	950
551	Permits and Licenses	-	-	-	500
560	Travel Mileage Allowance	1,419	800	800	800
570	Education and Training	2,055	2,500	2,500	2,500
	Total Contractual Services	13,684	16,100	14,766	37,300

WATER DISTRIBUTION - 8062

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Materials and Supplies					
600	Office Supplies	\$ 641	\$ 700	\$ 700	\$ 700
601	Information Technology Supplies	-	700	700	1,300
602	Small Tools and Minor Equipment	8,056	9,400	9,400	9,400
603	Janitorial & Cleaning Supplies	203	200	200	200
604	First Aid Supplies	46	300	300	300
605	Vehicles Supplies	-	300	300	300
610	Operating Supplies	921	1,000	1,000	1,000
612	Chemicals	154	1,000	1,000	1,000
623	Hardware and Software	-	-	-	5,000
625	Fuel	9,033	13,000	13,000	9,000
650	Uniforms/Wearing Apparel	1,592	2,300	2,300	2,300
Total Materials and Supplies		20,646	28,900	28,900	30,500
Department Total		\$ 532,116	\$ 609,261	\$ 554,685	\$ 567,855

SURFACE WATER - 8063

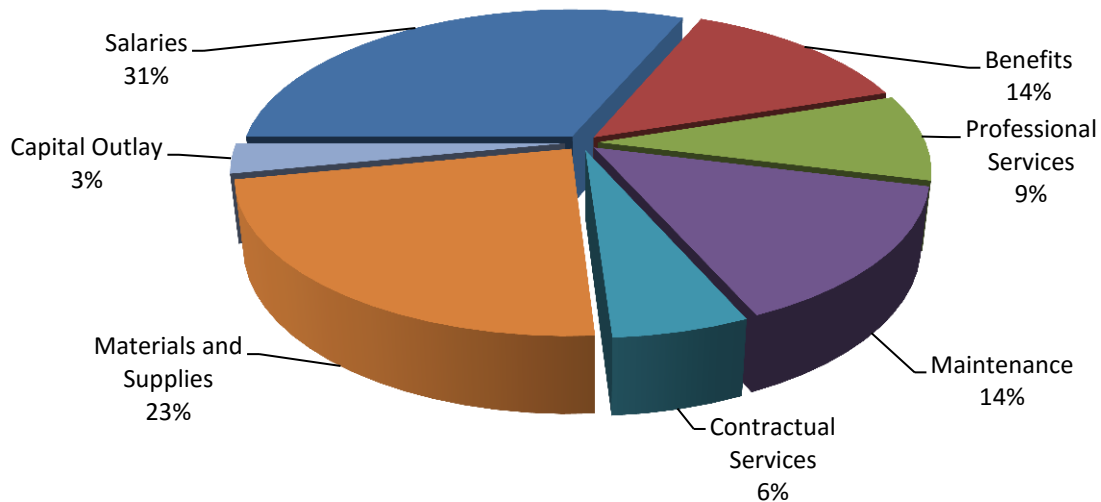
Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Contractual Services					
551	Permits and Licenses	\$ 12,056	\$ 12,300	\$ 12,300	\$ 12,300
	Total Contractual Services	12,056	12,300	12,300	12,300
Materials and Supplies					
623	Hardware and Software	-	-	-	-
660	Water Purchases	1,610,888	1,837,861	1,804,861	1,770,700
661	Ground Water Credits	143,173	170,800	170,770	170,800
	Total Materials and Supplies	1,754,061	2,008,661	1,975,631	1,941,500
Department Total		\$ 1,766,117	\$ 2,020,961	\$ 1,987,931	\$ 1,953,800

WASTEWATER COMBINED EXPENSES
(WASTEWATER COLLECTION AND WASTEWATER TREATMENT)

Expense Summary

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 375,928	\$ 424,496	\$ 342,220	\$ 425,855
Benefits	170,751	199,861	164,175	184,252
Professional Services	224,560	204,190	210,690	121,800
Maintenance	218,217	224,600	233,600	196,600
Contractual Services	49,119	64,300	62,154	75,974
Materials and Supplies	265,999	297,700	312,700	311,450
Capital Outlay	-	-	-	42,000
Total Expenses	\$ 1,304,574	\$ 1,415,147	\$ 1,325,539	\$ 1,357,931

FY 2018 Wastewater Combined Proposed Expenses



WASTEWATER COLLECTION - 8064

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 127,405	\$ 229,424	\$ 151,500	\$ 249,595
105	Incentive Pay	-	-	-	-
120	Overtime	9,308	9,564	9,000	5,000
125	Call Out Pay	1,992	2,500	2,500	3,000
130	Longevity	496	784	780	840
140	Sick Leave Buy Back	528	600	800	600
	Total Salaries	139,729	242,872	164,580	259,035
Benefits					
210	Group Health Insurance	30,495	47,198	35,600	47,613
211	Health Savings Account	1,950	4,736	3,200	4,550
215	Group Dental Insurance	721	1,110	1,000	1,232
217	Group Life Insurance	597	948	800	1,026
220	Disability Insurance	338	548	450	665
230	Medicare/Social Security	1,973	3,485	2,400	3,872
240	Retirement Contributions	31,765	51,512	44,000	53,413
260	Workers Compensation	4,544	4,600	3,800	3,800
	Total Benefits	72,383	114,137	91,250	116,171
Professional Services					
323	Engineers, Architects, Arborists, Planners	17,370	22,000	22,000	10,000
343	Other Technical Services	3,236	5,000	5,000	5,000
344	Contract Labor	84,762	71,890	71,890	-
	Total Professional Services	105,369	98,890	98,890	15,000
Maintenance					
411	Vehicle Maintenance	7,462	12,000	16,000	12,000
413	Machinery and Equipment Maintenance	2,905	5,000	5,000	3,500
433	Sanitary Sewer Maintenance	31,687	33,000	43,000	33,000
436	Lift Station Maintenance	35,730	37,000	37,000	37,000
461	Rental of Equipment	1,614	4,200	4,200	4,200
	Total Maintenance	79,398	91,200	105,200	89,700
Contractual Services					
510	Risk Management	10,659	14,000	12,529	14,000
520	Communications	-	-	-	2,880
551	Permits and Licenses	-	400	400	644
560	Travel Mileage Allowance	1,782	2,500	2,500	2,500
570	Education and Training	2,521	2,800	2,800	3,500
	Total Contractual Services	14,961	19,700	18,229	23,524

WASTEWATER COLLECTION - 8064

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Materials and Supplies					
600	Office Supplies	\$ 591	\$ 800	\$ 800	\$ 800
601	Information Technology Supplies	-	700	700	1,950
602	Small Tools and Minor Equipment	5,761	9,000	9,000	5,500
604	First Aid Supplies	153	600	600	500
605	Vehicles Supplies	-	500	500	500
610	Operating Supplies	1,585	1,000	1,000	2,000
612	Chemicals	548	500	500	500
621	Electricity	-	22,000	22,000	-
623	Hardware and Software	-	-	-	-
625	Fuel	4,216	6,000	6,000	6,500
650	Uniforms/Wearing Apparel	2,711	3,400	3,400	3,400
	Total Materials and Supplies	15,564	44,500	44,500	21,650
Capital Outlay					
905	Machinery and Equipment	-	-	-	-
	Total Capital Outlay	-	-	-	-
Department Total		\$ 427,403	\$ 611,299	\$ 522,649	\$ 525,080

WASTEWATER TREATMENT - 8065

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 210,617	\$ 173,665	\$ 155,000	\$ 151,360
105	Incentive Pay	1,896	-	2,600	5,848
120	Overtime	18,055	7,543	15,400	6,500
125	Call Out Pay	2,619	-	2,600	2,600
130	Longevity	1,372	416	400	512
140	Sick Leave Buy Back	1,640	-	1,640	-
	Total Salaries	236,199	181,624	177,640	166,820
Benefits					
210	Group Health Insurance	35,817	36,494	27,500	25,322
211	Health Savings Account	2,600	2,693	1,800	1,625
215	Group Dental Insurance	752	740	790	589
217	Group Life Insurance	943	785	939	694
220	Disability Insurance	535	456	496	402
230	Medicare/Social Security	3,286	2,634	2,400	2,551
240	Retirement Contributions	51,545	38,922	36,500	34,398
260	Workers Compensation	2,890	3,000	2,500	2,500
	Total Benefits	98,368	85,724	72,925	68,081
Professional Services					
323	Engineers, Architects, Arborists, Planners	15,475	12,500	12,500	24,000
342	Trash Hauls	64,230	60,000	60,000	50,000
343	Other Technical Services	25,831	26,300	26,300	26,300
344	Contract Labor	13,654	6,500	13,000	6,500
	Total Professional Services	119,191	105,300	111,800	106,800
Maintenance					
410	Information Technology Maintenance	-	-	-	-
411	Vehicle Maintenance	1,635	1,800	1,800	1,800
413	Machinery and Equipment Maintenance	2,199	3,000	3,000	2,000
415	Generator Maintenance	8,954	11,000	11,000	5,000
420	Building Maintenance	45,704	42,500	42,500	38,000
421	HVAC Maintenance	-	3,600	3,600	3,600
422	Ground Maintenance	-	8,500	3,500	8,500
436	Lift Station Maintenance	-	-	-	-
437	Treatment Plant Maintenance	79,165	60,000	60,000	45,000
461	Rental of Equipment	1,162	3,000	3,000	3,000
	Total Maintenance	138,819	133,400	128,400	106,900
Contractual Services					
510	Risk Management	4,199	5,200	4,525	5,200
520	Communications	480	5,500	5,500	13,350
522	Postage	-	-	-	-
530	Advertisements and Official Notices	-	700	700	700

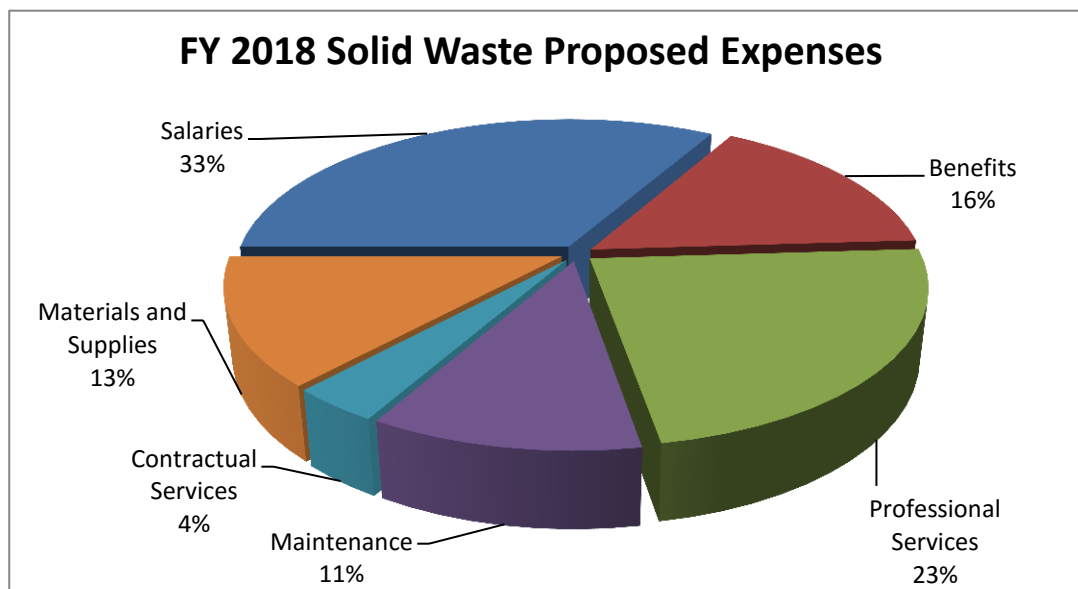
WASTEWATER TREATMENT - 8065

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
550	Dues and Fees	\$ 237	\$ 300	\$ 300	\$ 300
551	Permits and Licenses	27,659	28,400	28,400	28,400
560	Travel Mileage Allowance	533	1,000	1,000	1,000
570	Education and Training	1,050	3,500	3,500	3,500
	Total Contractual Services	34,158	44,600	43,925	52,450
	Materials and Supplies				
600	Office Supplies	617	800	800	800
601	Information Technology Supplies	-	800	800	800
602	Small Tools and Minor Equipment	8,981	8,600	8,600	8,600
603	Janitorial and Cleaning	-	300	300	300
605	Vehicles Supplies	-	200	200	200
610	Operating Supplies	180	300	300	300
612	Chemicals	64,683	50,000	75,000	130,000
620	Natural Gas	283	300	300	300
621	Electricity	165,478	179,000	169,000	129,500
623	Hardware and Software	-	-	-	5,000
625	Fuel	7,603	9,900	9,900	11,000
650	Uniforms/Wearing Apparel	2,611	3,000	3,000	3,000
	Total Materials and Supplies	250,435	253,200	268,200	289,800
	Capital Outlay				
905	Machinery and Equipment	-	-	-	42,000
	Total Capital Outlay	-	-	-	42,000
	Department Total	\$ 877,170	\$ 803,848	\$ 802,890	\$ 832,851

SOLID WASTE - 8066

Expense Summary

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 389,528	\$ 474,179	\$ 458,300	\$ 488,291
Benefits	200,325	244,668	223,350	230,427
Professional Services	384,575	341,000	385,460	341,000
Maintenance	167,425	161,500	161,500	161,500
Contractual Services	37,974	47,800	42,283	53,462
Materials and Supplies	142,585	217,900	192,900	191,481
Capital Outlay	-	-	-	-
Total Expenses	\$ 1,322,412	\$ 1,487,047	\$ 1,463,793	\$ 1,466,161



SOLID WASTE - 8066

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries					
100	Regular Employees	\$ 357,191	\$ 449,687	\$ 433,050	\$ 458,382
105	Incentive Pay	50	-	250	325
120	Overtime	29,106	20,876	21,000	25,600
125	Call Out Pay	105	-	500	-
130	Longevity	2,045	2,516	2,400	2,884
140	Sick Leave Buy Back	1,032	1,100	1,100	1,100
	Total Salaries	389,528	474,179	458,300	488,291
Benefits					
210	Group Health Insurance	78,245	101,558	89,000	88,885
211	Health Savings Account	8,125	8,450	8,000	7,800
215	Group Dental Insurance	1,907	2,405	1,700	2,574
217	Group Life Insurance	1,541	1,903	1,650	2,047
220	Disability Insurance	876	1,102	1,000	1,227
230	Medicare/Social Security	5,543	6,872	6,500	7,567
240	Retirement Contributions	83,234	101,558	97,500	102,327
250	Unemployment Compensation	36	-	-	-
260	Workers Compensation	20,819	20,820	18,000	18,000
	Total Benefits	200,325	244,668	223,350	230,427
Professional Services					
324	Other Professional	330	1,000	1,000	1,000
342	Trash Hauls	238,510	300,000	300,000	300,000
344	Contract Labor	145,735	40,000	84,460	40,000
	Total Professional Services	384,575	341,000	385,460	341,000
Maintenance					
411	Vehicle Maintenance	162,978	160,000	160,000	160,000
413	Machinery and Equipment Maintenance	367	500	500	500
414	Other Maintenance	-	500	500	500
420	Building Maintenance	4,080	-	-	-
461	Rental of Equipment	-	500	500	500
	Total Maintenance	167,425	161,500	161,500	161,500
Contractual Services					
510	Risk Management	36,317	42,500	36,983	42,500
520	Communications	480	500	500	2,160
530	Advertisements and Official Notices	-	300	300	300
550	Dues and Fees	-	-	-	2,470
551	Permits and Licenses	122	500	500	652
560	Travel Mileage Allowance	56	1,000	1,000	1,000
570	Education and Training	999	3,000	3,000	4,380
	Total Contractual Services	37,974	47,800	42,283	53,462

SOLID WASTE - 8066

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Materials and Supplies					
600	Office Supplies	\$ 548	\$ 600	\$ 600	\$ 600
601	Information Technology Supplies	-	-	-	5,000
602	Small Tools and Minor Equipment	712	1,500	1,500	1,500
603	Janitorial and Cleaning	-	300	300	300
604	First Aid Supplies	272	1,000	1,000	1,000
605	Vehicles Supplies	3,438	6,500	6,500	6,500
610	Operating Supplies	7,755	7,500	7,500	6,875
611	Garbage Bags	72,226	100,000	75,000	85,000
618	Recycling Bins/Supplies	8,554	25,500	25,500	25,500
623	Hardware and Software	-	-	-	-
625	Fuel	45,676	69,000	69,000	50,000
650	Uniforms/Wearing Apparel	3,405	6,000	6,000	9,206
Total Materials and Supplies		142,585	217,900	192,900	191,481
Capital Outlay					
905	Machinery and Equipment	-	-	-	-
906	Vehicles	-	-	-	-
Total Capital Outlay		-	-	-	-
Department Total		\$ 1,322,412	\$ 1,487,047	\$ 1,463,793	\$ 1,466,161



FY 2018

Special Revenue Fund

Description

The Special Revenue Fund is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Contributions/Donations – From time to time residents, organizations, or businesses wish to donate to a particular cause or department. All of these funds are required to follow the process as outlined in Resolution No. 14-09 that allows the City Manager to accept donations under \$25,000 and requires City Council approval of all larger donations.

Library Memorials – Memorials are donations made to the library in memory of someone. The donor generally requests books on subjects in which the deceased held a special interest. If the City receives a number of donations in memory of an individual we talk to the family and decide how best to honor the deceased and meet the library's needs (furniture, equipment). If books are purchased then a book plate honoring the deceased is placed in each book.

Friends of the Bellaire Library - Friends of the Bellaire a Library is a non-profit organization which makes an annual donation of funds based on a selection list of items presented to and approved by their membership.

Nature Discovery Center – The Hana and Arthur Ginzburg Nature Discovery Center is a non-profit organization which operates out of the Henshaw House at Russ Pitman Park. The City receives "pass through" funding from Harris County for the operations of the Nature Discovery Center.

Cultural Arts Board – The City Council has established and appointed a Cultural Arts Board. This board on occasion collects funds during special events for cultural arts programs.

Public Safety LEOSE - The Law Enforcement Officer Standards and Education Fund (LEOSE) is an account in the state treasury. The Comptroller of Public Accounts (Comptroller) collects and deposits proceeds from court costs into the account. The General Appropriations Act appropriates to the Comptroller the total amount to be distributed to local law enforcement agencies. Local agencies must use the funds to provide continuing education for law enforcement officers. The Fire Marshall is considered a law enforcement officer; therefore the Fire Department receives LEOSE funds.

Court Security - Pursuant to Article 102.017 of the Texas Code of Criminal Procedure, revenues generated from court security fees must be deposited into a special revenue fund. The money collected may be used only to fund court security and includes such items as metal detectors, surveillance equipment, security personnel, security hardware, security training, and other security measures.

Court Technology - Under Article 102.0172 of the Texas Code of Criminal Procedure, revenues generated from court technology fees can only be used to fund court technology such as computer equipment, imaging systems, electronic kiosks, docket management systems, and electronic ticket writers.

Seizures Fund - Seizure funds are deposited into a special fund and used solely for law enforcement purposes, such as salaries and overtime pay for officers, training for officers, specialized investigative equipment and supplies, and items used by officers in direct law enforcement duties. Seizure funds are acquired through the sale of seized property that was used in commission of a crime.

Public Education and Government Channel (PEG) Fees – The City receives Public Educational, and Government (PEG) Channel Fees (Reference Chapter 66-Utilities Code) on certain franchise taxes which are dedicated for providing cable and video services. This program has been in place since FY 2013. The City has a

municipal television channel, and provides live and on-demand video streaming of Council and boards/commission meetings from our website. The PEG funds are used to update the City's current web streaming and production equipment for city-wide broadcasting through what is known as Channel 16 which is available only to those residents that subscribe to Comcast. Fund use is restricted to capital expenditures and/or programming efforts to expand and/or improve day-to-day operations for the public access channel and video steaming.

Each year the City receives approximately \$65,000 in revenue based on a percent of revenues from cable television providers. The FY 2018 budget reflects projected unallocated available funds (beginning balance) of approximately \$289,422, which results in available resources of approximately \$354,422 when combined with projected FY 2018 PEG revenues. Previously the City has used PEG funds to make upgrades to the existing Council Chamber and streaming capabilities.

Our goal moving forward as we program our new facilities and our access channel is to provide broader access to the channel and improved production quality to the citizens of Bellaire. In order to provide a broader audience to our PEG channel the City is will need to enter into agreements with various providers. This is an enormous undertaking since there are various cable providers and not all residents subscribe to cable television. However, it is our plan to research the feasibility of expanding our PEG channel in FY 2018. The cost to do this is unknown at this time.

In FY 2018 equipment will be purchased to provide for a smoother process for presentations shown during meetings. The City plans to purchase mobile equipment to have the capability to record meetings outside of the Council Chambers and to convert our current streaming to high definition. All purchases made in FY 2018 will be transitioned in the new facility.

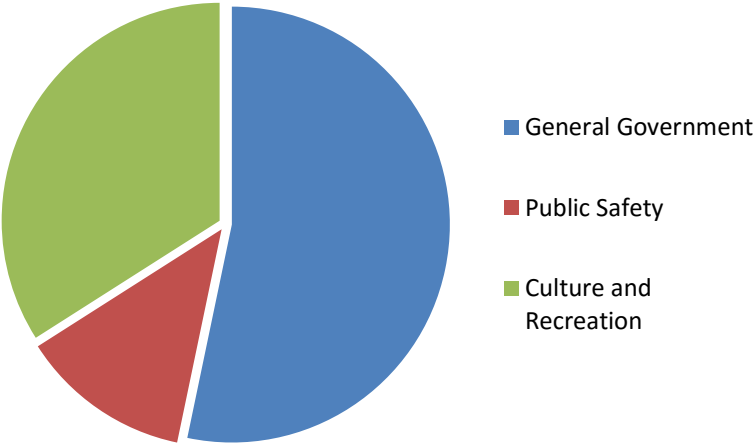
Item	FY 2018
Unallocated Beginning Balance	\$289,422
Current Year Revenues	\$65,000
Total Available Resources	\$354,422
Portable Audiovisual solutions	\$15,000
Wireless Projection for Council and Boards/Commissions Presentations	\$5,000
High Definition Conversion for Web Streaming	\$5,000
Contingency Audiovisual Needs outside of Facilities Budget	\$20,000
Broadcasting Expansion	\$15,000
Total Proposed Budgeted Expenditures	\$60,000
Unallocated Ending Fund Balance	\$294,422

SPECIAL REVENUE FUND SUMMARY

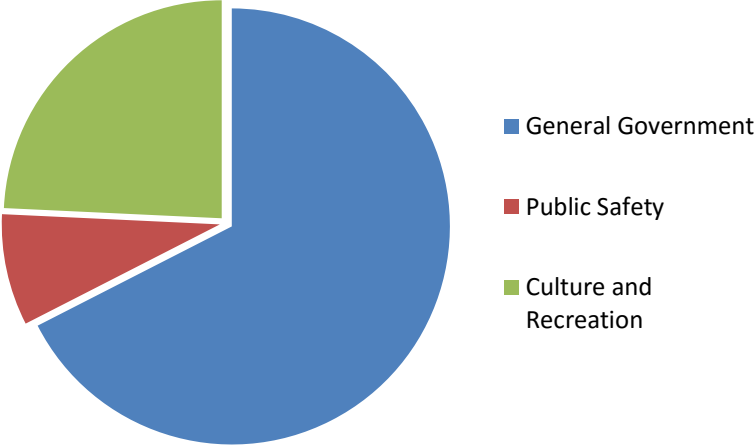
	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Beginning Fund Balance	\$ 328,335	\$ 351,737	\$ 356,311	\$ 445,590
Revenues				
Franchise Tax - 1% PEG Fees	66,756	60,000	65,000	65,000
Court Fees	40,270	41,000	41,000	41,000
Contributions	15,422	2,500	42,496	39,200
Grants	2,100	-	500	-
LEOSE	3,717	3,500	3,771	3,760
Seized Property	-	20,000	5,000	-
Pass-Through Funds	50,000	50,000	50,000	50,000
Total Revenues	178,265	177,000	207,767	198,960
 Total Available Resources	 506,600	 528,737	 564,077	 644,550
Expenditures				
Finance and Courts	42,298	33,704	33,704	133,923
Fire	294	850	14,783	20,760
Police	-	5,300	5,300	3,000
Library	12,421	13,700	13,700	18,700
Parks and Recreation/Facilities	912	1,000	1,000	1,000
Non-Departmental	94,363	50,000	50,000	110,000
Total Expenditures	150,289	104,554	118,487	287,383
 Ending Fund Balance	 \$ 356,311	 \$ 424,183	 \$ 445,590	 \$ 357,167

SPECIAL REVENUE FUND																	
	Fire		Police				Library				Parks	Other Special Revenue				Cultural	Total
	Contri	LEOSE	Contri	LEOSE	Seized 59	Seized Assets	Contri	Memorials	Friends	Grants	Donations	Court Security	Court Tech	PEG Fees	Nature Discovery	Arts Board	
Beginning Fund Balance	\$ 779	\$ 2,437	\$ 3,915	\$ 6,215	\$ 17,620	\$ 274	\$ 1,786	\$ (35)	\$ 11,795	\$ 500	\$ 5,227	\$ -	\$ 92,994	\$ 289,422	\$ -	\$ 12,661	\$ 445,590
<u>FY 2018 Revenues</u>																	
Franchise Tax - 1% PEG Fees														65,000			65,000
Court Fees												18,000	23,000				41,000
Contributions	20,000		1,500				1,200	500	16,000								39,200
Grants																	-
LEOSE		760		3,000													3,760
Seized Property					-												-
Pass-Through Funds															50,000		50,000
Total Revenues	20,000	760	1,500	3,000	-	-	1,200	500	16,000	-	-	18,000	23,000	65,000	50,000	-	198,960
<u>FY 2018 Expenditures</u>																	
Finance Department												18,000	115,923				133,923
Fire Department	20,000	760															20,760
Police Department				3,000													3,000
PARD Department											1,000						1,000
Library Department							1,200	1,500	16,000								18,700
Non-Departmental														60,000	50,000		110,000
Total Expenditures	20,000	760	-	3,000	-	-	1,200	1,500	16,000	-	1,000	18,000	115,923	60,000	50,000	-	287,383
Ending Fund Balance	\$ 779	\$ 2,437	\$ 5,415	\$ 6,215	\$ 17,620	\$ 274	\$ 1,786	\$ (1,035)	\$ 11,795	\$ 500	\$ 4,227	\$ -	\$ 71	\$ 294,422	\$ -	\$ 12,661	\$ 357,167

