

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

JULY 2, 2018

Council Chamber

Regular Session

7:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401



Mayor

Andrew S. Friedberg

Mayor Pro Tem

Gus E. Pappas

Council Member

Neil Verma

Council Member

Trisha S. Pollard

Council Member

Pat B. McLaughlan

Council Member

Michael Fife

Council Member

David R. Montague

Mission Statement:

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

REGULAR SESSION - 7:00 P.M.**I. REGULAR MEETING**

- A. Call to Order - Andrew S. Friedberg, Mayor.**
- B. Announcement of a Quorum - Andrew S. Friedberg, Mayor.**
- C. Inspirational Reading and/or Invocation - David R. Montague, Council Member.**
- D. Pledges to the Flags - David R. Montague, Council Member.**

1. U.S. Pledge of Allegiance:

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

2. Pledge to the Texas Flag:

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

E. Recognition of Proclamations:

- 1. Issuance of a proclamation by Andrew S. Friedberg, Mayor, recognizing and honoring Tillie Wiedemann, Receptionist, for her 21 years of dedicated service to the City of Bellaire, Texas, and on the occasion of her well-deserved retirement.
- 2. Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the year from July 8, 2018, to July 7, 2019, as the Bellaire Police Department Centennial Year in recognition of the Bellaire Police Department's 100 Years of Service to the Community - Requested by Byron Holloway, Police Chief.

F. Personal/Audience Comments.

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

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

[Note: The *Texas Open Meetings Act*, *Texas Government Code*, Chapter 551, prohibits the City Council from fully discussing, debating, or considering subjects for which public notice has not been

given on the agenda. Issues that cannot be referred to the City Staff for action may be placed on the agenda of a future City Council Session.]

G. Reports:

1. City Manager's Report regarding communication, field and personnel updates, calendar reminders, and notes of appreciation - Submitted by Paul A. Hofmann, City Manager.
2. Monthly Financial Report for the Period Ending May 31, 2018 - Submitted by Terrence Beaman, Chief Financial Officer.

H. New Business:

1. Consent Agenda:

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

a. 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, June 18, 2018 - Submitted by Tracy L. Dutton, City Clerk.

Mayor and Council - Regular Session - Jun 18, 2018 7:45 PM

b. Temporary Code Suspension Request:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, temporarily suspending the application of Chapter 3, Alcoholic Beverages, Article I, In General, Section 3-3, Use prohibited in public parks and other public places, of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of allowing the consumption of beer and wine on the Great Lawn in Evelyn's Park during a concert to be held in Evelyn's Park, 4400 Bellaire Boulevard, Bellaire, Texas 77401, on Saturday, August 4, 2018, from 6:30 p.m. to 10:30 p.m. - Submitted by Karl Miller, Director of Parks, Recreation and Facilities.

2. Adoption of Ordinance:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, 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 Reliance Construction, Inc., for any and all labor, material, transportation, tools, supplies, equipment and appurtenances associated with On-Call Water and Wastewater Utility Repair Services in an amount not to exceed \$350,000 - Submitted by Michael Leech, Director of Public Works.

I. Community Interest Items from the Mayor and Council.

It is the intent of this item to provide members of the City Council the opportunity to make a report about items of community interest, which may include expressions of thanks, congratulations, or condolence; information regarding holiday schedules; honorary recognition of City officials, employees, or other citizens or entities; reminders of upcoming events sponsored by the City or another entity that is scheduled to be attended by a City official or City employee; and announcements involving an imminent threat to the public health and safety of people in Bellaire that has arisen after the posting of the agenda.

No action may be taken on a reported item of community interest, and no possible action discussed except a proposal to place the subject on the agenda for a subsequent meeting.

See Texas Government Code, Chapter 551, Open Meetings Act, Section 551.0415.

J. Adjourn.**II. CLOSED MEETING****A. Call to Order - Andrew S. Friedberg, Mayor.****B. Announcement of a Quorum - Andrew S. Friedberg, Mayor.****C. Retire into Closed Meeting in the Council Conference Room.**

Retire into closed meeting pursuant to the *Texas Government Code, Chapter 551, Open Meetings Act, Section 551.074, Personnel Matters*, to deliberate the evaluation of the City Clerk of the City of Bellaire, Texas.

D. Reconvene in Open Meeting in the Council Chamber.

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

E. Adjourn.

Mayor and Council

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



Meeting: 07/02/18 07:00 PM
Department: City Clerk
Category: Proclamation
Department Head: Tracy L. Dutton
DOC ID: 2583

SCHEDULED**PROCLAMATION (ID # 2583)**

Item Title:

Issuance of a proclamation by Andrew S. Friedberg, Mayor, recognizing and honoring Tillie Wiedemann, Receptionist, for her 21 years of dedicated service to the City of Bellaire, Texas, and on the occasion of her well-deserved retirement.

Background/Summary:

Mayor Andrew S. Friedberg will present a proclamation he has issued in recognition and honor of Tillie Wiedemann, Receptionist, for her 21 years of dedicated service to the City of Bellaire, Texas, and on the occasion of her well-deserved retirement.

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

N/A

ATTACHMENTS:

- Recognition of Retiring Receptionist Tillie Wiedemann (PDF)



Proclamation

Whereas, since March 1997, Tillie Wiedemann has been front-and-center at Bellaire City Hall, welcoming and assisting residents and visitors in person and by phone; and

Whereas, as our friendly, cheerful and capable City Receptionist, Tillie has consistently gone above and beyond, exemplifying the very ideals of personal service on which the City of Bellaire prides itself, and which its residents value and expect from the City; and

Whereas, among her awards and recognitions, Tillie was selected by her coworkers as City of Bellaire Employee of the Year in 2009, and has also been honored by several community organizations during her tenure; and

Whereas, a Bellaire resident of more than 50 years herself, Tillie's active involvement and contributions throughout our community reach far beyond City Hall;

Now, Therefore, I, **Andrew S. Friedberg, Mayor of the City of Bellaire, Texas**, do hereby recognize with great honor and appreciation

Tillie Wiedemann

for her 21 years of dedicated service to the City of Bellaire, and on the occasion of her well-deserved retirement offer her our community's best wishes and heartfelt gratitude for all she has done for us, and for all that she means to us.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 29th day of June, 2018.



