

# CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

MARCH 5, 2018

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Council Chamber	Regular Session	7:00 PM
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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 - 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 - Neil Verma, Council Member.**

**D. Pledges to The Flags - Neil Verma, 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 honoring Paul A. Hofmann, City Manager, on his award of "2018 Public Official of the Year" from the University of Houston Master of Public Administration Program.

**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. Monthly Financial Report for the Period Ending January 31, 2018 - Submitted by Terrence Beaman, Chief Financial Officer.
3. Quarterly Report from the Evelyn's Park Conservancy Board - Presented by Patricia Ritter, President and Interim Executive Director of Evelyn's Park Conservancy.
4. Presentation by the special committee appointed by the City Council to review and make recommendations concerning the City's board and commission application and interview processes; and consideration of and possible action on the special committee's recommendations - Submitted by Michael Fife, David R. Montague, and Trisha S. Pollard, Council Members and Members of the Special Committee.

**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, February 5, 2018 - Submitted by Tracy L. Dutton, City Clerk.

Mayor and Council - Regular Session - Feb 5, 2018 7:00 PM

**b. Adoption of Ordinance(s)/Resolution(s):**

- i. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, temporarily suspending the restriction of the consumption of beer and wine to a designated area of Evelyn's Park for the purpose of allowing the Evelyn's Park Conservancy to host special events on Friday, April 6, 2018, and on Sunday, April 8, 2018, in Evelyn's Park, 4400 Bellaire Boulevard, Bellaire, Texas 77401 - Submitted by Karl Miller, Director of Parks, Recreation and Facilities.
- ii. Consideration of and possible action on the adoption of a resolution of the City Council of the City of Bellaire, Texas, approving participation by the City of Bellaire, Texas, in the North Texas SHARE program, a cooperative purchasing program instituted by the North Central Texas Council of Governments, for the purchase of certain products and services and authorizing the City Manager of the City of Bellaire, Texas, to execute a Master Interlocal Purchasing Agreement with the North Central Texas Council of Governments for the purchase of products and services - Submitted by Terrence Beaman, Chief Financial Officer.

- iii. 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 the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Standard Form of Agreement with A Absolute Plumbing, Inc., for the provision of any and all services, materials, incidentals, and equipment necessary for the Bonds for Better Bellaire 2016 Group A Phase 1 Water and Wastewater Improvements project in an amount not to exceed \$1,620,650.00 - Submitted by Michael Leech, Director of Public Works.
- iv. 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 the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Standard Form of Agreement with KIT Professionals, Inc., for the provision of Construction Management and Inspection services necessary for the Bonds for Better Bellaire 2016 Group A Phase 1 Water and Wastewater Improvements project in an amount not to exceed \$175,000.00 - Submitted by Michael Leech, Director of Public Works.

## **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, authorizing the City Manager of the City of Bellaire, Texas, to execute an agreement with Academic Specialties for the purchase and installation of first responder locker systems for the Municipal Facilities Project in the amount of \$67,160.00 - Submitted by Michelle Jordan, Project Manager.
- 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 of the City of Bellaire, Texas, to execute an agreement with Russ Bassett Corporation for the purchase and installation of police dispatch consoles for the Municipal Facilities Project in the amount of \$69,892.50 - Submitted by Michelle Jordan, Project Manager.

## **3. Item for Individual Consideration:**

Consideration of and possible action on the verbal and typographic elements of the proposed brand identity package for the City of Bellaire - Submitted by Cheryl Bright, Administrative Services Manager.

### **I. Community Interest Items from the Mayor and 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  
PROCLAMATION (ID #  
2498)**

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**Item Title:**

Issuance of a proclamation by Andrew S. Friedberg, Mayor, recognizing and honoring Paul A. Hofmann, City Manager, on his award of "2018 Public Official of the Year" from the University of Houston Master of Public Administration Program.

**Background/Summary:**

Mayor Andrew S. Friedberg will present a proclamation he has issued in recognition and honor of Paul A. Hofmann, City Manager, on his award of "2018 Public Official of the Year" from the University of Houston Master of Public Administration Program.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

N/A

**ATTACHMENTS:**

- Public Official of the Year - Paul A. Hofmann (PDF)



## Proclamation

*Whereas*, the University of Houston Master of Public Administration Program annually honors outstanding public officials who demonstrate and positively influence the ideals of public service in the Houston metropolitan area; and

*Whereas*, selection criteria for the Public Official of the Year award include outstanding performance in a challenging work situation; demonstrated commitment to ethics and ethical decision making; placing the welfare of the citizenry above personal, professional and political motives; demonstrating public service values in action; and addressing problems and maintaining harmonious and supportive relationships across jurisdictional boundaries; and

*Whereas*, now in its seventh year, the UH MPA Public Official of the Year award is widely regarded as a significant and prestigious professional recognition and accomplishment, and the annual awards luncheon is a meaningful public celebration of not only the recipients, but also of the service ideals for which they stand; and

*Whereas*, the City of Bellaire, Texas, is beaming with pride as our very own City Manager, Paul A. Hofmann, is honored as Public Official of the Year;

*Now, Therefore*, I, **Andrew S. Friedberg, Mayor of the City of Bellaire, Texas**, on behalf of the City Council, residents and staff, do hereby congratulate

***Paul A. Hofmann***

University of Houston Master of Public Administration Program

***2018 Public Official of the Year***

and express our great appreciation for his exemplary leadership and service to the City of Bellaire.



*In Witness Whereof*, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 2nd day of March, 2018.

Andrew S. Friedberg  
Mayor  
City of Bellaire, Texas

**Mayor and Council**

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



Meeting: 03/05/18 07:00 PM  
Department: City Manager's Office  
Category: Presentation  
Department Head: Paul A. Hofmann  
DOC ID: 2408

**SCHEDULED  
ACTION ITEM (ID # 2408)**

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**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: 03/05/18 07:00 PM  
Department: Finance Administration  
Category: Report  
Department Head: Terrence Beaman  
DOC ID: 2414

**SCHEDULED  
ACTION ITEM (ID # 2414)**

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**Item Title:**

Monthly Financial Report for the Period Ending January 31, 2018 - Submitted by Terrence Beaman, Chief Financial Officer.

**Background/Summary:**

In accordance with the Charter of the City of Bellaire, Article VII, Section 4, Paragraph 3, please find attached the monthly financial report for the month of January for FY 2018.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

N/A

**ATTACHMENTS:**

- JANUARY MONTHLY FINANCIAL REPORT(PDF)



# *City of Bellaire*

## Monthly Financial Report for the period ended January 31, 2018





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# City of Bellaire Finance

## MEMORANDUM

To: Paul A. Hofmann, City Manager

From: Terrence Beaman, Chief Financial Officer

Date: March 5, 2018

Subject: Financial Analysis for Four Months Ended January 31, 2018

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

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

### GENERAL FUND

#### General Fund Revenues:

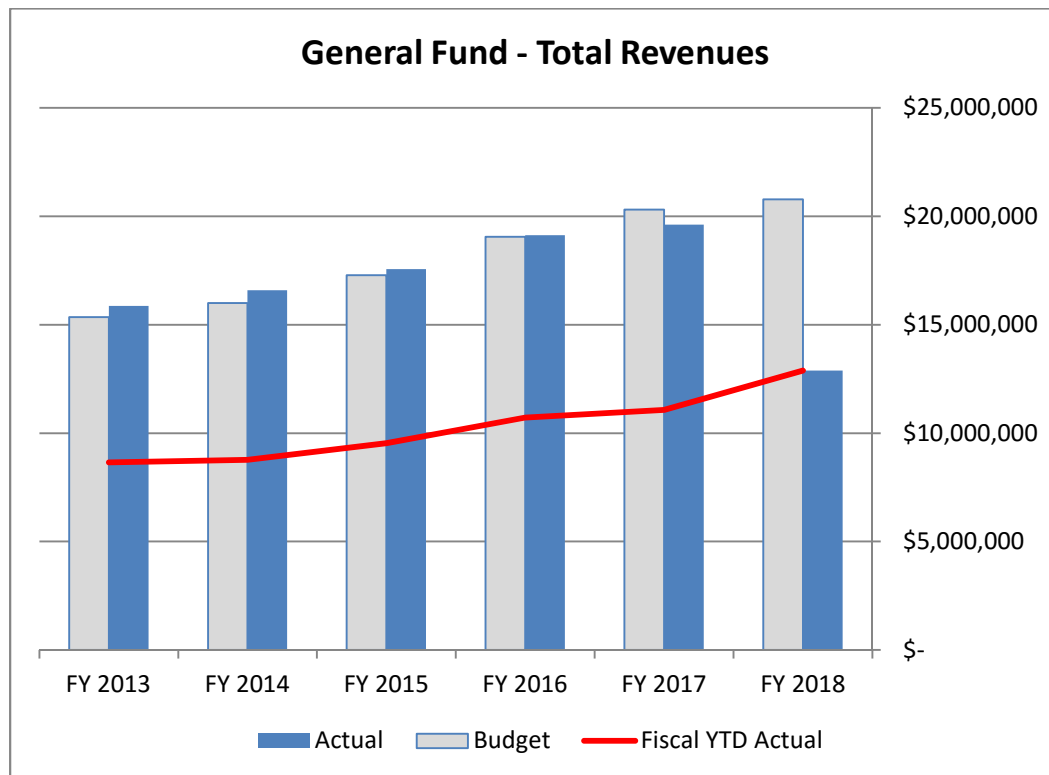
FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$20,783,835	\$11,899,112	\$12,887,029	\$987,917

For the four months ended January 31, 2018, the General Fund collected 62% of its total budgeted revenues and is over its allocated budget by \$987,917, or 8%.

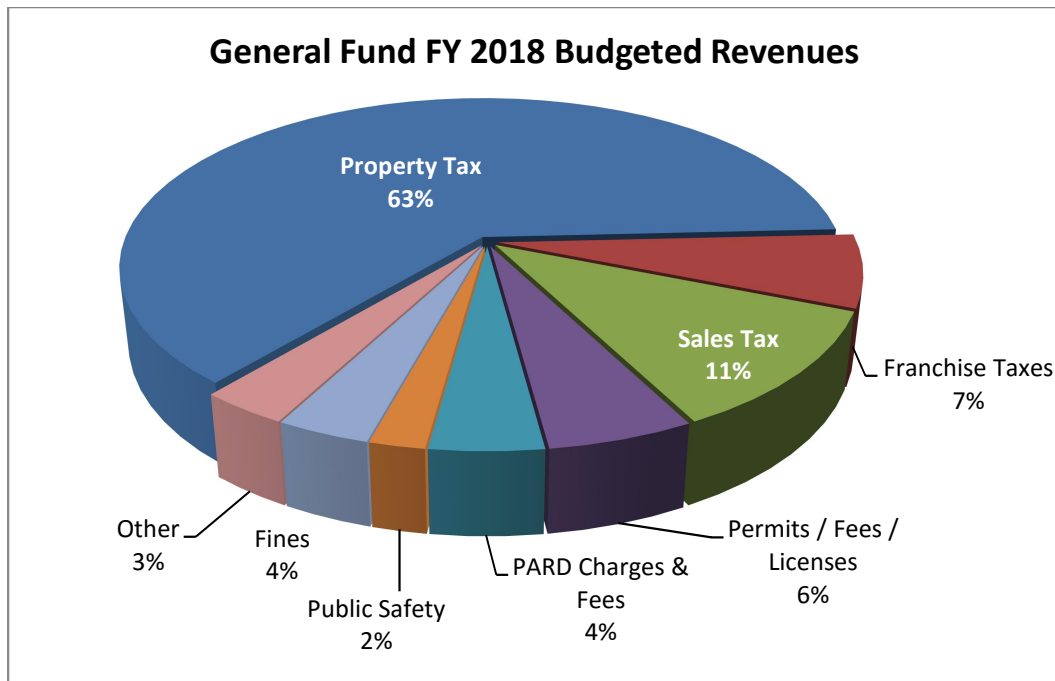
As reflected in the following table, majority of the variance from allocated budget is attributed to property tax, which is over the allocated budget by \$1,101,621.

Revenue Category	FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
Property Tax	\$13,118,646	\$9,595,068	\$10,696,689	\$1,101,621
Franchise Tax	1,424,734	446,690	405,279	(41,411)
Sales Tax	2,348,555	766,099	796,519	30,421
Permits/Fees/Licenses	1,143,400	378,428	327,462	(50,966)
PARD Charges & Fees	887,400	122,626	134,150	11,523
Public Safety	436,400	136,799	108,229	(28,570)
Fines	730,000	231,596	188,460	(43,136)
Other	694,700	221,805	230,242	8,437
Total	\$20,783,835	\$11,899,112	\$12,887,029	\$987,917

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

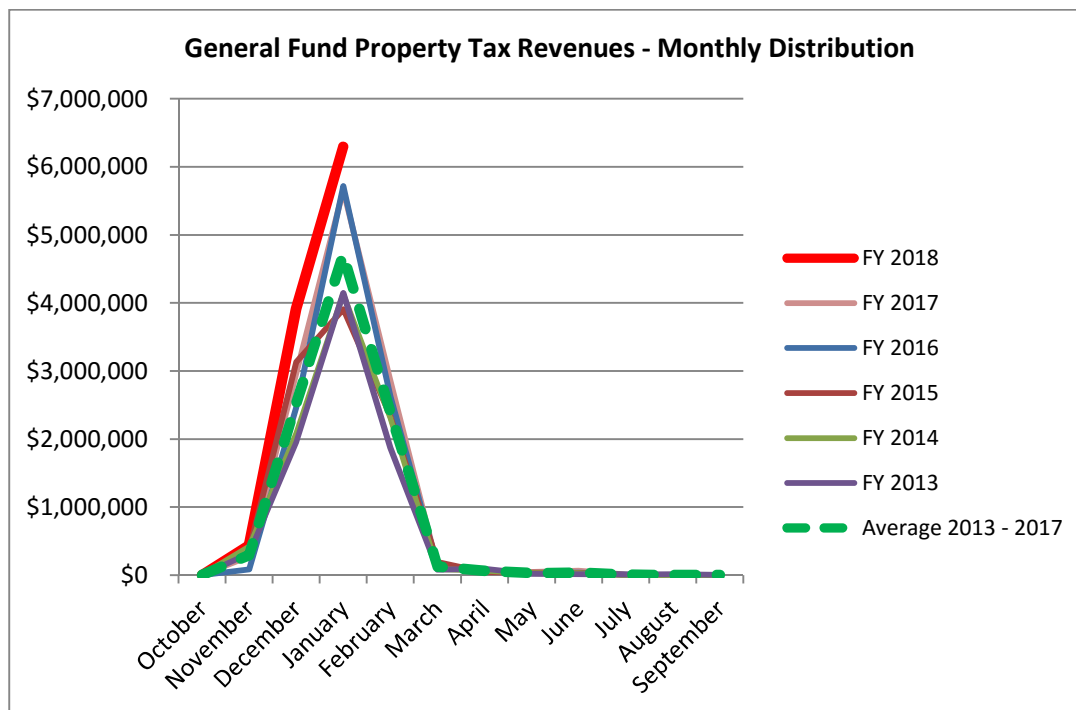


Property tax makes up the largest category of revenue in the General Fund at 63% of all FY 2018 budgeted revenues, followed by sales tax at 11% and franchise taxes at 7%.



### Property Tax

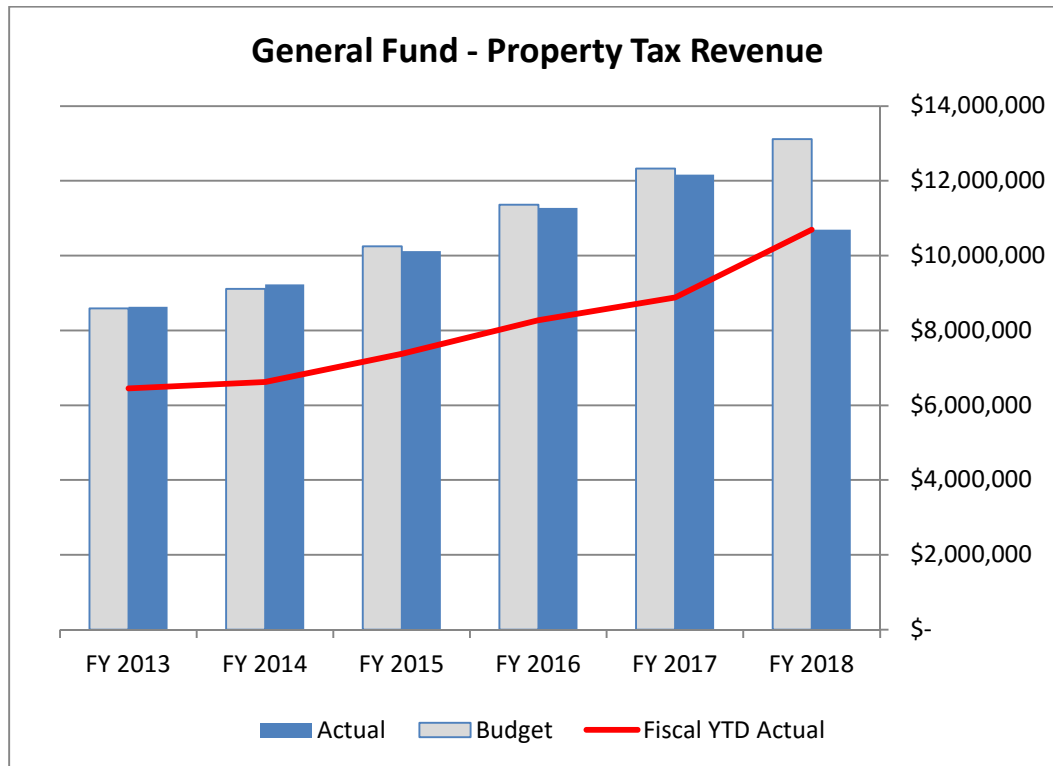
The timing of property tax collections is driven by the January 31 due date, after which penalties are incurred. As reflected in the following chart, Property taxes are weighted heavily toward the December to February time period due to the aforementioned due date.



The City collected 82%, or \$10,696,689, of its budgeted property tax revenue during the four months ended January 31, 2018, which is over the allocated budget by \$1,101,621, or 11%. As a

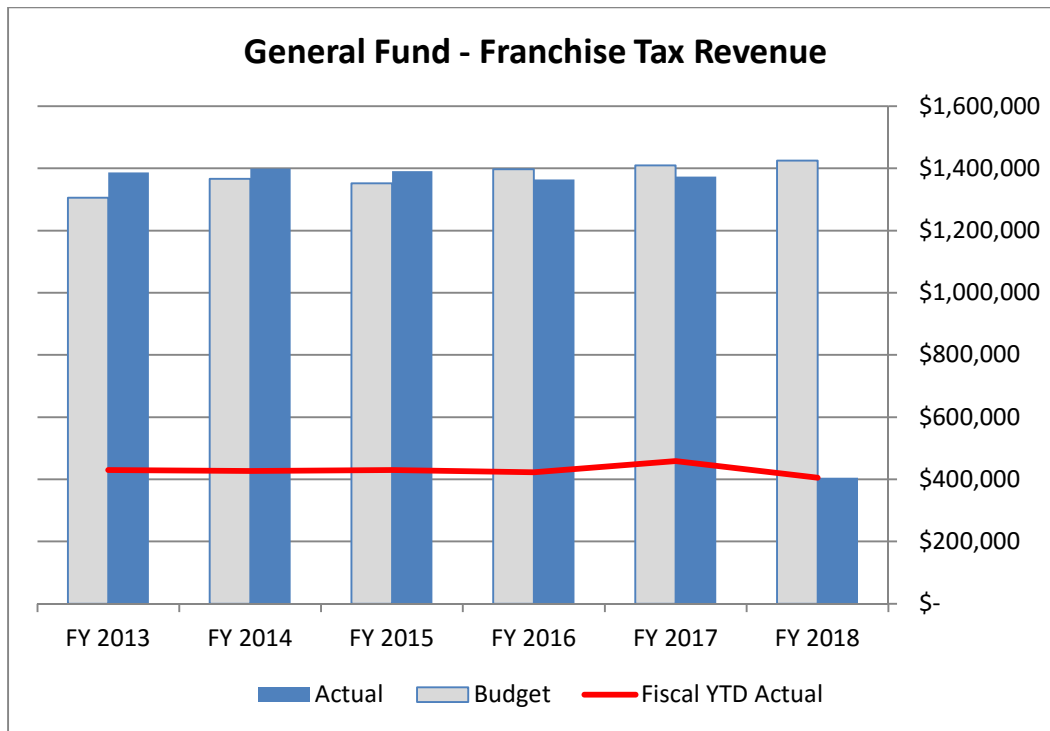
percentage, the variance from budget is lower than the December variance of 22%. Ultimately, the variance will be almost entirely a timing issue with minimal expected deviation from budget by fiscal year-end.

FY 2018 property taxes are budgeted for \$13.1 million, an increase of \$0.8 million over FY 2017's \$12.3 million. The budgeted increase in property taxes is driven by a general tax rate increase of \$0.0127 per \$100 of assessed value, or 5.0%, and a 1.9% increase in taxable values.



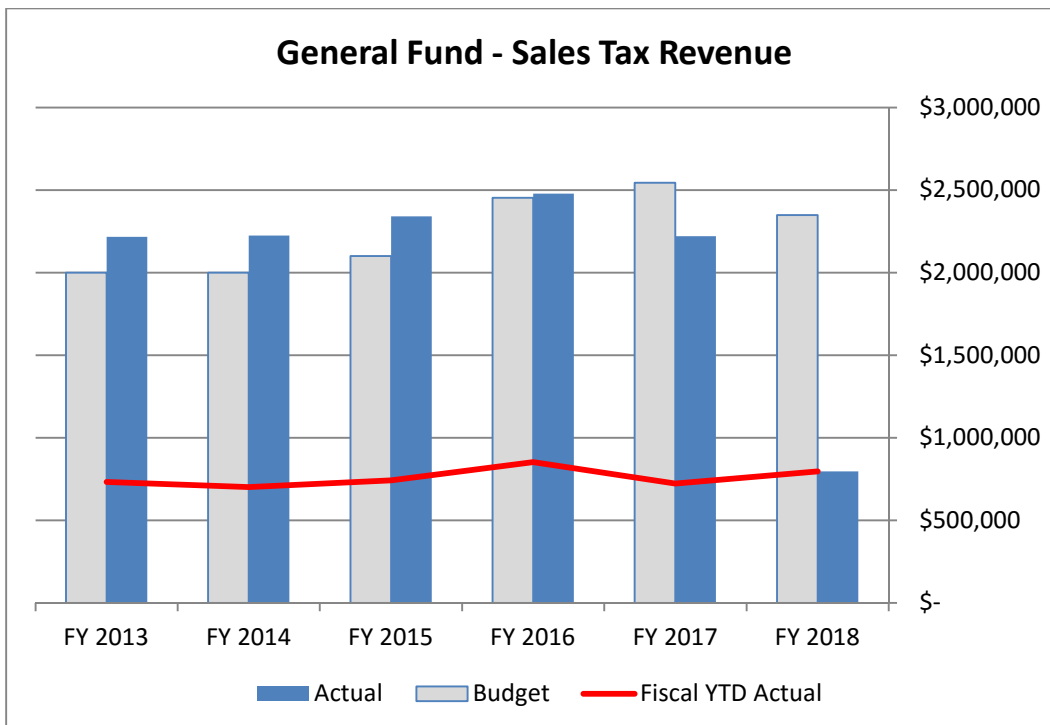
#### Franchise Taxes

Franchise taxes of \$405,279 for the four months ended January 31, 2018 are under the allocated budget by \$41,411, or 9%. Electric franchise tax payments are generally received monthly. Gas, telephone, and cable franchise tax payments are generally received quarterly. Normally, we receive a quarterly franchise tax payment for natural gas in January, however, in FY 2018 we received our quarterly payment of \$36,644 in February. Had this quarterly payment been received in January we would be under the franchise tax allocated budget by \$4,767, or 1%.



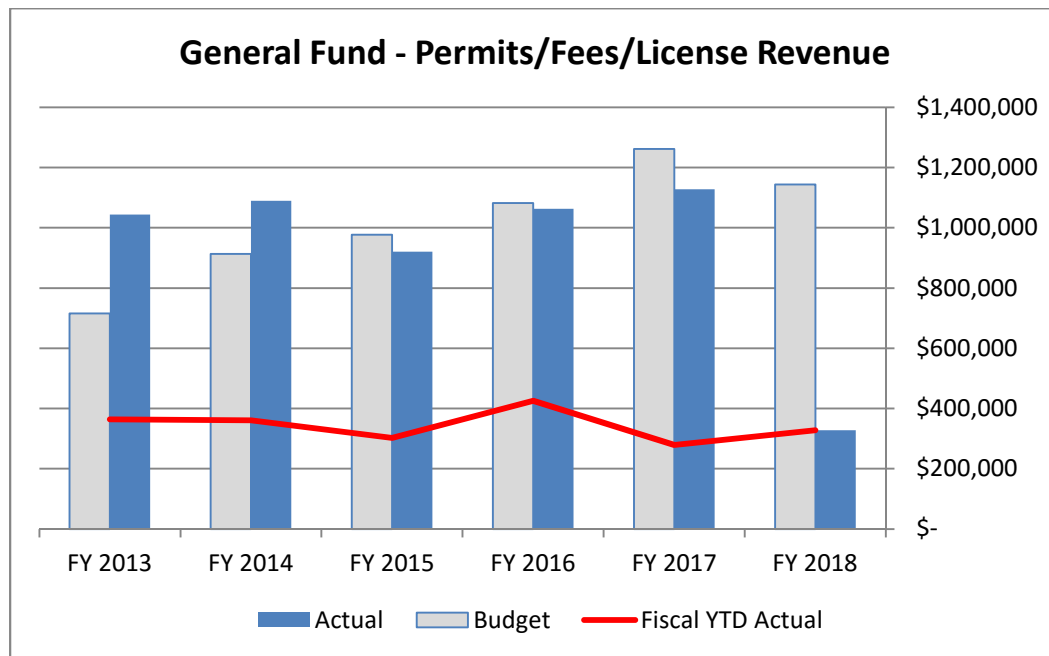
#### Sales Tax

Sales tax revenue of \$796,519 for the four months ended January 31, 2018, is over the allocated budget by \$30,421, or 4%.

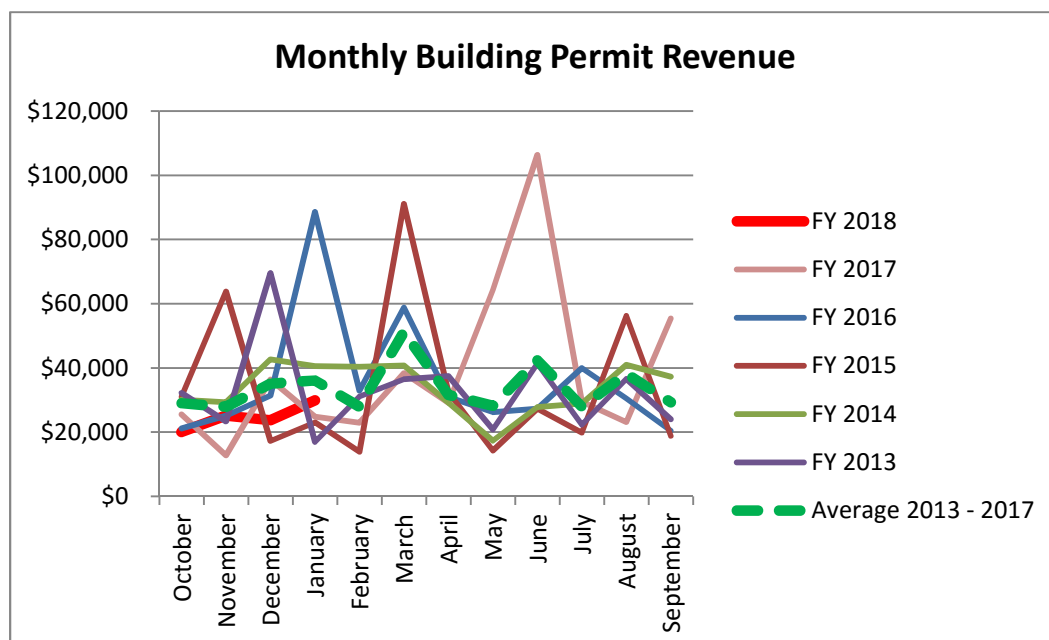


### Permits, Fees, and Licenses

Development permits, fees, and licenses of \$327,462 are under the allocated budget by \$50,966, or 13%.

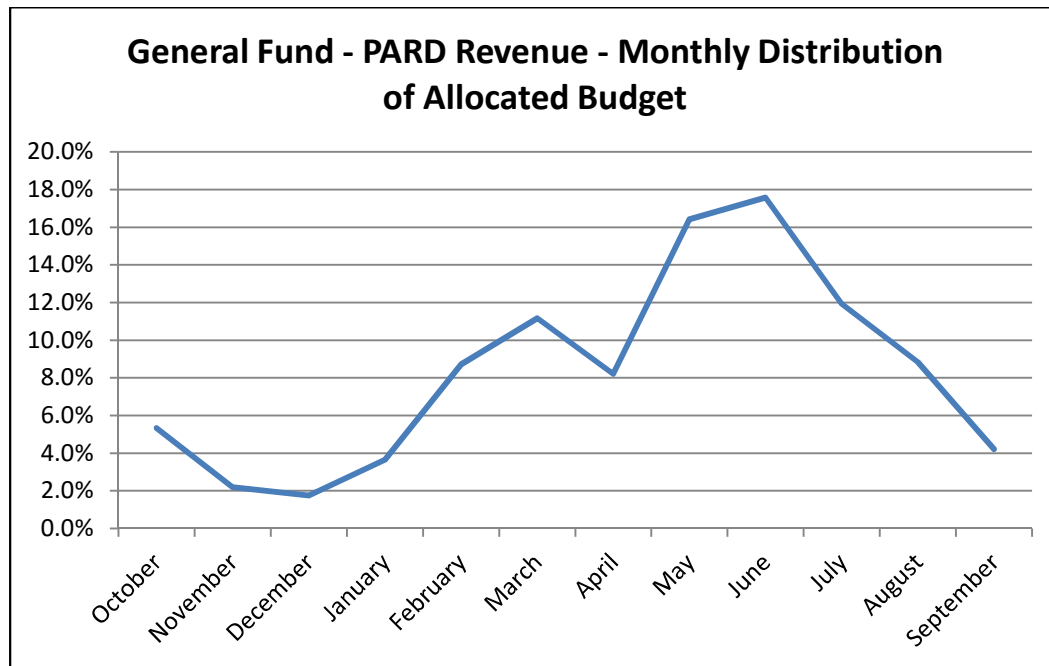


Building permit revenue makes up 62% of the permits/fees/license revenue budget. As reflected in the following chart, building permit revenue is volatile from month-to-month. Other categories of building permit revenue exhibit similar monthly volatility. We will continue monitoring permit revenue as the year progresses to determine if it continues to trail the allocated budget.

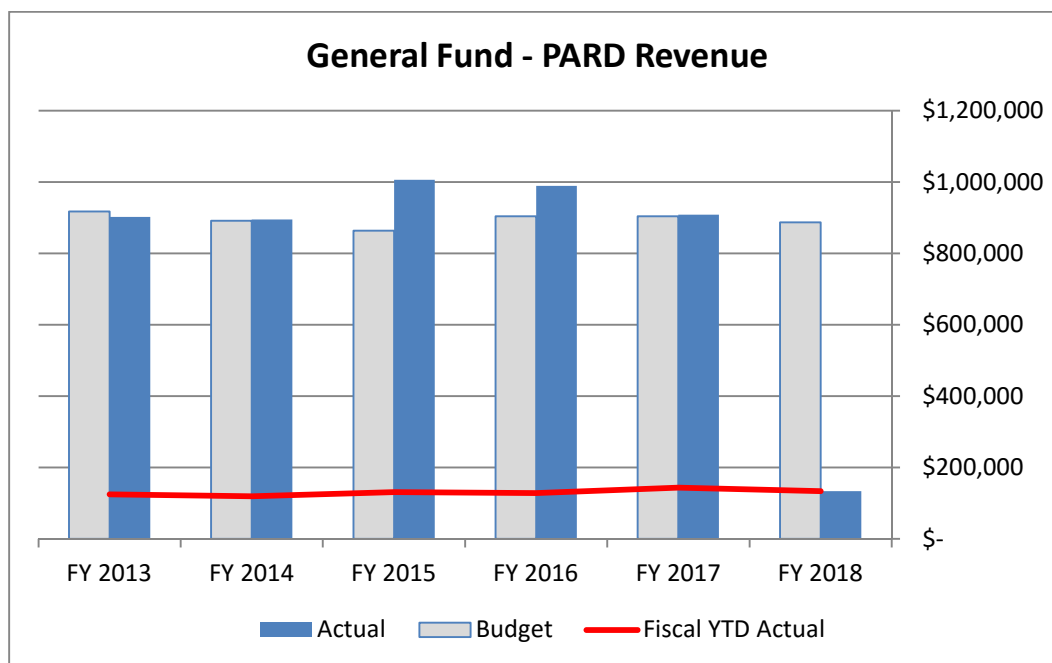


### PARD Charges & Fees

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



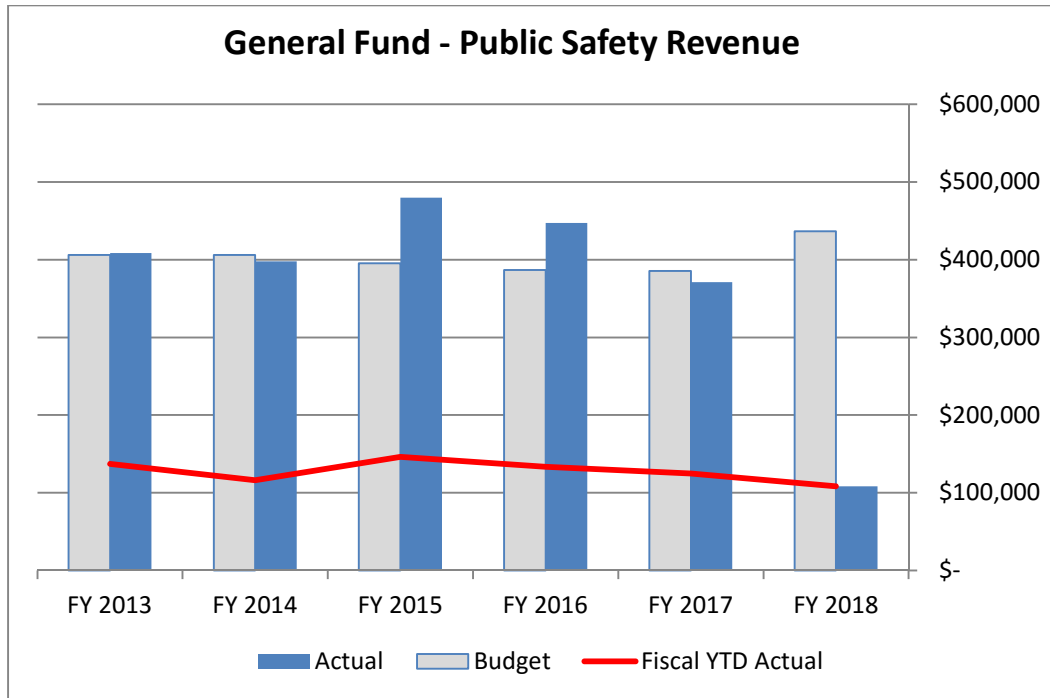
Parks and Recreation fees of \$134,150 are over the allocated budget by \$11,523, or 9%.



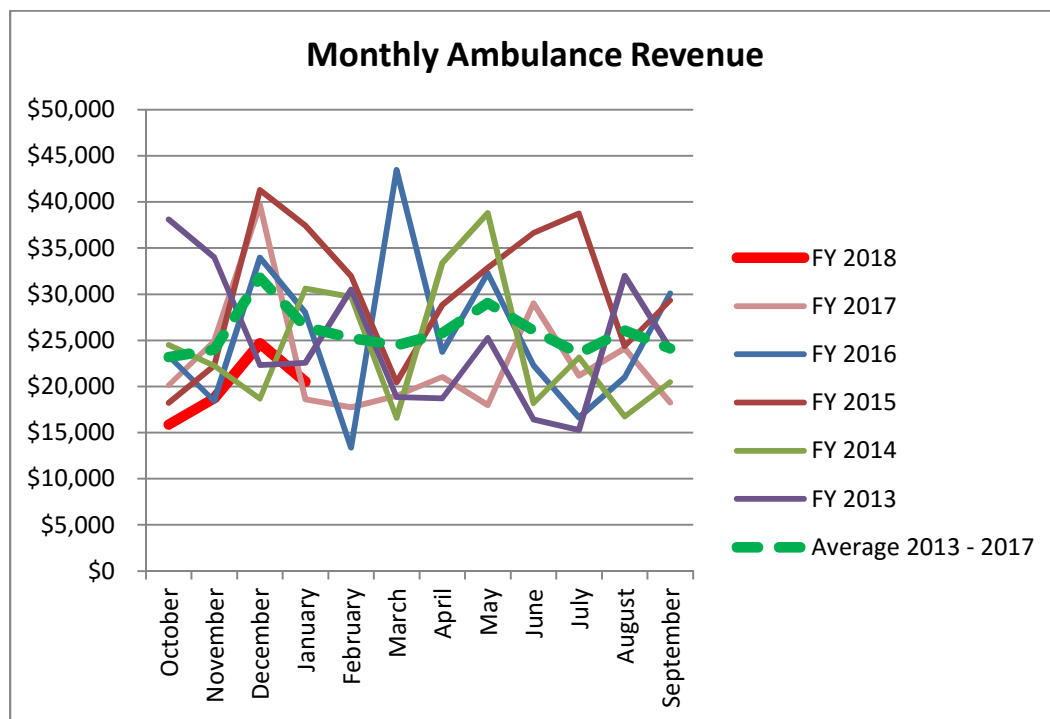
### Public Safety

Public Safety revenue of \$108,229 is under the allocated budget by \$28,570, or 21%.



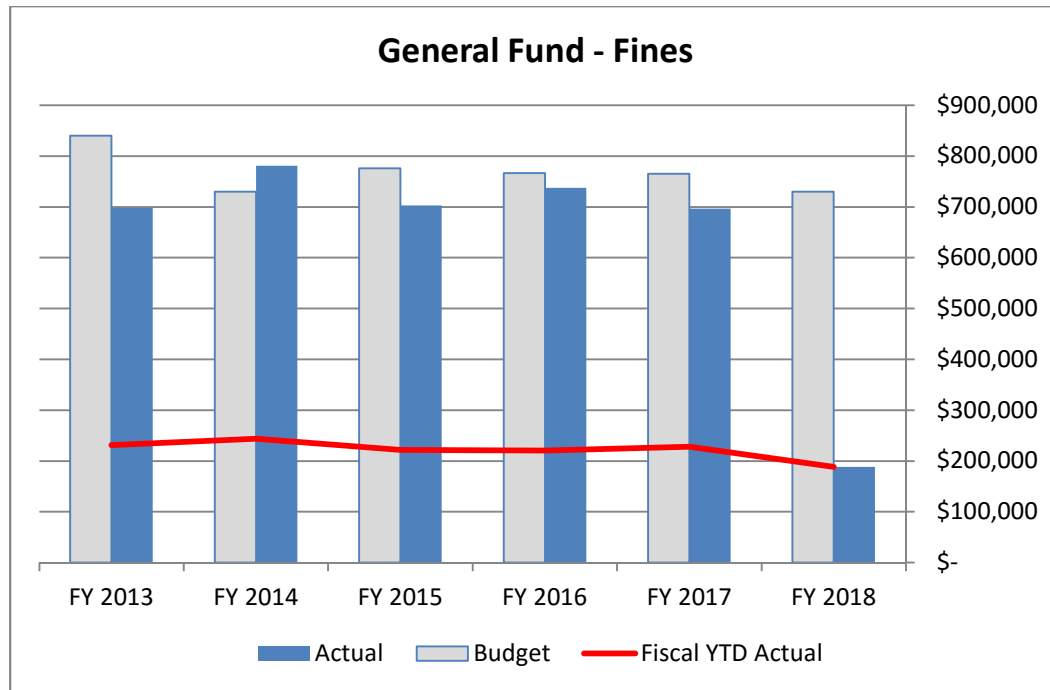


Ambulance fees make up 80% of the public safety revenue budget. As reflected in the following chart, ambulance fees are volatile from month-to-month. We will continue monitoring public safety revenue as the year progresses to determine if it continues to trail the allocated budget.

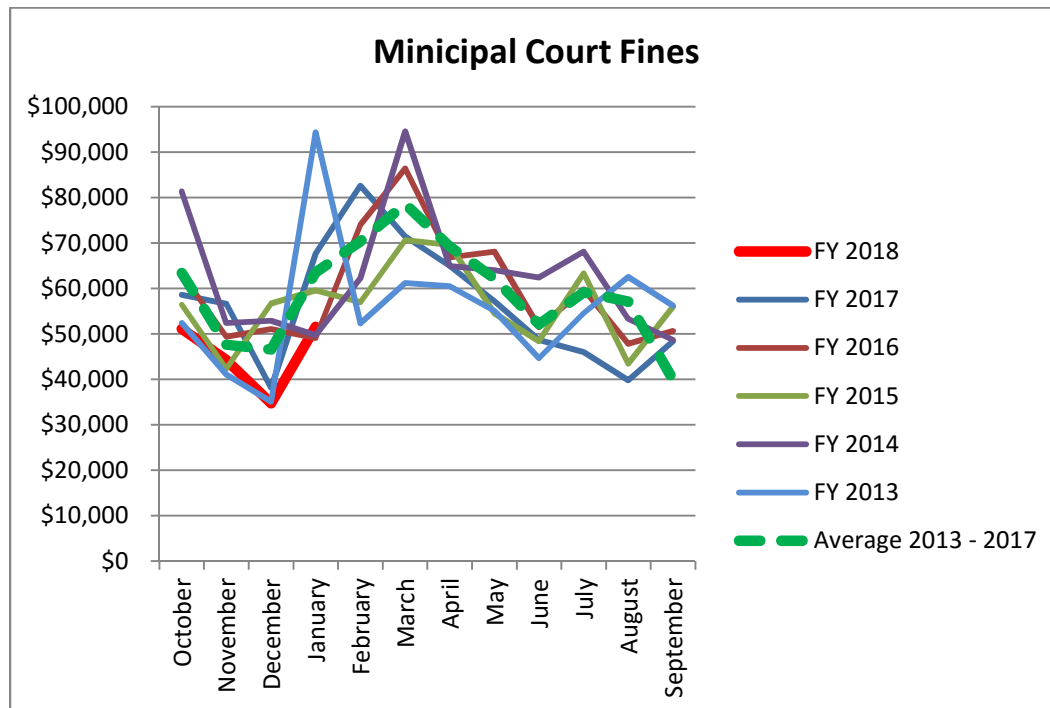


Fines

Fines revenue of \$188,460 is under the allocated budget by \$43,136, or 19%.



Municipal court fines make up 96% of the fines revenue budget. As reflected in the following chart, municipal court fines are generally lowest in December and generally peak around March. We will continue monitoring fines revenue as the year progresses to determine if it continues to trail the allocated budget.



**General Fund Expenditures:**

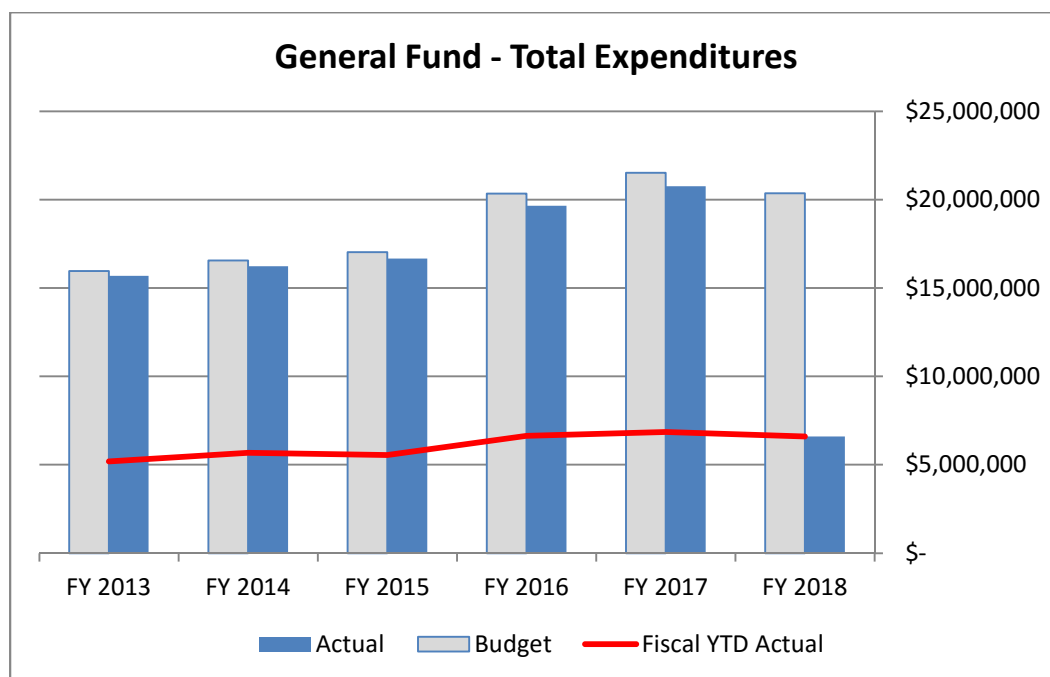
FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$20,359,848	\$6,908,202	\$6,598,984	(\$309,218)

For the four months ended January 31, 2018, the General Fund expended 32% of its total budgeted expenditures and is under its allocated budget by \$309,218, or 4%.

