

# CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

SEPTEMBER 18, 2017

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Council Chamber and Council Conference Room  
5:45 PM

Regular Session

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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 - 5:45 P.M.****I. REGULAR MEETING**

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

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

**C. Board Interview (Council Conference Room):**

Interview, discussion, and evaluation of an applicant interested in filling a vacancy on the L.I.F.E. Advisory Board of the City of Bellaire, Texas - Submitted by Tracy L. Dutton, City Clerk.

**[NOTE: THE BOARD AND COMMISSION INTERVIEW IS ANTICIPATED TO CONCLUDE, AND THE REGULAR SESSION TO CONTINUE IN THE COUNCIL CHAMBER, AT APPROXIMATELY 6:00 P.M.]**

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

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

**1. U.S. Pledge of Allegiance:**

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

**2. Pledge to the Texas Flag:**

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

**F. 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 or 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.]

**G. Reports and Presentations:**

1. City Manager's Report regarding Hurricane Harvey Response Update - Submitted by Paul A. Hofmann, City Manager.
2. Monthly Financial Report for the Period Ending July, 2017 - Submitted by Terrence Beaman, Chief Financial Officer.
3. Quarterly Report from the Evelyn's Park Conservancy Board - Presented by Denton Ragland, Executive Director, Evelyn's Park Conservancy.

**H. New Business:**

**1. Adoption of Minutes:**

Consideration of and possible action on the adoption of the minutes of the Regular Sessions of the City Council of the City of Bellaire, Texas, held on Monday, June 19, 2017, and July 17, 2017 - Submitted by Tracy L. Dutton, City Clerk.

[Note: The minutes of the Regular Session of the City Council held on Monday, July 10, 2017, were approved on August 7, 2017]

- a. Mayor and Council - Regular Session - Jun 19, 2017 5:00 PM
- b. Mayor and Council - Regular Session - Jul 17, 2017 7:00 PM

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

- a. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, granting Specific Use Permit S-88 to the Houston Independent School District (HISD) to reconstruct and operate a high school on property owned by HISD and more commonly known as Bellaire High School, 5100 Maple Street, Bellaire, Texas, in the R-1 Residential Zoning District - Submitted by ChaVonne Sampson, Interim Director of Development Services.
- b. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, granting Specific Use Permit S-89 to the Houston Independent School District (HISD) to construct and operate a baseball facility on property owned by HISD and more commonly known as the Gordon Elementary School/Mandarin Chinese Language Immersion Magnet School site, 6300 Avenue B, Bellaire, Texas, in the R-3 Residential Zoning District - Submitted by ChaVonne Sampson, Interim Director of Development Services.
- c. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, suspending the prohibition of alcoholic beverages other than beer and wine as established by Ordinance No. 15-059 in order to allow the Evelyn's Park Conservancy to provide alcoholic beverages in Evelyn's Park for a private event on Saturday, October 14, 2017 - Submitted by Karl Miller, Director of Parks, Recreation and Facilities, at the request of the Evelyn's Park Conservancy.

- d. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing one (1) member to the L.I.F.E. Advisory Board of the City of Bellaire, Texas, for the purpose of filling a vacancy for a term commencing on September 18, 2017, and ending on June 30, 2019 - Submitted by Tracy L. Dutton, City Clerk.
- e. Consideration of and possible action on the adoption of the budget of the City of Bellaire, Texas, for the fiscal year beginning October 1, 2017, and ending September 30, 2018 ("FY 2018"), and appropriating the several sums set up therein to the objects and purposes therein named by 1) adopting the FY 2018 budget by record vote; and 2) ratifying the tax revenue increase reflected in the FY 2018 budget - Submitted by Terrence Beaman, Chief Financial Officer.

### **I. 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, Section 551.0415.*

### **J. Adjourn.**

## **II. CLOSED MEETING**

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

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

### **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 advice on legal matters related to the Linbeck construction contract.

### **D. Reconvene in Open Meeting in the Council Chamber:**

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

### **E. Adjourn.**





**SCHEDULED  
INFORMATION ITEM (ID  
# 2365)**

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**Item Title:**

Interview, discussion, and evaluation of an applicant interested in filling a vacancy on the L.I.F.E. Advisory Board of the City of Bellaire, Texas - Submitted by Tracy L. Dutton, City Clerk.

**Background/Summary:**

On June 19, 2017, the City Council appointed three (3) members to serve on the L.I.F.E. Advisory Board of the City of Bellaire, Texas ("LIFE"), for a term of two (2) years commencing on July 1, 2017, and ending on June 30, 2019. A fourth opening was not filled on that date as all of the applicants expressing an interest in serving on LIFE had either been appointed to LIFE or another board or commission.

The City Clerk began advertising for this fourth opening on July 11, 2017, and set a deadline for receipt of applications of 5:00 p.m. on August 15, 2017. One application was received (see attachment).

The applicant, Pat Tracey, was contacted and asked to interview with the City Council on Monday, September 18, 2017, at 5:45 p.m. The term for this appointment, if filled, would commence on September 18, 2017, and end on June 30, 2019.

**Previous Council Action Summary:**

See Background/Summary above.

**Fiscal Impact:**

N/A

**City Attorney Review:**

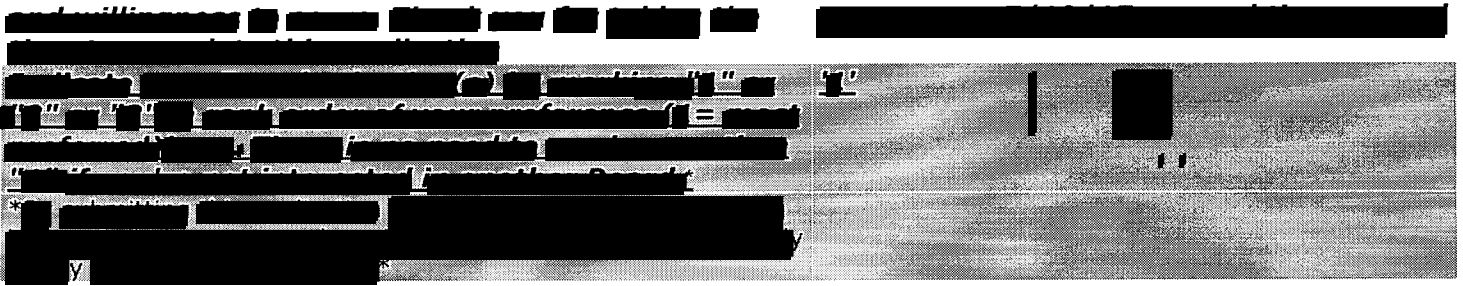
N/A

**Recommendation:**

N/A

**ATTACHMENTS:**

- Board Application for Pat Tracey - LIFE Advisory Board - September 2017\_Redacted (PDF)



\* [REDACTED]



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

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

Name: Pat Tracey

Home Address: [REDACTED]

Contact Number: [REDACTED]

Business Phone Number: [REDACTED]

Occupation: Retired

Email Address: [REDACTED]

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).: 27 yrs. second time around

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

Are you 18 or older?: yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: no

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.:  
Born in the city and have watched the growth through the years, Have banked and volunteered with other seniors in our community banks for over 25 yrs, keeping up with the pulse of the senior community, my neighbors old and young. Working as head of the Bellaire M & Women's club has afforded me many insights as to their interests and concerns with the city and aging. Ive been responsible for many years with procuring and

promoting speakers and entertainment for our group and trying to keep their interest peaked to hopefully entice them into staying involved in the community and being active. Like trying to keep the LIFE in B Life, as about 90 % of our group are also B life members. I've worked with your senior advisors as far back as Dorey and have enjoyed the interaction and their friendship. I think acting as even a liaison between the Men & Women's with B life would help keep all of us abreast of what is going on, as well as give and obtain ideas from each other for the benefit of our seniors in the community.

As I submitted this in May and did not hear ( be it this lost in cyberspace or where ever) and was speaking with Victoria today and she said one of the Board members asked why I was not on the Board, I felt Id try again, as I understand there is still a vacancy. Victoria was going to check with Tracey, but I felt that you might still need an application to have on file.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: President of Bellaire Men & Women's. Have been a 17 yr./20,000 hrs volunteer @ Mem, Herman Swst as a patient advocate. Found er and leader of SOAR, the longest standing amputee support group in the city of Hou.for over 20 yrs. Life member and BBQ com. volunteer for HLS & rodeo, life member/volunteer for Houston Farm & ranch, as well as Ft Bend County. Group leader/ Alzheimers Assoc. etc

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

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

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

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

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?: Just make sure you have people serving on the Board who are young minded and who agree that one of their main focuses is to keep the LIFE in our aging population in our city. There are so many active seniors we have that we need to make sure they are kept interested in our programs and activities to remain active or if not to get out and get involved all while we are having fun trying to make this happen.

Name: Pat Tracey

Date: .7/10/17 second time around

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

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

Additional Information:

Form submitted on: 7/10/2017 8:07:46 PM

**Mayor and Council**

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



Meeting: 09/18/17 05:45 PM  
Department: City Manager's Office  
Category: Presentation  
Department Head: Paul A. Hofmann  
DOC ID: 2249

**SCHEDULED  
ACTION ITEM (ID # 2249)**

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**Item Title:**

City Manager's Report regarding Hurricane Harvey Response Update - Submitted by Paul A. Hofmann, City Manager.

**Background/Summary:**

City Manager Paul A. Hofmann will provide on update on the City's response to Hurricane Harvey.

**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: 09/18/17 05:45 PM  
Department: Finance Administration  
Category: Report  
Department Head: Terrence Beaman  
DOC ID: 2170

**SCHEDULED  
ACTION ITEM (ID # 2170)**

**Item Title:**

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

**Background/Summary:**

In accordance with the Charter of the City of Bellaire, Article VII, Section 4, Paragraph 3, please find attached the monthly financial report for the month of July for FY 2017.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

N/A

**HISTORY:**

**09/11/17 Mayor and Council**

Postpone monthly financial report to next regular session - RR

Postpone balance of agenda until next meeting all items except E. 3. - PMcL; Seconded by RR.

Vote: 6-1 Mayor opposed.

**ATTACHMENTS:**

- FY 2017 Monthly Report - July (PDF)



# *City of Bellaire*

## **Monthly Financial Report for the period ended July 31, 2017**



Attachment: FY 2017 Monthly Report - July (2170 : Monthly Financial Report for the Period Ending July 31, 2017)

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# City of Bellaire Finance

## MEMORANDUM

To: Paul A. Hofmann, City Manager

From: Terrence Beaman, Chief Financial Officer

Date: September 18, 2017

Subject: Financial Analysis for Ten Months Ended July 31, 2017

This financial analysis compares the actual year-to-date revenues and expenditures of the General Fund and Enterprise Fund to their respective allocated budgets. It compares the actual year-to-date revenues and expenditures of the Debt Service Fund to its annual budget.

The allocated budget accounts for cyclical trends in revenues and expenditures versus allocating a straight 1/12 of the annual budget per month. The allocated budget is based on the actual revenue/expenditures incurred by month as a percentage of the total revenue/expenditures incurred by year for the most recent five years.

### GENERAL FUND

#### General Fund Revenues:

FY 2017 Budget	YTD Allocated Budget	YTD Actual	Over/(Under) Allocated Budget
\$20,306,446	\$18,966,782	\$18,445,814	(\$520,968)

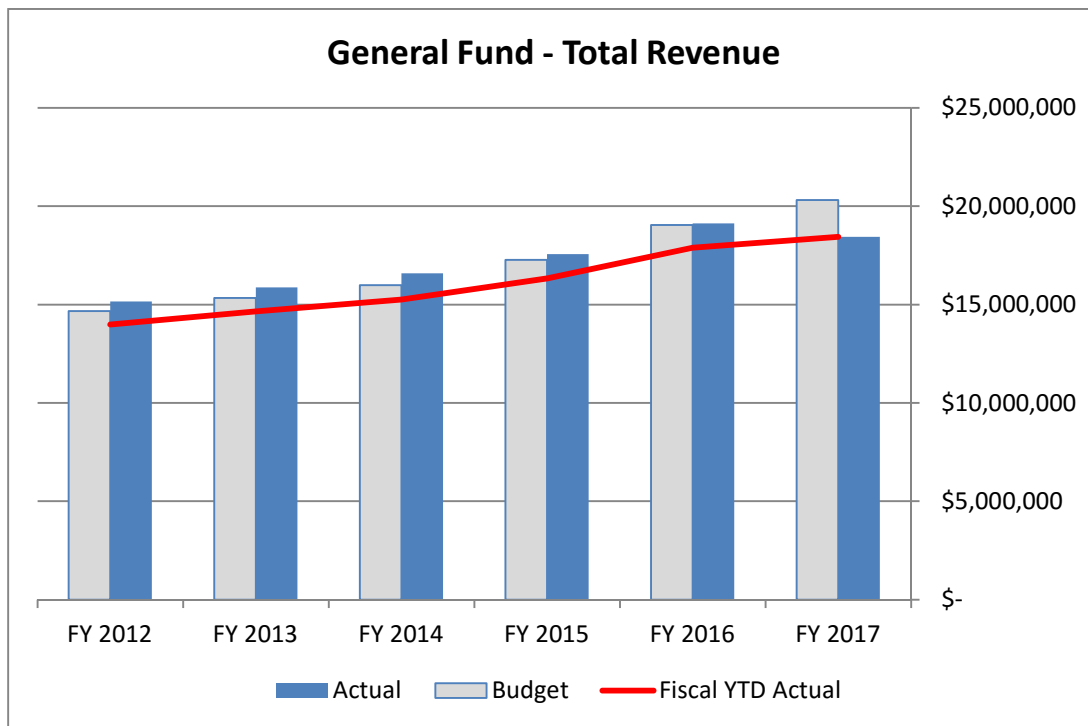
For the ten months ended July 31, 2017, the General Fund collected 91% of its total budgeted revenues and is under its allocated budget by \$520,968, or 3%.

As reflected in the following table, the revenue categories causing the majority of the variance from allocated budget are sales tax, property tax, and permits/fees/licenses, which combined are under the allocated budget by \$450,244.

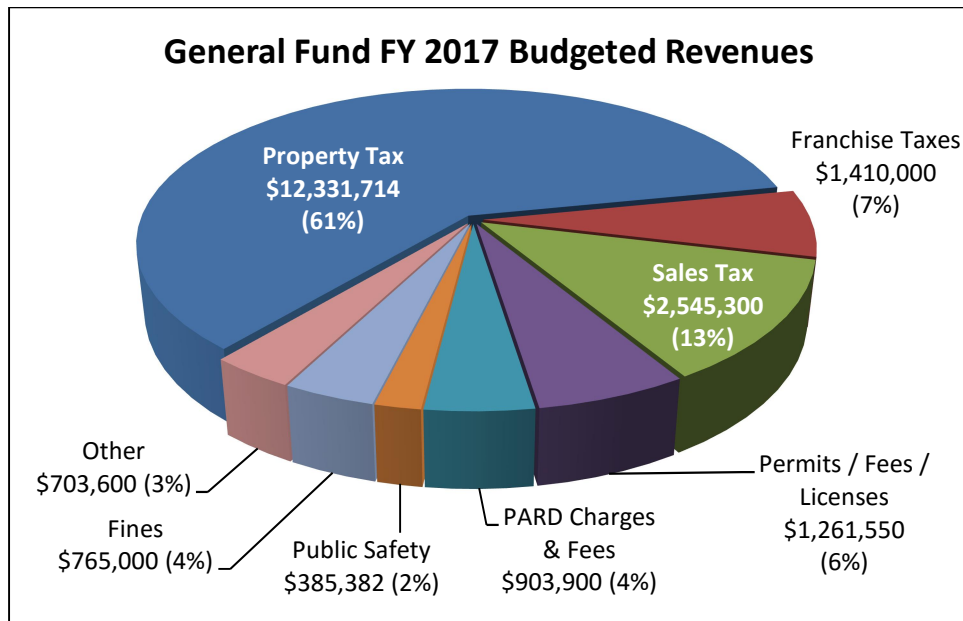


Revenue Category	FY 2017 Budget	YTD Allocated Budget	YTD Actual	Over/(Under) Allocated Budget
Property Tax	\$12,331,714	\$12,300,703	\$12,144,754	\$(155,949)
Franchise Tax	1,410,000	1,165,855	1,125,611	(40,244)
Sales Tax	2,545,300	2,078,654	1,857,707	(220,946)
Permits/Fees/Licenses	1,261,550	1,053,961	980,612	(73,349)
PARD Charges & Fees	903,900	786,041	826,785	40,744
Public Safety	385,382	326,722	314,664	(12,057)
Fines	765,000	658,732	611,179	(47,554)
Other	703,600	596,114	584,502	(11,612)
<b>Total</b>	<b>\$20,306,446</b>	<b>\$18,966,782</b>	<b>18,445,814</b>	<b>\$(520,968)</b>

A discussion of individual revenue categories follows the discussion of total revenues.

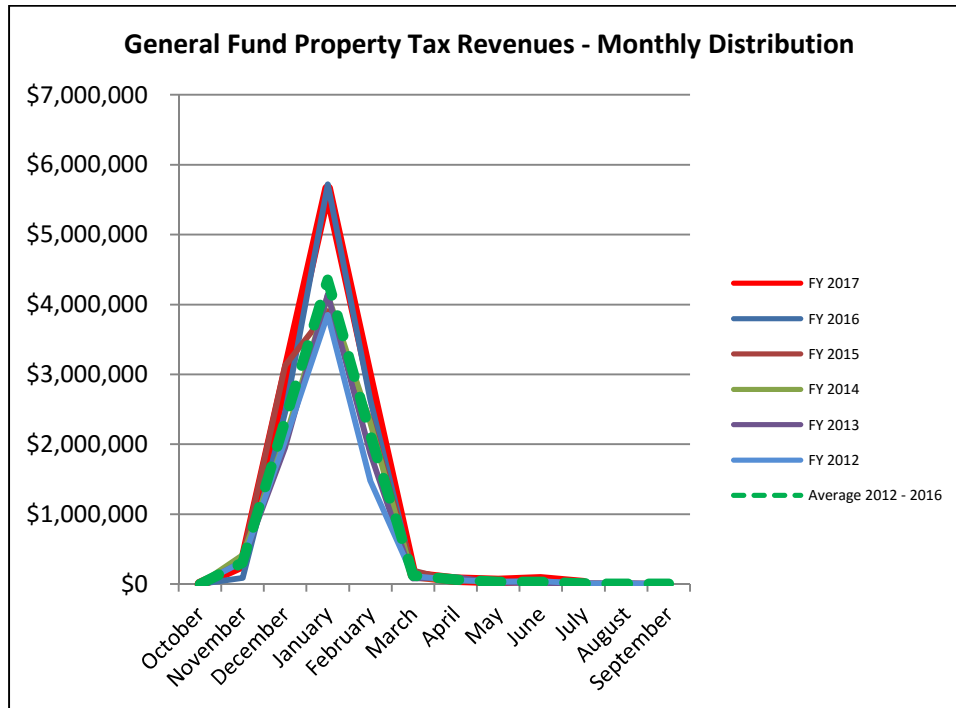


Property tax makes up the largest category of revenues in the General Fund at 61% of all FY 2017 budgeted revenues, followed by sales tax at 13% and franchise taxes at 7%.



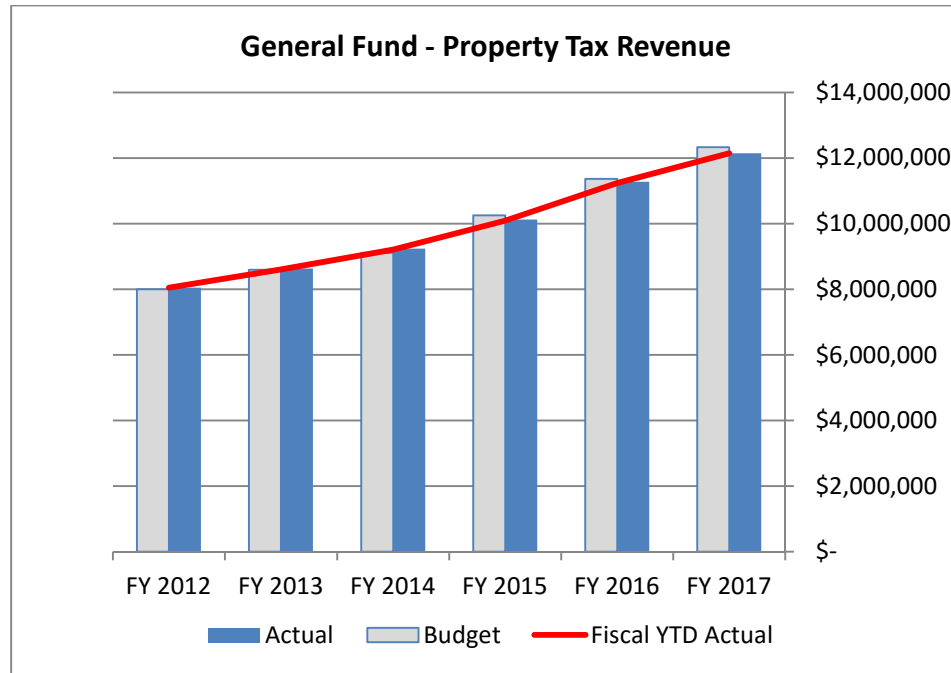
### Property Tax

The City collected 98%, or \$12,144,754, of its budgeted property tax revenue during the ten months ended July 31, 2017, which is under the allocated budget by \$155,949, or 1%. The timing of property tax collections is driven by the January 31 due date, after which penalties are incurred.



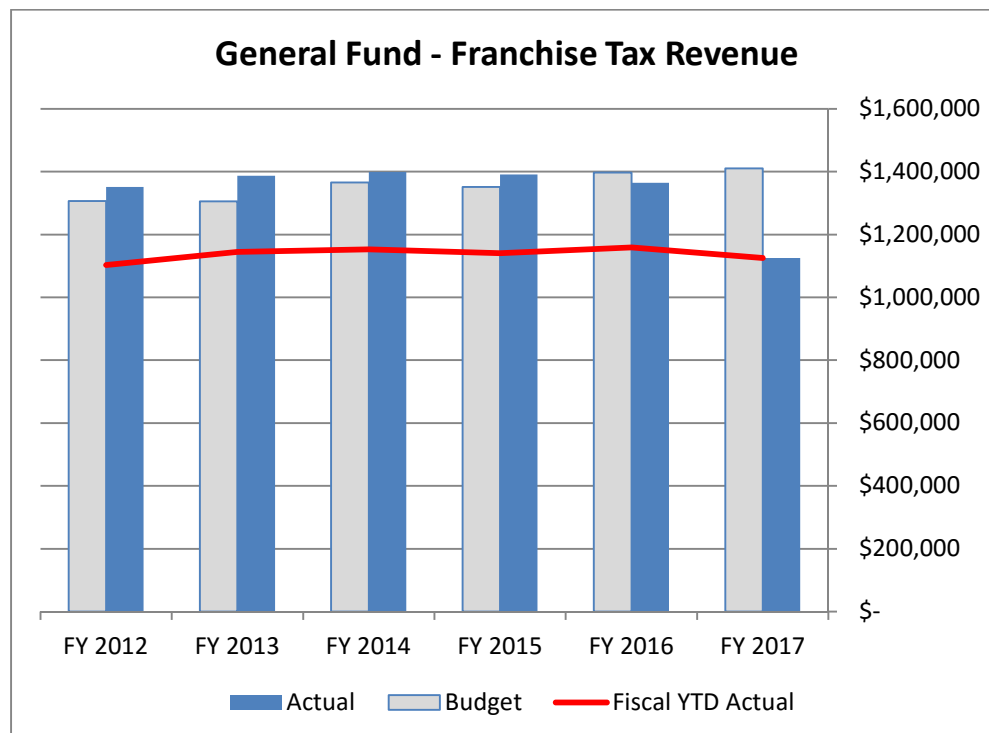
Overall, the General Fund ultimately expects to collect approximately \$12.3 million in property taxes in FY 2017, an increase of \$1.0 million over FY 2016's \$11.3 million. The expected increase

in property taxes is driven by a general tax rate increase of \$0.005 per \$100 of assessed value increase, or 2.0%, and a 6.2% increase in taxable values.



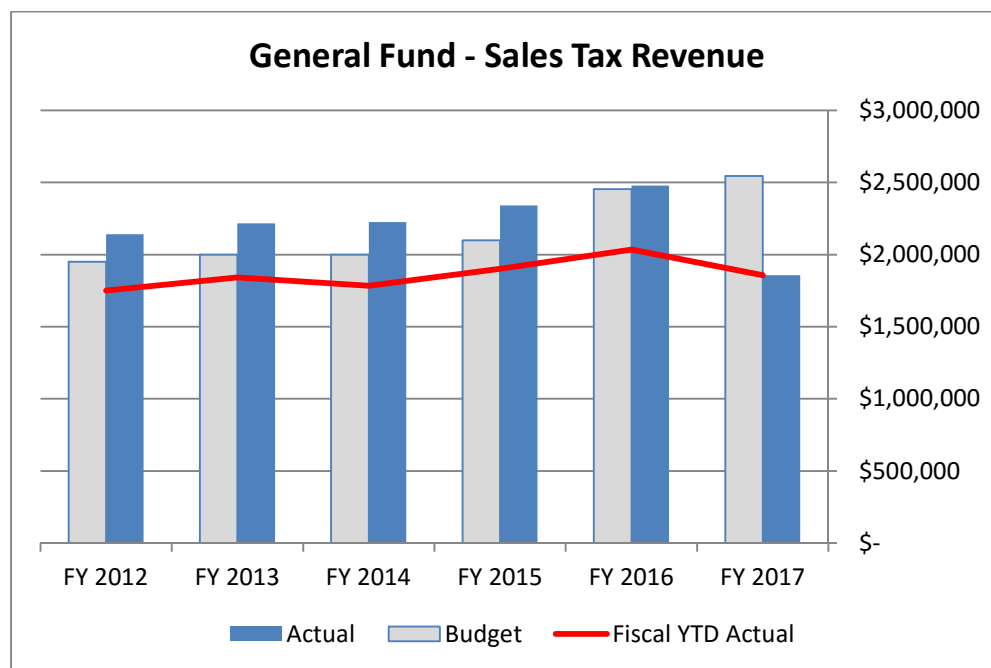
### Franchise Taxes

Franchise taxes of \$1,125,611 for the ten months ended July 31, 2017 are under the allocated budget by \$40,244, or 3%. Electric franchise tax payments are generally received monthly. Gas, telephone, and cable franchise tax payments are generally received quarterly.



### Sales Tax

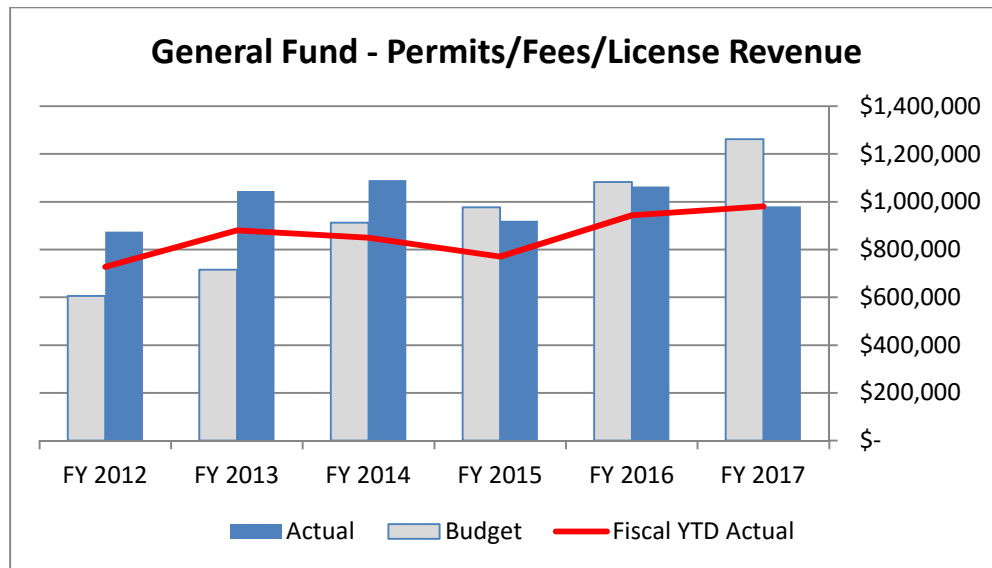
Sales tax revenue of \$1,857,707 for the ten months ended July 31, 2017, is under the allocated budget by \$220,946, or 11%.



The City's current inter-local agreement with METRO, effective October 2014, requires METRO to pay the City one-half of all sales taxes collected by METRO within the Bellaire city limits. The City records these revenues in the METRO Fund. The City has experienced a corresponding decline in METRO sales tax receipts in the METRO fund.

### Permits, Fees, and Licenses

Development permits, fees, and licenses of \$980,612 are under the allocated budget by \$73,349, or 7%. Permits and plan check fees are budgeted to be higher in FY 2017 due to the construction of a new H-E-B grocery store. The budget includes \$153,000 of building permit and plan check revenue related to the H-E-B store construction. The majority of the anticipated H-E-B fees have already been recorded in the ten months ended July 31, 2017 - \$142,719 out of a budgeted \$153,000.



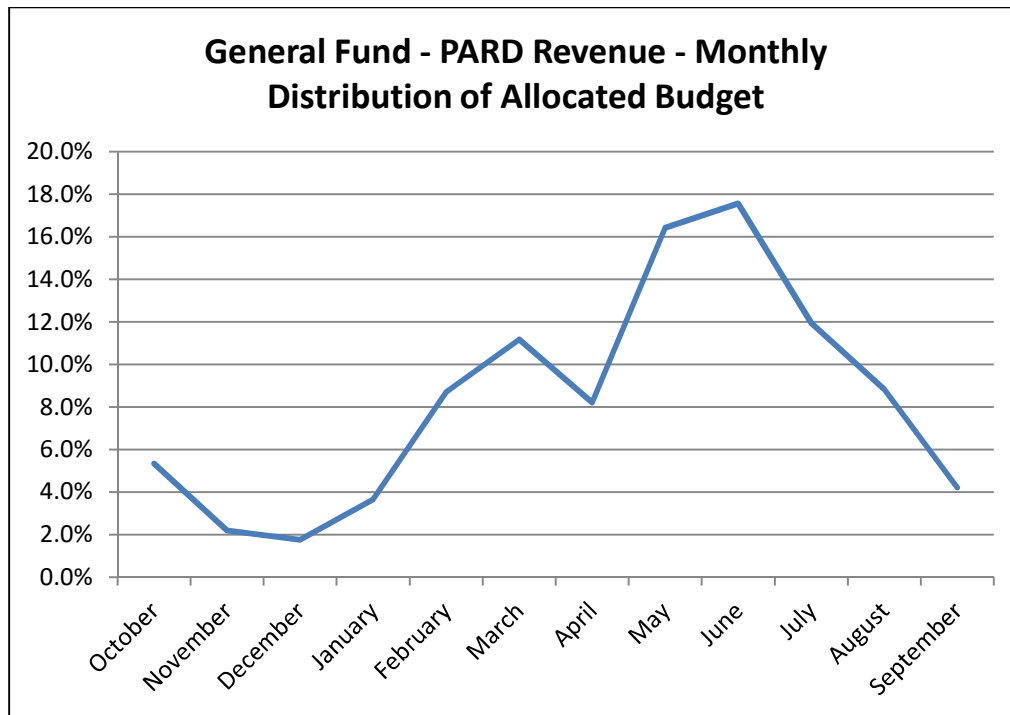
Numerous categories of permit/fees/license revenue have been trending below historical averages for most of the year, but they seem to have recovered somewhat in June. As reflected in the previous chart, actual fiscal year-to-date permit/fees/license revenue is now slightly higher than last year. However, despite having received the bulk of the budgeted H-E-B related fees, the category as a whole is 7% below allocated budget and some individual revenue accounts are below last year's results as reflected in following table.

G/L Account	Budget	YTD FY 2017	YTD FY 2016	Over / (Under) FY 2016
4102 – Permits Fire-Plumbing-Gas	\$118,000	\$85,150	\$84,424	\$726
4103 – Permits Electrical	\$71,000	\$49,089	\$53,661	(\$4,572)
4104 – Permits Building	\$525,000	\$390,138	\$382,438	\$7,700
4121 – Contractor Registration	\$100,000	\$74,363	\$88,082	(\$13,719)
4130 – Plan Check	\$273,000	\$212,763	\$183,907	\$28,856

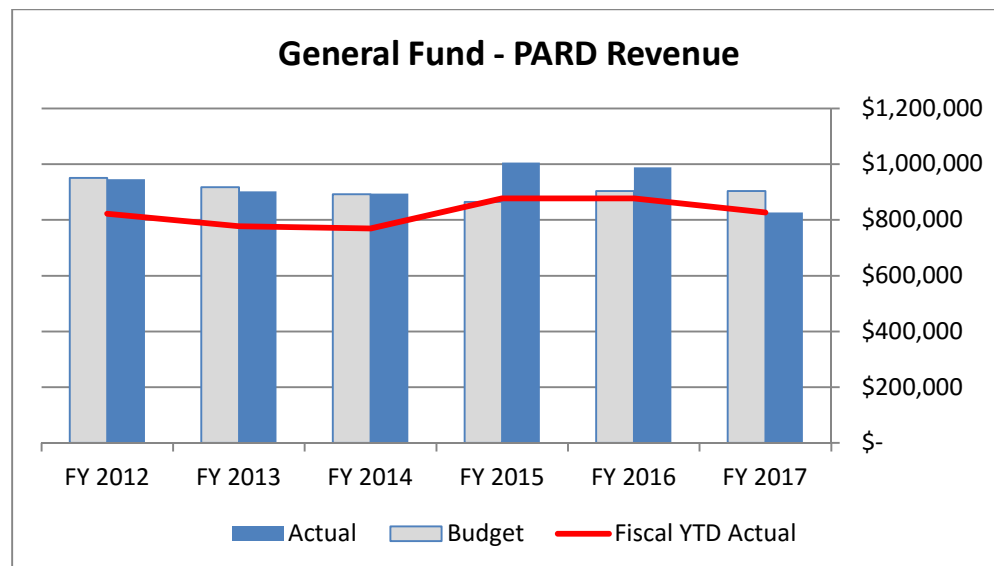
Table includes all G/L accounts in this revenue category with original budgets in excess of \$50,000.

#### PARD Charges & Fees

As reflected in the following chart, Parks and Recreation fees are weighted heavily toward the summer months when Camp Paseo is operating and the swimming pools are open daily.

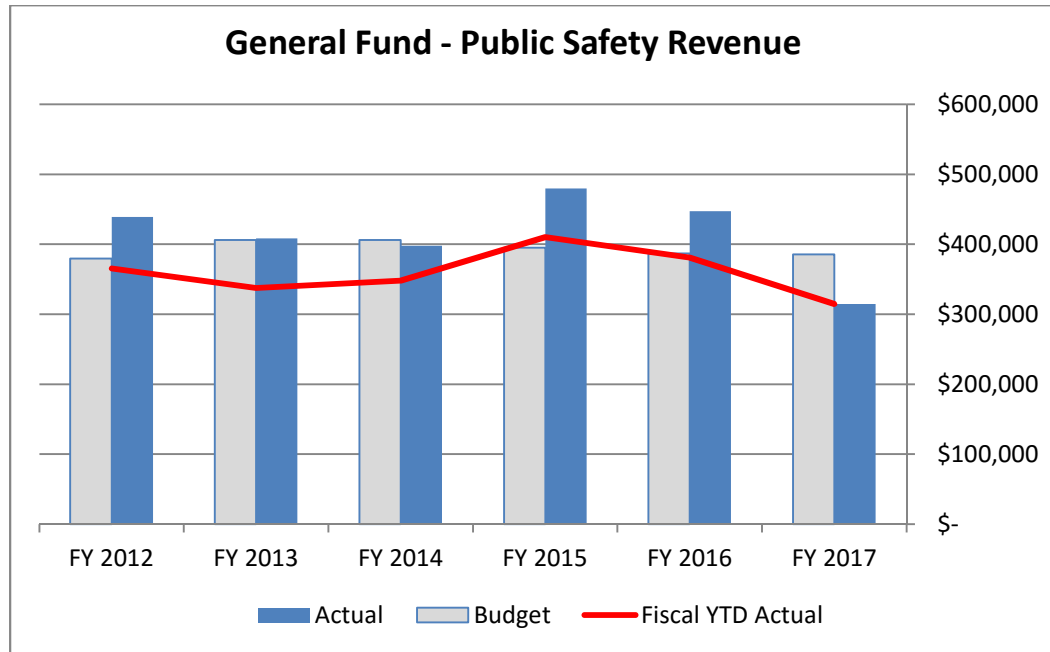


Parks and Recreation fees of \$826,785 are over the allocated budget by \$40,744, or 5%.

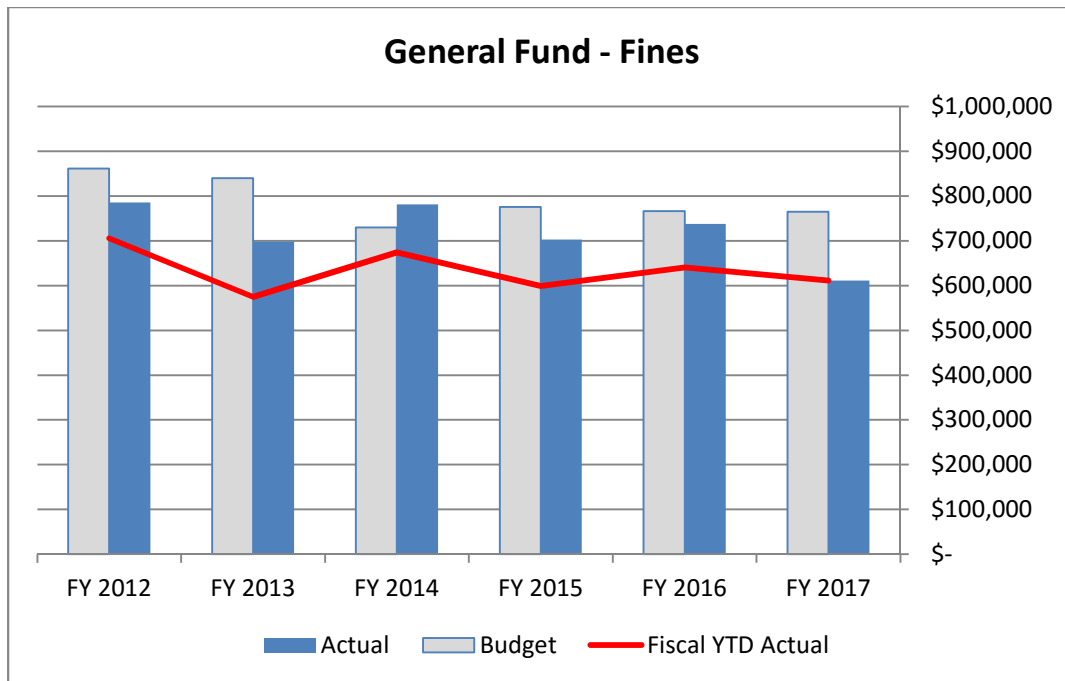


Public Safety

Public Safety revenues of \$314,664 are under the allocated budget by \$12,057, or 4%.

Fines

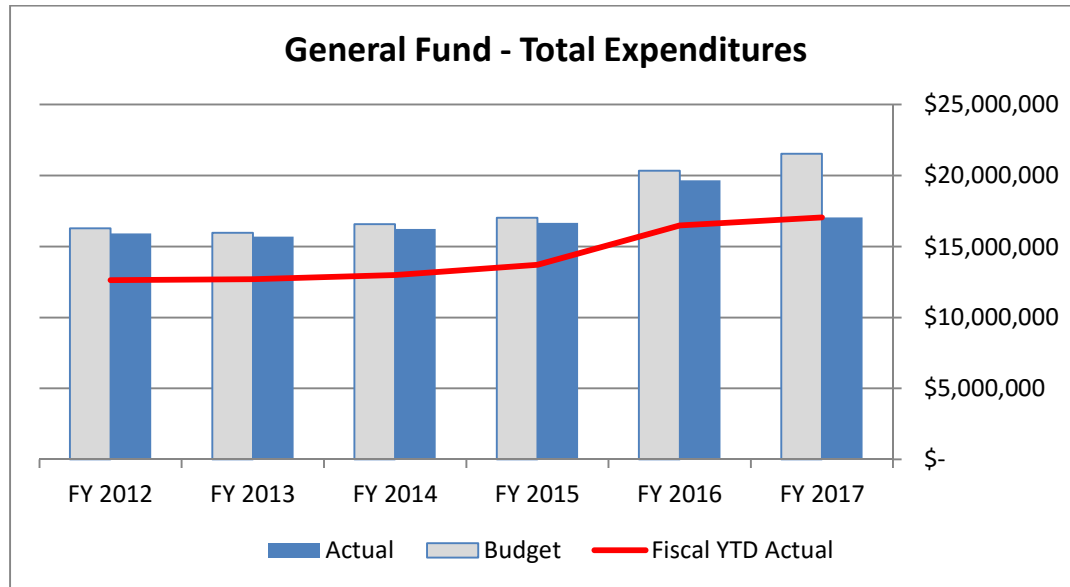
Fine revenues of \$611,179 are under the allocated budget by \$47,554, or 7%.



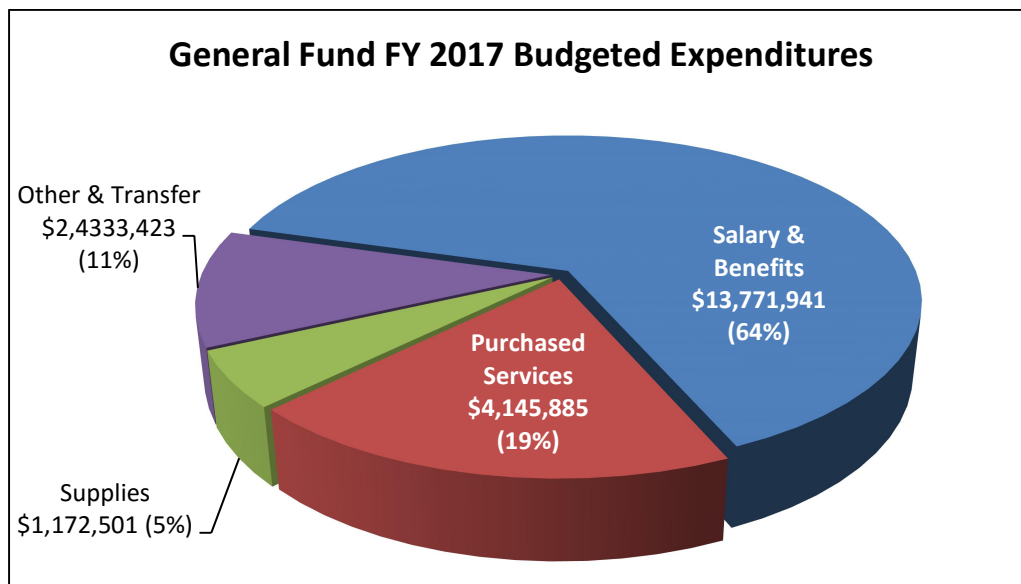
**General Fund Expenditures:**

FY 2017 Budget	YTD Allocated Budget	YTD Actual	Over/(Under) Allocated Budget
\$21,523,750	\$17,521,575	\$17,039,293	(\$482,281)

For the ten months ended July 31, 2017, the General Fund expended 79% of its total budgeted expenditures and is under its allocated budget by \$482,281, or 3%.



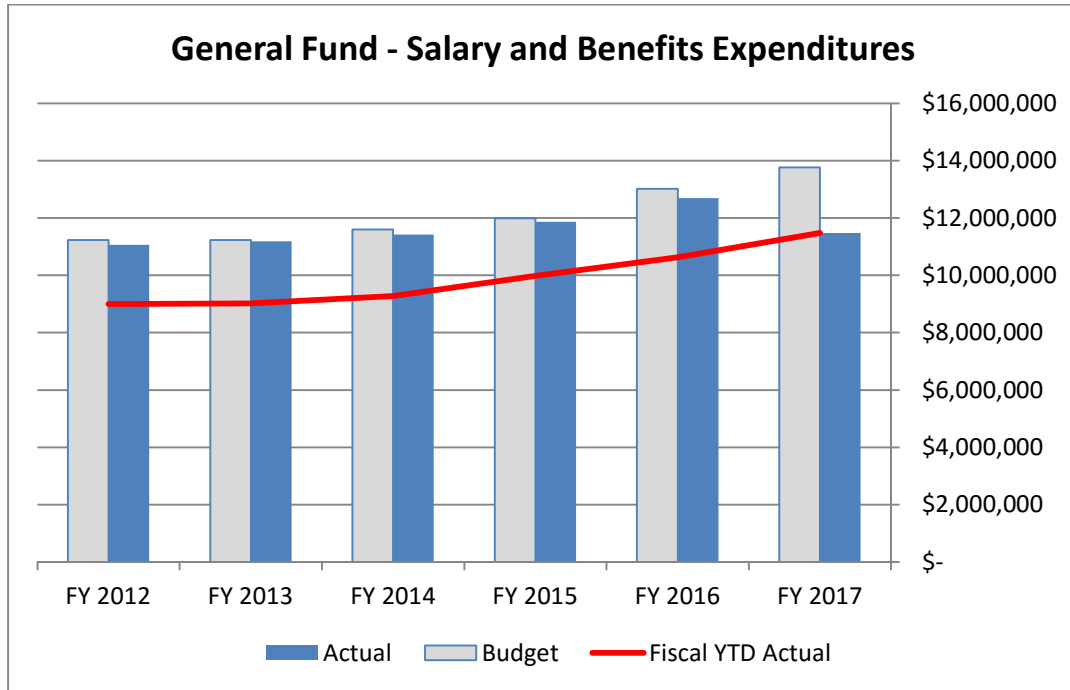
Salaries and benefits make up the largest category of expenditures in the General Fund at 64% of all FY 2017 budgeted expenditures, followed by purchased services at 19%.





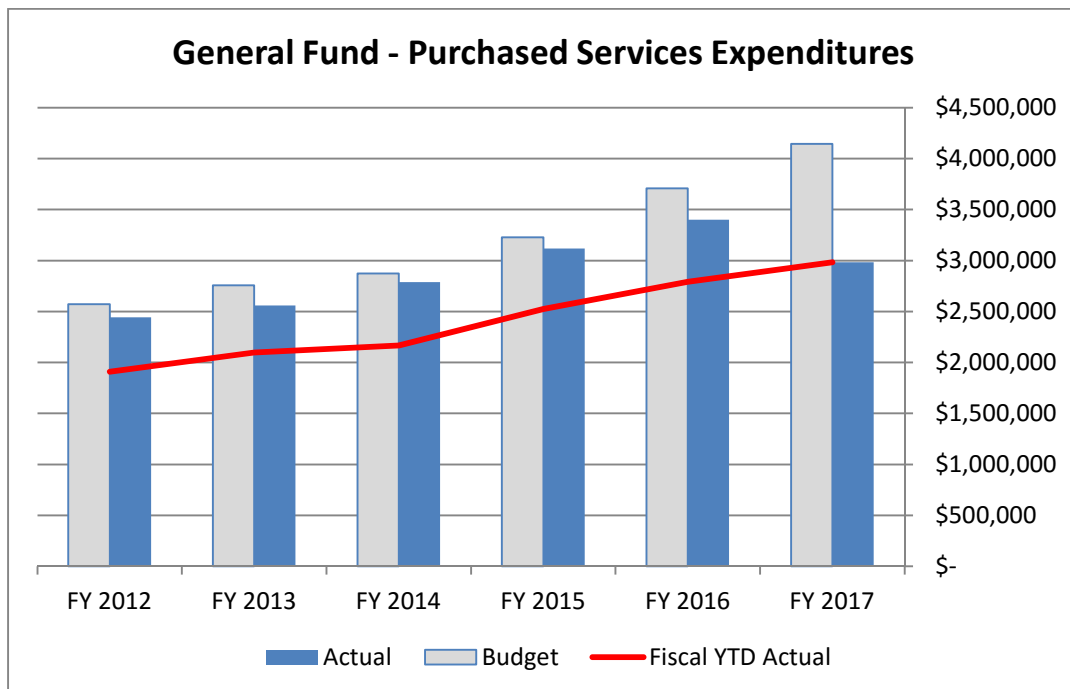
### Salary and Benefits

Salary and benefits of \$11,473,728 are over the allocated budget by \$144,204, or 1%. When compared to the adopted budget, salaries and benefits are tracking under the allocated budget due to vacancies during the beginning of the fiscal year.



### Purchased Services

Purchased services of \$2,983,016 are under the allocated budget by \$348,510, or 11%.



The budget for Purchased Services increased by approximately \$843,013 from the FY 2015 adopted budget to the FY 2017 adopted budget (two-year period). Purchased Services includes professional services, maintenance, and contractual services.

	FY 2015 Adopted Budget	Increase	FY 2017 Adopted Budget
Professional Services	\$1,290,861	\$265,734	\$1,556,595
Maintenance	\$1,146,527	\$334,823	\$1,481,350
Contractual Services	\$765,038	\$245,456	\$1,010,494
Total Purchased Services	\$3,202,426	\$846,013	\$4,048,439

The budget for professional services increased by \$265,734 mainly due to increases in the budgets of the following departments during the two-year period of FY 2015 to FY 2017:

Department	Increased Budget	Influencing Factors
City Manager's Office	\$28,600	citizen engagement efforts
Human Resources	\$26,393	employee performance module; career website
Information Technology	\$47,000	increased Incode financial software support fees; outsourcing of city-wide email; increases in Motorola radio hardware and software maintenance fees
Development Services	\$63,500	engagement of planning consultant; increase in contract inspections
Public Works-Streets	\$58,000	2017 budget enhancement for site planning; increase in contract labor; increase in TCEQ reporting; increase in engineering services
	\$223,493	

The budget for maintenance increased by \$334,823 mainly due to increases in the budget of Parks-Maintenance, which had budget increases totaling \$307,394 during the two-year period of FY 2015 to FY 2017.

Department	Increased Budget	Influencing Factors
PARD-Maintenance	\$307,394	Everyln's Park maintenance; right-of-way maintenance; increased mosquito control; playground equipment; seasonal color enhancement

The budget for contractual services increased by \$245,456 mainly due to increases in the budgets of the following departments during the two-year period of FY 2015 to FY 2017:

Department	Increased Budget	Influencing Factors
City Clerk	\$24,542	increased auto and real property insurance
Information Technology	\$48,136	increased City of Houston and Harris County communication access fees; hosted telephone services
Fire	\$12,682	education and training
Police	\$20,888	education and training
PARD-Recreation	\$87,858	special events budget increase – seasonal banners; holiday decorations, Trolley Tunes concerts
Public Works-Streets	\$11,630	Education and training
	\$205,736	

The FY 2018 proposed budget for purchased services is \$77,225 lower than the FY 2017 budget.

Some of the larger departmental level variances contributing to purchased services expended during the ten months ended July 2017 being below the FY 2017 allocated budget include:

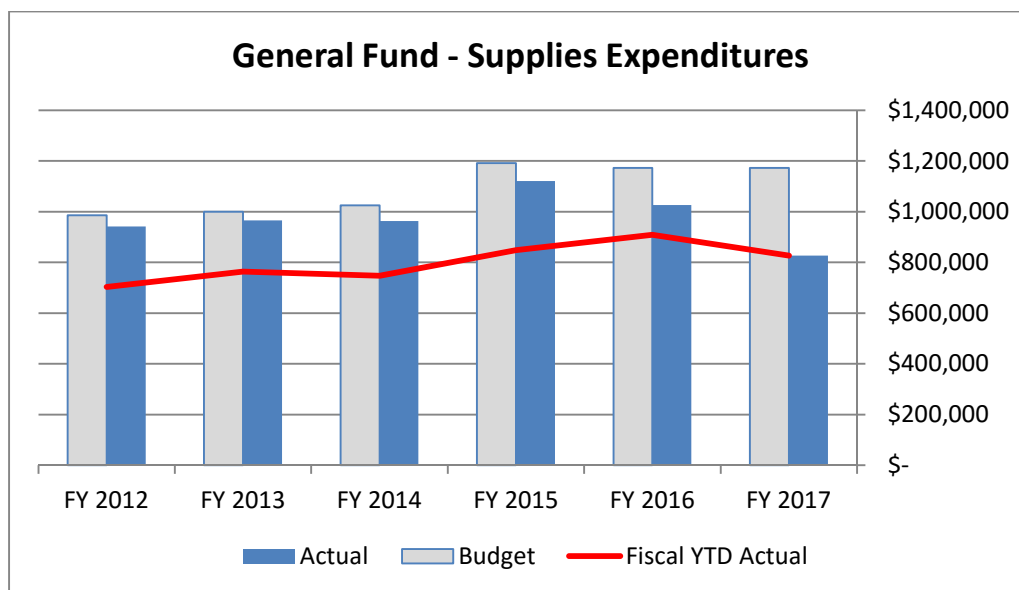
- Parks (Maintenance) – Parks Maintenance is running under budget due to the delayed opening of Evelyn's Park and because some costs which will be City funded maintenance costs are being funded under short-term construction warranties.
- Parks (Maintenance) – Other contract labor was \$9,440 for the ten months ended July 31, 2017 as compared to the prior five-year average of \$13,014. This budget is being conserved for a large tree inventory project that commenced in June and will run through mid-August.
- Parks (Recreation) – Instructor pay was \$58,475 for the ten months ended July 31, 2017, as compared to reduced budget of \$88,000, or 66% of budget. Instructor Pay will continue to increase throughout the summer as specialty camps take place. The City has expanded its program offering with franchise contractors offering recreational services to the community thus decreasing the expenditures in this line item. Franchised business that offer recreational services are responsible for registering their participants, collecting fees, and all administrative duties associated with their offerings while individuals that offer recreation programs through the City utilize the administrative services of the City. Both methods still generate revenue and follow the Revenue Management Policy adopted by the Parks and Recreation Advisory Board.
- Parks (Aquatics) – Partially offsetting the decreases is Pool Maintenance, which was \$110,393 for the ten months ended July 31, 2017, as compared to the prior five-year

average of \$43,305. A severe water line break and related repairs exhausted 95% of the pool maintenance budget before the summer busy season even began. As a result of the unexpected repairs, the FY 2017 budget was increased from \$107,000 to \$119,000 during the mid-year budget adjustment process.

- Public Works (Streets) – Engineers, Planners, Arborists was \$42,975 for the ten months ended July 31, 2017, which is 38% of the \$113,000 FY 2017 budget. This variance is due to several outstanding invoices. Once paid, this category should no longer be significantly below budget.
- Public Works (Streets) – Paving Maintenance was \$12,121, which is 35% of the \$35,000 FY 2017 budget.
- Police – Other Professional expenditures were \$5,159 for the ten months ended July 31, 2017, as compared to the prior five-year average of \$10,336, and an annual FY 2017 budget of \$30,750. The budget included \$10,000 to update the job description of sworn police personnel. We have been able to leverage state resources for job description updates and will not need to spend the \$10,000.
- Police – Vehicle Maintenance expenditures were \$39,044 for the ten months ended July 31, 2017, as compared to the annual FY 2017 budget of \$60,000.