Andrew S. Friedberg
Mayor
City of Bellaire, Texas

Mayor and Council

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



Meeting: 07/02/18 07:00 PM
Department: Police Department
Category: Proclamation
Department Head: Byron Holloway
DOC ID: 2568

SCHEDULED**ACTION ITEM (ID # 2568)**

Item Title:

Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the year from July 8, 2018, to July 7, 2019, as the Bellaire Police Department Centennial Year in recognition of the Bellaire Police Department's 100 Years of Service to the Community - Requested by Byron Holloway, Police Chief.

Background/Summary:

At the request of the Chief of Police, Andrew Friedberg, Mayor, will issue a proclamation recognizing the Bellaire Police Department's 100 years of service to the Bellaire Community and acknowledge appreciation to all those which have honorably served.

The three member Town Council of the Town of Bellaire at its regular meeting on Monday July 15, 1918 approved the minutes of the previous meeting which was held on Monday July 8, 2018. These approved minutes reflect that Mr. J.B. Hubbleston was elected and sworn in as Town Marshall by then Mayor C.P. Younts.

It is known that law enforcement in some form existed in what later became the Town of Bellaire prior to this date, but the minutes of the July 15, 1918 is the only known official documentation of such.

Previous Council Action Summary:**Fiscal Impact:**

N/A

City Attorney Review:

N/A

Recommendation:

Chief of Police Byron Holloway recommends issuance of this proclamation.

Action Item (ID # 2568)

Meeting of July 2, 2018

ATTACHMENTS:

- 1918. Council Minutes (PDF)
- Bellaire Police Department 100-Year Anniversary (PDF)

TOWN OF BELLAIRE HARRIS COUNTY TEXAS

A regular meeting of the Town Council was held on Monday evening July 15th 1918 with the following members present:

C. P. Younts, Mayor

Fred Carroll, Commissioner

H. H. Hedges, Commissioner

Mr. J. B. Huddleston was also present.

Minutes of previous meeting were read and approved.

Mr. J. B. Huddleston, who at the meeting July 8th, was elected Town Marshall, was formally sworn in by the Mayor.

Mr. Fred T. Wilson was elected Attorney for the Town.

Meeting adjourned.

*Received
July 29, 1918
A. H. Parker
Secy*

A. H. Parker
Secretary



Proclamation

Whereas, it is believed that law enforcement existed in various forms in the City of Bellaire, Texas, from the time of its founding in 1908 to its incorporation in 1918; and

Whereas, one of the first official acts of the newly-formed Town Council after incorporation was the formal appointment of Mr. J.B. Huddleston as Town Marshal on July 8, 1918; and

Whereas, law enforcement in Bellaire continued to evolve and in 1947 the Bellaire Police Department was established; and

Whereas, from a single Town Marshal in those earliest days to the 59 men and women on the force today, the City of Bellaire, Texas, is proud to recognize the Bellaire Police Department for 100 years of service to the community;

Now, Therefore, I, **Andrew S. Friedberg, Mayor of the City of Bellaire, Texas**, do hereby proclaim the year from **July 8, 2018, to July 7, 2019**, as the

Bellaire Police Department Centennial Year

in the City of Bellaire, Texas, as we celebrate the Department's many contributions over the past 100 years and express our gratitude and unwavering support for our officers, command staff, civilian employees and their families.



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 July, 2018.

Andrew S. Friedberg
Mayor
City of Bellaire, Texas

Mayor and Council

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



Meeting: 07/02/18 07:00 PM
Department: City Manager's Office
Category: Presentation
Department Head: Paul A. Hofmann
DOC ID: 2550

SCHEDULED**ACTION ITEM (ID # 2550)**

Item Title:

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

Background/Summary:

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

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

N/A

Mayor and Council

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



Meeting: 07/02/18 07:00 PM
Department: Finance Administration
Category: Report
Department Head: Terrence Beaman
DOC ID: 2533

SCHEDULED**ACTION ITEM (ID # 2533)**

Item Title:

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

Background/Summary:

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

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

N/A

ATTACHMENTS:

- MAY 2018 MONTHLY REPORT (PDF)

City of Bellaire

Monthly Financial Report

For the period ended May 31, 2018



Attachment: MAY 2018 MONTHLY REPORT (2533 : Monthly Financial Report for the Period Ending May 31, 2018)

Table of Contents

Financial Analysis

Memorandum	1
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Fund Statements

General Fund.....	33
Enterprise Fund.....	34
Debt Service Fund.....	35
Vehicle and Equipment Replacement Fund.....	36
Capital Improvement Fund.....	37
Capital Bond Fund	38
Metro Fund	39

Schedules

Summary of Current Property Tax Collections	40
Housing Information	41
Summary of Sales and Mixed Beverage Tax.....	42
Summary of Franchise Fees	43
Summary of Purchase Orders.....	44

City of Bellaire

Finance

To: Paul A. Hofmann, City Manager

From: Terrence Beaman, Chief Financial Officer

Date: July 2, 2018

Subject: Financial Analysis for Eight Months Ended May 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:

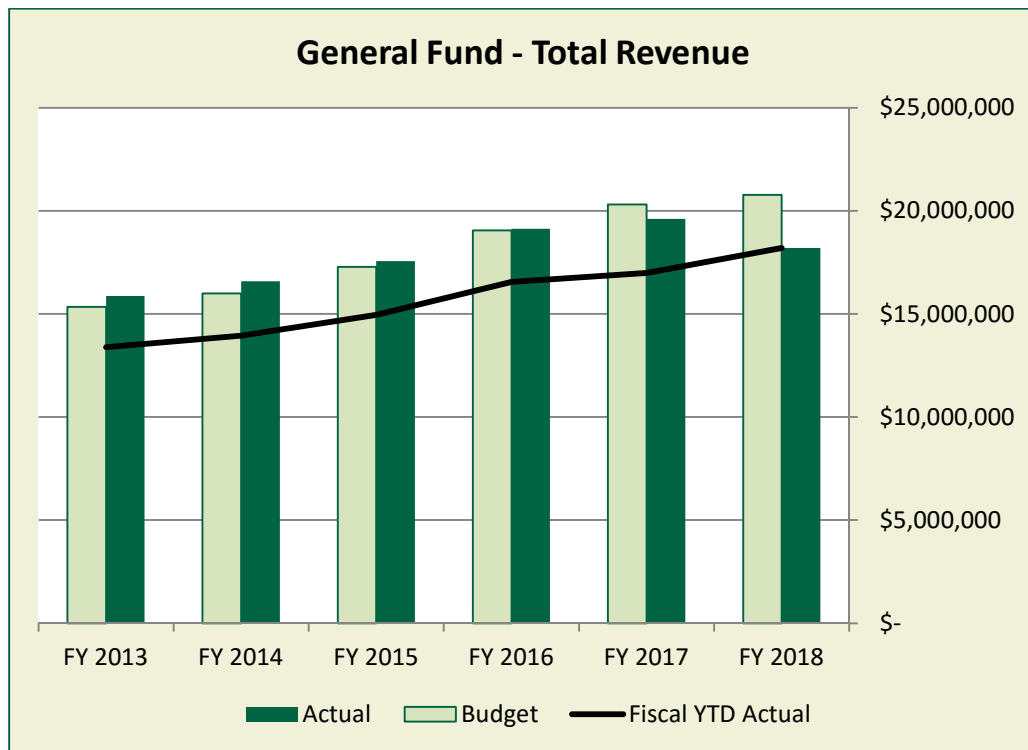
FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$20,783,835	\$18,116,500	\$18,196,572	\$80,072

For the eight months ended May 31, 2018, the General Fund collected 88% of its total budgeted revenues and is over its allocated budget by \$80,072, or 0%.

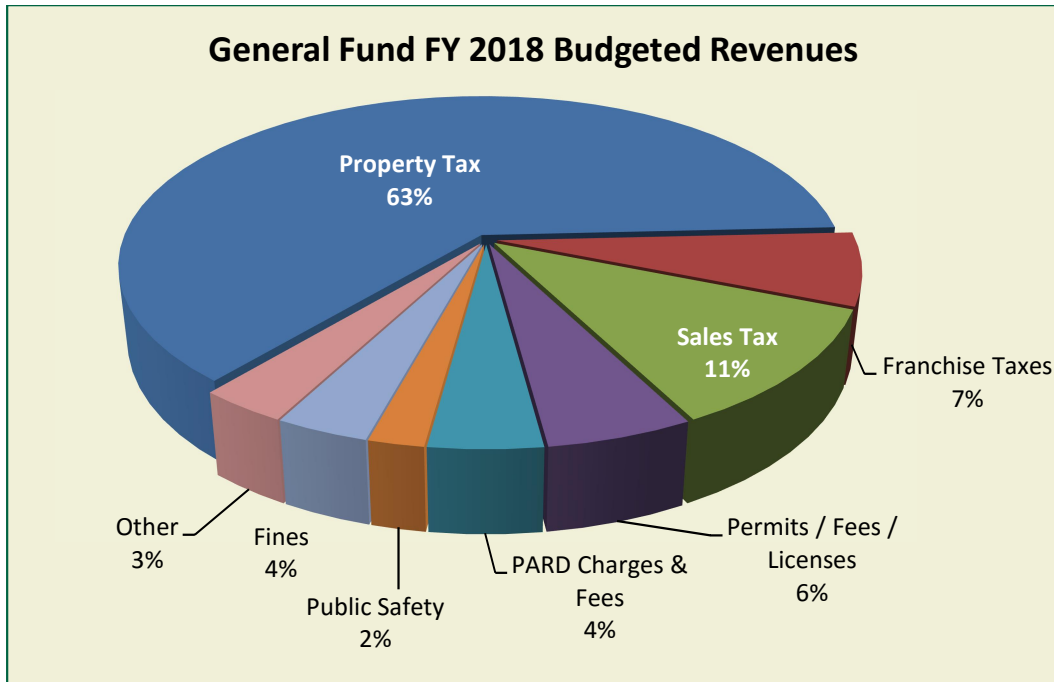
The following table shows the individual revenue categories and each category's contribution to the \$80,072 variance.

Revenue Category	FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
Property Tax	\$13,118,646	\$12,999,849	\$12,995,321	(\$4,528)
Franchise Tax	1,424,734	1,000,717	987,095	(13,622)
Sales Tax	2,348,555	1,564,534	1,596,935	32,401
Permits/Fees/Licenses	1,143,400	761,601	783,433	21,831
PARD Charges & Fees	887,400	521,339	520,038	(1,301)
Public Safety	436,400	305,460	240,086	(65,374)
Fines	730,000	509,956	442,455	(67,501)
Other	694,700	453,043	631,209	178,166
Total	\$20,783,835	\$18,116,500	\$18,196,572	\$80,072