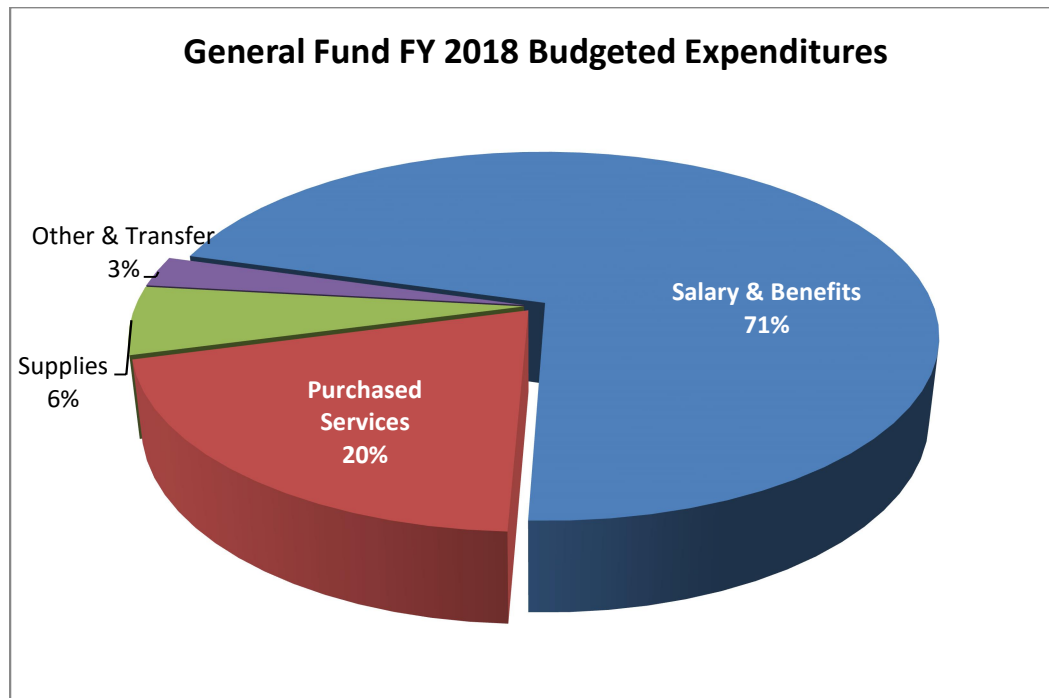
As reflected in the following table, the expenditure categories causing the majority of the variance from allocated budget are salaries and purchased services, which combined are under the allocated budget by \$391,348.

Expenditure Category	FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
Salaries & Benefits	\$14,495,815	\$4,916,409	\$4,805,944	(\$110,465)
Purchased Services	4,110,441	1,461,557	1,180,674	(280,883)
Supplies	1,212,641	360,357	304,206	(56,151)
Other/Transfers	540,951	169,879	172,782	2,903
Non-Payroll Disaster	-	-	135,378	135,378
Total	\$20,359,848	\$6,908,202	\$6,598,984	(\$309,218)

A discussion of individual expenditure categories follows the discussion of total expenditures.

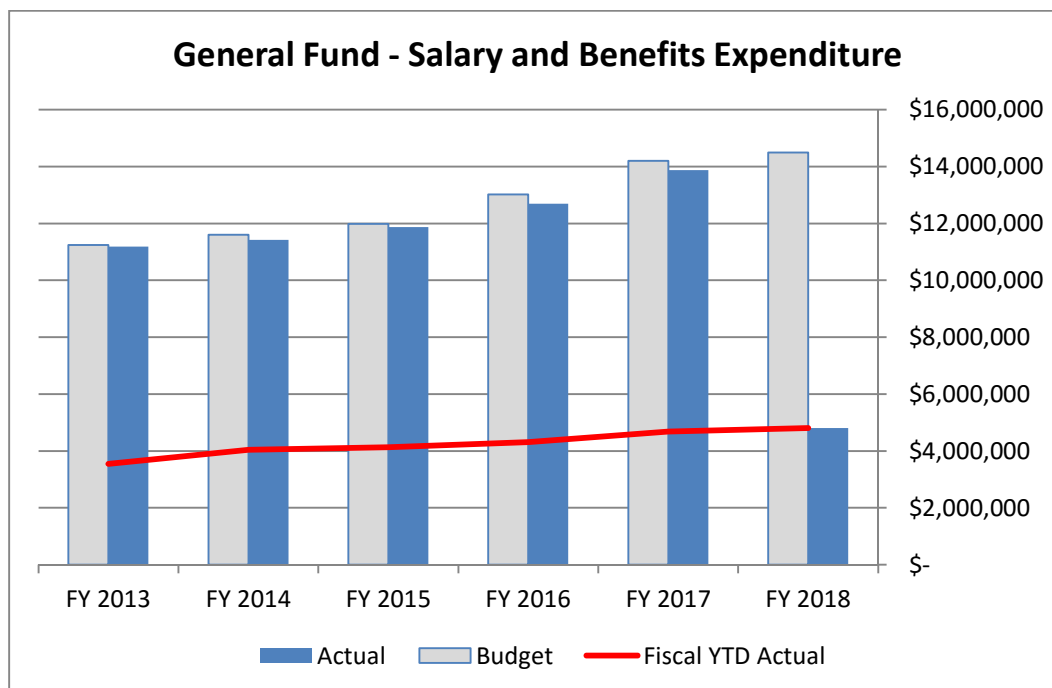


Salaries and benefits make up the largest category of expenditures in the General Fund at 71% of all FY 2018 budgeted expenditures, followed by purchased services at 20%.



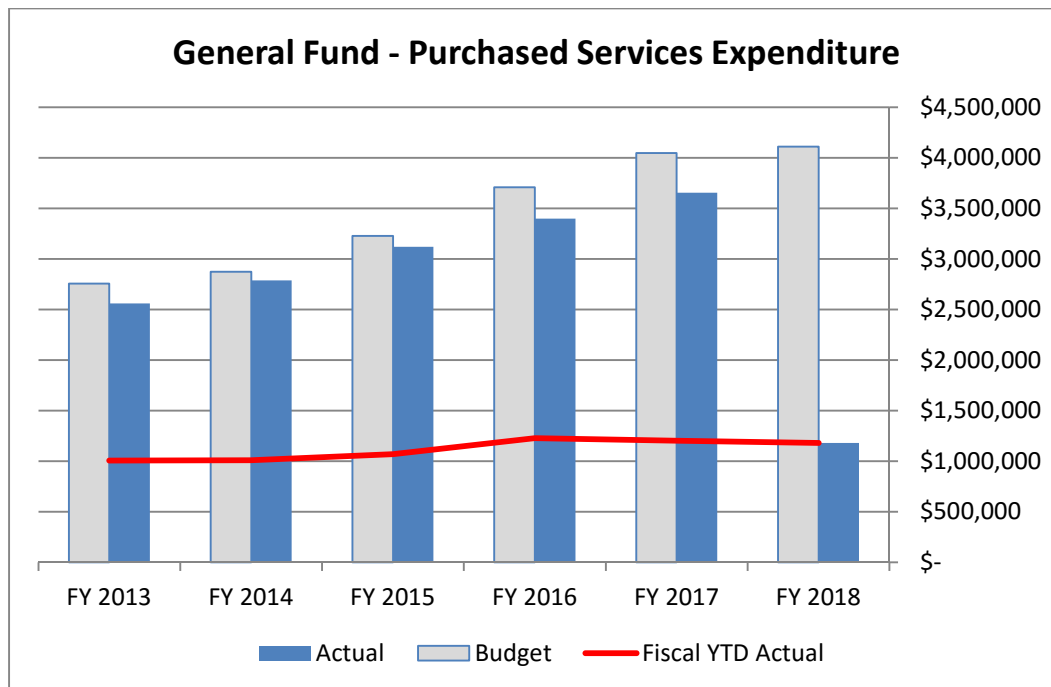
#### Salary and Benefits

Salary and benefits of \$4,805,944 are under the allocated budget by \$110,465, or 2%.



#### Purchased Services

Purchased services of \$1,180,674 are under the allocated budget by \$280,883, or 19%.



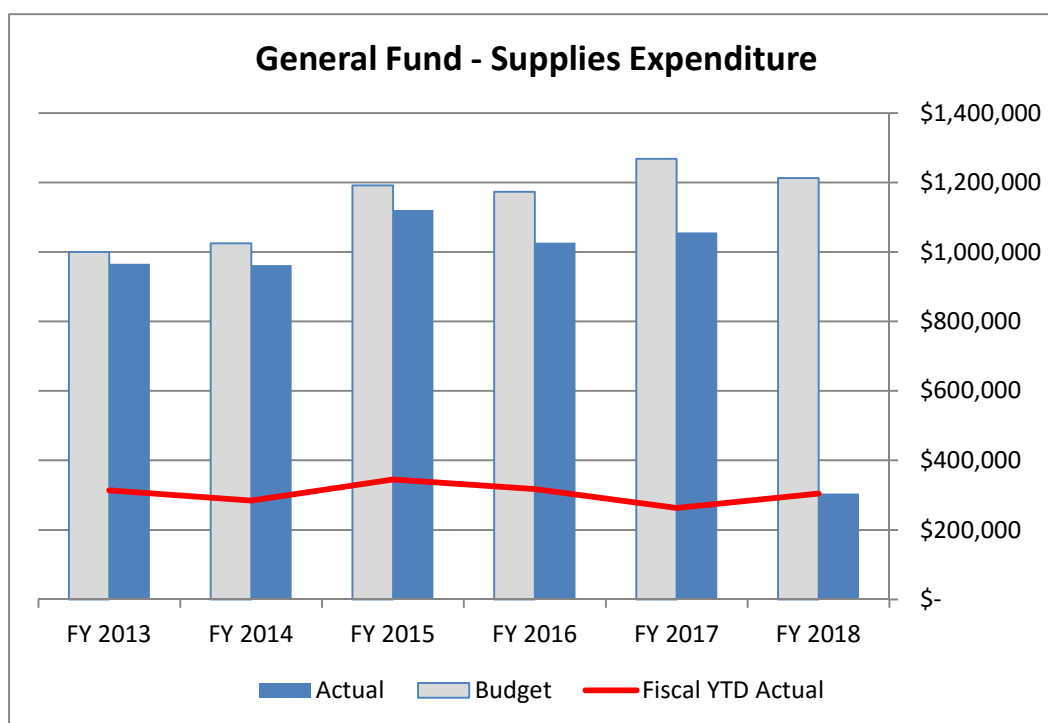
Some of the larger departmental level variances contributing to purchased services expended during the four months ended January 31, 2018 being below the FY 2018 allocated budget include:

- Information Technology – Communications expenditures were \$56,352 for the months ended January 31, 2018, as compared to a 5-year average of \$79,249. The current year expenditure is 24% of the FY 2018 budget while we are 33% through the fiscal year.
- Finance –There were no expenditures for audit fees in the four months ended January 31, 2018, as compared to a 5-year average of \$16,412. This is a matter of timing of invoices for the City's independent audit firm.
- Parks (Maintenance) – Parks maintenance expenditures were \$108,798 for the four months ended January 31, 2018, which is 21% of FY 2018 budget while we are 33% through the fiscal year.
- Parks (Recreation) – Instructor pay was \$6,041 for the four months ended January 31, 2018, as compared to a 5-year average of \$23,254. This is primarily a result of voided checks of \$10,436 to a single vendor. The checks were posted in September 2017 (FY 2017) but were subsequently voided in October 2018 (FY 2018).
- Library – Rental equipment expenditures were \$0 for the four months ended January 31, 2018, as compared to a 5-year average of \$1,918. This is a matter of timing of the annual copier rental.

- Public Works (Streets) – Engineers, planners, arborists was \$9,375 for the four months ended January 31, 2018, as compared to a 5-year average of \$13,030. The current year expenditure is 9% of the FY 2018 budget while we are 33% through the fiscal year. This is a matter of timing of invoices for the City engineer.
- Public Works (Streets) – Vehicle maintenance was \$7,199 for the four months ended January 31, 2018, as compared to a 5-year average of \$9,445. The current year expenditure is 27% of the FY 2018 budget while we are 33% through the fiscal year.
- Public Works (Streets) – Paving maintenance was \$5,798 for the four months ended January 31, 2018, which is 22% of the FY 2018 budget while we are 33% through the fiscal year.

### Supplies

Supplies of \$304,206 are under the allocated budget by \$56,151, or 16%.



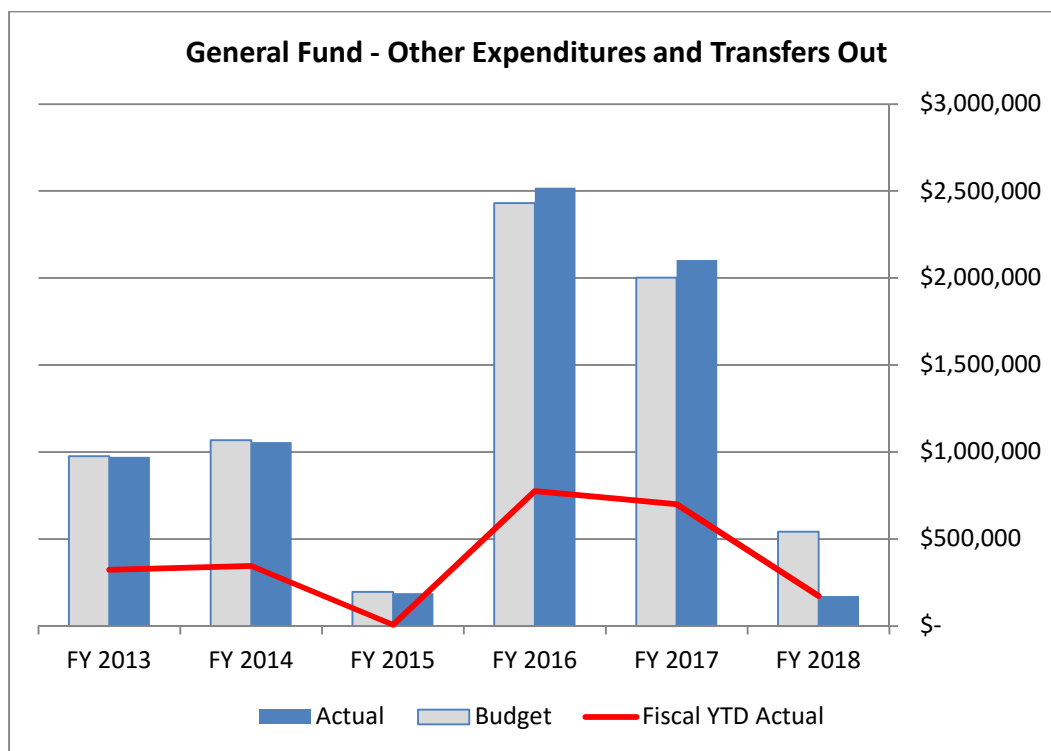
Some of the larger departmental level variances contributing to supplies expended during the four months ended January 31, 2018 being below the FY 2018 allocated budget include:

- Information Technology – Hardware and software expenditures were \$17,288 for the four months ended January 31, 2018 compared to an annual budget of \$115,000. The current year expenditure is 15% of the FY 2018 budget while we are 33% through the fiscal year.

- Fire – Uniforms/wearing apparel expenditures were \$963 for the four months ended January 31, 2018 compared to an annual budget of \$27,528. The current year expenditure is 3% of the FY 2018 budget while we are 33% through the fiscal year.
- Police – IT supplies expenditures were \$2,811 for the four months ended January 31, 2018, as compared to a 5-year average of \$4,710. The current year expenditure is 15% of the FY 2018 budget while we are 33% through the fiscal year.

#### Other Expenditures and Transfers Out

The “other expenditures and transfers out” category is mainly the monthly transfers from the General Fund to (1) the Capital Improvement Fund and (2) the Vehicle and Equipment Replacement Fund. Other expenditures and transfers out in the four months ended January 31, 2018, of \$172,782 are over the allocated budget by \$2,903, or 2%.



Total budgeted transfers out of the General Fund are \$492,926, or \$41,077/month.

G/L Account Classification	FY 2018 Budget	Fiscal YTD Actual	Actual as % of Budget	% of FY Complete
740 – Operating Transfers Out	\$492,926	\$164,309	33%	33%
711 – Credit Card Fees	\$41,000	\$6,746	16%	33%
710 – Banking Charges	\$7,025	\$1,727	25%	33%
Total	\$540,951	\$172,782	32%	33%

Non-Payroll Disaster Related

The “non-payroll disaster related” category is unbudgeted non-payroll expenditures related to Hurricane Harvey.

**ENTERPRISE FUND****Enterprise Fund Revenues:**

FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$8,932,118	\$2,995,162	\$3,202,609	\$207,447

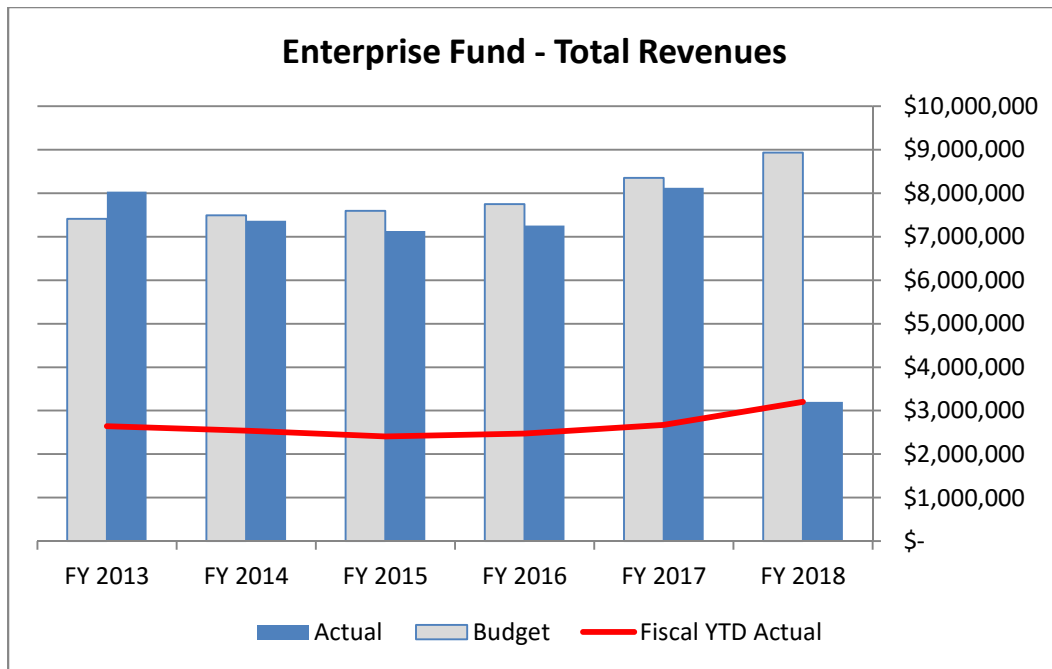
For the four months ended January 31, 2018, the Enterprise Fund collected 36% of its total budgeted revenues and is over its allocated budget by \$207,447, or 7%.

As reflected in the following table, the revenue category causing the majority of the variance from allocated budget is other revenues, which includes \$214,439 of unbudgeted insurance proceeds related to Hurricane Harvey. If this revenue source is excluded, the Enterprise Fund is under its allocated budget by \$6,992, or less than 1%.

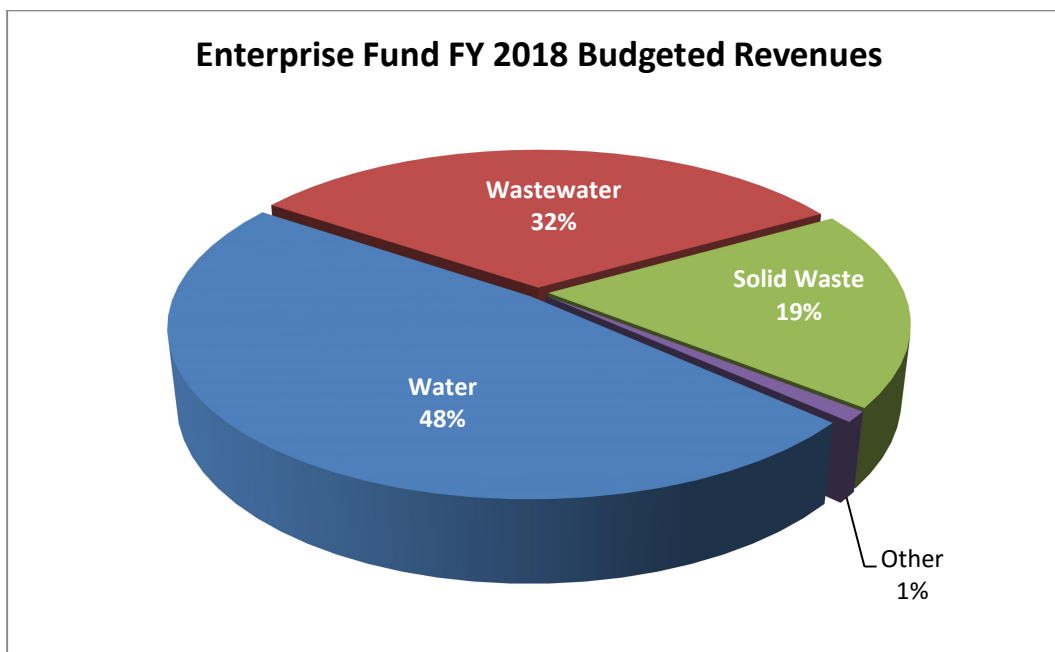
Revenue Category	FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
Water	\$4,266,524	\$1,439,621	\$1,458,767	\$19,146
Wastewater	2,891,394	960,885	890,874	(70,011)
Solid Waste	1,683,700	561,126	554,597	(6,530)
Other	90,500	33,529	298,371	264,842
Total	\$8,932,118	\$2,995,162	\$3,202,609	\$207,447

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



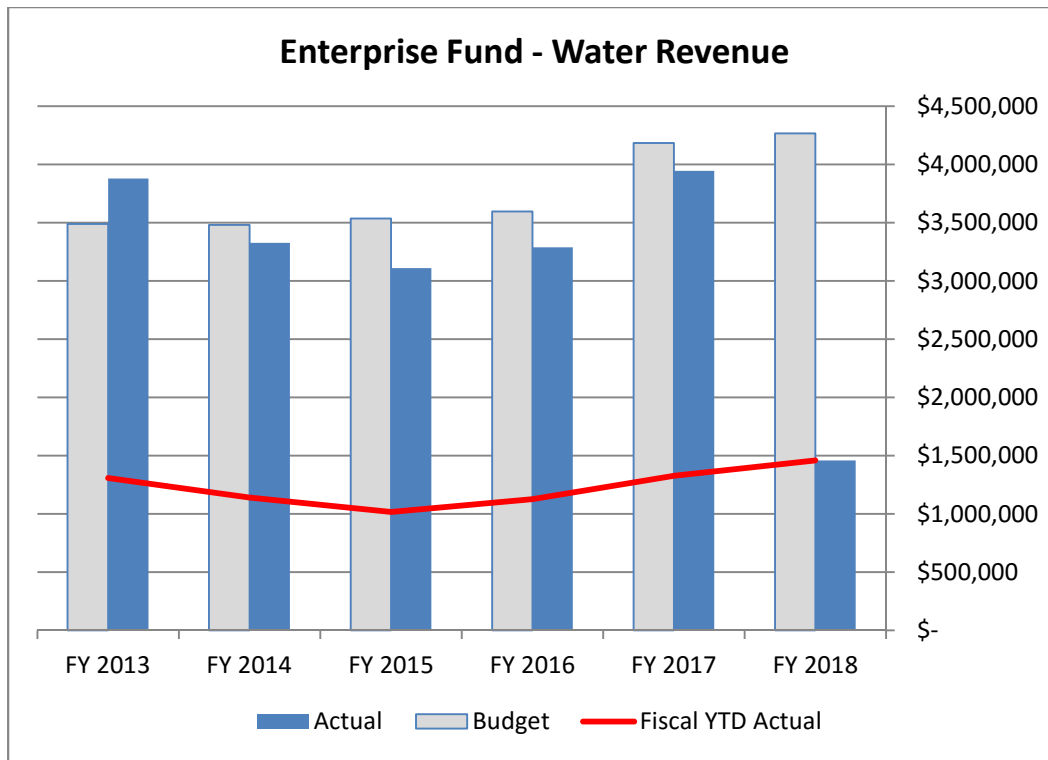


Sales of water makes up the largest category of revenues in the Enterprise Fund at 48% of all FY 2018 budgeted revenues, followed by charges for wastewater at 32%, and charges for solid waste at 19%.



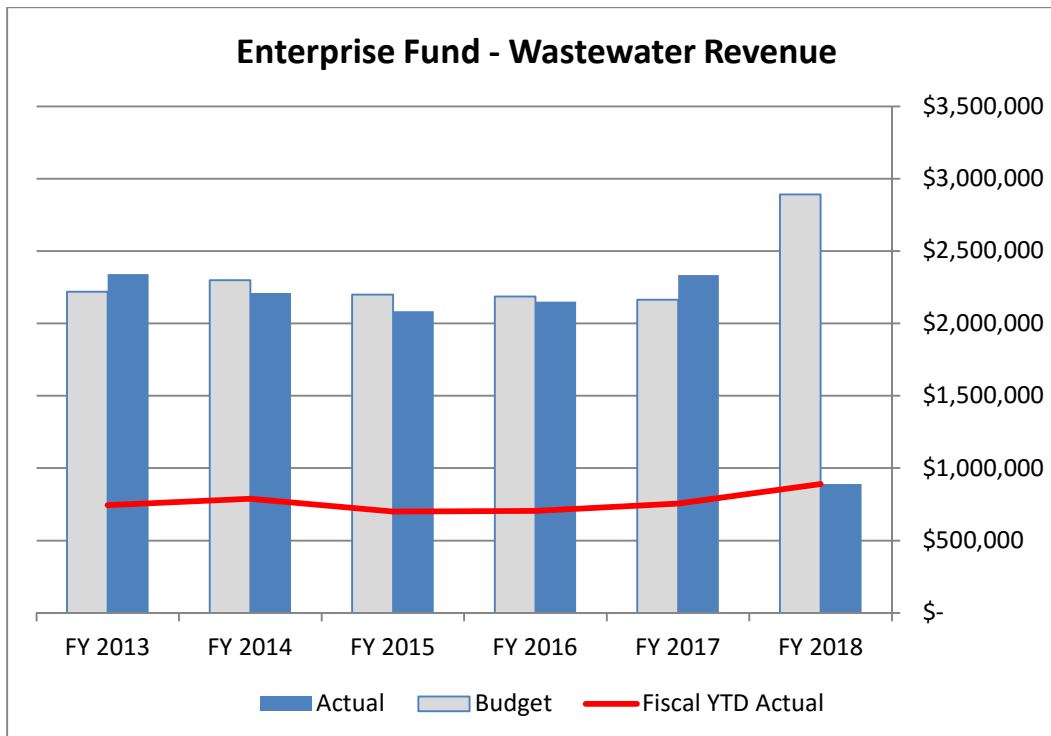
#### Water Revenue

Water revenue of \$1,458,767 is above the allocated budget by \$19,146, or 1%.



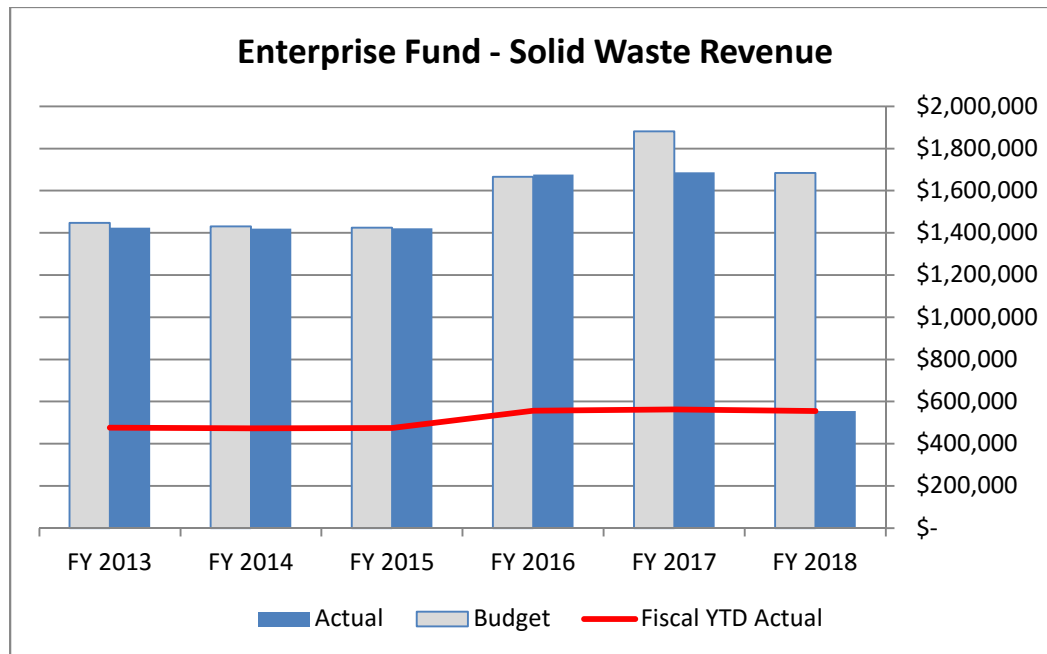
#### Wastewater Revenue

Wastewater revenue of \$890,874 is under the allocated budget by \$70,011, or 7%.



### Solid Waste

Solid Waste revenue of \$554,597 is below the allocated budget by \$6,530, or 1%.



### **Enterprise Fund Expenses:**

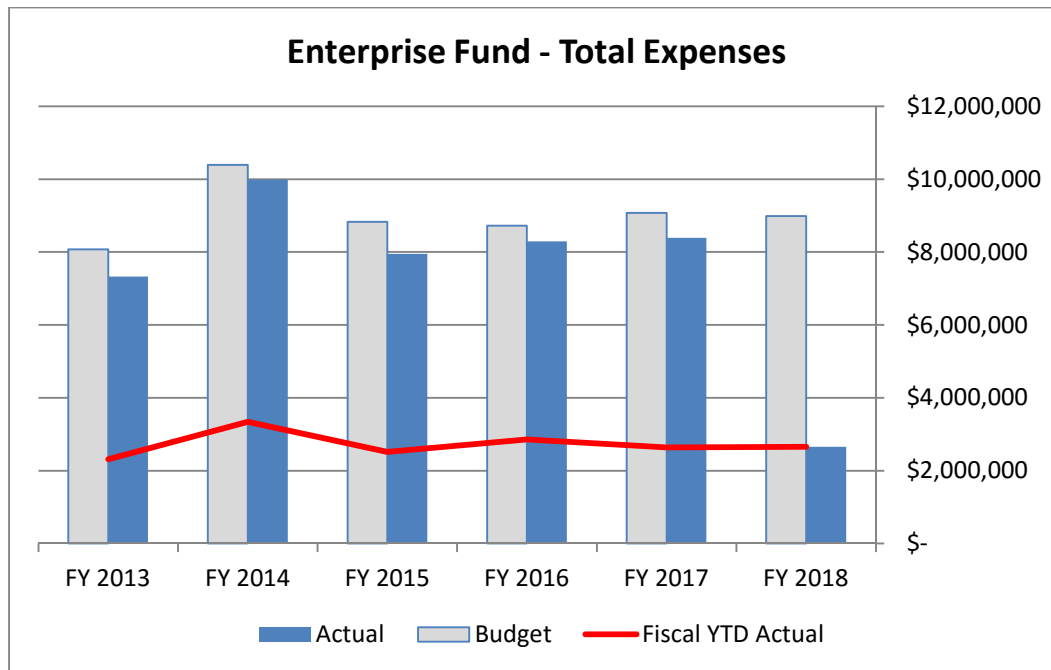
FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$8,990,787	\$2,947,267	\$2,655,948	(\$291,319)

For the four months ended January 31, 2018, the Enterprise Fund incurred 30% of its total budgeted expenses and is under its allocated budget by \$291,319, or 10%.

As reflected in the following table, the expense category causing the majority of the variance from allocated budget is supplies, which is under the allocated budget by \$305,920.

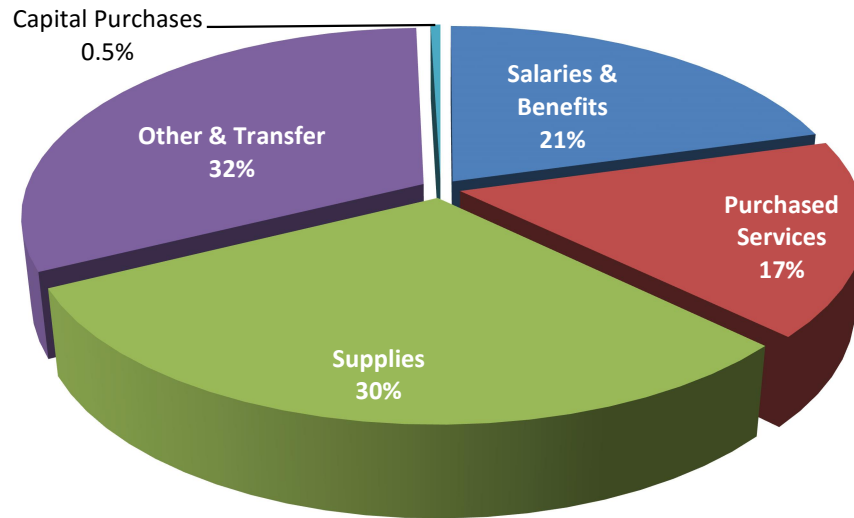
Expense Category	FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
Salaries & Benefits	\$1,854,594	\$643,968	\$603,088	(\$40,880)
Purchased Services	1,491,676	442,732	402,998	(39,734)
Supplies	2,737,081	898,729	592,810	(305,920)
Other/Transfers	2,865,436	961,838	954,917	(6,921)
Capital Purchases	42,000	-	-	-
Non-Payroll Disaster	-	-	102,135	102,135
Total	\$8,990,787	\$2,947,267	\$2,655,948	(\$291,319)

A discussion of individual expense categories follows the discussion of total expenses.



“Other expenses and transfers” makes up the largest category of expense in the Enterprise Fund at 32% of all FY 2018 budgeted expenses, followed by supplies, which includes water purchased from the City of Houston, at 30%. Other and transfers includes \$14,000 of budgeted operational expenses and \$2,851,436 of transfers out, including (1) \$624,000 to the General Fund to reimburse overhead expenses, (2) \$1,750,436 to the Debt Service Fund, (3) \$357,000 to the Vehicle and Equipment Replacement Fund, and (4) \$120,000 to the Capital Improvement Fund.

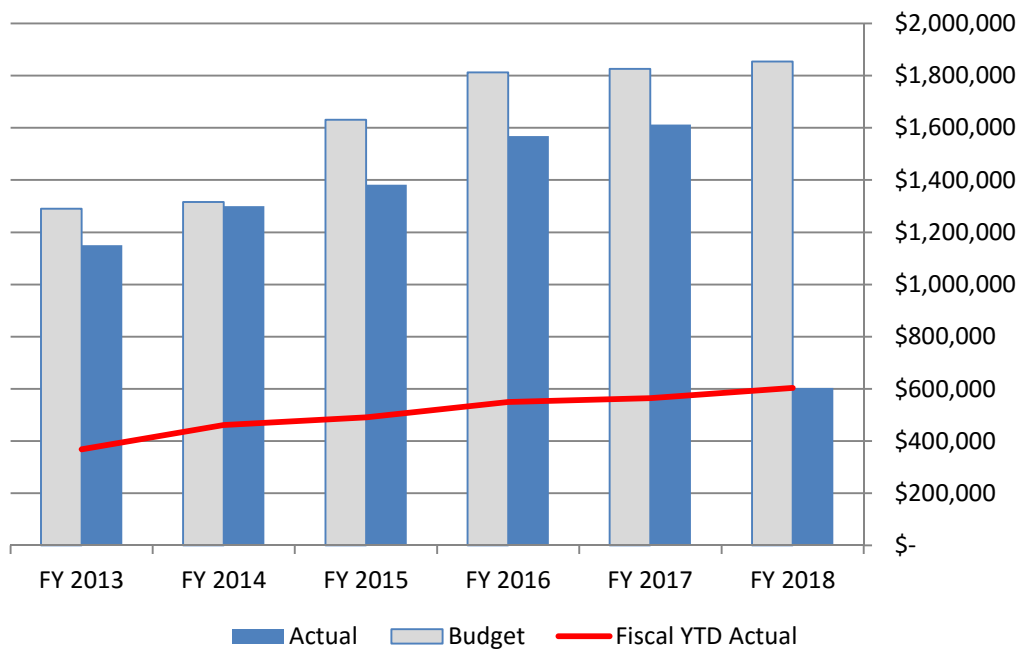
### Enterprise Fund FY 2018 Budgeted Expenses



#### Salary and Benefits

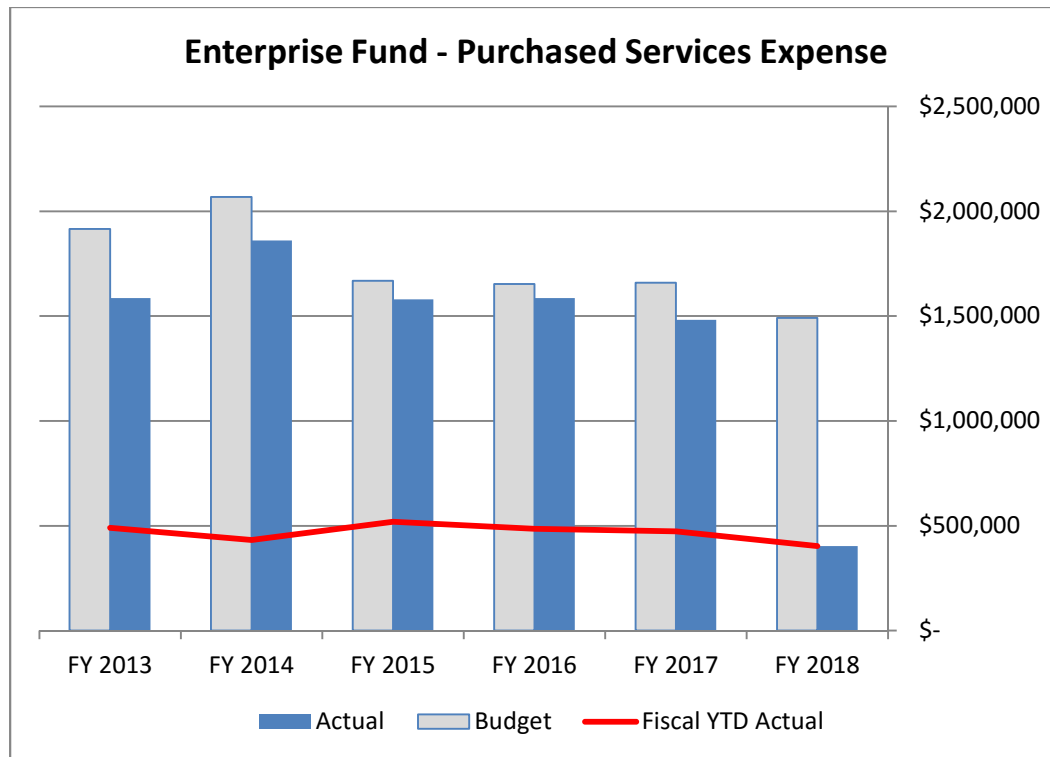
Salary and benefits of \$603,088 are under the allocated budget by \$40,880, or 6%.

### Enterprise Fund - Salary and Benefits Expense



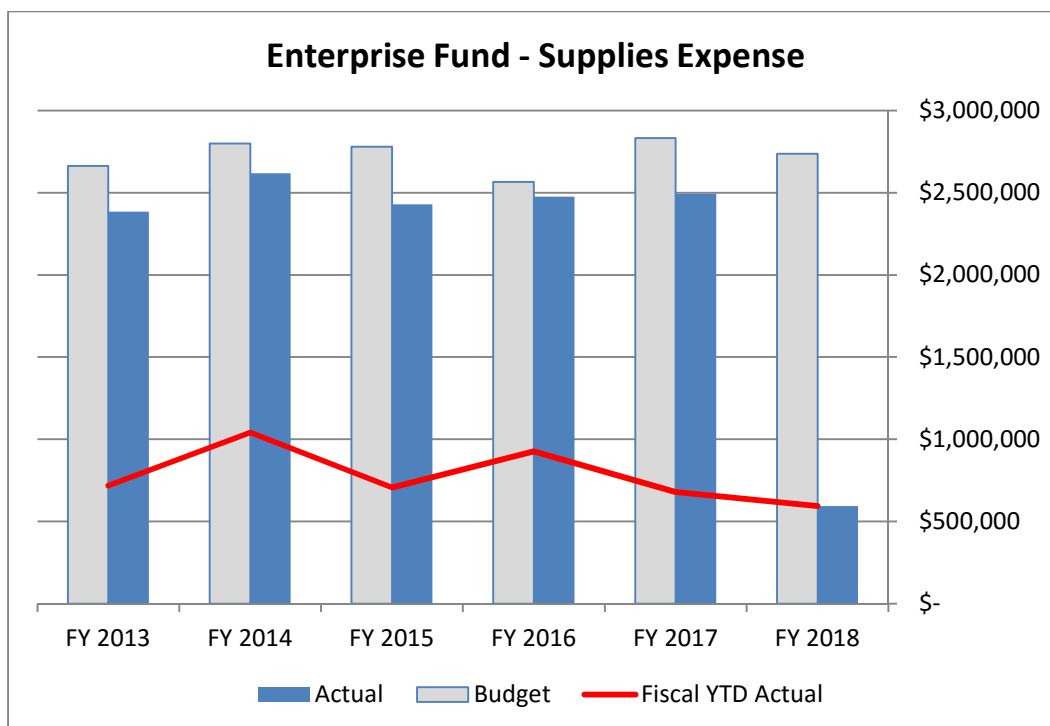
### Purchased Services

Purchased services of \$402,998 are under the allocated budget by \$39,734, or 9%.



### Supplies

Supplies of \$592,810 are under the allocated budget by \$305,920, or 34%.



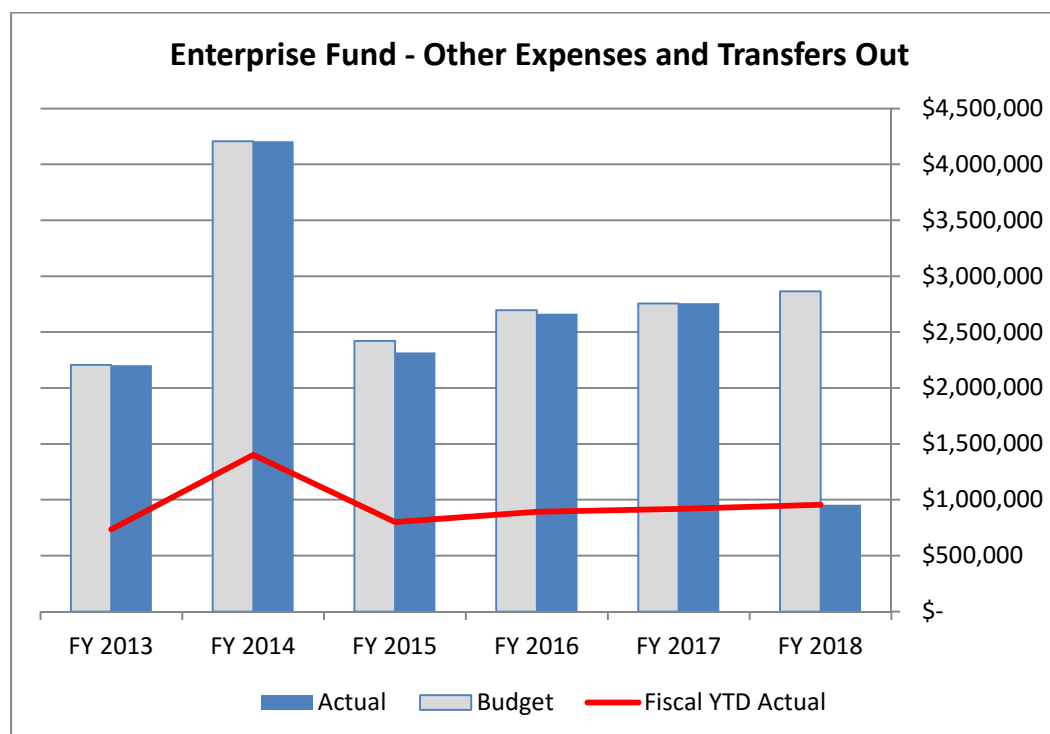
Supplies includes the cost of water purchased from the City of Houston and the cost of groundwater credits the City purchases from the Harris-Galveston Subsidence District related to water the City pumps from underground. Both of the costs are contributing to the supplies expenditure being under budget.

The year-to-date January expense for water purchased from the City of Houston includes three months of water purchases instead of four. Historically, October contained the expense related to water purchased in September. That caused us to do a year-end adjusting entry to accrue the expense into September, so at the end of FY 2017 we recorded the expense in September to avoid having a year-end adjustment. The payment for September water usage was \$147,184.

The budget includes \$170,770 for groundwater credits, which are typically purchased annually from the Harris-Galveston Subsidence District between November and March. The City determined it has an adequate inventory of groundwater credits on hand to forgo purchasing additional credits this fiscal year.

#### Other Expenses and Transfers Out

The “other expenses and transfers out” category is mainly the monthly transfers from the Enterprise Fund to (1) the General Fund, (2) the Debt Service Fund, (3) The Vehicle and Equipment Replacement Fund, and (4) the Capital Improvement Fund. Other expenses and transfers out in the four months ended January 31, 2018, of \$954,917 are under the allocated budget by \$6,921, or 1%.



Total budgeted transfers out of the Enterprise Fund are \$2,851,436, or \$237,620/month.

