

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

JANUARY 22, 2018

Council Chamber and Council Conference Room
5:30 PM

Regular Session

7008 S. RICE AVENUE
BELLAIRE, TX 77401



Mayor

Andrew S. Friedberg

Council Member

Neil Verma

Mayor Pro Tem

Gus E. Pappas

Council Member

Michael Fife

Council Member

Trisha S. Pollard

Council Member

Pat B. McLaughlan

Council Member

David R. Montague

Mission Statement:

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

REGULAR SESSION - 5:30 P.M.**I. BOARD INTERVIEWS**

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

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

C. Board Interviews (Council Conference Room):

Interview, discussion and evaluation of applicants interested in filling an unexpired term on one or more of the following City of Bellaire boards: Board of Adjustment and Parks and Recreation Advisory Board - Submitted by Tracy L. Dutton, City Clerk, on behalf of the City Council.

D. Adjourn.

Reception and Recognition of Outgoing 2017 Board and Commission Members - 6:30 p.m. (City Hall Lobby)

The City Council of the City of Bellaire, Texas, will participate in a reception and recognition ceremony in honor of the City's outgoing 2017 Board and Commission Members at 6:30 p.m. in the City Hall Lobby.

II. REGULAR MEETING - 7:00 P.M.

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

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

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

D. 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.

E. Recognition of Proclamation:

Issuance of a proclamation by Andrew S. Friedberg, Mayor, recognizing and congratulating Paul Miller, Gr8 Plate Hospitality (whose local restaurants include Jax Grill and The Union Kitchen), on being awarded the Greater Houston Restaurant Association's 2018 Restaurateur of the Year.

F. Personal/Audience Comments.

To address the City Council, please complete a sign-up sheet (located at the

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

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

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

G. Reports and Presentations:

1. City Manager's Report regarding communication, field and personnel updates, calendar reminders, and notes of appreciation - Submitted by Paul A. Hofmann, City Manager.
2. Presentation of the findings of a brand identity exercise conducted by the City of Bellaire for the purpose of guiding signage strategies for the Municipal Facilities Project - Submitted by Michelle Jordan, Project Manager.
3. Presentation regarding the status of the Municipal Facilities Project, including schedule and budget - Submitted by Michelle Jordan, Project Manager.

H. New Business:

1. Consent Agenda:

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

a. 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, December 18, 2017 - Submitted by Tracy L. Dutton, City Clerk.

Mayor and Council - Regular Session - Dec 18, 2017 7:00 PM

b. Curfew Suspension:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, temporarily suspending the application of Chapter 27, Streets, Sidewalks and Public Places, Article V, Public Parks, Section 27-95, Curfew Imposed, of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of allowing the Optimist Club of Bellaire to hold their Annual Barbecue (BBQ) Fundraiser in the Feld Park parking lot located at 6406 Avenue B, Bellaire, Texas, with said suspension to commence at 11:00 p.m. on Friday, February 2, 2018, and end at 5:00 a.m. on Sunday, February 4, 2018 - Submitted by Cheryl Bright, Assistant Director of Parks, Recreation and Facilities, on behalf of the Optimist Club of Bellaire.

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

- a. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending Chapter 24, Planning and Zoning, Article IV, Planning Documents and Official Map, Section 24-403, Official Zoning District Map, of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of rezoning properties addressed as 5217 and 5221 Palmetto Street from R-4 Residential District to R-5 Residential 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, authorizing the City Manager and City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Standard Form of Agreement with Knight Security Systems for the purchase and installation of Closed Circuit Television systems and Access Control Systems for the Municipal Facilities Project in the amount of \$301,206.63 - Submitted by Michelle Jordan, Project Manager.
- c. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the City Manager and City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Standard Form of Agreement with Datavox for the purchase and installation of Structured Cabling for the Municipal Facilities Project in the amount of \$191,120.00 - Submitted by Michelle Jordan, Project Manager.
- 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 fill an unexpired term on the Board of Adjustment of the City of Bellaire, Texas, commencing January 22, 2018, and ending on June 30, 2018 - Submitted by Tracy L. Dutton, City Clerk.
- e. 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 fill an unexpired term on the Parks and Recreation Advisory Board of the City of Bellaire, Texas, commencing on January 22, 2018, and ending on June 30, 2018 - Submitted by Tracy L. Dutton, City Clerk.

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.



**SCHEDULED
INFORMATION ITEM (ID
2442)**

Item Title:

Interview, discussion and evaluation of applicants interested in filling an unexpired term on one or more of the following City of Bellaire boards: Board of Adjustment and Parks and Recreation Advisory Board - Submitted by Tracy L. Dutton, City Clerk, on behalf of the City Council.

Background/Summary:

As you know, Council Member Neil Verma was elected to serve in Position No. 1 on the City Council during our General Election held on November 7, 2017. Prior to his installation as a member of the City Council, Neil Verma served on the Parks and Recreation Advisory Board and had a term scheduled to end on June 30, 2018.

In addition, Jill Almaguer, former Chair of the Board of Adjustment ("BOA"), resigned her position in November of 2017 prior to the expiration of her term due to a move outside the limits of the City of Bellaire. Chair Almaguer's term was scheduled to end on June 30, 2018.

During the month of December, the City Clerk advertised for the unexpired terms on the Board of Adjustment ("BOA") and the Parks and Recreation Advisory Board ("PRAB").

Three (3) applicants expressed an interest in serving on the PRAB as follows: James H. Burrough, Jr., Lisa Lim, and Lilly F. Gilmer. Ms. Gilmer also expressed an interest in serving on the BOA. All three applicants have been scheduled to interview with the City Council as follows:

| Time | Name of Applicant | Area(s) of Interest |
|-------------|--------------------------|----------------------------|
| 5:30 p.m. | James H. Burrough, Jr. | PRAB |
| 5:45 p.m. | Lisa Lim | PRAB |
| 6:00 p.m. | Lilly F. Gilmer | BOA and PRAB |

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

City Attorney Review:

N/A

Recommendation:

To conduct interviews of applicants interested in serving on the BOA and PRAB.

ATTACHMENTS:

- Board Applicants - BOA and PRAB - January 22 2018 - Redacted_Redacted (PDF)



BOARD APPLICANTS

January 22, 2018



BOARD APPLICANTS

James H. Burrough, Jr.

Tracy Dutton

From: noreply@civicplus.com
Sent: Saturday, December 9, 2017 12:34 PM
To: Tracy Dutton
Subject: Online Form Submittal: Application to Serve on a City Board or Commission

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

Application to Serve on a City Board or Commission

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

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

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

THIS INFORMATION WILL BECOME PUBLIC RECORD.

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

Click on the link for an summary of all [Summary](#)

Bellaire Boards, Commissions, and Committees.

Personal Information

Select from the following choices

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

Name* James H Burrough Jr

Home Address*

Contact Number*

Business Phone Number*

Occupation* Retired

Email Address*

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).* 67

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

Are you 18 or older? Yes

First Time Appointment? [Yes \/]

Reappointment, if so name of Board.* None

Have you ever attended a meeting of Yes

the Board to which you seek

appointment? If so, indicate which

one(s). If applying for Audit Finance

Board you must be a resident with

financial and/or audit experience.

Attach Resume with Application.*

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

I am a retired Emergency Management professional with a great deal of experience in dealing with the workings of city government and their supporting governmental commissions. In addition, over the 67 years of residency in Bellaire, I have been a utilizer of most of the programs offered by the Parks and Recreation Department. I have been particularly active in regard to the Aquatics Program, as I am an avid swimmer at the Therapy Pool. I have been active in city politics and citizen processes having run for City Council in 1976 and spoken before Council and various Boards numerous times on subjects and proposal important to me. For the last two years, I have attended many of the meetings of the Parks and Recreation Advisory Board. I believe I have a good relationship with the current Board. I also feel I would be an asset to this Board and the citizens of Bellaire.

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

- Ran for Bellaire City Council in 1976 - Assisted in community effort that resulted in development of Evelyn Wood Therapy Pool - Avid user of Therapy Pool - Amateur Radio Operator with current appointment as Amateur Radio Emergency Service District 14 Assistant Emergency Coordinator (Liaison to Harris County Public Health and Environmental Services) - Volunteer Examiner for FCC-regulated Amateur Radio licenses through American Radio Relay League (ARRL) Volunteer Examination Coordinator - Active in support of Holy Ghost Catholic Church as a Eucharist Minister and Liturgy writer

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

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

() Yes

(X) No

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

(X) Yes

() No

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

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

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

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

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

Name* Date*
James H 12/9/2017
Burrough
Jr

1= Parks and Recreation Advisory Board

* indicates required fields.

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

applying
 Application.:

Attachment: Board Applicants - BOA and PRAB - January 22 2018 - Redacted_Redacted (2442 : Interviews for Vacancies on Boards)



BOARD APPLICANTS

Lilly F. Gilmer

City of Bellaire

Application for Board, Commission, and Committee Appointment

Instructions: Please type or print using black ink.

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

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

Name: Lilly Falcon Gilmer

Address: [REDACTED]

Mailing Address (if different):

Contact Number: [REDACTED]

Occupation: Attorney

Number of Years in Bellaire: 18 years

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

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

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

First Time Appointment? Yes
Yes or No

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

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

No

Yes or No

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

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

My legal background qualifies me for the statutory nature of the BOA. Dealing with dockets, notice and publication while conforming to statutory procedure is similar to a litigation practice.

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

Houston Bar Association -Member (Idea & Elder law Committees); Children at Risk-Board of Directors

(Golf and CEO Search Committees); Hispanic Women in Leadership-Treasurer/Bylaws; Bellaire

Business Association -Member

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

Yes or No or Possibly

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

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

☒

Yes

☐

No

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

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

No

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

I have found having an organized/written agenda and adhering to the agenda allows for a more productive meeting and accountability.

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

Signature

Date:

1/3/2018

Lilly Falcon Gilmer

Printed Name



BOARD APPLICANTS

Lisa Lim

Tracy Dutton

From: noreply@civicplus.com
Sent: Monday, November 27, 2017 6:04 PM
To: Tracy Dutton
Subject: Online Form Submittal: Application to Serve on a City Board or Commission

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

Application to Serve on a City Board or Commission

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

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

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THIS INFORMATION WILL BECOME PUBLIC RECORD.

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

Personal Information

Select from the following choices

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

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

Lisa Lim

Commercial Banker

10

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.*

NA

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

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

I have been a resident of Bellaire for over 10 years and deeply passionate about serving the community and especially with Parks and Rec. I enjoyed the collaborative meetings that were organized by the City which allowed the schools, Condit, BHS, and Horn, and organizations, such as NDC and BLL, to meet and discuss upcoming events. I enjoy working with others in a collaborative way to accomplish our goals. I would like to be more involved in serving our residents and look forward to the opportunity to do so. Thank you for your consideration.

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

I have been on the Board of Bellaire Young Mothers for 5 years and have participated in many of the events and meetings offered by the city. I have served on the Shared Decision Making Committee at my children's school (Mandarin Immersion Magnet School) and as the PTO President for 2 years, one year while it was located in Bellaire.

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

() Yes

(X) No

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

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

(X) Yes

() No

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

NA

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

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

Name* Date*

Lisa 11/27/17

Lim

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

1 - Parks and Rec 2 - Evelyn's Park



**SCHEDULED
PROCLAMATION (ID #
2445)**

Item Title:

Issuance of a proclamation by Andrew S. Friedberg, Mayor, recognizing and congratulating Paul Miller, Gr8 Plate Hospitality (whose local restaurants include Jax Grill and The Union Kitchen), on being awarded the Greater Houston Restaurant Association's 2018 Restaurateur of the Year.

Background/Summary:

Mayor Friedberg will issue a proclamation recognizing and congratulating Paul Miller, Gr8 Plate Hospitality (whose local restaurants include Jax Grill and The Union Kitchen), on being awarded the Greater Houston Restaurant Association's 2018 Restaurateur of the Year.

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

N/A

ATTACHMENTS:

- Paul Miller Restaurateur of Year 20180122 (PDF)



Proclamation

Whereas, Paul Miller, owner of Gr8 Plate Hospitality, serves the Bellaire community through his popular local restaurants including Jax Grill and The Union Kitchen; and

Whereas, the City of Bellaire derives tangible economic benefits from such thriving local eateries, and its residents have for years enjoyed their family-friendly atmosphere as a place to meet with neighbors, celebrate Little League victories and create new memories; and

Whereas, Mr. Miller gives back to the community through his various civic involvements including service on the Houston Livestock Show and Rodeo Wine Committee and, with his wife Doris, on the advisory board for Casa de Esperanza; and to his industry as a board member for the Greater Houston Restaurant Association; and

Whereas, the Greater Houston Restaurant Association, a chapter of the Texas Restaurant Association, promotes the local restaurant industry by providing educational programs, public awareness campaigns and government affairs initiatives, and with more than 900 members is one of the larger trade associations in the Houston area; and

Whereas, Mr. Miller has this year been honored by the Greater Houston Restaurant Association with its prestigious Restaurateur of the Year award, and The Union Kitchen was selected as the People's Choice at this year's Golden Fork Awards gala;

Now, Therefore, I, **Andrew S. Friedberg, Mayor of the City of Bellaire, Texas**, do hereby recognize and congratulate

Paul Miller, Gr8 Plate Hospitality

recipient of the Greater Houston Restaurant Association's

2018 Restaurateur of the Year

award, and offer him our community's best wishes for his continued business and personal success.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 22nd day of January, 2018.



Andrew S. Friedberg
Mayor
City of Bellaire, Texas

Mayor and Council

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



Meeting: 01/22/18 05:30 PM
Department: City Manager's Office
Category: Presentation
Department Head: Paul A. Hofmann
DOC ID: 2404

**SCHEDULED
ACTION ITEM (ID # 2404)**

Item Title:

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

Background/Summary:

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

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

N/A

Mayor and Council

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



Meeting: 01/22/18 05:30 PM
Department: City Manager's Office
Category: Presentation
Department Head: Michelle Jordan
DOC ID: 2438

**SCHEDULED
ACTION ITEM (ID # 2438)**

Item Title:

Presentation of the findings of a brand identity exercise conducted by the City of Bellaire for the purpose of guiding signage strategies for the Municipal Facilities Project - Submitted by Michelle Jordan, Project Manager.

Background/Summary:

The City of Bellaire entered into a contract with Design By Principle in April to evaluate and articulate the City's sense of identity from both visual and verbal perspectives, as well as the need for a functional graphic design system. The intended outcome of the effort was an updated logo and corresponding toolkit of language, typography, and colors to be used in the completion of both the interior and exterior design of the new Municipal Facilities Project and to also inform City-wide beautification efforts. Examples of areas that were to be informed by this process include currently identified Capital Improvement Projects such as Park Signage Master Plan, Street and Drainage Projects.

Design By Principle was brought in after successfully leading Evelyn's Park Conservancy in a similar effort earlier in 2016 and 2017. After initial project kick off meetings, the consultant diligently went through several steps to fully immerse themselves in the physical, historical, and cultural character of the City of Bellaire, developed a comprehensive audit for City review, and then subsequently tested that against a carefully selected focus group. After feedback and refinement, a final product is hereby presented to the City Council for review.

Process:

Phase 1 - Audit, Interview, Research, Tour

The project kick off included meetings to identify who the stakeholders are, and included the Cultural Arts Board, Citizens for a Beautiful Bellaire, and Bellaire Historical Society. Lists were created that included City leadership, community leaders, partner organizations, and historical experts. Interviews were conducted with 25+ participants whose background and affiliation with the City ranged from elected official to community volunteer to those that have not been previously engaged with the City aside from residency. Research documentation was provided to the consultant to inform history, standards, master plans, beautification studies, comprehensive plans and objectives, and notable events. Tours were conducted of City facilities to develop a baseline understanding of the current look and feel of the City.

Phase 2 - Create & Focus

Borne from the learnings in Phase 1, a verbal platform and six aesthetic options were developed by Principle Design Group. Out of the initial six options presented to the City, three were selected for further refinement and study.

A focus group was selected at random to gather feedback on these three options. Focus group participants were selected by DCA Insights + Ideas and included mixed male/female ratio, age, education level, income level, and time and area of residence in Bellaire. Twelve participants initially agreed to participate; eight were present for the final meeting.

Key findings from the focus group included:

1. Verbal identity was universally agreed to be on point.
2. Visual identities for all three solutions were met with many positive comments, as well as some constructive input that was considered during refinement phase.
3. Combined feedback from focus group, PGAL, Principle and City points to the friendly and forward-looking appeal of the "illustrative" solution, as it draws influence from the vegetation of Bellaire, merging a timeless B with a single leaf, imparting the notion of continued growth.

Phase 3 - Refine & Recommend

The input received by the focus group was combined with input from the City Staff, City Leadership, and representatives from PGAL, the Architect for the Municipal Facilities Project. Based on this collective feedback, one of the options was selected for further refinement as it was determined it provides the best long-term aesthetic guidance for the City for both near term and long term improvement projects.

Current Council Considerations:

At this time, Council is presented with two separate (but related) components. Council will see A.) a recommended logo and B.) a recommended typography system derived from the recommended logo.

The new City Hall / Civic Center and the new Police / Court buildings will include signage on the interior and exterior walls. Examples of this signage can be seen in the attachment. Approval of the recommended typography system is needed by the end of March 2018 in order to keep the overall construction schedule on track and open the building with a complete identification and directional signage system.

The recommended logo would be an added element that could be applied as a featured aesthetic to reinforce a sense of place and cohesion amongst the buildings. For example, there could be an embossed or cast element on the wood-clad wall behind the dais in Council Chambers. Similar applications could be placed by the reception area or on exterior facades leading to the building entrances. At this time, the buildings will be able to open and be fully functional with or without approval of the recommended logo.

In summary, approval of the recommended typography system will be necessary by the end of March 2018. Approval of the recommended logo is not necessary to complete the Municipal Facilities Project, therefore Council can discuss and decide what the appropriate next step is regarding the recommended logo.

Previous Council Action Summary:

Council received a presentation regarding the timeliness and potential impact of this project on April 17, 2017. At that time, Principle Design Group also presented regarding the process that was followed to arrive at this point.

Fiscal Impact:

Funds to install signage in the new City Hall / Civic Center and the new Police / Court

building is included in the Guaranteed Maximum Price Contract. Should a logo be chosen for placement on an interior or exterior wall, funding would be available within the total project budget. Funding to update City gear (shirts, recycle bins, vehicles) would be part of annual operating budgets as these updates are intended to be implemented only as soon as the actual gear or equipment itself needs replacement.

City Attorney Review:

N/A

Recommendation:

Michelle Jordan, Project Manager, recommends Council accept this presentation and associated documents and provide guidance and comment as appropriate.

ATTACHMENTS:

- Brand Identity Memo to Council (DOCX)
- Process Chart_Michelle (PDF)
- 2016.01.22 Graphics Presentation (PDF)
- COB_CouncilPacket_2018 - January (PDF)



City of Bellaire

MEMORANDUM

TO: Bellaire City Council

FROM: Cheryl Bright, Assistant Director Parks Recreation & Facilities

DATE: 1/17/2018

SUBJECT: Brand Identity Background and Process

In April of 2017, Allyson Lack, Creative Director with Design by Principle, presented a proposal to City Council regarding the advantages and proposed timeline related to branding, identity, and graphic design efforts for the City of Bellaire. The branding identity process began with the intent that the end product would produce a fresh look that would speak to the level of professionalism and refinement of a premiere City that is expected and desired by the residents of Bellaire. This look and feel would then be used to inform many other decisions including signage in the new municipal facilities buildings, parks, Newcastle trail, staff uniforms and more.

A summary of the phases of the in depth process used by the Principle Group to create a final product is outlined below. After feedback and refinement, a final brand identity recommendation slide show has been produced. This slide show has been included in the January 22, 2018 City Council packet for your review.

Phase 1 – Audit, Interview, Research, Tour

The project kickoff included meetings to identify potential stakeholders in this process. Lists generated included City leadership, community leaders, partner organizations, and historical experts. Interviews were conducted with 25+ participants whose background and affiliation with the City ranged from elected officials to community volunteers. Research documentation was provided to the consultant to share history, standards, master plans, beautification studies, comprehensive plans and objectives, and notable events. Tours were conducted of City facilities in order to develop a baseline understanding of current inventory of the built environment.

Phase 2 - Create & Focus

Borne from their findings in Phase 1, a verbal platform and six distinct visual identity directions were developed by Principle Design Group. Of the six initial options presented to the City, three were selected for further study and refinement.

Attachment: Brand Identity Memo to Council (2438 : Presentation on Brand Identity and Municipal Facilities)



City of Bellaire

MEMORANDUM

A focus group was selected at random to gather feedback on these three options. Focus group participants were selected by an independent company, DCA Insights + Ideas, and included mixed male/female ratio, age, education level, income level, and time and area of residence in Bellaire. Twelve participants initially agreed to participate; eight were present for the final meeting.

Key findings from the focus group included:

1. Verbal identity was universally agreed to be on point.
2. Visual identities for all three solutions were met with many positive comments, as well as some constructive input that was considered during refinement phase.
3. Combined feedback from focus group, PGAL, Principle and City points to the friendly and forward-looking appeal of the “illustrative” solution, as it draws influence from the verdant beauty of Bellaire, merging a timeless B with a single leaf, imparting a peaceful feel and the notion of continued growth.

Phase 3 - Refine & Recommend

Input received from the focus group was combined with input from City staff, City leadership, and representatives from PGAL, the Architect for the Municipal Facilities Project. Based on this collective feedback, one option was selected for further refinement, as it was determined it provides the best long-term aesthetic guidance for the City.

It is believed that the final product recommended by Principle, PGAL and city staff is clean, clear and represents the ideal that residents envision as the image of the City of Bellaire. This ideal was apparent in the results of both the citizen survey and the focus group conducted by Principle. Even the flooded residents in the focus group stated their desire for an image that fully reflects what the Bellaire community means to them. In the wake of the devastation of Hurricane Harvey, this fresh design represents the safe but rebuilt, stronger community Bellaire has come to be.

The City has a wonderful opportunity to reveal this image to the public with the opening of the municipal facilities buildings in the fall of 2018. The chosen font and logo used on the side on the buildings and on the directional signage inside the buildings will set the standard and open the door to the infinite possibilities for the City of Bellaire to present that desired updated image.

Future implementation of the brand identity will be defined by the Brand Identity Team comprised of city staff (Cheryl Bright, Diane White, Michelle Jordan and Raquel Porras). Items such as stationary, website design, staff uniforms, vehicle stickers and more will be considered when creating the brand identity implementation plan. Funding for many



City of Bellaire

MEMORANDUM

of these items has been included in the operational budget and those identified items would normally be replaced on a regular basis. However, a key missing element needed to begin implementation of an image that accurately represents the City of Bellaire is a functional tool kit. This kit is designed to provide much needed guidance and leave no wiggle room for staff to deviate from the design thus providing image consistency across all departments.

This tool kit, or Brand Standards Guide, provided by the Principle Group, should cost no more than \$10,000 and it is recommended to utilize a portion of the Beautification CIP fund to purchase this guide. The Brand Standards Guide summarizes all of the newly designed brand elements for the City of Bellaire and includes specific fonts, images and colors crucial for consistency. It is important to note that licenses for the usage of certain fonts and images must be purchased by the City of Bellaire. This is also included in the cost of the Brand Standards Guide.

It's a new year and the Bellaire community is well on its way to rebuilding. This is the perfect opportunity to present an image that more accurately reflects the values of Bellaire as a whole. Values that we have discovered through this process to be representative of Bellaire, a safe community rooted in its history, happy with the quality of life families have experienced living here. An impactful first step should be the reveal of this refreshed image in the new municipal facilities buildings.

PROCESS TIMELINE



Attachment: Process Chart_Michelle (2438 : Presentation on Brand Identity and Municipal Facilities)

DESIGN OPTIONS AND EXAMPLES

A. LETTERS (AS SHOWN)

Metallic Finish on Accent Wall

6" The City Of

10" Bellaire

B. CITY SEAL

Colored Acrylic Panel; all colors

20" Diameter, offset from the wall



A



B



CITY OF BELLAIRE MUNICIPAL FACILITIES

CITY HALL /CIVIC CENTER
RECEPTION GRAPHICS
JAN. 30, 2017

PGAL



DESIGN OPTIONS AND EXAMPLES

A. METAL LETTERS (AS SHOWN)

City of Bellaire (Large Font)
Municipal Courts (Medium font)

B. GENERIC SEAL

3d Cast Metallic Panel
Text "City of Bellaire" with a star & "Texas" in the middle
20" Diameter, Offset from the Wood Feature Wall

C. CITY SEAL

3d Cast Metallic Panel
20" Diameter, Offset from the Wood Feature Wall

*Option B approved, City of Bellaire to provide graphic of their Courts stamp/seal.

A



B



C

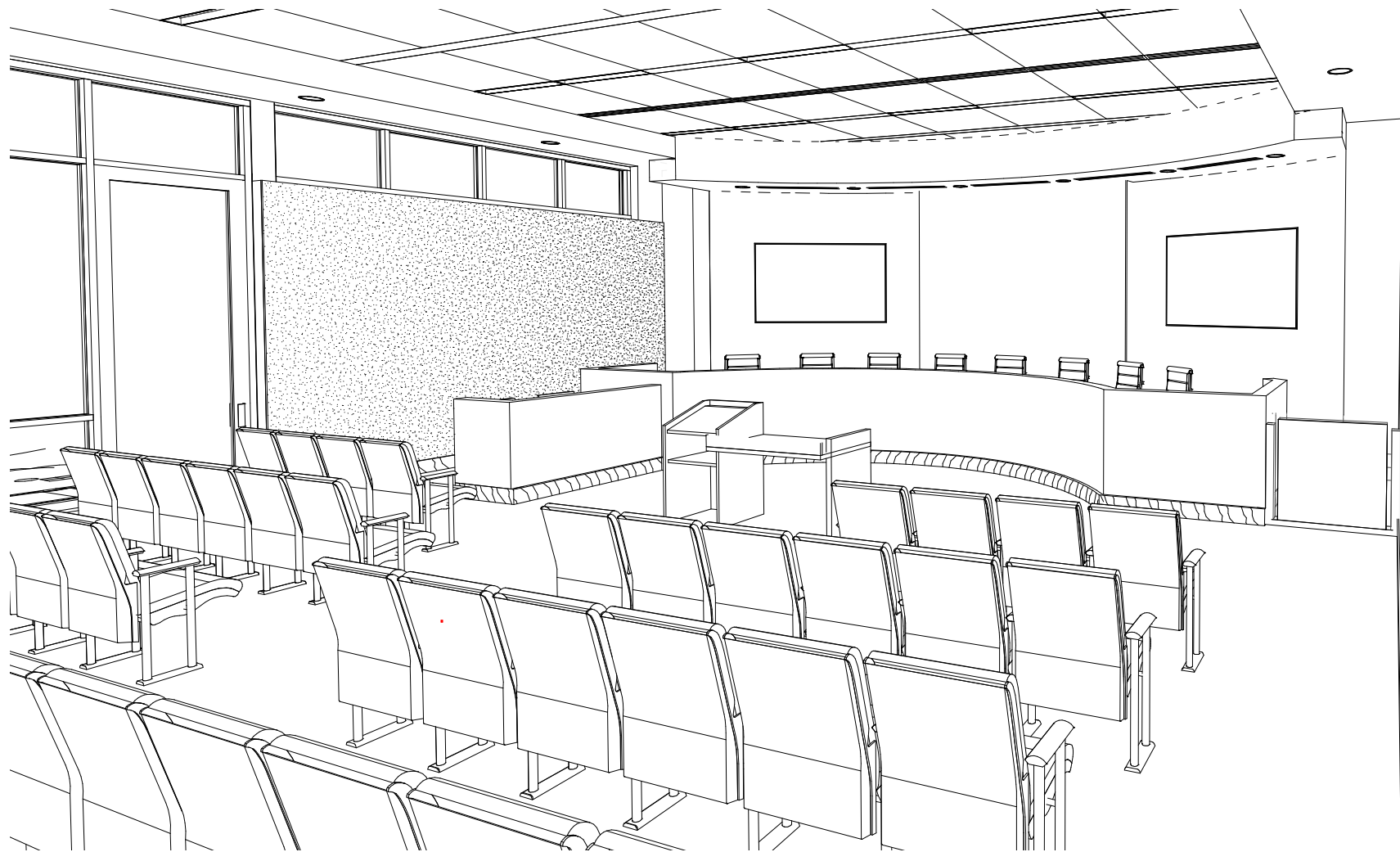


CITY OF BELLAIRE MUNICIPAL FACILITIES

POLICE /MUNICIPAL COURTS
COURTROOM GRAPHICS
JAN. 30, 2017



PGAL



DESIGN OPTIONS AND EXAMPLES

A. METAL LETTERS

On Curved Wood Wall

City of Bellaire (Large Font)