### Supplies

Supplies of \$827,280 are under the allocated budget by \$100,882, or 11%.

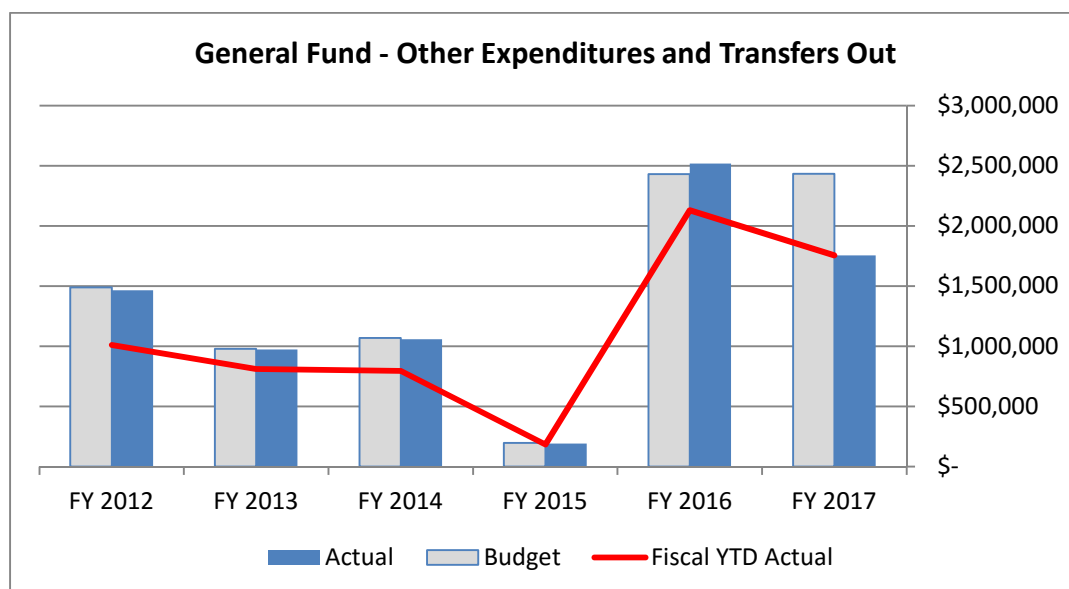


Some of the larger variances contributing to this category being below the allocated budget include:

- All Departments – Natural gas expenditures are a contributor to supplies being under the allocated budget. Natural gas expenditures were \$19,476 for the ten months ended July 31, 2017, as compared to a five-year average of \$29,801, and FY 2017 Budget of \$35,175. The City's primary use of natural gas relates to heating the swimming pool at the Bellaire Family Aquatics Center. The pool was closed for repairs from December 15 through January 20 and was not heated causing a significant reduction in natural gas usage. Additionally, similar to FY 2016, FY 2017 was a mild winter with lower natural gas expenditures related to heating workspaces.
- All Departments – Electricity expenditures are a contributor to supplies being under the allocated budget. Electricity expenditures of \$276,216 for the ten months ended July 31, 2017 are 77% of the \$361,000 FY 2017 budget. Our Electric rates decreased beginning January 2017 pursuant to an amended electric contract. While our FY 2017 budget incorporated anticipated rate changes, our actual expenditures are lower than what we budgeted.
- All Departments – In past reports, fuel expenditures have been noted as contributing to supplies being under the allocated budget; however, mid-year budget adjustments reduced the fuel budget by \$19,750 and fuel expenditures are 80% of budget at July 31, 2017.

#### Other Expenditures and Transfers Out

The "other expenditures and transfers out" category is mainly the monthly transfers from the General Fund to (1) the Capital Improvement Fund and (2) the Vehicle and Equipment Replacement Fund. Other expenditures and transfers out in the ten months ended July 31, 2017, of \$1,755,270 are under the allocated budget by \$177,093, or 9%.



Total budgeted transfers out of the General Fund are \$2,057,000, or \$171,417/month. The year-to-date expenditures are \$35,297 higher than the annualized transfer amount because of banking fees. The category appears under the allocated budget because of the “unallocated” category.

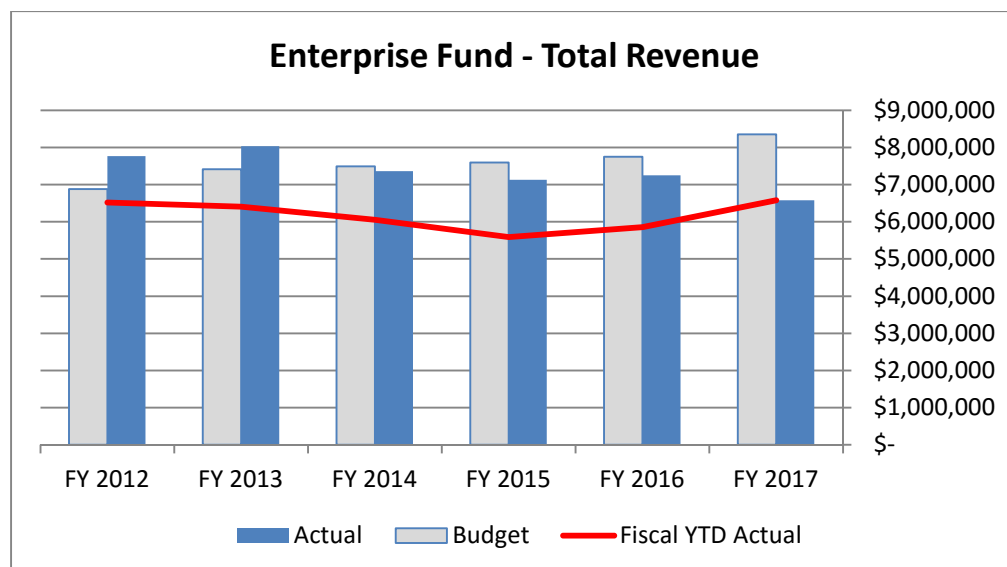
G/L Account Classification	FY 2017 Budget	YTD Actual	Actual as % of Budget
740 – Operating Transfers Out	\$2,057,000	\$1,714,167	83%
711 – Credit Card Fees	\$40,500	\$33,877	84%
710 – Banking Charges	\$8,000	\$7,226	90%
745 - Unallocated	\$327,923	\$0	0%
Total	\$2,433,423	\$1,755,270	72%

## ENTERPRISE FUND

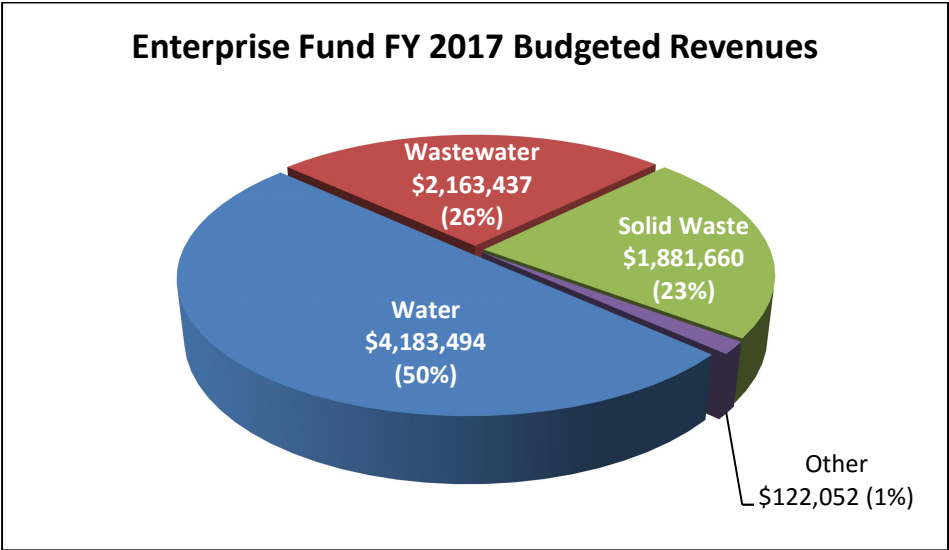
### Enterprise Fund Revenues:

FY 2017 Budget	YTD Allocated Budget	YTD Actual	Over/(Under) Allocated Budget
\$8,350,643	\$6,747,933	\$6,580,095	(\$167,838)

For the ten months ended July 31, 2017, the Enterprise Fund collected 79% of its total budgeted revenues and is under its allocated budget by \$167,838, or 3%.

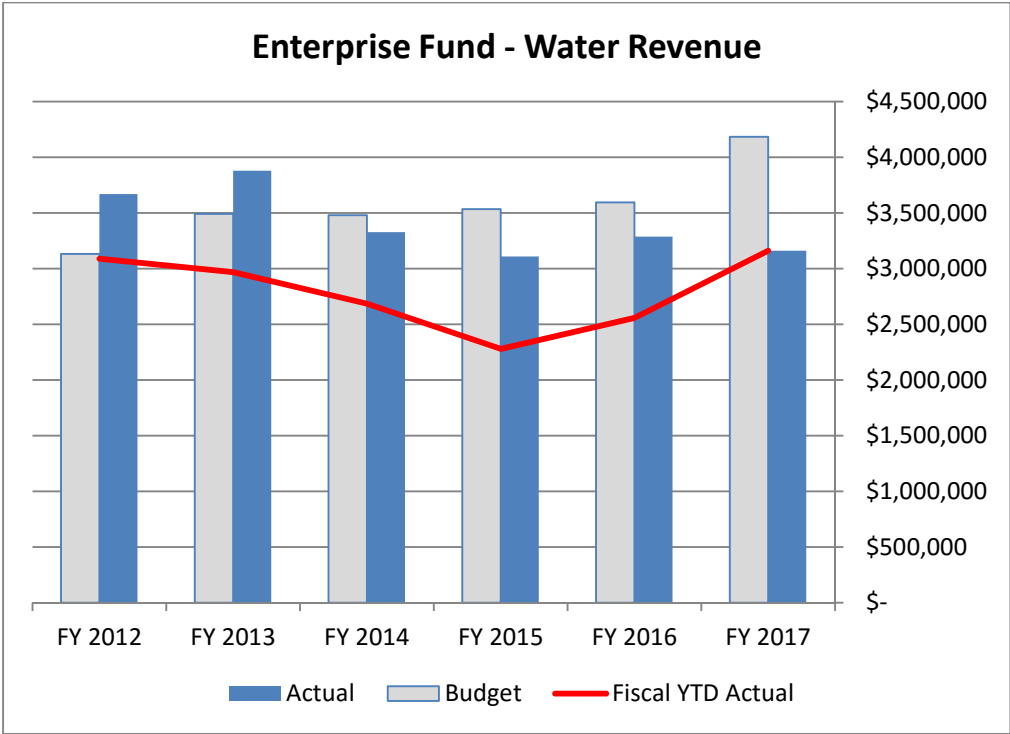


Sales of water makes up the largest category of revenues in the Enterprise Fund at 50% of all FY 2017 budgeted revenues, followed by charges for wastewater at 26%, and charges for solid waste at 23%.



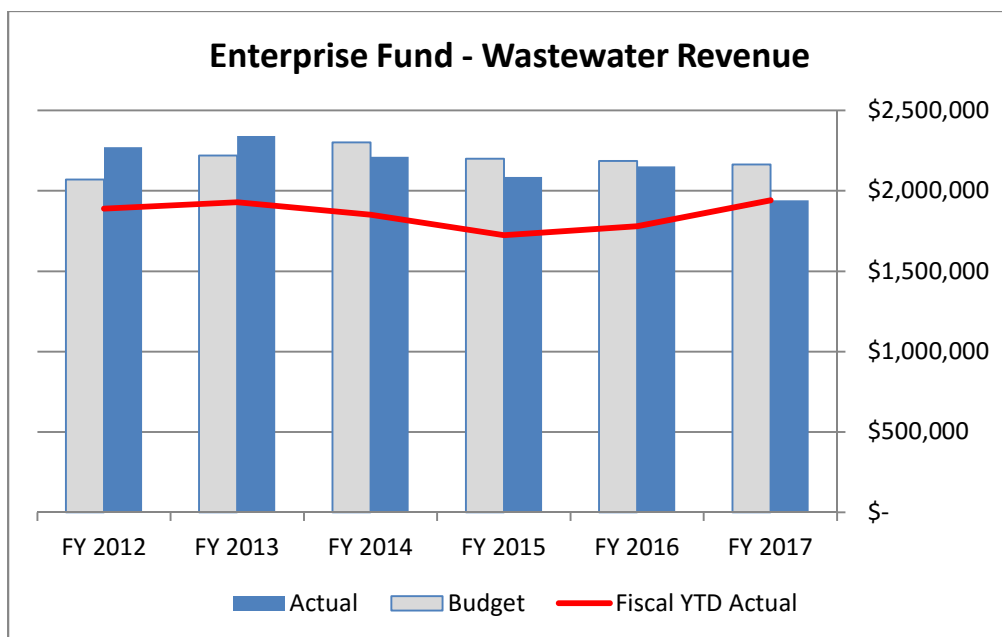
Water Revenue

Water revenues of \$3,161,572 are below the allocated budget by \$121,536, or 4%.



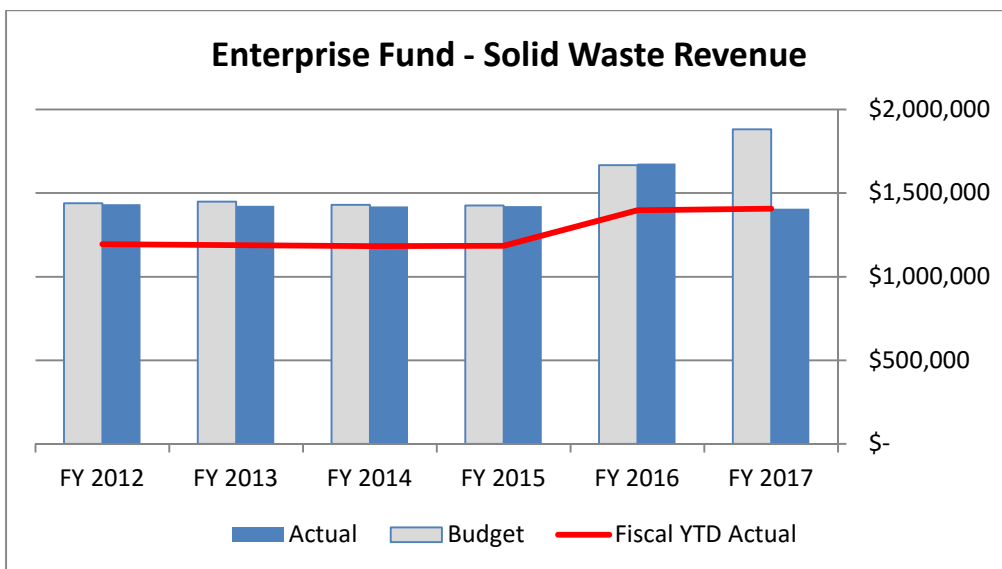
### Wastewater Revenue

Wastewater revenues of \$1,940,180 are over the allocated budget by \$146,267, or 8%.



### Solid Waste

Solid Waste revenues of \$1,406,615 are below the allocated budget by \$161,090, or 10%.



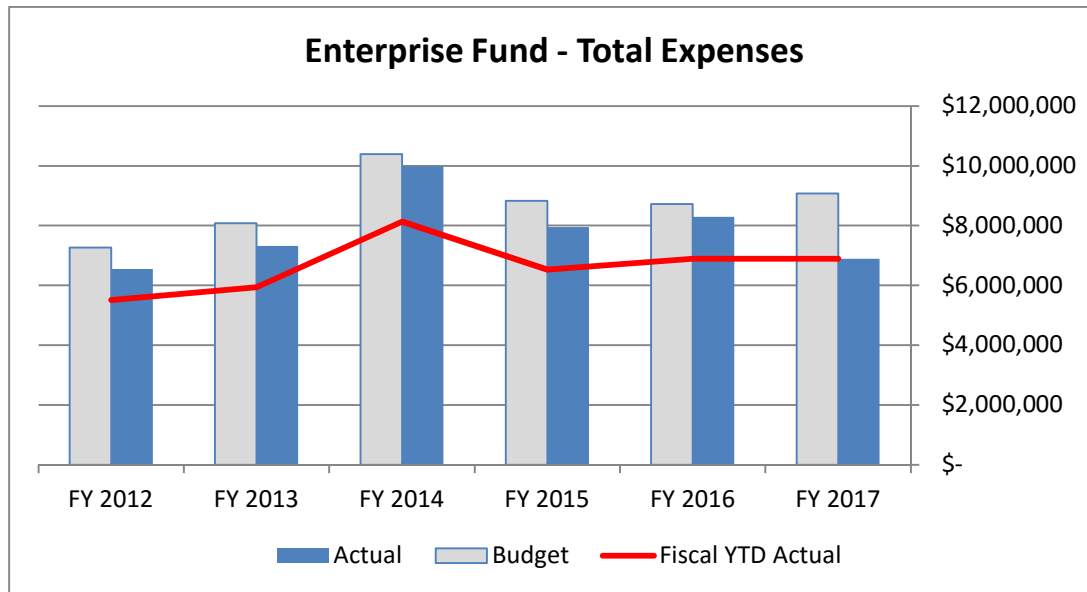
As initially reported in the first quarter report, a budget error caused the annual budgeted solid waste revenue amount to be inflated by approximately \$200,000. For the ten months ended July 31, 2017, solid waste expenditures were approximately \$332,672 less than revenues collected. As communicated previously, staff will continue to monitor to ensure the solid waste operations are self-supporting.



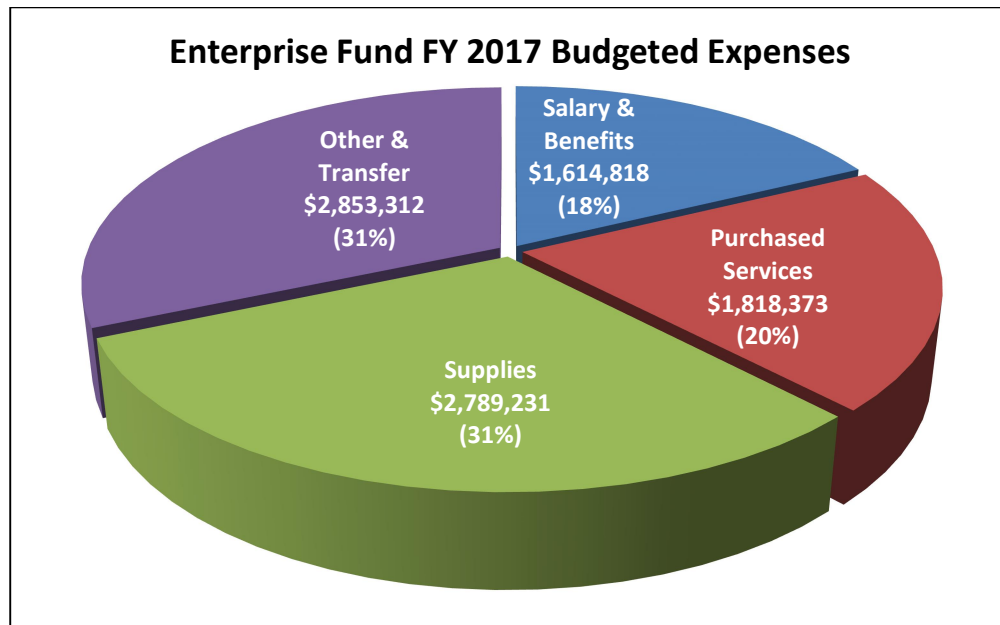
**Enterprise Fund Expenses:**

FY 2017 Budget	YTD Allocated Budget	YTD Actual	Over/(Under) Allocated Budget
\$9,075,734	\$7,462,153	\$6,891,699	(\$570,454)

For the ten months ended July 31, 2017, the Enterprise Fund incurred 76% of its total budgeted expenses and is under its allocated budget by \$570,454, or 8%. The variance from allocated budget is due mainly to “Supplies” and “Purchased Services.”

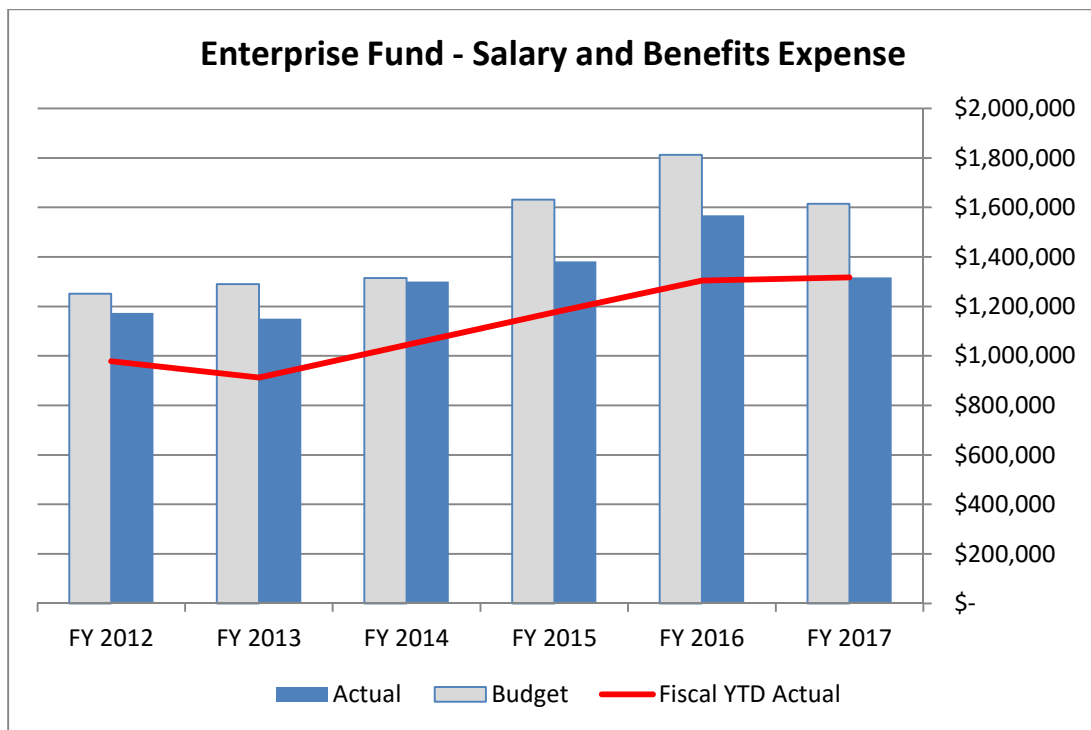


“Other and transfers” makes up the largest category of expenses in the Enterprise Fund at 31.4% of all FY 2017 budgeted expenses, followed by supplies (which includes water purchased from the City of Houston) at 30.7%. Other and transfers includes \$11,000 of budgeted operational expenses and \$2,746,000 of transfers out, including (1) \$624,000 to the General Fund to reimburse overhead expenses, (2) \$950,000 to the Debt Service Fund, (3) \$522,000 to the Vehicle and Equipment Replacement Fund, and (4) \$650,000 to the Capital Improvement Fund.



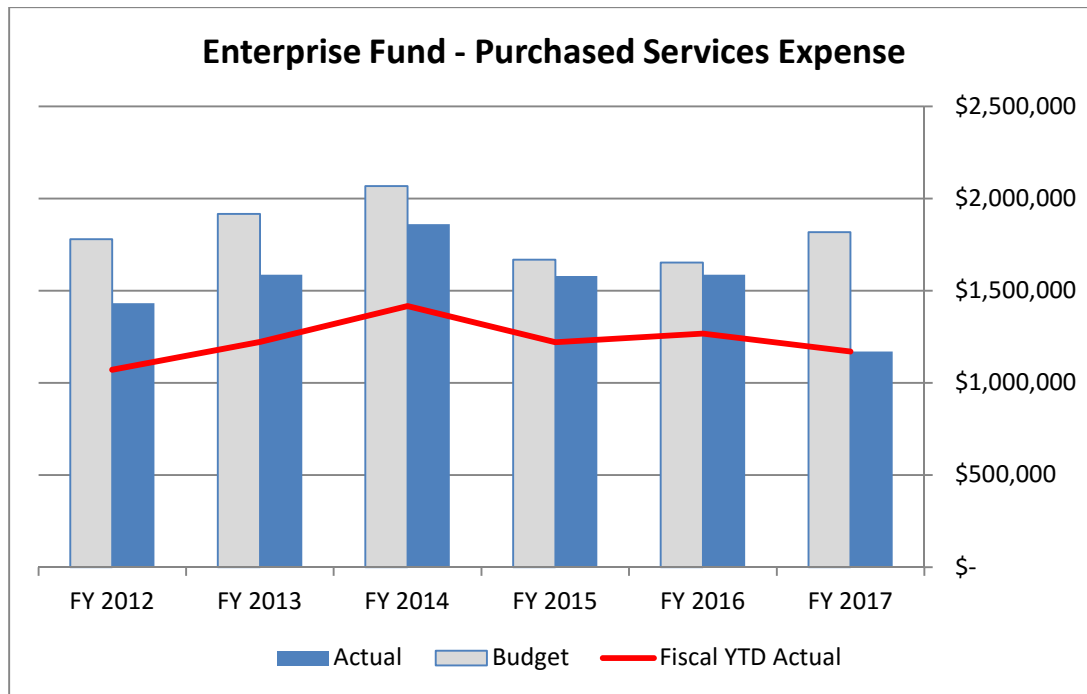
#### Salary and Benefits

Salary and benefits of \$1,316,992 are under the allocated budget by \$13,345, or 1%.



### Purchased Services

Purchased services of \$1,169,440 are under the allocated budget by \$231,015, or 17%.



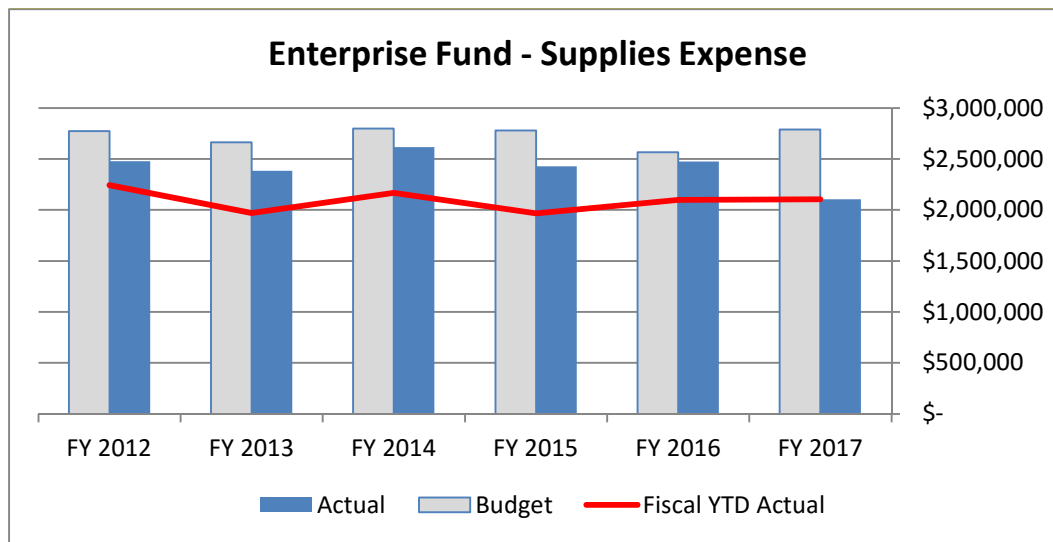
Some of the larger variances contributing to this category being below the allocated budget include:

- Water Production – Other Technical Services expenditures, which includes water testing, were \$3,906 for the ten months ended July 31, 2017, which is 15% of the \$25,300 FY 2017 budget.
- Water Production – Generator maintenance expenditures were \$2,899 for the ten months ended July 31, 2017, which is 19% of the \$15,000 FY 2017 budget.
- Water Production – Water Well Maintenance expenditures were \$46,038 for the ten months ended July 31, 2017, which is 74% of the \$62,440 FY 2017 budget.
- Water Distribution – Water Main Maintenance expenditures were \$52,274 for the ten months ended July 31, 2017, which is 29% of the \$181,792 FY 2017 budget.
- Waste Water Collection – Other Contract Labor expenditures were \$41,470 for the ten months ended July 31, 2017, which is 58% of the \$71,890 FY 2017 budget.
- Waste Water Treatment – Building Maintenance expenditures were \$20,410 for the ten months ended July 31, 2017, which is 48% of the \$42,500 FY 2017 budget.

- Solid Waste – Trash Hauls expenditures were \$188,513 for the ten months ended July 31, 2017, which is 63% of the \$300,000 FY 2017 budget.
- Solid Waste – Vehicle Maintenance expenditures were \$111,794 for the ten months ended July 31, 2017, which is 70% of the \$160,000 FY 2017 budget.

### Supplies

Supplies of \$2,106,314 are under the allocated budget by \$245,670, or 10%.



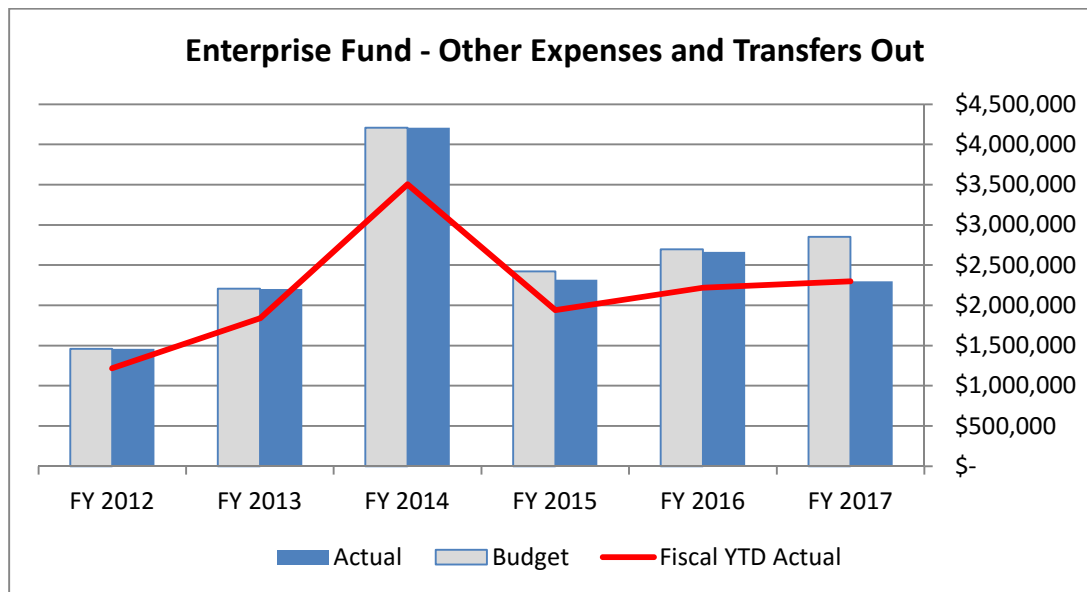
Some of the larger variances contributing to this category being below the allocated budget include:

- Water Purchased from Houston - Water purchases were \$1,416,918 for the ten months ended July 31, 2017 which represents a 3.6% increase over the same period for FY 2016. We budgeted a 14% increase in FY 2017 water purchases from the City of Houston, as compared to FY 2016 actual expense. The overall budgeted increase was based on a price increase from the City of Houston and expected increase in the volume of water to be purchased for FY 2017. As expected, the City of Houston raised its price per 1,000 gallons by 1.4%, however, the minimum monthly gallons billed decreased from 45 million to 42 million. This resulted in Houston billing us for fewer gallons in FY 2017 than would have been billed under the old terms.
- Fuel expenditures are a contributor to supplies being under the allocated budget. Fuel expenditures were \$53,901 for the ten months ended July 31, 2017, as compared to a five-year average of \$79,096. Fuel expenditures for the same period in FY 2016 were \$54,127, which is 0.4% higher than the current year expenditure. While fuel prices have trended up slightly in 2017, we budgeted for a more significant increase in fuel prices. Fuel expenditures for the ten months ended July 31, 2017 are 55% of the \$97,900 FY 2017 Fuel budget.

- Electricity expenditures are a contributor to supplies being under the allocated budget. Electricity expenditures of \$308,202 for the ten months ended July 31, 2017 are 73% of the \$423,000 FY 2017 budget.

#### Other Expenses and Transfers Out

The “other expenses and transfers out” category is mainly the monthly transfers from the Enterprise Fund to (1) the General Fund, (2) the Debt Service Fund, (3) The Vehicle and Equipment Replacement Fund, and (4) the Capital Improvement Fund. Other expenses and transfers out in the ten months ended July 31, 2017, of \$2,298,953 are under the allocated budget by \$80,424, or 3%.



Total budgeted transfers out of the Enterprise Fund are \$2,746,000, or \$228,833/month. The year-to-date expenses are higher than the annualized transfer amount because of banking fees and credit card fees, which are budgeted at \$11,000, and are relatively immaterial to the category total. The category appears under the allocated budget because of the “unallocated” category.

G/L Account Classification	FY 2017 Budget	YTD Actual	Actual as % of Budget
740 – Operating Transfers Out	\$2,746,000	\$2,288,333	83%
711 – Credit Card Fees	\$10,000	\$11,573	116%
710 – Banking Charges	\$1,000	\$0	0%
745 - Unallocated	\$96,312	\$0	0%
Total	\$2,853,312	\$2,068,664	73%

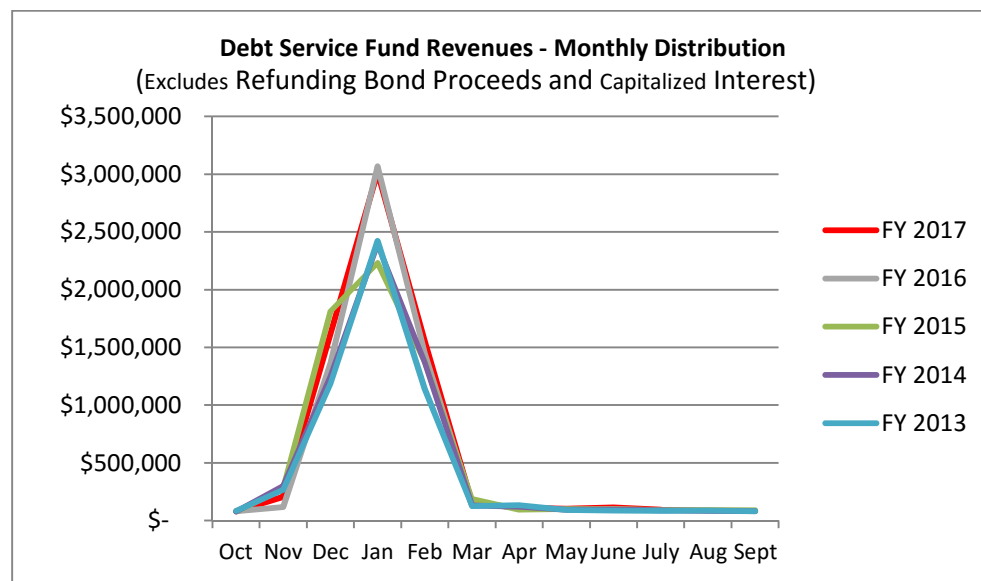
Rainfall

<b>Rainfall (Inches)</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
Cumulative thru July	23.46	45.66	58.84	62.08	39.08
Annual	30.06	59.05	70.83	70.95	

**DEBT SERVICE FUND****Debt Service Fund Revenues:**

	<b>FY 2017 Budget</b>	<b>YTD Actual</b>	<b>Over/(Under) Budget</b>
Budgeted Revenue Sources	\$7,310,967	\$7,056,770	(\$254,197)
Unbudgeted Revenue Sources	\$0	\$10,270,268	\$10,270,068
Total Revenue	\$7,310,967	\$17,327,038	\$10,016,071

Budgeted revenue sources includes normal recurring Debt Service Fund revenues which are primarily comprised of property taxes (87% of budgeted revenues) and \$950,000 in annual transfers from the Enterprise Fund (13% of budgeted revenues), which is recorded in monthly installments of \$79,167. There is also a small amount of investment earnings budgeted (\$5,000 – less than 1% of budgeted revenues). As property taxes are the main revenue source, the January 31 property tax deadline results in revenues being concentrated in the December – February timeframe.



For the ten months ended July 31, 2017, revenues from budgeted sources (property taxes, Enterprise Fund transfers, and investment earnings) totaled \$7,056,770, which is \$254,197 under budget, or 3%.

In addition to the budgeted revenue sources discussed above, the City records the proceeds of any refunding bond issuances as revenues in the Debt Service Fund. Bond proceeds from the issuance of refunding bonds were not included in the FY 2017 budget.

#### Budgeted Property Tax

Property taxes are primarily collected in the months of December through February due to the January 31 property tax due date. The Debt Service Fund collected \$6,261,202 of property tax in the ten months ended July 31, 2017, or 99% of FY 2017 budgeted property tax.

#### Budgeted Transfers In

Transfers from the Enterprise Fund in the amount of \$791,667 for the ten months ended July 31, 2017, are equal to 10/12 of the total FY 2017 budgeted transfer. In addition, the Debt Service Fund received an unbudgeted transfer of \$314,655 from the Capital Bond Fund for capitalized interest.

#### Unbudgeted Revenues

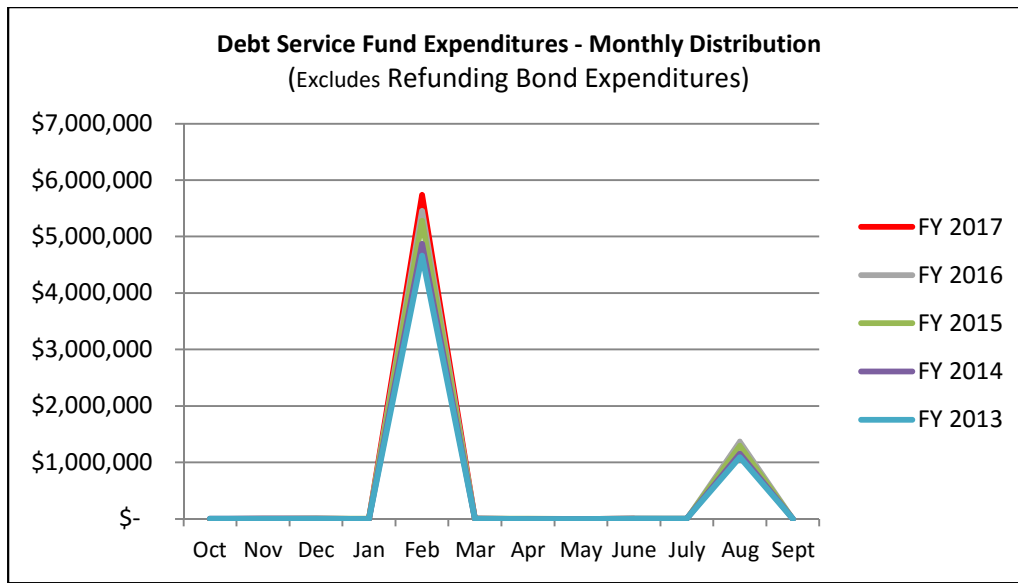
The \$10,270,268 of unbudgeted revenue sources in the table above include \$9,955,613 of proceeds from the Series 2016 Refunding bonds and \$314,655 transferred from the Capital Bond Fund related to the Series 2017 bonds. The issuance of the Series 2017 bonds in February included an allocation of proceeds to the Debt Service Fund of \$314,655 for capitalized interest – proceeds dedicated to be used toward the payment of the first interest payment on the Series 2017 bonds.

#### **Debt Service Fund Expenditures:**

	FY 2017 Budget	YTD Actual	Over/(Under) Budget
Budgeted Expenditures	\$7,310,967	\$5,746,716	(\$1,564,251)
Unbudgeted Expenditures	\$0	\$9,942,234	\$9,942,234
Total Expenditures	\$7,310,967	\$15,688,951	\$8,377,984

Budgeted expenditures include normal recurring Debt Service Fund expenditures, which are primarily scheduled principal and interest payments (99.8% of FY 2017 budgeted expenditures). There are also some minor related fees such as fiscal agent fees. In February, there are annual principal payments and semi-annual interest payments due on the City's outstanding bonds, and in August there are semi-annual interest payments due. Expenditures are concentrated in February and August in accordance with the debt payment schedules.

According to schedule, there were principal and interest payments totaling \$5.7 million in the ten months ended July 31, 2017.



In addition to the budgeted expenditures discussed above, the City records payments associated with issuing refunding bonds as expenditures in the Debt Service Fund. Although not included in the FY 2017 budget, the Debt Service Fund incurred refunding bond expenditures of \$9,942,234 in the ten months ended July 31, 2017.



City of Bellaire  
General Fund  
Revenues and Expenditures (Unaudited)  
YTD as of July 2017

	FY 2017 Budget	July		Year to Date			
		Actual	% of Budget	Allocated Budget	Actual	Over/(Under) Allocation	% of Budget
<b>Revenues</b>							
Property Taxes	\$ 12,331,714	\$ 36,124	0%	\$ 12,300,703	\$ 12,144,754	\$ (155,949)	98%
Franchise Taxes	1,410,000	36,815	3%	1,165,855	1,125,611	(40,244)	80%
Sales Taxes	2,545,300	196,948	8%	2,078,654	1,857,707	(220,946)	73%
Permits, Fees, Licenses	1,261,550	100,813	8%	1,053,961	980,612	(73,349)	78%
PARD Charges and Fees	903,900	123,876	14%	786,041	826,785	40,744	91%
Public Safety	385,382	26,213	7%	326,722	314,664	(12,057)	82%
Fines	765,000	48,413	6%	658,732	611,179	(47,554)	80%
All Other	703,600	58,519	8%	596,114	584,502	(11,612)	83%
<b>Total Revenues</b>	<b>20,306,446</b>	<b>627,721</b>	<b>3%</b>	<b>18,966,782</b>	<b>18,445,814</b>	<b>(520,968)</b>	<b>91%</b>
<b>Expenditures</b>							
Salary & Benefits	13,771,941	1,367,043	10%	11,329,524	11,473,728	144,204	83%
Purchased Services	4,145,885	212,365	5%	3,331,526	2,983,016	(348,510)	72%
Supplies	1,172,501	106,534	9%	928,162	827,280	(100,882)	71%
Other/Transfers	2,433,423	177,220	7%	1,932,363	1,755,270	(177,093)	72%
<b>Total Expenditures</b>	<b>21,523,750</b>	<b>1,863,162</b>	<b>9%</b>	<b>17,521,575</b>	<b>17,039,293</b>	<b>(482,281)</b>	<b>79%</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (1,217,304)</b>	<b>\$ (1,235,441)</b>		<b>\$ 1,445,208</b>	<b>\$ 1,406,521</b>	<b>\$ (38,687)</b>	
Fund Balance 9/30/16	\$ 4,815,527						
FY 2017 Revenue Budget	20,306,446						
FY 2017 Expenditure Budget	21,523,750						
Projected Ending Fund Balance	<u>\$ 3,598,223</u>						
60 Day Reserve Requirement (Includes only operating budget)	\$ 3,244,458						

Attachment: FY 2017 Monthly Report - July (2170 : Monthly Financial Report for the Period Ending July 31, 2017)

**City of Bellaire  
Enterprise Fund  
Revenues and Expenses (Unaudited)  
YTD as of July 2017**

	FY 2017 Budget	July		Year to Date			
		Actual	% of Budget	Allocated Budget	Actual	Over/(Under) Allocation	% of Budget
<b>Revenues</b>							
Water	\$ 4,183,494	\$ 385,238	9%	\$ 3,283,108	\$ 3,161,572	\$ (121,536)	76%
Wastewater	2,163,437	197,911	9%	1,793,913	1,940,180	146,267	90%
Solid Waste	1,881,660	140,343	7%	1,567,704	1,406,615	(161,090)	75%
All Other	122,052	6,998	6%	103,208	71,729	(31,479)	59%
<b>Total Revenues</b>	<b>8,350,643</b>	<b>730,490</b>	<b>9%</b>	<b>6,747,933</b>	<b>6,580,095</b>	<b>(167,838)</b>	<b>79%</b>
<b>Expenses</b>							
Salary & Benefits	1,614,818	156,330	10%	1,330,337	1,316,992	(13,345)	82%
Purchased Services	1,818,373	109,698	6%	1,400,455	1,169,440	(231,015)	64%
Supplies	2,789,231	195,468	7%	2,351,984	2,106,314	(245,670)	76%
Other Expenses and Transfers	2,853,312	230,289	8%	2,379,377	2,298,953	(80,424)	81%
<b>Total Expenses</b>	<b>9,075,734</b>	<b>691,785</b>	<b>8%</b>	<b>7,462,153</b>	<b>6,891,699</b>	<b>(570,454)</b>	<b>76%</b>
<b>Net Revenues/(Expenses)</b>	<b>\$ (725,091)</b>	<b>\$ 38,705</b>		<b>\$ (714,220)</b>	<b>\$ (311,604)</b>	<b>\$ 402,617</b>	
Working Capital 9/30/16	\$ 1,566,233						
FY 2017 Revenue Budget	8,350,643						
FY 2017 Expense Budget	9,075,734						
Projected Ending Working Capital	<u>\$ 841,142</u>						
30 Day Fund Balance	\$ 579,478						
(Includes only operating budget)							

Working Capital (current assets minus current liabilities)

Attachment: FY 2017 Monthly Report - July (2170 : Monthly Financial Report for the Period Ending July 31, 2017)

**City of Bellaire**  
**Debt Service Fund**  
**Revenues and Expenditures (Unaudited)**  
**YTD as of July 2017**

	<b>FY 2017 Budget</b>	<b>YTD Actual</b>	<b>Over/(Under) Budget</b>	<b>% of Budget</b>
<b>Revenues</b>				
Property Taxes	\$ 6,355,967	\$ 6,261,202	\$ (94,765)	99%
Investment Earnings	5,000	3,901	(1,099)	78%
Transfers from Enterprise Fund	950,000	791,667	(158,333)	83%
Transfers from Capital Bond Fnd	-	314,655	314,655	n/a
Bond Premium	-	265,613	265,613	n/a
Debt Proceeds	-	9,690,000	9,690,000	n/a
<b>Total Revenues</b>	<b>7,310,967</b>	<b>17,327,038</b>	<b>10,016,071</b>	<b>237%</b>
<b>Expenditures</b>				
Principal Payment	4,340,000	4,510,000	170,000	104%
Interest Payment	2,959,567	1,222,603	(1,736,964)	41%
Other Debt Expense	11,400	14,113	2,713	124%
Bond Refunding Expense	-	9,764,218	9,764,218	n/a
Refunding Issuance Costs	-	178,017	178,017	n/a
<b>Total Expenditures</b>	<b>7,310,967</b>	<b>15,688,951</b>	<b>8,377,984</b>	<b>215%</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 1,638,087</b>	<b>\$ 1,638,087</b>	
Fund Balance 9/30/16	\$ 489,135			
FY 2017 Revenue Budget	7,310,967			
FY 2017 Expenditure Budget	7,310,967			
Projected Ending Fund Balance	<u>\$ 489,135</u>			

**City of Bellaire**  
**Vehicle and Equipment Replacement Fund**  
**Revenues and Expenditures (Unaudited)**  
**YTD as of July 2017**

	<b>FY 2017 Budget</b>	<b>July Actual</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>					
Transfers - General	\$ 1,007,000	\$ 83,917	\$ 839,167	n/a	\$ 167,833
Transfers - Enterprise	522,000	43,500	435,000	n/a	87,000
Proceeds from Capital Lease	787,667	-	787,666	n/a	1
<b>Total Revenues</b>	<b>2,316,667</b>	<b>127,417</b>	<b>2,061,833</b>	<b>n/a</b>	<b>254,834</b>
<b>Expenditures</b>					
Development Services	25,000	-	25,837	-	(837)
Fire	865,272	11,519	48,391	768,916	47,965
Police	310,000	-	264,551	39,152	6,297
Parks & Recreation	55,000	52,722	54,614	-	386
Public Works - General Fund	210,000	190,248	190,248	725	19,027
Public Works - Enterprise Fund	435,000	48,492	131,012	238,812	65,176
<b>Total Expenditures</b>	<b>1,900,272</b>	<b>302,981</b>	<b>714,653</b>	<b>1,047,605</b>	<b>138,014</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ 416,395</b>	<b>\$ (175,564)</b>	<b>\$ 1,347,180</b>	<b>n/a</b>	<b>\$ 116,820</b>
Fund Balance 9/30/16	\$ 952,704				
FY 2017 Revenue Budget	2,316,667				
FY 2017 Expenditure Budget	1,900,272				
Projected Ending Fund Balance	<u>\$ 1,369,099</u>				

Attachment: FY 2017 Monthly Report - July (2170 : Monthly Financial Report for the Period Ending July 31, 2017)

**City of Bellaire**  
**Capital Improvements Fund**  
**Revenues and Expenditures (Unaudited)**  
**YTD as of July 2017**

	<b>FY 2017 Adopted Budget</b>	<b>Budget Carry-over</b>	<b>Budget Adjustments</b>	<b>FY 2017 Revised Budget</b>	<b>July Actual</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
General Fund Transfer	\$ 1,050,000	\$ -	\$ -	\$ 1,050,000	\$ 87,500	\$ 875,000	n/a	\$ 175,000
Enterprise Fund Transfer	650,000	-	-	650,000	54,167	541,667	n/a	108,333
Evelyn's Park	-	-	80,990	80,990	-	14,286	n/a	66,704
<b>Total Revenues</b>	<b>1,700,000</b>	<b>-</b>	<b>80,990</b>	<b>1,780,990</b>	<b>141,667</b>	<b>1,430,953</b>	<b>n/a</b>	<b>350,037</b>
<b>Projects</b>								
FY 2014 City Wide Beautification	-	229,643	-	229,643	10,000	89,844	18,500	121,299
FY 2014 Street & Drainage Reconstruction - Phase 5B (a)	-	1,000,919	(386,862)	614,057	-	124,094	513,759	(23,796)
FY 2017 TXDOT I610 Box Culvert	-	-	386,862	386,862	386,862	386,862	-	-
FY 2015 Evelyn's Park	-	968,245	80,990	1,049,235	-	967,921	38,418	42,896
FY 2015 Memorial Day Flood	-	-	-	-	29,768	35,699	-	(35,699)
FY 2016 Pavement Mgt Program	800,000	828,044	-	1,628,044	-	58,084	-	1,569,960
FY 2016 Playground/Shade/Amenities	100,000	-	-	100,000	54,315	96,820	2,966	214
FY 2016 ROW	-	50,000	-	50,000	-	49,750	-	250
FY 2016 Storm Water Drainage	-	900	-	900	-	900	-	-
FY 2017 BFAC Pool Area Improvements	150,000	-	-	150,000	-	2,760	9,500	137,740
FY 2017 Park Master Signage	50,000	-	-	50,000	-	-	-	50,000
FY 2017 Community Pathways Master Plan	75,000	-	-	75,000	-	-	-	75,000
FY 2017 Decorative Standard for Major Streets	75,000	-	-	75,000	-	-	-	75,000
FY 2017 Flood Plain Hazard Mitigation Plan	50,000	-	-	50,000	-	-	-	50,000
<b>Total General Projects</b>	<b>1,300,000</b>	<b>3,077,751</b>	<b>80,990</b>	<b>4,458,741</b>	<b>480,945</b>	<b>1,812,735</b>	<b>583,143</b>	<b>2,062,863</b>
FY 2015 City Wide SCADA System	150,000	202,500	-	352,500	3,700	59,340	-	293,160
FY 2015 Water/Sanitary Sewer Program	-	82,827	-	82,827	-	1,071	-	81,756
FY 2016 Rehab Renwick Ground Storage	400,000	55,000	-	455,000	-	190,750	139,515	124,735
FY 2016 WW System Upgrades	50,000	150,473	-	200,473	-	15,798	7,550	177,125
FY 2017 Water System Upgrades	50,000	-	-	50,000	-	-	-	50,000
<b>Total Enterprise Projects</b>	<b>650,000</b>	<b>490,800</b>	<b>-</b>	<b>1,140,800</b>	<b>3,700</b>	<b>266,959</b>	<b>147,065</b>	<b>726,776</b>
<b>Total Expenditures/Encumbrances</b>	<b>1,950,000</b>	<b>3,568,551</b>	<b>80,990</b>	<b>5,599,541</b>	<b>484,645</b>	<b>2,079,694</b>	<b>730,208</b>	<b>2,789,639</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (250,000)</b>	<b>\$ (3,568,551)</b>	<b>\$ -</b>	<b>\$ (3,818,551)</b>	<b>\$ (342,978)</b>	<b>\$ (648,741)</b>	<b>n/a</b>	<b>\$ (2,439,602)</b>

(a) Pay as you Go portion of Bonds in Fund 620

Fund Balance 9/30/16	\$ 5,600,527
FY 2017 Revenue Budget	1,780,990
FY 2017 Expenditure Budget	5,599,541
Projected Ending Fund Balance	<u>\$ 1,781,976</u>

**Pavement Management** - The Pavement Management Program (PMP) is on schedule. The FY 2015 and FY 2016 PMP projects will be closed out in October as well as consideration of the FY 2017 contract award. The July monthly report shows funds available due to the project not being awarded at the time the report was published. The PMP program also funds the City's Block inspection program.

**SCADA** - The SCADA project is on schedule. Final walk through for this phase is scheduled in September. The final phase of SCADA is currently in the Design phase and projected to go to City Council in the First Quarter of FY 2018.