G/L Account Classification	FY 2018 Budget	Fiscal YTD Actual	Actual as % of Budget	% of FY Complete
740 – Operating Transfers Out	\$2,851,436	\$950,479	33%	33%
711 – Credit Card Fees	\$14,000	\$4,439	32%	33%
Total	\$2,865,436	\$954,917	33%	33%

#### Non-Payroll Disaster Related

The “non-payroll disaster related” category is unbudgeted non-payroll expenses related to Hurricane Harvey.

#### Rainfall

<b>Rainfall (Inches)</b>	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Cumulative thru January	10.36	15.74	18.69	23.23	17.15	7.39
Annual	30.06	59.05	70.83	70.95	123.77	

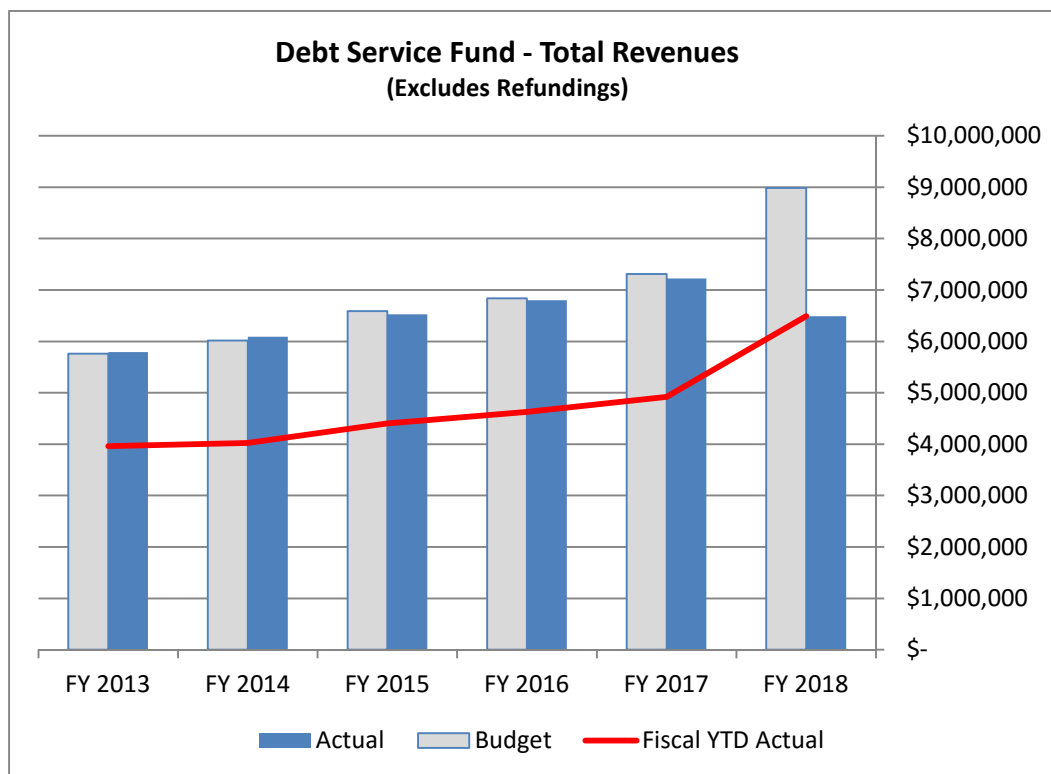


## DEBT SERVICE FUND

### Debt Service Fund Revenues:

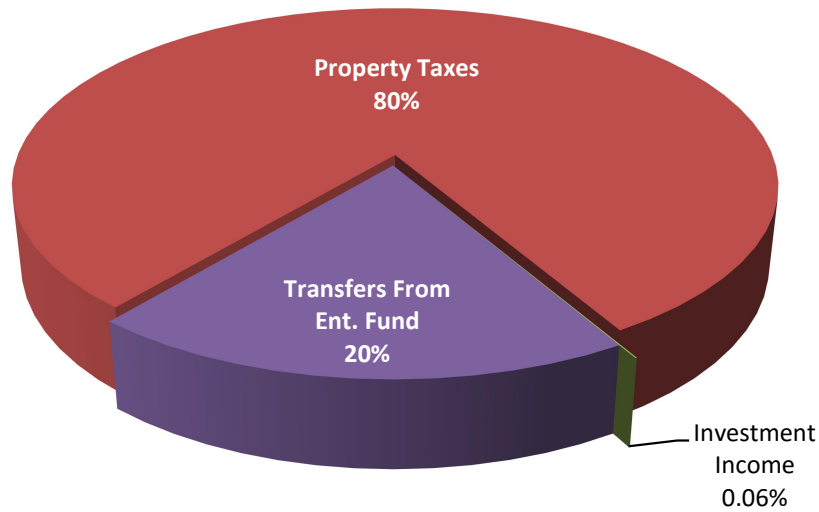
FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$8,984,321	\$5,903,257	\$6,488,914	\$585,656

For the four months ended January 31, 2018, the Debt Service Fund collected 72% of its total budgeted revenues and is over its allocated budget by 585,656, or 10%.

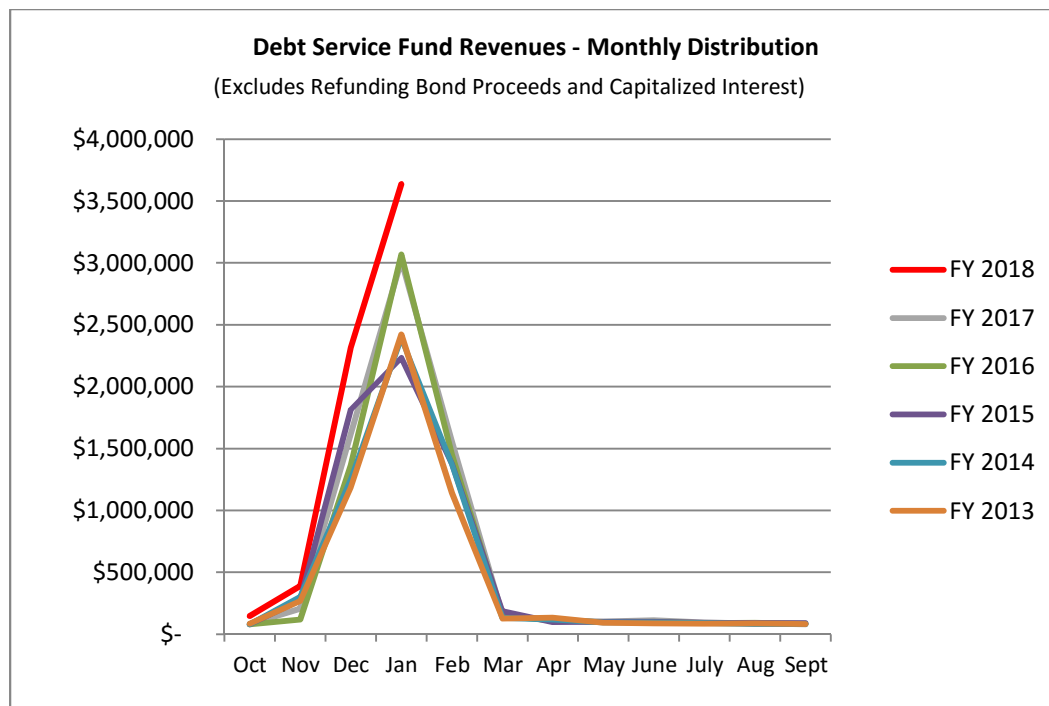


Property tax makes up the largest category of revenue in the Debt Service Fund at 80% of all FY 2018 budgeted revenues, followed by transfers from the Enterprise Fund at 20%, and investment income at less than 1%.

### Debt Service Fund FY 2018 Budgeted Revenues



As property taxes are the main revenue source, the January 31 property tax deadline results in revenues being concentrated in the December – February timeframe.

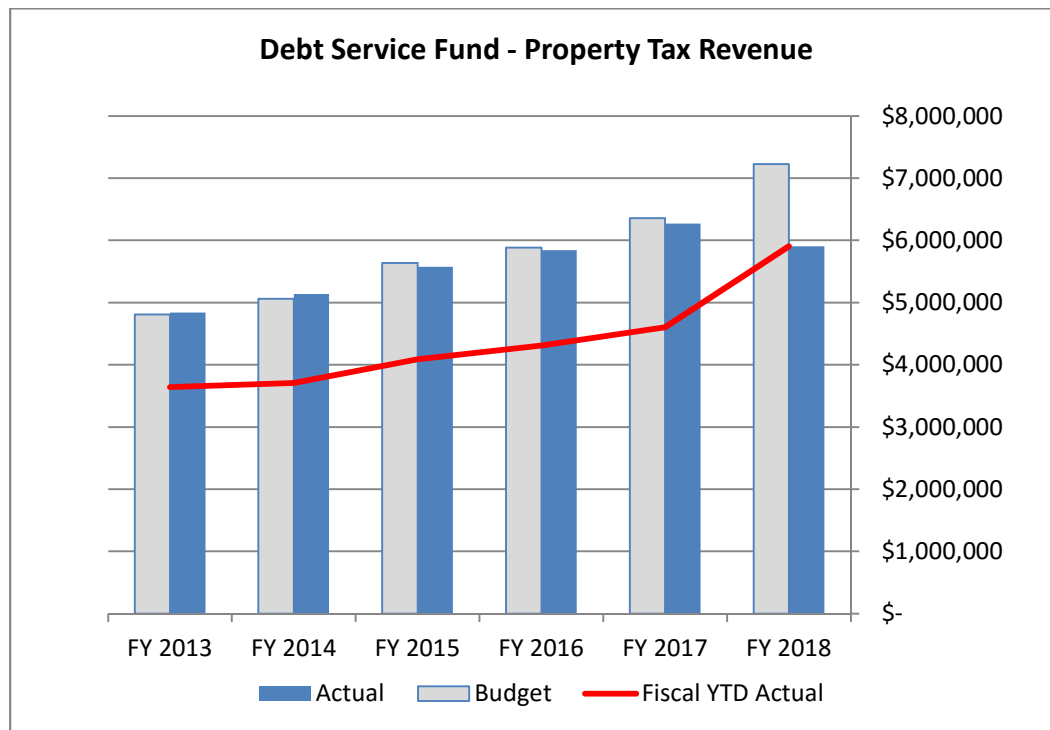


#### Property Tax

The Debt Service Fund collected \$5,903,134 of property tax revenue in the four months ended January 31, 2018, which is over the allocated budget by \$585,148, or 11%. As a percentage, the variance from budget is lower than the December variance of 21%. Ultimately, the variance will

be almost entirely a timing issue with minimal expected deviation from budget by fiscal year-end.

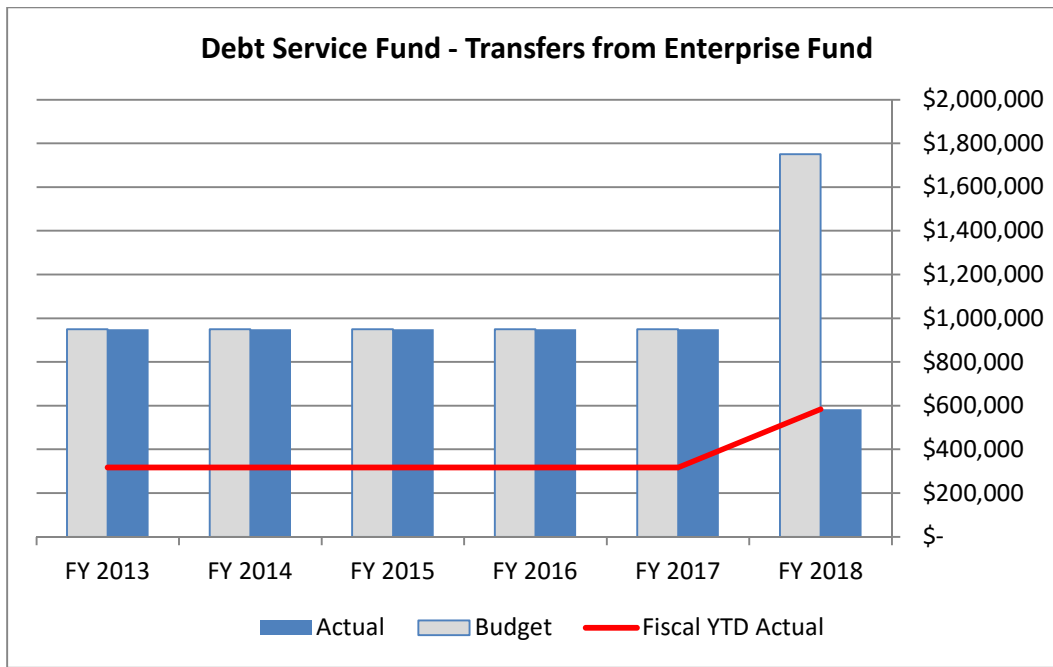
Property taxes are primarily collected in the months of December through February due to the January 31 property tax due date.



FY 2018 property taxes are budgeted for \$7.2 million, an increase of \$0.9 million over FY 2017's \$6.3 million. The budgeted increase in property taxes is driven by a debt service tax rate increase of \$0.0158 per \$100 of assessed value, or 11.9%, and a 1.9% increase in taxable values.

#### Transfers In

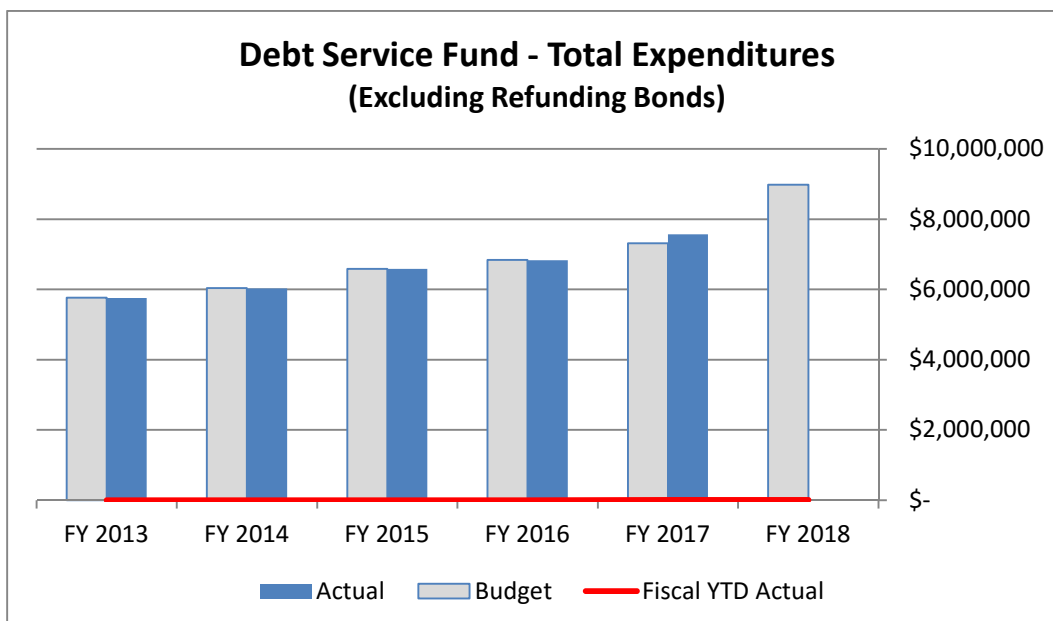
Transfers from the Enterprise Fund in the amount of \$583,479 for the four months ended January 31, 2018, are equal to allocated budget.



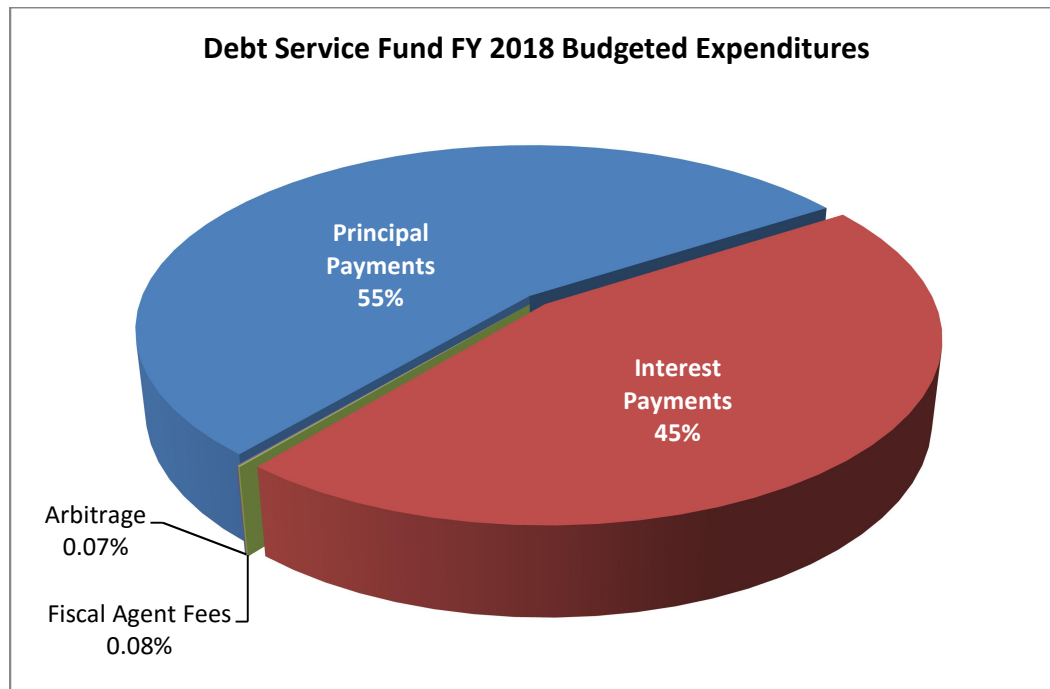
#### Debt Service Fund Expenditures:

FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$8,984,341	\$2,696	\$2,150	(\$546)

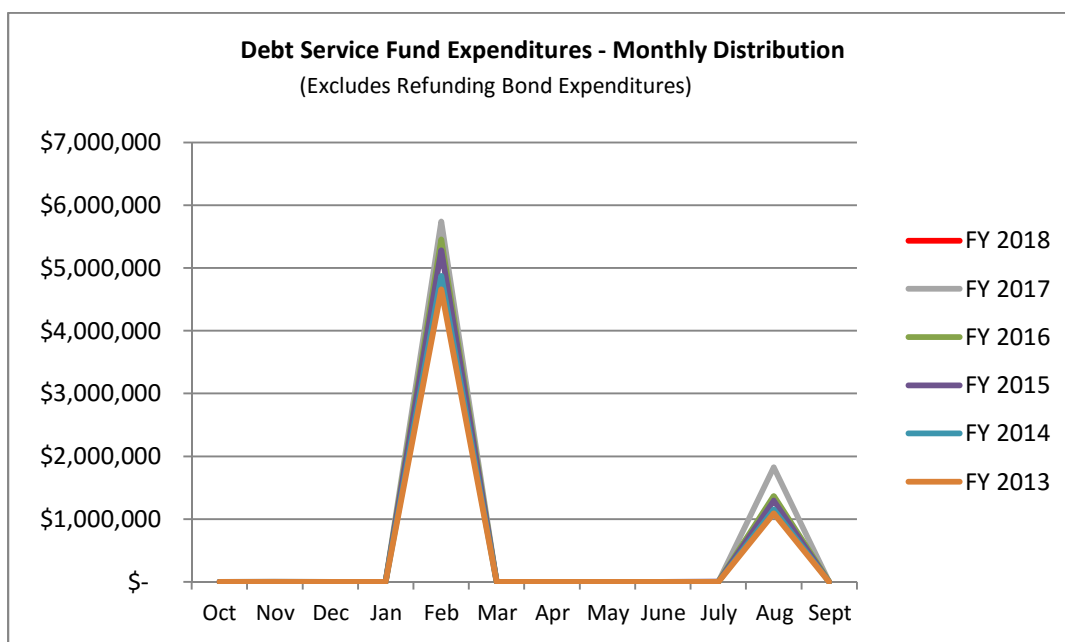
For the four months ended January 31, 2018, the Debt Service Fund incurred less than 1% of its total budgeted expenditures and is under its allocated budget by \$546, or 20%.



Principal payments make up the largest category of expenditure in the Debt Service Fund at 55% of all FY 2018 budgeted expenditures, followed by interest payments at 45%. All other expenditures combined make up less than 1% of budgeted expenditures.



In February, there are annual principal payments and semi-annual interest payments due on the City's outstanding bonds, and in August there are semi-annual interest payments due. Expenditures are concentrated in February and August in accordance with the debt payment schedules. Payments in other months of fiscal agent fees and arbitrage consultants are minor.



City of Bellaire  
General Fund  
Revenues and Expenditures (Unaudited)  
Fiscal Year-to-Date as of January 2018

	FY 2018 Adopted Budget	January		Year-to-Date			
			% of			Over/(Under)	% of
		Actual	Adopted Budget	Allocated Budget	Actual	Allocated Budget	Adopted Budget
<b>Revenues</b>							
Property Taxes	\$ 13,118,646	\$ 6,315,636	48%	\$ 9,595,068	\$ 10,696,689	\$ 1,101,621	82%
Franchise Taxes	1,424,734	609	0%	446,690	405,279	(41,411)	28%
Sales Taxes	2,348,555	212,253	9%	766,099	796,519	30,421	34%
Permits, Fees, Licenses	1,143,400	92,557	8%	378,428	327,462	(50,966)	29%
PARD Charges and Fees	887,400	35,164	4%	122,626	134,150	11,523	15%
Public Safety	436,400	29,202	7%	136,799	108,229	(28,570)	25%
Fines	730,000	53,624	7%	231,596	188,460	(43,136)	26%
All Other	694,700	57,594	8%	221,805	230,242	8,437	33%
<b>Total Revenues</b>	<b>20,783,835</b>	<b>6,796,638</b>	<b>33%</b>	<b>11,899,112</b>	<b>12,887,029</b>	<b>987,917</b>	<b>62%</b>
<b>Expenditures</b>							
Salary & Benefits	14,495,815	1,285,507	9%	4,916,409	4,805,944	(110,465)	33%
Purchased Services	4,110,441	321,094	8%	1,461,557	1,180,674	(280,883)	29%
Supplies	1,212,641	105,889	9%	360,357	304,206	(56,151)	25%
Other/Transfers	540,951	44,016	8%	169,879	172,782	2,903	32%
Non-Payroll Disaster Related	-	81,392	n/a	-	135,378	135,378	n/a
<b>Total Expenditures</b>	<b>20,359,848</b>	<b>1,837,899</b>	<b>9%</b>	<b>6,908,202</b>	<b>6,598,984</b>	<b>(309,218)</b>	<b>32%</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ 423,987</b>	<b>\$ 4,958,738</b>		<b>\$ 4,990,909</b>	<b>\$ 6,288,045</b>	<b>\$ 1,297,136</b>	
Budgeted Unassigned Fund Balance 9/30/17	\$ 3,387,437						
Budgeted FY 2018 Revenues	20,783,835						
Budgeted FY 2018 Expenditures	20,359,848						
Budgeted Ending Unassigned Fund Balance	<u>\$ 3,811,424</u>						
60 Day Reserve Requirement	\$ 3,311,154						
(Includes only operating budget)							

Attachment: JANUARY MONTHLY FINANCIAL REPORT (2414 : Monthly Financial Report for the Period Ending January 31, 2018)

City of Bellaire  
Enterprise Fund  
Revenues and Expenses (Unaudited)  
Fiscal Year-to-Date as of January 2018

		January		Year-to-Date			
	FY 2018 Adopted Budget	Actual	% of Adopted Budget	Allocated Budget	Actual	Over/(Under) Allocated Budget	% of Adopted Budget
<b>Revenues</b>							
Water	\$ 4,266,524	\$ 252,557	6%	\$ 1,439,621	\$ 1,458,767	\$ 19,146	34%
Wastewater	2,891,394	220,486	8%	960,885	890,874	(70,011)	31%
Solid Waste	1,683,700	137,838	8%	561,126	554,597	(6,530)	33%
All Other	90,500	225,350	249%	33,529	298,371	264,842	330%
<b>Total Revenues</b>	<b>8,932,118</b>	<b>836,231</b>	<b>9%</b>	<b>2,995,162</b>	<b>3,202,609</b>	<b>207,447</b>	<b>36%</b>
<b>Expenses</b>							
Salary & Benefits	1,854,594	160,626	9%	643,968	603,088	(40,880)	33%
Purchased Services	1,491,676	107,329	7%	442,732	402,998	(39,734)	27%
Supplies	2,737,081	320,105	12%	898,729	592,810	(305,920)	22%
Other Expenses and Transfers	2,865,436	238,787	8%	961,838	954,917	(6,921)	33%
Capital Purchases	42,000	-	0%	-	-	-	0%
Non-Payroll Disaster Related	-	614	n/a	-	102,135	102,135	n/a
<b>Total Expenses</b>	<b>8,990,787</b>	<b>827,460</b>	<b>9%</b>	<b>2,947,267</b>	<b>2,655,948</b>	<b>(291,319)</b>	<b>30%</b>
<b>Net Revenues/(Expenses)</b>	<b>\$ (58,669)</b>	<b>\$ 8,771</b>		<b>\$ 47,894</b>	<b>\$ 546,661</b>	<b>\$ 498,767</b>	
Budgeted Working Capital 9/30/17	\$ 669,399						
Budgeted FY 2018 Revenues	8,932,118						
Budgeted FY 2018 Expenses	8,990,787						
Budgeted Ending Working Capital	<u>\$ 610,730</u>						
30 Day Fund Balance	\$ 563,613						
(Includes only operating budget)							

Attachment: JANUARY MONTHLY FINANCIAL REPORT (2414 : Monthly Financial Report for the Period Ending January 31, 2018)

City of Bellaire  
Debt Service Fund  
Revenues and Expenditures (Unaudited)  
Fiscal Year-to-Date as of January 2018

		January		Year-to-Date			
	FY 2018 Adopted Budget	Actual	% of Adopted Budget	Allocated Budget	Actual	Over/(Under) Allocated Budget	% of Adopted Budget
Revenues							
Property Taxes	\$ 7,228,885	\$ 3,489,445	48%	\$ 5,317,986	\$ 5,903,134	\$ 585,148	82%
Investment Earnings	5,000	1,279	26%	1,793	2,301	508	46%
Transfers from Enterprise Fund	1,750,436	145,870	8%	583,479	583,479	0	33%
Total Revenues	8,984,321	3,636,593	40%	5,903,257	6,488,914	585,656	72%
Expenses							
Principal Payments	4,920,000	-	0%	-	-	-	0%
Interest Payments	4,050,841	-	0%	-	-	-	0%
Other	13,500	300	2%	2,696	2,150	(546)	16%
Total Expenses	8,984,341	300	0%	2,696	2,150	(546)	0%
Net Revenues/(Expenses)	\$ (20)	\$ 3,636,293		\$ 5,900,561	\$ 6,486,764	\$ 586,202	
Budgeted Unassigned Fund Balance 9/30/17	\$ 557,371						
Budgeted FY 2018 Revenues	8,984,321						
Budgeted FY 2018 Expenses	8,984,341						
Budgeted Ending Unassigned Fund Balance	\$ 557,351						

Attachment: JANUARY MONTHLY FINANCIAL REPORT (2414 : Monthly Financial Report for the Period Ending January 31, 2018)



**City of Bellaire**  
**Vehicle and Equipment Replacement Fund**  
**Revenues and Expenditures (Unaudited)**  
**Fiscal Year-to-Date as of January 2018**

	<b>FY 2018 Adopted Budget</b>	<b>Budget Carry-Over (a)</b>	<b>Budget Adjustments</b>	<b>FY 2018 Revised Budget</b>	<b>January Actual</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
Transfers - General Fund	\$ 450,500	\$ -	\$ -	\$ 450,500	\$ 29,750	\$ 119,000	n/a	\$ 331,500
Transfers - Enterprise Fund	357,000	-	-	357,000	37,542	150,167	n/a	206,833
Transfers - Special Revenue Fund	-	-	-	-	4,000	4,000	n/a	(4,000)
Insurance Reimbursements	-	-	-	-	-	12,575	n/a	(12,575)
<b>Total Revenues</b>	<b>807,500</b>	<b>-</b>	<b>-</b>	<b>807,500</b>	<b>71,292</b>	<b>285,742</b>	<b>n/a</b>	<b>521,758</b>
<b>Expenditures</b>								
Information Technology	194,900	-	-	194,900	-	-	-	194,900
Fire	98,900	-	-	98,900	15,954	701,331	5,675	(608,106)
Police	320,000	-	-	320,000	18,103	18,353	172,052	129,595
Parks & Recreation	27,500	-	-	27,500	-	-	79,758	(52,258)
Public Works - General Fund	-	-	-	-	-	17,515	-	(17,515)
Public Works - Enterprise Fund	290,000	-	-	290,000	238,087	249,719	160,299	(120,018)
<b>Total Expenditures/Encumbrances</b>	<b>931,300</b>	<b>-</b>	<b>-</b>	<b>931,300</b>	<b>272,144</b>	<b>986,918</b>	<b>417,784</b>	<b>(473,402)</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (123,800)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (123,800)</b>	<b>\$ (200,852)</b>	<b>\$ (701,176)</b>	<b>n/a</b>	<b>\$ 995,160</b>

(a) Capital improvement budgets are project-length and do not expire at the end of the fiscal year. Unexpired prior-year carry-over budgets are being finalized. Once final, the carry-over amounts from prior year will appear in this column in future reports.

Budgeted Unassigned Fund Balance 9/30/17	\$1,369,101
Budgeted FY 2018 Revenues	807,500
Budgeted FY 2018 Expenditures	931,300
Budgeted Ending Unassigned Fund Balance	<u>\$1,245,301</u>

**City of Bellaire**  
**Capital Improvement Fund**  
**Revenues and Expenditures (Unaudited)**  
**Fiscal Year-to-Date as of January 2018**

	<b>FY 2018 Adopted Budget</b>	<b>Budget Carry-Over (a)</b>	<b>Budget Adjustments</b>	<b>FY 2018 Revised Budget</b>	<b>January Actual</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
General Fund Transfer	\$ 42,426	\$ -	\$ -	\$ 42,426	\$ 3,536	\$ 14,142.00	n/a	\$ 28,284
Enterprise Fund Transfer	120,000	-	-	120,000	10,000	40,000	n/a	80,000
Special Revenue Fund Transfer	-	-	-	-	-	-	n/a	-
Misc	-	-	-	-	-	-	n/a	-
<b>Total Revenues</b>	<b>162,426</b>	<b>-</b>	<b>-</b>	<b>162,426</b>	<b>13,536</b>	<b>54,142</b>	<b>n/a</b>	<b>108,284</b>
<b>Project Expenditures</b>								
FY 2014 Street & Drainage Reconstruction - Phase 5B (b)	-	-	-	-	-	-	7,905	(7,905)
FY 2018 Update Facilities Master Plan	50,000	-	-	50,000	-	-	-	50,000
FY 2018 WTC Steel - Memorial	-	-	7,500	7,500	-	-	7,500	-
FY 2015 Evelyn's Park	-	-	-	-	132,116	132,116	27,909	(160,025)
FY 2018 Playground/Shade/Amenities	100,000	-	-	100,000	-	-	-	100,000
FY 2017 BFAC Pool Area Improvements	-	-	-	-	4,500	4,500	5,635	(10,135)
FY 2018 Park Signage Master Plan	50,000	-	-	50,000	-	-	-	50,000
FY 2017 Community Pathways Master Plan	-	-	-	-	5,500	24,785	31,800	(56,585)
FY 2016 Street Striping Program	-	-	-	-	-	-	143,631	(143,631)
FY 2016 Pavement Management Program	-	-	-	-	-	-	1,264,230	(1,264,230)
FY 2014 City Wide Beautification	-	-	-	-	-	18,125	1,675	(19,800)
FY 2018 Decorative Standard for Major Streets	75,000	-	-	75,000	-	-	-	75,000
<b>Total General Project Expenditures</b>	<b>275,000</b>	<b>-</b>	<b>7,500</b>	<b>282,500</b>	<b>142,116</b>	<b>179,526</b>	<b>1,490,284</b>	<b>(1,387,311)</b>
FY 2016 Rehab Renwick Ground Storage	-	-	-	-	-	-	31,360	(31,360)
FY 2018 Renwick Well - Pumps/Motors	285,000	-	-	285,000	-	-	-	285,000
FY 2018 Wendell Lift Station - Submersible Pumps	75,000	-	-	75,000	-	-	-	75,000
<b>Total Enterprise Project Expenditures</b>	<b>360,000</b>	<b>-</b>	<b>-</b>	<b>360,000</b>	<b>-</b>	<b>-</b>	<b>31,360</b>	<b>328,640</b>
<b>Total Expenditures/Encumbrances</b>	<b>635,000</b>	<b>-</b>	<b>7,500</b>	<b>642,500</b>	<b>142,116</b>	<b>179,526</b>	<b>1,521,644</b>	<b>(1,058,671)</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (472,574)</b>	<b>\$ -</b>	<b>\$ (7,500)</b>	<b>\$ (480,074)</b>	<b>\$ (128,581)</b>	<b>\$ (125,384)</b>	<b>n/a</b>	<b>\$ 1,166,955</b>

(a) Capital improvement budgets are project-length and do not expire at the end of the fiscal year. Unexpired prior-year carry-over budgets are being finalized.

Once final, the carry-over amounts from prior year will appear in this column in future reports.

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

Budgeted Unassigned Fund Balance 9/30/17	\$ 1,580,601
Budgeted FY 2018 Revenues	162,426
Budgeted FY 2018 Expenditures	642,500
Budgeted Ending Unassigned Fund Balance	<u>\$ 1,100,527</u>

Attachment: JANUARY MONTHLY FINANCIAL REPORT (2414 : Monthly Financial Report for the Period Ending January 31, 2018)

**City of Bellaire  
Capital Bond Fund  
Revenues and Expenditures (Unaudited)  
Fiscal Year-to-Date as of January 2018**

	<b>FY 2018 Adopted Budget</b>	<b>Budget Carry-Over (a)</b>	<b>Budget Adjustments</b>	<b>FY 2018 Revised Budget</b>	<b>January Actual</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
Interest	\$ -	\$ -	\$ -	\$ -	\$ 46,279	\$ 171,172	n/a	\$ (171,172)
Bonds Proceeds	12,500,000	-	-	12,500,000	-	-	n/a	12,500,000
<b>Total Revenues</b>	<b>12,500,000</b>	<b>-</b>	<b>-</b>	<b>12,500,000</b>	<b>46,279</b>	<b>171,172</b>	<b>n/a</b>	<b>12,328,828</b>
<b>Non-Project Expenditures</b>								
Bond Issuance Costs	-	-	-	-	-	-	-	-
Bond Expenditures	-	-	-	-	-	-	-	-
<b>Total Non-Project Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Project Expenditures</b>								
FY 2015 Drainage Phase 5B	-	-	-	-	-	-	190,291	(190,291)
FY 2017 Streets and Drainage	7,000,000	-	-	7,000,000	163,247	174,437	1,401,313	5,424,250
FY 2017 Police/Courts Construction	-	-	-	-	633,689	541,719	7,225,155	(7,766,873)
FY 2017 City Hall/Civic Center Construction	-	-	-	-	976,666	792,285	5,918,793	(6,711,077)
FY 2017 Transition - New City Hall/Police/Municipal Court	-	-	-	-	1,373	2,613	36,890	(39,503)
FY 2013 Design - New City Hall/Police/Municipal Court	-	-	-	-	-	6,744	121,901	(128,645)
FY 2015 Evelyn's Park	-	-	-	-	-	-	140	(140)
FY 2017 Sidewalks	1,000,000	-	-	1,000,000	18,904	27,359	309,619	663,023
FY 2017 Water Line Improvements	4,468,780	-	-	4,468,780	14,525	24,936	548,257	3,895,587
FY 2017 Water Meter Installations	-	-	-	-	128,935	222,869	119,028	(341,897)
FY 2017 Wastewater Treatment Plant Improvements	-	-	-	-	1,059,000	2,343,000	3,622,286	(5,965,286)
FY 2017 Wastewater Line Improvements	31,220	-	-	31,220	-	67,404	57,145	(93,329)
<b>Total Project Expenditures</b>	<b>12,500,000</b>	<b>-</b>	<b>-</b>	<b>12,500,000</b>	<b>2,996,337</b>	<b>4,203,364</b>	<b>19,550,817</b>	<b>(11,254,181)</b>
<b>Total Expenditures/Encumbrances</b>	<b>12,500,000</b>	<b>-</b>	<b>-</b>	<b>12,500,000</b>	<b>2,996,337</b>	<b>4,203,364</b>	<b>19,550,817</b>	<b>(11,254,181)</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,950,059)</b>	<b>\$ (4,032,192)</b>	<b>n/a</b>	<b>\$ 23,583,009</b>

(a) Capital improvement budgets are project-length and do not expire at the end of the fiscal year. Unexpired prior-year carry-over budgets are being finalized. Once final, the carry-over amounts from prior year will appear in this column in future reports.

Budgeted Unassigned Fund Balance 9/30/17	\$ -
Budgeted FY 2018 Revenues	12,500,000
Budgeted FY 2018 Expenditures	12,500,000
Budgeted Ending Unassigned Fund Balance	<u>\$ -</u>

**City of Bellaire  
Metro Fund  
Revenues and Expenditures (Unaudited)  
Fiscal Year-to-Date as of January 2018**

	<b>FY 2018 Adopted Budget</b>	<b>Budget Carry-Over (a)</b>	<b>FY 2018 Revised Budget</b>	<b>January Actual</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>							
Metro Sales Tax	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 103,079	\$ 392,299	n/a	\$ 607,701
Interest	-	-	-	1,764	6,845	n/a	(6,845)
<b>Total Revenues</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>104,843</b>	<b>399,144</b>	<b>n/a</b>	<b>600,856</b>
<b>Project Expenditures</b>							
Street Striping Program	-	-	-	-	-	224	(224)
Street Pavement Mgt Program	1,300,000	-	1,300,000	-	-	401,897	898,103
Sidewalk Projects	-	-	-	-	-	-	-
City Wide Trip Hazard	-	-	-	-	-	-	-
<b>Total Expenditures/Encumbrances</b>	<b>1,300,000</b>	<b>-</b>	<b>1,300,000</b>	<b>-</b>	<b>-</b>	<b>402,121</b>	<b>897,879</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (300,000)</b>	<b>\$ -</b>	<b>\$ (300,000)</b>	<b>\$ 104,843</b>	<b>\$ 399,144</b>	<b>n/a</b>	<b>\$ (297,023)</b>

(a) Capital improvement budgets are project-length and do not expire at the end of the fiscal year. Unexpired prior-year carry-over budgets are being finalized. Once final, the carry-over amounts from prior year will appear in this column in future reports.

Budgeted Unassigned Fund Balance 9/30/17	\$ 308,000
Budgeted FY 2018 Revenues	1,000,000
Budgeted FY 2018 Expenditures	1,300,000
Budgeted Ending Unassigned Fund Balance	<u>\$ 8,000</u>

**CITY OF BELLAIRE**  
**SUMMARY OF CURRENT PROPERTY TAX COLLECTIONS**  
**FY 2015 - FY 2018**

<u>Month</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	585,025	131,234	414,152	681,242
Dec	4,865,374	3,881,188	4,504,067	6,083,331
Jan	6,075,640	8,702,108	8,590,430	9,775,263
Feb	3,634,938	4,005,865	4,342,814	
Mar	296,537	206,525	201,515	
Apr	63,640	90,455	92,324	
May	55,636	49,017	67,720	
Jun	53,382	57,865	98,066	
Jul	4,673	14,076	15,943	
Aug	-	-	-	
Sep	-	-	-	
YTD Collections				\$ 16,539,836
% of Budget				81.63%
% of Total Levy				82.43%
FY 2018 Budget - Total Tax Revenue				\$ 20,261,531
2017 Tax Year Taxable Value - Certified Appraisal Roll*				\$ 4,570,121,110
2017 Tax Year - Under Protest or not Certified*				254,576,183
Total 2017 Tax Year				4,824,697,293
Total Levy at \$0.4159 / \$100 =				\$ 20,065,916

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

	<u>Taxable Value</u>
Chevron Chemical Company	Oil & Gas 81,900,770
Pin Oak North Parcel LL LLC	Land/Improvements 52,838,215
KBS SOR 6565 6575 West Loop S LLC	Land/Improvements 36,988,682
BRI 1833 6330 LLC	Land/Improvements 36,200,573
CenterPoint Energy Inc.	Electric Utility 32,789,970
SBC Communications	Utility 28,283,940
CHP Houston TX MOB Owner LLC	Land/Improvements 27,880,000
CHP Houston TX Hospital Owner LLC	Hospital 23,197,526
Pin Oak South Parcel LL LLC	Land/Improvements 21,606,958
SLS Properties	Land/Improvements 13,176,820
	<u>\$ 354,863,454</u>
Tax Levy @ \$0.4159 / \$100	<u>\$ 1,475,877</u>
% of Total Levy	7.36%

\* Source: Harris County Tax Assessor-Collector

**CITY OF BELLAIRE  
HOUSING INFORMATION  
FY 2018  
January 2018**

	<u>Jan-17</u>	<u>Jul-17</u>	<u>Jan-18</u>
<b><u>Houses, Townhomes &amp; Vacant Lots for Sale *</u></b>			
<u>Price Range</u>			
\$ 0 - \$ 250,000	1	-	-
\$ 250,001 - \$ 500,000	43	38	63
\$ 500,001 - \$ 750,000	32	28	39
\$ 750,001 - \$ 1,000,000	20	19	26
> \$ 1,000,000	72	84	73
<b>Total Units For Sale *</b>	<b>168</b>	<b>169</b>	<b>201</b>
<b>Total HCAD Residential Units/Lots **</b>	<b>6,199</b>	<b>6,199</b>	<b>6,210</b>
<b>For Sale as a % of Total Units</b>	<b>2.71%</b>	<b>2.73%</b>	<b>3.24%</b>
<b>Highest Listing Price - Home</b>	<b>\$ 2,788,000</b>	<b>\$ 3,500,000</b>	<b>\$ 3,688,000</b>
<b>Lowest Listing Price - TH/Lot</b>	<b>\$ 249,900</b>	<b>\$ 309,900</b>	<b>\$ 279,900</b>
<b><u>Houses for Lease *</u></b>			
	55	35	48
<b>Highest Lease/Month</b>	<b>\$ 6,950</b>	<b>\$ 13,950</b>	<b>\$ 15,000</b>
<b>Lowest Lease/Month</b>	<b>\$ 1,200</b>	<b>\$ 1,100</b>	<b>\$ 1,575</b>

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

	<u>Auction</u>	<u>Bank Owned</u>
At Quarter End 03-31-15	4	2
At Quarter End 06-30-15	3	2
At Quarter End 09-30-15	2	2
At Quarter End 12-31-15	3	2
At Quarter End 03-31-16	2	2
At Quarter End 06-30-16	0	2
At Quarter End 09-30-16	0	2
At Quarter End 12-31-16	2	3
At Quarter End 03-31-17	3	2
At Quarter End 06-30-17	3	1
At Quarter End 09-30-17	0	0
At Quarter End 12-31-17	2	3

**New Residential Construction**

<u>Fiscal Year</u>	<u>New Units</u>	<u>Construction Cost****</u>	
		<u>Construction</u>	<u>Avg/Unit</u>
2008	132	\$ 75,405,507	\$ 571,254
2009	49	\$ 26,026,889	\$ 531,161
2010	***	\$ 34,682,458	\$ 541,913
2011	56	\$ 30,064,905	\$ 536,873
2012	***	\$ 54,914,376	\$ 590,477
2013	***	\$ 65,491,037	\$ 579,567
2014	125	\$ 78,420,596	\$ 627,365
2015	98	\$ 52,190,001	\$ 532,551
2016	73	\$ 44,585,564	\$ 610,761
2017	87	\$ 49,790,625	\$ 572,306
2018	13	\$ 8,116,168	\$ 624,321
Average Appraised Value (Tax Year 2017)		\$ 874,019	

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

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

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

\*\*\*\* Construction cost of structure. Not a market value. Excludes land value/cost.