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

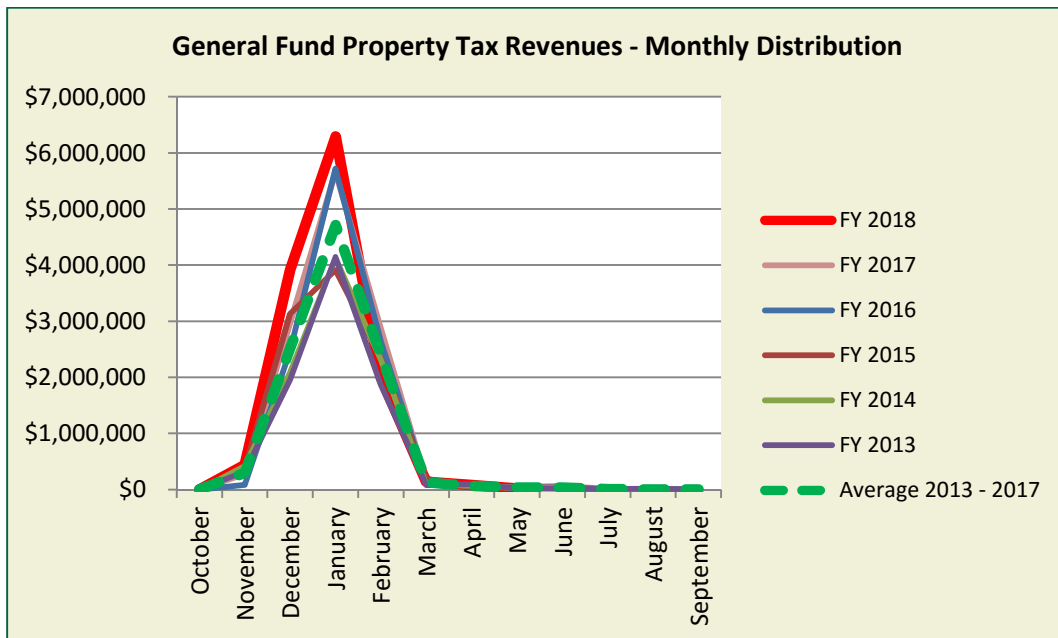


Property tax makes up the largest category of revenue in the General Fund at 63% of all FY 2018 budgeted revenues, followed by sales tax at 11% and franchise taxes at 7%.



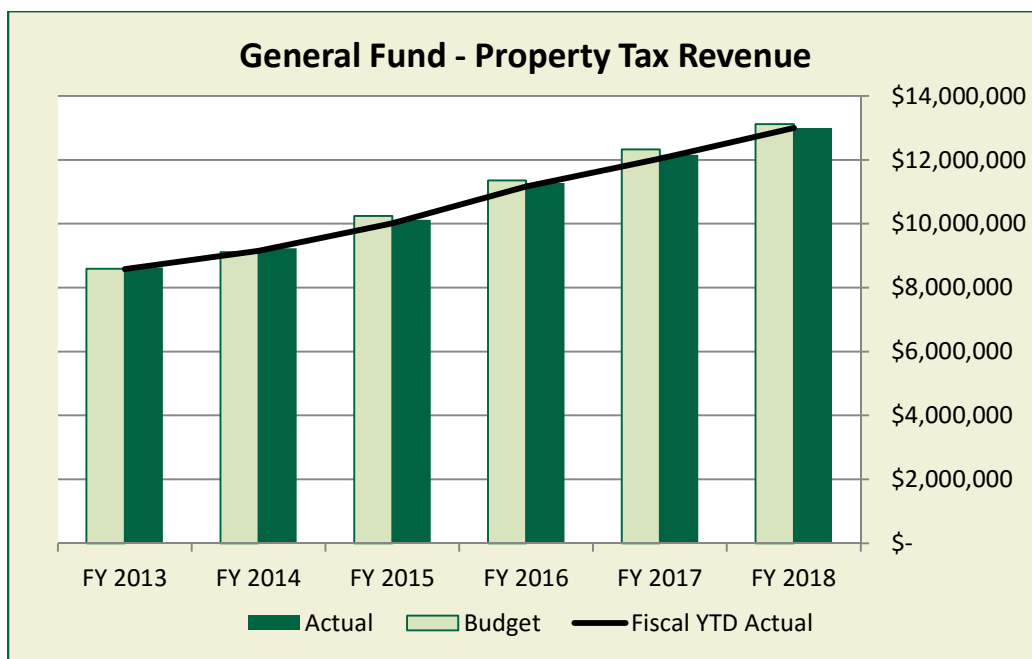
Property Tax

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 March time period due to the aforementioned due date.



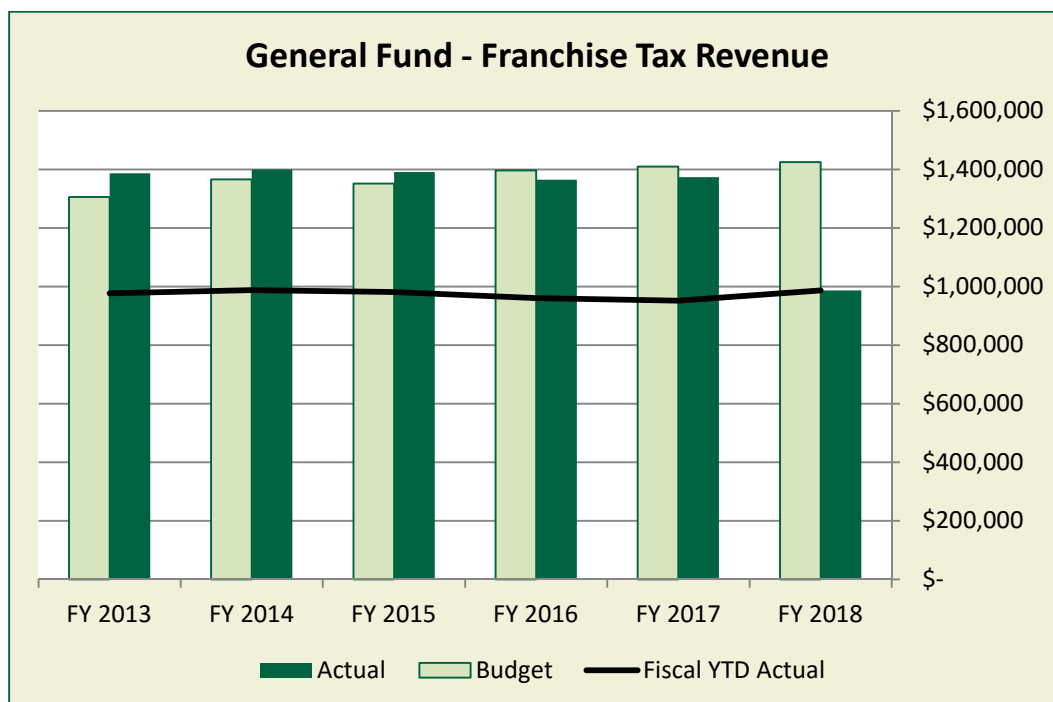
The City collected 99%, or \$12,995,321, of its budgeted property tax revenue during the eight months ended May 31, 2018, which is under the allocated budget by \$4,528, or 0%.

