

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

MAY 3, 2018

CenterPoint Energy
Community Center

Special Session
(Pre-Budget Planning Workshop)

8:30 AM

7001 FIFTH STREET
BELLAIRE, TX 77401



Mayor

Andrew S. Friedberg

Mayor Pro Tem

Gus E. Pappas

Council Member

Neil Verma

Council Member

Michael Fife

Council Member

Trisha S. Pollard

Council Member

Pat B. McLaughlan

Council Member

David R. Montague

Mission Statement:

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

SPECIAL SESSION (PRE-BUDGET PLANNING WORKSHOP) - 8:30 A.M.

- A. Call to Order, Announcement of a Quorum, and Introduction to the Day – Andrew S. Friedberg, Mayor.**
- B. Strategic Planning Model and Calendar Overview – Diane K. White, Assistant City Manager.**
- C. Comprehensive Plan Status – ChaVonne Sampson, Director of Development Services.**
- D. Fiscal Forecast and Assumptions – Terrence Beaman, Chief Financial Officer.**
- E. Update of Council Priorities – Diane K. White, Assistant City Manager.**
- F. FY 2019 Draft Management Projects – Diane K. White, Assistant City Manager.**
- G. Draft Capital Improvement Plan – Michelle Jordan, Project Manager.**
- H. Service Plan Overview – Diane K. White, Assistant City Manager.**
- I. Adjourn.**

CERTIFICATE

I, the undersigned authority, do hereby certify that the agenda set forth above regarding a Special Session (Pre-Budget Planning Workshop) of the City Council of the City of Bellaire, Texas, to be held on Thursday, May 3, 2018, at 8:30 a.m. was posted on the City's official bulletin board located on an outside west wall of City Hall, 7008 South Rice Avenue, Bellaire, Texas, a place convenient and readily accessible to the general public at all times, and was posted on the following date at the stated time: Friday, April 27, 2018, at 6:25 a.m./p.m.


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

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City of Bellaire's ADA Coordinator, Yolanda Williams, at (713) 662-8270 or FAX (713) 662-8212.

CERTIFICATE OF REMOVAL

I, the undersigned authority, do hereby certify that the agenda set forth on the preceding page(s) regarding a Special Session (Pre-Budget Planning Workshop) of the City Council of the City of Bellaire, Texas, to be held on Thursday, May 3, 2018, at 8:30 a.m. was removed by me from the City's official bulletin board located on an outside west wall of City Hall, 7008 South Rice Avenue, Bellaire, Texas, on the _____ day of _____, 2018, at _____ a.m./p.m. I hereby certify further that said agenda remained posted continuously for at least 72 hours preceding the scheduled time of the Special Session (Pre-Budget Planning Workshop).

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

City of Bellaire

City Manager's Office

To: Honorable Mayor and Members of the City Council

From: Paul A. Hofmann, City Manager



Date: April 27, 2018

Subject: Pre-Budget Planning Session

It is my pleasure to provide the packet of information that will support Council's discussion at the May 3 Pre-Budget Planning Session.

This information represents a good deal of work from many staff members. Four years ago, I said to Council and department directors that we would get better at this as we go. Today, we have a better understanding of what's in the Comprehensive Plan, we know the nature of the financial decisions that need to be made, there is substantial progress being made on each of Council's priorities, and we know what it takes to support the services we provide.

All of that means that Diane and the rest of the team in attendance at next Thursday's meeting are completely prepared to make brief fact-based presentations, provide necessary context, and answer your questions. However, whether the planning session is successful rests with the City Council. It's up to you to have the discussions, and provide the feedback, that will guide future decisions on the FY 2019 budget and the next bond program.

Thank you for taking the time for this important session. Your responsibilities are not easy. As Terrence will more fully describe, your FY 2019 budget decisions, if only considered in the context of one year, may not be that difficult. Consider that next Thursday's discussions shouldn't be just about one year, the events of last year, or just about the current issues of the day.



City Council Pre-Budget Planning Session

May 3, 2018

City Council Pre-Budget Planning Session Agenda

May 3, 2018

Morning:

Intro to the Day, *Mayor Andrew Friedberg*

Strategic Planning Model and Calendar Overview, *Diane White*

Comprehensive Plan Status, *ChaVonne Sampson*

Fiscal Forecast and Assumptions, *Terrence Beaman*

Update of Council Priorities, *Diane White*

Afternoon:

Update of Council Priorities (continued)

FY 2019 Draft Management Projects, *Diane White*

Draft Capital Improvement Plan, *Michelle Jordan*

Service Plans Overview, *Diane White*

City Council Pre-Budget Planning Session

May 3, 2018

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 Strategic Planning Model

 Strategic Planning Calendar

Comprehensive Plan Update

Fiscal Forecast (FY 2019 – FY 2023)