Council can project the City Seal on the AV Screens

B. CITY SEAL

3d Cast Metallic Panel

20" Diameter, Offset from the Wood Feature Wall

Council can project the "City of Bellaire" on the AV Screens

*pending approval

A



B

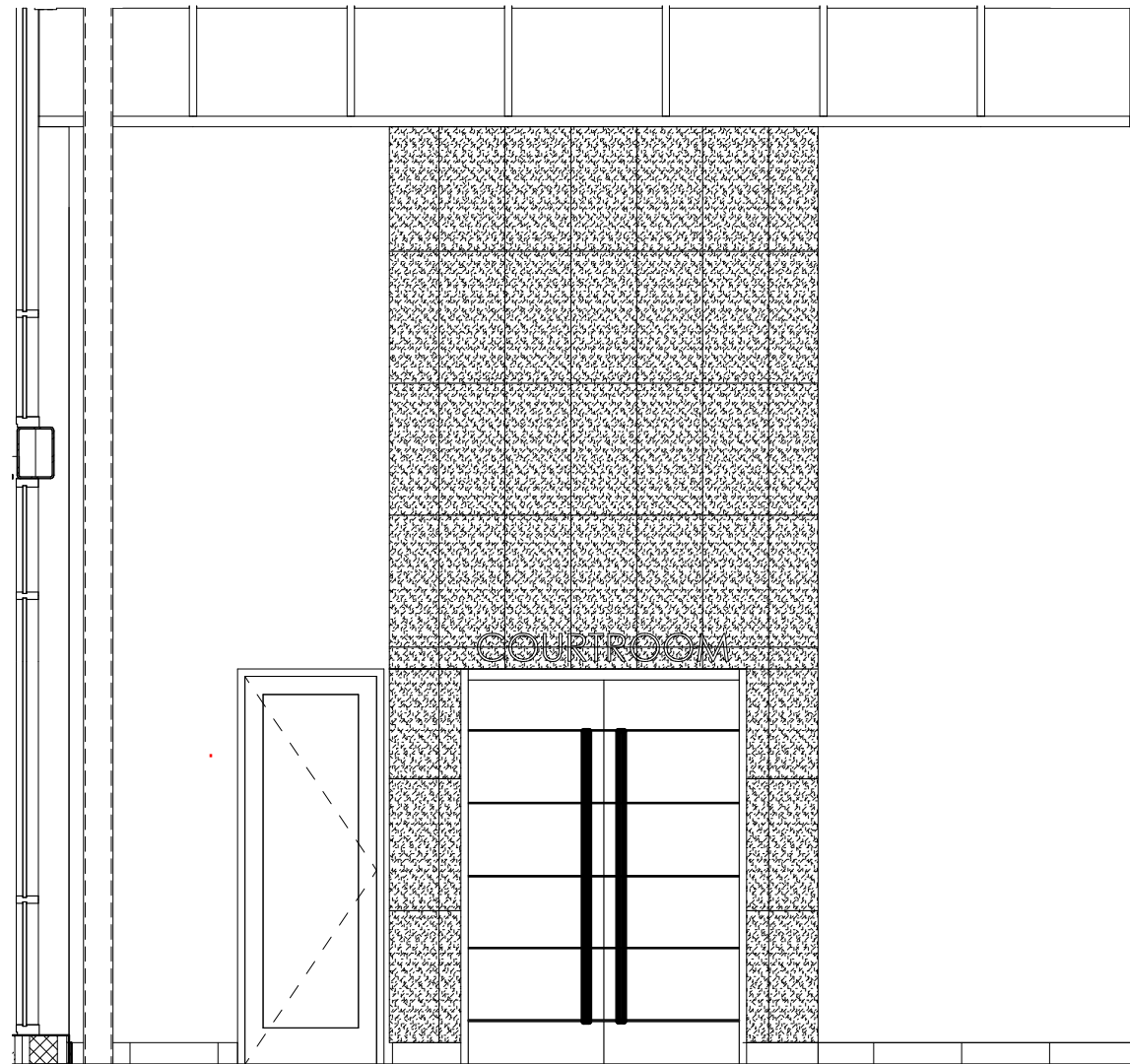


CITY OF BELLAIRE MUNICIPAL FACILITIES

CITY HALL /CIVIC CENTER
COUNCIL CHAMBERS GRAPHICS
JAN. 30, 2017



PGAL



DESIGN OPTIONS AND EXAMPLES

A. METAL LETTERS (AS SHOWN)

Above the courtroom door

“COURTROOM” pin mounted to feature wall

8” Font

Or

“MUNICIPAL COURTS” pin mounted to feature wall

Font stacked above each other

*pending approval

A



CITY OF BELLAIRE MUNICIPAL FACILITIES

POLICE / MUNICIPAL COURTS
LOBBY / COURTROOM ENTRANCE GRAPHICS
JAN. 30, 2017



DESIGN OPTIONS AND EXAMPLES

Combination of graphics recommended:

A. PHOTO RELIEF PLAQUES

For Officers killed in the line of duty

Custom made through a sign company

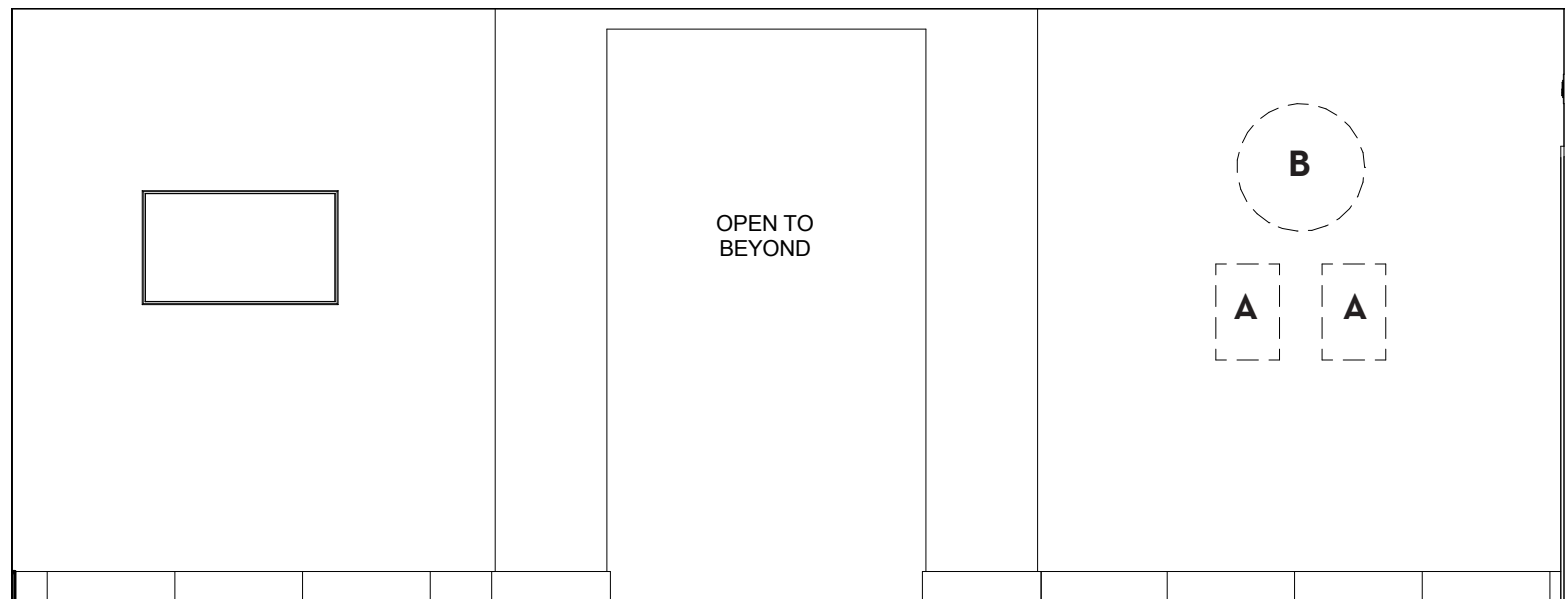
1. Cast Bronze Bas Relief Plaque shown (Traditional)
2. Etched Glass Sign with Photo (Reflection quality)

B. POLICE DEPARTMENT SEAL

Indicate one of two seals below

1. 3d Cast Metallic Panel 24" Diameter
2. Acrylic Sign Panel 24" Diameter (Color)

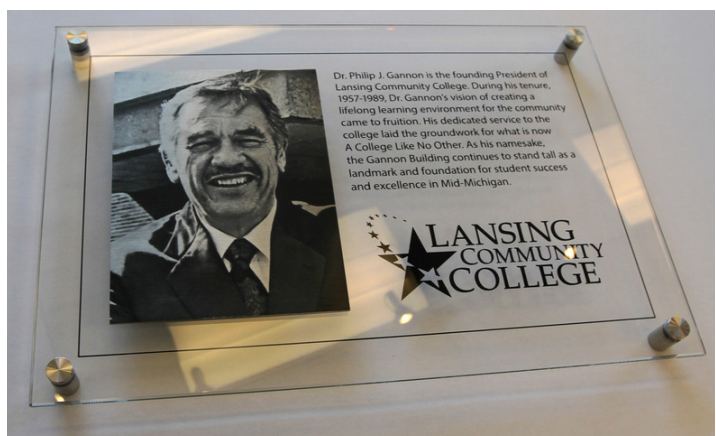
*Pending approval



A1



A2



B



CITY OF BELLAIRE MUNICIPAL FACILITIES

POLICE / MUNICIPAL COURTS
LOBBY - MEMORIAL WALL
JAN. 30, 2017



PGAL

PRINCIPLE

JANUARY 22, 2018

BRAND IDENTITY RECOMMENDATION

City of Bellaire

WWW.DESIGNBYPRINCIPLE.COM

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To walk you through the VERBAL IDENTITY — the messaging framework that articulates who we are, what we stand for, and how we come across.

To review VISUAL IDENTITY options, and recommend a unique logo for the City of Bellaire that visually reinforces the brand messaging — and that will serve as the catalyst for a “kit of parts” (the other style elements, like type and color, which will define and connect your system).

PROCESS FUNNEL

HOW WE ARRIVED AT YOUR BRAND IDENTITY

AUDIT: Existing identity, materials, signage, etc.

IMMERSION: Research delving into historical files, Parks' Master Plan, Urban Design Plan, Comprehensive Plan, as well as assessing other City logos : 180+ hours

INTERVIEWS: with COB leadership and staff, elected officials, board and society members, residents: 25+ individuals

CREATION OF BRAND IDENTITY: 3 distinct visual systems + verbal platform

FOCUS GROUP FEEDBACK:
8 Bellaire resident participants gathered by 3rd party facility;
feedback incorporated, refinements made

FINAL BRAND RECOMMENDATION:
City Staff; PGAL, Principle

**APPLICATION TO NEW
MUNICIPAL FACILITIES**

Verbal Identity

**RATIONAL
APPEAL**

A safe place.

ASSURANCE

A warm home.

COMMUNITY

**EMOTIONAL
APPEAL**

A stone's throw.

ACCESS

A lush grove.

BEAUTY

CHARTING OUR VALUES

Using these four core values to organize
Bellaire's points of pride and comfort.

A safe place.
ASSURANCE

REAL RESPONSIVENESS
(WELL-PROTECTED)

LONG-TERM STABILITY
(WELL-PLANNED)

EVERYDAY EASE
(ATTENTIVE)

A SMART INVESTMENT
(SOUND)

A warm home.
COMMUNITY

SMALL-TOWN SPIRIT
(FRIENDLY)

CIVIC PRIDE & PARTICIPATION
(CONNECTED)

ENGAGING PEOPLE & PROGRAMS
(VIBRANT)

HARDWORKING HERITAGE
(WHOLESOME)

A stone's throw.
ACCESS

PROXIMITY TO HEART OF HOUSTON
(CLOSE)

AROUND-THE-CORNER CONVENIENCE
(SIMPLE)

ADMIN APPROACHABILITY
(RECEPTIVE)

DISCERNING DEVELOPMENT
(MINDFUL)

A lush grove.
BEAUTY

A LEAFY LEGACY
(GREEN)

TIDY TRANQUILITY
(CHARMING)

IDYLIC BUT NOT IDENTICAL HOMES
(DIVERSE)

PARKS, TRAILS & GREEN SPACE
(FRESH)

How these values might live
in prose and talking points.

Welcome to the city of Bellaire, Texas, a neighborly haven a stone's throw from the heart of Houston.

Founded in 1908, Bellaire has grown from a twelve-family farm town into a verdant enclave of shaded streets and beautiful homes, beloved for its small-town spirit and big-city proximity.

Our compact footprint—a neat span of 3.5 square miles—has remained essentially unchanged since the city’s incorporation, making Bellaire not only a place of friendly waves and familiar faces, but also a setting where families enjoy the kind of focused attention from their city that makes for meaningful participation and real peace of mind.

This is a place where if you drop by, speak up,
reach out—you'll be heard. Our chief of police
will still answer your call himself.

This is a prairie whose settlers weathered
hurricanes and high water, freezes and drought.

But who picked up and persisted and planted again,
and now the streets are green and lush.

This is a dairy farm. A citrus grove.
A general store. A trolley line.

Where neighbors square danced on the streets
after they were paved, and hung numbers
on their doors for the first postman.

This is a block that traded recipes and baseball cards.

That raised each other's kids, and raised their flags,
and raised their hats to returning veterans.

That found the money for a city hall. A library.
Another park. That found the time to plant flowers
in the esplanades.

This is a corner where the parade goes by.

Where you'll bump into the mayor, or the coach,
or that new couple from the farmers market.

Where you can be close to the action,
but away from the hurry.

This is a backyard for fresh air and fireflies.

For swing sets and cannonballs and
college applications. For the sweet scent
of jasmine and the rustle of oak trees.

For one more story before bed.

Bellaire is the simple happiness of home.

And while premier schools, safe streets, an easy commute, and sparkling residences may be the reasons people move to this city, its enduring sense of community is why they stay—for a network of neighbors who are warm and attentive, diverse and discerning. Who are ready to play and pause and indulge, together...who are committed to making the next century of Bellaire even brighter.

We work hard to care
for every inch of Bellaire.

We're delighted you found
your way here. *Welcome.*

FOCUS GROUP FEEDBACK ON VERBAL IDENTITY

**WHAT WORDS COME TO MIND
AFTER HEARING THIS:**

Community
Quiet
Heritage
Trees
Family
Charming
Inviting
Quaint
Belonging
Fairytale

The phrase “close to the action,
away from the hurry” - really resonated

**HOW DOES IT MAKE YOU FEEL
ABOUT BEING A RESIDENT:**

Proud (multiple respondents)
Fortunate
Safe
Cuddly
Warmth
Relieved
Welcome
Sense of Belonging
Grateful

Visual Identity

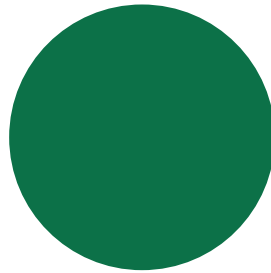
NOTE ON PROCESS

A logo is typically the foundation of a brand's visual identity, and where we have begun our studies for Bellaire. From the logo we will begin to establish other key building blocks which the city currently lacks: defined typography, color, material considerations, overall tone and story.

Securing this visual anchor up front so that it is easily recognizable, reproducible, and reflective of our values will allow us to create a cohesive and meaningful brand system moving forward.

BRAND PERSONALITY

Simple. Sunny. Classic.
Communicative.
Abundantly pleasant.
A refined wholesomeness.



PANTONE 3425

PRIMARY COLOR:

+ This green evokes Bellaire's lush beauty and tranquil setting — colors that are identified with calm, peace and serenity. Green blends tastefully with branded environment, and also stands distinct from neighboring communities (e.g. West U, which is blue, or Upper Kirby, which is red).

+ This green captures the spirit of Bellaire: refined, approachable, natural but noteworthy.

+ *Secondary color palette to be explored / defined in next phase.*

Illustrative

OPTION ONE

ILLUSTRATIVE / SYSTEM OF MARKS (INITIAL DESIGN)



OFFICIAL
CITY SEAL



CITY ICON



SECONDARY
CITY ICON

DESIGN NOTES:

- + Draws influence from the verdant beauty of Bellaire, merging a traditional, timeless B with a single leaf; imparting peaceful feel and the notion of continued growth
- + Can stand alone as simple mark, or extend stemlike from the curvature of seal
- + Elegance of the form atop micro-pattern inspired by Bellaire's breezes gives seal an airy grace and sense of authority

FOCUS GROUP FEEDBACK, ILLUSTRATIVE

OFFICIAL
CITY SEAL

CITY ICON

SECONDARY
CITY ICON**POSITIVE**

Like the idea behind it—the leaf is important because it does represent Bellaire, looks traditional and classic and slightly modern.

Conveys a sense of verdancy, airiness, Bellaire, those elements are coming through. Design elements are classic and timeless, but have universal appeal.

Echoes the brand language.

NEGATIVE

The design of the “seal” is complicated / busy. Prefer simplified city icon.

Leaf is too complex.

The way the leaf is positioned could make it look like the letter D or P.

Lettering of “City of Bellaire” could be larger.

Progression

ILLUSTRATIVE / SYSTEM OF MARKS (REFINED DESIGN)



OFFICIAL CITY SEAL



CITY ICON



PRIMARY ICON

DESIGN NOTES:

- + Adjusted arc of leaf to bring legibility to 'B'
- + Simplified graphic elements of leaf
- + Heightened lower-right section of 'B' to be above leaf
- + Added dynamic shadow to further separate leaf from 'B'
- + Lettering on seal is larger



DESIGN NOTES:

Serif Typeface: *Athelas*

This typeface was inspired by Britain's classic literature. An elegant typeface for screen and print, it is advantageous for long-form reading. It embodies typographic tranquility and breathes peacefully on the page to usher the reader into the wordsmith's art.

SERIF

Athelas Regular
Athelas Italic
Athelas Bold
Athelas Bold Italic

SANS

Freight Sans Light
Freight Sans Light Italic
Freight Sans Book
Freight Sans Book Italic
Freight Sans Medium
Freight Sans Medium Italic
Freight Semibold Bold
Freight Sans Semibold Italic



DESIGN NOTES:

Sans Typeface: *Freight Sans*

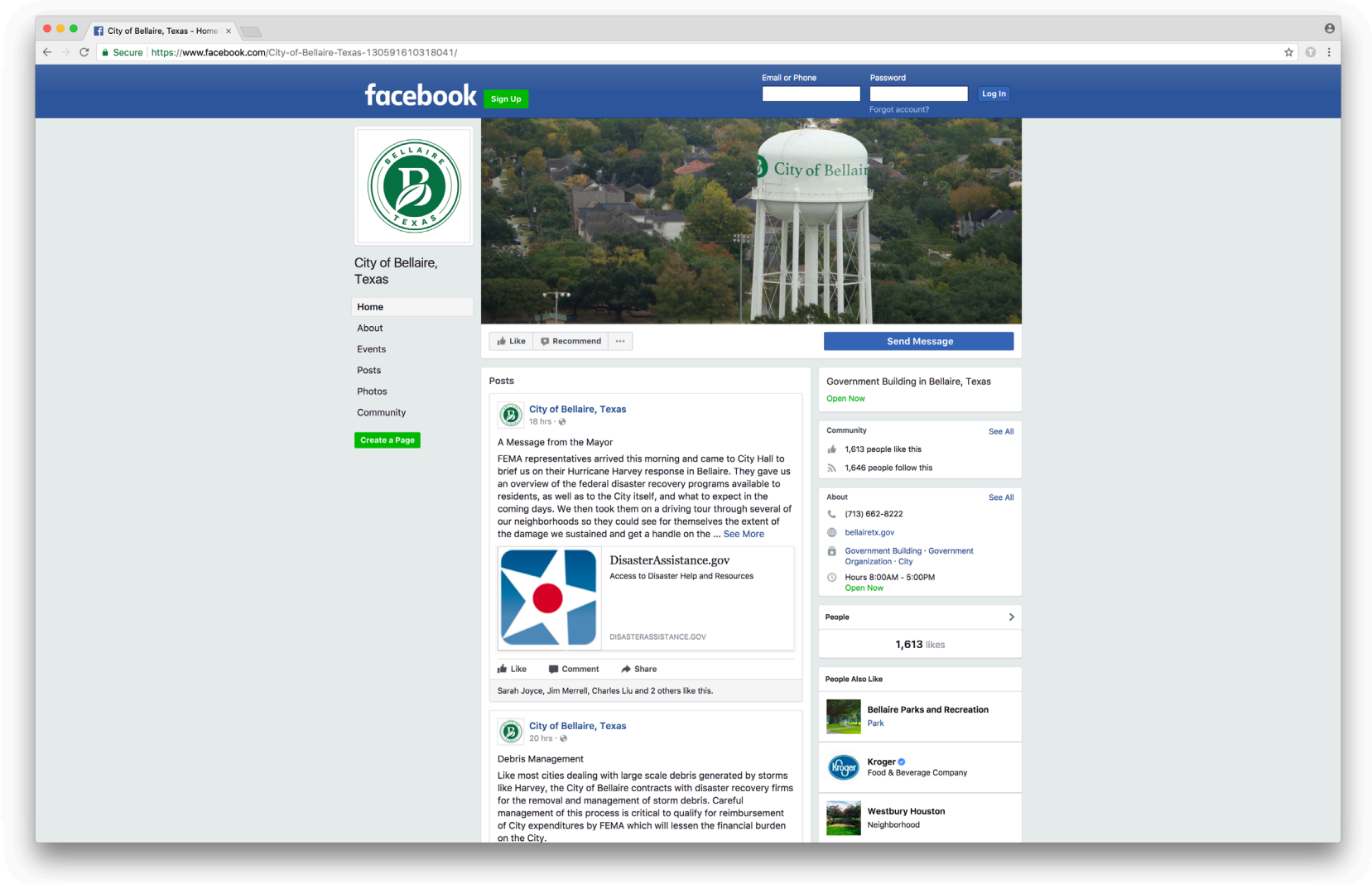
Freight is a “superfamily,” which means it has multiple character weights that are helpful in building systems, especially signage. It is approachable and friendly, while remaining functional and timeless. Freight is highly legible and a production workhorse.

Brand Demonstrations











ILLUSTRATIVE / RECYCLING BIN



Attachment: COB_CouncilPacket_2018 - January (2438 : Presentation on Brand Identity and Municipal







Graphic

OPTION TWO



DESIGN NOTES:

- + Takes its cue from Bellaire's history, with type styling that mimics the BELLAIRE displayed happily across the face of the city's signature trolley, and concentric circles that echo its round headlight
- + Clean yet intricate linework and tiny hash mark detailing convey sturdy charm, "modern heritage" appeal; outwardly projecting rays, friendly energy





DESIGN NOTES:

+ Modular mark: the front type “plate” can be removed and flow into border, allowing center area to flex and house system of icons

CITY OF BELLAIRE

WHAT WE LIKE ABOUT IT:

Typeface: Ringside

While Ringside's proportion and details were designed to thrive at the smallest sizes, it is versatile enough to flex to much larger applications. This superfamily has over 150 weights that all maintain its characteristic warmth, style and legibility.

Brand Demonstrations

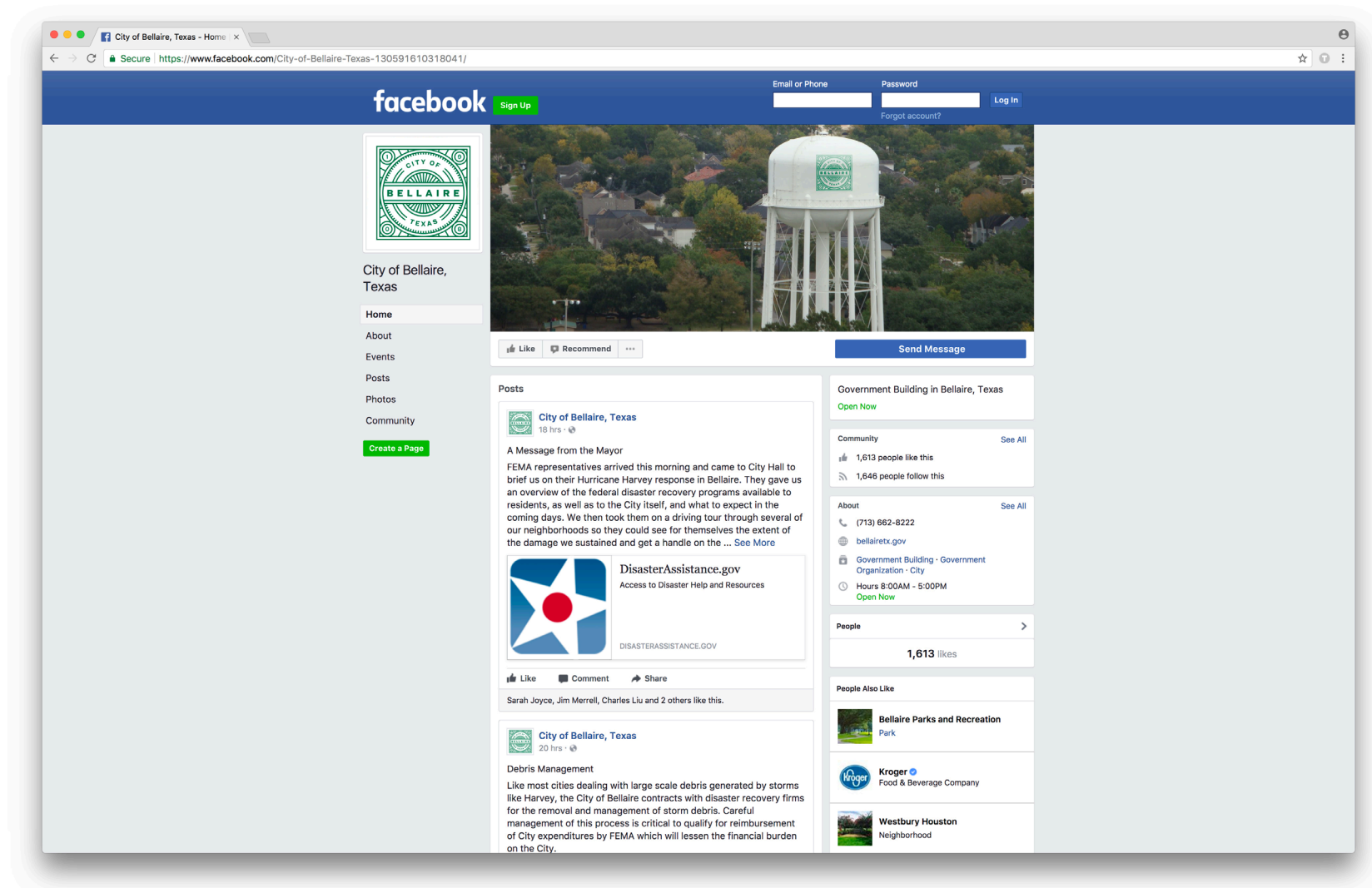






KARL MILLER

Director of Parks, Recreation
and Facilities













FOCUS GROUP FEEDBACK, GRAPHIC

OFFICIAL
CITY SEAL

CITY ICON



EVENT ICON

**POSITIVE**

Design is really versatile, the system has modularity, adaptability, flexibility.

It is progressive, simple and clean; like the white space.

Very clear it is the City of Bellaire.

Signifies an elegant, relatively affluent community, prestigious. Relates to assurance and tidy tranquility; idyllic but not identical to other cities.

Addresses history but also the future.

NEGATIVE

Does not directly hit on most of the verbal elements but if you read that the logo is based on the trolley, that gives it more interest and meaning.

1908 date isn't universally obvious as it reads.

Historical

OPTION THREE



DESIGN NOTES:

- + A small slice of Bellaire rendered in Norman Rockwell-esque style, evoking small-town pleasantness and tradition – even a touch of nostalgia
- + Close-knit lines radiating from center give intimate, kinetic quality to iconic trolley, as well as the “belle air” and sunny farmland promoted by Bellaire founder William Baldwin’s first marketing materials
- + Highlights canopy of oaks reaching over Bellaire Blvd, one of city’s most distinctive and appealing attributes

City of Bellaire

WHAT WE LIKE ABOUT IT:

Typeface: Sentinel

Sentinel is a fresh take on the Clarendon style fonts that gained popularity in mid-century America. Its contrasting thicks and thins make it legible at both large and small sizes, while gentle curves and rounded terminals lend an air of friendliness and approachability.