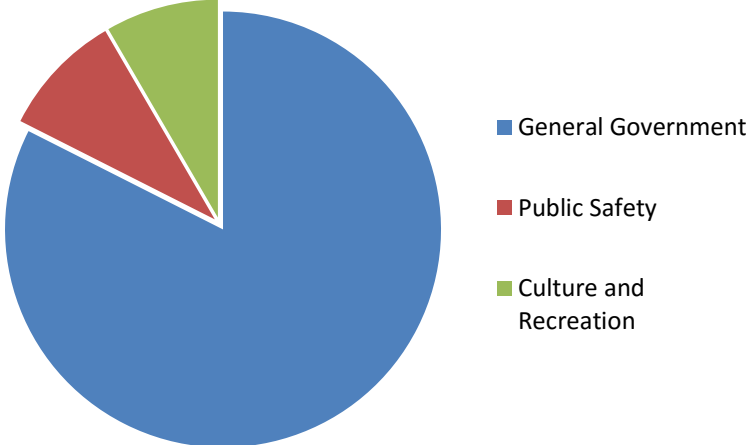
FY 2018 Proposed Revenues



FY 2018 Proposed Expenditures



FY 2018 Ending Fund Balance





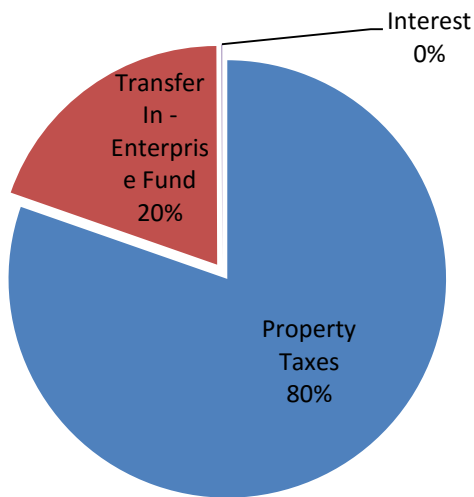
FY 2018

Debt Service Fund

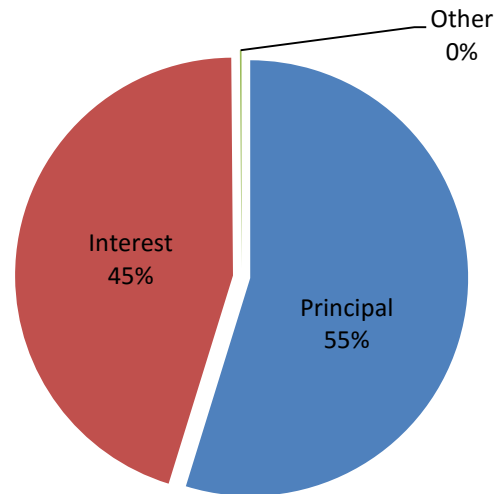
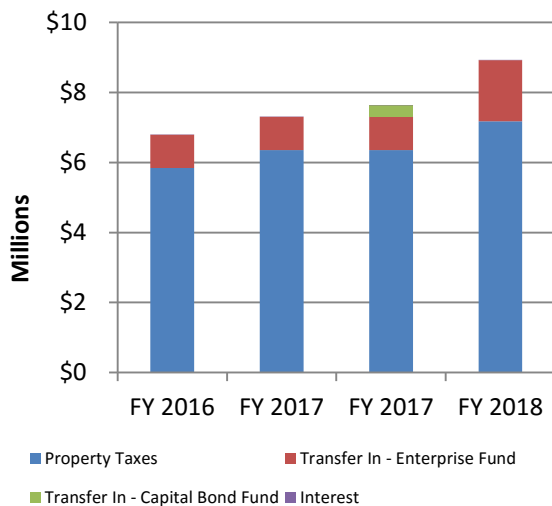
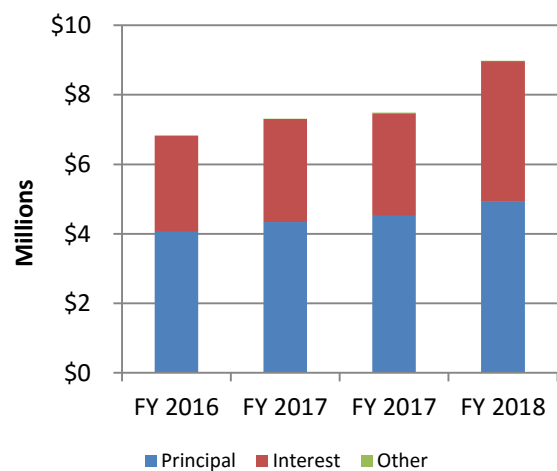
Description

The Debt Service Fund is considered a major fund for reporting purposes. The Debt Service Fund is used to account for the payment of principal and interest on all long-term debt of the City. The primary source of revenue for debt service is local property taxes. The next largest source of revenue is the transfer received from the Enterprise Fund to fund debt payments related to enterprise capital projects. Expenditures are primarily for principal and interest on outstanding debt.

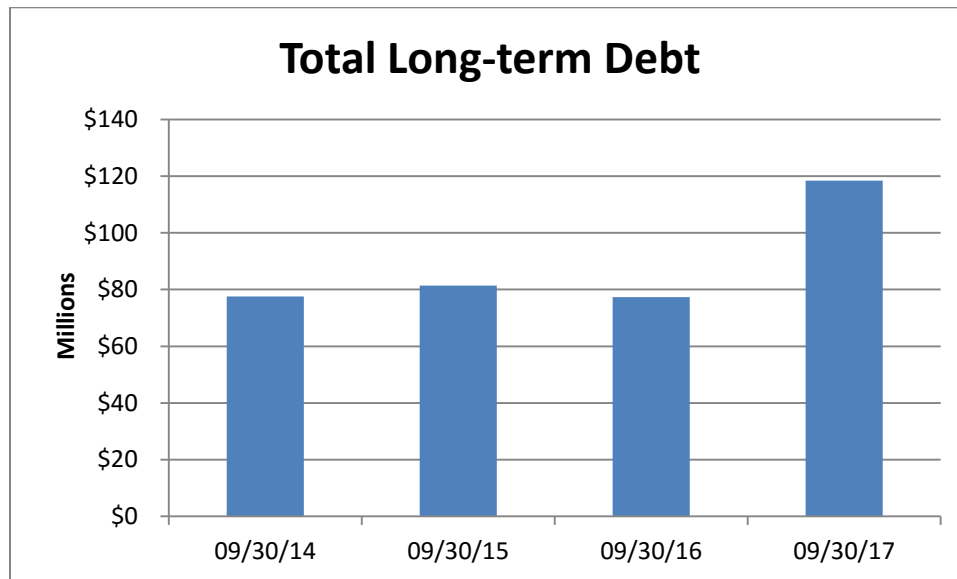
FY 2018 Proposed Revenues



FY 2018 Proposed Expenditures

Debt Service Fund Proposed Revenues
(excludes refundings)Debt Service Fund Proposed Expenditures
(excludes refundings)

At September 30, 2016, the City had total bonds outstanding of \$77.3 million all of which is general obligation debt. Primarily due to the planned issuance of \$44.9 million in new bonds in FY 2017, the City expects the total bonds outstanding at September 30, 2017 to increase to \$118.4 million.



The City anticipates issuing \$12.5 million of bonds in FY 2018 and \$20.6 million of bonds in FY 2019 under the voter approved Bonds for Better Bellaire 2016 program. The City will use the proceeds of the planned FY 2018 and FY 2019 bond issuances to fund streets, drainage, and sidewalk improvements, and water line and wastewater line replacements.

The issuance of these bonds will increase the current debt service requirements. Based on the City's current outstanding debt the highest annual debt service requirement would be approximately \$8.5 million in FY 2018. Based on the timing of the proposed issuances of bonds during FY 2018 and FY 2019, the highest annual debt service requirement would increase to approximately \$10.5 million in FY 2024.

DEBT SERVICE FUND				
	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Beginning Fund Balance	\$ 514,125	\$ 514,125	\$ 489,135	\$ 557,371
REVENUES				
Current Property Taxes	5,830,002	6,345,967	6,345,967	7,218,885
Delinquent Taxes	16,603	10,000	10,000	10,000
Interest on Investments	6,082	5,000	5,000	5,000
Total Revenues	5,852,687	6,360,967	6,360,967	7,233,885
Transfer In - Enterprise Fund	950,000	950,000	950,000	1,750,436
Transfer In - Capital Bond Fund	-	-	314,655	-
Refunding Bonds Issued	-	-	9,690,000	-
Premium on Refunding Bonds Issued	-	-	265,613	-
Total Transfer In	950,000	950,000	11,220,268	1,750,436
Available Resources	6,802,687	7,310,967	17,581,235	8,984,321
Total Available Resources	7,316,812	7,825,092	18,070,370	9,541,692
EXPENDITURES				
Principal	4,055,000	4,340,000	4,510,000	4,920,000
Interest	2,768,026	2,959,567	3,044,315	4,050,841
Fiscal Agent Fees	4,650	6,200	6,200	7,000
Issuance Costs on Refunding Bonds	-	-	178,017	-
Bond Refunding Expense	-	-	9,764,218	-
Other - Arbitrage, Refunding Expenses	-	5,200	10,250	6,500
Total Expenditures	6,827,676	7,310,967	17,512,999	8,984,341
Available Resources Over/(Under) Expenditures	(24,990)	-	68,236	(20)
Ending Fund Balance	\$ 489,135	\$ 514,125	\$ 557,371	\$ 557,351



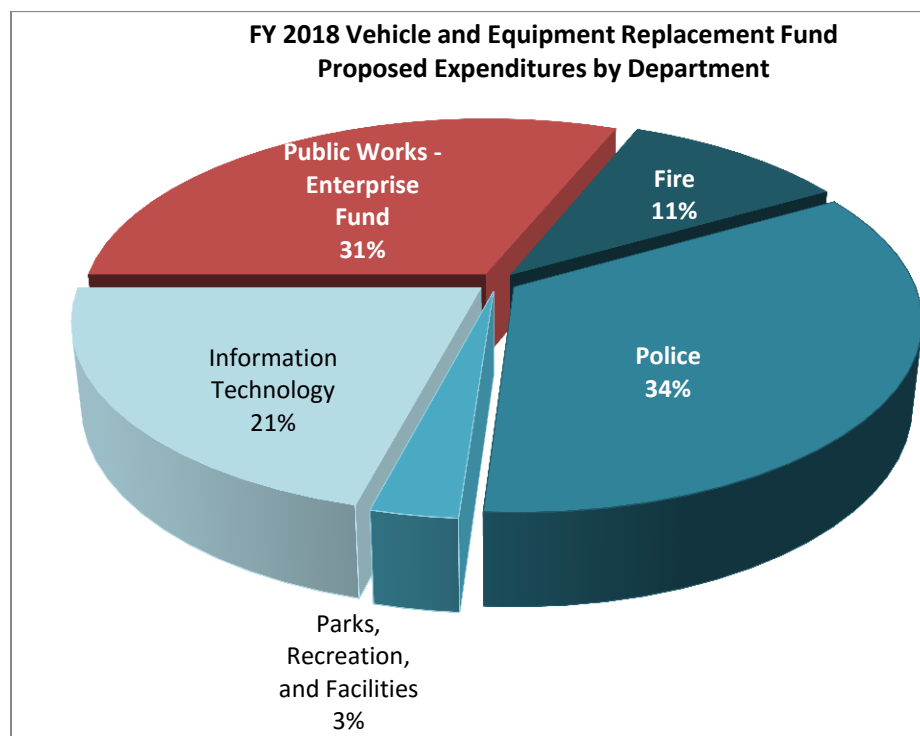
FY 2018

Vehicle and Equipment Replacement Fund

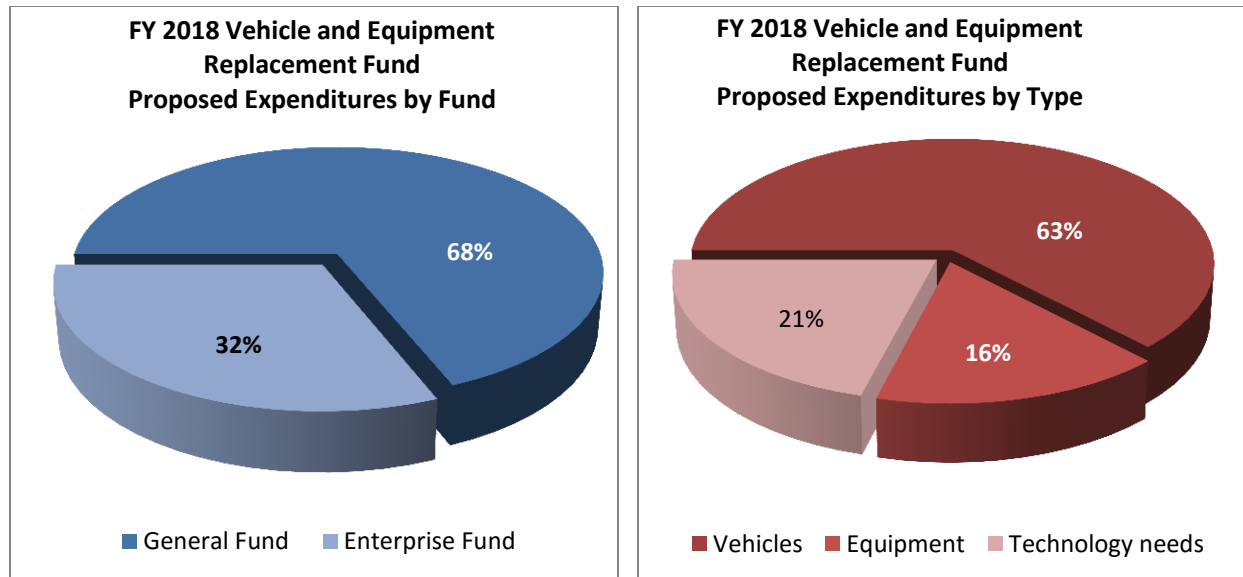
Description

The purpose of the Vehicle and Equipment Replacement Fund is to ensure that adequate funds are available to purchase vehicles and equipment, to stabilize budgeting for major purchases, and to provide a systematic, city-wide approach to procurement and disposition of the fleet. The goal is to provide sufficient cash flow for annual purchases. The Vehicle and Equipment Replacement Fund is not designed to equal the replacement value of the fleet.

A comprehensive Vehicle/Equipment Management and Maintenance Plan (Plan) addresses the various aspects of owning, operating, repairing, replacing, and disposing of vehicles and equipment. The Plan provides a standard approach for activities associated with vehicle/equipment (fleet) management and maintenance, including considerations of financial, regulatory, and operational needs. The Plan guides the funding approach and the replacement schedule/forecast model.



The FY 2018 budget reflects contributions to the Vehicle and Equipment Replacement Fund of \$450,500 from the General Fund and \$357,000 from the Enterprise Fund. The FY 2018 budget reflects total expenditures of \$931,300 for vehicles and equipment with \$641,300 related to the General Fund and \$290,000 related to the Enterprise Fund.



A one-time source of earmarked technology funds in the Vehicle and Equipment Replacement Fund of \$419,975 is available for programming. The proposed FY 2018 appropriation consists of several software implementation programs centered around maximizing system capability. As we continue to collaborate across departments, we have found that we have room for improvement in how we run our day-to-day operations that will improve both internal and external service delivery. A fundamental importance is the support of systems that provide for ease of the continued collection and reporting of useful data and updating of current data.

The next step for geographic information system (GIS) implementation is documentation of system needs. The planned restructuring of the Public Works and Development Services departments will facilitate the integration of the needs assessment and documentation.

During FY 2016 we saw the beginning of a needs analysis of an upgraded financial system that would incorporate workflow parameters and process outcomes that would be improve efficiency, and reduce the amount of paper used throughout the City. In FY 2017 we analyzed the workflow process and are implementing several efforts to digitize for our transition into new facilities. No final recommendation on replacing or upgrading the financial platform has been determined.

Much of the focus in FY 2018 will be moving into a new facility. With this facility, we hope to work to bring a more sophisticated approach on how we deliver internal and external customer service to the City of Bellaire.

The following table is the result of a need assessments led by the Director of Information Technology during FY 2017.

Description	FY 2018 Proposed	FY 2019 Projected	FY 2020 Projected
Available Resources	\$419,975	\$225,075	\$112,575
GIS/Asset Management	\$50,000		
Fleet Management	\$15,000		
Project Management	\$35,000		
Prelim finance workflow, testing and consultation	\$32,500		
Post Facilities Move	\$50,000		
Additional backup redundancy and server licenses	\$12,400		
Finance Software Upgrade		\$112,500	\$112,575
Totals	\$194,900	\$112,500	\$112,575
Remaining	\$225,075	\$112,575	\$0

NOTE: The projected FY 2019 and FY 2020 amounts are shown as a guideline for planning only. The amounts shown for FY 2019 and FY 2020 in the table above are not appropriated in this budget.

The Vehicle and Equipment Replacement Fund ended FY 2016 with a fund balance of \$952,703 as a result of planned future funding of vehicles and equipment coupled with savings due to prudent purchasing practices. The fund is projected to end FY 2017 with a fund balance of approximately \$1,369,101 of which \$419,975 is earmarked for technology needs, leaving approximately \$949,126 for future vehicle and equipment funding.

FY 2018 proposed contribution revenue is \$807,500; proposed technology expenditures are \$194,900, and proposed vehicle and equipment expenditures are \$736,400 resulting in a FY 2018 projected ending fund balance earmarked for technology needs of \$225,075 and ending fund balance earmarked for vehicle and equipment funding of approximately \$1,020,226. The total FY 2018 ending fund balance is projected at \$1,245,301.

VEHICLE AND EQUIPMENT REPLACEMENT FUND				
	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Beginning Fund Balance	\$ 419,975	\$ 962,277	\$ 952,703	\$ 1,369,101
REVENUES				
General Fund Annual Contribution	695,000	533,500	533,500	450,500
General Fund Catch-up Contribution	371,000	473,500	473,500	-
Enterprise Annual Contribution	520,000	357,000	357,000	357,000
Enterprise Fund Catch-up Contribution	22,000	165,000	165,000	-
Proceeds from Capital Lease	-	-	787,670	-
Total Revenues	1,608,000	1,529,000	2,316,670	807,500
Total Available Resources	2,027,975	2,491,277	3,269,373	2,176,601
EXPENDITURES				
General Fund - Development Services	22,986	25,000	25,000	-
General Fund - Fire	40,478	865,272	865,272	98,900
General Fund - Police	266,229	310,000	310,000	320,000
General Fund - Parks, Recreation, and Facilities	52,157	55,000	55,000	27,500
General Fund - Streets and Drainage	251,332	210,000	210,000	-
General Fund - Information Technology	-	-	-	194,900
Enterprise Fund - Water and Wastewater	178,026	170,000	170,000	105,000
Enterprise Fund - Solid Waste	264,064	265,000	265,000	185,000
Transfers Out	-	-	-	-
Total Expenditures	1,075,272	1,900,272	1,900,272	931,300
Current Year Available Resources Over/(Under) Current Expenditures	532,728	(371,272)	416,398	(123,800)
Ending Fund Balance	\$ 952,703	\$ 591,005	\$ 1,369,101	\$ 1,245,301

Vehicle and Equipment Replacement Fund

Proposed Expenditures

FY 2018

Department	Division	Description	Cost
General Fund			
Fire	Fire Suppression	Lease Payment-2017 Pumper	\$ 78,000
Fire	n/a	Emergency Handheld Radios	20,900
Police	Patrol	Patrol Car	55,000
Police	Patrol	Patrol Car	55,000
Police	Patrol	Patrol Car	55,000
Police	Command/Assigned	Assigned Vehicles-II	55,000
Police	Animal Control	Animal Control Truck	50,000
Police	n/a	Fingerprint ID System	25,000
Police	n/a	Radio Replacement	25,000
Parks, Recreation, and Facilities	Parks-Maintenance	Crew Cab Pickup Truck	27,500
Information Technology	n/a	Information Technology Equipment	194,900
General Fund Total			641,300
Enterprise Fund			
Public Works	Water Distribution	Pickup Truck	25,000
Public Works	Wastewater Collection	Backhoe	80,000
Public Works	Solid Waste	Dump Truck	160,000
Public Works	Solid Waste	Pickup Truck	25,000
Enterprise Fund Total			290,000
Total All Funds			\$ 931,300



FY 2018

Capital Improvement Funds

Description

The Five Year Capital Improvement Plan (CIP) includes: (a) the Capital Improvement Fund, which accounts for those projects funded by the operating funds (General Fund and Enterprise Fund), (b) the Capital Bond Fund, which includes those projects funded by bond proceeds and related interest earnings, and (c) the Metro Fund, which includes those projects funded by METRO Mobility funds.

The CIP is comprehensive and projects the City's capital needs over a five year time horizon. Adopting the CIP does not appropriate funds for future year projects outlined in the CIP as the CIP is simply a guideline for planning and it is reviewed and modified annually. Only projects for the upcoming fiscal year are considered part of the adopted budget.

FY 2018 Planned Capital Projects

Capital Improvement Fund – The Capital Improvement Fund is funded by transfers from the General Fund and the Enterprise Fund. The General Fund's FY 2018 budget includes \$542,426 to be transferred to the Capital Improvement Fund, \$500,000 of which is earmarked for the pavement management program. The Enterprise Fund's FY 2018 budget includes \$120,000 to be transferred to the Capital Improvement Fund. The CIP has an existing fund balance that will be used for FY 2018 projects. Total available FY 2018 resources for the Capital Improvement Fund are \$1,877,050. These revenues, along with some available beginning fund balance, are planned to be expended as follows:

General Fund Related

\$500,000	Pavement Management Program
\$50,000	Park Signage Master Plan and Implementation
\$100,000	Improvements to playground equipment, shade structures, and park amenities
\$75,000	Development of a decorative standard streetlight for major streets
<u>\$50,000</u>	Update the Facilities Master Plan
\$775,000	Budgeted FY 2018 General Fund Related Project Expenditures

The City's FY 2018 planned capital project for the Pavement Management Program totals \$1,800,000, with \$500,000 planned funding from the Capital Improvement Fund and \$1,000,000 planned funding from the Metro Fund in current revenues. This fund has a previous unallocated balance of \$308,000 that will be used to reduce the transfer from the General Fund.

The total remaining ending balance in the CIP is earmarked for future projects that total \$1,102,050, including the Signature Corner Design project for \$751,050 in FY 2019 and Paseo Park West Expansion in FY 2022 for \$351,000.

Enterprise Fund Related

\$285,000	Renovation of the Renwick Well
<u>\$75,000</u>	Renovation of the Wendell Lift Station
\$360,000	Budgeted FY 2018 Enterprise Fund Related Project Expenditures

Enterprise Fund related beginning balances are also being used to reduce the transfer in from the Enterprise Fund to fund current year projects.

Capital Bond Fund – The Capital Bond Fund is funded by bond proceeds and related interest earnings. Total budgeted FY 2018 revenues for the Capital Bond Fund are \$10,150,000. These revenues are planned to be expended as follows:

\$7,000,000	2016 Bonds for Better Bellaire Streets and Drainage Project
\$4,500,000	2016 Bonds for Better Bellaire Water and Wastewater Line Improvements
<u>\$1,000,000</u>	2016 Bonds for Better Bellaire Sidewalks Project
\$12,500,000	Budgeted FY 2018 Project Expenditures

Metro Fund – The Metro Fund is funded by METRO Mobility funds received by the City from the Metropolitan Transit Authority of Harris County (METRO) pursuant to an interlocal agreement. Pursuant to the agreement, METRO remits a portion of the sales and use taxes it collects within the Bellaire City limits to the City with the stipulation that these funds are designated for use on eligible projects including, but not limited to, street construction and maintenance, traffic control, pathway construction and maintenance, and street lighting. Total budgeted FY 2018 revenues for the Metro Fund are \$1,000,000. These revenues are planned to be expended as follows:

<u>\$1,300,000</u>	Pavement Management Program
\$1,300,000	Total Budgeted FY 2018 Project Expenditures

Carry-Over Capital Projects

Capital projects are often multi-year projects. While a project is often approved in a given fiscal year budget, the actual expenditures may take place over that fiscal year and future years. As such, there are carry-over projects approved in prior fiscal years where the project is still underway and has remaining expenditures. The funds appropriated in prior year budgets to fund the expenditures on carry-over projects make up the beginning fund balances of the capital improvement funds.

