



CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

APRIL 16, 2018

Council Chamber

Regular Session

6:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

REGULAR SESSION - 6:00 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 6:00 p.m. on Monday, April 16, 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 of the members of the City Council was present as set forth in the table below:

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

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

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

Mayor Friedberg provided the inspirational reading for the evening.

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

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

I. PUBLIC HEARING (SPECIFIC USE PERMIT FOR DRIVE-THROUGH FACILITY)

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

Tracy L. Dutton, City Clerk, read the "Notice of the Public Hearing" into the record. She advised that 90 properties were located within 500 feet of the site of the specific use permit and notices were mailed on March 21, 2018, to 74 property owners of record and assumed tenants (i.e., many of the properties were owned by the same property

owner or owners). City Clerk Dutton also advised that the notice was published in the legal notices section of the Southwest News on Tuesday, March 20, 2018, and posted on the City's official bulletin board and website on Wednesday, March 21, 2018.

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

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

C. Presentation of Proposal:

Public Hearing on an application filed by Abdul Wali Ali, registered agent for Plaza Cleaners LLC d/b/a Hefner's Plaza Cleaners, as applicant, for a Specific Use Permit as required by the City of Bellaire Code of Ordinances, Chapter 24, Planning and Zoning, Section 24-605, Application for Specific Use Permit, to allow for the use of an already existing drive-through facility located at 5212 Bissonnet Street, as provided for in Section 24-537 B(2)a) of the City of Bellaire Zoning Code. The property is located within the Urban Village Downtown (UV-D) Zoning District - Submitted by ChaVonne Sampson, Director of Development Services.

Mayor Friedberg read the agenda caption and invited Bill Stone of Stone & Stone, LLC, to present the proposal on behalf of applicant, Abdul Wali Ali, registered agent for Plaza Cleaners, LLC, d/b/a Hefner's Plaza Cleaners.

Bill Stone, Stone & Stone, LLC, advised that the current application for consideration was prepared and submitted to the City of Bellaire several months earlier. Mr. Stone advised that the application was in order and met the requirements of the Code of Ordinances of the City of Bellaire, Texas.

Mr. Stone stated that the build-out work would consist of reopening an existing drive-through lane and taking an existing window on the west side of the building at the drive-through and modifying it so that customers could drop-off their dry cleaning and laundry when the business was not open. Hours of operation were 7:00 a.m. until 7:00 p.m.

Mr. Stone noted that Hefner's Plaza Cleaners (Hefner's) had been a presence in the Bellaire downtown city corridor for at least 40 years. During that time, Hefner's occupied three different locations as follows: 5130 Bissonnet Street, 5204A Bissonnet Street, and now at 5212 Bissonnet Street. The new location was approved without a specific use permit as one was not required to relocate (i.e., without a drive-through facility). Actual cleaning and laundry services were performed at a different location, which was at 6208 South Rice Avenue in Bellaire, Texas. The current location, like the previous location, was strictly a drop-off and pick-up facility.

Mr. Stone also advised that Hefner's Plaza Cleaners was the lessee of Sagstex Investments (Sagstex). Sagstex had owned the building for over 20 years. The structure was originally a drive-in banking facility operated by Citizens National Bank. The bank had four drive-in lanes running north and south off Cedar Street. Granting a specific use permit for the drive-through lane would benefit Mr. Ali's customers in several ways. For instance, the overheard roof would cover cars in the drive-through lane. Secondly, for those customers with mobility issues, the drive-through lane could be used and employees would assist those customers with the drop-off of their clothes. For those customers with young children that could not be left unattended in their cars, employees could meet the parents at their cars to assist them with the drop-off of their clothes.

Customers utilizing the drive-through lane and window would be there for a very short period, that being just enough time for an employee to come to their car, take clothing, and issue a claim check for customers to use to come back and pick up their dry cleaning and/or laundry. The drop-off window would be used during off-hours (from 7:00 p.m. until 7:00 a.m.). Customers using the drop-off window would only be there for a few minutes. The drive-through lane was long enough to allow five cars to queue in the lane. Cars would enter the drive-through lane from the west through the existing alley between the applicant's business and Casa Dominguez; from the north via Cedar Street; and from the east through the lessor's property between the applicant's business and Thai Cottage Restaurant's new location. Cars could exit the alley previously mentioned or proceed east through the drive area next to parking and the Brisket Bar-B-Q and Thai Cottage Restaurants.

Mr. Stone advised that city staff determined that parking was adequate for the business. The sole focus of the application was to allow Mr. Ali to use the far west drive-in lane for customers during work hours and for customers dropping off their clothing at a drop-through window when the business was closed for the day.

Mr. Stone thanked City Council for their consideration of the application and asked that the application be approved for a specific use permit to be issued to the applicant.

D. Public Comment.

Mayor Friedberg announced that there were no speakers on the City's sign-in sheet used for that purpose. He inquired as to whether anyone present wished to give oral comment on the subject matter of the public hearing. Seeing no members of the public present for comment, Mayor Friedberg continued to the next item on the agenda.

E. Questions from the Mayor and City Council.

Mayor Friedberg opened the floor for questions from the Mayor and City Council. Following questions, Mayor Friedberg closed the public hearing.

F. Close of the Public Hearing.

Mayor Friedberg announced that the public hearing was concluded and advised that because the subject matter of the public hearing was scheduled for final deliberation later in the evening, further public comment on the matter would not be received. The public hearing was closed at 6:17 p.m. on Monday, April 17, 2018.

G. Adjourn.

Mayor Friedberg announced that the public hearing was adjourned at 6:17 p.m. on Monday, April 16, 2018.

II. REGULAR MEETING

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

Mayor Friedberg called the Regular Meeting of the City Council of the City of Bellaire, Texas, to order at 6:17 p.m. on Monday, April 16, 2018.

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

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

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

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

Mayor Friedberg advised that he wished to make a quick announcement before getting underway with the Regular Meeting this evening. He indicated that two weeks prior to this evening, the City Council held a public hearing on a petition for an alley abandonment. Deliberation of that matter was anticipated to occur on this evening's agenda, but at the request of the petitioners, the matter has been rescheduled to the City Council Regular Session to be held on May 7, 2018. Oral comments related to that subject matter remained closed following the public hearing from two weeks ago, but written comments would continue to be accepted until noon on the Thursday preceding deliberation (i.e., Thursday, May 3, 2018).

As a quick aside, Mayor Friedberg noted that he read with great interest a newspaper headline last week stating that City Council had said "no deal" to the sale of the easement in the public hearing. He advised that City Council had not taken any such action.

C. Approval 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, March 5, 2018 - Submitted by Tracy L. Dutton, City Clerk.

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

Mayor Friedberg asked if there were any corrections to the minutes as presented. Hearing no corrections, **Mayor Friedberg advised that the minutes were adopted as presented.**

D. Personal/Audience Comments.**Robert Riquelmy:**

Mr. Riquelmy addressed City Council about police matters. He advised that he found the item on the agenda this evening regarding taking public contributions to the Police Department as step two in the oligarchs' takeover of the Police Department. Mr. Riquelmy stated that private people should not be running or unduly influencing the Police Department in his opinion. He also expressed concern that the City had lost police officers, residents, and people passing through.

After ensuring that there were no further oral comments, **Mayor Friedberg** announced that the City had not received any written comments and that personal/audience comments were concluded.

Mayor Friedberg next asked if there was any objection to suspending the City Council's Rules of Procedure to consider agenda item F.1., consideration of the specific use permit that was the subject of the public hearing held earlier in the meeting, prior to the City Manager's Report. Hearing no objection, **Mayor Friedberg announced that the Rules of Procedure were suspended by general consent and item F.1. was considered at this point in the meeting.**

E. Reports and Presentations:

Note: Agenda item F.1., consideration of the granting of a specific use permit to operate a drive-through drop-off and pick-up cleaners and laundry, was considered at this point in the meeting. Following consideration of agenda item F.1., City Council returned to agenda item E., then considered the remainder of the agenda in the order in which it was written.

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

Paul A. Hofmann, City Manager, presented the City Manager's Report (Report) dated April 16, 2017. The Report consisted of an overview of communications provided over the last few weeks. City Manager Hofmann reported on the City's online newsletter, The Boulevard, noting that the newsletter would be produced monthly beginning in June or July of this year (the newsletter was previously produced on a quarterly basis). Other topics included in the Report were updates on personnel activity (Director's Budget Planning Session), recent events (Party at the Pavilion; Spring Used Book Sale for the Bellaire City Library; and the unveiling of the Alice in Wonderland sculpture at Evelyn's Park), upcoming events (Evelyn's Park One-Year Anniversary celebration; Party at the Pavilion; International Fest sponsored by the Cultural Arts Board; Touch a Truck co-sponsored by Evelyn's Park and the Bellaire Police Department; and Neighborhood Meeting with businesses and property owners adjoining the Spruce/Fifth Street project); future Council meetings and agenda items.

Acknowledging recent social media postings and a newspaper article which had raised concerns from members of the City Council and residents, City Manager Hofmann devoted much of his Report to the topic of substandard and abandoned homes in Bellaire.

Mayor Friedberg opened the floor for questions of the City Manager from the Mayor and Council. Questions from the City Council were focused on the City Manager's report concerning the City's efforts to address substandard and abandoned homes, and further discussion on this subject ensued. Following questions, Mayor Friedberg announced that the City Manager's Report was concluded.

F. New Business:

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

Note: Following consideration of agenda item F.1., City Council returned to agenda item E., then considered the remainder of the agenda in the order in

which it was written.

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, granting Specific Use Permit S-91 to Plaza Cleaners LLC d/b/a Hefner's Plaza Cleaners for the purpose of operating a drive-in drop-off and pick-up cleaners and laundry facility by utilizing an already existing drive-through facility located at 5212 Bissonnet Street, Bellaire, Texas, in the Urban Village Downtown (UV-D) Zoning District - Submitted by ChaVonne Sampson, Director of Development Services.

Mayor Friedberg read the agenda caption and entertained a motion to adopt the ordinance as presented granting Specific Use Permit S-91 for Plaza Cleaners, LLC, d/b/a Hefner's Plaza Cleaners, to utilize the drive-through facility at 5212 Bissonnet Street.

Motion:

To adopt the ordinance as presented granting Specific Use Permit S-91 for Plaza Cleaners, LLC, d/b/a Hefner's Plaza Cleaners, to utilize the drive-through facility at 5212 Bissonnet Street.

{Moved by Neil Verma, Council Member, and seconded by Trisha S. Pollard, Council Member}

Mayor Friedberg opened the floor for discussion on the motion. Seeing no discussion, Mayor Friedberg called for a vote on the motion.

| | |
|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Neil Verma, Council Member |
| SECONDER: | Trisha S. Pollard, Council Member |
| AYES: | Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife, Montague |

2. Item for Individual Consideration:

Consideration of and possible action on a request from the Bellaire Police Department and the Bellaire Fire Department to make grant applications to the Bellaire Police and Fire Foundation for funding, as well as approval to accept any subsequent funding/donation - Submitted by Byron Holloway, Chief of Police, on behalf of the Police and Fire Departments.

Mayor Friedberg read the agenda caption and recognized Byron Holloway, Police Chief, and Darryl Anderson, Fire Chief, to introduce the agenda item.

Byron Holloway, Chief of Police, advised that the agenda item requested the approval of the submission of eight funding requests to the Bellaire Police and Fire Foundation and, if approved by the Foundation, to accept any subsequent donations. Three of the requests totaling \$43,000 were submitted by the Fire Department, and the remaining five requests totaling \$140,343 were submitted by the Police Department.

Mayor Friedberg opened the floor for questions related to the grant requests. Following questions, **Mayor Friedberg asked if there was any objection to the request for authorization to make the grant applications, as well as approval to accept any subsequent funding. Hearing none, Mayor Friedberg announced that the request was**

approved by general consent.

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

Community interest items from the Mayor and Council included expressions of congratulations and appreciation to the Rubenstein Family for their donation of an Alice in Wonderland sculpture for Evelyn's Park; expressions of encouragement for everyone to go by and see the beautiful sculpture; expressions of thanks to staff for the recent restriping work that had been done around the City; expressions of congratulations to the Bellaire City Library on their recent award and to staff for their efforts on the annual Trolley Run; expressions of thanks to Condit Elementary School for inviting Mayor Friedberg to address the kindergarten class; and a reminder to attend the Evelyn's Park One-Year Anniversary celebration on April 21, 2018.

H. Adjourn.

Mayor Friedberg announced that the Regular Session of the City Council of the City of Bellaire, Texas, was adjourned at 8:05 p.m. on Monday, April 16, 2018.

APPLICATION FOR SPECIFIC USE PERMIT
PURSUANT TO SECTION 24-605

December 18, 2017

(1) **Name:** Plaza Cleaners LLC d/b/a Hefner's Plaza Cleaners. The owner of the LLC and the Registered Agent with the Texas Secretary of State's office is Abdul Wali Ali. His address is:

Address: 7438 Baldwin Crossing, Sugar Land, Texas 77479

(2) **Applicable Bellaire City Ordinance:** Section 24-605

(3) **Legal Description and Street Address:** LT 6, BLK 46 & ADJ N 5 FT of ABANDONED ALLEY - 5212 Bissonnet Street, Bellaire, Texas 77401.

(4) **Statement of Ownership:** The subject property is owned by Sagstex Investments. Attached is a six (6) page City Planning Letter from Innovative Title evidencing the ownership of the subject property.

(5) **Proposed Specific Use:** Applicant has an ongoing business under the name of Hefner's Plaza Cleaners. It is currently located at 5204 (A) Bissonnet Street, Bellaire, Texas 77401. Applicant wants to operate a drive in and drop off laundry and cleaners facility at 5212 Bissonnet Street. There are currently four (4) parking spots at this location. There is room at the drive in window for more than three (3) cars and that will satisfy city requirements to keep cars in line from extending out into the public streets. Cleaning and laundry will not be done at this location. Those services will be done at 6208 South Rice, Bellaire, Texas where they have been done for several years now.

(6) **Environmental Assessment Statement:** Applicant intends to lease all of the 1570 square feet of the existing building owned by Lessor - Sagstex Investments. Any environmental impact will be minimal as the building is in place, has met all city codes, and the work required to build it out to Applicant's needs will not be significant (installation of counters and tables, etc.). That work will be done by the Lessor.



CITY PLANNING LETTER

Effective Date: December 11, 2017

December 15, 2017

TO WHOM IT MAY CONCERN:

Record Title In:

SAGSTEX INVESTMENTS, L.P.

Property Description for 5200, 5208, 5212 BISSONNET ST, Bellaire, Texas 77401:

TRACT ONE:

0.7748 ACRE (33,750 SQUARE FEET) OF LAND, MORE OR LESS, BEING ALL OF LOTS ONE (1) THROUGH FIVE (5) INCLUSIVE IN BLOCK FORTY SIX (46) OF THE TOWN OF BELLAIRE, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 3, PAGE 59 OF THE MAP RECORDS IN HARRIS COUNTY, TEXAS, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT AN "X" CUT IN CONCRETE FOUND AT THE INTERSECTION OF THE SOUTH RIGHT OF WAY LINE OF CEDAR STREET (60 FEET WIDE) AND THE WEST RIGHT OF WAY LINE OF FIFTH STREET (60 FEET WIDE), SAID "X" MARKS THE NORTHEAST CORNER OF LOT 1 IN BLOCK 46 OF SAID TOWN OF BELLAIRE;

Attachment: 5212 Bissonnet-Specific Use Permit (2449 : Public Hearing-5212 Bissonnet SUP)

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THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS EAST ALONG AND WITH THE WESTERLY LINE OF FIFTH STREET, A DISTANCE OF 135 FEET TO A 1/2 INCH IRON ROD FOUND FOR THE SOUTHEAST CORNER OF SAID LOT 1 AND THE HEREIN DESCRIBED TRACT;

THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS WEST, ALONG AND WITH THE SOUTHERLY LINE OF SAID LOTS 1 THROUGH 5, SAME BEING THE NORTHERLY LINE OF A 10 FOOT WIDE ALLEY, A DISTANCE OF 250.00 FEET TO A 5/8 INCH IRON ROD FOUND MARKING THE SOUTHWEST CORNER OF LOT 5 AND THE HEREIN DESCRIBED TRACT;

THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, ALONG THE COMMON LINE BETWEEN LOT 5 AND LOT 6 OF BLOCK 46, A DISTANCE OF 135.00 FEET TO A 5/8 INCH IRON ROD FOUND ON THE SOUTH LINE OF CEDAR STREET, SAID IRON ROD MARKS THE NORTHWEST CORNER OF LOT 5 AND THE HEREIN DESCRIBED TRACT;

THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, ALONG AND WITH SAID SOUTH LINE OF CEDAR STREET, SAME BEING THE NORTHERLY LINE OF LOTS 1 THROUGH 5, A DISTANCE OF 250.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.7748 ACRE (33,750 SQUARE FEET) OF LAND.

TRACT 2:

0.4154 ACRE (18,097 SQUARE FEET) OF LAND, MORE OR LESS, BEING THE NORTH FIFTY FEET (50') OF LOTS NINETEEN (19) AND TWENTY (20), ALL OF LOTS TWENTY TWO (22), TWENTY THREE (23) AND TWENTY FOUR (24) AND PART OF LOT TWENTY ONE (21) IN BLOCK FORTY SIX (46) OF THE TOWN OF BELLAIRE, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 3, PAGE 59 OF THE MAP RECORDS IN HARRIS COUNTY, TEXAS BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING AT AN "X" CUT IN CONCRETE FOUND AT THE INTERSECTION OF THE SOUTH RIGHT OF WAY LINE OF CEDAR STREET (60 FEET WIDE) AND THE WEST RIGHT OF WAY LINE OF FIFTH STREET (60 FEET WIDE), SAID "X" MARKS THE NORTHEAST CORNER OF LOT 1 IN BLOCK 46 OF SAID TOWN OF BELLAIRE;

Attachment: 5212 Bissonnet-Specific Use Permit (2449 : Public Hearing-5212 Bissonnet SUP)

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THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, ALONG WITH THE WEST RIGHT OF WAY LINE OF FIFTH STREET, AT A DISTANCE OF 135.00 FEET PAST A 1/2 INCH IRON ROD FOUND FOR THE SOUTHEAST CORNER OF SAID LOT 1 AND CONTINUING A TOTAL DISTANCE OF 145.00 FEET TO A 1/2 INCH IRON ROD FOUND MARKING THE NORTHEAST CORNER OF LOT 24 AND THE POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, CONTINUING ALONG AND WITH SAID WEST LINE OF FIFTH STREET, A DISTANCE OF 14.55 FEET TO AN "X" CUT IN CONCRETE FOUND ON THE NORTHWESTERLY RIGHT OF WAY LINE OF BISSONNET ROAD (60 FEET WIDE), SAID "X" MARKS THE SOUTHEAST CORNER OF LOT 24 IN SAID BLOCK 46;

THENCE SOUTH 60 DEGREES 06 MINUTES 37 SECONDS WEST, ALONG AND WITH SAID NORTHWESTERLY LINE OF BISSONNET, SAME BEING THE SOUTHEASTERLY LINE OF LOTS 21,22,23 AND 24 IN BLOCK 46, A DISTANCE OF 192.68 FEET TO AN "X" CUT IN CONCRETE FOUND MARKING THE SOUTHERLY MOST CORNER OF THE HEREIN DESCRIBED TRACT, SAID "X" BEARS NORTH 60 DEGREES 06 MINUTES 37 SECONDS EAST 33.00 FEET FROM THE SOUTHWESTERLY CORNER OF LOT 21;

THENCE NORTH 28 DEGREES 32 MINUTES 29 SECONDS WEST LEAVING THE NORTHWEST LINE OF BISSONNET, A DISTANCE OF 68.95 FEET TO AN "X" CUT IN CONCRETE CURB ON THE COMMON LINE BETWEEN LOT 20 AND 21 IN BLOCK 46, SAID "X" MARKS AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS WEST, ALONG A LINE 50 FEET SOUTH OF AND PARALLEL TO THE NORTH LIEN OF SAID LOTS 19 AND 20, A DISTANCE OF 100.00 FEET TO A 1/2 INCH IRON ROD FOUND ON THE WEST LINE OF LOT 19, SAID IRON ROD MARKS AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, ALONG THE WESTERLY LINE OF LOT 19 IN BLOCK 46, A DISTANCE OF 50.00 FEET TO A 1/2 INCH IRON ROD FOUND MARKING THE NORTHWEST CORNER OF SAID LOT 19 AND THE HEREIN DESCRIBED TRACT;

Attachment: 5212 Bissonnet-Specific Use Permit (2449 : Public Hearing-5212 Bissonnet SUP)

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THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, ALONG AND WITH THE SOUTH LINE OF A 10 FOOT WIDE ALLEY DEDICATED PER PLAT, SAME BEING THE NORTHERLY LINE OF LOTS 19 THROUGH 24, A DISTANCE OF 300.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.4154 ACRE (18,097 SQUARE FEET) OF LAND.

TRACT 3:

LOT SIX (6), BLOCK FORTY-SIX (46) OF THE TOWN OF BELLAIRE, AN ADDITION IN HARRIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 3, PAGE 59 OF THE MAP RECORDS OF HARRIS COUNTY, TEXAS, AND THE ADJOINING NORTH 1/2 OF THE ALLEY AS DEEDED BY THE CITY OF BELLAIRE BY INSTRUMENT FILED FOR RECORD UNDER COUNTY CLERK'S FILE NO. S278250.

TRACT FOUR:

ALLEYS ADJOINING TRACTS ONE AND TWO DEEDED BY THE CITY OF BELLAIRE TO THE ABUTTING PROPERTY OWNERS BY QUITCLAIM DEED DATED FEBRUARY 6, 1995, RECORDED DECEMBER 2, 1996 UNDER CLERK'S FILE NO. S228250 OF THE REAL PROPERTY RECORDS OF HARRIS COUNTY, TEXAS.

Restrictive Covenants:

Restrictive Covenants recorded in Volume 1153, Page 134 of the Deed Records of Harris County, Texas, but not limited to those based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, or source of income, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law.

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Easements:

Easement over the rear five feet of Lot 4 as set out in instrument recorded in Volume 1153, Page 134 of the Deed Records of Harris County, Texas.

Any and all sanitary sewers, water lines, or other utilities within abandoned alleys.

Liens:

Deed of Trust from SAGSTEX INVESTMENTS LP to James M. Outlaw, Jr., Trustee for Trustmark National Bank, dated November 22, 2013, filed for record on November 25, 2013, under Clerk's File No. 20130592362 , in the Real Property Records of Harris County, in the principal sum of Two Millions Forty Four Thousand Five Hundred Twelve (\$2,044,512.00).

This letter is issued with the express understanding, evidenced by the acceptance thereof, that Title Company does not undertake to give or express any opinion as to the validity or effect of the instruments listed, and this letter is neither a guaranty or warranty of title.

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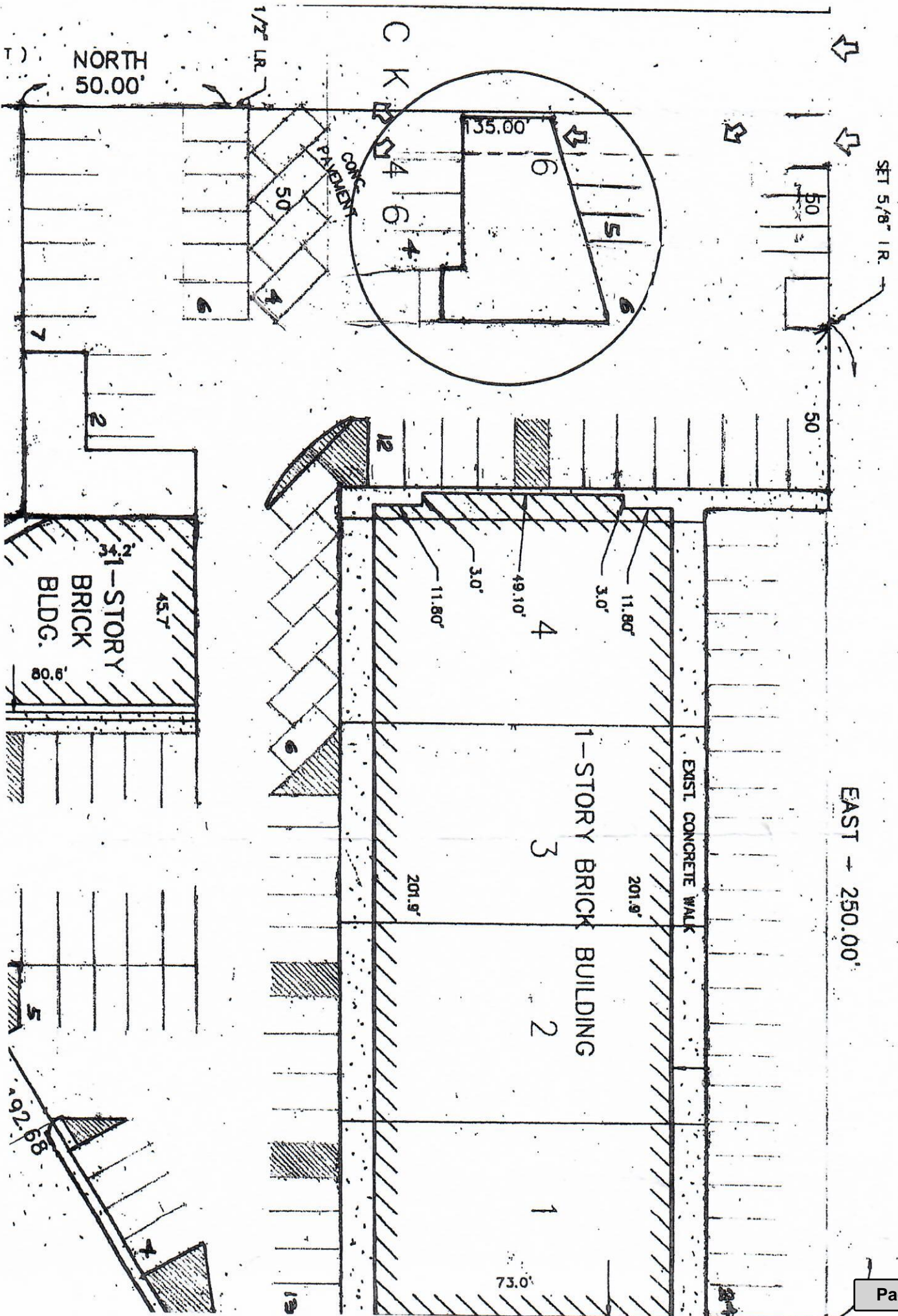
Liability hereunder is limited to the amount paid for same. This report is furnished solely as an accommodation to the party requesting name and should not be relied upon, as a warranty or representation as to the title to the property described herein, and may not be given to or used by any third party. Title Company assumes no liability whatsoever for the accuracy of this report, nor for any omission or error with respect hereto. YOU AGREE TO RELEASE, INDEMNIFY AND HOLD HARMLESS TITLE COMPANY BECAUSE OF ANY NEGLIGENCE BY TITLE COMPANY (WHETHER SOLE, JOINT OR OTHERWISE) FOR ANY CLAIM, LOSS, LIABILITY OR DAMAGES ARISING OUT OF THIS REPORT. This report is not title insurance. If a policy of title insurance is purchased, any liability thereunder shall be determined solely by the terms of such policy.

INNOVATIVE TITLE COMPANY

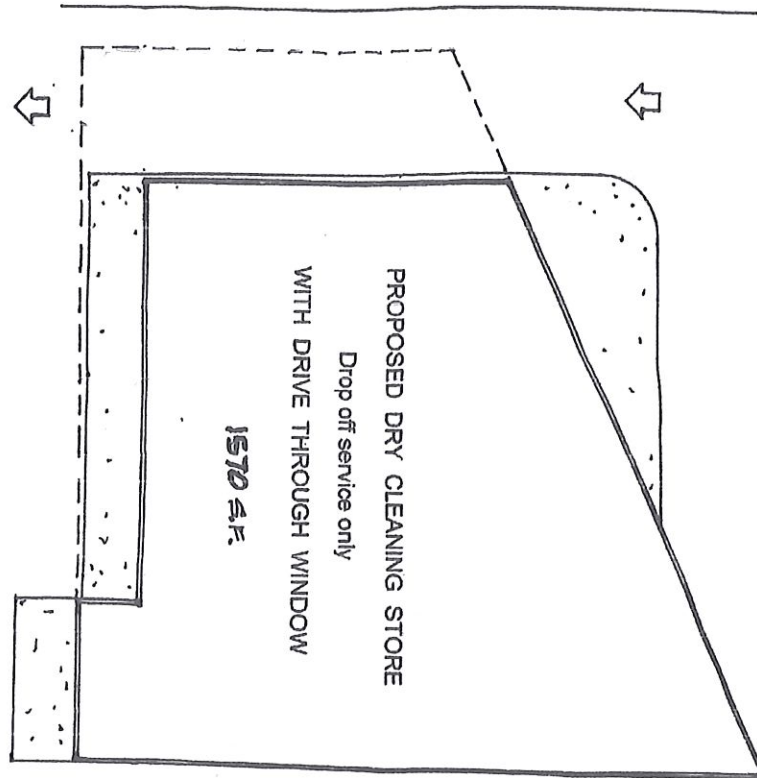
BY 

Kevin Steinberg, Manager

Attachment: 5212 Bissonnet-Specific Use Permit (2449 : Public Hearing-5212 Bissonnet SUP)



PLAN
1/8" = 1'-0"





CITY OF BELLAIRE

Planning and Zoning Commission

March 13, 2018

To: Mayor and City Council
 From: Dirk Stiggins, Chairman, Planning & Zoning Commission *Dirk Stiggins*
 CC: ChaVonne Sampson, Director of Community Development
 Subject: Report and Recommendation on an application for a Specific Use Permit for the use of a drive-through facility at 5212 Bissonnet Street.

On Thursday, February 8, 2018, the Planning & Zoning Commission held a public hearing for the purpose of reviewing an application on a request for a Specific Use Permit (SUP) to allow for Hefner's Plaza Cleaners to utilize an already existing drive-through facility located at 5212 Bissonnet Street. The property is within the Urban Village Downtown (UV-D) Zoning District.

Notifications regarding the public hearing were mailed out to all addresses within 500 feet of the property. Any and all persons desiring to be heard in connection with the Specific Use Permit Application were invited to speak before the Commission.

There were no members of the public who spoke on the application.

Concerns/questions from the Commission included:

- Configuration of the existing onsite parking
- What improvements would be necessary to facilitate the new operations?
- How many can be queued in the drive-through lane?

Mr. Sion Saghian, lessor of the property at 5212 Bissonnet Street, informed the Commission that the existing parking will stay as is, and that he is in the process of re-striping the parking lot. The applicant's representative stated that the only improvement that will be made to the facility is to replace one of the drive-through windows with a chute for night drop-off. City staff confirmed that there is adequate parking on site, as well as enough room for approximately five (5) cars to queue in the drive-through lane.

No additional comments were received after closure of the public hearing.

CONSIDERATION

During consideration of the application, pictures were provided by the applicant depicting the new striping that was completed on the parking lot. There was no further discussion by the Commission.

Attachment: 5212 Bissonnet SUP-P&Z Materials (2449 : Public Hearing-5212 Bissonnet SUP)

RECOMMENDATION

On March 8, 2018, after due consideration and discussion, the Commission found that the application was consistent with the criteria and standards set forth in Section 24-615 of the City of Bellaire Code of Ordinances, and voted 6-0 to recommend approval of the Specific Use Permit at 5212 Bissonnet Street to City Council, with the following recommendations:

- The parking lot striping must remain and be maintained as shown in the photo provided until such time that a change in use occurs. Ordinary wear and tear is accepted.

VOTE OF THE COMMISSION**Members present and voting FOR this recommendation to City Council:**

Mike Axlerad, Ross Gordon, Lynne Skinner, Marc Steinberg, Dirk Stiggins, Weldon Taylor

Members present and voting AGAINST this recommendation to City Council:

None.

Members absent:

Jonathan Saikin



V. PUBLIC HEARINGS

Docket # SUP-2018-02-Public Hearing on an application filed by Abdul Wali Ali, registered agent for Plaza Cleaners, LLC d/b/a Hefner's Cleaners, as applicant, for a Specific Use Permit as required by the City of Bellaire Code of Ordinances, Chapter 24, Planning and Zoning, Section 24-605, Application for Specific Use Permit, to allow for the use of an already existing drive-through facility located at 5212 Bissonnet Street, as provided for in section 24-537 B.(2)a) of the City of Bellaire Zoning Code. The property is located within the Urban Village Downtown (UV-D) Zoning District.

A. Presentation of the Public Hearing Process

Ms. Sampson explained the public hearing process.

B. Presentation by the Applicant

Bill Stone, Attorney representing the Applicant-Mr. Stone informed the Commission that the application is in order and addresses all of the requirements listed in the Code of Ordinances. He explained that the request is to be able to utilize the already existing drive-through for a drop-off and pick-up location for Hefner's Plaza Cleaner, which has been a presence in the City's downtown corridor for many years. He added that the new location has passed all of the City inspections and the applicant has received a certificate of occupancy to operate the business, minus the drive-through. Mr. Stone explained that the property is located within the Urban Village Downtown Zoning District, and all surrounding properties are within that same zoning district. He added that no laundry or cleaning will be done on site. He stated that the hours of operation will be 7:00am-7:00pm, and will include a bin for night drop off for customers that are not able to make it during the hours of operation. Mr. Stone mentioned that City code requires that there be enough room in the drive-through for 3 cars to queue, and that the drive-through in question exceeds this requirement. He then explained that traffic can enter from the west, through the existing alley, north, from Cedar Street, or east, from the lessor's property between the applicant's business and Thai Cottage. Mr. Stone stated that traffic exiting the drive-through lane will be heading south and can exit the alley onto Bissonnet, can proceed east through the drive area between Brisket BBQ and Thai Cottage, can or head back north and go either east or south via the alley. He added that parking is sufficient and is not an issue; the sole focus is simply to be able to use the already existing drive-through lane. Mr. Stone thanked the Commission for their time and asked that they vote in favor of the application.