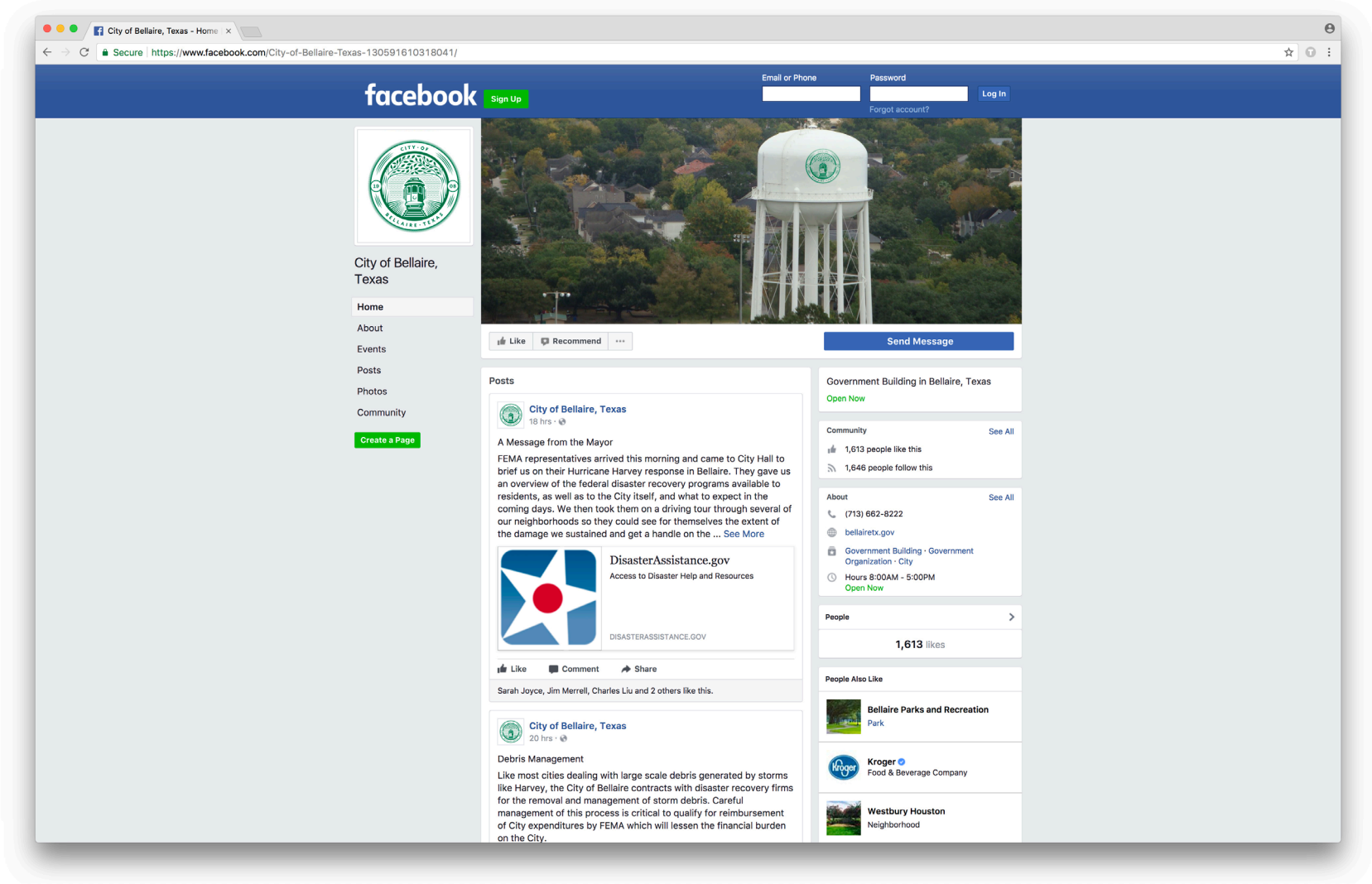






Karl Miller

Director of Parks,
Recreation and Facilities













POSITIVE

Trees and trolley speak to tradition.

Like the tree, lushness is good.
Says community and beauty with the trees.

Like that the date is clearly displayed.

NEGATIVE

Too similar to existing COB logo.

Livable but feels old, dated.

Less clarity, hard to read. Too complex and busy

Feels child-like (Daniel Tiger's Neighborhood)

All in agreement that it deceptively
evokes mass transit. Trolley is confusing
and deceptive since it is no longer available.

Can draw too many conclusions
that have no meaning... Newer residents
unaware of trolley existence.

Reminiscent of San Francisco

Final Recommendation

CITY STAFF, PGAL, PRINCIPLE



#1: ILLUSTRATIVE



CURRENT



PGAL FEEDBACK

Friendly, approachable and forward-looking.

See this identity being a longer-lasting visual that speaks to future generations of Bellaire.

PRINCIPLE FEEDBACK

Universal appeal and nod to lushness / growth.

Trees and green spaces were hugely important to all constituents. A recognizable symbol that Bellaire can rally around.

A timeless solution that will work hard for city.

CITY STAFF FEEDBACK

COB words by Paul / Michelle / Cheryl

Thank you.

Mayor and Council

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



Meeting: 01/22/18 05:30 PM
Department: City Manager's Office
Category: Presentation
Department Head: Michelle Jordan
DOC ID: 2439

SCHEDULED**ACTION ITEM (ID # 2439)****Item Title:**

Presentation regarding the status of the Municipal Facilities Project, including schedule and budget - Submitted by Michelle Jordan, Project Manager.

Background/Summary:

Construction of the new Municipal Facility buildings began on May 5, 2017. Since then, the parking lot adjacent to the Civic Center has been demolished, the Civic Center has been remodeled to house Police and Court staff, and the old police station has been demolished. The underground utility work has been completed for the new City Hall, and the slab and steel structure is in place. The grade beams are in place at the new Police and Court building, and the slab will be poured the week of January 22, 2018. The substantial completion target date for Phase 1 of the City Hall will be in August 2018. Substantial completion for the Police / Court building will be in October 2018. Phase 2 of the City Hall building, which includes the Civic Center, has a substantial completion date of April 2019.

With construction well underway, and with target substantial completion dates quickly approaching, procurement of the Furniture, Fixtures, and Equipment (FFE) will begin with the first requests for approval from City Council on January 22, 2018. The planned schedule for procurement of the various categories is as follows:

First Quarter of (calendar year) 2018:

- ☐ Structured Cabling
- ☐ Closed Circuit Television Cameras (security cameras)
- ☐ Access Control
- ☐ Dispatch Consoles
- ☐ Integrated AV (Council chambers, court, and civic center technology, etc.)
- ☐ Lockers
- ☐ Filing Systems

Second Quarter of (calendar year) 2018:

- ☐ City Hall Furniture
- ☐ Police Furniture
- ☐ Court Furniture
- ☐ Council Chambers Furniture
- ☐ Lab Fume Hood

Third Quarter of (calendar year) 2018:

- ☐ Jail Furniture and Accessories
- ☐ Blinds
- ☐ Bike Racks
- ☐ Civic Center Furniture
- ☐ Civic Center Stage

At this time, the allocation that is set aside for FFE is \$1,000,000.00. However, based upon cost estimates and bids that have been received to date, the total cost to fulfill the FFE

requirements for the project is approximately \$2,000,000.00. The initial allocation breakdown for the overall project is as follows:

Municipal Facilities Project

Usage of Funds

| | | |
|------------------------------------|----|--------------|
| Construction City Hall | \$ | 7,582,649.00 |
| Construction - PD Court | \$ | 8,237,456.00 |
| Construction - Temp remodel | \$ | 357,502.00 |
| PD Impound Construction | \$ | 100,000.00 |
| Utility Infrastructure Costs | \$ | 63,297.38 |
| Moving | \$ | 73,000.00 |
| Furniture, Fixtures, and Equipment | \$ | 1,000,000.00 |
| PGAL | \$ | 1,069,000.00 |
| Materials Testing | \$ | 71,806.00 |
| Cameras and Site Work | \$ | 13,897.79 |
| Construction Inspection | \$ | 20,000.00 |
| Other Fees | \$ | 25,000.00 |
| Abatement and fees | \$ | 34,725.00 |
| Rent | \$ | 13,100.00 |
| Owners Contingency | \$ | 400,000.00 |

Municipal Facilities Project

Sources of Funds

| | | |
|---------------------------------------|----|---------------|
| 2005, 2013, & 2016 Bond Funds | \$ | 18,160,000.00 |
| Cash Contribution to Rebuild Bellaire | \$ | 869,000.00 |

Delta
\$
(32,433.17)

Initial FFE costs were estimated before design began, and were a percentage of the original construction budget. Design was completed, and actual bids for several FFE categories were received during the GMP bidding process in early 2017. Since that time, additional bids and cost estimates have been received as well. To date, the categories that have deviated the most include Structured Cabling and Integrated Audio Visual Technology, as shown on the attached FFE Breakdown exhibit. Structured Cabling costs have tripled from initial estimates, and Integrated AV costs were not included in initial FFE breakdowns. As more information is available in the form of bids and proposals, the current cost estimate is updated.

We are early in the process of procuring the FFE for the project, and there are many categories to procure. As time goes on and more hard bids and quotes are received, a more accurate FFE cost will be established.

There are multiple ways that we are attempting to manage the FFE costs. First, we will look to reduce the costs to procure the FFE as follows:

- Value Engineering - We are looking at each category of FFE to determine if there are more cost effective ways to provide the necessary goods.

- Reduction of Quantity - Where possible, we are looking to reduce quantity of certain items that could be a shared resource.
- Reuse of items - We are evaluating what items the City currently owns that may be able to be reused in the new building. There would still be moving costs associated with furniture and equipment reuse, however. For example, the teak benches in the lobby are in good repair and may be able to be reused efficiently.
- Potential savings in the GMP Construction Contract - We have been working with the contractor, Horizon | Christensen, and the architect, PGAL, to determine if there are any options to reduce the construction costs, which could then be applied to FFE needs.
- Phased Approach to Purchase - We are also studying to see which FFE items do not need to be purchased early in the process, and could wait until later in the project. For example, the Civic Center stage is not needed until Spring 2019. This could allow purchases to be made using available Construction Contingency money, for which we currently have approximately \$400,000.00.
- Prioritization - We are evaluating to make sure we prioritize the FFE needs and procure the most necessary items first. Lower priority items could come later.

Second, we are identifying funding sources to supplement available funds:

- Technology Funding Sources - The City has a one-time technology funding source that was carried over from previous years in what was formerly known as the Vehicle, Equipment and Technology Fund. These funds were intended for City Wide replacement of servers and City-Wide software platforms. In FY 2018 several technology initiatives as well as additional server redundancy was budgeted. This source of funding after the FY 2018 allocation has a remaining balance of just over \$220,000 and was intended for future technology needs of the new facilities. These funds currently are not appropriated but are available for appropriations. The history of these funds were allocated through transfers the general fund.
- Court Security - Approximately \$115, 000 in restricted court security funding has been allocated for needs in the new court room. These funds consist of carryover and current year revenues.
- Public Education Governmental (PEG) Channel Funds - In FY 2018, \$20,000 has been allocated for the new facility that is restricted to bringing cable and video services to the citizen of Bellaire. In addition, the program has approximately \$290,000 in fund balance that will be used to replace/upgrade as needed.
- Rebuild Bellaire Funds - During this bond program the City made a cash commitment of \$2.5m to facilities and \$2.5m to infrastructure. The City has \$751,000 that has been programmed in the City's Capital Improvement Plan for a Signature Corner at S. Rice and Jessamine. These funds were targeted for use for potential contingency if needed to complete the current facility project. These funds are not currently allocated but exist in the General Fund Capital Improvement Program.
- Available Owner Contingency and available Contractor Contingency - The City has two sources of contingency funding. One is the Owner's Contingency, for which the Owner has complete discretion in its use, and currently has approximately \$400,000.00. The second is the Contractor's Contingency, for which the Contractor has discretion. As part of a Guaranteed Maximum Price Contract, any unused Contractor Contingency will be returned to the Owner at the end of the

project. It is too early in the construction process to know how much the City will need to use of the Contingency reserve, but there is the potential that we could use that funding to make some of the FFE purchases after construction is complete.

If the City were to use the available funds as follows, the additional \$1,106,000 for Furniture, Fixtures, and Equipment for the Municipal Facilities Project would be sufficient to meet the needs and.

- ☐ \$220,000 VET Fund
- ☐ \$115,000 Court Security / Tech Fund
- ☐ \$20,000 PEG Fund
- ☐ \$751,000 Rebuild Bellaire Funds

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

City Attorney Review:

N/A

Recommendation:

Council is recommended by Michelle Jordan, Project Manager, to receive this presentation and provide comment as appropriate.

ATTACHMENTS:

- FFE Breakdown 1-18-2018 (PDF)

| POLICE / COURT | Subcategory | Cost Estimate July 2013 | Cost Estimate 50 % Design | Cost Estimate GMP Time | Current Cost Estimate | Comment |
|-------------------------|--|------------------------------------|--------------------------------------|-----------------------------------|----------------------------------|----------------------------|
| PD FURNITURE | | \$ 120,000.00 | \$ 200,000.00 | \$ 200,000.00 | \$ 200,000.00 | Bids not received yet |
| | Employee Office Furniture | | | | | |
| | Conference Room Furniture | | | | | |
| | Report Writing Stations | | | | | |
| | Storage Shelving | | | | | |
| | Break Room Furniture | | | | | |
| | Clerk Cabinet Island | | | | | |
| | Lobby Seating | | | | | |
| COURT FURNITURE | | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 | Bids not received yet |
| | Court Pew Seating | | | | | |
| | Jury Seating | | | | | |
| | Clerk Seating | | | | | |
| | Judge Seating | | | | | |
| | Prosecutor / Defendant Desks | | | | | |
| | Prosecutor/ Defendant Seating | | | | | |
| | Conference Room Furniture | | | | | |
| | Break Room Furniture | | | | | |
| | Employee Office Desks and Seating | | | | | |
| | Clerk Cabinet Island | | | | | |
| | Jury Assembly Seating | | | | | |
| CABLING | | \$ 30,000.00 | \$ 30,000.00 | \$ 128,472.00 | \$ 100,877.50 | Datavox proposal |
| | Data drop cabling from server to data drop | | | | | |
| INTEGRATED A/V | | \$ - | \$ - | \$ 243,220.00 | \$ 279,955.71 | Need to rescope and revise |
| | TV / Projector / Video Wall / Speakers | | | | | |
| | Microphones | | | | | |
| ACCESS CONTROL | | \$ 35,000.00 | \$ 35,000.00 | \$ 333,374.00 | \$ 75,424.63 | Knight Proposal |
| | Card readers & hardware, cabling, rack controller | | | | | |
| SECURITY CAMERAS | | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 105,127.37 | Knight Proposal |
| | Interior / Exterior Cameras, cabling, and rack controller | | | | | |

| POLICE / COURT | | Subcategory | Cost Estimate July 2013 | Cost Estimate 50 % Design | Cost Estimate GMP Time | Current Cost Estimate | Comment |
|-----------------------------------|--|-------------|----------------------------|------------------------------|---------------------------|--------------------------|----------------------------------|
| JAIL FURNITURE/ACCESSORIES | | | \$ 100,000.00 | \$ 40,000.00 | \$ 100,000.00 | \$ 100,000.00 | Bids in process |
| | Pistol Lockers | | | | | | |
| | Detention benches & Booking Furniture | | | | | | |
| | Metal Detector & AFIS (BY OWNER) | | | | | | |
| | Inmate mattress | | | | | | |
| | Juvenile processing furniture | | | | | | |
| | Property storage locker | | | | | | |
| | Metal storage racks | | | | | | |
| APPLIANCES | | | \$ 12,000.00 | \$ 12,000.00 | \$ 12,000.00 | \$ 12,000.00 | Bids not received yet |
| | Jail / Breakroom / Jury Assembly | | | | | | |
| LOCKERS | | | \$ 30,000.00 | \$ 20,000.00 | \$ 60,956.00 | \$ 66,000.00 | Actual quote received |
| | Mens's / Women's Lockers | | | | | | |
| | Dispatch | | | | | | |
| FILING SYSTEMS | | | \$ 70,000.00 | \$ 60,000.00 | \$ 60,000.00 | \$ 40,000.00 | Actual quote received |
| | Clerks / Record / Evidence Filing | | | | | | |
| LAB FUME HOOD | | | \$ - | \$ - | \$ 11,004.00 | \$ 11,004.00 | Actual bid received during GMP |
| | Evidence Lab | | | | | | |
| LAB EQUIPMENT | | | \$ 23,000.00 | \$ 23,000.00 | \$ 24,000.00 | \$ 24,000.00 | Bids not received yet |
| | Drying Cabinet | | | | | | |
| | No additional equipment in drawings | | | | | | |
| DISPATCH FURNITURE | | | \$ 30,000.00 | \$ 79,000.00 | \$ 79,000.00 | \$ 70,000.00 | Actual quote received |
| | Dispatch Consoles | | | | | | |
| HUBS & SERVERS | | | \$ 25,000.00 | \$ 25,000.00 | \$ 30,000.00 | \$ 30,000.00 | Bids not received yet |
| | Server Room / DMARC | | | | | | |
| COURT ROOM TECHNOLOGY | | | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 12,500.00 | Check overlap with integrated AV |
| | Jury video system, speakers, clerks, judge | | | | | | |
| | witness IT systems | | | | | | |
| BLINDS | | | \$ 15,000.00 | \$ 15,000.00 | \$ 18,820.00 | \$ 18,000.00 | Actual bid received during GMP |
| | Mech / Elec Blinds | | | | | | |

| POLICE / COURT | Subcategory | Cost Estimate July 2013 | Cost Estimate 50 % Design | Cost Estimate GMP Time | Current Cost Estimate | Comment |
|------------------------------------|---------------------------------|------------------------------------|--------------------------------------|-----------------------------------|----------------------------------|---|
| PROJECTION SCREENS | | \$ - | \$ - | \$ 13,745.00 | \$ 12,500.00 | Actual bid received during GMP |
| | Recessed Projection Screens | | | | | |
| TELEPHONES | | \$ 20,000.00 | \$ 20,000.00 | \$ 20,000.00 | \$ 10,000.00 | Bids not received yet |
| | VOIP | | | | | |
| DISPATCH SYSTEMS | | \$ 35,000.00 | \$ 35,000.00 | \$ 60,000.00 | \$ 60,000.00 | Plug number to fix any system integration issues. |
| No informaiton provided. By Owner. | | | | | | |
| Other New Categories | | \$ - | \$ - | \$ - | | |
| | Intercoms | | | | \$ 22,054.52 | Knight Proposal |
| | Microwave to COH | | | | ????? | Need to research |
| | Public Announcement System | | | | ????? | Need to research |
| | Interview Room Recording System | | | | \$ 13,425.00 | Actual Quote |
| | PD Bike Racks | | | | \$ 5,000.00 | Bids not received yet |
| PD / Court Subtotals | | \$ 630,000.00 | \$ 679,000.00 | \$ 1,479,591.00 | \$ 1,297,868.73 | |

| CITY HALL | Subcategory | Cost Estimate July 2013 | Cost Estimate 50 % Design | Cost Estimate GMP Time | Current Cost Estimate | Comment |
|-------------------------------|--|----------------------------|------------------------------|---------------------------|--------------------------|-----------------------------------|
| FURNITURE | | \$ 125,000.00 | \$ 265,000.00 | \$ 265,000.00 | \$ 265,000.00 | Bids not received yet |
| | Employee Office Furninture | | | | | |
| | Conference Room Furniture | | | | | |
| | Storage Shelving | | | | | |
| | Break Room Furniture | | | | | |
| | Permit Cabinet Island | | | | | |
| | Permitting / Billing Built In Desk | | | | | |
| | Lobby Seating | | | | | |
| COUNCIL ROOM SEATING | | \$ 40,000.00 | \$ 21,000.00 | \$ 21,000.00 | \$ 21,000.00 | Bids not received yet |
| | Fixed Seating | | | | | |
| | Councilmember / Staff Seating | | | | | |
| CIVIC CENTER FURNITURE | | \$ 45,000.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 | Bids not received yet |
| | BLIFE / Civic Tables and Chairs | | | | | |
| CABLING | | \$ 30,000.00 | \$ 30,000.00 | \$ 182,199.00 | \$ 90,242.50 | Datavox proposal |
| | Data drop cabling from server to data drop | | | | | |
| INTEGRATED AV | | \$ - | \$ - | \$ 245,920.00 | \$ 152,366.13 | Need to rescope and revise |
| | TV / Projector | | | | | |
| | Council Chambers TV Distribution | | | | | |
| ACCESS CONTROL | | \$ 25,000.00 | \$ 25,000.00 | \$ 167,191.00 | \$ 46,477.68 | Knight Proposal |
| | Card readers & hardware, cabling, rack controller | | | | | |
| SECURITY CAMERAS | | \$ 20,000.00 | \$ 20,000.00 | \$ - | \$ 52,122.43 | Knight Proposal |
| | Interior / Exterior Cameras, cabling, and rack controller | | | | | |
| FILING SYSTEMS | | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 10,000.00 | Updated quote from LDS. |
| | Records Filing | | | | | |
| STAGE | | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 17,000.00 | Actual bid received during GMP |
| | Civic Center Stage | | | | | |
| HUBS & SERVERS | | \$ 20,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 | Bids not received yet |
| | Server Room | | | | | |
| TELEPHONES | | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 7,500.00 | Bids not received yet |
| | VOIP | | | | | |

| CITY HALL | Subcategory | Cost Estimate July 2013 | Cost Estimate 50 % Design | Cost Estimate GMP Time | Current Cost Estimate | Comment |
|-----------|-------------|----------------------------|------------------------------|---------------------------|--------------------------|---------|
|-----------|-------------|----------------------------|------------------------------|---------------------------|--------------------------|---------|

| | | | | | | |
|------------------------------------|--|----------------------|----------------------|------------------------|----------------------|--|
| BLINDS | | \$ 20,000.00 | \$ 20,000.00 | \$ 32,547.00 | \$ 31,000.00 | Actual bid received during GMP |
| | Mech / Elec Blinds | | | | | |
| PROJECTION SCREENS | | \$ 12,000.00 | \$ 12,000.00 | \$ 18,816.00 | \$ 12,500.00 | Actual bid received during GMP |
| | Recessed Projection Screens | | | | | |
| COUNCIL CHAMBERS TECHNOLOGY | | \$ 70,000.00 | \$ 70,000.00 | \$ 70,000.00 | \$ 35,000.00 | How much of this may be in the intgrated AV quote? |
| | Diza screen, presenter screen, TV, staff screens | | | | | |
| BIKE RACKS | | | | | | |
| | City Hall Bike Racks | | | | \$ 5,000.00 | Bids not received yet |
| City Hall Subtotals | | \$ 492,000.00 | \$ 623,000.00 | \$ 1,162,673.00 | \$ 820,208.74 | |

| | | | | |
|----------------------------|------------------------|------------------------|------------------------|------------------------|
| City Hall Subtotals | \$ 492,000.00 | \$ 623,000.00 | \$ 1,162,673.00 | \$ 820,208.74 |
| PD / Court Subtotal | \$ 630,000.00 | \$ 679,000.00 | \$ 1,479,591.00 | \$ 1,297,868.73 |
| TOTAL | \$ 1,122,000.00 | \$ 1,302,000.00 | \$ 2,642,264.00 | \$ 2,118,077.47 |



CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

DECEMBER 18, 2017

Council Chamber and Council Conference Room
7:00 PM

Regular Session

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 7:03 p.m. on Monday, December 18, 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 |

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

C. Inspirational Reading and/or Invocation - Andrew S. Friedberg, Mayor.

Mayor Friedberg provided the inspirational reading.

D. Pledges to The Flags - Andrew S. Friedberg, Mayor.

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

I. PUBLIC HEARING (APPLICATION FOR AMENDMENT TO OFFICIAL ZONING DISTRICT MAP)

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 of Public Hearing" was published in the Southwest News on Tuesday, November 28, 2017, and posted on the City's official bulletin board and

Minutes Acceptance: Minutes of Dec 18, 2017 7:00 PM (Adoption of Minutes:)

website on Friday, December 1, 2017. Notices were also mailed to approximately 160 property owners and tenants located within 500 feet of 5217 and 5221 Palmetto Street, Bellaire, Texas, on Friday, December 1, 2017.

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 filed by John Parker, executor of the estate of Virginia W. Bohn, owner of the property at 5217 Palmetto, for and on behalf of the estate and Johnnie D. Smith, owner of the property at 5221 Palmetto, for an amendment to the Official Zoning District Map to re-zone said properties from their current designation of R-4, Residential District, to R-5, Residential District, pursuant to Chapter 24, Section 24-603, Application for Amendment to Written Text or Official Zoning District Map of the City of Bellaire, Texas - Submitted by ChaVonne Sampson, Interim Director of Development Services.

Mayor Friedberg announced that City Council would receive a presentation on an application filed by John Parker, Executor of the Estate of Virginia W. Bohn, owner of the property at 5217 Palmetto Street, for and on behalf of the estate and Johnnie D. Smith, owner of the property at 5221 Palmetto Street, for an amendment to the official zoning district map to rezone said properties from their current designation of R-4 to R-5.

John Parker addressed City Council and advised that in the 1960s when the townhome developments were allowed, 5217 and 5221 Palmetto Street were left as an island of single-family residences surrounded by townhomes. He indicated that there were townhomes to the east and to the north of the two Palmetto Street properties. These two properties were swept up in the City's Comprehensive Plan without regard to their future use. In fact, Mr. Parker advised that the owners of the 5217 and 5221 Palmetto Street thought their properties had been rezoned as well. In his opinion, the request was not for a variance or spot zoning, it was a request to reconcile the status of the two properties as the neighborhood was currently situated.

Mr. Parker continued and advised that the property at 5217 Palmetto had been listed on the market for a fair market value to similar properties in Bellaire. The only serious interest had been from developers who wanted to construct townhomes. The lack of interest as a single-family residence had created an economic hardship for the estate.

Mr. Parker stated his opinion that the City of Bellaire needed more affordable housing options, especially for young people, retired people, and others who wanted to downsize. Use of the property for townhomes would not have a detrimental impact on other properties in the area, in Mr. Parker's opinion. Any future development of the property would have to go through the same planning and zoning requirements that any other builder would have to go through for a planned development.

D. Public Comment.

Mayor Friedberg recognized speakers who had completed a sign-up sheet for the public hearing and advised that the time limit for speakers was five (5) minutes, with notice after four (4) minutes that one (1) minute was left.

Scott J. Davenport, The Davenport Law Firm, P.C.:

Mr. Davenport provided several handouts to members of the City Council and advised that he was the attorney for the property owners of 5220 and 5222 Beech Street. He indicated that 5220 Beech Street was located directly south of 5221 Palmetto Street. One of the Beech Street lots comprised the property and a swimming pool had been constructed on the second lot.

In Mr. Davenport's opinion, to rezone the Palmetto Street properties could allow a builder to come in and tear down the home currently located at 5221 Palmetto and construct a two-three story home, causing a loss of privacy rights for the property owners at 5220 and 5222 Beech Street. He noted a similar concern for Ms. Jingying Li who owned the property at 5218 Beech Street.

Mr. Davenport also advised that the applicant had indicated that the property owners at 5217 and 5221 Palmetto Street were losing their economic benefit by not being able to sell the homes. Mr. Davenport stated that he had contacted the owner of 5221 Palmetto Street several months ago offering to buy the property, but the owner indicated that he had no desire to sell the property. Therefore, Mr. Davenport believed the property owner at 5221 Palmetto Street had suffered no economic loss. He also concluded that the Beech properties would be devalued if townhomes could be constructed on the Palmetto properties, in his opinion.

He closed and urged City Council to reject the application to rezone the Palmetto properties.

Jingying Li:

Ms. Li addressed City Council and advised that she had moved from Singapore to the United States approximately two years ago. She chose 5218 Beech Street because all homes on the street at that time were one-story bungalows.

Ms. Li advised that she was opposed to the rezoning application as she feared the loss of privacy from the construction of a two-three story townhome on the Palmetto Street properties. Ms. Li advised that after the publication of a public hearing on the rezoning application, she had visited the Zillow website and learned that, according to the website, her property on Beech Street had decreased in value by \$68,000 over a one-month period. This decrease was on top of a decrease related to Hurricane Harvey of \$100,000.

If City Council voted to approve the rezoning application, Ms. Li believed that she would lose at least 1/5 of the market value of her property. She urged City Council to consider the economic and emotional loss that Ms. Li was going to experience.

Richard Zamecki:

Mr. Zamecki addressed City Council and stated that he was opposed to changes in the zoning for the Palmetto properties. He indicated that the properties in question were not surrounded by townhomes, but there were townhomes in two directions. He also indicated that he knew of no multi-family homes in the area.

One of the main concerns Mr. Zamecki had was related to flooding concerns due to possible larger building footprints on the properties. In closing, Mr. Zamecki urged City Council to refuse the requested change in the zoning.

Sherri Cooley:

Ms. Cooley addressed City Council and indicated that she lived in a townhome that was across the street from the Palmetto properties. Her biggest concern was the loss of green space and large, old trees. She stated that during Hurricane Harvey, Palmetto and Fifth Streets were flooded from Ferris Street downward. Ms. Cooley noted further that a critical question to her was the number of townhomes that could be constructed if the area were rezoned.

Reuben Rosaf:

Mr. Rosaf stated that he was in opposition to the rezoning of the properties on Palmetto Street. He agreed with flooding, green space, and privacy concerns previously stated. Mr. Rosaf believed that Bellaire would be undermining the principle of being the "City of Homes" were it to rezone the Palmetto Street properties to allow for a townhome development.

E. Questions from the Mayor and City Council.

Mayor Friedberg opened the floor for questions from the Mayor and City Council. He reminded members that the Rules of Procedure limited members to asking questions. Expressing opinions on the subject matter of the public hearing should be avoided, as that would come when City Council deliberated the matter at a future meeting.

Following questions of ChaVonne Sampson, Interim Director of Development Services, and John Parker, applicant, **Mayor Friedberg** proceeded to close the public hearing.

F. Close of the Public Hearing.

Mayor Friedberg advised that oral comment on the subject matter of the public hearing would no longer be received. As stated earlier by City Manager Hofmann, Mayor Friedberg indicated that written comments would be accepted prior to final deliberation on the matter. All written comments must be received in the City Clerk's office by noon on the Thursday preceding the meeting of final deliberation for inclusion in the official record of the proceedings. It was anticipated that final deliberation would occur on Monday, January 22, 2018; therefore, written comments should be submitted by noon on Thursday, January 18, 2018.

Mayor Friedberg announced that the public hearing was closed at 8:01 p.m. on Monday, December 18, 2017.

G. Adjourn.

Mayor Friedberg announced that the public hearing was adjourned at 8:01 p.m. on Monday, December 18, 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 8:01 p.m. on Monday, December 18, 2017.