Attachment: FY 2017 Monthly Report - July (2017) : Monthly Financial Report for the Period Ending July 31, 2017)

**City of Bellaire  
Capital Bond Fund  
Revenues and Expenditures (Unaudited)  
YTD as of July 2017**

	<b>FY 2017 Adopted Budget</b>	<b>Budget Carry-over</b>	<b>Budget Adjustments</b>	<b>FY 2017 Revised Budget</b>	<b>July Actual</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
Interest	\$ -	\$ -	\$ -	\$ -	\$ 28,518	\$ 120,293	n/a	\$ (120,293)
Bonds Proceeds	43,610,000	-	-	43,610,000	-	34,453,942	n/a	9,156,058
<b>Total Revenues</b>	<b>43,610,000</b>	<b>-</b>	<b>-</b>	<b>43,610,000</b>	<b>28,518</b>	<b>34,574,235</b>	<b>n/a</b>	<b>9,035,765</b>
<b>Non-Project Expenditures</b>								
Operating Transfers Out	-	-	-	-	-	314,655	-	(314,655)
Bond Issuance Costs	-	-	-	-	-	224,432	-	(224,432)
Bond Expenditures	-	-	-	-	-	462,362	-	(462,362)
<b>Total Non-Project Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,001,448</b>	<b>-</b>	<b>(1,001,448)</b>
<b>Projects</b>								
FY 2012 Drainage Phase 5	-	708,338	(613,138)	95,200	-	74,190	-	21,010
FY 2017 TXDOT I610 Box Culvert	-	-	613,138	613,138	613,138	613,138	-	-
FY 2015 Drainage Phase 5B	-	5,022,808	-	5,022,808	-	4,741,335	281,472	0
FY 2017 Police/Courts Construction	8,770,800	-	-	8,770,800	60,080	178,978	8,208,623	383,199
FY 2017 City Hall/Civic Center Construction	7,742,500	-	-	7,742,500	41,306	148,529	7,467,287	126,684
FY 2017 Transition - New City Hall/Police/Municipal Court	577,700	-	-	577,700	200,212	415,076	159,333	3,291
FY 2013 Design - New City Hall/Police/Municipal Court	1,069,000	431,922	-	1,500,922	4,366	241,654	171,659	1,087,609
FY 2015 Evelyn's Park	-	846,306	-	846,306	-	851,405	167	(5,266)
FY 2015 Nature Discovery Center	-	315,278	-	315,278	-	315,278	-	0
FY 2017 Streets and Drainage	7,000,000	-	-	7,000,000	-	32,374	599,542	6,368,084
FY 2017 Sidewalks	2,000,000	-	-	2,000,000	35,090	35,090	105,050	1,859,860
FY 2017 Water Line Improvements	3,500,000	-	-	3,500,000	-	-	334,707	3,165,293
FY 2017 Wastewater Treatment Plant Improvements	7,964,344	-	-	7,964,344	19,000	699,058	7,265,286	-
FY 2017 Wastewater Line Improvements	150,000	-	-	150,000	-	-	-	150,000
FY 2017 Water Meter Installations	4,835,656	-	-	4,835,656	590,355	3,969,076	848,385	18,195
<b>Total Project Expenditures</b>	<b>43,610,000</b>	<b>7,324,652</b>	<b>-</b>	<b>50,934,652</b>	<b>1,563,547</b>	<b>12,315,181</b>	<b>25,441,512</b>	<b>13,177,959</b>
<b>Total Expenditures</b>	<b>43,610,000</b>	<b>7,324,652</b>	<b>-</b>	<b>50,934,652</b>	<b>1,563,547</b>	<b>13,316,630</b>	<b>25,441,512</b>	<b>12,176,510</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$(7,324,652)</b>	<b>\$ -</b>	<b>\$(7,324,652)</b>	<b>\$(1,535,029)</b>	<b>\$21,257,606</b>	<b>n/a</b>	<b>\$(3,140,746)</b>

Fund Balance 9/30/16	\$ 6,996,187
FY 2017 Revenue Budget	43,610,000
FY 2017 Expenditure Budget	50,934,652
Projected Ending Fund Balance	<u>\$ (328,465)</u>

**Note:** Ending balance RBB funds from General CIP will be used to reconcile negative balance.

FY 2013 Design - New City Hall/Police/Municipal Court - The budget balance related to the Police, Courts and New City Hall building will be utilized for construction costs, FFE (furniture, fixture, and equipment) and contingency. As of today, not all of the funds have been encumbered but the plan is for all funds to be spent on the project.

Attachment: FY 2017 Monthly Report - July (2170 : Monthly Financial Report for the Period Ending July 31, 2017)

**City of Bellaire  
Metro Fund  
Revenues and Expenditures (unaudited)  
YTD as of July 2017**

	<b>FY 2017 Adopted Budget</b>	<b>Budget Carry-over</b>	<b>FY 2017 Revised Budget</b>	<b>July Actual</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>							
Metro Sales Tax	\$ 1,200,000	\$ -	\$ 1,200,000	\$ 77,321	\$ 823,404	n/a	\$ 376,596
Interest	-	-	-	2,232	11,988	n/a	(11,988)
<b>Total Revenues</b>	<b>1,200,000</b>	<b>-</b>	<b>1,200,000</b>	<b>79,553</b>	<b>835,392</b>	<b>n/a</b>	<b>364,608</b>
<b>Projects</b>							
FY 2014 City Wide Trip Hazard	-	177,108	177,108	-	-	177,108	0
FY 2014 Sidewalk Projects	-	185,283	185,283	-	-	-	185,283
FY 2015 Street Pavement Mgt Program	1,200,000	1,485,172	2,685,172	215,187	1,566,454	895,812	222,906
FY 2015 Street Striping Program	-	15,953	15,953	-	-	-	15,953
<b>Total Expenditures</b>	<b>1,200,000</b>	<b>1,863,516</b>	<b>3,063,516</b>	<b>215,187</b>	<b>1,566,454</b>	<b>1,072,920</b>	<b>424,142</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$(1,863,516)</b>	<b>\$(1,863,516)</b>	<b>\$ (135,635)</b>	<b>\$(731,062)</b>	<b>n/a</b>	<b>\$ (59,534)</b>
Fund Balance 9/30/16	\$ 2,172,194						
FY 2017 Revenue Budget	1,200,000						
FY 2017 Expenditure Budget	3,063,516						
Projected Ending Fund Balance	<u>\$ 308,678</u>						

**CITY OF BELLAIRE**  
**CURRENT PROPERTY TAX COLLECTIONS**  
**FY 2014 - FY 2017**

<u>Month</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	652,841	585,025	131,234	414,152
Dec	3,255,591	4,865,374	3,881,188	4,504,067
Jan	6,438,379	6,075,640	8,702,108	8,590,430
Feb	3,605,747	3,634,938	4,005,865	4,342,814
Mar	137,922	296,537	206,525	201,515
Apr	102,078	63,640	90,455	92,324
May	45,507	55,636	49,017	67,720
Jun	41,695	53,382	57,865	98,066
Jul	2,853	4,673	14,076	15,943
Aug	-	-	-	-
Sep	-	-	-	-
YTD Collections				\$ 18,327,031
% of Budget				98.67%
% of Total Levy				98.51%
FY 2017 Budget - Total Tax Revenue				\$ 18,573,641
2016 Tax Year Taxable Value - Certified Appraisal Roll*				\$ 4,546,701,928
2016 Tax Year - Under Protest or not Certified*				255,408,384
Total 2016 Tax Year				4,802,110,312
Total Levy at \$0.3874 / \$100 =				\$ 18,603,375

**Ten Largest Taxpayers in City of Bellaire (Tax Year 2016) \***

		<u>Taxable Value</u>
Chevron Chemical Company	Oil & Gas	81,889,532
KBS SOR 6565 6575 West Loop	Land/Improvements	39,173,621
Pin Oak North Parcel LL LLC	Land/Improvements	38,140,622
BRI 1833 6330 LLC	Land/Improvements	37,836,000
Centerpoint Energy Inc.	Electric Utility	31,186,932
SBC Communications	Utility	28,497,360
CHP Houston Tx MOB Owner LLC	Land/Improvements	27,000,000
CHP Houston TX Hospital Land	Hospital	24,441,321
Pin Oak South Parcel LL LLC	Land/Improvements	19,781,055
Pin Oak North Parcel LL LLC	Land/Improvements	13,745,000
		<u>\$ 341,691,443</u>
Tax Levy @ \$0.3874/100		<u>\$ 1,323,713</u>
% of Total Levy		7.12%

\* Source: Municipal Advisory Council of Texas

Attachment: FY 2017 Monthly Report - July (2170 : Monthly Financial Report for the Period Ending July 31, 2017)



**CITY OF BELLAIRE  
HOUSING INFORMATION  
FY 2017**

**July**

**Houses, Townhomes & Vacant Lots for Sale \***

<u>Price Range</u>	
\$ 0 - \$ 250,000	-
\$ 250,001 - \$ 500,000	38
\$ 500,001 - \$ 750,000	28
\$ 750,001 - \$ 1,000,000	19
> \$ 1,000,000	84
<b>Total Units For Sale *</b>	<b>169</b>

**Total HCAD Residential Units/Lots \*\*** 6,199

**For Sale as a % of Total Units** 2.73%

**Highest Listing Price - Home** \$ 3,500,000  
**Lowest Listing Price - TH/Lot** \$ 309,900

**Houses for Lease \*** 35  
**Highest Lease/Month** \$ 13,950  
**Lowest Lease/Month** \$ 1,100

**Foreclosure History as of end of Quarter Reported by RealtyTrac**

	<u>Auction</u>	<u>Bank Owned</u>
At Quarter End 12-31-14	3	2
At Quarter End 03-31-15	4	2
At Quarter End 06-30-15	3	2
At Quarter End 09-30-15	2	2
At Quarter End 12-31-15	3	2
At Quarter End 03-31-16	2	2
At Quarter End 06-30-16	-	2
At Quarter End 09-30-16		2
At Quarter End 12-31-16	2	3
At Quarter End 03-31-17	3	2
At Quarter End 06-30-17	3	1

**New Residential Construction**

<u>Fiscal Year</u>	<u>New Units</u>	<u>Dollar Value</u>	
		<u>Construction</u>	<u>Avg/Unit</u>
2007	169	85,632,703	506,702
2008	132	75,405,507	571,254
2009	49	26,026,889	531,161
2010	*** 64	34,682,458	541,913
2011	56	30,064,905	536,873
2012	*** 93	54,914,376	590,477
2013	*** 113	65,491,037	579,567
2014	125	78,420,596	627,365
2015	98	52,190,001	532,551
2016	73	44,585,564	610,761
2017	74	41,532,158	561,245

**Average Appraised Value (Tax Year 2016)** \$ 843,265

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

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

\*\*\* Numbers revised based on system correction

Attachment: FY 2017 Monthly Report - July (2170 : Monthly Financial Report for the Period Ending July 31, 2017)

**CITY OF BELLAIRE**  
**SUMMARY OF SALES & MIXED BEVERAGE TAX**  
**FY 2015 - FY 2017**

<u>Payment</u>					
<u>Month</u>	<u>Period</u>		<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
<b><u>Sales Tax</u></b>					
Oct	Aug	\$	168,534	\$ 153,643	\$ 153,452
Nov	Sep		204,637	236,498	179,528
Dec	Oct		187,620	196,711	177,498
Jan	Nov		168,955	253,578	203,388
Feb	Dec		289,944	253,419	232,674
Mar	Jan		175,468	176,377	174,240
Apr	Feb		168,824	171,712	169,626
May	Mar		201,769	210,865	201,758
Jun	Apr		174,538	172,229	154,642
Jul	May		171,111	186,436	191,746
Aug	Jun		230,014	266,791	
Sep	Jul		209,043	178,264	
<b>Sub-Total</b>		\$	2,350,457	\$ 2,456,522	\$ 1,838,554
<b><u>Mixed Beverage</u></b>					
Oct	1st Qtr		5,493	6,012	4,668
Jan	2nd Qtr		6,053	5,238	4,408
Apr	3rd Qtr		5,839	5,570	4,876
Jul	4th Qtr		6,004	5,970	5,201
<b>Sub-Total</b>			23,389	22,790	19,153
<b>Total</b>		\$	<b>2,373,846</b>	<b>\$ 2,479,312</b>	<b>\$ 1,857,707</b>

**CITY OF BELLAIRE  
SUMMARY OF FRANCHISE FEES  
FY2015 - FY 2017**

	<b><u>Total</u></b> <b><u>FY 2015</u></b>	<b><u>Total</u></b> <b><u>FY 2016</u></b>	<b><u>YTD</u></b> <b><u>FY 2017</u></b>
<b>Electric</b>	\$ 823,552	\$ 823,825	\$ 686,869
<b>Gas</b>	123,933	90,735	77,971
<b>Telephone</b>	115,691	114,371	78,631
<b>Cable</b>	<u>328,259</u>	<u>335,611</u>	<u>245,324</u>
<b>Total</b>	<b><u>\$ 1,391,435</u></b>	<b><u>\$ 1,364,542</u></b>	<b><u>\$ 1,088,796</u></b>

**CITY OF BELLAIRE  
SUMMARY OF PURCHASE ORDERS  
FY 2017**

	Oct-16		Nov-16		Dec-16		1st Qtr	
	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>
<u>Total Purchase Orders</u>	320	\$ 3,450,562	265	\$ 900,844	187	\$ 651,711	772	\$ 5,003,118
<u>PO for \$5,000 - \$50,000</u>	37	\$ 556,054	27	\$ 389,891	13	\$ 238,795	77	\$ 1,184,740
% of Total Purchase Orders	11.56%	16.11%	10.19%	43.28%	6.95%	36.64%	9.97%	23.68%
\$ 5,000 - \$ 25,000	33	\$ 406,163	23	\$ 263,797	10	\$ 130,723	66	\$ 800,683
\$ 25,001 - \$ 50,000	4	\$ 149,891	4	\$ 126,093	3	\$ 108,073	11	\$ 384,056
	Jan-17		Feb-17		Mar-17		2nd Qtr	
	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>
<u>Total Purchase Orders</u>	240	\$ 1,866,761	213	\$ 1,525,304	160	\$ 26,618,823	613	\$ 30,010,888
<u>PO for \$5,000 - \$50,000</u>	20	\$ 307,803	14	\$ 219,796	25	\$ 335,309	59	\$ 862,908
% of Total Purchase Orders	8.33%	16.49%	6.57%	14.41%	15.63%	1.26%	9.62%	2.88%
\$ 5,000 - \$ 25,000	17	\$ 188,053	11	\$ 109,676	19	\$ 213,785	47	\$ 511,514
\$ 25,001 - \$ 50,000	3	\$ 119,750	3	\$ 110,120	6	\$ 121,524	12	\$ 351,394
	Apr-17		May-17		Jun-17		3rd Qtr	
	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>
<u>Total Purchase Orders</u>	221	\$ 16,729,323	219	\$ 522,090	195	\$ 1,338,217	635	\$ 18,589,629
<u>PO for \$5,000 - \$50,000</u>	18	\$ 299,120	15	\$ 342,390	11	\$ 171,930	44	\$ 813,440
% of Total Purchase Orders	8.14%	1.79%	6.85%	65.58%	5.64%	12.85%	6.93%	4.38%
\$ 5,000 - \$ 25,000	14	\$ 145,081	10	\$ 165,848	9	\$ 97,435	33	\$ 408,364
\$ 25,001 - \$ 50,000	4	\$ 154,039	5	\$ 176,543	2	\$ 74,495	11	\$ 405,077
	Jul-17		Aug-17		Sep-17		4th Qtr	
	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>
<u>Total Purchase Orders</u>	192	\$ 436,860	-	\$ -	-	\$ -	192	\$ 436,860
<u>PO for \$5,000 - \$50,000</u>	15	\$ 219,733	-	\$ -	-	\$ -	15	\$ 219,733
% of Total Purchase Orders	7.81%	50.30%	0.00%	0.00%	0.00%	0.00%	7.81%	50.30%
\$ 5,000 - \$ 25,000	13	\$ 144,453	-	\$ -	-	\$ -	13	\$ 144,453
\$ 25,001 - \$ 50,000	2	\$ 75,280	-	\$ -	-	\$ -	2	\$ 75,280

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

Attachment: FY 2017 Monthly Report - July (2170 : Monthly Financial Report for the Period Ending July 31, 2017)

**Mayor and Council**

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



Meeting: 09/18/17 05:45 PM  
Department: Parks, Recreation and  
Facilities  
Category: Presentation  
Department Head: Karl Miller  
DOC ID: 2155

**SCHEDULED  
INFORMATION ITEM (ID  
# 2155)**

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**Item Title:**

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

**Background/Summary:**

Per Ordinance No. 14-035, and the Development and Operating Agreement for Evelyn's Park, Evelyn's Park Conservancy shall present a quarterly report.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

N/A

**City Attorney Review:**

N/A

**Recommendation:**

N/A

**HISTORY:**

09/11/17 Mayor and Council



# CITY OF BELLAIRE TEXAS

## MAYOR AND COUNCIL

JUNE 19, 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.

#### 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 19, 2017. The Regular Session was held in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401-4411.

#### 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.

\*Mayor Pro Tem Reed arrived at 5:30 p.m. and Council Member Pappas arrived at 7:15 p.m.

#### 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

Minutes Acceptance: Minutes of Jun 19, 2017 5:00 PM (Adoption of Minutes:)

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:

<b>Applicant</b>	<b>Area(s) of Interest</b>
Brian Witt	Environmental and Sustainability Board and Parks and Recreation Advisory Board
Amy Gray	Cultural Arts Board; Parks and Recreation Advisory Board; and Evelyn's Park Conservancy Board
Dan R. Collins	Building and Standards Commission
Ralph Cox	Parks and Recreation Advisory Board; Building and Standards Commission; and Planning and Zoning Commission
Robert Rasor	Planning and Zoning Commission; Building and Standards Commission; and Board of Adjustment
Andrew Haut	Planning and Zoning Commission; Board of Adjustment; Building and Standards Commission; Environmental and Sustainability Board; Parks and Recreation Advisory Board; and Evelyn's Park Conservancy Board
Lisa Lim	Evelyn's Park Conservancy Board and Parks and Recreation Advisory Board
Robert Riquelmy	Evelyn's Park Conservancy Board
Ross Gordon	Planning and Zoning Commission; Parks and Recreation Advisory Board; and Board of Adjustment

Applicant Michael W. Tweedy was scheduled to interview with City Council for the Planning and Zoning Commission; however, he was unable to do so due to a work commitment.

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 7:35 p.m. on Monday, June 19, 2017. Mayor Friedberg noted that members of City Council had spent eight hours over the course of three meetings interviewing applicants for various positions on City boards and commissions. He thanked all of the applicants for their willingness to serve the City.

#### **D. Inspirational Reading and/or Invocation - Michael Fife, Council Member.**

**Michael Fife, Council Member**, provided the evening's inspiration. Council Member Fife invited her young entrepreneurial neighbors to attend the City Council Meeting and report on a recent venture involving baking and selling cookies at the cafe located in

Evelyn's Park (The Ivy & James). Lyra Swen, with the help of brother, Rhyder, and support of Dad, Paul, has been baking and selling cookies at The Ivy & James for a nominal fee and donating the proceeds to the World Wildlife Foundation, specifically for Tiger Rescue. The Swens were congratulated for their creativity, initiative, and charitable giving.

**E. Pledges to the Flags - Michael Fife, Council Member.**

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

**I. PUBLIC HEARING (SPECIFIC USE PERMIT)**

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

**Tracy L. Dutton, City Clerk**, read the "Notice of Public Hearing" into the record. She advised that the notice was published in the Southwest News on May 23, 2017, and on the City's official bulletin board on May 24, 2017. Notices (115) were mailed to owners, tenants, and residents within 500 feet of the site of the specific use permit application.

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

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

**C. Presentation:**

Public Hearing on an application and request submitted by Moody Soliman, on behalf of Prestige Automotive, for a specific use permit to allow for the operation of an automobile service station on the property addressed as 5012 Bissonnet Street, Bellaire, Harris County, Texas, in the Corridor Mixed Use Zoning District (CMU) - Submitted by John McDonald, Director of Development Services.

**Mayor Friedberg** briefly introduced the agenda item before City Council and recognized Moody Soliman as the submitter of the application on behalf of Prestige Automotive for a specific use permit to operate an automotive service station at 5012 Bissonnet Street.

**Moody Soliman** advised that he had submitted an application on behalf of Prestige Automotive for a specific use permit for the same type of operation and activities that had been granted to the previous operator at 5012 Bissonnet Street, Volvos Only.

Mr. Soliman indicated that the only difference for this operation would be the acceptance of all makes and models of automobiles for service as opposed to only Volvos. Mr. Soliman also referenced conditions that the office of Development Services had requested related to landscaping and fence repair and noted that those conditions would be met.

**D. Public Comment:**

Mayor Friedberg noted that no one had signed up to speak in the public comment portion of the public hearing, and inquired whether anyone present in the audience wished to do so. Hearing none, Mayor Friedberg continued to Questions from the Mayor and City Council.



**E. Questions from the Mayor and City Council.**

**Mayor Friedberg** opened the floor for questions from the Mayor and City Council. Following questions, Mayor Friedberg announced the close of the public hearing.

**F. Close of the Public Hearing.**

**Mayor Friedberg** announced that the public hearing was closed at 7:53 p.m. on Monday, June 19, 2017. Mayor Friedberg also announced that since the specific use permit was scheduled for final deliberation later this evening, further public comment on the application would not be received.

**G. Adjourn.**

**Mayor Friedberg** announced that the public hearing was adjourned at 7:53 p.m. on Monday, June 19, 2017.

**II. REGULAR MEETING****A. Call to Order - Andrew S. Friedberg, Mayor.**

**Mayor Friedberg** called the Regular Meeting of the City Council of the City of Bellaire, Texas, to order at 7:54 p.m. on Monday, June 19, 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.

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

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

**C. Personal/Audience Comments.**

**Mayor Friedberg** advised that City Council would receive personal and audience comments other than on the subject of the public hearing that was just concluded. It was noted that the time limit for public comments was five (5) minutes, with no extension, and with notice after four (4) minutes that there was one (1) minute left.

**Barbara Jerige:**

Ms. Jerige addressed City Council regarding the agenda item to be considered by City Council later in the evening regarding the installation of a sidewalk connecting Camellia Lane to Evelyn's Park. Ms. Jerige indicated that she did not believe that the proposed

location for the sidewalk would solve pedestrian issues because almost all of the traffic was coming from Newcastle Trail.

Ms. Jerige also indicated that one of the options to be presented by the staff was a crosswalk that would solve the majority of pedestrian issues, in her opinion, and would save the City \$40,000. She asked City Council to vote "no" this evening to a sidewalk that had not been evaluated by a traffic engineer.

**Andrew Jerige:**

Mr. Jerige addressed City Council and thanked the City for removing the debris between Camellia Lane homes and Evelyn's Park. He noted that the fence still needed to move as it was a hazard and people could climb over it to access the rear properties of some of the Camellia Lane homeowners.

With respect to a crosswalk recommended for pedestrian access to Evelyn's Park, Mr. Jerige urged City Council to have that recommendation reviewed by a traffic engineer. Mr. Jerige provided a picture of a crosswalk from the Houston Museum District that could be copied for Evelyn's Park if it were determined that a crosswalk was needed.

In closing, Mr. Jerige urged City Council to conduct a study of vehicle and foot traffic, to install a high wall to block noise and light between Evelyn's Park and Camellia Lane residences, and to ensure that trees surrounding homes were not destroyed as a result of the installation of sidewalks or crosswalks.

**Robert Riquelmy:**

Mr. Riquelmy addressed City Council regarding the donation of a piece of steel cleared from the World Trade Center site (to which he referred as "scrap iron") to the City. He suggested that the City Council should ask why the museum got the piece, why they did not want it anymore, and how much of the cost they were willing to share. In Mr. Riquelmy's opinion, the donation of the scrap iron would cost the City for transportation, foundation work, insurance, and maintenance.

Mr. Riquelmy suggested a time limit on acceptance and an agreement that the museum take the piece back after a set number of years. He closed by stating that the scrap iron was not really appropriate in Bellaire, particularly when it would cost the City money to maintain.

**Kevin Newman:**

Mr. Newman addressed City Council regarding the City's branding project. He expressed concern that the City had spent \$42,000 for someone to tell the City things that were already known or should have been known regarding the City's existing brand.

With respect to Evelyn's Park, Mr. Newman indicated that he lived near and walked the route to Evelyn's Park every day. Based on his observations, no one crossed the street at the proposed crosswalk, which was ten feet away from Bellaire Boulevard. In his opinion, a crosswalk was needed at Acacia Street.

In closing, Mr. Newman personally thanked the residents who applied for the LIFE Board.

**Lynn McBee:**

Ms. McBee addressed City Council regarding the brand audit report. She indicated that the action taken by City Council to work on the branding project was the least thoughtful, responsible action that the elected body had taken in a long time, in her opinion.

### **Written Comments:**

**Mayor Friedberg** summarized written comments received by the City Council.

He noted that seven residents had provided written comments in opposition to agenda item E. 2. c., which was the **Advance Funding Agreement with the Texas Department of Transportation (TxDOT)** as follows:

**Stephanie Goldfield** wrote that her street, Palmetto, flooded from First Street west to South Rice Avenue. She stated that she was opposed to spending \$1,000,000 to aid TxDOT as it did not seem to her to be of any value to residential properties on Elm, Jaquet, First, or Palmetto Streets. She also stated that it was her understanding that the proposal would help industrial and commercial businesses, which were not in the city limits of Bellaire.

**Souyma Regge** wrote that she lived on Jaquet and noted that drainage on the street had improved since the installation of underground storm drains, but the system could not tolerate any additional loading from the north. She expressed her opposition to the proposal.

**Carol Warley** urged City Council to reject the proposal to spend \$1,000,000 on drainage issues outside of the City of Bellaire.

**Bob and Martha Henschen** wrote in opposition to the proposed project. They lived on Jaquet and felt that dedicating \$1,000,000 to that project would make drainage in their area south of Gulfton worse. They urged City Council not to make the drainage better for some areas at the expense of making other areas worse.

**Dr. Stephen Meltzer** wrote that the proposal would likely lead to increased flooding on Elm Street. It was his understanding that the project was actually not within the city limits and would only help commercial property. He concluded that he was strongly opposed to the project.

**Barbara Meltzer** concurred with Dr. Stephen Meltzer. She additionally stated that commercial properties generated millions of dollars from revenues in taxes and felt those properties should be assessed to fix the drainage problem they had exasperated.

**Karin West** urged City Council to reject the proposal to send \$1,000,000 to TxDOT to fund the drainage project, noting that she lived on Wedgewood Drive. She stated that the City needed to fund projects that would address flooding in that residential area.

**Mayor Friedberg** advised that two other writers provided comments with respect to **flooding in general** as follows:

**Eunice Chen** expressed concern with flooding at First Street. She advised that during heavy rain, the streets at First, Palmetto, and Elm flooded easily and asked that City Council work to improve the drainage in that area and eliminate the flooding problem.

**Dave and Vareen Cunningham** asked why Bellaire's investments had made their flooding worse. They asked City Council to correlate how future investments would

reverse that trend.

**Mayor Friedberg** next referred to written comments received on agenda item E. 3., which concerned **proposed pedestrian safety improvements in the Evelyn's Park** area as follows:

**Rhonda and Bill Glick** expressed concern for pedestrian safety to and from Evelyn's Park. They supported whatever it took, such as a study in that endeavor, and thanked City Council for making Evelyn's Park a reality as it was an asset to the community.

**Terri Smith** expressed concern regarding pedestrian safety and stated that the mentality in Bellaire was a knee jerk reaction without a comprehensive study or understanding of pedestrian and automotive changes and traffic patterns. She urged City Council to spend \$12,000 for a study to do what was best for the community, concluding that public safety was important for all residents.

**Mayor Friedberg** advised that he had concluded his summary of written comments and noted that complete copies were distributed to members of City Council for their consideration and were included in the official record of the meeting.

#### **D. 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 19, 2017, to members of the City Council.

At the completion 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 continued to the next report on the agenda.

2. Report and presentation from the Charter Review Commission of the City of Bellaire, Texas ("CRC"), and possible direction regarding next steps - Submitted by Alan P. Petrov, City Attorney and Staff Liaison to the CRC; Presentation by Alan P. Petrov and Neil Verma, Chair of the CRC.

Following the reading by **Mayor Friedberg** of the agenda caption, a motion to suspend the Rules of Procedure of the City Council was offered by Mayor Pro Tem Roman F. Reed.

#### **Motion to Suspend Rules:**

**To suspend the Rules of Procedure and move ahead on the agenda to items E. 2. d. through k. and item E. 3.**

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

Prior to taking action on the motion, **Mayor Friedberg** advised that a "motion to suspend the rules" was not debatable or amendable and required a two-thirds vote in favor to carry (i.e., five of seven would need to vote in favor).

<b>RESULT:</b>	<b>FAILED [2 TO 3 TO 2]</b>
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<b>MOVER:</b>	Roman F. Reed, Mayor Pro Tem
<b>SECONDER:</b>	Pat B. McLaughlan, Council Member
<b>AYES:</b>	Reed, McLaughlan
<b>NAYS:</b>	Friedberg, Fife, Montague
<b>ABSTAIN:</b>	Pollard, Pappas
<b>ABSENT:</b>	None

**Council Member David R. Montague** noted that the paper copy of the agenda packet did not contain a copy of the Charter Review Commission report. However, the report was included and available in the online version of the packet and the public had an opportunity to review it prior to the evening's meeting.

After ensuring that members of City Council were comfortable with moving forward and receiving the report, **Mayor Friedberg** introduced City Attorney Alan P. Petrov and the Chair of the Charter Review Commission, Neil Verma, to present the report.

**Alan P. Petrov, City Attorney**, advised that Bellaire, as a home rule city, adopted its first Charter in 1949. The Charter was periodically amended, with the last amendment having occurred in 2006. He advised that last November, the City Council adopted an ordinance appointing a Charter Review Commission ("Commission") to take a look at the Charter to see if anything needed to be updated. Members appointed to the Commission included Neil Verma, Jill Almaguer, Jim Avioli, Doug Christians, and Aaron Swerdlin.

City Attorney Petrov advised that the Commission was given a charge to conduct an independent review of the Charter and report to City Council any proposed amendments meeting one of several objectives, as outlined in the ordinance establishing the Commission. City Attorney Petrov indicated that he acted as Staff Liaison; Council Member Trisha S. Pollard acted as the Council Liaison; and Charles E. Zech, Partner with Denton Navarro Rocha Bernal Hyde & Zech, P.C., acted as the Facilitator.

City Attorney Petrov introduced Neil Verma, Chair of the Commission, to provide an overview of the specifics contained within the report.

**Neil Verma, Chair**, advised that the first two pages of the report consisted of a summary of the 42 edits that the Commission suggested the City make to the Charter. The next 24 pages contained the changes out of context from the full Charter, along with narratives as to why the changes were made. The final 60 pages consisted of a redlined version of the full Charter and a clean version of the full Charter including the proposed changes.

Chair Verma continued by highlighting the 12 amendments that the Commission deemed to be the most significant edits. Those amendments related to liability of the City (Article I, Section 5); compensation of members of the City Council (Article II, Section 3); vacancies in Council (Article II, Section 6); Municipal Court (Article II, Section 14); Council to be judge of qualifications of its members (Article II, Section 16); City Manager powers and duties (Article III, Section 2); power to incur indebtedness by issuing bonds, warrants and notes (Article VI, Section 1); power of initiative (Article X, Section 1); power of referendum (Article X, Section 2); recall petitions (Article X, Section 14); Special Election if Council failed to follow a referendum or an initiative (Article X, Section 8); and personal

interest (Article XII, Section 2).

**Mayor Friedberg** opened the floor for questions and comments.

Following questions, **City Attorney Petrov** reviewed next steps with City Council. He suggested that he return to City Council at their July 17th meeting with a draft of the language that would appear on the ballot for the recommended amendments. He noted that although there were 42 edits, many of the edits could be combined into one ballot proposition. It was also noted that City Council could take action that evening on the propositions that they wished to see on the ballot.

**Mayor Friedberg** thanked the Commission for their hard work and diligence.

3. Presentation of phase one, brand audit report, of the City of Bellaire Brand Identity Project - Submitted by Cheryl Bright, Assistant Director of Parks, Recreation and Facilities; Presentation by Allyson Lack of Principle Design.

Following the reading by **Mayor Friedberg** of the agenda caption, a motion to postpone the item until a later date was offered by Mayor Pro Tem Roman F. Reed.

**Motion to Postpone:**

**To postpone the presentation of the brand audit report for the City until the next meeting of City Council scheduled on July 10, 2017.**

**{Moved by Roman F. Reed, Mayor Pro Tem}**

**Motion failed due to the lack of a second.**

**Cheryl Bright, Assistant Director of Parks, Recreation and Facilities**, introduced Allyson Lack, Creative Director of The Principle Design Group, to present a summary of the brand audit her group performed for the City.

**Allyson Lack, Creative Director, The Principle Design Group**, reviewed documentation gathered by her firm during the brand audit. Following the review, she noted that the next step in the branding process included using the data gathered as a road map to begin a creative vision for verbal and visual articulation.

Following the presentation, **Mayor Friedberg** opened the floor for questions and comments, then continued to the next item on the agenda.

**E. New Business:**

**1. Adoption of Minutes:**

Consideration of and possible action on the adoption of the minutes of the Regular and Special (Workshop) Sessions of the City Council of the City of Bellaire, Texas, held on Monday, May 1, 2017, and Thursday, May 4, 2017 - Submitted by Tracy L. Dutton, City Clerk.

- a. Mayor and Council - Regular Session - May 1, 2017 6:00 PM

**Mayor Friedberg** asked members of City Council if there were any corrections to the minutes as presented. Hearing none, he announced that

the minutes were adopted as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

- b. Mayor and Council - Special Session (Workshop) - May 4, 2017 8:30 AM

**Mayor Friedberg** asked members of City Council if there were any corrections to the minutes as presented. Hearing none, he announced that the minutes were adopted as presented.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

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

- a. Consideration of and possible action on the adoption of a resolution of the City Council of the City of Bellaire, Texas, accepting a donation from the Board of Trustees of the Houston Fire Museum, Inc., of a piece of steel cleared from the World Trade Center site to be utilized by the City of Bellaire. A value for this donation has not been determined due to its origination and circumstances - Submitted by Diane K. White, Assistant City Manager.

**Diane K. White, Assistant City Manager ("ACM")**, introduced the agenda item, which was a request for City Council's acceptance of a donation from the Houston Fire Museum of an official certified piece of steel from Ground Zero that was obtained by the Rubenstein Family as a part of their business, Texas Pipe & Supply. It was noted that the steel had been stored at the Rubenstein's business location for approximately ten years.

**Mayor Friedberg** opened the floor for questions regarding the agenda item. Following questions, Mayor Friedberg called for a motion to begin deliberation.

### Motion:

**To adopt the resolution as presented accepting a donation from the Board of Trustees of the Houston Fire Museum of a piece of World Trade Center steel.**

**{Moved by David R. Montague, Council Member, and seconded by Gus E. Pappas, Council Member}**

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



<b>RESULT:</b>	<b>ADOPTED [5 TO 2]</b>
<b>MOVER:</b>	David R. Montague, Council Member
<b>SECONDER:</b>	Gus E. Pappas, Council Member
<b>AYES:</b>	Friedberg, Pollard, Pappas, Fife, Montague
<b>NAYS:</b>	Reed, McLaughlan

- b. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, granting Specific Use Permit S-87 to Prestige Automotive to allow for the operation of an automobile service station on the property addressed as 5012 Bissonnet Street, Bellaire, Harris County, Texas, in the Corridor Mixed Use Zoning District (CMU) - Submitted by John McDonald, Director of Development Services.

**Mayor Friedberg** introduced the agenda item and called for a motion adopting the ordinance granting Specific Use Permit S-87 as presented.

**Motion:**

**To adopt the ordinance granting Specific Use Permit S-87 as presented.**

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

**Amendment:**

**Mayor Friedberg** referenced a few scrivener's errors to be addressed in the preamble and first recital, paragraph 2. Those corrections included a change in the name of the applicant from "Prestige Automobile" to "Prestige Automotive," and a change in the address of the business from "5102 Bissonnet" to "5012 Bissonnet."

**Hearing no objections from City Council, Mayor Friedberg indicated that the motion was amended to include those corrections by general consent.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	David R. Montague, Council Member
<b>SECONDER:</b>	Michael Fife, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

- c. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the Mayor of the City of Bellaire, Texas, to execute, for and on behalf of the City of Bellaire, Texas, an Advance Funding Agreement for Voluntary Local Government Contributions to Transportation Improvement Projects with No Required Match - On System with the State of Texas, acting by and through the Texas Department of Transportation (TxDOT), for drainage improvements consisting of the extension of a box culvert located along the IH 610 Southbound Frontage Road just south of Westpark Drive to Glenmont Drive in the amount of \$1,000,000.00 - Submitted by Michael Leech, Director of Public Works.



**Michael Leech, Director of Public Works**, introduced the agenda item before City Council. He noted that in September of 2016, the City Council received a report from ARKK Engineers, LLC ("ARKK"), containing a series of strategic recommendations for drainage improvements throughout the community. The cost of these improvements ranged from \$30 million to \$86 million.

He continued and advised that the ARKK engineering report indicated that a substantial amount of funding needed to be invested in improvements along the Interstate Highway 610 corridor. It was also noted that the current drainage system along Interstate Highway 610 was too small and could not handle a two-year storm.

The Texas Department of Transportation (TxDOT) provided a proposal to the City that would improve the system through the installation of a 10' X 8' box culvert to provide storm water storage and restrict flow. The location of the culvert was noted to be between Westpark Drive and Glenmont Drive.

Director Leech advised that the City would see a localized drainage improvement consisting of less frequent street ponding and likely less frequent structural flooding, as well as improved detention in the northernmost area of the City as a result of the proposal. Director Leech cautioned that this proposal represented a small component of the overall picture of improvements for the corridor and would not address all of the drainage issues and challenges the City had throughout the community.

The proposed improvements were estimated to cost \$3,000,000.00, of which TxDOT would fund \$2,000,000.00 plus cover any overages. The agenda item before City Council consisted of a request to partner with TxDOT to make the improvements set forth in their proposal at a cost to the City of Bellaire of \$1,000,000.00.

**Mayor Friedberg** called for a motion to adopt the ordinance authorizing the execution of the Advance Funding Agreement as presented in the amount of \$1,000,000.00.

**Motion:**

**To adopt the ordinance authorizing the execution of the Advance Funding Agreement as presented in the amount of \$1,000,000.00.**

**{Moved by Trisha S. Pollard, Council Member, and seconded by Gus E. Pappas, Council Member}**

**Mayor Friedberg** opened the floor for questions of Director Leech and City Engineer James Andrews of ARKK.

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

<b>RESULT:</b>	<b>ADOPTED [5 TO 2]</b>
<b>MOVER:</b>	Trisha S. Pollard, Council Member
<b>SECONDER:</b>	Gus E. Pappas, Council Member
<b>AYES:</b>	Friedberg, Pollard, Pappas, Fife, Montague
<b>NAYS:</b>	Reed, McLaughlan

- d. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing three (3) members to the Board of Adjustment of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2017, and ending on June 30, 2019 - Submitted by Tracy L. Dutton, City Clerk.

**Motion to Suspend Rules:**

**To suspend the Rules of Procedure of the City Council to take up agenda item E. 3. prior to the board and commission appointments.**

**{Moved by Andrew S. Friedberg, Mayor, and seconded by Michael Fife, Council Member}**

Prior to taking action on the motion, **Mayor Friedberg** advised that a "motion to suspend the rules" was not debatable or amendable and required a two-thirds vote in favor to carry (i.e., five of seven would need to vote in favor).

<b>RESULT:</b>	<b>FAILED [4 TO 3]</b>
<b>MOVER:</b>	Andrew S. Friedberg, Mayor
<b>SECONDER:</b>	Michael Fife, Council Member
<b>AYES:</b>	Friedberg, Pappas, Fife, Montague
<b>NAYS:</b>	Reed, Pollard, McLaughlan
<b>ABSENT:</b>	None

**Mayor Friedberg** introduced the agenda item before the City Council. He advised that there were currently three (3) openings on the Board of Adjustment of the City of Bellaire, Texas ("BOA").

Ballots were distributed by the City Clerk to members of the City Council for purposes of making a selection of three (3) applicants to fill the openings on the BOA for terms commencing on July 1, 2017, and ending on June 30, 2019. The ballots were tallied by the City Clerk, and the results were read into the record by Mayor Friedberg as follows:

**Ross Gordon** received one (1) vote (Friedberg);

**L. Timothy McKone** received six (6) votes (Friedberg, Reed, Pollard, Pappas, Fife, Montague);

**Shampa Mukerji** received one (1) vote (McLaughlan);

**Bharat Raval** received six (6) votes (Reed, Pollard, Pappas, Fife, McLaughlan, Montague); and

**Samir Sinha** received seven (7) votes (Friedberg, Reed, Pollard, Pappas, Fife, McLaughlan, Montague).

**Mayor Friedberg** announced that Tim McKone, Bharat Raval, and Samir Sinha had received the requisite number of votes for appointment, and entertained a motion to adopt an ordinance appointing the selected applicants to the BOA.

**Motion:**

**To adopt an ordinance in the form presented appointing to the Board of Adjustment: Tim McKone, Bharat Raval, and Samir Sinha.**

**{Moved by Gus E. Pappas, Council Member, and seconded by Trisha S. Pollard, Council Member}**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gus E. Pappas, Council Member
<b>SECONDER:</b>	Trisha S. Pollard, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

- e. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing three (3) members to the Building and Standards Commission of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2017, and ending on June 30, 2019 - Submitted by Tracy L. Dutton, City Clerk.

**Mayor Friedberg** introduced the agenda item before the City Council. He advised that there were currently three (3) openings on the Building and Standards Commission of the City of Bellaire, Texas ("BSC").

Ballots were distributed by the City Clerk to members of the City Council for purposes of making a selection of three (3) applicants to fill the openings on the BSC for terms commencing on July 1, 2017, and ending on June 30, 2019. The ballots were tallied by the City Clerk, and the results read into the record by Mayor Friedberg as follows:

**Dan R. Collins** received five (5) votes (Friedberg, Reed, Pollard, Pappas, Fife);

**Ralph Cox** received two (2) votes (McLaughlan and Montague);

**Christina Stone** received seven (7) votes (Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague); and

**Laura Thurmond** received seven (7) votes (Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague).

Mayor Friedberg announced that Dan R. Collins, Christina Stone, and Laura Thurmond had received the requisite number of votes for appointment, and entertained a motion to adopt an ordinance appointing the selected applicants to the BSC.

**Motion:**

**To adopt an ordinance in the form presented appointing to the Building and Standards Commission: Dan R. Collins, Christina Stone, and Laura Thurmond.**

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

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

- f. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing three (3) members to the Cultural Arts Board of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2017, and ending on June 30, 2019 - Submitted by Tracy L. Dutton, City Clerk.

**Mayor Friedberg** introduced the agenda item before the City Council. He advised that there were currently three (3) openings on the Cultural Arts Board for the City of Bellaire, Texas ("CAB").

Ballots were distributed by the City Clerk to members of the City Council for purposes of making a selection of three (3) applicants to fill the openings on the CAB for terms commencing on July 1, 2017, and ending on June 30, 2019. The ballots were tallied by the City Clerk, and the results read into the record by Mayor Friedberg as follows:

**Pam Ellis** received one (1) vote (Reed);

**Sonu Mathew** received three (3) votes (Reed, Pappas, McLaughlan);

**Shampa Mukerji** received four (4) votes (Friedberg, Pollard, Fife, Montague);

**Jeanne Parker** received seven (7) votes (Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague); and

**Andrew Williamson** received six (6) votes (Friedberg, Pollard, Pappas, McLaughlan, Fife, Montague).

**Mayor Friedberg** announced that Shampa Mukerji, Jeanne Parker, and Andrew Williamson had received the requisite number of votes for appointment, and entertained a motion to adopt an ordinance appointing the selected applicants to the CAB.

**Motion:**

**To adopt an ordinance in the form presented appointing to the Cultural Arts Board: Shampa Mukerji, Jeanne Parker, and Andrew Williamson.**

**{Moved by Michael Fife, Council Member, and seconded by Trisha S. Pollard, Council Member}**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fife, Council Member
<b>SECONDER:</b>	Trisha S. Pollard, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

- g. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing four (4) members to the Environmental and Sustainability Board of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2017, and ending on June 30, 2019 - Submitted by Tracy L. Dutton, City Clerk.

**Mayor Friedberg** introduced the agenda item before the City Council. He advised that there were currently four (4) openings on the Environmental and Sustainability Board of the City of Bellaire, Texas ("ESB").

Ballots were distributed by the City Clerk to members of the City Council for purposes of making a selection of four (4) applicants to fill the openings on the ESB for terms commencing on July 1, 2017, and ending on June 30, 2019. The ballots were tallied by the City Clerk, and the results were read into the record by Mayor Friedberg as follows:

**Ritwick Agrawal** received five (5) votes (Reed, Pappas, McLaughlan, Fife, Montague);

**Tania Campbell** received three (3) votes (Friedberg, Fife, Montague);

**Michelle Mastin** received seven (7) votes (Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague);

**Jonathan Palmer** received four (4) votes (Friedberg, Reed, Pollard, McLaughlan);

**Liz Rich** received three (3) votes (Friedberg, Pollard, Pappas); and

**Brian Witt** received six (6) votes (Reed, Pollard, Pappas, McLaughlan, Fife, Montague).

**Mayor Friedberg** announced that Ritwick Agrawal, Michelle Mastin, Jonathan Palmer, and Brian Witt had received the requisite number of votes for appointment, and entertained a motion to adopt an ordinance appointing the selected applicants to the ESB.

**Motion:**

**To adopt an ordinance in the form presented appointing to the ESB: Ritwick Agrawal, Michelle Mastin, Jonathan Palmer, and Brian Witt.**

**{Moved by Roman F. Reed, Mayor Pro Tem, and seconded jointly by Trisha S. Pollard and Gus E. Pappas, Council Members}**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Roman F. Reed, Mayor Pro Tem
<b>SECONDER:</b>	Trisha S. Pollard, Gus E. Pappas
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

- h. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, designating two (2) members to serve on the Evelyn's Park Conservancy Board as the City's representatives for a term of two (2) years commencing on July 1, 2017, and ending on June 30, 2019 - Submitted by Tracy L. Dutton, City Clerk.

**Mayor Friedberg** introduced the agenda item before the City Council. He advised that there were currently two (2) openings on the Evelyn's Park Conservancy Board ("EPCB").

Ballots were distributed by the City Clerk to members of the City Council for purposes of making a selection of two (2) applicants to fill the openings on the EPCB for terms commencing on July 1, 2017, and ending on June 30, 2019. The ballots were tallied by the City Clerk, and the results were read into the record by Mayor Friedberg as follows:

**Terry Leavitt-Chavez** received four (4) votes (Friedberg, Reed, Pappas, McLaughlan);

**Lisa Lim** received one (1) vote (McLaughlan);

**Jonathan Palmer** received one (1) vote (Pappas);

**Charles Platt** received three (3) votes (Pollard, Fife, Montague); and

**Brad Sondock** received five (5) votes (Friedberg, Reed, Pollard, Fife, Montague).

**Mayor Friedberg** announced that Terry Leavitt-Chavez and Brad Sondock received the requisite number of votes for appointment as the City's representatives to the EPCB, and entertained a motion to adopt an ordinance designating the selected applicants to the EPCB.

**Motion:**

**To adopt an ordinance in the form presented designating Terry Leavitt-Chavez and Brad Sondock to serve as the City's representatives on the Evelyn's Park Conservancy Board.**

**{Moved by Roman F. Reed, Mayor Pro Tem, and seconded by Andrew S. Friedberg, Mayor}**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Roman F. Reed, Mayor Pro Tem
<b>SECONDER:</b>	Andrew S. Friedberg, Mayor
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

- i. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing four (4) members to the L.I.F.E. Advisory Board of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2017, and ending on June 30, 2019 - Tracy L. Dutton, City Clerk.

**Mayor Friedberg** introduced the agenda item before the City Council. He advised that there were currently four (4) openings on the L.I.F.E. Advisory Board ("LIFE") and noted that of the five (5) interested candidates, two (2) had already been appointed to a different board. Mayor Friedberg suggested that City Council appoint by acclamation the three remaining applicants: Connie Eicher, Roberta Murray, and Patricia J. Parrack, leaving one vacancy.

Mayor Friedberg asked if there were any objection to recognizing by acclamation the appointment of the three referenced members. Noting no objection, he called for a motion adopting an ordinance in the form presented appointing Connie Eicher, Roberta Murray, and Patricia J. Parrack to LIFE.

**Motion:**

**To adopt an ordinance in the form presented appointing Connie Eicher, Roberta Murray, and Patricia J. Parrack to the L.I.F.E. Advisory Board.**

**{Moved by Roman F. Reed, Mayor Pro Tem, and seconded by Michael Fife, Council Member}**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Roman F. Reed, Mayor Pro Tem
<b>SECONDER:</b>	Michael Fife, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

- j. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing four (4) members to the Parks and Recreation Advisory Board of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2017, and ending on June 30, 2019 - Submitted by Tracy L. Dutton, City Clerk.

**Mayor Friedberg** introduced the agenda item before the City Council. He advised that there were currently four (4) openings on the Parks and Recreation Advisory Board of the City of Bellaire, Texas ("PRAB").

Ballots were distributed by the City Clerk to members of the City Council for purposes of making a selection of four (4) applicants to fill the openings on the PRAB for terms commencing on July 1, 2017, and ending on June 30, 2019. The ballots were tallied by the City Clerk, and the results read into the



record by Mayor Friedberg as follows:

**Tania Campbell** received two (2) votes (Reed and Fife);

**Ralph Cox** received four (4) votes (Reed, Pollard, Pappas, McLaughlan);

**Joan Gee** received five (5) votes (Friedberg, Pollard, McLaughlan, Fife, Montague);

**Ross Gordon** received one (1) vote (Reed);

**Denise Leisten** received five (5) votes (Friedberg, Pollard, Pappas, Fife, Montague);

**Lisa Lim** received four (4) votes (Friedberg, Reed, Fife, Montague); and

**Liz Rich** received two (2) votes (Pappas and McLaughlan);

**Kevin Sisk** received five (5) votes (Friedberg, Pollard, Pappas, McLaughlan, Montague).

Mayor Friedberg announced that Joan Gee, Denise Leisten, and Kevin Sisk had received five (5) votes. Ralph Cox and Lisa Lim received four (4) votes. It was noted that a runoff vote needed to occur for the final slot between Ralph Cox and Lisa Lim.

Mayor Pro Tem Reed suggested taking a voice vote and cast his vote for Ralph Cox.

Council Member Pollard cast her vote for Ralph Cox.

Council Member Pappas cast his vote for Ralph Cox.

Mayor Friedberg cast his vote for Lisa Lim.

Council Member McLaughlan cast his vote for Ralph Cox.

Council Member Fife cast her vote for Lisa Lim.

Council Member Montague cast his vote for Lisa Lim.

Mayor Friedberg indicated that the final tally was four (4) votes for Ralph Cox and three (3) votes for Lisa Lim. He then entertained a motion to adopt an ordinance in the form presented appointing Ralph Cox, Joan Gee, Denise Leisten, and Kevin Sisk to the PRAB.

**Motion:**

**To adopt an ordinance in the form presented appointing Ralph Cox, Joan Gee, Denise Leisten, and Kevin Sisk to the Parks and Recreation Advisory Board of the City of Bellaire, Texas.**

**{Moved by David Montague, Council Member, and seconded by Roman F. Reed, Mayor Pro Tem}**



<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	David R. Montague, Council Member
<b>SECONDER:</b>	Roman F. Reed, Mayor Pro Tem
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

- k. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing three (3) members to the Planning and Zoning Commission of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2017, and ending on June 30, 2019 - Submitted by Tracy L. Dutton, City Clerk.

**Mayor Friedberg** introduced the agenda item before the City Council. He advised that there were currently three (3) openings on the Planning and Zoning Commission of the City of Bellaire, Texas ("PZC").

Ballots were distributed by the City Clerk to members of the City Council for purposes of making a selection of three (3) applicants to fill the openings on the PZC for terms commencing on July 1, 2017, and ending on June 30, 2019. The ballots were tallied by the City Clerk, and the results read into the record by Mayor Friedberg as follows:

**Kjersti Aagaard** received one (1) vote (McLaughlan);

**Michael C. Baker** received three (3) votes (Friedberg, Reed, Pappas);

**Ross Gordon** received five (5) votes (Reed, Pollard, McLaughlan, Fife, Montague);

**Jonathan Saikin** received seven (7) votes (Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague); and

**Weldon Taylor** received five (5) votes (Friedberg, Pollard, Pappas, Fife, Montague).

**Mayor Friedberg** indicated that Jonathan Saikin, Ross Gordon, and Weldon Taylor received the requisite number of votes for appointment, and entertained a motion to adopt an ordinance in the form presented appointing Ross Gordon, Jonathan Saikin, and Weldon Taylor to the PZC.

**Motion:**

**To adopt an ordinance in the form presented appointing Ross Gordon, Jonathan Saikin, and Weldon Taylor to the Planning and Zoning Commission of the City of Bellaire, Texas.**

**{Moved by Michael Fife, Council Member, and seconded by Trisha S. Pollard, Council Member}**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fife, Council Member
<b>SECONDER:</b>	Trisha S. Pollard, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

### 3. Item for Individual Consideration:

Consideration of and possible action on options for pedestrian safety improvements in the Evelyn's Park area – Requested by City Council and submitted by Michael Leech, Director of Public Works.

After reading the caption, **Mayor Friedberg** advised that Mrs. Jerige had brought to his attention a written comment that had been received by members of City Council at approximately 8:00 a.m. on June 19, 2017, from Marilyn Evans, a resident at the corner of Camellia Lane and Newcastle Drive on the north side, but which had not been included in the written comment packet. Ms. Evans indicated that she was opposed to the crosswalk and proposed new sidewalk at the corner where she resided. She felt that it was not necessary, a waste of money, and would cause a new safety hazard. Additionally, Ms. Evans expressed concern that several mature oak trees would be destroyed as well. In conclusion, Ms. Evans stated that if anything at all was necessary it was new signage along the existing walkway directing and instructing people to enter the park at the corner of Newcastle Street and Bellaire Boulevard.

**Mayor Friedberg** recognized Public Works Director Michael Leech to introduce the agenda item.

**Michael Leech, Director of Public Works**, introduced the agenda item before City Council. He noted that after a previous City Manager's Report, City Council had asked staff to come back on May 15<sup>th</sup> with a plan to look at a sidewalk along Newcastle Drive as it approached Evelyn's Park. Staff presented a plan that evening and received direction to revisit the recommendation, gather more information, and consider some other options.

Three options were presented:

Option 1 was to install the sidewalk and crosswalk as proposed on May 15, 2017;

Option 2 was to contract with a traffic engineering firm to study the area and provide recommendations; and

Option 3 was to do nothing.

Director Leech advised that staff was recommending Option 1. He also provided an overview of signal improvements to be made at the intersection of Bellaire Boulevard and Newcastle Drive.

At the conclusion of the presentation, **Mayor Friedberg** opened the floor for questions and noted that motions were also in order.

#### **Motion:**

Minutes Acceptance: Minutes of Jun 19, 2017 5:00 PM (Adoption of Minutes:)

**To accept Option 1 as proposed by staff to City Council on May 15, 2017.**

**{Moved by Roman F. Reed, Mayor Pro Tem}**

**Motion failed due to the lack of a second.**

Mayor Friedberg moved to postpone the item indefinitely.

**Motion:**

**To postpone the matter indefinitely.**

**{Moved by Andrew S. Friedberg, Mayor, and seconded by David R. Montague, Council Member}**

As maker of the motion, **Mayor Friedberg** advised that at the last Council meeting in rejecting permit parking by a 4-3 vote, several Council Members stated that the City should give it some time, and that they would be open to revisiting the issue in the future. It seemed that the same argument would apply in this instance. Mayor Friedberg advised that he would like to see how this played out before immediately moving to take other action on the matter.

Discussion ensued on the motion on the floor. Following discussion, Mayor Friedberg called for action on the motion.