 General Fund Assumptions and Forecast

 Debt Service Fund Assumptions and Forecast

 Enterprise Fund Assumptions and Forecast

Council Priorities and Update

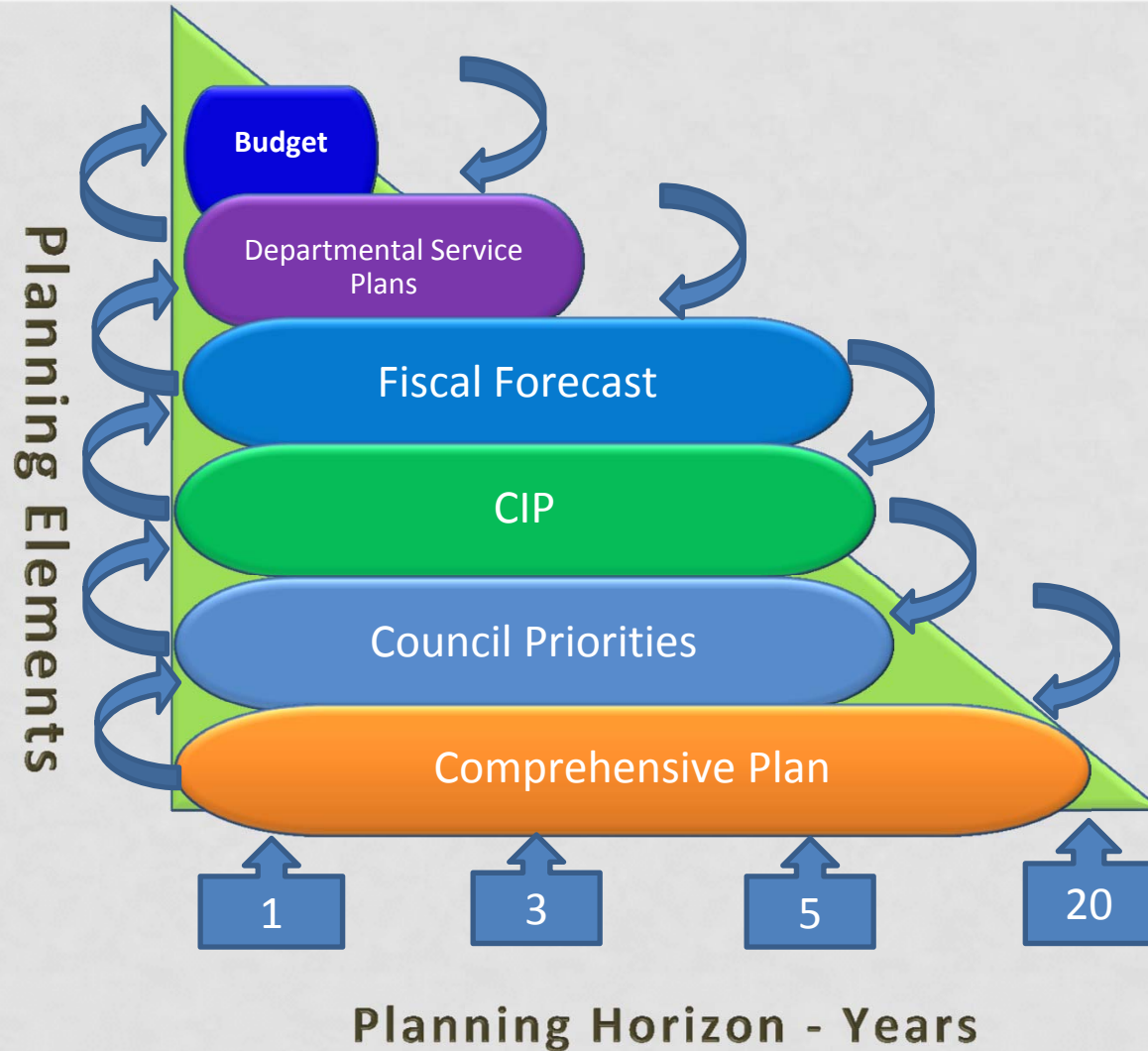
FY 2019 Management Projects

Draft Capital Improvement Plan

Service Plan Overview

Notes

CITY OF BELLAIRE STRATEGIC PLANNING MODEL



FY 2019 Strategic Planning Calendar

May 3, 2018	–	Council Pre-Budget Planning Session (CenterPoint Community Center) – Update Council Priorities and Council Rules of Procedure – Review Updated Fiscal Forecast – Review 5-Year CIP and Project Priorities
May 21, 2018	–	2 nd Quarter Financial Report to Council
June 18, 2018	–	Board & Commission Appointments
July 16, 2018	–	FY 2019 Proposed Budget & CIP Presented to Council
July 16, 2018	–	Call Public Hearing for FY 2019 Proposed Budget
July 26, 2018	–	Board & Commission Training - <i>tentative</i>
Aug 6, 2018	–	Bond Sale 2018
Aug 6, 2018	–	3 rd Quarter Financial Report to Council
Aug 13, 2018	–	FY 2019 Budget Public Hearing
Aug 14, 2018	–	FY 2019 Budget Workshop #1
Aug 20, 2018	–	FY 2019 Budget Workshop #2
Aug 21-23, 2018	–	Receive Certified Roll
Sept 10, 2018	–	Present Certified Roll
September 13, 2018	–	Council Pre-Budget Planning Session Part Two
Sept 17, 2018	–	Adopt FY 2019 Budget
Sept 18, 2018	–	Public Tax Notice
Oct 1, 2018	–	1 st Public Hearing on Tax Rate
Oct 8, 2018	–	2 nd Public Hearing on Tax Rate
Oct 9, 2018	–	Last Day to Register to Vote in the November 6 Election
Oct 15, 2018	–	Adopt Tax Rate
Oct 22, 2018	–	First Day of Early Voting
Nov 2, 2018	–	Last Day of Early Voting
Nov 6, 2018	–	Election Day
Nov 19, 2018	–	4 th Quarter Financial Report to Council

Dates are subject to change

Comprehensive Plan Update

May 3, 2018

The Comprehensive Plan, originally adopted in 2009, and updated in September 2015 is the foundation of the City's Strategic Planning Model and plays an important role in the current and future development of the City. Over the last year, the Comprehensive Plan played an important role in the following:

1) Capital Improvement Program

- a) Per Sec. 24-402, the Planning and Zoning Commission is to review the City Manager's CIP draft for consistency with the Comprehensive Plan;
- b) Commission reviews proposed projects and Plan;
- c) 2019 review consisted of incorporating FHMTF recommendations identified for projects years one through five;
 - i) Recommended inclusion of funding for FHM studies.

2) Redevelopment

- a) Currently utilizing improvements to the city R.O.W. to encourage commercial redevelopment.
 - i) Create parking in the R.O.W. that is not directly associated with a current use or tenant
 - (1) Zero lot line and multi-use zoning provisions that create a "small town" environment that is pedestrian friendly and encourages onsite parking flexibility
 - (2) Question - Based on observations is that enough?
 - ii) Address redevelopment of deteriorating and underutilized commercial areas, and
 - iii) Ensure future development is done to higher standards
 - iv) Creating enhancements in City Center as highlighted as a priority
 - v) Address the idea of a revitalized City Center
- b) TRP/Chevron
 - i) Comprehensive Plan amended to prepare for the departure of Chevron and potential redevelopment of the site
 - (1) Chevron is currently marketing the site "as is"
- c) Urban Village (TOD)
 - i) Reevaluation of Comprehensive Plan is needed for the TOD that is not dependent on METRO light rail construction
 - ii) Redevelopment of the City Center will influence development in the TOD

City Council Pre-Budget Planning Session

May 3, 2018

Fiscal Forecast FY 2019 – FY 2023

FY 2019 – FY 2023
General Fund
Five Year Fiscal Forecast Assumption
Revenue Assumptions

- 0% increase in property tax revenue for O&M
- Sales tax revenue 1% increase
- Residential Permits 1% increase
- All other revenues 2% increase

FY 2019 – FY 2023
General Fund
Five Year Fiscal Forecast Assumptions
Expenditure Assumptions

- No new positions
- \$100,000 vacancy salary savings
- Total Compensation (**salary and benefits**) not to exceed 5%
- All other expenditures – 1% increase due to CPI (only)

FY 2019 – FY 2023
General Fund
Five Year Fiscal Forecast
Policy Outcomes

- Manage 60 day reserve
- Structurally balanced budget

The Fiscal Forecast presented with the proposed FY 2019 budget in July will reflect a 60 day reserve for at least FY 2019 and FY 2020, and structural balance for all five years.

Those outcomes are not achieved in the version presented May 3, 2018.

Changes From Last Forecast

Non-Recurring Expenditures

- Reduced annual vehicle contribution from \$550K to \$350K (2 pumpers/PD vehicles)
- Reduced General Fund contribution to pavement maintenance to zero
- Reduced CIP annual contributions

Recurring Expense Reductions Necessary to Maintain Structural Balance

Recurring Expenditures

- FY 2020 \$117,494 to maintain structurally balanced
- FY 2021 \$851,044
- FY 2022 \$1.6 million
- FY 2023 \$2.4 million
- Grand Total Cumulative General Fund recurring reductions = \$5.0 million

FY 2019 – FY 2023

Five Year Fiscal Forecast General Fund

In \$millions	FY18P	FY19	FY20	FY21	FY22	FY23
Beginning Balance (unaudited)	\$3.70	\$3.77	\$3.26	\$2.47	\$1.12	(\$1.01)
Recurring Revenue	\$20.78	\$20.97	\$21.08	\$21.19	\$21.31	\$21.43
Recurring Expense	\$19.87	\$20.39	\$21.20	\$22.04	\$22.93	\$23.86
Reductions needed to maintain structurally balanced budget			(\$0.12)	(\$0.85)	(\$1.62)	(\$2.43)
Vehicle/Equip Replacement	\$0.45	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35
CIP Contribution	\$0.04	\$0.75	\$0.32	\$0.15	\$0.16	\$0
Hurricane Harvey	\$0.35					
Ending Fund Balance	\$3.77	\$3.26	\$2.47	\$1.12	(\$1.01)	(\$3.79)
60 Day Fund Balance Requirement	\$3.31	\$3.40	\$3.53	\$3.67	\$3.82	\$3.98
Over/(Under) 60 day fund balance requirement	\$0.46	(\$0.14)	(\$1.06)	(\$2.55)	(\$4.83)	(\$7.77)

FY 2019 – FY 2023
Debt Service Fund
Five Year Fiscal Forecast Assumptions

- Taxable value 0% increase FY 2019
- Taxable value 3% increase FY 2020- 2023
- Assumes bond election in FY 2019 (\$48.5 million)
- August Bond sale FY 2018 – FY 2023
- 4.5% bond interest (conservative estimate)
- Assumes additional Enterprise Fund transfer for new debt issued for Enterprise Fund projects

FY 2019 – FY 2023

Fiscal Forecast Debt Service

\$Millions	FY18P	FY19	FY20	FY21	FY22	FY23
Beginning Fund Balance	\$0.47	\$0.47	\$0.47	\$0.47	\$0.47	\$0.47
Recurring Revenue	\$8.9	\$9.5	\$10.2	\$11.0	\$12.3	\$12.0
Recurring Expense	\$8.9	\$9.5	\$10.2	\$11.0	\$12.3	\$12.0
Ending Fund Balance	\$0.47	\$0.47	\$0.47	\$0.47	\$0.47	\$0.49
Debt Tax Rate	\$0.1481	\$0.1516	\$0.1575	\$0.1638	\$0.1788	\$0.1878

FY 2019 – FY 2023
Enterprise Fund
Five Year Fiscal Forecast Assumptions

Revenue Assumptions

- FY 2019 0% increase in water & sewer rates
- FY 2020 17% increase in water & sewer rates
- FY 2021 11% increase in water & sewer rates
- FY 2022 3% increase in water & sewer rates
- FY 2023 3% increase in water & sewer rates

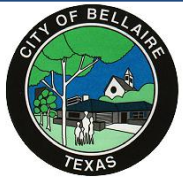
FY 2019 – FY 2023
Enterprise Fund
Five Year Fiscal Forecast Assumptions
Expenditure Assumptions

- No new positions
- \$75,000 vacancy salary savings
- Total Compensation (**salary and benefits**) not to exceed 5%
- Water purchases from City of Houston – 2.9% increase
- All other expenditures – 1% increase due to CPI (only)

FY 2019 – FY 2023

Five Year Fiscal Forecast Enterprise Fund

\$Millions	FY18P	FY19	FY20	FY21	FY22	FY23
Beginning Fund Balance	\$1.37	\$1.22	\$0.55	\$0.57	\$1.25	\$1.57
Recurring Revenue	\$8.93	\$8.84	\$10.00	\$10.87	\$11.14	\$11.41
Recurring Expense	\$6.14	\$5.95	\$6.11	\$6.70	\$7.06	\$7.08
Vehicle/ Equip Replacement (annual cont.)	\$0.36	\$0.36	\$0.36	\$0.36	\$0.36	\$0.36
Transfer to General	\$0.62	\$0.62	\$0.62	\$0.62	\$0.62	\$0.62
Transfer to Debt Service	\$1.74	\$2.02	\$2.26	\$2.50	\$2.78	\$3.06
Transfer to CIP	\$0.12	\$0.55	\$0.63	\$0.00	\$0.00	\$0.00
Hurricane Harvey	\$0.10					
Ending Fund Balance	\$1.22	\$0.55	\$0.57	\$1.25	\$1.57	\$1.86
30 day Fund Balance Requirement FY 2019 – FY 2020	\$0.56	\$0.55	\$0.56	\$1.15	\$1.19	\$1.22
60 day Fund Balance Requirement FY 2021 – FY 2023						
Over/(Under) 30 - 60 day fund balance requirement	\$0.66	\$0.00	\$0.01	\$0.10	\$0.38	\$0.64



City Council of the City of Bellaire, Texas **City Council Priorities**

As of July 10, 2017

Date of Adoption: March 19, 2012
Revised: July 10, 2017

A. RESIDENTIAL/COMMERCIAL SAFETY FOCUS AREA:

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to providing a safe and secure community, as well as to enhance the quality of life, for its residents and corporate citizens.