C. Staff Findings

Ms. Sampson informed the Commission that the applicant is seeking a Specific Use Permit (SUP) to allow for the use of an already existing drive-through facility at 5212 Bissonnet Street, as provided for in Section 24-537 B. (2) a) of the City of Bellaire Code of Ordinances. She explained that the business has relocated from its previous location at 5204 (A) Bissonnet Street, and is currently using the property at 5212 Bissonnet as a drop off laundry service; no cleaning or laundry will be done at this location. She added that Hefner's Plaza Cleaners is currently leasing all of the 1,570 square feet of the existing building owned by Sagstex Investments, LP, which previously housed a drive-through banking facility. Ms. Sampson stated that the former business utilized four drive-in lanes, but the current applicant only intends to use one. Ms. Sampson explained that the building has met all city codes for occupation, and a Certificate of Occupancy has been granted without the use of the drive-in, pending the approval of this application. She mentioned that during the certificate of occupancy inspection, staff

confirmed that the property does have an adequate amount of on site parking spaces for the proposed use. Ms. Sampson mentioned that the current zoning for the property is the Urban Village Downtown Zoning District, and that notice was given to property owners within 500 feet of the property in question. She stated that the mail outs were sent on January 24, 2018, the legal notice was published in the Southwest News on January 23, 2018, and a notification sign was also installed on the property on January 23, 2018. Ms. Sampson informed the Commission that a Development Review Committee meeting was recently held with other city departments regarding this application, and no negative feedback was received. She added that there is no recommendation for this meeting, as the consideration of the item will be on the Commission's March agenda.

D. Public Comments

- i. Persons at the meeting who have indicated their desire to address the Commission by submitting the form provided shall have three (3) minutes each to present comments concerning the Application. This time limit may be extended to five (5) minutes at the discretion of the Chair with the consent of the Commission.**

There were no public comments.

E. Response of Applicant

There was no response from the applicant.

F. Questions from the Commission

Commissioner Axelrad asked where the main entrance is into the building. He added that he would hate to see people only being able to enter the building in the same place where the drive-through is.

Sion Saghian, lessor-Mr. Saghian explained that there are three entrances to the building, one on Cedar, one on Bissonnet, and the third at the drive-through.

Commissioner Axelrad asked if the property is currently striped the way that it is shown on the site plan.

Mr. Saghian stated that it is striped, but has significantly faded. He added that he is in the process of re-striping.

Commissioner Saikin mentioned the 6 parking spaces on the northwest side of the building. He asked if those spaces would be re-striped the way that they are currently, or if they would be reconfigured. Commissioner Saikin pointed out that in looking at the site plan, it looks as though it would be difficult for those cars to back out with cars in the drive-through lane.

Mr. Saghian explained that they will be re-striped in the same way that they are now. He then realized that the site plan is incorrect, and explained that the parking runs north/south, not east/west. Mr. Saghian stated that he would get the corrected site plan to the Commission before the next meeting.

Commissioner Gordon asked if any improvements would be necessary to facilitate the new operations, or if the infrastructure is already present.

Mr. Stone explained that the only improvement that will be made is the replacement of one window at the drive-through with a drop-off chute.

Commissioner Skinner asked how many queued cars can fit in the drive-through.

Ms. Sampson stated that a measurement was conducted by City staff, which determined that there is enough space for the queuing of five cars.

Chairman Stiggins asked if any comments were received by staff regarding the notices that were mailed out.

Ms. Sampson stated that there were no comments received.

G. Invitation for Written Comments, if applicable

City staff informed the public that written comments on the application will be accepted until February 28th, at 5:00 PM.

H. Closure of the Public Hearing

Chairman Stiggins closed the public hearing at 6:24 PM.

VI. CURRENT BUSINESS (ITEMS FOR DISCUSSION, CONSIDERATION, AND/OR POSSIBLE ACTION)

- A. Docket # SU-2018-02-Consideration of an application filed by Abdul Wali Ali, registered agent for Plaza Cleaners, LLC d/b/a Hefner's Cleaners, as applicant, for a Specific Use Permit as required by the City of Bellaire Code of Ordinances, Chapter 24, Planning and Zoning, Section 24-605, Application for Specific Use Permit, to allow for the use of an already existing drive-through facility located at 5212 Bissonnet Street, as provided for in section 24-537 B.(2)a) of the City of Bellaire Zoning Code. The property is located within the Urban Village Downtown (UV-D) Zoning District.

Ms. Sampson gave a brief overview of the application and what the Commission had heard during the public hearing for the item. She mentioned that a question had come up about the existing onsite parking configuration, for which the applicant had submitted the corrected site plan.

Bill Stone, attorney for the applicant-Mr. Stone provided the Commissioners with a picture of what the striping in the parking lot looks like currently.

The Commission voted 6-0 in favor of the application.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Mike Axelrad, Commissioner |
| SECONDER: | Marc Steinberg, Vice Chairman |
| AYES: | Axelrad, Gordon, Taylor, Steinberg, Stiggins, Skinner |
| ABSENT: | Saikin |

- B. Approval of the Commission's Report & Recommendation to City Council regarding the request for a Specific Use Permit at 5212 Bissonnet Street.

Staff ensured the Commission that the conversation and vote taken during consideration of the item would be added to the report.

Commissioner Axelrad suggested that there be a condition put on the application stating that the striping must stay as is depicted in the picture.

Staff pointed out that the application had already been voted on, but that language could be included on the report as a recommendation to City Council.

The Commission then voted to approve the Report with the following recommendation:

"The Parking lot striping must remain, and be maintained as shown in the photo provided; until such time that a change in use occurs. Ordinary wear and tear is accepted."

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| RESULT: | ADOPTED AS AMENDED [UNANIMOUS] |
| MOVER: | Mike Axelrad, Commissioner |
| SECONDER: | Ross Gordon, Commissioner |
| AYES: | Axelrad, Gordon, Taylor, Steinberg, Stiggins, Skinner |
| ABSENT: | Saikin |



CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

MARCH 5, 2018

Council Chamber

Regular Session

7:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

REGULAR SESSION - 7:00 P.M.

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

Andrew S. Friedberg, Mayor, called the Regular Session of the City Council of the City of Bellaire, Texas, to order at 7:00 p.m. on Monday, March 5, 2018.

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

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

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

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

C. Inspirational Reading and/or Invocation - Neil Verma, Council Member.

Neil Verma, Council Member, provided the inspirational reading for the evening.

D. Pledges to The Flags - Neil Verma, Council Member.

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

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.

Mayor Friedberg referred to page 7 of the agenda packet, which was a copy of a proclamation that the City Council presented to City Manager Paul A. Hofmann on Friday, March 2, 2018, on the occasion of his being honored by the University of Houston MPA Program as "2018 Public Official of the Year." As recited in the

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

proclamation, the award is now in its seventh year and 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 the service ideals for which they stand.

Mayor Friedberg advised that City Manager Hofmann was very gracious in receiving the award. Mayor Friedberg also stated that it was truly special to have all of City Council present at the awards luncheon, as well as department directors to represent the staff. Mayor Friedberg concluded by congratulating City Manager Hofmann on his award.

F. Personal/Audience Comments.

Doug Christians:

Mr. Christians addressed City Council regarding a home located on Palmetto Street. He stated that the front yard of the home was paved to allow up to six vehicles to be parked in front of the home. During heavy rains, Mr. Christians advised that water from the home flowed onto abutting properties. He urged City Council to investigate whether or not paving a front yard is legal and the steps that have been taken to address the issue.

Christine Drusch:

Ms. Drusch addressed City Council in reference to the home Mr. Christians had spoken to previously. She indicated that her home had not flooded during any of the recent storms (Tropical Storm Allison, Hurricane Ike, Tax Day, Memorial Day, and even Hurricane Harvey). However, Ms. Drusch was concerned about future flooding as a result of the property being built up and run-off associated with the property during rains. The owner of the home told Ms. Drusch that they were planning to deck the entire backyard and had requested a variance for that purpose.

In closing, Ms. Drusch asked what was allowed and who she needed to contact regarding the issue. **City Manager Hofmann** told her that he would meet with her regarding the issue.

Jane McNeel:

Ms. McNeel addressed City Council regarding the branding study. She indicated that the City asked for a branding proposal from only one firm. The initial cost for the study and focus groups was \$49,000.00, and the study was approved by a majority of City Council. She noted that based on her review of the proposal, the cost could rise another \$180,000.00 or more plus hourly fees as high as \$165.00 per hour for out-of-scope work. For total transparency, Ms. McNeel urged the City to place the contracts and proposal on the City's website.

Ms. McNeel stated that it was her understanding that although the adoption of a new logo was on hold due to negative reviews from residents, City Council was considering using the branding study to make a decision about verbal and typographic elements.

Ms. McNeel advised that she understood that the City was paying the architects of the municipal facilities for assistance with typographic decisions, but she had not yet received her requested information on that contract.

Residents valued Bellaire's small-town feel and community spirit, highly-rated schools,

our own police and fire departments, wonderful library, parks, and central location. That was Bellaire's brand, and that a change in font would not make one bit of difference in her opinion, but would result in a great deal of spending on necessary items and services.

Many residents were suffering from the financial and emotional cost of flooded homes, even as homeowners faced a property tax increase. She asked why the City would spend potentially hundreds of thousands of dollars for something that was not broken in her opinion, and she urged City Council to concentrate on other things that needed to be fixed.

Johanna Moran:

Ms. Moran addressed City Council and reassured them that the residents did appreciate their hard work for the City. She thanked City Council for putting off the decision on a brand and thinking about it further.

She urged City Council to put off the decision on the verbal presentation of the elements as Ms. Moran felt it was way off. She also urged City Council to get some actual citizen input if we have to go through with some type of change.

Lastly, Ms. Moran spoke to a conclusion that a Council Member came to in response to the branding comments. People were offering their heartfelt thoughts about what constituted a good seal for Bellaire and what could be done to represent the citizens. She urged City Council to use the citizens for issues, such as branding, in the future and to use taxpayers' money for things that were really necessary.

Danny Spencer:

Mr. Spencer addressed City Council with a comment on earlier complaints from residents regarding parking in front of homes. He stated that there was a similar situation on Chestnut Street. He knew the City's Code Enforcement Officer would enforce cars parked in the grass, but felt that having concrete in the front might be a loop around any code regulations. He suggested that this was something the Building and Standards Commission could look at.

As for the logo, Mr. Spencer stated he learned a few things during the last meeting regarding the way the logo was proposed, but he seriously wanted to vocalize his opinion that tradition was really important. The City's existing logo was wonderful and representative of the community in his opinion.

Mr. Spencer suggested that the City should have considered a contest involving residents and local schools. He indicated that he believed the City would have gotten many wonderful logos for a \$5,000.00 scholarship to a college.

Dub Crochet:

Mr. Crochet thanked the City Manager and City for the continued efforts to assist residents with debris management from the hurricane.

With respect to branding, Mr. Crochet agreed that Mr. Spencer's suggestion of a contest might have been a good idea. He indicated that to see a water increase and tax increase was tough for many people, and stated that the money spent on branding was money not spent well in his opinion.

Richard Franke:

Mr. Franke reiterated the previous compliment to members of the City Council for all of their hard work. He asked why the City was spending money on a logo when the City had severely deteriorated infrastructure that needed to be replaced at a cost of \$350 million. He expressed concern that people were unwittingly moving into the City and buying into that liability.

Mr. Franke urged City Council to take care of things in a more businesslike fashion. In his opinion, a prudent risk assessment study needed to be performed. He urged City Council to get their mind on infrastructure.

Lynn McBee:

Ms. McBee addressed City Council regarding the proclamation received by City Manager Paul A. Hofmann earlier in the evening. She expressed interest in learning how the process worked for the selection of public officials for the year.

Reference was made to a City Council Subcommittee on a remarkably good job in recommending changes to the board and commission appointee interview process. With respect to the proposed application for boards and commissions, Ms. McBee suggested that the question regarding voter registration be reworded to indicate that the voter was registered in Harris County as opposed to Bellaire. She opposed the question asking an applicant for the name of his or her employer. She expressed concern that people on one side of an issue or another could be persecuted by an employer.

With respect to alcoholic beverages, she stated her understanding that every park in the City was allowed to have alcohol, and urged City Council to reconsider allowing alcohol in the parks.

Ms. McBee stated that the financial report showed the City trending up on the municipal facilities project. She asked City Council what they were going to cut. She felt there must be things that the City could cut to manage the project better.

In closing, Ms. McBee stated that the current logo was a great rendition and done at a point in the history of Bellaire that was very meaningful to many residents that were here before the City Council got here. She expressed concern that the City had allowed eight people to decide on the community's identity, and urged City Council to drop the whole thing.

At the conclusion of personal/audience comments, **Mayor Friedberg** summarized one written comment the City Council received in connection with tonight's meeting, which was a question related to item H. 3. **Micki Mastin** noted that each logo design recommended different typefaces and wondered how a typography could be chosen before deciding on a logo.

Mayor Friedberg advised that personal/audience comments were concluded and moved to the next item on the agenda, the City Manager's Report.

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.

Paul A. Hofmann, City Manager, presented the City Manager's Report dated

March 5, 2018, to members of the City Council. The report included an overview of communication updates, visual examples of beautification efforts made by the City in rights-of-way and parks, reminders of upcoming events (Wine & Tapas and Trolley Run), kudos to the L.I.F.E. Advisory Board and L.I.F.E. program participants on their recent tour of the City's Wastewater Treatment Plant, an overview of upcoming City Council meetings and agenda items, and words of appreciation to the Friends of the Bellaire Library for their recent donation of a Little Free Library at Evelyn's Park.

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

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

Terrence Beaman, Chief Financial Officer, presented the monthly financial report for the period ended January 31, 2018, to members of the City Council. The report included an overview of revenues and expenditures in the General Fund, Enterprise Fund, and Debt Service Fund.

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

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

Patricia King-Ritter, Board President and Interim Executive Director for Evelyn's Park, presented the Evelyn's Park Quarterly Report to members of the City Council. She advised that former Executive Director Denton Ragland retired and that she was appointed by the Board to serve as the Interim Executive Director.

The Executive Committee, comprised of Patricia King-Ritter, Lou Waters, and Scott Aronstein, would help manage the operations of the park in the interim.

One of the priorities for the park was to get to revenue neutrality. They were also working to step-up awareness and more engagement with the community. The Executive Committee was working to populate their calendar with events and classes.

President and Interim Executive Director King-Ritter referenced successful recurring events, which included "Market in the Park," "Cars in the Park" and "Art in the Park." Educational classes, such as a tree identification series by Trees for Houston, self-defense and teen dating, would be offered. Other classes under consideration were photography, nutrition, and weight management.

The Executive Committee was also working on the long-awaited "Alice in Wonderland" sculpture. The sculpture installation was set for April 9 and 10, 2018. On April 22, 2018, Evelyn's Park would celebrate its one-year anniversary.

President and Interim Executive Director King-Ritter introduced Lou Waters for a report on a survey conducted by the Evelyn's Park Conservancy, as well as building and solar updates.

Lou Waters, Board Vice President and Member of the Executive Committee, referred to a survey that the Evelyn's Park Conservancy sent out to their contact email members of 2,400 people. He noted that the City also sent the survey out to all City residents. Just under 600 responses were received. Many compliments were received through the survey, as well as a clear message from the community regarding things they wanted to see.

The main messages included the need for work on the café selection of food and service; more activities for families and children on an ongoing basis in the early evening; more shade in the park; and requests for the City to allow dogs in the park.

With respect to the building update, the Evelyn's Park Conservancy was working on warranty issues related to the original construction contract. The fountain was noted to be an ongoing problem in the park, which was not easy to fix.

Vice President Waters advised that upgrades were also underway, the most notable of which were string lights over the café. Significant improvements were made to the play hill based on early experience, as well as vegetation in the park. There were many trees and shrubs that needed to be replaced. Vice President Waters advised that the trees and shrubs would be replaced by Trees for Houston at no charge to the City.

Reference was made to solar panels that were installed on the office building in Evelyn's Park that were projected to cover in the high 20% range of the park's electricity usage. The solar panels were actually covering approximately 30% of the park's usage. Vice President Waters indicated that he believed the day-to-day park business would later be at net zero in that it would generate as much energy as it consumed.

Mayor Friedberg opened the floor for questions from the Mayor and Council. Following questions, Mayor Friedberg announced that the Evelyn's Park Conservancy Quarterly Report was concluded and continued to the next item on the agenda.

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.

David R. Montague, Council Member, presented recommended improvements to the boards and commissions process to members of the City Council. He began by publicly recognizing the good support the Special Committee ("Committee") had received from staff. Council Member Montague also introduced the other members of the Committee, Council Members Michael Fife and Trisha S. Pollard, and acknowledged the several suggestions made earlier by Bellaire resident Lynn McBee. He advised that the Committee would adapt the suggestions accordingly.

Application Process

After providing an overview of the data gathering process that the Committee went through, Council Member Montague reviewed recommended changes to the application process. He advised that a new fillable application form was created,

and that the Committee recommended that the new application form be completed by new applicants, as well as applicants reapplying for a position on a board or commission. This would allow City Council to view the same dataset for those applying for a board and those reapplying for a board. The Committee also recommended that an applicant select up to three choices (as opposed to five or six), and that an applicant could only serve on one board at a time.

Council Member Montague advised that website descriptions for the City's boards and commissions were standardized so that the same information was available for all boards and commissions. In addition, a link to the last annual report of the boards and commissions was also included with the website descriptions.

Interview Process

With respect to the interview process, Council Member Montague stated that the Committee recommended that all interviews be conducted within one week or close to one week during an off-week, such as the second full week in June for 2018. A script was also developed by the Committee consisting of a standard welcome and process summary by the Mayor, followed by the same three questions of each applicant to be asked by the Council Member who serves as the liaison to the applicant's first choice of a board or commission. The floor could then be opened for questions from other members of the City Council followed by the Mayor's standard close and thanks to the applicant.

Planning Ahead for the 2018 Process

Based on the outcome this evening, Council Member Montague asked each Council Liaison to discuss the new process at their next board or commission meeting so that their members were aware and could complete the new application if reapplying. He also asked Council Liaisons to work with their board or commission to determine the approximate number of hours an applicant would spend each month in meetings and preparing for meetings.

In closing, Council Member Montague advised that eight vacancies were projected assuming all board members eligible to reapply (i.e., 19) did so.

Mayor Friedberg opened the floor for questions of the Committee from the Mayor and Council. Following questions, he entertained a motion to adopt the Committee's recommendations with the understanding that interviews would be conducted on an off-week after polling Council's availability.

Motion:

To adopt the Committee's recommendations with the understanding that interviews would be conducted on an off-week after polling Council's availability.

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

Discussion ensued among members of the City Council regarding the motion. Following discussion, action was taken on the motion.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | David R. Montague, Council Member |
| SECONDER: | Trisha S. Pollard, Council Member |
| AYES: | Friedberg, Verma, Pollard, Pappas, McLaughlan, Fife, Montague |

H. New Business:

1. Consent Agenda:

a. Adoption of Minutes:

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

- 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.

Mayor Friedberg read the captions of the items on the Consent Agenda and provided a few items of note. He indicated that staff identified, between the publication of the packet and tonight's meeting, a few revisions that needed to be made prior to consideration of the items.

For item b.i., a substitute ordinance was provided for clarification purposes that replaces the term "alcohol beverages" with "beer and wine." In addition, Board President and Interim Executive Director of Evelyn's Park Patricia King-Ritter had asked that the date "April 12" be substituted for the date "April 6" in the ordinance. In other words, favorable action on this item would reflect a date change from "April 6" to "April 12."

For items b. iii. and b. iv., items related to the water and wastewater projects, staff prepared two substitute Standard Forms of Agreement making the City Manager the signatory and adding language required by the Texas Government Code concerning a prohibition on contracts with companies that boycott Israel.

Mayor Friedberg inquired as to whether any member of the City Council wished to remove an item or items from the Consent Agenda for separate consideration.

Gus E. Pappas, Mayor Pro Tem, requested separate consideration of Consent Agenda items b. iii. and b. iv. Trisha S. Pollard, Council Member, requested separate consideration of Consent Agenda item b. ii.

Mayor Friedberg entertained a motion to adopt the remainder of the Consent Agenda, consisting of items a., minutes, and b. i., the Evelyn's Park temporary suspension of the restriction for beer and wine with the revisions already noted.

Motion:

To adopt the Consent Agenda dated March 5, 2018, consisting of two items, a. and b. i.

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

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

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

Separate Consideration of Item b. ii.

Mayor Friedberg re-read the caption for agenda item b. ii. and opened the floor for questions and discussion. Following questions and discussion, Mayor Friedberg entertained a motion to adopt the resolution as presented approving participation by the City in the North Texas SHARE Program.

Motion:

To adopt the resolution as presented approving participation by the City in the North Texas SHARE Program.

{Moved by Pat B. McLaughlan, Council Member, and seconded by David R. Montague, Council Member}

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Pat B. McLaughlan, Council Member |
| SECONDER: | David R. Montague, Council Member |
| AYES: | Friedberg, Verma, Pollard, Pappas, McLaughlan, Fife, Montague |
| NAYS: | None |
| ABSENT: | None |

Separate Consideration of Item b. iii.

Mayor Friedberg re-read the caption for agenda item b. iii. and entertained a motion to adopt the ordinance as presented.

Motion:

To adopt the ordinance as presented authorizing the execution and attestation of 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.

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

Mayor Friedberg opened the floor for discussion and questions from the Mayor and Council. Following discussion and questions, action was taken on the motion.

| | |
|---------------------------------------|--|
| RESULT:ADOPTED [UNANIMOUS] | |
|---------------------------------------|--|

| | |
|------------------|---|
| MOVER: | Gus E. Pappas, Mayor Pro Tem |
| SECONDER: | Trisha S. Pollard, Council Member |
| AYES: | Friedberg, Verma, Pollard, Pappas, McLaughlan, Fife, Montague |
| NAYS: | None |
| ABSENT: | None |

Separate Consideration of Item b. iv.

Mayor Friedberg re-read the caption for agenda item b. iv. and entertained a motion to adopt the ordinance as presented.

Motion:

To adopt the ordinance as presented authorizing the execution and attestation of 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.

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

Mayor Friedberg opened the floor for discussion and questions from the Mayor and Council. Following discussion and questions, action was taken on the motion.

| | |
|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Trisha S. Pollard, Council Member |
| SECONDER: | Gus E. Pappas, Mayor Pro Tem |
| AYES: | Friedberg, Verma, Pollard, Pappas, McLaughlan, Fife, and Montague |
| NAYS: | None |
| ABSENT: | None |

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.

Mayor Friedberg read the agenda caption and entertained a motion to adopt the ordinance as presented authorizing the execution of an agreement with Academic Specialties Texas for the purchase and installation of first responder locker systems for the Municipal Facilities Project in the amount of \$67,160.00.

Motion:

To adopt the ordinance as presented authorizing the execution of an agreement with Academic Specialties Texas for the purchase and installation of first responder locker systems for the Municipal Facilities Project in the amount of \$67,160.00.

{Moved by Neil Verma, Council Member, and seconded by Michael Fife, Council Member}

Mayor Friedberg opened the floor for discussion and questions from the Mayor and Council. Following discussion and questions, action was taken on the motion.

| | |
|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Neil Verma, Council Member |
| SECONDER: | Michael Fife, Council Member |
| AYES: | Friedberg, Verma, Pollard, Pappas, McLaughlan, Fife, Montague |

- 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.

Mayor Friedberg read the agenda caption and entertained a motion to adopt the ordinance as presented authorizing the execution of 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.

Motion:

To adopt the ordinance as presented authorizing the execution of 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.

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

Mayor Friedberg opened the floor for discussion and questions from the Mayor and Council. Hearing none, Mayor Friedberg called for action on the motion.

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

3. Item for Individual Consideration:

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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.

Cheryl Bright, Administrative Services Manager, introduced the agenda item to members of the Council. She stated that the City of Bellaire entered into a contract with Design by Principle in April of 2017 to evaluate and articulate the City's sense of identity for both visual and verbal perspectives. The resulting brand identity package was presented to City Council for review on January 22, 2018, with three elements as follows: the verbal identity, the typography, and iconography (logo). On February 19, 2018, City Council came to a consensus to consider only the typography and verbal identity this evening.

Depending on the outcome this evening, Administrative Services Manager Bright advised that the City would plan to use the typography and verbal elements to help the City to create a brand identity implementation plan.

Motion:

To formally adopt (1) the verbal identity produced by the branding exercise, and (2) the recommended typography system for the City including for signage in the new municipal buildings.

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

Mayor Friedberg opened the floor for discussion and questions from the Mayor and Council, as well as deliberation on the motion.

Following discussion, questions and deliberation, action was taken on the motion.

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

I. Community Interest Items from the Mayor and Council.

Community interest items from the Mayor and Council included expressions of congratulations to City Manager Paul A. Hofmann on his receipt of a well-deserved award as "2018 Public Official of the Year" from the University of Houston MPA Program; expressions of thanks and appreciation to Patricia King-Ritter for taking on the task of Interim Executive Director of Evelyn's Park and to Denton Ragland for his service as Executive Director of Evelyn's Park; appreciation of the Council Special Committee's work on the boards and commissions application and interview processes; expressions of congratulations to the Bellaire Little League on their fun kick-off event; wishes for a Happy Birthday to former Mayor Betty Janicek; expressions of congratulations to Bellaire resident Doug Christians on his quest to give 20 gallons of blood (i.e., he has already contributed 18 gallons); and reminders to vote in the Primary and to attend the following Tuesday events: Bellaire Business Association breakfast with a guest speaker from the Harris County Flood Control District, afternoon tour of Project Brays by the City Council and the Flood Hazard Mitigation Task Force, and evening meeting of the Flood

Hazard Mitigation Task Force.

J. Adjourn.

Mayor Friedberg announced that the Regular Session was adjourned at 10:17 p.m. on Monday, March 5, 2018.

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

City of Bellaire

Monthly Financial Report for the period ended January 31, 2018



Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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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 |

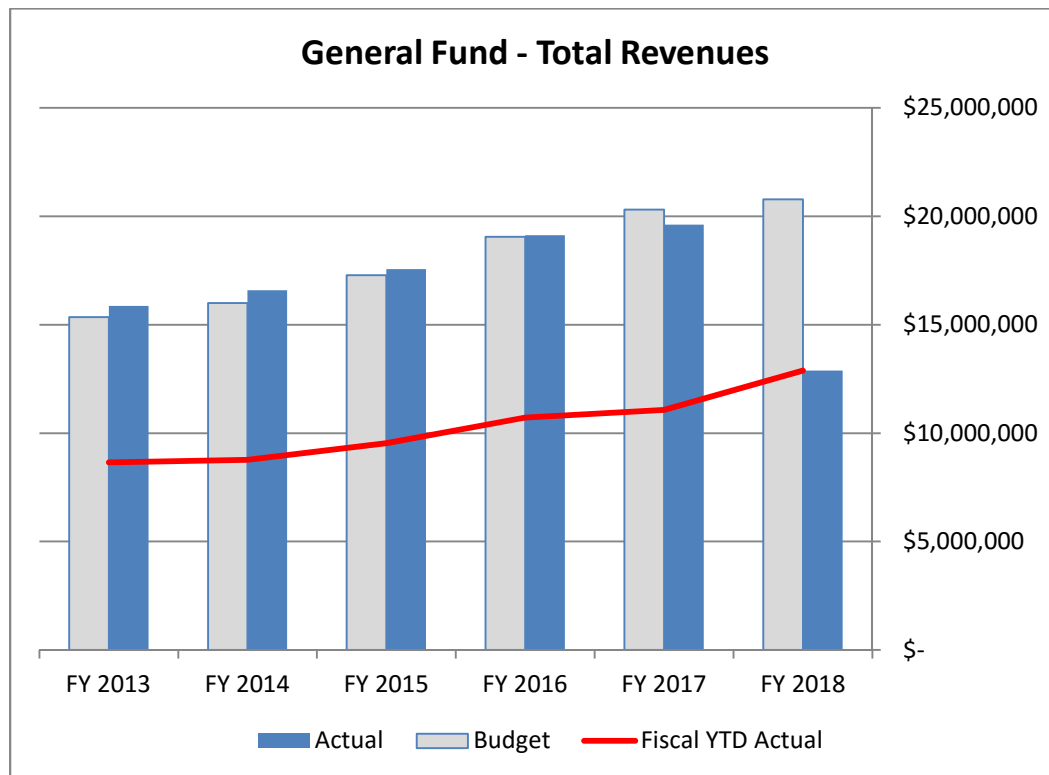
For the four months ended January 31, 2018, the General Fund collected 62% of its total budgeted revenues and is over its allocated budget by \$987,917, or 8%.

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.

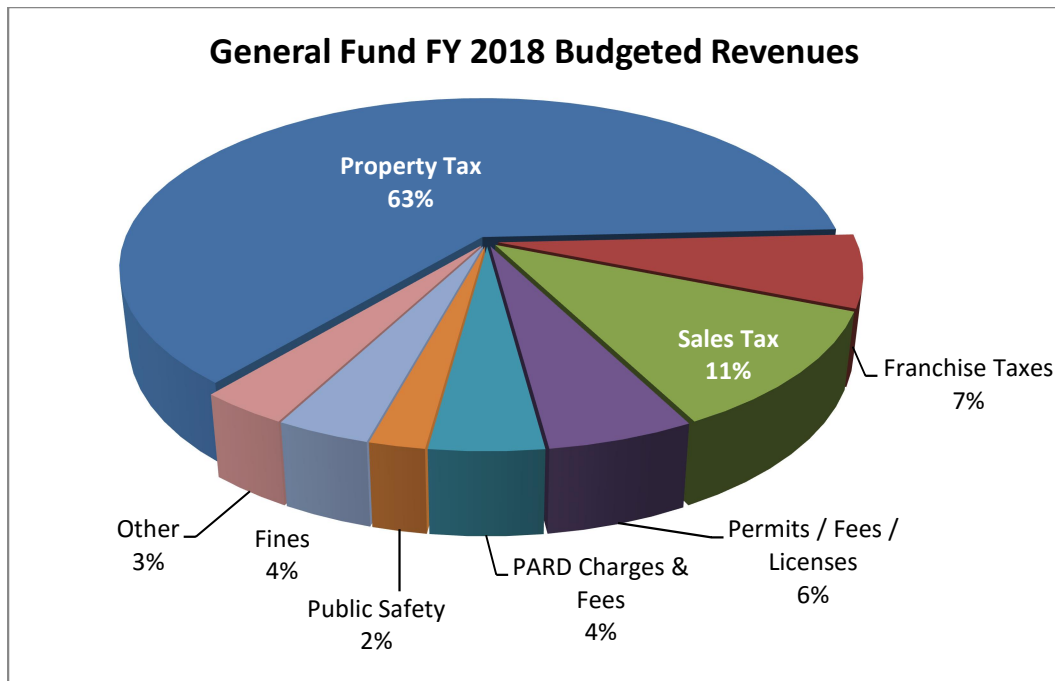
Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

| 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.

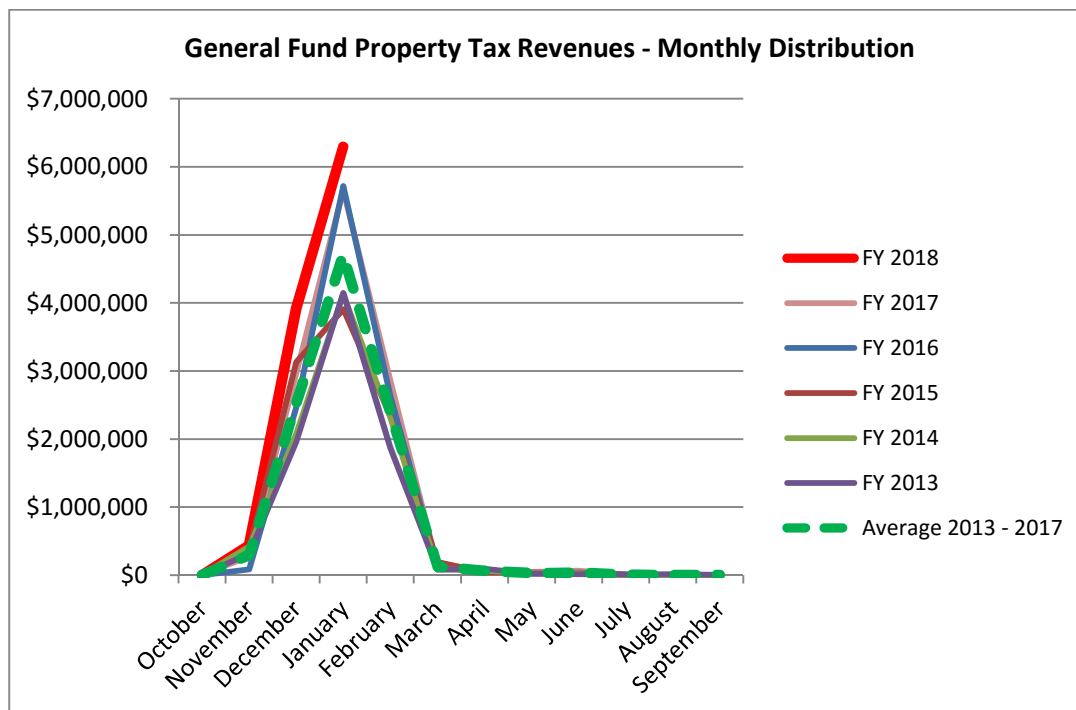


Property tax makes up the largest category of revenue in the General Fund at 63% of all FY 2018 budgeted revenues, followed by sales tax at 11% and franchise taxes at 7%.