<b>RESULT:</b>	<b>ADOPTED [6 TO 1]</b>
<b>MOVER:</b>	Andrew S. Friedberg, Mayor
<b>SECONDER:</b>	David R. Montague, Council Member
<b>AYES:</b>	Friedberg, Pollard, Pappas, McLaughlan, Fife, Montague
<b>NAYS:</b>	Reed

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

Community interest items from the Mayor and City Council included expressions of appreciation and best wishes to John McDonald on his retirement and new position as director of development services in another city; expressions of thanks to outgoing, long-standing members of City boards and commissions; expressions of thanks to Chief Holloway for the recent Bellaire Police Department Open House event; expressions of thanks to staff for beautification efforts in rights-of-way; and expressions of appreciation to the Friends of the Bellaire Library for the new wrap installed on the Bellaire City Library book return.

**G. Adjourn.**

**Mayor Friedberg** announced that the Regular Session of the City Council of the City of Bellaire, Texas, was adjourned at 12:34 a.m. on Tuesday, June 20, 2017.

Minutes Acceptance: Minutes of Jun 19, 2017 5:00 PM (Adoption of Minutes:)



# CITY OF BELLAIRE TEXAS

## MAYOR AND COUNCIL

JULY 17, 2017

Council Chamber

Regular Session

7:00 PM

7008 S. RICE AVENUE  
BELLAIRE, TX 77401

### REGULAR SESSION - 7:00 P.M.

#### 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 7:00 p.m. on Monday, July 17, 2017. The Regular Session was held in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

#### 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	Absent
Pat B. McLaughlan	Council Member	Present*
Michael Fife	Council Member	Present
David R. Montague	Council Member	Present

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

\*Council Member Pat B. McLaughlan arrived shortly after the meeting was called to order.

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

**Roman F. Reed, Mayor Pro Tem**, provided the inspirational reading for the evening.

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

**Mayor Pro Tem Reed** led the members of the City Council and the audience in the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

#### E. Personal/Audience Comments.

##### Mitchell Pilot:

Mr. Pilot addressed City Council regarding the 5100 block of Linden Street and the

Minutes Acceptance: Minutes of Jul 17, 2017 7:00 PM (Adoption of Minutes:)

proposed driveway curb cut in and out of the Shears Company's 221 car parking garage. He noted that in April of 2017, a Traffic Impact Analysis ("TIA") was prepared for Shears Company and submitted to the City of Bellaire. Mr. Pilot read a portion of the conclusion on page 9 of the TIA as follows: "critical intersections within the immediate vicinity of the proposed development will continue to operate at the same level of services. There will be an insignificant increase in the anticipated traffic from that of existing land use." Mr. Pilot stated that pages 17 and 19 of the TIA depicted a diagram of the proposed development with street level parking and no parking garage. He asked if it were possible that the proposed driveway and curb cut would have more of an impact on Linden Street than was originally calculated. He also asked if it were possible that the intersection of Linden Street and South Rice Avenue might not function as well as was calculated.

Mr. Pilot urged City Council to order a new TIA using the correct site plan (i.e., a plan showing the 221 car parking garage). Mr. Pilot advised that he was submitting to City Council selected pages of the 104-page TIA and the current site plan to City Council for comparison. Mr. Pilot also asked that his remarks be considered as part of the written record of the meeting.

Secondly, Mr. Pilot indicated that he was alarmed by the City's response last week to the monthly financial report. It was stated that 85% of Bellaire's tax revenue came from residential properties; however, the City, branded as the "City of Homes," would like to see that percentage at 75%. He expressed concern that more high value commercial development was coming to Bellaire and that residents might not get a "fair shake."

**James P. Avioli, Sr.:**

Mr. Avioli addressed City Council regarding the agenda item that dealt with recommendations from the Charter Review Commission, of which he was a member. The last page of the agenda statement referred to an additional recommendation for City Council's consideration that would increase the Mayor's term of office from the existing two-year term to a four-year term to be consistent with the existing four-year terms of the City Council members.

Mr. Avioli advised that the additional recommendation was not discussed or approved by the Charter Review Commission. He stated that he would like to know the origination of the proposal and asked City Council to carefully deliberate the recommendation.

**Neil Verma:**

Mr. Verma indicated that he was present to speak on the same topic as Mr. Avioli. He was also interested in finding out where the referenced recommendation came from and encouraged City Council to have a full, robust discussion on the source and purpose of the recommendation.

Mr. Verma noted, also, that the recommendation was beyond the charge given to the Charter Review Commission.

**Lynn McBee:**

Ms. McBee addressed City Council regarding the budget and stated that it was an interesting, well put together document.

Aside from the budget, Ms. McBee also noticed the additional recommendation included for consideration as a Charter amendment. She indicated that the Charter of the City of

Bellaire, Texas, began in 1949 when Bellaire became a home rule city. The Charter was subsequently amended five more times after that through the current iteration. Ms. McBee advised that she remembered many of the amendments.

Of particular interest to Ms. McBee was a previous long discussion that occurred when a change was made to the term of the members of City Council and the term of the Mayor. The primary purpose was to reflect the community's interest in being able to elect a quorum at one time at a City election--three members of City Council and the Mayor. In order to increase the term of the City Council members to four years, a cut had to be made in the Mayor's term to allow four seats up each time a Council was elected. This gave the community the greatest possible "power" over who represented them.

Secondly, Ms. McBee referred to an item at the end of the agenda related to the creation of three or less members of City Council to serve on a new committee to review and recommend changes to the board and commission application and interview process. She agreed that such a review was a good idea and encouraged those appointed to the committee to conduct their business in an open meeting.

### **Jill Almaguer:**

Ms. Almaguer addressed City Council and noted that she had the privilege of serving with Chair Neil Verma and Commissioner Avioli on the Charter Review Commission. She reaffirmed what both had mentioned previously regarding the new recommended proposition. The idea of a four-year term for the Mayor was not discussed by the Charter Review Commission.

Ms. Almaguer also took an opportunity to thank citizens and members of City Council that attended the Commission meetings for their historical perspectives.

### **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.

**Paul A. Hofmann, City Manager**, presented the City Manager's Report dated July 17, 2017, to members of the City Council.

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

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.

**Henry Owen, Executive Director of The Nature Discovery Center**, thanked the City for bond funds provided to The Nature Discovery Center and reported on recent improvements made at Russ Pitman Park utilizing those funds.

Executive Director Owen indicated that the City of Bellaire bonds in the amount of \$500,000 were the catalyst that got The Nature Discovery Center going and dreaming about what could be done with Russ Pitman Park and the Henshaw House. The bond funds, other funds raised by The Nature Discovery Center, and

funds from foundations totaling \$1.5 million, provided for the biggest renovation project in The Nature Discovery Center's history, other than the original acquisition of the Henshaw House 30 years ago.

Pictures were shown to members of the City Council, which included building improvements, nature park transformations (i.e., cypress pond restoration, boardwalk, and wildlife observation bench), custom interpretive signage for habitat zones, and park pathways.

In closing, Director Owen invited everyone to come by and tour The Nature Discovery Center.

**Mayor Friedberg** congratulated Director Owen, The Nature Discovery Center Board, and all the volunteers who participated in making the wonderful improvements at Russ Pitman Park and encouraged everyone to visit 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.

**City Manager Hofmann** began by recognizing Public Works employees who had attended the City Council meeting at the encouragement of Public Works Director Michael Leech as follows: Greg Bailey (Wastewater Plant Operator); Horace Gulley (Streets/Traffic Crew Leader); Velvia Whiting (Administrative Secretary); Cristin Emshoff (Public Works Project Manager); Sean Fields (Streets/Drainage Crew Leader); and Jason Mahan (Utilities Foreman).

**Mayor Friedberg** welcomed and thanked the Public Works employees for attending the meeting and turned the floor back to City Manager Hofmann.

**City Manager Hofmann** presented the FY 2018 Budget Story to members of the City Council. The budget story began with a list of four themes for what mattered most in FY 2018 according to City Council priorities as follows:

- Managing the ending balance (budget and finance focus area);
- Rethinking how things are done (all focus areas);
- Maintaining competitive salary and benefits (budget and finance and residential and commercial safety focus areas); and
- The implementation of the Bellaire brand identity (public infrastructure and facilities and community image focus areas).

City Manager Hofmann elaborated on each of the four themes and followed with an overview of the General Fund and Enterprise Fund summaries, enhancements, highlights, additions to base, and capital budget (including proposed vehicle and equipment replacements and technology updates).

Following the budget story presentation, **Mayor Friedberg** opened the floor for questions from members of the City Council. Following questions, **City Manager Hofmann** offered his personal thanks to Assistant City Manager Diane K. White, Chief Financial Officer Terrence Beaman, Assistant Director of Finance Jim Harrison, and Director of Human Resources Yolanda Howze for all of their work on the budget.



**Mayor Friedberg** announced that the budget presentation was concluded and continued to the next item on the agenda, which was the Consent Agenda.

**G. New Business:**

**1. Consent Agenda:**

**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.

Following the reading of the captions of the three items included on the Consent Agenda dated July 17, 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 entertained a motion to adopt the Consent Agenda.

**Motion:**

**To adopt the Consent Agenda dated July 17, 2017.**

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

**Note:** Trisha S. Pollard, Council Member, stepped away from the dais temporarily and did not participate in the action taken on the Consent Agenda.

Minutes Acceptance: Minutes of Jul 17, 2017 7:00 PM (Adoption of Minutes:)



<b>RESULT:</b>	<b>ADOPTED [5 TO 0]</b>
<b>MOVER:</b>	David R. Montague, Council Member
<b>SECONDER:</b>	Michael Fife, Council Member
<b>AYES:</b>	Friedberg, Reed, McLaughlan, Fife, Montague
<b>ABSENT:</b>	Pappas
<b>AWAY:</b>	Pollard

## 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.

**Mayor Friedberg** read the caption of the agenda item before City Council and noted that the Charter Review Commission ("Commission") had submitted their report and recommendations for proposed amendments to the City's Charter on June 19, 2017. Mayor Friedberg asked for confirmation from City Attorney Alan P. Petrov that the 42 charter amendments proposed by the Commission had been condensed down to the 17 ballot proposition groupings under consideration by City Council this evening.

Upon receiving confirmation from City Attorney Petrov, **Mayor Friedberg** referred to the inclusion of an additional proposition 18, which was not part of the Commission's recommendation, and asked for clarification as to the origin of that proposition.

**City Attorney Alan P. Petrov** advised that he was contacted by Mayor Pro Tem Reed who asked for the inclusion of an additional proposition that would increase the term for the office of Mayor from two to four years. City Attorney Petrov thought it most expedient to include the proposition with the other 17; however, he acknowledged that it could have been submitted as a separate option by Mayor Pro Tem Reed this evening. City Attorney Petrov indicated that he hoped that he had made it clear in the agenda statement that proposition 18 was not part of the Commission's review.

**Mayor Friedberg** agreed that it was clear to him that proposition 18 was not a recommendation from the Commission; however, it was unclear as to the origin or reasoning behind the proposition.

**City Attorney Petrov** advised that the first 17 propositions were meant to facilitate the adoption of all of the changes recommended by the Commission. Some of them were grouped by subject, where applicable.

**Mayor Friedberg** opened the floor for discussion and advised that motions to provide direction to staff as contemplated on the agenda would also be in order.

### Motion (No. 1):

**To direct staff to revise Proposition 3 by replacing the word "compensation" with the word "stipend" and to replace the words "Fifty Dollars" with "Two Hundred Fifty Dollars" and the words "Seventy-Five Dollars" with "Five Hundred Dollars" such that Article**

**II., Sec. 3, would read:**

**Article II. The Council.**

**Sec. 3. Stipend of Members of the City Council.**

**The Mayor shall receive a stipend for his services of Five Hundred Dollars (\$500.00) per month.**

**Each Council Member shall receive a stipend of Two Hundred Fifty Dollars (\$250.00) per month.**

**The stipend may be changed by the Council; however, no increase shall take effect unless ratified by a majority of the voters in the next regular City election. The City shall pay or reimburse reasonable expense 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.**

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

Discussion ensued among members of the City Council, with clarifications provided by Commission Chair Neil Verma, as applicable.

**Amendment to Motion (No. 1):**

**To amend the motion (no. 1) to substitute "two hundred" for "two hundred fifty" and "four hundred" for "five hundred."**

**{Moved by Andrew S. Friedberg, Mayor, and seconded by Michael Fife, Council Member}**

Discussion ensued among members of the City Council, in which it was noted that the proposed stipend amount was in line with that of other communities, such as West University Place, Texas. It was also noted that this Charter amendment, if adopted by the voters in November, would affect the stipend for future Councils, not just the current Council.

<b>RESULT:</b>	<b>ADOPTED [4 TO 2]</b>
<b>MOVER:</b>	Andrew S. Friedberg, Mayor
<b>SECONDER:</b>	Michael Fife, Council Member
<b>AYES:</b>	Friedberg, Pollard, Fife, Montague
<b>NAYS:</b>	Reed, McLaughlan
<b>ABSENT:</b>	Pappas

Discussion ensued among members of City Council regarding the motion, as amended. Following discussion, **Mayor Friedberg restated the motion, as amended, and called for action.**

<b>RESULT:</b>	<b>ADOPTED [5 TO 1]</b>
<b>MOVER:</b>	Roman F. Reed, Mayor Pro Tem
<b>SECONDER:</b>	Trisha S. Pollard, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Fife,

	Montague
<b>NAYS:</b>	McLaughlan
<b>ABSENT:</b>	Pappas

**Mayor Pro Tem Reed** addressed proposition 18, the addition of he had requested, and indicated that he believed that any person running for Mayor should have the opportunity to serve for four years.

**Motion (No. 2):**

**To direct staff to delete from the document proposition 18 relating to the term of office for Mayor.**

**{Moved by David R. Montague, Council Member, and seconded by Trisha S. Pollard, Council Member}**

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

<b>RESULT:</b>	<b>ADOPTED [5 TO 1]</b>
<b>MOVER:</b>	David R. Montague, Council Member
<b>SECONDER:</b>	Trisha S. Pollard, Council Member
<b>AYES:</b>	Friedberg, Pollard, McLaughlan, Fife, Montague
<b>NAYS:</b>	Reed
<b>ABSENT:</b>	Pappas

**City Attorney Petrov** referred to some ambiguity in the proposed Article II, The Council, Sec. 11., Council Not To Interfere in Appointments or Removals, that he had not picked up on when the item was originally discussed by the Commission. The ambiguity was in the second sentence of the recommended language which read:

"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."

City Attorney Petrov advised that the second sentence, to a certain extent, contradicted the first sentence of the recommended language which read:

"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."

City Attorney Petrov advised that Bellaire had a City Manager form of government where the City Manager was supposed to have full reign over the employees. In City Attorney Petrov's opinion, the second sentence should be removed.

**Mayor Friedberg** asked for a motion to direct that the second sentence of the proposed language for Article II, Sec. 11 in Proposition 5 be deleted. The second sentence was repeated as follows: "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.”

**Motion (No. 3):**

**To direct that the second sentence of the proposed language for Article II, Sec. 11 in Proposition 5 be deleted.**

**{Moved by David R. Montague, Council Member, and seconded by Roman F. Reed, Mayor Pro Tem}**

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	David R. Montague, Council Member
<b>SECONDER:</b>	Roman F. Reed, Mayor Pro Tem
<b>AYES:</b>	Friedberg, Reed, Pollard, McLaughlan, Fife, Montague
<b>NAYS:</b>	None
<b>ABSENT:</b>	Pappas

**Mayor Friedberg** next addressed the topic of gender neutrality and suggested providing direction to staff to include gender neutrality as a global change in the propositions.

**Motion (No. 4):**

**To direct staff to include in the propositions language to make the Charter gender neutral.**

**{Moved by Andrew S. Friedberg, Mayor, and seconded by Michael Fife, Council Member}.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Andrew S. Friedberg, Mayor
<b>SECONDER:</b>	Michael Fife, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, McLaughlan, Fife, Montague
<b>NAYS:</b>	None
<b>ABSENT:</b>	Pappas

**Mayor Friedberg** recapped the four motions offered by City Council. He thanked the Commission for their great work and the staff and facilitator for their support.

As a final note, **Mayor Friedberg** indicated that a Town Hall Meeting would be held on the Charter for October 16, 2017.

- 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.

**Mayor Friedberg** noted that following City Council's most recent round of interviews and appointments for boards and commissions, some members of City Council expressed an interest in exploring possible changes to those processes. Mayor Friedberg suggested that a special committee of three or fewer members of City Council be appointed to study those processes and report back to City Council on any possible recommendations.

Following discussion among members of the City Council, three members volunteered to serve on the special committee as follows: Michael Fife, David R. Montague, and Trisha S. Pollard.

**Mayor Friedberg** assumed the motion for general consent and **asked if there was any objection to the appointment of a Special Committee consisting of Council Members Fife, Montague, and Pollard to review and make recommendations concerning the board and commission application and interview process.** Hearing no objection, **Mayor Friedberg indicated that the Special Committee was appointed by general consent.**

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

Community interest items from the Mayor and City Council included expressions of thanks to Police Chief Byron Holloway for providing City Council tours of temporary police facilities; expressions of appreciation to Police Chief Byron Holloway on the memorial service held for Officer Marco Zarate at Evelyn's Park; expressions of thanks to outgoing board and commission members for their service to the City; and expressions of congratulations to recently appointed board and commission members.

#### **I. Adjourn.**

**Mayor Friedberg** announced that the Regular Session of the City Council of the City of Bellaire, Texas, was adjourned at 10:16 p.m. on Monday, July 17, 2017.

**Mayor and Council**

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



Meeting: 09/18/17 05:45 PM  
Department: Development Services  
Category: Specific Use Permit  
Department Head: ChaVonne  
Sampson  
DOC ID: 2306

**SCHEDULED****ACTION ITEM (ID # 2306)****Item Title:**

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, granting Specific Use Permit S-88 to the Houston Independent School District (HISD) to reconstruct and operate a high school on property owned by HISD and more commonly known as Bellaire High School, 5100 Maple Street, Bellaire, Texas, in the R-1 Residential Zoning District - Submitted by ChaVonne Sampson, Interim Director of Development Services.

**Background/Summary:**

On September 11, 2017, a public hearing was held before City Council regarding an application submitted by Steven Gee, Project Manager for the Houston Independent School District, to construct and operate a replacement school for Bellaire High School to be more centrally located on their current property at 5100 Maple Street.

There were 13 speakers during the public comment portion of the public hearing and 2 written comments were submitted. These comments are included in your packet along with all additional written comments received since the close of the public hearing.

Specific Use Permits may be granted if they meet the five criteria detailed in the *Code of Ordinances, Chapter 24, Planning and Zoning, Section 24-615, Standards Applicable to All Planned Development Amendments and Specific Use Permits*. A copy of this section is provided as an attachment. It is in the opinion of the Interim Director of Development Services and the Planning and Zoning Commission that all criteria are met.

Through the public comment process, the focus has fallen on issues that can generally be categorized as follows:

- 1. Drainage/Mitigation-** Concerns have been expressed about the installation of adequate drainage, so as not to have a negative impact to the surrounding properties. The applicant is required, before the issuance of a building permit, to provide drainage calculations to verify that all existing storm sewers will be able to handle the water entering the system from the new development. In addition, the applicant must submit a plan that identifies existing and proposed drainage patterns and outfalls. This information is not required at the site plan approval stage due to the fact that construction documents are not created until after the development is approved.
- 2. Traffic-**The proposed plan adds a queuing system for parent and bus drop-off and pick-up, establishing a circulation pattern around the school. This is, at best, an improvement to existing conditions, and is not creating any new negative impacts to the existing level of service of the adjacent streets.

An ordinance has been prepared and attached which reflects the recommendation for

approval submitted to City Council by the Planning and Zoning Commission, as well as the conditions attached to the recommendation.

### **Comprehensive Plan:**

The application addresses the following goals:

1. Goal 2.1, 4. Institutional Impacts, Program/Initiative and Partnership/Coordination
2. Goal 2.1, 5. Neighborhood Traffic, Partnership/Coordination; and
3. Goal 3.1, 3. School Area Safety, Partnership/Coordination.

### **Board of Adjustment**

On June 15, 2017, the Board of Adjustment approved a variance request from HISD to allow for a lot coverage of 67% in lieu of the 50% allowed by code, as well as a variance to allow for a maximum building height of 60 feet on a portion of the main building of the campus. The Board also set a condition that requires the applicant to increase the detention system capacity to 5% over the required drainage amount.

After this determination was made, HISD submitted a request for a review of staff's interpretation of *Chapter 24, Planning and Zoning, Sec.24-202. Definitions, (123.1) Other surface*, which is used in determining lot coverage and lot coverage ratio, as well as the materials that would count against lot coverage.

Submitted with the request was an engineering report which detailed the merits of the proposed synthetic turf sports field being comparable to that of natural turf and soil. Based on this research, staff's role as Zoning Official deemed the request valid. Therefore, during the zoning review at the building permit process, the synthetic turf will not be counted towards the 67% of maximum allowed lot coverage.

### **Traffic Impact Analysis(TIA) Review**

The TIA submitted with the SUP application was reviewed by the City's engineering consultant, Jones & Carter. The traffic engineer had no objections to the proposed project, with the acknowledgment that there will be congestion during the peak school hours. The review concluded that the applicant has provided adequate mitigation based on the constraints of the site and the existing surrounding roadway network.

### **Recommendation:**

The Interim Director of Development Services endorses the Planning and Zoning Commission's recommendation for approval of the request for a specific use permit for the construction and operation of a new Bellaire High School, with the following conditions:

1. The student enrollment shall not exceed 3,100 students, and the registrar's office should submit an enrollment affidavit at the beginning and end of each school year.
2. Houston Independent School District must install 2 lanes, on HISD property,

from South Rice Avenue into the parking garage on Maple Street, to include a hard median between Bellaire High School and Maple Street.

3. No field lights or PA system shall be installed on the property.
4. Houston Independent School District must install all medians, striping, traffic signals, and signage as depicted in the proposal, subject to approval by the City's Traffic Engineer.

**ATTACHMENTS:**

- Sec. 24.615. Standards Applicable to All Planned Development Amendments and Specific Use Permits (PDF)
- SUP S-88 - Bellaire High School SUP Ordinance - BHS Main Campus on Maple St (DOCX)
- Written Comment Log - September 11, 2017 - BHS SUP - Reconstruction and Operation of High School (DOC)
- 2017\_09\_14 - Written Comments Regarding HISD SUP Application for BHS - Opposition to Rerouting of Bus Traffic on Ferris Street\_Redacted (PDF)



Sec. 24-615. - Standards Applicable to All Planned Development Amendments and Specific Use Permits.

A planned development amendment or a specific use permit may be granted and may be allowed to continue if it meets the following criteria and standards and is otherwise in accord with this Code. (Ord. No. 81-066, § 1, 11-2-1981)

- (1) The proposed planned development amendment or specific use permit is consistent with the purposes, goals, objectives and standards of the comprehensive plan of the City of Bellaire;
- (2) The design of the proposed development, considered as a part of the planned development amendment or specific use permit, minimizes adverse effects, including visual impacts of the proposed use on adjacent properties;
- (3) The proposed development will not have an adverse effect on the value of the adjacent property;
- (4) The proposed development will not unduly burden essential public facilities and services, including streets, police and fire protection, sanitary sewers, storm sewers, solid waste disposal and schools; and
- (5) The applicant for the development has adequate financial and technical capacity to complete the development as proposed and has met all requirements of this Code, including such conditions as have been imposed as a part of a planned development amendment or specific use permit.

(Ord. No. 10-057, § 1(App. A), 8-2-2010)

**ORDINANCE NO. 17-\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, GRANTING SPECIFIC USE PERMIT S-88 TO THE HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD) TO RECONSTRUCT AND OPERATE A HIGH SCHOOL ON PROPERTY OWNED BY HISD AND MORE COMMONLY KNOWN AS BELLAIRE HIGH SCHOOL, 5100 MAPLE STREET, BELLAIRE, TEXAS, IN THE R-1 RESIDENTIAL ZONING DISTRICT.**

**WHEREAS**, the Houston Independent School District (HISD) has filed an application and request for a specific use permit for the reconstruction and operation of a high school on property owned by HISD and more commonly known as Bellaire High School, 5100 Maple Street, Bellaire, Texas, in the R-1 Residential Zoning District; and

**WHEREAS**, notice of said public hearing having been duly given and published as required by law, said public hearing was held on September 11, 2017, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas. All persons desiring to be heard were heard on or in connection with the application and request for a specific use permit as herein described; and

**WHEREAS**, the report and recommendation from the Planning and Zoning Commission of the City of Bellaire, Texas ("Commission"), prepared in the form of a memorandum by Chair Dirk Stiggins dated August 16, 2017, indicated that the Commission recommended the approval of the referenced application for a specific use permit, a copy of which report and recommendation is attached hereto and marked Exhibit "A," with specific conditions to be placed on the specific use permit; and

**WHEREAS**, the City Council of the City of Bellaire, Texas, has duly received the report and recommendation of the Commission and has been fully informed as to the facts and circumstances of the application as submitted; **NOW, THEREFORE**,

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

**1. THAT** the recitals contained herein are found to be true and correct.

**2. THAT** Specific Use Permit S-88 is hereby granted to HISD to reconstruct and operate a high school on property owned by HISD and more commonly known as Bellaire High School, 5100 Maple Street, Bellaire, Texas, in the R-1 Residential Zoning District, in conformance with the application submitted by HISD and subject to the following additional conditions:

- a) That the student enrollment at Bellaire High School shall not exceed 3,100 students, and the registrar's office shall submit an enrollment affidavit at the beginning and end of each school year.
- b) Houston Independent School District must install 2 lanes, on HISD property, from South Rice Avenue into the parking garage on Maple Street, and include a hard median between such lanes and Maple Street.
- c) No field lights or public address system shall be installed for the athletic field on the property.
- d) Houston Independent School District must install all medians, striping, traffic signals, and signage as depicted in the proposal, subject to the approval of the City's Traffic Engineer.

**3. THAT** the permit as granted herein shall be subject to any additional restrictions and limitations as are from time to time imposed by the City Council of the City of Bellaire, Texas.

**4. THAT** this Ordinance shall be effective immediately upon its passage and adoption.

**PASSED, APPROVED and ADOPTED** this 18<sup>th</sup> day of September, 2017.

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Andrew S. Friedberg, Mayor  
City of Bellaire, Texas

ATTEST:

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

APPROVED AS TO FORM:

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Alan P. Petrov, City Attorney  
City of Bellaire, Texas

Attachment: SUP S-88 - Bellaire High School SUP Ordinance - BHS Main Campus on Maple St (2306 : BHS SUP Consideration)

# City of Bellaire

## Written Comment Log September 18, 2017

**Public Hearing:** Specific Use Permit Application Submitted by the Houston Independent School District (HISD) to reconstruct and operate a high school on property owned by HISD and more commonly known as Bellaire High School, 5100 Maple Street, Bellaire, Texas, R-1 Residential Zoning District.

*Written comments opposing a possible reroute of buses onto Ferris Street:*

- 1) Michelle Iverson Jeffery;
- 2) Gil Baumgarten;
- 3) Kevin and Lynn T. Kelleher;
- 4) Nancy Wiggins-Goff;
- 5) Jim Campbell;
- 6) Carl White;
- 7) Marianita and Lee Snodgrass;
- 8) Manish Rungta;
- 9) Jian Wu;
- 10) Charles and Charlotte Sudhop;
- 11) David and Cissy Winn;
- 12) Julie and James Kuenstle;
- 13) Elizabeth and Charles Albright;
- 14) Dorene B. Cohen;
- 15) Stephen Johnson and Konya Keeling-Johnson;
- 16) Angie Cervantes;

# *City of Bellaire*

## **Written Comment Log September 18, 2017**

**Public Hearing:** Specific Use Permit Application Submitted by the Houston Independent School District (HISD) to reconstruct and operate a high school on property owned by HISD and more commonly known as Bellaire High School, 5100 Maple Street, Bellaire, Texas, R-1 Residential Zoning District.

*Written comments opposing a possible reroute of buses onto Ferris Street (cont.):*

- 17) Sandy Wilson;
- 18) Tim and Barbara Green;
- 19) Don Goff;
- 20) Tony Gray (The Grays); and
- 21) Keith and Juliann Wohlford.

**From:** Michelle Iversen Jeffery [mailto:mj@bhschools.org]  
**Sent:** Tuesday, September 12, 2017 2:06 PM  
**To:** Tracy Dutton  
**Subject:** BHS bus traffic

[illegible]

This email has been scanned by the Symantec Email Security.cloud service.  
For more information please visit <http://www.symanteccloud.com>

## Tracy Dutton

**From:** Gil Baumgarten <[REDACTED]>  
**Sent:** Tuesday, September 12, 2017 2:28 PM  
**To:** Tracy Dutton  
**Subject:** Buses on Ferris

Tracy-

Please help me convey to the Mayor and City Council my strongest opposition to the new consideration about routing HISD buses to Bellaire High School off of Beechnut and onto Ferris. I had previously supported the plan that Planning and Zoning had approved under the auspices of a turn-in lane on HISD property providing a reduced footprint to traffic obstruction. The return lane cut through the campus is far and away the best plan. I am vehemently opposed to routing bus traffic through the neighborhood and the traffic engineers are apparently supportive of the current plan to keep the buses on South Rice and on the campus. I believe we should stick with that plan.

Gil Baumgarten  
President  
[REDACTED]



FT 300 Ranking June 2015

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Attachment: 2017\_09\_14 - Written Comments Regarding HISD SUP Application for BHS - Opposition to Rerouting of Bus Traffic on Ferris



**Tracy Dutton**

**From:** Kelleher, Lynn T (Contractor) <[REDACTED]>  
**Sent:** Tuesday, September 12, 2017 2:58 PM  
**To:** Tracy Dutton  
**Cc:** KEVIN KELLEHER ([REDACTED])  
**Subject:** Opposition to utilizing Ferris Street as a bus route for Bellaire High School

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

From: Kevin & Lynn Kelleher, 5207 Mimosa, Bellaire TX

Dear Mayor and Council:

We are writing to let you know we adamantly oppose utilizing Ferris Street as the bus route for Bellaire High School. The intersection of Beechnut and Ferris is already overloaded in the mornings and evenings due to business traffic. The parents who drive their students to work also use this intersection heavily. Mimosa at Ferris is also heavily affected. We can't leave our homes in the morning due to all of the existing traffic and we can't get back to our homes in the afternoons due to the vehicular traffic from the school parents. If you add the bus traffic to this already aggravated situation, it will be gridlock. Not to mention all of the residents who park cars parallel to the curb regularly and make our streets "one" lane anyway.

Ferris Street is not meant to be a major thoroughfare. We would never approve you turning it into such. S. Rice with 4 lanes and the parking lane in front of the school is a better resource for heavy traffic. We do not want additional traffic in our residential area.

We are asking for your support in opposing utilization of Ferris as a bus route.

Thank you,

Lynn T. Kelleher, CPM®, CCIM | General Manager

[REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]

**Tracy Dutton**

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**From:** Nancy Wiggins <[REDACTED]>  
**Sent:** Tuesday, September 12, 2017 3:06 PM  
**To:** Tracy Dutton; Pat McLaughlan; Gus Pappas; Roman Reed; David Montague; Michael Fife; Trisha Pollard; Andrew Friedberg  
**Subject:** Bellaire High School NO BUSES ALLOWED ON FERRIS STREET

**Ferris should not be used for bus traffic;** there is already an inordinate amount of traffic that flows down Ferris before, during and after school.

This completely alters the way we on the west side have coexisted with BHS for the past 60+ years. **Additionally, this change would completely alter the plan HISD has submitted.**

There is no reason to take the buses off S. Rice and onto Ferris. Studies done by HISD's and the City's traffic engineers clearly show that S. Rice is where most of the traffic can best be accommodated.

**I am in support of the plan "as is" and I am absolutely opposed to any suggestion that the plan should be changed to route buses along Ferris.**

Nancy Wiggins-Goff

**Tracy Dutton**

---

**From:** Jim Campbell <[REDACTED]>  
**Sent:** Tuesday, September 12, 2017 4:21 PM  
**To:** Tracy Dutton  
**Subject:** Bus traffic patterns for new BHS

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

Much work has gone into plans present for rebuilding BHS. Redesigning the plans to reroute bus traffic onto Ferris Street from Beechnut does not make sense. Ferris is a two lane street without ability to carry the traffic plus there is a stop sign to navigate at Mimosa/Ferris.

--

Jim Campbell  
[REDACTED]  
[REDACTED]

Attachment: 2017\_09\_14 - Written Comments Regarding HISD SUP Application for BHS - Opposition to Rerouting of Bus Traffic on Ferris

**Tracy Dutton**

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**From:** whitecaw <[REDACTED]>  
**Sent:** Tuesday, September 12, 2017 4:41 PM  
**To:** Tracy Dutton  
**Subject:** BHS

I hope you adopt the plan for BHS as it is currently configured. I have lived at the corner of Valerie and Ferris for over 50 years and taught at BHS for 20, and this makes the most sense to me. My primary concern has always been about uncontrolled pedestrian and vehicles traffic on Ferris.

Carl White [REDACTED]  
[REDACTED]

[REDACTED] [REDACTED] [REDACTED] [REDACTED]

Tracy [REDACTED]

**Sent:** Tuesday, September 12, 2017 6:57 PM  
**To:** Tracy Dutton  
**Subject:** Mayor and City Council -- No Buses on Ferris Street!

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

Dear Mayor, Mayor Pro Tem and Council Members:

We live at the corner of 5201 Maple and Ferris. Please approve the SUP "as is" based on the plans submitted. We absolutely oppose any suggestion that the plan should be changed to route buses along Ferris! HISD has listened to the concerns of neighbors on the north, south, east, and west and actually done a good job of creating a compromise plan. No area got the perfect plan, but no area is fundamentally changed in a negative way. We all get the same standards we have lived with for over 60 years, and in most cases these are improved. We are satisfied with the work that has been done both by HISD to give us a plan that we can live with. We CANNOT live with additional traffic on Ferris from Beechnut. We beseech you to approve the plan HISD has proposed "as is."

Supporting data:

- A. Ferris should not be used for bus traffic. This completely alters the way we on the west side have coexisted with BHS for the past 60+ years! Additionally, allowing buses to come down Ferris from Beechnut would completely alter the plan HISD has submitted. It will even affect student access to campus from the west side as it would require them to open the campus from the west side (no continuous fencing). We believe coming onto the campus from Maple is safer.
- B. It appears many of the folks pushing for the 22 buses to be routed along Ferris assume traffic patterns on S. Rice will get worse than they are today. This is a false assumption: Student population is reduced under the new plan, and traffic flow into and out of the school will be (for the first time) managed, with the addition of dedicated lanes and traffic lights. There is no reason to take the buses off S. Rice and onto Ferris.
- C. The studies of HISD's and the City's traffic engineers and the plans that resulted from them clearly show that S. Rice is where most of the traffic can best be accommodated.

Request:

If council were to want this change, even though we are adamantly opposed for you do this, we ask council to send this back to Planning and Zoning. It is so significantly different than what P&Z approved, that the P&Z should have another chance to review and another public hearing.

Thank you for your consideration in this matter.

Sincerely, Marianita and Lee Snodgrass

[REDACTED]

Attachment: 2017\_09\_14 - Written Comments Regarding HISD SUP Application for BHS - Opposition to Rerouting of Bus Traffic on Ferris

**Tracy Dutton**

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**From:** Manish Rungta <[REDACTED]>  
**Sent:** Tuesday, September 12, 2017 7:18 PM  
**To:** Tracy Dutton  
**Subject:** Bellaire High School

Dear Mayor's Office and Council

I am writing this email to support that current plan moves forward and no bus routes on Ferris Street.

Thank you.

Manish Rungta  
Sent from my iPhone

**Tracy Dutton**

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**From:** Jian Wu <[REDACTED]>  
**Sent:** Tuesday, September 12, 2017 7:20 PM  
**To:** Tracy Dutton  
**Subject:** In favor of current HISD plan while NO BUS ON FERRIS

Hello

We live on Mimosa st near Bellaire High School. We support the current plan for BHS , but re route buses to Ferris will make fundamental negative changes to our lives.

Ferris should not be used for bus traffic. This completely alters the way we on the west side have coexisted with BHS for the past 60+ years! Additionally, this change would completely alter the plan HISD has submitted. It will even affect student access to campus from the west side as it would require them to open the campus from the west side (no continuous fencing). Principle McDonough said he felt that buses coming onto the campus from Maple was safer.

Furthermore, many of the folks pushing for the 22 buses to be routed along Ferris assume traffic patterns on S. Rice will get worse than they are today. This is a false assumption: Student population is reduced under the new plan, and traffic flow into and out of the school will be (for the first time) managed, with the addition of dedicated lanes and traffic lights. There is no reason to take the buses off S. Rice and onto Ferris.

We are in support of the plan "as is" but are absolutely opposed to any suggestion that the plan should be changed to route buses along Ferris.

Thanks.

Jian Wu at [REDACTED]

Attachment: 2017\_09\_14 - Written Comments Regarding HISD SUP Application for BHS - Opposition to Rerouting of Bus Traffic on Ferris

## Tracy Dutton

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**From:** Sudhop, Charlotte <[REDACTED]>  
**Sent:** Tuesday, September 12, 2017 8:12 PM  
**To:** Tracy Dutton  
**Subject:** Ferris Street bus route

To:

The Honorable Mayor Andrew S. Friedberg

The Honorable Mayor Pro Tem Roman F. Reed

The Honorable Council Member Trisha S. Pollard

The Honorable Council Member Gus E. Pappas

The Honorable Council Member Pat B. McLaughlan

The Honorable Council Member Michael Fife

The Honorable Council Member David R. Montage

We have owned the home at 5201 Mimosa at Ferris since 1974. We are trying to decide whether or not to rebuild our home following the recent flooding. Part of that decision will be determined by your actions regarding allowing HISD to route all busses down Ferris to and from Beechnut.

We have endured the traffic from Bellaire High School all these years, including putting up with inconsiderate teenagers AND their parents blocking our driveway in the morning and after school. We cannot leave or return home during the time of drop-off and pick-up now. We already have to endure the sound of a few busses grinding their gears at 6:30 a.m. right outside our bedroom window now. What will it be like if ALL busses are routed literally past our bedroom window to and from Beechnut?

Ferris is a narrow Bellaire street with two short blocks with 4-way stops between Maple and Beechnut. There is no reason to route bus traffic to Ferris when Rice is a 4-lane street with easy access and no impeded traffic flow. Putting a light at Ferris and Beechnut will further back up traffic. If you are giving a minutes thought to approving this, please come sit in our driveway between 7:00 a.m-7:30 a.m. and the half hour during dismissal and observe the traffic now.

Please leave the plans in place as they are now, routing bus traffic to Rice.

Thank you for your continued service to the City of Bellaire and its citizens.  
 Charles and Charlotte Sudhop

Sent from my iPad



**Tracy Dutton**

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**From:** David Winn <[REDACTED]>  
**Sent:** Tuesday, September 12, 2017 8:15 PM  
**To:** Tracy Dutton  
**Subject:** Support of HISD Specific Use Permit

Mayor and City Council,

We live at 5217 Holly and are among the near neighbors of Bellaire High School. There has been much discussion and debate regarding HISD's plan, resulting in a plan approved by the Planning and Zoning Commission. While there are aspects of the plans that each of the near neighbors would still prefer some revision, we believe that the approved plan represents an acceptable compromise that should be approved by the city council.

We understand there was suggestion at last night's meeting to route the buses down Ferris. This would alter the HISD plan which has been supported by traffic engineers, and we do not think city council should make any further changes. There are many implications to seemingly small changes, and we believe it is inappropriate to change anything at this stage. If there was indeed a desire to make ANY changes, then I believe the entire plan should be re-assessed. Following the flooding from Harvey, perhaps there is another opportunity for the residents in the 5100 block of Maple to re-locate since essentially all of those homes were heavily impacted. Perhaps FEMA and other funding could enable that to now be a realistic option. However, we recognize that this might cause further delays, may not be economically feasible and likely creates other issues requiring substantive evaluation. Absent more property or much fewer students, there simply is not a perfect solution.

Again, we support the current plan and urge city council to approve it without further modification. No changes should be made without careful evaluation by Planning and Zoning with a public hearing. We hope that is not necessary.

Regards,

David and Cissy Winn  
[REDACTED]

Attachment: 2017\_09\_14 - Written Comments Regarding HISD SUP Application for BHS - Opposition to Rerouting of Bus Traffic on Ferris

**Tracy Dutton**

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**From:** Julie Kuenstle [REDACTED]  
**Sent:** Tuesday, September 12, 2017 9:23 PM  
**To:** Tracy Dutton  
**Subject:** Dear Mayor and Council,

Dear Mayor and Council,

Our family is writing in support of the current building plan of Bellaire High School. We are aware of the study by HISD and their traffic engineers that demonstrated S. Rice being able to accommodate the traffic at peak hours. We are opposed to directing bus traffic onto Ferris and discouraging a single parent drop off location.

Regards,

Julie and James Kuenstle  
[REDACTED]

Sent By iPhone.

Attachment: 2017\_09\_14 - Written Comments Regarding HISD SUP Application for BHS - Opposition to Rerouting of Bus Traffic on Ferris

**Tracy Dutton**

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**From:** Elizabeth Albright <[REDACTED]>  
**Sent:** Wednesday, September 13, 2017 8:37 AM  
**To:** Tracy Dutton  
**Subject:** Attention: Mayor and Council

First, thank you for all you have done during this tumultuous time of the storm.

Second, in our "regular" lives, I was advised that Bellaire is considering modifying HISD's plan for the school buses to travel along Ferris.

As we all know, minimization of buses where not expected (in a densely populated neighborhood) as opposed to S. Rice where traffic is expected is a positive outcome. We are concerned about the safety of our citizens, especially seniors traveling on foot, taking walks and such.

As a resident in the area, we can attest to the impact of the lumbering buses on our small neighborhood streets. With trash pick-up vehicles, emergency vehicles and neighbor's cars parked on the streets, the congestion becomes unsafe.

We support HISD's plan as they proposed - but not as modified to shift the busses onto Ferris.

Elizabeth and Charles Albright  
[REDACTED]

**Tracy Dutton**

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**From:** Dorene Cohen <[REDACTED]>  
**Sent:** Wednesday, September 13, 2017 5:37 PM  
**To:** Tracy Dutton  
**Subject:** Bellaire High School Reconstruction Input

Dear Mayor Andrew S. Friedberg, Mayor Pro Tem Roman F. Reed, and Council Members Trisha S. Pollard, Gus E. Pappas, Pat B. McLaughlan, Michael Fife and David R. Montague:

I am writing with concerns about the possible direction of the final plans for the Bellaire High School ("BHS") reconstruction. I live at 5209 Valerie Street, just a few houses from Ferris Street. I am staunchly opposed to any potential reroute of the busses delivering kids to and from BHS from S. Rice to Ferris. There are so many reasons, of which I'm sure you have heard. To be brief--S. Rice is 4 lanes wide whereas Ferris is only 2 lanes wide and Ferris simply cannot accommodate the extra traffic. I invite you to come to the corner of Valerie and Rice on any school morning. The traffic is already heavy with regular cars, SUVs and trucks... People on their way to work, parents driving their kids to school and dropping them off and neighbors from all around using Ferris as a throughfare to reach the roads leading to 610 and beyond. In addition, Ferris is a neighborhood favorite route for joggers and walkers and their dogs. All of that will not diminish as a result of the BHS reconstruction under the current plan. Then adding all that extra bus traffic will be a significant detriment to all concerned because it will slow down the traffic flow, increase the congestion and increase the pollutants that everyone around will experience. I believe that bus traffic relocated to Ferris will decrease the quality of life of the neighbors on all the streets intersecting Ferris, for many houses in both directions at each intersection, in addition to the walkers, joggers and pets who frequent this stretch in Bellaire.

You have all the studies, statistics, etc. that have previously been presented. The experts who studied the issues had ample time to examine, consider and recommend the best solution and that recommendation was to route the buses on S. Rice. I'm not offering any science, just common sense and experience based on my living close to Ferris (and almost right behind the high school) for the last 8 years. (I'm also a citizen of Bellaire living here continuously since 1992.)

So I invite any or all of you to come spend any rush hour morning on the corner of Valerie and Ferris and see the traffic flow for yourselves before you make up your minds. I'll bring my dogs and hang out with you for a while. I hope to be able to continue to bring my dogs to walk Ferris for many years to come, without having to deal with the extra traffic and bus exhaust.

Please let me know if you would like to join me on any morning... If you do, I'm confident you will agree with me.

Thank you for your time and attention to this critical matter.

--  
 Dorene B. Cohen  
 [REDACTED]

**Tracy Dutton**

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**From:** Stephen Johnson <[REDACTED]>  
**Sent:** Wednesday, September 13, 2017 8:15 PM  
**To:** Tracy Dutton  
**Cc:** Andrew Friedberg; Konya Kavita Keeling-Johnson  
**Subject:** Comments on upcoming vote on new Bellaire High School design and campus traffic

Hallo,

this email is for the attention of:

Mayor Andrew S. Friedberg

Mayor Pro Tem Roman F. Reed

Council Member Trisha S. Pollard

Council Member Gus E. Pappas

Council Member Pat B. McLaughlan

Council Member Michael Fife

Council Member David R. Montague

My wife and I have been involved in numerous meetings related to the design and changes required to create a new Bellaire High school over the last 18 months. I support the most recent proposal presented to the community by HISD and look forward to seeing a new High School that Bellaire can be proud of.

One key element of the most recent proposal was that busses drop the students off at Rice Blvd and then continue to turn through the campus by turning off of Maple immediately before Ferris Street. There was to be no bus traffic on Ferris St. and no student drop off/pick up on Ferris st. No other traffic solutions were supported by HISD or form part of the final proposed new school plan and campus footprint reviewed with the community. In addition extensive traffic studies showed this to be a safe solution and the most practical option for the new campus design.

The council needs to vote to approve the SUP based on the *plans submitted to date* with student drop off on Rice and bus route continuing around campus off of Maple St and no entry of busses into Ferris St. or student drop off/pick up on Ferris.

This has been a long process with many consultations and the most recent HISD plan submitted is a compromise that has plusses and minuses for the community on all sides of the proposed new High School campus. However, it is the best compromise.

Please vote for the HISD proposed plan, as is, with no changes to traffic flow.

best regards Stephen Johnson and Konya Keeling-Johnson



Attachment: 2017\_09\_14 - Written Comments Regarding HISD SUP Application for BHS - Opposition to Rerouting of Bus Traffic on Ferris

**Tracy Dutton**

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**From:** Angie <[REDACTED]>  
**Sent:** Thursday, September 14, 2017 7:23 AM  
**To:** Tracy Dutton  
**Subject:** BH Bus route

To whom it may concern,

I would like you to know that I'm in support of the plan "as is" and I'm opposed to the plan that routes buses along Ferris.

Thanks,

Angie Cervantes  
[REDACTED]

Sent from my iPhone

**Tracy Dutton**

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**From:** Sandy Wilson <[REDACTED]>  
**Sent:** Thursday, September 14, 2017 7:58 AM  
**To:** Tracy Dutton  
**Subject:** Bellaire HS bus routes

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

My husband and I have raised our family for more than 25 years in the house which his father built in Bellaire in 1953 on Holly Street. We have seen all the variations in parking etc. related to BHS over the years and as people that walk the neighborhood every morning at 7AM and have also observed all of the traffic patterns.

We think that the plan that is before council now is the best possible solution for everyone. No one gets everything they want but it is the best possible given the constraints.

Changing the plan to move the buses onto Ferris would be a major mistake. The traffic created on Ferris and the surrounding streets once parents realize they can drop their children off on the west side would create a nightmare both for residents and for the public services of the city. Any emergency in the proximate neighborhood could easily turn into a disaster as first responders are delayed by backed up traffic.

Please approve the plan as it stands and do not change the routing of the buses to Ferris.

Thank you for all your consideration in this project.

Sandy Wilson

Sandy Wilson Photography





**Tracy Dutton**

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**From:** Tim & Barb Green <[REDACTED]>  
**Sent:** Thursday, September 14, 2017 8:13 AM  
**To:** Tracy Dutton  
**Subject:** Approval of HISD's Specific Use Permit application for Bellaire High School and Gordon Elementary as currently presented

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

RE: Bellaire HS Rebuild and Approval by City of Bellaire

Please vote to approve the current plan presented and let's move forward to improve our high school in Bellaire. We have been discussing this for too long. Bellaire Planning and Zoning have done studies and this is the best plan with compromises on all sides. We are fully in support of the plan "as is" and want it to move quickly forward. We are against any option to have buses routed all Ferris. South Rice is meant for this level of traffic and the flow presented will work very well for the overall community.

Respectfully,  
Tim and Barbara Green  
[REDACTED]

**Tracy Dutton**

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**From:** Don Goff <[REDACTED]>  
**Sent:** Thursday, September 14, 2017 9:08 AM  
**To:** Tracy Dutton; Andrew Friedberg; Gus Pappas; Michael Fife; Pat McLaughlan; Roman Reed; Trisha Pollard; David Montague  
**Subject:** 'As is plan' for traffic flow on the West side of BHS

Please, no buses on Ferris street - South Rice has much more potential to accommodate this variable traffic. HISD's plan has the buses west on Maple from S. Rice, and turning north directly onto the campus from Maple. This is a much better plan.

Let's execute the 'as is' Plan

Sincerely,

Don Goff  
[REDACTED]

Attachment: 2017\_09\_14 - Written Comments Regarding HISD SUP Application for BHS - Opposition to Rerouting of Bus Traffic on Ferris

## Tracy Dutton

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**From:** Tony Gray <[REDACTED]>  
**Sent:** Thursday, September 14, 2017 10:37 AM  
**To:** Tracy Dutton  
**Subject:** Written comment for Mayor and Council re: BHS SUP

Mayor Friedberg, Mayor Pro Tem Reed and distinguished members of the Bellaire City Council:

As you deliberate the HISD Special Use Permit for Gordon Elementary and the Bellaire High School site, I want to be on record officially weighing in on this latest plan by HISD. It is a good one. It is one that I wholly endorse "as is" and hope that you approve. We have lived too long with the uncertainty of a BHS rebuild, and how it might affect our lives and property values. It is time to put the uncertainty to rest and move on.

Throughout all this uncertainty and the various plans that have been considered, it has been comforting to know that we live in a zoned community and have city commissions, boards and a council to protect us. This plan does no harm to anyone living around the campus. The status quo continues or gets better with this plan. The garage solution may not be perfect, but it will absolutely help mitigate a problem Bellaire citizens face all around the campus. It will also be safer for students. I'm concerned that all you hear are armchair engineers who want to raise fears about the garage, but present no other solutions.

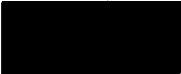
My respectful encouragement to you is to not get bogged down by trying to tweak this plan too much. Alarming, a group of neighbors on the east side of the high school would have you consider requesting HISD alter the plan to route buses along Ferris. This is a terrible and unnecessary suggestion that fundamentally alters the plan. Here are some thoughts regarding buses on Ferris:

- For the history of the school, buses have used S. Rice to approach the campus (not Ferris)
- The status quo for the residents on the west side who for over 60 years have not had buses routed through their neighborhood would change drastically...for the worse
- This change would be brought about not by HISD, but by our own elected officials
- It would create an opening for students to access the campus on foot from the west side (current plans call for a continuous fence closing off the entire west side)
- HISD has stated that while it cannot control where parents drop off kids, it desires that parents use the official drop off lane
- Principal McDonough has stated that he feels buses accessing the campus from Maple is safer than having an opening on Ferris and routing buses through the west side of the school
- Traffic and parking has never before been significantly managed around BHS, but this plan has a managed solution.
- There is no evidence that traffic patterns would worsen under the current HISD plan. To the contrary, there are studies suggesting a significant improvement, especially if enrollment is lowered to 3,100 students or less per P&Z
- Simply put, this plan should make parking and traffic better than ever around the school, so why would we ever consider routing 22 plus buses through the streets on the West side rather than S. Rice?

My hope is that you will ignore these calls for buses to be routed along Ferris, understanding that if this change were made, it is so significantly different than what was presented in the Planning & Zoning commission's June hearing, that it should call for the process to begin anew with Planning & Zoning.

Thank you for you service to our city.

The Grays



**Tracy Dutton**

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**From:** wohlford <[REDACTED]>  
**Sent:** Thursday, September 14, 2017 11:27 AM  
**To:** Tracy Dutton  
**Subject:** Good Plan -- No busses on Ferris !

Dear Mayor Friedberg and ALL Council Members,

First, we would like to thank you plus all city staff, police and fireman for taking wonderful care of the citizens of Bellaire during and after "Harvey " !!!

Second, we would like to keep HISD busses on Rice and off of Ferris Street. We have lived on Valerie Street one block West of the Bellaire HS for 45+ years. During these 45+years, BHS has grown in many ways and most of these ways have been positive. However, the increased BUS traffic down residential streets has not been a positive situation. In our opinion, it would be good and BEST to keep as many busses as possible off of our residential streets !

Thank you !  
Sincerely,

Keith and Juliann Wohlford

**Mayor and Council**

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



Meeting: 09/18/17 05:45 PM  
Department: Development Services  
Category: Specific Use Permit  
Department Head: ChaVonne  
Sampson  
DOC ID: 2366

**SCHEDULED  
ORDINANCE (ID # 2366)**

**Item Title:**

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, granting Specific Use Permit S-89 to the Houston Independent School District (HISD) to construct and operate a baseball facility on property owned by HISD and more commonly known as the Gordon Elementary School/Mandarin Chinese Language Immersion Magnet School site, 6300 Avenue B, Bellaire, Texas, in the R-3 Residential Zoning District - Submitted by ChaVonne Sampson, Interim Director of Development Services.

**Background/Summary:**

On September 11, 2017, a public hearing was held before City Council regarding an application submitted by Steven Gee, Project Manager for the Houston Independent School District, to replace the Former Gordon Elementary School/Mandarin Chinese Language Immersion Magnet School with a baseball and softball field that will host varsity practices and junior varsity and freshman practices and games.

There were 6 speakers during the public comment portion of the public hearing. These comments are included in your packet along with all additional written comments received since the close of the public hearing.

Specific Use Permits may be granted if they meet the five criteria detailed in the *Code of Ordinances, Chapter 24, Planning and Zoning, Section 24-615, Standards Applicable to All Planned Development Amendments and Specific Use Permits*. A copy of this section is provided as an attachment. It is in the opinion of the Interim Director of Development Services and the Planning and Zoning Commission that all criteria are met.

Through the public comment process, the focus has fallen on issues that can generally be categorized as follows:

**1. Drainage/Mitigation-** Concerns have been expressed about the installation of adequate drainage, so as not to have a negative impact to the surrounding properties. The applicant is required, before the issuance of a building permit, to provide drainage calculations to verify that all existing storm sewers will be able to handle the water entering the system from the new development. In addition, the applicant must submit a plan that identifies existing and proposed drainage patterns and outfalls. This information is not required at the site plan approval stage due to the fact that construction documents are not created until after the development is approved.