**CITY OF BELLAIRE**  
**SUMMARY OF SALES AND MIXED BEVERAGE TAX**  
**FY 2016 - FY 2018**

<u>Payment</u>					
<u>Month</u>	<u>Period</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
<b><u>Sales Tax</u></b>					
Oct	Aug	\$	159,655	\$ 153,452	\$ 160,106
Nov	Sep		236,498	179,528	193,080
Dec	Oct		196,711	177,498	225,253
Jan	Nov		258,816	203,388	206,157
Feb	Dec		253,419	232,674	
Mar	Jan		176,377	174,240	
Apr	Feb		177,283	169,626	
May	Mar		210,865	201,758	
Jun	Apr		172,229	154,642	
Jul	May		192,406	191,746	
Aug	Jun		266,791	190,031	
Sep	Jul		119,759	194,122	
<b>Sub-Total</b>		\$	2,420,809	\$ 2,222,707	\$ 784,597
<b><u>Mixed Beverage</u></b>					
Oct	1st Qtr		6,012	4,668	5,827
Jan	2nd Qtr		5,238	4,408	6,095
Apr	3rd Qtr		5,570	4,876	
Jul	4th Qtr		5,970	5,201	
<b>Sub-Total</b>			22,790	19,153	11,922
<b>Total</b>		\$	<b>2,443,599</b>	<b>\$ 2,241,860</b>	<b>\$ 796,519</b>

**CITY OF BELLAIRE  
SUMMARY OF FRANCHISE FEES  
FY2016 - FY 2018**

		<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
<b>Electric</b>	<b>YTD</b>	\$ 274,536	\$ 274,827	\$ 274,037
	<b>Total</b>	\$ 823,825	\$ 823,888	n/a
<b>Gas</b>	<b>YTD</b>	37,258	21,140	29,605
	<b>Total</b>	90,762	128,135	n/a
<b>Telephone</b>	<b>YTD</b>	28,984	26,424	25,868
	<b>Total</b>	115,362	103,487	n/a
<b>Cable /PEG</b>	<b>YTD</b>	98,534	144,918	90,924
	<b>Total</b>	400,666	383,314	n/a
<b>All</b>	<b>YTD</b>	<u>\$ 439,313</u>	<u>\$ 467,308</u>	<u>\$ 420,433</u>
	<b>Total</b>	<u>\$ 1,430,616</u>	<u>\$ 1,438,824</u>	n/a



**CITY OF BELLAIRE**  
**SUMMARY OF PURCHASE ORDERS**  
**FY 2018**  
**January 2018**

	Oct-17		Nov-17		Dec-17		1st Qtr	
	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>
<u>Total Purchase Orders</u>	306	\$ 1,350,257	213	\$ 4,297,841	194	\$ 4,210,089	713	\$ 9,858,188
<u>PO for \$5,000 - \$50,000</u>	36	\$ 586,295	18	\$ 316,786	21	\$ 331,212	75	\$ 1,234,293
% of Total Purchase Orders	11.76%	43.42%	8.45%	7.37%	10.82%	7.87%	10.52%	12.52%
\$ 5,000 - \$ 25,000	28	\$ 334,003	14	\$ 174,476	18	\$ 231,059	60	\$ 739,538
\$ 25,001 - \$ 50,000	8	\$ 252,292	4	\$ 142,310	3	\$ 100,153	15	\$ 494,755
	Jan-18		Feb-18		Mar-18		2nd Qtr	
	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>
<u>Total Purchase Orders</u>	207	\$ 367,385					207	\$ 367,385
<u>PO for \$5,000 - \$50,000</u>	11	\$ 103,828	-	\$ -	-	\$ -	11	\$ 103,828
% of Total Purchase Orders	5.31%	28.26%	0.00%	0.00%	0.00%	0.00%	5.31%	28.26%
\$ 5,000 - \$ 25,000	11	\$ 103,828					11	\$ 103,828
\$ 25,001 - \$ 50,000	0	\$0					0	\$0
	Apr-18		May-18		Jun-18		3rd Qtr	
	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>
<u>Total Purchase Orders</u>							-	\$ -
<u>PO for \$5,000 - \$50,000</u>	-	\$ -	-	\$ -	-	\$ -	-	\$ -
% of Total Purchase Orders	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
\$ 5,000 - \$ 25,000							-	\$ -
\$ 25,001 - \$ 50,000							-	\$ -
	Jul-18		Aug-18		Sep-18		4th Qtr	
	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>
<u>Total Purchase Orders</u>							-	\$ -
<u>PO for \$5,000 - \$50,000</u>	-	\$ -	-	\$ -	-	\$ -	-	\$ -
% of Total Purchase Orders	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
\$ 5,000 - \$ 25,000							-	\$ -
\$ 25,001 - \$ 50,000							-	\$ -

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

Attachment: JANUARY MONTHLY FINANCIAL REPORT (2414 : Monthly Financial Report for the Period Ending January 31, 2018)

**Mayor and Council**

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



Meeting: 03/05/18 07:00 PM  
Department: Parks, Recreation and  
Facilities  
Category: Presentation  
Department Head: Karl Miller  
DOC ID: 2410

**SCHEDULED  
INFORMATION ITEM (ID  
# 2410)**

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**Item Title:**

Quarterly Report from the Evelyn's Park Conservancy Board - Presented by Patricia Ritter, President and Interim Executive Director of Evelyn's Park Conservancy.

**Background/Summary:**

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

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

N/A

**City Attorney Review:**

N/A

**Recommendation:**

It is the recommendation of Karl Miller, Director of Parks, Recreation and Facilities that the City Council of the City of Bellaire receives the quarterly report as presented by the Evelyn's Park Conservancy.

**Mayor and Council**

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



Meeting: 03/05/18 07:00 PM  
Department: City Clerk  
Category: Appointment  
Department Head: Tracy L. Dutton  
DOC ID: 2488

**SCHEDULED****ACTION ITEM (ID # 2488)****Item Title:**

Presentation by the special committee appointed by the City Council to review and make recommendations concerning the City's board and commission application and interview processes; and consideration of and possible action on the special committee's recommendations - Submitted by Michael Fife, David R. Montague, and Trisha S. Pollard, Council Members and Members of the Special Committee.

**Background/Summary:**

On July 17, 2017, Mayor Andrew S. Friedberg appointed a special committee of three members of City Council ("Committee") to explore possible changes/improvements to the City's board and commission application and interview processes. Members of City Council appointed to the Committee were Michael Fife, David R. Montague, and Trisha S. Pollard.

The Committee met several times by itself and with City staff in July and August of 2017, but was interrupted by Hurricane Harvey. The Committee resumed their work in December of 2017. In addition to meetings with City staff, the Committee reviewed existing board and commission materials and processes, reviewed statistics of the numbers of applications and re-applications received by the City over the last five years, contacted nearby cities to inquire about their application and interview processes, and conducted a survey of attendees at the July 27, 2017, annual board and commission training session (approximately 50% of the attendees responded to the survey).

According to survey results, applicants preferred submitting their application electronically, enjoyed their face-to-face interview with City Council, and most felt that 15-minute interviews were appropriate. Suggested improvements included more information prior to the interview regarding the expectations for a board or commission member, more information regarding the types of questions to be asked in an interview, and the ability to print their completed application at home before submitting it to the City.

**Recommended Changes to the Application Process:**

The Committee designed a new application form, which is an up-to-date fillable form, with an improved layout. The new form also asks for more details of the applicant's education, work experiences, and any special qualifications that are applicable to the board or commission to which they are applying. Resumes can be emailed to the City Clerk by the applicant as a supplement to the application.

The Committee reviewed summaries describing each board and commission and are recommending changes to those summaries to include the same standard information and a link to the last annual report of that board or commission (see attached recommended summaries).

For the 2018 process, the Committee is recommending a cut-off time and date for receipt of applications as follows: 5:00 p.m. on Saturday, May 25, 2018.

### **Recommended Changes to the Interview Process:**

The Committee is recommending scheduling interviews of applicants over several nights during an off-week (i.e., week without a regularly scheduled City Council meeting). All interviews should be conducted contemporaneously. For 2018, the Committee recommends scheduling interviews during the week of June 11, 2018, on Monday (June 11), Tuesday (June 12), and Thursday (June 14), beginning at 6:00 p.m. and ending at 9:00 p.m., depending on the number of applications received.

The Committee will meet with the City Clerk after the Memorial Day holiday to review the applications and re-applications received to determine if any changes to the interview schedule are needed.

With respect to the interview process itself, the Committee is recommending a 15-30-minute discussion time on the evening of the first interviews to allow Council Liaisons an opportunity to provide an update or input related to their boards or commissions.

The Committee is also recommending the following process: 1) the Mayor provides his standard welcome and process summary to each applicant; 2) the Council Liaison for the applicant's first choice will begin the interview by asking three questions as follows:

1. Why have you selected (applicant's number one choice of a board or commission)?
2. What content knowledge and applicable skills will you bring to (applicant's number one choice of a board or commission)?
3. Do you have any questions about (applicant's number one choice of a board or commission)?

Following the Council Liaison questions, the Mayor will open the floor for other Council Members to ask questions of the applicant.

It is anticipated that openings will be filled during the Regular Session to be held on June 18, 2018.

### **Previous Council Action Summary:**

N/A

### **Fiscal Impact:**

N/A

### **City Attorney Review:**

N/A

### **Recommendation:**

The Committee recommends City Council approval of its suggested improvements to the City's current board and commission application and interview processes. The City Clerk and members of City staff were involved throughout the Committee's review and

deliberations and fully support all the Committee's recommendations.

**ATTACHMENTS:**

- BCstudy presentation (PDF)
- Board and Commission Application - Fillable FINAL (PDF)
- Boards and Commissions Summary (PDF)

# Recommended Improvements to Bellaire's current Board and Commission Application and Interview Processes

Submitted by Michael Fife, David R. Montague, and  
Trisha S. Pollard, Council and Special Committee  
Members

March 5, 2018

# Background

- Following the June 2017 round of citizen interviews and subsequent appointments to Bellaire's boards and commissions, several Council members expressed an interest in exploring possible changes to improve the just completed process.
- Accordingly, at the July 17, 2017 City Council meeting, the appointment of a special committee of three members to review and make recommendations concerning the board and commission application and interview process was discussed and unanimously approved. The Mayor appointed Michael Fife, David Montague and Trisha Pollard to be the special committee.
- The committee met several times by itself and with City staff in July and August 2017 but then was interrupted by Hurricane Harvey. The committee resumed working in December 2017.

# Data gathering by the committee (1)

- Had discussions with Tracy Dutton, Ashley Parcus, Raquel Porras and Paul Hofmann
- Reviewed all existing Bellaire Board and Commission materials and processes
- Reviewed application and re-applications to Bellaire's Boards and Commissions for past 5 years
  - Average 2013-2016: 15 new and 15 reapply for 30 total
  - 2017: 30 new and 12 reapply for 42 total



# Data gathering by the committee (2)

- Contacted other cities (Huntsville, Deer Park, West University, etc.) to inquire about their Board and Commission's application, interview and selection processes, documentation, duties of B&C members, schedules and timing, etc.
- Surveyed new board and commission members who attended the Annual Board and Commission Training Session on July 27, 2017
  - Committee quickly designed a one page, five question survey
  - 16 surveys were returned or ~50%

# New Board and Commission Member Survey Results

- 14 filed their application electronically and 2 by hard copy
- They all liked their face-to-face interview with City Council and most said 15 minutes was appropriate
- Their suggested improvements
  - More information – before their interview – of the expectations for a board or commission member
  - More information – before the interview - about the questions they would be asked
  - More publicity about openings and the interview process

# Recommended Changes to Board and Commission Application Process (1)

- A new application form was designed and is now on the Bellaire website
  - Up-to-date fillable form with improved layout
  - When printed it has a clear and standard layout. If candidate wants to submit a max. two page resume (in addition to their application) they email it to Tracy.
- The previous ‘please write a brief summary of your qualifications’ is now two questions;
  - State background info about you including education, work experiences and any special qualifications you have for this board or commission
  - State why you want to serve the City as a member of this board or commission

# Recommended Changes to Board and Commission Application Process (2)

- The description of each Board and Commission now has the same format and standard information and now includes a link to their last annual report.
  - The latter should provide candidates with a better understanding of specific activities for each particular board or commission
  - The previous very brief summaries for each Board and Commission have been delete
  - Basic descriptions are aligned with those in the Board Handbook

# Recommended Changes to Board and Commission Interview Process (1)

- Schedule interviews over several nights in an off-week
  - So no long meeting(s) where we first have interviews then have a City Council meeting
  - More flexibility in scheduling interviews from a candidate's perspective
  - Should lead to a better selection process
    - All interviews will be contemporaneous
    - Will be able to discuss possible selections prior to voting

# Recommended Changes to Board and Commission Interview Process

- Use the following interview script:
  - Andrew gives his standard welcome and process summary to each candidate
  - The first three questions will be asked by the City Council member who is the liaison to the candidate's #1 choice as follows;
    1. Why have you selected (candidate's #1 choice B&C)?
    2. What content knowledge and applicable skills will you bring to (candidate's #1 choice)?
    3. Do you have any questions about (candidate's #1 choice B&C)?
  - Other Council members then ask questions
  - Andrew gives his standard close and thanks candidate

# Planning Ahead for 2018 Process

- Each Council member should share the outcomes of our discussions tonight with their Board or Commission.
  - Please get feedback on how much time your board members spend on their board work each month and send this number to Raquel
- Interviews will be scheduled for the week of June 11<sup>th</sup> on Monday, Tuesday and Thursday
- All re-applicants in 2018 will need to re-apply by submitting a new application
  - This will insure we have the same data in the same format from all candidates

# Planning Ahead for 2018 Process

- At this moment, we project 8 vacancies assuming all board members eligible to re-apply (19) do so
- We need to remain flexible in our process and agree to adjust it if necessary based on number of applications received by May 25



# CITY OF BELLAIRE

## ADVISORY BOARDS & COMMISSIONS APPLICATION

**PLEASE NOTE: THIS INFORMATION (except email) WILL BECOME PUBLIC RECORD**

Please visit the City website for more information on each Board and Commission.  
Click [HERE](#) for individual Board summaries. Click [HERE](#) for the Board Handbook.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_, Bellaire, Texas 77401

Email: \_\_\_\_\_ Phone: (Business/Home) \_\_\_\_\_ (cell) \_\_\_\_\_

Occupation/Retired: \_\_\_\_\_ Employer: \_\_\_\_\_

Years lived in Bellaire \_\_\_\_\_ Registered voter in the City of Bellaire? \_\_\_\_ Yes \_\_\_\_ No

State background information about yourself, including education, past occupations, and any special qualifications you have for serving on a board/commission. If desired, please submit your resume to [tdutton@bellairetx.gov](mailto:tdutton@bellairetx.gov). (max 2 pages).

Briefly state why you want to serve the City of Bellaire as a member of a board/commission.

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

Do you currently serve on a City of Bellaire Board or Commission? \_\_\_\_ Yes \_\_\_\_ No

If yes, which one(s) \_\_\_\_\_ How long? \_\_\_\_\_ Are you reapplying? \_\_\_\_ Yes \_\_\_\_ No

Please be prepared to share with us in your interview any thoughts you may have regarding a) the responsibilities of and/or recent actions by your Board, and b) any ideas on how to improve the effectiveness of your Board.

If selected by the Bellaire City Council, on which Board would you be willing to serve? Please rank your choices in order of preference. This application will remain active for six (6) months, unless you are appointed to a Board or Commission. You must reapply if you would like to be reappointed at the end of a term or to be considered for another Board or Commission. You may select up to three (3).

\_\_\_\_ Audit Finance Board\*

\_\_\_\_ L.I.F.E. Advisory Board

\_\_\_\_ Board of Adjustment

\_\_\_\_ Parks & Recreation Advisory Board

\_\_\_\_ Building & Standards Commission

\_\_\_\_ Planning & Zoning Commission

\_\_\_\_ Cultural Arts Board

\_\_\_\_ Evelyn's Park Conservancy Board

\_\_\_\_ Environmental & Sustainability Board

Have you ever attended a meeting of any of the Boards or Commissions listed above? \_\_\_\_ Yes \_\_\_\_ No

If yes, please give details:

Do you anticipate any conflicts of interest arising during your service on the selected Board? \_\_\_\_ Yes \_\_\_\_ No

If you answered yes, and a conflict did arise, how would you resolve it?

Do you understand the time commitment required to serve on this Board, Commission or Committee for meetings, as well as preparation prior to meetings (estimated to average 2-6 hours per month?) \_\_\_\_ Yes \_\_\_\_ No

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

Signature\*\*: \_\_\_\_\_

**SUBMIT NOW**

Date: \_\_\_\_\_

\*Applicants for the Audit Finance Board must be residents with financial and/or audit experience and must attach a resume for consideration.

\*\* Clicking the first signature block will prompt you to create a digital signature if you haven't already. If you prefer not to, please type your name in the second block.

Please contact the City Clerk, Tracy Dutton, at (713) 662-8275 if you have any questions about this process.  
You will be contacted by City Staff about an interview with the City Council and Mayor.  
City of Bellaire | 7008 S. Rice Avenue | Bellaire, Texas 77401 | (713) 662-8222

# Boards and Commissions Summary

## Boards Governed by Charter, Ordinance or Resolution:

### Audit Finance Board

The Audit Finance Board ("AFB") is responsible for recommending to the City Council an auditor as needed, reviewing the audit of the City prior to its submission to the City Council, and assisting the auditor and city staff with the presentation of the audit to the City Council. The AFB is composed of three (3) members of the City Council, a citizen appointee with financial and/or audit experience, as well as the City Manager and the Chief Financial Officer of the City. The Council Members are appointed by the Mayor and the citizen member is appointed by the entire City Council to a one-year term commencing February 1 each year through January 31 of the following year, with a maximum of three consecutive terms. The AFB reports to the City Council at the time the audit is presented and at any other time as the AFB deems appropriate. Meetings are as needed, but at least annually.

The Audit Finance Board shall be responsible for the following:

- (1) Recommending an auditor to City Council during those years in which an auditor must be appointed by the City.
- (2) Reviewing the audit of the city prior to submission to City Council.
- (3) Assisting the auditor and City staff with the presentation of the audit to City Council.
- (4) Providing a communication link between the auditor and City Council concerning various accounting, financial, fiscal, purchasing, and business services policies.
- (5) Assist City Council in carrying out its oversight and improvement responsibilities as they relate to the City's financial and performance reporting practices, internal controls, compliance with laws and regulations, and initiatives to improve the performance of city services.

Member	Expiration Date
Mayor Andrew S. Friedberg	01-31-2019
Council Member Michael Fife	01-31-2019
Council Member David R. Montague	01-31-2019
City Manager Paul A. Hofmann	01-31-2019
Chief Financial Officer Terrence Beaman	01-31-2019
Jason Taibel – Citizen Appointee	01-31-2019

### Cultural Arts Board (“Arts”)

The Cultural Arts Board (“CAB”) enhances the quality of life in Bellaire through visual and performing arts that transform the places our citizens live, work, and play. It attempts to create more welcoming and beautiful environments through the integration of artistic styles. Such created environments attempt to reflect a vibrant image of Bellaire as a contemporary and progressive city. The CAB submits to the City Council recommendations for public art projects and improvements for public spaces within the City.

Seven Bellaire residents are appointed to this Board by City Council and serve a two-year term with a maximum of three consecutive terms. Terms are staggered and begin July 1. A training session for all members of all Bellaire Boards and Commissions is held annually in August. The Board meets on the 2<sup>nd</sup> Wednesday of each month at 6:30 p.m. in the Council Conference Room, first floor of City Hall, 7008 South Rice Avenue. The Chair and Vice Chair are selected by members of the Board. The city staff liaison is Diane White, and the City Council liaison is Michael Fife.

The Board shall have the following objectives:

- (1) To enhance the quality of life in the City with visual and performing arts by transforming the places our citizens live, work, and play into more welcoming and beautiful environments through the integration of artistic styles that reflect the vibrant image of the City as a contemporary and progressive city.
- (2) Provide the City and its citizens with an art program for future public art and acquisition, performing and visual art exhibition and demonstration.
- (3) To serve as a vehicle to approach other governmental agencies and the private sector for financial assistance to develop public art in the City.
- (4) To investigate and recommend to the City Council possible funding mechanisms for an ongoing public arts program.
- (5) To participate in cooperative projects with city departments and boards, and nonprofit entities.

<b>Member</b>	<b>Expiration Date</b>
Sneha Bhavsar	06-30-2018
Terry Leavitt-Chavez	06-30-2018
Shampa Mukerji	06-30-2019
Jeanne Parker	06-30-2019
Jacquelyn Quick	06-30-2018
Diane Roberts	06-30-2018
Andrew Williamson	06-30-2019

### L.I.F.E. Advisory Board

The L.I.F.E. (Living, Information, Fun and Enrichment) Advisory Board provides input to the Parks and Recreation Department from the community regarding services and programs that have been or could be implemented by the City for the benefit and assistance of mature adults (age 50 and older).

Seven Bellaire residents are appointed to this Board by City Council and serve a two-year term with a maximum of three consecutive terms. Terms are staggered and begin July 1. A training session for all members of all Bellaire Boards and Commissions is held annually in August. The Board meets on the 4<sup>th</sup> Thursday of each month at 12:00 noon in the Activity Room of the Bellaire United Methodist Church, located at 4417 Bellaire Blvd. The city staff liaisons are Victoria Arevalo and Karl Miller, and the City Council liaison is Mayor Andrew Friedberg.

In accepting a position to serve on the L.I.F.E Advisory Board an appointed member shall agree:

- (1) To make every effort to attend scheduled L.I.F.E. Advisory Board hosted events and to continually promote and stimulate interest in all such events
- (2) To contribute ideas for new activities, events and trips for the L.I.F.E program
- (3) To help during L.I.F.E. activities in various areas such as set-up, putting up decorations, sign-in, assisting with logistics on trips, etc.

<b>Member</b>	<b>Expiration Date</b>
Connie Eicher	06-30-2019
Roberta Murray	06-30-2019
Kevin Newman	06-30-2018
Patricia Parrack	06-30-2019
Carmen Ulabarro	06-30-2018
Pat Westwood	06-30-2018
Pat Tracey	06-30-2019

### Evelyn's Park Conservancy

Evelyn's Park Conservancy is a Texas nonprofit 501(c)3 corporation located at Evelyn's Park, at the gateway to Bellaire (4400 Bellaire Boulevard) and previously home to one of the city's oldest businesses, Teas Nursery. Evelyn's Park is a dynamic green and gathering space. The park acts as a highly visible hub for engaging the entire community, from families and old friends to small groups and large parties. Evelyn's Park core values are embracing nature, engaging families and enhancing community through enriching their every day.

The goal for the Conservancy is to finish out the Master Plan of Evelyn's Park and to operate and maintain the park at high standards to reflect positively on the City as a whole. With a culture steeped in entrepreneurship, the Evelyn's Park Conservancy Board of Directors seeks Board members to help build and shape the organization with purpose and clarity. For more information about Evelyn's Park visit <http://evelynspark.org/>

The Evelyn's Park Conservancy Board was formed by the February 21, 2011 agreement between the Jerry and Maury Rubenstein Foundation and the City of Bellaire. Per the Development and Operating Agreement dated July 7, 2014 between the Conservancy and the City, the Conservancy has the following obligations:

- (1) Provide maintenance services in excess of what is performed by the City,
- (2) Provide programming for Evelyn's Park, and
- (3) Fundraising to cover expenses and for the development of future phases of the Park.

The Board of Directors of the Evelyn's Park Conservancy consists of eight members, four of whom are appointed by City Council and four by the Foundation. The City Board members serve a two-year term with a maximum of three consecutive terms. Terms are staggered and begin July 1. A training session for all members of all Bellaire Boards and Commissions is held annually in August.

<b>City Appointed Member</b>	<b>Expiration Date</b>
Patricia King-Ritter	06-30-2018
Terry Leavitt-Chavez	06-30-2019
Brad Sondock	06-30-2019
Lou Waters, Jr.	06-30-2018

<b>Conservancy Appointed Member</b>	<b>Expiration Date</b>
Scott Aronstein	12-30-2019
Jeffery Christman	06-30-2018
Debbie Lapin	12-30-2019
Suzi Weinstock	06-30-2018

### Parks and Recreation Advisory Board ("PRAB")

The Parks and Recreation Advisory Board ("PRAB") advises the City Council and the Parks, Recreation, and Facilities Department regarding policy matters pertaining to City Parks and Recreation. It may undertake studies of the park facilities and public recreation programs for their improvement then make recommendations to the City Council.

Seven Bellaire residents are appointed to this Board by City Council and serve a two-year term with a maximum of three consecutive terms. Terms are staggered and begin July 1. A training session for all members of all Bellaire Boards and Commissions is held annually in August. The Board meets on the 3<sup>rd</sup> Wednesday of each month at 6:00 p.m. in the CenterPoint Energy Center meeting room above the Bellaire Aquatic Center, located at 7008 Fifth Street. The Chair, Vice Chair, and secretary are selected by members of the Board. The city staff liaison is Karl Miller and the City Council liaison is Gus Pappas.

The board shall have the following specific purposes:

- (1) Make recommendations to the City Council regarding sources of funding for parks and recreation programs, additions, and improvements;
- (2) Review and make advisory recommendations to the department and the City Council on proposed parks and recreation programs, additions, and improvements;
- (3) Promote and stimulate public interest in parks and recreational programs and assist the Director of the Department in seeking the cooperation of public and private agencies that may have a direct or indirect involvement in parks and recreation; and
- (4) Review and make advisory recommendations to the Department and the City Council on changes, modifications, and amendments to parks and recreation policies of the city.

<b>Member</b>	<b>Expiration Date</b>
Ralph Cox	06-30-2019
Joan Gee	06-30-2019
Denise Purcell Leisten	06-30-2019
Julie McNee	06-30-2018
Kevin Sisk	06-30-2019
Lisa Lim	06-30-2018
Sharon Veldman	06-30-2018

### Environmental & Sustainability Board ("ESB")

The Environmental & Sustainability Board ("ESB") reviews and makes advisory recommendations to the City Council in the initiation, prioritization, and development of public education programs, policies, and actions relating to environmental sustainability, including but not limited to energy and natural resource conservation and recycling. The ESB regularly publishes a newsletter covering these topics.

Seven Bellaire residents are appointed to this Board by City Council and serve a two-year term with a maximum of three consecutive terms. Terms are staggered and begin July 1. A training session for all members of all Bellaire Boards and Commissions is held annually in August. The Board meets on the 1<sup>st</sup> Wednesday of each month at 6:30 p.m. in the Council Conference Room, first floor of City Hall, 7008 South Rice Avenue. The Chair, Vice Chair, and Secretary are selected by members of the Board. The city staff liaison is Michael Leech and the City Council liaison is Neil Verma.

The Board shall have the following specific purposes:

- (1) Review and make advisory recommendations to City Council in the initiation, prioritization, and development of programs, policies, and activities relating to environmental sustainability, including, but not limited to, energy and natural resource conservation and recycling;
- (2) Research and recommend financial resources to offset costs of programs and initiatives relating to sustainability, including without limitation grants, sponsorships, and cost-savings programs; and
- (3) Develop programs to educate the public and increase city residents' participation in and knowledge of environmental sustainability practices.

Member	Expiration Date
Ritwick Agrawal	06-30-2019
Ayobamidele G. Bello	06-30-2018
Joe Burris	06-30-2018
Michelle Mastin	06-30-2019
Jonathan Palmer	06-30-2019
George Williams	06-30-2018
Brian Witt	06-30-2019



## State Law Governed Boards and Commissions:

### Board of Adjustment ("BOA")

The Board of Adjustment ("BOA") considers applications for variances or special exceptions to the Zoning Code (Chapter 24 of the Bellaire Code of Ordinances). Landowners or their agents may submit applications to the City Building Official. Formal dockets, which must be legally advertised, are scheduled for the BOA. Meetings are held and testimony is taken on the applications. The BOA determines the outcomes of all applications. Pursuant to state law, decisions denying an application may be appealed only to a Harris County District Court; thus the BOA is considered to be a quasi-judicial body. State law requires that action may be taken only by a supermajority of 75% (six of the seven members).

Seven Bellaire residents are appointed to this Board by City Council and serve a two-year term with a maximum of three consecutive terms. Terms are staggered and begin July 1. A training session for all members of all Bellaire Boards and Commissions is held annually in August. The Board meets as needed (there are generally three to five meetings a year) on the 3<sup>rd</sup> Thursday of each month at 7:00 p.m. in the Council Chamber, first floor of City Hall, 7008 South Rice Avenue. This Board is governed by State of Texas law so all meetings are videotaped. The Chair and Vice Chair are selected by members of the Board. The city staff liaison is Ashley Parcus and the City Council liaison is Pat McLaughlan.

The Board shall have the following duties and powers:

- (1) To hear and decide an appeal that alleges error in any order, requirement, decision or determination made by an administrative official in the enforcement of V.T.C.A., Local Government Code Ch. 211, or of Chapter 24 of this Code;
- (2) To hear and decide special exceptions to the terms of Chapter 24;
- (3) To authorize, upon appeal in specific cases, such variances from the terms of Chapter 24 as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of Chapter 24 will result in unnecessary hardship, and so that the spirit of Chapter 24 shall be observed and substantial justice done.

Member	Expiration Date
James P. Avioli, Sr.	06-30-2018
Lilly F. Gilmer	06-30-2018
Debbie Karakowsky	06-30-2018
Jed Mandel	06-30-2018
L. Timothy McKone	06-30-2019
Bharat Raval	06-30-2019
Samir Sinha	06-30-2019

## Building and Standards Commission ("BSC")

Building and Standards Commission ("BSC") is responsible for making recommendations to the City Council regarding the review of administrative actions of the City Building Official, quasi-judicial enforcement of state statutes and city ordinances concerning health and safety, implementation of federal floodplain management regulations, variances from certain regulations that are within its purview, and the issuance of advisory opinions pertaining to building codes and City policies.

Seven Bellaire residents are appointed to this Commission by City Council and serve a two-year term with a maximum of three consecutive terms. Terms are staggered and begin July 1<sup>st</sup>. A training session for all members of all Bellaire Boards and Commissions is held annually in August. The Board meets on the 4<sup>th</sup> Wednesday of each month at 7:00 p.m. in the Council Chamber, first floor of City Hall, 7008 South Rice Avenue. This Board is governed by State of Texas law so all meetings are videotaped. The Chair and Vice Chair are selected by members of the Board. The city staff liaisons are Ashley Parcus and William Davidson and the City Council liaison is David Montague.

The Commission shall have the following duties and powers:

- (1) All powers, duties and responsibilities provided for under V.T.C.A., Local Government Code Chs. 54 and 214, including, but not limited to, those pertaining to substandard structures;
- (2) To hold hearings and grant variances as provided for by city ordinances and by Title 44, Code of Federal Regulations, Section 60.A. "Requirements for Floodplain Management Regulations" and 60.6 "Variances and Exceptions";
- (3) To identify community needs and to advise City Council of the implications of such needs for the health and safety ordinances of the City;
- (4) To make recommendations to City Council regarding the building code and the ordinances under the Commission's purview;
- (5) To provide public education on issues pertaining to building codes.

<b>Member</b>	<b>Expiration Date</b>
Dan R. Collins	06-30-2019
Charles Formica	06-30-2018
Lee Hampton	06-30-2018
Paul N. Katz	06-30-2018
Danny A. Spencer	06-30-2018
Christina Stone	06-30-2019
Laura Thurmond	06-30-2019

### Planning and Zoning Commission ("PZC")

The Planning and Zoning Commission ("P&Z") makes recommendations to the City Council regarding the physical development of the City, including the Comprehensive (Land Use ) Plan that serves as the basis for the City's zoning regulations. It also reviews and approves applications for subdivision plats and replats. P&Z's advisory recommendations to the City Council must conform to the Comprehensive Plan and, for zoning ordinances, follow a legally advertised public hearing. Only City Council may approve applications for zoning changes, following receipt of a recommendation from P&Z and a second legally advertising public hearing before the City Council.

Seven Bellaire residents are appointed to this Commission by City Council and serve a two-year term with a maximum of three consecutive terms. Terms are staggered and begin July 1. A training session for all members of all Bellaire Boards and Commissions is held annually in August. The Board meets on the 2<sup>nd</sup> Thursday of each month at 6:00 p.m. in the Council Chamber, first floor of City Hall, 7008 South Rice Avenue. This Board is governed by State of Texas law so all meetings are videotaped. The Chair and Vice Chair are selected by members of the Board. The city staff liaisons are Ashley Parcus and ChaVonne Sampson and the City Council liaison is Trisha Pollard.

The Commission is charged with the responsibility and vested with the authority to:

- (1) Formulate and recommend to the City Council, for its adoption, such plans, programs and policies related to the future growth and development of the City as the Commission deems appropriate and necessary;
- (2) Exercise all of the powers and responsibilities of a planning commission relating to the approval or disapproval of land subdivision plans, plats or replats and to the vacation of such plans, plats or replats granted by the laws of the State of Texas, and by the ordinances of the City;
- (3) Exercise all of the powers and responsibilities of a zoning commission relating to the formulation of a zoning plan, hold public hearings, and make recommendations to the City Council relating to the creation, amendment, and implementation of zoning regulations, classifications, and districts, all as provided for in the laws of the State of Texas, and the ordinances of the City.

<b>Member</b>	<b>Expiration Date</b>
Michael D. Axelrad	06-30-2018
Ross Gordon	06-30-2019
Jonathan Saikin	06-30-2019
S. Lynne Skinner	06-30-2018
Marc Steinberg	06-30-2018
Dirk Stiggins	06-30-2018
Weldon Taylor	06-30-2019



# CITY OF BELLAIRE TEXAS

## MAYOR AND COUNCIL

FEBRUARY 5, 2018

Council Chamber

Regular Session

7:00 PM

7008 S. RICE AVENUE  
BELLAIRE, TX 77401

### REGULAR SESSION (ANNUAL STATE OF THE CITY MEETING) - 7:00 P.M.

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

**Andrew S. Friedberg, Mayor**, called the Regular Session of the City Council of the City of Bellaire, Texas, to order at 7:00 p.m. on Monday, February 5, 2018. 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 was present consisting of all members of the City Council as set forth in the table below.

Name	Title	Status
Andrew S. Friedberg	Mayor	Present
Neil Verma	Council Member	Present
Trisha S. Pollard	Council Member	Present
Gus E. Pappas	Mayor Pro Tem	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 - Michael Fife, Council Member.

**Michael Fife, Council Member**, provided the inspirational reading for the evening.

#### D. Pledges of Allegiance - Michael Fife, Council Member.

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

#### E. Personal/Audience Comments.

**Mayor Friedberg** opened the floor for Personal/Audience Comments and asked if there was anyone present who would like to address City Council. Hearing none, Mayor Friedberg moved to the next item on the agenda.

#### F. Reports and Presentations:

##### 1. Annual Board and Commission Reports:

**a. Boards and Commissions Governed by State Law:**

- i. Annual Report of the Board of Adjustment of the City of Bellaire, Texas - Presented by Samir Sinha, Board Chair.

**Samir Sinha, Chair**, presented the 2017 Annual Report for the Board of Adjustment. The report included an overview of meetings held by the Board during the year and a brief description of variances and special exceptions considered by the Board.

Chair Sinha referenced several requests that the Board of Adjustment had received for special exceptions to increase fence heights. He closed with a Board recommendation that the Planning and Zoning Commission consider re-evaluating the regulations on fence height throughout the City for residential properties that abut commercial districts.

- ii. Annual Report of the Building and Standards Commission of the City of Bellaire, Texas - Presented by Laura Thurmond, Commission Chair.

**Laura Thurmond, Chair**, presented the 2017 Annual Report for the Building and Standards Commission. The report included an overview of the meetings held by the Commission during the year. Public education about issues pertaining to the building codes included information on the impacts of Hurricane Harvey on Bellaire homes and the permitting and inspection steps involved with flood damaged properties.

- iii. Annual Report of the Planning and Zoning Commission of the City of Bellaire, Texas - Presented by Dirk Stiggins, Commission Chair.

**Dirk Stiggins, Chair**, presented the 2017 Annual Report for the Planning and Zoning Commission. The report included an overview of the meetings held by the Commission and a brief description of code recommendations and specific use permits considered during the year.

In closing, Chair Stiggins mentioned several priorities for the Commission in 2018, which included consideration related to the Bellaire Boulevard Estate Overlay District and parking garages abutting residential areas.

**b. Boards and Commissions Governed by City Charter, Ordinance or Resolution:**

- i. Annual Report of the Cultural Arts Board of the City of Bellaire, Texas - Presented by Terry Leavitt-Chavez, Board Chair.

**Terry Leavitt-Chavez, Chair**, presented the 2017 Annual Report for the Cultural Arts Board. The report included an overview of the meetings held by the Board and a brief description of ongoing public art initiatives and public programs undertaken by the Board during the year.

- ii. Annual Report of the Environmental and Sustainability Board of the City of Bellaire, Texas - Presented by Jonathan Palmer, Board Chair.

**Jonathan Palmer, Chair**, presented the 2017 Annual Report of the Environmental and Sustainability Board (the "Board"). The report included an overview of the Board's accomplishments and initiatives during the year, including continuing to help and educate Bellaire residents on the benefits of increasing their annual recycling volume, providing community outreach and education through various forms of

media related to recycling, conservation of water and power, and environmental sustainability, and semi-annual recycling drop-off events.

Other issues of focus by the Board during the year included light pollution, noise pollution, the need to promote the use, replanting, and protection of native Texas coastal plain plants, as well as suggestions for energy efficient materials to be used in the new municipal facilities.

- iii. Annual Report of the L.I.F.E. Advisory Board of the City of Bellaire, Texas - Presented by Trish Parrack, Board Chair.

**Patricia (Trish) Parrack, Chair**, presented the 2017 Annual Report for the L.I.F.E. Advisory Board. The report included an overview of meetings held during the year to provide guidance to staff with respect to senior programming, such as special activities, educational seminars, social events, and bus trips which provided participants with an opportunity to learn about an area's history, tourism, and entertainment opportunities.

- iv. Annual Report of the Parks and Recreation Advisory Board of the City of Bellaire, Texas - Presented by Sharon Veldman, Board Chair.

**Sharon Veldman, Chair**, presented the 2017 Annual Report for the Parks and Recreation Advisory Board. The report included an overview of the work performed by the Board during the year and a brief description of Board recommendations made regarding park system improvements, the City's five-year Capital Improvement Program, department sponsorship guidelines and procedures, and the City's Community Pathways Project.

## 2. Annual State of the City Address:

**Mayor Friedberg** thanked each Chair for presenting the board and commission annual reports. He also thanked each board and commission member who volunteered their time to make the community a better place to live.

Mayor Friedberg presented the annual State of the City address, noting that the year had been challenging as Bellaire continued to be confronted with unprecedented uncertainty that the City Council would have to navigate in their future decision making. Undoubtedly, the City of Bellaire would take a financial hit from having nearly 30% of our homes damaged from flooding, but it was too early to know how much. The City could reasonably anticipate that the impact of Hurricane Harvey on the City's tax base could affect the level of services the City could afford to provide. The City was prepared to reprioritize, where necessary, to focus on what was critical, and remember what made Bellaire special.

The theme of Mayor Friedberg's address was a continuation of an earlier presentation made by the City Manager in December titled "Looking Forward." In continuing the theme, Mayor Friedberg stated that the City should not lose sight of all the positive things we had been working on, such as the City rebranding effort relating in part to the new municipal facilities project presently under construction. In the storm's aftermath, the rebranding effort had come to symbolize the recovery itself. It had produced a narrative of how the City saw itself, how the City aspired to be, and reflected all that was good about Bellaire.

Key words and phrases describing the state of the City were cited by Mayor Friedberg as resilience, safe, confident, prudent, aware of who we are, and on the right track. Mayor Friedberg described examples of how Bellaire, its residents, and its employees exemplified these key words and phrases through their compassion

and actions, especially during Hurricane Harvey and its aftermath.

Mayor Friedberg took the opportunity in this State of the City to outline the steps that the City had undertaken through its rebranding exercise and read the text of the verbal brand identity the exercise had produced. He encouraged residents to visit a special page on the City website, [bellairetx.gov/branding](http://bellairetx.gov/branding), and to provide their input on the proposal.

In closing, Mayor Friedberg provided an overview of the City's ongoing recovery from Hurricane Harvey in the coming year, including the recommendations of the Flood Hazard Mitigation Task Force, continued streets and drainage infrastructure improvements, Project Brays, the new municipal facilities, and commercial redevelopment.

#### **G. Community Interest Items from the Mayor and Council.**

Community interest items from the Mayor and Council included expressions of thanks to all of the Hurricane Harvey volunteers and heroes; expressions of thanks and appreciation to the City boards and commissions for their work and reports; expressions of thanks to Mayor Friedberg for his address; expressions of thanks to all who attended the Flood Hazard Mitigation Task Force public hearing; special welcome to Boy Scout Troops 222 and 549; and expressions of congratulations to Administrative Services Manager Shawn Cox on his acceptance of a job offer to become the City Administrator of the City of Wimberley, Texas.

#### **H. Adjourn.**

**Mayor Friedberg** announced that the Regular Session of the City Council of the City of Bellaire, Texas, was adjourned at 8:38 p.m. on Monday, February 5, 2018.

**Mayor and Council**

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



Meeting: 03/05/18 07:00 PM  
Department: Parks, Recreation and  
Facilities  
Category: Ordinance  
Department Head: Karl Miller  
DOC ID: 2469

**SCHEDULED  
INFORMATION ITEM (ID  
# 2469)**

**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 restriction of the consumption of beer and wine to a designated area of Evelyn's Park for the purpose of allowing the Evelyn's Park Conservancy to host special events on Friday, April 6, 2018, and on Sunday, April 8, 2018, in Evelyn's Park, 4400 Bellaire Boulevard, Bellaire, Texas 77401 - Submitted by Karl Miller, Director of Parks, Recreation and Facilities.

**Background/Summary:**

The Evelyn's Park Conservancy (EPC) is requesting the support of the Bellaire City Council to allow them to provide beer and/or wine outside the area designated for alcoholic beverages for two special functions.

On Friday, April 6th, 2018, EPC will be hosting an invitation only revealing of the sculpture located in the portion of the park known as Evelyn's Memorial Garden, located at the corner of Bellaire Blvd. and Mulberry from 7:30 p.m. to 9:30 p.m. EPC would like to allow their invited donors the opportunity to bring their alcoholic beverages (beer and wine) with them to the area of the unveiling thus permitting the consumption of beverages in the sculpture area.

On Sunday, April 8th, 2018, EPC is hosting an event titled, "I'll have what she is having" sponsored by Healthcare Activism by Women. EPC is seeking support in allowing a VIP reception from 5:00 p.m. to 6:00 p.m. on the Art Lawn located behind the park restrooms in the northwest section of Evelyn's Park.

Patricia Ritter, Evelyn's Park Conservancy, President and Interim Executive Director is available to discuss their requests and answer questions.

**Previous Council Action Summary:**

On September 21, 2015 the Bellaire City Council approved the sale and consumption of beer and wine with in a designated area around the Cafe, map attached.

On March 6, 2017 the Bellaire City Council authorized the suspension of the ordinances designating the authorized area for the consumption of alcoholic beverages for Dining with Fireflies held on April 20, 2017.

On September 18, 2017, the Bellaire City Council denied the request from EPC to allow the consumption of alcoholic beverages other than beer and wine in Evelyn's Park for a private rental.

**Fiscal Impact:**

N/A



**City Attorney Review:**

The proposed Ordinance has been reviewed and approved by the City Attorney.

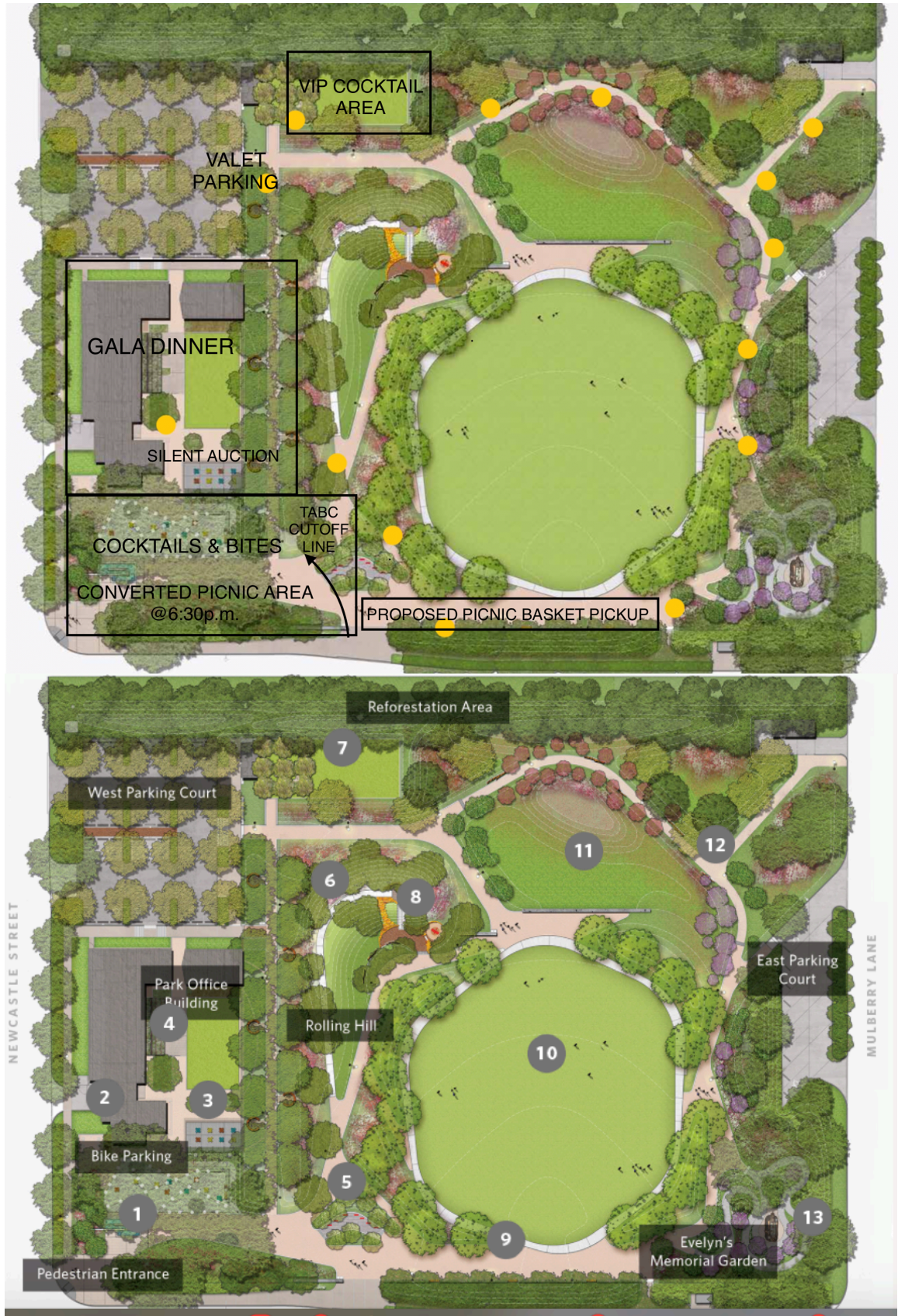
**Recommendation:**

It is the recommendation of the Karl Miller, Director of Parks, Recreation and Facilities that the City Council of the City of Bellaire authorize an ordinance suspending the restriction limiting the area where beer and wine can be consumed and allow the scheduled EPC functions to have beer and wine in the requested areas of Evelyn's Park on Friday, April 6 and Sunday, April 8th.