It is a priority of this council to:

- Ensure that the Bellaire public is fully aware that safety and security are the City's number one priorities.
- Ensure that the Bellaire Police and Fire Departments are provided the resources to remain fully staffed, equipped, trained and ready to respond to provide maximum protection to our citizens.
- Maintain effective community outreach and education programs in the Fire and Police Departments to ensure that citizens are informed and aware of programs and activities designed to enhance the safety of the public.
- Develop a comprehensive community pathways plan, including sidewalks, with public input.

B. PUBLIC INFRASTRUCTURE AND FACILITIES FOCUS AREA:

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to ensuring that the existing public infrastructure and facilities are reviewed, evaluated, and maintained to the highest possible standard for its residents and corporate citizens and that the acquisition of new public infrastructure and facilities, if appropriate, will be considered with the best interests of Bellaire's residents and corporate citizens in mind.

It is a priority of this council to:

- Proceed with Bonds for Better Bellaire 2016 program to improve drainage, reduce flooding, and replace failing water and wastewater lines.
- Ensure that streets, sanitary and storm sewers, and water lines are constructed and maintained using state of the art methods and materials, and that infrastructure failure is analyzed to provide information for continual process improvement.
- Continue to plan for new public works and library buildings.
- Continue to coordinate with partner entities (TxDOT, Harris County Flood Control, City of Houston) on regional drainage projects.
- Support and implement Parks Master Plan

C. BUDGET AND FINANCE FOCUS AREA:

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to ensuring the continued development of sound fiscal policies and effective budget oversight.

It is a priority of this council to:

- Be viewed as a premier employer, including by maintaining competitive employee salary and benefits plan.
- Enhance operational efficiency by leveraging internal services.
- Proactively protect city's AAA bond rating.
- Proactively pursue refunding opportunities for existing bond issuances.

D. COMMERCIAL REDEVELOPMENT FOCUS AREA

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to proactively seeking ways to enhance economic viability of the Bellaire business community in concert with the Comprehensive Plan.

It is a priority of this council to:

- Draft and adopt ordinances to facilitate the implementation of the Comprehensive Plan.
- Encourage new business development; facilitate business expansion and provide a diverse basis of business opportunities.
- Continue proactive dialogue with the business community.
- Remain sensitive to and address commercial and institutional impact on adjacent residential areas.

E. Community Image Focus Area

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to developing, presenting, and implementing a consistent and repeatable reflection of the City's image, quality of life, and high standard of professional service delivery.

It is a priority of this council to:

- Proactively seek opportunities to implement the urban design elements of the "Visioning Bellaire" plan.
- Continue to encourage commercial redevelopment in accordance with the Comprehensive Plan.
- Upon the approved identification of the City's brand identity, proactively and consistently seek opportunities to reflect that identity in print, digital media, capital projects, signage, and design standards.
- Look for opportunities to improve the appearance of neglected residential properties.
- Ensure that City rights-of-way and public facilities and open spaces are maintained and developed in a consistent and orderly fashion.

Council Priorities - Update

May 3, 2018

A. RESIDENTIAL/COMMERCIAL SAFETY FOCUS AREA:

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to providing a safe and secure community, as well as to enhance the quality of life, for its residents and corporate citizens.

It is a priority of this council to:

- Ensure that the Bellaire public is fully aware that safety and security are the City's number one priorities.

May 2018 Update

- Public safety is routinely emphasized in The Boulevard
 - Public safety routinely emphasized in City Manager public presentations
 - Public safety was highlighted as reason for flood plain management regulations
 - Public safety messaging was reviewed by Flood Hazard Mitigation Task Force
 - Bellaire Brave initiative provided a community awareness of public safety role of all City Departments
 - Bellaire Citizens Academy includes public safety emphasis
- Ensure that the Bellaire Police and Fire Departments are provided the resources to remain fully staffed, equipped, trained and ready to respond to provide maximum protection to our citizens.

May 2018 Update

- Police and Fire are operating at maximum staffing levels
 - Purchase of new fire pumper, and funding plan implemented for next pumper
 - Patrol vehicle replacement schedule maintained
 - New Police/Courts Building under construction
 - Increased rescue and hi-water training being provided
 - Exemplary response to Harvey incident, including logistical arrangements for sleep accommodations and food
 - 75th percentile is the market competitiveness standard
- Maintain effective community outreach and education programs in the Fire and Police Departments to ensure that citizens are informed and aware of programs and activities designed to enhance the safety of the public.

May 2018 Update

- Bellaire Citizens Academy
 - Dedicated Community Resource Officer, and events such as Coffee with a Cop, Shop with a Cop, Touch a Truck, Fire Truck Pull
 - Emphasis in The Boulevard
- Develop a comprehensive community pathways plan, including sidewalks, with public input.

May 2018 Update

- Underway, with significant opportunity for public input

Council Priorities - Update

May 3, 2018

B. PUBLIC INFRASTRUCTURE AND FACILITIES FOCUS AREA:

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to ensuring that the existing public infrastructure and facilities are reviewed, evaluated, and maintained to the highest possible standard for its residents and corporate citizens and that the acquisition of new public infrastructure and facilities, if appropriate, will be considered with the best interests of Bellaire's residents and corporate citizens in mind.

It is a priority of this council to:

- Proceed with Bonds for Better Bellaire 2016 program to improve drainage, reduce flooding, and replace failing water and wastewater lines.

May 2018 Update

- Underway
 - Meter change out complete
 - Updates included in Quarterly Reports
 - Updates in The Boulevard
- Ensure that streets, sanitary and storm sewers, and water lines are constructed and maintained using state of the art methods and materials, and that infrastructure failure is analyzed to provide information for continual process improvement.

May 2018 Update

- State of the art management: infrastructure management program
 - Infrastructure Management philosophy: maximize useable life of infrastructure assets
 - Collect infrastructure data, use in decision making
 - Data: ARKK paving and drainage assessment, block inspection program, pavement study
 - On-call paving maintenance programs implemented
 - On-call utilities maintenance program; soliciting proposals
 - Drainage criteria developed and implemented with BBB16 Program
- Continue to plan for new public works and library buildings.

May 2018 Update

- Assessments underway, in preparation for next bond program
- Continue to coordinate with partner entities (TxDOT, Harris County Flood Control, City of Houston) on regional drainage projects.

May 2018 Update

- Point of emphasis with Flood Hazard Mitigation Task Force
 - Ongoing work to coordinate on grant funding and project development

Council Priorities - Update

May 3, 2018

- Support and implement Parks Master Plan

May 2018 Update

- Projects identified in capital improvements program plan
- New standard for trash cans, benches, and fences in place
- Working collaboratively with Evelyn's Park Conservancy to ensure a well-maintained Park.
- New fencing has been installed around Loftin, Evergreen, Lafayette and Ware Family Parks to enhance safety around playgrounds.
- New trash and recycle container enclosures have been installed in the parks
- Landscaping improvements have been made on right of way end caps throughout the city in high traffic areas.
- An inventory of park trees has been completed with staff working on assessing the health of the trees.
- City staff is working with Patrons for Bellaire Parks and the Parks Board to determine Park playground needs.
- Beautification efforts have been made at the BFAC and Evergreen Pools; which include: landscaping, drainage, painting, new equipment, furnishings, etc.
- Staff has worked with Patrons for Bellaire Parks to revitalize the Park Memorial/Recognition Program which will allow for new benches, trees and picnic tables to be installed in City Parks.
- Worked with Bellaire Library and Evelyn's Park Conservancy to expand Little Free Library program into Evelyn's Park.
- Work has begun on refinishing the Pavilion in Bellaire Zindler Park.

Council Priorities - Update

May 3, 2018

C. BUDGET AND FINANCE FOCUS AREA:

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to ensuring the continued development of sound fiscal policies and effective budget oversight.

It is a priority of this council to:

- Be viewed as a premier employer, including by maintaining competitive employee salary and benefits plan.