FY 2018 Proposed Capital Improvement Projects	
General Fund CIP	
Beginning Balance - General Fund Cash	\$ 1,334,624
Transfer in From General Fund	\$ 42,426
Transfer in From General Fund for Pavement Maintenance Program	\$ 500,000
Total Resources	\$ 1,877,050
Playgrounds, Shade Structures, and Park Amenities - Provides annual funding to address city-wide replacement and/or purchase of new playground equipment, shade structures and park amenities.	\$ 100,000
Park Signage Master Plan and Implementation - Includes all signage used in City of Bellaire Parks. Master Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City while improving consistency and quality of park signage.	\$ 50,000
Pavement Management Program - The City of Bellaire's Pavement Management Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. This project has two funding sources: transfers from the General Fund and METRO Mobility Funds. (Also see METRO Fund for component funded using METRO Mobility Funds.)	\$ 500,000
Decorative Standard for Major Streets (FY 2017 Newcastle St. Pilot Project) - This project will provide better street lighting, additional trail lighting, possible use of LED lighting options, and a decorative standard for major streets throughout the City. The initial project will focus on Newcastle Street and trail, and future phases may focus on other major streets and high-traffic areas, as well as standards for other street categories. Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City.	\$ 75,000
Update to the Facilities Master Plan - Update to the City-wide facilities master plan will include Public Works and Library programming. The previous master plan informed projects at the City Hall / Civic Center and the Police / Court buildings. This update will provide necessary information about the outstanding needs and inform planning efforts.	\$ 50,000
Total FY 2018 General Fund CIP	\$ 775,000
Ending Balance	\$ 1,102,050

FY 2018 Propsed Capital Improvement Projects		
Enterprise Fund CIP		
Beginning Balance	\$	245,977
Transfer in From Enterprise Fund	\$	120,000
Total Resources	\$	365,977
Renwick Well - Replace all three booster pumps and motors, which have been rebuilt multiple times and are past their life expectancy. Increased energy efficiency and reduced repairs will provide an immediate return on investment.	\$	285,000
Wendell Lift Station - Replace 3 dry pit pumps with dry pit submersible pumps. The existing lift pumps are past their useful life expectancy, have been repaired/rebuilt multiple times, and require multiple staff members to assist with deragging of pumps on a regular basis. The new proposed pumps are more energy efficient and are of a dry pit submersible design, which will allow for the pumps to run in the event that the wet well gets flooded. Also, the new submersible pumps are of a nonclogging design and will reduce/eliminate the need for deragging.	\$	75,000
Total FY 2018 Enterprise Fund CIP	\$	360,000
Ending Balance	\$	5,977

FY 2018 Proposed Capital Improvement Projects		
Bond Fund CIP		
Beginning Balance	\$	-
Proposed Bonds for Better Bellaire 2016	\$	12,500,000
Total Resources	\$	12,500,000
2016 Bonds for Better Bellaire Streets and Drainage Project - Includes street and related drainage infrastructure replacement.		\$7,000,000
2016 Bonds for Better Bellaire Sidewalks/Community Pathways Project -Design and construction of pedestrian facilities throughout the City.		\$1,000,000
2016 Bonds for Better Bellaire Water and Wastewater Line Improvements Project - Includes 50,100 linear feet of water line replacement and 350 linear feet of wastewater line replacement distributed over three years. The locations are prioritized from condition assessments and identified operational issues.		\$4,500,000
Total FY 2018 Bond Fund CIP	\$	12,500,000
Ending Balance	\$	-

METRO Fund CIP		
Beginning Balance	\$	308,000
Current Year Revenues	\$	1,000,000
Total Resources	\$	1,308,000
Pavement Management Program - The City of Bellaire's Pavement Management Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. This project has two funding sources: METRO Mobility Funds and transfers from the General Fund. (Also see General Fund CIP for component funded using transfers from the General Fund.)	\$	1,300,000
Total FY 2018 METRO Fund CIP	\$	1,300,000
Ending Balance	\$	8,000

Combined FY 2018 Proposed Capital Improvement Plan		
Total CIP Resources	\$	16,051,027
Total CIP Projects	\$	14,935,000
Total CIP Ending Balances	\$	1,116,027

Five Year Capital Improvement Plan						
General Fund						
Description	FY 2018 Proposed	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2018 - FY2022 Totals
Beginning Balance	\$ 1,334,624	\$ 1,102,050	\$ 351,000	\$ 351,000	\$ 351,000	
Transfer in From General Fund	\$ 542,426	\$ 1,645,000	\$ 1,150,000	\$ 900,000	\$ 900,000	\$ 5,137,426
Total Resources	\$ 1,877,050	\$ 2,747,050	\$ 1,501,000	\$ 1,251,000	\$ 1,251,000	
Holly Street Esplanade - Additional amenities and plantings for the Holly Street Esplanade Project. Project includes additional plantings, additions to the irrigation system, and additional site furnishings on those medians that were not improved in FY 2016.		\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 250,000
Playgrounds, Shade Structures, and Park Amenities - 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			\$ 300,000
Park Signage Master Plan and Implementation - Includes all signage used in City of Bellaire Parks. Master Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City while improving consistency and quality of park signage.	\$ 50,000	\$ 150,000	\$ 100,000			\$ 300,000
Pavement Management Program - The City of Bellaire's Pavement Management Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. This project has two funding sources: General Fund property tax revenue and METRO sales tax.	\$ 500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 3,700,000
Decorative Standard for Major Streets (Newcastle St. Pilot Project) - This project will provide better street lighting, additional trail lighting, possible use of LED lighting options, and a decorative standard for major streets throughout the City. The initial project will focus on Newcastle Street and trail, and future phases may focus on other major streets and high-traffic areas, as well as standards for other street categories. Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City.	\$ 75,000	\$ 75,000				\$ 150,000
City-Wide Signage Enhancements Project - The goal of the project is to identify and replace street signs within the City. Pole and sign types and aesthetics will be reviewed and new standards will be developed. Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City.		\$ 100,000	\$ 50,000	\$ 50,000		\$ 200,000
Update to the Facilities Master Plan - Update to the City wide facilities master plan will include Public Works and Library programming. The previous master plan informed projects at the City Hall / Civic Center and the Police / Court buildings. This update will provide necessary information about the outstanding needs and inform planning efforts.	\$ 50,000					\$ 50,000

The CIP beyond FY 2018 does not appropriate any funds for projects listed; it is a guideline for planning.

Five Year Capital Improvement Plan						
General Fund						
Description	FY 2018 Proposed	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2018 - FY2022 Totals
Signature Corner Design - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine as well as several S. Rice Ave. esplanades. Additional planning and design is needed to identify the proposed improvements. Construction funding would require new bond authority.		\$ 751,050				\$ 751,050
Lafayette Park Permanent Restroom Facility - Provide a permanent restroom facility at Lafayette Park for use by sports teams, park patrons, and dog park patrons.		\$ 200,000				\$ 200,000
Loftin Park Improvements - Improvements to Loftin Park including invasive or unhealthy tree removal, additional tree plantings, irrigation system, and fencing improvements.		\$ 170,000				\$ 170,000
Ware Park Picnic Pavilion - Picnic pavilion design and construction at Ware Park.			\$ 50,000			\$ 50,000
Paseo Park West Expansion - Park expansion would be possible with future relocation of Metro transit center. Funding is restricted and can only be used to develop new park facilities.					\$ 351,000	\$ 351,000
Total General Fund CIP Expenditures	\$ 775,000	\$ 2,396,050	\$ 1,150,000	\$ 900,000	\$ 1,251,000	\$ 6,472,050
Total General Fund CIP Ending Balance	\$ 1,102,050	\$ 351,000	\$ 351,000	\$ 351,000	\$ -	

The CIP beyond FY 2018 does not appropriate any funds for projects listed; it is a guideline for planning.

Five Year Capital Improvement Plan											
Enterprise Fund											
Description	FY 2018	Proposed	FY 2019	Planned	FY 2020	Planned	FY 2021	Planned	FY 2022	Planned	FY 2018 - FY2022 Totals
Beginning Balance	\$	245,977	\$	5,977	\$	5,977	\$	5,977	\$	5,977	
Transfer from Enterprise Operations Fund	\$	120,000	\$	240,000	\$	935,000	\$	-	\$	5,977	1,300,977
Total Resources	\$	365,977	\$	245,977	\$	940,977	\$	5,977	\$	11,954	
Renwick Well - Replace all three booster pumps and motors, which have been rebuilt multiple times and are past their life expectancy. Increased energy efficiency and reduced repairs will provide an immediate return on investment.	\$	285,000									\$ 285,000
Central Well Pumps - Replace all three booster pumps and motors, which have been rebuilt multiple times and are past their life expectancy. Increased energy efficiency and reduced repairs will provide an immediate return on investment.			\$	240,000							\$ 240,000
Central Well Control Panel - Replace Control Panel that controls Booster Pumps 1, 2, and 3. Replace or run new wiring as needed due to abandoned runs, previous splices, and out dated components.					\$	500,000					\$ 500,000
Feld Park Well - Add a new standby diesel generator, improving for health and safety of City water supply and fire fighting capabilities. Feld Park provides groundwater and is also the only other supply of surface water for the City. A standby generator will allow the City to have two operable groundwater and surface water sources readily available in the event of a power outage.					\$	435,000					\$ 435,000
Wendell Lift Station - Replace 3 dry pit pumps with dry pit submersible pumps. The existing lift pumps are past their useful life expectancy, have been repaired/rebuilt multiple times, and require multiple staff members to assist with deragging of pumps on a regular basis. The new proposed pumps are more energy efficient and are of a dry pit submersible design, which will allow for the pumps to run in the event that the wet well gets flooded. Also, the new submersible pumps are of a nonclogging design and will reduce/eliminate the need for deragging.	\$	75,000									\$ 75,000
Total Proposed Enterprise CIP	\$	360,000	\$	240,000	\$	935,000	\$	-	\$	-	\$ 1,535,000
Total Ending Fund Balance	\$	5,977	\$	5,977	\$	5,977	\$	5,977	\$	11,954	

The CIP beyond FY 2018 does not appropriate any funds for projects listed; it is a guideline for planning.

Five Year Capital Improvement Plan						
Bond Fund						
Description	FY 2018 Proposed	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2018 - FY2022 Totals
Bond Proceeds	\$12,500,000	\$9,000,000	\$13,500,000	\$21,000,000	\$12,900,000	\$68,900,000
Total Resources	\$12,500,000	\$9,000,000	\$13,500,000	\$21,000,000	\$12,900,000	\$68,900,000
Bellaire Streets and Drainage Project - Includes street and related drainage infrastructure replacement.	\$7,000,000	\$6,000,000	\$6,000,000	\$6,000,000	\$8,000,000	\$33,000,000
Sidewalks/Community Pathways Project -Design and construction of pedestrian facilities throughout the City.	\$1,000,000		\$1,000,000	\$1,000,000	\$1,000,000	\$4,000,000
Water and Wastewater Line Improvements Project - Water and wastewater line replacement throughout the City. The locations are prioritized from condition assessments and identified operational issues.	\$4,500,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$16,500,000
Wastewater Treatment Plant Electrical - Replacement of the control panel and components. The current control panel is the original panel installed during the construction of the facility to operate the various pumps and motors that run the WWTP. The electrical wiring and components have exceeded their life expectancy. It is recommended to upgrade the					\$900,000	\$900,000
Public Works Building - Funding for land acquisition, design, and construction of a new Public Works Building.			\$1,000,000	\$3,000,000		\$4,000,000
Library Building - Design and construction for new Library building and related site improvements.			\$500,000	\$4,000,000		\$4,500,000
Evergreen Park - Per the Evergreen Park Master Plan, this project includes design and construction of the Park. Parks Board requested to move Design from 2021 to 2020 and Construction from 2022 to 2021				\$4,000,000		\$4,000,000
Other Parks - Additional needs at other parks in the COB system, including restrooms, lighting, parking lots, and various other amenities.			\$1,000,000			\$1,000,000
Wayfinding and Entryway Markers - Provide physical improvement intended to provide visual definition including signage to the entrance into Bellaire at Bellaire Boulevard and the railroad tracks. Project will be informed by the Brand Identity Project and will continue City-			\$1,000,000			\$1,000,000
Total Bond Fund CIP	\$12,500,000	\$9,000,000	\$13,500,000	\$21,000,000	\$12,900,000	\$68,900,000
Total Ending Balance	\$-	\$-	\$-	\$-	\$-	

The CIP beyond FY 2018 does not appropriate any funds for projects listed; it is a guideline for planning.

Five Year Capital Improvement Plan						
METRO Fund						
Description	FY 2018 Proposed	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2018 - FY2022 Totals
Beginning Balance	\$308,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Current Year Revenues	\$ 1,000,000	\$ 1,020,000	\$ 1,040,400	\$ 1,060,800	\$ 1,082,010	\$ 5,203,210
Total Resources	\$1,308,000	\$ 1,028,000	\$ 1,048,400	\$ 1,068,800	\$ 1,090,010	\$ 5,543,210
Pavement Management Program - The City of Bellaire's Pavement Management Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. This project has two funding sources: General Fund property tax revenue and METRO sales tax.	\$ 1,300,000	\$ 1,020,000	\$ 1,040,400	\$ 1,060,800	\$ 1,082,010	\$ 5,503,210
Total Expenditures	\$ 1,300,000	\$ 1,020,000	\$ 1,040,400	\$ 1,060,800	\$ 1,082,010	\$ 5,503,210
Total Ending Fund Balance	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	

The CIP beyond FY 2018 does not appropriate any funds for projects listed; it is a guideline for planning.

Capital Improvement Plan Unfunded 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
Signature Corner Construction - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine to include the S. Rice Esplanade Jessamine to Bellaire. Construction funding to be identified in the future.	\$ 3,000,000
Zindler Park - Upgrade / Automate Ball Field Lights & Netting	\$ 500,000
Zindler Park - Upgrade / Automate Tennis Court Lighting	\$ 400,000
Mulberry Park - Replace Tennis Fencing, Upgrade / Automate 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	3,770,000
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
Total Unfunded	\$ 12,760,000

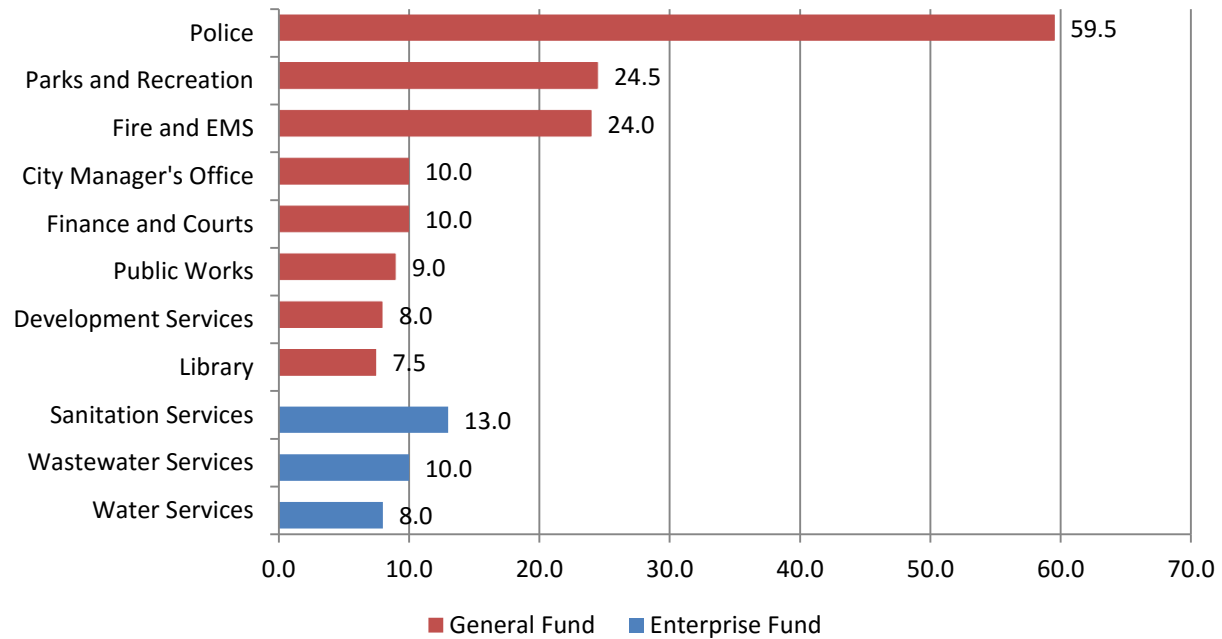
The CIP beyond FY 2018 does not appropriate any funds for projects listed; it is a guideline for planning.



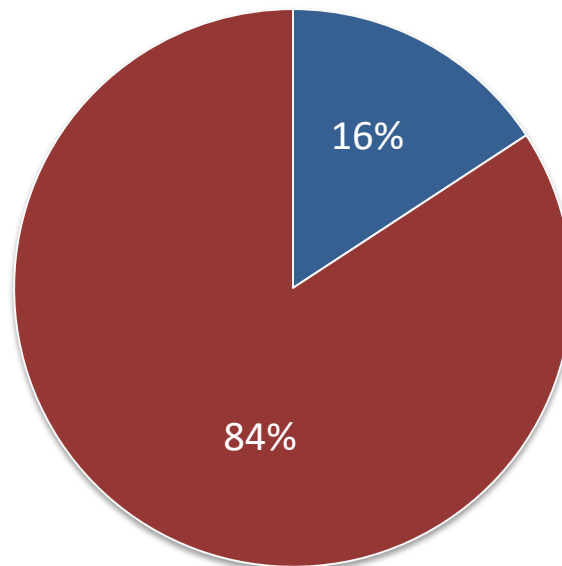
FY 2018

Staffing Position Summary and Pay Plan

Full Time Equivalents by Department



Full-Time Equivalents by Fund



■ Enterprise Fund ■ General Fund

City of Bellaire Staffing Position Summary				
Position	FY 2016 Adopted	FY 2017 Adopted	FY 2018 Proposed	Grade
City Manager	1.0	1.0	1.0	n/a
City Clerk	1.0	1.0	1.0	n/a
Assistant City Manager	1.0	1.0	1.0	117
Director of Human Resources	1.0	1.0	1.0	114
Director of Information Technology	1.0	1.0	1.0	114
Project Manager	1.0	1.0	1.0	113
Assistant to the City Manager	1.0	0.0	0.0	112
Senior Human Resources Generalist	1.0	1.0	1.0	110
Administrative Assistant	0.0	1.0	1.0	109
Information Technology Technician	1.0	1.0	1.0	109
Receptionist	1.0	1.0	1.0	102
Total City Manager's Office	10.0	10.0	10.0	
Chief Financial Officer	1.0	1.0	1.0	117
Assistant Director of Finance	0.0	0.0	1.0	114
Accounting Manager	1.0	1.0	0.0	113
Purchasing/Contract Coordinator	0.0	1.0	1.0	110
Senior Accountant	1.0	1.0	1.0	110
Senior Management Analyst	0.0	0.0	1.0	110
Court Clerk	1.0	1.0	1.0	109
Payroll Technician	1.0	1.0	1.0	108
Accounts Payable Technician	1.0	1.0	1.0	107
Purchasing Technician	1.0	1.0	0.0	105
Assistant Court Clerks	2.0	2.0	2.0	104
Total Finance	9.0	10.0	10.0	
Director of Development Services	1.0	1.0	1.0	114
Building Official	1.0	1.0	1.0	112
Development Services Manager	1.0	1.0	1.0	112
Building Inspector	1.0	1.0	0.0	109
Planner	0.0	0.0	1.0	109
Zoning/Health Code Enforcement Officer	1.0	1.0	1.0	108
Planning and Zoning Secretary	1.0	1.0	1.0	106
Permit Technician	2.0	2.0	2.0	105
Total Development Services	8.0	8.0	8.0	
Fire Chief	1.0	1.0	1.0	116
Assistant Fire Chief/Fire Marshal	1.0	1.0	1.0	F6
Fire Shift Commander	3.0	3.0	3.0	F5
Fire Lieutenant	3.0	3.0	3.0	F4
Firefighter/Paramedic	14.0	14.0	14.0	F2
Firefighter/EMT	1.0	1.0	1.0	F1
Total Full-time Fire	23.0	23.0	23.0	
PT Firefighter/Paramedic	1.0	1.0	1.0	F2
Total Part-time Fire	1.0	1.0	1.0	
Total Fire	24.0	24.0	24.0	

City of Bellaire Staffing Position Summary				
Position	FY 2016 Adopted	FY 2017 Adopted	FY 2018 Proposed	Grade
Police Chief	1.0	1.0	1.0	117
Communications Supervisor	1.0	1.0	1.0	111
Communications Officer	9.0	9.0	9.0	107
Jail Attendant	1.0	1.0	1.0	107
Police Technician	1.0	1.0	1.0	107
Records Technician	1.0	1.0	1.0	107
Animal Control Officer	1.0	1.0	1.0	106
Administrative Secretary	1.0	1.0	1.0	105
Police Clerk	1.0	1.0	1.0	104
Assistant Police Chief	1.0	1.0	1.0	P6
Manager Information Services	1.0	1.0	1.0	P5
Police Lieutenant	2.0	2.0	2.0	P5
Detective Sergeant	1.0	0.0	0.0	P4
Police Sergeant	3.0	3.0	3.0	P4
Community Resource Officer	1.0	1.0	1.0	P3
Police Detective	2.0	3.0	3.0	P3
Police Detective - Rotating	0.0	1.0	1.0	P3
Police Corporal	3.0	3.0	3.0	P3
Warrant Officer	1.0	1.0	1.0	P3
Motorcycle Officer	2.0	2.0	2.0	P2
Police Officer	22.0	21.0	21.0	P2
Total Full-time Police	56.0	56.0	56.0	
PT Communications Officer	1.5	1.5	1.5	107
PT Court Bailiff	1.0	1.0	1.0	P2
PT Police Officer	1.0	1.0	1.0	P2
Total Part-time Police	3.5	3.5	3.5	
Total Police	59.5	59.5	59.5	
Library Director	1.0	1.0	1.0	114
Assistant Library Director	0.0	0.0	1.0	111
Librarian	2.0	2.0	1.0	109
Library Support Technician	1.0	1.0	1.0	105
Library Assistant	3.0	3.0	3.0	104
Total Full-time Library	7.0	7.0	7.0	
PT Library Assistant	0.5	0.5	0.5	104
Total Part-time Library	0.5	0.5	0.5	
Total Library	7.5	7.5	7.5	

City of Bellaire Staffing Position Summary				
Position	FY 2016 Adopted	FY 2017 Adopted	FY 2018 Proposed	Grade
Director of Public Works	1.0	1.0	1.0	115
Administrative Services Manager	1.0	1.0	1.0	113
Special Projects Manager	0.0	1.0	1.0	112
Street and Traffic Superintendent	1.0	0.0	0.0	112
Crew Leader	0.0	2.0	2.0	108
Administrative Secretary	1.0	1.0	1.0	105
Equipment Operator II	1.0	0.0	0.0	105
Equipment Operator I	3.0	2.0	2.0	104
Laborer	1.0	1.0	1.0	101
Total Public Works	9.0	9.0	9.0	
Director of Parks, Recreation, and Facilities	1.0	1.0	1.0	115
Assistant Director of Parks Recreation, and Facilities	1.0	1.0	1.0	113
Athletics and Youth Program Superintendent	1.0	1.0	1.0	111
Facilities Superintendent	1.0	1.0	1.0	111
Parks Superintendent	1.0	1.0	1.0	111
Aquatics Supervisor	1.0	1.0	1.0	110
Recreation Supervisor	2.0	2.0	2.0	110
Administrative Assistant	1.0	1.0	1.0	109
Crew Leader (Parks)	1.0	1.0	1.0	108
Parks Maintenance Technician	2.0	2.0	2.0	102
Custodian	2.0	2.0	2.0	101
Total Full-time Parks, Recreation, and Facilities	14.0	14.0	14.0	
PT Lifeguard	6.0	6.0	6.0	n/a
PT Pool Manager	0.5	0.5	0.5	n/a
PT Recreation Aide	3.5	3.5	3.5	n/a
PT Administrative Secretary	0.5	0.5	0.5	105
Total Part-time Parks, Recreation, and Facilities	10.5	10.5	10.5	
Total Parks, Recreation, and Facilities	24.5	24.5	24.5	
Total General Fund Full Time Equivalents	151.5	152.5	152.5	
Utilities Superintendent	1.0	1.0	1.0	112
Plant Operator	1.0	1.0	1.0	107
Utility Billing Technician	1.0	1.0	1.0	107
Utility Collections Technician	1.0	1.0	1.0	107
Laborer	4.0	4.0	4.0	101
Total Water Services	8.0	8.0	8.0	

City of Bellaire Staffing Position Summary				
Position	FY 2016 Adopted	FY 2017 Adopted	FY 2018 Proposed	Grade
Chief Plant Operator	1.0	1.0	1.0	111
Information Coordinator	1.0	0.0	0.0	110
Foreman (Utilities)	1.0	1.0	1.0	109
Plant Operator	2.0	2.0	2.0	107
Administrative Secretary	1.0	1.0	1.0	105
Equipment Operator II	1.0	1.0	1.0	105
Equipment Operator I	3.0	3.0	3.0	104
Laborer	1.0	1.0	1.0	101
Total Wastewater Services	11.0	10.0	10.0	
Solid Waste Superintendent	1.0	1.0	1.0	112
Foreman	0.0	1.0	1.0	109
Crew Leader	1.0	0.0	0.0	108
Equipment Operator II	0.0	0.0	0.0	105
Equipment Operator I	5.0	5.0	5.0	104
Laborer	6.0	6.0	6.0	101
Total Solid Waste Services	13.0	13.0	13.0	
Total Enterprise Fund Full Time Equivalents	32.0	31.0	31.0	
Total Full Time Equivalents	183.5	183.5	183.5	