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

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

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

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

C. Personal/Audience Comments.

Mayor Friedberg opened the floor for general personal and audience comments other than about the public hearing which was just concluded. Mayor Friedberg stated the time limit for public comments as up to five (5) minutes, with notice after four (4) minutes that there was one (1) minute left.

Larry Schreve:

Mr. Schreve addressed City Council in support of a proposal from the Building and Standards Commission ("BSC") to set a standard width for new sidewalks at four (4) feet rather than five (5) feet. Mr. Schreve stated that he hoped that City Council would vote in favor of the proposal. He noted that he believed that the BSC had done a great deal of research to come to its conclusion and given a lot of thought to its recommendation.

Mr. Schreve advised that he agreed with the conclusion cited by the BSC that a future mismatch of sidewalks that were five (5) feet in width connecting with sidewalks that were four (4) feet in width on the same street or block could create a safety issue and would be unattractive. In addition, he agreed with the BSC conclusion that a four (4) foot sidewalk would require less concrete and was less expensive as opposed to a five (5) foot sidewalk. Four (4) foot sidewalks would also pose less of a risk to mature trees, in Mr. Schreve's opinion.

Mayor Friedberg noted that there were no further oral or written comments and continued to the next item on the agenda.

D. Reports and Presentations:

Mayor Friedberg advised that the suggestion had been made to move the third report up, which was a presentation by the Bellaire Business Association. Hearing no objection, the Rules of Procedure of the City Council were suspended by general consent and the presentation by the Bellaire Business Association of donated funds to the Bellaire Police and Fire Foundation was heard next.

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

[Note: Agenda item II. D. 3. was heard prior to the City Manager's Report by general consent of City Council.]

Paul A. Hofmann, City Manager, presented the City Manager's Report dated December 18, 2017, to members of the City Council. The report consisted of updates related to communications and Hurricane Harvey recovery activities, as well as reminders of upcoming events and City Council meetings.

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

2. Presentation of considerations looking forward to the spring 2018 pre-budget planning workshop - Submitted by Paul A. Hofmann, City Manager.

City Manager Hofmann presented an overview of planning considerations to be made "looking forward" to the City Council Pre-Budget Planning Workshop to be conducted during the spring of 2018. Considerations included potential impacts on the local economy because of Hurricane Harvey and a potential scenario that could occur by keeping property tax revenues for operations and maintenance at their current level for the next five years. He advised that the scenario might not be reflected in future budget recommendations, but was important for understanding the decisions that would be required to be made for such a scenario.

After the presentation, **Mayor Friedberg** opened the floor for questions of City Manager Hofmann from the City Council. Following questions, Mayor Friedberg announced that the presentation was concluded and moved to the Consent Agenda.

[Note: Agenda item II. D. 3. was presented earlier in the evening.]

3. Bellaire Business Association (BBA) presentation of funds raised by the BBA in August 2017 to be donated to the Bellaire Police and Fire Foundation - Requested by Steve Davis, BBA Chairman.

Mayor Friedberg introduced the agenda item, which consisted of a presentation of funds raised by the Bellaire Business Association in August of 2017 benefit to the Bellaire Police and Fire Foundation.

Steve Davis, Chairman of the Bellaire Business Association ("Association"), introduced members participating in the presentation as follows: Kopi Vogiatzis, Randy Dobbs, and Patti Davis. Chairman Davis advised that the Association was a nonprofit organization promoting business and economic development in the area. When the Association heard about what the Bellaire Police and Fire Foundation did, they wanted to support the organization. He indicated that he agreed with the sentiment that a responsive and well-equipped fire and police department was important to a vibrant community of residents and businesses. With the help of the Bellaire/Southwest Houston Rotary Club, donations from Escalante's, The 401 Table and Tap, and Karbach Brewing Co., and sponsors Prosperity Bank and GBS Insurance Agency, the third annual Police and Fire Foundation Benefit was held. Donations in the amount of approximately \$9,100

were raised for the benefit of the Bellaire Police and Fire Foundation.

Chairman Davis presented the donated funds to Kopi Vogiatzis and Randy Dobbs, Board Members of the Bellaire Police and Fire Foundation.

Mayor Friedberg thanked the Association for their presentation and congratulated them on another successful fundraising event for the Bellaire Police and Fire Foundation.

[Note: After this item, City Council returned to agenda item II. D. 1., the City Manager's Report, and continued with the remainder of the agenda in the order in which it was written.]

E. New Business:

1. Consent Agenda:

a. Adoption of Minutes:

Consideration of and possible action on the adoption of the minutes of the Regular Sessions held on October 2, 2017, November 20, 2017, and December 4, 2017.

- i. Mayor and Council - Regular Session - Oct 2, 2017 6:00 PM
- ii. Mayor and Council - Regular Session - Nov 20, 2017 6:00 PM
- iii. Mayor and Council - Regular Session - Dec 4, 2017 6:30 PM

b. Adoption of Ordinances:

- i. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing an amendment to a Contract and Agreement for Engineering Services by and between HDR Engineering, Inc., and the City of Bellaire, Texas, for engineering services associated with the Rebuild Bellaire Phase Five Paving and Drainage Improvements Project and authorizing the City Manager and the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a contract amendment proposal with HDR for additional engineering design and construction phase services in the amount of \$196,356.34 - Submitted by Michael Leech, Director of Public Works.
- ii. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the City Manager of the City of Bellaire, Texas, to execute, for and on behalf of the City of Bellaire, Texas, an "Application for Payment No. 16 - Final" with Reytec Construction Resources, Inc., in the amount of \$394,901.10 for the Rebuild Bellaire Phase 5B Reconstruction Project and authorizing the City to release retainage to Reytec Construction Resources, Inc., on said project in the amount of \$394,901.10 - Submitted by Michael Leech, Director of Public Works.

Mayor Friedberg read the captions of the Consent Agenda items, which consisted of three sets of minutes and two ordinances. He referred to a scrivener's correction on packet page 79, which involved the transposition

of the number of votes for Proposition N. The number of votes should have been 247 as opposed to 274. Hearing no requests to remove an item or items from the Consent Agenda for separate consideration, Mayor Friedberg entertained a motion to adopt the Consent Agenda.

Motion:

To adopt the Consent Agenda dated December 18, 2017.

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

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

2. Adoption of Ordinance:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending Chapter 33, Telecommunications, Article II, Small Cell Network Facilities, Appendix A to Chapter 33, Design Manual, of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of adding a new section to address regulations related to the placement of small cell network facilities in residentially zoned districts - Submitted by ChaVonne Sampson, Interim Director of Development Services.

After reading the agenda caption, **Mayor Friedberg** provided a brief introduction/history related to the item. He advised that on November 20, 2017, the City Council passed an ordinance regulating small cell network facilities in the City's municipal rights-of-way as authorized pursuant to Senate Bill 1004. At that time, City Council discussed an amendment to address the placement of small cell nodes in proximity to residences. Since the appropriate language was not ready at hand that evening, City Council had asked the City Attorney to prepare and return with such language at an upcoming meeting. That amendment was before City Council this evening for consideration.

Following the introduction, **Mayor Friedberg** entertained a motion to adopt the ordinance as presented amending the Design Manual, Appendix A to Chapter 33 of the Code of Ordinances, to add a new section to address regulations related to the placement of small cell network facilities in residentially zoned districts.

Motion:

To adopt the ordinance as presented amending the Design Manual, Appendix A to Chapter 33 of the Code of Ordinances, to add a new section to address regulations related to the placement of small cell network facilities in residentially zoned districts.

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

Michael Fife, Council Member}

Mayor Friedberg opened the floor for deliberation on the motion. Following questions of City Attorney Petrov and deliberation, **Mayor Friedberg offered an amendment to the motion**, which was the same amendment he had offered for the ordinance adopted on November 20th regarding small cell network facilities.

Amendment (No. 1):

To replace the phrase in the first recital of the proposed ordinance stating that Senate Bill 1004 "authorizes certain facilities to be installed in a municipality's public right-of-way" with the phrase "requires municipalities to allow certain facilities to be installed in the public rights-of-way."

{Offered by Mayor Andrew S. Friedberg}

After confirming there was no objection to the amendment, Mayor Friedberg advised that the amendment was accepted by general consent. The first recital on packet page 228 would now read that the bill requires municipalities to allow certain small cell network facilities to be installed in their public rights-of-way.

Hearing no further discussion, Mayor Friedberg called for action on the motion, as amended.

| | |
|------------------|--|
| RESULT: | ADOPTED AS AMENDED [6 TO 1] |
| MOVER: | David R. Montague, Council Member |
| SECONDER: | Michael Fife, Council Member |
| AYES: | Friedberg, Pollard, Pappas, McLaughlan, Fife, Montague |
| NAYS: | Reed |

3. Items for Individual Consideration:

- a. Consideration of and possible action on a recommendation from the Building and Standards Commission to direct the City Manager to forego the current approach to install 5 foot wide sidewalks in residential areas, until such time that the matter can be further addressed by the City Engineer and appropriate consultants - Submitted by David R. Montague, Council Member, on behalf of the Building and Standards Commission.

Mayor Friedberg read the agenda caption and turned the floor over to David R. Montague, Council Member, who had proposed the item on behalf of the Building and Standards Commission.

David R. Montague, Council Member, recognized Christina Stone and Laura Thurmond of the Building and Standards Commission ("BSC") to present the BSC's recommendation.

Christina Stone, Commissioner on the BSC, advised that she had served on a subcommittee that studied the issue of sidewalk widths and that she had composed the letter that was presented to City Council. Commissioner Stone advised that she believed the BSC unanimously felt that the width of

sidewalks should be four (4) feet in residential areas, with certain exceptions. Exceptions could be fleshed out later as the BSC felt that the City Engineer should be involved in that kind of decision making. Personally, Commissioner Stone stated that she believed the City would not want what Mr. Schreve was objecting to earlier in the meeting during Personal/Audience Comments, which was a sidewalk four (4) feet in width next to a sidewalk five (5) feet in width, followed by four (4) feet, etc.

Laura Thurmond, Chair of the BSC, addressed City Council and advised that Commissioner Stone had summed the discussions among the BSC very well. Chair Thurmond noted, from a more personal standpoint, that she lived on Park Court. The residents on that street received a new street and sidewalks; however, the new sidewalks almost offset the joy of getting the new street. In her situation, the sidewalk ended up getting pushed to the back of the curb because of a very mature oak tree. Generally, the same situation existed up and down the street. A five (5) foot sidewalk would have exacerbated the situation, in her opinion.

Chair Thurmond also advised that the Commissioners felt that it was not worth it to add the additional impervious cover required to construct five (5) foot sidewalks.

Council Member Montague indicated that the BSC recommendation was to keep with the City Council's directive to continue to install sidewalks and reduce the width from five (5) feet to four (4) feet. He noted that there had been a rumor that the City of Houston constructed five (5) foot sidewalks in residential areas, which was not true. When properly engineered, four (4) foot sidewalks were compliant with the Americans with Disabilities Act (ADA). Turning basins were not needed as existing driveways could be used for turning. He believed that the increase in impervious cover and cost associated with a five (5) foot sidewalk were problematic. He noted further that the recommendation applied to new construction and replacement sidewalks, as well as filling in gaps.

Mayor Friedberg entertained a motion related to the BSC recommendation.

Motion:

To direct the City Manager to forego the current approach to install five (5) foot sidewalks in residential areas until the matter can be further addressed by the City Engineer and appropriate consultants.

{Moved by David R. Montague, Council Member, and seconded jointly by Andrew S. Friedberg, Mayor, and Gus E. Pappas, Council Member}

Mayor Friedberg opened the floor for questions and deliberation related to the motion. Following questions, Mayor Friedberg offered an amendment to clarify the motion as follows:

Amendment (No. 1):

To add to the motion the following: to forego the current approach to install five (5) foot sidewalks in residential areas, and instead install four (4) foot sidewalks in residential areas, until the matter can be further addressed by the City Engineer and appropriate consultants.

After confirming there was no objection to the amended language, Mayor Friedberg advised that the motion was amended by general consent.

Discussion and deliberation continued among members of the City Council. After the discussion, **Mayor Friedberg** restated the motion, as amended, and called for action.

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

- b. Consideration of and possible action on a request from the Public Works; Parks, Recreation, and Facilities; and Police Departments for City Council approval to purchase fourteen (14) vehicles, and authorizing the City Manager of the City of Bellaire, Texas to execute, for and on behalf of the City of Bellaire, Texas, any and all necessary documentation associated with the purchase of six (6) Ford F-150 trucks, three (3) Ford F-250 trucks, two (2) Ford Interceptor SUVs, and one (1) Ford Interceptor Sedan from Sam Pack's Five Star Ford in the amount of \$345,961.00; one (1) Chevrolet Tahoe from Caldwell County Chevrolet in the amount of \$35,063.00; and one (1) Ford F-250 truck from Silsbee Ford in the amount of \$31,685.00 – Submitted by Shawn Cox, Administrative Services Manager, City Manager's Office.

Mayor Friedberg read the caption for the agenda item and noted that the proposed ordinance associated with the item appeared at packet page 241. He entertained a motion to approve the request and adopt the ordinance as presented authorizing the purchase of 14 vehicles.

Motion:

To approve the request and adopt the ordinance as presented authorizing the purchase of 14 vehicles.

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

Mayor Friedberg opened the floor for questions and discussion related to the motion. After questions and discussion among members of the City Council, Mayor Friedberg noted a scrivener's error in the ordinance and indicated that "Caldwell County" should be changed to "Caldwell Country." Noting no further discussion, he called for action on the motion.

Minutes Acceptance: Minutes of Dec 18, 2017 7:00 PM (Adoption of Minutes:)

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

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

Community interest items from the Mayor and City Council included best wishes and expressions of thanks and appreciation to outgoing Mayor Pro Tem Roman F. Reed for his service to the community; expressions of best wishes and appreciation to Fire Chief Darryl Anderson on the announcement of his retirement; expression of congratulations to Shadae Martin for her recent award of a Master's Degree; report from Council Member Pollard regarding her attendance at the Patrons for Bellaire Parks Annual Workshop and her visit with the West University Place City Council during their meeting; expressions of thanks from Mayor Pro Tem Roman F. Reed to Mayor Friedberg and City Manager Paul A. Hofmann for their leadership, to members of the City Council for the privilege and honor to serve with them, to all City Staff for their hard work, and a special recognition of his wife, Sally Reed, for her support during his tenure on the City Council; expressions of welcome to Council Member-Elect Neil Verma; and wishes to everyone for a wonderful holiday season and Happy New Year.

G. Adjourn.

Mayor Friedberg announced that the Regular Meeting of the City Council of the City of Bellaire, Texas, was adjourned at 9:56 p.m. on Monday, December 18, 2017.

III. CLOSED MEETING

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

Mayor Friedberg called the Closed Meeting of the City Council of the City of Bellaire, Texas, to order at 9:56 p.m. on Monday, December 18, 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 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 | Absent* |
| Michael Fife | Council Member | Present |
| David R. Montague | Council Member | Present |

Also present were Paul A. Hofmann, City Manager; Alan P. Petrov, City Attorney; and Tracy L. Dutton, City Clerk. City Clerk Dutton did not participate in the closed portions of the closed meeting.

*Council Member McLaughlan departed after the Regular Session was adjourned at 9:56 p.m. and did not participate in the closed meeting.

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

Retire into closed meeting pursuant to the *Texas Government Code, Chapter 551, Open Meetings Act, Section 551.071, Consultation with Attorney; Closed Meeting*, to seek advice on legal matters related to the Linbeck construction contract; and

Continue pursuant to the *Texas Government Code, Chapter 551, Open Meetings Act, Section 551.074, Personnel Matters; Closed Meeting*, to deliberate the evaluation of the City Attorney of the City of Bellaire, Texas.

Mayor Friedberg announced that the City Council would retire into the Council Conference Room for the closed portion of the 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; and would continue pursuant to the *Texas Government Code, Chapter 551, Open Meetings Act, Section 551.074, Personnel Matters; Closed Meeting*, to deliberate the evaluation of the City Attorney of the City of Bellaire, Texas. Mayor Friedberg also announced that no action would be taken in the closed portion of the meeting and certified that the time was 9:56 p.m. on Monday, December 18, 2017.

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.

The Bellaire City Council reconvened in open meeting in the Council Chamber at 10:53 p.m. on Monday, December 18, 2017. **Mayor Friedberg** announced that the City Council had met in closed meeting for two permitted purposes, (1) to consult with the City's attorneys to seek advice on legal matters related to the Linbeck construction contract and (2) to deliberate the evaluation of the City Attorney.

Mayor Friedberg opened the floor for any motions that were in order.

Motion:

To approve the settlement of the Linbeck lawsuit as follows: (1) the payment of \$120,000 in full and final settlement of disputed change order no. 14; and (2) to reduce the City's retainage of funds relating to issues in dispute concerning the fountain to \$1,000, both parties reserving all rights with respect to those issues; and all according to the terms of Linbeck's December 15 settlement proposal.

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

Mayor Friedberg opened the floor for discussion on the motion. Hearing no discussion, action was taken on the motion.

| | |
|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Gus E. Pappas, Council Member |
| SECONDER: | Trisha S. Pollard, Council Member |
| AYES: | Friedberg, Reed, Pollard, Pappas, Fife, |

| | |
|----------------|------------|
| | Montague |
| NAYS: | None |
| ABSENT: | McLaughlan |

Mayor Friedberg referred to the second permitted purpose for the closed meeting, which was to deliberate the evaluation of the City Attorney. Mayor Friedberg reported that the City Council was pleased with the City Attorney's services and appreciated his increased efforts to communicate with the City Council through more frequent reporting.

Mayor Friedberg entertained a motion to renew the City Attorney's contract for another year according to the same terms as the City had been operating under for the past year.

Motion:

To renew the City Attorney's contract for another year according to the same terms as the City had been operating under for the past year.

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

Following a restatement of the motion by Mayor Friedberg, City Council acted on the motion.

| | |
|------------------|--|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Trisha S. Pollard, Council Member |
| SECONDER: | Michael Fife, Council Member |
| AYES: | Friedberg, Reed, Pollard, Pappas, Fife, Montague |
| NAYS: | None |
| ABSENT: | McLaughlan |

E. Adjourn.

Mayor Friedberg announced that the closed meeting was concluded and adjourned at 10:56 p.m. on Monday, December 18, 2017.



**SCHEDULED
ORDINANCE (ID # 2424)**

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, temporarily suspending the application of Chapter 27, Streets, Sidewalks and Public Places, Article V, Public Parks, Section 27-95, Curfew Imposed, of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of allowing the Optimist Club of Bellaire to hold their Annual Barbecue (BBQ) Fundraiser in the Feld Park parking lot located at 6406 Avenue B, Bellaire, Texas, with said suspension to commence at 11:00 p.m. on Friday, February 2, 2018, and end at 5:00 a.m. on Sunday, February 4, 2018 - Submitted by Cheryl Bright, Assistant Director of Parks, Recreation and Facilities, on behalf of the Optimist Club of Bellaire.

Background/Summary:

The Optimist Club of Bellaire is requesting to host their Annual Barbecue Fundraiser from February 2 - February 4, 2018, in the parking lot of Feld Park.

In order for this event to take place, the Optimist Club of Bellaire is asking for permission to extend the curfew in Feld Park from 11:00 p.m. Friday, February 2 thru 5:00 a.m. Sunday, February 4, 2018. Park curfew at Feld Park is from 11:00 p.m. until 5:00 a.m.

The Optimist Club of Bellaire would greatly appreciate City Council's consideration of suspending the curfew ordinance for this event to allow volunteers to stay overnight as they monitor the cooking of briskets and ribs for the fundraiser.

Ordinance has been reviewed by City Attorney.

Previous Council Action Summary:

The Optimist Club of Bellaire has received support of the Bellaire City Council in the past to host their Annual Barbecue Fundraiser in Feld Park.

Fiscal Impact:

NA

Recommendation:

Cheryl Bright, Assistant Director of Parks, Recreation and Facilities recommends that City Council accept and approve the request from the Optimist Club of Bellaire.

ATTACHMENTS:

- Optimist Letter to City Council 2018 (DOCX)
- Ordinance for Curfew Suspension Optimist Club Fundraiser 02.2018 (DOCX)

Optimist Club of Bellaire
P.O. Box 552
Bellaire, Texas 77402



(832) 782-7458
bellaireoptimists@gmail.com

December 14th, 2017

Mayor Friedberg & the Bellaire City Council Members,

The Bellaire Optimist Club has been involved in the Bellaire community since the 1950s. We are a non-profit group that serves to raise money for local youth. Our efforts have helped the Special Olympics, Boy Scouts, & Little League, in addition to providing funds for sports uniforms, clubs, and special school events. Our club awards up to \$10,000 in college scholarships every year for deserving students who show the spirit of volunteerism. Our members also have a long history of helping with city events like the Trolley Run, 4th of July Parade, and Holiday in the Park.

To make all these events possible, we have to raise a substantial amount of money. Our largest fundraiser every year is our Super Bowl Brisket and Rib Cook at Feld Park, here in Bellaire. We usually cook over 150 briskets and 200 racks of ribs over a 48 hour period! To get that done, we need the council's help.

The Bellaire Optimist Club would like to request the use of Feld Park for our annual cook. We will need the curfew suspended in order for us to cook through the night and for us to safeguard our equipment on the property. The dates of the cook are from Friday February 2nd starting at 10:00 am through Sunday February 4th around 3:00 pm. In addition to the ribs and briskets, we will have a softball tournament running on Friday evening through Saturday.

We will also need to close off part of the parking lot to place our cookers, but for the most part, the parking lot will still be available for the public. We appreciate your help and your consideration of our request!

Thanks so much!

Jason Flores
 President

Friend of Youth



ORDINANCE NO. 18-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, TEMPORARILY SUSPENDING THE APPLICATION OF CHAPTER 27, STREETS, SIDEWALKS AND PUBLIC PLACES, ARTICLE V, PUBLIC PARKS, SECTION 27-95, CURFEW IMPOSED, SUBSECTION (A), OF THE CODE OF ORDINANCES OF THE CITY OF BELLAIRE, TEXAS, FOR THE PURPOSE OF ALLOWING THE OPTIMIST CLUB OF BELLAIRE TO HOST THEIR ANNUAL BBQ FUNDRAISER IN THE PARKING LOT OF FELD PARK, 6406 AVENUE B, BELLAIRE, TEXAS 77401, FROM FRIDAY, FEBRUARY 2, 2018, THROUGH SUNDAY, FEBRUARY 4, 2018.

WHEREAS, the Optimist Club of Bellaire ("Optimists") desire to hold their annual BBQ Fundraiser in the parking lot of Feld Park, 6406 Avenue B, Bellaire, Texas, 77401, from Friday, February 2, 2018, through Sunday, February 4, 2018; and

WHEREAS, in order for the Optimists to monitor the cooking of briskets and ribs overnight during their annual BBQ Fundraiser, the Optimists have, by letter dated December 14, 2017, requested a temporary suspension of the application of Chapter 27, Streets, Sidewalks and Public Places, Article V, Public Parks, Section 27-95, Curfew Imposed, Subsection (a), of the Code of Ordinances of the City of Bellaire, Texas, to extend the curfew in Feld Park, 6406 Avenue B, Bellaire, Texas 77401, from 11:00 p.m. on Friday, February 2, 2018, until 5:00 a.m. on Sunday, February 4, 2018, for said event; **NOW, THEREFORE,**

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

Section 1. The recitals set forth above are true and correct.

Section 2. Chapter 27, Streets, Sidewalks and Other Public Places, Article V, Public Parks, Section 27-95, Curfew Imposed, Subsection (a), of the Code of Ordinances of the City of Bellaire, Texas, is hereby temporarily suspended for the Optimists' annual BBQ Fundraiser to be held in the parking lot of Feld Park, 6406 Avenue B, Bellaire, Texas 77401, from 10:00 a.m. on Friday, February 2, 2018, until 3:00 p.m. on Sunday, February 4, 2018.

Section 3. Said temporary suspension of Chapter 27, Streets, Sidewalks and Other Public Places, Article V, Public Parks, Section 27-95, Curfew Imposed, Subsection (a), of the Code of Ordinances of the City of Bellaire, Texas, shall commence at 11:00 p.m. on Friday, February 2, 2018, in Feld Park, 6406 Avenue B, Bellaire, Texas 77401, and said suspension shall not apply to any other person or activity.

Section 4. Said suspension of Chapter 27, Streets, Sidewalks and Other Public Places, Article V, Public Parks, Section 27-95, Curfew Imposed, Subsection (a), of the Code of Ordinances of the City of Bellaire, Texas, shall terminate at 5:00 a.m. on Sunday, February 4, 2018, in Feld Park, 6406 Avenue B, Bellaire, Texas 77401, at which time said section and chapter of the Code of Ordinances of the City of Bellaire, Texas, shall be fully reinstated as if never suspended.

PASSED, APPROVED, and ADOPTED this, the 22nd day of January, 2018.

(SEAL)

ATTEST:

SIGNED:

Tracy L. Dutton, TRMC
City Clerk

Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

Mayor and Council

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



Meeting: 01/22/18 05:30 PM
Department: Development Services
Category: Amendment
Department Head: ChaVonne
Sampson
DOC ID: 2378

SCHEDULED**ACTION ITEM (ID # 2378)****Item Title:**

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending Chapter 24, Planning and Zoning, Article IV, Planning Documents and Official Map, Section 24-403, Official Zoning District Map, of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of rezoning properties addressed as 5217 and 5221 Palmetto Street from R-4 Residential District to R-5 Residential District - Submitted by ChaVonne Sampson, Interim Director of Development Services.

Background/Summary:

On December 18th, 2017, the City Council held a public hearing on a zoning application filed by John Parker, for the properties located at 5217 & 5221 Palmetto. The applicant requests an amendment to the City's Official Zoning District Map to re-zone the two properties from their current designation of R-4, Residential District, to R-5, Residential District. If approved, the re-zoning would allow an application for a residential planned development.

During the public hearing, five (5) public comments were received that spoke against the application citing concerns such as an increase in density/lot coverage and flooding in the area.

It is important to keep in mind that no project is currently being proposed, and that the request before the City Council is simply to re-zone the properties at 5217 & 5221 Palmetto from the R-4 Zoning District to the R-5 Zoning District. Based on the size of the lots in question, and prior to a planned development being approved by the Planning & Zoning Commission and City Council, this change in zoning would have no impact on the standard zoning regulations that the lots must follow. A comparison of zoning district regulations is attached.

History of Townhome Development

Trenton Place, the development to the north and east of to the two properties in question was created in the late 60's or early 70's, when a number of lots were subdivided to permit townhomes. However, the two properties on either end of Palmetto Street were not included in the development and kept their current designation, which at the time was R-3 Residential. These properties were 5201, 5203, 5217 and 5221 Palmetto.

Recommendation

Upon review of the application and based on the information provided, the Interim Director of Development Services recommends approval of the request.