Property Tax

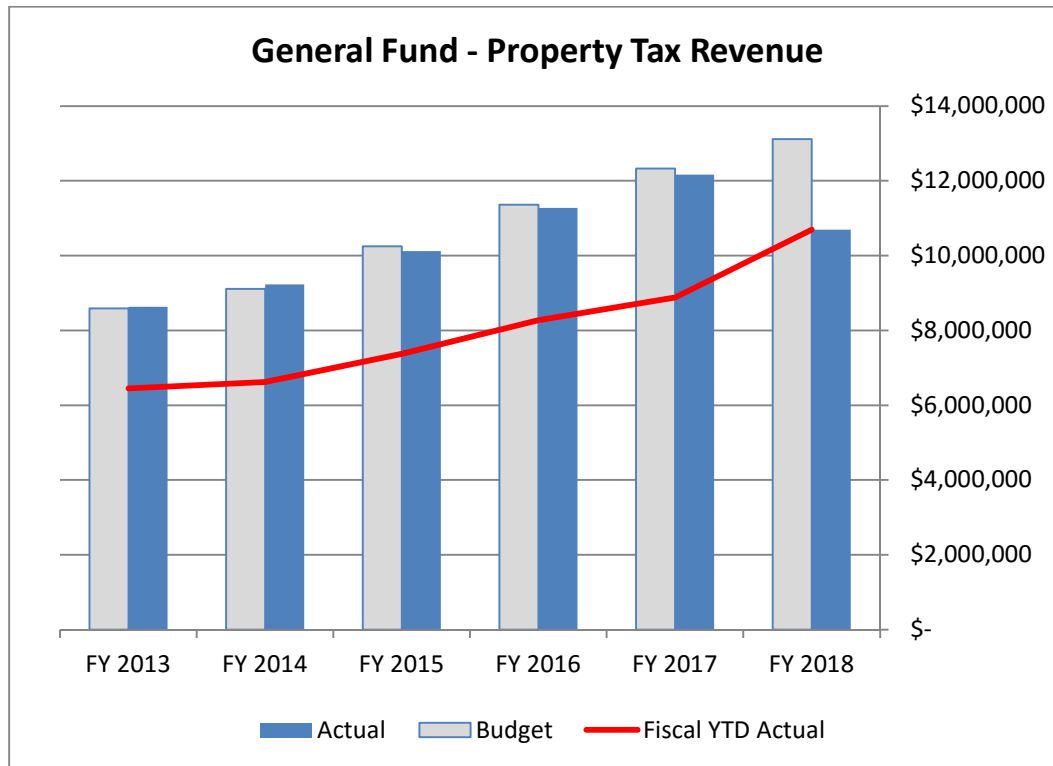
The timing of property tax collections is driven by the January 31 due date, after which penalties are incurred. As reflected in the following chart, Property taxes are weighted heavily toward the December to February time period due to the aforementioned due date.



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.

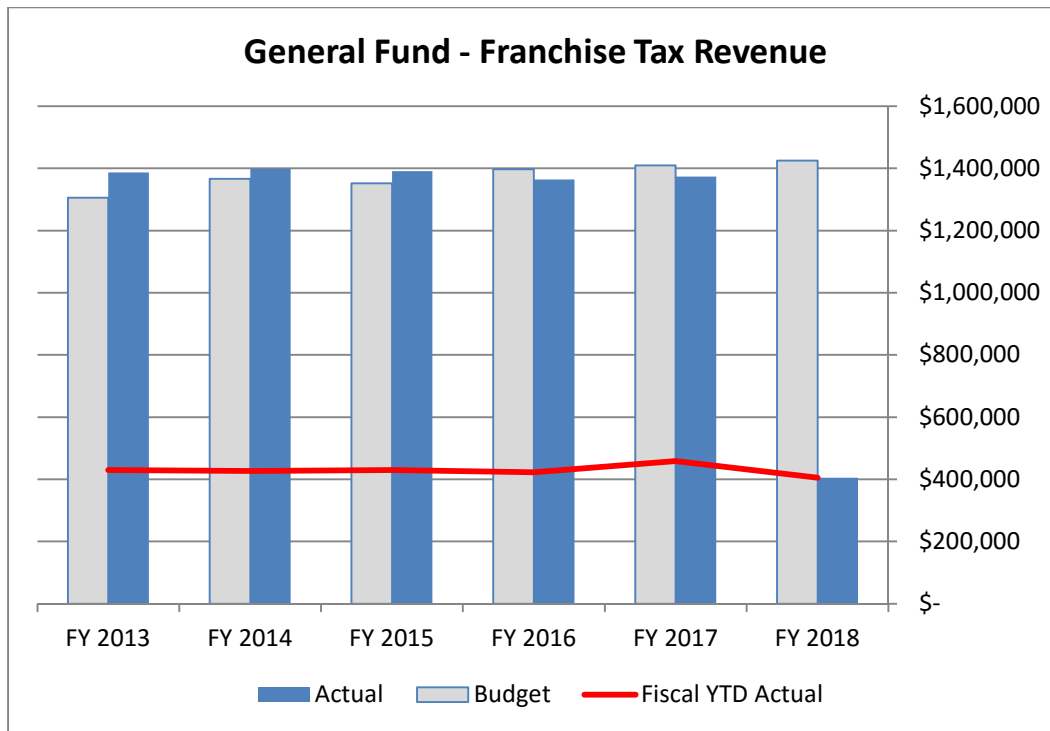
FY 2018 property taxes are budgeted for \$13.1 million, an increase of \$0.8 million over FY 2017's \$12.3 million. The budgeted increase in property taxes is driven by a general tax rate increase of \$0.0127 per \$100 of assessed value, or 5.0%, and a 1.9% increase in taxable values.



Franchise Taxes

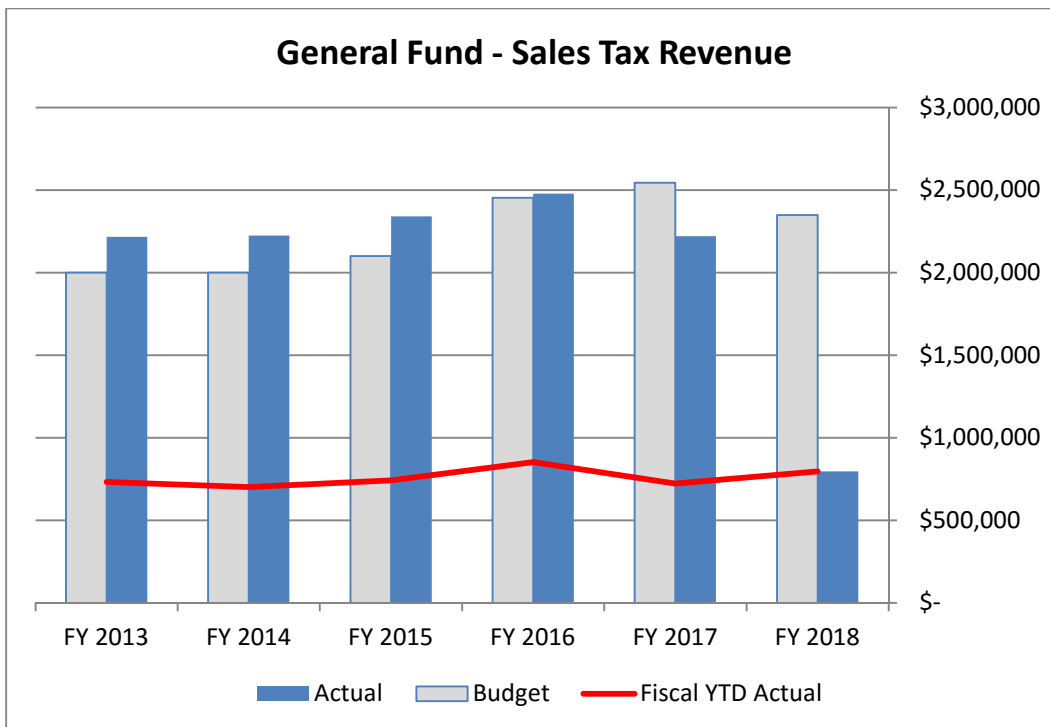
Franchise taxes of \$405,279 for the four months ended January 31, 2018 are under the allocated budget by \$41,411, or 9%. Electric franchise tax payments are generally received monthly. Gas, telephone, and cable franchise tax payments are generally received quarterly. Normally, we receive a quarterly 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%.

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



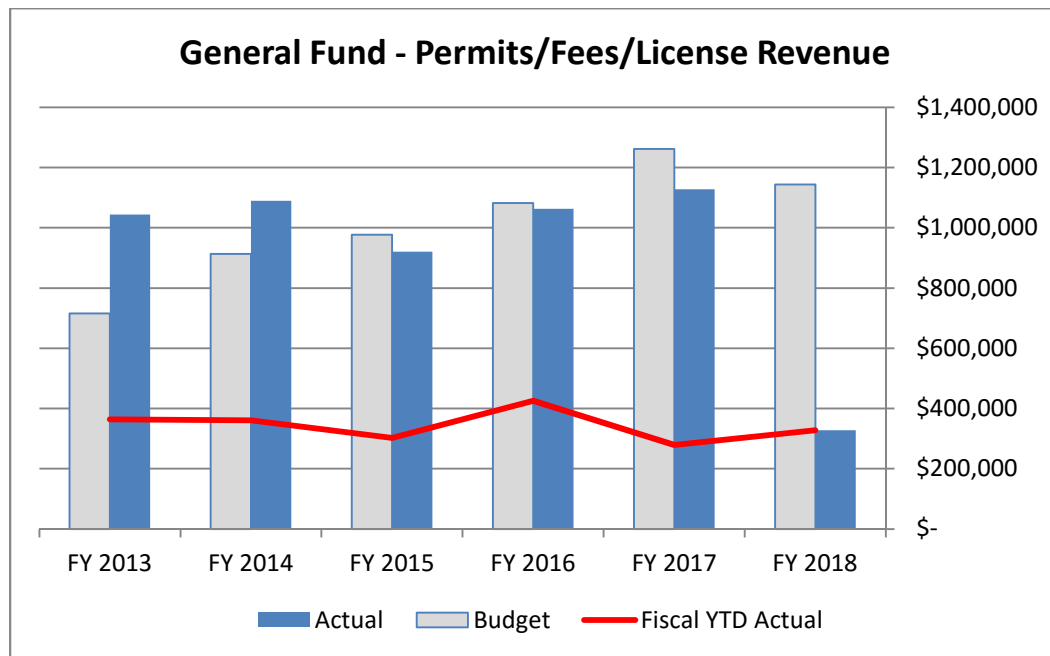
Sales Tax

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

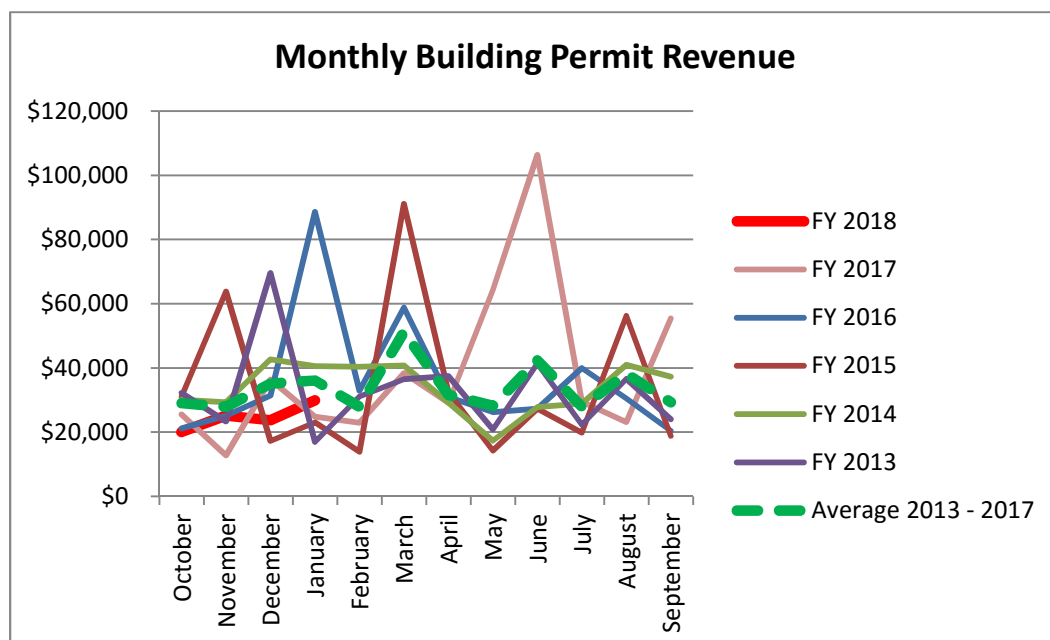


Permits, Fees, and Licenses

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

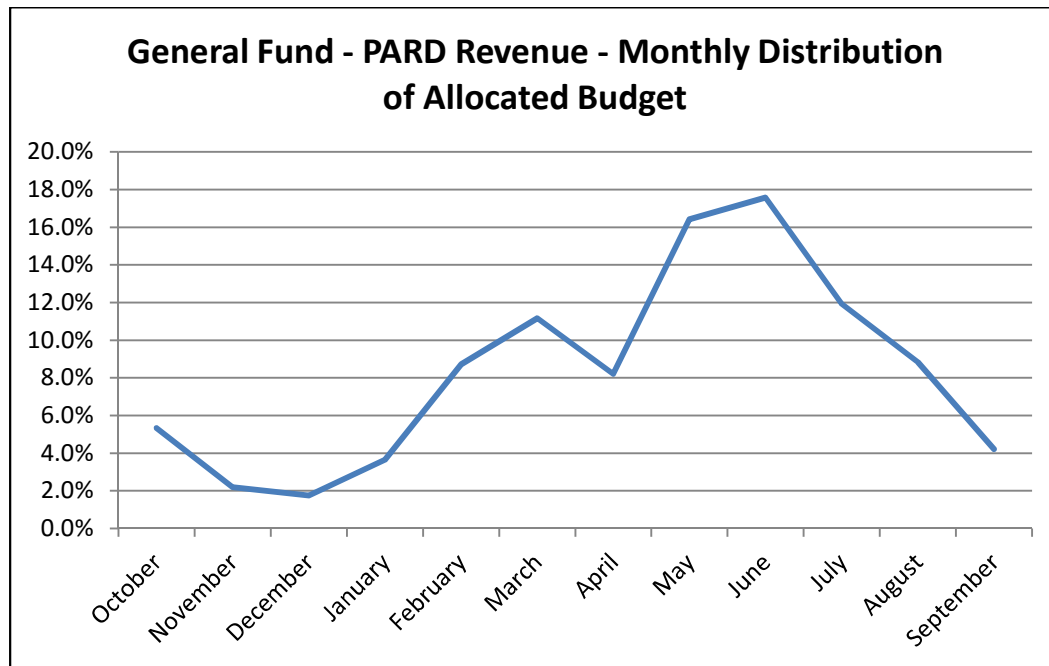


Building permit revenue makes up 62% of the permits/fees/license revenue budget. As reflected in the following chart, building permit revenue is volatile from month-to-month. Other categories of building permit revenue exhibit similar monthly volatility. We will continue monitoring permit revenue as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

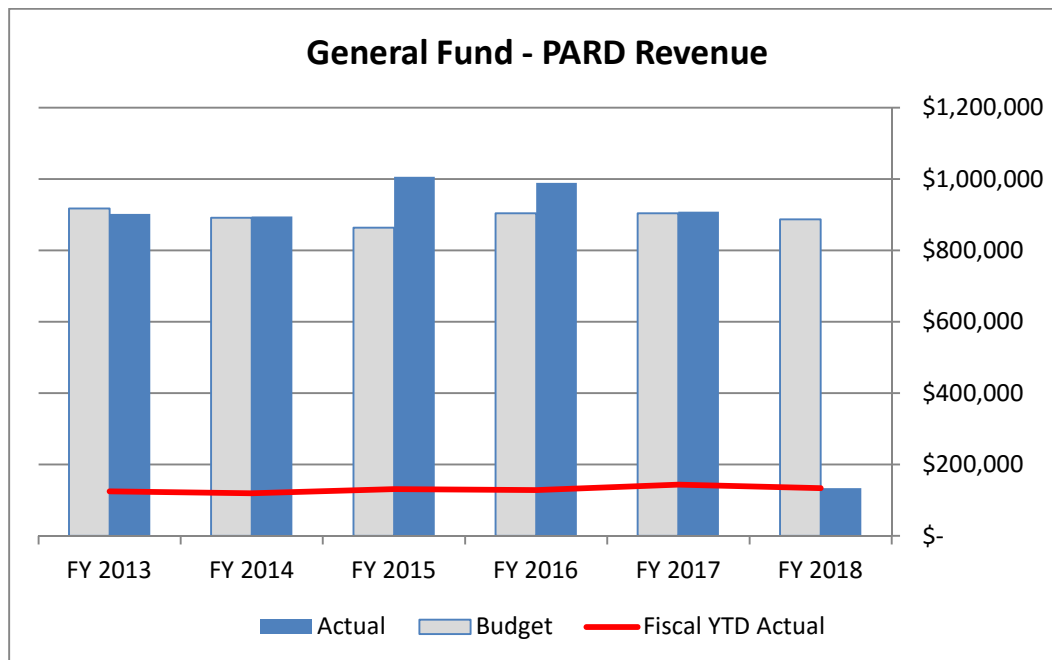


PARD Charges & Fees

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.

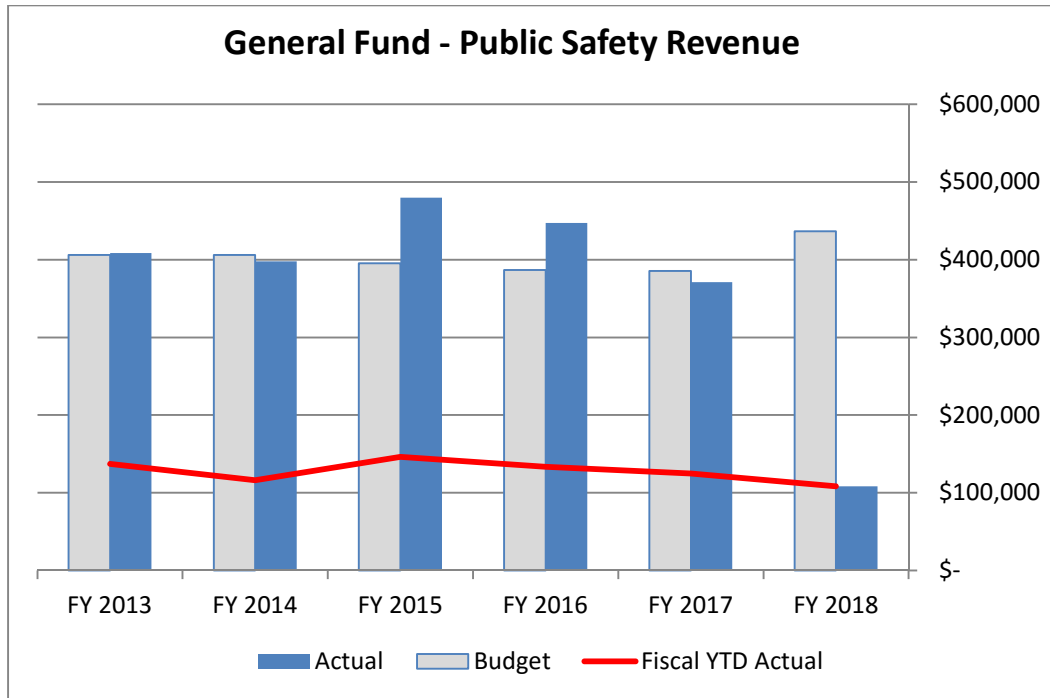


Parks and Recreation fees of \$134,150 are over the allocated budget by \$11,523, or 9%.

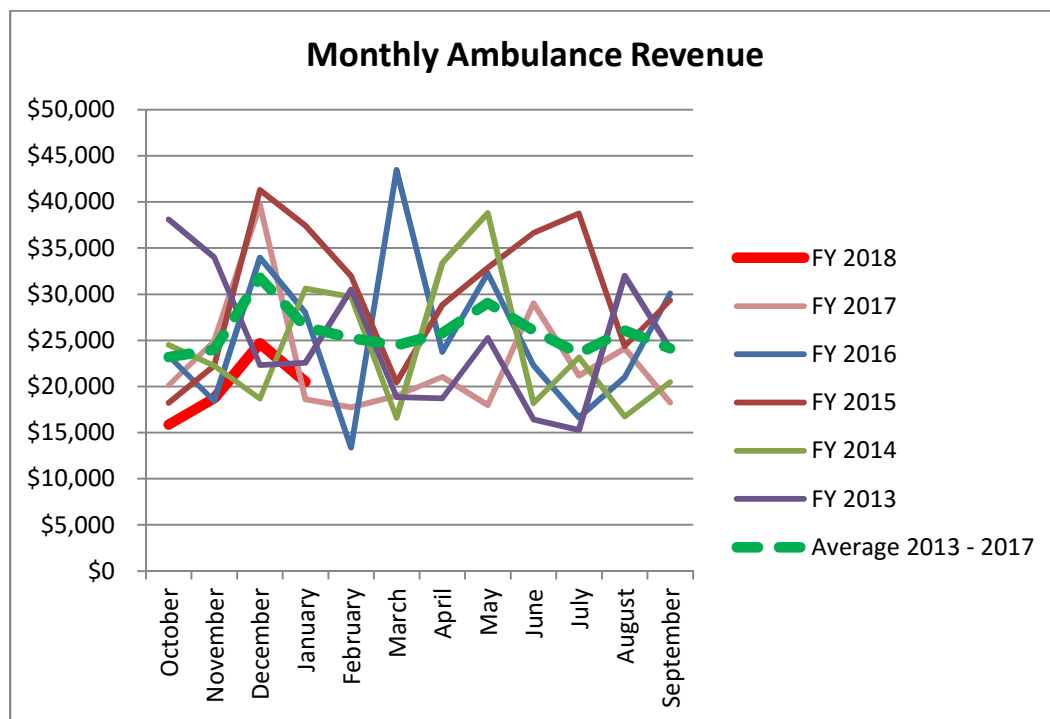


Public Safety

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



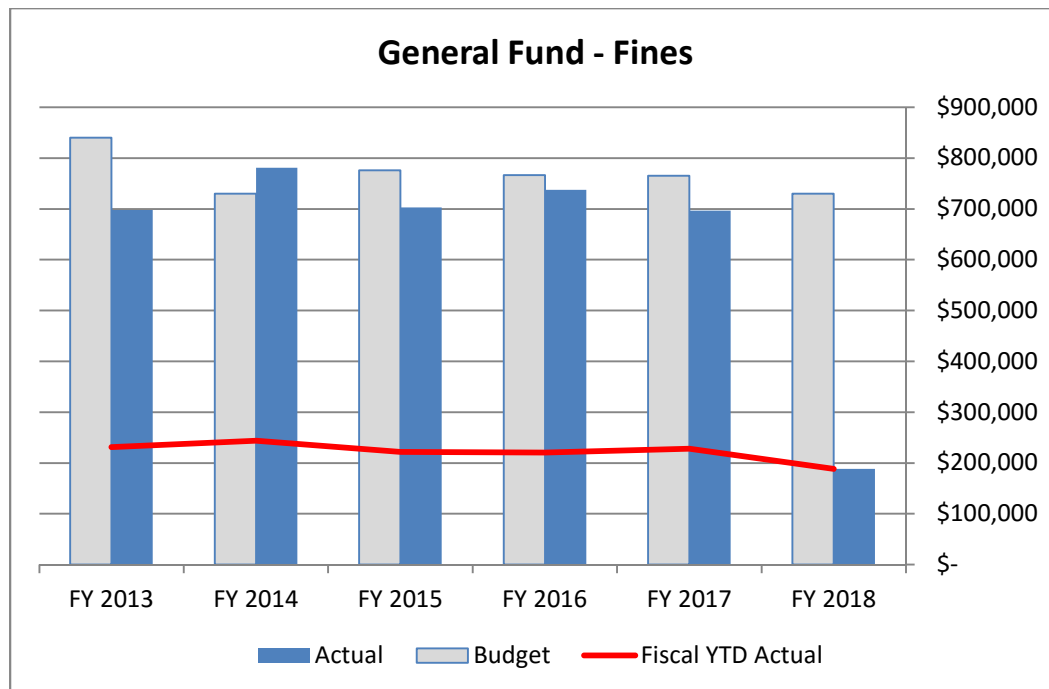
Ambulance fees make up 80% of the public safety revenue budget. As reflected in the following chart, ambulance fees are volatile from month-to-month. We will continue monitoring public safety revenue as the year progresses to determine if it continues to trail the allocated budget.



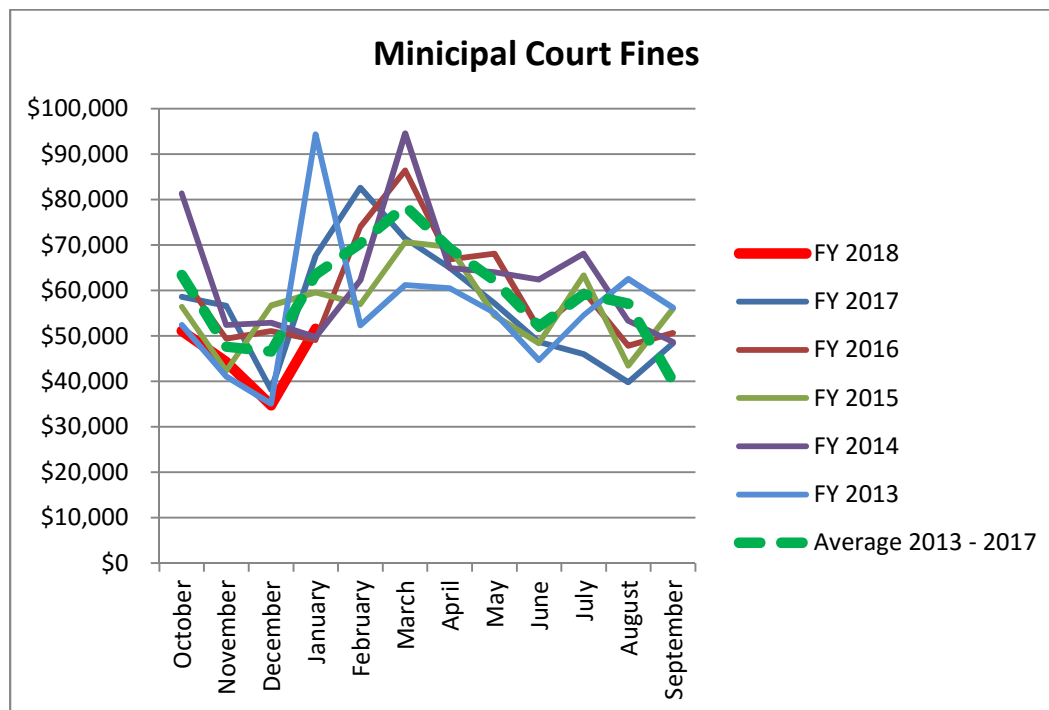
Fines

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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:

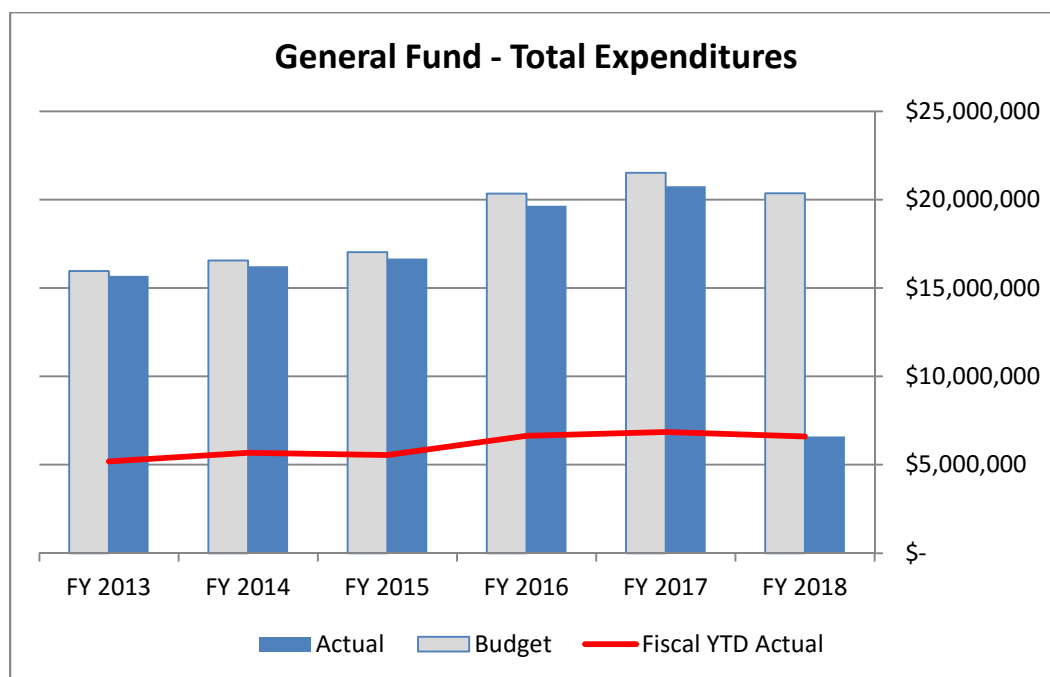
| FY 2018 Budget | Fiscal YTD Allocated Budget | Fiscal YTD Actual | Over/(Under) Allocated Budget |
|----------------|-----------------------------|-------------------|-------------------------------|
| \$20,359,848 | \$6,908,202 | \$6,598,984 | (\$309,218) |

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%.

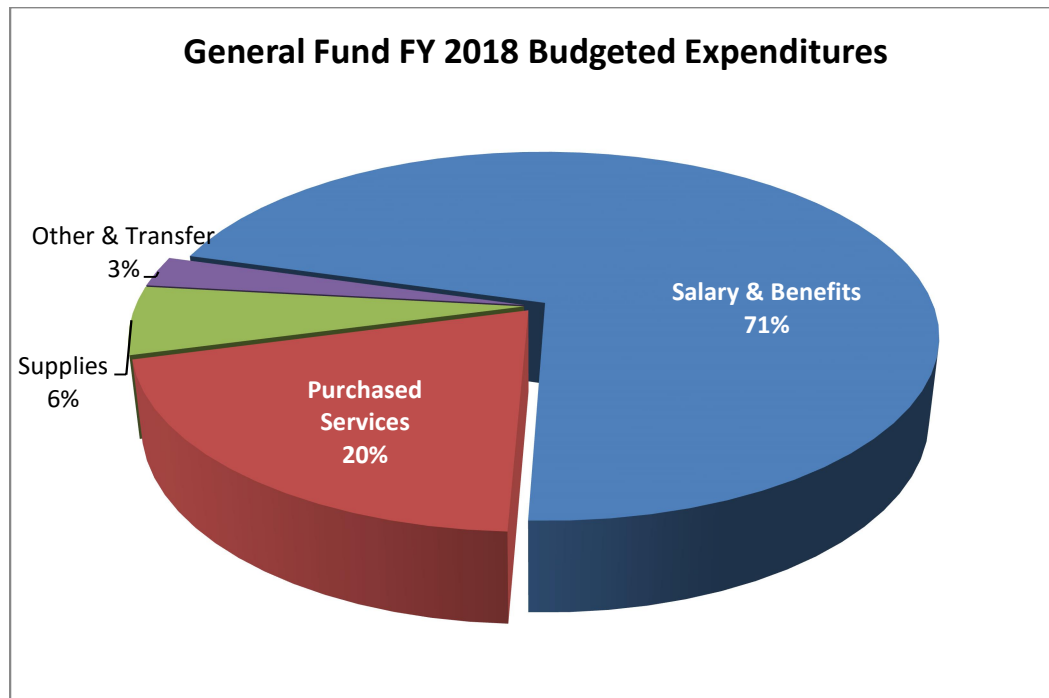
As reflected in the following table, the expenditure categories causing the majority of the variance from allocated budget are salaries and purchased services, which combined are under the allocated budget by \$391,348.

| 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.

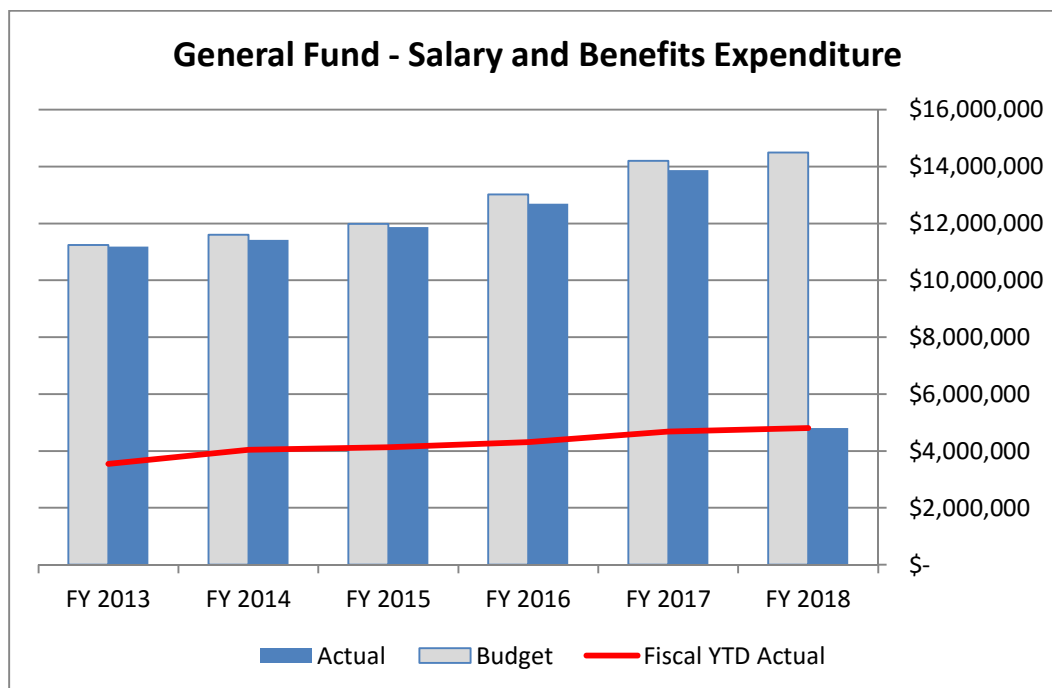


Salaries and benefits make up the largest category of expenditures in the General Fund at 71% of all FY 2018 budgeted expenditures, followed by purchased services at 20%.