May 2018 Update

- 75th percentile in place for public safety positions
 - Periodic market reviews implemented
 - Annual consumer price reviews implemented
 - Bellaire Citizen Academy session includes this topic
 - Employment webpage upgraded, with video testimonials
 - Brand Identity provides internal professional message
 - Emphasis on Employee Commitment Statement during employee onboarding
- Enhance operational efficiency by leveraging internal services.

May 2018 Update

- Risk Management now in Finance
 - Purchasing system improved, with more internal training
 - Information Technology more involved in hardware/software acquisitions
 - Information Technology significant focus of preparing for move into new buildings, reducing the amount of paper and ensuring building infrastructure is wired for the long term
 - Researching alternatives to fleet management
- Proactively protect city's AAA bond rating.

May 2018 Update

- Continue to pay attention to the Comprehensive Financial Management Policies and the strategic planning model
 - Continue to prepare and present fiscal forecasts, monitor structural balance and ending balances
 - Continue to adequately fund debt service
 - Continue to look for diversity in property tax base
- Proactively pursue refunding opportunities for existing bond issuances.

May 2018 Update

- Ongoing discussion point between Chief Financial Officer and Financial Advisor

Council Priorities - Update

May 3, 2018

D. COMMERCIAL REDEVELOPMENT FOCUS AREA

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to proactively seeking ways to enhance economic viability of the Bellaire business community in concert with the Comprehensive Plan.

It is a priority of this council to:

- Draft and adopt ordinances to facilitate the implementation of the Comprehensive Plan.

May 2018 Update

- Amendment to Comprehensive Plan re: Chevron site

- Encourage new business development; facilitate business expansion and provide a diverse basis of business opportunities.

May 2018 Update

- Spruce/Fifth Street Project currently under design
- Bellaire Town Center redevelopment
- 4900 Bissonnet lease of property for parking

- Continue proactive dialogue with the business community.

May 2018 Update

- Member of BBA
- Meetings with builders and realtors
- Meetings with businesses in Spruce/Fifth Street area

- Remain sensitive to and address commercial and institutional impact on adjacent residential areas.

May 2018 Update

- Coordination with Evelyn's Park Conservancy on event planning
- Emphasis on adequacy of on-site parking (Bellaire Town Center, Bellaire High School, HEB, Spruce/Fifth Street area)
- Coordination with redevelopment projects to upgrade the quality of appearance of commercial corridors (Bellaire Town Center, HEB, Spruce/Fifth Street uniform landscaping in r.o.w.)

Council Priorities - Update

May 3, 2018

E. Community Image Focus Area

Statement:

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It is a priority of this council to:

- Proactively seek opportunities to implement the urban design elements of the "Visioning Bellaire" plan.

May 2018 Update

- Spruce/Fifth Street project currently under design
- Continue to encourage commercial redevelopment in accordance with the Comprehensive Plan.

May 2018 Update

- Spruce/Fifth Street project currently under design
- Upon the approved identification of the City's brand identity, proactively and consistently seek opportunities to reflect that identity in print, digital media, capital projects, signage, and design standards.

May 2018 Update

- Brand Identity adopted, without logo
- Look for opportunities to improve the appearance of neglected residential properties.

May 2018 Update

- Ongoing efforts to implement code requirements as they exist were presented to Council on April 16, 2018
- Ensure that City rights-of-way and public facilities and open spaces are maintained and developed in a consistent and orderly fashion.

May 2018 Update

- Small cell tower ordinance adopted
- Maintenance contracts for r.o.w. and parks litter abatement and mowing in place
- Custodial and building maintenance contracts in place

Proposed FY 2019 Management Projects

May 3, 2018

FY 2019 Management Projects – Management Projects are assigned by the City Manager as a result of an enhancement request and/or an issue that requires significant work effort. All management projects are assigned to teams, in most cases span one fiscal year are approved by City Council and are reported on in the Quarterly report.

1. Citizen Survey Update – Second City Wide survey to establish second data point. Looking for areas of improvement as well as a post Harvey response. Team Lead Diane White – Council Priority A
2. 2019 Bond Preparation – Preparation for November 2019 Election to determine affordability, priorities based on asset management looking at Facilities for Library and Public Works. Quality of Life Projects to include Evergreen Park. Team Lead Michelle Jordan – Council Priorities A, B, C, D
3. Commercial Redevelopment Strategy – Goal is to seek diversity of tax base, proactive in the implementation of the Comprehensive Plan, Capture Sales Tax (Buy Bellaire Campaign), establish quality of life through shopping experience, establish future plans for commercial sites and establish required service levels to meet Commercial Redevelopment Strategy. Team Lead ChaVonne Sampson – Council Priorities C, D
4. Legislative Agenda – Establish a consensus of message by creating a platform through the Texas Municipal League Legislative Process. Team Lead Diane White – Council Priorities A, B, D, E
5. Agenda Management System – Evaluate current agenda management process to determine the needs of the organization. Team Lead Tracy Dutton – Council Priorities C
6. Outcome Based Wellness – Establish a healthier workforce through ownership of actions. Reduce the City's loss ratio by being proactive in offering incentives for healthy living. Provide a phase in approach to tobacco free workplace and options for meeting goals. Team Lead Yolanda Howze – Council Priorities C
7. Develop and Implement Design Standards – There is no current comprehensive documentation of design standards. Team Lead Mike Leech – Council Priorities A, B, C, D
8. Adopt 2018 Building Code – Process and implementation requirement that will also synch with our ISO rating requirements. Team Lead ChaVonne Sampson – Council Priority A

Significant Changes to the League's Legislative Policy Development Process

April 2, 2018

Scott Houston

TML General Counsel and Deputy Director for Policy Development

The primary function of the Texas Municipal League is lobbying on behalf of its member cities. That's the way it has been since the League's formation in 1913 because many significant decisions affecting Texas cities are made by the Texas Legislature, not by municipal officials. Now, just as they did over a century ago, newly elected mayors and councilmembers quickly realize the legislature can address virtually any aspect of city government.

This fact is vividly demonstrated during each legislative session. For example, during the 2017 session, more than 6,500 bills or significant resolutions were introduced; more than 2,000 of them would have affected Texas cities in some substantial way. In the end, over 1,200 bills or resolutions passed and were signed into law; almost 300 of them impacted cities in some way.

The number of city related bills as a percentage of total bills filed rises every year. Twenty years ago, around 17 percent of bills filed affected cities in some way. By 2017, that percentage had almost doubled to 30 percent. In other words, almost a third of the legislature's work is directed at cities, and much of that work aims to limit municipal authority.

League staff lobbies against those efforts (and also seeks to pass beneficial legislation) based on a "legislative program" that is developed by member city officials. The program is essential to the legitimacy of the League's advocacy efforts. To develop the program, city officials provide input in primarily two ways.

First, a member city, TML region, or TML affiliate may submit a resolution for consideration at the League's annual conference. At the 2018 annual conference, the "resolutions committee" will consider submissions and make recommendations for the entire membership to consider at the annual business meeting. Detailed information relating to resolution submittal is provided to each member city, TML affiliate organization, and TML region well in advance of the due date.

For 2019, the resolutions committee will be eliminated in favor of a more streamlined process wherein resolutions go directly to the entire membership at the annual business meeting. The implementation of this change will require a transition year in 2018. In 2018, the Resolutions Committee and Business Meetings will take place in one room, as subsequent meetings.

Second, member city officials can participate in a policy committee process during each interim. The report of an interim committee takes the form of a resolution that is submitted to the annual conference in interim years. For the past three decades, the interim committee process has been the same: it was based on the recommendations of a handful of topic-specific committees (e.g., Revenue and Finance, Regulation of Development, etc.). The goal of the committee process was two-fold: (1) it allowed input on the legislative program from a broad cross section of cities and city officials; and (2) it educated new city officials to the legislative issues faced by cities.

In 2018, the committee process will be slightly different than in years past. In lieu of multiple committees, recommendations will come from the participants in the League's "Municipal Policy Summit." As with past years' committee members, the summit participants will be appointed by the TML President based on volunteers and others chosen to balance the demographics of the TML membership at large. The Summit will also continue to achieve the "input and education" goals mentioned above.

The Summit will be an intensive, two-day workshop during which League staff will brief the participants on the myriad legislative issues faced by cities. Most will be issues that arise each session, but many will consist of solicited or unsolicited issues brought to us by city officials. After each subject-matter briefing, the participants will make recommendations on the issues. The recommendations will be more streamlined and condensed than in the past. In addition, they will form the basis of a "fixed" legislative program, under which – each session – modifications to the program will only be considered at a future Summit, business meeting, or TML board meeting. Even if no changes are made, which is an unlikely prospect, staff will fulfill the educational goal through continued briefing on all of the issues.

The somewhat complex policy development process is necessary to ensure that the League advocates as directed by its members. The League is nothing without the involvement and expertise of its members, and participation in the process is an invaluable part of protecting municipal authority.

Have questions or comments? Contact Scott Houston or JJ Rocha, TML Legislative Liaison, at 512-231-7400.