**Comprehensive Plan:**

The application addresses the following goals:

1. Goal 2.1, 4. Institutional Impacts, Program/Initiative and Partnership/Coordination
2. Goal 2.1, 5. Neighborhood Traffic, Partnership/Coordination; and

3. Goal 3.1, 3. School Area Safety, Partnership/Coordination.

### **Board of Adjustment**

On June 15, 2017, the Board of Adjustment approved a variance request from HISD to allow for a lot coverage of 67% in lieu of the 50% allowed by code, as well as a variance to allow for a maximum building height of 60 feet on a portion of the main building of the campus.

### **Traffic Impact Analysis(TIA) Review**

The TIA submitted with the SUP application was reviewed by the City's engineering consultant, Jones & Carter. The traffic engineer had no objections to the proposed project, with the acknowledgment that there will be congestion during the peak school hours. The review concluded that the applicant has provided adequate mitigation based on the constraints of the site and the existing surrounding roadway network.

An ordinance has been prepared and attached which reflect the recommendation for approval submitted to City Council by the Planning and Zoning Commission, as well as the conditions attached to the recommendation.

### **Recommendation:**

The Interim Director of Development Services endorses the Planning and Zoning Commission's recommendation for approval of the request for a specific use permit for the construction and operation of a new Bellaire High School, with the following condition:

1. No field lights or PA system shall be installed on the property.

### **ATTACHMENTS:**

- Sec. 24.615.\_\_\_\_Standards Applicable to All Planned Development Amendments and Specific Use Permits . (PDF)
- SUP S-89 - Gordon Elementary School Repurpose for Bellaire High School Baseball Facility (DOCX)
- Written Comment Log - September 11, 2017 - SUP - Construction and Operation of Baseball Facility at Gordon Elementary School Site (DOC)
- 2017\_09\_14 - Written Comments Regarding HISD SUP Application for Repurposing of Gordon Elementary - Drainage Concerns\_Redacted (PDF)

Sec. 24-615. - Standards Applicable to All Planned Development Amendments and Specific Use Permits.

A planned development amendment or a specific use permit may be granted and may be allowed to continue if it meets the following criteria and standards and is otherwise in accord with this Code. (Ord. No. 81-066, § 1, 11-2-1981)

- (1) The proposed planned development amendment or specific use permit is consistent with the purposes, goals, objectives and standards of the comprehensive plan of the City of Bellaire;
- (2) The design of the proposed development, considered as a part of the planned development amendment or specific use permit, minimizes adverse effects, including visual impacts of the proposed use on adjacent properties;
- (3) The proposed development will not have an adverse effect on the value of the adjacent property;
- (4) The proposed development will not unduly burden essential public facilities and services, including streets, police and fire protection, sanitary sewers, storm sewers, solid waste disposal and schools; and
- (5) The applicant for the development has adequate financial and technical capacity to complete the development as proposed and has met all requirements of this Code, including such conditions as have been imposed as a part of a planned development amendment or specific use permit.

(Ord. No. 10-057, § 1(App. A), 8-2-2010)



**ORDINANCE NO. 17-\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, GRANTING SPECIFIC USE PERMIT S-89 TO THE HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD) TO CONSTRUCT AND OPERATE A BASEBALL FACILITY ON PROPERTY OWNED BY HISD AND MORE COMMONLY KNOWN AS THE GORDON ELEMENTARY SCHOOL/MANDARIN CHINESE LANGUAGE IMMERSION MAGNET SCHOOL SITE, 6300 AVENUE B, BELLAIRE, TEXAS, IN THE R-3 RESIDENTIAL ZONING DISTRICT.**

**WHEREAS,** the Houston Independent School District (HISD) has filed an application and request for a specific use permit for the construction and operation of a baseball facility on property owned by HISD and more commonly known as the Gordon Elementary School/Mandarin Chinese Language Immersion Magnet School site, 6300 Avenue B, Bellaire, Texas, in the R-3 Residential Zoning District; and

**WHEREAS,** notice of said public hearing having been duly given and published as required by law, said public hearing was held on September 11, 2017, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas. All persons desiring to be heard were heard on or in connection with the application and request for a specific use permit as herein described; and

**WHEREAS,** the report and recommendation from the Planning and Zoning Commission of the City of Bellaire, Texas ("Commission"), prepared in the form of a memorandum by Chair Dirk Stiggins dated August 16, 2017, indicated that the Commission recommended the approval of the referenced application for a specific use permit, a copy of which report and recommendation is attached hereto and marked Exhibit "A," with specific conditions to be placed on the specific use permit; and

**WHEREAS,** the City Council of the City of Bellaire, Texas, has duly received the report and recommendation of the Commission and has been fully informed as to the facts and circumstances of the application as submitted; **NOW, THEREFORE,**

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

**1. THAT** the recitals contained herein are found to be true and correct.

**2. THAT** Specific Use Permit S-89 is hereby granted to HISD to construct and operate a baseball facility on property owned by HISD and more commonly known as the Gordon Elementary School/Mandarin Chinese Immersion Magnet School site, 6300 Avenue B, Bellaire, Texas, in the R-3 Residential Zoning District, in conformance with the application submitted by HISD and subject to the following additional condition:

a) No field lights or public address system shall be installed on the property.

**3. THAT** the permit as granted herein shall be subject to any additional restrictions and limitations as are from time to time imposed by the City Council of the City of Bellaire, Texas.

**4. THAT** this Ordinance shall be effective immediately upon its passage and adoption.

**PASSED, APPROVED and ADOPTED** this 18<sup>th</sup> day of September, 2017.

\_\_\_\_\_  
Andrew S. Friedberg, Mayor  
City of Bellaire, Texas

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Alan P. Petrov, City Attorney  
City of Bellaire, Texas

# *City of Bellaire*

## **Written Comment Log September 18, 2017**

**Public Hearing:** Specific Use Permit Application Submitted by the Houston Independent School District (HISD) to construct and operate a baseball facility on property owned by HISD and more commonly known as the Gordon Elementary School/Mandarin Chinese Language Immersion Magnet School Site, 6300 Avenue B, Bellaire, Texas, R-3 Residential Zoning District.

*Written comments expressing drainage concerns:*

- 1) Elise Neal; and
- 2) Bill Thorogood.

**Tracy Dutton**

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**From:** Elise Neal <[REDACTED]>  
**Sent:** Tuesday, September 12, 2017 1:52 PM  
**To:** Tracy Dutton  
**Subject:** Written comment to mayor & city council

Ms. Dutton - I believe you are the correct person to send my comments regarding the proposed BHS baseball field at the old Gordon Elementary/Chinese Immersion School and that my comments will be shared with the mayor and city council prior to their vote on this issue. If this is not correct, please let me know to whom I should send my comments.

Thank you all for the opportunity to present my comments. As I stated at last night's public hearing, my main concern is the impact the field could have on drainage of the neighboring streets. After Hurricane Harvey and the resulting flooding, it is clear that additional drainage onto Avenue B and the perpendicular streets near the school would result in devastating flooding to most of the houses. Therefore, I hope the City will require HISD to conduct a drainage impact assessment prior to the City's approval of this project. Vague assurances that grass, as opposed to the current concrete, would be better for drainage should not be deemed sufficient.

As a former president of Bellaire Little League, I am a supporter of baseball but not if the proposed field could increase the likelihood of flooding of the surrounding neighborhood.

Thank you,  
Elise Neal  
[REDACTED]

Sent from my iPad

Attachment: 2017\_09\_14 - Written Comments Regarding HISD SUP Application for Repurposing of Gordon Elementary - Drainage

**Tracy Dutton**

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**From:** Bill Thorogood <[REDACTED]>  
**Sent:** Wednesday, September 13, 2017 4:30 PM  
**To:** Tracy Dutton  
**Subject:** Gordon School site-Bellaire High School ball field

Mayor Andrew Friedberg and City Council,

First let me graciously thank you for the opportunity to serve on Bellaire's Planning and Zoning Commission (P&Z) for more than 11 years.

As background, my P&Z term expired prior to the P&Z meeting on discussion and vote on HISD's application for Bellaire High School's Special Use Permit (SUP). I was also unable to attend that P&Z meeting to express my concerns as a citizen. Therefore I herein submit to you my comments regarding this matter.

In regards to the SUP application for Bellaire High School to convert Gordon Elementary School site into a ball field for Bellaire High School, I ask the following of the Mayor and City Council:

1. As a taxpayer to HISD and Bellaire, I believe it is a terrible HISD decision to demolish a functional elementary school in order to provide a ball field. I have heard from Bellaire residents who have not been allowed to enroll their children in either of the other two HISD elementary schools in Bellaire as those schools are at full capacity. This point has become even more relevant now that HISD has decided that students of Kolter elementary school, which suffered severe damage from Harvey, will now be educated at the Gordon School. For this reason, I ask that you do not approve the HISD requested SUP application for the Gordon site to become a ball field.
2. However, should you approve the HISD SUP application, I request that you condition your approval to include the following:
  - a. Require that the ballfield at the Gordon site to be constructed to provide as much as possible additional storm water detention, including building the field site lower than the ground level today, installation of below grade storm water detention system on the entire field and construct the parking lot with gravel or other suitable material that will drain on site. It is time to seriously consider all options to reduce storm flooding in Bellaire.
  - b. Not allow any additional users of the proposed ball field at the Gordon site other than Bellaire High School. As a future possibility, this condition could be modified at a later date but with only with adequate public discussion, analysis, review and approval vote by both PZ and City Council including assessment of impact on the surrounding residential neighborhood.
  - c. That a specific site plan for the ball field proposed site be provided by HISD noting how the loss of mature oak tree has been minimized and that plan accepted and approved by Bellaire before any construction can begin. Any tree removal must be in compliance with Bellaire's current tree ordinances for institutions, which I believe requires installation of replacement trees.
  - d. And as recommended by P&Z Commission, that no lights, except security lights or public address system be installed at the site
3. As a final comment, I am very concerned that two separate, unattached properties are included in this single SUP. My concern is for the future and how any changes to one site may affect the other. Looking to the future, it seems best to have these as two separate SUP's.

I sincerely appreciate your consideration for including these conditions if the SUP is approved.

Thank you for your service and leadership, especially at this difficult time for our community,  
 Bill Thorogood

Attachment: 2017\_09\_14 - Written Comments Regarding HISD SUP Application for Repurposing of Gordon Elementary - Drainage

[REDACTED]

**Mayor and Council**

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



Meeting: 09/18/17 05:45 PM  
Department: Parks, Recreation and  
Facilities  
Category: Ordinance  
Department Head: Karl Miller  
DOC ID: 2355

**SCHEDULED  
INFORMATION ITEM (ID  
# 2355)**

**Item Title:**

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, suspending the prohibition of alcoholic beverages other than beer and wine as established by Ordinance No. 15-059 in order to allow the Evelyn's Park Conservancy to provide alcoholic beverages in Evelyn's Park for a private event on Saturday, October 14, 2017 - Submitted by Karl Miller, Director of Parks, Recreation and Facilities, at the request of the Evelyn's Park Conservancy.

**Background/Summary:**

Karl Miller, Director of Parks, Recreation and Facilities has received a request from Denton Ragland, Executive Director of Evelyn's Park Conservancy that the Bellaire City Council suspends the portion of Ordinance No. 15-059 prohibiting the consumption of alcoholic beverages other than beer and wine in Evelyn's Park on Saturday, October 14, 2017 from 7:30- 11:30 p.m for a private party to be held in the Evelyn's Park Event Center.

The private party is also requesting that alcoholic beverages other than beer and wine be permitted with in the confinement of the outdoor area of the park previously designated by City Council for the consumption of beer and wine.

Denton Ragland, Executive Director, will be available to answer any questions the Council may have.

**Previous Council Action Summary:**

September 21, 2015 Bellaire City Council amended Chapter 3, Article I, Section 3-33, of the Municipal Code of Ordinance for the purpose of allowing the sale, possession and consumption of beer and wine in Evelyn's Park through Ordinance No. 15-059.

**Fiscal Impact:**

N/A

**City Attorney Review:**

The request and proposed ordinance has been reviewed by the City Attorney, Alan Petrov.

**Recommendation:**

It is the recommendation of Karl Miller, Director of Parks, Recreation and Facilities Department that the Bellaire City Council grants the request from Evelyn's Park Conservancy and suspending the prohibition of alcohol beverages other than beer and wine as established by Ordinance 15-059 in order to allow the Evelyn's Park Conservancy to provide alcoholic beverages in Evelyn's Park for a private event on Saturday, October 14, 2017 from 7:30- 11:30 p.m..

**HISTORY:****09/11/17     Mayor and Council****ATTACHMENTS:**

- Alcoholic Waiver Request EPC 082417 (PDF)
- Code Suspension - Alcoholic Beverages - EPC - October 2017 Event (DOC)





# EVELYN'S PARK

Conservancy

P.O. Box 459 | Bellaire, TX 77402

WWW.EVELYNSPARK.ORG

a 501(c)3 non-profit organization

23 August 2017

Mr. Karl Miller, Director  
Parks, Recreation & Facilities  
City of Bellaire  
7008 Fifth Street  
Bellaire, TX 77401

Dear Mr. Miller,

Evelyn's Park Conservancy (EPC) requests a Council Meeting agenda item for the September 11, 2017 meeting as follows:

A waiver giving permission to serve mixed alcoholic beverages during an event to be held in the Evelyn's Park Event Center on October 14, 2017, from 7:30-11:30 pm. The event is a Diwali party (Indian New Year - Festival of Lights) hosted annually by Bellaire resident Swati Narayan. The event is ordinarily held in her home but is being relocated to Evelyn's Park this year due to a home remodeling project.

The Ivy & James, the Evelyn's Park café operator currently licensed by the Texas Alcoholic Beverage Commission for Evelyn's Park, does not have a Mixed Beverage Permit. If the requested variance is allowed, the mixed beverages for the event will be provided by a TABC Mixed Beverage Permittee holding a TABC Caterer's Permit for this event.

Security will be provided by a minimum of two (2) off duty Bellaire Police Department officers.

Thank you.

Sincerely,

*Denton Ragland*

Denton Ragland  
Executive Director  
Evelyn's Park Conservancy

Attachment: Alcoholic Waiver Request EPC 082417 (2355 : Evelyn's Park- Request from EPC to serve alcoholic beverages)



## ORDINANCE NO. 17-\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, SUSPENDING THE PROHIBITION OF ALCOHOL BEVERAGES OTHER THAN BEER AND WINE AS ESTABLISHED BY ORDINANCE NO. 15-059 IN ORDER TO ALLOW THE EVELYN'S PARK CONSERVANCY TO PROVIDE ALCOHOLIC BEVERAGES IN EVELYN'S PARK FOR A PRIVATE EVENT ON SATURDAY, OCTOBER 14, 2017.**

**WHEREAS**, the use and consumption of alcohol other than beer and wine within Evelyn's Park is prohibited pursuant to Ordinance No. 15-059; and

**WHEREAS**, by letter dated August 23, 2017, the Evelyn's Park Conservancy has requested that the City Council waive or suspend the provisions of Ordinance No. 15-059 relating to the use and consumption of alcohol beverages in Evelyn's Park in order to allow a private event hosted by Swati Narayan on October 14, 2017, from 7:30 PM to 11:30 PM for a Diwali Party; **NOW, THEREFORE**,

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

1. The recitals set forth above are found to be true and correct.
2. The City Council of the City of Bellaire, Texas hereby suspends the prohibition against alcoholic beverages other than beer and wine as established by Ordinance No. 15-059 in order to allow a Diwali Party to be held within Evelyn's Park on October 14, 2017 from 7:30 PM to 11:30 PM.
3. The suspension provided for in paragraph 2 above is applicable to the Evelyn's Park Event Center and the grounds normally designated for the consumption of

beer and wine, subject to and contingent upon the City Manager's approval of the date of the event and, as it relates to alcohol, compliance with the requirements of Section 3-5 of the Bellaire Code of Ordinances relating to the permit procedures for the use and consumption of alcoholic beverages in City owned public places.

4. This Ordinance shall be effective immediately upon its passage and adoption.

**PASSED, APPROVED** and **ADOPTED** this, the 11<sup>th</sup> day of September, 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: 09/18/17 05:45 PM  
Department: City Clerk  
Category: Appointment  
Department Head: Tracy L. Dutton  
DOC ID: 2364

**SCHEDULED  
ORDINANCE (ID # 2364)**

---

**Item Title:**

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing one (1) member to the L.I.F.E. Advisory Board of the City of Bellaire, Texas, for the purpose of filling a vacancy for a term commencing on September 18, 2017, and ending on June 30, 2019 - Submitted by Tracy L. Dutton, City Clerk.

**Background/Summary:**

Earlier in the evening, City Council conducted an interview of an applicant interested in serving on the L.I.F.E. Advisory Board of the City of Bellaire, Texas ("LIFE"), for the purpose of filling a vacancy with a term commencing this evening, September 18, 2017, and ending on June 30, 2019.

In the event that City Council would like to appoint the interviewee as a member of LIFE, an ordinance has been prepared for your consideration.

**Previous Council Action Summary:**

See Background/Summary above.

**Fiscal Impact:**

N/A

**Recommendation:**

Action as City Council deems appropriate.

**ATTACHMENTS:**

- Appointment - LIFE Advisory Board - Vacancy - 2017 (DOC)



# **ORDINANCE NO. 17-\_\_\_\_\_**

## **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, APPOINTING ONE (1) MEMBER TO THE L.I.F.E. ADVISORY BOARD OF THE CITY OF BELLAIRE, TEXAS ("LIFE"), TO FILL A VACANCY FOR A TERM COMMENCING ON SEPTEMBER 18, 2017, AND ENDING ON JUNE 30, 2019.**

**WHEREAS**, pursuant to the *Code of Ordinances of the City of Bellaire, Texas, Chapter 2, Administration, Article VII, Boards and Commissions, Division 1, Generally, Section 2-93, Eligibility for membership on boards, and Chapter 2, Administration, Article VII, Boards and Commissions, Division 3, Boards and Commissions Governed by City Charter, Ordinance or Resolution, Section 2-123, L.I.F.E. advisory board*, the City Council of the City of Bellaire, Texas, appoints the members of LIFE; and

**WHEREAS**, the terms of four (4) members of LIFE ended on June 30, 2017, as follows: Barbara Davis, Maxine W. Epstein, Roberta "Bert" Murray, and Patricia J. Parrack; and

**WHEREAS**, on June 19, 2017, the City Council of the City of Bellaire, Texas, appointed three (3) members to LIFE for a term of two (2) years commencing on July 1, 2017, and ending on June 30, 2019, leaving one vacancy on LIFE; and

**WHEREAS**, the City Council of the City of Bellaire, Texas, has determined that it is in the best interest of the City of Bellaire, Texas, to appoint the herein named person as a member of LIFE for a term commencing on September 18, 2017, and ending on June 30, 2019; **NOW, THEREFORE,**

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

**1. THAT** the recitals contained herein are found to be true and correct.

**2. THAT** \_\_\_\_\_ is hereby appointed as a member of LIFE for a term commencing on September 18, 2017, and ending on June 30, 2019.

**3. THAT** the appointment as set forth herein shall be effective as of September 18, 2017, and such newly appointed member shall be installed at the first meeting of LIFE following the effective date of the appointment herein.

**PASSED, APPROVED, and ADOPTED** this, the 18th day of September, 2017.

(SEAL)

**ATTEST:**

**SIGNED:**

\_\_\_\_\_  
Tracy L. Dutton, TRMC  
City Clerk

\_\_\_\_\_  
Andrew S. Friedberg  
Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan P. Petrov  
City Attorney

Attachment: Appointment - LIFE Advisory Board - Vacancy - 2017 (2364 : Appointment of Member to BLIFE)

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



Meeting: 09/18/17 05:45 PM  
 Department: Finance Administration  
 Category: Ordinance  
 Department Head: Paul A. Hofmann  
 DOC ID: 2235

**SCHEDULED  
 ACTION ITEM (ID # 2235)**

**Item Title:**

Consideration of and possible action on the adoption of the budget of the City of Bellaire, Texas, for the fiscal year beginning October 1, 2017, and ending September 30, 2018 ("FY 2018"), and appropriating the several sums set up therein to the objects and purposes therein named by 1) adopting the FY 2018 budget by record vote; and 2) ratifying the tax revenue increase reflected in the FY 2018 budget - Submitted by Terrence Beaman, Chief Financial Officer.

**Background/Summary:**

**ITEM SUMMARY:**

The budget for FY 2018 is presented for Council's consideration and possible adoption with a record vote. In addition, Local Government Code Chapter 102.007 requires an additional vote to ratify the tax increase reflected in the FY 2018 budget and outlined on the page in the attached budget document labeled *Budget Cover Page*.

Public Hearing notices for the budget were published in the *Southwest News* on Tuesday, August 1, 2017 and Tuesday, August 8, 2017. The FY 2018 proposed budget was also published on the City's website on Thursday, July 13, 2017, cataloged at the Bellaire City Library and available for the public at City Hall.

A public hearing on the budget was held on August 14, 2017 and all interested parties were given the opportunity to express their views and opinions. Two Budget Workshops were held - one on August 15, 2017 and one on August 21, 2017.

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,648,521, which is an 8.81 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$264,912.

**Property Tax Rate Comparison**

	2017-2018	2016-2017
Property Tax Rate:	\$0.4159/100	\$0.3874/100
Effective Tax Rate:	\$0.3864/100	\$0.3665/100
Effective Maintenance and Operations Tax Rate:	\$0.2544/100	\$0.2409/100
Rollback Tax Rate:	\$0.4228/100	\$0.3924/100
Debt Rate:	\$0.1484/100	\$0.1323/100

Total debt obligation for City of Bellaire secured by property taxes: \$118,295,000.

**Changes made since budget was filed on July 17, 2017 (In each fund, total FY 2018 revenues and total FY 2018 expenditures remain the same as in the original proposed budget filed on July 17, 2017)**

**General Fund**

1. FY 2018 salaries and benefits have been revised to incorporate the market study and expected increases in health insurance rates. The budget presented on July 17, 2017 had salaries based on FY 2017 rates plus a 1.5% cost of living adjustment effective October 1, 2017 and a 3.5% STEP increase effective January 1, 2018 for all employees. Those salary amounts have been replaced by salaries indicated in the market study plus a 3.5% STEP increase on January 1, 2018 for all first responders.
2. FY 2018 contingency expense of \$100,000 has been eliminated as it was absorbed into the salaries and benefits amounts described above.
3. The Administrative Services Manager position has been moved from the Streets division of Public Works (a General Fund division) to the City Manager's Office where it will perform in an *Internal Services* capacity. This change has no net impact on expenditures, but it does result in decreases to salaries and benefits in the Streets division of Public Works and offsetting increases to salaries and benefits in the City Manager's Office. It also results in changes to the Staffing Position Summary and to the City Manager's Office organization charts.
4. FY 2018 budget enhancements of \$73,500 have been allocated to the various expenditure accounts and no longer are separated and shown as a single line item in the budget.

Department	Description	Amount	Account
Parks-Facilities	ADA Transition Plan	\$60,000	100-5-6015-324
City Manager Office	Mass Notifications	\$7,500	100-5-1010-520
Library	Hoopla Digital Service	\$6,000	100-5-7035-340
Total Enhancements		\$73,500	

5. As a result of fully incorporating the \$73,500 of budget enhancements into expenditures, the 60 Day Fund Balance Requirement presented on the General Fund Summary increased by \$12,250 to \$3,311,154 and the Over/Under 60 Day Requirement decreased by the same amount to \$270.
6. The General Fund overview narrative was updated to reflect the above changes.



**Enterprise Fund**

1. FY 2017 projected water sales have been increased by \$47,252, from \$3,887,910 to \$3,935,162, which results in a corresponding increase in beginning FY 2018 working capital and ending FY 2018 working capital. It also results in a corresponding increase in the Over(Under) 30/60 Day Requirement shown on the Enterprise Fund Summary.
2. Overall proposed FY 2018 revenues for the Enterprise Fund remain the same, but there have been adjustments to the water revenue model which has resulted in some reallocation of revenues between the water and wastewater revenue categories. The model was incorrectly aggregating monthly base charges for sewer services into water revenues instead of wastewater revenues.

	FY 2018 Proposed Budget Presented 07/17/17	FY 2018 Proposed Budget Presented 09/18/17	Increase / (Decrease)
Water Sales	\$4,890,830	\$4,266,524	(\$624,306)
Wastewater Sales	\$2,267,088	\$2,891,394	\$624,306
Solid Waste	\$1,683,700	\$1,683,700	\$0
Miscellaneous	\$89,500	\$89,500	\$0
Total	\$8,931,118	\$8,931,118	\$0

3. FY 2018 salaries and benefits have been revised to incorporate the market study and expected increases in health insurance rates. The budget presented on July 17, 2017 had salaries based on FY 2017 rates plus a 1.5% cost of living adjustment effective October 1, 2017 and a 3.5% STEP increase effective January 1, 2018 for all employees. Those salary amounts have been replaced by salaries indicated in the market study.
4. In the Water Production department (8061), \$24,000 of expense was moved from 324-Other Professional to 323-Engineers, Architects, Arborists, Planners. This amount was originally incorrectly entered on expense line 324 when it should have been on expense line 323.
5. The Enterprise Fund overview narrative was updated to reflect the above changes.

**Debt Service Fund**

1. Updated the Debt Service Fund narrative to incorporate the Series 2017A bond issuance.
2. Added debt service graphs for (1) currently outstanding debt and (2) outstanding debt plus proposed FY 2018 and FY 2019 debt issuances.

**Other**

1. Added a table of contents.
2. Summary of All Funds has been updated to reflect all above changes.
3. The City's Staffing Position Summary has been updated to reflect reclassifications of grades based on the market study.
4. The City's detailed Proposed Pay Plan has been updated to reflect the results of the market study.
5. Changed the title of "Audit Entries" to "Year-End Accrual Entries."
6. Removed expenditure lines with no expenditures for the years presented.
7. Removed the denotation of new or revised fees from the FY 2018 fee schedule.
8. Removed the footnote from the City of Bellaire Organization Chart regarding the evaluation of a potential reorganization.
9. Removed notes on the Development Services and Public Works organization charts within the department narratives regarding the evaluation of a potential reorganization.
10. Added a footnote to the Consolidated Financial Schedule indicating the "Fund Balance" represents unassigned fund balance.
11. The Project Management function has been removed from the City of Bellaire Organization Chart as the organization chart shows departments not functions. The Project Management function remains on the department level City Manager's Office organization chart that illustrates functions within the City Manager's Office.
12. Various small formatting changes.

**Previous Council Action Summary:**

May 4, 2017 - Workshop Session (Pre-Budget Retreat)

July 17, 2017 - Budget Presentation

July 17, 2017 - Called Public Hearing

August 14, 2017 - Held Public Hearing

August 15, 2017 - Held Budget Workshop #1

August 21, 2017 - Held Budget Workshop #2

**Fiscal Impact:**

The proposed budget forecasts anticipated revenues and appropriates funds for proposed expenditures for FY 2018. These amounts are detailed for each fund in the attached FY 2018 proposed budget.

**Recommendation:**

Adopt the FY 2018 Budget as presented.

**ATTACHMENTS:**

- FY 2018 Budget Adoption Ordinance (DOC)
- Final Proposed Budget Presented to Council 09.18.17 (PDF)

**ORDINANCE NO. 17-**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, ADOPTING THE FY 2017 PROPOSED BUDGET FOR THE CITY OF BELLAIRE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018, AND APPROPRIATING THE SEVERAL SUMS SET UP THEREIN TO THE OBJECTS AND PURPOSES THEREIN NAMED BY:**

**1) A RECORD VOTE TO ADOPT FY 2018 BUDGET**

**AND TO**

**2) VOTE TO RATIFY THE TAX INCREASE REFLECTED IN THE BUDGET.**

**WHEREAS**, the proposed budget, appended hereto as "Appendix A," for the fiscal year beginning October 1, 2017, and ending September 30, 2018, (the "Budget") was duly presented to the City Council of the City of Bellaire, Texas, by the City Manager, containing estimates of resources and revenues for the year from all of the various sources, and the projects, operations, activities, and purchases proposed to be undertaken during the year, together with the estimated costs thereof, and estimated amounts of all other proposed expenditures; and

**WHEREAS**, a Public Hearing on the budget was duly called by the City Council of the City of Bellaire, Texas, not less than 15 days after the date of such filing with the City Clerk, and notice of said hearing was caused to be given by the City Council and said notice was published in the *Southwest News* on Tuesday, July 25, 2017 and was duly held on Monday, August 14th, 2017, according to said notice; **NOW, THEREFORE**,

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

1. **THAT** the budget of the City of Bellaire, Texas, for the fiscal year beginning October 1, 2017, and ending September 30, 2018 appended hereto as "Appendix A," was duly prepared, filed with the City Clerk more than 30 days prior to the tax levy of the City of Bellaire, Texas, and is thereby available for inspection by any taxpayer.

2. **THAT** a Public Hearing on the budget was duly called by the City Council of the City of Bellaire, Texas, not less than 15 days after the date of such filing with the City Clerk, and prior to the time the City Council of the City of Bellaire, Texas, levied taxes for such current fiscal year (2018) and notice of said hearing was caused to be given by the City Council and said notice was published in the *Southwest News* on Tuesday, July 25, 2017 and was duly held on Monday, August 14th, 2017, according to said notice and as required by law.

3. **THAT** all parties desiring to participate and be heard at said Public Hearing having been heard until no more evidence was offered, and such hearing having been concluded.

4. **THAT** the budget of the City of Bellaire, Texas, appended hereto as "Appendix A," for the fiscal year beginning October 1, 2017, and ending September 30, 2018, and the same is hereby, in all respects, finally approved and adopted by record vote and a vote made to ratify the tax increase in the attached document is hereby filed with the City Clerk of the City of Bellaire, Texas.

5. **THAT** the several amounts specified for the several purposes named in said budget be, and they are hereby, appropriated to and for such purposes.

6. **THAT** the City Clerk of the City of Bellaire, Texas, shall file copies of this Ordinance and the Budget with the County Clerk of Harris County, Texas.

**PASSED, APPROVED and ADOPTED** by a \_\_\_\_\_ vote of the City Council of the City of Bellaire, Texas, this, the 18<sup>th</sup> day of September, 2017.

(SEAL)

\_\_\_\_\_  
Andrew S. Friedberg, Mayor  
City of Bellaire, Texas

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Alan P. Petrov, City Attorney  
City of Bellaire, Texas



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



Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)





FY 2018

# City of Bellaire

## Proposed Budget – FY 2018

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FY 2018

# City of Bellaire

## Proposed Budget – FY 2018

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**City of Bellaire**  
**Fiscal Year 2017-2018**  
**Budget Cover Page**  
**Budget Proposed September 18, 2017**

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,648,521, which is an 8.81 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$264,912.

**Property Tax Rate Comparison**

	<b>2017-2018</b>	<b>2016-2017</b>
Property Tax Rate:	\$0.4159/100	\$0.3874/100
Effective Tax Rate:	\$0.3864/100	\$0.3665/100
Effective Maintenance & Operations Tax Rate:	\$0.2544/100	\$0.2409/100
Rollback Tax Rate:	\$0.4228/100	\$0.3924/100
Debt Rate:	\$0.1481/100	\$0.1323/100

Total debt obligation for City of Bellaire secured by property taxes:  
 \$118,295,000



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 September 18, 2017**

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

# *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:**

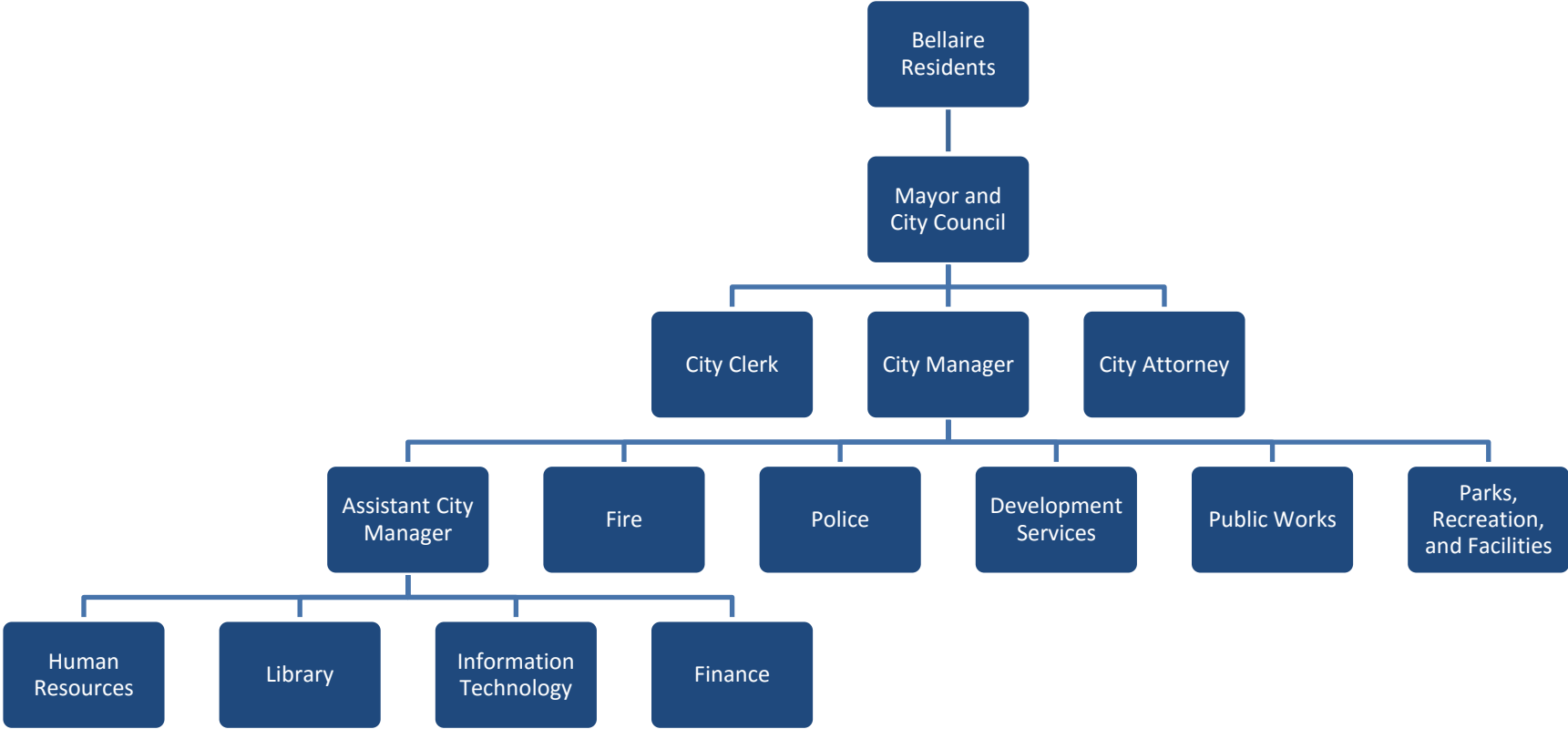
Developing, presenting, and implementing a consistent and repeatable reflection of the City's image, quality of life, and high standard of professional service delivery.





FY 2018

# City of Bellaire Organizational Chart







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 monthly 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 17	Call Public Hearing
July 17	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 (a)	Enterprise Fund (b)	Special Revenue Fund	Debt Service Fund	Vehicle and Equipment Replacement Fund	Capital Improvement Fund (c)	Capital Bond Fund (c)	Metro Fund (c)	CONSOLIDATED TOTAL ALL FUNDS	CONSOLIDATED TOTAL ALL FUNDS	CONSOLIDATED TOTAL ALL FUNDS	CONSOLIDATED TOTAL ALL FUNDS
<b>Beginning Fund Balance</b>	\$ 3,387,437	\$ 669,399	\$ 445,590	\$ 557,371	\$ 1,369,101	\$ 1,580,601	\$ -	\$ 308,000	\$ 8,317,500	\$ 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	9,192,960	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
<b>Total Revenues</b>	<b>20,159,835</b>	<b>8,932,118</b>	<b>198,960</b>	<b>7,233,885</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>37,524,798</b>	<b>34,841,845</b>	<b>35,771,056</b>	<b>32,902,837</b>
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	-
<b>Total Resources</b>	<b>24,171,272</b>	<b>9,601,517</b>	<b>644,550</b>	<b>9,541,692</b>	<b>2,176,601</b>	<b>2,243,027</b>	<b>12,500,000</b>	<b>1,308,000</b>	<b>62,186,660</b>	<b>91,438,792</b>	<b>81,082,380</b>	<b>69,912,571</b>
General Government	4,965,368	-	193,923	-	194,900	-	-	-	5,354,191	4,728,292	4,778,014	4,345,408
Public Safety	9,349,996	-	23,760	-	418,900	-	-	-	9,792,656	8,970,798	9,214,769	8,014,408
Public Works	1,073,839	-	-	-	-	-	-	-	1,073,839	1,132,880	1,199,142	1,056,541
Culture and Recreation	4,477,719	-	69,700	-	27,500	-	-	-	4,574,919	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)	161,553
<b>Total Expenditures</b>	<b>19,866,922</b>	<b>6,763,351</b>	<b>287,383</b>	<b>8,984,341</b>	<b>931,300</b>	<b>1,135,000</b>	<b>12,500,000</b>	<b>1,300,000</b>	<b>51,768,297</b>	<b>81,133,643</b>	<b>71,496,277</b>	<b>44,781,207</b>
<b>Transfers Out</b>	<b>992,926</b>	<b>2,227,436</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,220,362</b>	<b>4,179,000</b>	<b>4,179,000</b>	<b>4,328,000</b>
<b>Total Uses</b>	<b>20,859,848</b>	<b>8,990,787</b>	<b>287,383</b>	<b>8,984,341</b>	<b>931,300</b>	<b>1,135,000</b>	<b>12,500,000</b>	<b>1,300,000</b>	<b>54,988,659</b>	<b>85,312,643</b>	<b>75,675,277</b>	<b>49,109,207</b>
<b>Change in Nonspendable Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(6,092)</b>
<b>Ending Fund Balance</b>	<b>\$ 3,311,424</b>	<b>\$ 610,730</b>	<b>\$ 357,167</b>	<b>\$ 557,351</b>	<b>\$ 1,245,301</b>	<b>\$ 1,108,027</b>	<b>\$ -</b>	<b>\$ 8,000</b>	<b>\$ 7,198,000</b>	<b>\$ 6,126,149</b>	<b>\$ 5,407,103</b>	<b>\$ 20,809,456</b>

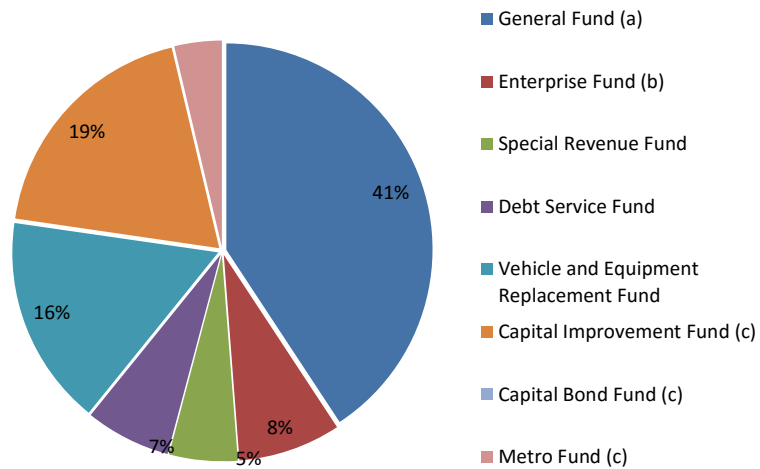
(a) Fund balance represents unassigned fund balance.

(b) Fund balance represents working capital.

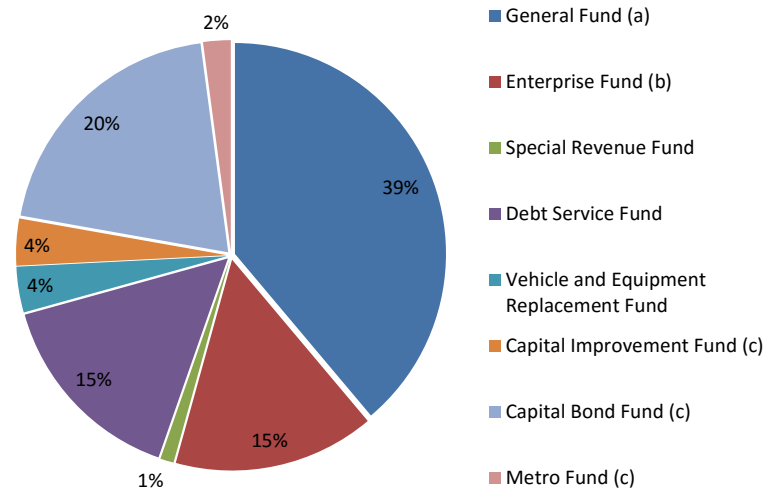
(c) Fund balances of the Capital Improvement Fund, Capital Bond Fund, and Metro Fund represents unappropriated available resources.

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

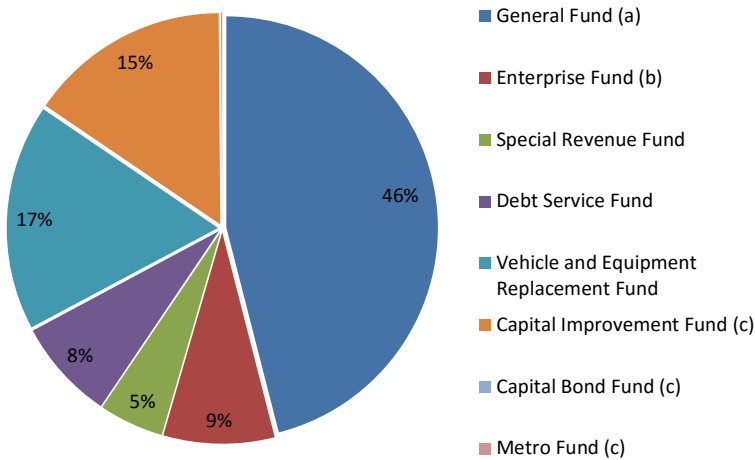
**FY 2018 Beginning Balance by Fund**



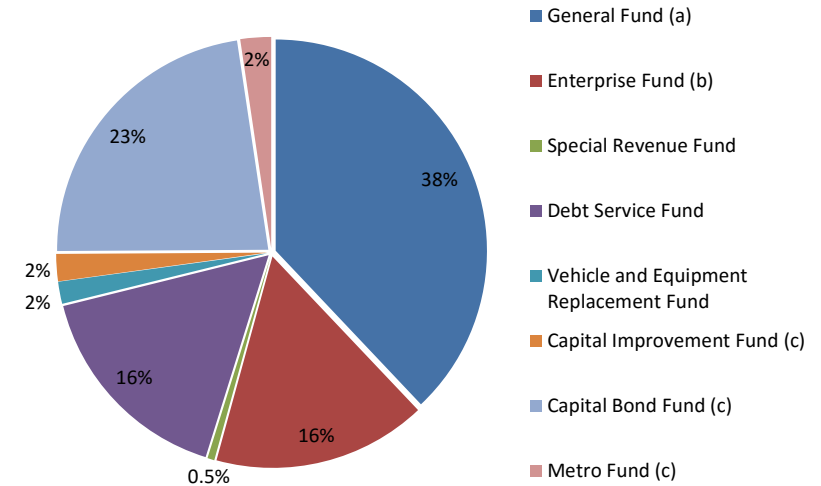
**FY 2018 Resources by Fund**



**FY 2018 Ending Balance by Fund**



**FY 2018 Uses by Fund**



(a) Fund balance represents unassigned fund balance.

(b) Fund balance represents working capital.

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



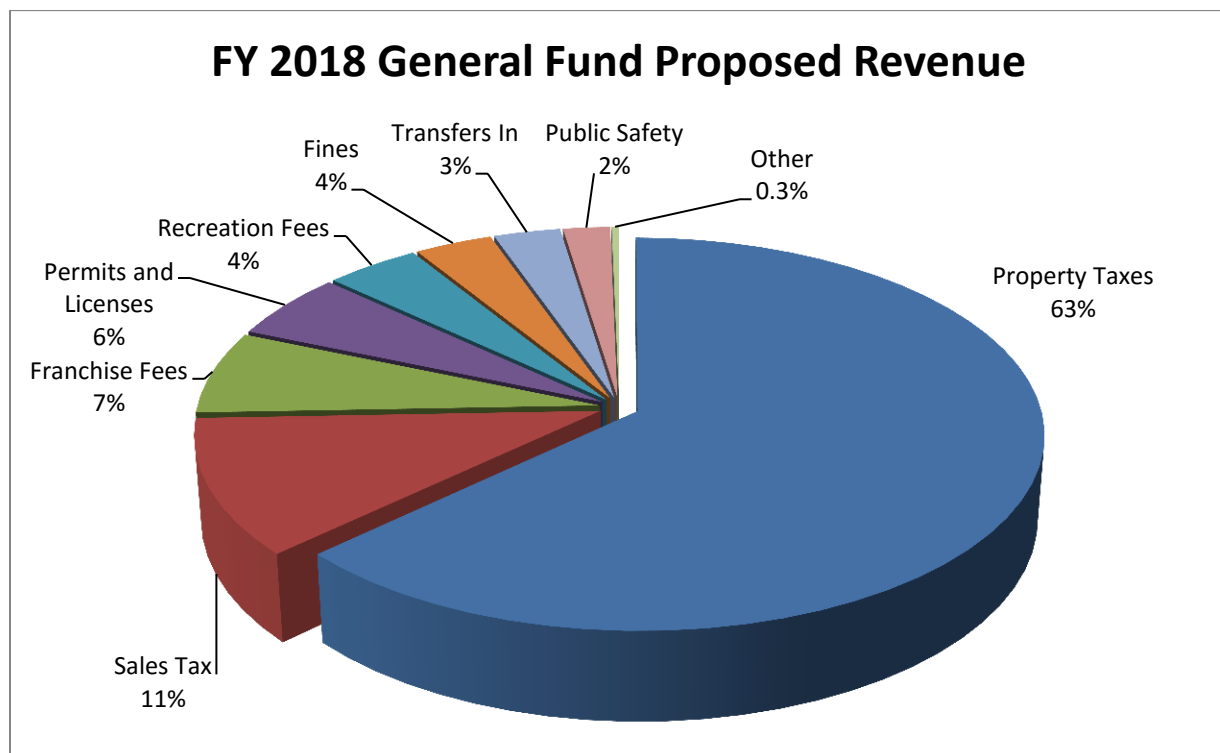
FY 2018

## General Fund

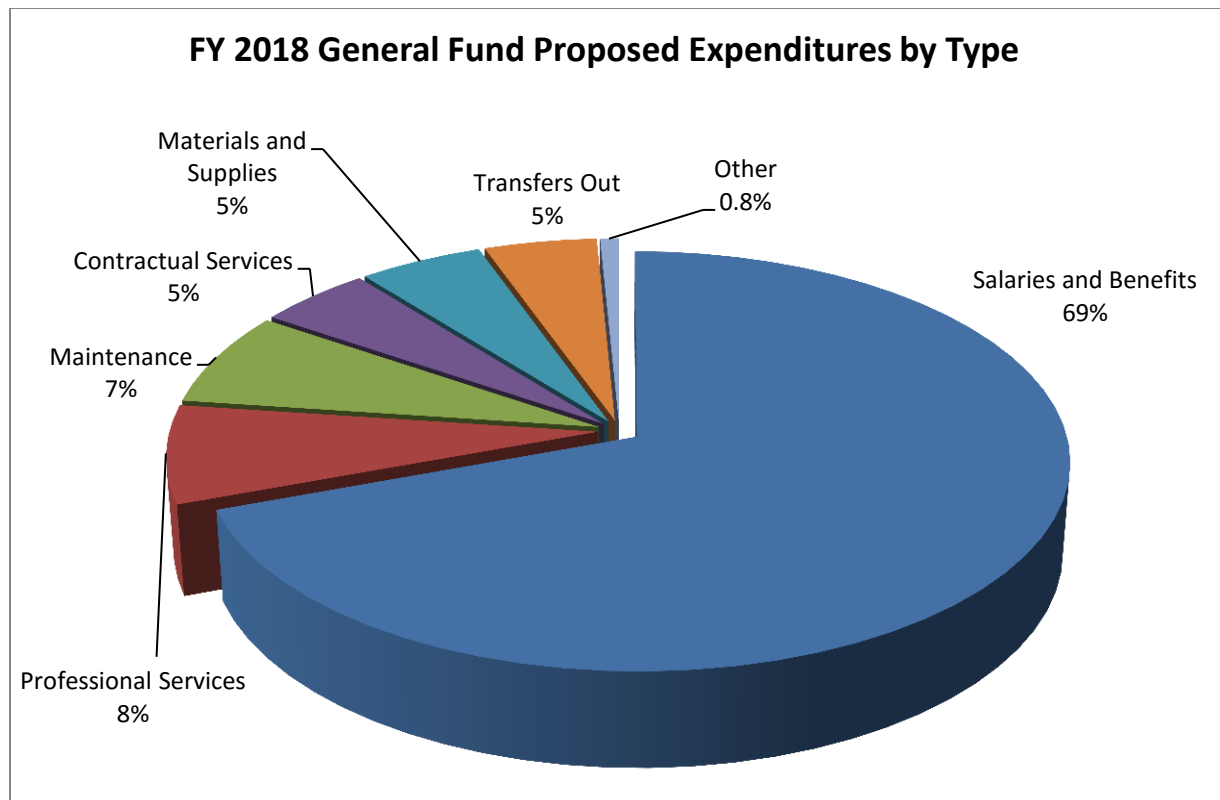
## Description

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.

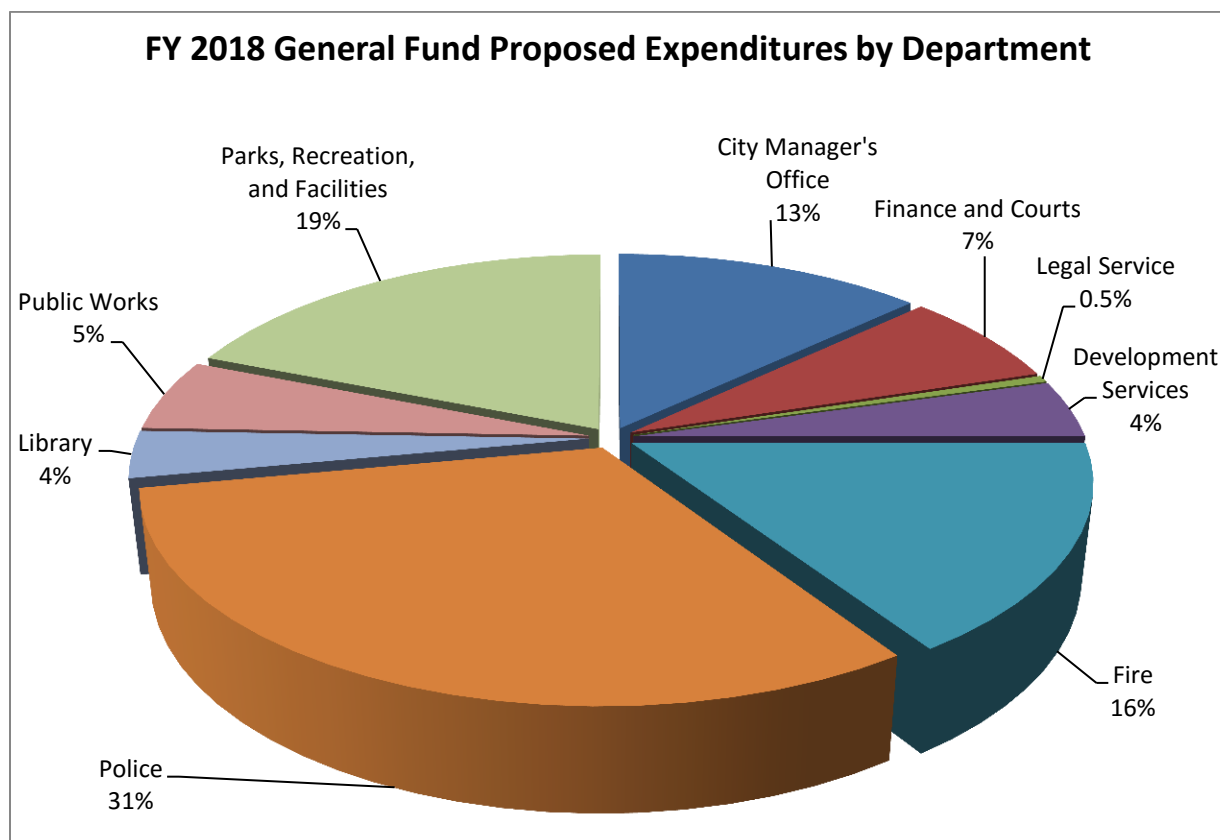
Property tax is the General Fund's largest revenue source, followed by sales tax, and franchise fees. Total budgeted revenue for FY 2018 is \$20,783,835.



Salaries and benefits are the General Fund's largest expenditure constituting 69% of all budgeted expenditures. The next largest expenditure is for Professional Services totaling 8% of total budgeted expenditures, followed by Maintenance 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.



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.