City of Bellaire
GENERAL PAY PLAN
FY 2017

GRADE	JOB TITLE	Pay Frequency	STEPS											
			A	B	C	D	E	F	G	H	I	J	K	L
100.00	Library Shelver	Annual	23,282.84	24,097.74	24,941.16	25,814.10	26,717.59	27,652.71	28,620.56	29,622.27	30,659.05	31,732.12	32,842.75	33,992.27
		Monthly	1,940.24	2,008.14	2,078.43	2,151.17	2,226.47	2,304.39	2,385.05	2,468.52	2,554.92	2,644.34	2,736.90	2,832.69
		Bi-Weekly	895.49	926.84	959.28	992.85	1,027.60	1,063.57	1,100.79	1,139.32	1,179.19	1,220.47	1,263.18	1,307.40
		Hourly	11.19	11.59	11.99	12.41	12.84	13.29	13.76	14.24	14.74	15.26	15.79	16.34
101.00	Custodian Laborer	Annual	24,446.98	25,302.63	26,188.22	27,104.81	28,053.48	29,035.34	30,051.58	31,103.39	32,192.00	33,318.72	34,484.88	35,692.15
		Monthly	2,037.25	2,108.55	2,182.35	2,258.73	2,337.79	2,419.61	2,504.30	2,591.95	2,682.67	2,776.56	2,873.74	2,974.35
		Bi-Weekly	940.27	973.18	1,007.24	1,042.49	1,078.98	1,116.74	1,155.83	1,196.28	1,238.15	1,281.49	1,326.34	1,372.77
		Hourly	11.75	12.16	12.59	13.03	13.49	13.96	14.45	14.95	15.48	16.02	16.58	17.16
102.00	Parks Maintenance Technician Receptionist	Annual	25,914.28	26,821.28	27,760.02	28,731.63	29,737.23	30,778.04	31,855.27	32,970.20	34,124.16	35,318.50	36,554.65	37,834.06
		Monthly	2,159.52	2,235.11	2,313.34	2,394.30	2,478.10	2,564.84	2,654.61	2,747.52	2,843.68	2,943.21	3,046.22	3,152.84
		Bi-Weekly	996.70	1,031.59	1,067.69	1,105.06	1,143.74	1,183.77	1,225.20	1,268.08	1,312.47	1,358.40	1,405.95	1,455.16
		Hourly	12.46	12.89	13.35	13.81	14.30	14.80	15.32	15.85	16.41	16.98	17.57	18.19
103.00		Annual	28,493.96	29,491.25	30,523.45	31,591.77	32,697.48	33,841.89	35,026.36	36,252.28	37,521.11	38,834.35	40,193.55	41,600.32
		Monthly	2,374.50	2,457.60	2,543.62	2,632.65	2,724.79	2,820.16	2,918.86	3,021.02	3,126.76	3,236.20	3,349.46	3,466.69
		Bi-Weekly	1,095.92	1,134.28	1,173.98	1,215.07	1,257.60	1,301.61	1,347.17	1,394.32	1,443.12	1,493.63	1,545.91	1,600.01
		Hourly	13.70	14.18	14.67	15.19	15.72	16.27	16.84	17.43	18.04	18.67	19.32	20.00
104.00	Asst Court Clerk Equip Operator I Library Assistant Police Clerk	Annual	30,445.21	31,510.79	32,613.67	33,755.15	34,936.58	36,159.36	37,424.94	38,734.81	40,090.53	41,493.70	42,945.97	44,449.08
		Monthly	2,537.10	2,625.90	2,717.81	2,812.93	2,911.38	3,013.28	3,118.74	3,227.90	3,340.88	3,457.81	3,578.83	3,704.09
		Bi-Weekly	1,170.97	1,211.95	1,254.37	1,298.27	1,343.71	1,390.74	1,439.42	1,489.80	1,541.94	1,595.91	1,651.77	1,709.58
		Hourly	14.64	15.15	15.68	16.23	16.80	17.38	17.99	18.62	19.27	19.95	20.65	21.37
105.00	Administrative Secretary Library Support Tech Equip Operator II Permit Technician	Annual	32,396.46	33,530.33	34,703.89	35,918.53	37,175.68	38,476.83	39,823.52	41,217.34	42,659.95	44,153.04	45,698.40	47,297.84
		Monthly	2,699.70	2,794.19	2,891.99	2,993.21	3,097.97	3,206.40	3,318.63	3,434.78	3,555.00	3,679.42	3,808.20	3,941.49
		Bi-Weekly	1,246.02	1,289.63	1,334.77	1,381.48	1,429.83	1,479.88	1,531.67	1,585.28	1,640.77	1,698.19	1,757.63	1,819.15
		Hourly	15.58	16.12	16.68	17.27	17.87	18.50	19.15	19.82	20.51	21.23	21.97	22.74
106.00	Accts Payable Tech Animal Control Officer Planning & Zoning Secretary	Annual	34,347.70	35,549.87	36,794.12	38,081.91	39,414.78	40,794.29	42,222.10	43,699.87	45,229.36	46,812.39	48,450.83	50,146.60
		Monthly	2,862.31	2,962.49	3,066.18	3,173.49	3,284.56	3,399.52	3,518.51	3,641.66	3,769.11	3,901.03	4,037.57	4,178.88
		Bi-Weekly	1,321.07	1,367.30	1,415.16	1,464.69	1,515.95	1,569.01	1,623.93	1,680.76	1,739.59	1,800.48	1,863.49	1,928.72
		Hourly	16.51	17.09	17.69	18.31	18.95	19.61	20.30	21.01	21.74	22.51	23.29	24.11
107.00	Communications Officer Jail Attendant Utility Billing/Collections Rep Payroll Technician Plant Operator Police Technician Records Technician	Annual	36,298.95	37,569.41	38,884.34	40,245.29	41,653.88	43,111.76	44,620.67	46,182.40	47,798.78	49,471.74	51,203.25	52,995.36
		Monthly	3,024.91	3,130.78	3,240.36	3,353.77	3,471.16	3,592.65	3,718.39	3,848.53	3,983.23	4,122.64	4,266.94	4,416.28
		Bi-Weekly	1,396.11	1,444.98	1,495.55	1,547.90	1,602.07	1,658.14	1,716.18	1,776.25	1,838.41	1,902.76	1,969.36	2,038.28
		Hourly	17.45	18.06	18.69	19.35	20.03	20.73	21.45	22.20	22.98	23.78	24.62	25.48

City of Bellaire
GENERAL PAY PLAN
FY 2017

GRADE	JOB TITLE	Pay Frequency	STEPS											
			A	B	C	D	E	F	G	H	I	J	K	L
108.00	Crew Leader	Annual	40,201.44	41,608.49	43,064.79	44,572.06	46,132.08	47,746.70	49,417.83	51,147.46	52,937.62	54,790.44	56,708.10	58,692.88
	Zoning/Health Code Enf. Officer	Monthly	3,350.12	3,467.37	3,588.73	3,714.34	3,844.34	3,978.89	4,118.15	4,262.29	4,411.47	4,565.87	4,725.68	4,891.07
		Bi-Weekly	1,546.21	1,600.33	1,656.34	1,714.31	1,774.31	1,836.41	1,900.69	1,967.21	2,036.06	2,107.32	2,181.08	2,257.42
		Hourly	19.33	20.00	20.70	21.43	22.18	22.96	23.76	24.59	25.45	26.34	27.26	28.22
109.00	Administrative Assistant	Annual	46,055.18	47,667.11	49,335.46	51,062.20	52,849.38	54,699.10	56,613.57	58,595.05	60,645.88	62,768.48	64,965.38	67,239.17
	Court Clerk	Monthly	3,837.93	3,972.26	4,111.29	4,255.18	4,404.11	4,558.26	4,717.80	4,882.92	5,053.82	5,230.71	5,413.78	5,603.26
	Foreman	Bi-Weekly	1,771.35	1,833.35	1,897.52	1,963.93	2,032.67	2,103.81	2,177.45	2,253.66	2,332.53	2,414.17	2,498.67	2,586.12
	IT Technician	Hourly	22.14	22.92	23.72	24.55	25.41	26.30	27.22	28.17	29.16	30.18	31.23	32.33
	Librarian													
	Planner													
110.00	Aquatics Supervisor	Annual	51,909.95	53,726.80	55,607.23	57,553.49	59,567.86	61,652.73	63,810.58	66,043.95	68,355.49	70,747.93	73,224.11	75,786.95
	Purchasing/Contract Coordinator	Monthly	4,325.83	4,477.23	4,633.94	4,796.12	4,963.99	5,137.73	5,317.55	5,503.66	5,696.29	5,895.66	6,102.01	6,315.58
	Recreation Supervisor	Bi-Weekly	1,996.54	2,066.42	2,138.74	2,213.60	2,291.07	2,371.26	2,454.25	2,540.15	2,629.06	2,721.07	2,816.31	2,914.88
	Senior Accountant	Hourly	24.96	25.83	26.73	27.67	28.64	29.64	30.68	31.75	32.86	34.01	35.20	36.44
	Senior Human Resources Generalist													
111.00	Athletic & Youth Program Supt.	Annual	57,109.49	59,108.32	61,177.12	63,318.32	65,534.46	67,828.16	70,202.15	72,659.22	75,202.30	77,834.38	80,558.58	83,378.13
	Chief Plant Oper	Monthly	4,759.12	4,925.69	5,098.09	5,276.53	5,461.20	5,652.35	5,850.18	6,054.94	6,266.86	6,486.20	6,713.21	6,948.18
	Communications Supervisor	Bi-Weekly	2,196.52	2,273.40	2,352.97	2,435.32	2,520.56	2,608.78	2,700.08	2,794.59	2,892.40	2,993.63	3,098.41	3,206.85
	Facilities Superintendent	Hourly	27.46	28.42	29.41	30.44	31.51	32.61	33.75	34.93	36.15	37.42	38.73	40.09
	Parks Superintendent													
112.00	Building Official	Annual	65,568.67	67,863.57	70,238.80	72,697.16	75,241.56	77,875.01	80,600.64	83,421.66	86,341.42	89,363.37	92,491.08	95,728.27
	Development Services Mgr	Monthly	5,464.06	5,655.30	5,853.23	6,058.10	6,270.13	6,489.58	6,716.72	6,951.80	7,195.12	7,446.95	7,707.59	7,977.36
	Solid Waste/Streets Superintendent	Bi-Weekly	2,521.87	2,610.14	2,701.49	2,796.04	2,893.91	2,995.19	3,100.02	3,208.53	3,320.82	3,437.05	3,557.35	3,681.86
	Special Projects Manager - PW	Hourly	31.52	32.63	33.77	34.95	36.17	37.44	38.75	40.11	41.51	42.96	44.47	46.02
	Utilities Superintendent													
113.00	Admin Svcs Mgr - PW	Annual	75,813.23	78,466.69	81,213.02	84,055.48	86,997.42	90,042.33	93,193.81	96,455.60	99,831.54	103,325.65	106,942.04	110,685.02
	Asst. Dir of Parks, Rec & Facil.	Monthly	6,317.77	6,538.89	6,767.75	7,004.62	7,249.79	7,503.53	7,766.15	8,037.97	8,319.30	8,610.47	8,911.84	9,223.75
	Project Manager - CMO	Bi-Weekly	2,915.89	3,017.95	3,123.58	3,232.90	3,346.05	3,463.17	3,584.38	3,709.83	3,839.67	3,974.06	4,113.16	4,257.12
		Hourly	36.45	37.72	39.04	40.41	41.83	43.29	44.80	46.37	48.00	49.68	51.41	53.21
114.00	Asst. Director of Finance	Annual	88,008.00	91,088.28	94,276.37	97,576.04	100,991.21	104,525.90	108,184.30	111,970.75	115,889.73	119,945.87	124,143.98	128,489.02
	Dir of Information Technology	Monthly	7,334.00	7,590.69	7,856.36	8,131.34	8,415.93	8,710.49	9,015.36	9,330.90	9,657.48	9,995.49	10,345.33	10,707.42
	Dir of Human Resources	Bi-Weekly	3,384.92	3,503.40	3,626.01	3,752.92	3,884.28	4,020.23	4,160.93	4,306.57	4,457.30	4,613.30	4,774.77	4,941.89
	Director of Development Services	Hourly	42.31	43.79	45.33	46.91	48.55	50.25	52.01	53.83	55.72	57.67	59.68	61.77
	Director of Library													

City of Bellaire
GENERAL PAY PLAN
FY 2017

GRADE	JOB TITLE	Pay Frequency	STEPS											
			A	B	C	D	E	F	G	H	I	J	K	L
115.00	Dir of Public Works	Annual	95,812.99	99,166.44	102,637.27	106,229.57	109,947.60	113,795.77	117,778.62	121,900.87	126,167.41	130,583.26	135,153.68	139,884.06
	Dir of Parks, Recreation, and Facilities	Monthly	7,984.42	8,263.87	8,553.11	8,852.46	9,162.30	9,482.98	9,814.89	10,158.41	10,513.95	10,881.94	11,262.81	11,657.00
		Bi-Weekly	3,685.11	3,814.09	3,947.59	4,085.75	4,228.75	4,376.76	4,529.95	4,688.50	4,852.59	5,022.43	5,198.22	5,380.16
		Hourly	46.06	47.68	49.34	51.07	52.86	54.71	56.62	58.61	60.66	62.78	64.98	67.25
116.00	Fire Chief	Annual	102,886.00	106,487.01	110,214.06	114,071.55	118,064.05	122,196.29	126,473.16	130,899.72	135,481.21	140,223.06	145,130.86	150,210.44
		Monthly	8,573.83	8,873.92	9,184.50	9,505.96	9,838.67	10,183.02	10,539.43	10,908.31	11,290.10	11,685.25	12,094.24	12,517.54
		Bi-Weekly	3,957.15	4,095.65	4,239.00	4,387.37	4,540.93	4,699.86	4,864.35	5,034.60	5,210.82	5,393.19	5,581.96	5,777.32
		Hourly	49.46	51.20	52.99	54.84	56.76	58.75	60.80	62.93	65.14	67.41	69.77	72.22
117.00	Asst. City Manager	Annual	109,960.04	113,808.64	117,791.94	121,914.66	126,181.67	130,598.03	135,168.96	139,899.87	144,796.37	149,864.24	155,109.49	160,538.32
	Chief Financial Officer	Monthly	9,163.34	9,484.05	9,815.99	10,159.55	10,515.14	10,883.17	11,264.08	11,658.32	12,066.36	12,488.69	12,925.79	13,378.19
	Police Chief	Bi-Weekly	4,229.23	4,377.26	4,530.46	4,689.03	4,853.14	5,023.00	5,198.81	5,380.76	5,569.09	5,764.01	5,965.75	6,174.55
		Hourly	52.87	54.72	56.63	58.61	60.66	62.79	64.99	67.26	69.61	72.05	74.57	77.18

City of Bellaire

FIRE PAY PLAN

FY 2017

GRADE	JOB TITLE	Pay Frequency	STEPS									
			A	B	C	D	E	F	G	H	I	J
F1	Fire Fighter EMT	Annual	51,247.00	53,040.65	54,897.07	56,818.46	58,807.11	60,865.36	62,995.65	65,200.50	67,482.51	69,844.40
		Monthly	4,270.58	4,420.05	4,574.76	4,734.87	4,900.59	5,072.11	5,249.64	5,433.37	5,623.54	5,820.37
		Bi-Weekly	1,971.04	2,040.02	2,111.43	2,185.33	2,261.81	2,340.98	2,422.91	2,507.71	2,595.48	2,686.32
		Fire Hourly	18.59	19.25	19.92	20.62	21.34	22.08	22.86	23.66	24.49	25.34
F2	Fire Fighter Paramedic	Annual	54,756.00	56,672.46	58,656.00	60,708.96	62,833.77	65,032.95	67,309.10	69,664.92	72,103.20	74,626.81
		Monthly	4,563.00	4,722.71	4,888.00	5,059.08	5,236.15	5,419.41	5,609.09	5,805.41	6,008.60	6,218.90
		Bi-Weekly	2,106.00	2,179.71	2,256.00	2,334.96	2,416.68	2,501.27	2,588.81	2,679.42	2,773.20	2,870.26
		Fire Hourly	19.87	20.56	21.28	22.03	22.80	23.60	24.42	25.28	26.16	27.08
F4	Fire Lieutenant	Annual	74,118.00	76,712.13	79,397.05	82,175.95	85,052.11	88,028.93	91,109.95	94,298.79	97,599.25	101,015.23
		Monthly	6,176.50	6,392.68	6,616.42	6,848.00	7,087.68	7,335.74	7,592.50	7,858.23	8,133.27	8,417.94
		Bi-Weekly	2,850.69	2,950.47	3,053.73	3,160.61	3,271.23	3,385.73	3,504.23	3,626.88	3,753.82	3,885.20
		Fire Hourly	26.89	27.83	28.81	29.82	30.86	31.94	33.06	34.22	35.41	36.65
F5	Fire Shift Commander	Annual	81,065.00	83,902.28	86,838.85	89,878.21	93,023.95	96,279.79	99,649.58	103,137.32	106,747.12	110,483.27
		Monthly	6,755.42	6,991.86	7,236.57	7,489.85	7,752.00	8,023.32	8,304.13	8,594.78	8,895.59	9,206.94
		Bi-Weekly	3,117.88	3,227.01	3,339.96	3,456.85	3,577.84	3,703.07	3,832.68	3,966.82	4,105.66	4,249.36
		Fire Hourly	29.41	30.44	31.51	32.61	33.75	34.93	36.16	37.42	38.73	40.09
F6	Assistant Fire Chief / Fire Marshal	Annual	90,288.00	93,448.08	96,718.76	100,103.92	103,607.56	107,233.82	110,987.00	114,871.55	118,892.05	123,053.28
		Monthly	7,524.00	7,787.34	8,059.90	8,341.99	8,633.96	8,936.15	9,248.92	9,572.63	9,907.67	10,254.44
		Bi-Weekly	3,472.62	3,594.16	3,719.95	3,850.15	3,984.91	4,124.38	4,268.73	4,418.14	4,572.77	4,732.82
		Fire Hourly	43.41	44.93	46.50	48.13	49.81	51.55	53.36	55.23	57.16	59.16

City of Bellaire
POLICE PAY PLAN
FY 2017

GRADE	JOB TITLE	Pay Frequency	STEPS									
			A	B	C	D	E	F	G	H	I	J
P2	Court Bailiff	Annual	56,011.00	57,971.39	60,000.38	62,100.40	64,273.91	66,523.50	68,851.82	71,261.63	73,755.79	76,337.24
	Police Officer	Monthly	4,667.58	4,830.95	5,000.03	5,175.03	5,356.16	5,543.62	5,737.65	5,938.47	6,146.32	6,361.44
	Police Officer - Motorcycle	Bi-Weekly	2,154.27	2,229.67	2,307.71	2,388.48	2,472.07	2,558.60	2,648.15	2,740.83	2,836.76	2,936.05
		Police Hourly	26.93	27.87	28.85	29.86	30.90	31.98	33.10	34.26	35.46	36.70
P3	Community Resource Officer	Annual	60,058.00	62,160.03	64,335.63	66,587.38	68,917.94	71,330.06	73,826.62	76,410.55	79,084.92	81,852.89
	Police Corporal	Monthly	5,004.83	5,180.00	5,361.30	5,548.95	5,743.16	5,944.17	6,152.22	6,367.55	6,590.41	6,821.07
	Police Detective	Bi-Weekly	2,309.92	2,390.77	2,474.45	2,561.05	2,650.69	2,743.46	2,839.49	2,938.87	3,041.73	3,148.19
	Warrant Officer	Police Hourly	28.87	29.88	30.93	32.01	33.13	34.29	35.49	36.74	38.02	39.35
P4	Police Sergeant	Annual	74,188.00	76,784.58	79,472.04	82,253.56	85,132.44	88,112.07	91,195.99	94,387.85	97,691.43	101,110.63
	Detective Sergeant	Monthly	6,182.33	6,398.72	6,622.67	6,854.46	7,094.37	7,342.67	7,599.67	7,865.65	8,140.95	8,425.89
		Bi-Weekly	2,853.38	2,953.25	3,056.62	3,163.60	3,274.32	3,388.93	3,507.54	3,630.30	3,757.36	3,888.87
		Police Hourly	35.67	36.92	38.21	39.54	40.93	42.36	43.84	45.38	46.97	48.61
P5	Police Lieutenant	Annual	87,652.00	90,719.82	93,895.01	97,181.34	100,582.69	104,103.08	107,746.69	111,517.82	115,420.95	119,460.68
	Mgr Info Services	Monthly	7,304.33	7,559.99	7,824.58	8,098.44	8,381.89	8,675.26	8,978.89	9,293.15	9,618.41	9,955.06
		Bi-Weekly	3,371.23	3,489.22	3,611.35	3,737.74	3,868.56	4,003.96	4,144.10	4,289.15	4,439.27	4,594.64
		Police Hourly	42.14	43.62	45.14	46.72	48.36	50.05	51.80	53.61	55.49	57.43
P6	Assistant Police Chief	Annual	95,873.00	99,228.56	102,701.55	106,296.11	110,016.47	113,867.05	117,852.40	121,977.23	126,246.43	130,665.06
		Monthly	7,989.42	8,269.05	8,558.46	8,858.01	9,168.04	9,488.92	9,821.03	10,164.77	10,520.54	10,888.75
		Bi-Weekly	3,687.42	3,816.48	3,950.06	4,088.31	4,231.40	4,379.50	4,532.78	4,691.43	4,855.63	5,025.58
		Police Hourly	46.09	47.71	49.38	51.10	52.89	54.74	56.66	58.64	60.70	62.82



FY 2018

Fee Schedule

Description

The schedule of proposed FY 2018 fees excludes certain fees, taxes, fines, and penalties which (a) are separately set by City Council ordinance, or (b) are set by state law or otherwise mandated by outside agencies.

Examples of fees/taxes/fines/penalties not included in the fee schedule:

Property tax
 Sales tax
 Franchise fees
 Itinerant merchant fees
 Liquor license fees
 Solicitor's permit fees
 Ambulance service fees
 Traffic fines
 Court costs
 Alarm permit fees
 False alarm response fees
 Copy fees
 Animal control fees
 Wrecker registration fees
 Vending fees
 Bellaire L.I.F.E. activity fees
 Various recreation program / activity fees for classes
 Penalties for noncompliance with various ordinances

The only proposed fee changes from FY 2017 are the water and sewer rates, which incorporate a 17.5% increase across the board for all water and sewer minimum monthly charges and volumetric charges. The proposed FY 2018 water and sewer rates are included on the last page of the Proposed FY 2018 Fee schedule.

PROPOSED FY 2018 FEES

Parks, Recreation, and Facilities

Aquatics					
Daily Admission Fees - Bellaire Town Square Family Aquatic Center	Resident, Non-Peak (Oct.- April)	Non-Resident, Non- Peak (Oct. - April)	Resident, Peak (May - Sept.)	Non-Resident, Peak (May - Sept.)	
Ages 0-2	Free	Free	Free	Free	
Ages 3-59	\$ 5.00	\$ 10.00	\$ 8.00	\$ 16.00	
Ages 60 & up	\$ 4.00	\$ 8.00	\$ 7.00	\$ 14.00	
Daily Admission Fees - Evergreen/Elaine Wood Therapy Pool	Resident	Non-Resident			
Ages 0-2	Free	Free			
Ages 3-59	\$ 5.00	\$ 10.00			
Ages 60 & up	\$ 4.00	\$ 8.00			
Annual Aquatics Membership	Resident	Non-Resident			
Individual	\$ 240.00	\$ 350.00			
Couple	\$ 350.00	\$ 470.00			
Family	\$ 470.00	\$ 590.00			
Senior Individual Res 35%/Nres 5%	\$ 156.00	\$ 332.50			
Senior Couple Res 35%/Nres 5%	\$ 227.50	\$ 446.50			
Senior Family Res 35%/Nres 5%	\$ 305.50	\$ 560.50			
Pool Rentals	Resident	Non-Resident			
BTSFAC Private 2 hours	\$ 800.00	\$ 1,200.00			
BTSFAC Table Rental - 4 tables 2 hours	\$ 100.00	\$ 200.00			
Evergreen Private 2 hours					
1-50 People	\$ 200.00	\$ 200.00			
51-75 People	\$ 250.00	\$ 250.00			
76-100 People	\$ 300.00	\$ 300.00			
Over 100 People	\$ 350.00	\$ 350.00			
Evergreen Table Rental 2 Hours					
2 Tables	\$ 40.00	\$ 40.00			
4 Tables	\$ 80.00	\$ 80.00			
6 Tables	\$ 120.00	\$ 120.00			
Other Pool Fees	Resident	Non-Resident			
Swim Lessons Per Session	\$ 85.00	\$ 95.00			
Swim Team Per Season	\$ 175.00	\$ 190.00			
Guard Start	\$ 200.00	\$ 220.00			

PROPOSED FY 2018 FEES

Recreation Center				
Annual Recreation Center Membership	Resident	Non-Resident		
Individual	\$ 30.00	\$ 40.00		
Couple	\$ 40.00	\$ 50.00		
Family	\$ 50.00	\$ 60.00		
Senior Discount (60 & Up)	10%	5%		
	Resident	Non-Resident		
Recreation Center Visitor Day Pass	\$ 10.00	\$ 10.00		
Camp Paseo Per Session	\$ 440.00	\$ 490.00		
Camp Paseo Before Camp	\$ 20.00	\$ 30.00		
Camp Paseo After Camp	\$ 45.00	\$ 60.00		
Post Camp	\$ 150.00	\$ 165.00		
Post Camp Before Camp	\$ 5.00	\$ 10.00		
Post Camp After Camp	\$ 15.00	\$ 20.00		
	Resident Per Day	Non-Resident Per Day	Resident Full Session	Non-Resident Full Session
Winter Camp	\$ 25.00	\$ 35.00	\$ 175.00	\$ 245.00
Winter Camp Before Camp	\$ 2.00	\$ 5.00	\$ 10.00	\$ 15.00
Winter Camp After Camp	\$ 5.00	\$ 10.00	\$ 25.00	\$ 35.00

Facility and Park Rentals							
Facility Rentals Per Hour	Resident	Non-Resident	Bellaire, Non-Profit Group	Non-Bellaire, Non-Profit Group	Security Deposit Resident and Bellaire, Non-	Security Deposit Non-Resident and Non-Bellaire	
City Hall Auditorium	\$ 85.00	\$ 125.00	\$ 15.00	\$ 35.00	\$ 100.00	\$ 200.00	
City Hall Meeting Room	\$ 55.00	\$ 85.00	\$ 15.00	\$ 30.00	\$ 100.00	\$ 200.00	
City Hall Whole Complex	\$ 125.00	\$ 210.00	\$ 30.00	\$ 60.00	\$ 100.00	\$ 200.00	
Centerpoint Energy Community Center	\$ 140.00	\$ 280.00	\$ 50.00	\$ 100.00	\$ 100.00	\$ 200.00	
Rec Center Gymnasium	\$ 175.00	\$ 225.00	\$ 50.00	\$ 75.00	\$ 100.00	\$ 200.00	
Rec Center Meeting Room	\$ 75.00	\$ 105.00	\$ 15.00	\$ 35.00	\$ 100.00	\$ 200.00	
Rec Center Dance Room	\$ 150.00	\$ 200.00	\$ 15.00	\$ 35.00	\$ 100.00	\$ 200.00	
Rec Center Craft Room	\$ 35.00	\$ 70.00	\$ 15.00	\$ 35.00	\$ 100.00	\$ 200.00	
Rec Center Youth Room	\$ 35.00	\$ 70.00	\$ 15.00	\$ 35.00	\$ 100.00	\$ 200.00	
Park Facility Rentals							
Event Lawn/Pavilion Per 12 Hrs. Day	\$ 500.00	\$ 1,000.00	\$ 250.00	\$ 500.00	\$ 500.00	\$ 500.00	
Event Lawn Min 2 Hour Block (\$25 Addtl Hrs.)	\$ 50.00	\$ 100.00	\$ 25.00	\$ 50.00	\$ 500.00	\$ 500.00	
Loftin Min 2 Hour Block (\$25 Addtl Hrs.)	\$ 50.00	\$ 100.00	\$ 25.00	\$ 50.00	\$ 500.00	\$ 500.00	
Pavilion Min 2 Hour Block (\$25 addtl hrs.)	\$ 50.00	\$ 100.00	\$ 25.00	\$ 50.00	\$ 500.00	\$ 500.00	
Gazebo Min 2 Hour Block (\$25 Addtl Hrs.)	\$ 50.00	\$ 100.00	\$ 25.00	\$ 50.00	\$ 500.00	\$ 500.00	
Bellaire Picnic Table Per 2 Hour Block	\$ 20.00	\$ 40.00	\$ 10.00	\$ 20.00	\$ 50.00	\$ 50.00	
Loftin Park Picnic Table Per 2 Hour Block	\$ 20.00	\$ 40.00	\$ 10.00	\$ 20.00	\$ 50.00	\$ 50.00	
Outside Lights and Electrical Ppower Per Hour With Rental	\$ 10.00	\$ 20.00	\$ 10.00	\$ 10.00			
Athletic field Per Hour	\$ 25.00	\$ 25.00					
Athletic Field With Lights Per Hour	\$ 35.00	\$ 35.00					
Banner Permit							
Esplanade Banner	\$ 30.00	\$ 30.00					

PROPOSED FY 2018 FEES

Library

Printed Material

	Daily Charge		Maximum Fine	Replacement Fee	Processing Fee	
Hardcover Books	\$	0.20	Cost of Item	Cost of Item	\$	10.00
Paperback Books - Cataloged	\$	0.20	Cost of Item	Cost of Item	\$	10.00
Paperback Books - Adult - Uncataloged	\$	0.20	\$ 6.00	\$ 6.00	\$	1.00
Paperback Books - Children's - Uncataloged	\$	0.20	\$ 4.00	\$ 4.00	\$	1.00
Magazines	\$	0.20	Twice the Cost of Current Issue	Twice the Cost of Current Issue	\$	5.00

Non-Book and Equipment

	Daily Charge		Maximum Fine	Replacement Fee	Processing Fee	
Videocassettes	\$	1.00	Cost of item. If not known, \$10.00	Cost of item. If not known, \$25.00	\$	10.00
Audio Books (Includes Playaway)	\$	0.20	Cost of Item. If not known, \$30.00	Cost of item. If not known, \$30.00	\$	10.00
DVD	\$	1.00	Cost of Item	Cost of Item	\$	10.00
Cameras	\$	0.25	Cost of item. If not known, \$30.00	Cost of item. If not known, \$30.00	\$	10.00
16mm and 8mm Projectors	\$	10.00	Cost of item. If not know, \$300.00	Cost of item. If not known, \$300.00	\$	10.00
Slide Projector	\$	10.00	Cost of item. If not know, \$300.00	Cost of item. If not known, \$300.00	\$	10.00

PROPOSED FY 2018 FEES

Non-Book and Equipment				
	Daily Charge	Maximum Fine	Replacement Fee	Processing Fee
Videocassette Projector	\$ 25.00	Cost of item. If not know, \$1,000.00	Cost of item. If not known, \$1,000.00	\$ 10.00
Data Projector	\$ 25.00	Cost of Item	Cost of Item	\$ 10.00
Filmstrip Projector	\$ 0.25	Cost of item. If not know, \$25.00	Cost of item. If not known, \$25.00	\$ 10.00
Cassette Player	\$ 0.25	Cost of item. If not know, \$25.00	Cost of item. If not known, \$25.00	\$ 10.00
Playaway View	\$ 0.20	Cost of item, If not known, \$99.00	Cost of item. If not known, \$99.00	\$ 10.00
Playaway Bookpacks	\$ 0.20	Cost of item, If not known, \$99.00	Cost of Item. If not known, \$99.00	\$ 10.00

Miscellaneous Charges				
Photocopying	B&W	\$ 0.10	Per Page	
	Color	\$ 0.25	Per Page	
Printing From Computer	B&W	\$ 0.10	Per Page	
	Color	\$ 0.25	Per Page	
Printing From Microfilm		\$ 0.25	Per Page	
Send & Receive Faxes		\$ 1.00	Per Page - Local	
		\$ 2.00	Per Page - Long Distance	
		\$ 3.00	Per Page - International	
Typewriter		\$ 1.00	Per Hour/Part of an Hour	
Postage for Interlibrary Loan		\$ 3.00	Per Item	
Returned Check Fee		\$ 35.00		
Replacement Library Borrower Cards		\$ 1.00		

Material that is damaged beyond normal wear and tear will be assessed a mending fee, or charged a bindery or a replacement fee. Items with multiple parts that have one or more pieces missing making the item unusable will be charged replacement costs for the item. Damaged material or damaged pages are assessed a fee by the Library Director on each item, dependent on damage and possible repair.