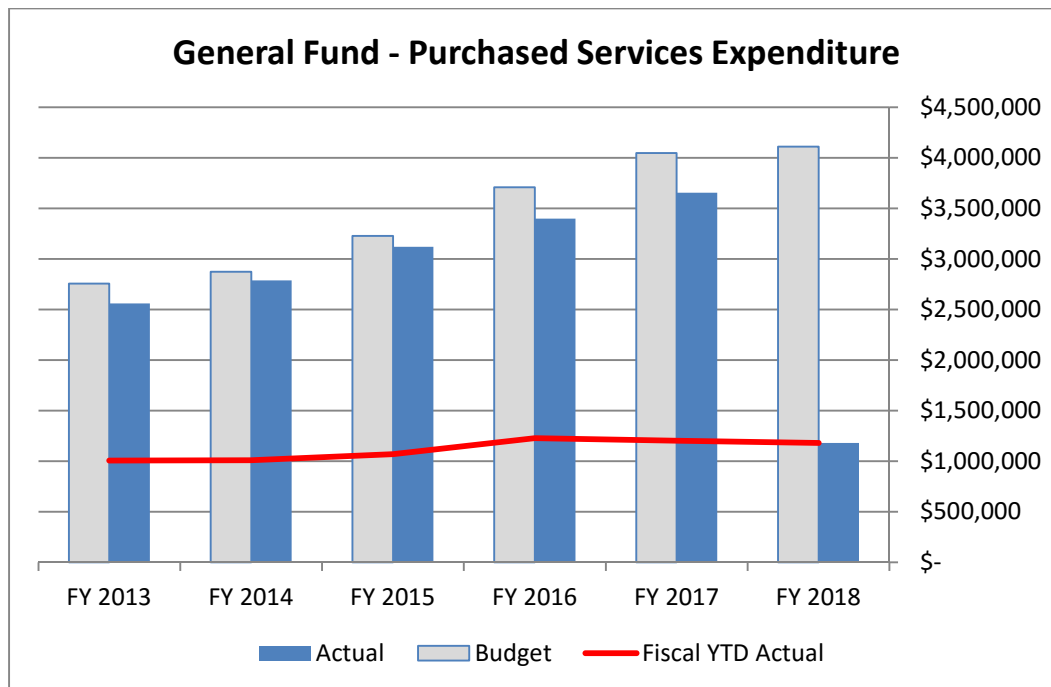
Salary and Benefits

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%.



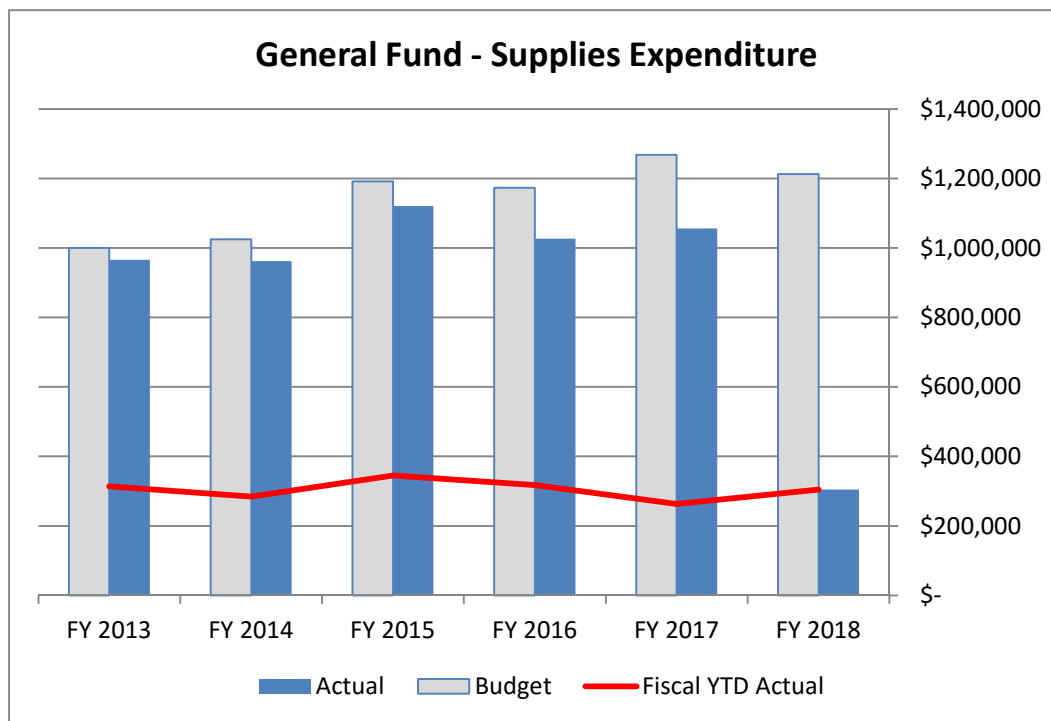
Some of the larger departmental level variances contributing to purchased services expended during the four months ended January 31, 2018 being below the FY 2018 allocated budget include:

- 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%.



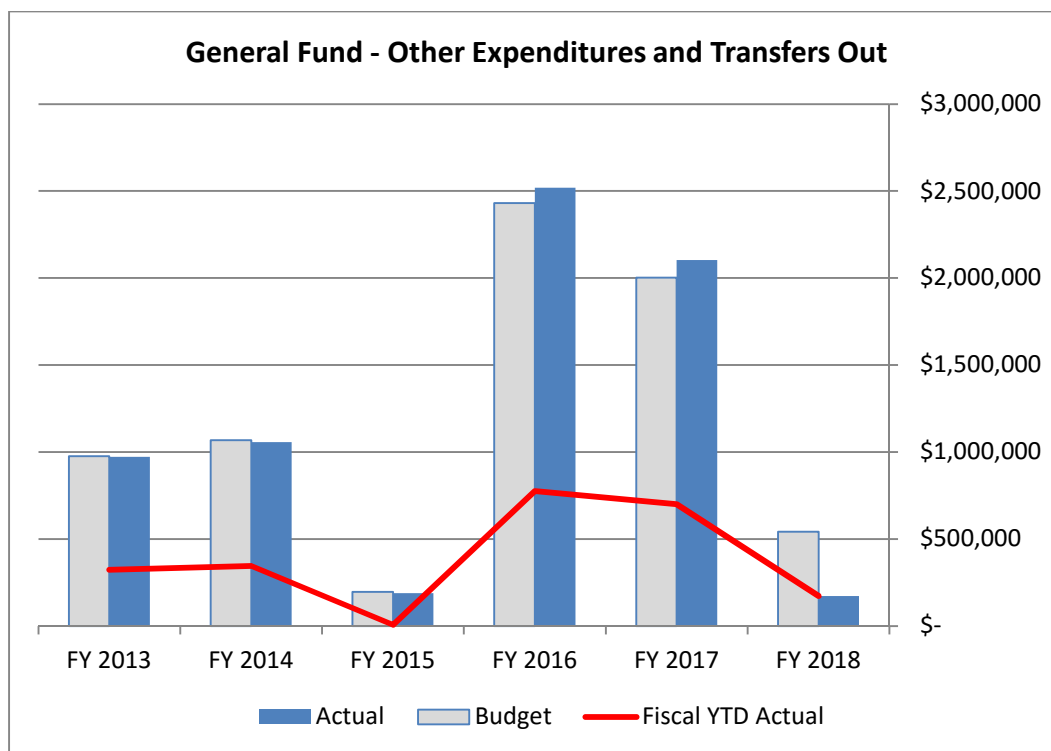
Some of the larger departmental level variances contributing to supplies expended during the four months ended January 31, 2018 being below the FY 2018 allocated budget include:

- 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:**

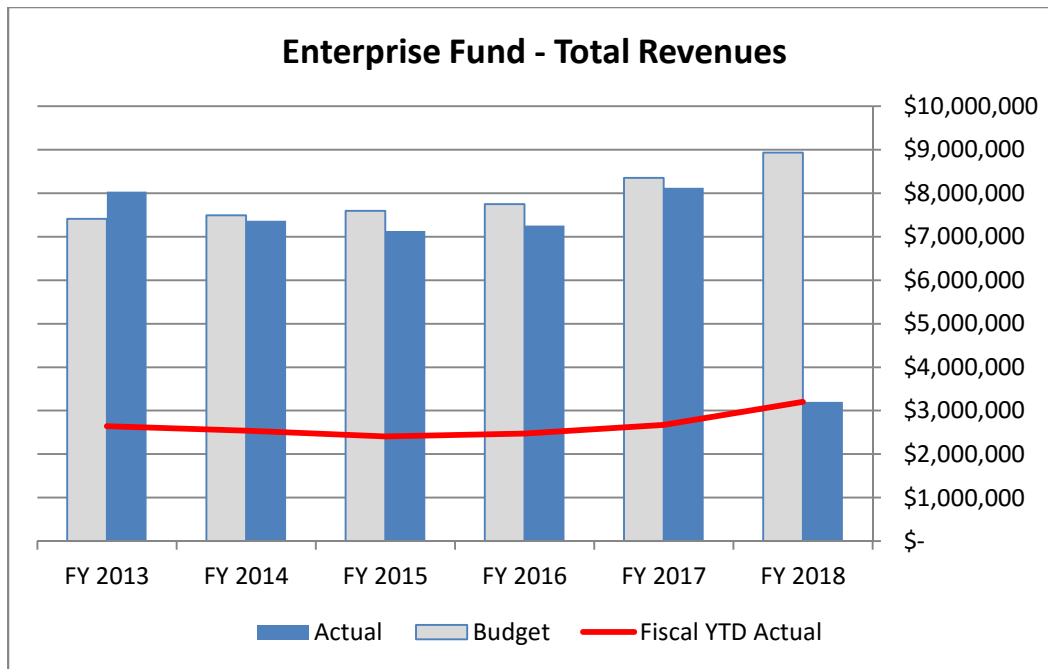
| FY 2018 Budget | Fiscal YTD Allocated Budget | Fiscal YTD Actual | Over/(Under) Allocated Budget |
|-------------------|-----------------------------------|----------------------|----------------------------------|
| \$8,932,118 | \$2,995,162 | \$3,202,609 | \$207,447 |

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%.

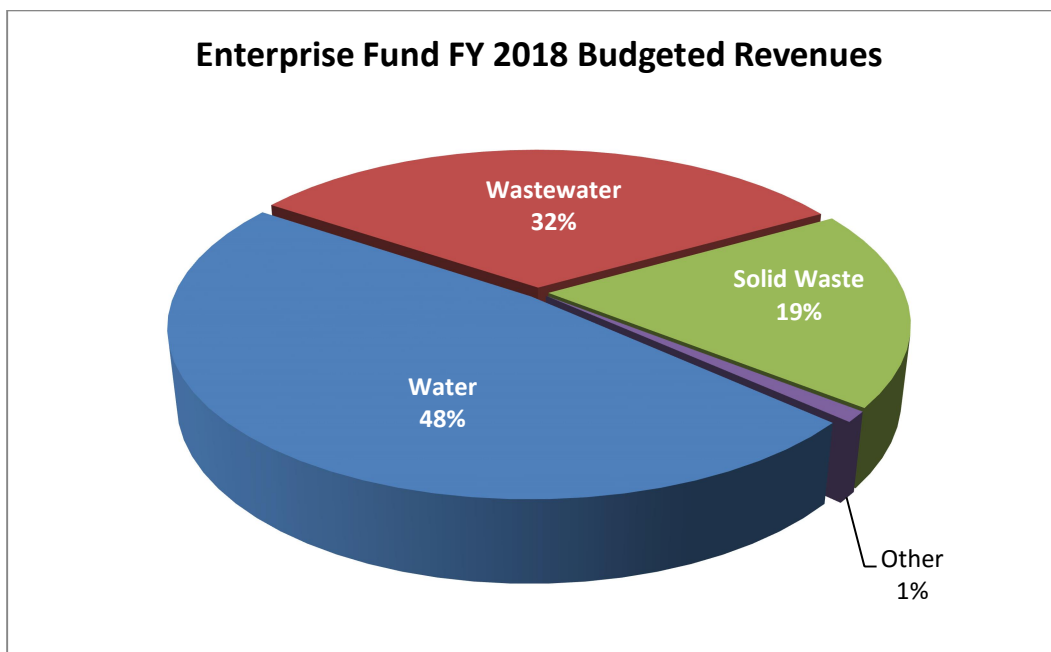
As reflected in the following table, the revenue category causing the majority of the variance from allocated budget is other revenues, which includes \$214,439 of unbudgeted insurance proceeds related to Hurricane Harvey. If this revenue source is excluded, the Enterprise Fund is under its allocated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

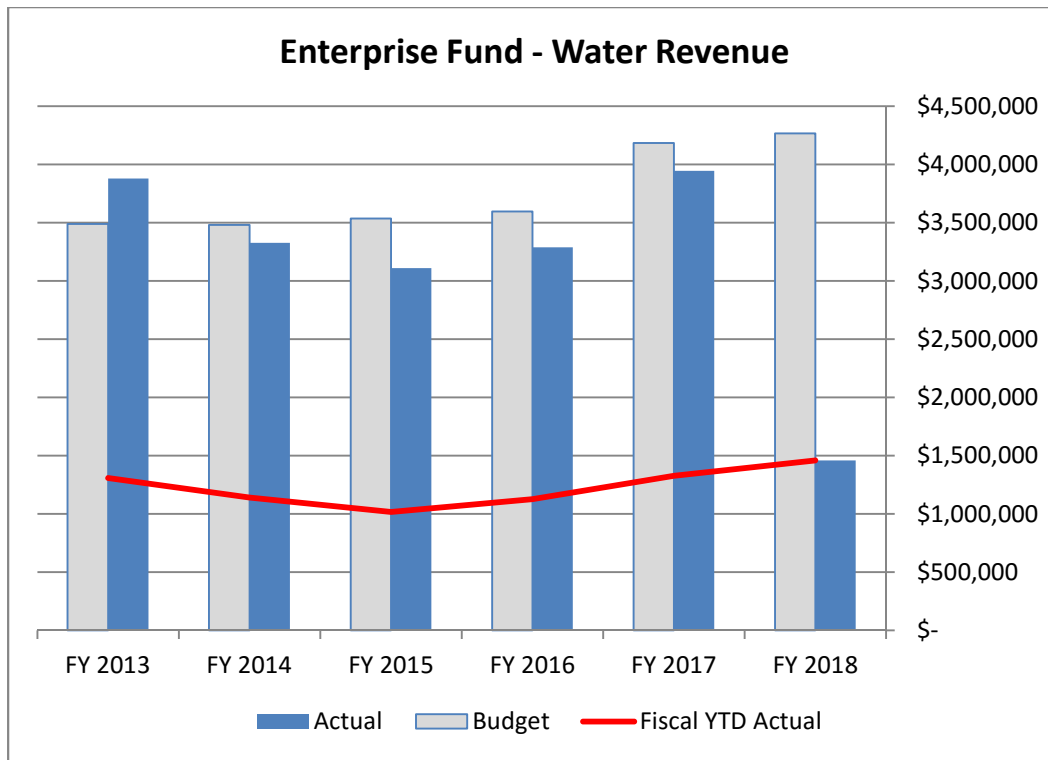


Sales of water makes up the largest category of revenues in the Enterprise Fund at 48% of all FY 2018 budgeted revenues, followed by charges for wastewater at 32%, and charges for solid waste at 19%.



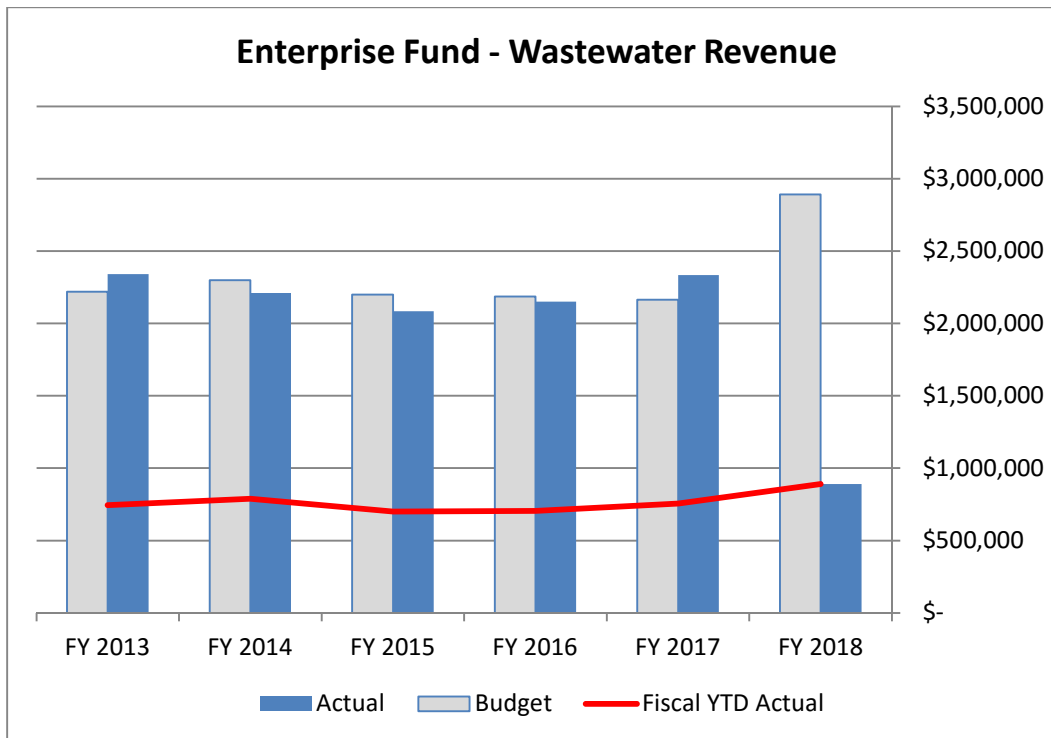
Water Revenue

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



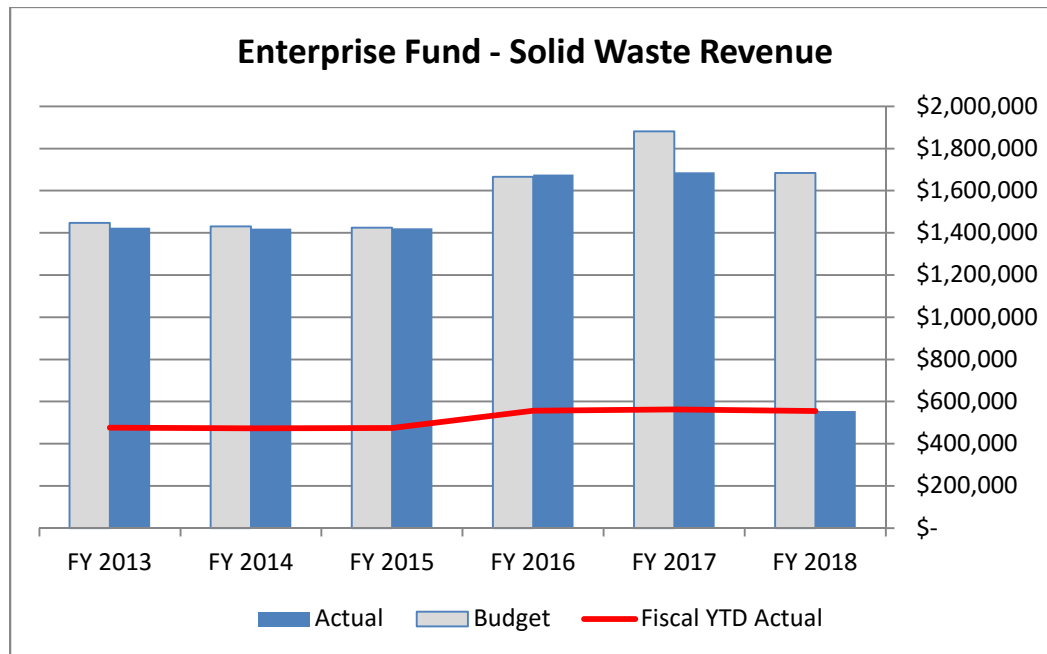
Wastewater Revenue

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:

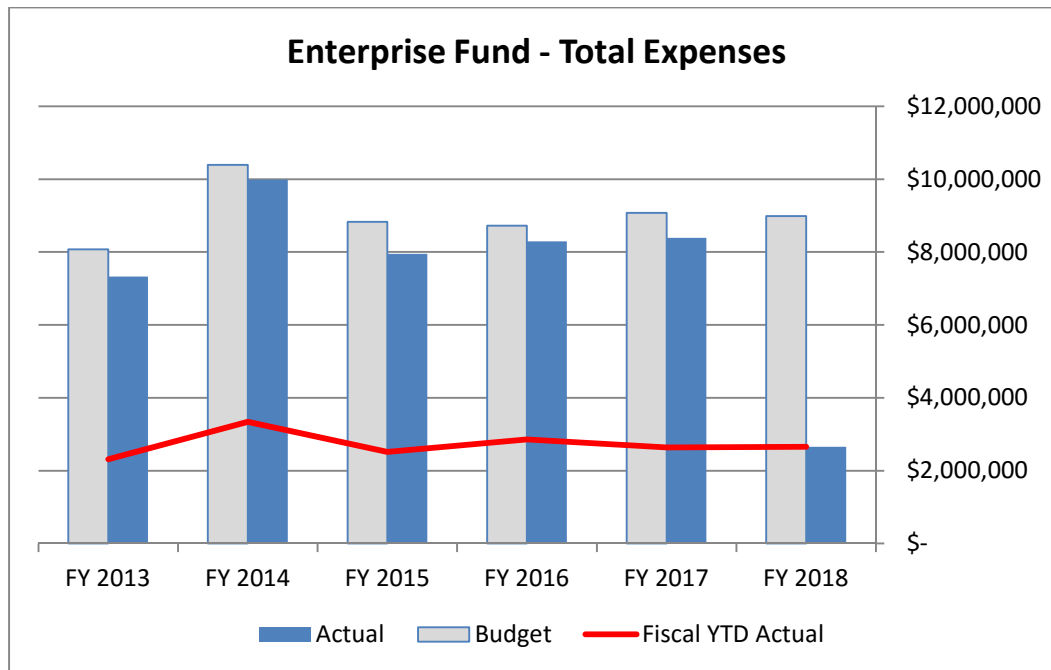
| FY 2018 Budget | Fiscal YTD Allocated Budget | Fiscal YTD Actual | Over/(Under) Allocated Budget |
|----------------|-----------------------------|-------------------|-------------------------------|
| \$8,990,787 | \$2,947,267 | \$2,655,948 | (\$291,319) |

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.

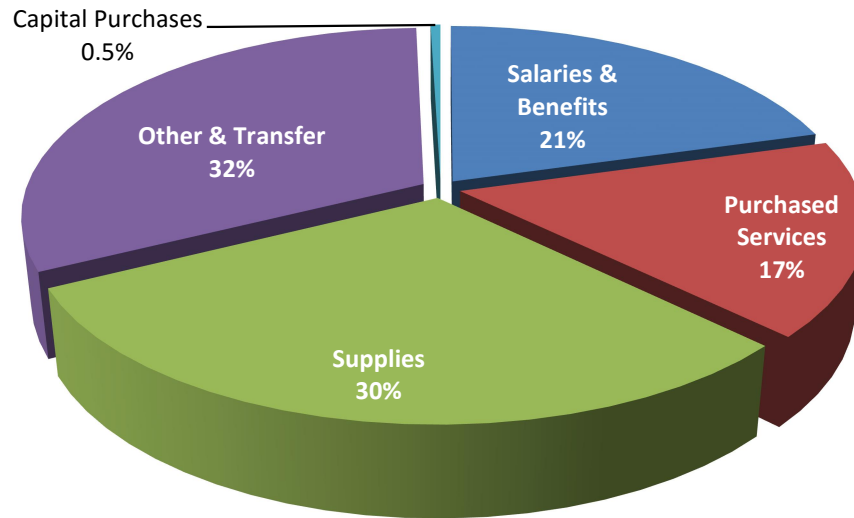
| Expense Category | FY 2018 Budget | Fiscal YTD Allocated Budget | Fiscal YTD Actual | Over/(Under) Allocated Budget |
|----------------------|----------------|-----------------------------|-------------------|-------------------------------|
| Salaries & Benefits | \$1,854,594 | \$643,968 | \$603,088 | (\$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.

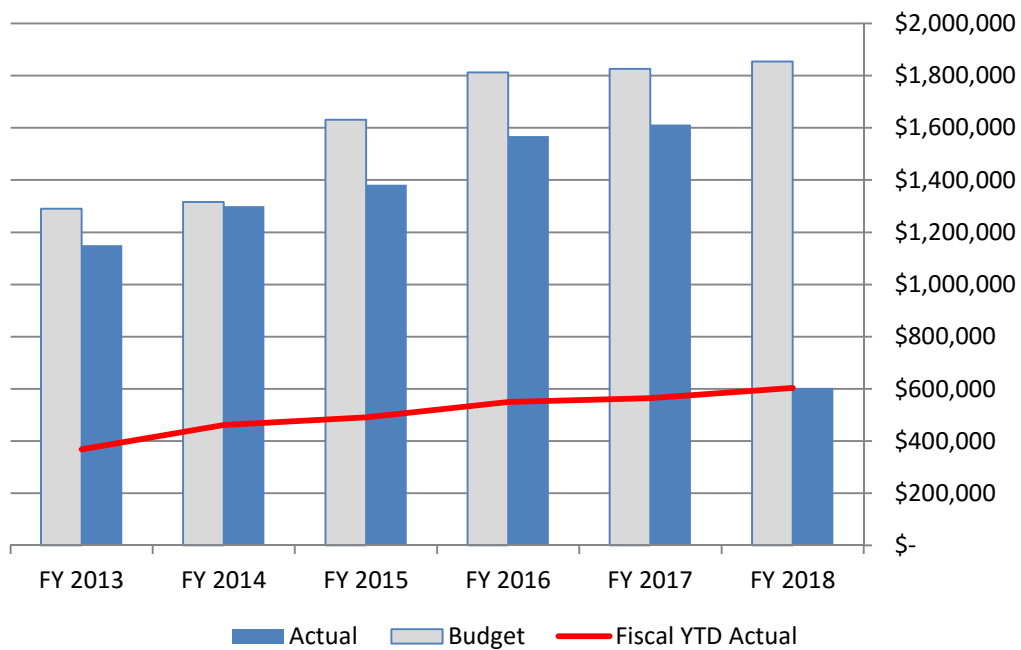
Enterprise Fund FY 2018 Budgeted Expenses



Salary and Benefits

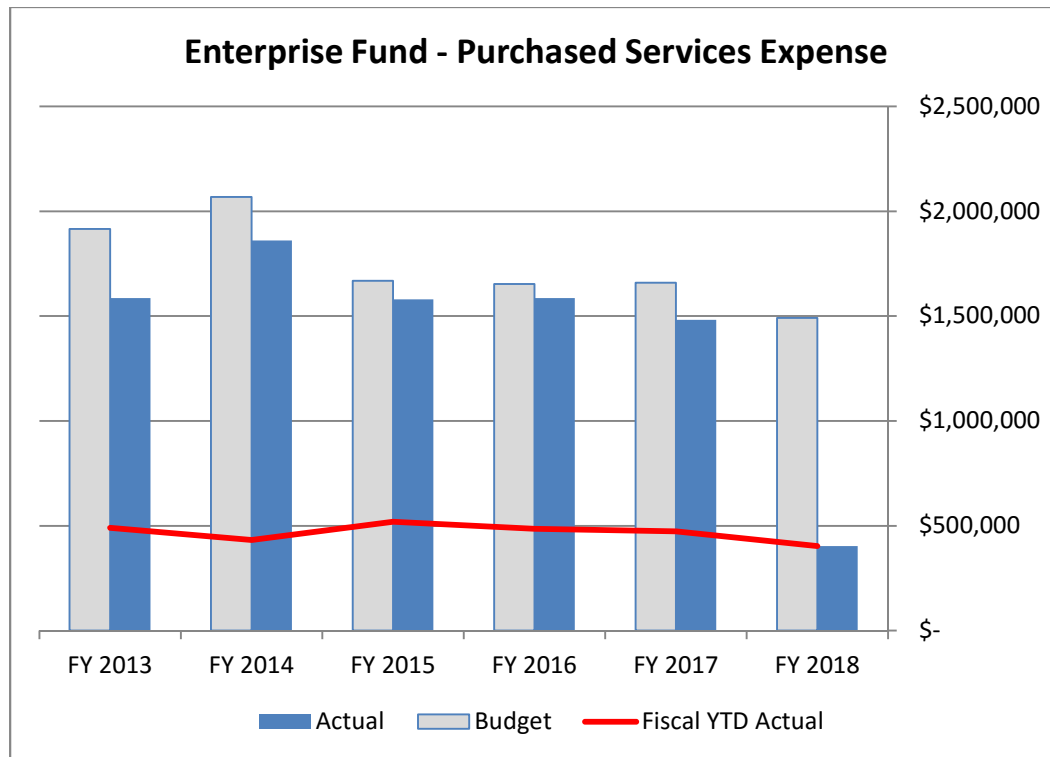
Salary and benefits of \$603,088 are under the allocated budget by \$40,880, or 6%.

Enterprise Fund - Salary and Benefits Expense



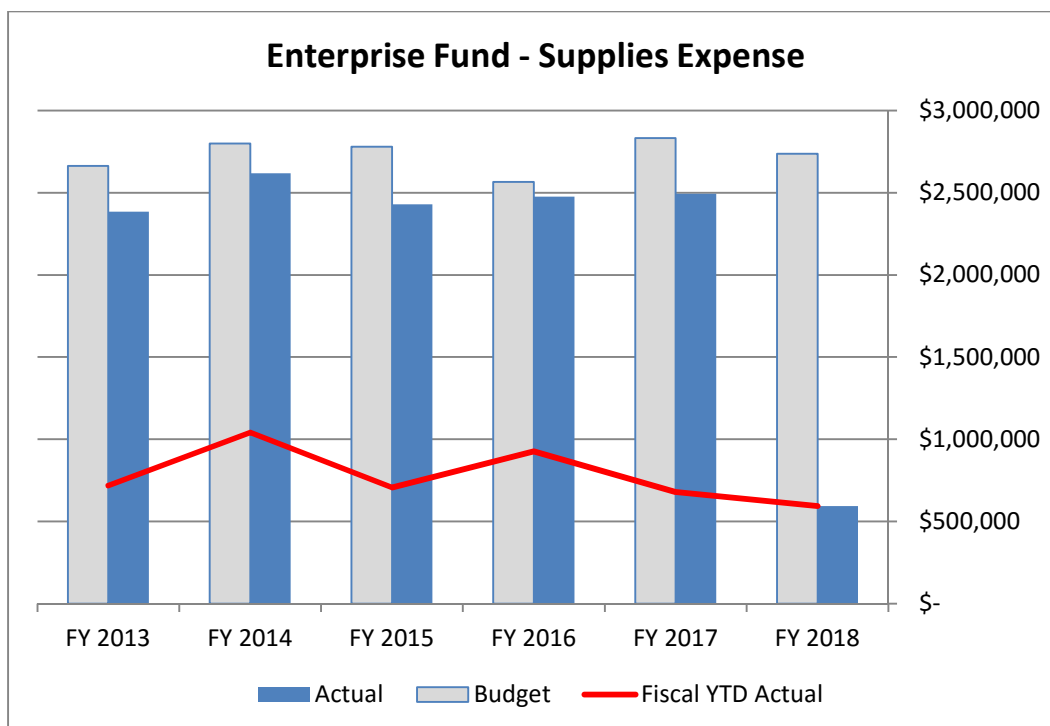
Purchased Services

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%.



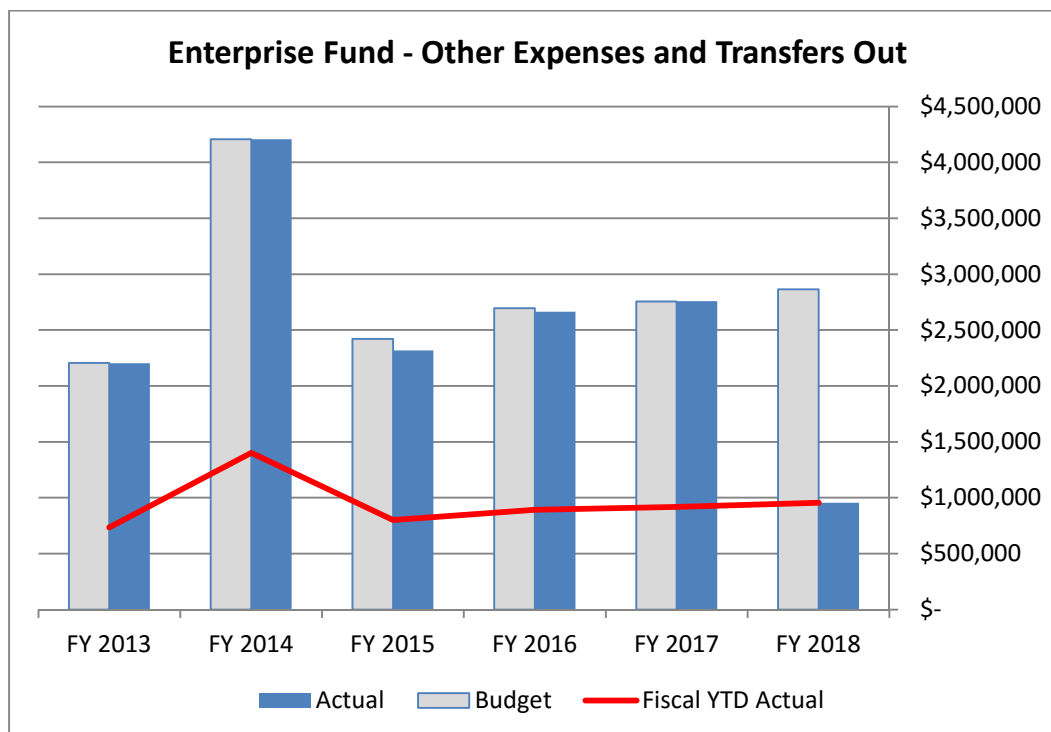
Supplies includes the cost of water purchased from the City of Houston and the cost of groundwater credits the City purchases from the Harris-Galveston Subsidence District related to water the City pumps from underground. Both of the costs are contributing to the supplies expenditure being under budget.