**ATTACHMENTS:**

- City Council - Request map of area 022318 (PDF)
- letter of request 022618 (PDF)
- CC approved beer and wine designated area (DOCX)
- Ordinance- Beverage Request Outside of Designated Area (00194256xD8318) (DOC)

Top map – for event on April 8<sup>th</sup> called – I’ll Have what she is Having”



Attachment: City Council - Request map of area 022318 (2469 : Evelyn's Park Alcohol request)

Bottom Map - Current Map for Evelyn's Park





# EVELYN'S PARK

Conservancy

P.O. Box 459 | Bellaire, TX 77402

WWW.EVELYNSPARK.ORG

a 501(c)3 non-profit organization

February 21, 2018

Dear City Council,

I am requesting Council to consider and support to allow beer and wine outside the designated areas at these two events.

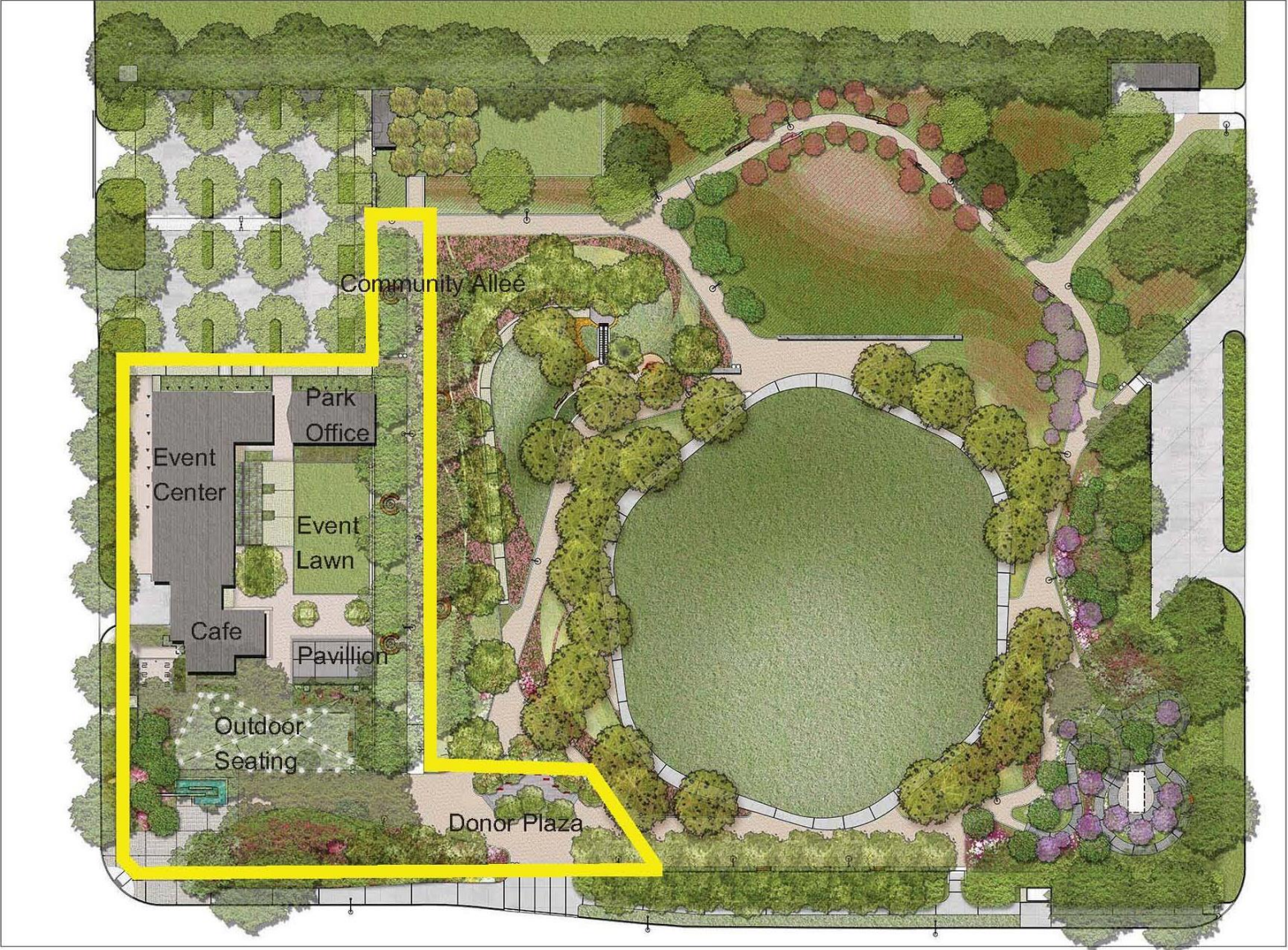
1. **Friday, April 6<sup>th</sup> - 7:30PM – 9:30PM** – This event is for our donors. It is a special reveal of our sculpture. They will see it before we launch it on April 7<sup>th</sup>. 100 people are expected. We would like our guests to be able to bring wine or beer to the sculpture. We will need a waiver for the park's pathway from the oak alley to the sculpture. As with any large event, security will be present. The Ivy and James will be serving wine and beer as they hold the TABC license.
2. **Sunday April 8<sup>th</sup> – "I'll Have What She is Having"** – Healthcare Activism by Women who know how to stir the pot. They have partnered with Houston's most well known women chefs, hospitality industry's most gifted women: up and coming prominent cooks, prominent restaurateurs, captivating stars of the cocktail and wine worlds. They joined forces with the above plus artists, writers and physicians to form a coalition to raise money for women's healthcare. It will be a culinary feast with chefs like Monica Pope, Vistoria Dearmond of Underbelly and One-Fifth, Sharon Gofreed of State of Grace, Jamie Zelko, of Zelko Concepts. Plus many others. We are requesting a waiver to carry wine and beer to the following areas at these times:  
 Art Lawn : VIP Reception 5-6 PM ONLY  
 Café area for Mixology drinks with beer and wine – No bottles everything is prebatched. 100% sustainable. This event will be from 4-6PM  
 Café to Mulberry – Need to have people travel from oak alley to Mulberry only from 6-8PM  
 As with any large event, security will be present. The Ivy and James and support staff will be serving wine and beer as they hold the TABC license.

Respectfully Submitted,

Patricia King-Ritter  
 Evelyn's Park Conservancy  
 Board President  
 Interim Executive Director

Attachment: letter of request 022618 (2469 : Evelyn's Park Alcohol request)







**ORDINANCE NO. 18- \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, TEMPORARILY SUSPENDING THE RESTRICTION OF THE CONSUMPTION OF BEER AND WINE IN A DESIGNATED AREA OF EVELYN'S PARK FOR THE PURPOSE OF ALLOWING EVELYN'S PARK CONSERVANCY TO HOST SPECIAL EVENTS ON FRIDAY, APRIL 6, 2018 AND SUNDAY, APRIL 8, 2018 IN EVELYN'S PARK, 4400 BELLAIRE BOULEVARD, BELLAIRE, TEXAS 77401.**

**WHEREAS,** the use and consumption of alcohol within Evelyn's Park is limited to a designated area pursuant to Section 3-3 of the Bellaire Code of Ordinances; and

**WHEREAS,** by letter dated February 21, 2018, the Evelyn's Park Conservancy has requested that the City Council waive or suspend the provisions of the Bellaire City Code relating to the use and consumption of alcoholic beverages in Evelyn's Park for two special events, hosted by the Evelyn's Park Conservancy on April 6, 2018, from 7:30 PM to 9:30 PM; allowing the consumption of alcohol from the Café down to and within the area designated as Evelyn's Memorial Garden located at the corner of Bellaire Blvd. and Mulberry; and on April 8, 2018 from 5:00 p.m. to 6:00 p.m. from the Café down to and within in the area designated as the Art Lawn located in the northwest corner of the park; and

**WHEREAS,** the Evelyn's Park Conservancy is a not-for-profit organization that works to enhance positive community involvement through the operation of Evelyn's Park within the City of Bellaire, Texas; and



**WHEREAS**, the City Council of the City of Bellaire, Texas, finds that granting the request of the Evelyn's Park Conservancy assists the mission of raising funds to maintain Evelyn's Park and, in turn, directly benefits the City of Bellaire, Texas; **NOW, THEREFORE**,

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

1. The recitals set forth above are found to be true and correct.
2. The City Council of the City of Bellaire, Texas hereby temporarily suspends the application of Section 3-3 of the Bellaire Code of Ordinances for the two special events hosted by the Evelyn's Park Conservancy on April 6, 2018, said suspension to commence at 7:30 PM and end at 9:30 PM, and on April 8, 2018, said suspension to commence at 5:00 p.m. and end at 6:00 p.m.
3. The suspension provided for in paragraph 2 is limited to certain designated areas of Evelyn's Park as described in the recitals above.
4. The suspension provided for in paragraph 2 above is subject to and contingent upon the City Manager's approval of the date of the event and, as it relates to alcohol, compliance with the requirements of Section 3-3 of the Bellaire Code of Ordinances relating to the permit procedures for the use and consumption of alcoholic beverages in City-Owned public places.
5. This Ordinance shall be effective immediately upon its passage and adoption.

**PASSED, APPROVED and ADOPTED** this, the 5th day of March, 2018.

(SEAL)

**ATTEST:**

**SIGNED:**

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

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

**APPROVED AS TO FORM:**

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

Attachment: Ordinance- Beverage Request Outside of Designated Area (00194256xD8318) (2469 : Evelyn's Park Alcohol request)



**Mayor and Council**

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



Meeting: 03/05/18 07:00 PM  
Department: Finance Administration  
Category: Resolution  
Department Head: Terrence Beaman  
DOC ID: 2486

**SCHEDULED  
RESOLUTION (ID # 2486)**

**Item Title:**

Consideration of and possible action on the adoption of a resolution of the City Council of the City of Bellaire, Texas, approving participation by the City of Bellaire, Texas, in the North Texas SHARE program, a cooperative purchasing program instituted by the North Central Texas Council of Governments, for the purchase of certain products and services and authorizing the City Manager of the City of Bellaire, Texas, to execute a Master Interlocal Purchasing Agreement with the North Central Texas Council of Governments for the purchase of products and services - Submitted by Terrence Beaman, Chief Financial Officer.

**Background/Summary:**

North Texas SHARE is a purchasing cooperative that offers access to competitively procured purchasing contracts to its membership. North Texas SHARE was created by the North Central Texas Council of Governments (NCTCOG) located in Arlington, Texas.

Membership in a purchasing cooperative offers the following benefits:

- Reduced administrative efforts
- Simplified procurement processes
- Access to quality contracts and qualified vendors
- Receive services and products faster
- Competitive volume pricing rate

Some of the many items that can be acquired through North Texas SHARE are:

- Public Safety Equipment
- Auto Parts - Fleet
- Office Furniture
- Post-Employment Benefits
- Pavement Analysis Services
- Maintenance Repairs Operations
- Medium & Light Duty Utility Vehicles

Though North Texas SHARE is a newer purchasing cooperative and having a limited selection, it does provide the City with another source to use for purchasing and having another entity as a member will help them grow faster. For example, Finance has used Gabriel Roeder Smith & Company for many years to perform the actuarial calculation of liability for Other Post Employment Benefits (GASB 45). They are a vendor on North Texas SHARE.

Membership in North Texas SHARE is free.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

Charges will only be incurred if a product or service is purchased.

**City Attorney Review:**

The City Attorney has reviewed this item.

**Recommendation:**

Terrence Beaman, the Chief Financial Officer, recommends the adoption of the Resolution and entering into the Interlocal Agreement.

**ATTACHMENTS:**

- Interlocal Agreement (PDF)
- Resolution - North Texas SHARE - V2 (DOCX)

## MASTER INTERLOCAL PURCHASING AGREEMENT

**THIS MASTER INTERLOCAL AGREEMENT** (“ILA”), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the “Act”), by and between the North Central Texas Council of Governments, hereinafter referred to as “NCTCOG,” having its principal place of business at 616 Six Flags Drive, Arlington, TX 76011, and \_\_\_\_\_, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as “Participant,” having its principal place of business at \_\_\_\_\_

**WHEREAS**, NCTCOG is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

**WHEREAS**, pursuant to the Act, NCTCOG is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

**WHEREAS**, in reliance on such authority, NCTCOG has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

**WHEREAS**, Participant has represented that it is an eligible entity under the Act, that it is authorized to enter into this Agreement on \_\_\_\_\_ (Date), and that it desires to contract with NCTCOG on the terms set forth below;

**NOW, THEREFORE**, NCTCOG and the Participant do hereby agree as follows:

### **ARTICLE 1: LEGAL AUTHORITY**

The Participant represents and warrants to NCTCOG that (1) it is eligible to contract with NCTCOG under the Act for the purposes recited herein because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state, or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Agreement.

### **ARTICLE 2: SCOPE OF SERVICES**

The Participant appoints NCTCOG its true and lawful purchasing agent for the purchase of certain products and services (“Products” or “Services”) through the **North Texas SHARE** program. Participant will access the Program through **www.NorthTexasSHARE.org**. All purchases under this Agreement shall comply with applicable Texas competitive bidding statutes as well as the specifications, contract terms and pricing applicable to such purchases. NCTCOG may also serve as a coordinating agent to administer the use of eligible Participant contracts to other participants of North Texas SHARE. The eligibility of such contracts will be determined by incorporation of coordinating agent authorization in Participant’s solicitation documents. Title to all products purchased under the North Texas SHARE program shall be held by Participant unless otherwise agreed. Nothing in this Agreement shall preclude the Participant from purchasing Products and/or Services offered in the North Texas SHARE program directly from the vendor/supplier.

### **ARTICLE 3: PAYMENTS**

Upon delivery of goods or services purchased and presentation of a properly documented invoice, the Participant shall promptly, and in any case within thirty (30) days, pay the contracted provider the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall NCTCOG have any financial liability to the Participant for any goods or services Participant purchases through the North Texas SHARE program.

### **ARTICLE 4: PERFORMANCE PERIOD**

This Agreement shall be effective when signed by the last party whose signing makes the Agreement fully executed and will remain in full force and effect for one (1) year. This Agreement shall automatically renew for successive one-year terms unless sooner terminated in accordance with Article 6 below. Any modification of this Agreement must comply with the requirements of Article 5 below.

### **ARTICLE 5: CHANGES AND AMENDMENTS**

This Agreement may be amended only by a written amendment executed by both parties, except that any alternations, additions, or deletions to the terms of this Agreement which are required by changes in Federal and State law or regulations are automatically incorporated into this Agreement without written amendment hereto and shall become effective on the date designated by such law or regulation. NCTCOG reserves the right from time to time to make changes in the scope of products and services offered through the North Texas SHARE program.

### **ARTICLE 6: TERMINATION PROCEDURES**

NCTCOG or the Participant may cancel this Agreement for any reason and at any time upon thirty (30) days written notice by certified mail to the other party to this Agreement. The obligation of the Participant to pay for any Service and/or Products purchased under this Agreement, shall survive such cancellation, as well as any other Participant costs incurred prior to the effective date of the cancellation.

### **ARTICLE 7: APPLICABLE LAWS**

NCTCOG and the Participant agree to conduct all activities under this Agreement in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Agreement.

### **ARTICLE 8: DISPUTE RESOLUTION**

The parties to this Agreement agree to the extent possible and not in contravention of any applicable state or federal law or procedure established for dispute resolution, to attempt to resolve any dispute between them regarding this Agreement informally through voluntary mediation, arbitration or any other local dispute mediation process before resorting to litigation.

### **ARTICLE 9: MISCELLANEOUS**

- a. This Agreement has been made under and shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under, or in connection with, this Agreement shall lie exclusively in Tarrant County, Texas.
- b. The persons executing this Agreement hereby represent that they have authorization to sign on behalf of their respective entities.
- c. This Agreement and the rights and obligations contained herein may not be assigned by either party without the prior written approval of the other party to this Agreement.

- d. All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.
- e. To the extent that either party to this Agreement shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds.
- f. This Agreement and any attachments/addendums, as provided herein, constitute the complete agreement between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

**THIS INSTRUMENT HAS BEEN EXECUTED IN TWO ORIGINALS BY THE PARTIES HERETO AS FOLLOWS:**

**North Central Texas Council of Governments**

North Texas SHARE

616 Six Flags Drive, Arlington, Texas 76011

\_\_\_\_\_  
 Name of Participant Agency

\_\_\_\_\_  
 NCTCOG Executive Director or Designee

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 Signature of Executive Director or Designee

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name and Title of Authorized Official or Designee

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



## RESOLUTION NO. 18-\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, APPROVING PARTICIPATION BY THE CITY OF BELLAIRE, TEXAS, IN THE NORTH TEXAS SHARE PROGRAM, A COOPERATIVE PURCHASING PROGRAM INSTITUTED BY THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS, FOR THE PURCHASE OF CERTAIN PRODUCTS AND SERVICES AND AUTHORIZING THE CITY MANAGER OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE A MASTER INTERLOCAL PURCHASING AGREEMENT WITH THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS FOR THE PURCHASE OF PRODUCTS AND SERVICES.**

**WHEREAS**, the North Central Texas Council of Governments, hereinafter referred to as NCTCOG, is a voluntary association of, by and for local governments organized under Chapter 391 of the Texas Local Government Code and was established to assist local governments in the planning for common needs, cooperating for the mutual benefit, and coordinating for sound regional development; and

**WHEREAS**, the NCTCOG established the North Texas SHARE program as a public-sector solution center which includes a cooperative purchasing program for certain products and services; and

**WHEREAS**, the North Texas SHARE program procures products and services in compliance with applicable Texas competitive bidding statutes as well as the specifications, contract terms and pricing applicable to such purchases; and

**WHEREAS**, the City of Bellaire, Texas, pursuant to the authority granted under Sections 271.101 to 271.102 of the Texas Local Government Code and Chapter 791 of the Texas Government Code, desires to participate in the North Texas SHARE cooperative purchasing program; **NOW, THEREFORE**,

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

**THAT** the City Manager of the City of Bellaire, Texas, shall be authorized to execute a Master Interlocal Purchasing Agreement with NCTCOG to participate in the North Texas SHARE program and utilize any contracts for products and services available thereunder.

**PASSED, APPROVED, and ADOPTED** this 5th day of March, 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: 03/05/18 07:00 PM  
Department: Public Works  
Category: Contract  
Department Head: Michael Leech  
DOC ID: 2468

**SCHEDULED  
ORDINANCE (ID # 2468)**

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**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 the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Standard Form of Agreement with A Absolute Plumbing, Inc., for the provision of any and all services, materials, incidentals, and equipment necessary for the Bonds for Better Bellaire 2016 Group A Phase 1 Water and Wastewater Improvements project in an amount not to exceed \$1,620,650.00 - Submitted by Michael Leech, Director of Public Works.

**Background/Summary:**

On December 19, 2016, Proposition 3 was approved in the Bonds for Better Bellaire 2016 program for \$11.00 million dollars of critical waterlines and \$580,000 for critical wastewater line replacement over the next three years. The Group A Phase I Water and Wastewater project is the first of three identified for funding. Construction for this project is anticipated for completion by the winter of 2019. The scope of this project includes the replacement of existing 6-inch through 8-inch water distribution lines with fire hydrants valves, services and all labor, equipment, materials and incidentals required for the project for the following locations:

- 4900 - 5000 blocks of Beech
- 5300 - 5400 blocks of Braeburn Dr
- 5300 block of Grand Lake St
- 5100 - 5300 blocks of Huisache St
- 4900 - 5000 blocks of Imperial
- 4800 - 4900 blocks of Locust
- 4500 block of Mayfair
- 4800 - 5000 blocks of Palmetto
- 5100 - 5200 blocks of Patrick Henry
- 5400 block of Pine
- 5400 block of Valerie

A wastewater line repair at the 6800 block of Mapleridge was originally included in this scope of work as the highest priority wastewater line. This line deteriorated faster than anticipated and was completed as an emergency repair in October of 2017. It was removed from this project.

Six (6) bids were opened February 8, 2018. The total bid amounts ranged from \$1,599,135.00 to \$2,377,680.00. During the review process the lowest bidder, IPR South Central, LLC., was removed from consideration for this project. After reviewing the supporting documentation in their bid and calling references, the review concluded the contractor lacks experience with similar municipal work for trenchless water line replacements work identified in the scope and is not recommended for this project.



The review continued with the second lowest bidder, A Absolute Plumbing, Inc. The list of references and supporting documentation determined they have successfully completed similar work for other municipalities. A Absolute Plumbing, Inc. was awarded a waterline replacement project for the City of Bellaire in 2015 with a similar scope of work. This contract was performed satisfactorily.

**Previous Council Action Summary:**

On August 17, 2015 the City Council adopted Ordinance 15-049 approving a construction contract for the Water Line Replacement Project to A Absolute Plumbing, Inc. in an amount not to exceed \$382,960.

On December 19, 2016 the City Council approved issuing \$33,460,000 General Obligation Bonds. An allocation of this issuance began funding Water and Wastewater Line Replacement Projects.

On March 20, 2017, the City Council approved the City Manager to enter into negotiations with ARKK Engineers, LLC. for engineering design and construction services for the Bonds for Better Bellaire 2016 Group A Phase I Water and Wastewater Improvements Project in an amount not to exceed \$320,000.

On March 20, 2017, the City Council approved the City Manager to enter into negotiations with KIT Professionals, Inc. for third party review services for the Bonds for Better Bellaire 2016 Group A Phase I Water and Wastewater Improvements Project in an amount not to exceed \$20,000.

On November 6, 2017, the City Council ratified an emergency wastewater line repair service for the 6800 block of Mapleridge with RJM Utility Construction, LLC in an amount not to exceed \$67,404.

**Fiscal Impact:**

The \$1,620,650 will be paid from the 2016 Bonds for Better Bellaire Water and Wastewater Line Improvements Program.

**City Attorney Approval:**

Yes

**Recommendation:**

The Public Works Department recommends City Council approval to award A Absolute Plumbing, Inc. for a construction contract for the Bonds for Better Bellaire 2016 Group A Phase 1 Water and Wastewater Improvements project in an amount not to exceed \$1,620,650

**ATTACHMENTS:**

- Construction \_A1 Bid No. 18-001 Letter of Recommendation (PDF)
- Group A Phase I Water and Wastewater Ordinance (DOCX)

- Standard Form of Agreement - A ABSOLUTE PLUMBING - Group A Phase I (DOC)

**LETTER OF RECOMMENDATION**  
**for**  
**Bid No. 18-001**  
**Bonds for Better Bellaire 2016**  
**Group A, Phase I**  
**Water & Wastewater Improvements Project**



**CITY OF BELLAIRE**

**FEBRUARY, 2018**

**ARKK JOB NO. 17-024**



*City of Bellaire*  
*Bonds for Better Bellaire 2016 Group A, Phase I Water & Wastewater Improvements Project*

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## LETTER OF RECOMMENDATION



February 14, 2018

Mr. Michael Leech  
Director of Public Works  
City of Bellaire  
7008 S. Rice Ave.  
Bellaire, Texas 77401

Re: **Letter of Recommendation for  
Bonds for Better Bellaire 2016 Group A, Phase I Water & Wastewater  
Improvements Project**  
City of Bellaire  
Bid No. 18-001

Dear Mr. Leech:

On February 8, 2018, the City of Bellaire received six (6) bids for the above referenced project. This project is located in various areas within the city limits of the City of Bellaire, and generally includes the replacement of existing water distribution lines with approximately 14,000 L.F. of new water lines in the size ranges of 6" to 8" in diameter, fire hydrants, valves, services, and all labor, equipment, materials, and incidentals required for the project.

The following is a summary of our bid evaluation:

1. Bid Tabulation Sheet – six (6) construction firms participated in the bidding process. The bid received from IPR South Central, LLC was not considered due to their lack of similar project experience. ARKK's representatives contacted IPR South Central, LLC to obtain additional project experience information similar to the Bonds for Better Bellaire 2016 Group A, Phase I Water & Wastewater Improvements project but were unsuccessful. IPR South Central, LLC provided project data pertaining pipe-bursting & CIPP related project experience data. Therefore, the bid from IPR South Central, LLC was not considered. The remaining bids were checked for mathematical errors and/or bid irregularities.

2. As discussed with City, the Base Bid items, Supplemental Bid items were utilized as a basis for award of the contract. The total bids for the project are as follows:

Bidder	Total Bid
A Absolute Plumbing, Inc.	\$1,620,650.00
D.L. Elliott Enterprises, Inc.	\$1,647,400.00
Alcott, Inc. dba TCH	\$1,886,826.80
Reliance Construction Services, L.P.	\$1,944,910.00
AR Turnkey Construction Company, Inc.	\$2,377,680.00

A copy of the bid tabulation is enclosed with this letter.

3. Qualifications and References – The low bidder, A Absolute Plumbing, Inc., provided a list of references and supporting documentation. A Absolute Plumbing, Inc. has successfully completed projects for the City of Bellaire and City staff has been very pleased with the quality of work. ARKK Engineers has also worked with A Absolute Plumbing, Inc. on several water line improvement projects for other municipalities and they have done a satisfactory job on those projects as well.

A Absolute Plumbing, Inc. appears to be a responsible firm that is capable of performing the specified work in a satisfactory manner. For these reasons, we recommend that the City of Bellaire award the **Bonds for Better Bellaire 2016 Group A, Phase I Water & Wastewater Improvements Project** to A Absolute Plumbing, Inc. for a total amount of **\$1,620,650.00**

If you have any questions, please contact me.

Sincerely,

ARKK ENGINEERS, LLC



James B. Andrews, P.E.  
City Engineer

BID TABULATION



ITEM NO.	ITEM DESCRIPTION	UNIT	QUAN.	LOW BIDDER								AR Turnkee Contruction Company, Inc.	
				A Absolute Plumbing, Inc.		D.L. Elliott Enterprises, Inc.		Alcott, Inc. dba TCH		Reliance Contruction Services, L.P.			
BASE BID WATER ITEMS													
1	6" PVC C-900, Class 150 waterline by augered or open cut construction, all depths, Complete in Place, the Sum of:	L.F.	170	\$48.00	\$8,160.00	\$35.00	\$5,950.00	\$58.29	\$9,909.30	\$81.00	\$13,770.00	\$75.00	\$12,750.00
2	8" PVC C-900, Class 150 waterline by augered or open cut construction, all depths, Complete in Place, the Sum of:	L.F.	12,650	\$61.40	\$776,710.00	\$69.00	\$872,850.00	\$51.69	\$653,878.50	\$79.00	\$999,350.00	\$95.00	\$1,201,750.00
3	8" CERTA-LOK waterline by augered or open cut construction, all depths, Complete in Place, the Sum of:	L.F.	240	\$60.00	\$14,400.00	\$92.00	\$22,080.00	\$64.43	\$15,463.20	\$82.00	\$19,680.00	\$307.00	\$73,680.00
4	8" DIP waterline by augered or open cut construction, all depths, Complete in Place, the Sum of:	L.F.	80	\$65.00	\$5,200.00	\$92.00	\$7,360.00	\$142.07	\$11,365.60	\$110.00	\$8,800.00	\$402.00	\$32,160.00
5	12" PVC C-905, Class 150 waterline by augered or open cut construction, all depths, Complete in Place, the Sum of:	L.F.	10	\$40.00	\$400.00	\$180.00	\$1,800.00	\$217.78	\$2,177.80	\$110.00	\$1,100.00	\$300.00	\$3,000.00
6	Bored 16" Steel Casing with 8" CERTA-LOK waterline, Complete in Place, the Sum of:	L.F.	80	\$155.00	\$12,400.00	\$160.00	\$12,800.00	\$418.48	\$33,478.40	\$170.00	\$13,600.00	\$425.00	\$34,000.00
7	Bored 16" PVC Casing with 8" PVC C-900, Class 150 waterline, Complete in Place, the Sum of:	L.F.	40	\$155.00	\$6,200.00	\$215.00	\$8,600.00	\$347.55	\$13,902.00	\$150.00	\$6,000.00	\$275.00	\$11,000.00
8	8" resilient seated gate valve with box, Complete in Place, the Sum of:	EA.	41	\$1,500.00	\$61,500.00	\$1,000.00	\$41,000.00	\$1,620.00	\$66,420.00	\$1,422.00	\$58,302.00	\$1,550.00	\$63,550.00
9	6" resilient seated gate valve with box, Complete in Place, the Sum of:	EA.	2	\$1,200.00	\$2,400.00	\$800.00	\$1,600.00	\$1,230.00	\$2,460.00	\$1,106.00	\$2,212.00	\$1,200.00	\$2,400.00
10	6" x 6" tapping sleeve and valve with box, Complete in Place, the Sum of:	EA.	1	\$5,000.00	\$5,000.00	\$6,500.00	\$6,500.00	\$7,610.00	\$7,610.00	\$4,200.00	\$4,200.00	\$5,200.00	\$5,200.00
11	8" x 8" tapping sleeve and valve with box, Complete in Place, the Sum of:	EA.	3	\$5,000.00	\$15,000.00	\$7,500.00	\$22,500.00	\$8,640.00	\$25,920.00	\$5,000.00	\$15,000.00	\$6,450.00	\$19,350.00
12	12" x 8" tapping sleeve and valve with box, Complete in Place, the Sum of:	EA.	4	\$5,000.00	\$20,000.00	\$8,500.00	\$34,000.00	\$8,115.00	\$32,460.00	\$6,000.00	\$24,000.00	\$6,700.00	\$26,800.00
13	Fire hydrant assembly installed on new water main, including gate valve and lead pipe, Complete in Place, the Sum of:	EA.	32	\$4,400.00	\$140,800.00	\$5,500.00	\$176,000.00	\$4,245.00	\$135,840.00	\$4,323.00	\$138,336.00	\$6,000.00	\$192,000.00
14	Remove and Salvage existing fire hydrants and blow off valves, Complete in Place, the Sum of:	EA.	18	\$125.00	\$2,250.00	\$100.00	\$1,800.00	\$500.00	\$9,000.00	\$100.00	\$1,800.00	\$200.00	\$3,600.00
15	Abandon existing valves, Complete in Place, the Sum of:	EA.	21	\$200.00	\$4,200.00	\$100.00	\$2,100.00	\$1.00	\$21.00	\$25.00	\$525.00	\$150.00	\$3,150.00
16	Install short side service, Complete in Place, the Sum of:	EA.	181	\$700.00	\$126,700.00	\$400.00	\$72,400.00	\$865.00	\$156,565.00	\$608.00	\$110,048.00	\$850.00	\$153,850.00
17	Install long side service, Complete in Place, the Sum of:	EA.	193	\$900.00	\$173,700.00	\$500.00	\$96,500.00	\$1,080.00	\$208,440.00	\$908.00	\$175,244.00	\$1,350.00	\$260,550.00
18	2" cut, plug and abandon existing water line, Complete in Place, the Sum of:	EA.	1	\$300.00	\$300.00	\$250.00	\$250.00	\$501.00	\$501.00	\$1,140.00	\$1,140.00	\$400.00	\$400.00
19	6" cut, plug and abandon existing water line, Complete in Place, the Sum of:	EA.	33	\$400.00	\$13,200.00	\$800.00	\$26,400.00	\$575.00	\$18,975.00	\$1,175.00	\$38,775.00	\$550.00	\$18,150.00
20	8" cut, plug and abandon existing water line, Complete in Place, the Sum of:	EA.	3	\$500.00	\$1,500.00	\$1,000.00	\$3,000.00	\$605.00	\$1,815.00	\$1,752.00	\$5,256.00	\$650.00	\$1,950.00
21	12" cut, plug and abandon existing water line, Complete in Place, the Sum of:	EA.	1	\$800.00	\$800.00	\$1,200.00	\$1,200.00	\$695.00	\$695.00	\$2,500.00	\$2,500.00	\$750.00	\$750.00
22	6" Wet Connection, Complete in Place, the Sum of:	EA.	10	\$1,000.00	\$10,000.00	\$1,000.00	\$10,000.00	\$2,655.00	\$26,550.00	\$1,175.00	\$11,750.00	\$850.00	\$8,500.00
23	8" Wet Connection, Complete in Place, the Sum of:	EA.	11	\$1,100.00	\$12,100.00	\$1,000.00	\$11,000.00	\$3,220.00	\$35,420.00	\$1,752.00	\$19,272.00	\$750.00	\$8,250.00
24	12" Wet Connection, Complete in Place, the Sum of:	EA.	3	\$1,500.00	\$4,500.00	\$2,500.00	\$7,500.00	\$3,880.00	\$11,640.00	\$2,500.00	\$7,500.00	\$1,050.00	\$3,150.00
25	6-inch Inserta Valve on existing waterline, Complete in Place, the Sum of:	EA.	1	\$6,000.00	\$6,000.00	\$7,500.00	\$7,500.00	\$12,770.00	\$12,770.00	\$6,750.00	\$6,750.00	\$12,000.00	\$12,000.00
26	Trench Safety System for all water mains, greater than 5-feet deep, Complete in Place, the Sum of:	L.F.	4,000	\$0.01	\$40.00	\$0.01	\$40.00	\$0.01	\$40.00	\$0.01	\$40.00	\$1.00	\$4,000.00
27	Remove & Replace Reinforced concrete pipe (24"), Complete in Place, the Sum of:	L.F.	12	\$40.00	\$480.00	\$10.00	\$120.00	\$225.00	\$2,700.00	\$200.00	\$2,400.00	\$100.00	\$1,200.00
28	Remove and replace concrete curb, Complete in Place, the Sum of:	L.F.	100	\$15.00	\$1,500.00	\$10.00	\$1,000.00	\$20.00	\$2,000.00	\$30.00	\$3,000.00	\$11.00	\$1,100.00
29	Remove and Replace Existing Concrete Sidewalk, Complete in Place, the Sum of:	S.Y.	520	\$35.00	\$18,200.00	\$27.00	\$14,040.00	\$100.00	\$52,000.00	\$110.00	\$57,200.00	\$55.00	\$28,600.00
30	Remove and Replace Existing Concrete Pavement, Complete in Place, the Sum of:	S.Y.	90	\$35.00	\$3,150.00	\$60.00	\$5,400.00	\$100.00	\$9,000.00	\$150.00	\$13,500.00	\$102.00	\$9,180.00
31	Remove and Replace Existing Concrete Driveway, Complete in Place, the Sum of:	S.Y.	100	\$35.00	\$3,500.00	\$35.00	\$3,500.00	\$100.00	\$10,000.00	\$80.00	\$8,000.00	\$97.00	\$9,700.00
32	Remove and Replace Existing Asphalt Pavement, Complete in Place, the Sum of:	S.Y.	50	\$35.00	\$1,750.00	\$40.00	\$2,000.00	\$95.00	\$4,750.00	\$110.00	\$5,500.00	\$67.00	\$3,350.00
33	Miscellaneous Allowance as approved by the City, Complete in Place, The sum of:	L.S.	1	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
TOTAL BASE BID WATER ITEMS:				\$1,502,040.00		\$1,528,790.00		\$1,623,766.80		\$1,824,550.00		\$2,259,070.00	
SUPPLEMENTAL ITEMS													
34	Extra concrete, Complete in Place, the Sum of: * Denotes minimum bid unit price	C.Y.	20	\$60.00	\$1,200.00	\$60.00	\$1,200.00	\$60.00	\$1,200.00	\$60.00	\$1,200.00	\$60.00	\$1,200.00
35	Installation of new meter box at locations approved by the City, Complete in Place, the Sum of: * Denotes minimum bid unit price	EA.	15	\$100.00	\$1,500.00	\$100.00	\$1,500.00	\$100.00	\$1,500.00	\$100.00	\$1,500.00	\$100.00	\$1,500.00
36	6-inch Inserta Valve on existing waterline, Complete in Place, the Sum of: * Denotes minimum bid unit price	EA.	5	\$4,000.00	\$20,000.00	\$4,000.00	\$20,000.00	\$12,770.00	\$63,850.00	\$4,000.00	\$20,000.00	\$4,000.00	\$20,000.00
37	8-inch Inserta Valve on existing waterline, Complete in Place, the Sum of: * Denotes minimum bid unit price	EA.	5	\$6,000.00	\$30,000.00	\$6,000.00	\$30,000.00	\$14,510.00	\$72,550.00	\$6,000.00	\$30,000.00	\$6,000.00	\$30,000.00
38	12-inch Inserta Valve on existing waterline, Complete in Place, the Sum of: * Denotes minimum bid unit price	EA.	5	\$11,000.00	\$55,000.00	\$11,000.00	\$55,000.00	\$22,610.00	\$113,050.00	\$11,000.00	\$55,000.00	\$11,000.00	\$55,000.00
39	Wet condition bedding, all sizes, all depths, Complete in Place, the Sum of: * Denotes minimum bid unit price	L.F.	50	\$5.00	\$250.00	\$5.00	\$250.00	\$5.00	\$250.00	\$5.00	\$250.00	\$5.00	\$250.00
40	Installation and removal of piezometer, complete in place, the sum of: * Denotes minimum bid unit price	EA	2	\$80.00	\$160.00	\$80.00	\$160.00	\$80.00	\$160.00	\$80.00	\$160.00	\$80.00	\$160.00
41	Extra cement stabilized sand, complete in place, the sum of: * Denotes minimum bid unit price	CY	50	\$15.00	\$750.00	\$15.00	\$750.00	\$15.00	\$750.00	\$50.00	\$2,500.00	\$15.00	\$750.00
42	Extra 1" polyethylene service tubing, Complete in Place, the Sum of: * Denotes minimum bid unit price	L.F.	150	\$15.00	\$2,250.00	\$15.00	\$2,250.00	\$15.00	\$2,250.00	\$15.00	\$2,250.00	\$15.00	\$2,250.00
43	Solid sheet shoring ordered left in place for all sizes, Complete in Place, the Sum of: * Denotes minimum bid unit price	L.F.	50	\$10.00	\$500.00	\$10.00	\$500.00	\$10.00	\$500.00	\$10.00	\$500.00	\$10.00	\$500.00
44	Well pointing system, all depths, Complete in Place, the Sum of: * Denotes minimum bid unit price	L.F.	50	\$20.00	\$1,000.00	\$20.00	\$1,000.00	\$20.00	\$1,000.00	\$20.00	\$1,000.00	\$20.00	\$1,000.00
45	Brace, support, and protect utility structures, Complete in Place, the Sum of: * Denotes minimum bid unit price	EA.	4	\$500.00	\$2,000.00	\$500.00	\$2,000.00	\$500.00	\$2,000.00	\$500.00	\$2,000.00	\$500.00	\$2,000.00
46	Additional removal and replacement of existing concrete driveway, Complete in Place, the Sum of: * Denotes minimum bid unit price	S.Y.	100	\$35.00	\$3,500.00	\$35.00	\$3,500.00	\$35.00	\$3,500.00	\$35.00	\$3,500.00	\$35.00	\$3,500.00
47	Additional removal and replacement of existing curb, Complete in Place, the Sum of: * Denotes minimum bid unit price	L.F.	50	\$10.00	\$500.00	\$10.00	\$500.00	\$10.00	\$500.00	\$10.00	\$500.00	\$10.00	\$500.00
TOTAL SUPPLEMENTAL ITEMS:				\$118,610.00		\$118,610.00		\$263,060.00		\$120,360.00		\$118,610.00	
TOTAL BASE BID ITEMS + SUPPLEMENTAL ITEMS:				\$1,620,650.00		\$1,647,400.00		\$1,886,826.80		\$1,944,910.00		\$2,377,680.00	
MATHEMATICAL ERROR CORRECTED BY ENGINEER													

## BID PROPOSAL

*City of Bellaire*  
Bonds for Better Bellaire 2016 Group A, Phase I Water & Wastewater Improvements Project

BID PROPOSAL  
BID FOR UNIT PRICE CONTRACT

PLACE: Bellaire, Texas

DATE: 2/7/2018

PROJECT NO. 18-001

Proposal of  
A Absolute Plumbing, Inc.  
 (Hereinafter called "Bidder")

TO: THE HONORABLE MAYOR AND CITY COUNCIL  
 CITY OF BELLAIRE, TEXAS  
 (Hereinafter called "Owner")

The Bidder, in compliance with your invitation for bids for the construction of:

**Bonds for Better Bellaire 2016  
 Group A, Phase I  
 Water & Wastewater Improvements**

having carefully examined the plans, specifications, instructions to bidders, notice to bidders and all other related contract documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies and to construct the project in accordance with the plans, specifications and contract documents, within the time set forth therein and at the prices stated in Exhibit "A" attached hereto.

The Bidder binds himself, upon acceptance of his proposal, to execute a contract and any required bonds, according to the accompanying forms, for performing and completing the said work within the time stated and for the prices stated in Exhibit "A" of this proposal.

Bidder hereby agrees to commence the work on the above project on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the project within **240 consecutive calendar** days thereafter as stipulated in the specifications and other contract documents. Bidder hereby further agrees to pay to Owner as liquidated damages the sum of **\$500.00** for each consecutive calendar day in excess of the time set forth hereinabove for completion of this project, all as more fully set forth in the General Conditions of the contract documents.

The following unit prices are bid and shall be complete compensation as measured in place for all materials, labor, overhead, profits and any other cost that is necessary to complete the job to the Engineers specifications and satisfaction. It is also understood that the quantities shown are only an estimate of the work to be done. No re-negotiation of prices bid will be made for over runs or under runs of quantities.

*Bid No. 18-001*

 **ORIGINAL**

*City of Bellaire*  
Bonds for Better Bellaire 2016 Group A, Phase I Water & Wastewater Improvements Project

Bidder understands and agrees that this bid proposal shall be completed and submitted in accordance with the General Instructions to Bidders.

Bidder understands that the Owner reserves the right to reject any or all bids, use deductible bid items and to waive any formality in the bidding.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids.

Bidder acknowledges receipt of the following addenda:

Addendum No. 1 - Revised Bid Proposal - 2/6/18 - PSV



The undersigned Bidder hereby declares that he has visited the site of the work and has carefully examined the plans, specifications and contract documents pertaining to the work covered by this bid, and he further agrees to commence work on or before the date specified in the written notice to proceed and to substantially complete the work on which he has bid, as provided in the contract documents.

Enclosed with this proposal is a cashier's check or certified check for \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) or a bid bond in the sum of \_\_\_\_\_ 10% AMOUNT OF BID (\$ \_\_\_\_\_) as which it is agreed shall be collected and retained by the Owner as liquidated damages in the event the proposal is accepted by the Owner and the undersigned fails to execute the necessary contract documents and the required bonds (if any) with the Owner within ten (10) days after the date of receipt of written notification of acceptance of said proposal; otherwise said check or bond shall be returned to the undersigned upon demand.

Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

The unit prices shall include all labor, materials, dewatering, shoring, removal, overhead, incidental costs, fees, profit, insurance, etc., to cover the finished work of the several kinds called for.



*City of Bellaire*  
Bonds for Better Bellaire 2016 Group A, Phase I Water & Wastewater Improvements Project

Bidder understands and agrees that the contract to be executed by Bidder shall be bound and include all contract documents made available to him for his inspection in accordance with the Notice to Bidders.

A Absolute Plumbing, Inc.