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.



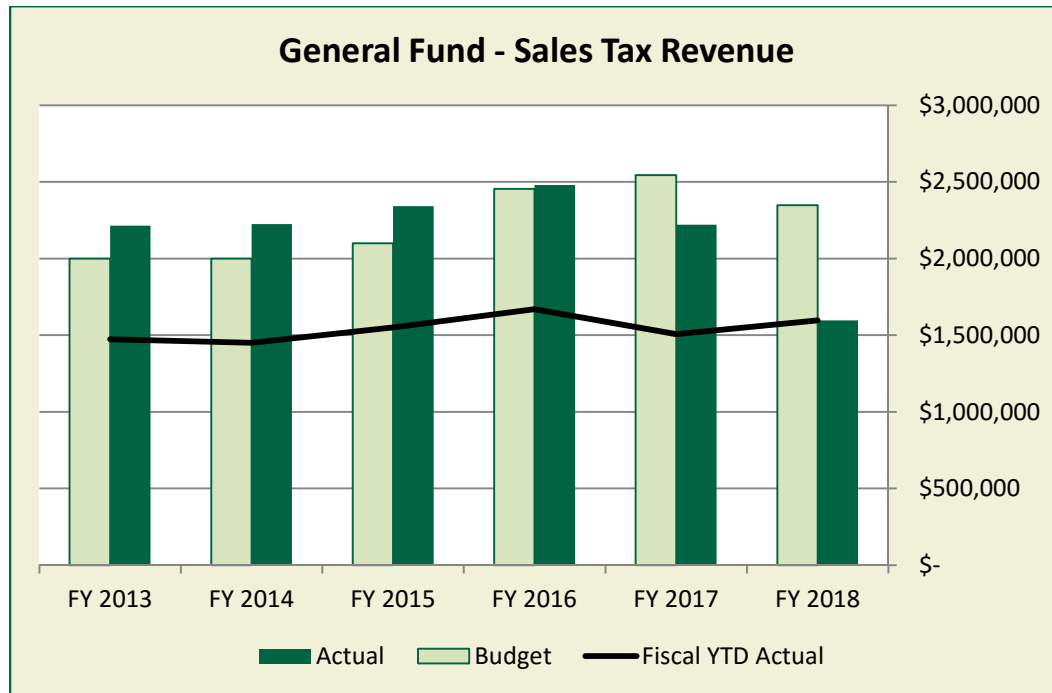
Franchise Taxes

Franchise taxes of \$987,095 for the eight months ended May 31, 2018 are under the allocated budget by \$13,622, or 1%. Electric franchise tax payments are generally received monthly. Gas, telephone, and cable franchise tax payments are generally received quarterly.



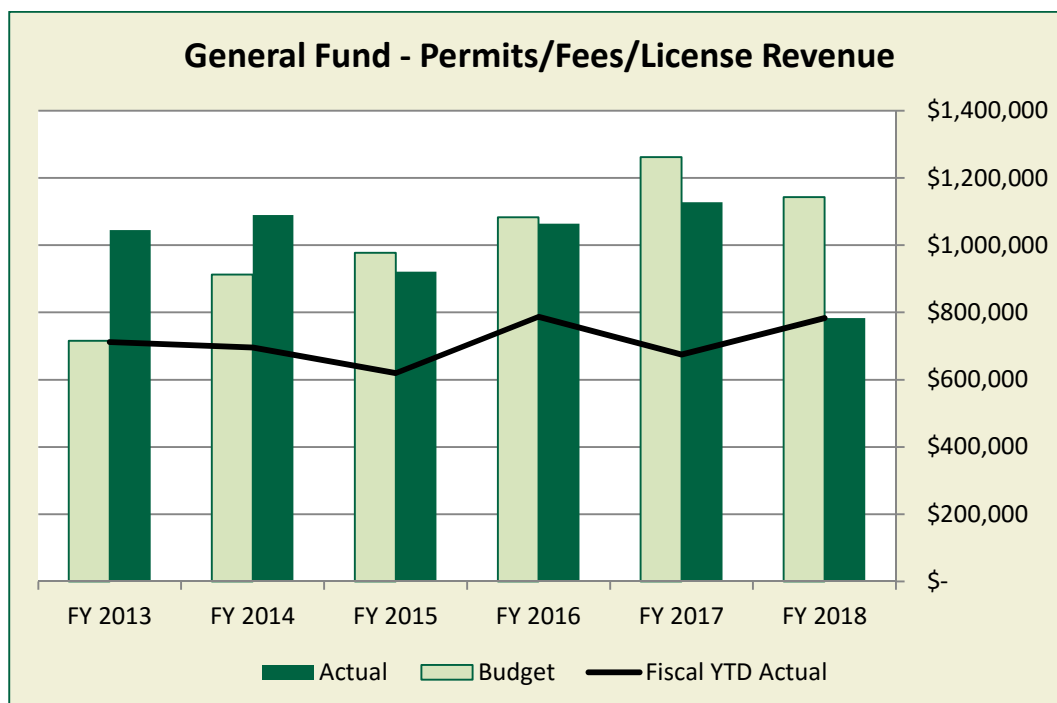
Sales Tax

Sales tax revenue of \$1,596,935 for the eight months ended May 31, 2018, is over the allocated budget by \$32,401, or 2%.