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

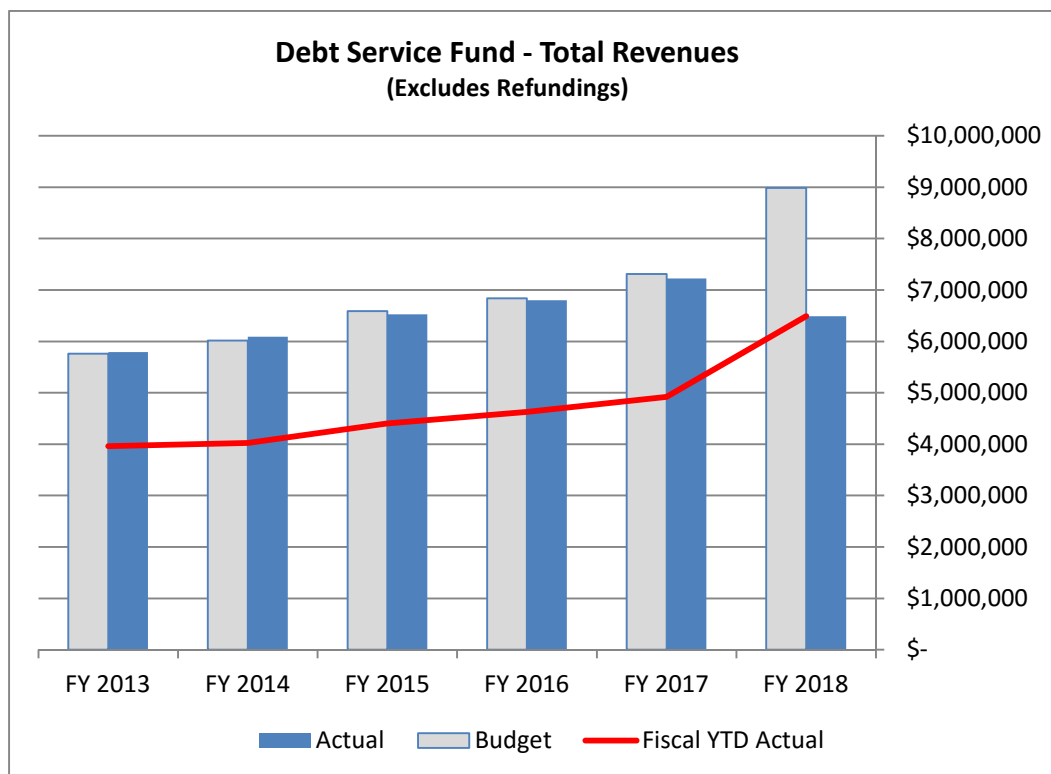
| Rainfall (Inches) | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|--------------------------|---------|---------|---------|---------|---------|---------|
| Cumulative thru January | 10.36 | 15.74 | 18.69 | 23.23 | 17.15 | 7.39 |
| Annual | 30.06 | 59.05 | 70.83 | 70.95 | 123.77 | |

DEBT SERVICE FUND

Debt Service Fund Revenues:

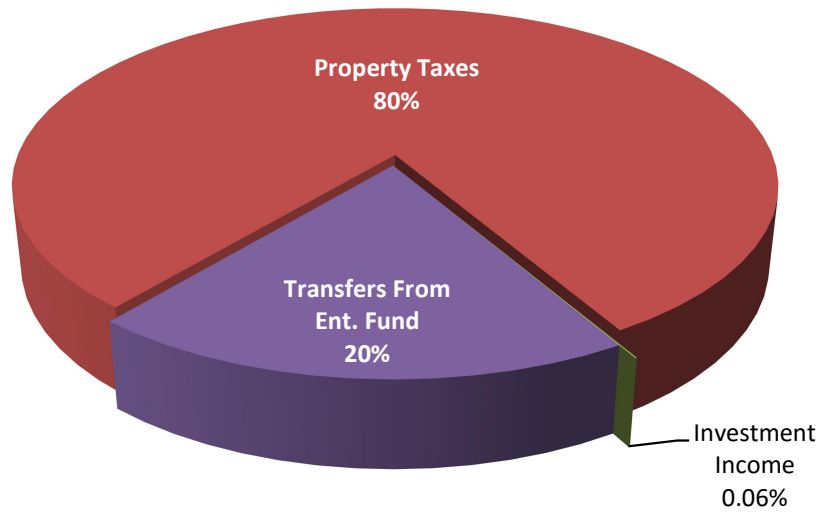
| FY 2018 Budget | Fiscal YTD Allocated Budget | Fiscal YTD Actual | Over/(Under) Allocated Budget |
|-------------------|-----------------------------------|----------------------|----------------------------------|
| \$8,984,321 | \$5,903,257 | \$6,488,914 | \$585,656 |

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%.

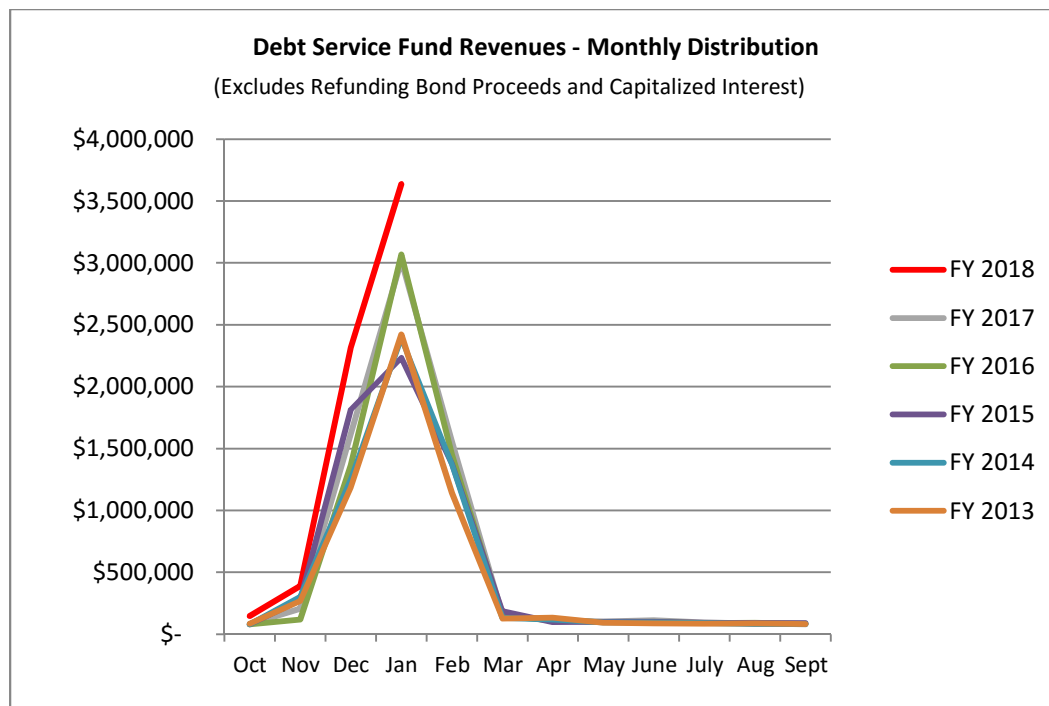


Property tax makes up the largest category of revenue in the Debt Service Fund at 80% of all FY 2018 budgeted revenues, followed by transfers from the Enterprise Fund at 20%, and investment income at less than 1%.

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.

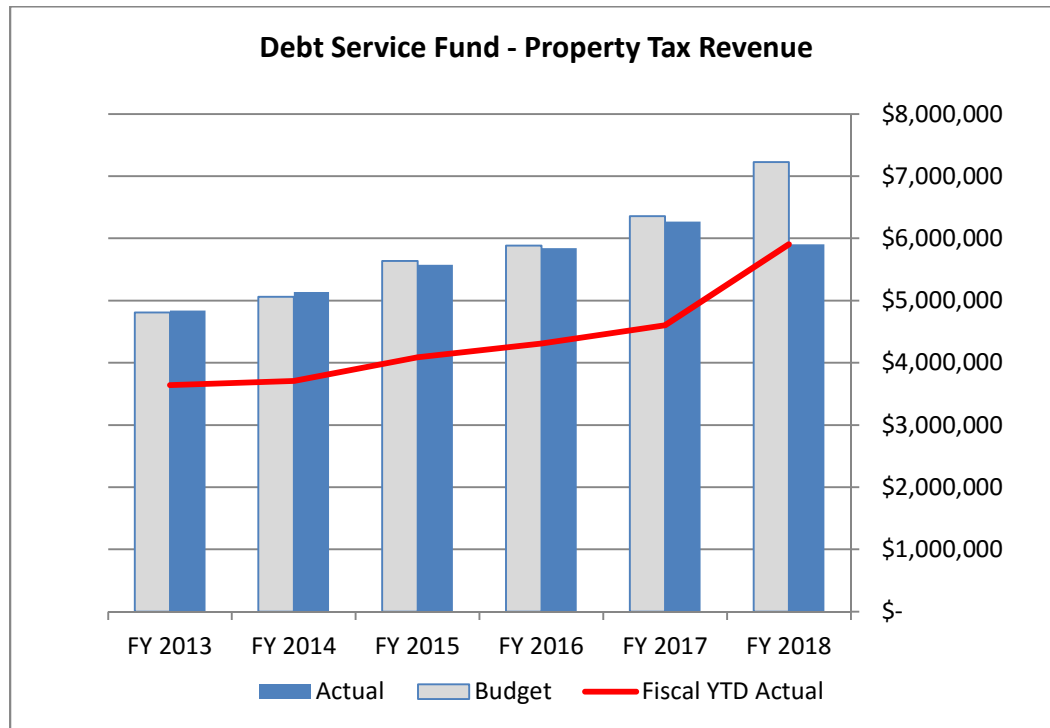


Property Tax

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.

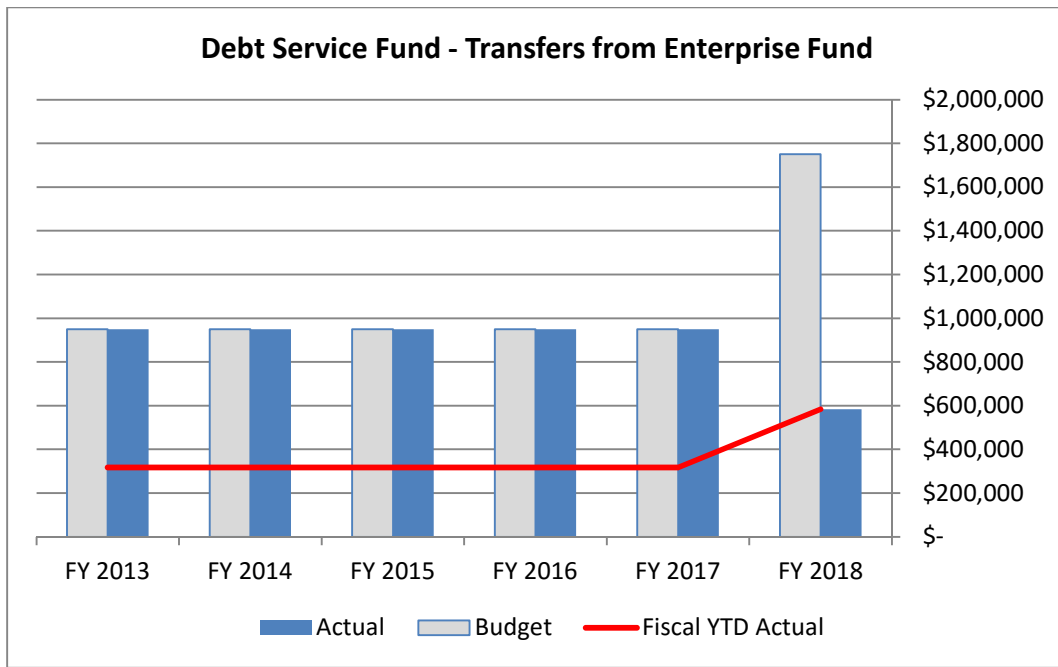


FY 2018 property taxes are budgeted for \$7.2 million, an increase of \$0.9 million over FY 2017's \$6.3 million. The budgeted increase in property taxes is driven by a debt service tax rate increase of \$0.0158 per \$100 of assessed value, or 11.9%, and a 1.9% increase in taxable values.

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.

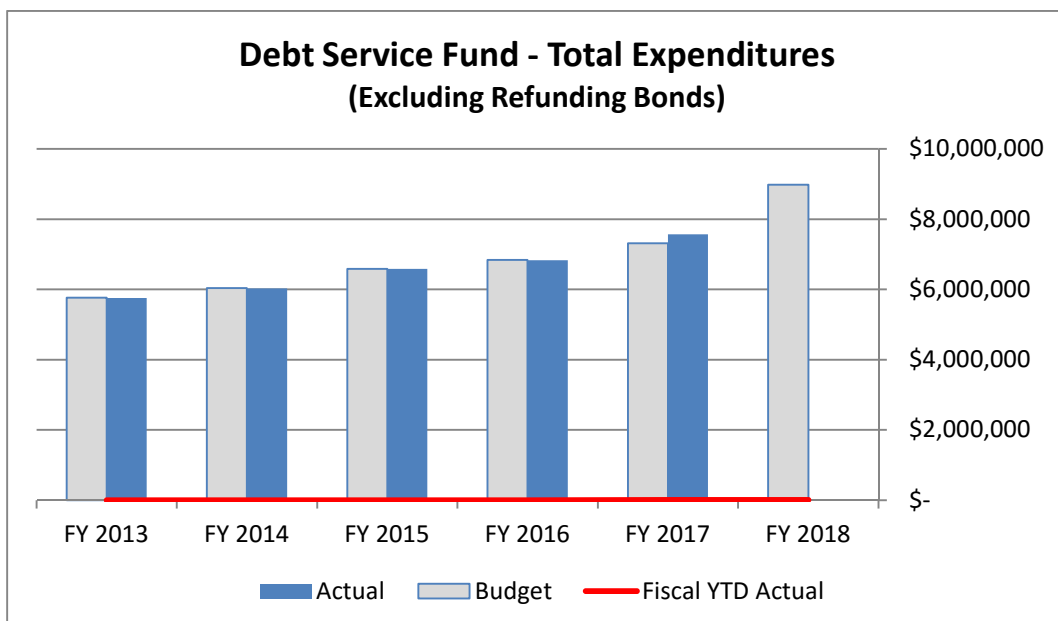
Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



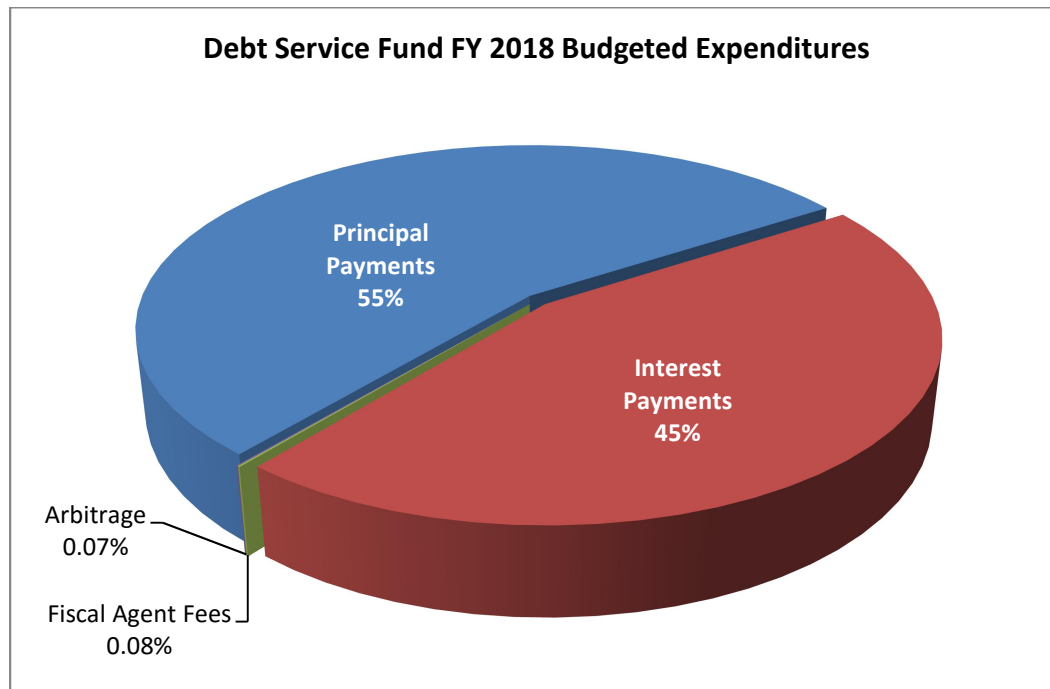
Debt Service Fund Expenditures:

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

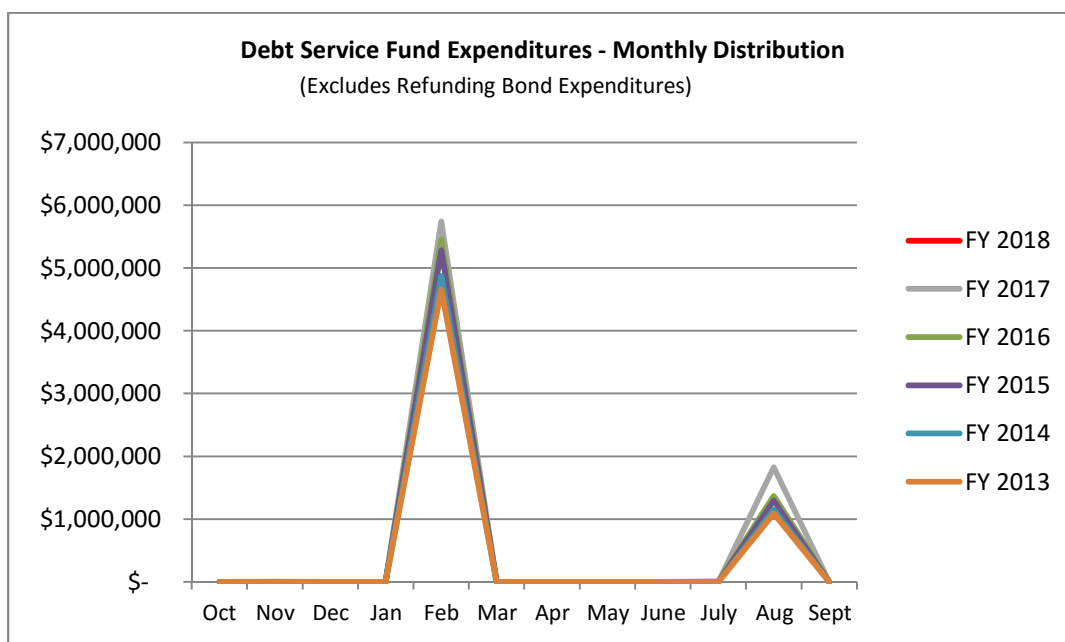
For the four months ended January 31, 2018, the Debt Service Fund incurred less than 1% of its total budgeted expenditures and is under its allocated budget by \$546, or 20%.



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 |
| Revenues | | | | | | | |
| 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% |
| Total Revenues | 20,783,835 | 6,796,638 | 33% | 11,899,112 | 12,887,029 | 987,917 | 62% |
| Expenditures | | | | | | | |
| 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 |
| Total Expenditures | 20,359,848 | 1,837,899 | 9% | 6,908,202 | 6,598,984 | (309,218) | 32% |
| Net Revenues/(Expenditures) | \$ 423,987 | \$ 4,958,738 | | \$ 4,990,909 | \$ 6,288,045 | \$ 1,297,136 | |
| 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) | | | | | | | |

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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 |
| Revenues | | | | | | | |
| 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% |
| Total Revenues | 8,932,118 | 836,231 | 9% | 2,995,162 | 3,202,609 | 207,447 | 36% |
| Expenses | | | | | | | |
| 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 |
| Total Expenses | 8,990,787 | 827,460 | 9% | 2,947,267 | 2,655,948 | (291,319) | 30% |
| Net Revenues/(Expenses) | \$ (58,669) | \$ 8,771 | | \$ 47,894 | \$ 546,661 | \$ 498,767 | |
| | | | | | | | |
| 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) | | | | | | | |

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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 | | | | | | |

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

| | FY 2018 Adopted Budget | Budget Carry-Over (a) | Budget Adjustments | FY 2018 Revised Budget | January Actual | YTD Actual | Encumbrance | Budget Balance |
|--|------------------------------|-----------------------------|-----------------------|------------------------------|---------------------|---------------------|----------------|-------------------|
| Revenues | | | | | | | | |
| 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) |
| Total Revenues | 807,500 | - | - | 807,500 | 71,292 | 285,742 | n/a | 521,758 |
| Expenditures | | | | | | | | |
| 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) |
| Total Expenditures/Encumbrances | 931,300 | - | - | 931,300 | 272,144 | 986,918 | 417,784 | (473,402) |
| Net Revenues/(Expenditures) | \$ (123,800) | \$ - | \$ - | \$ (123,800) | \$ (200,852) | \$ (701,176) | n/a | \$ 995,160 |

(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 \$1,245,301

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

| | FY 2018 Adopted Budget | Budget Carry-Over (a) | Budget Adjustments | FY 2018 Revised Budget | January Actual | YTD Actual | Encumbrance | Budget Balance |
|---|---------------------------------------|--------------------------------------|-------------------------------|---------------------------------------|---------------------------|-----------------------|--------------------|---------------------------|
| Revenues | | | | | | | | |
| 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 | - |
| Total Revenues | 162,426 | - | - | 162,426 | 13,536 | 54,142 | n/a | 108,284 |
| Project Expenditures | | | | | | | | |
| 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 |
| Total General Project Expenditures | 275,000 | - | 7,500 | 282,500 | 142,116 | 179,526 | 1,490,284 | (1,387,311) |
| 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 |
| Total Enterprise Project Expenditures | 360,000 | - | - | 360,000 | - | - | 31,360 | 328,640 |
| Total Expenditures/Encumbrances | 635,000 | - | 7,500 | 642,500 | 142,116 | 179,526 | 1,521,644 | (1,058,671) |
| Net Revenues/(Expenditures) | \$ (472,574) | \$ - | \$ (7,500) | \$ (480,074) | \$ (128,581) | \$ (125,384) | n/a | \$ 1,166,955 |

(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> |

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

| | FY 2018 Adopted Budget | Budget Carry-Over (a) | Budget Adjustments | FY 2018 Revised Budget | January Actual | YTD Actual | Encumbrance | Budget Balance |
|---|---------------------------------------|--------------------------------------|-------------------------------|---------------------------------------|---------------------------|-----------------------|--------------------|---------------------------|
| Revenues | | | | | | | | |
| Interest | \$ - | \$ - | \$ - | \$ - | \$ 46,279 | \$ 171,172 | n/a | \$ (171,172) |
| Bonds Proceeds | 12,500,000 | - | - | 12,500,000 | - | - | n/a | 12,500,000 |
| Total Revenues | 12,500,000 | - | - | 12,500,000 | 46,279 | 171,172 | n/a | 12,328,828 |
| Non-Project Expenditures | | | | | | | | |
| Bond Issuance Costs | - | - | - | - | - | - | - | - |
| Bond Expenditures | - | - | - | - | - | - | - | - |
| Total Non-Project Expenditures | - | - | - | - | - | - | - | - |
| Project Expenditures | | | | | | | | |
| 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) |
| Total Project Expenditures | 12,500,000 | - | - | 12,500,000 | 2,996,337 | 4,203,364 | 19,550,817 | (11,254,181) |
| Total Expenditures/Encumbrances | 12,500,000 | - | - | 12,500,000 | 2,996,337 | 4,203,364 | 19,550,817 | (11,254,181) |
| Net Revenues/(Expenditures) | \$ - | \$ - | \$ - | \$ - | \$ (2,950,059) | \$ (4,032,192) | n/a | \$ 23,583,009 |

(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> |

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

| | FY 2018 Adopted Budget | Budget Carry-Over (a) | FY 2018 Revised Budget | January Actual | YTD Actual | Encumbrance | Budget Balance |
|--|---------------------------------------|--------------------------------------|---------------------------------------|---------------------------|-----------------------|--------------------|---------------------------|
| Revenues | | | | | | | |
| 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) |
| Total Revenues | 1,000,000 | - | 1,000,000 | 104,843 | 399,144 | n/a | 600,856 |
| Project Expenditures | | | | | | | |
| 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 | - | - | - | - | - | - | - |
| Total Expenditures/Encumbrances | 1,300,000 | - | 1,300,000 | - | - | 402,121 | 897,879 |
| Net Revenues/(Expenditures) | \$ (300,000) | \$ - | \$ (300,000) | \$ 104,843 | \$ 399,144 | n/a | \$ (297,023) |

(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> |

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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> |
|--|---------------------|---------------------|---------------------|
| <u>Houses, Townhomes & Vacant Lots for Sale *</u> | | | |
| <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 |
| Total Units For Sale * | 168 | 169 | 201 |
| Total HCAD Residential Units/Lots ** | 6,199 | 6,199 | 6,210 |
| For Sale as a % of Total Units | 2.71% | 2.73% | 3.24% |
| Highest Listing Price - Home | \$ 2,788,000 | \$ 3,500,000 | \$ 3,688,000 |
| Lowest Listing Price - TH/Lot | \$ 249,900 | \$ 309,900 | \$ 279,900 |
| <u>Houses for Lease *</u> | | | |
| | 55 | 35 | 48 |
| Highest Lease/Month | \$ 6,950 | \$ 13,950 | \$ 15,000 |
| Lowest Lease/Month | \$ 1,200 | \$ 1,100 | \$ 1,575 |

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> |
| <u>Sales Tax</u> | | | | | |
| 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 | |
| Sub-Total | | \$ | 2,420,809 | \$ 2,222,707 | \$ 784,597 |
| <u>Mixed Beverage</u> | | | | | |
| 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 | |
| Sub-Total | | | 22,790 | 19,153 | 11,922 |
| Total | | \$ | 2,443,599 | \$ 2,241,860 | \$ 796,519 |

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

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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.

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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 11th 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. (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.

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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 2nd 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.

| Member | Expiration Date |
|----------------------|------------------------|
| 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 4th 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.

| Member | Expiration Date |
|------------------|------------------------|
| 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.

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

| Conservancy Appointed Member | Expiration Date |
|-------------------------------------|------------------------|
| 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 3rd 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.

| Member | Expiration Date |
|------------------------|------------------------|
| 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 1st 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 3rd 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 1st. A training session for all members of all Bellaire Boards and Commissions is held annually in August. The Board meets on the 4th 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.

| Member | Expiration Date |
|------------------|------------------------|
| 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 2nd 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.

| Member | Expiration Date |
|--------------------|------------------------|
| 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.

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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, 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.



CITY OF

Bellaire

7008 S. Rice Ave. • Bellaire, TX 77401 • 713-662-8222 • Fax: 713-662-8233

January 18, 2018

Honorable Mayor Friedberg and City Council
City of Bellaire
7008 S. Rice Avenue
Bellaire, TX 77401

Submitted herewith is the annual report from the Board of Adjustment for the year 2017.

The Board of Adjustment (Board) is authorized by Texas Local Government Code Chapter 211 and is responsible for considering applications for variances or special exceptions to Chapter 24 of the Code of Ordinances of the City of Bellaire. Landowners or their agents apply to the Building Official of the Department of Community Development. Formal dockets, which must be legally advertised, are scheduled for the Board. Meetings are held to hear testimony on the application. The Board, appointed by the Bellaire City Council, consists of seven members who are citizens of the United States and residents of Bellaire for at least one year. Currently, there are only six members serving on the Board, as the Board's Chairman, Jill Almaguer, retired mid-term. The current Board Members are James P. Avioli, Sr., Debbie Karakowsky, Jed Mandel, Bharat Raval, Timothy McKone, and Samir Sinha. Board members serve staggered terms of two years each, with a maximum of three consecutive terms. The Board selects its own Chair and Vice Chair for a term of one year. Presently, Samir Sinha serves as the Board's Vice Chairman. The Board meets on the third Thursday of each month beginning at 7:00 p.m. in the Council Chamber of City Hall. A meeting is cancelled if there is no business to attend to for that month. Special meetings may be called as necessary following all the required procedures.

A quorum of at least six members is required to hear a case. The Board of Adjustment may authorize in specific cases, a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so the spirit of the ordinance is observed and substantial justice is done.

We believe the Board is serving the purpose for which it was created, and that there is no other body that would better serve the function of the Board. It provides an avenue for residents who have a particular situation to appeal to the Board for relief when they believe the zoning ordinances, if enforced, would create a hardship for them. The Board, a quasi-judiciary body, determines the outcome of all applications, which may only be appealed to a Harris County District Court.

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

During calendar year 2017, the Board held four (4) meetings, which included the following public hearings:

Docket # BOA-2017-01-A public hearing was held in January on an application for a variance by Omar Izfar, owner of the property at 6910 Newcastle. This application was to allow for the construction of a structure thirty (30) feet from the front property line, in lieu of the fifty (50) required by City Code. The property was located within the R-1 Zoning District. The application was approved, but with the condition that the front setback at 6910 Newcastle must match the more restrictive of the front setbacks of the two (2) existing neighboring properties if one (1) of the two (2) neighboring front setbacks is thirty (30) feet or greater, or thirty (30) feet if both of the front setbacks of the two (2) existing neighboring properties are less than thirty (30) feet.

Docket BOA-2017-02-A public hearing was held in June on an application filed by Steven Gee, Project Manager, Houston Independent School District, for a Variance from Chapter 24, Planning and Zoning, Section 24-525 B. (1) d. of the City of Bellaire Code of Ordinances, to allow for a maximum building height of 60 feet on a portion of the main building centrally located within the campus, in lieu of the current allowable building height of 45 feet for the proposed construction plan for Bellaire High School. The application was approved with the condition that the variance in building height shall only be applied to the Learning Center, with a maximum of 60 feet, and the Fly Loft, with a maximum of 50 feet, to be located within the boundaries as shown on "Exhibit A", which was provided by the Board.

Docket BOA-2017-03-A second public hearing was held in June, also on an application filed by Steven Gee, Project Manager, Houston Independent School District, for a Variance from Chapter 24, Planning and Zoning, Section 24-525 B. (1) g. of the City of Bellaire Code of Ordinances, to allow for a maximum lot coverage of 80% rather than the 50% currently allowed by code for the proposed construction plan for Bellaire High School. The application was approved for a maximum lot coverage of 67%, rather than the 80% requested. There was also a condition put on the approval that the capacity for the detention system installed on the property be increased to 5% over the required drainage.

Docket BOA-2017-04-A public hearing was held in November on an application filed by Michael Adams of Michael Homes Southwest, LP, owner of the property at 5213 Locust Street, for a Special Exception to allow for the construction of a 10 foot fence along the south property line, with a gradual slope from a 10 foot fence to an 8 foot fence at the southern portions of the east and west property lines, in lieu of the 8 foot allowance as determined by Chapter 24, Section 512 A. of the City of Bellaire Code of Ordinances. The property is located in the R-4 Zoning District. The application was granted, with no conditions.

Additionally, due to the fact that there have been multiple requests for an increase in fence height, the Board would like to recommend that the Planning and Zoning Commission consider re-evaluating the regulations on fence height throughout the City, for residential properties that abut commercial districts.

In order to increase knowledge of the Board to more effectively carry out their duties, two training sessions were held in during 2017.

The following members retired from the Board during 2017:

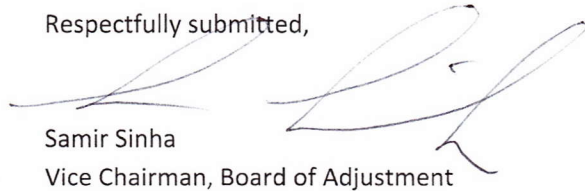
Amar Raval
William Stone
Jill Almaguer

The following members were sworn in during 2017:

Timothy McKone
Bharat Raval

The Board greatly appreciates the City staff for their support throughout the year. Of particular note, we recognize Ashley Parcus for her attention to detail in helping to administer and prepare for each meeting, ChaVonne Sampson for her thorough understanding and explanation of the City codes, Alan and Zachary Petrov for their wise counsel on process and procedure, and Gus Pappas for serving as a trusted liaison to the City Council.

Respectfully submitted,



Samir Sinha
Vice Chairman, Board of Adjustment

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



CITY OF

Bellaire

7008 S. Rice Ave. • Bellaire, TX 77401 • 713-662-8222 • Fax: 713-662-8233

February 5, 2018

Honorable Mayor and City Council
 City of Bellaire
 7008 South Rice Avenue
 Bellaire, TX 77401

Mayor and City Council:

In 2017 the Building & Standards Commission met at 7 Regular Meetings, 1 Workshop Sessions and 2 Training Sessions. In addition to serving the statutorily mandated purpose for which it was created, the Commission has continued to serve in an advisory role to City Council and provide public education on issues pertaining to building codes as outlined in the City Ordinance. During 2017 the Commission did not hear any complaints regarding substandard structures.

At the end of the year the Commission consisted of:

Laura Thurmond – Chair
 Danny Spencer – Vice Chair
 Christina Stone
 Paul Katz
 Dan Collins
 Charles Formica
 Lee Hampton

Ashley Parcus ably served as the Commission Secretary and David Montague was our City Council liaison.

The Commission considered and acted on the following issues:

1. Public Hearings
 - a. The Commission held no public hearing during 2017.
2. Variances
 - a. The Commission did not receive any variance requests during 2017.

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3. Ordinances

- a. The Commission voted to amend the City Ordinance Chapter 9 Building to include a definition for “base flood elevation” as recommended by the City’s Development Services Manager.
- b. The Commission received a recommendation from the Environmental and Sustainability Board to make changes to the City’s current tree ordinance. The Commission advised the ESB board to work with staff to refine their list of undesirable trees to be prohibited.
- c. In 2016 the Commission passed ordinances defining the regulations for Storm Water Prevention and Protection Plans (SWPPP) and in 2017 we sent a letter to the City Manager addressing several job sites around the City that were observed to be non-compliant in regard to SWPPP requirements. SWPPP was also included as a topic of discussion at the Bellaire Builder’s Informational Breakfast that took place in April.
- d. Sidewalks was an ongoing topic throughout 2017 specifically the appropriate width of new sidewalks. During 2017 the City Manager issued a directive to City departments to set the standard minimum width for sidewalks at 5 feet. The Commission feels that 5 feet is not appropriate for all situations and subsequently sent a letter to City Council recommending that the directive be revoked until the topic could be further analyzed.