ATTACHMENTS:

- Zoning District Regulations (PDF)
- Proposed R4 to R5 (2)(PDF)
- Ordinance Updating Official Zoning District for Palmetto properties (00193240) (DOC)
- Written Comment Log for January 22 2018 - Rezoning of 5217 and 5221 Palmetto Street Properties (PDF)

CITY OF BELLAIRE
STANDARD ZONING REGULATIONS

NOTE: THE BUILDER IS RESPONSIBLE FOR CHECKING FOR DEED RESTRICTIONS

| | R-1 | R-3 | R-4 | R-5 |
|---|-------------------|---|--|--|
| MINIMUM LOT AREA | 14,000 SQ. FT. | 7,400 SQ. FT. | 5,000 SQ. FT. | 5,000 SQ. FT. |
| MINIMUM LOT WIDTH | 80 FT. | 60 FT. | 50 FT. | 50 FT. |
| MINIMUM LOT DEPTH | 125 FT. | 100 FT. | 100 FT. | 100 FT. |
| MAXIMUM BUILDING HEIGHT | 2 ½ STORIES ***** | 2 ½ STORIES***** | 2 ½ STORIES***** | 2 ½ STORIES***** |
| MINIMUM FLOOR AREA | 1,600 SQ. FT. | 1,250 SQ. FT. | 1,100 SQ. FT. | 1,100 SQ. FT. |
| FRONT YARD SETBACK | 50 FT. | 30 FT. | 25 FT. | 25 FT. |
| SIDE YARD SETBACK Main Structure & Attached Accessory Structure | 8 FT. | 6 FT. (LOTS <= 90' WIDTH) 8 FT. (LOTS > 90' WIDTH) | 5 FT. (LOTS < 70' WIDTH) 6 FT. (LOTS > 70' WIDTH & EQUAL TO OR < 90' WIDTH) 8 FT. (LOTS > 90' WIDTH) | 5 FT. (LOTS < 70' WIDTH) 6 FT. (LOTS > 70' WIDTH) 8 FT. (LOTS > 90' WIDTH) |
| SIDE YARD SETBACK FOR: | | | | |
| ARCHITECTURAL FEATURES (BAY WINDOW, ROOF EAVES)** | 3 FT. | 3 FT. | 3 FT. | 3 FT. |
| DETACHED ACCESSORY STRUCTURE*** | | | | |
| CORNER LOT | 10' ON SIDE ST. | 10' ON SIDE ST. | 10' ON SIDE ST. | 10' ON SIDE ST. |
| INTERIOR LOT | 3 FT. | 3 FT. | 3 FT. | 3 FT. |
| DRIVEWAY | 2 FT. | 2 FT. | 2 FT. | 2 FT. |
| REAR YARD SETBACK HOUSE and ATTACHED ACCESSORY STRUCTURE*** | 10 FT. | 10 FT. | 10 FT. | 10 FT. |
| DETACHED ACCESSORY STRUCTURE*** | 5 FT. | 5 FT. | 5 FT. | 5 FT. |
| MAXIMUM LOT COVERAGE***** | 55% | 55% | LOTS < OR EQUAL TO 7000 SF : 60% LOTS > THAN 7000 SF: 4200 SF OR 55% | 55% 60% on Planned Dev |
| ON-SITE PARKING PER DWELLING UNIT | 2 | 2 | 2 | 2 |

*Exception – TV antennas 40 ft. & radio communication antennas 60 ft. from top of natural grade

** Fireplaces and Balconies are not architectural features

***Accessory structures include storage buildings, garages, and swimming pools

****Anything placed on a lot: house/garage footprint, driveways, sidewalks, patios, paved decks, (50% wooden decks), storage buildings

*****Maximum ridge height 35'-6" from top of lowest air-conditioned floor – second story top plate maximum 25 ft.

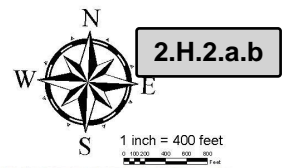
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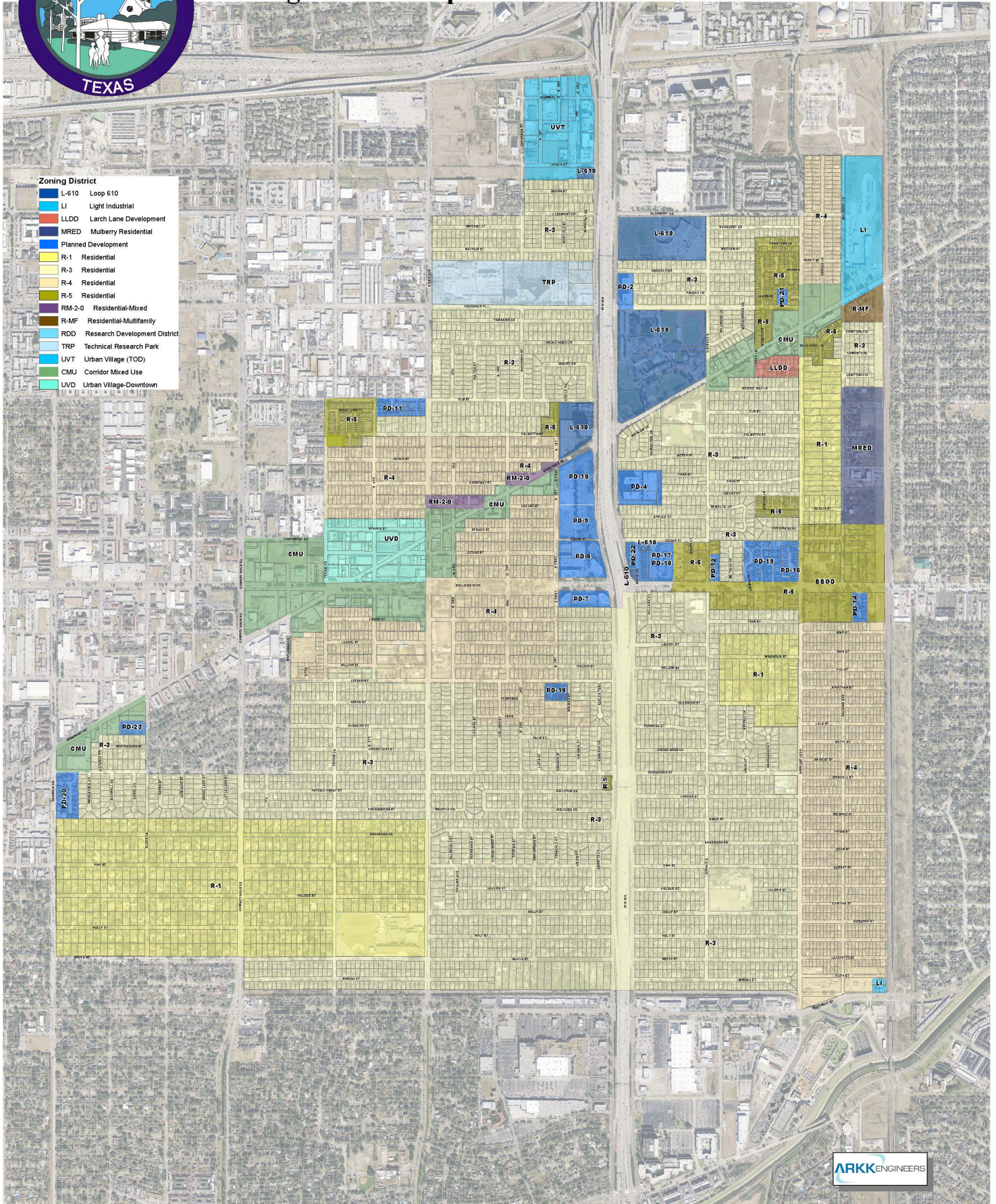
Proposed MAP CHANGE

City of Bellaire, Texas

Zoning District Map



- Zoning District**
- L-610 Loop 610
 - LI Light Industrial
 - LLDD Larch Lane Development
 - MRED Mulberry Residential
 - Planned Development
 - R-1 Residential
 - R-3 Residential
 - R-4 Residential
 - R-5 Residential
 - RM-2-0 Residential-Mixed
 - R-MF Residential-Multifamily
 - RDD Research Development District
 - TRP Technical Research Park
 - UVT Urban Village (TOD)
 - CMU Corridor Mixed Use
 - UVD Urban Village-Downtown



ARKK ENGINEERS

Attachment: Proposed R4 to R5 (2) (2378 : 5217 & 5221 Palmetto Rezoning-Consideration)

ORDINANCE NO. 18-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING CHAPTER 24, PLANNING AND ZONING, ARTICLE IV, PLANNING DOCUMENTS AND OFFICIAL ZONING MAP, SECTION 24-403, OFFICIAL ZONING DISTRICT MAP, OF THE CODE OF ORDINANCES OF THE CITY OF BELLAIRE, TEXAS, FOR THE PURPOSE OF REZONING PROPERTIES ADDRESSED AS 5217 AND 5221 PALMETTO STREET FROM R-4 RESIDENTIAL DISTRICT TO R-5 RESIDENTIAL DISTRICT.

WHEREAS, John Parker, executor of the estate of Virginia W. Bohn, owner of the property at 5217 Palmetto Street, for and on behalf of the estate and Johnnie D. Smith, owner of the property at 5221 Palmetto Street, filed an application for an amendment to the Official Zoning District Map to rezone 5217 and 5221 Palmetto Street from the R-4 Residential District to the R-5 Residential District pursuant to Chapter 24, Section 24-603 of the Code of Ordinances of the City of Bellaire, Texas; and

WHEREAS, the Planning and Zoning Commission of the City of Bellaire, Texas ("Planning and Zoning Commission"), did, by memorandum dated November 9, 2018, from Dirk Stiggins, Chairman of the Planning and Zoning Commission, recommend to the City Council of the City of Bellaire, Texas, the amendment of Chapter 24, Planning and Zoning, Article IV, Planning Documents and Official Zoning Map, Section 24-403, Official Zoning District Map, of the City Code, for the purpose of rezoning properties addressed as 5217 and 5221 Palmetto Street from the R-4 Residential District to the R-5 Residential District; and

WHEREAS, the City Council of the City of Bellaire, Texas ("City Council"), after duly giving notice as required by law, held a public hearing on the 18th day of December 2017, at 7:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401, for the purpose of hearing any and all persons desiring to be heard on or in connection with any matter or question involving the amendment of Chapter 24, Planning and Zoning, Article IV, Planning Documents and Official Zoning Map, Section 24-403, Official Zoning District Map, of the City Code, for the purpose of rezoning properties addressed as 5217 and 5221 Palmetto Street from the R-4 Residential District to the R-5 Residential District; and

WHEREAS, the City Council, having duly received the memorandum of recommendation of the Planning and Zoning Commission and having held a public hearing on the proposed amendments included within the recommendation, considered the

recommendation at its regular meeting held on the 22nd day of January, 2018; **NOW, THEREFORE,**

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

Section 1. THAT the recitals set forth above are found to be true and correct.

Section 2. THAT the *Code, Chapter 24, Planning and Zoning, Article IV, Planning Documents and Official Zoning Map, Section 24-403, Official Zoning District Map*, is hereby amended for the purpose of updating the map to rezone the properties addressed as 5217 and 5221 Palmetto Street from the R-4 Residential District to the R-5 Residential District. The amended Zoning District Map shall supersede and replace the existing Zoning District Map for all purposes.

Section 3. THAT as soon as practicable, the Official Zoning District Map as maintained in the office of the City Clerk, office of the Zoning Official and office of the Building Official shall be amended as set forth herein.

Section 4. THAT all portions of the *Code, Chapter 24, Planning and Zoning*, not specifically amended hereby shall remain in full force and effect.

Section 5. THAT all ordinances and any parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

Section 6. THAT if any word, phrase, clause, sentence, paragraph, section, or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances shall be affected thereby.

Section 7. THAT the City Council officially finds, determines, and declares that a sufficient written notice of the date, hour, place, and subject of each meeting at which this Ordinance was discussed, considered, or acted upon was given in the manner required by the *Texas Open Meetings Act*, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration, and action. The City Council ratifies, approves, and confirms such notices and the contents and posting thereof.

Section 8. THAT this Ordinance shall be effective immediately upon its passage and adoption.

PASSED, APPROVED and ADOPTED the 22nd day of January, 2018.

Andrew 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 January 22, 2018

**Issue: Application to Rezone 5217 and 5221 Palmetto Street
from R-4 Residential District to R-5 Residential District**

- 1) John Parker (December 20, 2017);
- 2) Judith Forbes (January 15, 2018);
- 3) Homeowners of Trenton Place Townhouses (January 17, 2018); and
- 4) Scott J. Davenport, The Davenport Law Firm, P.C. (January 18, 2018).

John Parker
5403 Bellaire Blvd.
Bellaire, TX 77401
713-664-1359

December 20, 2017

City Council of Bellaire
City of Bellaire
7008 S. Rice
Bellaire, TX 77401

Dear Ladies and Gentlemen:

I am sending this to respond to the speakers at the December 18, 2017 public hearing concerning the rezoning request for 5217 and 5221 Palmetto. Just to restate, I am not requesting a spot zoning for these properties. I am requesting that the properties be rezoned to the same category as the properties to the North and East of the subject properties. R-5 zoning allows for single family homes with the same building restrictions as R-4. The only difference is the **possibility** for a builder to petition the city for a planned development similar to the properties to the North and East.

I walked away from the meeting with the feeling that there were three objections to this rezoning. Building requirements, flooding, and the beauty of the property. All of these issues would necessarily be under the control of the current building codes, planning and zoning, and council. It is easy for those who do not want change to come forward and oppose it. When I bought my home 42 years ago, there were very few multi-story homes in Bellaire and I did not and do not like that I am currently surrounded by multi-story homes that tower over my back yard, but the trend has been to tear down the bungalows and replace them with larger multi-story homes. It is impossible to build multi-story homes on lots the size of Bellaire properties and have the kind of back yard privacy the speakers would like, but current building codes and zoning allowances allow those structures without variances to the codes.

Two of the speakers from the Beech Street properties were concerned about the building of a multi-story home or town homes on the properties. Both of their properties are the result of tearing down a single-story home and building a multi-story home in its place without regard to the privacy in the back yards of their neighbors. Current building codes allow for properties to be built to heights in excess of 30' and cover 55% of the property. Both of the subject properties are 65+ years old and are not the type of structures that are currently being purchased for residences in Bellaire. The cost to renovate the properties would be excessive and in the end, much smaller than has become the standard on lots of this size in Bellaire. In short, they will be torn down and replaced by the next owners.

Two of the speakers were residents of the town-house development to the north of the properties. They live in homes that were developed when the property was approved for the planned development that is currently in place. Their homes are the result of a previous residence being demolished and redeveloped.

As to the opposition on the basis of the "beauty of the property", I hope the future owners realize the beauty of the property and develop it accordingly, but I have no control over that and we cannot have the property sit vacant (the house at 5217 is uninhabitable) and continue to deteriorate. If these people wish to maintain the property as a "green space" they are more than welcome to make an offer on the property, tear down the house and maintain it for that purpose.

The flooding concern is one that is a problem in most of the Houston area. I know the history of this area of Bellaire concerning flooding from 1949 to the present. Neither of these homes have ever flooded. The city of Bellaire has included requirements in the current building standards to address this issue and

currently is studying additional ways to mitigate home flooding. The streets in this part of Bellaire have always done the job they were designed to do, hold excess water that would possibly flood homes during heavy rain periods. Flooded streets are a nuisance, but they serve a purpose and if built and maintained correctly help to alleviate the flooding of the surrounding properties.

Thank you for your consideration of this issue and your service to the City.

Yours Truly

A handwritten signature in black ink, appearing to read "John Parker". The signature is fluid and cursive, with the first name "John" and last name "Parker" clearly distinguishable.

John Parker
Executor of the Estate of Virginia W. Bohn
Resident - 5003 Tamarisk.



Separator Sheet
Written Comment Log
January 22, 2018

Tracy Dutton

From: Andrew Friedberg
Sent: Tuesday, January 16, 2018 10:23 AM
To: Tracy Dutton
Subject: Fw: Proposed Re-Zoning of 5217 Palmetto and 5221 Palmetto

From: JUDY FORBES [REDACTED]
Sent: Monday, January 15, 2018 7:03 PM
To: Andrew Friedberg; Michael Fife; Roman Reed; David Montague; Trisha Pollard; Gus Pappas
Subject: Proposed Re-Zoning of 5217 Palmetto and 5221 Palmetto

Honorable Mayor and City Council:

I am a Bellaire homeowner at 6310 Meredith Drive, very close to the properties at 5217 Palmetto Street and 5221 Palmetto. These two properties are the subject of a public hearing for consideration for re-zoning from R4 (single family homes) to R5, which would allow planned development to include townhomes, patio homes and multifamily dwellings. The reason cited for requesting the re-zoning is that a buyer has not yet been found to purchase the single-family property at 5217 Palmetto.

The single family homes on this end of Palmetto have large lots and very old stately trees and provide shade and green space in this part of Bellaire, where there is very little green space and public parks. We also have experienced a significant amount of flooding during recent hurricanes. I do not think that allowing the subdividing of these residential lots for a multi-housing development takes into account the problem of Palmetto Street's flooding. Also, it seems reasonable to me that demand is high for for a single-family home lot in Bellaire, despite what has been said otherwise. I was under the impression that our City governance has, historically, taken a protective stance against removal of large, mature trees. It seems the City would want to protect and preserve the enormous trees at 5217 and 5221 Palmetto. Construction of multi-family dwellings would endanger these huge trees.

I sympathize with the new homeowners on adjacent Beech Street who meticulously planned homes to include some peace and privacy, only to find it threatened because a seller and/or agent wants to re-zone these lots on Palmetto to expedite a sale. I do not see any urgency to completely disrupt the character and peace of our neighborhood. I think it will only open the door for others to attempt to re-zone in other quiet, single family residential streets in Bellaire. Nearby these Palmetto properties, I see folks who are outside in the mornings, afternoons, and evenings – walking, running, pushing baby carriages, exercising their dogs -- just trying to enjoy a little bit of peace, tranquility, and nature in this inner city environment. Please help us preserve this small bit of open space, not only for its shade and aesthetics, but also to help with the flood control that is sorely needed in this neighborhood. Honorable Mayor and Council – please oppose the re-zoning of 5217 and 5221 Palmetto.

Thank you very much.
 Judith Forbes
 6310 Meredith Drive

Attachment: Written Comment Log for January 22 2018 - Rezoning of 5217 and 5221 Palmetto Street Properties (2378 : 5217 & 5221 Palmetto



Separator Sheet
Written Comment Log
January 22, 2018

January 17, 2018

Andrew Friedberg, Mayor
 Roman Reed, Mayor Pro Tem
 Gus Pappas, Council Member
 Michael Fife, Council Member
 Trisha Pollard, Council Member
 Pat McLaughlin, Council Member
 David, Montague, Council Member
 City of Bellaire
 7008 S. Rice Ave.
 Bellaire, Texas 77401

Via Hand Delivery

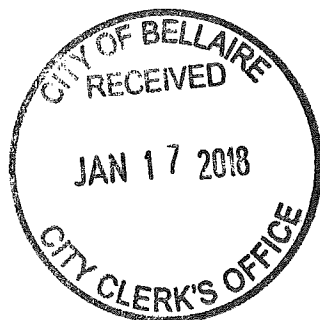
Re: Proposed rezoning application for 5217 and 5221 Palmetto Street

Dear Mr. Mayor and City Council Members

Enclosed please find a written submission in opposition to the requested rezoning of the properties at 5217 and 5221 Palmetto Street. The submission is titled: "Letter of the Undersigned Homeowners of Trenton Place Townhouses in Opposition to the Rezoning of Properties at 5217 and 5221 Palmetto Street from R4 to R5." The submission comprises 7 pages (36 signatures), with the text of the letter on each page followed by one or more signatures of homeowners of Trenton Place Townhouses.

Please consider the enclosed letter when you next take up the request for rezoning of the referred-to properties.

Thank you for your consideration.



Sherri Cooley
 Sherri Cooley
 Homeowner
 5212 Palmetto St.
 Bellaire, Texas 77401
 Trenton Place Townhouses

Enclosure

Letter of the Undersigned Homeowners of Trenton Place Townhouses in Opposition to the Rezoning of Properties at 5217 and 5221 Palmetto Street from R4 to R5

Trenton Place Townhouses are located across Palmetto Street from the two properties at issue, 5217 and 5221 Palmetto Street. We, the undersigned homeowners of Trenton Place Townhouses, hereby formally advise the City of Bellaire that we vigorously oppose the rezoning of the referred-to Palmetto Street properties for the following reasons:

1. We are deeply concerned about future flooding in the area. Any significant/heavy rains will ultimately lead to some form of flooding since Palmetto Street is higher at the western end of the block where the referred-to properties are located, and the water flows to the east and north towards our townhouse complex. Any conversion of these single-family residences to a planned development including, for example, townhouses or multifamily dwellings, will necessarily increase the square footage of concrete covering the ground, diminishing the area of ground surface that can absorb water and causing further problems of flooding in the area; and

2. The referred-to properties comprise extra-large green spaces with very large, mature trees and much additional greenery. This extraordinary landscape, which is of significant value to the City of Bellaire and certainly to the immediate neighborhood, will be destroyed by allowing an R5-type development to be erected on these properties.

Therefore, we homeowners of Trenton Place Townhouses oppose the request to rezone the properties at 5217 and 5221 Palmetto Street from R4 to R5.

| # | Address | Printed Name | Signature | Date |
|---|---------------|---------------------------|------------------------|---------|
| | 5212 Palmetto | Sherri Cooley | <i>Sherri Cooley</i> | 1/13/18 |
| | 5214 Palmetto | Janis Giles | <i>Janis Giles</i> | 1/17/18 |
| | 5204 Palmetto | Nick & Karen Jamison | <i>Nick Jamison</i> | 1/13/18 |
| | 5216 Palmetto | Esmeralda & Tim Henderson | <i>E. Henderson</i> | 1/13/18 |
| | 5206 Palmetto | Eric Williamson | <i>Eric Williamson</i> | 1/13/18 |
| | 5210 Palmetto | Zhong Zhou & Shijing Qu | <i>Shijing Qu</i> | 1/14/18 |

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| # | Address | Printed Name | Signature | Date |
|---|---------------------------|-----------------|------------------------|--------------|
| | 5208 WOODLAWN PLACE | RICHARD ZAMECKI | <i>Richard Zamecki</i> | Jan. 9, 2018 |
| | 5214 Woodlawn Pl. | Sandra J. Lee | <i>Sandra Lee</i> | 1-9-18 |
| | 5216 WOODLAWN PL. | MARIA HOLI | <i>by My</i> | 1-9-18 |
| | 5200 Woodlawn Pl | Stephanie DeMAN | <i>Stephanie DeMan</i> | 1.9.18 |
| | 5210 Woodlawn Pl | Yifei Wan | <i>Yifei</i> | 1/11/18 |
| | 5212 Woodlawn Pl. | RAJ PRUTHI | <i>Raj Pruthi</i> | 1/13/18 |

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| # | Address | Printed Name | Signature | Date |
|---|---------------|-------------------------------------|-------------------------------------|----------------------|
| | 5207 Woodlawn | Deborah A Akadi | Odorha Akadi | 1/10/18 |
| | 5205 Woodlawn | Ann Guggenbuhler Karin Grunicher | Ann Guggenbuhler Karin Grunicher | 1/10/18 1/10/2018 |
| | 5201 Woodlawn | Leland Furr | Leland Furr | 1-10-2018 |
| | 5203 Woodlawn | Jamilla Luckford | J. R. Luckford | 1-11-11 |
| | 5200 Palmetto | Claude Bitner | Claude Bitner | 1-17-18 |
| | | | | |

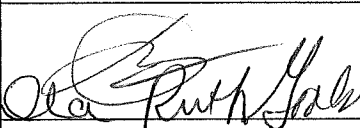
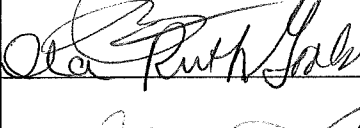
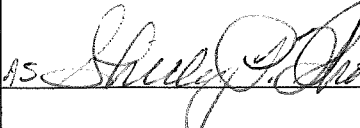
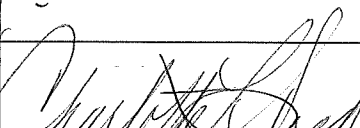
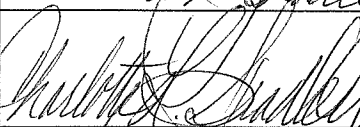
Letter of the Undersigned Homeowners of Trenton Place Townhouses in Opposition to the Rezoning of Properties at 5217 and 5221 Palmetto Street from R4 to R5

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Therefore, we homeowners of Trenton Place Townhouses oppose the request to rezone the properties at 5217 and 5221 Palmetto Street from R4 to R5.

| # | Address | Printed Name | Signature | Date |
|---|---------------|--------------------|--|----------|
| | 5244 Woodlawn | Galina Bychkova |  | 01-08-18 |
| | 5224 Woodlawn | Ira Ruth Goolsby |  | 1-9-18 |
| | 5233 Woodlawn | Shirley P. Thomas |  | 1-11-18 |
| | 5208 Palmetto | Charlotte Spradley |  | 1/14/18 |
| | 6300 Meredith | Charlotte Spradley |  | 1/14/18 |
| | | | | |
| | | | | |

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| # | Address | Printed Name | Signature | Date |
|------|--------------------------------------|-----------------|-----------------|----------|
| 6315 | Meredith dr. Bellaire TX | Aynis Rodriguez | Aynis Rodriguez | 1/8/2017 |
| 6313 | 6313 Meredith Dr 77401 | John Ross | John Ross | 1/10/18 |
| 6314 | 6314 Fessenden St | Senzu Martin | Senzu Martin | 1/10/18 |
| 6318 | 6318 Fessenden St. Bellaire 77401 | Cheryl M. Riehl | Cheryl M. Riehl | 1/14/18 |
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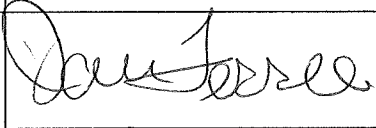
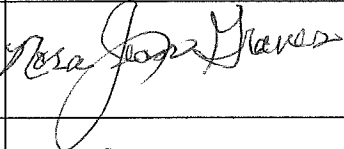


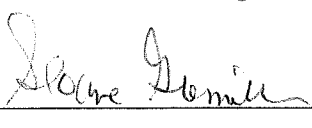
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| # | Address | Printed Name | Signature | Date |
|---|-------------------|--------------------------------|--|---------|
| | 5215 Woodlawn | Jan Ferrell |  | 1-10-18 |
| | 5229 Woodlawn Pl. | ^{Nora} Jean Graves |  | 1-18-18 |
| | 5225 Woodlawn | John Meltzer |  | 1-14-18 |
| | 5227 Woodlawn | THERESA DRAGO |  | 1-14-18 |
| | 5223 Woodlawn | Sloane Gremillion |  | 1-15-18 |
| | | | | |

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| # | Address | Printed Name | Signature | Date |
|---|------------------------------|-------------------|------------------------|---------|
| | 6302 Meredith Dr. | ABBY SMITH | <i>Abby Smith</i> | 1/13/18 |
| | 6312 Meredith Dr. | Dora Pulido | <i>Dora Pulido</i> | 1/13/18 |
| | 6320 Meredith Drive 77401 | Jill Q. Collins | <i>Jill Q. Collins</i> | 1/13/18 |
| | 6310 Meredith 77401 | Judith Forbes | <i>Judith Forbes</i> | 1/14/18 |
| | 5206 Woodlawn Bellaire 77401 | Harriet D. Schubb | <i>H. Schubb</i> | 1-14-18 |
| | | | | |



Separator Sheet
Written Comment Log
January 22, 2018

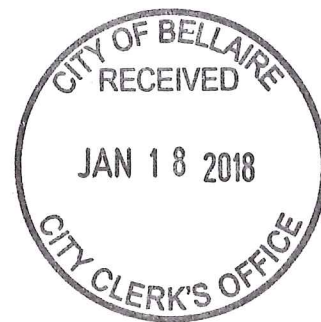


SCOTT J. DAVENPORT
 Board Certified, Personal Injury Trial Law
 Texas Board of Legal Specialization
 ✉ scottd@davenport-law.com

January 18, 2017

Via Hand Delivery

Andrew Friedberg – Mayor
 Roman Reed – Mayor Pro Tem
 Gus Pappas – Council Member
 Michael Fife – Council Member
 Trisha Pollard – Council Member
 Pat McLaughlan – Council Member
 David Montague – Council Member
 City of Bellaire
 7008 S. Rice Ave.
 Bellaire, TX 74401



Re: Opposition to Proposed rezoning application for 5217 Palmetto and 5221 Palmetto (R4 to R5)

Honorable Mayor Friedberg and City Council Members:

Thank you for the opportunity to come before you during the special session meeting of City Council that occurred on December 18, 2017 for the purposes of holding a public hearing on the application to rezone the above-referenced properties from R4 to R5.

As you heard from myself (representing the 5222/5220 Beech Street Homeowner), the 5218 Beech Homeowner (Mrs. Jingying Lei), the 5214 Beech Homeowner (Mr. Ruben Rosof), and various neighboring Trenton Place Townhouse owners, we vigorously oppose the rezoning of the two Palmetto properties referenced-above.

During that city council meeting, I submitted to you a real estate expert report from Trend Setter Realty, LLC, which listed out the numerous reasons why we opposed the rezoning of the Palmetto properties. A courtesy copy is attached hereto. In particular, my client and his family are very concerned that the economic damage to their property in the way of reduced market value is significant and should not be ignored. We are concerned that during the course of the hearing and the prior proceedings, the only positions heard and were considered are the Palmetto property owners. Please keep in mind the Palmetto property owners have only one intention, to sell the property and no longer reside in the area. Once they are gone, the new property owner is

2009 Lubbock Street ♦ Houston, Texas 77007 ♦ Telephone: 713.963.4898 ♦ Telecopier: 713.963.4899

free to build whatever property they so choose, so long as it complies with the various zoning and building regulations for the City of Bellaire. Meanwhile, the Beech Street property owners plan on being there for a very long time and will be stuck with this completely different home structure immediately behind their properties.

As we tried to express, this is not what my clients bargained for or considered when they purchased the property and built their beautiful home valued at over \$1mm. Similarly, the other Beech Street homeowners feel the same way. This transient property owner should not be allowed to rezone the property for purposes of selling it to a developer for the sole purpose of putting up a multi-family unit property. As discussed in the attached Final Realtor Report, this will devalue the property, and it will cause significant privacy issues in a negative manner to the Beech Street homeowners.

You also heard other reasons from the other homeowners as to why they vigorously opposed this rezoning. We even heard from multiple townhome owners and their opposition to the request to rezone the Palmetto properties.

For your consideration, I am enclosing again the Final Realtor Report together with the photographs that we submitted of my client (5222/5220 Beech Street Homeowner) property showing the current single-family residence property immediately behind it. The homeowners at 5218 Beech Street, 5216 Beech Street, 5214 Beech Street, and 5212 Beech all join in this objection for the same and/or similar reasons to the rezoning application for the Palmetto properties. Trenton Place Townhouse Association has also submitted their written opposition comments, joined by almost 40 households from the townhomes opposing the rezoning of the two Palmetto properties.

I will also remind you that the 5221 Palmetto homeowners have shown no interest in selling their property. The house is not on the market for sale, and has never (in recent history) been on the market according to HAR listings. So there can be no determination of any potential economic loss by these homeowners as they have made no efforts to sell the property and apparently have no intentions to sell. Further, given they are not listing the property for sale at this time, there is no basis for re-zoning of the property.