PROPOSED FY 2018 FEES

Miscellaneous Charges		
Bindery Fee (if Available)	\$	8.00
Lost or Damaged Items May Include:		
Videocassette Boxes	\$	1.00
Cassette Boxes for Audiobooks	\$	5.00
Camera Case	\$	5.00
Plastic Book Jacket	\$	1.00
Jewel Case (for CD's)	\$	1.00
		Plus Cost of Barcodes
Missing Liner or Cover Information from Videos, DVD's or Audiobooks	\$	1.00
		Plus Cost of Barcodes
Plastic Bags (AV Kits)	\$	1.00
Videocassette Case	\$	1.00
Replacement Audiotapes (if available)	\$	8.00
Missing Barcode	\$	1.00

PROPOSED FY 2018 FEES

Development Services

All Permits

Processing Fee	\$	30.00
Work Begun w/o Permit	Twice required fee	
Permit Refund	\$	25.00

Contractor Registration

Builder	\$	85.00
Irrigation/Drainage	\$	85.00
Mechanical	\$	85.00
Electrical	Master	\$ 85.00
	Journeyman	\$ 45.00
	Apprentice	\$ 10.00

Food Dealer/Health Inspection

Consulting Fee/Hr	\$	75.00
Plan Review	\$	75.00
Permit reinstatement	Half Original	
Food Dealer's Permit	No Seating	\$ 160.00
	Seating	\$ 210.00
	Institutional/Grocery	\$ 260.00
	Church	\$ 225.00
	Mobile Unit	\$ 125.00
	Temporary	\$ 50.00

Commercial and Multi-Family Construction

Less than \$10,000	\$	140.00
\$10,000 to \$24,999	\$159.00 for the first \$10,000 plus \$21.73 for each additional \$1,000	
\$25,000 to \$49,999.99	\$485.00 for the first \$25,000 plus \$12.48 for each additional \$1,000	
\$50,000 to \$99,999.99	\$797.00 for the first \$50,000 plus \$8.66 for each additional \$1,000	
\$100,000 to \$499,999.99	\$1230.00 for the first \$100,000 plus \$6.94 for each additional \$1,000	
\$500,000 to \$999,999.99	\$4005.00 for the first \$500,000 plus \$5.83 for each additional \$1,000	
\$1,000,000 and Up	\$6943.00 for the first \$1,000,000 plus \$4.78 for each additional \$1,000	
Commercial and Multi-Family Construction Plan Review Fee	65% of Permit Fee	

PROPOSED FY 2018 FEES

Drainage Review		
Commercial		Actual Cost Plus 10%
Residential	Initial and As-Built Plus 1 Resub Each	\$ 160.00
	Additional Submittals	\$ 80.00

Certificate of Occupancy	
Commercial	\$ 100.00
Residential	\$ 50.00
Temporary	Same as Regular

Residential, non Multi-Family, Construction	
Less than \$5,000	\$ 60.00
Less than \$10,000	\$ 65.50
\$10,000 to \$24,999.99	\$92.50 for the first \$10,000 plus \$7.14 for each additional \$1,000
\$25,000 to \$49,999.99	\$199.60 for the first \$25,000 plus \$5.16 for each additional \$1,000
\$50,000 to \$99,999.99	\$328.60 for the first \$50,000 plus \$3.58 for each additional \$1,000
\$5,000 to \$99,999	\$65.00 for the first \$1,000 plus \$5.60 for each additional \$1,000
\$100,000 to \$499,999.99	\$602.00 for the first \$100,000 plus \$3.40 for each additional \$1,000
\$500,000 to \$999,999.99	\$1960.00 for the first \$500,000 plus \$2.88 for each additional \$1,000
\$1,000,000 and up	\$3,400.00 for the first \$1,000,000 plus \$2.44 for each additional \$1,000
Residential Plan Review Fee	50% of Permit Fee

Fire Marshal Review		
Plan Review		\$ 50.00
Reinspection		\$ 50.00
After Hours Inspection	Weekdays	\$105/hr, two hour minimum
	Weekends	\$150/hr, two hour minimum

PROPOSED FY 2018 FEES

Other/General Permits		
Fence (New/Repair)		\$ 50.00
Residential Re-Roof (Non-Structural)		\$ 50.00
House Moving		\$ 350.00
Addressing Fee		\$ 50.00
<i>Signs</i>	Application Fee	\$ 30.00
	Permit Fee	\$1.75 per sq.ft. of sign face
	Minimum Fee	\$ 25.00
	Site Inspection Fee	\$ 60.00
	Electronic Message Display	\$ 30.00
	Banner Permit	\$20.00 per sign face
<i>Demolition</i>	Commercial	\$170, plus \$100 per additional story
	Residential	\$ 175.00
	New Construction	\$ 200.00
	Remodel/ Addition	\$ 100.00
	Re-inspection Fee	\$ 35.00
	Desireable Tree Removal/ Each	\$ 50.00
Garage Sales		\$ 15.00
Estate Sales		\$ 25.00
Special Events		\$ 75.00
Elevator	Commercial	\$ 60.00
	Residential	\$ 25.00

PROPOSED FY 2018 FEES

Board/Commission Related Fees	
Plats and Replats	\$650 plus \$15 per lot
Minor Replat (no streets & less than 4 lots)	\$295 plus \$15 per lot
Amending Plats	\$ 275.00
Vacating Plats	\$ 275.00
Consultant Review (Legal, Engineering, Arborist etc.)	Actual Cost plus 10%
Request to Rezone	\$ 900.00
Zoning Text Amendment (each)	\$ 900.00
Zoning Verification Letter	\$ 50.00
Specific Use Permit	\$ 900.00
Planned Development	\$ 1,200.00
PD - Residential Amend minor (less than 4 lots)	\$ 800.00
ZBOA Action Request (each)	\$ 295.00
B&SC Action Request (each)	\$ 295.00
Board/Commission/Council item rescheduling	\$150.00 plus legal notice fees if required
Sign Posting Fee (non refundable)	\$ 175.00
Legal Notice Required (per notice, Boards and Council)	\$ 125.00
Cost of mailing public hearing notices (per notice, Boards and Council)	Applicant is responsible for the City's actual out-of-pocket expenses related to mailing notices.
Plat Recordation	Actual Cost plus \$50.00 handling

PROPOSED FY 2018 FEES

Plumbing Fees		
Residential Sewer Tap	\$	1,000.00
Residential Water Tap	\$	1,000.00
Sprinkler Meter	\$	1,000.00
Plumbing Issuing Fee	\$	30.00
Fixtures Or Traps-Each	\$	10.00
Connect To Existing Sewer and/or City Sewer	\$	30.00
Sewer Replacement*	\$	30.00
New Sewer Line	\$	30.00
Partial Sewer Replacement	\$	30.00
Disconnect And Plug Sewer	\$	35.00
Hose Bibb W/Vacuum Breaker	\$	10.00
Water Service Line-New	\$	20.00
Water Line Replacement	\$	20.00
Water Heater And/or Vent	\$	20.00
T&P Valve Only	\$	20.00
Water Treatment Equip.-New	\$	25.00
Replacement	\$	25.00
Grease Trap	\$	60.00
Foundation Watering System	\$	-
Lawn Sprinkler System	\$	50.00
Gas Piping System (1-5 Outlets)	\$	20.00
Additional Outlets	\$	5.00
Gas Piping Re-Inspection	\$	26.00
Temporary Gas Connection	\$	30.00
GTO	\$	30.00
Gas Meter Relocation	\$	30.00
Swimming Pool H2O Line	\$	20.00
Yard Lights	\$	15.00
Bar-B-Q Grills	\$	15.00
<i>Fire System Related</i>		
Fire Protection Sprinkler System (per floor)	Residential	\$ 80.00
	Commercial	\$ 105.00
<i>Standpipe System</i>		
1-25 Hose Connections	\$	125.00
Each Additional Connection	\$	5.00
Hydro Test	\$	50.00
<i>Drainage Related</i>		
Runoff To Storm Water Drainage System	\$	35.00
Connect Down Spouts-Each	\$	8.00
Catch Basins-Each	\$	15.00
Connect To City Storm Drain System	\$	4.00
Gutter Installation	\$	35.00
Minimum Fee	\$	45.00
Re-Inspection Fee	\$	52.00
Other	\$	40.00

PROPOSED FY 2018 FEES

Electrical Fees		
Electrical Issuing Fee	\$	30.00
Temporary Sawpole	\$	35.00
Reconnect	\$	40.00
Other:	\$	40.00
Electric Dryer	\$	5.00
Range Outlet	\$	5.00
Range Table Top	\$	5.00
Range Oven	\$	5.00
Garbage Disposal	\$	5.00
Dishwasher	\$	5.00
Window A/C Receptacle	\$	5.00
Microwave	\$	4.00
<i>Electric Water Heater</i>		
(>1500 watts)	\$	6.00
<i>Electric Water Heater</i>		
(<1500 watts)	\$	8.00
KW: 0-5 Per KW	\$	4.00
Over 5 KW Add Per KW	\$	2.00
Sign: Per Ballast	\$	5.00
Sign: Per Transformer	\$	8.00
Motion Picture Machines	\$	15.00
Commercial Sound Equipment	\$	4.00
X-Ray Machine	\$	10.00
Minimum Permit Fee	\$	45.00
Re-Inspection Fee	\$	50.00
Other	\$	40.00

HVAC Fees		
HVAC Issuing Fee	\$	30.00
Heating (per 100kBTU or part thereof)	\$	30.00
Air Conditioning per unit	\$	30.00
Air Conditioning (per ton or part thereof)	\$	10.00
Cooling Tower per unit	\$	30.00
Cooling Tower (per ton or part thereof)	\$	10.00
Change Out Heating and/or Cooling (Large Commercial)	\$	35.00
Change Out Cooling Tower	\$	100.00
Ventilating System (2,000 CFM & Higher)	\$	45.00
Minimum Fee	\$	45.00
Re-Inspection Fee	\$	50.00
Other	\$	40.00

PROPOSED FY 2018 FEES

Utilities

Water/Sewer Rates (a)

Monthly Minimum Charge – Based on Water Meter Size

Meter Size	Base Water Rate	Base Sewer Rate
5/8 & 3/4 – Inch	\$ 7.34	\$ 7.64
1 – Inch	\$ 18.36	\$ 7.64
1 ½ - Inch	\$ 36.75	\$ 7.64
2 – Inch	\$ 50.00	\$ 7.64
2 ½ - Inch	\$ 88.13	\$ 7.64
3 – Inch	\$ 110.16	\$ 7.64
4 – Inch	\$ 183.59	\$ 7.64
6 – Inch	\$ 367.19	\$ 7.64
8 – Inch	\$ 587.50	\$ 7.64

Volumetric Rates – Per 1,000 Gallons

Volume Consumed	Base Water Rate	Base Sewer Rate
0 – 2,000	\$ 1.76	\$ 2.94
2,001 – 4,000	\$ 2.35	\$ 2.94
4,001 – 6,000	\$ 2.94	\$ 2.94
6,001 – 8,000	\$ 3.23	\$ 2.94
8,001 – 10,000	\$ 3.82	\$ 2.94
10,001 – 15,000	\$ 4.41	\$ 2.94
15,001 – 20,000	\$ 4.70	\$ 2.94
20,000+	\$ 5.29	\$ 2.94

Winter Averaging – for Residential Customers

Water consumption for the three highest months of November, December, January, and February will be totaled and an average consumption for those three months will be calculated. That average usage will then become the "winter average" on which the sewer volumetric charge is based for the next twelve months.

(a) Water/Sewer rates revised for FY 2018.

Other Utility Fees

New Service Fee	\$ 35.00
Reconnect Fee	\$ 35.00
Recycling Fee	\$ 2.50
Sanatation Fee	\$ 20.51
Returned Check Fee	\$ 35.00
Recycling Bin	\$ 10.00
Roll of Garbage Bags	\$ 5.95
Excess Garbage Sticker	\$ 1.00



CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

JUNE 5, 2017

Council Chamber and Council Conference Room
5:00 PM

Regular Session

7008 S. RICE AVENUE
BELLAIRE, TX 77401

REGULAR SESSION - 5:00 P.M.

I. REGULAR MEETING

A. Call to Order - 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 5:00 p.m. on Monday, June 5, 2017.

B. Announcement of a Quorum - Andrew S. Friedberg, Mayor.

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, and Tracy L. Dutton, City Clerk. City Attorney Alan P. Petrov arrived at approximately 7:00 p.m. and participated in the remainder of the session.

*Mayor Pro Tem Reed and Council Member McLaughlan arrived shortly after the Regular Session was called to order.

C. Board and Commission Interviews (Council Conference Room):

Interview, discussion, and evaluation of applicants interested in serving 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, L.I.F.E. 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 City Council would conduct interviews of applicants interested in serving as a member of a City board or commission in the Council Conference Room, as it was more conducive to the interview process. Members of the public were invited to accompany the City Council to

the Council Conference Room, located directly behind the Council Chamber. Mayor Friedberg advised that at the conclusion of the interview process the City Council would return to the Council Chamber for the remainder of the Regular Session.

The following applicants interviewed with the City Council:

Applicant	Area(s) of Interest
Charles Platt	Evelyn's Park Conservancy Board
Joan Gee	Parks and Recreation Advisory Board
Liz Rich	Parks and Recreation Advisory Board; Cultural Arts Board; and Environmental and Sustainability Board
Sonu Mathew	Cultural Arts Board
Reza Sadeghbeigi	Building and Standards Commission and Planning and Zoning Commission
Weldon Taylor	Planning and Zoning Commission and Evelyn's Park Conservancy Board
Connie Eicher	L.I.F.E. Advisory Board and Cultural Arts Board
Michael C. "Mike" Baker	Planning and Zoning Commission
Jonathan "Jon" Palmer	Planning and Zoning Commission; Evelyn's Park Conservancy Board; and Environmental and Sustainability Board
Pam Ellis	Cultural Arts Board
Ritwick Agrawal	Environmental and Sustainability Board and L.I.F.E. Advisory Board
L. Timothy "Tim" McKone	Board of Adjustment

At the conclusion of the interviews and discussion, members of City Council returned to the Council Chamber for the remainder of the Regular Session at 8:49 p.m. on Monday, June 5, 2017.

D. Inspirational Reading and/or Invocation - Pat B. McLaughlan, Council Member.

Pat B. McLaughlan, Council Member, provided the inspirational reading for the evening.

E. Pledges to The Flags - Pat B. McLaughlan, Council Member.

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

F. Recognition of Proclamation:

Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the month of July 2017 as "Parks and Recreation Month" in the City of Bellaire, Texas, in recognition of the benefits derived from parks and recreation resources - Requested by Karl Miller, Director of Parks, Recreation, and Facilities.

Mayor Friedberg read the proclamation he issued proclaiming the month of July 2017 as "Parks and Recreation Month" in the City of Bellaire, Texas.

The proclamation was accepted by Karl Miller, Director of Parks, Recreation and Facilities; Cheryl Bright, Assistant Director of Parks, Recreation and Facilities; and Neil Verma, Chair of the Parks and Recreation Advisory Board.

G. Personal/Audience Comments.

Andrew Jerige:

Mr. Jerige addressed City Council regarding Evelyn's Park. He began by thanking City Manager Hofmann for the efforts made to remove vegetation and debris along the fences of the residents on Camellia Lane. Reference was made to a remaining chain link fence topped with barbed wire, which created a ladder effect that could allow a person or persons to crawl over the wooden fences of abutting residences. Mr. Jerige requested that City Council consider removing the chain link fence.

Secondly, Mr. Jerige indicated that 100% of the property owners in the 4400 block of Camellia Lane had signed a petition requesting permit parking on their block. He advised that during major events, residents on Camellia Lane had difficulty backing out of their driveways. Residents were also concerned that safety vehicles might have difficulty getting down the street to address an emergency.

Thirdly, with respect to access to Evelyn's Park, Mr. Jerige advised that he had seen jaywalking from Town Oaks Place into Evelyn's Park and urged City Council to install a crosswalk from the west side of Newcastle Street to Evelyn's Park on the north side of the Event Center.

A final overall solution presented by Mr. Jerige was the installation of a fireproof, soundproof wall between Evelyn's Park and the residences on Camellia Lane.

Barbara Jerige:

Ms. Jerige addressed City Council regarding Evelyn's Park. She also thanked City Manager Hofmann, Mayor Friedberg, members of City Council, Executive Director Denton Ragland, and Director Karl Miller for the removal of the vegetation along the fences of Camellia Lane residences abutting Evelyn's Park.

Ms. Jerige suggested a solution for access to Evelyn's Park consisting of connecting existing sidewalks on the jogging trail (west side of Newcastle Street) with perpendicular sidewalks in Evelyn's Park. She noted that most of the pedestrians accessing Evelyn's Park were doing so from the Newcastle Trail, in her observation.

Leslie Clark:

Ms. Clark addressed City Council regarding the permit parking request from the residents of Camellia Lane and thanked them for the quick placement of the residents' petition on the agenda. She indicated that "permit parking only" would

relieve so much stress for the Camellia Lane residents and thanked members of City Council in advance for approving the parking ordinance.

Stephanie Goldfield:

Ms. Goldfield addressed City Council regarding the current prohibition of dogs in City parks. She urged members of City Council to consider taking a small step by allowing dogs at Evelyn's Park and Paseo Park.

Danny Spencer:

Mr. Spencer addressed City Council regarding the proposed sidewalk at Evelyn's Park. He indicated that the City had opened Evelyn's Park without the appropriate signage for parking and this has created confusion, in his opinion. He disagreed with some members of Council who have said we currently have a crisis, noting that the Newcastle Trail has been in place for many years and the jaywalking problem is not new. He urged City Council to avoid a knee-jerk reaction to what was really a one day event, since the attendance numbers on opening day are not going to be the norm.

He encouraged City Council to follow the Mayor's slowdown attitude and evaluate the pedestrian access situation to Evelyn's Park before making any permanent changes, and stated his opinion that the best location for crosswalks is where people are already crossing.

Lynn McBee:

Ms. McBee addressed City Council regarding Evelyn's Park. She referenced the Evelyn's Park Conservancy status as a 501(c)(3) organization, noting that joint cooperation was required between it and the City. She expressed her concern that as a 501(c)(3) organization, the Evelyn's Park Conservancy was not required to observe open meetings and open records laws, despite the fact that \$5 million in public bond funds were used to construct Phase 1 of Evelyn's Park.

Ms. McBee encouraged City Council to respect seniors and children who would like to enjoy Evelyn's Park without inconvenience and possible threats posed by dogs. She reminded members of City Council that a dog park had already been provided by the City for its residents.

Written Comments:

Mayor Friedberg announced that written comments had been received from four residents. He advised that complete copies of the written comments had been provided to members of City Council, and summarized the comments for the record.

Keith Bowers, Carol Griffin, and Marissa Yu expressed their opposition to allowing dogs in parks. **Jane McNeel** expressed her support for the residents who were opposed to a sidewalk/crosswalk at Newcastle Street and Camellia Lane, as well as her support for the permit parking request submitted by residents on Camellia Lane.

H. 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 5, 2017, to members of the City Council.

At the conclusion of the City Manager's Report, **Mayor Friedberg** opened the floor for questions from the City Council. Following questions, Mayor Friedberg announced that the City Manager's Report was concluded and moved to the next item on the agenda.

2. Monthly Financial Report for the Period Ending April, 2017 - Submitted by Terrence Beaman, Chief Financial Officer.

Terrence Beaman, Chief Financial Officer, advised that the Monthly Financial Report for the period ended April 30, 2017, contained nothing new or different compared to his recent detailed presentation of the quarterly report for the Second Quarter, and given the lateness of the hour he referred Council's attention to that detailed presentation and asked if there were any questions that he could answer at this time.

After noting that there were no questions regarding the report, **Mayor Friedberg** thanked Chief Financial Officer Beaman for his efforts and indicated that he liked the quality and content of the financial reports. He suggested that future financial reports follow the same format.

3. Quarterly Report from the Evelyn's Park Conservancy Board - Presented by Denton Ragland, Executive Director, Evelyn's Park Conservancy.

Denton Ragland, Executive Director of the Evelyn's Park Conservancy Board, provided an overview of the Evelyn's Park Conservancy's quarterly financial report and an overview of activities going on in the park. Executive Director Ragland advised that the first rental of the Event Center had been scheduled and was a Graduation Party for a recent Bellaire High School graduate.

Reference was made to a request from Camellia Lane residents for the removal of a chain link fence abutting their properties. Executive Director Ragland advised that the Evelyn's Park Conservancy Board had already voted to remove the fence and that it should be done within a few weeks.

Executive Director Ragland concluded with a request for feedback from the City Council regarding the type of report they would like to see in the future from the Evelyn's Park Conservancy.

Following comments from members of City Council, **Mayor Friedberg** announced that the Quarterly Report was concluded and continued to the next item on the agenda.

4. Presentation of a check from PATRONS for Bellaire Parks, to the City of Bellaire for the enhancement of future improvements to Evergreen Park - Presented by PATRONS for Bellaire Parks.

Kristi Coffey, President of the Patrons for Bellaire Parks (the "Patrons"), presented a check in the amount of \$200,000 from the Patrons to the City for Evergreen Park. President Coffey noted that the check was the

result of many years of events the Patrons had worked on in conjunction with the City's Parks, Recreation and Facilities Department and the community.

The check was presented to the Mayor and City Council; Paul A. Hofmann, City Manager; and Neil Verma, Chair of the Parks and Recreation Advisory Board. Representatives from the Patrons included Kristi Coffey, President; Sharon Veldman, Vice President Administration; Suzi Nelson, Treasurer; Cindy Siegel, Past President and Member of the Patrons Advisory Board; Heather Mee, Member of the Patrons Voting Board; Karl Miller, Member of the Patrons Advisory Board and Director of the Parks, Recreation and Facilities Department; and Cheryl Bright, Member of the Patrons Advisory Board and Assistant Director of the Parks, Recreation and Facilities Department.

I. Consent Agenda:

1. Adoption of Minutes:

Consideration of and possible action on the adoption of the minutes of the Regular Session of the City Council of the City of Bellaire, Texas, held on Monday, April 17, 2017 - Submitted by Tracy L. Dutton, City Clerk.