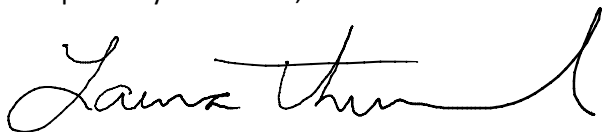
4. Educating the public about issues pertaining to the city’s building codes

- a. With the impact of Harvey flooding on the City of Bellaire we heard from the City’s Interim Development Services Manager, Ms Sampson, on several occasions.
 - i. More than 1,900 homes were flooded during Harvey.
 - ii. As of our October meeting 17 homes are declared substantially damaged.
 - iii. Ms. Sampson reviewed with the Commission the steps involved with inspecting flood damaged homes during the permitting process, the factors involved in declaring a house substantially damaged and the role that the commission plays when a residence is deemed substandard.

5. Other Business

- a. In June the Commission thanked Mike Baker for 7 years of service to the Commission.
- b. In July members of the Building and Standards Commission attended a training session hosted by City Officials, which addressed the roles and responsibilities of the various City Boards and Commissions.
- c. In August the Commission welcomed two new commissioners: Christina Stone and Dan Collins.
- d. In November the Commission received training from the City Attorney regarding the Commission’s role in deeming houses substandard.
- e. The Commission prepared and submitted the 2016 Annual Report to City Council.

Respectfully Submitted,



Laura Thurmond, Chair
Building & Standards Commission

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



CITY OF

Bellaire

7008 S. Rice Ave. • Bellaire, TX 77401 • 713-662-8222 • Fax: 713-662-8233

February 5, 2018

Honorable Mayor and City Council
 City of Bellaire, Texas
 7008 South Rice Avenue
 Bellaire, Texas 77401

Re: 2017 Planning & Zoning Commission Annual Report

Mayor Friedberg and City Council:

The Planning and Zoning Commission of the City of Bellaire, Texas (The Commission) is an advisory body to the City Council regarding Zoning and subdivision regulations. The Commission is also responsible for the review and approval/rejection of Plats and for making recommendations to the City Council regarding plans for the physical development of the City of Bellaire.

The existence of The Commission is governed by state and local laws. These include, but are limited to:

- Texas Local Government Code, Chapter 171, Regulation of Conflicts of Interest of Officers of Municipalities, Counties and Certain Other Governments.
- Texas Local Government Code, Chapter 211, Municipal Zoning Authority.
- Texas Local Government Code, Chapter 212, Municipal Regulation of Subdivisions and Property Development.
- Texas Government Code, Chapter 551, Open Meetings Law.
- Texas Government Code, Chapter 552 Open Meetings Law.
- Bellaire Code of Ordinances, Chapter 2, Article VI, Code of Ethics.
- Bellaire Code of Ordinances, Chapter 2, Article VII, Boards, Commissions and Committees.
- Bellaire Code of Ordinances, Chapter 23.5, Land Subdivision Regulations.
- Bellaire Code of Ordinances, Chapter 24, Planning and Zoning.

Actions taken by The Commission in its advisory role are in the form of recommendations to the City Council. Such actions include, but are not limited to:

- Responding to requests from the City Council, the staff Liaison, or City Manager.
- Reviewing The Comprehensive Plan and reporting on such review to the City Council.
- Recommending amendments to the Code of Ordinances concerning matters involving land use regulations and the future growth and regulation of the City of Bellaire.

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- Considering applications brought before The Commission for planned developments, specific uses, permitted uses, or other amendments to zoning regulations or the official zoning district map as provided by the Code of Ordinances.
- Annually reporting to the City Council the Commission's needs, accomplishments, and recommendations.

The Commission performed in this capacity during the calendar year 2017 and will continue to serve the stated purpose for which it was created in the current year 2018.

Within the calendar year 2017, The Commission fulfilled its duties through the performance of the following tasks:

- Conducted ten (10) Regular Sessions, which included six (6) Public Hearings
- Conducted two (2) Workshop Sessions
- Conducted two (2) Training Sessions
- Reviewed and acted upon three (3) Specific Use Permits (Prestige Automotive, Bellaire High School and Gordon Elementary School)
- Reviewed and acted upon two (2) Re-zoning Requests (4301 Bellaire Blvd, 5217 & 5221 Palmetto)
- Reviewed and made recommendations to the 2018-2022 Capital Improvement Plan
- Reviewed and made recommendations for an Amendment to the Comprehensive Plan and Future Land Use Map for TRPD (now the North Bellaire Special Development Area)
- Reviewed and made recommendations for two (2) Code Amendments to Chapter 24 (Pawn Shops, head shops and SOBS, reduction in minimum site area for PD within the R-5 Zoning District)
- Began review of priorities for 2018 (Bellaire Boulevard Estate Overlay District, Parking Garages in commercial areas that abut residential areas, Beautification Master Plan, and any support to the Flood Mitigation Report)

It is through these actions that The Commission also fulfills its duty to serve the Bellaire Community. The Commission's advisory and administrative duties were performed while keeping in mind The Commission's role to serve the needs of the Bellaire community as a whole and as guided by The Comprehensive Plan adopted in 2009. The Commission will continue to serve the community through further implementation of The Comprehensive Plan.

The Commission wishes to acknowledge the extensive work expended by all of its members along with the city's planning consultant, Gary Mitchell, of Kendig Keast Collaborative. Mr. Mitchell has been instrumental in the Comprehensive Plan Review and Future Land Use Map for TRPD.

Commissioners wish to thank the contributions of Commissioners Bill Thorogood and Win Frazier for their invaluable support and participation during the first half of 2017. The Commissioners currently serving their Bellaire community through active participation on The Commission include:

Mike Axelrad
Jonathan Saikin
Marc Steinberg, Vice Chairman
S. Lynne Skinner
Ross Gordon

Weldon Taylor
Dirk Stiggins, Chairman

The Commissioners wish to express their gratitude to Mayor Andrew Friedberg and the City Council for supporting The Commission's efforts. We also want to thank City Manager Paul Hofmann; City Staff – specifically John McDonald, former Director of Development Services, and Ashley Parcus, Administrative Assistant; Chavonne Sampson, Interim Director of Development Services, and City Attorney, Alan Petrov, for their extensive and continual efforts to support The Planning and Zoning Commission.

A special thanks is being extended to the Commission's City Council Liaison, Trisha Pollard, for her support as a liaison to the Commission. She has worked very hard with the Commission to accomplish our goals and directed duties.

In summary, The Planning and Zoning Commission looks forward to continuing to serve the Bellaire community in 2018, and is most appreciative of the opportunity.

Respectfully,

A handwritten signature in blue ink that reads "Dirk Stiggins". The signature is fluid and cursive, with the first name "Dirk" being more prominent.

Dirk Stiggins, Chairman
Planning and Zoning Commission

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Bellaire Cultural Arts Board Annual Report | 2017

Contents

1. Board
2. Report Updates
3. Ongoing 2016 Project Initiatives
4. Public Programs.



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Board

Art Board Members:
Terry Leavitt-Chavez - Chair
Andy Williamson - Secretary
Sneha Bhavsar - Assistant Secretary
Shampa Mukerji - Member
Jeanne Parker - Member
Jacquelyn Quick - Member
Diane Roberts - Member
Art Board Liasons:
Council - Michael Fife
Staff - Diane K. White

Reporting Updates

- Proposal put together for City of Bellaire and Patrons of Bellaire Parks to collaborate on an Internationally themed event.
- Art board worked with PGAL and made recommendations to incorporate an interchangeable art wall in the new facilities building

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2017 Project Initiatives

Mini Mural Program

The Bellaire City Utility Box Program and Evelyn's Park donor boxes completed.

Artist: Gelson Lemus

Location: 1st and Bellaire Blvd.

Project by: UP Art Studio

Sponsor: City of Bellaire, Texas



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Location: Bellaire @ Bissonnet Bellaire, Texas
Artist: Pilot 1
Project by: UP Art Studio^[1]_{SEP}
Sponsored by: City of Bellaire, Texas



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Artist: Gelson Lemus
Location: Bellaire and Newcastle
Project by: UP Art Studio
Sponsor: Evelyn's Park Private Donor, Texas



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Artist: Gelson Lemus

Location: Bellaire and Mulberry (2018 Bunny box flooded in Harvey.
Actively looking for donations for replacement).

Project by: UP Art Studio

Sponsor: Evelyn's Park Private Donor, Texas



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City box gets flooded in Harvey. 2018 working with Nature Discovery center to see if can be utilized in a new location

Location: Evergreen @ Newcastle, Bellaire, Texas

Artist: Pilot One

Project by: UP Art Studio^[L]_[SEP]

Sponsored by: City of Bellaire, Texas

Photo by: Morris Malakoff Photography



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Banners

Banner program along Bellaire and Bissonet continues to enhance and beautify major corridors.



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Public Programs

Open the Door Project with Brownie Troop 147032 Paseo Park where the Brownie Troop painted their own "mini-doors"



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4th of July

Spin art hosted by board during celebration.



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Dive In Movie

Board worked with Patrons For Bellaire Parks providing face painting for Dive In Movie Night.



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7th Annual Great Pumpkin Hunt

Board worked with photographer setting up poses for take home photos at the annual great pumpkin hunt.



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Art In The Park With Evelyn's Park

Board worked with Evelyn's Park Conservancy for November 2017 start of monthly Art In The Park. November's project was "Thankful Turkeys", and December's was recycled newspaper snowmen.



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Holiday In The Park

Board hosted scratch off ornaments craft project at annual holiday in the park.



Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

January 26, 2018

Honorable Mayor and City Council
7008 South Rice Avenue
Bellaire, TX 77401

Mayor and City Council:

Pursuant to Chapter 2, Administration, Article VII, Boards and Commissions, Division 1, Generally, Section 2-104 Annual or special reports to city council (“Section 2-104”), of the Code of Ordinances of the City of Bellaire, Texas, here is the Bellaire Environmental and Sustainability Board’s annual report for the period from January 1, 2017 through December 31, 2017.

As required by said Ordinance:

- (1) Yes, this Board is serving the purpose for which it was created.
- (2) Yes, this Board is serving the current community needs.
- (3) The Board’s major accomplishments are detailed below
- (4) We are not aware of any other board, public or private, which would better serve the function of the Board.
- (5) Our recommendations follow our major accomplishments.

MAJOR ACCOMPLISHMENTS AND YEAR IN REVIEW

Solid Waste and Curbside Recycling

In 2017, a total of 1650 tons of recycling volume was collected in the Bellaire curbside recycling program, or about 17% of the total residential curbside waste collected during the year. Until September 2017, recycling volume had been stable in the 20-23% range of total volume, but Hurricane Harvey caused a sharp increase in non-recyclable waste and a decrease in recycling volume. By year end, monthly recycling volume began to approach 20% of total volume.

A primary focus of the Environmental and Sustainability Board (ESB) is an increase in the percentage of recycling volume related to total waste volume,

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with an aim to help Bellaire reach 25% or better within the next few years. Many of the ESB's initiatives in 2017 and going forward are directed toward this goal.

An HGAC study of Municipal Solid Waste Generation and Diversion presented in 2017 projected that Bellaire's total municipal solid waste will grow to more than 20,000 tons annually by the year 2036 (more than double current tonnage), and suggested that all communities in the Houston area need to continue the emphasis on diversion through recycling, with a particular emphasis on green waste recycling. The ESB took note of these findings and recommendations.

2017 Education/Communication Initiatives

During 2017 the ESB continued to emphasize regular and meaningful communication with Bellaire residents through various media. The Bellaire Facebook page, Nextdoor Bellaire, the Bellaire City website, flyers accompanying trash bag distributions, stickers delivered by volunteer Boy Scouts, and other forms of outreach communication were used to deliver useful information to interested residents about recycling, conservation of water and power, and environmental sustainability. During 2018, the ESB plans to do even more in this area.

2017 ESB Events

In 2017, the ESB continued what has become a regular practice of semi-annual recycling drop-off events. In May 2017, a drop-off event was held at the water tower location near City Hall, and 20,000 pounds (ten tons) of recycling volume (4 tons of shredding, 4.5 tons of electronics, and 1.5 tons of metal) was brought in by participating residents. The recycling event scheduled for November 2017 had to be cancelled because of hurricane cleanup, but in 2018 the ESB plans recycling drop-off events in February and again later in the year.

The ESB participated in 2017 in the Nature Discovery Center's Fall Pumpkin Patch event, seizing the opportunity, at the NDC's invitation, to entertain, inform and educate children and adults attending the event. The Nature Discovery

Center has proven to be a good venue for offering insights and information about environmental sustainability.

Christmas Tree Recycling

The Save Our Beaches Association is a non-profit organization (www.sobatx.org) founded to help protect our beaches along the Surfside Beach coastline. After Christmas 2017, Bellaire recycled more than 500 Christmas trees through our partnership with this Association.

Dark Skies/Light Pollution

The Board continues to be concerned about nighttime street illumination. Along with concerns of efficiency and safety, we ask Centerpoint and the city to keep in mind issues of light pollution. We will continue to work to educate ourselves in this area in order to learn more about Dark Skies best practices.

Native Plants

The Board feels strongly about the need to promote the use, replanting, and protection of native Texas coastal plain plants as much as possible. Native plants require less irrigation, less pesticide and herbicide, and provide habitat for beneficial native wildlife, including insects. We have worked with the Buildings and Standards Commission in the past to modify the city code on desirable/undesirable trees, and we will continue to look for opportunities to influence the choice of plants in city parks and public spaces.

Noise Pollution

During 2017 the issue of noise pollution caused by traffic on the 610 Loop was brought to the attention of the ESB, and the Board has begun to help the city in an attempt to work with TxDOT to address this issue.

RECOMMENDATIONS

Though not required of the Ordinance requiring this report, our Board makes the following recommendations that we believe will be beneficial to the City and its residents. They are:

1. Waste recycling is a dynamic, changing science which necessitates active engagement. Effective recycling requires not only commitment, but also up to date knowledge. We feel that constant education of the citizenry of the changes in recycling options and requirements is a vital function of the board, and all methods of communicating should be supported.
2. Though curbside recycling continues to improve, we need more of our residents to participate, and we welcome any advice or assistance the City and its various departments and employees can give us in this regard.
3. For several years, Public Works has been considering the costs and benefits of offering larger containers to Bellaire residents for use in curbside recycling. The Board encourages the City to continue exploring the possibility of using larger containers, as that might promote more participation in recycling by Bellaire residents.
4. The Board again believes the City, our Board, and our Public Works Department should undertake efforts to get our commercial business owners and their garbage/trash collectors to implement recycling collection efforts for the waste they produce. During 2018, the ESB plans to address this opportunity.
5. On the construction of new facilities, the Board would like for the City and its planners to be sure to use energy efficient materials, lighting, etc. that would enable the building(s) to achieve the highest LEED rating available.
6. The Board believes that green waste recycling presents a significant opportunity, and we urge the City to continue to provide frequent brush and limb collection. At the same time the ESB intends to present recommendations for improved comprehensive green waste recycling during 2018.

This report is submitted on behalf of the entire Environmental and Sustainability Board.

Jonathan Palmer
Chair

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State of the City Report February 5, 2018 L.I.F.E. Advisory Board

The Bellaire L.I.F.E. (B.L.I.F.E.) department is under the City of Bellaire's Parks, Recreation and Facilities Department. B.L.I.F.E. stands for **B**ellaire, **L**iving, **I**nformation, **F**un, and **E**nrichment, which offers programs for active adults ages 50 and up. The programming is designed to keep participants engaged in life through continued learning opportunities, new relationships and new experiences. The programming provides the residents of Bellaire and surrounding communities with a leisure lifestyle through socialization, games, day trips, special activities and events.

The L.I.F.E. advisory board is comprised of Patricia Parrack, a Bellaire resident of 24 years, Kevin Newman, Roberta Murray, Pat Westwood, Pat Tracey, Carmen Ulabarro and Connie Eicher. The board has been fortunate enough to work with Mayor Andrew Friedberg as council liaison, which we are grateful that he attends every meeting. The L.I.F.E. advisory board's role is to meet monthly to provide guidance to staff to help with programming objectives. We are a working board that also provides assistance to staff during all programs, trips, activities and events.

In April of 2017, B.L.I.F.E. went through a dramatic change when the department was moved out of the City Hall location and into Bellaire United Methodist Church. The church was extremely welcoming, but majority of the seniors were not welcoming of the change. The church parking lot provides ample parking, but the long walk to get to the L.I.F.E. office and activity room is not one that many are happy about. We have lost members during this transition, but we hope that when we come back into the new city hall location we will gain them back and hopefully more!

In August, Hurricane Harvey devastated our area. Many of us in this meeting have either directly or indirectly been impacted this catastrophic event. It has taken a toll not only on our city, but on the L.I.F.E. department.

The Harris County Transportation Department, which provides B.L.I.F.E. free bus transportation services each month, has also reported extremely low numbers and many cancelled trips since Hurricane Harvey. These trips provide a change of scenery for the participants as well as provide an opportunity to learn about an area's history, tourism and entertainment opportunities; to make new friends; and to enhance the overall lifestyle of each participant.

But, throughout everything B.L.I.F.E. has still had fun and many wonderful activities and trips. We were able to get the inside look at the Deep in the Heart Foundry in Bastrop, to see how sculptures are made. Then we saw glass blowing in Tomball at Three Dimensional Visions. Sampled Shiner Beer at Spoetzel Brewery and chocolates at Kegg's Candies. We went from learning about the behind the scenes effort at the Houston Food Bank, to seeing crocodiles being feed feet in front of us at the Crocodile Encounter in Angleton. Learned about the history of Texas at places like the San Felipe de Austin Historical Site, Texas State Capital, Millard Crossing Historical Village in Nacogdoches, Historical Home Tour of Bastrop, Edwin Wolters Memorial Museum in Shiner, Varner-Hogg Planation in West Columbia, Texas Heroes Museum and Monument Hill in La Grange. In Sealy, we visited the museum where the Sealy Mattress was patented then went to see one of the last painted churches built in Texas, the Guardian Angel Church. Experienced the life of oil rig workers at the Ocean Star Off Shore Drilling Rig and Museum in Galveston. In College Station, we visited the Museum of the American G.I. and George Bush Presidential Library and Museum. In Houston, we visited the Lainer Theological Library and went to the Museum of Fine Arts for the floral showcase Florescence. Enjoyed the beautiful outdoors at the Zilker Botanical Gardens in Austin and had lunch surrounded by beautiful trees and flowers at Peckerwood

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Gardens in Hempstead. We enjoyed the hospitality of the City of Tomball at the Railroad Depot. Then there was also plenty of shopping at the Peddler Show in Rosenberg, Sugar Plum Market in Stafford and the Houston Premium Outlets in Cypress. For the holiday seasons we took a tour of the lights in River Oaks and went to see a Midnight Clear at Stages Repertory Theater.

We have also had plenty activities here in Bellaire such as themed luncheons like Super Bowl, Valentine's Day Murder Mystery, Rodeo, St Patrick's, Fajita Friday and Thanksgiving. We had educational seminars on hearing loss, nutrition, Aphasia, Remembering When, Osteoporosis, Parkinson's disease and Avoiding Scams. We enjoined coffee with the Police and Fire Departments. Had monthly movies, bingo, and bunco, along with weekly bridge and our crafts and conversation group. We competed in chair volleyball tournaments against West University, in which we practice for twice a month. Had a senior carnival with tons of fun games, a Halloween party where we dressed up, and a Winter Ball where we danced the evening away!

2017 BLIFE Programming Participation

| Activity | # of Participants |
|--|--------------------------|
| 20 Bus Day Trips | 436 |
| 7 Educational Seminars | 67 |
| 11 Monthly Bingo Games | 245 |
| 8 Monthly Men's/Women's Club Programs | 81 |
| 20 Games Day | 209 |
| 44 Monday Bridge | 798 |
| 9 Tuesday Bridge | 157 |
| 9 Wednesday Bridge | 118 |
| 46 Friday Bridge | 513 |
| 48 Crafts & Conversation | 201 |
| 11 Movies | 373 |
| 11 Monthly Bunco Games | 84 |
| 26 Special Events Luncheons, Craft Day, Socials, etc. | 441 |

Total Activities: 270

3,723 Participants

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February 5, 2018

Honorable Mayor and City Council
City of Bellaire
7008 South Rice Avenue
Bellaire, Texas 77401

Re: Annual Report of the Bellaire Parks and Recreation Advisory Board 2018

Mayor and City Council:

I am Chair of the Bellaire Parks and Recreation Advisory Board (the “Board”), and speak on behalf of our current Board of committed volunteers including Vice-Chair, Julie McNee, Secretary, Denise Leisten, and members Kevin Sisk, Joan Gee, Ralph Cox it is a privilege to serve with these fellow citizens.

We are charged to serve the community needs through an advisory capacity to City Council and the Parks & Recreation Department. Although, the real work of maintaining our parks is done by the Parks and Recreation staff that we work closely with: Karl Miller, Cheryl Bright, Buster Adams, Heysel Zepeda and their staff. It is to them that I offer our thanks for a dedication to their positions that goes well above and beyond a ‘job’; and for the support and leadership of City Manager, Paul Hoffman. The Citizens of Bellaire are truly lucky to have such a dedicated staff in the Parks and Recreation Department. Their diligent attention to maintaining our parks is commendable. They oversee park maintenance, facility programming for our children and families, and organize events such as Party at the Pavilion, Bellaire Brave Celebration, Holiday in the Park and the Trolley Run to name a few.

In the capacity of advising the Board has provided recommendations on our city’s parks, trails, and recreation facilities. We are guided by observations and inspections with site visits, through input from reports from city employees and contracted sources and through citizen’s feedback. We welcome citizens at every meeting to share with us their comments on our parks and facilities.

This past year we have:

- Provided on-going oversight of park system improvements as outlined in the *Parks and Recreation Master Plan* to include:
 1. Approval of allocated funds for the purchase of Trash Can Enclosures for City Parks: Holly Street Trail, Russ Pitman Park, Evergreen and Bellaire Family Aquatic Center, and Paseo Park in keeping with the continuity of the City’s aesthetic theme.
 2. Maintenance and improvements to Holy Street Esplanade
 3. Approval of additional park location for expansion of Little Free Library program
 4. Installation of shade structures for Loftin Park and the Dog Park
- The Board has given recommendations and approval to the 5-year Capital Improvement Program to address needs and improvements across all of our parks, but with special focus to Evergreen, Holy Street and South Rice Esplanade improvements.
- Discussed Parks Department’s Sponsorship Guidelines and Procedures and made recommendations defining sponsorship support for a specific program, events and projects.
- Reviewed and approved the Parks, Recreation and Facilities 2017 Service Plan.
- We have supported and given recommendations to:

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1. HR Green providing input regarding the Community Pathways Project and supported their efforts gathering data from the community via a survey.
 2. Provided input to the Citizens for a Beautiful Bellaire
 3. Texas Department of Transportation in respect to noise abatement barriers near Ware Family Park.
- Approved a supported amendment to the Laurel Street Open Space Policy as it pertains to the Bellaire Town Square Family Aquatic Center (BTSFA), thus allowing the department to move forward with future improvements to the Bellaire Family Aquatics Center (BFAC).
 - Approved the preliminary design for future improvements to the BFAC to allow decking to enhance the pool patron experience by providing additional deck space and shade relief from the sun. Also, extending fencing on the south side of the competition pool, adding a gate on the south side and adding enclosure to the front of the building to hide chemical rooms and add storage, thus allowing large pool items to be removed from the deck.
 - Toured Russ Pitman Park and Evelyn's Park with their Executive Directors to improve communications and observe parks progresses.

At this point the Board is looking to the future and has formed a subcommittee with Patrons for Bellaire Parks and the Parks & Recreations Administrators to develop a cohesive and thematic approach to Bellaire's Community and Neighborhood Parks that we call the "Pocket Park Project." We are excited to join with Patrons President, Kristi Coffey, and her innovative ideas to make each 'pocket park' unique and geared to all Bellaire residents; to appeal to an intergenerational all abilities including special needs. We hope this project will drive more engagement from our citizens and community involvement.

After the devastation, the befell on our city through Hurricane Harvey we are seeking to enhance the quality of life and safety of Bellaire residents by implementing imagination play enhancements to the play-scape features that would ordinarily be replaced only with city funds. In collaboration with Patrons for Bellaire Parks we will explore ways to help fund enhancements to play-scapes that compliment and integrate a developed and identified playground theme in each pocket park that is interrelated between all the Bellaire Parks.

Respectfully submitted,

Sharon Veldman
Chair Person
Parks and Recreation Advisory Board

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



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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,

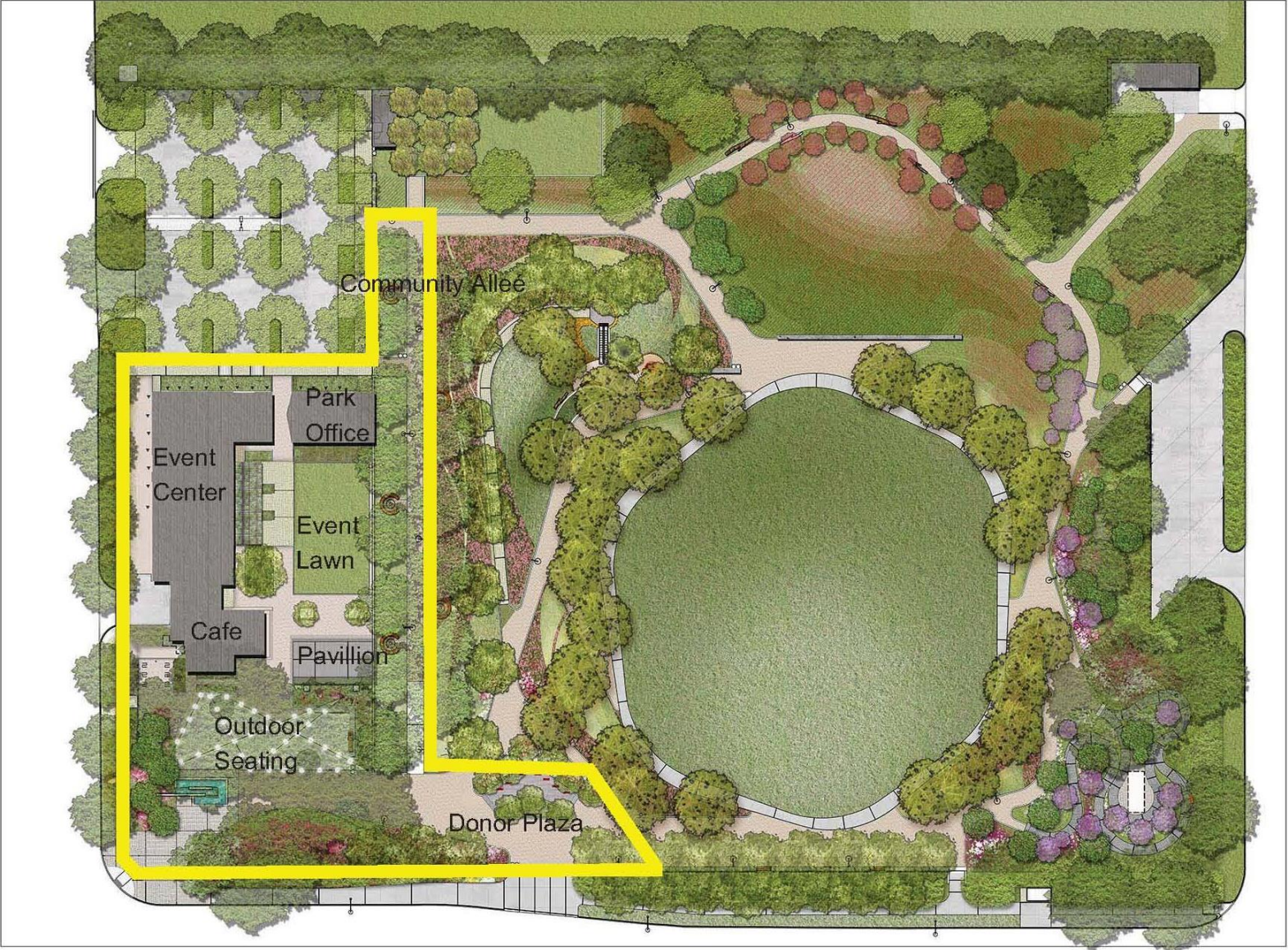
I am requesting Council to consider and support to allow beer and wine outside the designated areas at these two events.

1. **Friday, April 6th - 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 7th. 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 8th – "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

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Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

 NCTCOG Executive Director or Designee

 Signature of Executive Director or Designee

 Date

 Name of Participant Agency

 Mailing Address

 City State Zip

 Name and Title of Authorized Official or Designee

 Signature

 Date

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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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Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

LETTER OF RECOMMENDATION

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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.

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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 Turnkee 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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

BP-1
 **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)

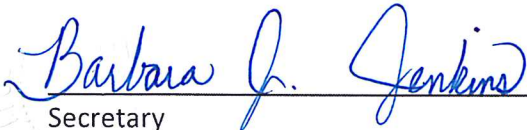
Bidder's

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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 |
|-----------------------------|---|------|------------|-------------|---------------|
| 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: 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 |

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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 5th day of March, 2018.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Andrew S. Friedberg
Mayor

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

APPROVED AS TO FORM

Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

STANDARD FORM OF AGREEMENT

STATE OF TEXAS §
 §
 COUNTY OF HARRIS §

This **AGREEMENT** is made and entered into this 5th 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 City Manager, 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.

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Exhibit A to Ord. No. 18-____

Page A-1 of A-3

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.

As required by Chapter 2270, Texas Government Code, **CONTRACTOR** hereby verifies that it does not boycott Israel, as defined by Chapter 808, Texas Government Code, and will not boycott Israel through the term of this Agreement.

IN WITNESS WHEREOF, the City Manager 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

Paul A. Hofmann, City Manager
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

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Exhibit A to Ord. No. 18-____

Page A-2 of A-3

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:

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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 5th day of March, 2018.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Andrew S. Friedberg
Mayor

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

APPROVED AS TO FORM

Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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):

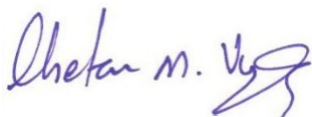
- Presiding over Preconstruction Conference & Minutes of the Meeting preparation.
- Processing of Construction Contractor's submittals for Product Data & Shop Drawings
- Review and coordinate responses to RFIs.
- Maintaining various logs.
- Oversight of Construction activities and preparation of daily 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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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.

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

- ✓ 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 HCFCD 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.

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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 | | |
| Construction Management & Inspection | | | | | | | | |
| 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 |
| Subtotal Hours | 4 | 148 | 172 | 172 | 1304 | 28 | 1828 | |
| Subtotal Fee | \$840.00 | \$28,860.00 | \$15,480.00 | \$18,576.00 | \$88,020.00 | \$1,932.00 | | |
| Total Fee | | | | | | | | \$175,000.00 |

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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

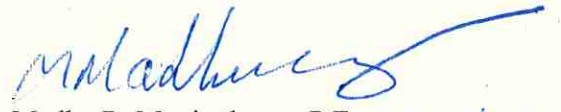
Re: City of Bellaire -Water and Wastewater Line Replacement Project Group A Phase 1

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: _____

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

| | Quantity | | Unit Rate | | Amount |
|--|----------|---|---------------|---|--------------------|
| PERSONNEL | | | | | |
| 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 |
| PORTLAND CEMENT CONCRETE | | | | | |
| 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 In. | = | |
| 31300 Measuring Length of Core (C 174) | | x | \$11.00 / Ea | = | |
| HMAC | | | | | |
| 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 |
| SOILS | | | | | |
| 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 |
| TREATED SOILS | | | | | |
| 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 |
| TOTAL | | | | | \$17,127.00 |

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.

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

STANDARD FORM OF AGREEMENT

STATE OF TEXAS §
 §
 COUNTY OF HARRIS §

This **AGREEMENT** is made and entered into this 5th 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 City Manager, 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.

{00}

Exhibit A to Ord. No. 18-____

Page A-1 of A-3

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.

As required by Chapter 2270, Texas Government Code, **CONTRACTOR** hereby verifies that it does not boycott Israel, as defined by Chapter 808, Texas Government Code, and will not boycott Israel through the term of this Agreement.