Bidder

By: 

Signature

Type or Print:

Bidder's

Name: Monique Gordin

(If Bidder is a Corporation)

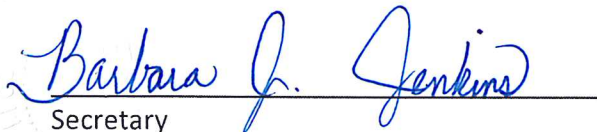
Bidder's

Address: 16195 S. Hwy. 288 B

Angleton, TX 77515

713-236-0600

Attest:

  
 Secretary

(Corporate Seal)

Name of

Person Signing: Monique Gordin

Office Held: President

City of Bellaire  
Bond for Better Bellaire 2016  
Water & Wastewater Group A Phase 1  
Exhibit "A"  
BID FORM

Item No.	Item Description	Unit	Est. Quan.	Unit Price	Total Amount
<b>BASE BID WATER ITEMS</b>					
1	6" PVC C-900, Class 150 waterline by augered or open cut construction, all depths, Complete in Place, the Sum of: Forty Eight Dollars & No Cents	L.F.	170	\$ 48.00	\$ 8,160.00
2	8" PVC C-900, Class 150 waterline by augered or open cut construction, all depths, Complete in Place, the Sum of: Sixty One Dollars and Forty Cents	L.F.	12650	\$ 61.40	\$ 776,710.00
3	Sixty Dollars and No Cents 8" CERTA-LOK waterline by augered or open cut construction, all depths, Complete in Place, the Sum of:	L.F.	240	\$ 60.00	\$ 14,400.00
4	Sixty Five Dollars and No Cents 8" DIP waterline by augered or open cut construction, all depths, Complete in Place, the Sum of:	L.F.	80	\$ 65.00	\$ 5,200.00
5	12" PVC C-905, Class 150 waterline by augered or open cut construction, all depths, Complete in Place, the Sum of: Forty Dollars & No Cents	L.F.	10	\$ 40.00	\$ 400.00
6	One Hundred Fifty Five Dollars & No Cents Bored 16" Steel Casing with 8" CERTA-LOK waterline, Complete in Place, the Sum of:	L.F.	80	\$ 155.00	\$ 12,400.00
7	One Hundred Fifty Five Dollars & No Cents Bored 16" PVC Casing with 8" PVC C-900, Class 150 waterline, Complete in Place, the Sum of:	L.F.	40	\$ 155.00	\$ 6,200.00
8	One Thousand Five Hundred Dollars & No Cents 8" resilient seated gate valve with box, Complete in Place, the Sum of:	EA.	41	\$ 1,500.00	\$ 61,500.00
9	One Thousand Two Hundred Dollars & No Cents 6" resilient seated gate valve with box, Complete in Place, the Sum of:	EA.	2	\$ 1,200.00	\$ 2,400.00
10	Five Thousand Dollars & No Cents 6" x 6" tapping sleeve and valve with box, Complete in Place, the Sum of:	EA.	1	\$ 5,000.00	\$ 5,000.00
11	Five Thousand Dollars & No Cents 8" x 8" tapping sleeve and valve with box, Complete in Place, the Sum of:	EA.	3	\$ 5,000.00	\$ 15,000.00
12	Five Thousand Dollars & No Cents 12" x 8" tapping sleeve and valve with box, Complete in Place, the Sum of:	EA.	4	\$ 5,000.00	\$ 20,000.00
13	Fire hydrant assembly installed on new water main, including gate valve and lead pipe, Complete in Place, the Sum of: Four Thousand Four Hundred Dollars & No Cents	EA.	32	\$ 4,400.00	\$ 140,800.00
14	One Hundred Twenty Five Dollars & No Cents Remove and Salvage existing fire hydrants and blow off valves, Complete in Place, the Sum of:	EA.	18	\$ 125.00	\$ 2,250.00
15	Abandon existing valves, Complete in Place, the Sum of: Two Hundred Dollars & No Cents	EA.	21	\$ 200.00	\$ 4,200.00
16	Install short side service, Complete in Place, the Sum of: Seven Hundred Dollars & No Cents	EA.	181	\$ 700.00	\$ 126,700.00
17	Install long side service, Complete in Place, the Sum of: Nine Hundred Dollars & No Cents	EA.	193	\$ 900.00	\$ 173,700.00
18	Three Hundred Dollars & No Cents 2" cut, plug and abandon existing water line, Complete in Place, the Sum of:	EA.	1	\$ 300.00	\$ 300.00
19	Four Hundred Dollars & No Cents 6" cut, plug and abandon existing water line, Complete in Place, the Sum of:	EA.	33	\$ 400.00	\$ 13,200.00
20	Five Hundred Dollars & No Cents 8" cut, plug and abandon existing water line, Complete in Place, the Sum of:	EA.	3	\$ 500.00	\$ 1,500.00
21	Eight Hundred Dollars & No Cents 12" cut, plug and abandon existing water line, Complete in Place, the Sum of:	EA.	1	\$ 800.00	\$ 800.00
22	6" Wet Connection, Complete in Place, the Sum of: One Thousand Dollars & No Cents	EA.	10	\$ 1,000.00	\$ 10,000.00
23	8" Wet Connection, Complete in Place, the Sum of: One Thousand One Hundred Dollars & No Cents	EA.	11	\$ 1,100.00	\$ 12,100.00
24	12" Wet Connection, Complete in Place, the Sum of: One Thousand Five Hundred Dollars & No Cents	EA.	3	\$ 1,500.00	\$ 4,500.00
25	Six Thousand Dollars & No Cents 6-inch Inserta Valve on existing waterline, Complete in Place, the Sum of:	EA.	1	\$ 6,000.00	\$ 6,000.00
26	No Dollars and One Cents Trench Safety System for all water mains, greater than 5-feet deep, Complete in Place, the Sum of:	L.F.	4000	\$ 0.01	\$ 40.00
27	Forty Dollars & No Cents Remove & Replace Reinforced concrete pipe (24"), Complete in Place, the Sum of:	L.F.	12	\$ 40.00	\$ 480.00

City of Bellaire  
Bond for Better Bellaire 2016  
Water & Wastewater Group A Phase 1  
Exhibit "A"  
BID FORM

Item No.	Item Description	Unit	Est. Quan.	Unit Price	Total Amount
28	Remove and replace concrete curb, Complete in Place, the Sum of: Fifteen Dollars & No Cents	L.F.	100	\$ 15.00	\$ 1,500.00
29	Remove and Replace Existing Concrete Sidewalk, Complete in Place, the Sum of: Thirty Five Dollars & No Cents	S.Y.	520	\$ 35.00	\$ 18,200.00
30	Remove and Replace Existing Concrete Pavement, Complete in Place, the Sum of: Thirty Five Dollars & No Cents	S.Y.	90	\$ 35.00	\$ 3,150.00
31	Remove and Replace Existing Concrete Driveway, Complete in Place, the Sum of: Thirty Five Dollars & No Cents	S.Y.	100	\$ 35.00	\$ 3,500.00
32	Remove and Replace Existing Asphalt Pavement, Complete in Place, the Sum of: Thirty Five Dollars & No Cents	S.Y.	50	\$ 35.00	\$ 1,750.00
33	Miscellaneous Allowance as approved by the City, Complete in Place, The sum of: Fifty Thousand Dollars & No Cents	L.S.	1	\$ 50,000.00	\$ 50,000.00

TOTAL BASE BID WATER ITEMS: \$ 1,502,040.00

**SUPPLEMENTAL ITEMS**

34	Extra concrete, Complete in Place, the Sum of: Sixty Dollars and No Cents <i>* Denotes minimum bid unit price</i>	C.Y.	20	\$ 60.00 (\$60.00)*	\$ 1,200.00
35	Installation of new meter box at locations approved by the City, Complete in Place, the Sum of: One Hundred Dollars & No Cents <i>* Denotes minimum bid unit price</i>	EA.	15	\$ 100.00 (\$100.00)*	\$ 1,500.00
36	6-inch Inserta Valve on existing waterline, Complete in Place, the Sum of: Four Thousand Hundred Dollars & No Cents <i>* Denotes minimum bid unit price</i>	EA.	5	\$ 4,000.00 (\$4,000.00)*	\$ 20,000.00
37	8-inch Inserta Valve on existing waterline, Complete in Place, the Sum of: Six Thousand Dollars & No Cents <i>* Denotes minimum bid unit price</i>	EA.	5	\$ 6,000.00 (\$6,000.00)*	\$ 30,000.00
38	12-inch Inserta Valve on existing waterline, Complete in Place, the Sum of: Eleven Thousand Dollars & No Cents <i>* Denotes minimum bid unit price</i>	EA.	5	\$ 11,000.00 (\$11,000.00)*	\$ 55,000.00
38	Wet condition bedding, all sizes, all depths, Complete in Place, the Sum of: Five Dollars & No Cents <i>* Denotes minimum bid unit price</i>	L.F.	50	\$ 5.00 (\$5.00)*	\$ 250.00
39	Installation and removal of piezometer, complete in place, the sum of: Eighty Dollars & No Cents <i>* Denotes minimum bid unit price</i>	EA	2	\$ 80.00 (\$80.00)*	\$ 160.00
40	Extra cement stabilized sand, complete in place, the sum of: Fifteen Dollars & No Cents <i>* Denotes minimum bid unit price</i>	CY	50	\$ 15.00 (\$15.00)*	\$ 750.00
41	Extra 1" polyethylene service tubing, Complete in Place, the Sum of: Fifteen Dollars & No Cents <i>* Denotes minimum bid unit price</i>	L.F.	150	\$ 15.00 (\$15.00)*	\$ 2,250.00
42	Solid sheet shoring ordered left in place for all sizes, Complete in Place, the Sum of: Ten Dollars & No Cents <i>* Denotes minimum bid unit price</i>	L.F.	50	\$ 10.00 (\$10.00)*	\$ 500.00
43	Well pointing system, all depths, Complete in Place, the Sum of: Twenty Dollars & No Cents <i>* Denotes minimum bid unit price</i>	L.F.	50	\$ 20.00 (\$20.00)*	\$ 1,000.00
44	Brace, support, and protect utility structures, Complete in Place, the Sum of: Five Hundred Dollars & No Cents <i>* Denotes minimum bid unit price</i>	EA.	4	\$ 500.00 (\$500.00)*	\$ 2,000.00
45	Additional removal and replacement of existing concrete driveway, Complete in Place, the Sum of: Thirty Five Dollars & No Cents <i>* Denotes minimum bid unit price</i>	S.Y.	100	\$ 35.00 (\$35.00)*	\$ 3,500.00
46	Additional removal and replacement of existing curb, Complete in Place, the Sum of: Ten Dollars & No Cents <i>* Denotes minimum bid unit price</i>	L.F.	50	\$ 10.00 (\$10.00)*	\$ 500.00

TOTAL SUPPLEMENTAL ITEMS: \$ 118,610.00

TOTAL BASE BID ITEMS: \$ 1,502,040.00

TOTAL SUPPLEMENTAL ITEMS: \$ 118,610.00

TOTAL AMOUNT BID: \$ 1,620,650.00

## REFERENCE SHEETS



REFERENCE: Harris Count M.U.D No. 276  
TELEPHONE NO.: 281-442-9072  
CONTACT: Melissa Gonzales  
PROJECT: Waterline Crossing at West Little York

### QUESTIONS

1. How did A Absolute Plumbing, Inc. perform on the project? (On a scale of 1-10)  
ANSWER: 9
2. Were you satisfied with their performance?  
ANSWER: Very satisfied
3. How would you rate the quality of their work? (On a scale of 1-10)  
ANSWER: 9
4. How would you rate their ability to coordinate the work with neighboring property owners? (Scale of 1-10)  
ANSWER: 9 – They hung door knockers and also provided a phone number to call if they had any questions.
5. Did they have any problems with the job? If so, what was the nature of the problem?  
ANSWER: The only incident was free standing basketball court was damaged but it was also replaced.  
The job itself, we had some fire hydrants that needed to be slightly adjusted or raised which also was taken care of.
6. Were there many change orders on the project? If so, what were the reasons? Were they reasonable?  
ANSWER: Yes. There was one that added quantities to contract to complete the installation of proposed waterline. Also included replacement of and reconnection of a 3" service line. Unused quantities have been reduced thus there was no change in contract budget.
7. Were they able to complete the project within the time allotted? If not, what was the reason?  
ANSWER: Yes, they completed job two months ahead of schedule
8. How would you rate their ability to cooperate with a client? (On a scale of 1-10)  
ANSWER: 9
9. Would you like to have them perform a job for you again?  
ANSWER: Yes
10. Do you see them capable of performing larger projects?  
ANSWER: Definitely

REFERENCE: City of Baytown  
TELEPHONE NO.: 281-424-5616  
CONTACT: Sandra Vela  
PROJECT: Redell Road 8-inch Water Line

### QUESTIONS

1. How did A Absolute Plumbing, Inc. perform on the project? (On a scale of 1-10)

ANSWER: 9

2. Were you satisfied with their performance?

ANSWER: Yes

3. How would you rate the quality of their work? (On a scale of 1-10)

ANSWER: 9

4. How would you rate their ability to coordinate the work with neighboring property owners?  
(Scale of 1-10)

ANSWER: 8

5. Did they have any problems with the job? If so, what was the nature of the problem?

ANSWER: No

6. Were there many change orders on the project? If so, what were the reasons? Were they reasonable?

ANSWER: Not many but reasonable

7. Were they able to complete the project within the time allotted? If not, what was the reason?

ANSWER: No, due to weather, nothing to upset about

8. How would you rate their ability to cooperate with a client? (On a scale of 1-10)

ANSWER: 9

9. Would you like to have them perform a job for you again?

ANSWER: Yes

10. Do you see them capable of performing larger projects?

ANSWER: Yes

REFERENCE: City of Dawson  
TELEPHONE NO.: 254-578-1515  
CONTACT: Ronda Franks  
PROJECT: 2012 TCDP Water System

### QUESTIONS

1. How did A Absolute Plumbing, Inc. perform on the project? (On a scale of 1-10)

ANSWER: 8

2. Were you satisfied with their performance?

ANSWER: yes

3. How would you rate the quality of their work? (On a scale of 1-10)

ANSWER: 8

4. How would you rate their ability to coordinate the work with neighboring property owners?  
(Scale of 1-10)

ANSWER: 7

5. Did they have any problems with the job? If so, what was the nature of the problem?

ANSWER: no

6. Were there many change orders on the project? If so, what were the reasons? Were they reasonable?

ANSWER: no

7. Were they able to complete the project within the time allotted? If not, what was the reason?

ANSWER: yes

8. How would you rate their ability to cooperate with a client? (On a scale of 1-10)

ANSWER: 8

9. Would you like to have them perform a job for you again?

ANSWER: yes

10. Do you see them capable of performing larger projects?

ANSWER: yes



**ORDINANCE NO. 18-\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AUTHORIZING THE CITY MANAGER AND THE CITY CLERK OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE AND ATTEST, RESPECTIVELY, A STANDARD FORM OF AGREEMENT WITH A ABSOLUTE PLUMBING, INC., IN A FORM AS ATTACHED HERETO AND MARKED EXHIBIT "A," FOR THE PROVISION OF ANY AND ALL SERVICES, MATERIALS, EQUIPMENT AND INCIDENTALS NECESSARY FOR THE BONDS FOR BETTER BELLAIRE 2016 GROUP A PHASE 1 WATER AND WASTEWATER IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED \$1,620,650.**

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

**THAT** the City Manager and the City Clerk of the City of Bellaire, Texas, are each hereby authorized to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Standard Form of Agreement with A Absolute Plumbing, Inc., in a form as attached hereto and marked Exhibit "A," for the provision of any and all services, materials and equipment necessary for the Bonds for Better Bellaire 2016 Group A Phase 1 Water and Wastewater Improvements Project in an amount not to exceed \$1,620,650.

**PASSED** and **APPROVED** this 5<sup>th</sup> day of March, 2018.

(SEAL)

**ATTEST:**

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

**SIGNED:**

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

**APPROVED AS TO FORM**

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

Attachment: Group A Phase I Water and Wastewater Ordinance (2468 : Group A Phase I Water/Wastewater Construction Bid Award)

## STANDARD FORM OF AGREEMENT

STATE OF TEXAS               §  
   §  
 COUNTY OF HARRIS         §

This **AGREEMENT** is made and entered into this 5<sup>th</sup> day of March, 2018, 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 **A ABSOLUTE PLUMBING, INC.**, a corporation, hereinafter referred to as "**CONTRACTOR**."

## WITNESSETH:

That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the **CITY**, the **CONTRACTOR** hereby agrees with the **CITY** to commence and provide the following:

Construction Services for Group A Phase I Water and  
 Wastewater Improvements project in the amount of \$1,620,650

in accordance with the conditions and costs stated in the **CONTRACTOR'S PROPOSAL** attached hereto and marked "Attachment 1," all of which are made a part hereof, and collectively evidence and constitute the entire **Contract**.

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

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

**IN WITNESS WHEREOF**, the Mayor of the **CITY OF BELLAIRE, TEXAS**, as attested to by the City Clerk of the **CITY OF BELLAIRE, TEXAS**, hereunto, have executed this **AGREEMENT** in the year and date first above written, under the authority granted to them under the provisions of Ordinance No. 18-\_\_\_\_, an Ordinance duly enacted by the City Council of the **CITY OF BELLAIRE, TEXAS**, on March 5, 2018.

**CITY OF BELLAIRE, TEXAS**

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

ATTEST:

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

APPROVED AS TO FORM:

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

**IN WITNESS WHEREOF**, the **CONTRACTOR**, whose name is hereinafter set out,  
does certify and attest that he or she has executed this **Agreement** in his or her capacity as  
herein stated, for and on behalf of said corporation, and that he or she has authority to do so.

**A ABSOLUTE PLUMBING, INC.**

\_\_\_\_\_  
Printed Name:  
Title:

Witness:

\_\_\_\_\_  
Printed Name:  
Title:



**Mayor and Council**

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



Meeting: 03/05/18 07:00 PM  
Department: Public Works  
Category: Contract  
Department Head: Michael Leech  
DOC ID: 2330

**SCHEDULED  
ORDINANCE (ID # 2330)**

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**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 the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Standard Form of Agreement with KIT Professionals, Inc., for the provision of Construction Management and Inspection services necessary for the Bonds for Better Bellaire 2016 Group A Phase 1 Water and Wastewater Improvements project in an amount not to exceed \$175,000.00 - Submitted by Michael Leech, Director of Public Works.

**Background/Summary:**

On December 19, 2016, Proposition 3 was approved in the Bonds for Better Bellaire 2016 program for \$11.00 million dollars of critical waterlines and \$580,000 for critical wastewater line replacement over the next three years. The Group A Phase I Water and Wastewater project is the first of three identified for funding. Construction for this project is anticipated for completion by the winter of 2019. The scope of this project includes the replacement of existing 6-inch through 8-inch water distribution lines with fire hydrants valves, services and all labor, equipment, materials and incidentals required for the project for the following locations:

- 4900 - 5000 blocks of Beech
- 5300 - 5400 blocks of Braeburn Dr
- 5300 block of Grand Lake St
- 5100 - 5300 blocks of Huisache St
- 4900 - 5000 blocks of Imperial
- 4800 - 4900 blocks of Locust
- 4500 block of Mayfair
- 4800 - 5000 blocks of Palmetto
- 5100 - 5200 blocks of Patrick Henry
- 5400 block of Pine
- 5400 block of Valerie

A wastewater line repair at the 6800 block of Mapleridge was originally included in this scope of work as the highest priority wastewater line. This line deteriorated faster than anticipated and was completed as an emergency repair in October of 2017. It was removed from this project.

At the March 20, 2017 City Council meeting, ARKK Engineers, LLC. was awarded a contract for design engineering and construction administrative services for the Group A Phase I Water and Wastewater project. At the same meeting, KIT Professionals, Inc. was awarded a contract for third party review services. The reason to have a third party review services contract is to have quality assurance and quality assurance during design. The recommendation to award KIT Professionals, Inc, a contract for the construction

management and inspection is to have quality assurance and quality control during construction.

**Previous Council Action Summary:**

On December 19, 2016 the City Council approved issuing \$33,460,000 General Obligation Bonds. An allocation of this issuance began funding Water and Wastewater Line Replacement Projects.

On March 20, 2017, the City Council approved the City Manager to enter into negotiations with ARKK Engineers, LLC. for engineering design and construction services for the Bonds for Better Bellaire 2016 Group A Phase I Water and Wastewater Improvements Project in an amount not to exceed \$320,000.

On March 20, 2017, the City Council approved the City Manager to enter into negotiations with KIT Professionals, Inc. for third party review services for the Bonds for Better Bellaire 2016 Group A Phase I Water and Wastewater Improvements Project in an amount not to exceed \$20,000.

On November 6, 2017, the City Council ratified an emergency wastewater line repair service for the 6800 block of Mapleridge with RJM Utility Construction, LLC in an amount not to exceed \$67,404.

**Fiscal Impact:**

The \$175,000 will be paid from the 2016 Bonds for Better Bellaire Water and Wastewater Line Improvements Program.

**City Attorney Approval:**

Yes

**Recommendation:**

The Public Works Department recommends City Council approval to award KIT Professionals, Inc. contract for Construction Management and Inspection for the Bonds for Better Bellaire 2016 Group A Phase 1 Water and Wastewater Improvements project in an amount not to exceed \$175,000

**ATTACHMENTS:**

- Group A Phase I Construction Management \_Ordinance (DOC)
- CM&I\_2016BBB Group A Phase I\_KIT Proposal (PDF)
- Standard Form of Agreement - KIT PROFESSIONALS - Group A Phase I (DOC)



**ORDINANCE NO. 18-\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AUTHORIZING THE CITY MANAGER AND THE CITY CLERK OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE AND ATTEST, RESPECTIVELY, A STANDARD FORM OF AGREEMENT WITH KIT PROFESSIONALS, INC., IN A FORM AS ATTACHED HERETO AND MARKED EXHIBIT "A," FOR THE PROVISION OF CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE BONDS FOR BETTER BELLAIRE 2016 GROUP A PHASE 1 WATER AND WASTEWATER IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED \$175,000.**

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

**THAT** the City Manager and the City Clerk of the City of Bellaire, Texas, are each hereby authorized to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Standard Form of Agreement with KIT Professionals, Inc., in a form as attached hereto and marked Exhibit "A," for the provision of Construction Management and Inspection services necessary for the Bonds for Better Bellaire 2016 Group A Phase 1 Water and Wastewater Improvements Project in an amount not to exceed \$175,000.

**PASSED** and **APPROVED** this 5<sup>th</sup> day of March, 2018.

(SEAL)

**ATTEST:**

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

**SIGNED:**

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

**APPROVED AS TO FORM**

---

Alan P. Petrov  
City Attorney



November 22, 2017

**City of Bellaire**

4440 Edith Street

Bellaire, TX 77401

Attn: Ms. Cristin Emshoff, MUP  
Special Projects Manager

**Ref: Proposal for Construction Management & Inspection Services Group A Phase 1  
Waterline Replacement & Wastewater Line Replacement/Rehabilitation**  
KIT Job # 108-1701

Dear Ms. Emshoff,

KIT Professionals, Inc. (KIT) is pleased to offer for your consideration the following proposal to provide Construction Management and Inspection (CM&I) services for the above referenced project under 2016 Bonds for a Better Bellaire Program.

**SCOPE OF SERVICES:** KIT will perform fulltime Construction Management & Inspection Services. A listing of the streets selected for the first phase of Group A improvements is provided below:

**Group A Phase 1 Waterline Replacement Project**

5000 – 5100 Beech St. tie across S.Rice  
5300 – 5400 Braeburn St.  
5300 Grand Lake St.  
5100 – 5300 Huisache St.  
4800 – 4900 Locust St.  
4500 Mayfair St.  
4800 – 5000 Palmetto St.  
5100 – 5200 Patrick Henry St.  
5400 Pine St.  
5400 Holly St.

**Group A Phase 1 Wastewater Line Replacement Project**

6700 Mapleridge St. at Bellaire Blvd. Commercial Center

**KIT Professionals, Inc.**

Our CM&I services shall comprise of major task items listed below (A detailed description of these tasks is provided in the attached EXHIBIT A):

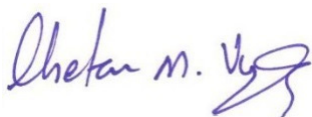
- Presiding over Preconstruction Conference & Minutes of the Meeting preparation.
- Processing of Construction Contractor's submittals for Product Data & Shop Drawings
- Review and coordinate responses to RFIs.
- Maintaining various logs.
- Oversight of Construction activities and preparation of daily reports based on Part time inspection efforts.
- Coordination with the Design Engineer for change in field conditions / conflicts.
- Scheduling of Material Testing Laboratory.
- Coordination with local stakeholders regarding construction activities
- Presiding over Monthly Progress Meetings and MOM preparation
- Resolution of claims and Change Order Negotiations
- Substantial Completion Inspection and Punch List
- Final Completion Inspection & Certification
- Preparation of Project Close-out documents.
- Attendance and Participation at special meetings.

**PROJECT FEE:** KIT will provide Construction Management & Inspection (CM&I) services in accordance with the agreement on a lump sum basis amount of **\$175,000**. A detailed break-down of this proposed fee is provided in the attached EXHIBIT B. Additional services beyond those described in the Scope of Services will be invoiced on the basis of direct labor costs times a factor of 3.0 and direct cost plus 10%. Hourly charges for on-site field representative shall be charged based on a raw labor rate times a multiplier of 2.70. Mileage will be charged at the prevailing IRS rate. Reimbursable expenses will be charged at cost plus 10%. No additional services will be provided without written authorization from the City of Bellaire.

**PROJECT SCHEDULE:** We will strive to perform our services to achieve project goals on time. We will provide time schedule for our services upon receiving project schedule from you.

KIT Professionals, Inc. appreciates the opportunity to provide you with our services. If I can be of any, further service or answer any additional questions, please feel free to call me at (713) 972-6616. We look forward to working with you.

Sincerely,



Chetan M. Vyas, P.E.  
Vice President

## EXHIBIT “A”

### SCOPE OF WORK FOR CONSTRUCTION MANAGEMENT & INSPECTION SERVICES

The scope of work for Construction Phase services described herein includes providing full time Construction Observation Services including all necessary office staff to supervise and support field personnel and to manage the construction project.

#### Construction Management Phase Services

Act as the City’s on-site representative administering the contract for construction and providing overall project oversight, maintain record of decisions and changes made. Support the on-site construction observation personnel with appropriate office personnel such as the City Engineer and Construction Manager.

- ✓ Meetings: Schedule and conduct construction progress meetings; record minutes from construction progress meetings and distribute to City Staff, Design Engineer and contractor throughout the duration of the project.
- ✓ Schedule meetings every month to review the following: work progress and schedule, outstanding issues, status of submittals, and responses to shop drawings, unforeseen issues and changes to the work.
- ✓ Coordinate additional meetings as necessary to discuss and resolve problems and provide guidance in a timely manner.
- ✓ Coordinate/monitor the following: Utility relocation activities for compliance, utility installation verification, reporting, record management and as-built drawings.
- ✓ Attend all utility coordination, construction, and scheduling meetings.
- ✓ Obtain copy of any permits or private utility approvals for Public Works in order to monitor progress of utility relocation per permit/plan.
- ✓ Coordinate with Design Engineer’s Construction Administration Services

#### Construction Observation Services

- ✓ Provide on-site representative(s) to observe the progress and quality of the work by the Contractor(s).
- ✓ The on-site representative(s) will provide daily reports on the status of the construction to include:
  - Weather conditions
  - Contractor’s work force, equipment and manpower, hours worked
  - Laboratory testing activities
  - Performance testing of water and sewer lines if required
  - Construction activities at the site
  - Field measured pay item quantities
  - Noteworthy occurrences
- ✓ The on-site representative(s) will attend meetings such as pre-construction conference, progress meetings and other project related meetings.
- ✓ The on-site representative(s) will take pre-construction photographs and periodic photographs of the construction progress and of key items of concern.
- ✓ The on-site representative(s) will coordinate the activities of the City’s testing laboratory.

- ✓ The on-site representative(s) will coordinate with the City of Bellaire and the Contractor for construction scheduling, resident notification and communication.
  - Scheduling water, sewer and driveway disruptions to minimize inconvenience to residents
  - Coordination of repairs of utilities accidentally impacted, notification of utility owner, fire and police departments when applicable
  - Coordination of notification to impacted property owners and City staff for impending construction activities and access disruptions
- ✓ The on-site representative(s) will assist in the performance of a final inspection, the preparation of a punch list and subsequent follow up inspections.
- ✓ The on-site representative(s) will assemble and maintain notes, comments, sketches, and supporting data related to the project to assist in the preparation of record drawings BY Design Engineer.
- ✓ Meet with residents individually and as groups to discuss specific concerns. Such concerns typically include the placement of driveways and sidewalks, replacement of landscaping and irrigation system components, the construction schedule as it relates to individual concerns, and access for residents with special needs.
- ✓ The on-site representative(s) will be furnished in an effort to aid the process of observing the performance of work of the Contractor(s). Through more extensive on site observations of the work in progress, Construction Manager shall endeavor to provide further protection for the City of Bellaire against defects and deficiencies in the work of the Contractor(s); but the furnishing of such on-site representative(s) will not make Construction Manager responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions or programs, or for Contractor(s) failure to perform their work in accordance with the Contract Documents. Construction Manager will notify the City in writing of known non-conforming work by the Contractor.
- ✓ Responsible for notifying the Design Engineer and City Staff of proposed solutions to resolve problems.
- ✓ Review and update as-built documents regularly with contractor.
- ✓ Monitor and ensure adherence to approved project baseline schedule. Review contractor's schedule monthly for compliance with City's intended schedule, and provide recommendations as needed to retain and regain schedule if needed.
- ✓ Recommend alternate project sequencing/scheduling to keep project on schedule.
- ✓ Prepare monthly summary report of construction activities with outstanding issues outlined for review. Monthly progress information associated with the project will be submitted to the City for review and approval.
- ✓ Coordinate work of contractor with external agencies and utility companies. Coordinate contractor's operations with regard to other City contracts and construction as well as with property owners for planned service outages, street closures, and access control issues to properties including notifications.
- ✓ Verify construction conformance and compliance with any outside agencies.
- ✓ Verify construction conformance with permitted activities such as TxDOT roadway permits, City of Houston and/or HCFCF permits.
- ✓ Maintain records of all decisions, actions and activities with regard to construction operations (i.e. Change Orders, RFIs and responses, Submittals and responses, Request for Proposals, correspondence, SWPPP inspections.)

#### Pay Applications

- ✓ Pay applications will be generated based on quantities approved in the daily reports. Review



and verify quantities provided by contractor for all work in compliance with contract documents.

- ✓ Review work conducted daily on daily inspection reports and material installed measurements submitted by contractor; to verify work conducted and bid item quantities with contractor.
- ✓ Review progress pay application with Design Engineer for approval or revision prior to submittal to City.
- ✓ Finalize pay application with signatures from Contractor, Design Engineer and Construction Manager certifying quantities and amounts.
- ✓ Notify City Project Manager when all signatures are completed for invoice processing.
- ✓ Track and record requests for rain or other delays with potential to add to Contract Time in Daily Reports.
- ✓ Provide quantity forecast review of bid items to help identify potential quantity over-runs as part of pay estimate review.
- ✓ Review and coordinate with Design Engineer to provide Engineer's recommendation for Substantial Completion or Final Acceptance.

#### Document Control

- ✓ Receive, route, track and log all Contractor communications, Submittals, Change Orders, RFIs, Pay Applications and Citizen Complaint/Resolution Log; communicate with Contractor the status of submittal reviews; maintain and review submittal and RFI log to ensure timely responses; notify City Project Manager, Contractor and Design Engineer of time critical issues.
- ✓ Respond to RFIs when such response does not require the Engineer's opinion or expertise or direction from City.
- ✓ Assemble and maintain notes, comments, sketches and supportive data relative to the Project to facilitate the revision of drawings to conform to the final as-built conditions. Review Contractor's record keeping periodically to ensure completeness, timeliness and progress.

#### Change Orders

- ✓ Review RFP and contractor proposal for additional work with City Project Manager and Design Engineer for review and approval. Log and track the status of RFP and responses from Contractor, City and Design Engineer.
- ✓ Provide recommendation on technical matters as an advocate for the City. Evaluate Contractor's response/proposal for merit, cost, time, accuracy and price practicality. Negotiate with Contractor on City's behalf if required.
- ✓ Prepare Change Order and documentation including signatures of Contractor, Design Engineer and Construction Manager for delivery to City.

#### Testing Laboratory and Results

- ✓ Coordinate testing laboratory activities with Contractor's activities. Review test reports for compliance with Contract Documents. Log, track and retain test reports. Review results with Contractor. Monitor any corrective action and re-testing for compliance. Maintain compliance with City's specifications
- ✓ Review lab test reports and log any failures.
- ✓ Review Invoicing from Laboratory to daily activities.

#### Project Completion

- ✓ Provide list of deliverables for substantial completion walk through/inspection. Schedule and conduct project walk through upon receipt of Contractor's notification of substantial completion. Include City Project Manager, Design Engineer and others as directed. Prepare a list

- of non-conforming work based on visual inspections. Record and monitor contractor's corrective efforts and schedule. Schedule final completion inspection for any remaining corrections.
- ✓ Coordinate and obtain Design Engineer's signature and seal on Substantial Completion certificate and Final Completion and Acceptance certificate.
- ✓ Review and compile any Operation and Maintenance documents required from the Contractor – forward to Engineer for review. Review for completeness and accuracy, including; affidavits of final payment, final pay estimates, as built records, redlines and drawings. Once received, notify the Design Engineer and City Project Manager when completed.
- ✓ Upon completion of close out items, provide recommendation for City's Substantial Completion/Final Acceptance certificate.
- ✓ Provide indexed project files
- ✓ Maintain redline plans for as-built or record drawings that will be prepared by the Design Engineer.

#### **Texas Department of Licensing and Regulation Compliance Services**

- ✓ Attend inspection of improvements by a TDLR Consultant upon completion of construction. Coordinate with the Contractor for repair or reconstruction of non-conforming improvements prior to acceptance by the City. Coordinate and attend necessary follow up inspections.

#### **Conduct Project Close-Out and Warranty Period Services**

- ✓ Prepare and recommend final payment application. Prepare job record logs transmittals, and correspondence reports in an organized file for delivery to City.
- ✓ Consult with City on any potential Warranty items requiring repair or replacement.
- ✓ Schedule, arrange and coordinate a One Year Walk-through of the project to review status of the work 30 days prior to expiration of the One Year Maintenance period.
- ✓ Provide staff to conduct and participate in the warranty inspections.
- ✓ Prepare list of non-conforming work for presentation to the City Project Manager, Design Engineer and Contractor.
- ✓ Oversee repairs for non-conforming work with Contractor.
- ✓ Submit final report on completed warranty repairs.

## EXHIBIT B

**LEVEL OF EFFORT (LOE) FEE ESTIMATE**  
**Construction Management & Inspection Services**  
**City of Bellaire - Waterlines / Wastewater lines Design Project (Group A Phase I)**

Date: November 22, 2017

Revision: 2

	Principal	Construction Project Manager	Project Coordinator	Sr Inspector	Project Inspector	Admin	Total Hours	Total Cost
HOURLY RATE	\$210	\$195	\$90	\$108	\$68	\$69		
<b>Construction Management &amp; Inspection</b>								
Preconstruction Conference & Preparation of Minutes of Meeting	4	8	16		8	4	40	\$4,656.00
Submittals & RFI processing and logs		16	24			16	56	\$6,384.00
Daily Observation Reports based on Part time Onsite Inspection				160	1280		1440	\$103,680.00
Monthly Progress Meetings & Preparation of Minutes of Meeting		36	36				72	\$10,260.00
Pay Application Review & Recommendations		36	36				72	\$10,260.00
Change Orders & Claims Analysis		20	20				40	\$5,700.00
Substantial Completion Inspection & Punch List		4	8	8	8		28	\$2,904.00
Final Completion Inspection & Certification		4	8	4	8		24	\$2,472.00
Project Close-out Documents		16	24			8	48	\$5,832.00
Neighborhood Meeting Presentation Preparation & Attendance		8					8	\$1,560.00
Construction Material Testing Laboratory including 10% Mark-up (Geotech Lab Proposal Attached)								\$18,839.00
Expenses (Travel, Consumables, etc.)								\$2,453.00
<b>Subtotal Hours</b>	4	148	172	172	1304	28	<b>1828</b>	
<b>Subtotal Fee</b>	\$840.00	\$28,860.00	\$15,480.00	\$18,576.00	\$88,020.00	\$1,932.00		
<b>Total Fee</b>								<b>\$175,000.00</b>

Notes : The LOE for Inspectors is based on full-time inspection services for a construction period of 9 months.



# GEOTEST ENGINEERING, INC.

*Geotechnical Engineers & Materials Testing*

5600 Bintliff Drive

Houston, Texas 77036

Telephone: (713) 266-0588

Fax: (713) 266-2977

Proposal No.: 11501748-99

Date: 11-22-2017

Mr. Sree Punukula, PE  
KITS Professionals  
[Spunukula@kitprofs.com](mailto:Spunukula@kitprofs.com)

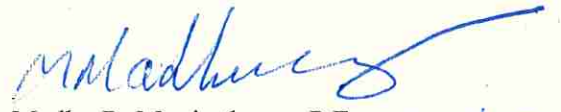
**Re: City of Bellaire -Water and Wastewater Line Replacement Project Group A Phase 1**

Dear Mr. Punukula:

Geotest Engineering, Inc. is pleased to submit our budget estimate for the reference project to provide materials testing services. Based on the information furnished to us, we estimate a budget of \$17,127.00. Any additional services requested and not part of this estimate will be charged in accordance with Geotest fee schedule. A worksheet with the breakdown of quantities is attached with this proposal for your convenience.

We appreciate the opportunity to propose on this project. If you have any questions, please contact us at your convenience. Please indicate your formal acceptance by signing a copy of this letter in the space below and returning to us.

Very truly yours,  
**GEOTEST ENGINEERING, INC.**  
TBPE Registration No. F-410

  
Madhu R. Munirathnam, P.E.  
Vice President 11/22/17

mm

Attachments – Attachment No. 1

ACCEPTED BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Attachment: CM&I\_2016BBB Group A Phase I KIT Proposal (2330 : Group A Phase I Water/Wastewater Construction Mgmt Services Contract)

**GEOTEST ENGINEERING, INC.**

5600 Bintliff Drive Houston, Texas 77036 Tel (713) 266-0588

**CONSTRUCTION MATERIALS TESTING COST ESTIMATE**

for

**City of Bellaire, Water and Wastewater Line Replacement Project Group A Phase 1**

	<u>Quantity</u>		<u>Unit</u>	<u>Rate</u>		<u>Amount</u>
<b>PERSONNEL</b>						
10300 Project Engineer, P.E.	2	x		\$123.00	/ Hr	= \$246.00
10500 Technician (Minimum 4-hrs)	160	x		\$55.00	/ Hr	= \$8,800.00
10501 Technician (OT)	10	x		\$82.50	/ Hr	= \$825.00
15000 Vehicle Charge	40	x		\$60.00	/ Day	= \$2,400.00
<b>PORTLAND CEMENT CONCRETE</b>						
30100 Compressive Str. (Cylinder) (C-39)	80	x		\$18.00	/ Ea	= \$1,440.00
30900 Concrete Coring (4" diameter to 6" Thickness) (C 42)		x		\$90.00	/ Ea	=
31000 Concrete Coring, additional thickness (6" to 12") (C 42)		x		\$8.00	ln.	=
31300 Measuring Length of Core (C 174)		x		\$11.00	/Ea	=
<b>HMAC</b>						
40500 Extraction/Gradation (Tex - 210F)	2	x		\$174.00	/Ea	= \$348.00
40700 HVEEM Stability (Tex - 208F)	2	x		\$82.00	Set	= \$164.00
40800 Bulk Density - Lab Molded or Core (Tex - 207F)	2	x		\$46.00	Set	= \$92.00
41000 Molding Specimens (Tex - 206F)	2	x		\$54.00	Set	= \$108.00
41100 Maximum Theoretical Specific Gravity (Tex - 227F)	2	x		\$78.00	/Ea	= \$156.00
<b>SOILS</b>						
90100 Liquid & Plastic Limits (D 4318)	2	x		\$53.00	/ Ea	= \$106.00
90600 Percent Passing #200 Sieve (D 1140)	2	x		\$41.00	/ Ea	= \$82.00
92300 OMD Standard Compaction (D 698)	2	x		\$175.00	/ Ea	= \$350.00
92800 Optimum Lime Content - PI Method	2	x		\$208.00	/ Ea	= \$416.00
<b>TREATED SOILS</b>						
94100 Cement Sand Compressive Str. (D 1633)	8	x		\$61.00	/ Ea	= \$488.00
94500 OMD Strength Compaction, Treated (D 698)	2	x		\$193.00	/ Ea	= \$386.00
95100 Nuclear Density Gauge (D 6938)	80	x		\$9.00	/ Hr	= \$720.00
<b>TOTAL</b>						<b>\$17,127.00</b>

**NOTE:**

- 1) Overtime rate of 1.5 times the appropriate hourly rate is applicable for all hourly employees for any hours as noted below:
- 1 a. Worked before 6:00 a.m. or after 6:00 p.m. Monday through Friday,
- 1 b. Any hours worked on Saturday, Sunday, or Holiday,
- 1 c. Over 8 hours/day.
- 2) A minimum of 4 hours will be charged at the applicable rate for all technician/inspector services.

**Deviation from Standard Tests:**

The laboratory will not provide field curing, refrigeration, heating or environmental control devices, boxes or record of the field curing data of specimens, unless provided by the client or his representative or negotiated by the Client and the Laboratory.

**Subcontractor:**

" \*\* " Tests and inspections are performed by qualified subcontractor.

## STANDARD FORM OF AGREEMENT

STATE OF TEXAS                   §  
   §  
 COUNTY OF HARRIS           §

This **AGREEMENT** is made and entered into this 5<sup>th</sup> day of March, 2018, 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 **KIT PROFESSIONALS, INC.**, a corporation, hereinafter referred to as "**CONTRACTOR**."

## WITNESSETH:

That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the **CITY**, the **CONTRACTOR** hereby agrees with the **CITY** to commence and provide the following:

Construction Management and Inspection Services for Group A  
 Phase I Waterline Replacement and Wastewater line  
 Replacement in the amount of \$175,000.00,

in accordance with the conditions and costs stated in the **CONTRACTOR'S PROPOSAL** attached hereto and marked "Attachment 1," all of which are made a part hereof, and collectively evidence and constitute the entire **Contract**.

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

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

**IN WITNESS WHEREOF**, the Mayor of the **CITY OF BELLAIRE, TEXAS**, as attested to by the City Clerk of the **CITY OF BELLAIRE, TEXAS**, hereunto, have executed this **AGREEMENT** in the year and date first above written, under the authority granted to them under the provisions of Ordinance No. 18-\_\_\_\_, an Ordinance duly enacted by the City Council of the **CITY OF BELLAIRE, TEXAS**, on March 5, 2018.

**CITY OF BELLAIRE, TEXAS**

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

ATTEST:

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

APPROVED AS TO FORM:

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

**IN WITNESS WHEREOF**, the **CONTRACTOR**, whose name is hereinafter set out,  
does certify and attest that he or she has executed this **Agreement** in his or her capacity as  
herein stated, for and on behalf of said corporation, and that he or she has authority to do so.

**KIT PROFESSIONALS, INC.**

\_\_\_\_\_  
Printed Name:  
Title:

Witness:

\_\_\_\_\_  
Printed Name:  
Title:



**Mayor and Council**

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



Meeting: 03/05/18 07:00 PM  
Department: City Manager's Office  
Category: Agreement  
Department Head: Michelle Jordan  
DOC ID: 2466

**SCHEDULED****ACTION ITEM (ID # 2466)****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 of the City of Bellaire, Texas, to execute an agreement with Academic Specialties for the purchase and installation of first responder locker systems for the Municipal Facilities Project in the amount of \$67,160.00 - Submitted by Michelle Jordan, Project Manager.

**Background/Summary:**

This purchase will include delivery and installation of metal first responder locker systems in the new Police / Court building. The lockers accommodate the stated needs of the Police staff, and the interiors are reconfigurable for future needs as well.

The lockers are 24 inches wide and feature a ventilated drawer for drying wet gear. Louvers in the main body of the locker allow for ventilation throughout, the metal is heavy gauge and the seat top is sealed hardwood.

At the time of GMP (Guaranteed Maximum Price Contract), the cost estimate for the consoles was \$66,000.00. This proposal comes in more than that at \$67,160.00 due to fluctuating industry costs, and includes delivery and installation services.

This purchase is being made under Buyboard Contract 503-16.

The budget for FFE (Furniture, Fixtures, and Equipment) for the Municipal Facilities Project is evolving monthly, as better cost estimates developed and actual quotes received. The current snapshot of FFE expenses are as follows:

<b>City Hall Subtotals</b>	<b>\$</b>	<b>820,208.74</b>
<b>PD / Court Subtotal</b>	<b>\$</b>	<b>1,298,921.23</b>
<b>TOTAL</b>	<b>\$</b>	<b>2,119,129.97</b>

A detailed spreadsheet itemizing categories for FFE expenses is attached for reference and assumes approval of both FFE items presented at the March 5, 2018 Council meeting.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

The funding for this Contract exists in the 620-5-2000-999.204 (Police / Court

construction) accounts.

Ongoing maintenance costs for goods of this nature are minimal, and 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 authorize an agreement with Academic Specialties for the purchase and installation of first responder locker systems for the Municipal Facilities Project in the amount of \$67,160.00.

**ATTACHMENTS:**

- Agmt - Academic Specialties - Municipal Facilities - BPD (DOCX)
- Police Lockers (DOCX)
- First Responder Lockers Cut Sheet (PDF)
- FFE Breakdown 2-23-2018 (PDF)



**ORDINANCE NO. 18-\_\_\_\_**

**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 AGREEMENT WITH ACADEMIC SPECIALTIES TEXAS, IN A FORM AS ATTACHED HERETO AND MARKED EXHIBIT "A," FOR THE PURCHASE AND INSTALLATION OF POLICE LOCKER SYSTEMS FOR THE MUNICIPAL FACILITIES PROJECT IN THE AMOUNT OF \$67,160.00.**

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

**THAT** the City Manager of the City of Bellaire, Texas, is hereby authorized to execute, for and on behalf of the City of Bellaire, Texas, an agreement with Academic Specialties Texas, in a form as attached hereto and marked as Exhibit "A," for the purchase and installation of police locker systems for the Municipal Facilities Project in the amount of \$67,160.00. **PASSED** and **APPROVED** this 5th day of March, 2018.

(SEAL)

**ATTEST:**

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

**SIGNED:**

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

**APPROVED AS TO FORM:**

---

Alan P. Petrov  
City Attorney



# ACADEMIC SPECIALTIES TEXAS

15344 VANTAGE PARKWAY E. SUITE 150 HOUSTON, TX 77032  
PHONE: (713) 937-7878 FAX: (713) 937-7890

 **A Haldeman-Homme Company**

*SERVING EDUCATION, HEALTH CARE, AND INDUSTRY SINCE 1924*

## SERVICES

- Layout & Design
- Project Management
- Construction
- Consulting / Training
- Service / Inspections

## PRODUCTS

- Construction
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Fax: 612-378-2236

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Fax: 630-812-0018

16540 Air Center Blvd.  
Houston, TX 77032  
Tel: 832-626-1060  
Fax: 612-378-2236

8925 Sterling Drive  
Suite 340  
Irving, TX 75083  
Tel: 972-893-1200  
Fax: 612-378-2236

600 N. Hwy 148  
P.O. Box 337  
Anita, IA 50020  
Tel: 608-630-4329  
Fax: 612-378-2236

TO: City of Bellaire

Buy Board: 503-16

ATTN: Michelle Jordan

RE: Bellaire Municipal Facilities  
Bellaire, TX

DATE: February 28, 2018

Pricing is based on one production and one delivery with a completion date no later than 12-30-2018. If payment and performance bonds are required add 3/4% to the bid prices below.

Addendum(s) 0 can be acknowledged at this time.

## SECTION 105113: Metal Lockers:

Total price delivered and installed; does not include tax:

\$67,160.00

Manufacturer: DeBourgh Manufacturing Co.

Our pricing on the above referenced job is as follows:

## Includes:

### DeBourgh First Responder Series HD Personnel Lockers:

HD Personnel Lockers: 90 in.