And as you will see in our attached realtor report, converting the 2 properties in question to townhomes will actually lower the price per s.f obtainable for these 2 Palmetto properties significantly. The applicant's argument that they are suffering from a diminished economic rights is simply not true. Moreover, having the townhomes directly behind the Beech homeowner's property will negatively affect the value of the Beech homeowner's property. Beech homeowners purchased their lots with the expectation of privacy and the fact that here was a single-family lot behind them. They erected the appropriate fence to create their privacy. Having a much larger, multi-family property directly behind their house/property will result in a loss of that privacy for this family, and thus a loss in market value for the property.

Please file this written opposition with the City records. Please consider the Beech homeowners position and harm to them, this evidence, and all other submitted evidence when making your decision. Please contact me if you need any further information.

Sincerely,

THE DAVENPORT LAW FIRM, P.C.

/s/ Scott J. Davenport

Scott J. Davenport

SJD/mm

Enclosures: Trendsetter Realtor Report
Photographs



TREND SETTER REALTY, LLC
7211 Regency Square Blvd., Suite 154
Houston, Texas 77036
Tel: (713) 333-7206
Fax: (713) 333-7205

Pavnuty Abraham
Tel: (713) 542-7200
Fax: (713) 333-7205
noutymax@gmail.com

December 15, 2017

To whom it may concern:

My name is Nouty Abraham. I am a licensed real estate agent in the State of Texas.

I am very familiar with property sales and valuations in the City of Bellaire and in particular, the area around Beech St./Ferris St./Palmetto St. I was the realtor who helped home owners in February 2015 purchase the lots located at 5222 Beech and 5220 Beech ("Beech homeowners"). They are in the final stages of completing the construction of their beautiful new home on those lots. Behind their property are the 2 Palmetto lots in question. One of the most appealing factors for these properties was the privacy afforded these lots given the location and the surrounding neighbors and having single-family houses behind their lots:



July 20, 2009
Memorandum
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As seen below, the homeowners are also building a beautiful custom pool on the lot surrounded by an 8 ft fence for privacy. The roof of the 5221 Palmetto lot can be seen from the pool and backyard:



I am aware of the efforts by the property owners of 5217 and 5221 Palmetto Street to re-zone the 2 lots to support R-5 Residential Zoning District for the purpose of building townhomes on the lots. The reasons for the applicants gave for the request to re-zone are:

1. The Palmetto Property owners "economic rights are diminished by being restricted to single family dwellings"
2. Reverting to original re-zoning "will re-establish economic value"
3. They are having a hard time selling the 5217 Palmetto property.

The Beech homeowners oppose such a re-zoning and assert there are no legitimate or acceptable reasons to re-zone because:

1. The 2 proposed Palmetto lots would be converted to multi-family residential properties/townhomes.

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2. Beech homeowners purchased their lots with the expectation of privacy and a single family lot behind them. Having a multi-family property directly behind their house/property will result in a loss of privacy.
3. Beech homeowners will suffer diminished economic value of their property if the 2 Palmetto lots are re-zoned to allow multi-family properties/townhomes.

ANALYSIS

5221 Palmetto

The property is a lovely residential house on a large lot, and has been owned and occupied by the Smith family since January 1988 - almost 30 years:



This house sits directly behind the Beech home owners property. You can see the picture below from the pool view and the only visible sight is the 5221 Palmetto roof, behind the fence erected by Beech property home owners:

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I personally spoke with the 5221 Palmetto homeowners several months ago about their desire to sell the house. They told me they were not interested in selling the house at that time. The house is not on the market for sale, and has never (in recent history) been on the market according to HAR listings. So there can be no determination of any potential economic loss by these homeowners as they have made no efforts to sell the property and apparently have no intentions to sell. Further, given they are not listing the property for sale at this time, there is no basis for re-zoning of the property.

5217 Palmetto

Clearly, the 5217 Palmetto lot owner intends to sell the property to a developer. They will tear down the existing home and convert the property to a multi-family residential properties/townhomes.

There is no evidence or analysis that the property has or will suffer a diminished economic value. Taking a longer time to sell the property is

Currently, the 5217 Palmetto property is valued on HCAD at \$522,000. It is listed on HAR for a sales price of \$550,000. This amounts to a sales price of approximately \$272 per s.f. In reviewing the property sales in the area for the past year or so for similar properties, this \$272 per s.f. is in the range of valuation. My research shows that the price per square foot for a valuation of residential homes in the area ranges from \$272-\$292 whereas a townhome sale is approximately \$161-203 price per s.f. This is roughly a 25%-40% reduced value for the townhome sales.

Attachment: Written Comment Log for January 22 2018 - Rezoning of 5217 and 5221 Palmetto Street Properties (2378 : 5217 & 5221 Palmetto

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Converting the 2 properties in question to townhomes will actually lower the price per s.f obtainable for these 2 Palmetto properties significantly. Their argument that they are suffering from a diminished economic rights is simply not true.

Moreover, having the townhomes directly behind the Beech homeowners property will negatively affect the value of the Beech homeowners property. Beech homeowners purchased their lots with the expectation of privacy and the fact that here was a single family lot behind them. They erected the appropriate fence to create their privacy. Having a much larger, multi-family property directly behind their house/property will result in a loss of that privacy for this family, and thus a loss in market value for the property.

Sincerely,

DocuSigned by:

Pavnuty Abraham



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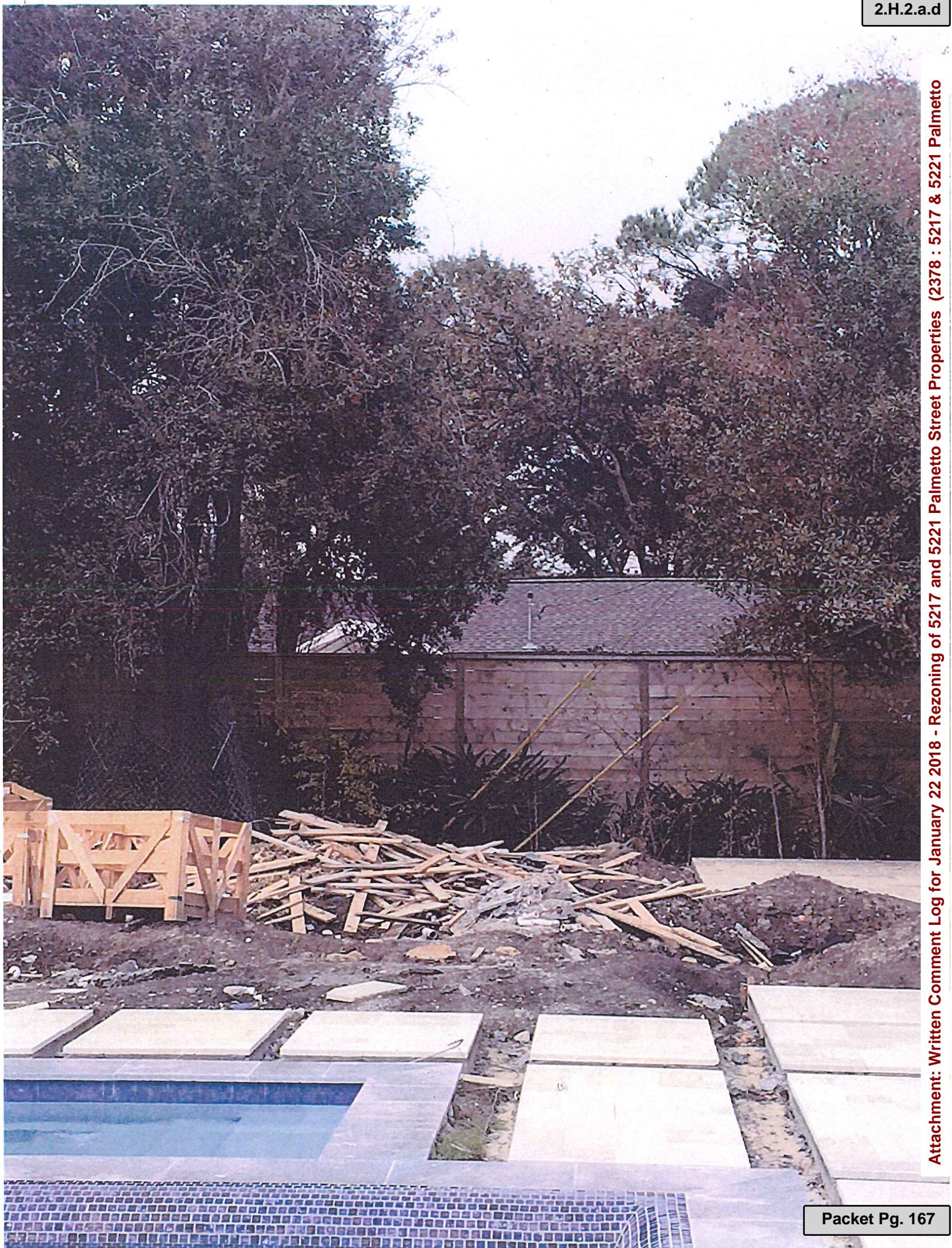
Pavnuty Abraham

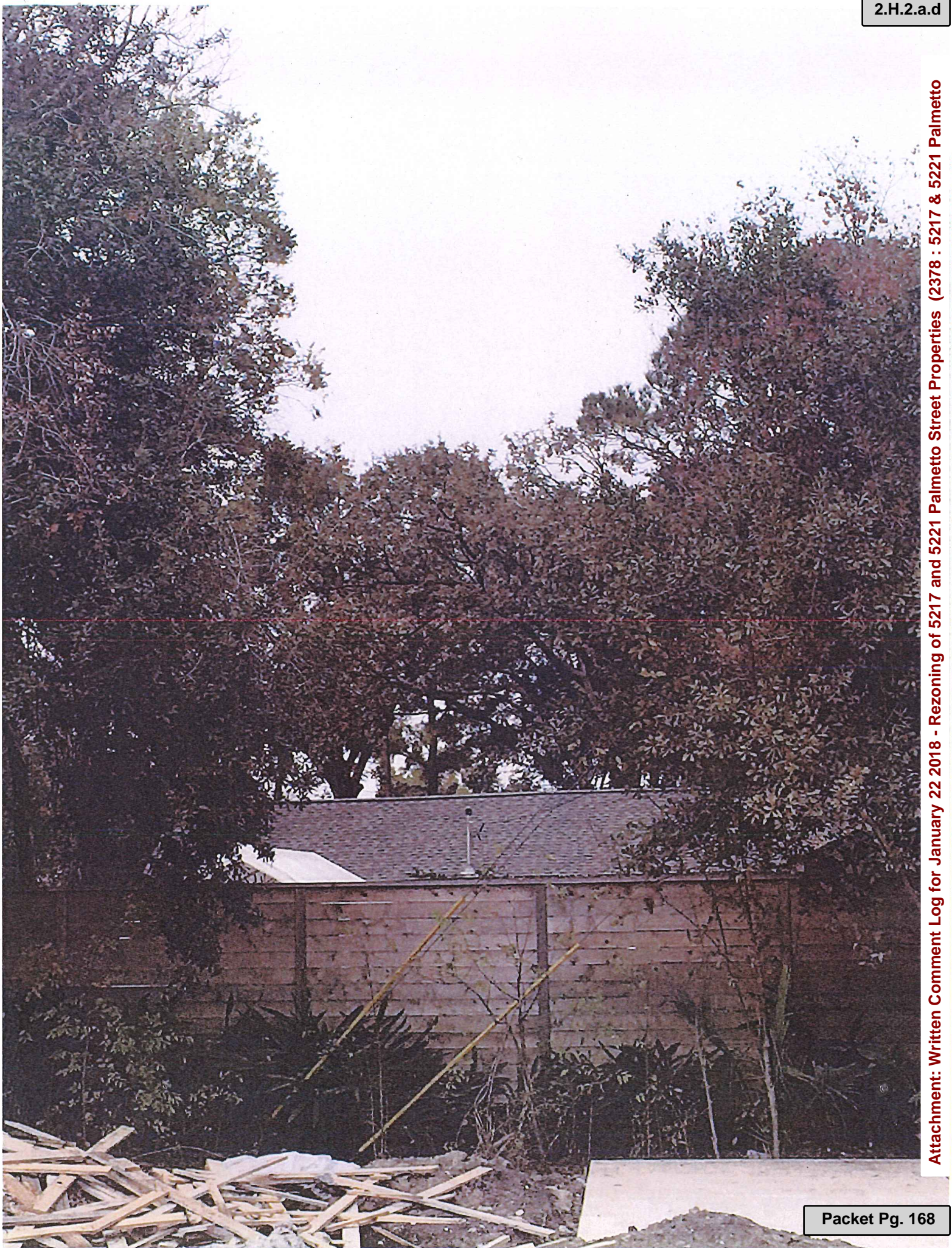


Attachment: Written Comment Log for January 22 2018 - Rezoning of 5217 and 5221 Palmetto Street Properties (2378 : 5217 & 5221 Palmetto









Mayor and Council

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



Meeting: 01/22/18 05:30 PM
Department: City Manager's Office
Category: Ordinance
Department Head: Michelle Jordan
DOC ID: 2437

SCHEDULED**ACTION ITEM (ID # 2437)****Item Title:**

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the City Manager and City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Standard Form of Agreement with Knight Security Systems for the purchase and installation of Closed Circuit Television systems and Access Control Systems for the Municipal Facilities Project in the amount of \$301,206.63 - Submitted by Michelle Jordan, Project Manager.

Background/Summary:

Closed circuit television systems include the security cameras to be installed in the new City Hall / Civic Center and new Police / Court buildings. Access control systems are also included. This proposal includes all hardware and software necessary to properly monitor and secure the new facilities.

The access control system will not be able to use the same key fobs as the City currently uses. The Parks building, Fire station, and library will need to be upgraded in the future, and the cost to perform that work in the future is approximately \$40,000.00.

Knight Security Systems has value engineered this component extensively in collaboration with the City of Bellaire's Information Technology staff and the design consultant. The monitoring software system was changed to a more cost effective system, and smaller components such as security cameras were evaluated and selected based on best value to the City.

Cost breakdown:

| | City Hall / Civic Center | Police / Court |
|----------------------------------|-----------------------------|----------------|
| Head End - Access Control System | \$5,231.60 | \$5,231.60 |
| Head End - Video System | \$25,791.11 | \$25,791.11 |
| Access Control System | \$41,246.08 | \$70,193.03 |
| Video System | \$26,331.32 | \$79,336.26 |
| Police Intercom System | | \$22,054.52 |
| TOTAL | | \$301,206.63 |

This purchase will be made through the Texas Department of Information Resources (DIR) cooperative purchasing agreement. This agency provides resources and solutions for the management of government information and communications technology to the State of Texas government, education, and local government entities to enable and facilitate the fulfillment of their core missions. Initially, bids were received by the Contractor, Horizon | Christensen during the GMP development phase in the Spring of 2017. Knight Security Systems was evaluated and subsequently selected as the bidder who could provide these goods and services for the best value to the City. Knight Security Systems has also

performed work for many other municipalities with similar scopes within the last several years, including Dayton and Conroe. The DIR contract that will be utilized for the purchase is DIR-TSO-3430.

The cabling and infrastructure needed for this scope of work is installed inside the walls before any wall coverings (sheetrock) can be applied, and therefore needs to be procured during the steel framing phase of the buildings.

Previous Council Action Summary:

N/A

Fiscal Impact:

The funding for this Contract exists in 620-2-2000-999.202 (City Hall construction) and 620-5-2000-999.204 (Police / Court construction) accounts.

Ongoing system maintenance costs, as with most Information Technology systems and softwares, are to be funded through operating funds.

City Attorney Review:

Yes

Recommendation:

Michelle Jordan, Project Manager, recommends Council approve an ordinance allowing Paul Hofmann, City Manager, to enter into a Contract and Standard Form of Agreement with Knight Security Systems in the amount of \$301,206.63 for CCTV and Access Control Systems for the Municipal Facilities Project.

ATTACHMENTS:

- Ordinance - Knight 1-22-2018 (DOCX)
- Standard Form of Agreement - Knight Security (DOCX)
- Proposal 6153-10-0 City of Bellaire_01-15-2018 (PDF)



ORDINANCE NO. 18-____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AUTHORIZING THE MAYOR AND THE CITY CLERK OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE AND ATTEST, RESPECTIVELY, FOR AND ON BEHALF OF THE CITY OF BELLAIRE, TEXAS, A STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR WITH KNIGHT SECURITY SYSTEMS, IN A FORM AS ATTACHED HERETO AND MARKED EXHIBIT "A," FOR THE PROVISION OF CLOSED CIRCUIT TELEVISION AND ACCESS CONTROL SYSTEM INSTALLATION SERVICES FOR THE MUNICIPAL FACILITIES PROJECT IN THE AMOUNT OF \$301,206.63.

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

THAT the Mayor and the City Clerk of the City of Bellaire, Texas, are each hereby authorized to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Contract and Standard Form of Agreement between Owner and Contractor, with Knight Security Systems, in a form as attached hereto and marked as Exhibit "A", for the provision of Closed Circuit Television and Access Control Systems for the Municipal Facilities Project in the amount of \$301,206.63. **PASSED** and **APPROVED** this 22th day of January, 2018.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

STANDARD FORM OF AGREEMENT

STATE OF TEXAS §
 §
 COUNTY OF HARRIS §

This **AGREEMENT** is made and entered into this _____ day of _____, 20____, by and between the **CITY OF BELLAIRE, TEXAS**, of the County of Harris and State of Texas, duly incorporated and existing under and by virtue of the Constitution and laws of the State of Texas, acting by and through the undersigned Mayor, as attested to by the City Clerk of the **CITY OF BELLAIRE, TEXAS**, thereunto duly authorized to do so, hereinafter referred to as "**CITY**," and Knight Security Systems, a limited liability corporation, duly [incorporated, existing, etc.] in the County of _____ and State of _____, hereinafter referred to as "**CONTRACTOR**."

WITNESSETH:

That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the **CITY**, the **CONTRACTOR** hereby agrees with the **CITY** to commence and complete the project described as follows:

Installation of Closed Circuit Television and Access Control Systems in the
 Municipal Facilities Project, including the City Hall / Civic Center, and the
 Police / Court Buildings.

All work of every kind or nature necessary to complete said project [or provide said services], under the terms as stated in the **CONTRACTOR'S PROPOSAL** in accordance with the conditions and costs stated in the **CONTRACTOR'S PROPOSAL**

attached hereto and marked "Attachment A" all of which are made a part hereof, collectively evidence and constitute the entire **Contract**.

The **CITY** agrees to pay the **CONTRACTOR** in current funds for the performance of the **Contract** in accordance with the **CONTRACTOR'S PROPOSAL** submitted therefore which forms a part of this **Contract** and to make payment on account thereof as provided therein.

The undersigned person executing this **Contract** and all other documents executed simultaneously herewith, does certify and attest that he or she is executing the same in his or her capacity as herein stated as an officer of said [corporation, limited liability corporation, partnership, sole proprietorship, etc.].

IN WITNESS WHEREOF, the Mayor of the **CITY OF BELLAIRE, TEXAS**, as attested to by the City Clerk of the **CITY OF BELLAIRE, TEXAS**, hereunto, have executed this **AGREEMENT** in the year and date first above written, under the authority granted to them under the provisions of Ordinance No. 18-_____, an Ordinance duly enacted by the City Council of the **CITY OF BELLAIRE, TEXAS**.

CITY OF BELLAIRE, TEXAS

Andrew Friedberg
Mayor

Date

ATTEST:

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

Date

APPROVED AS TO FORM:

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

Date

IN WITNESS WHEREOF, the **CONTRACTOR**, whose name is hereinafter set out, does certify and attest that he has executed this **AGREEMENT** in his capacity as herein stated, for and on behalf of said [corporation, limited liability corporation, partnership, sole proprietorship, etc.], and that he or she has the authority to do so.

NAME OF CONTRACTOR

Signed

Printed Name

Title

Name of Contractor

Date

Attest:

Signed

Printed Name

Title

Date



Proposal: 6153-10-0

Access Control, VMS and Intercom System

Prepared By:
Thomas Whitten
Integrated System Consultant
Knight Security
(281) 681-3473

Prepared for:
Paul Hofmann

City of Bellaire
5110 Jessamine Street
Bellaire, TX 77401

(713)-662-8132

Proposal Issued
01.15.2018

Proposal Valid To
04.9.2018

**Guided by our Core Values: Honor, Integrity, and Service,
We are Knight Security Systems.**

Knight Security Systems has built its reputation over three decades as one of the country's leading providers of security system solutions. With over 5,000 systems installed since 1983, Knight Security Systems has assisted our clients in reducing internal and external loss, legal liability, employee liability, increasing productivity, safety compliance, customer satisfaction and bottom line profits.

Early on, we knew we needed to arm our employees with core values to guide them on making decisions on your premises. They utilize the concept of *Honor Integrity, and Service* to ensure we are meeting our obligations and doing the "right thing" regardless of legal contracts.

Our staff is comprised of licensed professional engineers, systems technical professionals and IT network security specialists. Knight and its staff holds many industry certifications including Texas Department of Insurance's NICET fire license, Texas Department of Public Safety's Private Security Bureau License, as well as Cisco CCNA and CCDA certifications. We also employ technicians that are certified specialists for the manufacturers that we represent.

For our state, local municipality and School District customers, we partner with premier buying cooperatives such as DIR, HGACBuy, GSA and Choice Partners. This ensures that pricing is pre-negotiated and may allow you to speed up your buying process by avoiding time consuming bid processes.

Client Initials: _____

OUR SERVICES

Client Initials: _____

Solutions

Access Control Systems

Where data loss prevention begins.

Controlling who comes in and out of your building is your first line of defense; don't let it go unsecured. Our access control systems provide a vital layer to safeguard company assets at all times.

Video Surveillance & Monitoring Systems

Minimize risk and gain important business intelligence.

The ability to view live and recorded video in and around your facility is critical in today's world. Whether you are watching live video on a video wall or using recorded video for after-event forensics, video surveillance systems are no longer a luxury, but a necessity. With our video solutions, access your camera in-house or remotely.

Intrusion Detection & Monitoring Systems

Alerting you at the first sign of a breach.

We have highly customized intrusion detection systems, Knight monitoring services and more, all built to alert you at the first sign of a breach.

Because of our security solutions, our clients have been secured from break-ins for over three decades, seeing not only a significant drop in crime, but a boost to their bottom-line by saving on physical security services and breach recovery costs.

Fire Detection Systems

Protect your assets at the earliest sign of a fire.

There are no second chances when it comes to protecting your business from fire. That's why Knight Security Systems works to exceed the performance standards established by the State of Texas, Underwriters Laboratories (U.L.), the National Institute for Certification of Engineering Technologies (NICET) and the National Fire Protection Association (NFPA) for automatic fire detection systems. Our code-compliant systems are practical, reliable, durable and interface directly with your buildings built-in sprinkler systems.

Perimeter Protection Systems

With various technologies, our aim is to detect an intruder when they first enter your property but long before they reach critical buildings or assets. Think of it as an early warning system that complements other security systems and provides added protection.

Services

SecurePlan

Client Initials: _____

In security, there are no second chances.

A crisis is no time to discover system errors. That's why it's critical to have **SecurePlan™** by Knight Security Systems. It's an exclusive program designed to scale to your growing security needs and ensure maximum uptime in a cost-effective manner.

SecurePlan™ is superior to any warranty because it keeps you one step ahead of your needs. Starting with identification, we remediate risks before they become an issue.

Never Again Wonder If Your Security System is Functional

With our enhanced monitoring capabilities, we can alert you of potential failures before they happen. Rest assured that video surveillance system is operating as designed to protect your employees and company from security risks and possible false accusations.

Our SecurePlanHealth™ service agreement ensures a stable and active IT infrastructure for your organization, so you can have peace of mind.

Prerequisites: Must have remote connectivity to Knight's secure Customer Support Center. Security systems to be monitored must be of a manufacturer supported by Knight. For a list of full administrative rules, contact our sales team.

Client Initials: _____

CLIENT INFORMATION

Customer Name: City of Bellaire

Site:

City of Bellaire
5110 Jessamine Street
Bellaire, TX 77401

Billing:

City of Bellaire
5110 Jessamine Street Bellaire, TX
77401

Contact:

Paul Hofmann
(713) 662-8132

(

Project Scope of Work

DIR-TSO-3430

Knight Security Systems (KSS) will provide and install S2 NetBox 128-RM Extreme Access Control, S2 NetVR 125 video system and Intercom System, included mobile access for the access control and video systems. System installation includes hardware, system licenses, programming, and configuration unless otherwise stated. This proposal has been created using drawings and the spirit of the specifications dated 2-27-17 including Addendum -5 dated 3-23-17 only. Deviation and Exception to the specification have been taken. No workstations for video and access control are shown on the drawings - as such none are included in this proposal.

Per Plans & Spec's, Access Control and Video Head-end equipment will be located in the Police Station but under the above schedule we (KSS) will have to temporally locate all equipment in City Hall. Knight understands that this is what is necessary to facilitate schedule. The buildings will be done concurrently per scope versus per schedule.

Access Control System

KSS will furnish and install the following:

Nine-three portals of Access Control / Card Reader Control

- Eight control panel
- Eight lock power supply
- Each single / double door will have the following installed:
 - One card reader
 - One door position sensor
 - One request-to-exit motion sensor (Provide by GC)
 - Electrified locking hardware (Provide by GC)
 - Detention keypads are included as a part of the access control system.
- Initial programming will include:
 - o Door enrollment into one main access level and time schedule
 - o Two system user levels
 - o Three time schedules
 - o One access level for Police Station and City Hall
 - o Seven holiday days

Door fit and finish provided by General Contractor or hardware trade. KSS cannot provide services to correct alignment issues and will not modify doors, frames, or hardware for the purpose of correct operation of the door. Each device will include the necessary mounting hardware, license and one year manufacturer software license support.

Video Surveillance System

KSS will furnish and install the following:

- One hundred sixteen IP cameras
- One network video recorder (NVR)

Client Initials: _____

- Pole mounted cameras must be provided with conduit and pole penetrations by others.
- Initial programming will included:
 - o Enrolling the cameras and setting up basic motion detection
 - o One administrative account
 - o One view only account

Each device will include the necessary mounting hardware, license and one year manufacturer software license support.

Intercom System

KSS will furnish and install the following:

- One stand alone IP video intercom system
- Seventeen stand alone voice intercom

Video intercom system will be stand alone units and will not be integrated in anyway with the access control system, video management system or between themselves.

Network Switches

KSS will furnish and install the following:

- KSS will provide 8 PoE+ Layer 2 switches and patch panels. Total PoE Ports 192.

Customer Provided Items

- Electronic drawing files of the plans and approval of device layout
- Individual logins for personnel at each location for each system
- Assigning different schedules and access levels to the access control doors
- Fiber optic transmission devices.
- Network racks and wire pathways.
- Rack space and un-interruptible power supply in the MDF room for rack mount units
- Wall space and 3/4" plywood backboard for wall mount units
- Network configurations for connection of devices to Customer's network
- 120VAC by a certified electrician for all security devices where needed
- Exterior and fire partition penetrations where needed
- Installation of conduit with a pull string to security devices where needed
- A dry contact connection from the fire system for fire drop out

Finance

Purchaser hereby agrees to pay KSS the following terms:

The Customer is required to pay every invoice in full within 30 days of receiving the invoice.

Project Milestones and Invoicing Procedures

- An initial investment of 50% of the total project for mobilization is due and payable within 15 days of authorizing Knight's Customer Service Agreement (CSA)
- The remaining balance is due and payable in monthly progress payments based upon material delivered or work completed

Refer to the CSA sections 2A, 2B, and 2C.

Any changes from the base price will be adjusted with approved change orders from the Customer. The as-built plans will be submitted along with the final submittal package to the Customer.

Client Initials: _____

Engineering

KSS shall provide system design and operational documentation to ensure proper installation and efficient servicing of the system. KSS will provide submittal plans that will show where each device is located at each site. The submittal plans will also include a system matrix, which includes the schedule of each device and the programming setup into the security system software.

Cabling & Wiring

KSS will be responsible to install all the wiring and connections providing communication and/or control between KSS supplied devices and central control equipment. All wires will be dressed in a neat and professional manner. KSS is providing cabling for access control, cabling for cameras will be provided by structured cable provider.

KSS will not provide any conduit or trenching required to reach each device. It is the Customer's responsibility to provide a pathway for all wiring required for each device. KSS is not responsible for any existing wiring being used. A quote will be provided to the Customer for any wiring that is found to be unusable

Field Devices

KSS will provide all necessary devices and hardware included on the equipment list attached. The devices on the security plans will be installed and programmed into the system according to the system matrix. KSS is not responsible for any existing devices being reused. If any existing devices are found to be unusable then a quote will be provided to the Customer to replace the device. KSS is not responsible for any damages done from the existing devices being removed. The Customer is responsible to patch and repair any damages done from existing devices removed.

Programming

KSS trained personnel will program the security system to provide a functioning operational system. KSS will support Customer programming personnel and set up remote field panels consistent with manufacturer standards. KSS will program each device according to the system matrix provided in the security plans. If any additional programming or special programming outside the system matrix is needed then an approved change order from the Customer is required. Customer to furnish IP addressing scheme for all devices requiring an IP address on the network. KSS will provide a list of devices that need IP addresses to the Customer. Customer will need to provide internet access.

Rental Equipment

Lift rental is not included in this proposal and shall be provided by the Customer if required.

Testing

KSS will perform acceptance testing in the presence of the appointed Customer representative to ensure proper operation and communication of all integrated systems. A test sheet with a check list for each device will be provided by KSS and signed by the Customer representative upon successful completion of a system acceptance test. The final system test report will be sent to all parties.