IN WITNESS WHEREOF, the City Manager 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

Paul A. Hofmann, City Manager
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

{00

Exhibit A to Ord. No. 18-____

Page A-2 of A-3

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:

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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
- Laboratory Furniture
- School Equipment
- Education Curriculum
- Athletic & Wood Flooring
- Athletic Equipment
- Scoreboards
- Lockers
- Auditorium Seating
- Bleachers

OFFICES

8676 Concord Ctr. Dr.
Englewood, CO 80112
Tel: 303-237-1333
Fax: 303-237-0518

430 Industrial Blvd.
Minneapolis, MN 55413
Tel: 612-331-4880
Fax: 612-378-2236

78 Eisenhower Lane N.
Lombard, IL 60148
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: 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)

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)





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
- Laboratory Furniture
- School Equipment
- Education Curriculum
- Athletic & Wood Flooring
- Athletic Equipment
- Scoreboards
- Lockers
- Auditorium Seating
- Bleachers

OFFICES

8676 Concord Ctr. Dr.
Englewood, CO 80112
Tel: 303-237-1333
Fax: 303-237-0518

430 Industrial Blvd.
Minneapolis, MN 55413
Tel: 612-331-4880
Fax: 612-378-2236

78 Eisenhower Lane N.
Lombard, IL 60148
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: 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

- (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 www.hhbestlab.com

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

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Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



ACADEMIC SPECIALTIES TEXAS

15344 VANTAGE PARKWAY E. SUITE 150 HOUSTON, TX 77032

PHONE: (713) 937-7878 FAX: (713) 937-7890

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Minneapolis, MN 55413
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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

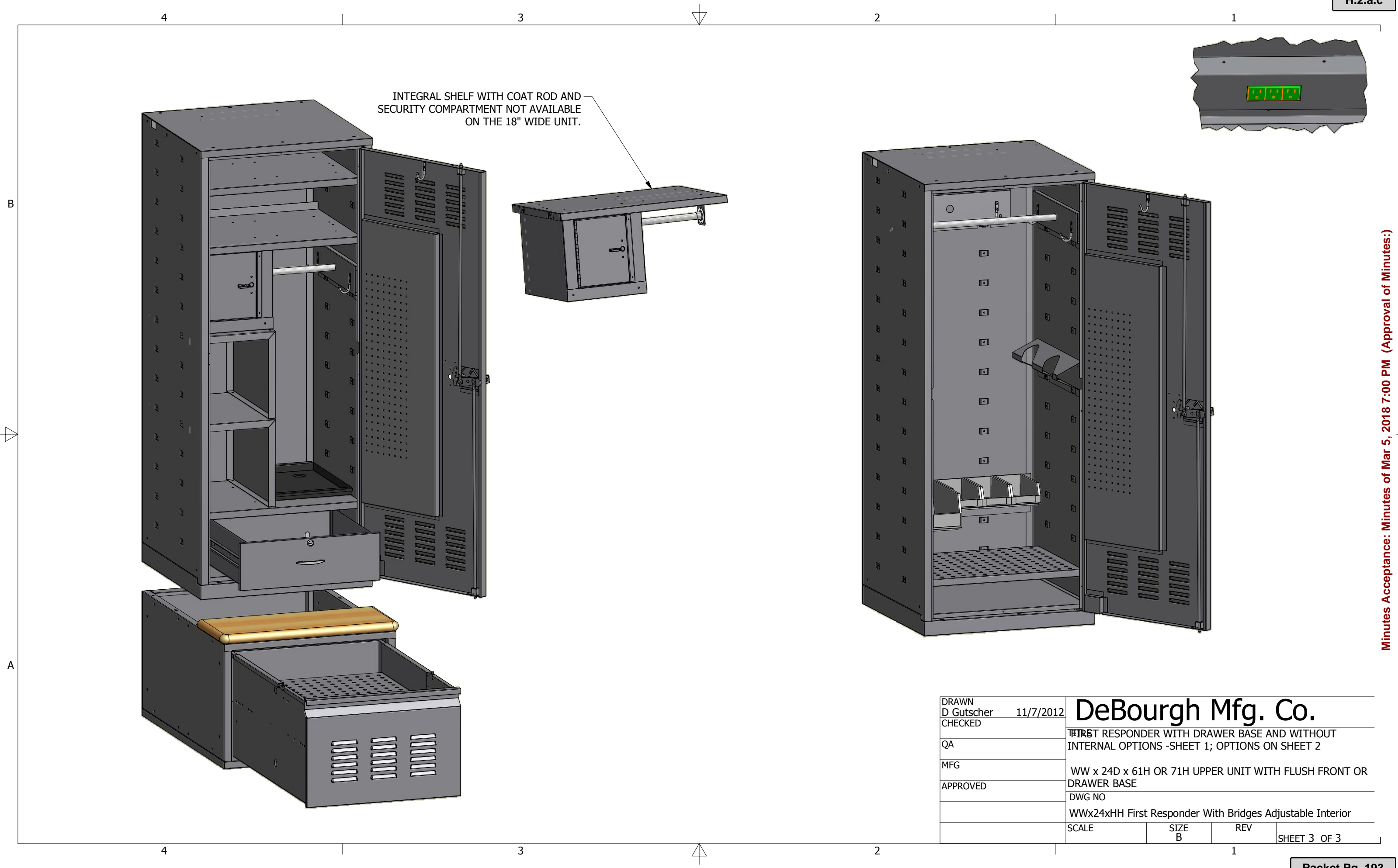
Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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.







Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

| | | | | |
|-------------------------------|--|--|-----|--------------|
| DRAWN D Gutscher 11/7/2012 | | DeBourgh Mfg. Co. | | |
| 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 B | REV | SHEET 3 OF 3 |

City of Bellaire

Municipal Facilities Project

FFE Summary

2/23/2018

| | | |
|--------------------------|-----------|---------------------|
| Police / Courts Subtotal | \$ | 1,298,921.23 |
| City Hall Subtotal | \$ | 820,208.74 |
| TOTAL | \$ | 2,119,129.97 |

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

| | | | |
|------------------------------------|--|-----------------|--------------------------------|
| | 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 | | |
| | witness 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 | |

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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

November 16th, 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.

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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.

Best regards,



Matt Gawin

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

TK

[illegible]

Bellaire PD

PROJECT ADDRESS:

PROJECT NAME:

DRAWING #

DC-25046-01

FINAL APPROVAL BY:

SHEET DESCRIPTION:

PLAN VIEW

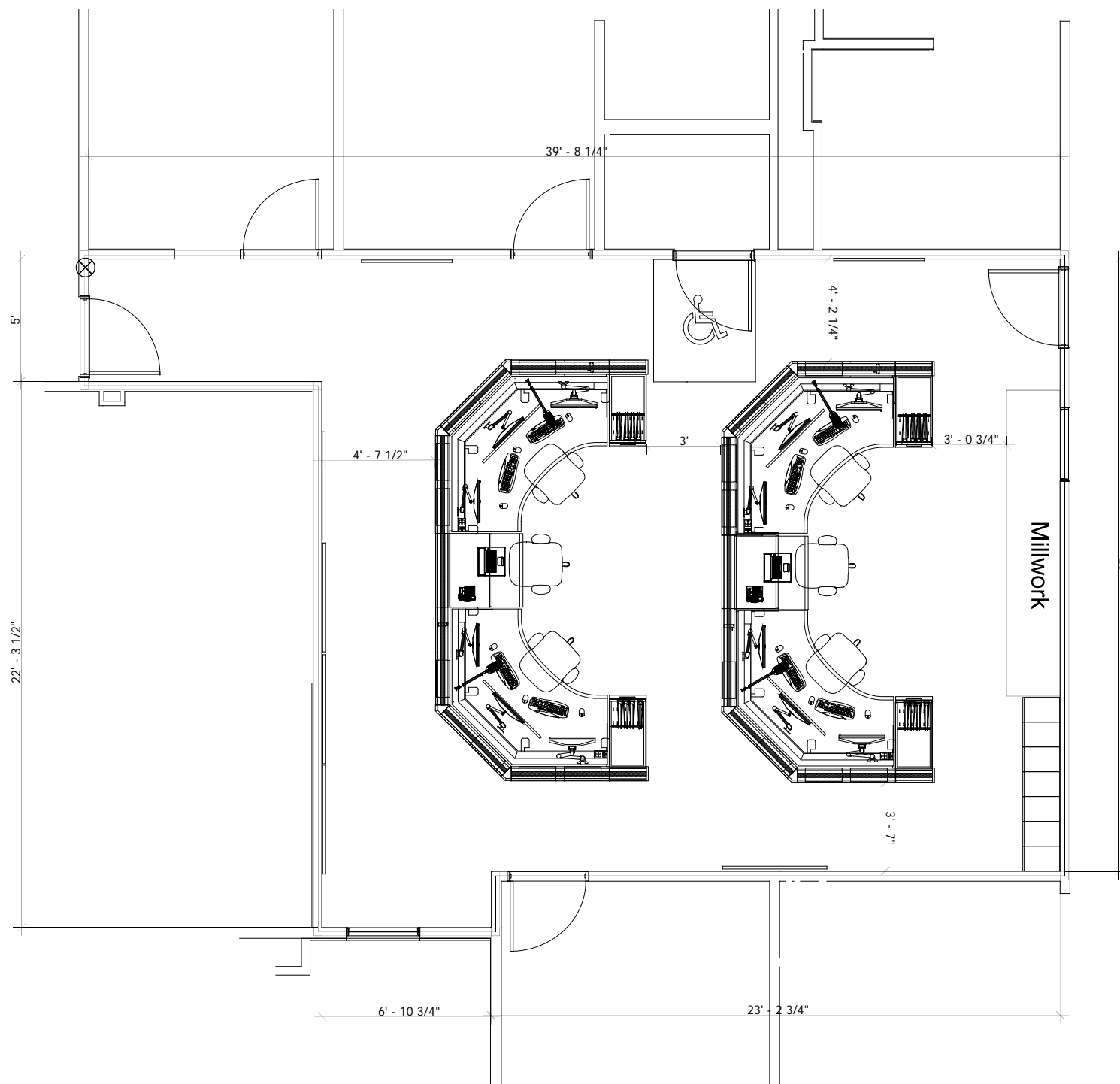
SCALE:

NONE

| | | |
|--------|-----|-------|
| OPTION | REV | SHEET |
| | | 1 |

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Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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.







Quotation

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

| | | |
|------------------|----------------------------|--------------------------------------|
| QUOTE DATE: | 11/10/2017 | DESIENCE SALES EXECUTIVE: Matt Gawin |
| EXPIRATION DATE: | 5/9/2018 | ADDRESS: 8189 Byron Rd |
| | | Whittier, CA 90606 |
| CUSTOMER: | Bellaire Police Department | PHONE: (602) 380-6322 |
| CONTACT: | Melissa Galan | EMAIL: mgawin@russebassett.com |
| ADDRESS: | 5110 Jessamine | |
| | Bellaire, TX 77401 | |
| PHONE: | (713) 662-8120 | PROJECT COORDINATOR: Ashley Garcia |
| FAX: | | PHONE: (562) 945-2445 xt 3399 |
| EMAIL: | mgalan@bellairepolice.com | FAX: (562) 698-8972 |
| | | EMAIL: agarcia@russebassett.com |

| QTY | PART NUMBER | DESCRIPTION | PRICE | EXTENDED |
|---------|---------------------|--|------------------|-------------|
| AREA: 1 | | | AREA 1 TOTAL: \$ | 55,742.1 |
| 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 |

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

Quotation

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

Option: 1



8189 Byron Road Whittier, CA 90606
Tel: 800.350.2445 Fax: 562.698.8971
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 |
| <i>Price does not include applicable sales tax</i> | | |
| Freight Services: | \$ | 5,750.00 |
| Russ Bassett Installation Services: | \$ | 8,400.00 |
| Total Due | \$ | 69,892.50 |

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:~)

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)

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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.

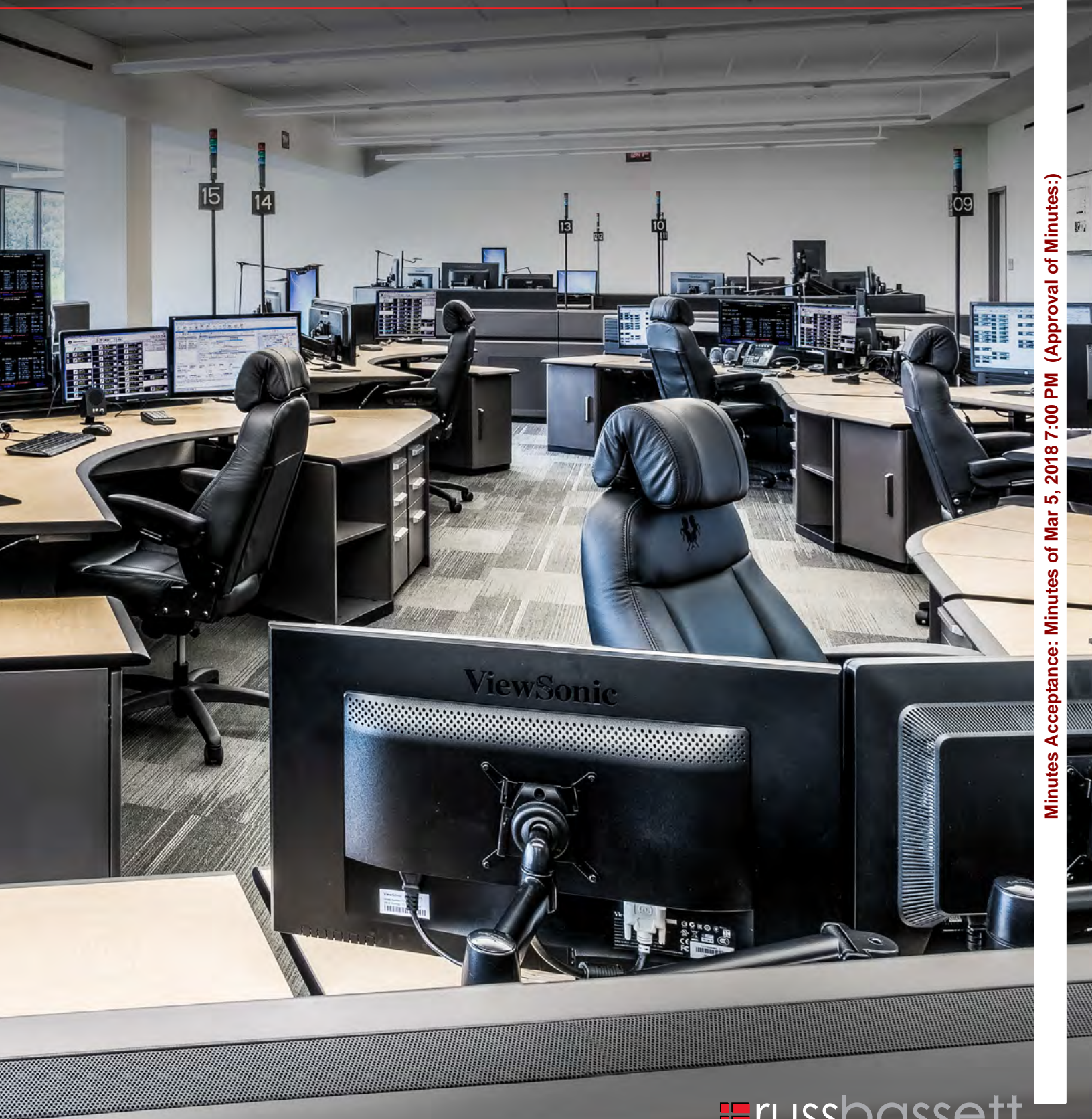
Any cancellation requests must be submitted in writing and approved by an officer of Russ Bassett. Upon acceptance of canceled order, a cancellation charge of 25% of the contract amount will be incurred over and above the cost of materials produced or in production, labor or other services performed,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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

flex consoles



Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



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



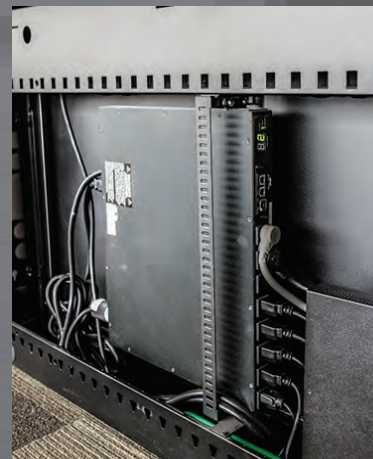
monitor display solutions



cable management



convenience power & data



equipment storage



single worksurface



dual worksurface

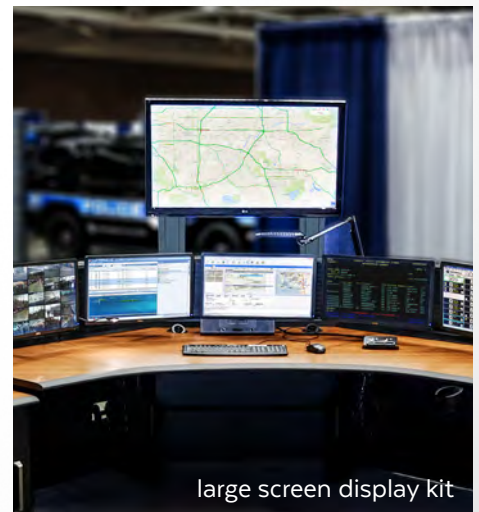
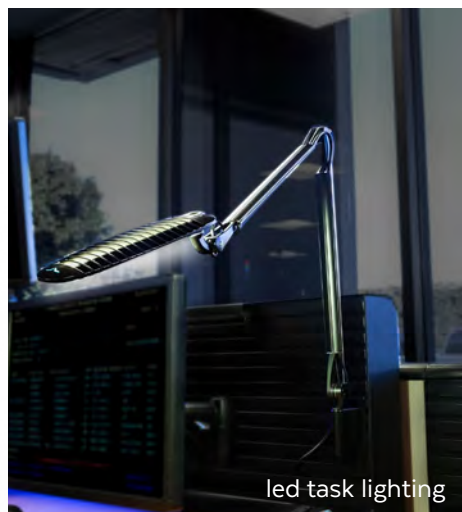
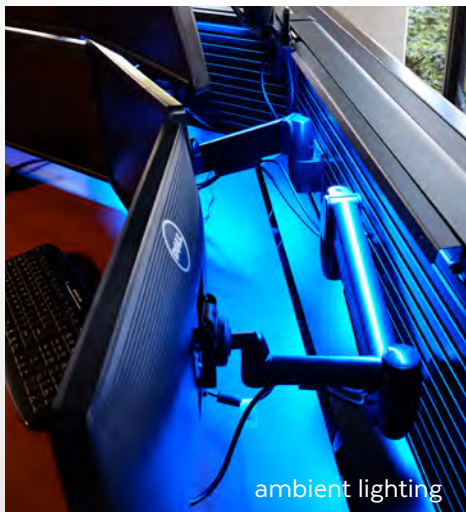
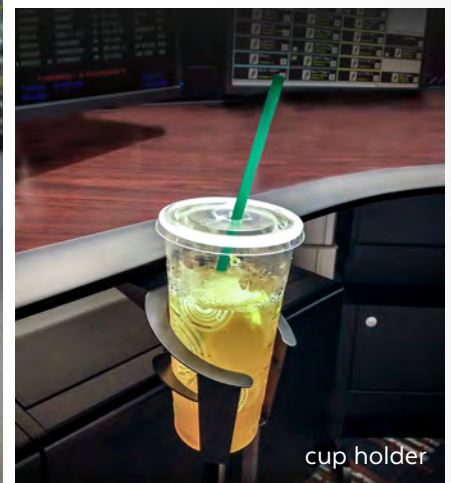


steel construction



cust Packet Pg. 214

console accessories



Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

 russbassett

www.russbassett.com

8189 Byron Road Whittier, CA 90606 | Tel 562.945.2445 / Fax 562.698.8972 | info@russbassett.com

Packet Pg. 215

CONSOLE MANAGEMENT SYSTEM™

FULL OPERATOR CONTROL AND COMFORT AT YOUR FINGER TIPS



Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



CONSOLE MANAGEMENT SYSTEM™

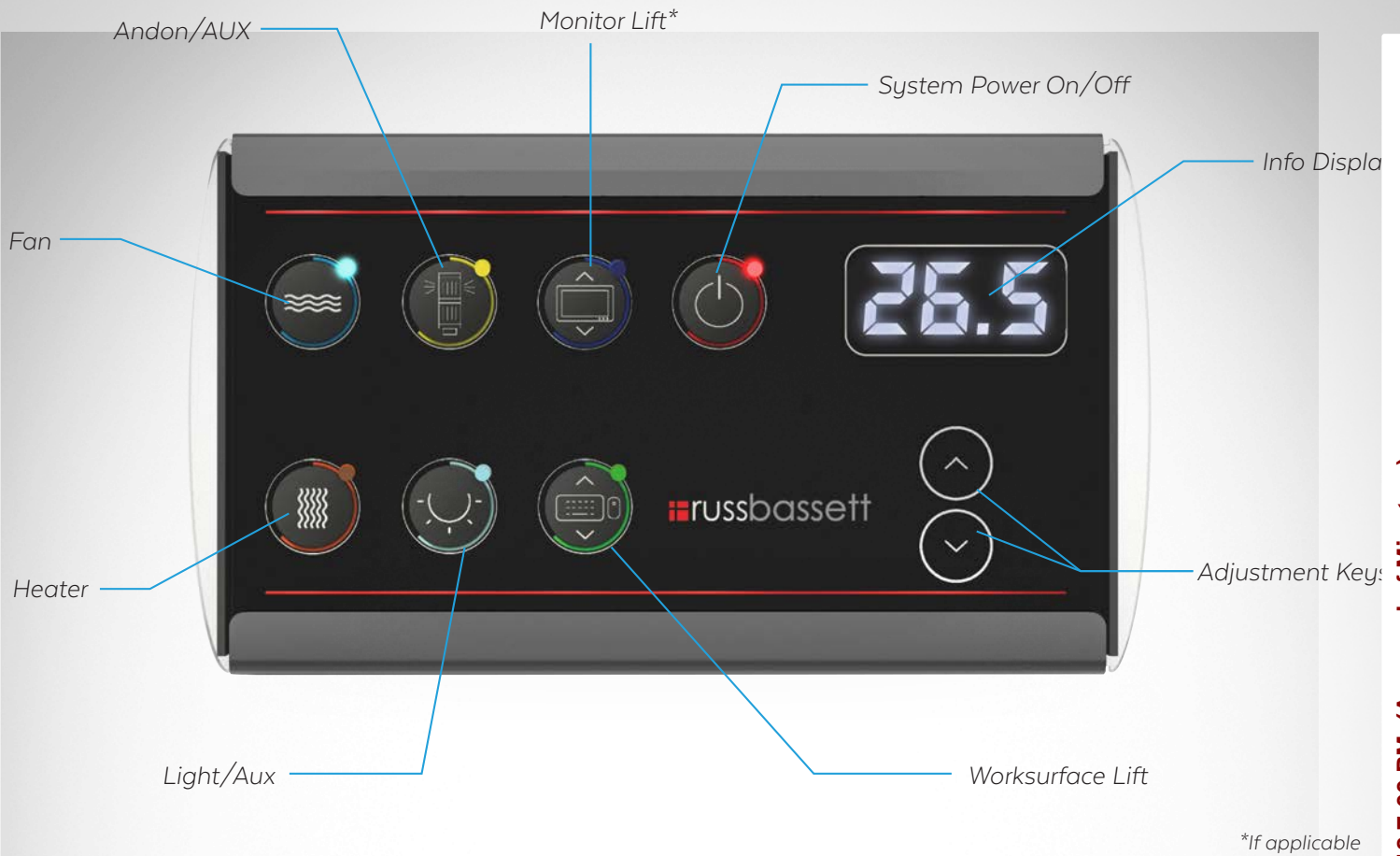
Russ Bassett's new Console Management System™ (CMS) provides full comfort and control of your Flex Console at your fingertips.

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 |



Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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'.

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

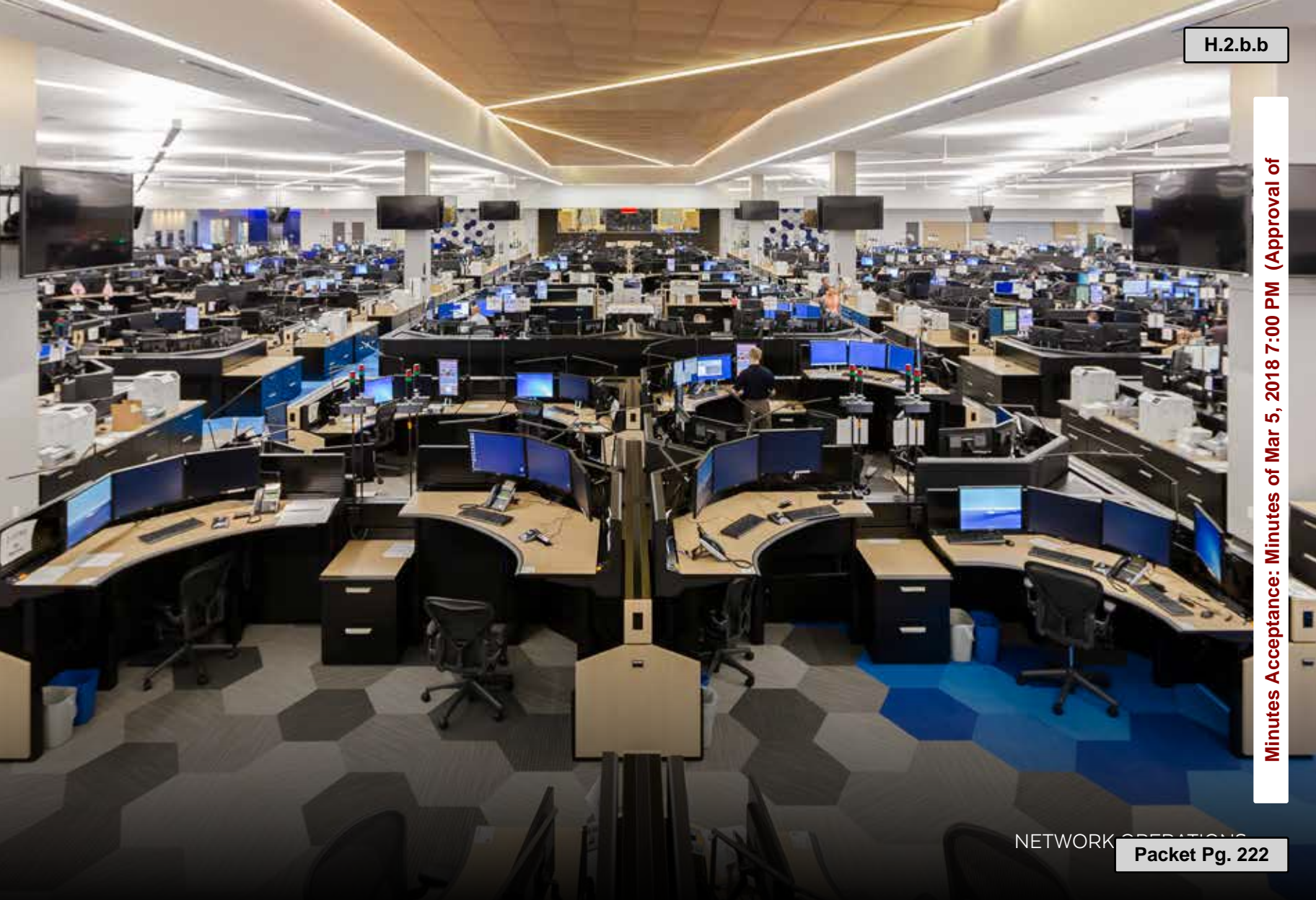
This warranty applies to all Russ Bassett Console products purchased on or after January 1, 2016

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)



CONSOLE FURNITURE FOR MISSION CRITICAL ENVIRONMENTS

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of



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:

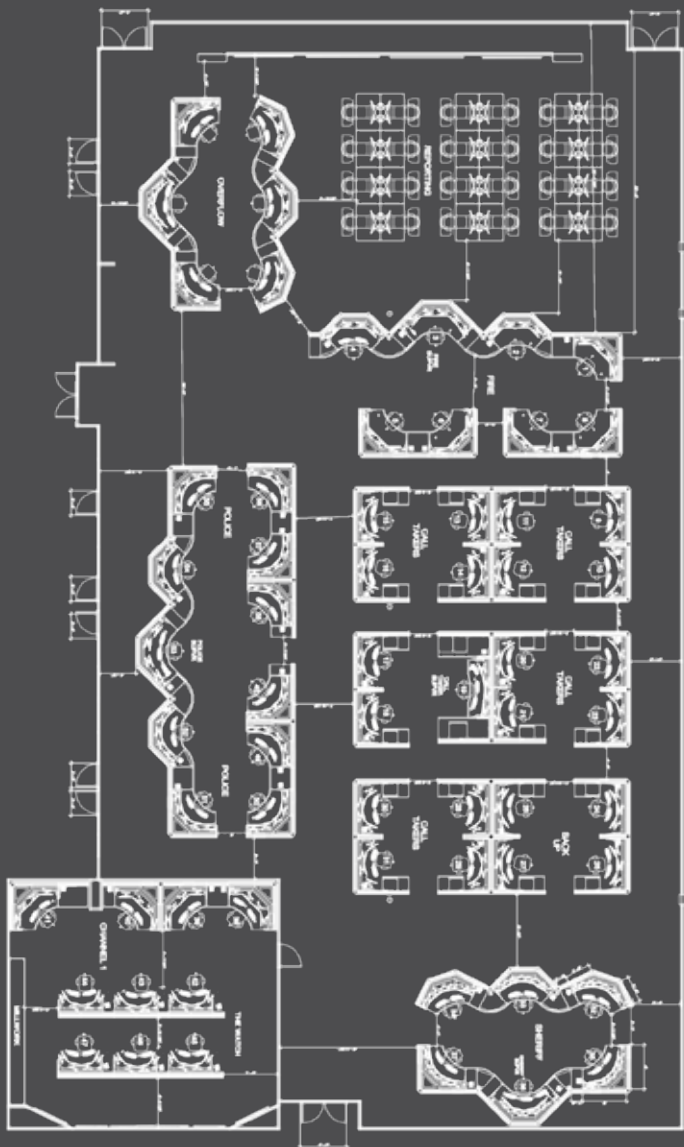
- American Airlines: Integrated Operations Center
- Bexar Metro 9-1-1 Network District: Regional Operations Center
- CenterPoint Energy: Distribution, Security & Network Operations Centers
- Delta Air Lines: Operational Control Center
- Enable Midstream Partners: System Control Centers
- Federal Aviation 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



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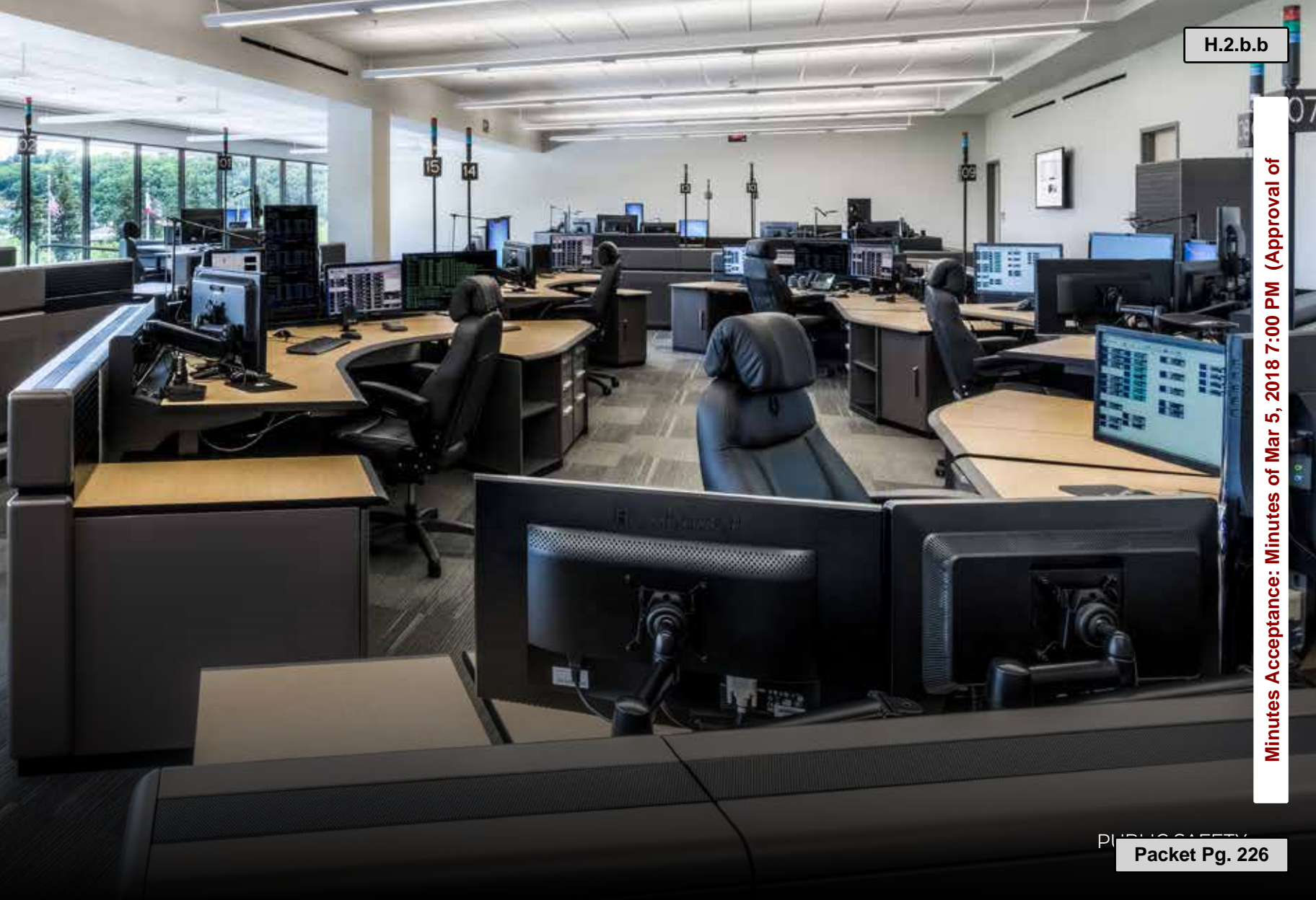


SYSTEM DESIGN

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

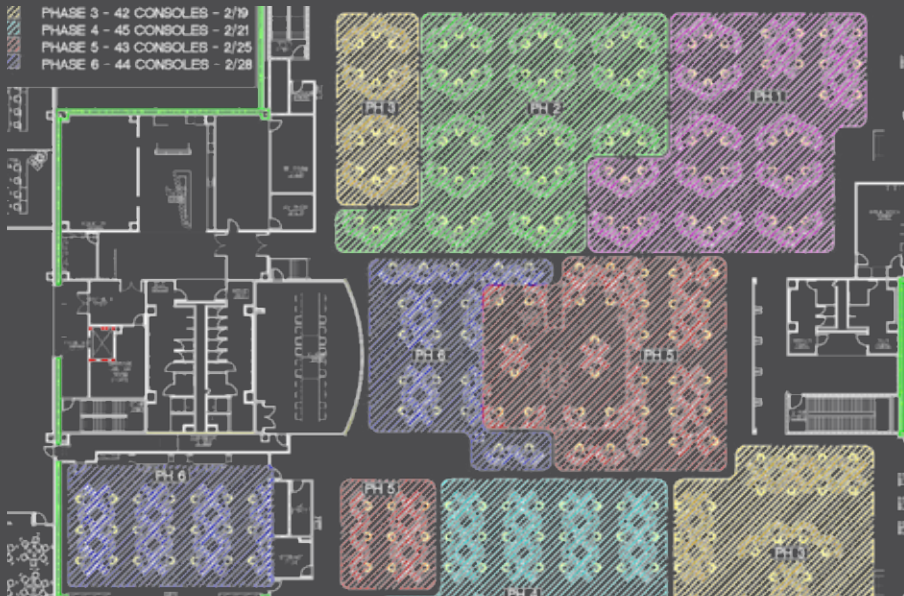




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PROJECT MANAGEMENT

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



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





Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of

City of Bellaire

Municipal Facilities Project

FFE Summary

2/23/2018

| | | |
|--------------------------|-----------|---------------------|
| Police / Courts Subtotal | \$ | 1,298,921.23 |
| City Hall Subtotal | \$ | 820,208.74 |
| TOTAL | \$ | 2,119,129.97 |

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

| | | | |
|------------------------------------|--|-----------------|--------------------------------|
| | 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 | |

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

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

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Approval of Minutes:)

MUNICIPAL FACILITIES



BUSINESS CARD



NAME TAG



VEHICLE DECAL



STAFF UNIFORM





ORDINANCE NO. 18-____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, GRANTING SPECIFIC USE PERMIT S-91 TO PLAZA CLEANERS LLC d/b/a HEFNER'S PLAZA CLEANERS FOR THE PURPOSE OF OPERATING A DRIVE-IN DROP-OFF AND PICK-UP CLEANERS AND LAUNDRY FACILITY BY UTILIZING AN ALREADY EXISTING DRIVE-THROUGH FACILITY LOCATED AT 5212 BISSONNET STREET, BELLAIRE, TEXAS, IN THE URBAN VILLAGE DOWNTOWN (UV-D) ZONING DISTRICT.