(60 Units) 24 in. wide x 34 in. deep x 78 in. high

Main Door: 24 in. wide x 72 in. high

- Construction Style: Formed 16 Ga
- Latch Type: Sentry II Recessed Latching with facia
- Ventilation Pattern: Louvered
- Hinge Type: Piano Hinge
- Door Stiffener Panel: Pegboard Stiffener

Drawer Base: 24 in. wide x 34 in. deep x 17 in. high

- Mixed Hardwood Bench
- Latch Type: Self latching drawer base
- Ventilation Pattern: Louvered 16 Ga.
- Hinge Type: Drawer Glides capable of holding 200 lbs

## Unit Information

- Upper Unit: 24 in. wide x 24 in. deep x 73 in. high
- Lower Unit: 24 in. wide x 34 in. deep x 17 in. high drawer base
- Top Ventilation: Solid
- Sides: Solid with bridges (4' O.C.) for reconfigurable interior components
- Full width solid shelf/security box/ clothes rod assembly
- Body Armor drying rack (Drawer Insert)
- Reversible Solid Side Shelf – 12x17x08
- Reversible Solid Side Shelf – 12x17x12
- Reversible Solid Side Shelf – 12x17x16
- Boot Tray (12x15)

Attachment: Police Lockers (2466 : Procurement of Police Locker Systems)





# ACADEMIC SPECIALTIES TEXAS

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78 Eisenhower Lane N.  
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Tel: 630-812-0020  
Fax: 630-812-0018

16540 Air Center Blvd.  
Houston, TX 77032  
Tel: 832-626-1060  
Fax: 612-378-2236

8925 Sterling Drive  
Suite 340  
Irving, TX 75083  
Tel: 214-893-1200  
Fax: 612-378-2236

600 N. Hwy 148  
P.O. Box 337  
Anita, IA 50020  
Tel: 608-630-4329  
Fax: 612-378-2236

- (1 ea) 3 Circuit Electrical System Includes 3 outlet electrical block and interconnecting cable to connect lockers together that are side by side. Corner situations require longer cables and can be purchased at additional cost. A maximum of 20 outlets can be connected together on a single circuit. (3 simplex outlets per locker)
- 54 feet of starter cable is required for connecting the first locker in a run to the electrical drop or when a locker run exceeds 20 simplex outlets
- **Base:** Base by others
- **Backs:** 18 Ga. Solid with bridges (4" O.C.) for reconfigurable interior components
- **Bottom:** Solid
- **Locks -** By others
- (4) Boxed End Panel - 24x73, 16Ga. 2.5" Deep
- (4) Boxed End Panel - 34x17, 16 Ga. 2.5" Deep
- (2) ADA maple wood benches w/ heavy duty pedestals

## Excludes:

1. All sales taxes
2. Leveling of floors
3. 14 and or 16 Ga. lockers – DeBourgh has changed their First Responders to 18 Ga. except for the door which is 16 Ga.
4. Locker Base
5. Locks
6. Gun belt hook
7. Electrical rough-in or hook-up
8. All plumbing work
9. Any items not listed above

## Haldeman-Homme, Inc. Terms and Conditions

Anderson Ladd Inc. / Academic Specialties, Inc.

### General

These terms and conditions are a component part of the attached proposal and constitute the entire agreement between Haldeman-Homme, Inc. and any of its subsidiaries. By signing the proposal, Customer acknowledges that they understand and accept the proposal and the following terms and conditions. All work shall be done in accordance with the attached proposal unless otherwise provided for in writing and signed by Haldeman-Homme, Inc. Applicable sales, excise and use taxes are not included unless otherwise stated in the proposal. Tax exempt entities hereby agree to furnish tax exemption certificates when requested on non-taxable materials. Material Only Contracts: Responsibility for the unloading, handling, storage and installation of material transfers to the Customer upon shipment from the factory. Customer is responsible for receiving, unloading and inspecting materials and filing freight claim for any shortage or damage of materials. Delivery and freight charges are not included unless otherwise stated in the proposal.

### Site Conditions

A smooth, level and clean sub-floor shall be provided or as required by Haldeman-Homme, Inc. Maintain environment at proper temperature (55-80 degrees F.) and humidity (35-50%) before, during and 30 days following installation. Delays due to circumstances beyond the control of Haldeman-Homme, Inc. shall entitle Haldeman-Homme, Inc. to an equitable adjustment of time and contract price.

### Acceptance

This proposal may be accepted within 30 days subject to credit approval. Haldeman-Homme, Inc. reserves the right to revoke this offer prior to acceptance by customer.

### Installation

This proposal assumes unloading and elevator use shall be conducted during normal business hours. This proposal is based on completing the work during normal business hours. Overtime, evening and weekend work is available at additional charge. Customer agrees to provide Haldeman-Homme, Inc. with sufficient and timely unloading facilities, dock and elevator access as needed at no additional cost to Haldeman-Homme, Inc. Customer shall provide temporary, secure storage for materials prior to installation. Customer shall provide adequate electrical power, lighting, water and restroom facilities during installation. Customer shall provide area that is free and clear and prepared for installation.

### Engineering

All engineering, proposal drawings, specifications shall represent Haldeman-Homme, Inc.'s investment in engineering skill and development and remain the property of Haldeman-Homme, Inc. Such are submitted with the understanding that the information will not be disclosed or used in any way detrimental to Haldeman-Homme, Inc.'s interests.

### Changes

Any requests for changes to the scope of work shall be made in writing with signed acceptance by authorized personnel from Haldeman-Homme, Inc. and Customer.

### Liability

Haldeman-Homme, Inc. shall not be liable for damages in any form or any other claim arising out of strikes, floods, fire, accidents, or any other causes beyond our control. Haldeman-Homme, Inc. shall not be liable for liquidated, consequential or any other damages or penalties of any kind for delays in completion of work. Haldeman-Homme, Inc. indemnity obligations to the Customer and owner are limited to the liability created by the gross negligence of Haldeman-Homme, Inc., its employees or subcontractors. In the event the terms of this agreement conflicts with the Customer's proposal or purchase order the parties acknowledge and agree the terms of this agreement shall control.

"Exceeding Customer Expectations Since 1924"



Employee Owned

[www.haldemanhomme.com](http://www.haldemanhomme.com) [www.hhbestlab.com](http://www.hhbestlab.com)

Arkansas – Colorado – Idaho – Illinois – Indiana – Iowa – Kansas – Michigan – Minnesota – Montana – Nebraska – Nevada – New Mexico – Oklahoma – North Dakota – Texas – Utah – Wisconsin – Wyoming

Packet Pg. 144

Attachment: Police Lockers (2466 : Procurement of Police Locker Systems)



# ACADEMIC SPECIALTIES TEXAS

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Tel: 972-893-1200  
Fax: 612-378-2236

600 N. Hwy 148  
P.O. Box 337  
Anita, IA 50020  
Tel: 608-630-4329  
Fax: 612-378-2236

## Payment

Payment in full will be due and payable thirty (30) days from invoice date. Customer agrees to pay progress-billing invoices during the course of the project reflecting partial shipment of material and/or partial completion of labor work performed. Where materials are stored or staged temporarily at the job site or in offsite or bonded warehouse, customer shall pay for materials and reasonable storage charges. The failure of the Customer to make payments within contract terms shall entitle Haldeman-Homme, Inc., in addition to all other rights, to suspend all work and shipments and shall further entitle Haldeman-Homme, Inc. to an extension of time of performance of the work. No payments shall be withheld from or penalties assessed against Haldeman-Homme, Inc. due to causes for which Haldeman-Homme, Inc. is not responsible.

Customer agrees that, if the billed amount is not paid within terms, a service charge will be charged on the overdue balance at a percentage rate of 1.5% (18% ANNUAL PERCENTAGE RATE) for all accounts. If the customer fails to pay the entire unpaid balance on the account when due Haldeman-Homme, Inc. may without further notice or demand, exercise all rights and remedies available by law for the collection of the balance due on the account. Haldeman-Homme, Inc. reserves the option to exercise its lien rights at all times in accordance with applicable law to secure collection of amounts due. Applicant will be liable for all expenses of collection with or without suit, including all court costs and reasonable attorney's fees to the extent under applicable state law. Venue shall be the State District Court of Minnesota.

## Disputes

Customer and Haldeman-Homme, Inc. hereby agree that disputes between the parties which cannot be settled amicably, shall be settled through the State District Court of Minnesota.

## Cancellation

An officer of Haldeman-Homme, Inc. must approve cancellation requests in writing. In order to compensate Haldeman-Homme, Inc. for its investment in engineering, time, processing and administrative work, approved cancellations shall be subject to cancellation charge of 25% of the contract amount plus the cost of materials produced or in production, labor or other services performed, freight, taxes and any other out of pocket expenses incurred by Haldeman-Homme, Inc.

## Warranty

THE MANUFACTURER EXPRESS WARRANTY IS PROVIDED IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED BY HH/AL.

## Insurance

Haldeman-Homme, Inc. maintains insurance and will provide certificates of insurance if requested on coverage and limits as provided by its insurance policy. No other insurance coverage is provided including waiver of subrogation or additional named insureds.

## Codes

Customer, architect and/or contractor shall be responsible for all local, state and federal agency code compliance, permits, fees, design, engineering and testing. Haldeman-Homme, Inc. does not provide professional liability insurance for any of these services. Costs for any and all such services are not included in this proposal.

Respectfully,  
ACADEMIC SPECIALTIES TEXAS

*Jimmy Russo*

By: \_\_\_\_\_  
Jimmy Russo

APPROVED:

\_\_\_\_\_  
Paul A. Hofmann  
City Manager  
City of Bellaire, Texas

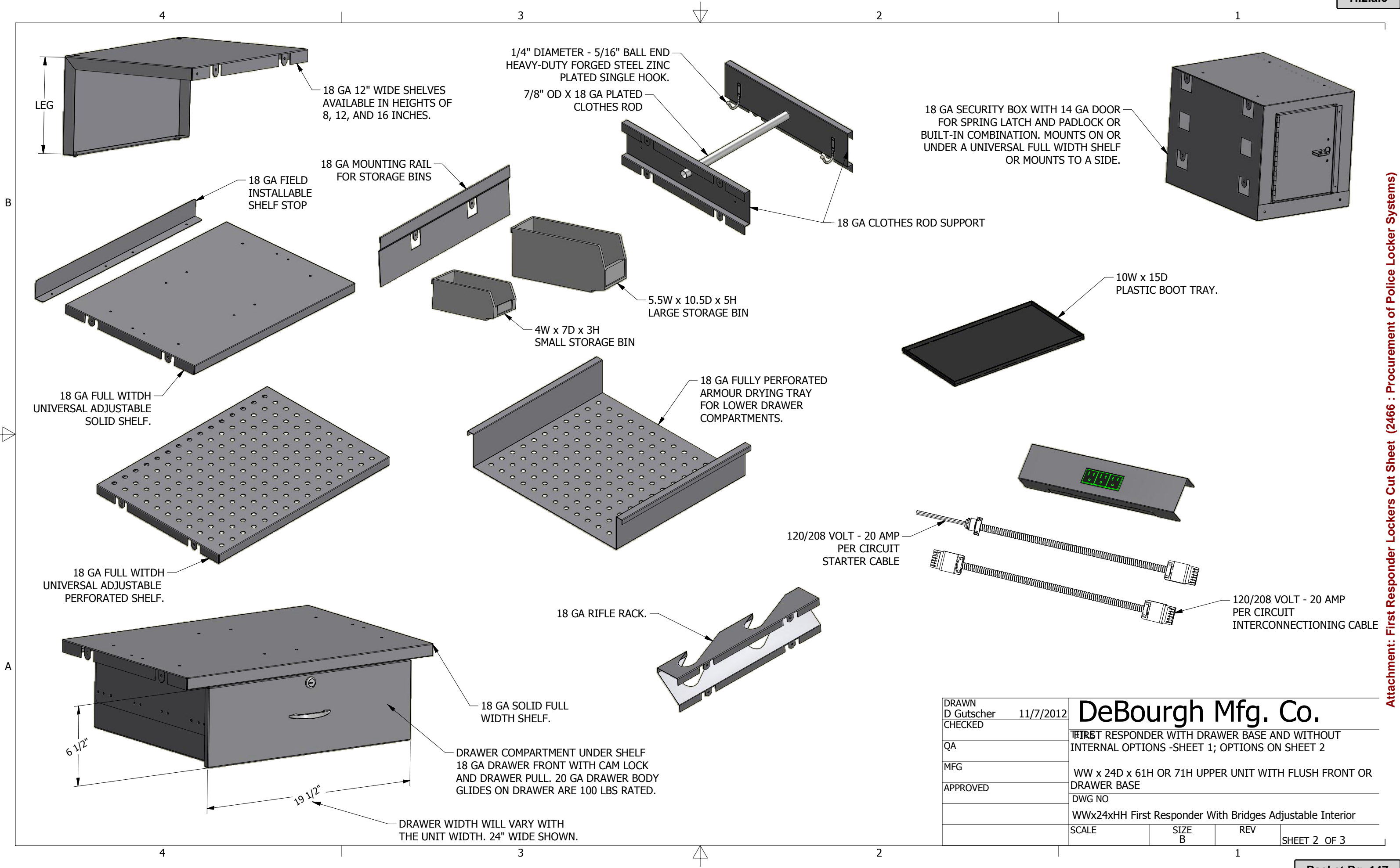




3/16" x 1" x 4" TURN HANDLE OPERATED CREMONE STYLE LATCH WITH AN 11 GA PADLOCK HASP WILL ACCEPT A BUILT-IN COMBINATION LOCK OR A PADLOCK.

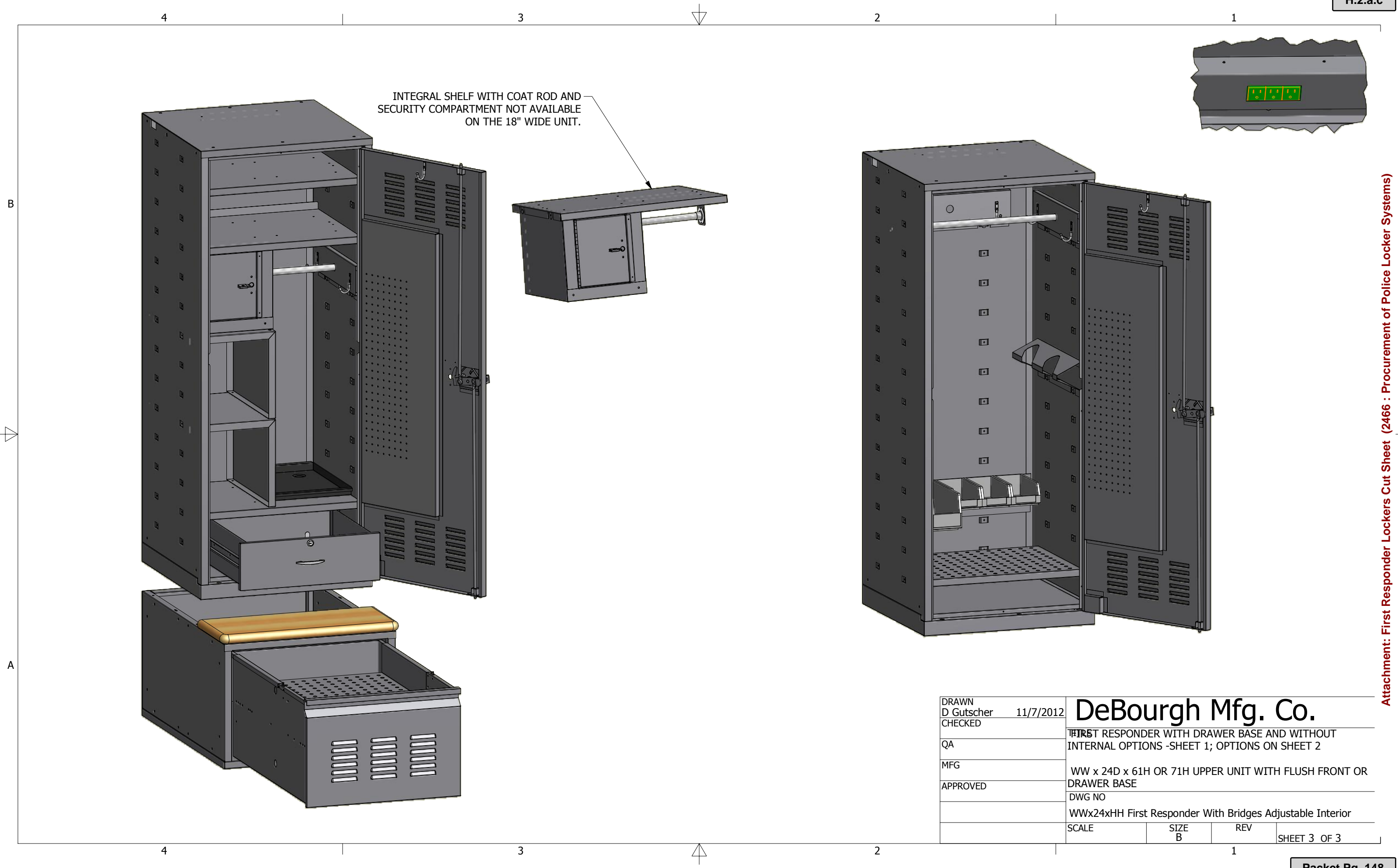






Attachment: First Responder Lockers Cut Sheet (2466 : Procurement of Police Locker Systems)

DRAWN D Gutscher CHECKED	11/7/2012	DeBourgh Mfg. Co.		
QA	MFG	FIRST RESPONDER WITH DRAWER BASE AND WITHOUT INTERNAL OPTIONS -SHEET 1; OPTIONS ON SHEET 2		
APPROVED		WW x 24D x 61H OR 71H UPPER UNIT WITH FLUSH FRONT OR DRAWER BASE		
		DWG NO		
		WWx24xHH First Responder With Bridges Adjustable Interior		
		SCALE	SIZE B	REV
				SHEET 2 OF 3



DRAWN	11/7/2012			DeBourgh Mfg. Co.	
D Gutscher					
CHECKED				FIRST RESPONDER WITH DRAWER BASE AND WITHOUT INTERNAL OPTIONS -SHEET 1; OPTIONS ON SHEET 2	
QA					
MFG				WW x 24D x 61H OR 71H UPPER UNIT WITH FLUSH FRONT OR DRAWER BASE	
APPROVED				DWG NO	
				WWx24xHH First Responder With Bridges Adjustable Interior	
	SCALE	SIZE	REV	SHEET 3 OF 3	
		B			

Attachment: First Responder Lockers Cut Sheet (2466 : Procurement of Police Locker Systems)

# City of Bellaire

## Municipal Facilities Project

FFE Summary

2/23/2018

Police / Courts Subtotal	\$	1,298,921.23
City Hall Subtotal	\$	820,208.74
<b>TOTAL</b>	<b>\$</b>	<b>2,119,129.97</b>

Prior Update to Council	\$	2,118,077.47	(Jan. 22, 2018)
Change	\$	1,052.50	

Attachment: FFE Breakdown 2-23-2018 (2466 : Procurement of Police Locker Systems)

<b>POLICE / COURT</b>	<b>Subcategory</b>	<b>Current Cost Estimate</b>	<b>Comment</b>
<b>PD FURNITURE</b>		<b>\$ 200,000.00</b>	Estimate
	Employee Office Furniture		
	Conference Room Furniture		
	Report Writing Stations		
	Storage Shelving		
	Break Room Furniture		
	Clerk Cabinet Island		
	Lobby Seating		
<b>COURT FURNITURE</b>		<b>\$ 30,000.00</b>	Estimate
	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		
<b>CABLING</b>		<b>\$ 100,877.50</b>	Datavox Contract
	Data drop cabling from server to data drop		
<b>INTEGRATED A/V</b>		<b>\$ 279,955.71</b>	Estimate
	TV / Projector / Video Wall / Speakers		
	Microphones		
<b>ACCESS CONTROL</b>		<b>\$ 75,424.63</b>	Knight Contract
	Card readers & hardware, cabling, rack controller		
<b>SECURITY CAMERAS</b>		<b>\$ 105,127.37</b>	Knight Contract
	Interior / Exterior Cameras, cabling, and rack controller		
<b>JAIL FURNITURE/ACCESSORIES</b>		<b>\$ 100,000.00</b>	Estimate
	Pistol Lockers		
	Detention benches & Booking Furniture		
	Metal Detector & AFIS (BY OWNER)		
	Inmate mattress		
	Juvenile processing furniture		
	Property storage locker		
	Metal storage racks		
<b>APPLIANCES</b>		<b>\$ 12,000.00</b>	Estimate
	Jail / Breakroom / Jury Assembly		
<b>LOCKERS</b>		<b>\$ 67,160.00</b>	Academic Specialties Contract
	Mens's / Women's Lockers		
	Dispatch		
<b>FILING SYSTEMS</b>		<b>\$ 40,000.00</b>	Actual quote received
	Clerks / Record / Evidence Filing		
<b>LAB FUME HOOD</b>		<b>\$ 11,004.00</b>	Actual bid received during GMP
	Evidence Lab		
<b>LAB EQUIPMENT</b>		<b>\$ 24,000.00</b>	Estimate

Attachment: FFE Breakdown 2-23-2018 (2466 : Procurement of Police Locker Systems)

	Drying Cabinet		
	No additional equipment in drawings		
<b>DISPATCH FURNITURE</b>		<b>\$ 69,892.50</b>	Russ Bassett Contract
	Dispatch Consoles		
<b>HUBS &amp; SERVERS</b>		<b>\$ 30,000.00</b>	Estimate
	Server Room / DMARC		
<b>COURT ROOM TECHNOLOGY</b>		<b>\$ 12,500.00</b>	Estimate
	Jury video system, speakers, clerks, judge		
	witness IT systems		
<b>BLINDS</b>		<b>\$ 18,000.00</b>	Actual bid received during GMP
	Mech / Elec Blinds		
<b>PROJECTION SCREENS</b>		<b>\$ 12,500.00</b>	Actual bid received during GMP
	Recessed Projection Screens		
<b>TELEPHONES</b>		<b>\$ 10,000.00</b>	Estimate
	VOIP		
<b>DISPATCH SYSTEMS</b>		<b>\$ 60,000.00</b>	Estimate
	No information provided. By Owner.		
<b>Other New Categories</b>			
	Intercoms	<b>\$ 22,054.52</b>	Knight Proposal
	Microwave Antenna to COH		Need to research
	Public Announcement System		Need to research
	Interview Room Recording System	<b>\$ 13,425.00</b>	Actual Quote
	PD Bike Racks	<b>\$ 5,000.00</b>	Estimate
	PD / Court Subtotals	<b>\$ 1,298,921.23</b>	

CITY HALL	Subcategory	Current Cost Estimate	Comment
<b>FURNITURE</b>		<b>\$ 265,000.00</b>	Estimate
	Employee Office Furniture		
	Conference Room Furniture		
	Storage Shelving		
	Break Room Furniture		
	Permit Cabinet Island		
	Permitting / Billing Built In Desk		
	Lobby Seating		
<b>COUNCIL ROOM SEATING</b>		<b>\$ 21,000.00</b>	Estimate
	Fixed Seating		
	Councilmember / Staff Seating		
<b>CIVIC CENTER FURNITURE</b>		<b>\$ 50,000.00</b>	Estimate
	BLIFE / Civic Tables and Chairs		
<b>CABLING</b>		<b>\$ 90,242.50</b>	Datavox Contract
	Data drop cabling from server to data drop		
<b>INTEGRATED AV</b>		<b>\$ 152,366.13</b>	Estimate
	TV / Projector		
	Council Chambers TV Distribution		
<b>ACCESS CONTROL</b>		<b>\$ 46,477.68</b>	Knight Contract
	Card readers & hardware, cabling, rack controller		
<b>SECURITY CAMERAS</b>		<b>\$ 52,122.43</b>	Knight Contract
	Interior / Exterior Cameras, cabling, and rack controller		
<b>FILING SYSTEMS</b>		<b>\$ 10,000.00</b>	Actual Quote
	Records Filing		
<b>STAGE</b>		<b>\$ 17,000.00</b>	Actual bid received during GMP
	Civic Center Stage		
<b>HUBS &amp; SERVERS</b>		<b>\$ 25,000.00</b>	Estimate
	Server Room		
<b>TELEPHONES</b>		<b>\$ 7,500.00</b>	Estimate
	VOIP		

Attachment: FFE Breakdown 2-23-2018 (2466 : Procurement of Police Locker Systems)

<b>BLINDS</b>		<b>\$ 31,000.00</b>	Actual bid received during GMP
	Mech / Elec Blinds		
<b>PROJECTION SCREENS</b>		<b>\$ 12,500.00</b>	Actual bid received during GMP
	Recessed Projection Screens		
<b>COUNCIL CHAMBERS TECHNOLOGY</b>		<b>\$ 35,000.00</b>	Estimate
	Dias screen, presenter screen, TV, staff screens		
<b>BIKE RACKS</b>		<b>\$ 5,000.00</b>	Estimate
	City Hall Bike Racks		
<b>City Hall Subtotals</b>		<b>\$ 820,208.74</b>	



**Mayor and Council**

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



Meeting: 03/05/18 07:00 PM  
Department: City Manager's Office  
Category: Agreement  
Department Head: Michelle Jordan  
DOC ID: 2465

**SCHEDULED****ACTION ITEM (ID # 2465)****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 of the City of Bellaire, Texas, to execute an agreement with Russ Bassett Corporation for the purchase and installation of police dispatch consoles for the Municipal Facilities Project in the amount of \$69,892.50 - Submitted by Michelle Jordan, Project Manager.

**Background/Summary:**

This purchase will include delivery and installation of dispatch consoles to be used by Communications personnel in the new Police / Court building. The consoles accommodate the stated needs of the Communications staff, who have also been able to see example units in person.

The consoles include positions for four dispatchers as well as two temporary seats that could be used during an emergency event. Accommodations for the technology and storage needs of dispatchers has been accounted for. The consoles themselves feature a sit / stand option to allow greater flexibility for the dispatchers. Ventilated panels, LED task lighting, fully articulating monitor arms will allow for individual flexibility during long shifts. The excluded cables and mounting, as noted in the quotation, will be handled during the personnel move. Floor coring will not be needed because we are utilizing a raised floor system in the dispatch room. Electrical connections are part of the Guaranteed Maximum Price (GMP) contract with the general contractor.

At the time of GMP, the cost estimate for the consoles was \$79,000.00. This proposal comes in less than that at \$69,892.50, and includes delivery and installation services.

This purchase will be made through the Houston Galveston Area Council (HGAC) cooperative purchasing agreement. This agency provides competitively priced contracts for goods and services through a public competitive procurement process compliant with state statutes. The HGAC Buy contract that will be utilized for the purchase is EC07-16 for 911 Equipment and Services.

The budget for Furniture, Fixtures, and Equipment (FFE) for the Municipal Facilities Project is evolving monthly, as better cost estimates developed and actual quotes received. The current snapshot of FFE expenses are as follows:

City Hall Subtotals	\$	820,208.74
PD / Court Subtotal	\$	1,298,921.23
<b>TOTAL</b>	<b>\$</b>	<b>2,119,129.97</b>

A detailed spreadsheet itemizing categories for FFE expenses is attached for reference and assumes approval of both FFE items presented at the March 5, 2018 Council meeting.

**Previous Council Action Summary:**



N/A

**Fiscal Impact:**

The funding for this Contract exists in the 620-5-2000-999.204 (Police / Court construction) accounts.

Ongoing maintenance costs for goods of this nature are minimal, and 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 execute an agreement with Russ Bassett Corporation in the amount of \$69,892.50 for purchase and installation of dispatch consoles for the Municipal Facilities Project.

**ATTACHMENTS:**

- Agmt - Russ Bassett - Municipal Facilities Project - BPD (RTF)
- Bellaire PD - Russ Bassett Consoles\_16NOV17 (PDF)
- FFE Breakdown 2-23-2018 (PDF)



**ORDINANCE NO. 18-\_\_\_\_\_**

**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 AGREEMENT WITH RUSS BASSETT CORPORATION, IN A FORM AS ATTACHED HERETO AND MARKED EXHIBIT "A," FOR THE PURCHASE AND INSTALLATION OF POLICE DISPATCH CONSOLES FOR THE MUNICIPAL FACILITIES PROJECT IN THE AMOUNT OF \$69,892.50.**

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

**THAT** the City Manager of the City of Bellaire, Texas is hereby authorized to execute, for and on behalf of the City of Bellaire, Texas, an agreement with Russ Bassett Corporation, in a form as attached hereto and marked as Exhibit "A," for the purchase and installation of police dispatch consoles for the Municipal Facilities Project in the amount of \$69,892.50.

**PASSED and APPROVED** this 5th day of March, 2018.

(SEAL)

**ATTEST:**

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

**SIGNED:**

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

**APPROVED AS TO FORM:**

---

Alan P. Petrov  
City Attorney



 russbassett

BELLAIRE POLICE DEPARTMENT 9-1-1 COMMUNICATIONS CENTER  
DC-25046-01 OPT 1 REV C – 11/16/17

November 16<sup>th</sup>, 2017

Melissa Galan, Communications Supervisor  
 Lt. Russell Brown, Communications/Records Commander  
 Bellaire Police Department  
 5110 Jessamine  
 Bellaire, TX 77401

**Bellaire Police Department 9-1-1 Communications Center – Russ Bassett Consoles Proposal**

Melissa and Lt. Brown,

On behalf of the Russ Bassett Team, we are excited about the opportunity to serve Bellaire Police Department in outfitting the consoles for your new facility!

I enjoyed the opportunity to meet you both in Bellaire a couple of weeks back to further discuss the project requirements, layout and console configuration. In the pages that follow you will find the dialed in design drawing, renderings and formal quotation for both the Option 1 90° Corner Console configuration. The proposed solution solves for all technology integration requirements, has the appropriate orientation in the room, provides personal/general storage to the Dispatchers and includes two (2) additional touch down positions that could be utilized for call-taking in a major incident.

Russ Bassett Consoles are available to City of Bellaire via the **HGACBuy Contract EC07-16 for 9-1-1 Equipment and Services** and have been priced accordingly.

Included in the quotations are all the necessary elements for a successful project including design, project management, console materials, freight services and installation services.

The total project price is as follows:

- Option 1 Revision C (90° Corner Consoles):      \$69,892.50

The proposed pricing excludes any applicable sales tax, source electrical and communications cabling, grounding, floor coring, anchoring (if applicable), handling of existing equipment, seating, monitor cables and monitor mounting. Russ Bassett can estimate and provide these items and/or services upon request. It is understood that we'd install the consoles in a single phase during regular business hours.

As we discussed together in Bellaire, Russ Bassett is an industry leading designer and manufacturer of the highest quality consoles for mission critical environments. We are a financially stable company that has consistently delivered positive results for our clients for 55 years. Russ Bassett has a state of the art 110,000 square foot manufacturing facility and showroom in Whittier, CA. We have proven expertise and experience in the layout, design manufacture and installation of mission critical console systems. Based on our successful similar work for Airline Operational Control Centers, Public Safety Communications Agencies, Energy Utilities and Military/Government Agencies you can trust us to do a great job for Bellaire Police Department.

Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 : Procurement of Dispatch Consoles)

Our goal is that every Russ Bassett client has an excellent experience working with us from project inception through successful project installation, and in the long run as we provide ongoing service and support. Our references will attest that we will not only meet your expectations, we will exceed them. We will bring drive, integrity, attention to detail, and excellent service to your team during every stage of the project. We will work in concert with Bellaire PD and other PSAP stakeholders to deliver a best-in-class solution on-time and on-budget. We are team players!

If selected as your partner for the project, we will deliver both a best in class console solution and customer experience for your team.

Please don't hesitate to contact me with any questions or concerns at (602) 380-6322 or [mgawin@russbassett.com](mailto:mgawin@russbassett.com).

Best regards,



Matt Gawin

Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 : Procurement of Dispatch Consoles)

i: russbasset

SAE:

Matt Gawin

DESIGNER:

TK

REVISIONS		
REV	DATE	DESCRIPTION

**CUSTOMER:**

Bellaire PD

PROJECT ADDRESS:

PROJECT NAME:

DRAWING #

DC-25046-01

FINAL APPROVAL BY:

**SHEET DESCRIPTION:**

PLAN VIEW

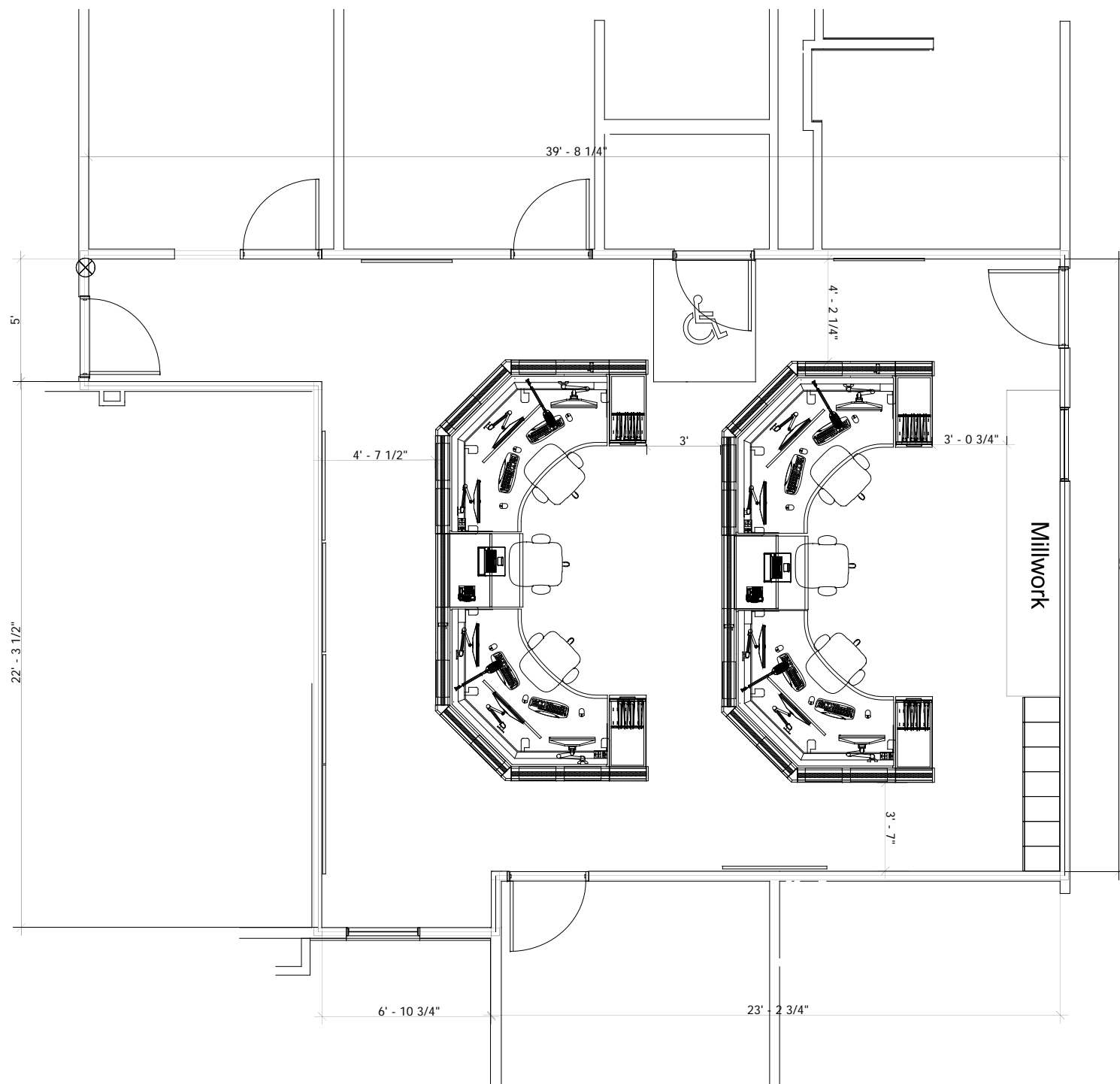
SCALE:

NONE

OPTION	REV	SHEET
		1

Packet Pg. 161

Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 : Procurement of Dispatch Consoles)



RUSS BASSETT CORPORATION HEREBY EXPRESSLY RESERVES ITS COMMON LAW COPYRIGHT AND OTHER PROPERTY RIGHTS IN THESE PLANS. THESE PLANS ARE NOT TO BE COPIED, REPRODUCED OR CHANGED IN ANY FORM OR MANNER WHATSOEVER, NOR ARE THEY TO BE ASSIGNED TO ANY THIRD PARTY WITHOUT FIRST OBTAINING THE EXPRESS WRITTEN PERMISSION AND CONSENT OF RUSS BASSETT CORPORATION.











Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 : Procurement of

# Quotation

**russe bassett** H.2.b.b  
 8189 Byron Road Whittier, CA 90606  
 Tel: 800.350.2445 Fax: 562.698.8972  
 www.russebassett.com

**PROJECT #:** DC-25046-01 **Option: 1**  
**REVISION:** C  
**PROJECT NAME:** Bellaire Police Department

<b>QUOTE DATE:</b> 11/10/2017 <b>EXPIRATION DATE:</b> 5/9/2018  <b>CUSTOMER:</b> Bellaire Police Department <b>CONTACT:</b> Melissa Galan <b>ADDRESS:</b> 5110 Jessamine Bellaire, TX 77401  <b>PHONE:</b> (713) 662-8120 <b>FAX:</b> <b>EMAIL:</b> mgalan@bellairepolice.com	<b>DESIENCE SALES EXECUTIVE:</b> Matt Gawin <b>ADDRESS:</b> 8189 Byron Rd Whittier, CA 90606 <b>PHONE:</b> (602) 380-6322 <b>EMAIL:</b> mgawin@russebassett.com  <b>PROJECT COORDINATOR:</b> Ashley Garcia <b>PHONE:</b> (562) 945-2445 xt 3399 <b>FAX:</b> (562) 698-8972 <b>EMAIL:</b> agarcia@russebassett.com	<b>10450</b>
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QTY	PART NUMBER	DESCRIPTION	PRICE	EXTENDED
<b>AREA: 1</b>			<b>AREA 1 TOTAL:</b>	<b>\$ 55,742.1</b>
4	FSS-CS-78	Flex Sit-Stand, 90° Corner, 78W, Single Lift	\$ 3,492.50	\$ 13,970.0
2	FSW-07-3642-SWN-EMT	Flex Wall, 07D, 36L x 42H, Slatwall Side A, Empty Side B	\$ 371.25	\$ 742.5
8	FSW-07-4842-SSF-EMT	Flex Wall, 07D, 48L x 42H, Sit-Stand Fabric Side A, Empty Side B	\$ 409.75	\$ 3,278.0
4	FSW-07-CC42-SSF-EMT	Flex Wall, 07D, 42.3L x 42H, Sit-Stand Fabric Side A, Empty Side B	\$ 398.75	\$ 1,595.0
4	FSW-07-1842-SWN-EMT	Flex Wall, 07D, 18L x 42H, Slatwall Side A, Empty Side B	\$ 338.25	\$ 1,353.0
2	FTC-0736-V-S	Flex Top Cap, 7D x 36W, Vented, Square	\$ 121.00	\$ 242.0
4	FTC-07CC-V-S	Flex Top Cap, 7D x 42.3W, Vented, Square	\$ 126.50	\$ 506.0
8	FTC-0748-V-S	Flex Top Cap, 7D x 48W, Vented, Square	\$ 132.00	\$ 1,056.0
4	FTC-0718-V-S	Flex Top Cap, 7D x 18W, Vented, Square	\$ 104.50	\$ 418.0
2	FBP-3642-VPS	Flex Back Panel, 36W x 42H, Vented, Powder, Square	\$ 217.25	\$ 434.5
8	FBP-4842-VPS	Flex Back Panel, 48W x 42H, Vented, Powder, Square	\$ 228.25	\$ 1,826.0
4	FBP-CC42-VPS	Flex Back Panel, 42.3W x 42H, Vented, Powder, Square	\$ 222.75	\$ 891.0
4	FBP-1842-VPS	Flex Back Panel, 18W x 42H, Vented, Powder, Square	\$ 200.75	\$ 803.0
8	FCC-07L-4542-EPS	Flex Corner Connector, 7D, 45° L-Type, 42H, Exterior, Powder, Square	\$ 225.50	\$ 1,804.0
4	FWS-SCS-3678-P-E	Work Surface, 90° Corner Sit-Stand, Single Lift, 36D x 78L, CMS, Endure	\$ 3,374.25	\$ 13,497.0
4	FWS-FRE-3618-E	Work Surface, Rectangle, 36D x 18L, Endure	\$ 376.75	\$ 1,507.0
2	FWS-FRE-3636-E	Work Surface, Rectangle, 36D x 36L, Endure	\$ 500.50	\$ 1,001.0
2	FPT-243628-PD-S-N-F	Flex Technology Pedestal, 24D x 36W x 28H, Pair of Doors, Square, No Loc	\$ 467.50	\$ 935.0
4	FPP-3618-BO-S-N	Flex Drawer Pedestal, 36D x 18W, Box/Open, Square, No Lock	\$ 291.50	\$ 1,166.0
4	FEC-FH-0742-S	Flex End Cap, Fixed Height, 7" Wall, 42"H, Square	\$ 220.00	\$ 880.0
16	WAC-PAN-0718	7" PC Pan for 7" Wall, 18" Long	\$ 44.00	\$ 704.0
4	WAC-IV-RMK-2	2U Internal Vertical Rack Kit	\$ 82.50	\$ 330.0
4	WAC-CO-1P2U4D	Convenience Outlet Plate, 1 Power Outlet, 2 USB Power, 4 Data Ports	\$ 178.75	\$ 715.0
7				
4	DAC-LED-DA-SW	Dimmable LED Task Light - Double Arm, Slatwall Mount	\$ 253.00	\$ 1,012.0
4	DAC-MA-01-SW-75E-HD	Fully Articulating Monitor Arm - Weight Range 13.5-44 lbs	\$ 275.00	\$ 1,100.0
4	DAC-MA-01-SW-S	Fully Articulating Monitor Arm - Weight Range 5-16 lbs	\$ 247.50	\$ 990.0
4	DAC-MA-11-SW-75E-HD	Monitor Arm, Fully Articulating, 1 Over 1, Weight Range 10-40 lbs	\$ 398.75	\$ 1,595.0

Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 : Procurement of Dispatch Consoles)



# Quotation

PROJECT #:	DC-25046-01	Option: 1
REVISION:	C	
PROJECT NAME:	Bellaire Police Department	



H.2.b.b

8189 Byron Road Whittier, CA 90606  
 Tel: 800.350.2445 Fax: 562.698.8975  
 www.russbassett.com

QTY	PART NUMBER	DESCRIPTION	PRICE	EXTENDED
24	DAC-CO-USB	USB Keystone - Coupler (Includes 15' Extension)	\$ 33.00	\$ 792.00
4	DAC-VESA-2X2	VESA Adapter Plate, 200mm x 200mm	\$ 68.75	\$ 275.00
2	NSP-91621	Monitor Handle Kit, VESA Mount	\$ 162.25	\$ 324.50

Cooperative Contract Vehicle  
 HGACBuy EC07-16 for 9-1-1 Equipment & Services

Product Total: \$ 55,742.50  
 Price does not include applicable sales tax  
 Freight Services: \$ 5,750.00  
 Russ Bassett Installation Services: \$ 8,400.00  
**Total Due \$ 69,892.50**

# Quotation

**rus sbassett** **H.2.b.b**  
8189 Byron Road Whittier, CA 90606  
Tel: 800.350.2445 Fax: 562.698.8972  
www.russbassett.com

PROJECT #:	DC-25046-01	Option: 1
REVISION:	C	
PROJECT NAME:	Bellaire Police Department	

## Drawings

Any drawing submitted to the Client under this Quotation must be signed-off as "approved for manufacture" and returned with applicable purchase order.  
Drawing REVISION level must match Quote REVISION level.

## Delivery & Installation

A signed, completed delivery and installation checklist and purchase order is required to prevent any issues at time of delivery and installation.  
Any unique requirements encountered at time of delivery and installation not covered on the installation checklist will be invoiced at cost in addition to the charges quoted herein.

Russ Bassett ships your products using our "Safe Ship" program. The program simply states that we guarantee your products will arrive damage free anywhere in the 48 contiguous United States. If damage should occur, notify customer service and Russ Bassett will rush a replacement part or unit and pick up the damaged product.

Due to the custom nature of our products, Russ Bassett recommends using only Certified Russ Bassett Installers.

## Purchase Order

Send to:	Russ Bassett Corporation	Fax to:	(562) 698-8972
	Attn: Customer Service		
	8189 Byron Road		
	Whittier, CA 90606		

Purchase orders must include the following information to process with Russ Bassett:  
Sold to, Ship to, Order Date, Requested Delivery/Install Date, PO Number, Quantity, Full Model Numbers & Total.

All purchase orders must also accompany the following documents to be considered a complete order:  
Signed drawing noting console and work surface colors and/or cabinet color, signed quotation, & installation checklist.

Quote is Valid for 90 days from date of issue; and, may only be extended in writing by Russ Bassett.

## Payment Terms

Standard payment terms subject to approved credit.  
NET 30 days from shipment invoice date  
(10% Hold-Back allowed for punch list items if applicable)

Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 : Procurement of Dispatch Consoles)

# Quotation

PROJECT #:	DC-25046-01	Option: 1
REVISION:	C	
PROJECT NAME:	Bellaire Police Department	

## Lead-time

For the products covered under this proposal is ten (10) weeks AAO (After Acceptance of Order).  
Incomplete Purchase Orders may delay the ship date; actual date will be confirmed on written Order Acknowledgement.

## Warranty

Russ Bassett Corporation warrants to the original customer that all Desience manufactured products as quoted or proposed will be free from defects in materials and workmanship for the following warranty period:

1. Limited Lifetime Warranty for Russ Bassett Corporation manufactured Desience products.
2. Limited Term Warranty for all Russ Bassett Corporation non-manufactured products or components that are added or integrated into a Russ Bassett Corporation manufactured product shall be warranted as outlined in the original manufacture's warranty.