Guiding Principles

The TML approach to the 2019 session will undoubtedly be guided by principles that spring from a deeply rooted TML legislative philosophy:

- The League will vigorously oppose any legislation that would erode the authority of Texas city officials to govern municipal affairs.
- Cities represent the level of government closest to the people. They bear primary responsibility for the provision of capital infrastructure and for ensuring our citizens' health and safety. Thus, cities must be assured of a predictable and sufficient level of revenue and must resist efforts to diminish that revenue.
- The League will oppose the imposition of any state mandates that do not provide for a commensurate level of compensation, and resist any attempts to require cities to raise money for the state (reverse intergovernmental aid).

Schedule

The League's 2017-2018 legislative policy development schedule is roughly as follows:

October 2017 – the 2017 TML Resolutions Committee met to consider resolutions. The recommendations of the Resolutions Committee went forward for consideration by the TML membership at the 2017 Annual Conference at the annual business meeting.

April 2018 – the chair, vice-chairs, board representative, and participants of the League's Municipal Policy Summit appointed by the TML President.

June 2018 – Municipal Policy Summit materials distributed to the membership.

August 2018 – the Municipal Policy Summit, a two-day policy briefing at which the members will make recommendations for the League's 2019-2020 legislative program, meets.

October 2018 – the report of the Municipal Policy Summit, along with any other resolutions, will go forward to the 2018 TML Resolutions Committee for consideration. The recommendations of the Resolutions Committee will then go forward for consideration by the TML membership at the 2018 Annual Conference at the annual business meeting, which will be held immediately subsequent to the Resolutions Committee.

December 2018 – the TML Board will finalize the League's 2019-2020 legislative program based on resolutions passed in both 2017 and 2018.

Five Year Capital Improvement Plan Summary						
	Projected FY 2019	Projected FY 2020	Projected FY 2021	Projected FY 2022	Projected FY 2023	Totals FY 2018-2022
Resources						
General Fund Cash Resource	1,847,100	671,050	501,050	606,050	155,050	3,625,250
Enterprise Fund Cash Resources	245,977	940,977	5,977	5,977	5,977	1,198,908
METRO Resources	1,008,000	1,008,000	1,008,000	1,008,000	1,008,000	4,032,000
Bonds Program	9,000,000	14,200,000	21,000,000	12,000,000	12,000,000	56,200,000
Total CIP Resources	12,101,077	16,820,027	22,515,027	13,620,027		65,056,158
Projects						
General Fund Cash Projects	1,496,050	320,000	50,000	451,000	-	2,317,050
Enterprise Fund Cash Projects	240,000	935,000	-	-	-	1,175,000
METRO Projects	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Bond Program	9,000,000	14,200,000	21,000,000	12,000,000	12,000,000	68,200,000
Total Capital Improvement Projets	11,736,050	16,455,000	22,050,000	13,451,000		76,692,050
Unfunded Projects - All General Fund Related						\$ 9,060,000

FY 2019 Proposed Capital Improvement Projects		
General Fund CIP		
Beginning Balance - General Fund Cash	\$	1,102,100
Transfer in From General Fund	\$	745,000
Total Resources	\$	1,847,100
Holly Street Esplanade - Additional amenities and plantings for the Holly Street Esplanade Project. Project includes additional plantings, additions to the irrigation system, and additional site furnishings.	\$	50,000
Playgrounds, Shade Structures, and Park Amenities - Provides annual funding to address city-wide replacement and/or purchase of new playground equipment, shade structures and park amenities.	\$	100,000
Park Signage Master Plan and Implementation - Includes all signage used in City of Bellaire Parks. Master Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City while improving consistency and quality of park signage.	\$	150,000
Decorative Standards for Streetlights Pilot Project - This project will provide better street lighting, additional trail lighting, possible use of LED lighting options, and a decorative standard for major streets throughout the City. The initial project will focus on Newcastle Street and trail, and future phases may focus on other major streets and high-traffic areas, as well as standards for other street categories. Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City.	\$	75,000
Signature Corner Design - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine as well as several S. Rice Ave. esplanades. Additional planning and design is needed to identify the proposed improvements. Construction funding would require new bond authority.	\$	751,050
Loftin Park Improvements - Improvements to Loftin Park including invasive or unhealthy tree removal, additional tree plantings, irrigation system, and fencing improvements.	\$	170,000
FFE Supplement to offset Impound Lot Project - Improvements to Public Works Facility to accommodate PD impound needs related to the construction of the new Police / Court Building have already been constructed. This funding would reimburse the bond fund that was originally used to fund these improvements.	\$	100,000
Park Improvements After Municipal Facilities Project - Site Improvements to improve circulation and cohesiveness after completion of construction.	\$	100,000
Total FY 2019 General Fund CIP	\$	1,496,050
Ending Balance	\$	351,050

FY 2019 Proposed Capital Improvement Projects		
Enterprise Fund CIP		
Beginning Balance	\$	5,977
Transfer in From Enterprise Fund	\$	240,000
Total Resources	\$	245,977
Central Well Pumps - Replace all three booster pumps and motors, which have been rebuilt multiple times and are past their life expectancy. Increased energy efficiency and reduced repairs will provide a return on investment.	\$	240,000
Total FY 2019 Enterprise Fund CIP	\$	240,000
Ending Balance	\$	5,977

FY 2019 Proposed Capital Improvement Projects		
Bond Fund CIP		
Proposed Bonds for Better Bellaire Revenue	\$	9,000,000
Total Resources	\$	9,000,000
Street, Drainage and Sidewalks – The program will continue the City’s practice to design and construct streets and upgrade storm sewers concurrently in one project with sidewalks installed on at least one side of the street.		\$6,000,000
Water and Wastewater Improvements – This program was created from prior utility condition assessments to replace identified water and wastewater lines that are failing to provide the desired level of service due to the deterioration of aging lines.	\$	3,000,000
Total FY 2019 Bond Fund CIP	\$	9,000,000
Ending Balance	\$	-
METRO Fund CIP		
Beginning Balance	\$	8,000
Current Year Revenues	\$	1,000,000
Total Resources	\$	1,008,000
Pavement Management Program – This maintenance program was created from the City Engineer’s Infrastructure Report in 2015 to improve the overall quality of the street and sidewalk systems by repairing or replacing asphalt and concrete pavement.	\$	1,000,000
Total FY 2019 METRO Fund CIP	\$	1,000,000
Ending Balance	\$	8,000
Combined FY 2019 Proposed Capital Improvement Plan		
Total CIP Resources	\$	12,101,077
Total CIP Projects	\$	11,736,050
Total CIP Ending Balances	\$	365,027

Five Year Capital Improvement Plan

General Fund

Description	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2023 Planned	FY 2018 - FY2022 Totals
Beginning Balance	\$ 1,102,100	\$ 351,050	\$ 351,050	\$ 451,050	\$ 155,050	
Transfer in From General Fund	\$ 745,000	\$ 320,000	\$ 150,000	\$ 155,000	\$ -	\$ 1,370,000
Total Resources	\$ 1,847,100	\$ 671,050	\$ 501,050	\$ 606,050	\$ 155,050	\$ 2,472,100
Holly Street Esplanade - Additional amenities and plantings for the Holly Street Esplanade Project. Project includes additional plantings, additions to the irrigation system, and additional site furnishings on those medians that were not improved in FY 2016.	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000		\$ 250,000
Playgrounds, Shade Structures, and Park Amenities - Provides annual funding to address city-wide replacement and/or purchase of new playground equipment, shade structures and park amenities.	\$ 100,000	\$ 100,000				\$ 200,000
Park Signage Master Plan and Implementation - Includes all signage used in City of Bellaire Parks. Master Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City while improving consistency and quality of park signage.	\$ 150,000	\$ 100,000				\$ 250,000
Decorative Standards for Streetlights Pilot Project - This project will provide better street lighting, additional trail lighting, possible use of LED lighting options, and a decorative standard for major streets throughout the City. The initial project will focus on Newcastle Street and trail, and future phases may focus on other major streets and high-traffic areas, as well as standards for other street categories. Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City.	\$ 75,000					\$ 75,000
Signature Corner Design - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine as well as several S. Rice Ave. esplanades. Additional planning and design is needed to identify the proposed improvements. Construction funding would require new bond authority.	\$ 751,050					\$ 751,050
Loftin Park Improvements - Improvements to Loftin Park including invasive or unhealthy tree removal, additional tree plantings, irrigation system, and fencing improvements.	\$ 170,000					\$ 170,000
Ware Park Picnic Pavilion - Picnic pavilion design and construction at Ware Park.		\$ 70,000				\$ 70,000
Paseo Park West Expansion - Park expansion would be possible with future relocation of Metro transit center. Funding is restricted and can only be used to develop new park facilities.				\$ 351,000		\$ 351,000

Five Year Capital Improvement Plan

General Fund

Description	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2023 Planned	FY 2018 - FY2022 Totals
FFE Supplement to offset Impound Lot Project - Improvements to Public Works Facility to accomodate PD impound needs related to the construction of the new Police / Court Building have already been constructed. This funding would reimburse the bond fund that was originally used to fund these improvements.	\$ 100,000					\$ 100,000
Park Improvements After Municipal Facilities Project - Site Improvements to improve circulation and cohesiveness after completion of construction.	\$ 100,000					\$ 100,000
Total General Fund CIP Expenditures	\$ 1,496,050	\$ 320,000	\$ 50,000	\$ 451,000	\$ -	\$ 2,317,050
Total General Fund CIP Ending Balance	\$ 351,050	\$ 351,050	\$ 451,050	\$ 155,050	\$ 155,050	