## GENERAL FUND SUMMARY

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Beginning Unassigned Fund Balance</b>	<b>\$ 5,596,804</b>	<b>\$ 4,678,607</b>	<b>\$ 4,814,376</b>	<b>\$ 3,387,437</b>
<b>Revenues</b>				
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
<b>Total Revenues</b>	<b>19,038,512</b>	<b>20,306,446</b>	<b>19,669,101</b>	<b>20,783,835</b>
Total Available Resources	24,635,316	24,985,053	24,483,477	24,171,272
<b>Expenditures</b>				
City Manager's Office	2,283,575	2,460,875	2,460,875	2,584,143
Finance and Courts	1,115,119	1,290,601	1,280,026	1,421,207
Legal Service	96,175	100,000	96,000	100,000
Development Services	763,877	892,834	857,687	860,018
Fire	2,665,184	3,041,250	3,020,693	3,114,328
Police	5,348,930	6,167,369	5,930,022	6,235,668
Library	619,634	696,822	687,578	704,626
Public Works	1,056,541	1,199,142	1,132,880	1,073,839
Parks, Recreation, and Facilities	3,410,443	3,717,857	3,673,279	3,773,093
Non-Departmental: Contingency	161,553	(100,000)	(100,000)	-
<b>Total Expenditures</b>	<b>17,521,032</b>	<b>19,466,750</b>	<b>19,039,040</b>	<b>19,866,922</b>
<b>Transfers Out</b>				
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
<b>Total Transfers Out</b>	<b>2,306,000</b>	<b>2,057,000</b>	<b>2,057,000</b>	<b>992,926</b>
Total Expenditures and Transfers Out	19,827,032	21,523,750	21,096,040	20,859,848
Change in nonspendable fund balance	(6,092)	-	-	-
<b>Ending Unassigned Fund Balance</b>	<b>\$ 4,814,376</b>	<b>\$ 3,461,303</b>	<b>\$ 3,387,437</b>	<b>\$ 3,311,424</b>
60 Day Fund Balance Requirement	\$ 2,920,172	\$ 3,244,458	\$ 3,173,173	\$ 3,311,154
Over/(Under) 60 Day Requirement	\$ 1,894,204	\$ 216,844	\$ 214,264	\$ 270

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

## 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
<b>Total Property Taxes</b>	<b>11,274,387</b>	<b>12,331,714</b>	<b>12,152,025</b>	<b>13,118,646</b>
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
<b>Total Franchise Fees</b>	<b>1,363,858</b>	<b>1,410,000</b>	<b>1,365,431</b>	<b>1,424,734</b>
<b>Sales Tax</b>	<b>2,420,809</b>	<b>2,545,300</b>	<b>2,323,000</b>	<b>2,348,555</b>
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
<b>Total Permits</b>	<b>730,343</b>	<b>848,300</b>	<b>750,515</b>	<b>771,300</b>
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
<b>Total Fees</b>	<b>343,165</b>	<b>410,350</b>	<b>358,800</b>	<b>369,200</b>
Liquor and Beer Licenses	6,263	2,600	2,600	2,600
Itinerant Merchant Licenses	590	300	300	300
<b>Total Licenses</b>	<b>6,853</b>	<b>2,900</b>	<b>2,900</b>	<b>2,900</b>
<b>SE Regional Advisory Council Fire (SETRAC) Grant</b>	<b>2,325</b>	<b>2,800</b>	<b>5,500</b>	<b>5,500</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

## 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
<b>Total Rentals</b>	<b>38,587</b>	<b>36,400</b>	<b>20,630</b>	<b>19,400</b>
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
<b>Total Aquatics Fees</b>	<b>404,716</b>	<b>330,000</b>	<b>331,500</b>	<b>336,500</b>
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
<b>Total Program Fees</b>	<b>167,480</b>	<b>159,000</b>	<b>157,000</b>	<b>149,000</b>
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
<b>Total Athletics Fees</b>	<b>371,882</b>	<b>362,000</b>	<b>360,000</b>	<b>365,000</b>
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
<b>Parks Other Fees</b>	<b>13,237</b>	<b>16,500</b>	<b>17,000</b>	<b>17,500</b>
<b>Total Recreation Fees</b>	<b>995,901</b>	<b>903,900</b>	<b>886,130</b>	<b>887,400</b>
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
<b>Total Public Safety Fees</b>	<b>446,631</b>	<b>382,150</b>	<b>384,000</b>	<b>434,000</b>
<b>Copy Fees</b>	<b>4,348</b>	<b>3,232</b>	<b>3,000</b>	<b>2,400</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

## 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
<b>Total Fines</b>	<b>743,769</b>	<b>765,000</b>	<b>745,000</b>	<b>730,000</b>
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
<b>Total Investment Revenue</b>	<b>51,641</b>	<b>39,500</b>	<b>42,500</b>	<b>39,500</b>
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
<b>Total Miscellaneous Revenue</b>	<b>29,662</b>	<b>27,300</b>	<b>21,300</b>	<b>20,700</b>
Surplus Equipment Sales	817	10,000	5,000	5,000
Business Enterprise Transfers	624,000	624,000	624,000	624,000
<b>Total Other Financing Sources</b>	<b>624,817</b>	<b>634,000</b>	<b>629,000</b>	<b>629,000</b>
<b>Total General Fund Revenue</b>	<b>\$ 19,038,508</b>	<b>\$ 20,306,446</b>	<b>\$ 19,669,101</b>	<b>\$ 20,783,835</b>

## GENERAL FUND COMBINED EXPENDITURE DETAIL

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 8,159,990	\$ 9,163,528	\$ 8,977,233	\$ 9,381,296
105	Incentive Pay	156,111	297,142	239,800	312,437
110	Part Time Employees	666,681	707,395	712,895	766,228
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
	<b>Total Salaries</b>	<b>9,294,013</b>	<b>10,436,851</b>	<b>10,255,887</b>	<b>10,725,688</b>
<b>Benefits</b>					
210	Group Health Insurance	1,100,733	1,154,888	1,077,543	1,205,174
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	198,569
240	Retirement Contributions	1,857,384	2,087,294	1,997,265	2,067,513
260	Workers Compensation	145,996	148,440	124,062	121,750
	<b>Total Benefits</b>	<b>3,418,391</b>	<b>3,766,754</b>	<b>3,516,267</b>	<b>3,770,127</b>
	<b>Total Salaries and Benefits</b>	<b>12,712,404</b>	<b>14,203,605</b>	<b>13,772,154</b>	<b>14,495,815</b>
<b>Professional Services</b>					
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	132,540
325	Judges and Prosecutors	152,000	156,400	154,500	200,600
340	Information Technology	346,559	399,490	414,490	415,282
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
	<b>Total Professional Services</b>	<b>1,390,388</b>	<b>1,556,595</b>	<b>1,603,855</b>	<b>1,584,322</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

## GENERAL FUND COMBINED EXPENDITURE DETAIL

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>1,292,090</b>	<b>1,481,350</b>	<b>1,465,831</b>	<b>1,519,530</b>
<b>Contractual Services</b>					
510	Risk Management	154,286	172,837	170,000	190,437
520	Communications	317,252	312,325	397,340	276,570
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
	<b>Total Contractual Services</b>	<b>862,812</b>	<b>1,010,494</b>	<b>1,076,199</b>	<b>1,006,589</b>
<b>Materials and Supplies</b>					
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

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## GENERAL FUND COMBINED EXPENDITURE DETAIL

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
613	Traffic Signs and Street Markers	\$ 10,155	\$ 16,000	\$ 16,000	\$ 15,000
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
	<b>Total Materials and Supplies</b>	<b>985,701</b>	<b>1,153,406</b>	<b>1,112,501</b>	<b>1,097,641</b>
	<b>Hardware and Software</b>				
623	Hardware and Software	54,192	115,225	60,000	115,000
	<b>Total Hardware and Software</b>	<b>54,192</b>	<b>115,225</b>	<b>60,000</b>	<b>115,000</b>
	<b>Financial Services</b>				
710	Banking Charges	8,731	3,800	8,000	7,025
711	Credit Card Fees	42,313	42,275	40,500	41,000
	<b>Total Financial Services</b>	<b>51,044</b>	<b>46,075</b>	<b>48,500</b>	<b>48,025</b>
	<b>Capital Outlay</b>				
905	Machinery and Equipment	10,847	-	-	-
	<b>Total Capital Outlay</b>	<b>10,847</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>General Fund Grand Total</b>	<b>17,359,477</b>	<b>19,566,750</b>	<b>19,139,040</b>	<b>19,866,922</b>
740	Transfers Out	2,306,000	2,057,000	2,057,000	992,926
745	Contingency	161,553	(100,000)	(100,000)	-
	<b>Total General Fund Expenditures</b>	<b>\$ 19,827,030</b>	<b>\$ 21,523,750</b>	<b>\$ 21,096,040</b>	<b>\$ 20,859,848</b>

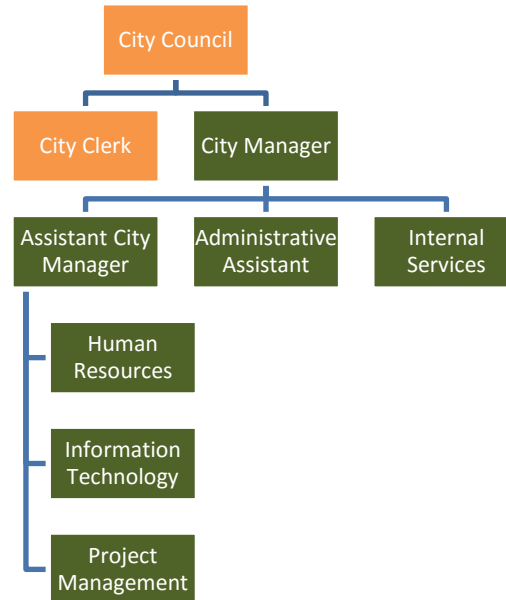
Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)



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, Project Management, and Internal Services.

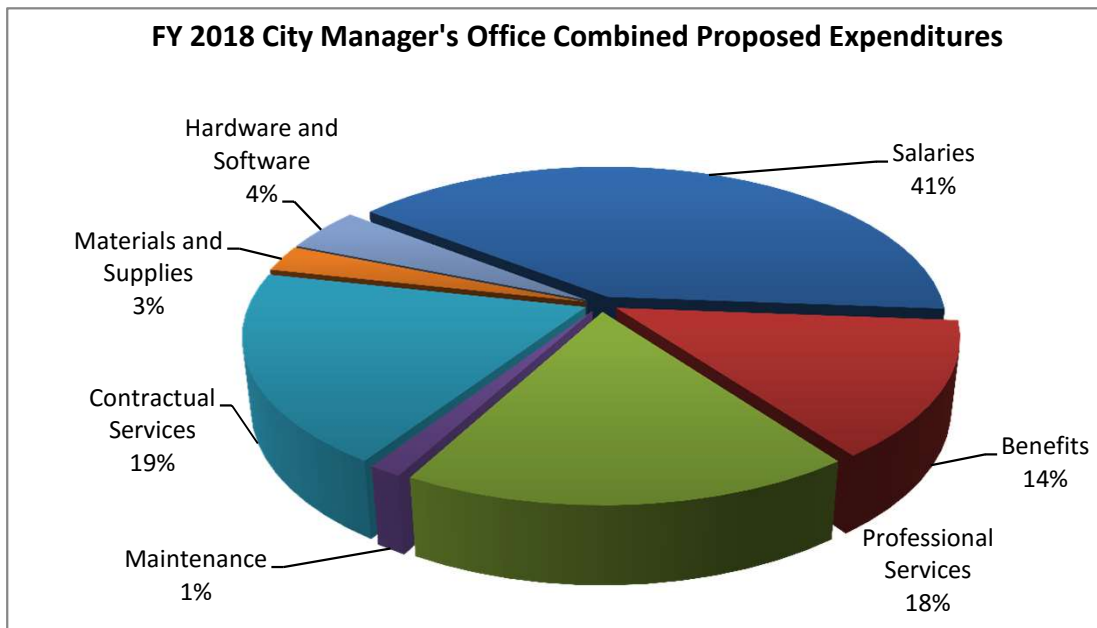
### Base Level Services

- 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)**

<b>Expenditure Summary</b>	<b>FY 2016 Actuals</b>	<b>FY 2017 Adopted</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Proposed</b>
Salaries	\$ 951,372	\$ 951,093	\$ 927,412	\$ 1,050,813
Benefits	316,118	310,852	299,658	353,416
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	495,678
Materials and Supplies	68,701	75,355	58,110	68,630
Hardware and Software	54,192	115,225	60,000	115,000
<b>Total Expenditures</b>	<b>\$ 2,283,575</b>	<b>\$ 2,460,875</b>	<b>\$ 2,460,875</b>	<b>\$ 2,584,143</b>



**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
<b>Salaries</b>					
100	Regular Employees	\$ 934,812	\$ 922,413	\$ 908,750	\$ 1,022,037
110	Part Time Employees	4,096	14,500	4,200	14,500
120	Overtime	55	-	-	-
130	Longevity	3,650	3,900	4,012	3,996
140	Sick Leave Buy Back	3,359	4,880	5,050	4,880
150	Car Allowance	5,400	5,400	5,400	5,400
	<b>Total Salaries</b>	<b>951,372</b>	<b>951,093</b>	<b>927,412</b>	<b>1,050,813</b>
<b>Benefits</b>					
210	Group Health Insurance	83,241	79,270	71,540	97,898
211	Health Savings Account	7,800	7,800	7,150	7,800
215	Group Dental Insurance	1,846	1,850	1,733	1,768
217	Group Life Insurance	3,281	3,346	3,405	4,017
220	Disability Insurance	1,936	2,020	2,071	2,395
230	Medicare/Social Security	13,358	14,611	13,896	16,058
240	Retirement Contributions	202,282	199,555	197,950	221,430
260	Workers Compensation	2,374	2,400	1,913	2,050
	<b>Total Benefits</b>	<b>316,118</b>	<b>310,852</b>	<b>299,658</b>	<b>353,416</b>
<b>Professional Services</b>					
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
340	Information Technology	317,262	368,290	383,090	376,137
	<b>Total Professional Services</b>	<b>376,827</b>	<b>476,480</b>	<b>495,460</b>	<b>465,992</b>
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>28,139</b>	<b>17,013</b>	<b>26,013</b>	<b>34,614</b>

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**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
<b>Contractual Services</b>					
510	Risk Management	\$ 154,286	\$ 172,837	\$ 170,000	\$ 190,437
520	Communications	300,049	293,600	378,600	250,850
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
560	Travel Mileage Allowance	-	300	300	300
570	Education and Training	15,414	28,955	24,265	34,605
<b>Total Contractual Services</b>		<b>488,227</b>	<b>514,857</b>	<b>594,222</b>	<b>495,678</b>
<b>Materials and Supplies</b>					
600	Office Supplies	4,519	10,170	8,900	10,170
601	Information Technology Supplies	26,963	31,225	18,250	20,000
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
<b>Total Materials and Supplies</b>		<b>68,701</b>	<b>75,355</b>	<b>58,110</b>	<b>68,630</b>
<b>Hardware and Software</b>					
623	Hardware and Software	54,192	115,225	60,000	115,000
<b>Total Hardware and Software</b>		<b>54,192</b>	<b>115,225</b>	<b>60,000</b>	<b>115,000</b>
<b>Department Total</b>		<b>\$ 2,283,575</b>	<b>\$ 2,460,875</b>	<b>\$ 2,460,875</b>	<b>\$ 2,584,143</b>

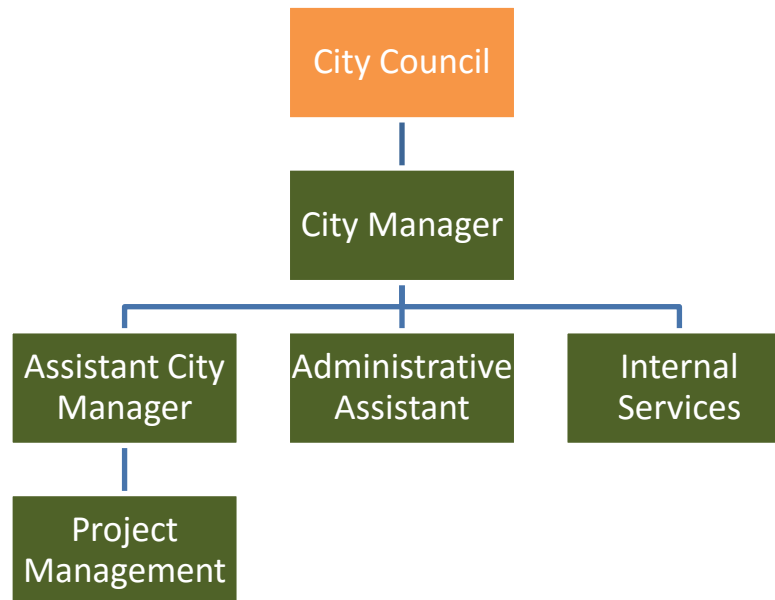
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FY 2018

## 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, Project Management, and Internal Services. 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
<b>Salaries</b>					
100	Regular Employees	\$ 477,257	\$ 470,984	\$ 484,000	\$ 573,421
110	Part Time Employees	871	10,000	-	10,000
130	Longevity	1,808	1,880	1,876	2,380
140	Sick Leave Buy Back	3,184	4,880	2,558	4,880
150	Car Allowance	5,400	5,400	5,400	5,400
	<b>Total Salaries</b>	<b>488,574</b>	<b>493,144</b>	<b>493,834</b>	<b>596,081</b>
<b>Benefits</b>					
210	Group Health Insurance	42,275	37,958	34,000	52,035
211	Health Savings Account	3,250	3,250	3,250	3,250
215	Group Dental Insurance	939	925	692	813
217	Group Life Insurance	1,593	1,572	1,622	2,005
220	Disability Insurance	976	988	1,022	1,224
230	Medicare/Social Security	6,682	7,692	7,500	9,185
240	Retirement Contributions	104,728	102,381	109,500	128,592
260	Workers Compensation	1,224	1,225	976	1,000
	<b>Total Benefits</b>	<b>161,669</b>	<b>155,991</b>	<b>158,562</b>	<b>198,104</b>
<b>Professional Services</b>					
324	Other Professional	24,969	29,800	20,500	24,800
	<b>Total Professional Services</b>	<b>24,969</b>	<b>29,800</b>	<b>20,500</b>	<b>24,800</b>
<b>Maintenance</b>					
461	Rental of Equipment	2,013	2,013	2,013	2,014
	<b>Total Maintenance</b>	<b>2,013</b>	<b>2,013</b>	<b>2,013</b>	<b>2,014</b>
<b>Contractual Services</b>					
520	Communications	2,640	3,120	2,640	10,140
522	Postage	565	250	250	250
550	Dues and Fees	7,392	7,545	7,545	7,726
570	Education and Training	6,084	9,990	8,000	10,805
	<b>Total Contractual Services</b>	<b>16,681</b>	<b>20,905</b>	<b>18,435</b>	<b>28,921</b>
<b>Materials and Supplies</b>					
600	Office Supplies	1,900	1,500	2,000	1,500
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
	<b>Total Materials and Supplies</b>	<b>20,628</b>	<b>11,550</b>	<b>12,650</b>	<b>14,800</b>
<b>Department Total</b>		<b>\$ 714,534</b>	<b>\$ 713,403</b>	<b>\$ 705,994</b>	<b>\$ 864,720</b>



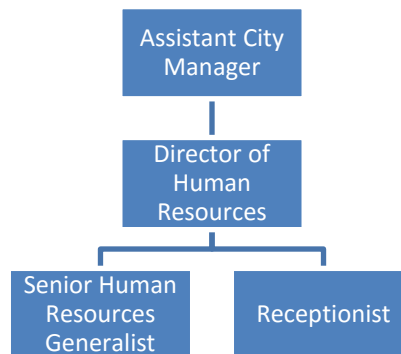
FY 2018

## 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
<b>Salaries</b>					
100	Regular Employees	\$ 159,964	\$ 153,314	\$ 162,900	\$ 162,920
130	Longevity	262	296	410	392
	<b>Total Salaries</b>	<b>160,226</b>	<b>153,610</b>	<b>163,310</b>	<b>163,312</b>
<b>Benefits</b>					
210	Group Health Insurance	12,979	13,594	13,120	14,592
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	2,368
240	Retirement Contributions	32,243	32,919	33,450	33,675
260	Workers Compensation	441	445	362	400
	<b>Total Benefits</b>	<b>50,425</b>	<b>51,843</b>	<b>52,765</b>	<b>53,944</b>
<b>Professional Services</b>					
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
	<b>Total Professional Services</b>	<b>37,382</b>	<b>53,560</b>	<b>74,960</b>	<b>42,707</b>
<b>Contractual Services</b>					
520	Communications	877	480	960	960
545	Wellness Programs	6,644	5,000	5,000	5,000
550	Dues and Fees	789	880	880	900
570	Education and Training	4,504	8,000	7,000	5,000
	<b>Total Contractual Services</b>	<b>12,815</b>	<b>14,360</b>	<b>13,840</b>	<b>11,860</b>
<b>Materials and Supplies</b>					
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
	<b>Total Materials and Supplies</b>	<b>16,866</b>	<b>21,925</b>	<b>18,925</b>	<b>18,925</b>
<b>Department Total</b>		<b>\$ 277,714</b>	<b>\$ 295,298</b>	<b>\$ 323,800</b>	<b>\$ 290,748</b>

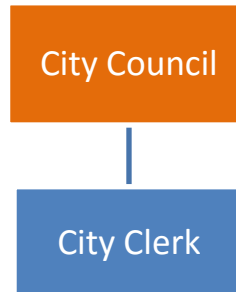
Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)



FY 2018

City Clerk

### Reporting Relationships



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
<b>Salaries</b>					
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	-
	<b>Total Salaries</b>	<b>127,570</b>	<b>129,952</b>	<b>135,644</b>	<b>132,000</b>
<b>Benefits</b>					
210	Group Health Insurance	6,894	6,797	6,620	7,296
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
	<b>Total Benefits</b>	<b>37,611</b>	<b>37,741</b>	<b>38,796</b>	<b>37,647</b>
<b>Professional Services</b>					
312	Election Services	17,104	53,420	48,500	38,585
324	Other Professional	-	6,500	6,500	5,000
	<b>Total Professional Services</b>	<b>17,104</b>	<b>59,920</b>	<b>55,000</b>	<b>43,585</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>161,149</b>	<b>184,892</b>	<b>183,947</b>	<b>203,997</b>
<b>Materials and Supplies</b>					
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
	<b>Total Materials and Supplies</b>	<b>4,163</b>	<b>16,880</b>	<b>8,285</b>	<b>14,905</b>
<b>Department Total</b>		<b>\$ 347,597</b>	<b>\$ 429,385</b>	<b>\$ 421,672</b>	<b>\$ 432,134</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)



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
<b>Salaries</b>					
100	Regular Employees	\$ 174,326	\$ 173,615	\$ 133,850	\$ 159,196
130	Longevity	676	772	774	224
	<b>Total Salaries</b>	<b>175,002</b>	<b>174,387</b>	<b>134,624</b>	<b>159,420</b>
<b>Benefits</b>					
210	Group Health Insurance	21,092	20,921	17,800	23,975
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	2,312
240	Retirement Contributions	38,514	37,371	26,800	32,872
260	Workers Compensation	403	420	335	350
	<b>Total Benefits</b>	<b>66,413</b>	<b>65,277</b>	<b>49,535</b>	<b>63,721</b>
<b>Professional Services</b>					
340	Information Technology	297,372	333,200	345,000	354,900
	<b>Total Professional Services</b>	<b>297,372</b>	<b>333,200</b>	<b>345,000</b>	<b>354,900</b>
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>26,125</b>	<b>15,000</b>	<b>24,000</b>	<b>32,600</b>
<b>Contractual Services</b>					
520	Communications	296,532	290,000	375,000	239,750
550	Dues and Fees	-	-	-	150
570	Education and Training	1,051	4,700	3,000	11,000
	<b>Total Contractual Services</b>	<b>297,583</b>	<b>294,700</b>	<b>378,000</b>	<b>250,900</b>
<b>Materials and Supplies</b>					
601	Information Technology Supplies	26,963	25,000	18,250	20,000
650	Uniforms	80	-	-	-
	<b>Total Materials and Supplies</b>	<b>27,044</b>	<b>25,000</b>	<b>18,250</b>	<b>20,000</b>
<b>Hardware and Software</b>					
623	Hardware and Software	54,192	115,225	60,000	115,000
	<b>Total Hardware and Software</b>	<b>54,192</b>	<b>115,225</b>	<b>60,000</b>	<b>115,000</b>
<b>Department Total</b>		<b>\$ 943,731</b>	<b>\$ 1,022,789</b>	<b>\$ 1,009,409</b>	<b>\$ 996,541</b>



FY 2018

Legal

### Reporting Relationships

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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**

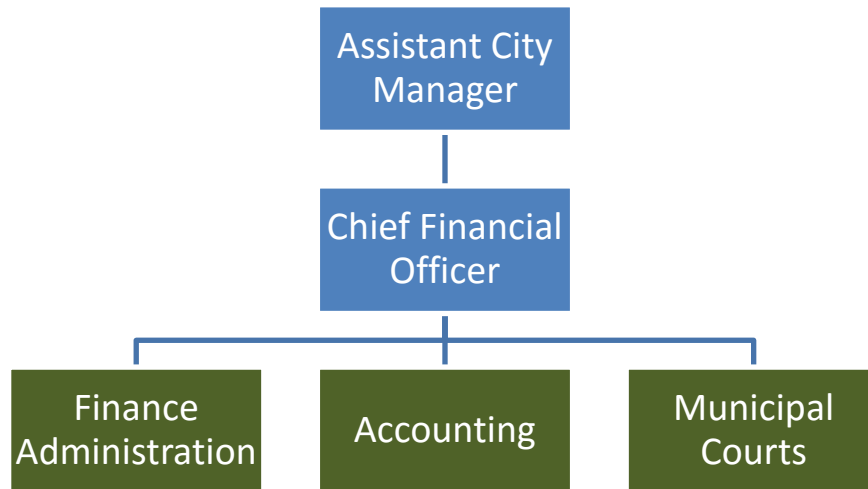
<b>Acct Code</b>	<b>Description</b>	<b>FY 2016 Actuals</b>	<b>FY 2017 Adopted</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Proposed</b>
<b>Professional Services</b>					
321	Legal and Audit	\$ 92,108	\$ 100,000	\$ 89,000	\$ 90,000
324	Other Professional	4,068	-	7,000	10,000
<b>Total Professional Services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



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**

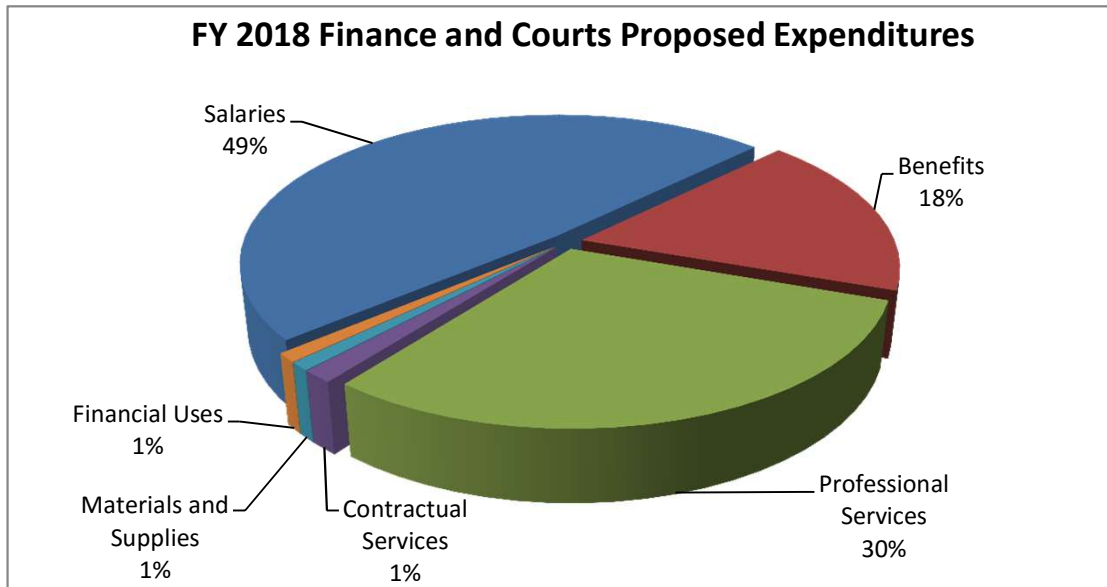
- Ensure all financial transactions are in compliance with City policies and laws to ensure accurate reporting of the City's financial position
- Monitor all purchase transactions for compliance with budget through review and approval of requisitions
- Accurately, timely, and in compliance with laws 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	\$ 693,059
Benefits	203,553	245,342	232,300	251,263
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
<b>Total Expenditures</b>	<b>\$ 1,115,119</b>	<b>\$ 1,290,601</b>	<b>\$ 1,280,026</b>	<b>\$ 1,421,207</b>





## FINANCE AND COURTS - 2012

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 492,747	\$ 599,156	\$ 595,482	\$ 655,655
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
	<b>Total Salaries</b>	<b>510,321</b>	<b>634,464</b>	<b>622,868</b>	<b>693,059</b>
<b>Benefits</b>					
210	Group Health Insurance	74,029	84,219	75,012	83,014
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	10,049
240	Retirement Contributions	111,520	136,609	133,481	142,909
260	Workers Compensation	1,289	1,300	1,037	1,100
	<b>Total Benefits</b>	<b>203,553</b>	<b>245,342</b>	<b>232,300</b>	<b>251,263</b>
<b>Professional Services</b>					
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	-
	<b>Total Professional Services</b>	<b>365,372</b>	<b>369,950</b>	<b>384,508</b>	<b>430,050</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>8,193</b>	<b>17,770</b>	<b>14,450</b>	<b>19,750</b>
<b>Materials and Supplies</b>					
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	-	-	-
	<b>Total Materials and Supplies</b>	<b>12,524</b>	<b>11,000</b>	<b>11,400</b>	<b>13,060</b>

## FINANCE AND COURTS - 2012

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Other Financial Uses</b>					
710	Banking Charges	\$ 8,731	\$ 3,800	\$ 8,000	\$ 7,025
711	Credit Card Fees	6,426	8,275	6,500	7,000
<b>Total Other Financial Uses</b>		<b>15,157</b>	<b>12,075</b>	<b>14,500</b>	<b>14,025</b>
<b>Department Total</b>		<b>\$ 1,115,119</b>	<b>\$ 1,290,601</b>	<b>\$ 1,280,026</b>	<b>\$ 1,421,207</b>



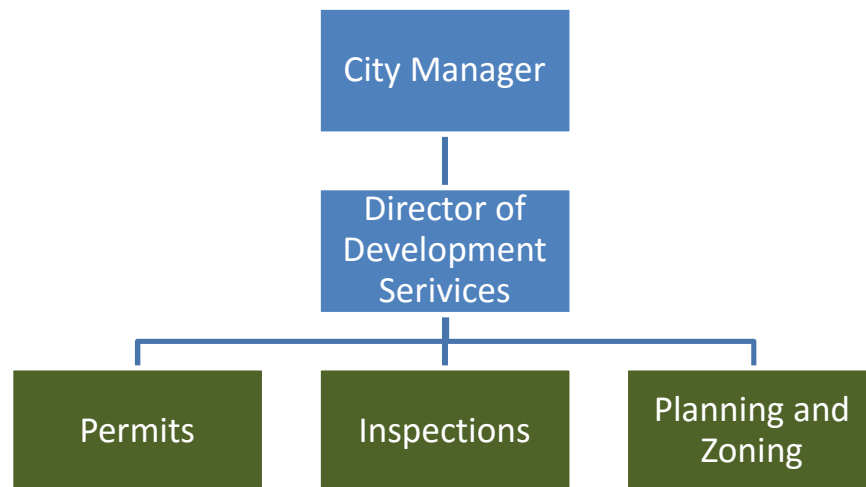
FY 2018

# 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



## 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**

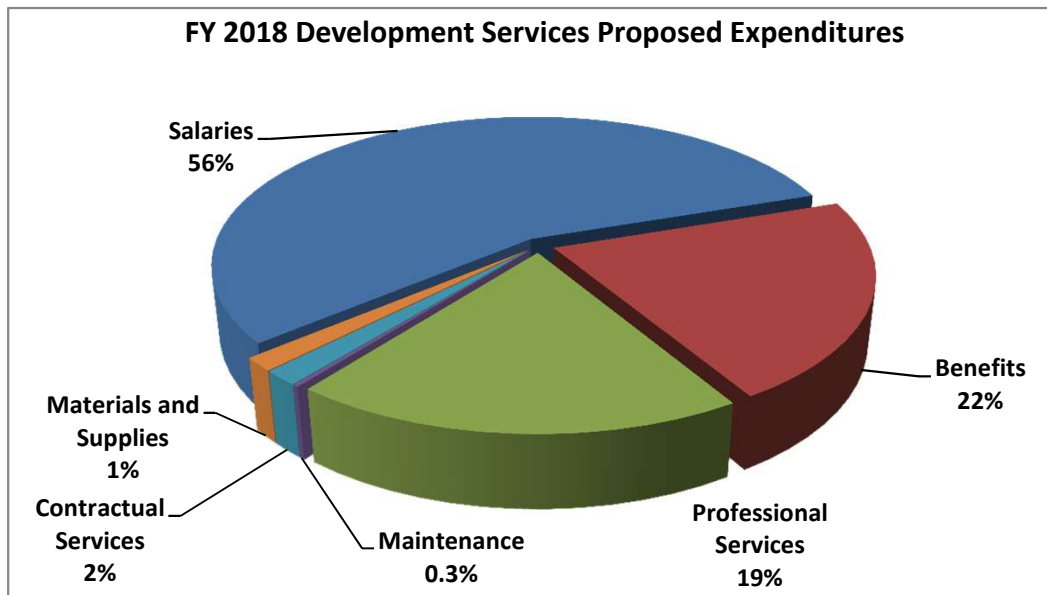
- Review all construction plans for compliance with adopted building codes and City ordinances
- Inspect all building projects for compliance with adopted building codes and City ordinances
- Investigate citizen complaints concerning building code and ordinance violations at construction sites

**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 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 418,261	\$ 477,889	\$ 456,250	\$ 481,035
Benefits	158,662	183,885	155,377	185,018
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
<b>Total Expenditures</b>	<b>\$ 763,877</b>	<b>\$ 892,834</b>	<b>\$ 857,687</b>	<b>\$ 860,018</b>



## DEVELOPMENT SERVICES - 3016

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 411,808	\$ 467,813	\$ 445,000	\$ 470,671
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
	<b>Total Salaries</b>	<b>418,261</b>	<b>477,889</b>	<b>456,250</b>	<b>481,035</b>
<b>Benefits</b>					
210	Group Health Insurance	53,905	62,380	49,400	68,829
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	7,441
240	Retirement Contributions	89,340	102,412	90,470	99,289
260	Workers Compensation	1,740	1,740	1,500	1,400
	<b>Total Benefits</b>	<b>158,662</b>	<b>183,885</b>	<b>155,377</b>	<b>185,018</b>
<b>Professional Services</b>					
323	Planners & Engineers	165,934	198,000	213,000	163,000
324	Other Professional	1,100	2,600	2,600	2,600
	<b>Total Professional Services</b>	<b>167,034</b>	<b>200,600</b>	<b>215,600</b>	<b>165,600</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	955	2,250	2,250	2,250
	<b>Total Maintenance</b>	<b>955</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>9,325</b>	<b>15,425</b>	<b>15,425</b>	<b>13,630</b>
<b>Materials and Supplies</b>					
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
650	Uniforms/Wearing Apparel	832	1,100	1,100	1,100
	<b>Total Materials and Supplies</b>	<b>9,639</b>	<b>12,785</b>	<b>12,785</b>	<b>12,485</b>
<b>Department Total</b>		<b>\$ 763,877</b>	<b>\$ 892,834</b>	<b>\$ 857,687</b>	<b>\$ 860,018</b>



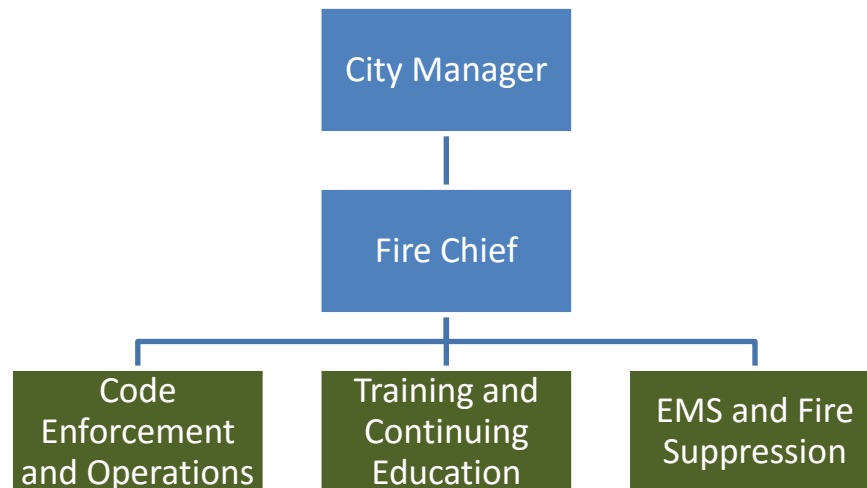
FY 2018

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



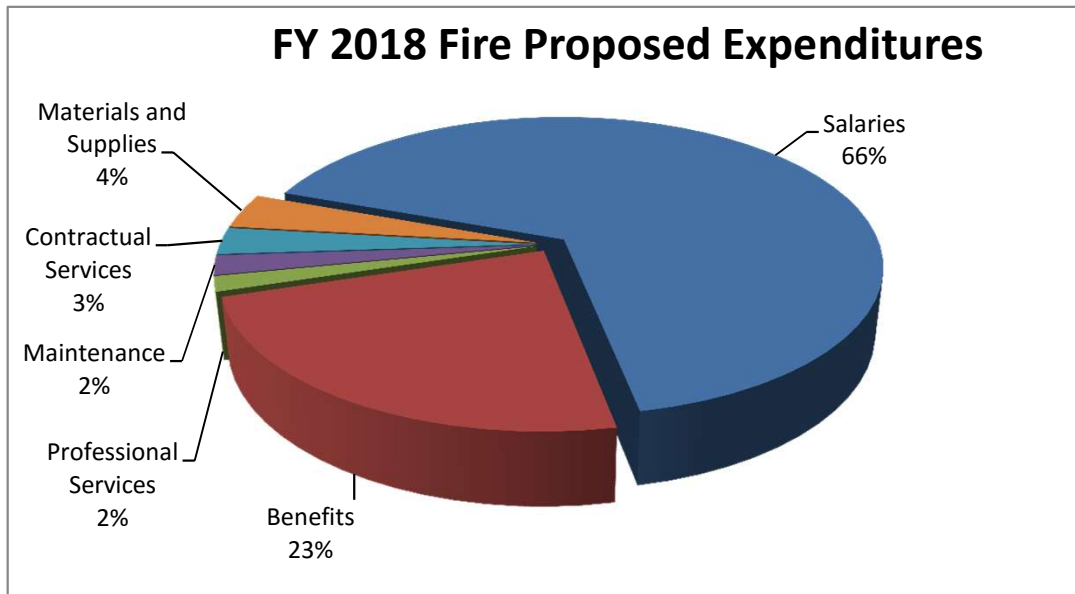
### Base Level Services

- 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	\$ 2,066,375
Benefits	651,072	706,225	686,145	726,497
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
<b>Total Expenditures</b>	<b>\$ 2,665,184</b>	<b>\$ 3,041,250</b>	<b>\$ 3,020,693</b>	<b>\$ 3,114,328</b>





## FIRE - 4040

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 1,574,523	\$ 1,729,055	\$ 1,730,118	\$ 1,792,296
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
	<b>Total Salaries</b>	<b>1,738,992</b>	<b>2,000,584</b>	<b>2,002,213</b>	<b>2,066,375</b>
<b>Benefits</b>					
210	Group Health Insurance	201,791	202,315	200,000	228,179
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	35,852
240	Retirement Contributions	364,331	407,295	407,295	406,498
260	Workers Compensation	28,978	29,000	24,500	23,500
	<b>Total Benefits</b>	<b>651,072</b>	<b>706,225</b>	<b>686,145</b>	<b>726,497</b>
<b>Professional Services</b>					
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
	<b>Total Professional Services</b>	<b>48,538</b>	<b>69,985</b>	<b>69,985</b>	<b>50,190</b>
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>63,861</b>	<b>58,055</b>	<b>61,115</b>	<b>64,811</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>75,454</b>	<b>88,265</b>	<b>83,499</b>	<b>89,832</b>

**FIRE - 4040**

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Materials and Supplies</b>					
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
<b>Total Materials and Supplies</b>		<b>87,267</b>	<b>118,136</b>	<b>117,736</b>	<b>116,623</b>
<b>Department Total</b>		<b>\$ 2,665,184</b>	<b>\$ 3,041,250</b>	<b>\$ 3,020,693</b>	<b>\$ 3,114,328</b>



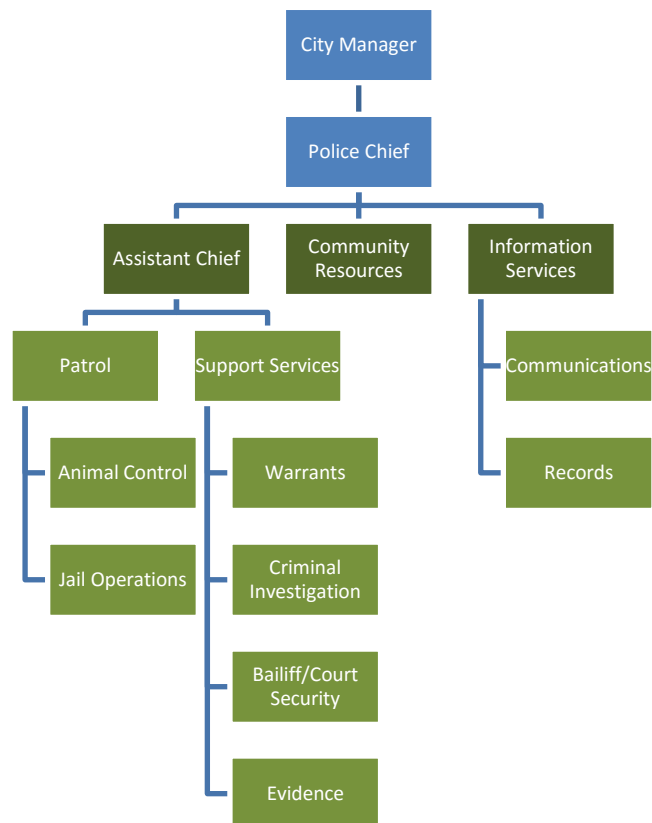
FY 2018

## 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



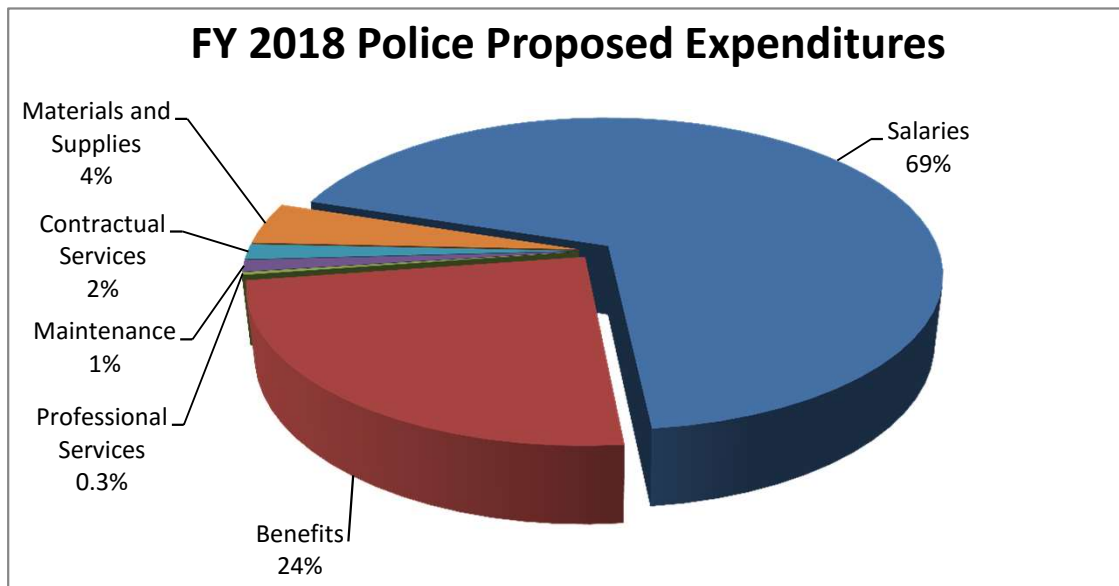
## Base Level Services

- 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	\$ 4,263,056
Benefits	1,365,706	1,542,699	1,417,400	1,514,129
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
<b>Total Expenditures</b>	<b>\$ 5,348,930</b>	<b>\$ 6,167,369</b>	<b>\$ 5,930,022</b>	<b>\$ 6,235,668</b>



## POLICE - 5045

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 3,206,531	\$ 3,753,008	\$ 3,664,136	\$ 3,824,940
105	Incentive Pay	107,071	212,722	165,000	220,993
110	Part Time Employees	102,464	60,000	75,000	120,919
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
	<b>Total Salaries</b>	<b>3,578,712</b>	<b>4,126,534</b>	<b>4,042,136</b>	<b>4,263,056</b>
<b>Benefits</b>					
210	Group Health Insurance	449,016	471,287	435,000	475,794
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	65,946
240	Retirement Contributions	747,318	870,387	816,500	855,808
260	Workers Compensation	63,422	65,000	53,000	53,000
	<b>Total Benefits</b>	<b>1,365,706</b>	<b>1,542,699</b>	<b>1,417,400</b>	<b>1,514,129</b>
<b>Professional Services</b>					
324	Other Professional	22,446	30,750	30,750	17,450
	<b>Total Professional Services</b>	<b>22,446</b>	<b>30,750</b>	<b>30,750</b>	<b>17,450</b>
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>71,718</b>	<b>77,361</b>	<b>77,361</b>	<b>74,891</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>82,173</b>	<b>93,481</b>	<b>89,591</b>	<b>98,063</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

**POLICE - 5045**

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Materials and Supplies</b>					
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
<b>Total Materials and Supplies</b>		<b>228,176</b>	<b>296,544</b>	<b>272,784</b>	<b>268,079</b>
<b>Department Total</b>		<b>\$ 5,348,930</b>	<b>\$ 6,167,369</b>	<b>\$ 5,930,022</b>	<b>\$ 6,235,668</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)



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

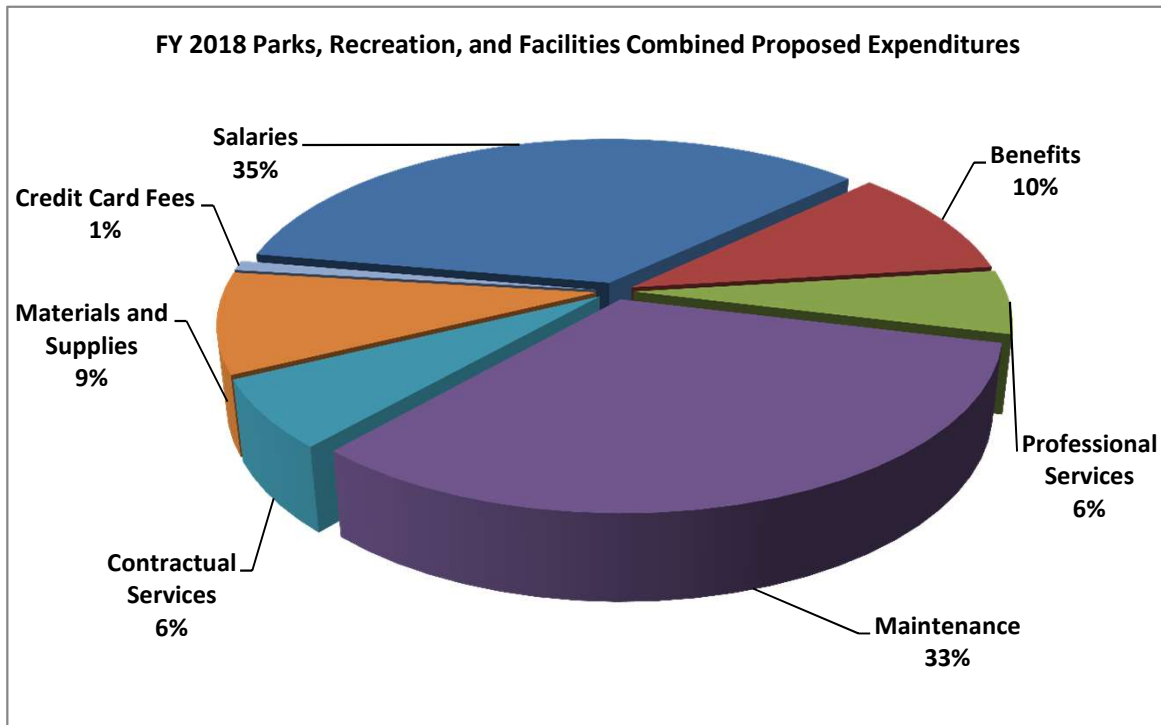


## Base Level Services

- 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	\$ 1,324,927
Benefits	389,118	389,975	374,898	382,662
Professional Services	131,728	158,300	146,300	218,720
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	-	-	-
<b>Total Expenditures</b>	<b>\$ 3,410,443</b>	<b>\$ 3,717,857</b>	<b>\$ 3,673,279</b>	<b>\$ 3,773,093</b>





## PARKS, RECREATION, AND FACILITIES COMBINED EXPENDITURES

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 779,411	\$ 793,153	\$ 792,947	\$ 799,739
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
	<b>Total Salaries</b>	<b>1,298,117</b>	<b>1,318,805</b>	<b>1,328,599</b>	<b>1,324,927</b>
<b>Benefits</b>					
210	Group Health Insurance	121,127	118,184	121,891	120,152
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	50,212
240	Retirement Contributions	173,448	174,848	175,117	169,503
260	Workers Compensation	26,458	26,900	22,600	21,700
	<b>Total Benefits</b>	<b>389,118</b>	<b>389,975</b>	<b>374,898</b>	<b>382,662</b>
<b>Professional Services</b>					
320	Instructor Pay	104,331	126,500	114,500	126,500
324	Other Professional	1,200	1,500	1,500	61,500
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
	<b>Total Professional Services</b>	<b>131,728</b>	<b>158,300</b>	<b>146,300</b>	<b>218,720</b>
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>1,034,965</b>	<b>1,215,821</b>	<b>1,188,526</b>	<b>1,234,164</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

## PARKS, RECREATION, AND FACILITIES COMBINED EXPENDITURES

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Contractual Services</b>					
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
570	Education and Training	8,800	13,710	13,710	9,760
<b>Total Contractual Services</b>		<b>177,901</b>	<b>234,890</b>	<b>236,390</b>	<b>234,040</b>
<b>Materials and Supplies</b>					
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
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
<b>Total Materials and Supplies</b>		<b>331,881</b>	<b>366,066</b>	<b>364,566</b>	<b>344,580</b>
<b>Credit Card Fees</b>					
711	Credit Card Fees	35,887	34,000	34,000	34,000
<b>Total Credit Card Fees</b>		<b>35,887</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>
<b>Capital Outlay</b>					
905	Machinery and Equipment	10,847	-	-	-
<b>Total Capital Outlay</b>		<b>10,847</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department Total</b>		<b>\$ 3,410,443</b>	<b>\$ 3,717,857</b>	<b>\$ 3,673,279</b>	<b>\$ 3,773,093</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

## FACILITIES - 6015

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 118,630	\$ 125,291	\$ 124,500	\$ 118,852
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
	<b>Total Salaries</b>	<b>124,973</b>	<b>132,335</b>	<b>132,844</b>	<b>124,892</b>
<b>Benefits</b>					
210	Group Health Insurance	23,635	23,408	22,500	25,141
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	1,811
240	Retirement Contributions	27,229	27,738	28,400	25,155
260	Workers Compensation	3,422	3,500	2,900	2,800
	<b>Total Benefits</b>	<b>59,995</b>	<b>60,687</b>	<b>59,642</b>	<b>58,932</b>
<b>Professional Services</b>					
324	Other Professional	-	-	-	60,000
342	Trash Hauls	6,391	6,400	6,400	6,400
	<b>Total Professional Services</b>	<b>6,391</b>	<b>6,400</b>	<b>6,400</b>	<b>66,400</b>
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>400,112</b>	<b>434,528</b>	<b>432,603</b>	<b>455,730</b>
<b>Contractual Services</b>					
520	Communications	960	1,440	1,440	1,440
550	Dues and Fees	200	200	200	225
570	Education and Training	2,065	2,400	2,400	900
	<b>Total Contractual Services</b>	<b>3,225</b>	<b>4,040</b>	<b>4,040</b>	<b>2,565</b>

## FACILITIES - 6015

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Materials and Supplies</b>					
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
<b>Total Materials and Supplies</b>		<b>181,230</b>	<b>191,725</b>	<b>191,725</b>	<b>175,580</b>
<b>Department Total</b>		<b>\$ 775,926</b>	<b>\$ 829,715</b>	<b>\$ 827,254</b>	<b>\$ 884,099</b>

## ADMINISTRATION - 6030

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 229,982	\$ 248,515	\$ 249,100	\$ 254,349
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
	<b>Total Salaries</b>	<b>242,034</b>	<b>253,903</b>	<b>264,688</b>	<b>259,869</b>
<b>Benefits</b>					
210	Group Health Insurance	28,075	28,245	26,000	25,141
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	3,768
240	Retirement Contributions	50,091	54,411	54,500	53,585
260	Workers Compensation	2,606	2,700	2,700	2,200
	<b>Total Benefits</b>	<b>87,765</b>	<b>93,934</b>	<b>93,096</b>	<b>89,581</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>4,440</b>	<b>8,190</b>	<b>8,190</b>	<b>6,590</b>
<b>Materials and Supplies</b>					
600	Office Supplies	4,185	3,500	3,500	3,500
610	Operating Supplies	1,093	1,000	1,000	1,000
	<b>Total Materials and Supplies</b>	<b>5,277</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>Department Total</b>		<b>\$ 339,516</b>	<b>\$ 360,527</b>	<b>\$ 370,474</b>	<b>\$ 360,540</b>

## MAINTENANCE - 6031

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 189,741	\$ 193,355	\$ 193,355	\$ 197,893
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
	<b>Total Salaries</b>	<b>197,999</b>	<b>200,627</b>	<b>200,627</b>	<b>205,357</b>
<b>Benefits</b>					
210	Group Health Insurance	38,476	39,343	39,500	40,686
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	2,978
240	Retirement Contributions	42,800	42,994	43,600	42,345
260	Workers Compensation	4,256	4,300	3,500	3,500
	<b>Total Benefits</b>	<b>94,047</b>	<b>95,506</b>	<b>96,060</b>	<b>96,092</b>
<b>Professional Services</b>					
342	Trash Hauls	2,878	3,500	3,500	3,500
344	Contract Labor	15,638	18,000	18,000	18,000
	<b>Total Professional Services</b>	<b>18,516</b>	<b>21,500</b>	<b>21,500</b>	<b>21,500</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	2,697	3,000	3,000	3,000
413	Machinery and Equipment Maintenance	-	1,500	1,500	1,500
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
	<b>Total Maintenance</b>	<b>514,865</b>	<b>654,793</b>	<b>617,423</b>	<b>651,934</b>
<b>Contractual Services</b>					
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
551	Permits and Licenses	-	50	50	50
570	Education and Training	2,653	3,000	3,000	2,150
	<b>Total Contractual Services</b>	<b>5,260</b>	<b>5,820</b>	<b>5,820</b>	<b>5,045</b>

## MAINTENANCE - 6031

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Materials and Supplies</b>					
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
604	First Aid Supplies	-	100	100	100
605	Vehicle Supplies	114	300	300	300
610	Operating Supplies	3,396	3,000	3,000	4,000
612	Chemicals	77	200	200	200
625	Fuel	5,614	8,250	8,250	8,500
650	Uniforms/Wearing Apparel	1,184	1,500	1,500	1,500
<b>Total Materials and Supplies</b>		<b>13,642</b>	<b>17,350</b>	<b>17,350</b>	<b>19,600</b>
<b>Department Total</b>		<b>\$ 844,329</b>	<b>\$ 995,596</b>	<b>\$ 958,780</b>	<b>\$ 999,528</b>