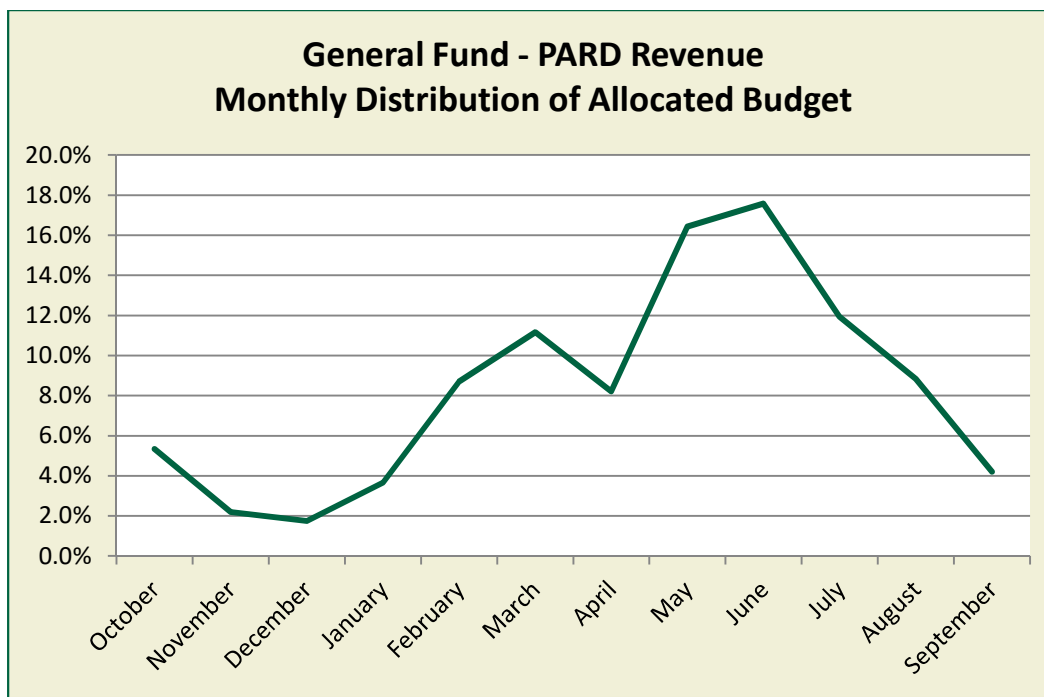
Permits, Fees, and Licenses

Development permits, fees, and licenses of \$783,433 are over the allocated budget by \$21,831, or 3%.

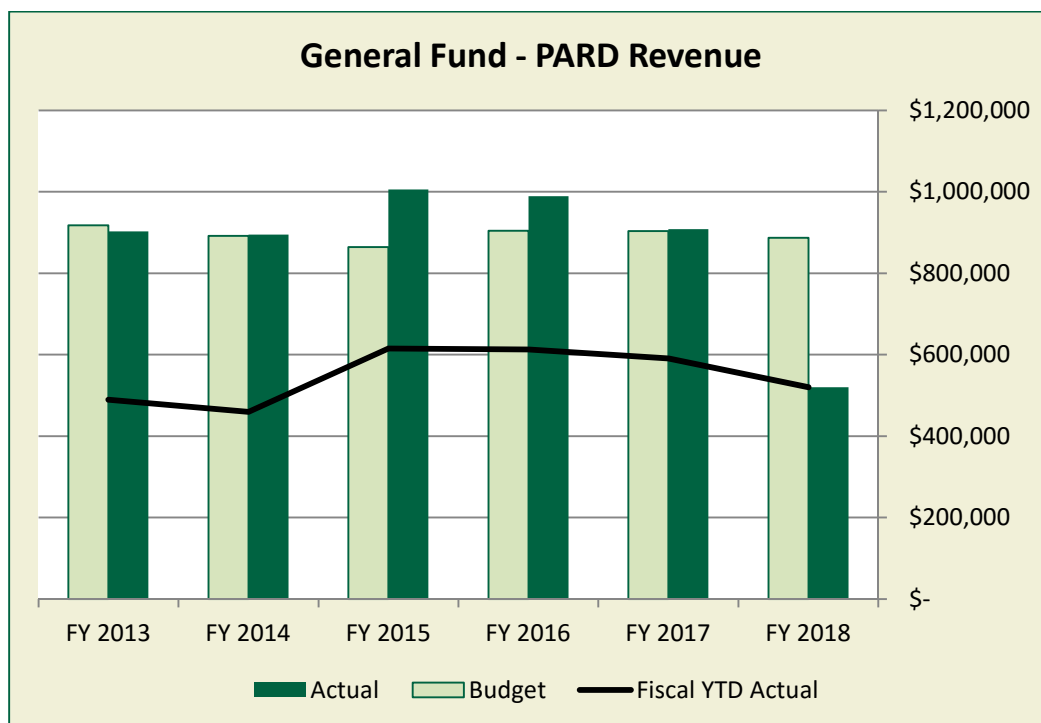


PARD Charges & Fees

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.