Five Year Capital Improvement Plan

Enterprise Fund

Description	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2023 Planned	FY 2018 - FY2022 Totals
Beginning Balance	\$ 5,977	\$ 5,977	\$ 5,977	\$ 5,977	\$ 5,977	
Transfer from Enterprise Operations Fund	\$ 240,000	\$ 935,000	\$ -	\$ -	\$ -	\$ 1,175,000
Total Resources	\$ 245,977	\$ 940,977	\$ 5,977	\$ 5,977	\$ 5,977	\$ 1,180,977
Central Well Pumps - Replace all three booster pumps and motors, which have been rebuilt multiple times and are past their life expectancy. Increased energy efficiency and reduced repairs will provide a return on investment.	\$ 240,000					\$ 240,000
Central Well Control Panel - Replace Control Panel that controls Booster Pumps 1, 2, and 3. Replace or run new wiring as needed due to abandoned runs, previous splices, and out dated components.		\$ 500,000				\$ 500,000
Feld Park Well - Add a new standby diesel generator, improving for health and safety of City water supply and fire fighting capabilities. Feld Park provides groundwater and is also the only other supply of surface water for the City. A standby generator will allow the City to have two operable groundwater and surface water sources readily available in the event of a power outage.		\$ 435,000				\$ 435,000
Total Enterprise Fund CIP Expenditures	\$ 240,000	\$ 935,000	\$ -	\$ -	\$ -	
Total Enterprise Fund Ending Balance	\$ 5,977	\$ 5,977	\$ 5,977	\$ 5,977	\$ 5,977	

Five Year Capital Improvement Plan

Bond Fund

Description	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2023 Planned	FY 2018 - FY2022 Totals
Current Year Revenues	\$9,000,000	\$14,200,000	\$21,000,000	\$12,000,000	\$12,000,000	\$68,200,000
Total Resources	\$9,000,000	\$14,200,000	\$21,000,000	\$12,000,000	\$12,000,000	\$68,200,000
Street, Drainage and Sidewalks – The program will continue the City’s practice to design and construct streets and upgrade storm sewers concurrently in one project with sidewalks installed on at least one side of the street.	\$6,000,000	\$6,000,000	\$6,000,000	\$8,000,000	\$7,000,000	\$33,000,000
Sidewalk Improvements – Funding for this program is separate from street, drainage and sidewalk projects. The focus is to design and construct sidewalks that improve the overall quality and connectivity of the sidewalk system, fill in gaps and update existing sidewalks to meet the Americans with Disabilities Act (ADA) guidelines.		\$1,000,000	\$1,000,000	\$1,000,000	\$1,500,000	\$4,500,000
Water and Wastewater Improvements – This program was created from prior utility condition assessments to replace identified water and wastewater lines that are failing to provide the desired level of service due to the deterioration of aging lines.	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,500,000	\$15,500,000
Wastewater Treatment Plant Electrical - Replacement of the control panel and components. The current control panel is the original panel installed during the construction of the facility to operate the various pumps and motors that run the WWTP. The electrical wiring and components have exceeded their life expectancy. It is recommended to upgrade the electrical wiring, breakers, starters, and include modern smart controls.		\$ 1,200,000				\$1,200,000
Bellarire Library - Design and Construction of a new library building located along Jessamine Street. The new facility will be a part of the overall City Of Bellair campus.		\$ 500,000	\$ 4,000,000			\$ 4,500,000
Public Works Building - Funding for (potential) land acquisition, design, and construction of a building to house the administrative staff for the public works department.		\$ 1,000,000	\$ 3,000,000			\$4,000,000
Park Improvements - Additional needs at other parks in the COB system, including restrooms, lighting, parking lots, and various other amenities.		\$1,000,000				\$1,000,000
Evergreen Park - Per the Evergreen Park Master Plan, this project includes design and construction of the Park.		\$500,000	\$4,000,000			\$4,500,000
Total Bond Fund CIP	\$9,000,000	\$14,200,000	\$21,000,000	\$12,000,000	\$12,000,000	\$68,200,000
Total Ending Balance	\$-	\$ -	\$-	\$-	\$-	

Five Year Capital Improvement Plan

METRO Fund

Description	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2023 Planned	FY 2018 - FY2022 Totals
METRO Sales Tax Beginning Balance	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Current Year Revenues	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,000,000
Total Resources	\$ 1,008,000	\$ 1,008,000	\$ 1,008,000	\$ 1,008,000	\$ 1,008,000	\$ 4,032,000
Pavement Management Program – This maintenance program was created from the City Engineer’s Infrastructure Report in 2015 to improve the overall quality of the street and sidewalk systems by repairing or replacing asphalt and concrete pavement.	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,000,000
Total Expenditures	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,000,000
Total Ending Fund Balance	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$32,000

Future Projects		
Description		Estimated Budget
<i>*Cost estimates should be reevaluated as projects are identified as funded and schedules are identified, as inflation will impact these estimates.</i>		
South Rice Esplanade Improvements - Improvements to the four esplanades along South Rice at Bellaire Boulevard and Bissonnet St. Project to include design and construction of mow strips, additional planting, edging, mulch, and other landscape improvements.	\$	120,000
9/11 World Trade Center Steel Project Construction - Donations have been received by the Rotary Club to fund the preliminary design of a plaza intended to display pieces of steel from the World Trade Center. The pieces are currently stored in the City's Impound Facility and show signs of damage from the attack on September 11, 2001. Construction costs will be more accurately estimated after preliminary design is completed.	\$	250,000
Signature Corner Construction - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine to include the S. Rice Esplanade Jessamine to Bellaire. Construction funding to be identified in the future.	\$	3,000,000
Bellaire Town Square - Upgrade / Automate Ball Field Lights, Poles, & Netting	\$	500,000
Bellaire Town Square - Upgrade / Automate Tennis Court Lighting and Tennis Court Resurfacing	\$	250,000
Bellaire Town Square - Rec. Center Renovation Design - Programming and design of key improvements to the Bellaire Recreation Center Building	\$	120,000
Bellaire Town Square - Rec. Center Renovation Construction - Key improvements to include accessibility upgrades and general renovations	\$	800,000
Bellaire Town Square - Concession Stand Renovation	\$	50,000
Mulberry Park - Restroom Facility	\$	200,000
Mulberry Park - Replace tennis fencing, upgrade and automate lighting and resurface tennis court	\$	300,000
Mulberry Park - Upgrade / Automate Ball Field Lighting	\$	300,000
Mulberry Park - Parking Lot Replacement	\$	450,000
Feld Park Renovation Design - Park improvements including parking lot, sidewalks and paths, fencing and sports fields/courts	\$	150,000
Feld Park Construction - Park improvements including parking lot, sidewalks and paths, fencing and sports fields/courts and ball field lighting	\$	1,500,000
Vic Driscoll Park - Pathway Lighting		70,000

Future Projects		
<i>Description</i>	<i>Estimated Budget</i>	
Trolley Esplanade Renovation - Improvements to include general and specialized lighting, sidewalks and paths, drainage, signage and interpretive graphics, and trolley area improvements in Paseo Park.	\$	1,000,000
Total Unfunded	\$	9,060,000

Draft 5 Year Capital Improvement Program Recommendations
Recommendations based on Flood Hazard Mitigation Report prepared by ARKK Engineers, LLC (March 2018)

Existing Projects

Description	FY 2017	FY 2018	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2023 Planned
Bonds for Better Bellaire Projects	Design and construction activity	Design and construction activity	Construction activity				

Flood Hazard Task Force Recommended Projects - Part of Bonds for Better Bellaire 2019

2019 Bond Program (Bonds for Better Bellaire 2019)				Design and construction activity	Design and construction activity	Design and construction activity	
Waste Water Treatment Plant Relocation - Evaluate the conversion of Bellaire's Wastewater Treatment Plant (WWTP), the dog park and soccer fields along Edith to detention areas.			Notice of Intent (NOI) Submittal				
Transfer WWTP to City of Houston - Evaluate the transfer of Wastewater Treatment for the City of Bellaire to the City of Houston Facility, including hazard mitigation funding opportunities.			Notice of Intent (NOI) Submittal				
100 year Detention Program - Continue to implement the 100-year detention program and requirements that are currently in place.	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

Flood Hazard Task Force Recommended Projects - Non-Bond Cash

North / South Drainage Systems and Cypress Ditch - Determine partners, study alternatives, and develop cost estimates for improvements to increase capacity of the north/south drainage systems and Cypress Ditch.			Study and plan funding mechanism once cost estimates are developed				
Sheet Flow Barrier Removal - Identify barriers restricting sheet flow and determine what project could relieve this problem.			Study and plan funding mechanism once cost estimates are developed				
Kilmarnock Ditch - Coordinate with HCFCF to determine steps necessary to increase the size of the outfall of Kilmarnock Ditch. Construct extreme event outfalls at Bellaire Blvd and within the Southdale Subdivision to Kilmarnock Ditch.			Study and plan funding mechanism once cost estimates are developed				