Mayor and Council - Regular Session - Apr 17, 2017 7:00 PM

2. Project Closeouts:

- a. Consideration of and possible action on a recommendation from the Public Works Department to make the final payment on Rebuild Bellaire Phase Five A (the "Project") to Total Contracting, Limited, in the amount of \$550,954.37 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. 20)" with Total Contracting, Limited, in the amount of \$550,954.37 and authorization for the City of Bellaire, Texas, to make the final payment to Total Contracting, Limited on said Project in the amount of \$550,954.37. This final payment results in a final contract amount of \$9,609,471.76 compared to the original contract amount of \$10,250,150.00 - Submitted by Michael Leech, Director of Public Works.
- b. Consideration of and possible action on a recommendation from the Public Works Department to make the final payment on the FY 2016 Street Striping Project (the "Project") to One Way Striping & Signs in the amount of \$7,017.79 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 "Exhibit "A" – Pay Estimate No. 4 – Final," in the amount of \$7,017.79 and authorization for the City of Bellaire, Texas, to make the final payment to One Way Striping & Signs on said Project in the amount of \$7,017.79. This final payment results in a final contract amount of \$94,603.70 compared to the adjusted contract amount of \$97,678.75 - Submitted by Michael Leech, Director of Public Works.

After reading the captions of the three items included on the Consent Agenda dated June 5, 2017, **Mayor Friedberg** asked if any member of the City Council wished to remove an item or items for separate consideration. Hearing none, Mayor Friedberg called for a motion to adopt

the Consent Agenda.

Motion:

To adopt the Consent Agenda dated June 5, 2017.

{Moved by Roman F. Reed, Mayor Pro Tem, and seconded by Trisha S. Pollard, Council Member}

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

J. Adoption of Ordinance:

Consideration of and possible action on a request for permit parking along the 4400 block of Camellia Lane and on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending Chapter 30, Traffic and Vehicles, Article II, Traffic-Control Regulations, Division 5, Parking, of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of adding a new Section 30-119, to be entitled "Restricted parking—All Times, Sunday through Saturday" for the purpose of establishing restricted parking on residential streets, more specifically in the 4400 block of Camellia Lane, Bellaire, Texas - Submitted by John McDonald, Director of Development Services, upon a validated petition submitted by the residents of the 4400 Block of Camellia Lane.

John McDonald, Director of Development Services, introduced the agenda item before City Council. He advised that a petition had been received by the City Clerk from 100% of the real property owners of record in the 4400 block of Camellia Lane requesting permit parking seven days per week and 24 hours per day. Director McDonald noted that the City did not have an official, formal process for permit parking, but had stayed with the past practices of a minimum of 75% of real property owners. An ordinance was drafted based on the requested language of the petitioners.

To begin deliberation, Mayor Friedberg called for a motion to approve the request and adopt the ordinance as presented establishing restricted parking at all times in the 4400 block of Camellia Lane.

Motion:

To approve the request and adopt an ordinance as presented establishing restricted parking at all times in the 4400 block of Camellia Lane.

{Moved by Michael Fife, Council Member, and seconded by David R. Montague, Council Member}

Mayor Friedberg noted that deliberation on the motion, as well as questions were in order.

Minutes Acceptance: Minutes of Jun 5, 2017 5:00 PM (Adoption of Minutes:)

Following questions and deliberation, Mayor Friedberg called for action on the motion.

RESULT:	FAILED [3 TO 4]
MOVER:	Michael Fife, Council Member
SECONDER:	David R. Montague, Council Member
AYES:	Friedberg, Fife, Montague
NAYS:	Reed, Pollard, Pappas, McLaughlan

K. Item for Individual Consideration:

Review, discussion and possible action to amend or repeal Article II, Keeping Dogs and Cats, Chapter 6, Animals and Fowl, Section 6-43, Dogs and cats prohibited on parks and playgrounds, of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of allowing dogs on parks and playgrounds within the City of Bellaire, Texas - Submitted by Roman F. Reed, Mayor Pro Tem.

Roman F. Reed, Mayor Pro Tem, introduced the agenda item, which was placed on the agenda at his request. He advised that his main concern regarding the City's existing ordinance prohibiting dogs in parks had been a lack of enforcement. He asked City Manager Hofmann to address the ordinance and method of enforcement.

Paul A. Hofmann, City Manager, advised that the referenced ordinance had been on the books since 2004. Research by the City Clerk showed that there had been a general prohibition in Bellaire against dogs in parks for many years. In 2004, the general citywide prohibition was modified to reflect the new existence of the Officer Lucy Dog Park, which was located in Lafayette Park (Section 6-43 of the City Code).

City Manager Hofmann indicated that the City's approach to enforcing the ordinance had a long tradition and had remained unchanged. It had long been the City's approach (Bellaire Police Department and Parks, Recreation and Facilities Department) that dogs were generally prohibited in parks; however, the City did not take an aggressive approach to that.

With respect to dog and person conflicts, City Manager Hofmann advised that citations had been issued and processed through Municipal Court; however, none of those conflicts had occurred in a City park over the last several years.

Discussion ensued among members of City Council regarding the prohibition and types of enforcement. Members of City Council expressed their individual views regarding the ordinance, enforcement, and City's approach.

At the conclusion of the discussion, Mayor Pro Tem Reed thanked members of City Council for indulging the discussion.

L. Community Interest Items from the Mayor and Council.

Community interest items from the Mayor and City Council included expression of thanks to the Bellaire Public Works Department for the quick removal of a felled tree off of the Newcastle Trail; expression of thanks to the Patrons for Bellaire Parks for a

donation made earlier in the evening to benefit Evergreen Park; and expressions of congratulations to the Bellaire Police Department on their successful June 10th Open House and Law Enforcement Torch Run honoring Special Olympics.

M. Adjourn.

Mayor Friedberg announced that the Regular Meeting of the City Council of the City of Bellaire, Texas, was adjourned at 11:25 p.m. on Monday, June 5, 2017.

II. CLOSED MEETING

A. Call to Order - Andrew S. Friedberg, Mayor.

Mayor Friedberg called the Closed Meeting of the City Council of the City of Bellaire, Texas, to order at 11:25 p.m. on Monday, June 5, 2017.

B. Announcement of a Quorum - Andrew S. Friedberg, Mayor.

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.

City Manager Hofmann and City Clerk Dutton did not participate in the closed portion of the meeting.

C. Retire into Closed Meeting in the Council Conference Room:

Retire into closed meeting pursuant to the Texas Government Code, Chapter 551, Open Meetings Act, Section 551.071, Consultation with Attorney; Closed Meeting, to seek legal advice regarding matters within the attorney-client privilege.

Members of the City Council retired into closed meeting in the Council Conference Room at 11:26 p.m. on Monday, June 5, 2017.

D. Reconvene in Open Meeting in Council Chamber:

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

Members of the City Council reconvened in open meeting in the Council Chamber at 12:01 a.m. on Tuesday, June 6, 2017. **Mayor Friedberg** advised that the City Council had met in closed meeting to seek legal advice regarding matters within the attorney-client privilege. He advised that the agenda contemplated possible action and opened the floor for motions.

Hearing none, Mayor Friedberg stated that no action would be taken and adjourned

the Closed Meeting.

E. Adjourn.

Mayor Friedberg announced that the Closed Meeting of the City Council of the City of Bellaire, Texas, was adjourned at 12:02 a.m. on Tuesday, June 6, 2017.

Minutes Acceptance: Minutes of Jun 5, 2017 5:00 PM (Adoption of Minutes:)

Mayor and Council

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 07/17/17 07:00 PM
Department: City Manager's Office
Category: Contract
Department Head: Diane K White
DOC ID: 2335

**SCHEDULED
ACTION ITEM (ID # 2335)**

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the Mayor of the City of Bellaire, Texas, to execute, for and on behalf of the City of Bellaire, Texas, an Agreement for Services with Terracon Consultants, Inc., for construction materials engineering and testing services for the Municipal Facilities Project in an amount not to exceed \$71,840.00 - Submitted by Michelle Jordan, Project Manager.

Background/Summary:

This agreement will include testing of materials related to construction of the Municipal Facilities Project. Examples of materials typically tested include soil stabilization, concrete strength, mortar integrity, and steel welds and connections. Materials testing services are considered a professional engineering service and Terracon Consultants, Inc. is recommended by the architect of the project, Jeff Gerber, with Pierce Goodwin Alexander and Linville. Materials testing services are intended to provide quality control services for the Owner, the City of Bellaire, and as such are not part of the construction contract.

The total fee for the services is \$71,840.00, and is broken down as follows:

\$41,670.00 - Police and court building services
\$30,136.00 - City hall and civic center services

Previous Council Action Summary:

There has been no previous Council action regarding materials testing services for the Municipal Facilities Project.

Fiscal Impact:

Funding for this component of the project was included in the overall budget for the Municipal Facilities Project, which is made up of bond proceeds from 2005, 2013, and 2016 elections.

City Attorney Review:

Agreement and ordinance has been sent to City Attorney for review.

Recommendation:

Michelle Jordan, Project Manager, recommends the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the Mayor and the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Contract with Terracon Consultants, Inc., for the construction materials testing services in an amount of \$71,840.00, as related to the Municipal Facilities Project.

Action Item (ID # 2335)

Meeting of July 17, 2017

ATTACHMENTS:

- Terracon Proposal (PDF)
- Agmt - Terracon Consultants Inc - Agreement for Services - Materials Engineering and Testing Services - Municipal Facilities Project (DOC)



June 27, 2017

City of Bellaire
Attn: Ms. Michelle Jordan
7008 S. Rice Avenue
Bellaire, Texas 77401

Phone: 713.662.8281
Email: mjordan@bellairetx.gov

Subject: Proposal for Construction Materials Testing Services
City of Bellaire New City Hall and Police Station
7008 S. Rice Avenue & 5110 Jessamine Street
Terracon Proposal No. P92171236 Revision 1

Dear Ms. Jordan:

Terracon Consultants, Inc. (Terracon) is pleased to submit this proposal to provide construction materials engineering and testing services for the above referenced project. We understand that we have been selected solely based on our professional qualifications. In this proposal we present our understanding of the scope of the project, our proposed services, and our budget estimate.

Terracon provided geotechnical services for this project. Our presence on this project and commitment to responsive quality services will make Terracon a valuable asset to the project.

A) PROJECT INFORMATION

The site is located at 7008 S. Rice Avenue (City Hall) and 5110 Jessamine Street (Police Station) in Bellaire, Texas. The project involves the construction of a new City Hall / Civic Center building, and a new Police Station / Municipal Courts building. The building foundations will consist of drilled and underreamed footings, grade beams, and a structurally suspended floor slab system. The structural slab will be 8 inches thick with a 12 inch void space beneath. The superstructure will consist of steel framing. Surface pavements will be constructed of reinforced concrete over chemically treated subgrade soils. It is our understanding based on information provide in the Geotechnical Report that the upper 2 feet of existing fill soils will be re-compacted in the paving areas where fill was observed.

Per client's request this proposal was revised based on the construction schedule dated May 25, 2017, provided by the client.

Proposal for Construction Materials Testing Services

City of Bellaire City Hall & Police Station ■ S. Rice Ave. & Jessamine St.

June 27, 2017 ■ Terracon Proposal No. P92171236 Revision 1



Terracon was provided with the following construction documents for preparation of this proposal:

- Architectural plans prepared by PGAL, dated March 17, 2017
- Civil plans prepared by PGAL, dated February 27, 2017
- Structural plans prepared by Henderson Rogers, dated March 13, 2017
- Terracon Geotechnical Engineering Report No. 92165424, dated August 26, 2016

If selected for this project, Terracon requests that we be placed on the distribution of all plan revisions.

B) SCOPE OF SERVICES

Terracon prepared the following scope of services based on our review and understanding of the documents listed above:

Earthwork:

1. Sample building subgrade, treated pavement subgrade, and trench backfill. Prepare and test the samples for Atterberg Limits (ASTM D4318), moisture-density relationship (ASTM D698, ASTM D558).
2. Sample cement-sand backfill for utility trenches, mold specimens, and perform compressive strength tests in the laboratory (ASTM D1633).
3. Evaluate the subgrade soil for proposed chemically treated pavement subgrade.
4. Observe the chemical treatment process for the pavement subgrade.
5. Perform field gradation tests of treated subgrade.
6. Measure the depth of treated subgrade using phenolphthalein.
7. Observe proofrolling operations of the building subgrade and pavement subgrades; and perform density tests of the building subgrade, treated pavement subgrade, and trench backfill (when proper trench safety is provide by the contractor) using the nuclear method (ASTM D6938) to determine the moisture content and percent compaction of the soil materials.

Foundations:

1. Observe the installation of the drilled pier foundations. For each pier observed, information regarding shaft depth, auger diameter, and chained belling tool diameter

Proposal for Construction Materials Testing Services

City of Bellaire City Hall & Police Station ■ S. Rice Ave. & Jessamine St.

June 27, 2017 ■ Terracon Proposal No. P92171236 Revision 1



will be documented. The chained bellling tool diameter will be measured when extended above ground for each bell size.

2. Obtain pocket penetrometer readings on soil cuttings removed during excavation at or near the bearing stratum in order to document the approximate shear strength of the soil.
3. The reinforcing steel and anchor bolts used in footing columns will be observed and the quantity and size of the steel will be recorded.
4. Perform compressive tests of concrete test cylinders cast in the field (ASTM C1231 or C617, C39).

Cast-in-Place Concrete:

1. Sample and test the fresh concrete for each mix. Perform tests for slump, air content, and concrete temperature only; and cast test specimens (ASTM C172, C31, C143, C173 or C231, and C1064). Terracon understands that the contractor will be responsible for maintaining the initial curing temperature of the concrete test specimens. Terracon will record the initial curing temperatures only when conditioned curing boxes are provided by the contractor.
2. Concrete will be sampled at a frequency of 1 set of test cylinders every 50 cubic yards for structural concrete, 1 set of test cylinders every 100 cubic yards for slabs, and 1 set of test cylinders every 150 cubic yards for pavement concrete. Terracon requests that a copy of the approved mix design(s) be provided to us prior to placement of the concrete.
3. Perform compressive strength tests of concrete test cylinders cast in the field (ASTM C1231, C39). Five 4" x 8" concrete cylinders will be prepared for structural concrete having nominal size aggregate of 1¼" or less. Four 6" x 12" concrete cylinders per set will be prepared for concrete having a nominal size aggregate of greater than 1¼". When 6" x 12" cylinders are prepared, two cylinders will be tested at 7 and 28 days. When 4" x 8" cylinders are prepared, two cylinders will be tested at 7 days and three cylinders will be tested at 28 days.
4. Observe reinforcing steel prior to concrete placement. We will observe the rebar size, spacing and configuration. **Terracon recommends we be scheduled a minimum of 24 hours prior to each concrete placement.**

Proposal for Construction Materials Testing Services

City of Bellaire City Hall & Police Station ■ S. Rice Ave. & Jessamine St.

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5. Within 48 hours of concrete placement, travel to project site to collect and transport hardened concrete test cylinders to Terracon's Houston laboratory for processing, curing and testing.

Masonry:

1. Observe and document the condition of storage areas for masonry materials.
2. Observe and document the mixing proportions of mortar and grout used during construction.
3. Observe the reinforcing steel in CMU walls and bond beams.
4. Sample fresh mortar materials from the project site and prepare lab molded mortar cubes for compressive strength tests (ASTM C270 and C109).
5. Sample the fresh grout during construction and cast grout prisms (ASTM C1019) for compressive strength tests.
6. Sample CMU block and test for absorption and compressive strength (ASTM C140).

Structural Steel Welded and Bolted Connections:

1. Terracon recommends that the general contractor schedule a pre-erection meeting to discuss the erection sequence, review welding and bolting requirements and to review welder certification records.
2. Provide a Certified Welding Inspector (CWI) in the field to visually check accessible field bolted/welded connections in accordance with applicable AISC and AWS specifications.
3. Perform visual inspections of metal decking for placement including overlap, fastener spacing, shear studs for number, pattern, and bond, supports at openings and penetrations, and puddle welds pattern, size and quality.
4. Utilize the Skidmore Wilhelm device to assist in determining the load capacity of delivered fasteners where slip critical connections are specified. Terracon recommends that this service be scheduled prior to erection. After the bolted sections are installed we will verify that the types of fasteners are as specified and that the appropriate tensioning method is utilized.

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5. Utilize an Ultrasonic Flaw detector to determine the quality of complete joint penetration welds such as moment connections or splice connections. If the base material has a thickness of 5/16" or greater, Terracon recommends that those welds be tested by the Ultrasonic Method in accordance with AWS D1.1.

Project Management/ Administration:

A project manager will be assigned to the project to review the daily activity and assist in scheduling the work. Field and laboratory tests will be reviewed prior to submittal. The project manager will be responsible for maintaining the project budget and will oversee the preparation of the final test reports.

Terracon recommends that the general contractor schedule pre-construction meetings prior to each phase of our proposed testing and observations to discuss the erection sequence, review welding and bolting requirements and to review welder certification records.

Special Inspections Letter:

Upon completion of our services, a special inspection letter will be prepared, if requested. The letter will list services we performed and if the results and/ or observations were in compliance with the project documents. A copy of our test reports will be available with the special inspection letter if requested.

Scheduling Retests:

It is the responsibility of your representative to schedule retests in a like manner to scheduling our original services. Terracon shall not be held responsible for retests not performed as a result of a failure to schedule our services or any subsequent damage caused as a result of a lack of retesting.

Additional Services:

If you would like us to perform additional work, please contact us and we will issue a short Supplement to Agreement form, or Supplemental Proposal, that outlines the additional work to be performed and associated fees. To authorize us to begin work, you simply return a signed copy of the Supplemental agreement.

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Mechanically Stabilized Earth (MSE) Walls:

This proposal excludes materials testing and observations related to mechanically stabilized earth (MSE) walls. Should the owner or client require Terracon to provide services on any portion of the MSE wall, Terracon should be requested to provide a separate proposal prior to start of construction of the MSE walls. Terracon requires an internal cursory review of the MSE wall design. This cursory review is only for internal Terracon purposes and is intended to establish the appropriate scope of construction materials testing services for the project if it is decided we will accept the assignment. This review should not be construed as accepting any design responsibility or providing any review capacity for the contractor or owner.

C) REPORTING

Results of field tests will be submitted verbally to available personnel at the site. Written reports of field tests and observations will be distributed within five business days. Test reports will be distributed via e-mail. You will need to provide Terracon with a distribution list prior to the beginning of the project. The list will need to include the company name, address, contact person name, phone number, and e-mail address for each person.

Our reported test locations will typically be estimated by pacing distances and approximating angles and elevations from local control data (staking and layout lines) provided by others on site. The accuracy of our locations will be dependent on the accuracy, availability and frequency of the control points provided by the client and/ or contractor.

PROJECT STAFFING AND ADMINISTRATION

Field testing services will be provided on an “as requested” basis when scheduled by your representative. A notice of 24 hours (48 hours is required for structural steel services) is required to properly schedule our services. To schedule our services please contact our dispatcher at (713) 690-2258. The dispatch office hours are from 7:00 a.m. to 5:00 p.m. Messages left after business hours will be checked the following business day. Terracon shall not be held responsible for tests not performed as a result of a failure to schedule our services or any subsequent damage caused as a result of a lack of testing.

Terracon recommends that a copy of this proposal be provided to the general contractor so they understand our scope of services and schedule us accordingly. Please note that the number of tests and trips described in the Scope of Services does not constitute a minimum or maximum number of tests or trips that may be required for this project.

Proposal for Construction Materials Testing Services

City of Bellaire City Hall & Police Station ■ S. Rice Ave. & Jessamine St.

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D) COMPENSATION

Based on the project information available for our review, we propose an estimate cost of **\$41,670** for the Police Station, and **\$30,169** for the City Hall & Civic Center. Services provided will be based on the unit rates included in the attached Cost Estimate. Please note that this is only a budget estimate and not a not-to-exceed price. Many factors beyond our control, such as weather and the contractor's schedule, will dictate the final fee for our services. Quantities for re-tests, cancellations and stand-by time are not included in our fee.

For services provided on an "as requested" basis, overtime is defined as all hours in excess of eight hours per day, outside of the normal hours of 7:00 a.m. to 6:00 p.m. Monday through Friday, and all hours worked on weekends and holidays. Overtime rates will be 1.5 times the hourly rate quoted. A four hour minimum charge is applicable to all trips made to provide our testing, observation and consulting services. The minimum charge is not applicable for trips to the project site for sample pickup only. All labor, equipment and transportation charges are billed on a portal to portal basis from our office. You will be invoiced on a monthly basis for services actually performed and/or as authorized by you or your designated representative. Terracon's total invoice fee is due within thirty days following final receipt of invoice.

E) SITE ACCESS AND SAFETY

Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the services and will execute any necessary site access agreement. Terracon will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site.

F) TESTING AND OBSERVATION

Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Terracon will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce – not eliminate - project risk. Client agrees to the level or amount of testing performed and the associated risk. Client is responsible (even if delegated to contractor) for notifying and scheduling Terracon so Terracon can perform these services. Terracon shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Terracon's performance of testing and observation services shall not relieve contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Terracon will not supervise or direct the work performed by contractor or its subcontractors and is not responsible for their means and

Proposal for Construction Materials Testing Services

City of Bellaire City Hall & Police Station ■ S. Rice Ave. & Jessamine St.

June 27, 2017 ■ Terracon Proposal No. P92171236 Revision 1



methods.

G) AUTHORIZATION

This proposal may be accepted by executing the attached Agreement For Services and returning an executed copy along with this proposal to Terracon. This proposal for services and accompanying limitations shall constitute the exclusive terms, conditions and services to be performed for this project. This proposal is valid only if authorized within sixty days from the listed proposal date. **Terracon cannot begin field and laboratory services without a signed Agreement for Services.**

We appreciate the opportunity to provide this proposal and look forward to working with you and your team on this project.

Sincerely,

Terracon Consultants, Inc.

(TBPE Firm Registration No. F-3272)

A handwritten signature in blue ink, reading "Ivan E. Acuna".

Ivan E. Acuna, E.I.T.

Project Manager

Materials Services

A handwritten signature in blue ink, reading "Chad C. Gordon".

Chad C. Gordon, P.E.

Materials Services Manager

Attachments:

- (1) Cost Estimate
- (2) Agreement For Services



COST ESTIMATE

City of Bellaire - Police Station & Municipal Courts Building

5110 Jessamine Street

Terracon Proposal P92171236 Revision 1

Service (As described in proposal)	Quantity	Unit	Unit Rate	Estimate
EARTHWORK				
Estimate 4 trips at 8 hours each to test compaction of backfill for on-site utilities				
Estimate 2 trips at 4 hours to obtain cement stabilized sand and subgrade samples				
Estimate 3 trips at 8 hours each to observe application of subgrade treatment				
Estimate 3 trips at 6 hours each to check treatment depth and gradation				
Estimate 3 trips at 8 hours each to observe and test compaction of upper 2 feet of fill in pavement areas				
Estimate 3 days at 6 hours to test compaction of chemically treated paving subgrade				
Estimate 2 days at 8 hours each for proofroll observations to test compaction of building subgrade				
Field Representative, Regular Hours	120	hours	\$ 46.00	\$ 5,520.00
Field Representative, Over Time Hours	20	hours	\$ 69.00	\$ 1,380.00
Nuclear Density Gauge	12	trip	\$ 60.00	\$ 720.00
Lime Determination	1	each	\$ 300.00	\$ 300.00
Moisture Density Relationship	4	each	\$ 165.00	\$ 660.00
Atterberg Limits	3	each	\$ 65.00	\$ 195.00
Cement Stabilized Sand	4	each	\$ 60.00	\$ 240.00
Vehicle Charge	20	trip	\$ 60.00	\$ 1,200.00
Subtotal, Earthwork				\$ 10,215.00
FOUNDATIONS				
Estimate 5 trips at 10 hours each to observe drilled piers and test concrete				
Estimate 3 trips at 6 hours to observe reinforcing steel and test concrete for grade beams				
Senior Field Representative, Regular Hours	50	hours	\$ 46.00	\$ 2,300.00
Senior Field Representative, Over Time Hours	8	hours	\$ 69.00	\$ 552.00
Concrete Compressive Strength	45	each	\$ 16.00	\$ 720.00
Vehicle Charge	7	each	\$ 60.00	\$ 420.00
Sample Pickup (inclusive of labor and vehicle charge)	7	each	\$ 150.00	\$ 1,050.00
Subtotal, Foundations				\$ 5,042.00
CAST-IN-PLACE CONCRETE				
Estimate 8 trips at 4 hours each to observe reinforcing steel for slabs-on-grade and pavements				
Estimate 3 trips at 6 hours each to test concrete for slabs-on-grade				
Estimate 2 trips at 6 hours each to test concrete for elevated slabs				
Estimate 4 trips at 8 hours each to test concrete for pavements				
Estimate 2 trips at 6 hours each to observe reinforcing steel and test concrete for sidewalks				
Field Representative, Regular Hours	86	hours	\$ 46.00	\$ 3,956.00
Field Representative, Over Time Hours	20	hours	\$ 69.00	\$ 1,380.00
Concrete Compressive Strength	85	each	\$ 16.00	\$ 1,360.00
Vehicle Charge	19	each	\$ 60.00	\$ 1,140.00
Sample Pickup (inclusive of labor and vehicle charge)	11	each	\$ 150.00	\$ 1,650.00
Subtotal, Cast-in-Place Concrete				\$ 9,486.00

Attachment: Terracon Proposal (2335 : Municipal Facilities Project - Materials Testing Contract)



COST ESTIMATE

City of Bellaire - Police Station & Municipal Courts Building

5110 Jessamine Street

Terracon Proposal P92171236 Revision 1

Service (As described in proposal)	Quantity	Unit	Unit Rate	Estimate
STRUCTURAL STEEL				
Estimate 6 trips at 4 hours each to observe steel framing and connections in the field				
Estimate 2 trips at 4 hours each to test non-shrink grout				
Certified Welding Inspector, Regular Hours	24	hours	\$ 90.00	\$ 2,160.00
Field Representative, Regular Hours	8	hours	\$ 46.00	\$ 368.00
Grout Compressive Strength (sets of 6)	12	each	\$ 35.00	\$ 420.00
Ultrasonic Gauge	1	days	\$ 100.00	\$ 100.00
Vehicle Charge	8	each	\$ 60.00	\$ 480.00
Sample Pickup (inclusive of labor and vehicle charge)	2	each	\$ 150.00	\$ 300.00
Subtotal, Structural Steel				\$ 3,828.00
MASONRY				
Estimate 12 trips at 6 hours each to observe masonry and test grout				
Estimate 1 trip at 4 hours to sample CMU block				
Field Representative, Regular Hours	64	hours	\$ 46.00	\$ 2,944.00
Mortar Compressive Strength/Lab prepared (sets of 6)	1	set	\$ 550.00	\$ 550.00
Grout Compressive Strength (sets of 6)	72	each	\$ 35.00	\$ 2,520.00
Concrete Masonry Unit Strength and Absorption	6	each	\$ 100.00	\$ 600.00
Vehicle Charge	9	each	\$ 60.00	\$ 540.00
Sample Pickup (inclusive of labor and vehicle charge)	8	each	\$ 150.00	\$ 1,200.00
Subtotal, Masonry				\$ 8,354.00
PROJECT MANAGEMENT				
Project Manager & Administration	37	hours	\$ 125.00	\$ 4,625.00
Vehicle Charge	2	each	\$ 60.00	\$ 120.00
Subtotal, Project Management & Administration				\$ 4,745.00
ESTIMATED COST				\$ 41,670.00