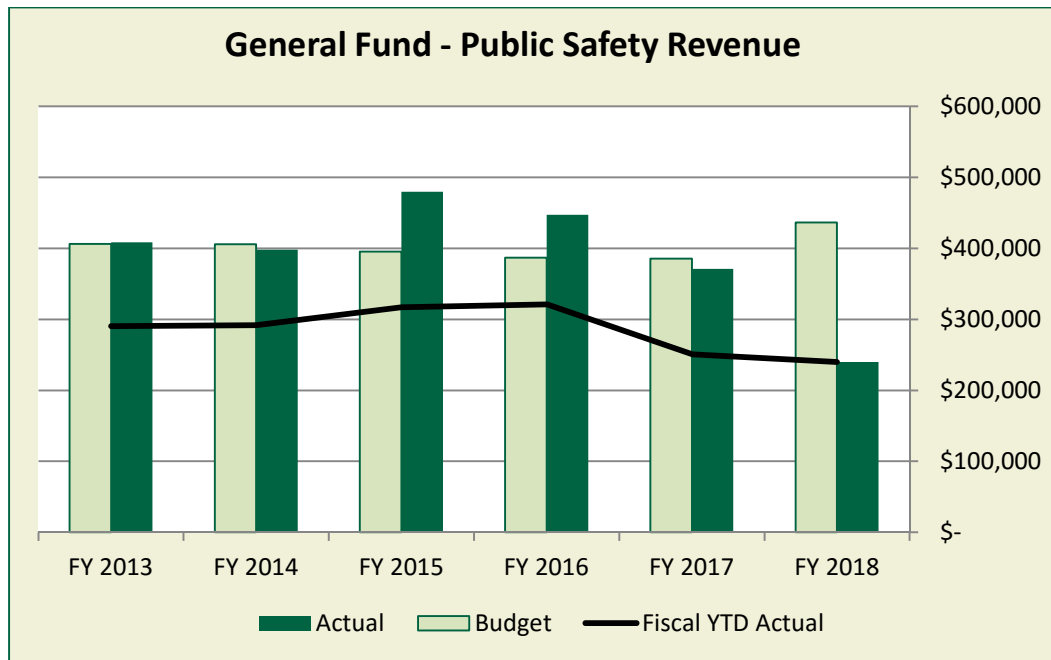


Parks and Recreation fees of \$520,038 are under the allocated budget by \$1,301, or 0%.

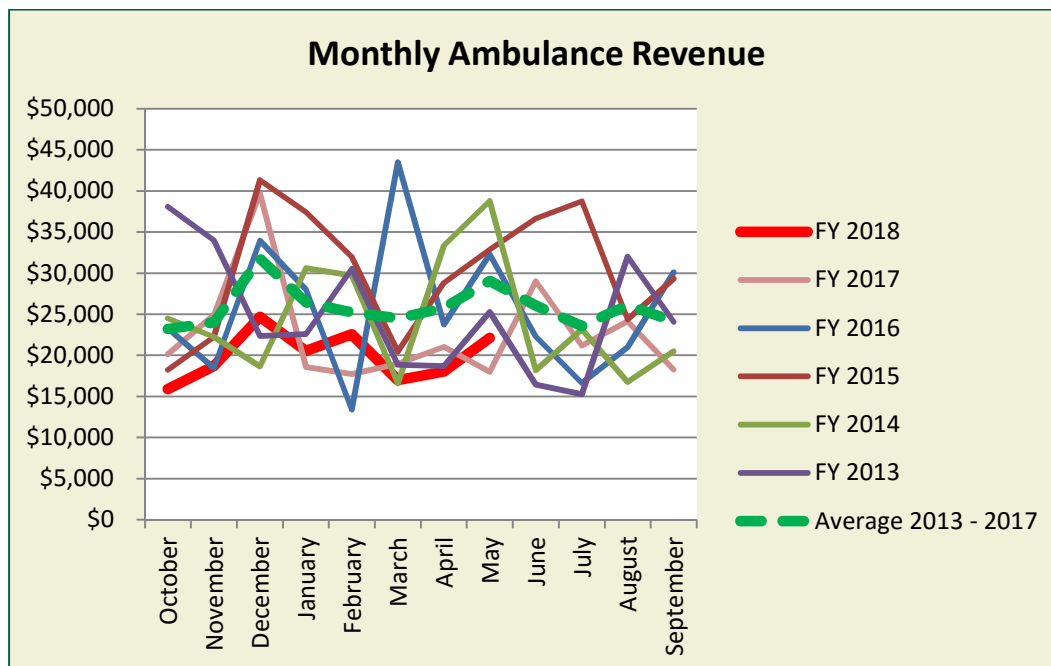


Public Safety

Public Safety revenue of \$240,086 is under the allocated budget by \$65,374, or 21%.

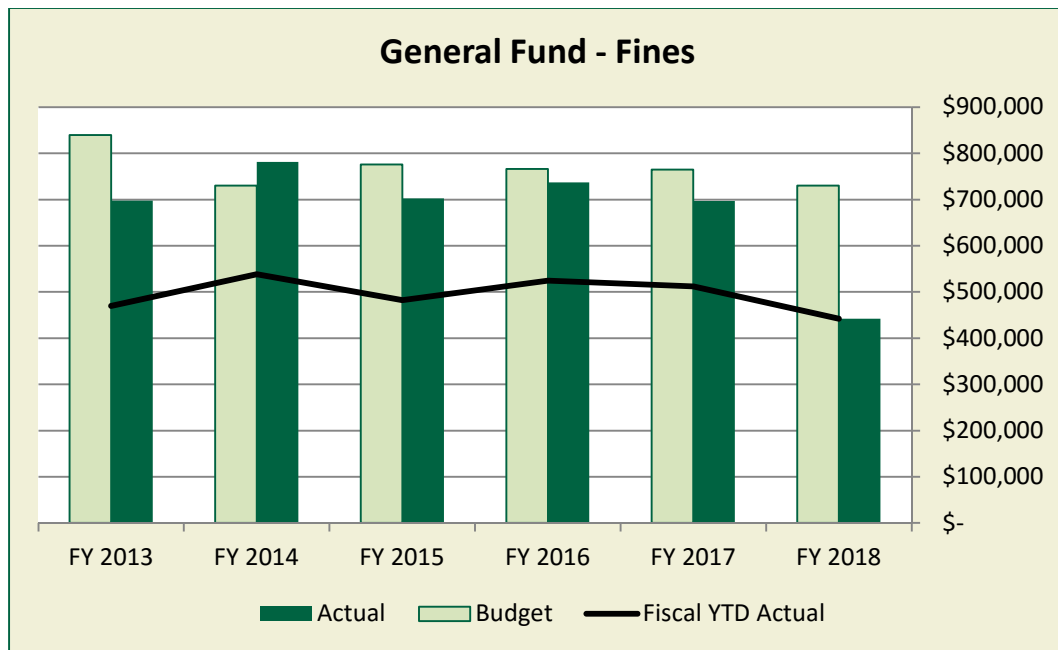


Ambulance fees make up 80% of the public safety revenue budget. As reflected in the following chart, ambulance fees are volatile from month-to-month. Ambulance fees appear to be following seasonal trends, but trailing historical averages and the budget. We expect this trend to continue; therefore, we reduced our FY 2018 projections for public safety revenues by \$87,000, or 20%, to \$347,000.