## RECREATION - 6032

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 107,740	\$ 112,130	\$ 112,130	\$ 113,311
110	Part Time Employees	84,590	92,000	92,000	90,000
130	Longevity	268	364	364	460
	<b>Total Salaries</b>	<b>192,599</b>	<b>204,494</b>	<b>204,494</b>	<b>203,771</b>
<b>Benefits</b>					
210	Group Health Insurance	13,738	13,594	13,594	14,592
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	8,535
240	Retirement Contributions	23,259	24,108	24,108	23,460
260	Workers Compensation	4,612	4,700	3,900	3,800
	<b>Total Benefits</b>	<b>52,063</b>	<b>53,525</b>	<b>50,556</b>	<b>52,905</b>
<b>Professional Services</b>					
320	Instructor Pay	77,573	100,000	88,000	100,000
340	Information Technology	1,290	2,400	2,400	2,820
	<b>Total Professional Services</b>	<b>78,863</b>	<b>102,400</b>	<b>90,400</b>	<b>102,820</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	-	1,000	1,000	1,000
413	Machinery and Equipment Maintenance	1,377	2,400	2,400	2,400
	<b>Total Maintenance</b>	<b>1,377</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>110,386</b>	<b>157,560</b>	<b>157,560</b>	<b>159,060</b>
<b>Materials and Supplies</b>					
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
	<b>Total Materials and Supplies</b>	<b>17,942</b>	<b>28,000</b>	<b>23,000</b>	<b>21,000</b>



## RECREATION - 6032

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Credit Card Fees</b>					
711	Credit Card Fees	\$ 35,887	\$ 34,000	\$ 34,000	\$ 34,000
	<b>Total Credit Card Fees</b>	<b>35,887</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>
<b>Capital Purchases</b>					
905	Machinery and Equipment	10,847	-	-	-
	<b>Total Capital Purchases</b>	<b>10,847</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department Total</b>		<b>\$ 499,965</b>	<b>\$ 583,379</b>	<b>\$ 563,410</b>	<b>\$ 576,956</b>

## AQUATICS - 6033

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 73,290	\$ 53,242	\$ 53,242	\$ 53,798
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
	<b>Total Salaries</b>	<b>385,885</b>	<b>358,742</b>	<b>357,242</b>	<b>369,370</b>
<b>Benefits</b>					
210	Group Health Insurance	10,308	6,797	13,500	7,296
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	24,576
240	Retirement Contributions	17,350	12,588	11,500	12,242
260	Workers Compensation	7,908	8,000	6,600	6,400
	<b>Total Benefits</b>	<b>62,545</b>	<b>52,423</b>	<b>47,986</b>	<b>52,320</b>
<b>Professional Services</b>					
320	Instructor Pay	11,093	12,500	12,500	12,500
324	Other Professional	1,200	1,500	1,500	1,500
	<b>Total Professional Services</b>	<b>12,293</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>116,891</b>	<b>120,100</b>	<b>132,100</b>	<b>120,100</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>4,128</b>	<b>6,930</b>	<b>8,430</b>	<b>8,430</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

## AQUATICS - 6033

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Materials and Supplies</b>					
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
<b>Total Materials and Supplies</b>		<b>113,500</b>	<b>124,191</b>	<b>127,691</b>	<b>123,600</b>
<b>Department Total</b>		<b>\$ 695,241</b>	<b>\$ 676,386</b>	<b>\$ 687,449</b>	<b>\$ 687,820</b>

## ATHLETICS - 6034

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 60,027	\$ 60,620	\$ 60,620	\$ 61,536
110	Part Time Employees	94,564	108,000	108,000	100,000
130	Longevity	36	84	84	132
	<b>Total Salaries</b>	<b>154,627</b>	<b>168,704</b>	<b>168,704</b>	<b>161,668</b>
<b>Benefits</b>					
210	Group Health Insurance	6,894	6,797	6,797	7,296
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	8,544
240	Retirement Contributions	12,719	13,009	13,009	12,716
260	Workers Compensation	3,653	3,700	3,000	3,000
	<b>Total Benefits</b>	<b>32,702</b>	<b>33,900</b>	<b>27,558</b>	<b>32,832</b>
<b>Professional Services</b>					
320	Instructor Pay	15,665	14,000	14,000	14,000
	<b>Total Professional Services</b>	<b>15,665</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
<b>Maintenance</b>					
413	Machinery and Equipment Maintenance	1,720	3,000	3,000	3,000
	<b>Total Maintenance</b>	<b>1,720</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>50,462</b>	<b>52,350</b>	<b>52,350</b>	<b>52,350</b>
<b>Materials and Supplies</b>					
604	First Aid Supplies	290	300	300	300
	<b>Total Materials and Supplies</b>	<b>290</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Department Total</b>		<b>\$ 255,465</b>	<b>\$ 272,254</b>	<b>\$ 265,912</b>	<b>\$ 264,150</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)



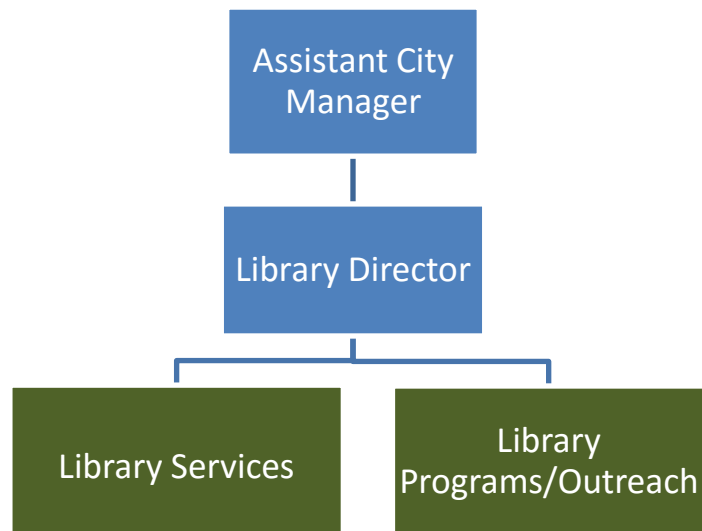
FY 2018

## 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



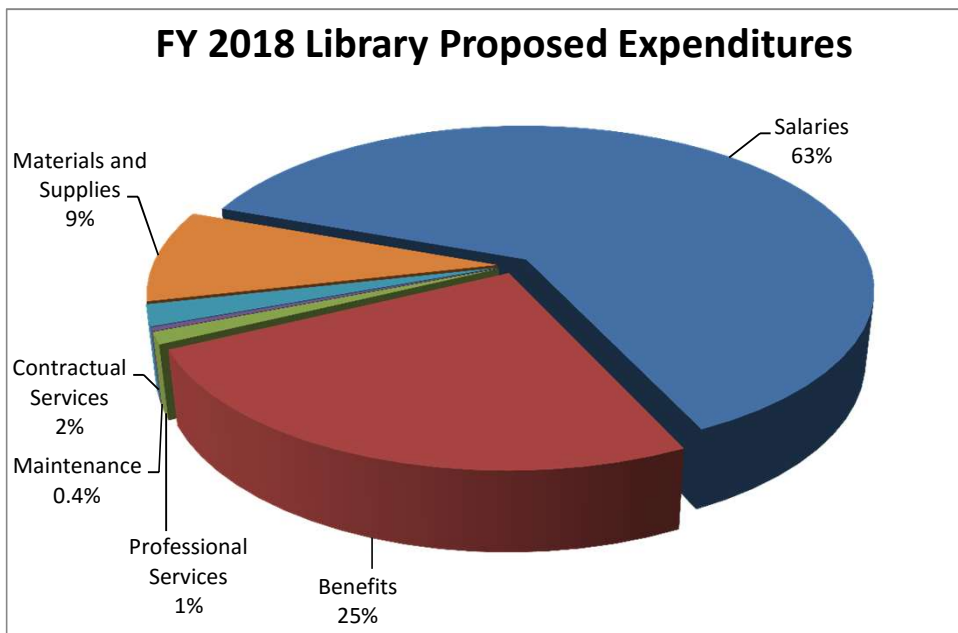
## Base Level Services

- 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	\$ 440,262
Benefits	154,818	165,256	158,849	174,732
Professional Services	147	2,530	2,252	8,320
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
<b>Total Expenditures</b>	<b>\$ 619,634</b>	<b>\$ 696,822</b>	<b>\$ 687,578</b>	<b>\$ 704,626</b>



## LIBRARY - 7035

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 377,329	\$ 417,688	\$ 416,800	\$ 420,981
110	Part Time Employees	10,336	12,000	12,800	11,909
130	Longevity	6,159	6,012	6,159	4,972
140	Sick Leave Buy Back	-	2,400	1,650	2,400
	<b>Total Salaries</b>	<b>393,824</b>	<b>438,100</b>	<b>437,409</b>	<b>440,262</b>
<b>Benefits</b>					
210	Group Health Insurance	57,451	58,438	60,200	68,287
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	7,122
240	Retirement Contributions	83,215	91,313	84,952	88,326
260	Workers Compensation	1,012	1,100	1,012	1,000
	<b>Total Benefits</b>	<b>154,818</b>	<b>165,256</b>	<b>158,849</b>	<b>174,732</b>
<b>Professional Services</b>					
324	Other Professional	147	2,530	2,252	2,320
340	Information Technology	-	-	-	6,000
	<b>Total Professional Services</b>	<b>147</b>	<b>2,530</b>	<b>2,252</b>	<b>8,320</b>
<b>Maintenance</b>					
413	Machinery and Equipment Maintenance	32	100	100	100
461	Rental of Equipment	2,466	2,750	2,466	2,700
	<b>Total Maintenance</b>	<b>2,498</b>	<b>2,850</b>	<b>2,566</b>	<b>2,800</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>14,733</b>	<b>18,166</b>	<b>16,482</b>	<b>14,572</b>
<b>Materials and Supplies</b>					
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
	<b>Total Materials and Supplies</b>	<b>53,614</b>	<b>69,920</b>	<b>70,020</b>	<b>63,940</b>
<b>Department Total</b>		<b>\$ 619,634</b>	<b>\$ 696,822</b>	<b>\$ 687,578</b>	<b>\$ 704,626</b>



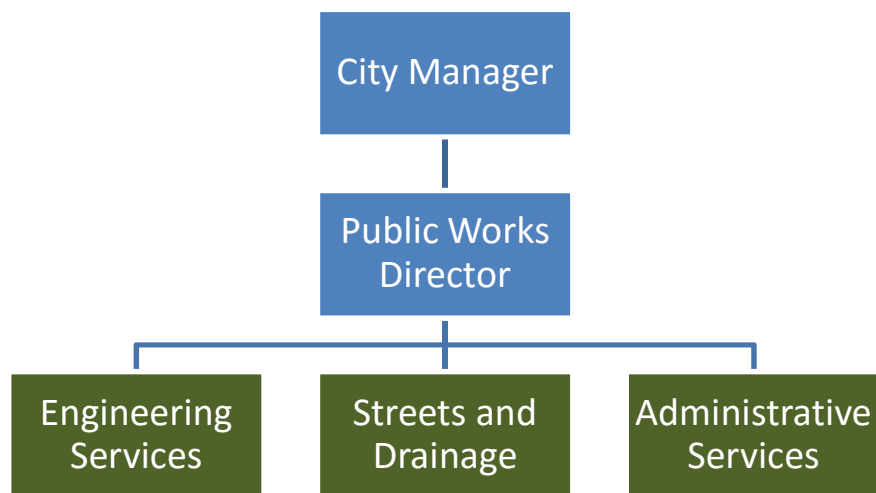
FY 2018

## 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



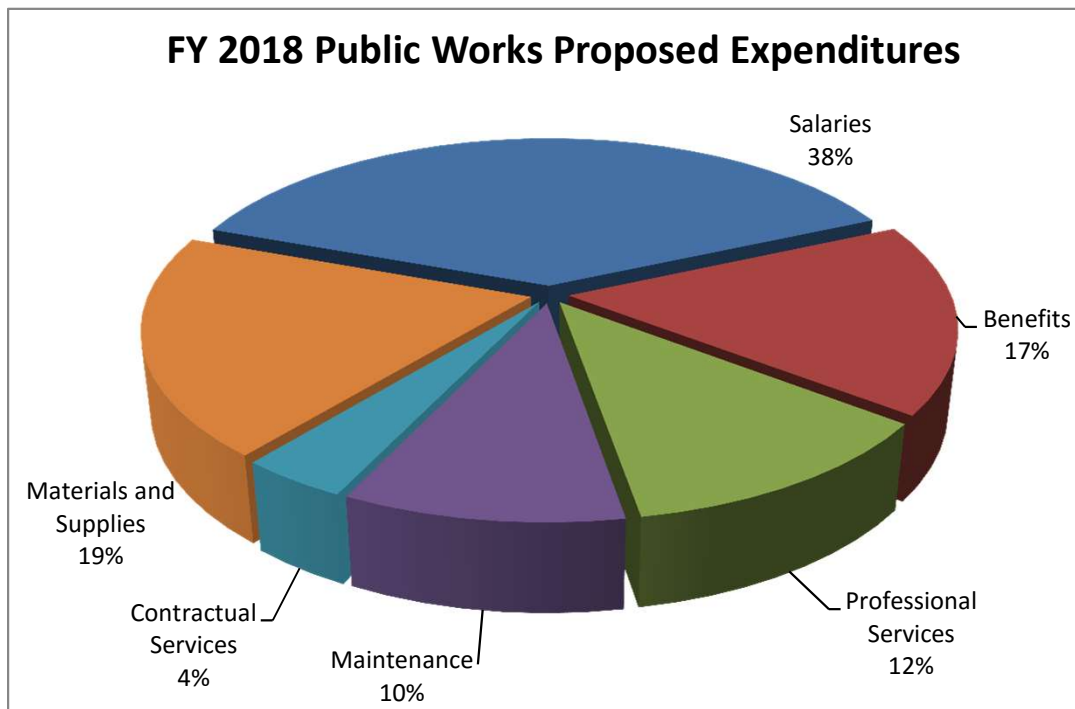
## Base Level Services

- 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	\$ 406,161
Benefits	179,345	222,520	191,640	182,410
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
<b>Total Expenditures</b>	<b>\$ 1,056,539</b>	<b>\$ 1,199,142</b>	<b>\$ 1,132,880</b>	<b>\$ 1,073,839</b>



## PUBLIC WORKS - 8051

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 382,830	\$ 481,242	\$ 424,000	\$ 394,977
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	584
140	Sick Leave Buy Back	506	600	500	600
	<b>Total Salaries</b>	<b>404,414</b>	<b>489,382</b>	<b>439,000</b>	<b>406,161</b>
<b>Benefits</b>					
210	Group Health Insurance	60,173	78,795	64,500	63,021
211	Health Savings Account	3,250	5,850	8,000	8,044
215	Group Dental Insurance	1,452	1,665	1,400	1,414
217	Group Life Insurance	1,357	2,050	1,500	1,451
220	Disability Insurance	809	1,189	940	841
230	Medicare/Social Security	5,652	7,096	5,300	5,889
240	Retirement Contributions	85,930	104,875	91,500	83,750
260	Workers Compensation	20,722	21,000	18,500	18,000
	<b>Total Benefits</b>	<b>179,345</b>	<b>222,520</b>	<b>191,640</b>	<b>182,410</b>
<b>Professional Services</b>					
323	Engineering Services	89,662	113,000	113,000	103,000
344	Contract Labor	92,459	25,000	40,000	25,000
	<b>Total Professional Services</b>	<b>182,121</b>	<b>148,000</b>	<b>163,000</b>	<b>128,000</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	25,570	27,000	27,000	27,000
413	Machinery and Equipment Maintainer	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
	<b>Total Maintenance</b>	<b>89,954</b>	<b>108,000</b>	<b>108,000</b>	<b>106,000</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>6,807</b>	<b>27,640</b>	<b>26,140</b>	<b>41,024</b>

## PUBLIC WORKS - 8051

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Materials and Supplies</b>					
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
625	Fuel	8,642	13,000	13,000	22,000
650	Uniforms/Wearing Apparel	2,487	5,000	5,000	3,764
<b>Total Materials and Supplies</b>		<b>193,898</b>	<b>203,600</b>	<b>205,100</b>	<b>210,244</b>
<b>Department Total</b>		<b>\$ 1,056,539</b>	<b>\$ 1,199,142</b>	<b>\$ 1,132,880</b>	<b>\$ 1,073,839</b>

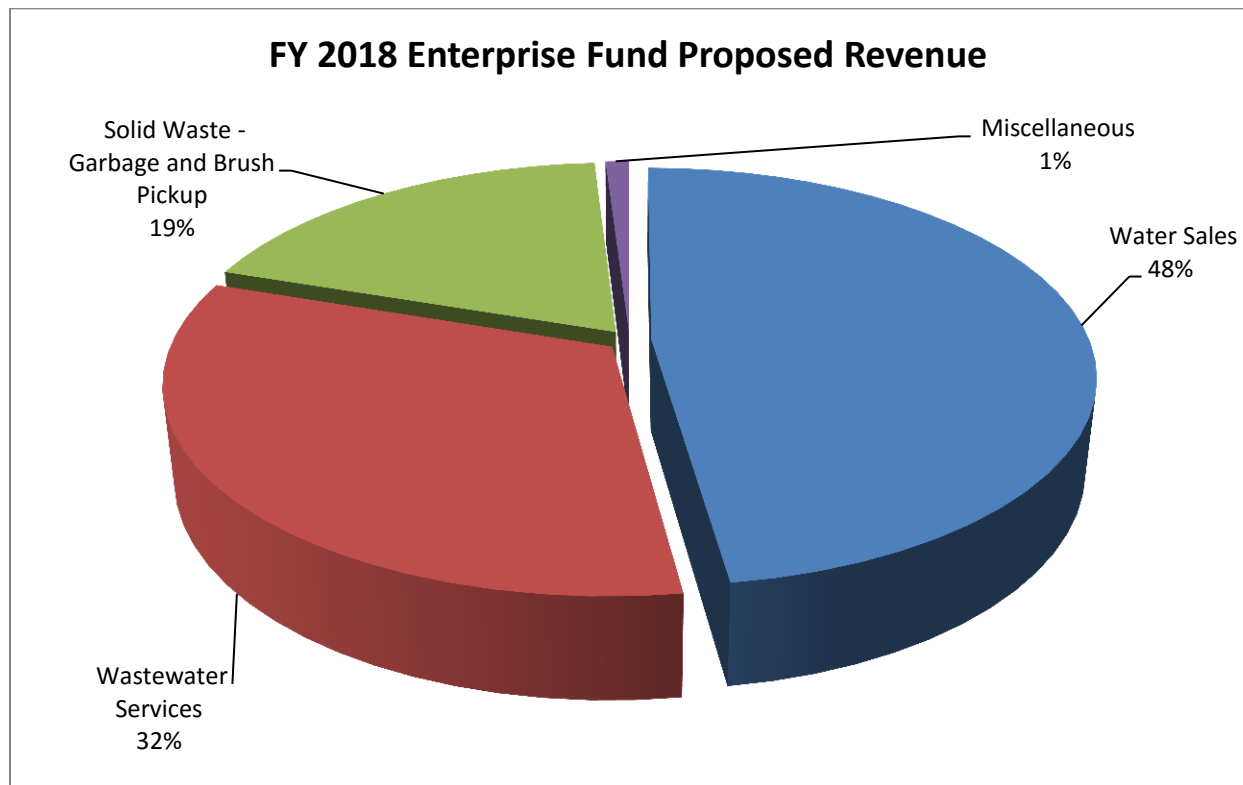


FY 2018

## 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 48% of total budgeted revenue. Wastewater and solid waste services make up 32% 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.



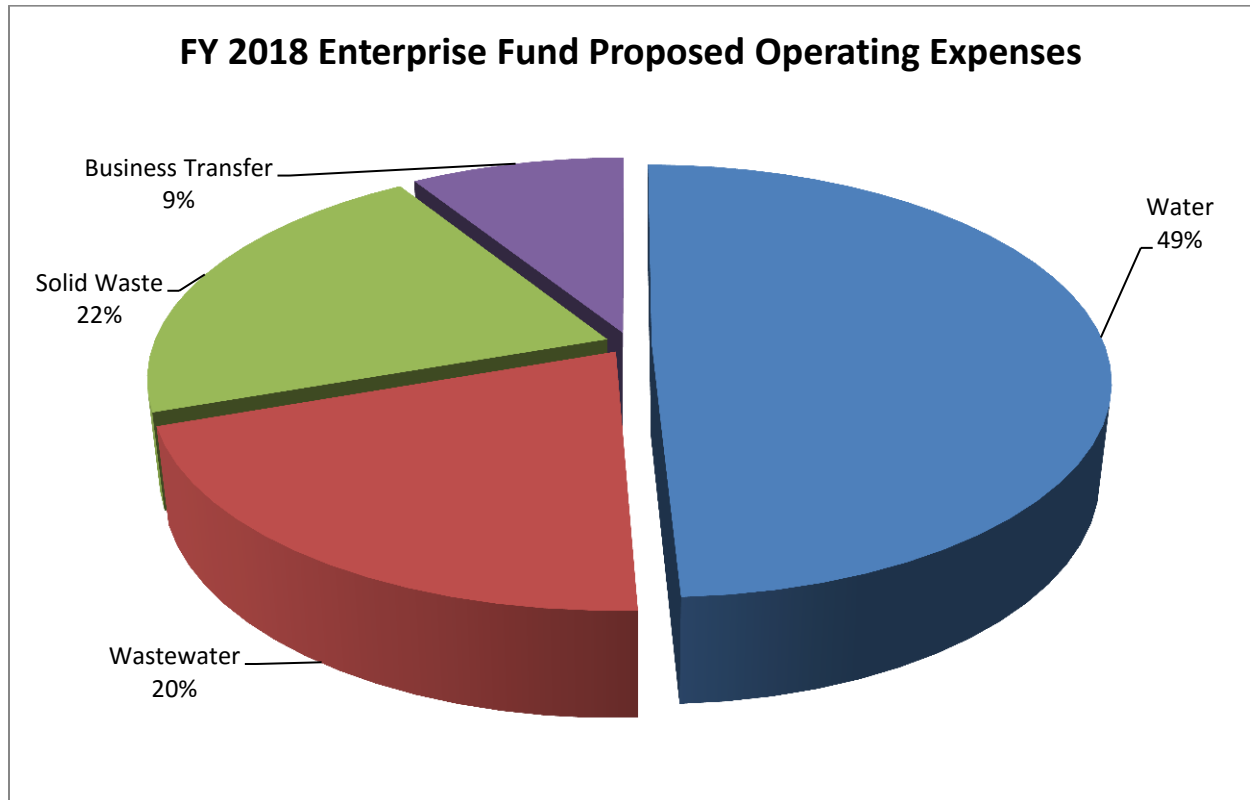
Large-scale capital improvements that benefit the Enterprise Fund, such as SCADA, system improvements, wastewater plant upgrades, water and wastewater line improvements, water meter replacements, and other utility infrastructure improvements are included in the Capital Improvement Plan. The Enterprise 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 has FY 2018 budgeted transfers of \$357,000 to the Vehicle and Equipment Replacement Fund.

The Enterprise Fund annually transfers \$624,000 to the General Fund to reimburse overhead costs.

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
<b>Beginning Working Capital</b>	<b>\$ 2,670,089</b>	<b>\$ 1,566,233</b>	<b>\$ 1,566,233</b>	<b>\$ 669,399</b>
<b>Revenues</b>				
Water Sales	3,311,722	4,183,494	3,935,162	4,266,524
Wastewater Services	2,177,648	2,163,437	2,289,718	2,891,394
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
<b>Total Revenues</b>	<b>7,256,261</b>	<b>8,342,143</b>	<b>8,028,010</b>	<b>8,931,118</b>
<b>Operating Expenses</b>				
Water Production	487,037	518,463	568,383	481,203
Water Distribution	532,116	609,261	554,685	567,008
Utility Billing	316,008	278,855	278,514	312,360
Surface Water	1,766,117	2,020,961	1,987,931	1,953,800
<b>Total Water Expenses</b>	<b>3,101,277</b>	<b>3,427,540</b>	<b>3,389,513</b>	<b>3,314,371</b>
Wastewater Collection	427,403	611,299	522,649	522,914
Wastewater Treatment	877,170	803,848	802,890	829,743
<b>Total Wastewater Expenses</b>	<b>1,304,574</b>	<b>1,415,147</b>	<b>1,325,539</b>	<b>1,352,657</b>
Solid Waste - Garbage & Brush Pickup	1,322,412	1,487,047	1,463,793	1,472,323
<b>Total Solid Waste Expenses</b>	<b>1,322,412</b>	<b>1,487,047</b>	<b>1,463,793</b>	<b>1,472,323</b>
<b>Business Enterprise Transfer to General Fund</b>	<b>624,000</b>	<b>624,000</b>	<b>624,000</b>	<b>624,000</b>
<b>Total Operating Expenses</b>	<b>6,352,263</b>	<b>6,953,734</b>	<b>6,802,845</b>	<b>6,763,351</b>
<b>Revenues Over (Under) Operating Expenses</b>	<b>903,999</b>	<b>1,388,409</b>	<b>1,225,165</b>	<b>2,167,767</b>
<b>Non-Operating Revenues</b>				
Gain on Investments	1,111	8,500	-	1,000
<b>Total Non-Operating Revenues</b>	<b>1,111</b>	<b>8,500</b>	<b>-</b>	<b>1,000</b>
<b>Non-Operating Expenses</b>				
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
<b>Total Non-Operating Expenses</b>	<b>2,022,000</b>	<b>2,122,000</b>	<b>2,122,000</b>	<b>2,227,436</b>
<b>Total Expenses</b>	<b>8,374,263</b>	<b>9,075,734</b>	<b>8,924,845</b>	<b>8,990,787</b>
<b>Ending Working Capital</b>	<b>\$ 1,553,199</b>	<b>\$ 841,142</b>	<b>\$ 669,399</b>	<b>\$ 610,731</b>
Working Capital	\$ 1,566,233	\$ 841,142	\$ 669,399	\$ 610,731
30/60 Day Working Capital Balance Requirement (a)	\$ 1,058,710	\$ 579,478	\$ 566,904	\$ 563,613
Over (Under) 30/60 Day Requirement (a)	\$ 507,523	\$ 261,664	\$ 102,495	\$ 47,118

(a) 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 09.18.17 (2235 : Adopt FY 2018 Budget)

## ENTERPRISE FUND COMBINED EXPENSE DETAIL

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 960,289	\$ 1,167,422	\$ 1,009,346	\$ 1,168,802
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
	<b>Total Salaries</b>	<b>1,066,734</b>	<b>1,229,864</b>	<b>1,095,874</b>	<b>1,249,115</b>
<b>Benefits</b>					
210	Group Health Insurance	192,927	245,779	200,110	261,026
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	19,261
240	Retirement Contributions	232,041	262,966	243,192	260,609
260	Workers Compensation	34,870	34,720	29,714	29,600
	<b>Total Benefits</b>	<b>502,088</b>	<b>596,417</b>	<b>518,944</b>	<b>605,479</b>
	<b>Total Salaries and Benefits</b>	<b>1,568,822</b>	<b>1,826,281</b>	<b>1,614,818</b>	<b>1,854,594</b>
<b>Professional Services</b>					
323	Engineers, Architects, Arborists, Planners	61,165	74,700	107,700	78,000
324	Other Professional	330	1,000	1,000	1,000
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
	<b>Total Professional Services</b>	<b>822,536</b>	<b>739,150</b>	<b>833,550</b>	<b>646,200</b>
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>615,832</b>	<b>688,252</b>	<b>694,532</b>	<b>591,450</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

## ENTERPRISE FUND COMBINED EXPENSE DETAIL

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>207,932</b>	<b>232,220</b>	<b>235,714</b>	<b>254,026</b>
<b>Materials and Supplies</b>					
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	-	-	-
	<b>Total Materials and Supplies</b>	<b>2,502,068</b>	<b>2,832,831</b>	<b>2,789,231</b>	<b>2,737,081</b>
<b>Financial Services</b>					
710	Banking Charges	-	1,000	1,000	-
711	Credit Card Fees	11,074	10,000	10,000	14,000
	<b>Total Financial Services</b>	<b>11,074</b>	<b>11,000</b>	<b>11,000</b>	<b>14,000</b>
<b>Capital Outlay</b>					
905	Machinery and Equipment	-	-	-	42,000
	<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>42,000</b>
	<b>Enterprise Fund Sub Totals</b>	<b>5,728,263</b>	<b>6,329,734</b>	<b>6,178,845</b>	<b>6,139,351</b>
740	Transfers Out	2,646,000	2,746,000	2,746,000	2,851,436
	Year-End Accrual Entries	1,923,086	-	-	-
	<b>Enterprise Fund Totals</b>	<b>\$ 10,297,349</b>	<b>\$ 9,075,734</b>	<b>\$ 8,924,845</b>	<b>\$ 8,990,787</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)





FY 2018

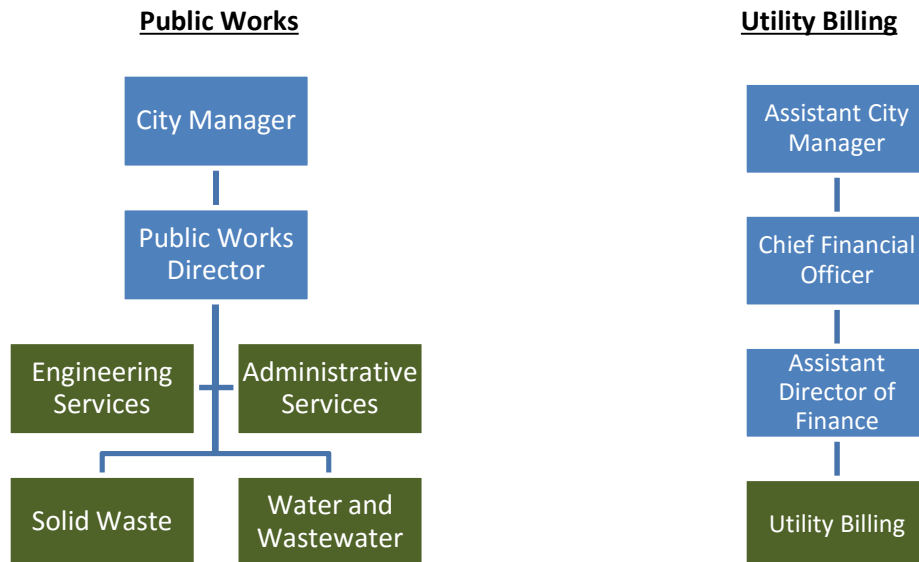
# Public Works and Utility Billing

## 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



## 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

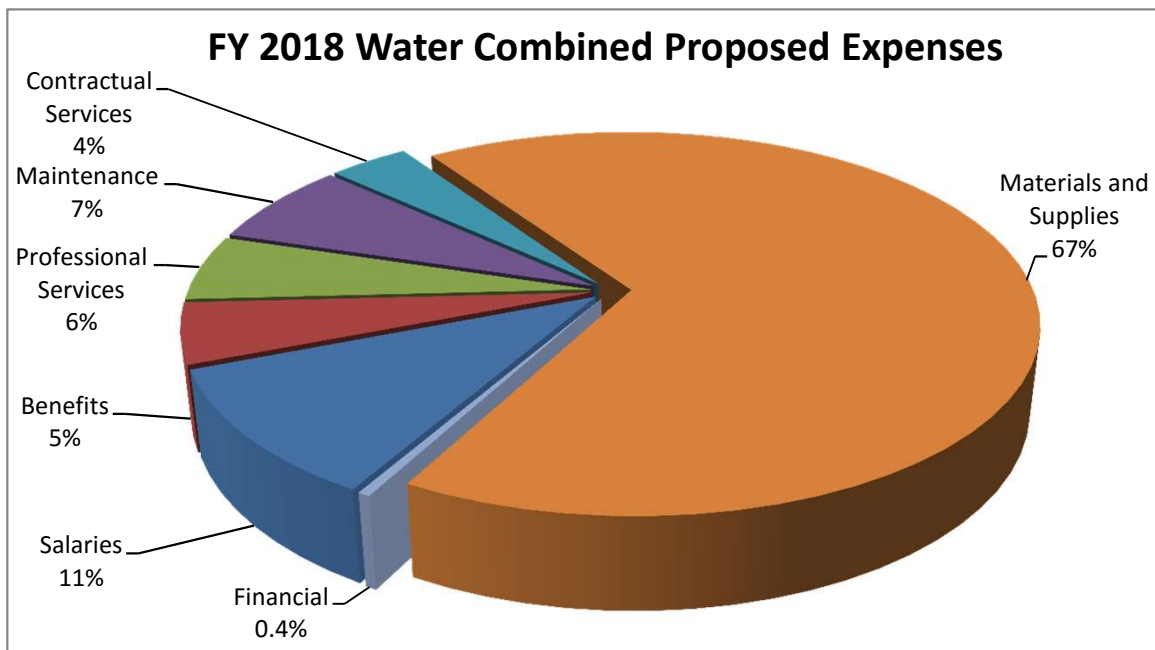
**Utility Billing**

- 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**

	<b>FY 2016 Actuals</b>	<b>FY 2017 Adopted</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Proposed</b>
Salaries	\$ 301,278	\$ 331,189	\$ 295,354	\$ 356,746
Benefits	131,013	151,888	131,419	168,135
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
<b>Total Expenses</b>	<b>\$ 3,047,573</b>	<b>\$ 3,427,540</b>	<b>\$ 3,389,513</b>	<b>\$ 3,314,371</b>



## UTILITY BILLING - 2060/2067

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 86,754	\$ 90,289	\$ 90,296	\$ 102,482
120	Overtime	253	3,922	3,922	6,000
130	Longevity	840	936	936	1,584
	<b>Total Salaries</b>	<b>87,847</b>	<b>95,147</b>	<b>95,154</b>	<b>110,066</b>
<b>Benefits</b>					
210	Group Health Insurance	13,738	13,594	13,010	17,845
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	1,683
240	Retirement Contributions	18,889	20,390	20,392	22,696
260	Workers Compensation	210	300	241	300
	<b>Total Benefits</b>	<b>36,361</b>	<b>37,938</b>	<b>37,360</b>	<b>44,874</b>
<b>Professional Services</b>					
340	Information Technology	6,000	6,060	6,000	53,400
341	Meter Reading	75,647	77,500	78,000	39,000
	<b>Total Professional Services</b>	<b>81,647</b>	<b>83,560</b>	<b>84,000</b>	<b>92,400</b>
<b>Maintenance</b>					
410	Information Technology Maintenance	-	1,720	1,000	2,000
	<b>Total Maintenance</b>	<b>-</b>	<b>1,720</b>	<b>1,000</b>	<b>2,000</b>
<b>Contractual Services</b>					
522	Postage	38,783	40,400	40,000	40,000
570	Education and Training	271	2,020	1,500	2,020
	<b>Total Contractual Services</b>	<b>39,054</b>	<b>42,420</b>	<b>41,500</b>	<b>42,020</b>
<b>Materials and Supplies</b>					
600	Office Supplies	6,320	5,050	7,000	7,000
601	Information Technology Supplies	-	2,020	1,500	-
	<b>Total Materials and Supplies</b>	<b>6,320</b>	<b>7,070</b>	<b>8,500</b>	<b>7,000</b>
<b>Financial Services</b>					
710	Banking Charges	-	1,000	1,000	-
711	Credit Card Fees	11,074	10,000	10,000	14,000
	<b>Total Financial Services</b>	<b>11,074</b>	<b>11,000</b>	<b>11,000</b>	<b>14,000</b>
	<b>Department Total</b>	<b>\$ 262,303</b>	<b>\$ 278,855</b>	<b>\$ 278,514</b>	<b>\$ 312,360</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

## WATER PRODUCTION - 8061

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 30,577	\$ 36,292	\$ 38,500	\$ 39,562
120	Overtime	6,131	1,576	4,300	1,800
125	Call Out/On Call Pay	615	-	500	500
130	Longevity	-	164	-	212
	<b>Total Salaries</b>	<b>37,323</b>	<b>38,032</b>	<b>43,300</b>	<b>42,074</b>
<b>Benefits</b>					
210	Group Health Insurance	4,957	9,814	9,500	10,549
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	643
240	Retirement Contributions	8,010	8,150	9,300	8,676
260	Workers Compensation	973	1,000	973	1,000
	<b>Total Benefits</b>	<b>14,663</b>	<b>21,191</b>	<b>21,432</b>	<b>22,659</b>
<b>Professional Services</b>					
323	Engineers, Architects, Arborists, Planners	13,450	20,100	53,100	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
	<b>Total Professional Services</b>	<b>43,303</b>	<b>53,700</b>	<b>86,700</b>	<b>52,500</b>
<b>Maintenance</b>					
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	-
	<b>Total Maintenance</b>	<b>76,950</b>	<b>83,640</b>	<b>83,640</b>	<b>75,850</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>56,046</b>	<b>49,300</b>	<b>62,711</b>	<b>32,970</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

## WATER PRODUCTION - 8061

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Materials and Supplies</b>					
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
621	Electricity	248,363	254,000	254,000	237,300
625	Fuel	-	1,000	1,000	-
650	Uniforms/Wearing Apparel	-	500	500	750
<b>Total Materials and Supplies</b>		<b>258,752</b>	<b>272,600</b>	<b>270,600</b>	<b>255,150</b>
<b>Department Total</b>		<b>\$ 487,037</b>	<b>\$ 518,463</b>	<b>\$ 568,383</b>	<b>\$ 481,203</b>

## WATER DISTRIBUTION - 8062

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 147,746	\$ 188,065	\$ 141,000	\$ 189,198
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	-	-	-
	<b>Total Salaries</b>	<b>176,108</b>	<b>198,010</b>	<b>156,900</b>	<b>204,606</b>
<b>Benefits</b>					
210	Group Health Insurance	29,675	37,121	25,500	44,238
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	3,202
240	Retirement Contributions	38,598	42,434	35,500	42,751
260	Workers Compensation	5,435	5,000	4,200	4,000
	<b>Total Benefits</b>	<b>79,989</b>	<b>92,759</b>	<b>72,627</b>	<b>100,602</b>
<b>Professional Services</b>					
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
	<b>Total Professional Services</b>	<b>88,450</b>	<b>56,700</b>	<b>66,700</b>	<b>38,500</b>
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>153,240</b>	<b>216,792</b>	<b>214,792</b>	<b>155,500</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>13,684</b>	<b>16,100</b>	<b>14,766</b>	<b>37,300</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

## WATER DISTRIBUTION - 8062

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Materials and Supplies</b>					
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
<b>Total Materials and Supplies</b>		<b>20,646</b>	<b>28,900</b>	<b>28,900</b>	<b>30,500</b>
<b>Department Total</b>		<b>\$ 532,116</b>	<b>\$ 609,261</b>	<b>\$ 554,685</b>	<b>\$ 567,008</b>

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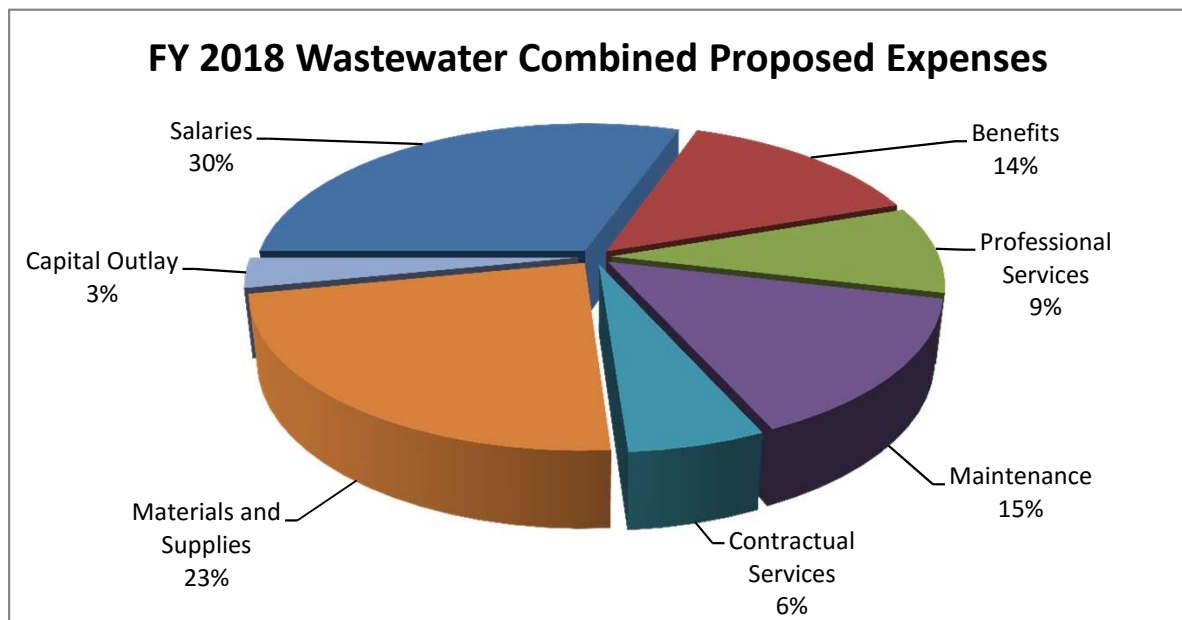
## SURFACE WATER - 8063

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Contractual Services</b>					
551	Permits and Licenses	\$ 12,056	\$ 12,300	\$ 12,300	\$ 12,300
	<b>Total Contractual Services</b>	<b>12,056</b>	<b>12,300</b>	<b>12,300</b>	<b>12,300</b>
<b>Materials and Supplies</b>					
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
	<b>Total Materials and Supplies</b>	<b>1,754,061</b>	<b>2,008,661</b>	<b>1,975,631</b>	<b>1,941,500</b>
	<b>Department Total</b>	<b>\$ 1,766,117</b>	<b>\$ 2,020,961</b>	<b>\$ 1,987,931</b>	<b>\$ 1,953,800</b>

**WASTEWATER COMBINED EXPENSES  
(WASTEWATER COLLECTION AND WASTEWATER TREATMENT)**

**Expense Summary**

	<b>FY 2016 Actuals</b>	<b>FY 2017 Adopted</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Proposed</b>
Salaries	\$ 375,928	\$ 424,496	\$ 342,220	\$ 410,718
Benefits	170,751	199,861	164,175	194,115
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
<b>Total Expenses</b>	<b>\$ 1,304,574</b>	<b>\$ 1,415,147</b>	<b>\$ 1,325,539</b>	<b>\$ 1,352,657</b>



## WASTEWATER COLLECTION - 8064

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 127,405	\$ 229,424	\$ 151,500	\$ 240,788
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
	<b>Total Salaries</b>	<b>139,729</b>	<b>242,872</b>	<b>164,580</b>	<b>250,228</b>
<b>Benefits</b>					
210	Group Health Insurance	30,495	47,198	35,600	55,432
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	3,795
240	Retirement Contributions	31,765	51,512	44,000	52,312
260	Workers Compensation	4,544	4,600	3,800	3,800
	<b>Total Benefits</b>	<b>72,383</b>	<b>114,137</b>	<b>91,250</b>	<b>122,812</b>
<b>Professional Services</b>					
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	-
	<b>Total Professional Services</b>	<b>105,369</b>	<b>98,890</b>	<b>98,890</b>	<b>15,000</b>
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>79,398</b>	<b>91,200</b>	<b>105,200</b>	<b>89,700</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>14,961</b>	<b>19,700</b>	<b>18,229</b>	<b>23,524</b>

## WASTEWATER COLLECTION - 8064

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Materials and Supplies</b>					
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	-
625	Fuel	4,216	6,000	6,000	6,500
650	Uniforms/Wearing Apparel	2,711	3,400	3,400	3,400
<b>Total Materials and Supplies</b>		<b>15,564</b>	<b>44,500</b>	<b>44,500</b>	<b>21,650</b>
<b>Department Total</b>		<b>\$ 427,403</b>	<b>\$ 611,299</b>	<b>\$ 522,649</b>	<b>\$ 522,914</b>

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## WASTEWATER TREATMENT - 8065

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 210,617	\$ 173,665	\$ 155,000	\$ 145,030
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	-
	<b>Total Salaries</b>	<b>236,199</b>	<b>181,624</b>	<b>177,640</b>	<b>160,490</b>
<b>Benefits</b>					
210	Group Health Insurance	35,817	36,494	27,500	29,480
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	2,489
240	Retirement Contributions	51,545	38,922	36,500	33,524
260	Workers Compensation	2,890	3,000	2,500	2,500
	<b>Total Benefits</b>	<b>98,368</b>	<b>85,724</b>	<b>72,925</b>	<b>71,303</b>
<b>Professional Services</b>					
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
	<b>Total Professional Services</b>	<b>119,191</b>	<b>105,300</b>	<b>111,800</b>	<b>106,800</b>
<b>Maintenance</b>					
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
437	Treatment Plant Maintenance	79,165	60,000	60,000	45,000
461	Rental of Equipment	1,162	3,000	3,000	3,000
	<b>Total Maintenance</b>	<b>138,819</b>	<b>133,400</b>	<b>128,400</b>	<b>106,900</b>

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## WASTEWATER TREATMENT - 8065

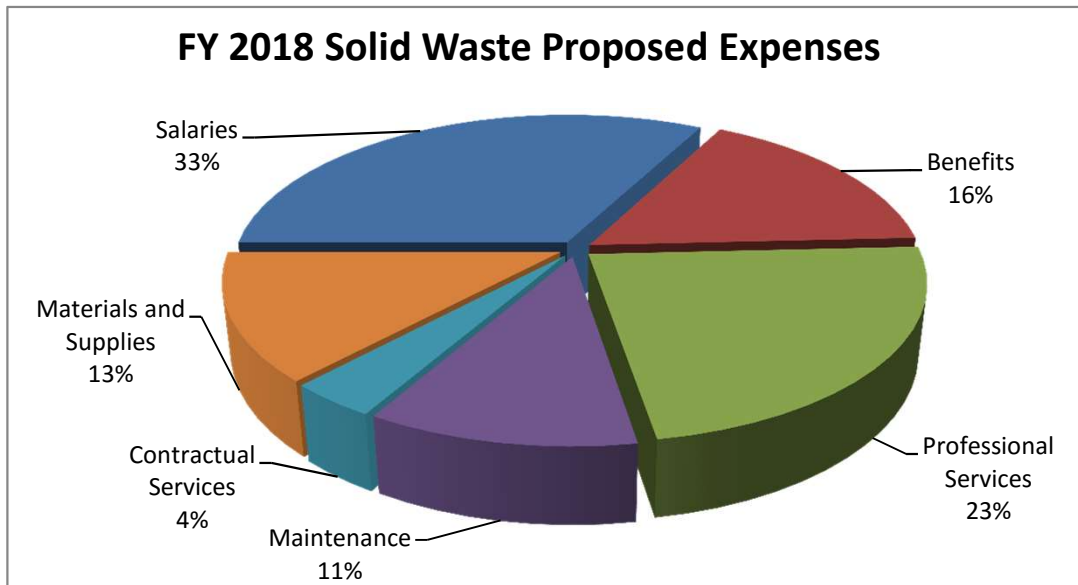
Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Contractual Services</b>					
510	Risk Management	\$ 4,199	\$ 5,200	\$ 4,525	\$ 5,200
520	Communications	480	5,500	5,500	13,350
530	Advertisements and Official Notices	-	700	700	700
550	Dues and Fees	237	300	300	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
	<b>Total Contractual Services</b>	<b>34,158</b>	<b>44,600</b>	<b>43,925</b>	<b>52,450</b>
<b>Materials and Supplies</b>					
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
	<b>Total Materials and Supplies</b>	<b>250,435</b>	<b>253,200</b>	<b>268,200</b>	<b>289,800</b>
<b>Capital Outlay</b>					
905	Machinery and Equipment	-	-	-	42,000
	<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>42,000</b>
<b>Department Total</b>		<b>\$ 877,170</b>	<b>\$ 803,848</b>	<b>\$ 802,890</b>	<b>\$ 829,743</b>

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## SOLID WASTE - 8066

## Expense Summary

	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
Salaries	\$ 389,528	\$ 474,179	\$ 458,300	\$ 481,651
Benefits	200,325	244,668	223,350	243,229
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
<b>Total Expenses</b>	<b>\$ 1,322,412</b>	<b>\$ 1,487,047</b>	<b>\$ 1,463,793</b>	<b>\$ 1,472,323</b>



## SOLID WASTE - 8066

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Salaries</b>					
100	Regular Employees	\$ 357,191	\$ 449,687	\$ 433,050	\$ 451,742
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
	<b>Total Salaries</b>	<b>389,528</b>	<b>474,179</b>	<b>458,300</b>	<b>481,651</b>
<b>Benefits</b>					
210	Group Health Insurance	78,245	101,558	89,000	103,482
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	7,449
240	Retirement Contributions	83,234	101,558	97,500	100,650
250	Unemployment Compensation	36	-	-	-
260	Workers Compensation	20,819	20,820	18,000	18,000
	<b>Total Benefits</b>	<b>200,325</b>	<b>244,668</b>	<b>223,350</b>	<b>243,229</b>
<b>Professional Services</b>					
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
	<b>Total Professional Services</b>	<b>384,575</b>	<b>341,000</b>	<b>385,460</b>	<b>341,000</b>
<b>Maintenance</b>					
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
	<b>Total Maintenance</b>	<b>167,425</b>	<b>161,500</b>	<b>161,500</b>	<b>161,500</b>
<b>Contractual Services</b>					
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
	<b>Total Contractual Services</b>	<b>37,974</b>	<b>47,800</b>	<b>42,283</b>	<b>53,462</b>



## SOLID WASTE - 8066

Acct Code	Description	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Materials and Supplies</b>					
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
625	Fuel	45,676	69,000	69,000	50,000
650	Uniforms/Wearing Apparel	3,405	6,000	6,000	9,206
<b>Total Materials and Supplies</b>		<b>142,585</b>	<b>217,900</b>	<b>192,900</b>	<b>191,481</b>
<b>Department Total</b>		<b>\$ 1,322,412</b>	<b>\$ 1,487,047</b>	<b>\$ 1,463,793</b>	<b>\$ 1,472,323</b>

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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 streaming.

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.

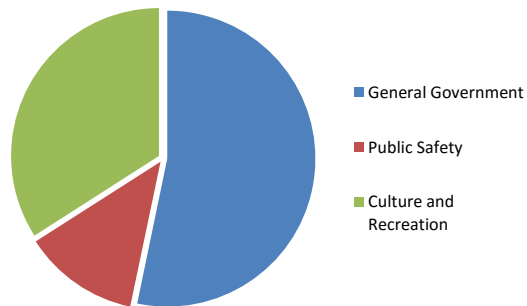
PEG Items	FY 2018
Unallocated Beginning PEG Fund Balance	\$289,422
Current Year PEG Revenues	\$65,000
Total Available PEG Resources	\$354,422
Portable Audiovisual solutions	\$15,000
Wireless Projection for Council and Boards/Commissions Presentations	\$5,000
High Definition Conversion for Web Streaming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

## SPECIAL REVENUE FUND SUMMARY

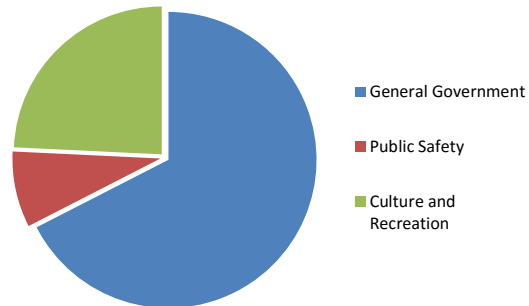
	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Beginning Fund Balance</b>	\$ 328,335	\$ 351,737	\$ 356,311	\$ 445,590
<b>Revenues</b>				
Franchise Tax - 1% PEG Fees	66,756	60,000	65,000	65,000
Court Fees	40,270	41,000	41,000	41,000
Contributions	15,422	2,500	42,496	39,200
Grants	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
<b>Total Revenues</b>	<b>178,265</b>	<b>177,000</b>	<b>207,767</b>	<b>198,960</b>
 Total Available Resources	 506,600	 528,737	 564,077	 644,550
<b>Expenditures</b>				
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
<b>Total Expenditures</b>	<b>150,289</b>	<b>104,554</b>	<b>118,487</b>	<b>287,383</b>
 Ending Fund Balance	 \$ 356,311	 \$ 424,183	 \$ 445,590	 \$ 357,167

SPECIAL REVENUE FUND																	
	Fire		Police				Library				Parks	Court	Other Special Revenue		Nature	Cultural	Total
	Contri	LEOSE	Contri	LEOSE	Seized 59	Seized Assets	Contri	Memorials	Friends	Grants	Donations	Security	Court Tech	PEG Fees	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
<b>FY 2018 Revenues</b>																	
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
LEOSE		760		3,000													3,760
Pass-Through Funds															50,000		50,000
<b>Total Revenues</b>	<b>20,000</b>	<b>760</b>	<b>1,500</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>1,200</b>	<b>500</b>	<b>16,000</b>	<b>-</b>	<b>-</b>	<b>18,000</b>	<b>23,000</b>	<b>65,000</b>	<b>50,000</b>	<b>-</b>	<b>198,960</b>
<b>FY 2018 Expenditures</b>																	
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
<b>Total Expenditures</b>	<b>20,000</b>	<b>760</b>	<b>-</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>1,200</b>	<b>1,500</b>	<b>16,000</b>	<b>-</b>	<b>1,000</b>	<b>18,000</b>	<b>115,923</b>	<b>60,000</b>	<b>50,000</b>	<b>-</b>	<b>287,383</b>
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

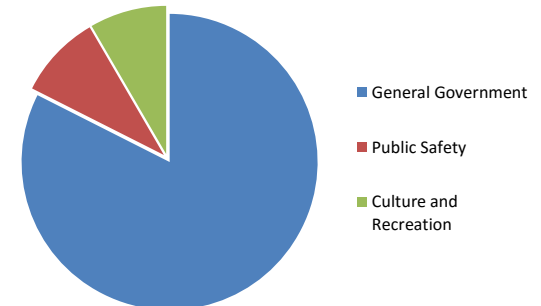
FY 2018 Proposed Revenues



FY 2018 Proposed Expenditures



FY 2018 Ending Fund Balance





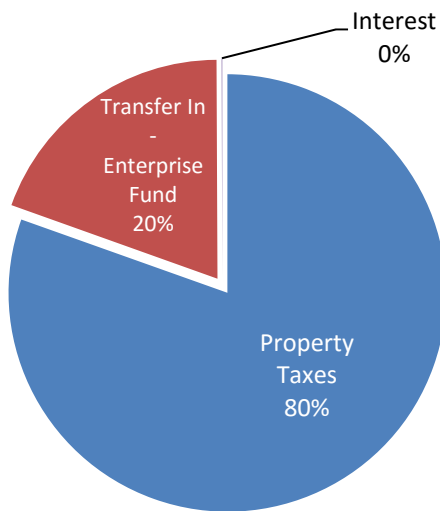
FY 2018

## Debt Service Fund

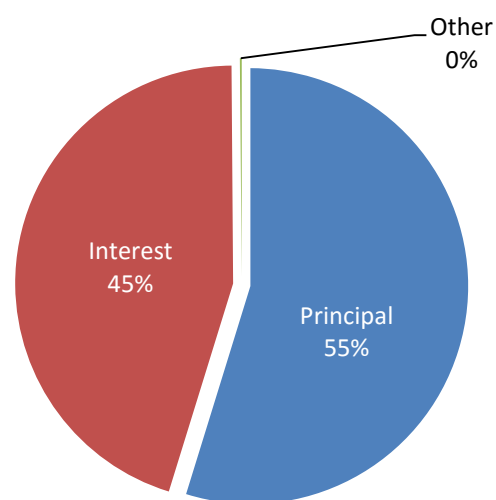
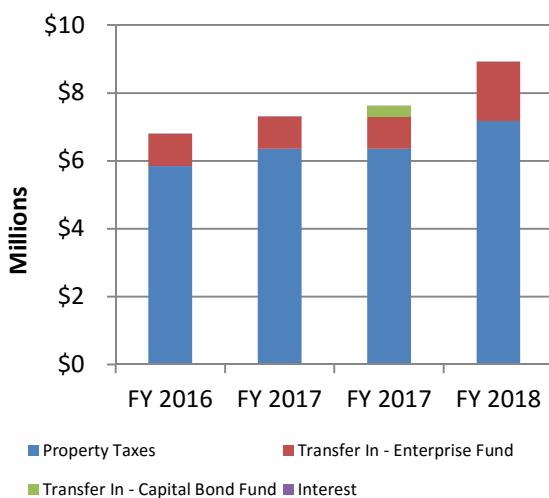
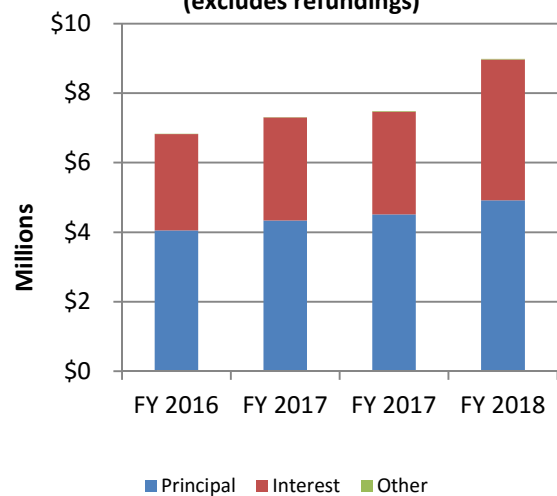
## Description

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.