COST ESTIMATE

City of Bellaire - City Hall & Civic Center

7008 S. Rice Avenue

Terracon Proposal P92171236 Revision 1

Service (As described in proposal)	Quantity	Unit	Unit Rate	Estimate
EARTHWORK				
Estimate 7 trips at 8 hours each to test compaction of backfill for on-site utilities				
Estimate 1 trip at 4 hours to obtain subgrade samples				
Estimate 1 trip at 8 hours to observe application of subgrade treatment				
Estimate 1 trip at 6 hours to check treatment depth and gradation				
Estimate 2 trips at 8 hours each to observe and test compaction of upper 2 feet of fill in pavement areas				
Estimate 2 days at 4 hours to test compaction of chemically treated paving subgrade				
Estimate 2 days at 6 hours each for proofroll observations and to test compaction of building subgrade				
Field Representative, Regular Hours	94	hours	\$ 46.00	\$ 4,324.00
Field Representative, Over Time Hours	16	hours	\$ 69.00	\$ 1,104.00
Nuclear Density Gauge	13	trip	\$ 60.00	\$ 780.00
Lime Determination	1	each	\$ 300.00	\$ 300.00
Moisture Density Relationship	4	each	\$ 165.00	\$ 660.00
Atterberg Limits	3	each	\$ 65.00	\$ 195.00
Cement Stabilized Sand	4	each	\$ 60.00	\$ 240.00
Vehicle Charge	16	trip	\$ 60.00	\$ 960.00
Subtotal, Earthwork				\$ 8,563.00
FOUNDATIONS				
Estimate 5 trips at 10 hours each to observe drilled piers and test concrete				
Estimate 3 trips at 6 hours to observe reinforcing steel and test concrete for grade beams				
Senior Field Representative, Regular Hours	58	hours	\$ 46.00	\$ 2,668.00
Senior Field Representative, Over Time Hours	10	hours	\$ 69.00	\$ 690.00
Concrete Compressive Strength	55	each	\$ 16.00	\$ 880.00
Vehicle Charge	8	each	\$ 60.00	\$ 480.00
Sample Pickup (inclusive of labor and vehicle charge)	8	each	\$ 150.00	\$ 1,200.00
Subtotal, Foundations				\$ 5,918.00
CAST-IN-PLACE CONCRETE				
Estimate 6 trips at 4 hours each to observe reinforcing steel for slabs-on-grade and pavements				
Estimate 3 trips at 6 hours each to test concrete for slabs-on-grade				
Estimate 2 trips at 6 hours each to test concrete for elevated slabs				
Estimate 3 trips at 8 hours each to test concrete for pavements				
Estimate 2 trips at 6 hours each to observe reinforcing steel and test concrete for sidewalks				
Field Representative, Regular Hours	75	hours	\$ 46.00	\$ 3,450.00
Field Representative, Over Time Hours	15	hours	\$ 69.00	\$ 1,035.00
Concrete Compressive Strength	70	each	\$ 16.00	\$ 1,120.00
Vehicle Charge	16	each	\$ 60.00	\$ 960.00
Sample Pickup (inclusive of labor and vehicle charge)	10	each	\$ 150.00	\$ 1,500.00
Subtotal, Cast-in-Place Concrete				\$ 8,065.00

Attachment: Terracon Proposal (2335 : Municipal Facilities Project - Materials Testing Contract)



COST ESTIMATE

City of Bellaire - City Hall & Civic Center
7008 S. Rice Avenue
Terracon Proposal P92171236 Revision 1

Service (As described in proposal)	Quantity	Unit	Unit Rate	Estimate
STRUCTURAL STEEL				
Estimate 6 trips at 4 hours each to observe steel framing and connections in the field				
Estimate 2 trips at 4 hours each to test non-shrink grout				
Certified Welding Inspector, Regular Hours	24	hours	\$ 90.00	\$ 2,160.00
Field Representative, Regular Hours	8	hours	\$ 46.00	\$ 368.00
Grout Compressive Strength (sets of 6)	12	each	\$ 35.00	\$ 420.00
Ultrasonic Gauge	4	days	\$ 100.00	\$ 400.00
Vehicle Charge	8	each	\$ 60.00	\$ 480.00
Sample Pickup (inclusive of labor and vehicle charge)	2	each	\$ 150.00	\$ 300.00
Subtotal, Structural Steel				\$ 4,128.00
PROJECT MANAGEMENT				
Project Manager & Administration	27	hours	\$ 125.00	\$ 3,375.00
Vehicle Charge	2	each	\$ 60.00	\$ 120.00
Subtotal, Project Management & Administration				\$ 3,495.00
ESTIMATED COST				
				\$ 30,169.00

AGREEMENT FOR SERVICES

This **AGREEMENT** is between City of Bellaire TX ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the City of Bellaire New City Hall and Police Station project ("Project"), as described in the Project Information section of Consultant's Proposal dated 06/27/2017 ("Proposal") unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant's services is described in the Scope of Services section of the Proposal ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. When Consultant subcontracts to other individuals or companies, then consultant will collect from Client on the Subcontractors' behalf. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Compensation section of the Proposal unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.
- 10. CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

Consultant: **Terracon Consultants, Inc.**
 By:  Date: **6/27/2017**
 Name/Title: **Chad C. Gordon, P.E. / Materials Services Manager**
 Address: **11555 Clay Rd Ste 100**
Houston, TX 77043-1239
 Phone: **(713) 690-8989** Fax: **(713) 690-8787**
 Email: **Chad.Gordon@terracon.com**

Client: **City of Bellaire TX**
 By: _____ Date: _____
 Name/Title: _____
 Address: **7008 S Rice Ave**
Bellaire, TX 77401-4495
 Phone: _____ Fax: _____
 Email: _____



ORDINANCE NO. 17-_____

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 AGREEMENT FOR SERVICES WITH TERRACON CONSULTANTS, INC., FOR CONSTRUCTION MATERIALS ENGINEERING AND TESTING SERVICES FOR THE MUNICIPAL FACILITIES PROJECT IN AN AMOUNT NOT TO EXCEED \$71,840.00.

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 Agreement for Services with Terracon Consultants, Inc., in a form as attached hereto and marked Exhibit "A," for the provision of construction materials engineering and testing services for the Municipal Facilities Project in an amount not to exceed \$71,840.00.

PASSED, APPROVED, and ADOPTED this 17th day of July, 2017.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

Mayor and Council

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 07/17/17 07:00 PM
Department: Finance Administration
Category: Ordinance
Department Head: Terrence Beaman
DOC ID: 2274

**SCHEDULED
ACTION ITEM (ID # 2274)**

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, calling a public hearing before the City Council of the City of Bellaire, Texas, on Monday, August 14, 2017, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401-4411, on the proposed budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2017, and ending September 30, 2018 - Submitted by Terrence Beaman, Chief Financial Officer.

Background/Summary:

Consideration and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas calling a public hearing before the City Council of the City of Bellaire, Texas, on Monday, August 14, 2017 at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 S. Rice Avenue, Bellaire, Texas, for the purpose of hearing any and all persons desiring to be heard on or in connection with the proposed budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

Previous Council Action Summary:

None

Fiscal Impact:

None

Recommendation:

City Council to call a public hearing for the proposed FY 2018 Budget.

ATTACHMENTS:

- Notice of Public Hearing (Budget for FY 2018) (DOC)
- Ordinance Calling Public Hearing for Budget FY 2018 (DOC)



**NOTICE OF PUBLIC HEARING
ON THE
PROPOSED BUDGET FOR THE
CITY OF BELLAIRE, TEXAS
FISCAL YEAR 2018**

NOTICE IS HEREBY GIVEN that the City Council of the City of Bellaire, Texas (City), has called, by Ordinance No. 17-, a public hearing before the City Council of the City of Bellaire, Texas, to receive written and oral comments on the City's proposed budget for the fiscal year beginning October 1, 2017, and ending September 30, 2018 (i.e., FY 2018). Said hearing is scheduled for Monday, August 14, 2017, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

The FY 2018 proposed budget document is based on information available to the City at the time the FY 2018 proposed budget document was filed with the City Clerk's Office on Friday, July 14, 2017.

The proposed budget document is available for review in the City Clerk's Office, City Hall, 7008 South Rice Avenue, Bellaire, Texas, Monday through Friday from 8:00 a.m. until 5:00 p.m., except for holidays. A copy is also available for review in the Bellaire City Library, 5111 Jessamine Street, Bellaire, Texas, and on the City's website at www.bellairetx.gov

Written comments may be submitted to the City Clerk prior to the public hearing. Such comments should be addressed as follows: Tracy L. Dutton, City Clerk, City of Bellaire, 7008 South Rice Avenue, Bellaire, Texas 77401-4411.

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



ORDINANCE NO. 17-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, CALLING A PUBLIC HEARING BEFORE THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, ON MONDAY, AUGUST 14, 2017, AT 6:00 P.M. IN THE COUNCIL CHAMBER, FIRST FLOOR OF CITY HALL, 7008 SOUTH RICE AVENUE, BELLAIRE, TEXAS 77401-4411, ON THE PROPOSED BUDGET FOR THE CITY OF BELLAIRE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018; AND DECLARING THAT ALL NECESSARY NOTICES BE PUBLISHED AS REQUIRED BY LAW.

WHEREAS, the City Council of the City of Bellaire, Texas, desires to designate a date, time, and place for a public hearing to receive written and oral comments on the City of Bellaire, Texas, proposed budget for the fiscal year beginning October 1, 2017, and ending September 30, 2018; **NOW, THEREFORE,**

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

1. THAT the City Council of the City of Bellaire, Texas, hereby calls a public hearing to be held on the 14th day of August, 2017, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401-4411, at which date, time, and place any and all persons desiring to be heard will be heard on or in connection with the adoption of the proposed budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2017, and ending September 30, 2018.

2. THAT the City Clerk of the City of Bellaire, Texas, is hereby directed by the City Council of the City of Bellaire, Texas, to publish a notice of said

hearing in a newspaper of general circulation in accordance with the *Texas Local Government Code* and the *Charter of the City of Bellaire, Texas*, as amended November 7, 2006.

PASSED, APPROVED and **ADOPTED** this 17th day of July, 2017.

(SEAL)

ATTEST:

SIGNED:

Tracy L. Dutton, TRMC
City Clerk

Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

Mayor and Council

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 07/17/17 07:00 PM
Department: City Manager's Office
Category: Discussion
Department Head: Paul A. Hofmann
DOC ID: 2316

**SCHEDULED
INFORMATION ITEM (ID
2316)**

Item Title:

Presentation, discussion and possible action to provide direction to staff regarding Charter propositions to be presented to the electors of the City of Bellaire, Texas, at a Special Election to be held on November 7, 2017 - Submitted by Alan P. Petrov, City Attorney.

Background/Summary:

On November 7, 2016, the City Council of the City of Bellaire, Texas, adopted Ordinance No. 16-067 for the purpose of establishing a Charter Review Commission (the "CRC") as an Ad Hoc Committee of the City of Bellaire, Texas, to review the *Charter of the City of Bellaire, Texas*, as last amended on November 7, 2006, and to appoint five (5) members to serve on the CRC for a term of seven (7) months commencing on December 1, 2016, and ending on June 30, 2017.

The five (5) members appointed to serve on the CRC (in alphabetical order) were Jill Almaguer, James P. Avioli, Sr., Doug Christians, Aaron Swerdlin, and Neil Verma. Members of the CRC elected Neil Verma to serve as Chair and Jill Almaguer to serve as Vice Chair.

The first meeting of the CRC was held on Thursday, December 15, 2016. The CRC met on eight (8) separate occasions, and each meeting was conducted pursuant to the *Texas Open Meetings Act*. The CRC allowed time at the beginning of each meeting and prior to adjournment for citizen input. City Attorney Alan P. Petrov served as Staff Liaison to the CRC, and Charles E. Zech, partner at Denton Navarro Rocha Bernal Hyde & Zech, P.C., served as the Facilitator.

At the conclusion of the CRC's meetings, a final report was prepared and presented to City Council at the June 19, 2017 Council meeting. Following that meeting, the City Attorney prepared a series of propositions that could be placed on the ballot at a special election to be held on November 7, 2017 in conjunction with the City's Regular Mayor and Council election. The proposed propositions would implement all of the recommendations contained in the CRC's final report. In addition, one (1) additional proposition has been included for Council's consideration that would increase the Mayor's term of office from the existing two (2) year term to a four (4) year term to be consistent with the existing four (4) year terms of the City Council Members.

Previous Council Action Summary:

See Background/Summary

Fiscal Impact:

N/A

City Attorney Review:

Yes

Recommendation:

Staff recommends that the City Council give direction on which ballot propositions to include on the November 2017 ballot.

ATTACHMENTS:

- Proposed Propositions (00189147xD8318) (PDF)

**POSSIBLE CHARTER AMENDMENT PROPOSITIONS
FOR NOVEMBER 2017 ELECTION
CITY OF BELLAIRE, TEXAS**

PROPOSITION 1: Relating to conforming the Charter to the general laws of the State of Texas

Article I Incorporation; Form of Government, Corporate and General Powers

Sec. 5. - Liability of the City.

The City of Bellaire shall not be liable for personal injury or property loss or damage from any cause, including the negligence of City officials or City employees, in the performance of governmental functions, ~~including the operation of the water system, the collection and disposition of garbage, the sewer system, the fire department, or any other governmental office, department or agency created by or operating under this Charter~~ **except as set forth in the Texas Civil Practices and Remedies Code, Title 5, Governmental Liability, Chapter 101 tort claims.**

Sec. 6. - Eminent Domain.

- (a) General Provisions. The City shall have the right, power and authority to exercise the power of eminent domain when necessary or desirable to carry out any of the powers conferred upon it by this Charter, or by the Constitution or laws of the State of Texas, except as provided in subsection (b) and (c). ~~In all cases where the City seeks to exercise the power of eminent domain, it may be controlled, as nearly as practicable, by the laws governing the condemnation of property by railroad corporations in this State, the City taking the position of the railroad corporation in any such case.~~ The City may also exercise the power of eminent domain in any other manner authorized or permitted by the Constitution and laws of this State, or in the manner and form that may be provided by ordinance of the governing body of the City, except as provided in subsection (b) and (c). The power of eminent domain hereby conferred shall include the right of the City to take the fee in the lands so condemned; and such power and authority shall include the right to condemn public property for such purposes.
- (b) Limitations to Eminent Domain. The City's power of eminent domain shall be limited to the taking of private property exclusively for the ownership and the use by the City, Eminent Domain shall be prohibited in those cases.
 - (1) in which the taking is motivated by economic development which involve the intent to resell any interest in the property acquired; and
 - (2) which involve a joint venture or a collaborative arrangement with a private entity.

- (c) Exceptions to Limitations. The limitations in subsection (b) of this section are not intended to apply to
- (1) a non-adverse (or a willing and friendly) condemnation or a condemnation when the majority of partial interest owners consider the condemnation to be non-adverse; and
 - (2) a condemnation necessary to cure the cloud on title to real estate or any other condition where a condemnation is deemed necessary in lieu of the transfer of title from a willing seller.

Sec. 7. - Street Powers **and Improvements.**

The City of Bellaire shall have **exclusive dominion, control and jurisdiction in, upon, and over and under the public streets, avenues, alleys and highways of the City, and may provide for the improvement thereof by paving, re-paving, raising, draining, or otherwise and shall also include, but not be limited to, the right to supervise, regulate and otherwise control, locate, relocate, remove, or prohibit the location of, all utility pipes, lines, wires, or other property. In addition, the City shall have** the power to lay out, establish, open, alter, widen, lower, extend, grade, abandon, discontinue, abolish, close, care for, pave, supervise, maintain and improve streets, alleys, sidewalks, parks, squares, public places and bridges; and regulate and/or restrict the use thereof; and require the removal from the streets, sidewalks, alleys and other public property or places of all obstructions, trespasses and/or encroachments of every nature or character.

~~Sec. 8. — Street Improvements.~~

~~The City of Bellaire shall have exclusive dominion, control and jurisdiction in, upon, and over and under the public streets, avenues, alleys and highways of the City, and may provide for the improvement thereof by paving, re-paving, raising, draining, or otherwise. The provisions of Chapter 106, 40th Legislature, First Called Session, Acts of 1927, together with existing amendments and all such amendments as hereinafter may be made, are expressly adopted and made a part of this Charter. Such exclusive dominion, control and jurisdiction in, upon, over and under the public streets, avenues, alleys and highways of the City shall also include, but not be limited to, the right to supervise, regulate and otherwise control, locate, relocate, remove, or prohibit the location of, all utility pipes, lines, wires, or other property.~~

Sec. 9. - Extending **and Contracting** City Limits by Action of the City Council.

The City Council shall have power by ordinance to fix the boundary limits of the City of Bellaire, and to provide for the extension of said boundary limits and the annexation of additional territory lying adjacent to said City, with or without the consent of the territory and/or inhabitants annexed. Upon the passage of such an ordinance by the city council one time, it shall be published in the official newspaper of the City of

Bellaire one time. After at least thirty (30) days have elapsed from the date of such publication, said ordinance in original or amended form as said city council in its judgment may determine, shall be acted upon again, and if passed the territory so annexed shall thereupon become a part of the City of Bellaire, and any inhabitants thereof shall be entitled to all rights and privileges of other citizens of said City, and shall be bound by the acts, ordinances, resolutions and regulations of said City.

Any amendment to an ordinance annexing additional territory shall be advertised at least ten (10) days before final passage of the annexing ordinance, but any amendment eliminating from any such annexing ordinance property proposed to be annexed in the original ordinance or any amendment thereto need not be advertised.

Any area of the City may be disannexed pursuant to any procedure allowed under state law and whenever, in the opinion of the City Council, there exists within the corporate limits of the City a territory not suitable or necessary for City purposes, the City Council may discontinue said territory as part of the City by ordinance after conducting a public hearing on the matter.

Sec. 11. - Garbage Disposal.

The City Council shall have the right by ordinance to adopt and prescribe rules and regulations for the handling and disposition of all **recycling**, garbage, trash and rubbish within the City of Bellaire, and shall further have the right to fix charges and compensation to be charged by the City for the removal of **recycling**, garbage, trash and rubbish, and to provide rules and regulations for the collection of such charges and compensation.

Article II Sec. 14. - Municipal Court.

There is hereby established a Municipal Court of the City of Bellaire. The City Council shall appoint a Municipal Court Judge to serve a **term of office of two (2) years. A Municipal Court Judge who is not reappointed by the 91st day following the expiration of a term of office shall, absent action by the City Council, continue to serve for another term of office beginning on the date the previous term of office expired.** ~~term as it shall prescribe and~~ **The City Council shall appoint** such other associate judge or judges as it shall determine to be necessary and appropriate, for such terms as it shall provide. Such judge(s) may be removed for incompetency, misconduct or malfeasance. The compensation for the judge(s) of the Municipal Court shall be fixed by the City Council. The City Council shall have the power to make temporary or relief appointments of Municipal Court Judges, in the event of emergencies, for shorter periods of time than provided for the term(s) of the Municipal Court Judge and associate judge(s).

All costs and fines imposed by the Municipal Court, or by any court in cases appealed from judgments of the Municipal Court, shall be paid into the city treasury for the use and benefit of the City.

~~The City Council shall, by ordinance, appoint a Clerk of the Municipal Court and as many Deputy Clerks as shall be necessary. The Clerk of said Court or any Deputy City Clerk shall have power to administer oaths and affidavits, make certificates, affix the seal~~

~~of said Court thereto and generally do and perform any and all acts usual and necessary by clerks of courts in issuing process of said courts and conducting the business thereof. In the event of the absence or unavailability of the Clerk or Deputy Clerk to serve, any Judge of the Municipal Court may appoint a temporary replacement who shall have the same powers and duties as herein provided for the Clerk or any Deputy Clerk.~~

Article X Initiative Referendum and Recall

Sec. 8. - Submission to Electors.

If the Council shall fail to pass an ordinance proposed by initiative petition, or shall pass it in a form different from that set forth in the petition therefor and not agreeable to the petitioners, or if the Council fails to repeal a referred ordinance, the proposed or referred ordinance shall be submitted to the electors of the City at a regular or special election to be held on the earliest possible uniform election date of the State of Texas, after the City Clerk certifies the submission to the City Council. ~~The Council may, in its discretion, and if no regular election is to be held within such period shall, provide for a special election.~~

Sec. 19. - District Judge May Order Election.

Should the City Council fail or refuse to order any of the elections as provided for in this Article, when all the requirements for such elections have been complied with by the petitioning electors in conformity with this Article, **then any individual with legal standing may bring suit in any court of competent jurisdiction for the purpose of enforcing the requirements of this Article** of this Charter, then it shall be the duty of any one of the District Judges of Harris County, Texas, upon proper application being made therefor to order such elections and to enforce the carrying into effect of the provisions of this Article of this Charter.

Article XI Sec. 4. - Right of Regulation.

All grants, renewals, extensions, or amendments of public utility franchises, whether it be so provided in the ordinance or not, shall be subject to the right of the City:

- (1) To repeal the same by ordinance at any time for failure to begin construction or operation within the time prescribed or otherwise to comply with the terms of the franchise, such power to be exercised only after due notice and hearing;
- (2) To require an adequate extension of plant and service, and the maintenance of the plant and fixtures at the highest reasonable standard of efficiency;
- (3) To establish reasonable standards of service and quality of products and prevent unjust discrimination in services or rates;

- (4) a) To prescribe the form of accounts kept by each such utility; provided, that if the utility shall keep its accounts in accordance with the **applicable** uniform **accounting standards**, ~~systems of accounts for said utility prescribed by the National Association of Railroad and Public Utility Commissioners, the Federal Power Commission, the Federal Communications Commission, the Railroad Commission of Texas, their successor or successors, this shall be deemed sufficient compliance with this paragraph;~~
 - b) At any time to examine and audit the accounts and other records of any such utility and to require annual and other reports, including reports on local operations by each such public utility;
- (5) To impose such reasonable regulations and restrictions as may be deemed desirable or conducive to the safety, welfare, and accommodation of the public; and
- (6) To at any time require such compensation and rental as may be permitted by the laws of the State of Texas.

Article XII

Sec. 2. - Personal Interest.

~~No member of the Council or any officer or employee of the City shall have a financial interest, direct or indirect or by reason of ownership of stock in any corporation, in any contract or in the sale to the City or to a contractor supplying the City, of any land or rights of interests in any land, material, supplies, or service. The City Council shall never authorize the expenditure of public funds for the development of any subdivision. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee of the City found guilty thereof shall thereby forfeit his office or position. Any violation of this section with the knowledge express or implied, of the person or corporation contracting with the City shall render the contract voidable by the City Manager or the Council.~~

For purposes of this Section term "City Official" means any individual subject to the requirements of Texas Local Government Code, Chapter 171.

It is hereby prohibited for City Council members or a City Official to violate the rules and regulations regarding conflicts of interests as set out in the Texas Local Government Code, Chapter 171.

Sec. 10. - Amending the Charter.

Amendments to this Charter may be framed and submitted to the electors of the City by a Charter commission in the manner provided by law for framing and submitting a new Charter. Amendments may also be proposed and submitted by ordinance, passed by a majority vote of the full membership of the Council, or by a petition signed by not less than twenty-five percentum (25%) of the number of those who voted at the last regular

municipal election; provided, however that in the latter case the petition must bear the signatures of at least ten percentum (10%) of the qualified voters of the City. When a Charter amendment petition shall have been filed with the Council in conformity with the provisions of this Charter as to petitions for initiated ordinances, the Council shall forthwith provide by ordinance for submitting such proposed amendment to a vote of the electors. Any ordinance for submitting a Charter amendment to the electors shall provide that such amendment be submitted at the next regular municipal election ~~if one shall occur not less than sixty (60) nor more than one hundred twenty (120) days after the passage of the ordinance; otherwise, it shall provide for the submission of the amendment at a special election to be called and held within the time aforesaid.~~ Not less than thirty (30) days prior to such election, the City clerk shall mail a copy of the proposed amendment or amendments to each qualified voter in said City as appears from the latest rolls of the tax collector. If a proposed amendment be approved by a majority of the electors voting thereon, it shall become a part of the Charter at the time fixed therein. Each amendment shall be confined to one subject; and when more than one amendment shall be submitted at the same time, they shall be so submitted as to enable the electors to vote on each amendment separately.

Proposition 1 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 1

Amendments to the City Charter for consistency with the general laws of the State of Texas.

FOR _____ AGAINST _____

PROPOSITION 2: Relating to Qualifications of Council Members.

Article II

Sec. 2. - Qualifications.