A punch list detailing items requiring a follow up that is within this scope of work will be created. KSS will correct the punch list items in a mutually agreed upon time. If the Customer wants something changed after the test sheet has been signed then additional charges will be applied.

Upon system acceptance, a KSS job completion form shall be signed and sent to all parties. It is the Customer's responsibility to ensure proper periodic testing per the manufacturer's recommendation.

Training

KSS will provide training for one combined end user training session. The individuals for the system training session will be determined by the Customer. All training for the above mentioned systems to follow the manufacturer guidelines for Customer training. This training will be provided for administrators and users for each system. KSS will provide 8 hours of training for Access Control and 8 hours of training for Video Management System. Please note that additional training hours can be purchased for \$139.50 per hour.

Client Initials: _____

Training will include upgrade implementation, system administration, end-user, and reports. The training will be classroom style and will include manuals, training material, and hands on training.

Standard Proposal Notes:

- This proposal will follow the guidelines stated in our DIR contracts Standard Terms and Conditions.
- This proposal will follow the guidelines stated in the Customer Service Agreement.
- This proposal is valid for 60 days. After the 60 days the quote is no longer valid and a new quote needs to be regenerated and prices may vary.
- A standard 1 year warranty applies on all newly installed equipment. A system health monitoring will be included with the 1 year warranty if consent form is signed and returned.
- Final Location of all equipment to be approved by owner prior to start of installation.
- Work provided by KSS is assumed to be continuous, unhindered and without the need for escorts. Additional costs will be incurred if work is slowed by denial or delay of access to the work areas without three days' notice, or if escorts are required at any time. Any cessation of work by the customer or delays in the project construction schedule will result in additional mobilization and project management charges.
- The quantities of materials noted above scope of work are intended to be descriptive. Should there be any discrepancy between the scope of work and the equipment list, the equipment list will supersede the scope of work stated above.
- All work will be done following federal, state, and local laws and requirements for the above scope of work.

Knight Security Systems Excludes the Following:

- All 120 VAC connections are to be performed by customer or customer's designated licensed Electrical contractor.
- Fire alarm interface, cabling, connection, input/output, testing and certification.
- Any city or other governmental permits, not associated with this scope of work, required for the use and operation of the system.
- Access to device location, penetrations, required access panels for concealed areas.
- If not stated above wire mold, conduit, trenching, wireless devices or aerial cabling necessary to connect any remote locations or gates, computer workstations to operate the system, and network equipment to provided power and data communication for devices.
- Overtime required due to schedule revisions, work stoppages, delays caused by others, or circumstances beyond Knight Security Systems control.
- Final terminations and connections to equipment other than provided by Knight Security Systems.
- Any trade installation that Knight Security Systems is not licensed to perform.
- Painting, patching or landscaping required as a result of the installation of equipment associated with this scope of work.
- Technical assistance or the setup of the customer's network for connection to the security control systems. The customer is required to provide static IP addresses and support personnel for assistance in setting up the network connections.

Client Initials: _____

Project Investment

Head End - Access Control \$10,463.20

| QTY | Manufacturer | Part # | Description | Unit Price | Ext. Price |
|-----|-----------------|-------------------|--|------------|------------|
| 1 | S2 | DIR-S2-EXT-128-RM | S2 NetBox Extreme Controller w/ 128 portal license | \$5,064.30 | \$5,064.30 |
| 1 | S2 | DIR-S2-MNP | S2 MICRONODE PLUS 2 reader inputs, 4 supervised in | \$957.55 | \$957.55 |
| 1 | KSS Open Market | DIR-KSS-kit | Install Kit Cost will vary per config. | \$421.29 | \$421.29 |
| 4 | DMP | DIR-365 | 12 VDC Lead-Acid Battery (9.0 Ah) (DIR) | \$29.08 | \$116.32 |

Other Charges for: Head End - Access Control

| QTY | Description | Ext. Price |
|------|----------------------------|-------------|
| 1.00 | Dir-Discount Install Labor | \$-1,230.76 |

Equipment Subtotal: \$6,559.46
 Other Charges SubTotal: (\$1,230.76)
 Misc. Items Subtotal: \$5,134.50
Access Control SubTotal: \$10,463.20

Head End - Video \$51,582.22

| QTY | Manufacturer | Part # | Description | Unit Price | Ext. Price |
|-----|-----------------|----------------------|--|------------|-------------|
| 1 | KSS Open Market | DIR-KSS-kit | Install Kit Cost will vary per config. | \$1,927.95 | \$1,927.95 |
| 1 | Samsung | DIR-506635 | 3D Joystick Controller, 2 Line Text LCD Display, B | \$480.92 | \$480.92 |
| 3 | S2 | DIR-S2-NETVR125 | 1U rack mount IP video server includes rail kit. N | \$7,716.22 | \$23,148.66 |
| 6 | S2 | DIR-S2-NETVR-8TB-HDD | 8TB STORAGE HARD DRIVE | \$878.88 | \$5,273.28 |
| 116 | S2 | DIR-S2-VR-1C | SINGLE IP CAMERA LICENSE | \$147.50 | \$17,110.00 |

Other Charges for: Head End - Video

| QTY | Description | Ext. Price |
|------|----------------------------|-------------|
| 1.00 | Dir-Discount Install Labor | \$-1,077.29 |

Equipment Subtotal: \$47,940.81
 Other Charges SubTotal: (\$1,077.29)
 Misc. Items Subtotal: \$4,718.70
Video SubTotal: \$51,582.22

Police Station - Access Control \$70,193.03

Client Initials: _____

Police Station - Access Control**\$70,193.03**

| QTY | Manufacturer | Part # | Description | Unit Price | Ext. Price |
|-----|-------------------------|------------------------|---|------------|------------|
| 1 | Aiphone | PS2420UL | 24VDC 2AMP UL POWER SUPPLY | \$138.13 | \$138.13 |
| 1 | Windy City Wire | 727110VNBQ | 18-02 UNS STR DB TC Quad | \$254.76 | \$254.76 |
| 1 | Windy City Wire | 714410VNBQ | 18-06 OAS STR DB TC Quad | \$630.95 | \$630.95 |
| 1 | Knight Security Systems | DIR-KSS-PROJKIT | DIR- Project Install Kit | \$1,835.16 | \$1,835.16 |
| 2 | Windy City Wire | 442351-01 | 18-06 OAS STR CMP Red Stp | \$346.43 | \$692.86 |
| 3 | S2 | DIR-S2-NN-E2R-WM | S2 Network Node with 2 readers (4 inputs/4 outputs) | \$1,568.46 | \$4,705.38 |
| 18 | Windy City Wire | 4461030-500 | 4 Elem Comp Cable CMP Ylw Jkt | \$347.51 | \$6,255.18 |
| 31 | DMP | DIR-1076C | 1 Door Contact (DIR) | \$13.42 | \$416.02 |
| 40 | HID | DIR-HIC-920PTNNEK00000 | ICLASS SE R40 CONTACTLESS SMT CARD READER,WALL SW | \$212.39 | \$8,495.60 |
| 46 | Bosch IFAS | DIR-DS160 | PIR REQUEST TO EXIT SENSOR WITH SOUNDER GRAY (DIR) | \$55.67 | \$2,560.82 |
| 3 | LifeSafety Power, Inc. | DIR-ISCAN150-16P | 150W network managed power system 12A/12V or 6A/24 | \$775.32 | \$2,325.96 |
| 3 | TrippLite | DIR-P005-006-BL | Tripp Lite 6ft Heavy Duty Power Cord 14AWG 15A 100 | \$21.09 | \$63.27 |
| 6 | HID | DIR-HIC-921PTNTEK00000 | RPK40 MULTICLASS SE READER W/ KEYPAD,PROX,WIEG,TEF | \$365.15 | \$2,190.90 |
| 12 | DMP | DIR-365 | 12 VDC Lead-Acid Battery (9.0 Ah) (DIR) | \$29.08 | \$348.96 |
| 16 | RCI | 990E-MO28 | EXIT BUTTON OVERSIZE TAMP REST MOMENTARY EXIT (2-S | \$75.89 | \$1,214.24 |
| 18 | S2 | DIR-S2-ACM | Access control application extension blade: 2 read | \$499.06 | \$8,983.08 |

Other Charges for: Police Station - Access Control

| QTY | Description | Ext. Price |
|------|----------------------------|--------------|
| 1.00 | Dir-Discount Install Labor | \$-17,002.29 |

Equipment Subtotal: \$41,111.27
 Other Charges SubTotal: (\$17,002.29)
 Misc. Items Subtotal: \$46,084.05
Access Control SubTotal: \$70,193.03

Police Station - Video**\$79,336.26**

| QTY | Manufacturer | Part # | Description | Unit Price | Ext. Price |
|-----|-------------------------|-----------------|--|------------|-------------|
| 1 | Samsung | DIR-SNF-8010VM | Network Vandal Fisheye Dome Camera, 5MP 20fps, Ful | \$581.25 | \$581.25 |
| 1 | Samsung | SBP-300HM5 | Small Cap Adapter (Aluminum), Accessory for 5MP Fi | \$26.25 | \$26.25 |
| 1 | Altronix | ALT-AL400ULPD8 | 8 Output Power Supply/Charger - 12VDC @ 4 amp or 2 | \$164.71 | \$164.71 |
| 1 | Windy City Wire | 425102 | 22-02 UNS STR PVC Blu Stp | \$66.42 | \$66.42 |
| 1 | Knight Security Systems | DIR-KSS-PROJKIT | DIR- Project Install Kit | \$1,348.81 | \$1,348.81 |
| 2 | Samsung | PNM-9020V | Network IR Vandal Outdoor Multi-sensor Dome Camera | \$1,800.00 | \$3,600.00 |
| 6 | Zyxel | DIR-GS2200-24P | GS2200-24P - 24-Port Gigabit POE + 4 Dual Personal | \$799.23 | \$4,795.38 |
| 8 | OPTEX | MTN-SX360Z | OPTEX 60' 360 MOTION CEILING MOUNT | \$96.17 | \$769.36 |
| 18 | AXIS | DIR-498574 | T8353B MICROPHONE PHANTOM PWR | \$352.82 | \$6,350.76 |
| 22 | Samsung | DIR-SBP-300WM1 | Wall Mount Accessory, (SCP-3430H/2430H, SCP-3370TH | \$43.77 | \$962.94 |
| 85 | Samsung | DIR-SNV-6013 | WiseNet III Network Compact Dome Camera, 2MP 1080p | \$221.09 | \$18,792.65 |
| 92 | TrippLite | DIR-N201-002-BL | Cat6 Gigabit Blue Snagless Patch Cable - 2' (DIR) | \$3.84 | \$353.28 |

Other Charges for: Police Station - Video

| QTY | Description | Ext. Price |
|------|----------------------------|--------------|
| 1.00 | TOOLS - Install | \$1,500.00 |
| 1.00 | TOOLS - Install | \$1,200.00 |
| 1.00 | Dir-Discount Install Labor | \$-21,572.75 |

Equipment Subtotal: \$37,811.81
 Other Charges SubTotal: (\$18,872.75)
 Misc. Items Subtotal: \$60,397.20
Video SubTotal: \$79,336.26

Client Initials: _____

Police Station - Intercom **\$22,054.52**

| QTY | Manufacturer | Part # | Description | Unit Price | Ext. Price |
|-----|-------------------------|-------------------|--|------------|------------|
| 1 | Knight Security Systems | DIR-KSS-PROJKIT | DIR- Project Install Kit | \$892.54 | \$892.54 |
| 1 | Knight Security Systems | DIR-KSS-PROJKIT | DIR- Project Install Kit | \$892.54 | \$892.54 |
| 1 | Knight Security Systems | DIR-KSS-PROJKIT | DIR- Project Install Kit | \$892.54 | \$892.54 |
| 1 | Aiphone | DIR-JKS-IPEF | IP VIDEO ENTRY INTERCOM KIT (JKWIP,JK1MED,JKDVF, | \$1,264.10 | \$1,264.10 |
| 1 | Viking | DIR-VE-5X10PNL | VE5X10 ENCLOSURE WITH BLANK PANEL (DIR) | \$163.41 | \$163.41 |
| 1 | Viking | DIR-VE-GNP | GOOSE NECK PEDESTAL (DIR) | \$168.89 | \$168.89 |
| 1 | Aiphone | DIR-AIP-82220250C | 2 CONDUCTOR, 22AWG, OVERALL SHIELD, 500 FEET | \$63.39 | \$126.78 |
| 12 | Aiphone | AIP-RY24L | FORM C DOOR RELEASE RELAY 24V DC INPUT | \$14.51 | \$174.12 |
| 15 | Windy City Wire | 007960 | 14-02 UNS STR CL3P Wht Jkt | \$305.84 | \$4,587.60 |
| 17 | Aiphone | DIR-LEM-1DLS | ACCESS SENTRY SET LEM-1DL/LE-D/PT-1210 | \$131.65 | \$2,238.05 |
| 17 | Aiphone | DIR-LE-SS-1G | FLUSH MOUNT 1-GANG SUB STATION (DIR) | \$98.74 | \$1,678.58 |

Other Charges for: Police Station - Intercom

| QTY | Description | Ext. Price |
|--------------------------------|----------------------------|--------------------|
| 1.00 | Dir-Discount Install Labor | \$-5,250.93 |
| Equipment Subtotal: | | \$13,079.15 |
| Other Charges SubTotal: | | (\$5,250.93) |
| Misc. Items Subtotal: | | \$14,226.30 |
| Intercom SubTotal: | | \$22,054.52 |

City Hall - Access Control **\$41,246.08**

| QTY | Manufacturer | Part # | Description | Unit Price | Ext. Price |
|-----|-------------------------|-------------------------|--|------------|------------|
| 1 | Knight Security Systems | DIR-KSS-PROJKIT | DIR- Project Install Kit | \$1,040.14 | \$1,040.14 |
| 2 | LifeSafety Power, Inc. | DIR-ISCAN150-16P | 150W network managed power system 12A/12V or 6A/24 | \$775.32 | \$1,550.64 |
| 2 | RCI | 990E-MO28 | EXIT BUTTON OVERSIZE TAMP REST MOMENTARY EXIT (2-S | \$75.89 | \$151.78 |
| 2 | TrippLite | DIR-P005-006-BL | Tripp Lite 6ft Heavy Duty Power Cord 14AWG 15A 100 | \$21.09 | \$42.18 |
| 3 | S2 | DIR-S2-NN-E2R-WM | S2 Network Node with 2 readers (4 inputs/4 outputs | \$1,568.46 | \$4,705.38 |
| 8 | DMP | DIR-365 | 12 VDC Lead-Acid Battery (9.0 Ah) (DIR) | \$29.08 | \$232.64 |
| 11 | Windy City Wire | 4461030-500 | 4 Elem Comp Cable CMP Ylw Jkt | \$347.51 | \$3,822.61 |
| 12 | S2 | DIR-S2-ACM | Access control application extension blade: 2 read | \$499.06 | \$5,988.72 |
| 25 | HID | DIR-HIC-920PTNNEK000001 | ICLASS SE R40 CONTACTLESS SMT CARD READER,WALL SW | \$212.39 | \$5,309.75 |
| 25 | Bosch IFAS | DIR-DS160 | PIR REQUEST TO EXIT SENSOR WITH SOUNDER GRAY (DIR) | \$55.67 | \$1,391.75 |
| 34 | DMP | DIR-1076C | 1 Door Contact (DIR) | \$13.42 | \$456.28 |

Other Charges for: City Hall - Access Control

| QTY | Description | Ext. Price |
|---------------------------------|----------------------------|--------------------|
| 1.00 | Dir-Discount Install Labor | \$-9,684.84 |
| Equipment Subtotal: | | \$24,691.87 |
| Other Charges SubTotal: | | (\$9,684.84) |
| Misc. Items Subtotal: | | \$26,239.05 |
| Access Control SubTotal: | | \$41,246.08 |

City Hall - Video **\$26,331.32**

Client Initials: _____

City Hall - Video**\$26,331.32**

| QTY | Manufacturer | Part # | Description | Unit Price | Ext. Price |
|-----|-------------------------|-----------------|--|------------|------------|
| 1 | Knight Security Systems | DIR-KSS-PROJKIT | DIR- Project Install Kit | \$300.00 | \$300.00 |
| 2 | Zyxel | DIR-GS2200-24P | GS2200-24P - 24-Port Gigabit POE + 4 Dual Personal | \$799.23 | \$1,598.46 |
| 13 | Samsung | DIR-SBP-300WM1 | Wall Mount Accessory, (SCP-3430H/2430H, SCP-3370TH | \$43.77 | \$569.01 |
| 28 | Samsung | DIR-SNV-6013 | WiseNet III Network Compact Dome Camera, 2MP 1080p | \$221.09 | \$6,190.52 |
| 33 | TrippLite | DIR-N201-002-BL | Cat6 Gigabit Blue Snagless Patch Cable - 2' (DIR) | \$3.84 | \$126.72 |

Other Charges for: City Hall - Video

| QTY | Description | Ext. Price |
|------|----------------------------|-------------|
| 1.00 | Dir-Discount Install Labor | \$-9,890.79 |

| | |
|--------------------------------|---------------------|
| Equipment Subtotal: | \$8,784.71 |
| Other Charges SubTotal: | (\$9,890.79) |
| Misc. Items Subtotal: | \$27,437.40 |
| Video SubTotal: | \$26,331.32 |

Financial Summary

| | |
|-----------------------------------|----------------------|
| Total Equipment: | \$179,979.08 |
| Total Other Charges: | (\$63,009.65) |
| Total Miscellaneous Items: | \$184,237.20 |
| Total Proposal Amount: | \$301,206.63 |

Sales tax, if applicable, is not included on this proposal and will be added to the total upon invoicing.

SecurePlan™ Options

| Three Year Agreement | Annual Pricing | Annual Pricing (with tax) |
|--------------------------|--------------------|---------------------------|
| SecurePlan Health | \$7,984.90 | \$7,984.90 |
| SecurePlan | \$45,913.20 | \$45,913.20 |
| SecurePlan24 | \$65,875.46 | \$65,875.46 |

| Five Year Agreement | Annual Pricing | Annual Pricing (with tax) |
|--------------------------|--------------------|---------------------------|
| SecurePlan Health | \$7,247.10 | \$7,247.10 |
| SecurePlan | \$41,670.82 | \$41,670.82 |
| SecurePlan24 | \$59,788.57 | \$59,788.57 |

SecurePlan includes 1 system inspection(s) annually.

SecurePlan Benefits:

- All plans include system health monitoring (with customer consent)
- Priority Dispatch with GUARANTEED Same Day Service if the service call is placed before noon on a regular business day. SecurePlan24 provides 4 hour response, 24 hrs/day, all year!
- Labor and travel cost during normal business hours is included.
- 10% discount on labor rates (Not applicable to DIR)
- Device repair or replacement for normal wear and tear.
- System software upgrades and license fees included.
- Free Loaner Equipment.
- Annual Functional Tests.

Client Initials: _____

TERMS & CONDITIONS

PROJECT ACCEPTANCE

I have read the **General Terms and Conditions** of the sale, understand them fully, and agree to abide by them. I have also read and understand the payment terms as set forth in the **Customer's Responsibilities** section of the agreement as well as the **Schedule of Equipment** as listed.

I hereby certify that I am authorized by my company to sign this agreement. Knight Security Systems is hereby authorized to perform the work as specified.

Accepted By: Knight Security Systems
Name: Thomas Whitten

Signature: _____

Title: _____

Date: _____

Accepted By: City of Bellaire
Name: Paul Hofmann

Signature: _____

Title: _____

Date: _____

Client Initials: _____

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



Meeting: 01/22/18 05:30 PM
 Department: City Manager's Office
 Category: Ordinance
 Department Head: Michelle Jordan
 DOC ID: 2400

**SCHEDULED
 ACTION ITEM (ID # 2400)**

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the City Manager and City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Standard Form of Agreement with Datavox for the purchase and installation of Structured Cabling for the Municipal Facilities Project in the amount of \$191,120.00 - Submitted by Michelle Jordan, Project Manager.

Background/Summary:

This proposal by Datavox includes the necessary cabling in both buildings to provide data connections and infrastructure for Information Technology needs. The cost breakdown is as follows:

| | |
|--------------------------|--------------|
| Site Work | \$41,415.00 |
| City Hall / Civic Center | \$69,535.00 |
| Police / Court | \$80,170.00 |
| TOTAL | \$191,120.00 |

This purchase will be made through the Texas Department of Information Resources (DIR) cooperative purchasing agreement. This agency provides resources and solutions for the management of government information and communications technology to the State of Texas government, education, and local government entities to enable and facilitate the fulfillment of their core missions. Initially, bids were received by the Contractor, Horizon | Christensen during the GMP development phase in the Spring of 2017. Datavox was selected as the bidder who could provide these goods and services for the best value to the City. Datavox has also performed work for the City in the past, and has a level of understanding of our Information Technology needs and environment. The DIR contract that will be utilized for this purchase is DIR-TSO-3702.

Structured cabling is installed inside the walls before any wall coverings (sheetrock) can be applied, and therefore needs to be procured during the steel framing phase of the buildings.

Previous Council Action Summary:

N/A

Fiscal Impact:

The funding for this Contract exists in 620-2-2000-999.202 (City Hall construction) and 620-5-2000-999.204 (Police / Court construction) accounts.

City Attorney Review:

Yes

Recommendation:

Michelle Jordan, Project Manager, recommends Council approve an ordinance allowing Paul Hofmann, City Manager, to enter into a Contract and Standard Form of Agreement with Datavox in the amount of \$191,120.00 for Structured Cabling for the Municipal Facilities Project.

ATTACHMENTS:

- City of Bellaire - Municipal Facilities Cabling SOW - Final Executable (PDF)
- Ordinance - Datavox 1-22-2018 (DOCX)
- Standard Form of Agreement - Datavox (DOCX)

Municipal Facilities Infrastructure Cabling Solution Scope of Work

Prepared for: The City of Bellaire

Prepared by: Mollie Dobersek



Presented on: 1/3/2018

Version 6.0

DIR Number DIR-TSO-3702



DIR-TSO-3702

The City of Bellaire Cabling SOW

1.0 Project Price

This is a fixed price contract based on the criteria and assumptions in this document.

Uniprise Project Price:

| | |
|---|--------------|
| City Hall Cost (Includes Demarc Extension): | \$ 69,535.00 |
| PD Cost (Includes Demarc Extension): | \$ 80,170.00 |
| Site Work (Fiber) Cost: | \$ 41,415.00 |

Total Project Cost: \$ 191,120.00

Assumptions & Exclusions

- Pricing in this quotation is based on work being performed during Normal Working Hours.
- Price DOES NOT include any cabling services other than what is outlined in the Scope of Work.
- The UPS and PDU for the MDF and IDF Locations are to be provided and installed by others.
- All active hardware for the MDF and IDF Locations is to be provided and installed by others.
- All cores, conduit, sleeves, back boxes, floor boxes, power poles, NEMA Enclosures, pull boxes and pull string will be provided and installed by others.
- All cabling and/or active gear for the Security system will be provided and installed by others, unless otherwise noted in this Scope of Work.
- All cabling and/or active components for the AV system will be provided and installed by others, unless otherwise noted in this Scope of Work.
- All cabling and/or active gear for the CATV system, i.e. taps, splitters, amplifiers, etc., will be provided and installed by others, unless otherwise noted in this Scope of Work.
- Space will be provided for onsite storage of tools, equipment, and materials for the duration of the project at no cost to DataVox
- Space will be provided for receipt of project equipment at installation sites
- Security of project material and equipment, after it is delivered and installed on the customers' premises becomes the responsibility of the customer.
- Customer will provide adequate workspace for the DataVox project team while they are onsite at the Customer's facility.
- Customer will provide DataVox personnel with access, keys, and/or escorts to perform the work in a timely and cost effective manner. Any delays in the progress of the work will be billed back to The City of Bellaire.
- Customer will appoint a representative to act as a single point of contact for the DataVox onsite foreman or personnel. The Customer representative will have the authority to execute written change-orders upon mutual agreement of both parties.
- Pay a 15% restocking fee on all returned items
- Price assumes that this project will be under prevailing wage restrictions.
- Price Does not include Wireless Access Point Devices.



DIR-TSO-3702

The City of Bellaire Cabling SOW

Pricing based on the information provided in the following documentation:

- Division 271000; Network Cabling Scope of Work;
- Division 27 00 00, Issue for Bid Specifications; Dated 02/2017
- Division 27 10 00, Structured Cabling System (SCS); Dated 02/2017
- RFP, Attachment A, Project Specific Scope of Work and Instructions; Dated 02/2017
- RFP, Attachment B, Material List; Dated 02/2017

- T0.01; Technology/Security Notes and Legend; Dated 02/27/2017
- T1.01; Technology Site Plan; Dated 03/17/2017
- T1.201; City Hall/Civic Center Technology Plan-Level 1; Dated 03/13/2017
- T1.202; City Hall/Civic Center Technology Plan-Level 2; Dated 03/13/2017
- T2.201; Police/Municipal Courts Technology Plan-Level 1; Dated 03/13/2017
- T2.202; Police/Municipal Courts Technology Plan-Level 2; Dated 03/13/2017
- T3.01; Technology/Camera Schedule; Dated 03/17/2017
- TD1.301; City Hall/Civic Center Technology Detail; Dated 02/27/2017
- TD2.301; Police/Municipal Courts Technology Detail; Dated 02/27/2017
- TD4.01; Technology Detail-Rack Elevations; Dated 02/27/2017
- TP5.01; Overall Power and Data Plan / FFE Plan; Dated 03/13/2017
- TY1.201; City Hall/Civic Center Security Plan-Level 1; Dated 02/27/2017
- TY1.202; City Hall/Civic Center Security Plan-Level 2; Dated 02/27/2017
- TY2.201; Police/Municipal Courts Security Plan-Level 1; Dated 02/27/2017
- TY2.202; Police/Municipal Courts Security Plan-Level 2; Dated 02/27/2017



DIR-TSO-3702

The City of Bellaire Cabling SOW

2.0 Description of Services

This section describes the cabling services that DataVox will provide the Customer. DataVox will provide and install a structured cabling system within the Customer's facility as part of this SOW.

2.1 Pathway's and Spaces

This section describes the Pathway's and spaces that DataVox will provide and install.

J-Hooks:

- Cabling pathways for horizontal cabling will be routed in the ceiling, with all-thread and j-hooks.
- Cable pathway bundles will be supported utilizing 4", 2" and 1 1/4" j-hooks.
- All appropriate support hardware will be provided and installed
- Any firewalls penetrated for cabling purposes will be resealed with a proper fire rated sealant

2.2 Horizontal Distribution Systems

This section describes the horizontal distribution systems that DataVox will provide and install.

Cable Types:

Site Cabling:

- Provide and install (5) OSP rated, Category 6 cable segments with Lightning Protection.
 - Each outlet will consist of (5) Category 6, copper cable segments to (1) Location at the Water Tower.

City Hall Building:

Level 1:

- Provide and install (70) Plenum rated, Category 6 cable segments.
 - Each outlet will consist of (1) Category 6, copper cable segment to (39) Wall Locations.
 - Each outlet will consist of (1) Category 6, copper cable segment to (4) Floor Locations.
 - Each outlet will consist of (1) Category 6, copper cable segment to (15) Wireless Access Point Locations.
 - Each outlet will consist of (2) Category 6, copper cable segments to (5) Floor Locations.
 - Each outlet will consist of (2) Category 6, copper cable segments to (1) FACP Location.
- All horizontal cables will consist of Systimax 2071E, plenum rated, 4 pair, UTP copper cables terminated on 48-port patch panels in the MDF location.
- Modular jacks color will be as outlined in the RFP, Division 271000, Section 1.3, Sub-section A.
- Cable Color will be as outlined in the RFP, Division 271000, Section 1.3, Sub-section A.
- Faceplates color will be White.

Level 2:

- Provide and install (49) Plenum rated, Category 6 cable segments.
 - Each outlet will consist of (1) Category 6, copper cable segment to (1) Wall Phone Location.



DIR-TSO-3702

The City of Bellaire Cabling SOW

- Each outlet will consist of (1) Category 6, copper cable segment to (5) Wireless Access Point Locations.
- Each outlet will consist of (1) Category 6, copper cable segment to (1) Elevator Control Room Location.
- Each outlet will consist of (1) Category 6, copper cable segment to (25) Wall Locations.
- Each outlet will consist of (2) Category 6, copper cable segments to (1) BAS Location.
- Each outlet will consist of (2) Category 6, copper cable segments to (1) FACP Location.
- Each outlet will consist of (2) Category 6, copper cable segments to (1) Security Panel Location.
- Each outlet will consist of (2) Category 6, copper cable segments to (1) Access Control Panel Location.
- Each outlet will consist of (3) Category 6, copper cable segments to (3) Floor Locations.
- All horizontal cables will consist of Systimax 2071E, plenum rated, 4 pair, UTP copper cables terminated on 48-port patch panels in the MDF location.
- Modular jacks color will be as outlined in the RFP, Division 271000, Section 1.3, Sub-section A.
- Cable Color will be as outlined in the RFP, Division 271000, Section 1.3, Sub-section A.
- Faceplates color will be White.