WHEREAS, in accordance with *Chapter 24, Planning and Zoning, Article VI, Amendatory Procedure, Section 24-607, Call of Public Hearings*, of the *Code of Ordinances of the City of Bellaire, Texas*, and upon receipt of a report and recommendation from the Planning and Zoning Commission of the City of Bellaire, Texas, the City Manager of the City of Bellaire, Texas, scheduled a public hearing to be held before the City Council of the City of Bellaire, Texas, on Monday, April 16, 2018, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas, on an application and request for a specific use permit submitted by Plaza Cleaners LLC d/b/a Hefner's Plaza Cleaners for the purpose of operating a drive-in drop-off and pick-up cleaners and laundry facility by utilizing an already existing drive-through facility located at 5212 Bissonnet Street, Bellaire, Texas, in the Urban Village Downtown (UV-D) Zoning District; and

WHEREAS, notice of said public hearing having been duly given and published as required by law, said public hearing was held on April 16, 2018, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas. All persons desiring to be heard were heard on or in connection with the application and request for a specific use permit as herein described; and

WHEREAS, the report and recommendation from the Planning and Zoning Commission of the City of Bellaire, Texas ("Commission"), prepared in the form of a memorandum by Chair Dirk Stiggins dated March 13, 2018, indicated that the Commission recommended the approval of the referenced application for a specific use

permit, a copy of which report and recommendation is attached hereto and marked Exhibit "A," with recommended conditions to be placed on the specific use permit; and

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

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

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

2. **THAT** Specific Use Permit S-91 is hereby granted to Plaza Cleaners LLC d/b/a Hefner's Plaza Cleaners for the purpose of operating a drive-in drop-off and pick-up cleaners and laundry facility by utilizing an already existing drive-through facility located at 5212 Bissonnet Street, Bellaire, Texas, in the Urban Village Downtown (UV-D) Zoning District, in conformance with the application submitted by Plaza Cleaners d/b/a Hefner's Plaza Cleaners and subject to the following additional condition:

a) Parking lot striping nearest the drive-through shall remain and be maintained as currently striped so as to not interfere with the drive-through.

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

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

PASSED, APPROVED and ADOPTED this 16th day of April, 2018.

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

Exhibit A


Report and Recommendation from the Planning and Zoning Commission



CITY OF BELLAIRE

Planning and Zoning Commission

March 13, 2018

To: Mayor and City Council
 From: Dirk Stiggins, Chairman, Planning & Zoning Commission 
 CC: ChaVonne Sampson, Director of Community Development
 Subject: Report and Recommendation on an application for a Specific Use Permit for the use of a drive-through facility at 5212 Bissonnet Street.

On Thursday, February 8, 2018, the Planning & Zoning Commission held a public hearing for the purpose of reviewing an application on a request for a Specific Use Permit (SUP) to allow for Hefner's Plaza Cleaners to utilize an already existing drive-through facility located at 5212 Bissonnet Street. The property is within the Urban Village Downtown (UV-D) Zoning District.

Notifications regarding the public hearing were mailed out to all addresses within 500 feet of the property. Any and all persons desiring to be heard in connection with the Specific Use Permit Application were invited to speak before the Commission.

There were no members of the public who spoke on the application.

Concerns/questions from the Commission included:

- Configuration of the existing onsite parking
- What improvements would be necessary to facilitate the new operations?
- How many can be queued in the drive-through lane?

Mr. Sion Saghian, lessor of the property at 5212 Bissonnet Street, informed the Commission that the existing parking will stay as is, and that he is in the process of re-striping the parking lot. The applicant's representative stated that the only improvement that will be made to the facility is to replace one of the drive-through windows with a chute for night drop-off. City staff confirmed that there is adequate parking on site, as well as enough room for approximately five (5) cars to queue in the drive-through lane.

No additional comments were received after closure of the public hearing.

CONSIDERATION

During consideration of the application, pictures were provided by the applicant depicting the new striping that was completed on the parking lot. There was no further discussion by the Commission.

RECOMMENDATION

On March 8, 2018, after due consideration and discussion, the Commission found that the application was consistent with the criteria and standards set forth in Section 24-615 of the City of Bellaire Code of Ordinances, and voted 6-0 to recommend approval of the Specific Use Permit at 5212 Bissonnet Street to City Council, with the following recommendations:

- The parking lot striping must remain and be maintained as shown in the photo provided until such time that a change in use occurs. Ordinary wear and tear is accepted.

VOTE OF THE COMMISSION**Members present and voting FOR this recommendation to City Council:**

Mike Axlerad, Ross Gordon, Lynne Skinner, Marc Steinberg, Dirk Stiggins, Weldon Taylor

Members present and voting AGAINST this recommendation to City Council:

None.

Members absent:

Jonathan Saikin

4/12/2018



Bellaire Police & Fire Foundation

Funding Guidelines

April 2, 2018

Handheld Portable Clinical Blood Gas Analyzer

Attachment: Blood Gas Analyzer (2527 : Bellaire Police and Fire Foundation Grant Requests)

BELLAIRE POLICE & FIRE FOUNDATION FUNDING GUIDELINES

Mission

To enhance public safety in the City of Bellaire by promoting excellence in the Police and Fire Departments.

Purpose

Formed by local Bellaire residents and business leaders, the Bellaire Police & Fire Foundation ("Foundation") is a Texas nonprofit 501c(3) charitable organization created to enhance public safety in the City of Bellaire.

Foundation Funding Guidelines

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Foundation Funding Considerations/Restrictions

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The Bellaire Police & Fire Foundation does not provide support for influencing legislation and/or elections, promoting voter registration, political candidates, or campaigns (as per IRS 501(c)3 tax status regulations). Additionally, it does not donate money to individuals, fund employee salaries and benefits or consider projects or expenses that circumvent city or Department policy. Requests for anonymity from donors are honored.

Procedures Governing New Requests for Support

1. All requests for funds are received and reviewed by the Bellaire Police & Fire Foundation.
2. Proposals must indicate why private funding, as opposed to city funding, is necessary.
3. The Foundation will make final funding decisions.



BELLAIRE POLICE & FIRE FOUNDATION GRANT APPLICATION

Date: April 2, 2018 **Amount Requested:** Not to Exceed \$16,000

Department/Unit: Bellaire Fire

Contact Name: Darryl Anderson, Chief

Mailing Address: 7008 S. Rice Ave

Email Address: danderson@bellairetx.gov

Phone Number: 713-662-8201

Fax Number: 713-662-8199

Name of Program/Equipment Requested: Handheld Portable Clinical Blood Gas Analyzer

Brief Description of the Program or Equipment:

Handheld portable clinical blood gas analyzer

What is the specific need for this program or equipment?

The progression of field based blood analysis, to assist in determining treatment modalities, has become small and rugged enough to serve EMS. The information gained not only helps determine field intervention but allows a comparison value to help determine treatment efficacy, prior to patient entry into hospital care.

Bellaire Fire Department is currently sending paramedics through training to utilize the information gleaned from just such a diagnostic device.

Has this program/equipment been previously requested through the City budget?

☐ Yes

☒ No

If yes, please list the most recent date of submission and the result / If no, please explain the reason why it was not submitted:

To date, Bellaire Fire Department has not had enough critical care trained paramedics to warrant this equipment. That is changing with the end of the second critical care paramedic class and the planning for the third class in FY2019.

What objectives will be accomplished if the funding is granted?

Patient care will take a more information driven approach, adding diagnostics to the treatment choices. The confirmation of specific blood gases can direct the paramedic to give or withhold certain treatments, adding direct benefit at initial patient contact, no longer waiting for the patient to receive that care in hospital.

What impact will this project have on the relationship between the Department and the community?

In a field where Bellaire is currently held in high regard, additional diagnostic equipment will only improve the existing relationship. This technology, coupled with advances in telemedicine, may help alleviate expensive trips to the Emergency Room (ER), allowing patient to choose a more affordable outpatient care clinic. Bellaire will be seen as a more professional organization.

Please identify your metrics for measuring projected outcomes (i.e. Number of lives saved, year to year statistics, individuals served, etc.)

Once fully implemented, post training and trial, the metrics may be how many patients were successfully diverted from the ER into community treatment facilities, based on more complete information and not just patient symptoms. A second, more difficult to achieve metric, will be when and if Bellaire receives permission to utilize specific diagnostic components of the blood gas analyzer, how many heart attacks are field verified by cardiac enzymes and specific treatment, including the bypass of hospital ERs, are encountered.

Please attach an itemized budget for program expenses or a quote from equipment manufacturer for equipment/technology purchases (including shipping/handling costs).

| | |
|----------------------------------|-----------------|
| Blood Gas Analyzer | \$15,000 |
| Test Cartridges (25/box) 4 boxes | |
| | <u>\$1,000</u> |
| Total Grant not to exceed | \$16,000 |

Direct all questions regarding the application to:

Bellaire Police & Fire Foundation

E-mail: info@bellairepoliceandfirefoundation.org

Web address: www.bellairepoliceandfirefoundation.org

4/12/2018



Bellaire Police & Fire Foundation

Funding Guidelines

April 2018

Attachment: Flood Rescuer PPE (2527 : Bellaire Police and Fire Foundation Grant Requests)

BELLAIRE POLICE & FIRE FOUNDATION FUNDING GUIDELINES

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Procedures Governing New Requests for Support

1. All requests for funds are received and reviewed by the Bellaire Police & Fire Foundation.
2. Proposals must indicate why private funding, as opposed to city funding, is necessary.
3. The Foundation will make final funding decisions.



BELLAIRE POLICE & FIRE FOUNDATION GRANT APPLICATION

Date: April 1, 2018 **Amount Requested:** Not to Exceed \$12,000

Department/Unit: Bellaire Fire

Contact Name: Darryl Anderson, Chief

Mailing Address: 7008 S. Rice Ave

Email Address: danderson@bellairetx.gov

Phone Number: 713-662-8201

Fax Number: 713-662-8199

Name of Program/Equipment Requested: Flood Responder Personal Protective Equipment

Brief Description of the Program or Equipment:

Personal Protective Equipment for (12) Responders for use in Flood Fight

What is the specific need for this program or equipment?

Emergency responders in an urban flooding situation are faced with multiple opportunities to be exposed to toxins, human and pet waste, hydrocarbons from submerged vehicles, rodents, and venomous reptiles and ants. This gear will be purchased and utilized by Flood and Swift Water trained Responders, post course completion.

Has this program/equipment been previously requested through the City budget?

☐ Yes

☒ No

If yes, please list the most recent date of submission and the result / If no, please explain the reason why it was not submitted:

Bellaire is sending response personnel to be trained in the specifics of water rescue, and rental of protective equipment will be part of the training. Post certification those responders will have the opportunity to purchase gear specific to the task and the responder. This is not a one size fits all application.

What objectives will be accomplished if the funding is granted?

Protection of the water responder during training and in actual Flood Fight operation. Ultimately that protection equates to a better prepared responder to help citizens.

What impact will this project have on the relationship between the Department and the community?

Flood responders are a finite number and use of proper PPE will allow these individuals to stay in the fight for a longer duration. Regardless of time of year, that much rainfall is cold and without protection the responder will need frequent relief.

Please identify your metrics for measuring projected outcomes (i.e. Number of lives saved, year to year statistics, individuals served, etc.)

During a flood fight, the metrics will be the length of time a responder can remain effective in the task assigned. When there is no flooding, the training regimen and the number of training scenarios per year per rescuer will have to be the marker.

Please attach an itemized budget for program expenses or a quote from equipment manufacturer for equipment/technology purchases (including shipping/handling costs).

Type V Personal Floatation Device by Force 6 RescueTec

| | | |
|----|----------------|-----------|
| 12 | \$ 299.00 each | \$3588.00 |
|----|----------------|-----------|

Cestus WR 2006 L H2O SX swift water rescue glove

| | | |
|----|---------|-----------|
| 12 | \$51.95 | \$ 623.40 |
|----|---------|-----------|

Petzl Vertex Vent Rescue Helmet

| | | |
|----|----------|-----------|
| 12 | \$113.00 | \$1356.00 |
|----|----------|-----------|

Petzl Swiftwater Work Boot

| | | |
|----|---------|-----------|
| 12 | \$78.00 | \$ 936.00 |
|----|---------|-----------|

Standard Rescue Wetsuit by Rescuetechnic 1

| | | |
|----------------|-----------|-----------|
| Std Size 8 | \$278. 00 | \$2224.00 |
|----------------|-----------|-----------|

| | | |
|---------------|----------|-----------|
| Larger Size 4 | \$289.00 | \$1156.00 |
|---------------|----------|-----------|

Water Rescue Throw Bag

| | | |
|----|----------|----------|
| 12 | \$ 70.00 | \$ 840.0 |
|----|----------|----------|

| | |
|----------------------------------|------------------------|
| Total Grant not to exceed | <u>\$12,000</u> |
|----------------------------------|------------------------|

Direct all questions regarding the application to:

Bellaire Police & Fire Foundation

E-mail: info@bellairepoliceandfirefoundation.org

Web address: www.bellairepoliceandfirefoundation.org

4/12/2018



Bellaire Police & Fire Foundation

Funding Guidelines

April 2, 2018

Inflatable Response Boat with Outboard Motor

Attachment: Inflatable Application 1 (2527 : Bellaire Police and Fire Foundation Grant Requests)

BELLAIRE POLICE & FIRE FOUNDATION FUNDING GUIDELINES

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To enhance public safety in the City of Bellaire by promoting excellence in the Police and Fire Departments.

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2. Proposals must indicate why private funding, as opposed to city funding, is necessary.
3. The Foundation will make final funding decisions.



**BELLAIRE POLICE & FIRE FOUNDATION
GRANT APPLICATION**

Date: April 2, 2018 **Amount Requested:** Not to Exceed \$15,000

Department/Unit: Bellaire Fire

Contact Name: Darryl Anderson, Chief

Mailing Address: 7008 S. Rice Ave

Email Address: danderson@bellairetx.gov

Phone Number: 713-662-8201

Fax Number: 713-662-8199

Name of Program/Equipment Requested: Inflatable Response Boat w/ Motor

Brief Description of the Program or Equipment:

A 14' Hypalon Inflatable Response Boat with Outboard Motor

What is the specific need for this program or equipment?

Hurricane Harvey showed that water in Bellaire can exceed the high-water vehicle capabilities. In a flood, such as this, a boat is the only avenue to respond to those who need access to EMS. Deep water response requires a very different set of skills and equipment than normal, dry land.

Has this program/equipment been previously requested through the City budget?

☐ Yes

☒ No

If yes, please list the most recent date of submission and the result / If no, please explain the reason why it was not submitted:

What objectives will be accomplished if the funding is granted?

It will allow for the fastest implementation of a response in the event of another Harvey situation. It will be part of a coordinated “boat to high water vehicle to a *Point of Refuge*” continuum.

Part of the training necessary for a boat operator requires the response team to work with their own boat. This request will also help with that requirement.

What impact will this project have on the relationship between the Department and the community?

The City of Bellaire received bad publicity when the high-water Vehicle flooded during Harvey. Having a lightweight response platform capable of navigating deep water and shallow fording will allow Bellaire Fire Department to reach patients in need of EMS care, easily and quickly. This will improve community relationships and provide an overall sense of security when paired with boat response training.

Please identify your metrics for measuring projected outcomes (i.e. Number of lives saved, year to year statistics, individuals served, etc.)

Outcomes for this request will be measured in hours spent in continuing education, water training exercises following learned procedure and ultimately from high water response. A boat will only be used when necessary and when training events occur.

Please attach an itemized budget for program expenses or a quote from equipment manufacturer for equipment/technology purchases (including shipping/handling costs).

| | |
|---|----------------------|
| Rigid Hull Inflatable. (RIB) 14'-15', 2018 Red Hypalon Boat | \$7000 |
| Short Shaft Electric 4-Stroke Outboard Motor | <u>\$5000</u> |
| Total Grant not to exceed | \$12,000 |

Direct all questions regarding the application to:

Bellaire Police & Fire Foundation

E-mail: info@bellairepoliceandfirefoundation.org

Web address: www.bellairepoliceandfirefoundation.org

4/12/2018



Bellaire Police & Fire Foundation

Funding Guidelines

April 10, 2018

Force Option Virtual Reality Training System

Attachment: Force Option - PD (2527 : Bellaire Police and Fire Foundation Grant Requests)

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Procedures Governing New Requests for Support

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3. The Foundation will make final funding decisions.



BELLAIRES POLICE & FIRE FOUNDATION GRANT APPLICATION

Date: April 10, 2018 **Amount Requested:** \$80,000.00 maximum

Department/Unit: Police

Contact Name: Byron Holloway

Mailing Address: 5110 Jessamine, Bellaire, Texas 77401

Email Address: bholloway@bellairepolice.com

Phone Number: 713-662-8123

Fax Number: 713-662-8289

Name of Program/Equipment Requested: Force Option Virtually Reality Training System

Brief Description of the Program or Equipment:

This is a system in which various scenarios are projected on a screen and an officer must successfully manage the contact. The instructor can have the computer seamlessly change the on-scene characters response to the officer's actions. If the use of force is justified the officer must respond with realistic weapons that are modified in such a manner that the computer records the officer's response. The event is then reviewed with the officer by the instructor for possible alternatives to the use of force as may be appropriate.

This cost to include all software, hardware, projection related equipment, installation, various training weapons, training of Bellaire Police Department instructors, and multiple branching scenarios. This is a "turnkey" project.

What is the specific need for this program or equipment?

The need is ongoing training in de-escalation tactics as well as the deployment of appropriate force options as needed.

Has this program/equipment been previously requested through the City budget?

☐ Yes

X ☐ No

Not in recent years.

If yes, please list the most recent date of submission and the result / If no, please explain the reason why it was not submitted:

Requested in previous budget development process was possibly 2009. At that time project did not continue through budget process due to cost, technology at the time, and lack of training space.

What objectives will be accomplished if the funding is granted?

Improved officer safety. Improved community safety. Reduce likelihood of improper use of force. Increase likelihood of de-escalation of volatile situations.

What impact will this project have on the relationship between the Department and the community?

This project will demonstrate the Police Department's commitment to incident resolution using only appropriate force. Training in de-escalation will be beneficial in all potentially volatile contacts, especially those with the mentally ill.

Please identify your metrics for measuring projected outcomes (i.e. Number of lives saved, year to year statistics, individuals served, etc.)

Success will be measured by increased training hours per officer in a realistic format. Potentially reduction in reported use of force incidents annually by the Bellaire Police Department.

Please attach an itemized budget for program expenses or a quote from equipment manufacturer for equipment/technology purchases (including shipping/handling costs).

There is no current quote from a single vendor. Systems range widely in cost dependent on capabilities of system. This system when purchased will be placed in a training room in the new police building specifically designed for this training type system. An appropriate complete system is anticipated not to exceed \$80,000.00.

Direct all questions regarding the application to:

Bellaire Police & Fire Foundation

E-mail: info@bellairepoliceandfirefoundation.org

Web address: www.bellairepoliceandfirefoundation.org

4/12/2018



Bellaire Police & Fire Foundation

Funding Guidelines

April 10, 2018

Radio Redundancy Project and Increased Operation
Capability

Attachment: Radio Redundancy Project-PD (2527 : Bellaire Police and Fire Foundation Grant Requests)

BELLAIRE POLICE & FIRE FOUNDATION FUNDING GUIDELINES

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BELLAIRE POLICE & FIRE FOUNDATION GRANT APPLICATION

Date: April 10, 2018

Amount Requested: \$32,343.87 maximum

Department/Unit: Police Department Emergency Communications (Police/Fire/EMS)

Contact Name: Byron Holloway

Mailing Address: 5110 Jessamine, Bellaire, Texas 77401

Email Address: bholloway@bellairepolice.com

Phone Number: 713-662-8123

Fax Number: 713-662-8289

Name of Program/Equipment Requested: Radio Redundancy Project and Increased Operability

Brief Description of the Program or Equipment:

This project is for the purchase, installation, and one-year of air time of three (3) 700/800 MHz emergency radio consolettes. A consolette is a stand-alone emergency radio that allows continued operations in the event of primary radio system failure. A consolette would be installed in each radio work station within the Emergency Communications Center (ECC) located within the police building.

These systems would allow continued radio communications for police, fire, and emergency medical services, as well as continued communications with other emergency agencies.

In a large-scale disaster these consolettes would allow for the ECC to expand to as many as six (6) radio operators.

What is the specific need for this program or equipment?

The Bellaire Police Department Communications Division is responsible for police, fire, and emergency medical services radio operations. This radio system must stay operational at all times.

Bellaire Police/Fire/EMS primary radio system is a part of the City of Houston Police radio network, as many area agencies are. The Bellaire ECC is connected to the Houston system by fiber optics. If this fiber optic connection is disrupted the only option for continued radio operations is “over the air” connection. Current fall back of ECC for over the air operations is handheld radios such as officers carry on their persons. This cannot not be considered an adequate mission critical radio system for ECC operations due to frequency range and battery life of hand-held radios.

Has this program/equipment been previously requested through the City budget?

X ☐ Yes

☐ No

The City of Bellaire previously budgeted for and purchased one such consolette.

If yes, please list the most recent date of submission and the result / If no, please explain the reason why it was not submitted:

The consolette currently in operation needs to be rotated to a lessor priority role as a result of age. The requested three new units are to complement new radio console systems and future refresh that the City of Bellaire is purchasing/installing in the new police building’s ECC.

What objectives will be accomplished if the funding is granted?

Improved community and officer safety through minimizing the potential for complete radio failure during an emergency, disaster, or regular operations. Maintain continued response of police, fire, and emergency medical services.

Also, in the event of a wide scale emergency or disaster each consolette can act as a radio work station should multiple radio operators be needed.

What impact will this project have on the relationship between the Department and the community?

This project will allow for citizens to continue to receive lifesaving services in the event of a failure of the primary radio consoles due to lighting strike, fiber optic disruption, etc.

Please identify your metrics for measuring projected outcomes (i.e. Number of lives saved, year to year statistics, individuals served, etc.)

Continued emergency radio operations at the time of disaster or primary system failure. Such are currently documented in maintenance files.

Please attach an itemized budget for program expenses or a quote from equipment manufacturer for equipment/technology purchases (including shipping/handling costs).

Attached is a \$30,831.87 quote from Motorola for the consolettes. The total project includes \$1,512.00 for the first year's air time. The systems are covered by a three-year warranty.

Direct all questions regarding the application to:

Bellaire Police & Fire Foundation

E-mail: info@bellairepoliceandfirefoundation.org

Web address: www.bellairepoliceandfirefoundation.org

4/12/2018



Bellaire Police & Fire Foundation

Funding Guidelines

April 10, 2018

Entry Level Unmanned Aerial Vehicle
Phase I

Attachment: Entry Level UAV-PD (2527 : Bellaire Police and Fire Foundation Grant Requests)

BELLAIRE POLICE & FIRE FOUNDATION FUNDING GUIDELINES

Mission

To enhance public safety in the City of Bellaire by promoting excellence in the Police and Fire Departments.

Purpose

Formed by local Bellaire residents and business leaders, the Bellaire Police & Fire Foundation ("Foundation") is a Texas nonprofit 501c(3) charitable organization created to enhance public safety in the City of Bellaire.

Foundation Funding Guidelines

The Bellaire Police & Fire Foundation acts as an independent resource to the Police and Fire Departments funding equipment, technology and training that promotes officer and fire fighter safety, excellence and operational efficiency. The Foundation receives and administers grants and contributions of money, services, and/or property to fund, assist or undertake programs and activities to strengthen the Departments. Contributions and gifts can be restricted by the donor to a specific program or given to the general fund as an unrestricted gift.

Foundation Funding Considerations/Restrictions

The role of the Foundation is not to replace funding or to reduce in any way the responsibility of the City of Bellaire to commit funding to the public safety of its citizens. The Foundation seeks to promote excellence by going above and beyond what is possible within the confines of a city budget. It is important to remember that the Bellaire Police and Fire Department does not have the authority to enter into any agreements or contracts with third parties committing Foundation funds without the specific written authorization from the Foundation.

The Bellaire Police & Fire Foundation does not provide support for influencing legislation and/or elections, promoting voter registration, political candidates, or campaigns (as per IRS 501(c)3 tax status regulations). Additionally, it does not donate money to individuals, fund employee salaries and benefits or consider projects or expenses that circumvent city or Department policy. Requests for anonymity from donors are honored.

Procedures Governing New Requests for Support

1. All requests for funds are received and reviewed by the Bellaire Police & Fire Foundation.
2. Proposals must indicate why private funding, as opposed to city funding, is necessary.
3. The Foundation will make final funding decisions.



**BELLAIRE POLICE & FIRE FOUNDATION
GRANT APPLICATION**

Date: April 10, 2018 **Amount Requested:** \$2,500.00 maximum

Department/Unit: Police

Contact Name: Byron Holloway

Mailing Address: 5110 Jessamine, Bellaire, Texas 77401

Email Address: bholloway@bellairepolice.com

Phone Number: 713-662-8123

Fax Number: 713-662-8289

Name of Program/Equipment Requested: Entry Level Unmanned Aerial Vehicle Phase I Project

Brief Description of the Program or Equipment:

This request is for the purchase of an entry level unmanned aerial vehicle (UAV), licensing, related equipment, and training cost for a minimum of two (2) officers. UAV are commonly referred to as drones.

This UAV is an entry level unit and is intended to assess officers' ability to operate such in various incidents. This UAV has the capability of taking still photographs as well as video. This entry level program will be the basis of considering future needs and the potential application expansion of this technology.

What is the specific need for this program or equipment?

The current need is for officers to successfully view and examine locations which they may not be able to safely physically inspect. An example would be an alarm activation on a home in which officers cannot search/check the rear of the house as a gate is locked/chained.

The UAV is to be used to rapidly search large areas in the event of a lost child or adult.

The UAV is to be used to search for suspects fleeing officers and hiding in rear yards of homes.

The UAV is to be used for improved documentation and search of outdoor crime scenes.

The UAV is to be used for improved documentation of major accident scenes.

The UAV is to be used by the Bellaire Police in site security of events where large crowds are anticipated.

The UAV is to be used in intelligence collection during tactical operations.

This UAV will be used in assessing traffic patterns as may be appropriate.

Has this program/equipment been previously requested through the City budget?

☐ Yes

X ☐ No

Currently officers use their personal UAV's for these tasks.

If yes, please list the most recent date of submission and the result / If no, please explain the reason why it was not submitted:

What objectives will be accomplished if the funding is granted?

Improved community safety. The UAV will is considered to be a force multiplier in that larger land areas can be searched more rapidly. Improved officer safety through the ability to safely assess conditions on various type of calls for service and other police operations.

What impact will this project have on the relationship between the Department and the community?

The Department will be able to increase ability to provide an increased level of services in certain types of incidents.

Please identify your metrics for measuring projected outcomes (i.e. Number of lives saved, year to year statistics, individuals served, etc.)

Each time an UAV is used it is to be documented. Such documentation will include the purpose and the results of the flight.

Please attach an itemized budget for program expenses or a quote from equipment manufacturer for equipment/technology purchases (including shipping/handling costs).

No written quotes at this time. Price determined through online searches and discussions with vendors.

Direct all questions regarding the application to:

Bellaire Police & Fire Foundation

E-mail: info@bellairepoliceandfirefoundation.org

Web address: www.bellairepoliceandfirefoundation.org

4/12/2018



Bellaire Police & Fire Foundation

Funding Guidelines

April 10, 2018

Speed Trailer Message Board

Attachment: Speed Trailer Message Board - PD - Copy (2527 : Bellaire Police and Fire Foundation Grant Requests)

BELLAIRE POLICE & FIRE FOUNDATION FUNDING GUIDELINES

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3. The Foundation will make final funding decisions.



BELLAIRE POLICE & FIRE FOUNDATION GRANT APPLICATION

Date: April 10, 2018

Amount Requested: \$22,000.00 maximum

Department/Unit: Police

Contact Name: Byron Holloway

Mailing Address: 5110 Jessamine, Bellaire, Texas 77401

Email Address: bholloway@bellairepolice.com

Phone Number: 713-662-8123

Fax Number: 713-662-8289

Name of Program/Equipment Requested: Speed Trailer Message Board

Brief Description of the Program or Equipment:

This is a trailer that can be set up on residential streets as well as major thoroughfares to display the speed of oncoming traffic. A message board displays a vehicle's speed with the intent of gaining voluntary compliance.

The trailer also has an enclosed computer that collects traffic counts and speeds for analysis.

The trailer can also be programmed to display directional arrows or wording such as "Delays Ahead", "Lane Closure", etc.

The trailer will be used to address citizen complaints of increased and speeding traffic in neighborhoods. This will allow for improved utilization of police staffing in that an officer will not have to be stationed at a location for prolonged periods of time.

The message board portion of the trailer will also be used to assist facilitate the movement of traffic during street closures or large events. This will again free up police staffing as well as increase overall safety.

What is the specific need for this program or equipment?

Traffic calming as well as improved analytics of traffic within neighborhoods. Also, to facilitate the safe movement of traffic. This technology is in part intended to maximize staffing resources by automated traffic monitoring.

Has this program/equipment been previously requested through the City budget?

☐ Yes

X ☐ No

Not in recent years.

If yes, please list the most recent date of submission and the result / If no, please explain the reason why it was not submitted:

The Police Department previously used a similar trailer that displayed only the speed of a vehicle. This trailer did not capture data for analysis or have dual use as a message board.

That unit was used for approximately 12 years before its operating capability could no longer be sustained. Prioritization, as well as the cost of this proposed technology, prevented previous budget requests.

What objectives will be accomplished if the funding is granted?

Improved community safety by increasing voluntary compliance. Improved utilization of police staffing resources.

Ability to identify true traffic concerns through the use of the data collected on vehicle counts and speeds.

Improved officer and community safety by facilitating better traffic flow as necessary using the messaging board.

What impact will this project have on the relationship between the Department and the community?

The Department and the community will more effectively work together in identifying and addressing true traffic dangers.

Please identify your metrics for measuring projected outcomes (i.e. Number of lives saved, year to year statistics, individuals served, etc.)

Success will be measured in a visible increase in voluntary compliance with speed laws.

Success will be measured by the reduction in police staffing hours spent on traffic assignments, as well as increasing the effectiveness of future traffic assignments based on data analysis.

Please attach an itemized budget for program expenses or a quote from equipment manufacturer for equipment/technology purchases (including shipping/handling costs).

Attached is a quote from MPH Industries.

Direct all questions regarding the application to:

Bellaire Police & Fire Foundation

E-mail: info@bellairepoliceandfirefoundation.org

Web address: www.bellairepoliceandfirefoundation.org

4/12/2018



Bellaire Police & Fire Foundation

Funding Guidelines

April 10, 2018

Police Response Boat Equipping

Attachment: Police Response Boat Equip - PD (2527 : Bellaire Police and Fire Foundation Grant Requests)

BELLAIRE POLICE & FIRE FOUNDATION FUNDING GUIDELINES

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2. Proposals must indicate why private funding, as opposed to city funding, is necessary.
3. The Foundation will make final funding decisions.



BELLAIRE POLICE & FIRE FOUNDATION GRANT APPLICATION

Date: April 10, 2018 **Amount Requested:** \$3,500.00 maximum

Department/Unit: Police

Contact Name: Byron Holloway

Mailing Address: 5110 Jessamine, Bellaire, Texas 77401

Email Address: bholloway@bellairepolice.com

Phone Number: 713-662-8123

Fax Number: 713-662-8289

Name of Program/Equipment Requested: Police Response Boat Equipping

Brief Description of the Program or Equipment:

The Bellaire Police Department (BPD) currently owns a 2017 seventeen (17) foot flat bottom boat with 15 horse power gas operated motor. This boat is marked similar to a BPD patrol vehicle. The boat, motor, and trailer are titled.

The purpose of this boat is to allow police to respond to reports of emergencies in highwater events.

This request is for the additional equipping of the boat. This equipment is to include two (2) bow floodlights, two (2) stern floodlights, and slim line style red/blue emergency lights for the bow/port/starboard sides.

Included in this project is a stern mounted electrical motor and one (1) dual-purpose crank/deep cycle battery.

Installation costs are included.

What is the specific need for this program or equipment?

During high water/flooding events police may only be able access the location of a reported incident by boat.

The floodlights are to increase operations during hours of darkness by allowing for continued searches as well as to avoid obstacles.

The slim line style red/blue emergency lights are to clearly identify the boat as an authorized emergency vehicle.

The electric motor on the boat is to assist in maneuvering the boat in tight spaces such as between houses, to porches, etc.

The dual-purpose battery is to facilitate the operation of lighting and the electric motor.

Has this program/equipment been previously requested through the City budget?

☐ Yes

X ☐ No

The boat was purchased using Police FY2017 funds budgeted for another project. Funds were reprioritized after Hurricane Harvey.

If yes, please list the most recent date of submission and the result / If no, please explain the reason why it was not submitted:

What objectives will be accomplished if the funding is granted?

Improved community safety by increasing the ability of police to respond to emergencies and assess conditions during high water events.

What impact will this project have on the relationship between the Department and the community?

BPD and the community will more effectively work together in times of disasters.

Please identify your metrics for measuring projected outcomes (i.e. Number of lives saved, year to year statistics, individuals served, etc.)

Increased response and resource management will be measured by the Emergency Operations Center during a disaster and documented in the appropriate format.

Please attach an itemized budget for program expenses or a quote from equipment manufacturer for equipment/technology purchases (including shipping/handling costs).

No written quotes. Prices provided by telephone.

Direct all questions regarding the application to:

Bellaire Police & Fire Foundation

E-mail: info@bellairepoliceandfirefoundation.org

Web address: www.bellairepoliceandfirefoundation.org