To be eligible to be a candidate for, or elected to, office as Mayor or City Councilman of the City of Bellaire, or to continue to hold any such office, a person must:

- (1) Be a United States citizen;
- (2) Be twenty-one (21) years of age or older on the first day of the term to be filled at the election;
- (3) Have not been determined mentally incompetent by a final judgment of a court;
- (4) Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities;
- (5) Have resided continuously in the State of Texas and within the corporate limits of the City of Bellaire for twelve (12) months immediately preceding the filing deadline of the regular election; and

- (6) Be a qualified, registered voter of the State of Texas, County of Harris. In addition, all candidates or persons elected to office as Mayor or City Councilman of the City of Bellaire shall meet all other requirements for office holders as may, from time to time, be specified by the Constitution and general laws of the State of Texas. If, at any time, any person holding the office of Mayor or City Councilman of the City of Bellaire no longer possesses all of the qualifications specified in this Section or is convicted of a felony or an offense involving moral turpitude while in office, such office shall, **after a public hearing and determination by City Council pursuant to Section 16 be declared immediately and automatically become vacant.**

Sec. 16 - Council to be Judge of Qualifications of its Members: **Hearings: Process.**

~~The Council shall be the judge of the election and qualifications of its members, and shall have the power to remove any member for malfeasance or nonfeasance in office, after public hearing, by a two-thirds (2/3) vote of the whole Council; for such purpose it shall have power to subpoena witnesses and require the production of records.~~

- A. General.** The Council shall be the judge of the election and qualifications of its members, and shall have the power **to investigate and** to remove any member for malfeasance or nonfeasance in office, after public hearing, by a two-thirds (2/3) vote of the whole Council; for such purpose it shall have power to **administer oaths, subpoena witnesses, compel the production of records books, papers, and other evidence material to the inquiry. The City Council shall provide, by ordinance, penalties for contempt in failing or refusing to obey any such subpoena or to produce any such books, papers or other evidence. The City Council shall have the power to punish any such contempt in the manner provided by such ordinance.**

B. Hearings Process for Forfeitures of Office and Prohibitions.

- 1. All hearings held under this subsection shall be conducted in open session, except that the City Council may conduct a closed session to get advice from its attorney pursuant to the Texas Open Meetings Act;**
- 2. The office holder subject to any investigation and/or hearing under this section shall be entitled to written notice of the specific allegations made against them;**
- 3. A special meeting shall be called to hold the hearing; the office holder who is the subject of the hearing shall not sit at the dais and shall not participate in deliberation or vote; and City Council shall adopt by ordinance rules of procedures to be followed which rules shall not be amended or repealed for a particular public hearing after written notice has been provided to the office holder; except and unless, agreed to by the office holder;**
- 4. The City Council shall state the nature of the hearing and the**

allegations to be considered, shall be provided the results of any investigation and a presentation of the evidence against the office holder including, but not limited to testimony from individuals; the individual who is subject to the hearing shall be provided an opportunity to respond to the allegations and present any relevant evidence including, but not limited to, testimony from individuals; and City Council may ask questions of any individual; and

5. No public comment shall be allowed unless agreed to by a majority vote of the members of City Council present and rules for public comment, if allowed, shall be set by City Council.

Proposition 2 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 2

Amendments to the City Charter requiring a public process to be followed by City Council for a determination as to whether an existing Council Member is still qualified to hold office.

FOR _____ AGAINST _____

PROPOSITION 3: Relating to Council Compensation.

Article II Sec. 3. - Compensation of Members of the City Council.

The Mayor shall receive as compensation for his services the sum of Seventy-five Dollars (\$75.00) per month.

Each Councilman shall receive as compensation the sum of ~~Ten Dollars (\$10.00)~~ for each meeting of the City Council attended by him, provided that no Councilman shall receive a greater compensation than Fifty Dollars (\$50.00) per month.

The rate of compensation may be changed by the Council; however, no increase in the rate of compensation shall take effect unless ratified by a majority of the voters in the next regular City election. The City shall pay or reimburse reasonable expenses incurred by the Mayor or Council Members in the performance of specific duties, limited to the amount appropriated for such expenses in the current budget.

Proposition 3 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 3

An Amendment to the City Article II, Section 3 of the Charter relating to compensation of members of the City Council to give council members a flat fee and allow the fee to be increased by City Council if such increase has been ratified by a majority of the voters.

FOR _____

AGAINST _____

PROPOSITION 4: Relating to the fine for failing to obey a subpoena

Article II Sec. 20. - Investigation by Council.

The Council shall have the power to inquire into the conduct of any office, department, agency, or officer of the City and to make investigations as to municipal affairs, and for the purpose may subpoena witnesses, administer oaths, and compel the production of books, papers, and other evidence. Failure to obey such subpoena or to produce books, papers or other evidence as ordered under the provisions of this section shall constitute a misdemeanor and shall be punishable by fine not to exceed ~~Two Hundred (\$200.00)~~ **Three Hundred (\$300.00)** Dollars for each offense.

Proposition 4 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 4

An Amendment to the City Charter relating to investigations by Council to increase the maximum fine for failing to obey a subpoena from Council.

FOR _____

AGAINST _____

PROPOSITION 5: Relating to clarifying currently ambiguous language in the Charter.

Article II. The Council

Sec. 5. - Mayor Pro Tempore.

The City Council shall elect a Mayor Pro Tempore, who shall act as, and have all the powers of the Mayor during the absence or disability of the Mayor, and if a vacancy should occur in the office of Mayor, shall ~~become~~ **act as, and have all the powers of the** Mayor until the next regular election, at which election a Mayor shall be elected to fill the full or unexpired term, as the case may be. **The Mayor Pro Tempore's office shall not be considered vacant during any such time he or she is acting as the Mayor.**

Sec. 11. - Council Not to Interfere in Appointments or Removals.

~~Neither the Council nor any of its members shall direct the appointment of any person to office, and such power is confided solely to the City Manager. The City Council shall have no power to remove any person appointed by the City Manager and shall have only the power to appoint and/or remove the City Manager. The Council~~

~~shall deal with the administrative service solely through the City Manager, and neither the Council nor any member thereof shall give orders to any subordinate of the City Manager, either publicly or privately.~~

Neither the City Council nor the Mayor or any Councilmember shall in any manner dictate the appointment or removal of any city administrative officers or employees whom the City Manager or any of his subordinates are empowered to appoint, unless otherwise provided in this Charter. However, the City Council may, at a properly noticed meeting, express its views and fully and freely discuss with the City Manager anything pertaining to appointment and removal of such officers and employees. Further, except for the purpose of inquiries and investigations, unless otherwise provided in this Charter, the City Council, Councilmembers and the Mayor shall deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the City Council nor Councilmembers nor the Mayor shall give orders to any such officer or employee, either publicly or privately.

Sec. 13. - City Clerk.

The Council shall appoint ~~some person to serve as~~ **a City** Clerk of the Council. **The City Clerk shall report to the City Council.** He shall give notices of its meetings, shall keep the official copy of this Charter ~~and the journal of the Council's proceedings,~~ shall authenticate by his signature and record in full in a book kept for the purpose all ordinances and resolutions, and shall perform such other duties as the City Manager shall assign to him.

Sec. 15. - Meetings of Council.

The City Council shall meet regularly at such times as may be prescribed by its rules, but not less frequently than twice each month. All meetings of the Council shall be **subject to the Texas Open Meetings Act** ~~open to the public;~~ special meetings shall be called by the City Clerk upon request of the Mayor, City Manager, or a majority of the members of the Council.

Four (4) members of the Council, of whom the Mayor shall be counted as one, shall constitute a quorum for the transaction of business. The affirmative vote of four (4) members shall be required for the transaction of business. A smaller number may adjourn from time to time.

Article X Sec. 8. - Submission to Electors.

If the Council shall fail to pass an ordinance proposed by initiative petition, or shall pass it in a form different from that set forth in the petition therefor and not agreeable to the **committee of the** petitioners, or if the Council fails to repeal a referred ordinance, the proposed or referred ordinance shall be submitted to the electors of the City at a ~~regular or~~ special election to be held on the earliest possible uniform election

date of the State of Texas, after the City Clerk certifies the submission to the City Council. The Council may, in its discretion, and if no regular election is to be held within such period shall, provide for a special election.

Proposition 5 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 5

Amendments to the City Charter to clarify language which, as currently expressed, is ambiguous.

FOR _____ AGAINST _____

PROPOSITION 6: Relating to Vacancies on Council.

Article II Sec. 6. - Vacancies in Council.

Vacancies in office of Mayor ~~Council~~, the effective date of which shall be determined in accordance with the provisions of the Texas Election Code, shall be filled by a candidate possessing all of the qualifications outlined in Section 2 of this Article, at an election called for that purpose pursuant to the provisions of the Texas Constitution and the Texas Election Code.

In the event of a vacancy in the office of City Councilmember, the effective date of which shall be determined in accordance with the provisions of the Texas Election Code, if there are 365 days or more remaining on the term of the vacated office, the City Council shall call a special election to fill such vacancy. If there are fewer than 365 days remaining in the term of the vacant office, the City Council may, by majority vote of the remaining Members of City Council, at its discretion, leave the office vacant, appoint a new Councilmember to fill such vacancy or call a special election to fill such vacancy.

Proposition 6 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 6

An Amendment to the City Charter authorizing vacancies in City Council to be filled as authorized by the Texas Constitution.

FOR _____ AGAINST _____

PROPOSITION 7: Relating to the City Manager's authority to sign documents.

Article III Sec. 2. - The City Manager; Powers and Duties.

The City Manager shall be the chief executive officer and the head of the administrative branch of the City government. He shall be responsible to the Council for the proper administration of all affairs of the City and to that end he shall have the power and shall be required to:

- (b) Appoint and remove all officers and employees of the City appointed by him, except as otherwise provided by this Charter, and except as he may authorize the head of a department to appoint and remove subordinates in such department;
- (c) Prepare the budget annually and submit it to the Council and be responsible for its administration after adoption;
- (d) Prepare and submit to the Council as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year;
- (e) Keep the Council advised of the financial condition and future need of the City and make such recommendations as may seem to him desirable; and
- (f) Sign all documents, contracts and conveyances made or entered into by the City, and all bonds, pursuant to any relevant policy adopted by City Council, except where the City Council has authorized the Mayor to sign said document as provided for in Article II Section 4 of this Charter.**
- ~~(ef)~~ Perform such other duties as may be prescribed by this Charter or required of him by the Council, not inconsistent with this Charter.

Proposition 7 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 7

An Amendment to the City Charter authorizing the City Manager to sign all contracts approved by City Council as is consistent with the current form of government.

FOR _____ AGAINST _____

PROPOSITION 8: Relating to the authority to borrow money.

Sec. 1. - Power to Incur Indebtedness by Issuing Bonds, Warrants and Notes.

The City of Bellaire shall have the right and power to borrow money on the credit of the City for any lawful public purpose, including without limitation permanent public improvements, as may be determined by the City Council, and to issue bonds, warrants, notes, or other evidence of indebtedness of the City therefor **in accordance with state law.**

~~Sec. 2. — Bond Ordinance; Vote Required.~~

~~The issuance of tax bonds must be approved by a majority of the qualified voters voting at an election called for that purpose.~~

~~The City shall authorize the issuance of bonds by a "bond ordinance" passed by the affirmative votes of the majority of all members of its Council. Revenue bonds may be issued by the Council in accordance with state law.~~

~~The bond ordinance and the manner of conducting the election shall in all respects conform to this Charter and the general laws of the State.~~

~~Sec. 3.— Issuance of Bonds.~~

~~When an issue of bonds has been authorized, the City shall have the power to issue serial bonds or otherwise as in its opinion may seem best as provided in the ordinance authorizing their issuance, not to exceed thirty (30) years. However, all character of securities issued for street improvements shall be for a period of not exceeding twenty (20) years. All bonds shall specify on their face for what purpose they are issued, and they shall be invalid if sold for less than their par value, plus accrued interest. When any such bonds are issued by the City a fund shall be provided to pay the bonds at maturity. The regulations of this section shall likewise govern warrants, notes and other evidences of indebtedness.~~

~~Sec. 4.— Public Sale.~~

~~All bonds issued under this Charter shall be sold at public sale upon sealed proposals after at least ten (10) days' notice published at least once in a publication carrying municipal bond notices and devoted primarily to financial news, and at least ten (10) days notice published at least once in the official newspaper of the City.~~

~~If no satisfactory bid is received under the above procedure, the Council may have the power to negotiate a sale at a better price within a ten day period following the opening of bids; otherwise, the sale of bonds must be readvertised.~~

~~Sec. 5.— Register of Bonds.~~

~~The City Council shall cause to be kept for and on behalf of the City a complete register and set of books showing all bonds, warrants and other evidences of indebtedness issued by the City, the date and amount thereof, the rate of interest, maturity, all bonds, warrants or other evidences of indebtedness surrendered, all transactions of the City Council having reference to the refunding of any of the indebtedness of the City, and all other information that may be desired or required. Records with reference to bonds and warrants and other evidences of indebtedness shall be kept separately. When bonds, or warrants, or other evidences of indebtedness, or their coupons, are paid, their payment or cancellation shall be noted in said register.~~

Proposition 8 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 8

Amendments to the City Charter which require the City to borrow money in compliance with State law.

FOR _____

AGAINST _____

PROPOSITION 9: Relating to the administration of the City's finances.

Article VII Finance Administration

Sec. 4. - Director of Finance; Powers and Duties.

Under the direction of the City Manager, the Director of Finance shall have charge of the administration of the financial affairs of the City and to that end, he shall have authority and shall be required to:

- (1) Supervise and be responsible for the disbursement of all moneys and have control over all expenditures to ensure that budget appropriations are not exceeded;
- (2) Maintain a general accounting system for the city government and each of its offices, departments and agencies; keep books for and exercise financial budgetary control over each office, department and agency; keep separate accounts for the items of appropriation contained in the city budget, each of which accounts shall show the amount of the appropriation, the amounts paid therefrom, the unpaid obligations against it and the unencumbered balance; require reports of receipts and disbursements from each receiving and spending agency of the city government to be made daily or at such intervals as he may deem expedient;
- (3) Submit to the City Council through the City Manager a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the City;
- (4) Prepare, as of the end of each fiscal year, a complete financial statement and report;
- (5) Collect ~~all taxes~~, special assessments, license fees and other revenues of the City or for whose collection the City is responsible and receive all money receivable by the City from the state or federal government, or from any court, or from any office, department or agency of this City;
- ~~(6) Have custody of all public funds belonging to or under the control of the City, or any office, department or agency of the city government, and deposit all funds coming into his hands in such depository or depositories as may be designated by the City Council, subject to the requirements of law in force from time to time as to the furnishing of bond or the deposit of securities and the payment of interest on deposits. All such interest shall be the property of the City and shall be accounted for and credited to the proper account;~~
- ~~(7) Have custody of all investments and invested funds of the city government, or in~~

~~possession of such government in a fiduciary capacity, and have the safekeeping of all bonds and notes of the City and the receipt and delivery of city bonds and notes for transfer, registration or exchange;~~

- ~~(8) Supervise and be responsible for the purchase, storage and distribution of all supplies, materials, equipment and other articles used by any office, department or agency of the city government; and~~
- ~~(9) Approve all proposed expenditures; unless he shall certify that there is an unencumbered balance of appropriation and available funds, no expenditure shall be made.~~

~~Sec. 8. Fees Shall be Paid to City Government.~~

~~All fees for City services received by any officer or employee shall belong to the City Government, and shall be paid to the Department of Finance at such times as required by the Director of Finance.~~

~~Sec. 12. - Accounting of Property.~~

The Director of Finance shall maintain, or cause to be maintained, reliable accounts of the City's investment in permanent property by departments, and shall fix responsibility for the custody and property use of all City owned equipment, structures, and land.

He shall be responsible for the accounting control of all permanent property of the City.

~~As used herein, the term "equipment" means all items of movable property purchased by, or assigned to, a department or division which cost or have a value of Five Dollars (\$5.00) each, or more, and can normally be expected to have a useful life of one year or more.~~

The head of each department shall be held accountable for the safekeeping of all movable equipment in his department.

~~Sec. 16. City May Carry Own Paper.~~

~~The City shall have the power to purchase or otherwise acquire improvement certificates and/or mechanic's lien contracts of the owners of property abutting or adjacent to public improvements authorized by the City Council and thereafter constructed in the City. Moneys from the City's general fund may be used for such purchases and/or the proceeds of bonds may be used where such proceeds could lawfully be expended directly for such improvements, or in aid thereof.~~

~~Sec. 17. Borrowing in Anticipation of Property Taxes.~~

~~In any budget year, in anticipation of the collection of the property tax for such year, whether levied or to be levied in such year, the Council may by resolution~~

~~authorize the borrowing of money by the issuance of negotiable notes of the City, each of which shall be designated "tax anticipation note of the year 19__" (stating the budget year). Such notes shall mature and be payable not later than the end of the fiscal year in which the original notes shall have been issued.~~

~~Sec. 18. Borrowing in Anticipation of Other Revenues.~~

~~In any budget year, in anticipation of the collection or receipt of other revenues of that budget year, the Council may by resolution authorize the borrowing of money by the issuance of negotiable notes of the City, each of which shall be designated "special revenue note for the year 19____" (stating the budget year). Such notes may be renewed from time to time, but all such notes, together with the renewals, shall mature and be payable not later than the end of the fiscal year in which the original notes shall have been issued.~~

~~Sec. 19. Sales of Notes, Report of Sale.~~

~~All notes issued pursuant to this article may be sold at not less than par and accrued interest at private sale by the Director of Finance without previous advertisement, but such sale shall be authorized by the Council.~~

Proposition 9 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 9

Amendments to the City Charter to create efficiencies and remove provisions redundant with the authority provided for in State law as to financial administration.

FOR _____ AGAINST _____

PROPOSITION 10: Relating to unnecessary provisions.

Article II

Sec. 17. - Rules of Procedure; ~~Journal~~.

The Council shall determine its own rules and order of business. ~~It shall keep a journal of its proceedings and the journal shall be open to public inspection.~~

Sec. 21. - Independent Audit.

Prior to the end of each fiscal year, the Council shall designate a certified public accountant who, as of the end of that fiscal year, shall make an independent audit of accounts and other evidences of financial transactions of the city government, and shall submit a sworn report to the Council. Notice shall be ~~given~~ **provided by publication in** on the official newspaper website of the City of Bellaire that the annual audit is on file at the City Hall for inspection. Such accountant shall have no personal interest, direct or indirect, in the fiscal affairs of the city government. They shall not maintain accounts

or record of the City business, but, within specifications approved by the Council, shall post-audit the books and documents kept by the Department of Finance and any separate or subordinate accounts kept by any other office, department or agency of the city government. Such accountants may make monthly checks, or a general audit at more frequent intervals as the Council may direct.

Proposition 10 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 10

Amendments to the City Charter deleting sections of the Charter as unnecessary and to create greater efficiencies.

FOR _____ AGAINST _____

PROPOSITION 11: Relating to Initiative.

Article X Sec. 1. - Power of Initiative.

The electors shall have power to propose any ordinance except an ordinance appropriating money or authorizing the levy of taxes, and to adopt or reject the same at the polls, such power being known as the initiative. Any initiative ordinance may be submitted to the Council by a petition signed by qualified electors of the City equal in number to at least six percent (6%) of the number of voters registered to vote at the last general City election ~~twenty-five percent (25%) of the number of votes cast at the last regular municipal election~~; provided, however, that the petition shall contain the signatures of at least two hundred (200) qualified electors of the City. Bond elections may be initiated by petition to the City Council as above provided.

Proposition 11 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 11

Amendments to the City Charter requiring the number of signatories necessary for an initiative election to be a percentage of the registered voters in the City for consistency.

FOR _____ AGAINST _____

PROPOSITION 12: Relating to recall petitions.

Article X Sec. 14. - Recall Petitions.

The recall petition to be effective must be returned and filed with the City Clerk within thirty (30) days after the filing of the affidavit required in Section 13 and it must be

signed by qualified electors of the City equal in number to at least fourteen percent

(14%) of the number of voters registered to vote at the last general City election
~~fifty one percent (51%) of the total number of votes cast at the last general municipal election,~~ and shall conform to the provisions of Section 3 herein. No petition paper shall be accepted as part of a petition unless it bears the signature of the City Clerk as required in Section 13 herein.

Proposition 12 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 12

Amendments to the City Charter requiring the number of signatories necessary for a recall election to be a percentage of the registered voters in the City for consistency.

FOR _____ AGAINST _____

PROPOSITION 13: Relating to referendum.

Article X Sec. 2. - Power of Referendum.

The electors shall have power to approve or reject at the polls any ordinance passed by the Council, or submitted by the Council to a vote of the electors, such power being known as the referendum. Ordinances submitted to the Council by initiative petition and passed by the Council without change shall be subject to the referendum in the same manner as other ordinances. Within twenty (20) days after the enactment by the Council of any ordinance which is subject to a referendum, a petition signed by qualified electors of the City equal in number to at least ~~twenty-five percent (25%) of the number of votes cast at the last preceding regular municipal election~~ **six percent (6%) of the number of voters registered to vote at the last general City election** may be filed with the City Clerk requesting that any such ordinance be either repealed or submitted to a vote of the electors; provided, however, that such petition shall contain the signatures of at least two hundred (200) qualified electors of the City.

Proposition 13 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 13

Amendments to the City Charter requiring the number of signatories necessary for a referendum election to be a percentage of the registered voters in the City for consistency.

FOR _____ AGAINST _____

PROPOSITION 14: Relating to referendum.

Article X Sec. 2. - Power of Referendum.

The electors shall have power to approve or reject at the polls any ordinance passed by the Council, or submitted by the Council to a vote of the electors, such power being known as the referendum. Ordinances submitted to the Council by initiative petition and passed by the Council without change shall be subject to the referendum in the same manner as other ordinances. Within ~~twenty (20)~~ **thirty (30)** days after the enactment by the Council of any ordinance which is subject to a referendum, a petition signed by qualified electors of the City equal in number to at least twenty-five percent (25%) of the number of votes cast at the last preceding regular municipal election may be filed with the City Clerk requesting that any such ordinance be either repealed or submitted to a vote of the electors; provided, however, that such petition shall contain the signatures of at least two hundred (200) qualified electors of the City.

Proposition 14 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 14

Amendment to the City Charter providing the citizens more time to gather signatures on referendum petitions.

FOR _____ AGAINST _____

PROPOSITION 15: Relating to franchises.

Article XI Sec. 2. - Franchises; Power of Council.

The City Council shall have power by ordinance to grant, amend, renew and extend all franchises of all public utilities of every character operating within the City of Bellaire and for such purposes is granted full power. All ordinances granting, amending, renewing, or extending franchises for public utilities shall be read at ~~three~~ **two (2)** separate regular meetings of the City Council **with such readings being at least ten (10) days apart**, and shall not be finally passed until thirty (30) days after the first reading; and no such ordinance shall take effect until sixty (60) days after its final passage; and pending such time, the full text of such ordinance shall be published once each week for ~~four (4)~~ **two (2)** consecutive weeks in the official newspaper of the City of Bellaire, and the expense of such publication shall be borne by the proponent of the franchise. No public utility franchise shall be transferable except with the approval of the Council expressed by ordinance.

Proposition 15 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 15

Amendment to the City Charter reducing the timelines for adopting franchise ordinances.

FOR _____ AGAINST _____

PROPOSITION 16: Relating to transitory provisions

Article XI Sec. 8. - Franchise Records.

~~Within six (6) months after this Charter takes effect~~ Every public utility and every owner of a public utility franchise shall file with the City, as may be prescribed by ordinance, certified copies of all franchises owned or claimed, or under which such utility is operated in the City of Bellaire. The City shall compile and maintain a public record of public utility franchises.

Proposition 16 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 16

Amendment to the City Charter deleting transitory provisions.

FOR _____ AGAINST _____

PROPOSITION 17: Relating to Non-Substantive Revisions.**A. Proposed Charter Language.**

~~Sec. 13. Rearrangement and Renumbering of Charter and Elimination.~~

~~The City Council shall have the power by ordinance to renumber and rearrange all articles, sections and paragraphs of this Charter, or any amendments thereto. The City Council shall have the further power by ordinance to eliminate gender specific references within the various provisions of this Charter and to substitute gender neutral terms, as it shall deem appropriate. Upon the passage of any such ordinances, a copy thereof, certified by the City Clerk, shall be forwarded to the Secretary of State of the State of Texas for filing.~~

Sec. 13. Non-Substantive Revisions

The Council shall have the power, by ordinance, to make the following non-substantive revisions to the Charter, so long as such revisions do not affect the intent of the Charter: 1) renumbering and rearranging all articles, sections, and paragraphs of this Charter or any amendments; 2) to make any grammatical or typographical corrections to this Charter; and 3) to make the Charter gender neutral. Upon the passage of any such ordinance, a copy certified by the City Clerk shall be forwarded to the Clerk of the State for filing.

Proposition 17 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 17

Amendment to the City Charter authorizing non-substantive revisions such as renumbering and correcting grammatical or typographical errors.

FOR _____ AGAINST _____

PROPOSITION 18: Relating to Term of Office for Mayor.

Article II Sec. 1. - Elections.

d) Terms of Office and Limitations Thereon. Except as provided in the procedure for implementation as hereinafter set forth, the Mayor shall be elected for regular terms of ~~two (2)~~ **four (4)** years each, and Councilmen shall be elected for regular terms of four (4) years each, ~~with the Mayor and three (3) Councilmen being elected at each regular election.~~

The Mayor shall not serve more than **two (2) consecutive** ~~four (4) consecutive~~ terms in that position, and no member of City Council shall serve more than two (2) consecutive terms as a Councilman. Any portion of a term served shall count as one (1) term in calculating the total number of consecutive terms served.

Transition

Should Proposition 18 pass the Mayor's term beginning the November 2017 regular election shall be a for a four (4) year term.

Should Proposition 18 pass any previous terms served shall count towards the newly adopted two (2) consecutive term limits.

Proposition 18 shall be placed on the ballot in the form of the following Proposition:

PROPOSITION 18

Amendment to the City Charter adjusting the Office of Mayor's term and term limit to be the same as that of the Office of City Council Members.

FOR _____

AGAINST _____

Mayor and Council
Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 07/17/17 07:00 PM
Department: City Clerk
Category: Appointment
Department Head: Tracy L. Dutton
DOC ID: 2339

**SCHEDULED
INFORMATION ITEM (ID
2339)**

Item Title:

Consideration of and possible action on the appointment of a special committee of three or fewer members of the City Council to review and make recommendations concerning the board and commission application and interview process - Requested by Andrew S. Friedberg, Mayor.

Background/Summary:

Following its long-standing application and interview process, last month the City Council completed this year's regular appointments to citizen boards and commissions. All told, Council spent some eight hours over the course of three sessions interviewing applicants. At the conclusion of the appointments cycle some Councilmembers expressed an interest in exploring possible changes to the process, not only for improved efficiency but also to solicit more or different information on the application form that they felt would have been helpful to their decision making.

The timing of this proposal to appoint a special committee--with the expectation that it will report back in the relatively near future--is intended to prompt Council discussion of potential changes to the process while the recent appointments cycle is still fresh in Councilmembers' minds.

Previous Council Action Summary:

The Application to Serve on a City Board or Commission received limited treatment, as a component of the proposed *Boards Handbook*, in the November 2011 Sunset Review report and recommendations to City Council, and was largely unchanged. The overall application and interview process was not considered.

Fiscal Impact:

N/A

City Attorney Review:

N/A

Recommendation:

Mayor Friedberg recommends the appointment of a special committee of three or fewer members of the City Council to review and make recommendations concerning the board and commission application and interview process, with the expectation that the committee will report back to Council in the relatively near future.