Police Department Building:

Level 1:

- Provide and install (147) Plenum rated, Category 6 cable segments.
 - Each outlet will consist of (1) Category 6, copper cable segment to (12) Wireless Access Point Locations.
 - Each outlet will consist of (1) Category 6, copper cable segment to (1) Elevator
 - Each outlet will consist of (2) Category 6, copper cable segments to (38) Wall Locations.
 - Each outlet will consist of (2) Category 6, copper cable segments to (7) Modular Furniture Locations.
 - Each outlet will consist of (2) Category 6, copper cable segments to (1) Floor Location.
 - Each outlet will consist of (2) Category 6, copper cable segments to (2) BAS Locations.
 - Each outlet will consist of (2) Category 6, copper cable segments to (1) FACP Location.
 - Each outlet will consist of (3) Category 6, copper cable segments to (1) Wall Location.
 - Each outlet will consist of (3) Category 6, copper cable segments to (4) Modular Furniture Locations.
 - Each outlet will consist of (3) Category 6, copper cable segments to (4) Floor Locations.
 - Each outlet will consist of (4) Category 6, copper cable segments to (1) Modular Furniture Location.
 - Each outlet will consist of (5) Category 6, copper cable segments to (1) Floor Location.
- All horizontal cables will consist of Systimax 2071E, plenum rated, 4 pair, UTP copper cables terminated on 48-port patch panels in the MDF location.
- Modular jacks color will be as outlined in the RFP, Division 271000, Section 1.3, Sub-section A.
- Cable Color will be as outlined in the RFP, Division 271000, Section 1.3, Sub-section A.
- Faceplates color will be Stainless Steel.

Level 2:

- Provide and install (92) Plenum rated, Category 6 cable segments.
 - Each outlet will consist of (1) Category 6, copper cable segment to (1) Wall Phone Location.
 - Each outlet will consist of (1) Category 6, copper cable segment to (1) Wall Location.



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- Each outlet will consist of (1) Category 6, copper cable segment to (6) Wireless Access Point Locations.
- Each outlet will consist of (2) Category 6, copper cable segments to (20) Wall Locations.
- Each outlet will consist of (2) Category 6, copper cable segments to (1) BAS Location.
- Each outlet will consist of (2) Category 6, copper cable segments to (1) Security Panel Location.
- Each outlet will consist of (2) Category 6, copper cable segments to (1) Access Control Panel Location.
- Each outlet will consist of (3) Category 6, copper cable segments to (1) Wall Location.
- Each outlet will consist of (3) Category 6, copper cable segments to (6) Table Locations.
- Each outlet will consist of (4) Category 6, copper cable segments to (3) Wall Locations.
- Each outlet will consist of (5) Category 6, copper cable segments to (1) Floor Location.
- All horizontal cables will consist of Systimax 2071E, plenum rated, 4 pair, UTP copper cables terminated on 48-port patch panels in the MDF location.
- Modular jacks color will be as outlined in the RFP, Division 271000, Section 1.3, Sub-section A.
- Cable Color will be as outlined in the RFP, Division 271000, Section 1.3, Sub-section A.
- Faceplates color will be Stainless Steel.

Terminate, test, and label all cable segments

2.3 Telecommunications Closet Hardware

This section describes the telecommunications closet hardware that DataVox will provide and install.

Provide and install:

City Hall Building (Server Room 1206):

- (3) Commscope, 760082560, 4-post equipment racks
- (3) 360 Evolve, Modular, 48-port flat panels (WAO)
- (1) 360 Evolve, Modular, 24-port flat panel (WAP)
- (1) Grounding Bus-Bar 4 x 12
- 12" Ladder tray and associated support hardware

Police Department Building (Server Room 2208):

- (4) Commscope, 760082560, 4-post equipment racks
- (5) 360 Evolve, Modular, 48-port flat panels (WAO)
- (1) 360 Evolve, Modular, 24-port flat panel (WAP)
- (1) Grounding Bus-Bar 4 x 12
- 12" Ladder tray and associated support hardware



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2.4 Fiber Backbone Cabling Hardware

This section describes the fiber optic backbone cabling that DataVox will provide and install. After installation, DataVox will terminate and test all fiber optic cable segments.

Provide and Install:

- (1) 12-strand, 50um, **OM4**, Indoor/Outdoor, Plenum rated, Armored fiber optic cable segment from the MDF in the City Hall Building to the MDF in the Police Department Building.
- (1) 12-strand, **SM**, Indoor/Outdoor, Plenum rated, Armored fiber optic cable segment from the MDF in the City Hall Building to the MDF in the Police Department Building.
- Cut and re-route (1) existing Single-mode Fiber Optic cable segment from the Traffic Signal as shown on Drawing T1.01.
- (1) 4RU Fiber Optic Enclosure in the MDF Location of the City Hall Building.
- (1) 4RU Fiber Optic Enclosure in the MDF Location of the Police Department Building.
- (6) SYSTIMAX 360 Distribution Panel 12 LC TeraSPEED® Blue iPatch Ready
- (6) SYSTIMAX 360 Distribution Panel 12 LC LazrSPEED® Aqua iPatch Ready
- Remove the Existing Fiber Optic Cabling as noted on Drawing T1.01.
- All Fiber Terminations will be LC

2.5 Copper Backbone Cabling

This section describes the Copper Backbone cabling that DataVox will provide and install. After installation, DataVox will terminate and test all of the cable segments.

- (2) Category 5e, plenum rated, 25 pair cable segments from the Demarcation Point in the City Hall Building to the MDF in the City Hall Building.
- (2) Category 5e, plenum rated, 25 pair cable segments from the Demarcation Point in the Police Department Building to the MDF in the Police Department Building.
- (1) Wall Mount, patch panel bracket in the Demarcation Point Location; total of (2).
- (1) 360 Evolve, Modular, 48-port flat panel in the Demarcation Point Locations; total of (2).
- (1) 360 Evolve, Modular, 48-port flat panel in the MDF Location in the City Hall Building.
- (1) 360 Evolve, Modular, 48-port flat panel in the MDF Location in the Police Department Building.

2.6 Patch Cords

DataVox will provide the patch cords as outlined below, color to be determined by Customer.

Provide and install:

City Hall Building:

- (119) 10ft, Category 6 patch cords for the work area outlets.
- (48) 5ft, Category 6 patch cords for the MDF/IDF.
- (71) 7ft, Category 6 patch cords for the MDF/IDF.

Police Department Building:

- (239) 10ft, Category 6 patch cords for the work area outlets.
- (96) 5ft, Category 6 patch cords for the MDF/IDF.
- (143) 7ft, Category 6 patch cords for the MDF/IDF.



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3.0 Baseline Responsibilities

This section provides a general list of DataVox and Customer responsibilities that are common to many services described in this Scope of Work.

3.1 DataVox Responsibilities

This section lists DataVox responsibilities per this SOW.

- Installation will comply with the Building Industry Consulting Services International (BICSI) standards
- Coordinate labeling scheme with the Customer
- Provide and install the patch cords as outlined in this SOW.
- Test and Balance the CATV System hardware.
- Label all racks, patch panels, and work area outlets with a mechanically generated labeling device.

3.2 Testing

DataVox will use Fluke DTX testing equipment. DataVox will provide a permanent link test on each 4-pr. Copper cable segment installed as described in this SOW.

3.3 Project Deliverables

As part of this SOW, DataVox will provide the Customer with project wrap-up documentation, such as:

- As-Built document noting all cable locations.
- O&M Manuals
- Test results

| | |
|---|--|
| IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have caused this service agreement to be duly executed. | |
| The City of Bellaire | |
| Point of Contact Name: | |
| Point of Contact Signature: | |
| Date: | |



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The City of Bellaire Cabling SOW

This document defines the terms and conditions that shall govern the execution of all scope of work.

1. Changes

The Customer may, by written notice to DataVox, make changes within the general scope of this SOW, in any one or more of the following: (a) drawings, designs, or specifications; (b) project schedule, or (c) scope of services.

Should any such changes increase the cost of or the time required for the performance of this SOW, an equitable adjustment may be requested by DataVox in the price, project schedule or both. Every claim must be accompanied by a detailed estimate of charges for materials, services, or both. Nothing contained in this section shall relieve DataVox from proceeding without delay in the performance of the services as changed. Any change to this SOW shall be made by written amendment signed by both parties.

Changes that will impact the scheduling of project resources must be submitted to DataVox at least two (2) weeks prior to the scheduled event. Failure to provide timely notification of a change in schedule that will cause a rescheduling of project resources WILL incur additional charges (For example, if a Customer cancels a scheduled DataVox project activity less than two (2) weeks before the scheduled event, the Customer will be billed at the prevailing rate for the time the DataVox resources were scheduled to perform the activities.).

2. Software Defect Resolution

DataVox shall use its best commercial efforts to troubleshoot software issues that may arise during the project. If a software issue is determined to be a software defect (previously documented or newly discovered), resolution of said issue is expressly outside of the scope of work. Issues of this kind do not constitute a valid reason for non-payment in full. It is the responsibility of the customer and software manufacturer to resolve the issue. Should the Customer want DataVox to be involved in the process to downgrade, update, upgrade and/or test software releases, the Customer may authorize the out of scope expenses using the standard project change request process.

3. Creation of a Security Interest

Until such a time as Customer had paid the agreed purchase price, DataVox hereby retains and Customer hereby grants a purchase money security interest in the described equipment. In connection therewith, Customer agrees to execute all instruments (including financing statements) deemed necessary by DataVox under applicable law to establish, maintain and continue perfected purchase money security interest of DataVox in the equipment or otherwise protect its rights in and to said equipment.

4. Limitation and Exclusion of Warranties

Except as otherwise provided herein, DataVox hereby warrants the described equipment against defective parts from the date of installation for the period specified by the manufacturer; and warrants that the installation of said equipment shall be performed in a workmanlike manner. Customer acknowledges that DataVox may provide products and services manufactured or provided by others. DataVox makes no independent warranty with respect to such products and services provided by third parties. Customer acknowledges and agrees that DataVox shall have no responsibility or liability for products or services manufactured or provided by any third party. Subject to payment by Customer of all amounts due under this Agreement, DataVox hereby transfers any transferable warranties from the manufacturers of products and services provided under this Agreement. Customer's exclusive remedy under these warranties shall be the



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repair and replacement by DataVox at the expense of DataVox of non-conforming equipment or parts thereof with reasonably equivalent equipment or parts; unless, however, the equipment or any part thereof is damaged or rendered unserviceable as a result of Customer's negligence, abuse, mishandling, attempting to connect the equipment to direct current, or damaged by lightning or acts of God in any of which case or cases, DataVox shall have no obligation to Customer.

DataVox recommends that all DataVox installed systems be equipped with battery backups. If the Customer disregards this recommendation; and a failure is directly attributed to not having a battery backup, such service as may be required will be billed for time and materials.

THIS WARRANTY IS THE ONLY WARRANTY GIVEN BY DATAVOX, AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED ARE EXCLUDED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO WARRANTIES THAT EXTEND BEYOND THE FACE HEREOF.

Voice and data transmission are provided by third parties, such as a telephone company or over the internet. Accordingly, DataVox cannot warrant that such transmission will always be available or will be of acceptable quality. In particular, if Customer elects to use the Voice over Internet Protocol (VoIP) to transmit voice over the internet, Customer may experience (i) transmission that is not of uniform, reliable or acceptable quality; (ii) inability to connect directly to emergency and "911" services; and (iii) inability to connect to directory and operator assistance. Customer should be aware that VoIP service is not regulated by the Federal Communications Commission (FCC) and the FCC does not provide certain consumer safeguards that are available in the traditional telephone environment.

Only DataVox may perform service or maintenance on equipment covered by this warranty. IT IS EXPRESSLY AGREED AND UNDERSTOOD THAT THIS WARRANTY WILL BE NULL AND VOID IF ANY PERSON OTHER THAN A DATAVOX EMPLOYEE PERFORMS ANY SERVICE OR MAINTENANCE WORK ON THE EQUIPMENT COVERED BY THIS WARRANTY. In such event, DataVox shall have no further obligation or liability under this warranty.

5. Waiver, Amendment, Notice, Termination

Any waiver of rights hereunder or any amendment or requirement of notice of termination hereof shall not be effective unless made in writing and signed by the party against whom such waiver, amendment, notice or termination is sought to be enforced.

6. Risk of Loss; Non-Performance by Telephone Company and Others

Upon installation of the Equipment, Customer shall bear the risk of loss regardless of any breach by DataVox of any provisions hereof. Although DataVox, Inc. will or may assist Customer by coordinating initiation or transfer of service through telephone companies or other third parties, Customer assumes all risk of non-performance, including untimely or otherwise improper performance, of any such third parties; DataVox, Inc. and its employees assume no responsibility for any failings of these third parties or their service and equipment. With regard to VOICE MAIL systems, if any, Customer further assumes all risk of malfunction and deficient or substandard performance caused by third party telecommunication transmission equipment, lines and systems, including pay phones, cellular phones and long distance services; DataVox, Inc. and its employees assume no responsibility for any failings of these third parties or their service and equipment.

7. Limitations of Liability

In no event will either party be liable or responsible to the other for any type of incidental, exemplary, special, punitive, indirect or consequential damages, including, but not limited to, lost revenue, lost profits,



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replacement goods, loss of technology, rights or services, loss of data, or interruption or loss of use of service or equipment, even if advised of the possibility of such damages, whether arising under theory of contract, tort (including negligence), strict liability or otherwise. Further, no cause of action which accrued more than two (2) years prior to the filing of a suit alleging such cause of action may be asserted against DataVox.

8. Virus Protection

Customer agrees and understands it is Customer's responsibility to install and run an antivirus program on all workstations and servers at/or prior to installation. Customer agrees to take whatever steps Customer deems appropriate to ensure there is adequate and up to date virus protection on all workstations and servers. Customer expressly agrees that DataVox, Inc. shall have no liability for the loss of any such data, downtime or other damage caused by a computer virus.

9. Data Back-up

Customer agrees to take whatever steps Customer deems appropriate to ensure there are adequate, up to date back-ups made of all data on any computer, server, hard drive, or other storage device of Customer. In the event of failure, it is expressly understood that DataVox will restore the most recent back-up for systems covered under warranty or maintenance. Any additional programming due to out of date database will not be covered under warranty or maintenance and will be billed on an hourly basis. Customer expressly agrees that DataVox shall have no liability for the loss of any such data, which may occur during or after the installation process, or for any consequential damage resulting from any such loss of data.

10. Tax Obligation

Customer will pay promptly when due all taxes, assessments and other charges levied or assessed by any governments or governmental agency upon the sale of the described equipment.

11. Non-Solicitation of Employees

Customer agrees not to hire or otherwise solicit the employment of any DataVox employee for a period of two (2) years after the date of this Agreement. Customer agrees that the damages to DataVox for any breach of this section will be substantial, but difficult to ascertain. Accordingly, if Customer breaches this agreement, it shall pay to DataVox an amount equal to the annual compensation of the DataVox employee solicited or hired, which amount shall be paid as liquidated damages, as a good faith effort to estimate the fair, reasonable and actual damages to DataVox, and not as a penalty. Nothing in this Agreement shall be construed to prohibit DataVox from pursuing any other available rights or remedies it may have against the employee.

12. Arbitration (This agreement is subject to binding arbitration)

Any dispute between Customer and DataVox, whether arising under this Agreement or otherwise, shall be settled finally, completely and conclusively by arbitration in Houston, Harris County, Texas, in accordance with the Commercial Arbitration Rules of the American Arbitration Association (the "Rules"), by one arbitrator chosen in accordance with the Rules. Arbitration shall be initiated by written demand by the party seeking arbitration. This agreement to arbitrate shall be specifically enforceable in the District Court of Harris County, Texas. A decision of the arbitrator shall be final, conclusive and binding, and judgment may be entered thereon in the District Court of Harris County, Texas, to enforce such decision and the benefits thereof. Any arbitration held in accordance with this paragraph shall be private and confidential and no person shall be entitled to attend the hearings except the arbitrator, you, your attorneys, and any designated representatives of DataVox, Inc. and its attorneys. The matters submitted for arbitration, the hearings and



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proceedings thereunder and the arbitration award shall be kept and maintained in strictest confidence by Customer and DataVox, Inc. and shall not be discussed, disclosed or communicated to any persons. On request of either party, the record of the proceeding shall be sealed and may not be disclosed except insofar, and only insofar, as may be necessary to enforce the award of the arbitrator and any judgment enforcing such award.

13. Assignment

Customer may not delegate its performance or assign its rights under this Agreement except upon the express written consent of DataVox.

14. Construction

This writing constitutes the final agreement between the parties and is a complete statement of the terms of the agreement. No course of prior dealings between the parties or trade usage shall be relevant to determine the meaning of this Agreement. This Agreement is entered into and shall be performable in the State of Texas.

15. Attorney's Fees

Customer shall pay to DataVox all attorney's fees, court costs, and all other expense, which may be incurred by DataVox in enforcing, or attempting to enforce, any of its rights under this Agreement, or against any guarantors hereof, or with respect to any matters connected with the subject matter hereof.

16. Severability

This Agreement and all provisions hereof are intended to be severable, and this Agreement shall remain enforceable in the event any provision hereof is declared invalid.

17. Payment Terms

The balance due after required deposit will be progress-billed based on achieved milestones determined by DataVox and approved by the Customer. All DataVox invoices to the Customer are due and payable net 30 days from the invoice date. The Customer agrees to pay DataVox interest on all past due amounts at a rate of 1.5% per month (18% per annum). Deposit payments must be received by DataVox before commencement of a project. The payment terms of this contract are subject to change by DataVox at any time based on a review of the customer's credit.

18. Work Hours

DataVox has priced the professional service proposal assuming that all work will be done during normal business hours which DataVox defines as Monday through Friday, 8:00am to 5:00pm, excluding holidays. The go live activity is the only activity in which DataVox will work after business hours. This project milestone activity can be scheduled outside of normal business hours Monday through Friday, excluding holidays. The start time for the go live activity can be scheduled to start no later than 7:00pm. Any request to perform the system go live or any other activity outside of normal business hours is considered outside the scope of work and will result in additional project costs. Scheduling and availability of resources outside of normal business hours is not guaranteed unless the Project Manager/Coordinator has approved it.

19. Travel



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The Customer will be billed for Time Travelled and Travel Expenses outside of the Greater Houston area (Outside the greater Houston area is defined as greater than 50 miles one way from the Data Vox Houston facility located at 6650 W. Sam Houston Parkway S., Houston, TX 77072.)

The Customer will be billed for the Time Travelled by each DataVox employee at half the cost of the DataVox billable rate per hour. This includes, for example, time spent on an airplane or driving in a car.

Travel Expenses will be billed back to the Customer as incurred. These expenses will include: airfare (coach) and mileage reimbursement (lodging, transportation, parking, and per diem.) DataVox adheres to the mileage reimbursement and per diem rates determined by the U.S. General Services Administration (GSA). These rates can be referenced on the GSA website.

20. Return Material Authorization

DataVox has a Return Material Authorization policy that explains product returns. Approval to return defective and non-defective products is at the sole discretion of DataVox. Products that are defective or dead on arrival (DOA) will be repaired, replaced, or credited according to the manufacturer's warranty. Products that are non-defective that are unopened and unused and can be resold as new may be returned subject to a fifteen percent (15%) restocking fee. Any custom ordered product cannot be returned. Additional detail concerning the DataVox Return Material Authorization policy is available upon request.

21. Currency

Unless otherwise specified, all currency listed in DataVox documentation is in US dollars.



ORDINANCE NO. 18-____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AUTHORIZING THE MAYOR AND THE CITY CLERK OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE AND ATTEST, RESPECTIVELY, FOR AND ON BEHALF OF THE CITY OF BELLAIRE, TEXAS, A STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR WITH DATAVOX, IN A FORM AS ATTACHED HERETO AND MARKED EXHIBIT "A," FOR THE PROVISION OF STRUCTURED CABLING INSTALLATION SERVICES FOR THE MUNICIPAL FACILITIES PROJECT IN THE AMOUNT OF \$191,120.00.

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

THAT the Mayor and the City Clerk of the City of Bellaire, Texas, are each hereby authorized to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Contract and Standard Form of Agreement between Owner and Contractor, with Datavox, in a form as attached hereto and marked as Exhibit "A", for the provision of Structured Cabling Installation Services for the Municipal Facilities Project in the amount of \$191,120.00. **PASSED** and **APPROVED** this 22th day of January, 2018.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

STANDARD FORM OF AGREEMENT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This **AGREEMENT** is made and entered into this _____ day of _____, 20____, by and between the **CITY OF BELLAIRE, TEXAS**, of the County of Harris and State of Texas, duly incorporated and existing under and by virtue of the Constitution and laws of the State of Texas, acting by and through the undersigned Mayor, as attested to by the City Clerk of the **CITY OF BELLAIRE, TEXAS**, thereunto duly authorized to do so, hereinafter referred to as "**CITY**," and DataVox, Inc., a [corporation, limited liability corporation, partnership, sole proprietorship, etc.] duly [incorporated, existing, etc.] in the County of _____ and State of _____, hereinafter referred to as "**CONTRACTOR**."

WITNESSETH:

That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the **CITY**, the **CONTRACTOR** hereby agrees with the **CITY** to commence and complete the project described as follows:

Installation of Structured Cabling for the Municipal Facilities Project

including the City Hall / Civic Center and the Police / Court Buildings.

All work of every kind or nature necessary to complete said project [or provide said services], under the terms as stated in the **CONTRACTOR'S PROPOSAL** in accordance with the conditions and costs stated in the **CONTRACTOR'S PROPOSAL**

attached hereto and marked "Attachment A" all of which are made a part hereof, collectively evidence and constitute the entire **Contract**.

The **CITY** agrees to pay the **CONTRACTOR** in current funds for the performance of the **Contract** in accordance with the **CONTRACTOR'S PROPOSAL** submitted therefore which forms a part of this **Contract** and to make payment on account thereof as provided therein.

The undersigned person executing this **Contract** and all other documents executed simultaneously herewith, does certify and attest that he or she is executing the same in his or her capacity as herein stated as an officer of said [corporation, limited liability corporation, partnership, sole proprietorship, etc.].

IN WITNESS WHEREOF, the Mayor of the **CITY OF BELLAIRE, TEXAS**, as attested to by the City Clerk of the **CITY OF BELLAIRE, TEXAS**, hereunto, have executed this **AGREEMENT** in the year and date first above written, under the authority granted to them under the provisions of Ordinance No. _____, an Ordinance duly enacted by the City Council of the **CITY OF BELLAIRE, TEXAS**.

CITY OF BELLAIRE, TEXAS

Andrew Friedberg
Mayor

Date

ATTEST:

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

Date

APPROVED AS TO FORM:

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

Date

IN WITNESS WHEREOF, the **CONTRACTOR**, whose name is hereinafter set out, does certify and attest that he has executed this **AGREEMENT** in his capacity as herein stated, for and on behalf of said [corporation, limited liability corporation, partnership, sole proprietorship, etc.], and that he or she has the authority to do so.

NAME OF CONTRACTOR

Signed

Printed Name

Title

Name of Contractor

Date

Attest:

Signed

Printed Name

Title

Date

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



Meeting: 01/22/18 05:30 PM
 Department: City Clerk
 Category: Appointment
 Department Head: Tracy L. Dutton
 DOC ID: 2443

**SCHEDULED
 ORDINANCE (ID # 2443)**

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 fill an unexpired term on the Board of Adjustment of the City of Bellaire, Texas, commencing January 22, 2018, and ending on June 30, 2018 - Submitted by Tracy L. Dutton, City Clerk.

Background/Summary:

As you know, Jill Almaguer, former Chair of the Board of Adjustment ("BOA"), resigned her position in November of 2017 prior to the expiration of her term due to a move outside the limits of the City of Bellaire. Chair Almaguer's term was scheduled to end on June 30, 2018. Since many matters before the BOA require a favorable vote of six (6) members, it is very important that this vacancy get filled. The BOA considered a docket in January in which all six members were required to attend, and the BOA is scheduled to consider another docket in February in which six members will be required to attend.

During the month of December, the City Clerk advertised for Chair Almaguer's unexpired term on the BOA, along with an unexpired term on the Parks and Recreation Advisory Board.

One (1) applicant, Lilly F. Gilmer, expressed an interest in serving on the BOA. Ms. Gilmer has been scheduled to interview with the City Council earlier in the evening.

An ordinance has been prepared for City Council consideration to appoint one (1) member to the BOA to fill the unexpired term. If adopted, the term of the newly appointed member will be effective as of January 22, 2018, and would end on June 30, 2018.

Previous Council Action Summary:

Previous Council action, as it related to board appointments, has been summarized above.

Fiscal Impact:

N/A

Recommendation:

Action as City Council deems appropriate.

ATTACHMENTS:

- Appointment - Board of Adjustment - Unexpired Term - 2018 (DOC)



ORDINANCE NO. 18-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, APPOINTING ONE (1) MEMBER TO THE BOARD OF ADJUSTMENT OF THE CITY OF BELLAIRE, TEXAS ("BOA"), TO FILL AN UNEXPIRED TERM COMMENCING ON JANUARY 22, 2018, AND ENDING ON JUNE 30, 2018.

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 2, Boards and Commissions Governed by State Law, Section 2-112, Board of adjustment*, the City Council of the City of Bellaire, Texas, appoints the members of the BOA; and

WHEREAS, on November 16, 2017, Board Member Jill Almaguer submitted her resignation prior to the end of her term (June 30, 2018); 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 the BOA to fill an unexpired term commencing on January 22, 2018, and ending on June 30, 2018; **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 the BOA to fill an unexpired term commencing on January 22, 2018, and ending on June 30, 2018.
3. **THAT** the appointment as set forth herein shall be effective as of January 22, 2018, and such newly appointed member shall be installed at the first meeting of the BOA following the effective date of the appointment herein.

PASSED, APPROVED, and ADOPTED this 22nd day of January,
2018.

(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: 01/22/18 05:30 PM
 Department: City Clerk
 Category: Appointment
 Department Head: Tracy L. Dutton
 DOC ID: 2444

**SCHEDULED
 ORDINANCE (ID # 2444)**

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 fill an unexpired term on the Parks and Recreation Advisory Board of the City of Bellaire, Texas, commencing on January 22, 2018, and ending on June 30, 2018 - Submitted by Tracy L. Dutton, City Clerk.

Background/Summary:

As you know, Council Member Neil Verma was elected to serve in Position No. 1 on the City Council during our General Election held on November 7, 2017. Prior to his installation as a member of the City Council, Neil Verma served on the Parks and Recreation Advisory Board and had a term scheduled to end on June 30, 2018.

During the month of December, the City Clerk advertised for Mr. Verma's unexpired term on the Parks and Recreation Advisory Board ("PRAB"), along with an unexpired term on the Board of Adjustment.

Three (3) applicants expressed an interest in serving on the PRAB as follows: James H. Burrough, Jr., Lisa Lim, and Lilly F. Gilmer. All three applicants have been scheduled to interview with the City Council earlier in the evening.

An ordinance and ballot have been prepared for City Council consideration to appoint one (1) member to the PRAB to fill the unexpired term. If adopted, the term of the newly appointed member will be effective as of January 22, 2018, and would end on June 30, 2018.

Previous Council Action Summary:

Previous Council action, as it related to board appointments, has been summarized above.

Fiscal Impact:

N/A

Recommendation:

Action as City Council deems appropriate.

ATTACHMENTS:

- Appointment to the PRAB - Verma Unexpired Term - 2018 (DOC)
- Ballot - PRAB - Vacancy - 2018(DOCX)



ORDINANCE NO. 14-069

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, APPOINTING ONE (1) MEMBER TO THE PARKS AND RECREATION ADVISORY BOARD OF THE CITY OF BELLAIRE, TEXAS, TO FILL AN UNEXPIRED TERM COMMENCING ON JANUARY 22, 2018, AND ENDING ON JUNE 30, 2018.

WHEREAS, the Parks and Recreation Advisory Board of the City of Bellaire, Texas ("PRAB") was created by Resolution No. 88-03 of the City Council of the City of Bellaire, Texas, on January 18, 1988; and

WHEREAS, pursuant to the *Code of Ordinances of the City of Bellaire, Texas, Chapter 2, Administration, Article VII, Boards, Commissions, and Committees, Division 1, Generally, Section 2-93, Eligibility for membership on boards*, the City Council of the City of Bellaire, Texas, appoints the members to the Parks and Recreation Advisory Board; and

WHEREAS, on November 7, 2017, Board Member Neil Verma was elected to serve on the City Council, with a term commencing on January 8, 2018, prior to the expiration of his term on the PRAB (June 30, 2018); 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 the PRAB to fill an unexpired term commencing on January 22, 2018, and ending on June 30, 2018; **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 the PRAB to fill an unexpired term commencing on January 22, 2018, and ending on June 30, 2018.

3. THAT the appointment as set forth herein shall be effective as of January 22, 2018, and such newly appointed member shall be installed at the first meeting of the PRAB following the effective date of the appointment herein.

PASSED, APPROVED, and ADOPTED this 22nd day of January, 2018.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

Attachment: Appointment to the PRAB - Verma Unexpired Term - 2018 (2444 : Appointment of Member to Fill Vacancy on PRAB)



BALLOT

Parks and Recreation Advisory Board

Instructions:

Please indicate your choice by marking an "X" beside the name of **one (1)** applicant to serve as a member of the PRAB for a **term of commencing on January 22, 2018, and ending on June 30, 2018**. Applicant names are listed in alphabetical order.

☐

James H. Burrough, Jr.

☐

Lilly F. Gilmer

☐

Lisa Lim

Signature: _____

Date: January 22, 2018