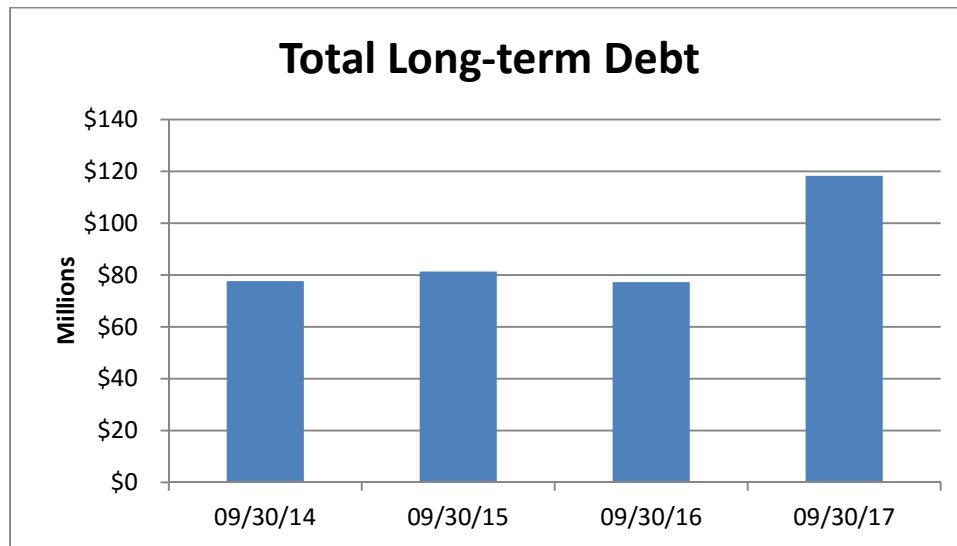
FY 2018 Proposed Revenues



FY 2018 Proposed Expenditures

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

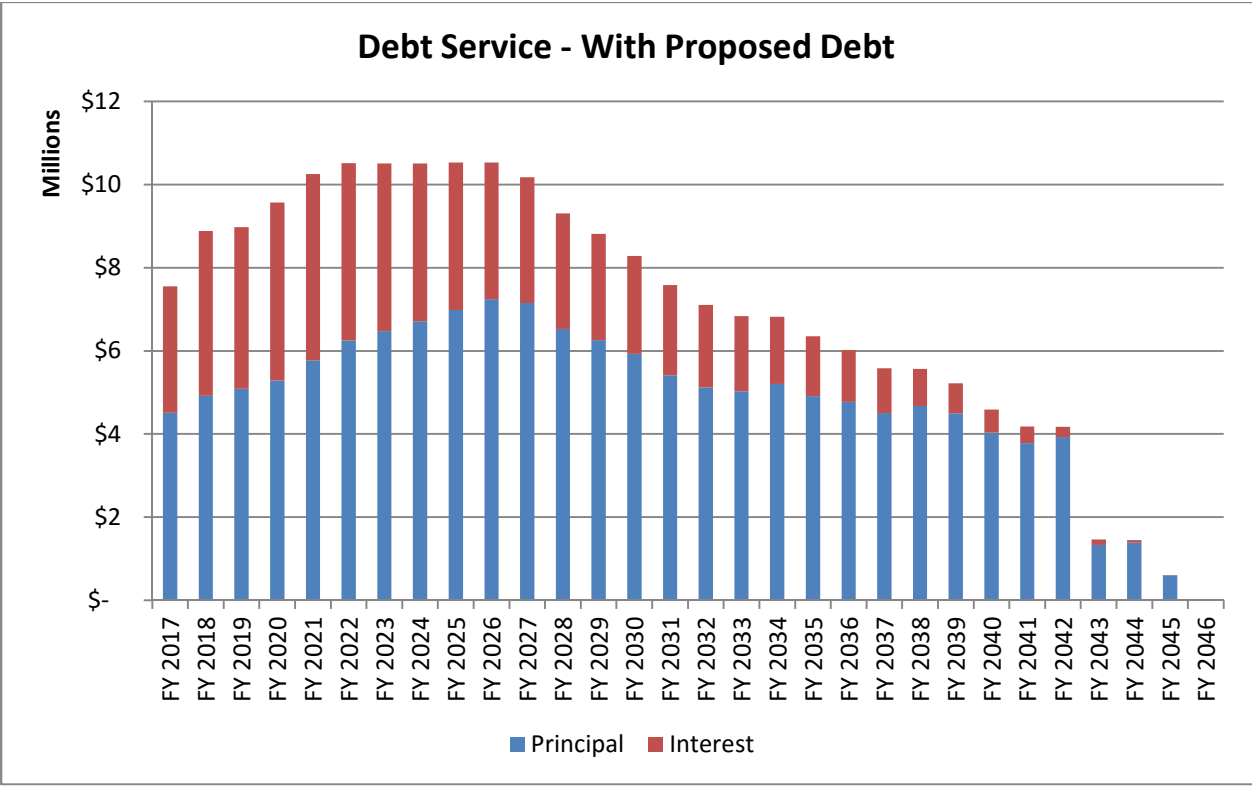
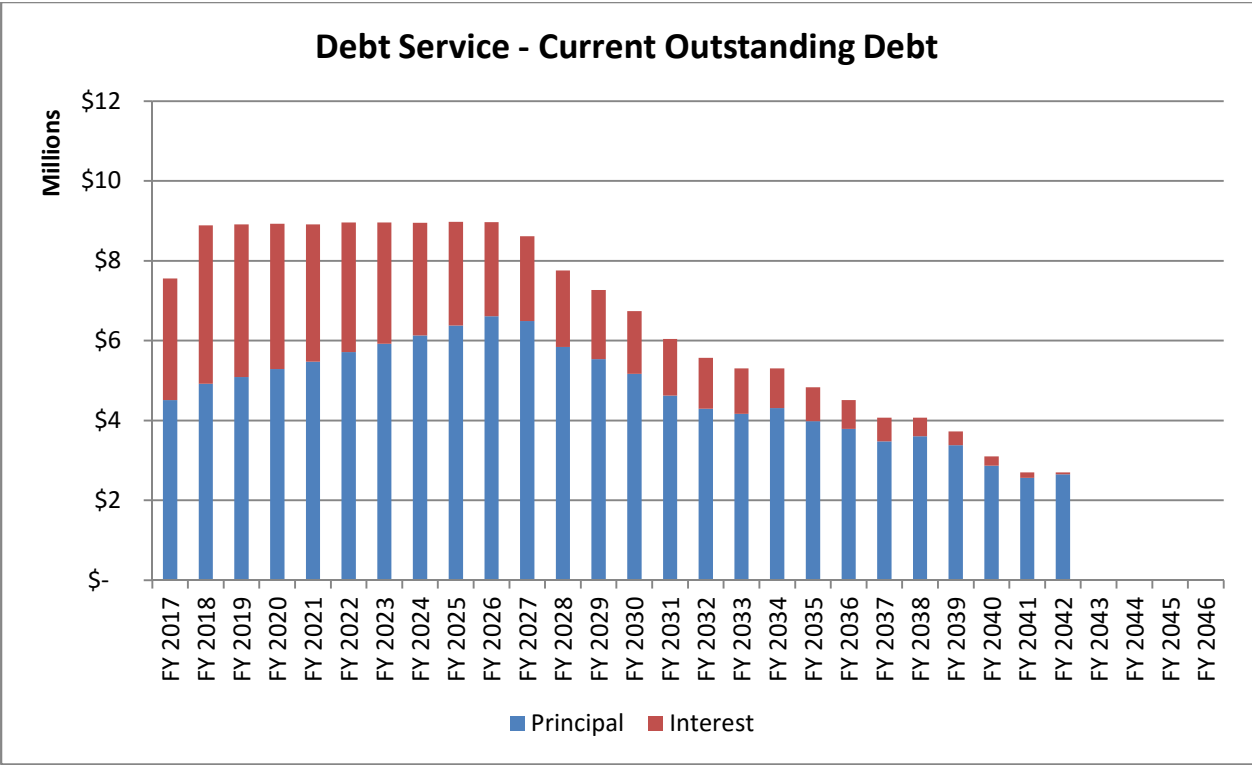
At September 30, 2016, the City had total bonds outstanding of \$77.3 million all of which is general obligation debt. Primarily due to the issuance of \$44.9 million in new bonds in FY 2017, the City expects the total bonds outstanding at September 30, 2017 to increase to \$118.3 million.



The City anticipates issuing \$12.5 million of bonds in FY 2018 and \$9.0 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 \$9.0 million in FY 2025. 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 2025.

The following graphs illustrate the projected debt service requirements based on currently outstanding indebtedness and projected debt service requirements based on proposed outstanding indebtedness.





DEBT SERVICE FUND				
	FY 2016 Actuals	FY 2017 Adopted	FY 2017 Projected	FY 2018 Proposed
<b>Beginning Fund Balance</b>	\$ 514,125	\$ 514,125	\$ 489,135	\$ 557,371
<b>REVENUES</b>				
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
<b>Total Revenues</b>	<b>5,852,687</b>	<b>6,360,967</b>	<b>6,360,967</b>	<b>7,233,885</b>
<b>OTHER FINANCING SOURCES</b>				
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	-
<b>Total Other Financing Sources</b>	<b>950,000</b>	<b>950,000</b>	<b>11,220,268</b>	<b>1,750,436</b>
<b>Total Revenues and Other Financing Sources</b>	<b>6,802,687</b>	<b>7,310,967</b>	<b>17,581,235</b>	<b>8,984,321</b>
<b>Total Available Resources</b>	<b>7,316,812</b>	<b>7,825,092</b>	<b>18,070,370</b>	<b>9,541,692</b>
<b>EXPENDITURES</b>				
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
<b>Total Expenditures</b>	<b>6,827,676</b>	<b>7,310,967</b>	<b>17,512,999</b>	<b>8,984,341</b>
<b>Available Resources Over/(Under) Expenditures</b>	<b>(24,990)</b>	<b>-</b>	<b>68,236</b>	<b>(20)</b>
<b>Ending Fund Balance</b>	<b>\$ 489,135</b>	<b>\$ 514,125</b>	<b>\$ 557,371</b>	<b>\$ 557,351</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)



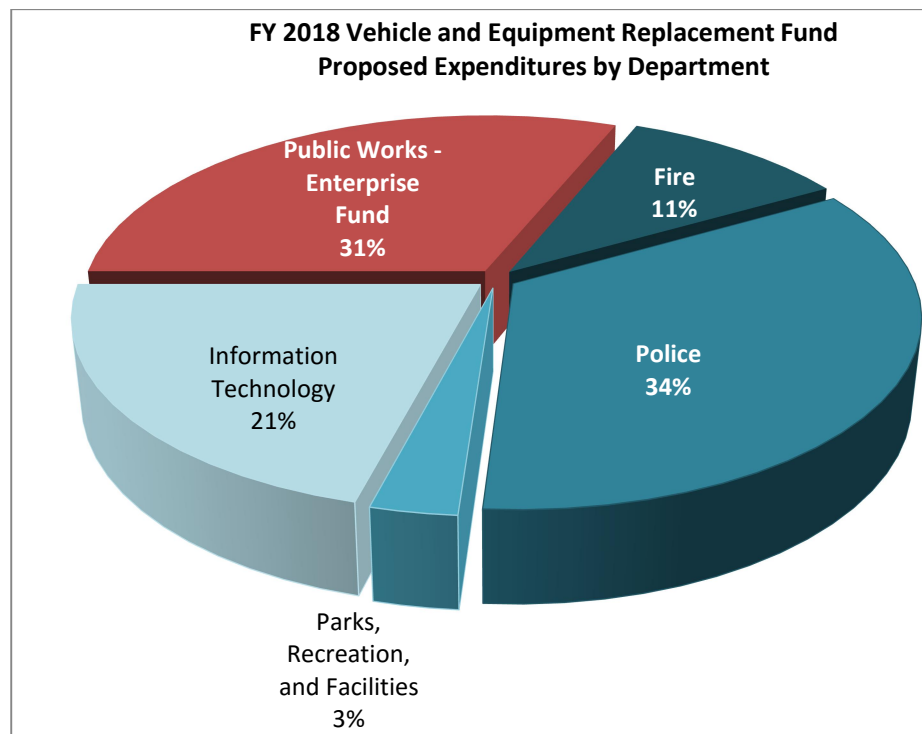
FY 2018

## Vehicle and Equipment Replacement Fund

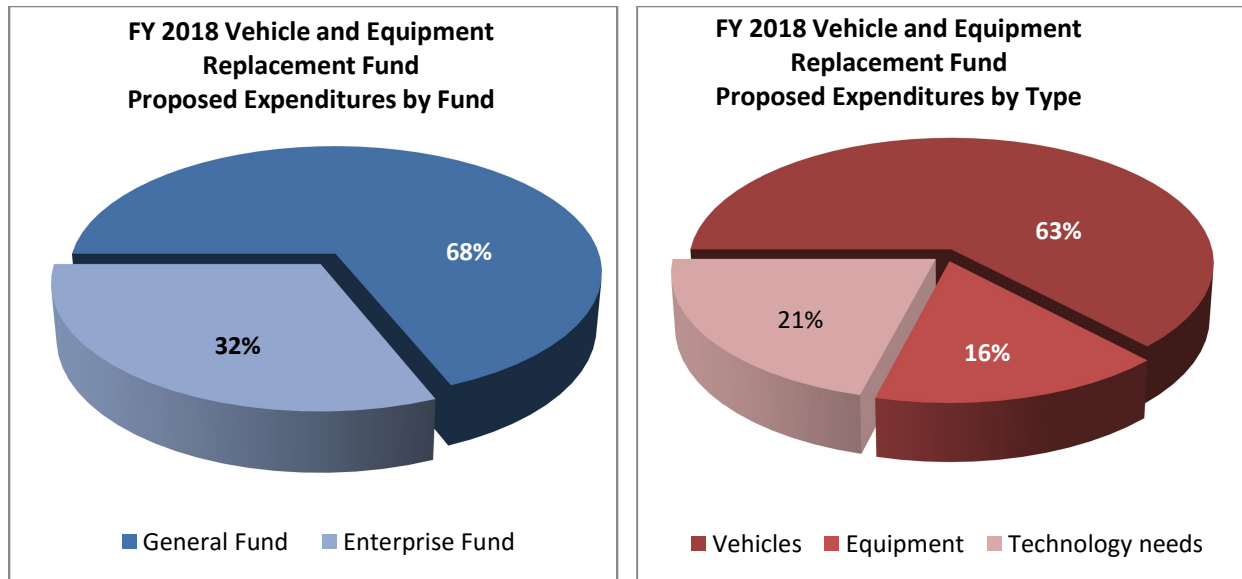
### Description

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
<b>Beginning Fund Balance</b>	\$ 419,975	\$ 962,277	\$ 952,703	\$ 1,369,101
<b>REVENUES</b>				
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	-
<b>Total Revenues</b>	<b>1,608,000</b>	<b>1,529,000</b>	<b>2,316,670</b>	<b>807,500</b>
<b>Total Available Resources</b>	<b>2,027,975</b>	<b>2,491,277</b>	<b>3,269,373</b>	<b>2,176,601</b>
<b>EXPENDITURES</b>				
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	-	-	-	-
<b>Total Expenditures</b>	<b>1,075,272</b>	<b>1,900,272</b>	<b>1,900,272</b>	<b>931,300</b>
<b>Current Year Available Resources Over/(Under) Current Expenditures</b>	<b>532,728</b>	<b>(371,272)</b>	<b>416,398</b>	<b>(123,800)</b>
<b>Ending Fund Balance</b>	<b>\$ 952,703</b>	<b>\$ 591,005</b>	<b>\$ 1,369,101</b>	<b>\$ 1,245,301</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

# Vehicle and Equipment Replacement Fund

## Proposed Expenditures

### FY 2018

Department	Division	Description	Cost
<b>General Fund</b>			
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
<b>General Fund Total</b>			<b>641,300</b>
<b>Enterprise Fund</b>			
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
<b>Enterprise Fund Total</b>			<b>290,000</b>
<b>Total All Funds</b>			<b>\$ 931,300</b>

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)



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. These revenues plus the available beginning fund balance are considered available resources – resources available to be used for FY 2018 projects. Total FY 2018 available resources for the Capital Improvement Fund are \$2,243,027, of which \$1,877,050 relates to the General Fund and \$365,977 relates to the Enterprise Fund. Available resources 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 \$12,500,000. 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, plus approximately \$300,000 of available beginning fund balance, 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 under-way 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	
<b>General Fund CIP</b>	
<b>Beginning Balance - General Fund Cash</b>	<b>\$ 1,334,624</b>
<b>Transfer in From General Fund</b>	<b>42,426</b>
<b>Transfer in From General Fund for Pavement Maintenance Program</b>	<b>500,000</b>
<b>Total Resources</b>	<b>1,877,050</b>
<b>Playgrounds, Shade Structures, and Park Amenities</b> - Provides annual funding to address city-wide replacement and/or purchase of new playground equipment, shade structures and park amenities.	100,000
<b>Park Signage Master Plan and Implementation</b> - Includes all signage used in City of Bellaire Parks. Master Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City while improving consistency and quality of park signage.	50,000
<b>Pavement Management Program</b> - The City of Bellaire's Pavement Management Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. 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
<b>Decorative Standard for Major Streets (FY 2017 Newcastle St. Pilot Project)</b> - 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
<b>Update to the Facilities Master Plan</b> - 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
<b>Total FY 2018 General Fund CIP</b>	<b>775,000</b>
<b>Ending Balance</b>	<b>\$ 1,102,050</b>

FY 2018 Proposed Capital Improvement Projects	
<b>Enterprise Fund CIP</b>	
<b>Beginning Balance</b>	\$ 245,977
<b>Transfer in From Enterprise Fund</b>	120,000
<b>Total Resources</b>	365,977
<b>Renwick Well</b> - 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
<b>Wendell Lift Station</b> - 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
<b>Total FY 2018 Enterprise Fund CIP</b>	360,000
<b>Ending Balance</b>	\$ 5,977

FY 2018 Proposed Capital Improvement Projects	
<b>Bond Fund CIP</b>	
Beginning Balance	\$ -
Proposed Bonds for Better Bellaire 2016	12,500,000
<b>Total Resources</b>	<b>12,500,000</b>
<b>2016 Bonds for Better Bellaire Streets and Drainage Project</b> - Includes street and related drainage infrastructure replacement.	7,000,000
<b>2016 Bonds for Better Bellaire Sidewalks/Community Pathways Project</b> - Design and construction of pedestrian facilities throughout the City.	1,000,000
<b>2016 Bonds for Better Bellaire Water and Wastewater Line Improvements Project</b> - 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
<b>Total FY 2018 Bond Fund CIP</b>	<b>12,500,000</b>
Ending Balance	\$ -

<b>METRO Fund CIP</b>	
Beginning Balance	\$ 308,000
Current Year Revenues	1,000,000
<b>Total Resources</b>	<b>1,308,000</b>
<b>Pavement Management Program</b> - The City of Bellaire's Pavement Management Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. 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
<b>Total FY 2018 METRO Fund CIP</b>	<b>1,300,000</b>
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
<b>Total Resources</b>	<b>\$ 1,877,050</b>	<b>\$ 2,747,050</b>	<b>\$ 1,501,000</b>	<b>\$ 1,251,000</b>	<b>\$ 1,251,000</b>	
<b>Holly Street Esplanade</b> - 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
<b>Playgrounds, Shade Structures, and Park Amenities</b> - Provides annual funding to address city-wide replacement and/or purchase of new playground equipment, shade structures and park amenities.	\$ 100,000	\$ 100,000	\$ 100,000			\$ 300,000
<b>Park Signage Master Plan and Implementation</b> - Includes all signage used in City of Bellaire Parks. Master Plan would incorporate findings of the Brand Identity 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
<b>Pavement Management Program</b> - The City of Bellaire's Pavement Management Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. 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
<b>Decorative Standard for Major Streets (Newcastle St. Pilot Project)</b> - 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
<b>City-Wide Signage Enhancements Project</b> - 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
<b>Update to the Facilities Master Plan</b> - 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
<b>Signature Corner Design</b> - 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
<b>Lafayette Park Permanent Restroom Facility</b> - Provide a permanent restroom facility at Lafayette Park for use by sports teams, park patrons, and dog park patrons.		\$ 200,000				\$ 200,000
<b>Loftin Park Improvements</b> - Improvements to Loftin Park including invasive or unhealthy tree removal, additional tree plantings, irrigation system, and fencing improvements.		\$ 170,000				\$ 170,000
<b>Ware Park Picnic Pavilion</b> - Picnic pavilion design and construction at Ware Park.			\$ 50,000			\$ 50,000
<b>Paseo Park West Expansion</b> - 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
<b>Total General Fund CIP Expenditures</b>	\$ 775,000	\$ 2,396,050	\$ 1,150,000	\$ 900,000	\$ 1,251,000	\$ 6,472,050
<b>Total General Fund CIP Ending Balance</b>	\$ 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
<b>Total Resources</b>	<b>\$</b>	<b>365,977</b>	<b>\$</b>	<b>245,977</b>	<b>\$</b>	<b>940,977</b>	<b>\$</b>	<b>5,977</b>	<b>\$</b>	<b>11,954</b>	
<b>Renwick Well</b> - 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
<b>Central Well Pumps</b> - 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
<b>Central Well Control Panel</b> - 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
<b>Feld Park Well</b> - 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
<b>Wendell Lift Station</b> - 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
<b>Total Proposed Enterprise CIP</b>	<b>\$</b>	<b>360,000</b>	<b>\$</b>	<b>240,000</b>	<b>\$</b>	<b>935,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ 1,535,000</b>
<b>Total Ending Fund Balance</b>	<b>\$</b>	<b>5,977</b>	<b>\$</b>	<b>5,977</b>	<b>\$</b>	<b>5,977</b>	<b>\$</b>	<b>5,977</b>	<b>\$</b>	<b>11,954</b>	

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

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
<b>Bond Proceeds</b>	\$12,500,000	\$9,000,000	\$13,500,000	\$21,000,000	\$12,900,000	\$68,900,000
<b>Total Resources</b>	<b>\$12,500,000</b>	<b>\$9,000,000</b>	<b>\$13,500,000</b>	<b>\$21,000,000</b>	<b>\$12,900,000</b>	<b>\$68,900,000</b>
<b>Bellaire Streets and Drainage Project</b> - 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
<b>Sidewalks/Community Pathways Project</b> -Design and construction of pedestrian facilities throughout the City.	\$1,000,000		\$1,000,000	\$1,000,000	\$1,000,000	\$4,000,000
<b>Water and Wastewater Line Improvements Project</b> - 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
<b>Wastewater Treatment Plant Electrical</b> - 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
<b>Public Works Building</b> - Funding for land acquisition, design, and construction of a new Public Works Building.			\$1,000,000	\$3,000,000		\$4,000,000
<b>Library Building</b> - Design and construction for new Library building and related site improvements.			\$500,000	\$4,000,000		\$4,500,000
<b>Evergreen Park</b> - 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
<b>Other Parks</b> - Additional needs at other parks in the COB system, including restrooms, lighting, parking lots, and various other amenities.			\$1,000,000			\$1,000,000
<b>Wayfinding and Entryway Markers</b> - 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
<b>Total Bond Fund CIP</b>	<b>\$12,500,000</b>	<b>\$9,000,000</b>	<b>\$13,500,000</b>	<b>\$21,000,000</b>	<b>\$12,900,000</b>	<b>\$68,900,000</b>
<b>Total Ending Balance</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	

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
<b>Beginning Balance</b>	\$308,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
<b>Current Year Revenues</b>	\$ 1,000,000	\$ 1,020,000	\$ 1,040,400	\$ 1,060,800	\$ 1,082,010	\$ 5,203,210
<b>Total Resources</b>	<b>\$1,308,000</b>	<b>\$ 1,028,000</b>	<b>\$ 1,048,400</b>	<b>\$ 1,068,800</b>	<b>\$ 1,090,010</b>	<b>\$ 5,543,210</b>
<b>Pavement Management Program</b> - The City of Bellaire's Pavement Management Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. 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
<b>Total Expenditures</b>	<b>\$ 1,300,000</b>	<b>\$ 1,020,000</b>	<b>\$ 1,040,400</b>	<b>\$ 1,060,800</b>	<b>\$ 1,082,010</b>	<b>\$ 5,503,210</b>
<b>Total Ending Fund Balance</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	

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
<b>Total Unfunded</b>	<b>\$ 12,760,000</b>

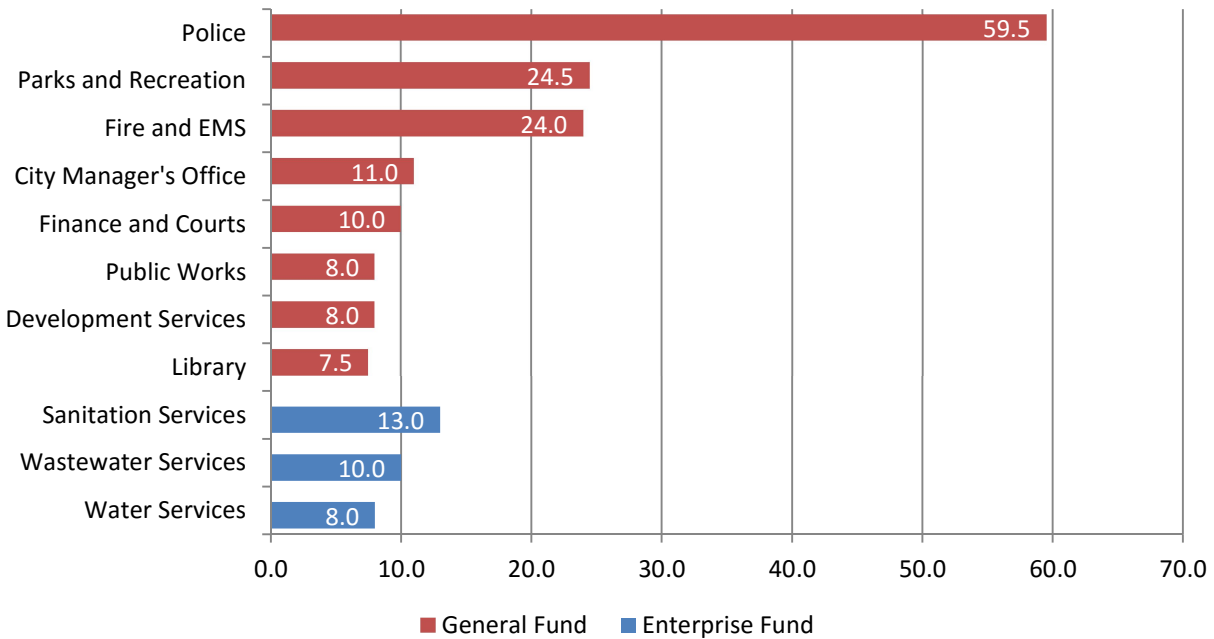
The CIP beyond FY 2018 does not appropriate any funds for projects listed; it is a guideline for planning.



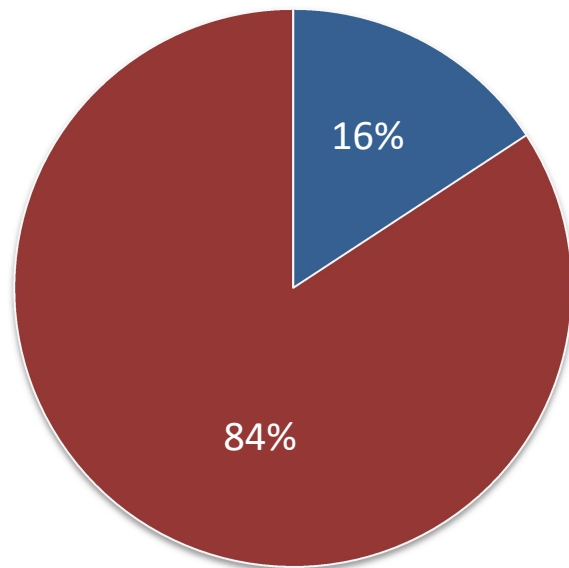
FY 2018

# Staffing Position Summary and Pay Plan

## Full Time Equivalents by Department



## Full-Time Equivalents by Fund



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	115
Director of Information Technology	1.0	1.0	1.0	115
Administrative Services Manager - CMO	0.0	0.0	1.0	113
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	0.0	109
Executive Assistant to the City manager	0.0	0.0	1.0	109
Information Technology Technician	1.0	1.0	1.0	109
Receptionist	1.0	1.0	1.0	102
<b>Total City Manager's Office</b>	<b>10.0</b>	<b>10.0</b>	<b>11.0</b>	
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	111
Senior Management Analyst	0.0	0.0	1.0	111
Court Clerk	1.0	1.0	1.0	110
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
<b>Total Finance</b>	<b>9.0</b>	<b>10.0</b>	<b>10.0</b>	
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
<b>Total Development Services</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	
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
<b>Total Full-time Fire</b>	<b>23.0</b>	<b>23.0</b>	<b>23.0</b>	
PT Firefighter/Paramedic	1.0	1.0	1.0	F2
<b>Total Part-time Fire</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	
<b>Total Fire</b>	<b>24.0</b>	<b>24.0</b>	<b>24.0</b>	

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
<b>Total Full-time Police</b>	<b>56.0</b>	<b>56.0</b>	<b>56.0</b>	
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
<b>Total Part-time Police</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	
<b>Total Police</b>	<b>59.5</b>	<b>59.5</b>	<b>59.5</b>	
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
<b>Total Full-time Library</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	
PT Library Assistant	0.5	0.5	0.5	104
<b>Total Part-time Library</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	
<b>Total Library</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	

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	0.0	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	106
Equipment Operator I	3.0	2.0	2.0	105
Laborer	1.0	1.0	1.0	101
<b>Total Public Works</b>	<b>9.0</b>	<b>9.0</b>	<b>8.0</b>	
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
Parks Superintendent	1.0	1.0	1.0	112
Athletics and Youth Program Superintendent	1.0	1.0	1.0	111
Facilities 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
<b>Total Full-time Parks, Recreation, and Facilities</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>	
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
<b>Total Part-time Parks, Recreation, and Facilities</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	
<b>Total Parks, Recreation, and Facilities</b>	<b>24.5</b>	<b>24.5</b>	<b>24.5</b>	
<b>Total General Fund Full Time Equivalents</b>	<b>151.5</b>	<b>152.5</b>	<b>152.5</b>	
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
<b>Total Water Services</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	

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
Equipment Operator II	1.0	1.0	1.0	106
Administrative Secretary	1.0	1.0	1.0	105
Equipment Operator I	3.0	3.0	3.0	105
Laborer	1.0	1.0	1.0	101
<b>Total Wastewater Services</b>	<b>11.0</b>	<b>10.0</b>	<b>10.0</b>	
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	106
Equipment Operator I	5.0	5.0	5.0	105
Laborer	6.0	6.0	6.0	101
<b>Total Solid Waste Services</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	
<b>Total Enterprise Fund Full Time Equivalents</b>	<b>32.0</b>	<b>31.0</b>	<b>31.0</b>	
<b>Total Full Time Equivalents</b>	<b>183.5</b>	<b>183.5</b>	<b>183.5</b>	

## City of Bellaire

## GENERAL PAY PLAN

Effective FY 2018

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	33,992.16
		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	2,832.68
		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	1,307.76
		Hourly	11.19	11.59	11.99	12.41	12.84	13.29	13.76	14.24	14.74	15.26	15.79	16.32
101.00	Custodian Laborer	Annual	24,882.00	25,753.00	26,655.00	27,587.00	28,553.00	29,552.00	30,587.00	31,657.00	32,765.00	33,912.00	35,099.00	36,327.00
		Monthly	2,073.50	2,146.08	2,221.25	2,298.92	2,379.42	2,462.67	2,548.92	2,638.08	2,730.42	2,826.00	2,924.92	3,027.42
		Bi-Weekly	957.00	990.50	1,025.19	1,061.04	1,098.19	1,136.62	1,176.42	1,217.58	1,260.19	1,304.31	1,349.96	1,397.77
		Hourly	11.96	12.38	12.81	13.26	13.73	14.21	14.71	15.22	15.75	16.30	16.87	17.44
102.00	Parks Maintenance Technician Receptionist	Annual	28,402.00	29,396.00	30,425.00	31,490.00	32,592.00	33,732.00	34,924.00	36,146.00	37,411.00	38,721.00	40,076.00	41,479.00
		Monthly	2,366.83	2,449.67	2,535.42	2,624.17	2,716.00	2,811.00	2,910.33	3,012.17	3,117.58	3,226.75	3,339.67	3,456.42
		Bi-Weekly	1,092.38	1,130.62	1,170.19	1,211.15	1,253.54	1,297.38	1,343.23	1,390.23	1,438.88	1,489.27	1,541.38	1,595.19
		Hourly	13.65	14.13	14.63	15.14	15.67	16.22	16.79	17.38	17.99	18.62	19.27	19.93
103.00		Annual	29,822.00	30,866.00	31,946.00	33,064.00	34,221.00	35,419.00	36,670.00	37,953.00	39,282.00	40,657.00	42,080.00	43,553.00
		Monthly	2,485.17	2,572.17	2,662.17	2,755.33	2,851.75	2,951.58	3,055.83	3,162.75	3,273.50	3,388.08	3,506.67	3,629.00
		Bi-Weekly	1,147.00	1,187.15	1,228.69	1,271.69	1,316.19	1,362.27	1,410.38	1,459.73	1,510.85	1,563.73	1,618.46	1,675.00
		Hourly	14.34	14.84	15.36	15.90	16.45	17.03	17.63	18.25	18.89	19.55	20.23	20.93
104.00	Asst Court Clerk Library Assistant Police Clerk	Annual	31,313.00	32,409.00	33,543.00	34,717.00	35,932.00	37,190.00	38,504.00	39,851.00	41,246.00	42,690.00	44,184.00	45,730.00
		Monthly	2,609.42	2,700.75	2,795.25	2,893.08	2,994.33	3,099.17	3,208.67	3,320.92	3,437.17	3,557.50	3,682.00	3,810.83
		Bi-Weekly	1,204.35	1,246.50	1,290.12	1,335.27	1,382.00	1,430.38	1,480.92	1,532.73	1,586.38	1,641.92	1,699.38	1,758.67
		Hourly	15.05	15.58	16.13	16.69	17.28	17.88	18.51	19.16	19.83	20.52	21.24	21.98
105.00	Administrative Secretary Equip Operator I Library Support Tech Permit Technician	Annual	32,879.00	34,029.00	35,220.00	36,453.00	37,729.00	39,050.00	40,429.00	41,844.00	43,308.00	44,824.00	46,393.00	48,017.00
		Monthly	2,739.92	2,835.75	2,935.00	3,037.75	3,144.08	3,254.17	3,369.08	3,487.00	3,609.00	3,735.33	3,866.08	4,001.42
		Bi-Weekly	1,264.58	1,308.81	1,354.62	1,402.04	1,451.12	1,501.92	1,554.96	1,609.38	1,665.69	1,724.00	1,784.35	1,846.67
		Hourly	15.81	16.36	16.93	17.53	18.14	18.77	19.44	20.12	20.82	21.55	22.30	23.06
106.00	Animal Control Officer Equip Operator II Planning & Zoning Secretary	Annual	34,523.00	35,731.00	36,981.00	38,276.00	39,616.00	41,002.00	42,450.00	43,936.00	45,474.00	47,065.00	48,713.00	50,417.00
		Monthly	2,876.92	2,977.58	3,081.75	3,189.67	3,301.33	3,416.83	3,537.50	3,661.33	3,789.50	3,922.08	4,059.42	4,201.42
		Bi-Weekly	1,327.81	1,374.27	1,422.35	1,472.15	1,523.69	1,577.00	1,632.69	1,689.85	1,749.00	1,810.19	1,873.58	1,939.00
		Hourly	16.60	17.18	17.78	18.40	19.05	19.71	20.41	21.12	21.86	22.63	23.42	24.24
107.00	Accts Payable Technician Communications Officer Jail Attendant Plant Operator Police Technician Records Technician Utility Billing/Collections Rep	Annual	36,934.00	38,227.00	39,564.00	40,949.00	42,382.00	43,866.00	45,415.00	47,005.00	48,650.00	50,353.00	52,115.00	53,939.00
		Monthly	3,077.83	3,185.58	3,297.00	3,412.42	3,531.83	3,655.50	3,784.58	3,917.08	4,054.17	4,196.08	4,342.92	4,494.92
		Bi-Weekly	1,420.54	1,470.27	1,521.69	1,574.96	1,630.08	1,687.15	1,746.73	1,807.88	1,871.15	1,936.65	2,004.42	2,074.42
		Hourly	17.76	18.38	19.02	19.69	20.38	21.09	21.83	22.60	23.39	24.21	25.06	25.94

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

# City of Bellaire

## GENERAL PAY PLAN

Effective FY 2018

1.H.2.e.b

GRADE	JOB TITLE	Pay Frequency	STEPS											
			A	B	C	D	E	F	G	H	I	J	K	L
108.00	Crew Leader	Annual	40,904.00	42,336.00	43,818.00	45,352.00	46,939.00	48,582.00	50,297.00	52,058.00	53,880.00	55,766.00	57,718.00	59,738.00
	Payroll Technician	Monthly	3,408.67	3,528.00	3,651.50	3,779.33	3,911.58	4,048.50	4,191.42	4,338.17	4,490.00	4,647.17	4,809.83	4,978.00
	Zoning/Health Code Enf. Officer	Bi-Weekly	1,573.23	1,628.31	1,685.31	1,744.31	1,805.35	1,868.54	1,934.50	2,002.23	2,072.31	2,144.85	2,219.92	2,297.00
		Hourly	19.67	20.35	21.07	21.80	22.57	23.36	24.18	25.03	25.90	26.81	27.75	28.67
109.00	Executive Assistant to the City Manager	Annual	46,861.00	48,501.00	50,198.00	51,955.00	53,774.00	55,656.00	57,621.00	59,638.00	61,725.00	63,886.00	66,122.00	68,436.00
	Foreman	Monthly	3,905.08	4,041.75	4,183.17	4,329.58	4,481.17	4,638.00	4,801.75	4,969.83	5,143.75	5,323.83	5,510.17	5,703.00
	IT Technician	Bi-Weekly	1,802.35	1,865.42	1,930.69	1,998.27	2,068.23	2,140.62	2,216.19	2,293.77	2,374.04	2,457.15	2,543.15	2,632.00
	Librarian	Hourly	22.53	23.32	24.13	24.98	25.85	26.76	27.70	28.67	29.68	30.71	31.79	32.87
	Planner													
	Senior Administrative Assistant													
110.00	Aquatics Supervisor	Annual	51,979.00	53,798.00	55,681.00	57,630.00	59,647.00	61,735.00	63,915.00	66,152.00	68,468.00	70,864.00	73,344.00	75,911.00
	Court Clerk	Monthly	4,331.58	4,483.17	4,640.08	4,802.50	4,970.58	5,144.58	5,326.25	5,512.67	5,705.67	5,905.33	6,112.00	6,325.00
	Purchasing/Contract Coordinator	Bi-Weekly	1,999.19	2,069.15	2,141.58	2,216.54	2,294.12	2,374.42	2,458.27	2,544.31	2,633.38	2,725.54	2,820.92	2,919.00
	Recreation Supervisor	Hourly	24.99	25.86	26.77	27.71	28.68	29.68	30.73	31.80	32.92	34.07	35.26	36.47
	Senior Human Resources Generalist													
111.00	Athletic & Youth Program Supt.	Annual	59,455.00	61,536.00	63,690.00	65,919.00	68,226.00	70,614.00	73,108.00	75,667.00	78,315.00	81,056.00	83,893.00	86,829.00
	Chief Plant Oper	Monthly	4,954.58	5,128.00	5,307.50	5,493.25	5,685.50	5,884.50	6,092.33	6,305.58	6,526.25	6,754.67	6,991.08	7,235.00
	Communications Supervisor	Bi-Weekly	2,286.73	2,366.77	2,449.62	2,535.35	2,624.08	2,715.92	2,811.85	2,910.27	3,012.12	3,117.54	3,226.65	3,339.00
	Facilities Superintendent	Hourly	28.58	29.58	30.62	31.69	32.80	33.95	35.15	36.38	37.65	38.97	40.33	41.71
	Senior Accountant													
	Senior Management Analyst													
112.00	Building Official	Annual	66,716.00	69,051.00	71,467.00	73,969.00	76,558.00	79,237.00	82,036.00	84,907.00	87,879.00	90,954.00	94,138.00	97,433.00
	Development Services Mgr	Monthly	5,559.67	5,754.25	5,955.58	6,164.08	6,379.83	6,603.08	6,836.33	7,075.58	7,323.25	7,579.50	7,844.83	8,119.00
	Parks Superintendent	Bi-Weekly	2,566.00	2,655.81	2,748.73	2,844.96	2,944.54	3,047.58	3,155.23	3,265.65	3,379.96	3,498.23	3,620.69	3,747.00
	Solid Waste/Streets Superintendent	Hourly	32.08	33.20	34.36	35.56	36.81	38.09	39.44	40.82	42.25	43.73	45.26	46.81
	Special Projects Manager - PW													
113.00	Utilities Superintendent													
	Admin Svcs Mgr - PW	Annual	77,139.00	79,839.00	82,633.00	85,526.00	88,519.00	91,617.00	94,853.00	98,173.00	101,609.00	105,165.00	108,846.00	112,655.00
	Asst. Dir of Parks, Rec & Facil.	Monthly	6,428.25	6,653.25	6,886.08	7,127.17	7,376.58	7,634.75	7,904.42	8,181.08	8,467.42	8,763.75	9,070.50	9,387.00
	Project Manager - CMO	Bi-Weekly	2,966.88	3,070.73	3,178.19	3,289.46	3,404.58	3,523.73	3,648.19	3,775.88	3,908.04	4,044.81	4,186.38	4,332.00
114.00		Hourly	37.09	38.38	39.73	41.12	42.56	44.05	45.60	47.20	48.85	50.56	52.33	54.14
	Assistant Director of Finance	Annual	95,341.00	98,678.00	102,132.00	105,706.00	109,406.00	113,235.00	117,234.00	121,338.00	125,584.00	129,980.00	134,529.00	139,238.00
	Dir of Development Services	Monthly	7,945.08	8,223.17	8,511.00	8,808.83	9,117.17	9,436.25	9,769.50	10,111.50	10,465.33	10,831.67	11,210.75	11,603.00
	Dir of Library	Bi-Weekly	3,666.96	3,795.31	3,928.15	4,065.62	4,207.92	4,355.19	4,509.00	4,666.85	4,830.15	4,999.23	5,174.19	5,355.00
		Hourly	45.84	47.44	49.10	50.82	52.60	54.44	56.36	58.34	60.38	62.49	64.68	66.91

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)



**City of Bellaire**  
**GENERAL PAY PLAN**  
**Effective FY 2018**

1.H.2.e.b

GRADE	JOB TITLE	Pay Frequency	STEPS											
			A	B	C	D	E	F	G	H	I	J	K	L
115.00	Dir of Human Resources	Annual	100,108.00	103,612.00	107,238.00	110,991.00	114,876.00	118,897.00	123,096.00	127,404.00	131,864.00	136,479.00	141,256.00	146,199.00
	Dir of Information Technology	Monthly	8,342.33	8,634.33	8,936.50	9,249.25	9,573.00	9,908.08	10,258.00	10,617.00	10,988.67	11,373.25	11,771.33	12,183.00
	Dir of Parks, Recreation, and Facilities	Bi-Weekly	3,850.31	3,985.08	4,124.54	4,268.88	4,418.31	4,572.96	4,734.46	4,900.15	5,071.69	5,249.19	5,432.92	5,623.00
	Dir of Public Works	Hourly	48.13	49.81	51.56	53.36	55.23	57.16	59.18	61.25	63.40	65.61	67.91	70.25
116.00	Fire Chief	Annual	111,932.00	115,849.00	119,904.00	124,101.00	128,444.00	132,940.00	137,635.00	142,452.00	147,438.00	152,598.00	157,939.00	163,467.00
		Monthly	9,327.67	9,654.08	9,992.00	10,341.75	10,703.67	11,078.33	11,469.58	11,871.00	12,286.50	12,716.50	13,161.58	13,622.00
		Bi-Weekly	4,305.08	4,455.73	4,611.69	4,773.12	4,940.15	5,113.08	5,293.65	5,478.92	5,670.69	5,869.15	6,074.58	6,287.00
		Hourly	53.81	55.70	57.65	59.66	61.75	63.91	66.17	68.49	70.88	73.36	75.93	78.50
117.00	Asst. City Manager	Annual	118,606.00	122,757.00	127,054.00	131,501.00	136,103.00	140,867.00	145,842.00	150,946.00	156,230.00	161,698.00	167,357.00	173,214.00
	Chief Financial Officer	Monthly	9,883.83	10,229.75	10,587.83	10,958.42	11,341.92	11,738.92	12,153.50	12,578.83	13,019.17	13,474.83	13,946.42	14,434.00
	Police Chief	Bi-Weekly	4,561.77	4,721.42	4,886.69	5,057.73	5,234.73	5,417.96	5,609.31	5,805.62	6,008.85	6,219.15	6,436.81	6,662.00
		Hourly	57.02	59.02	61.08	63.22	65.43	67.72	70.12	72.57	75.11	77.74	80.46	83.25

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

# City of Bellaire

## FIRE PAY PLAN

Effective FY 2018

1.H.2.e.b

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	69,844.4
		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	5,820.3
		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	2,686.3
		Fire Hourly	18.59	19.25	19.92	20.62	21.34	22.08	22.86	23.66	24.49	25.3
F2	Fire Fighter Paramedic	Annual	58,538.00	60,587.00	62,708.00	64,902.00	67,174.00	69,525.00	71,958.00	74,477.00	77,084.00	79,782.0
		Monthly	4,878.17	5,048.92	5,225.67	5,408.50	5,597.83	5,793.75	5,996.50	6,206.42	6,423.67	6,648.5
		Bi-Weekly	2,251.46	2,330.27	2,411.85	2,496.23	2,583.62	2,674.04	2,767.62	2,864.50	2,964.77	3,068.5
		Fire Hourly	21.24	21.98	22.75	23.55	24.37	25.23	26.11	27.02	27.97	28.9
F4	Fire Lieutenant	Annual	82,400.00	85,284.00	88,269.00	91,358.00	94,555.00	97,865.00	101,290.00	104,835.00	108,505.00	112,302.0
		Monthly	6,866.67	7,107.00	7,355.75	7,613.17	7,879.58	8,155.42	8,440.83	8,736.25	9,042.08	9,358.5
		Bi-Weekly	3,169.23	3,280.15	3,394.96	3,513.77	3,636.73	3,764.04	3,895.77	4,032.12	4,173.27	4,319.3
		Fire Hourly	29.90	30.94	32.03	33.15	34.31	35.51	36.75	38.04	39.37	40.7
F5	Fire Shift Commander	Annual	90,552.00	93,721.00	97,002.00	100,397.00	103,911.00	107,547.00	111,312.00	115,207.00	119,240.00	123,413.0
		Monthly	7,546.00	7,810.08	8,083.50	8,366.42	8,659.25	8,962.25	9,276.00	9,600.58	9,936.67	10,284.4
		Bi-Weekly	3,482.77	3,604.65	3,730.85	3,861.42	3,996.58	4,136.42	4,281.23	4,431.04	4,586.15	4,746.6
		Fire Hourly	32.86	34.01	35.20	36.43	37.70	39.02	40.39	41.80	43.27	44.7
F6	Asst Chief Fire Marshal	Annual	96,727.00	100,113.00	103,617.00	107,243.00	110,997.00	114,882.00	118,903.00	123,064.00	127,372.00	131,830.0
		Monthly	8,060.58	8,342.75	8,634.75	8,936.92	9,249.75	9,573.50	9,908.58	10,255.33	10,614.33	10,985.8
		Bi-Weekly	3,720.27	3,850.50	3,985.27	4,124.73	4,269.12	4,418.54	4,573.19	4,733.23	4,898.92	5,070.3
		Fire Hourly	46.50	48.13	49.82	51.56	53.36	55.23	57.16	59.17	61.24	63.3

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)

# City of Bellaire

## POLICE PAY PLAN

Effective FY 2018

1.H.2.e.b

GRADE	JOB TITLE	Pay Frequency	STEPS									
			A	B	C	D	E	F	G	H	I	J
P2	Court Bailiff	Annual	61,465.00	63,616.00	65,843.00	68,147.00	70,533.00	73,001.00	75,556.00	78,201.00	80,938.00	83,771.00
	Police Officer	Monthly	5,122.08	5,301.33	5,486.92	5,678.92	5,877.75	6,083.42	6,296.33	6,516.75	6,744.83	6,980.9
	Police Officer - Motorcycle	Bi-Weekly	2,364.04	2,446.77	2,532.42	2,621.04	2,712.81	2,807.73	2,906.00	3,007.73	3,113.00	3,221.9
		Police Hourly	29.55	30.58	31.66	32.76	33.91	35.10	36.33	37.60	38.91	40.2
P3	Community Resource Officer	Annual	65,891.00	68,197.00	70,584.00	73,054.00	75,611.00	78,257.00	80,996.00	83,831.00	86,765.00	89,802.0
	Police Corporal	Monthly	5,490.92	5,683.08	5,882.00	6,087.83	6,300.92	6,521.42	6,749.67	6,985.92	7,230.42	7,483.5
	Police Detective	Bi-Weekly	2,534.27	2,622.96	2,714.77	2,809.77	2,908.12	3,009.88	3,115.23	3,224.27	3,337.12	3,453.9
	Warrant Officer	Police Hourly	31.68	32.79	33.93	35.12	36.35	37.62	38.94	40.30	41.71	43.1
P4	Police Sergeant	Annual	82,400.00	85,284.00	88,269.00	91,358.00	94,555.00	97,865.00	101,290.00	104,835.00	108,505.00	112,302.0
		Monthly	6,866.67	7,107.00	7,355.75	7,613.17	7,879.58	8,155.42	8,440.83	8,736.25	9,042.08	9,358.5
		Bi-Weekly	3,169.23	3,280.15	3,394.96	3,513.77	3,636.73	3,764.04	3,895.77	4,032.12	4,173.27	4,319.3
		Police Hourly	39.62	41.00	42.44	43.92	45.46	47.05	48.70	50.40	52.17	53.9
P5	Police Lieutenant	Annual	93,910.00	97,197.00	100,599.00	104,120.00	107,764.00	111,536.00	115,439.00	119,480.00	123,662.00	127,990.0
	Mgr Info Services - Police	Monthly	7,825.83	8,099.75	8,383.25	8,676.67	8,980.33	9,294.67	9,619.92	9,956.67	10,305.17	10,665.8
		Bi-Weekly	3,611.92	3,738.35	3,869.19	4,004.62	4,144.77	4,289.85	4,439.96	4,595.38	4,756.23	4,922.6
		Police Hourly	45.15	46.73	48.36	50.06	51.81	53.62	55.50	57.44	59.45	61.5
P6	Assistant Police Chief	Annual	101,443.00	104,993.00	108,668.00	112,471.00	116,408.00	120,482.00	124,699.00	129,064.00	133,581.00	138,256.0
		Monthly	8,453.58	8,749.42	9,055.67	9,372.58	9,700.67	10,040.17	10,391.58	10,755.33	11,131.75	11,521.3
		Bi-Weekly	3,901.65	4,038.19	4,179.54	4,325.81	4,477.23	4,633.92	4,796.12	4,964.00	5,137.73	5,317.5
		Police Hourly	48.77	50.48	52.24	54.07	55.97	57.92	59.95	62.05	64.22	66.4

Attachment: Final Proposed Budget Presented to Council 09.18.17 (2235 : Adopt FY 2018 Budget)



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

<b>Aquatics</b>				
<b>Daily Admission Fees - Bellaire Town Square Family Aquatic Center</b>	<b>Resident, Non-Peak (Oct.- April)</b>	<b>Non-Resident, Non- Peak (Oct. - April)</b>	<b>Resident, Peak (May - Sept.)</b>	<b>Non-Resident, Peak (May - Sept.)</b>
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
<b>Daily Admission Fees - Evergreen/Elaine Wood Therapy Pool</b>	<b>Resident</b>	<b>Non-Resident</b>		
Ages 0-2	Free	Free		
Ages 3-59	\$ 5.00	\$ 10.00		
Ages 60 & up	\$ 4.00	\$ 8.00		
<b>Annual Aquatics Membership</b>	<b>Resident</b>	<b>Non-Resident</b>		
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		
<b>Pool Rentals</b>	<b>Resident</b>	<b>Non-Resident</b>		
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		
<b>Other Pool Fees</b>	<b>Resident</b>	<b>Non-Resident</b>		
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

*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.

## Other Utility Fees

New Service Fee	\$ 35.00
Reconnect Fee	\$ 35.00
Recycling Fee	\$ 2.50
Sanitation Fee	\$ 20.51
Returned Check Fee	\$ 35.00
Late Fee	10% of past due balance
Recycling Bin	\$ 10.00
Roll of Garbage Bags	\$ 5.95
Excess Garbage Sticker	\$ 1.00