City of Bellaire Drainage Scope and Fee Estimate ARKK and Costello

By: JBA and JSW on 4/11/2018

Total Fee Estimate: \$505,000.00

Study	City Description	Scope of Work	Fee Estimate (T&M Not To Exceed)
A	Structural Activity 3 - Determine partners, study alternatives, and develop cost estimates for improvements to increase capacity of the north/south drainage systems and Cypress Ditch.	<p>Existing Condition Model: Develop XP-STORM 1D-2D model of Cypress Ditch utilizing HCFCD methodologies for a range of storm events to establish current flooding conditions in a comprehensive manner along both Cypress Ditch and the major drainage systems interior to the city. Simulate major collection storm sewer systems (Newcastle, Rice, I610, Kilmarnock Ditch, Chimney Rock, Renwick) that outfall to Cypress Ditch with 1D elements with the interior surface simulated utilizing the current LiDAR dataset in a 2D grid. Analyze conditions both pre- and post-Brays Bayou improvements. Review upstream drainage areas not within the City limits and the effects associated with the drainage of those areas.</p> <p>Utilize information previously developed in City drainage analyses in the creation of the existing condition model. Simulate a range of storm events to 2, 5, 10, 25, 50, 100, and 500-year to allow for full spectrum of storm event planning.</p> <p>This proposal assumes the underground storm sewer size, geometry, and flowlines will be provided and limited on-ground topographic survey will be required. Previous analyses performed by the City should be able to provide the needed storm sewer information.</p>	\$315,000.00

A
(Continued
)

Proposed Interior Alternatives: Develop improvement projects to alleviate flooding within the city limits for a range of storm conditions up to and including the 100-year, 24-hour storm event. Evaluate all alternatives with the NOAA Atlas 14 rainfall utilizing the data that is available at the time of analysis (projected to be released in September 2018). Improvements will look at constructing systems to increase the conveyance to Cypress Ditch to reduce interior flooding levels.

Develop engineer's estimate of probable construction cost for each alternative evaluated to aid for selection of future improvement projects.

1. Proposed Channels to allow for improved drainage of interior areas of the city limits.

2. Improved major trunk systems to remove interior drainage to Cypress Ditch

3. Interior detention ponds with interconnecting culverts to collect and improve existing drainage facilities

4. Structure buy-outs in areas deemed to low to reduce flooding risk.

5. Non-structural: evaluate finished floor elevation criteria (New COH standard, etc..)

Impact Analysis: Develop mitigation alternatives to reduce impacts associated with interior drainage improvements at Brays Bayou. This analysis will look at regional detention along Beechnut and interior to the City. The impact analysis will utilize both the 1D-2D model and the effective HCFCD watershed model to demonstrate no adverse impacts to the 2, 10, and 100-year, 24-hour storm event as specified in the HCFCD PCPM.

Coordination with Potential Stakeholders: Coordinate with applicable jurisdiction agencies (City of Houston, HCFCD, TxDOT, West U, USACE) for development of proposed alternatives.

		Technical Report: Develop a technical report and presentation of analysis and proposed alternatives. Present results to City and Stakeholders.	
B	Structural Activity 6 - Identify barriers restricting sheet flow and determine what project could relieve this problem.	Utilize the 2D model developed in Study A to determine locations of topographic blockage preventing extreme event overflow. Identify street/roads that have elevations such that extreme event overflows are not collected or conveyed. Develop street specific hydraulic models as needed to further identify drainage patterns and improvement alternatives. Develop proposed alternatives to alleviate the blockage without creating impacts and understanding backflow considerations from Cypress Ditch/Brays Bayou.	\$50,000.00
C	Structural Activity 8 - Coordinate with HCFCD to determine steps necessary to increase the size of the outfall of Kilarnock Ditch. Construct extreme event outfalls at Bellaire Blvd/Mulberry Lane and within the Southdale Subdivision to Kilarnock Ditch.	Meet with HCFCD to determine any future planning HCFCD has for the Kilarnock ditch and what/if improvements HCFCD is considering. Perform right-of-way research to determine the underlying fee owners of the ditch. Analysis of the Kilarnock ditch would be included in Study A above with any proposed scenarios part of that investigation.	\$35,000.00
D	Structural Activity 9 - Contact surrounding municipalities and the agencies that own the storm sewers to consider upgrading their storm sewer and providing more detention. Investigate City of Houston developments north of Bellaire for total runoff.	From the upstream drainage systems identified in Study A, determine possible storm sewer and/or detention pond improvements that could reduce the peak flows entering the City of Bellaire's system. Additionally, consider joint agency projects that could reduce flooding in both jurisdictions from any storm improvements. Facilitate developing an interlocal agreement for joint regulatory review of and development or drainage projects within the systems drainage area, regardless of location within jurisdictional boundaries.	\$25,000.00

E	Structural Activity 10 and 12 - Evaluate the conversion of Bellaire's Wastewater Treatment Plant and the dog park and soccer fields along Edith into detentions areas. Does detention at the COB WWTP if it is abandoned, City Dog Park and/or residential areas in the low southeast corner of the City make any sense for Bellaire flooding or is this more a benefit to downstream COH?	Regional detention in these areas would allow for North-South conveyance improvements interior to the city to be constructed (i.e. increase storm trunk lines, new channels, etc...). The regional facilities would mitigate any impacts associated with those improvements in relation to both Cypress Ditch and Brays Bayou. Review possible detention sites and determine detention volumes that can be constructed at each proposed location.	\$30,000.00
F	Convert the Ruffino Hills landfill located on Keegans Bayou near Beltway 8 into a detention pond.	The City of Houston is pursuing a HMGP grant to construct a detention pond at this location. Fee for coordination support with the City as needed. This fee does not include any analysis or engineering.	\$50,000.00
G	Transfer wastewater treatment to the City of Houston. This is not an H/H study.	City of Bellaire would develop preliminary conceptual estimates on demolishing the existing WWTP, building a new lift station and force main to the COH WWTP south of Beechnut. Discuss contract terms for wastewater treatment annual maintenance and preventative maintenance costs, renew permits costs, personnel cost to monitor the COH contract, operation cost of the Bellaire plant lift station and requirements that Bellaire purchase capacity in the plant.	\$75,000.00

TO: City of Bellaire Planning and Zoning Commission
FROM: Sharon Veldman, Chair of Parks and Recreation Advisory Board
DATE: March 15, 2018
SUBJECT: Recommendations for the FY 2019 - 2023 Capital Improvement Program

The Parks and Recreation Advisory Board has reviewed the draft CIP for Fiscal Years 2019 thru 2023 and has approved the plan, but has noted several recommendations for consideration.

- Holly Street Esplanade Project – Remove funds from FY 2019, add to FY 2020. Remove funds from FY 2021, add to FY 2022.
- Park Signage Master Plan and Implementation – Remove funds from FY 2019, add \$50,000 to FY 2020 and \$100,000 to FY 2021.

In addition to the above recommendations, PRAB also prioritizes FY 2019 projects as follows with the understanding that available funding for these projects may be limited:

1. Park Improvements after Municipal Facilities Project - \$100,000 to be used to improve Bellaire Town Square, the Great Lawn, and areas of Loftin Park impacted by the Municipal Facilities Project and to maintain consistency with the Parks Master Plan.
2. Bellaire Family Aquatic Center - \$150,000 to be used for deck expansion, storage solutions, and additional seating and amenities. Funding was identified in FY 2018, with only a small portion of the funds being spent.
3. Loftin Park Improvements - \$170,000 to be used for trees, irrigation, and fencing improvements.
4. Playgrounds, Shade Structures, and Park Amenities - \$100,000 to be used for replacement or purchase of playground structures, shade structures, and other park amenities as identified in the Parks Master Plan.
5. Decorative Standards for Streetlights Pilot Project (Newcastle Trail Lighting) - \$75,000 was identified in FY 2018, and an additional \$75,000 is shown in FY 2019 for trail light improvements. Lighting would improve both consistency with the Parks Master Plan and overall safety for trail users.

On behalf of the Parks and Recreation Advisory Board, we thank you for considering our recommendations on the parks related Capital Improvement Projects.



Sharon Veldman
Chair
Parks and Recreation Advisory Board



CITY OF BELLAIRE

Planning and Zoning Commission

April 12, 2018

To: Mayor and City Council
From: Marc Steinberg, Vice Chairman, Planning & Zoning Commission
CC: ChaVonne Sampson, Director of Development Services
Subject: Report and Recommendation on the City of Bellaire's 2019-2023 Draft Five Year Capital Improvement Plan

Chapter 24, Planning and Zoning, Sec. 24-402, Capital Improvement Program, requires that the Planning and Zoning Commission "review and comment on the consistency of the program with the adopted comprehensive plan." With the recent completion of the Flood Hazard Mitigation Report, the Commission also reviewed the CIP to determine which, if any, of the recommendations from the Task Force would be appropriate to include.