If a Performance Bond is required for this project, the warranty covered by the Performance Bond is limited as follows: 'Notwithstanding anything stated in the contract, purchase order, or specifications, the bond only covers a 1 year parts and labor warranty. Any additional warranty will not be the responsibility of the Surety and will be the sole responsibility of Russ Bassett'.

## Change Order & Cancellation Policy

Changes to an order, once it has been processed, can be very disruptive and costly. Once an order has been started in manufacturing, usually within 4 weeks of the scheduled ship date, it is not possible to make changes.

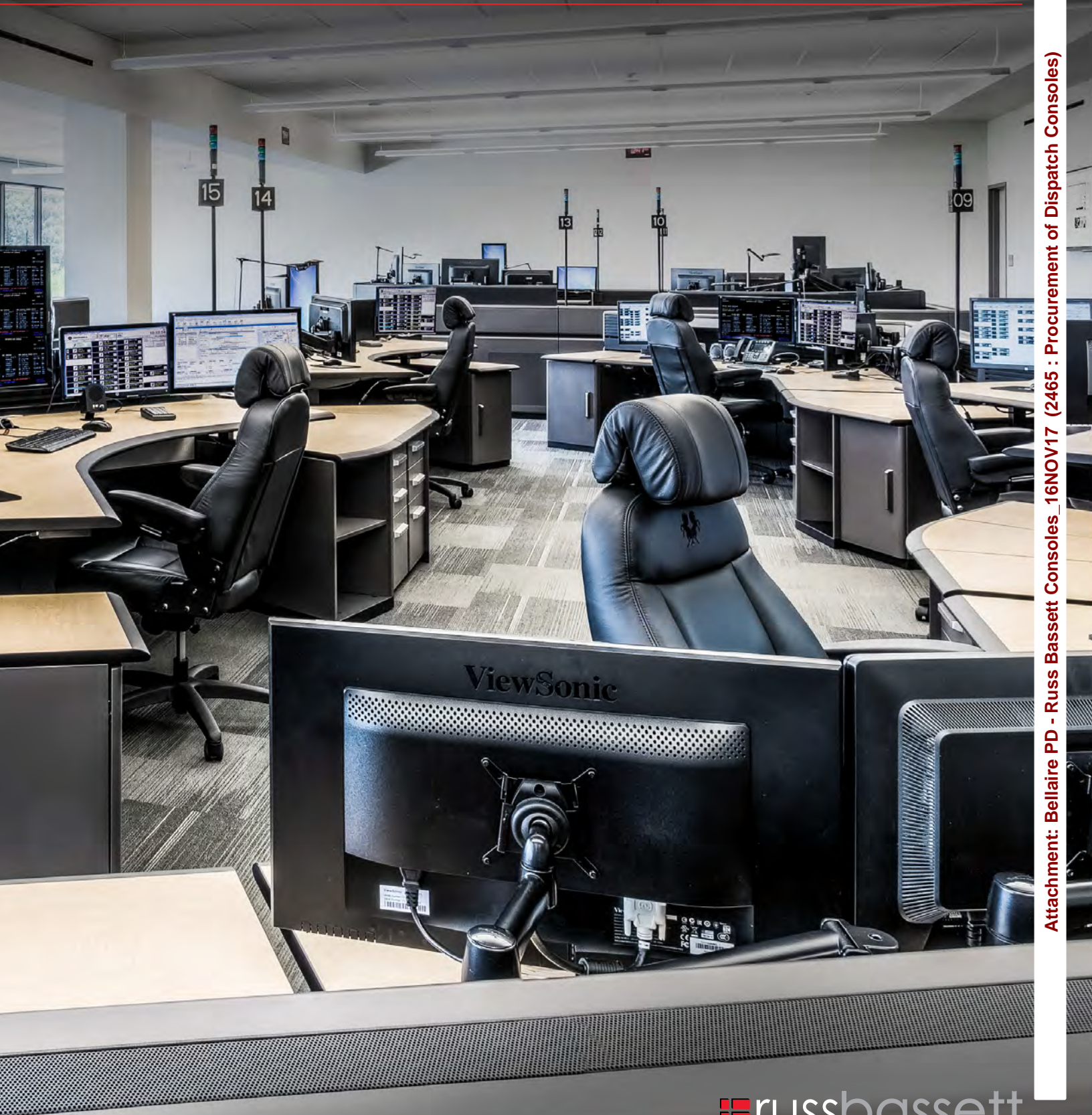
Any requests for changes to the design or scope of work shall be made in writing. RBC will notify Buyer if it is possible to accommodate the change requests. If there is still time to accommodate the change requests, RBC will provide a quotation covering the cost and lead-time impact of the change. If these impacts are acceptable to Buyer, RBC will produce changed drawings for review and approval. No change will be made without sign-off of the updated quote and drawing by Buyer.

Any cancellation requests must be submitted in writing and approved by an officer of Russ Bassett. Upon acceptance of canceled order, a cancellation charge of 25% of the contract amount will be incurred over and above the cost of materials produced or in production, labor or other services performed, freight, taxes and any other out of pocket expenses also incurred by Russ Bassett.

## Acceptance Signature

_____ Authorized Signature	_____ Print Name of Authorized Signature	_____ Print Title
_____ Print Company Name	_____ P.O. Number	_____ Date of Authorization

# flex consoles



Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 : Procurement of Dispatch Consoles)





# flex consoles

For 55 years, Russ Bassett has built a solid reputation designing and manufacturing high quality, innovative products for demanding mission critical environments.

Trusted in 9-1-1 call center environments, we deliver mission critical solutions involving technology integration, space utilization and user interface.

Russ Bassett offers a full service approach from project inception through successful project completion. We are experts in critical space.

The Russ Bassett Flex product platform features an ergonomic and modular design that makes it the ideal dispatch console furniture solution for all public safety environments.





## features

- MODULAR ERGONOMIC DESIGN
- UNPARALLELED STRUCTURAL INTEGRITY
- HEIGHT ADJUSTABLE
- ANTI-COLLISION TECHNOLOGY
- SINGLE & DUAL MONITOR MOUNTS
- INTEGRATED PERSONAL COMFORT SYSTEM
- STRUCTURAL TECHNOLOGY WALL
- UNLIMITED CONFIGURATION OPTIONS
- SINGLE & DUAL WORKSURFACES
- INTEGRATED PERSONAL STORAGE
- LARGE SCREEN MONITOR OPTIONS
- TECHNOLOGY INTEGRATION
- MULTIPLE FINISHING OPTIONS
- ANSI/BIFMA CERTIFIED



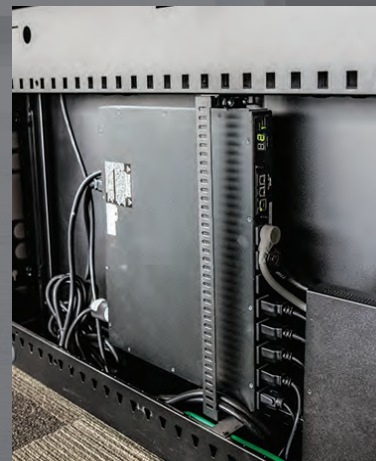
monitor display solutions



cable management



convenience power & data



equipment storage



single worksurface



dual worksurface



steel construction



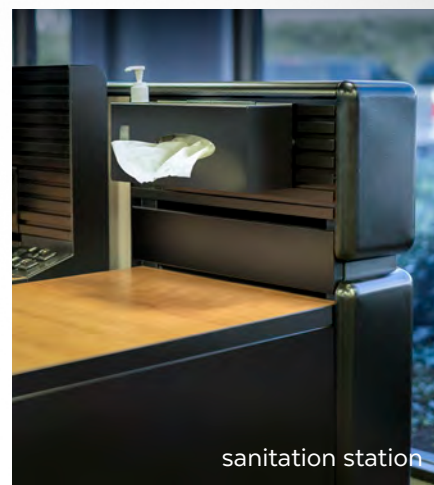
cust Packet Pg. 171



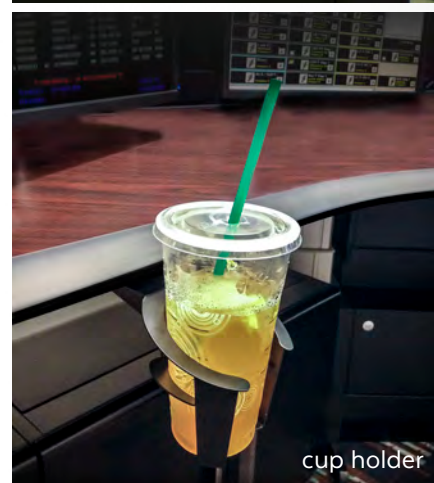
# console accessories



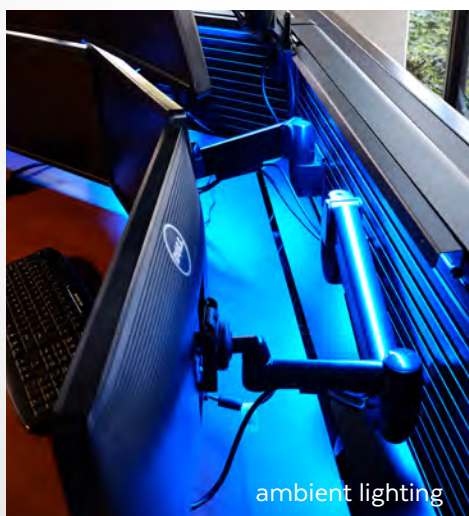
treadmill



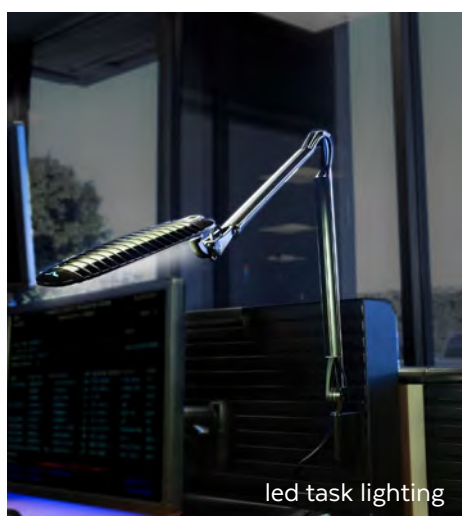
sanitation station



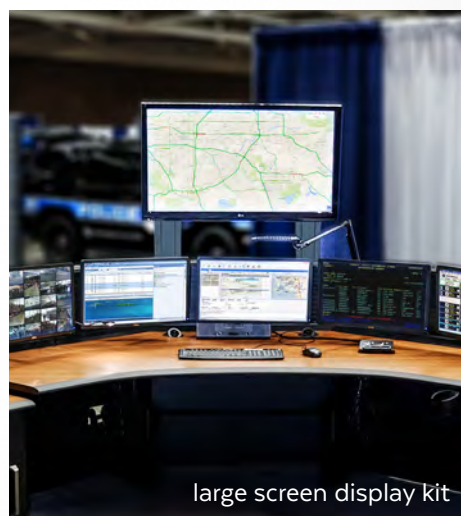
cup holder



ambient lighting



led task lighting



large screen display kit

Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 : Procurement of Dispatch Consoles)

 russbassett

[www.russbassett.com](http://www.russbassett.com)

8189 Byron Road Whittier, CA 90606 | Tel 562.945.2445 / Fax 562.698.8972 | [info@russbassett.com](mailto:info@russbassett.com)

Packet Pg. 172

# CONSOLE MANAGEMENT SYSTEM™

FULL OPERATOR CONTROL AND COMFORT AT YOUR FINGER TIPS







# CONSOLE MANAGEMENT SYSTEM™

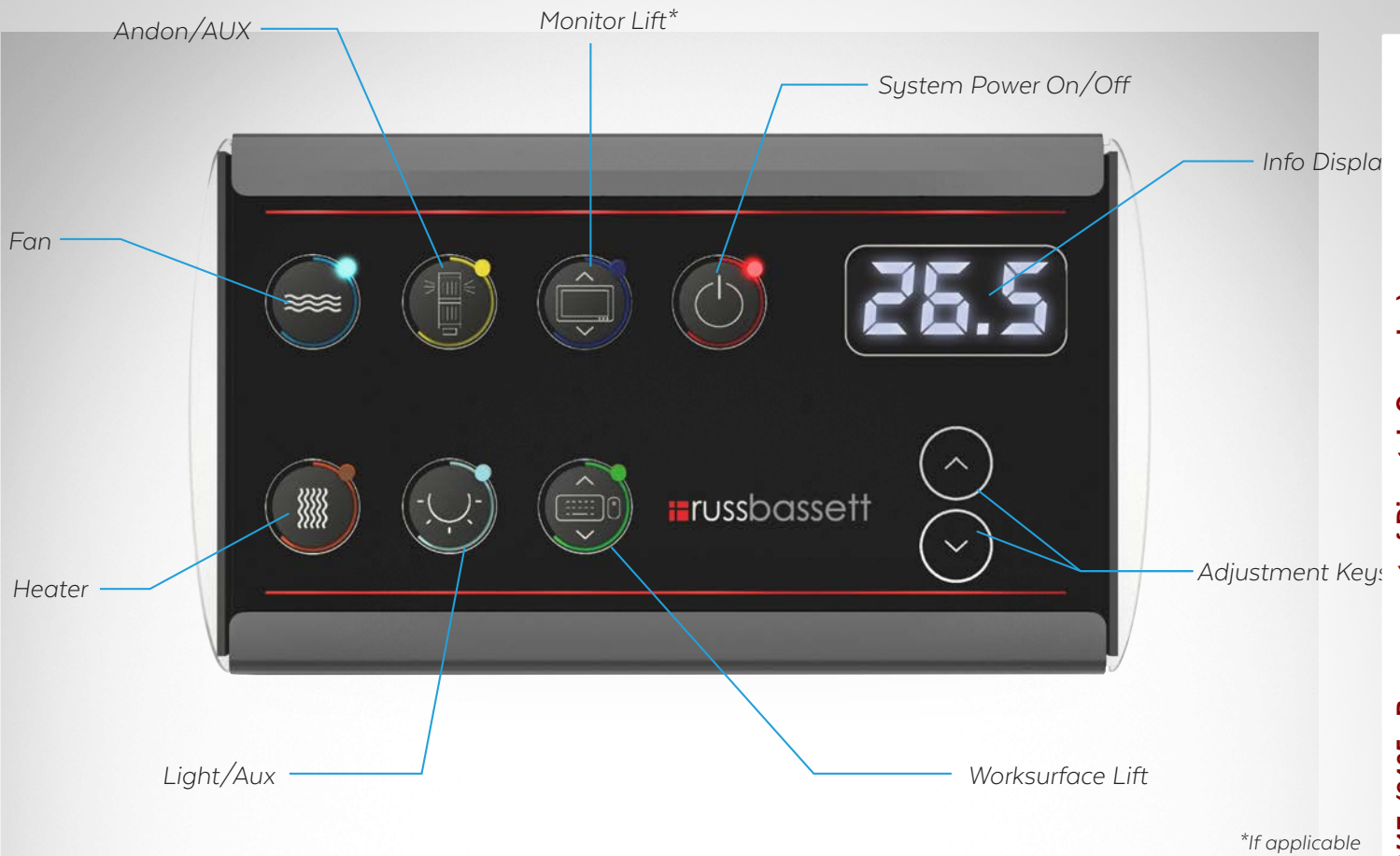
Russ Bassett's new Console Management System™ (CMS) provides full comfort and control of your Flex Console at your fingertips.

The CMS is free standing and can be placed anywhere on the work surface allowing the operator to place where most convenient and features a capacitive touch screen interface allowing easy operator control of features including height, temperature, airflow, lighting and more.

## FEATURES

- Capacitive Touch Technology
- Variable Speed Cooling Fan - Above Worksurface
- Variable Speed Forced Air Heating - Below Worksurface
- Integrated Lifting Column Control
- Task Light - On/Off Control
- Motion Sensor
- Status Indicator Light Integration
- Low Profile Adjustable Louvers
- Air Filtration





## SPECIFICATIONS

Voltage	120 Volts
Maximum Current Draw	3.0 Amps
Cooling Fan	0 - 1500 fpm (variable)
Forced Air Heat	0 - 350W (variable)
Lighting Outlet	Max 3A load, 2 outlets
Controls/Display	Capacitive Touch Technology
Filtration (heat and air)	MERV 7
Agency Listed	ETL Certified to UL STD 2021 CSA C22.22#46-13
Warranty	3 Years



## RUSS BASSETT LIMITED LIFETIME WARRANTY

Russ Bassett Corporation warrants to the original customer that all Russ Bassett manufactured products as quoted or proposed will be free from defects in materials and workmanship for the following warranty period:

1. Limited Lifetime Warranty for Russ Bassett Corporation manufactured products.
2. Limited Term Warranty for all Russ Bassett Corporation non-manufactured products or components that are added or integrated into a Russ Bassett Corporation manufactured product shall be warranted as outlined in the original manufacturer's warranty.

Russ Bassett is the single point of contact for any and all warranty claims under this warranty agreement. This warranty does not cover ordinary maintenance, normal wear and tear, abuse, improper use, negligence, accident, alterations, damage due to shipping and handling, repair or installation not performed by a certified Russ Bassett Corporation representative, products which have not been maintained or operated in accordance with Russ Bassett Corporation written instructions. This warranty does not cover any damage to customer equipment that is caused by circumstances unrelated to the quality and/or functionality of Russ Bassett Corporation's products. In addition this warranty does not cover consumable items including, but not limited to, light bulbs, filters, etc.

No claims under this warranty will be valid unless Russ Bassett Corporation receives written notice within a reasonable time of discovery of the defect and no later than the expiration of the applicable warranty period. In the event that Russ Bassett Corporation does not receive written notice prior to the expiration of the applicable warranty period, Russ Bassett Corporation shall have no obligation to repair or replace the product and shall have no other liability whatsoever under this warranty.

Russ Bassett Corporation will replace or repair (at its option) any products which are covered by this warranty and which are found to be defective. Russ Bassett Corporation may provide a substitute product of equal or greater value to resolve a warranty claim. No cost to the customer shall be incurred for any items covered under warranty. Russ Bassett Corporation assumes responsibility for freight and installation. Any product or component that is replaced or repaired will not extend the applicable warranty period.

In the event that the product failure is a result of non-warrantable items, an hourly rate will be applied for work performed plus expenses including, but not limited to, product, installation, transportation, and accommodations.

The foregoing warranty is exclusive and is in lieu of all other warranties, express or implied, provided by Russ Bassett Corporation including without limitation implied warranties of merchantability and fitness for a particular purpose.

Product repair or replacement is the customer's exclusive remedy for any and all product defects. Russ Bassett Corporation accepts no liability beyond the remedies set forth in this warranty statement. In addition, Russ Bassett Corporation shall not be liable for any incidental, consequential or special damages including, without limitation, damages for lost profits or revenues or costs incurred as a result of lost time, data, use of the product or from any other cause whatsoever, whether based on warranty (expressed or implied), contract, or tort including negligence. In no event shall Russ Bassett Corporation's liability exceed the purchase price of the product purchased.

If a Performance Bond was provided for this project, the warranty covered by the Performance Bond is limited as follows: 'Notwithstanding anything stated in the contract, purchase order, or specifications, the bond only covers a 1 year parts and labor warranty. Any additional warranty will not be the responsibility of the Surety and will be the sole responsibility of Russ Bassett'.

# RUSS BASSETT NON-MANUFACTURED PRODUCT WARRANTY INFORMATION

## **LINAK Lifting Columns**

LINAK U.S. Inc. Lifting Columns are warranted for a period of five (5) years from the date of shipment.

## **Console Management System**

Russ Bassett warrants that our Console Management System will be free from defects in material and workmanship to the original purchaser for three (3) years from the date of shipment.

## **Monitor Arms**

Monitor Arms are warranted for ten (10) years from the date of shipment against defects in materials and workmanship. Monitor arms will be repaired or replaced under this warranty.

## **Lighting**

*LED Task Lighting* is warranted for five (5) years from the date of shipment against defects in materials and workmanship. Task Lights will be repaired or replaced under this warranty.

*Ambient and CPU LED Lights* are warranted for three (3) years from the date of shipment against defects in materials and workmanship and will be repaired or replaced under this warranty.

## **Work Surface**

Russ Bassett warrants that our work surfaces will be free from defects for up to ten (10) years from the date of shipment where we deem these products to have been subjected to normal use. This warranty applies to laminate work surfaces and substructures, solid edge and edge band, and all hardware.

## **Power, Data, and Cables**

Power strips, desktop outlets, data keystones, and data and signal cables are warranted for five (5) years from the date of shipment and will be replaced under this warranty.

## **Laminate Products**

Russ Bassett warrants that all laminate panels and case goods such as Lockers and Laminate storage cabinets will be free from defects for five (5) years from the date of shipment, where we deem these products to have been subjected to normal use.

## **Fabric Panels**

Russ Bassett warrants that all fabric panels will be free from defects for five (5) years from the date of shipment, where we deem these products to have been subjected to normal use.

## **Acrylic Panels and Screens**

Russ Bassett warrants that all acrylic panels and privacy dividers will be free from defects for five (5) years from the date of shipment, where we deem these products to have been subjected to normal use.

## **Iron Horse Seating**

*Heavy Duty Frame Warranty* – Ten (10) Years from date of sale for 24-hour use.

*All Other Structural Components* – Coverage includes all mechanical components for a period of five (5) years from date of shipment for 24-hour use.

*Armrests, Cushions, and Trim* – Covered for three (3) years for normal wear and tear for 24-hour use. Abuse is not covered.

*Casters* - Covered for one (1) year for normal wear and tear for 24-hour use.

Russ Bassett Corporation Warranty Statement

This warranty applies to all Russ Bassett Console products purchased on or after January 1, 2016

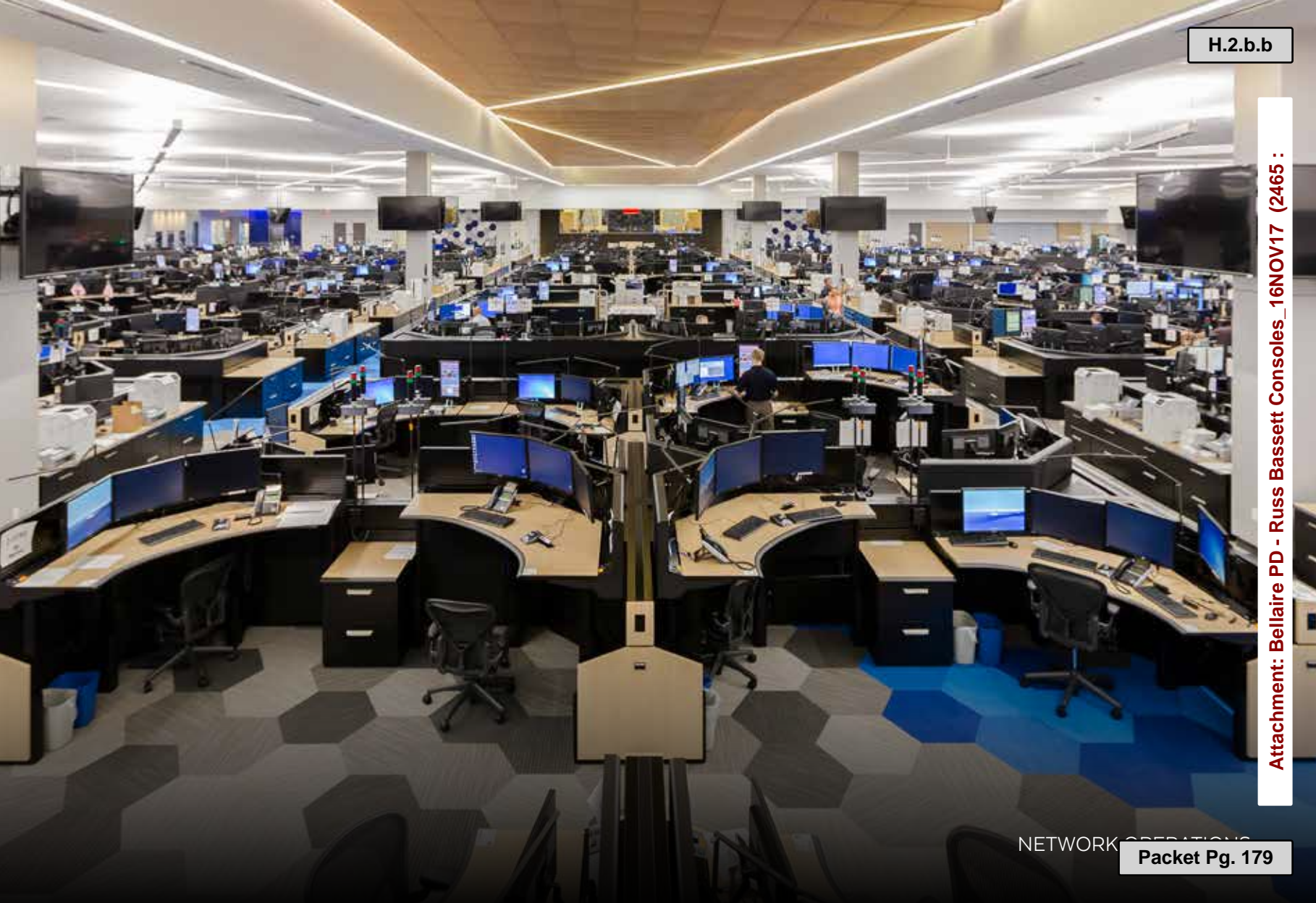




CONSOLE FURNITURE FOR MISSION CRITICAL ENVIRONMENTS

Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 :





# THE EXPERTISE OF RUSS BASSETT

As a leading designer and manufacturer of mission critical command center consoles, **Russ Bassett** offers a full service approach from project inception through successful project completion. We are experts in critical space.

## RUSS BASSETT PROJECT EXPERIENCE INCLUDES:

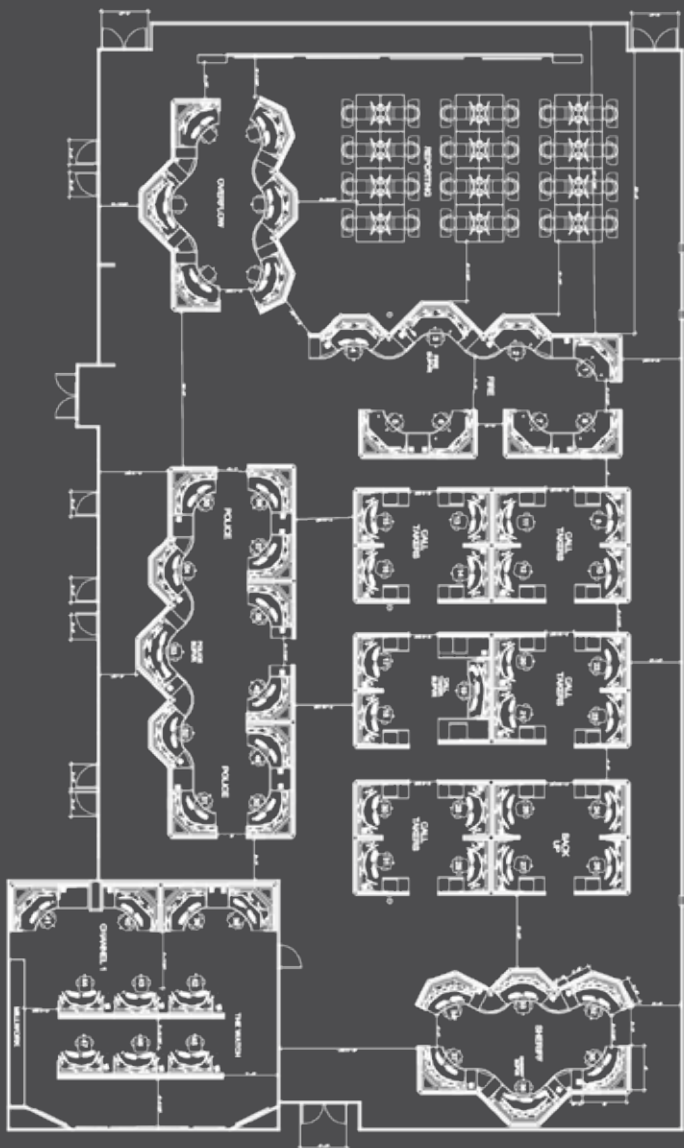
- American Airlines: Integrated Operations Center
- Bexar Metro 9-1-1 Network District: Regional Operations Center
- CenterPoint Energy: Distribution, Security & Network Operations Centers
- Delta Air Lines: Operational Control Center
- Enable Midstream Partners: System Control Centers
- Federal Aviation Administration: Las Vegas TRACON
- Hamilton County Emergency Communication District: 9-1-1 Center
- PG&E: Distribution Control Centers
- Southwest Airlines: Network Operations Center
- United States Air Force: 625th Operations Center

## ENVIRONMENTS INCLUDE:

- COMMAND & CONTROL
- EMERGENCY OPERATIONS
- GOVERNMENT
- MILITARY
- NETWORK OPERATIONS
- OIL & GAS
- POWER UTILITY
- PROCESS CONTROL
- PUBLIC SAFETY
- SECURITY OPERATIONS
- TRAFFIC MANAGEMENT
- TRANSPORTATION
- WAR/SITUATION ROOMS





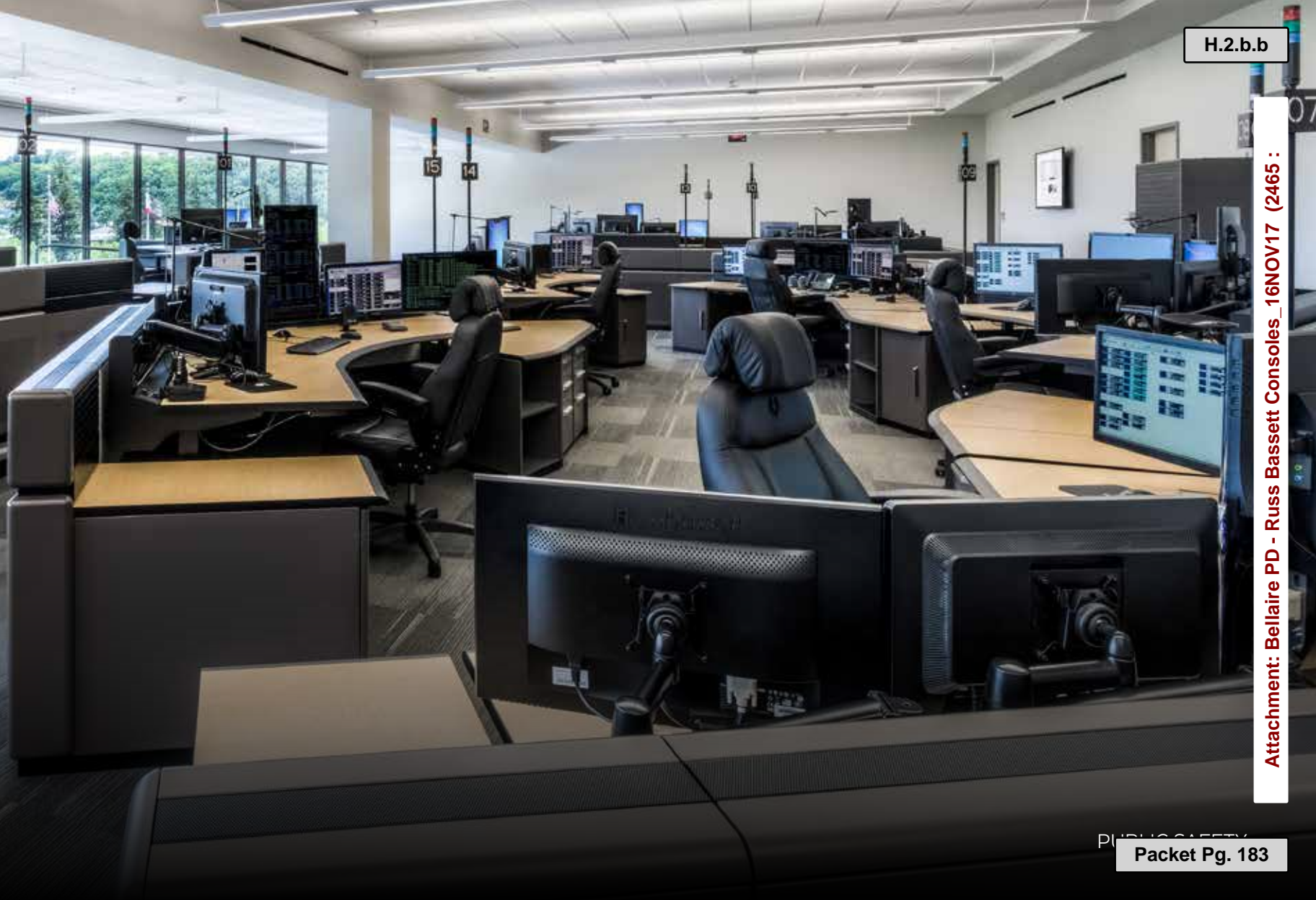


## SYSTEM DESIGN

Our highly skilled team focuses on creating room design layouts and console configurations based on industry expertise and your people, space, technology and workflow requirements.

## KEY ELEMENTS

- SPACE PLANNING
- OPERATIONAL REQUIREMENTS
- CONTINGENCY & GROWTH PLANNING
- TRAFFIC FLOW PATTERNS
- HEALTH, SAFETY & PERFORMANCE
- CONCEPTUAL DRAWINGS/RENDERINGS
- CONSOLE DESIGN & PLACEMENT





## CONSOLE FEATURES

Russ Bassett Consoles incorporate several unique design features that are the result of extensive industry research and customer feedback.

The ergonomic and modular design make Russ Bassett Consoles the ideal solution to meet the varied requirements of both personnel and technology in a multitude of mission critical work environments.

Russ Bassett Consoles offer advanced ergonomics, unmatched structural integrity, advanced technology integration and customization options.

## KEY ELEMENTS

- MODULAR ERGONOMIC DESIGN
- UNPARALLELED STRUCTURAL INTEGRITY
- HEIGHT-ADJUSTABLE WORKSURFACES
- MONITOR DISPLAY SOLUTIONS
- EQUIPMENT STORAGE
- TECHNOLOGY INTEGRATION
- UNLIMITED CONFIGURATION OPTIONS
- CUSTOMIZATION OPTIONS



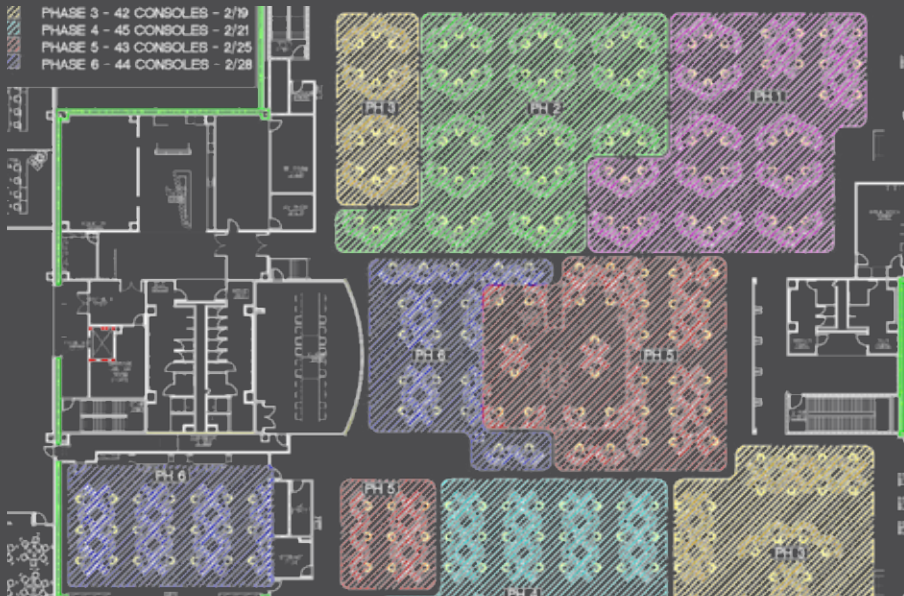


Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 :



## PROJECT MANAGEMENT

Russ Bassett Project Managers work in close coordination with the customer, data, electrical and technology providers to ensure all aspects of the project have been reviewed and that no details are overlooked. The assigned Project Manager will establish project timelines, attend project meetings and monitor project progress.



## KEY ELEMENTS

- WORK CLOSELY WITH CUSTOMER TO UNDERSTAND ALL PROJECT NEEDS
- VERIFY SITE REQUIREMENTS
- DEFINE PROJECT SCHEDULE BASED ON CUSTOMER NEEDS
- MANAGE INSTALLATION TEAM
- OVERSEE PROJECT STAGES FROM MANUFACTURE THROUGH FINAL INSTALLATION
- ENSURE PROJECT COMPLETION IS ON TIME AND BUDGET



H.2.b.b

Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 :

## DELIVERY AND INSTALLATION

Our professional Delivery and Installation Services team is experienced to properly install Russ Bassett consoles in the uniquely challenging 24/7 mission critical work environment. Prior to console shipment, a Project Planning Guide is completed to ensure site specific details are properly communicated and documented.

Russ Bassett takes pride in a job well done. Sharing our satisfied customer installation surveys with other prospective customers is a testament to our objective of creating showplace work environments.

## KEY ELEMENTS

- PROJECT PLANNING GUIDE
- UNDERSTAND SITE CONDITIONS
- STAGE AND ASSEMBLE
- SPECIALIZED PACKAGING AND CARRIERS
- RUSS BASSETT ON-SITE PROJECT MANAGER
- EXPERIENCED INSTALLATION TEAMS
- POST INSTALLATION WALK-THROUGH
- ON-SITE CONSOLE OPERATION TRAINING
- INSTALLATION SURVEY







Attachment: Bellaire PD - Russ Bassett Consoles\_16NOV17 (2465 :

# City of Bellaire

## Municipal Facilities Project

FFE Summary

2/23/2018

Police / Courts Subtotal	\$	1,298,921.23
City Hall Subtotal	\$	820,208.74
<b>TOTAL</b>	<b>\$</b>	<b>2,119,129.97</b>

Prior Update to Council	\$	2,118,077.47	(Jan. 22, 2018)
Change	\$	1,052.50	

Attachment: FFE Breakdown 2-23-2018 (2465 : Procurement of Dispatch Consoles)

<b>POLICE / COURT</b>	<b>Subcategory</b>	<b>Current Cost Estimate</b>	<b>Comment</b>
<b>PD FURNITURE</b>		<b>\$ 200,000.00</b>	Estimate
	Employee Office Furniture		
	Conference Room Furniture		
	Report Writing Stations		
	Storage Shelving		
	Break Room Furniture		
	Clerk Cabinet Island		
	Lobby Seating		
<b>COURT FURNITURE</b>		<b>\$ 30,000.00</b>	Estimate
	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		
<b>CABLING</b>		<b>\$ 100,877.50</b>	Datavox Contract
	Data drop cabling from server to data drop		
<b>INTEGRATED A/V</b>		<b>\$ 279,955.71</b>	Estimate
	TV / Projector / Video Wall / Speakers		
	Microphones		
<b>ACCESS CONTROL</b>		<b>\$ 75,424.63</b>	Knight Contract
	Card readers & hardware, cabling, rack controller		
<b>SECURITY CAMERAS</b>		<b>\$ 105,127.37</b>	Knight Contract
	Interior / Exterior Cameras, cabling, and rack controller		
<b>JAIL FURNITURE/ACCESSORIES</b>		<b>\$ 100,000.00</b>	Estimate
	Pistol Lockers		
	Detention benches & Booking Furniture		
	Metal Detector & AFIS (BY OWNER)		
	Inmate mattress		
	Juvenile processing furniture		
	Property storage locker		
	Metal storage racks		
<b>APPLIANCES</b>		<b>\$ 12,000.00</b>	Estimate
	Jail / Breakroom / Jury Assembly		
<b>LOCKERS</b>		<b>\$ 67,160.00</b>	Academic Specialties Contract
	Mens's / Women's Lockers		
	Dispatch		
<b>FILING SYSTEMS</b>		<b>\$ 40,000.00</b>	Actual quote received
	Clerks / Record / Evidence Filing		
<b>LAB FUME HOOD</b>		<b>\$ 11,004.00</b>	Actual bid received during GMP
	Evidence Lab		
<b>LAB EQUIPMENT</b>		<b>\$ 24,000.00</b>	Estimate

Attachment: FFE Breakdown 2-23-2018 (2465 : Procurement of Dispatch Consoles)

	Drying Cabinet		
	No additional equipment in drawings		
DISPATCH FURNITURE		\$ 69,892.50	Russ Bassett Contract
	Dispatch Consoles		
HUBS & SERVERS		\$ 30,000.00	Estimate
	Server Room / DMARC		
COURT ROOM TECHNOLOGY		\$ 12,500.00	Estimate
	Jury video system, speakers, clerks, judge		
	wittness IT systems		
BLINDS		\$ 18,000.00	Actual bid received during GMP
	Mech / Elec Blinds		
PROJECTION SCREENS		\$ 12,500.00	Actual bid received during GMP
	Recessed Projection Screens		
TELEPHONES		\$ 10,000.00	Estimate
	VOIP		
DISPATCH SYSTEMS		\$ 60,000.00	Estimate
No informaiton provided. By Owner.			
Other New Categories			
	Intercoms	\$ 22,054.52	Knight Proposal
	Microwave Antenna 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	Estimate
PD / Court Subtotals		\$ 1,298,921.23	

Attachment: FFE Breakdown 2-23-2018 (2465 : Procurement of Dispatch Consoles)



CITY HALL	Subcategory	Current Cost Estimate	Comment
<b>FURNITURE</b>		<b>\$ 265,000.00</b>	Estimate
	Employee Office Furniture		
	Conference Room Furniture		
	Storage Shelving		
	Break Room Furniture		
	Permit Cabinet Island		
	Permitting / Billing Built In Desk		
	Lobby Seating		
<b>COUNCIL ROOM SEATING</b>		<b>\$ 21,000.00</b>	Estimate
	Fixed Seating		
	Councilmember / Staff Seating		
<b>CIVIC CENTER FURNITURE</b>		<b>\$ 50,000.00</b>	Estimate
	BLIFE / Civic Tables and Chairs		
<b>CABLING</b>		<b>\$ 90,242.50</b>	Datavox Contract
	Data drop cabling from server to data drop		
<b>INTEGRATED AV</b>		<b>\$ 152,366.13</b>	Estimate
	TV / Projector		
	Council Chambers TV Distribution		
<b>ACCESS CONTROL</b>		<b>\$ 46,477.68</b>	Knight Contract
	Card readers & hardware, cabling, rack controller		
<b>SECURITY CAMERAS</b>		<b>\$ 52,122.43</b>	Knight Contract
	Interior / Exterior Cameras, cabling, and rack controller		
<b>FILING SYSTEMS</b>		<b>\$ 10,000.00</b>	Actual Quote
	Records Filing		
<b>STAGE</b>		<b>\$ 17,000.00</b>	Actual bid received during GMP
	Civic Center Stage		
<b>HUBS &amp; SERVERS</b>		<b>\$ 25,000.00</b>	Estimate
	Server Room		
<b>TELEPHONES</b>		<b>\$ 7,500.00</b>	Estimate
	VOIP		

Attachment: FFE Breakdown 2-23-2018 (2465 : Procurement of Dispatch Consoles)

<b>BLINDS</b>		<b>\$ 31,000.00</b>	Actual bid received during GMP
	Mech / Elec Blinds		
<b>PROJECTION SCREENS</b>		<b>\$ 12,500.00</b>	Actual bid received during GMP
	Recessed Projection Screens		
<b>COUNCIL CHAMBERS TECHNOLOGY</b>		<b>\$ 35,000.00</b>	Estimate
	Dias screen, presenter screen, TV, staff screens		
<b>BIKE RACKS</b>		<b>\$ 5,000.00</b>	Estimate
	City Hall Bike Racks		
<b>City Hall Subtotals</b>		<b>\$ 820,208.74</b>	



**SCHEDULED  
ACTION ITEM (ID # 2487)**

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**Item Title:**

Consideration of and possible action on the verbal and typographic elements of the proposed brand identity package for the City of Bellaire - Submitted by Cheryl Bright, Administrative Services Manager.

**Background/Summary:**

The City of Bellaire entered into a contract with Design By Principle in April 2017 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 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.

The brand identity package was presented to Council for review on January 22, 2018 and included 3 elements consisting of the verbal identity, typography, and iconography (logo).

On February 19, 2018, Council came to a consensus on what to consider on March 5, 2018. There appears to be general acceptance of the verbal identity and typography. However, no consensus is apparent at this time on the iconography. This agenda item is limited to the verbal identity and the typography. Consideration of and possible action on a recommendation of the brand identity as it relates to the verbal and typographic elements is requested for the development of a Brand Identity Implementation Plan.

The typographical and verbal elements would be used to inform the creation of a comprehensive Brand Identity Implementation Plan. This plan would be used as a guide for unifying the look and feel of the city's image that has been described as disorganized and inconsistent. The typography recommended will also be used to inform the internal and external signage on the municipal facilities as part of the project.

Included in this presentation are some examples of how we may utilize the typography moving forward.

**Previous Council Action Summary:**

April 17, 2017 - Staff presentation on a timeline related to branding and graphic design efforts.

June 19, 2017 - Brand audit report.

January 22, 2018 - Presentation of findings of brand identity exercise to inform signage decisions for municipal facilities.

February 19, 2018 - Discussion concerning the process for decision making related to, and

including public input on, the brand identity exercise to guide signage and design standards for the Municipal Facilities Project.

**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 typographic design 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:**

Cheryl Bright, Administrative Services Manager and lead of the Brand Identity Team, recommends Council accept the recommended verbal identity and typography in the brand identity package for the City of Bellaire.

**ATTACHMENTS:**

- Branding Presentation March 5 (PDF)

## MUNICIPAL FACILITIES



BUSINESS CARD



NAME TAG



VEHICLE DECAL



STAFF UNIFORM