On Thursday, February 8, 2017, City of Bellaire Project Manager, Michelle Jordan, presented the City's Draft Five Year Capital Improvement Plan (CIP) to the Commission. The Commission was concerned about the lack of detail in the CIP as it related to the Flood Hazard Mitigation Task Force Matrix and asked that another presentation of the CIP be made at a later date when more information was available. In a workshop on April 4, 2018, the Commission was provided with a list of recommendations from the Flood Hazard Mitigation Task Force that City staff felt were appropriate to incorporate into the Capital Improvement Plan.

Some concerns and questions voiced by the Commission, during the presentation, were as follows:

- The Capital Improvement Plan (CIP) should first address funding needs for safety, health and security issues of the residents and then focus on the issue of flood mitigation.
- Why is there nothing in the CIP with regard to the acceleration of the replacement of water lines throughout the City?
- Are there less critical projects in the CIP in 2019 that can be de-funded or delayed in order to make more room for flood control engineering feasibility studies that would estimate the cost of the projects described in the Flood Hazard Mitigation Matrix?
- Does the CIP currently include any flood control specific projects that are not tied to street the reconstruction funding that was approved in the 2016 Bond Program?
- Commissioners felt that adopting a CIP that did not react to Harvey would be sending a bad message to the citizens of Bellaire. Residents should be made aware the City is making every effort to keep current street reconstruction projects moving while trying to explore outside funding from State and Federal sources for Harvey flood projects identified in the Flood Mitigation Study
- Future projects include an estimated budget, but no time considerations

- How will the recommendations from the Flood Hazard Mitigation Report be incorporated into the CIP?

Ms. Jordan responded to each question asked. She explained that the recommendations made by the Flood Hazard Mitigation Task Force will be evaluated by City staff to determine if and how the projects can be incorporated into the CIP.

CONSIDERATION

Further discussion of the CIP occurred during the Commission's Regular Session on April 12, 2018. Consideration of the item took place the same night.

RECOMMENDATION

The Commission appreciates the opportunity review and discuss the proposed 5-yr CIP with City staff. From discussions with City staff, it appears that City staff concurs with the Commission's stated preference to prioritize immediate studies or fast-track infrastructure projects to address flooding issues identified by Hurricane Harvey and other recent severe storm events. However, at the time of this review, the recommendations from the flood mitigation report have not been fully integrated into the 5-yr CIP. As such, from the documents provided, it is not possible to confirm how the City's infrastructure priorities have changed since Hurricane Harvey. As City staff works to further refine the integrated 5-yr CIP, the Commission respectfully requests that City staff consider the following recommendations:

- Re-allocate funding from non-essential or discretionary projects (not related to health, safety, or security) in order to prioritize funding for flood mitigation feasibility studies and/or fast track flood infrastructure projects to be completed in 2018/2019. This includes identified three high priority studies related north/south drainage systems and cypress ditch, sheet flow barrier removal, and the Kilmarnock Ditch.
- Ensure sufficient funding is set aside to support efforts related to the pursuit and capture of available grant funding which could accelerate the implementation of priority flood mitigation projects and reduce the potential debt burden on Bellaire's tax payers.
- Consider and potentially fast-track, as feasible and economically prudent, drainage infrastructure projects previously identified in the City Engineer's 2016 master drainage plan. This includes both incremental reconstruction of the City's aging street and drainage system as well as flood mitigation specific projects.

These recommendations recognize that such large scale projects would likely be bond funded, and therefore the rate and scale of implementation will be constrained by the maximum bond amount the City and its tax payers can afford in addition to the City's ability to manage and implement a large number of projects simultaneously.

In conclusion, the Commission reiterates the importance of aggressively addressing flooding challenges in Bellaire. We hope that the final CIP recommended by City staff reflects this urgency, and integrates the recommendations of the Flood Mitigation Task Force in the most responsible manner. Failure to address and solve these challenges will be detrimental to quality of life and the attractiveness of Bellaire to existing and future residents and businesses.

VOTE OF THE COMMISSION

Members present and voting FOR this recommendation to City Council:

Ross Gordon, Lynne Skinner, Marc Steinberg, Weldon Taylor

Members present and voting AGAINST this recommendation to City Council:

None.

Members absent:

Mike Axelrad, Jonathan Saikin, Dirk Stiggins

Service Plans Overview

May 3, 2018

Definition of Service Plan – The service plan process starts the work for the next fiscal year budget process. Service Plans document what base services each department offers in detail. Each service level identified as a recurring service level is accompanied by a service level expectation. The service plans identify the resources provided to each department in providing the expected service and level. Service Plans are updated every three years. The Assistant City Manager is responsible for administrating this programming.

Each Service Plan includes:

- Why Statement
- Organizational Chart
- What the departments do
- Who does the department serve
- Service Level Expectation
- Budget – To include three-year forecast
- Environmental Scan
- Available Assets
- Future Service Enhancements
- Future Strategy

The Process/Work Plan			
Description	Start Date:	Completion Date:	Status:
Review of current service plans	11/3/2017	11/3/2017	Complete
Schedule one on one meetings with departments	01/16/2018	01/18/2017	Complete
Department Draft due to ACM	02/21/2018	02/21/2018	Complete
Review of Draft Service Plans w/Dept. Head	3/5/2018	03/09/2018	Complete
Submit to City Manager for review and feedback	3/12/2018	3/16/2018	Complete
Finance Review of forecast and Budget	03/28/2018	04/05/2018	Submitted
IT Review of technology request	03/30/2018	04/05/2018	Submitted
Presentation of Service Plans (Department Head Retreat)	4/5/2018	4/5/2018	Complete
Provide Draft Service Plans to City Council	5/3/2018	5/3/2018	Complete
Finalize Service Plans – With budget adoption	9/2018	9/2018	Scheduled

Review and considerations:

- Review of current service plans for update (Fire and Police)
- New Department Heads – Start from scratch (IT, PW, Finance)
- Service Plans are all written in the style of the author
- Provide guidance on horizontal alignment so that we have a consistent message
- Department Head preparation and considerations in preparing service plans:
 - Review of current service levels
 - Consideration of future service levels
 - Citizen Survey

Service Plans Overview

May 3, 2018

- Community Relations
 - Demographic population overview from HGAC and Development Services
 - Legislative calendar
 - Revenue sources
 - Discussion with Internal Service Providers such as IT
 - Council Priorities
 - Council Legislation
 - Comprehensive Plan
 - Financial Management Policy Statements
 - Considerations given to succession planning
- Common Themes throughout service plans
 - Emergency Management Needs
 - Legislative Advocacy – Horizontal message on how we approach this.
 - Technology needs City wide – Still creating this vision that ties to GIS/Asset Management and reporting.
 - Comprehensive Plan implementation and what that means to service plans
 - Recruiting/retaining premier employees
 - Succession Planning

SERVICE PLAN SCHEDULE				
FY 2015 (For FY 2016)	FY 2016 (For FY 2017)	FY 2017 (For FY 2018)	FY 2018 (For FY 2019)	FY 2019 (For FY 2020)
Police	Human Resources	Library	Police	Human Resources
Fire	Public Works (Water & Wastewater) <i>Was not done</i>	Finance <i>Was not done</i>	Fire	Development services
IT	Development Services	Parks, Recreation & Facilities	IT	
Public Works (Solid Waste & Solid Waste)			Public Works (All)	
			Finance	

Proposed Service Level Enhancements

Item	Department	2019	2020	2021	Total	Notes
Safety Initiatives	Fire	24,200	2,850	2,850	29,900	In house gear dryer to remove carcinogens the first year and then screenings
Critical Care Paramedic	Fire	7,200	4,200	7,200	18,600	Program started but not complets this would provide training to paramedics above normal training suchs as training on medicine pumps, advance dieases recognition and intervention.
EMS Bike Team	Fire	6,383	2,451	2,451	11,285	Cyclist Operation Course, uniforms, bikes and EMS equipment to navigate congested streets and pathways.
Add vehicle to Fleet	Police				60,000	Detective Position
Computer Aided Dispatch System	Police			250,000	250,000	Replacement - Already exist - This is not in the forecast model right now.
Communication Officer	Police	58,379			58,379	Enhancement
Police Officer	Police		98,075		98,075	Enhancement
Professional Mgt Audit	Police			25,000	25,000	Enhancement
Detective	Police			112,233	112,233	Enhancement
Overtime	Police	20,000	20,000	20,000	60,000	Enhancement
Credit Cards	DS	4,000	4,000	4,000	12,000	Expand credit cards to development services
Traffic Equipment and License Plate Program	PW/PD	65,000	110,000	740,000	915,000	Requires enhanced signal traffic signal controllers as well as intergration of existing fiber into a centralized network.
Traffic Engineering		30,000	30,000	30,000	90,000	Upgrade Traffic Signal Controller system that has been out of operation
Total Proposed General Fund Enhancements		215,162	271,576	1,193,734	1,740,473	