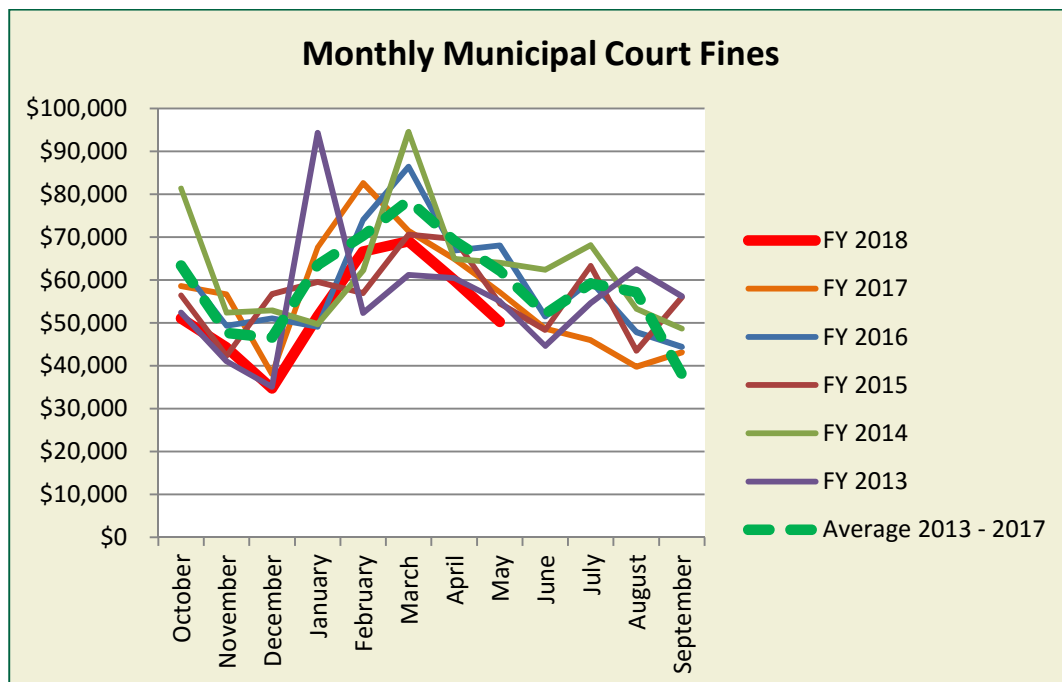


Fines

Fines revenue of \$442,455 is under the allocated budget by \$67,501, or 13%.

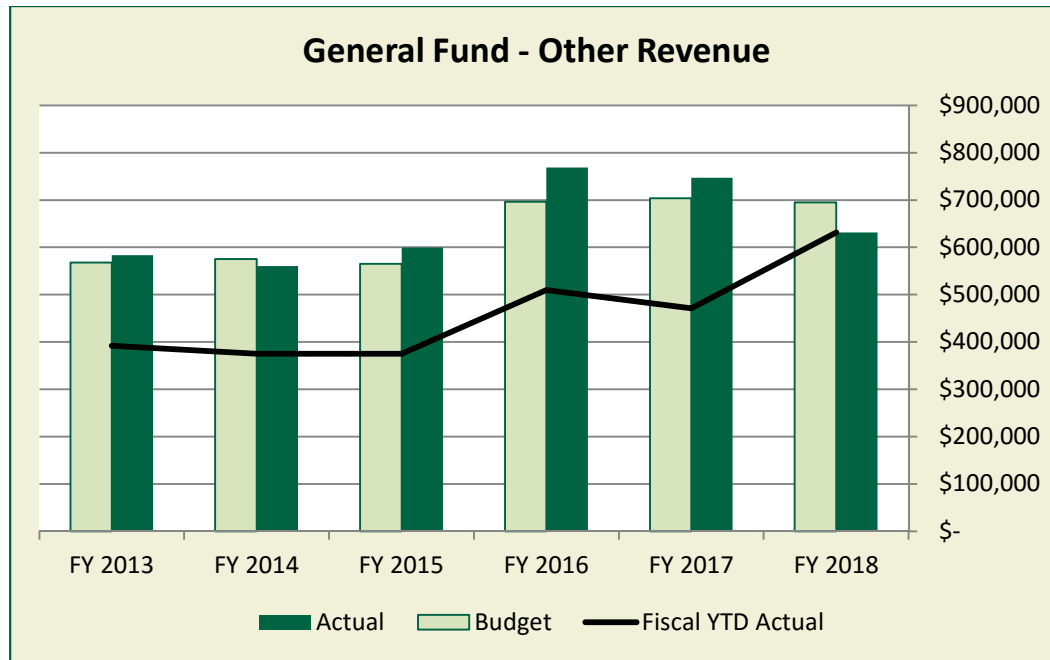


Municipal court fines make up 96% of the fines revenue budget. As reflected in the following chart, municipal court fines are generally lowest in December and generally peak around March. Municipal court fines appear to be following seasonal trends, but trailing historical averages and the budget. We expect this trend to continue; therefore, we reduced our FY 2018 projections for fines revenues by \$98,500, or 13.5%, to \$631,500.



Other

Other revenues of \$631,209 are over the allocated budget by \$178,166, or 39%.



As illustrated in the following table, \$72,905 of unbudgeted TML reimbursements related to Hurricane Harvey is the largest contributor to the variance. Additionally, interest income substantially exceeds budget due to higher than projected interest.

Other Revenues Account Detail				
G/L Account Classification	FY 2018 Budget	YTD Actual	Actual as % of Budget	% of FY Complete
Reimbursements - Insurance	\$10,000	\$82,905	829%	67%
Reimbursements - FEMA	0	0	n/a	67%
Interest	35,000	69,475	198%	67%
All Other Categories	649,700	478,829	74%	67%
Total	\$694,700	\$631,209	91%	67%

General Fund Expenditures:

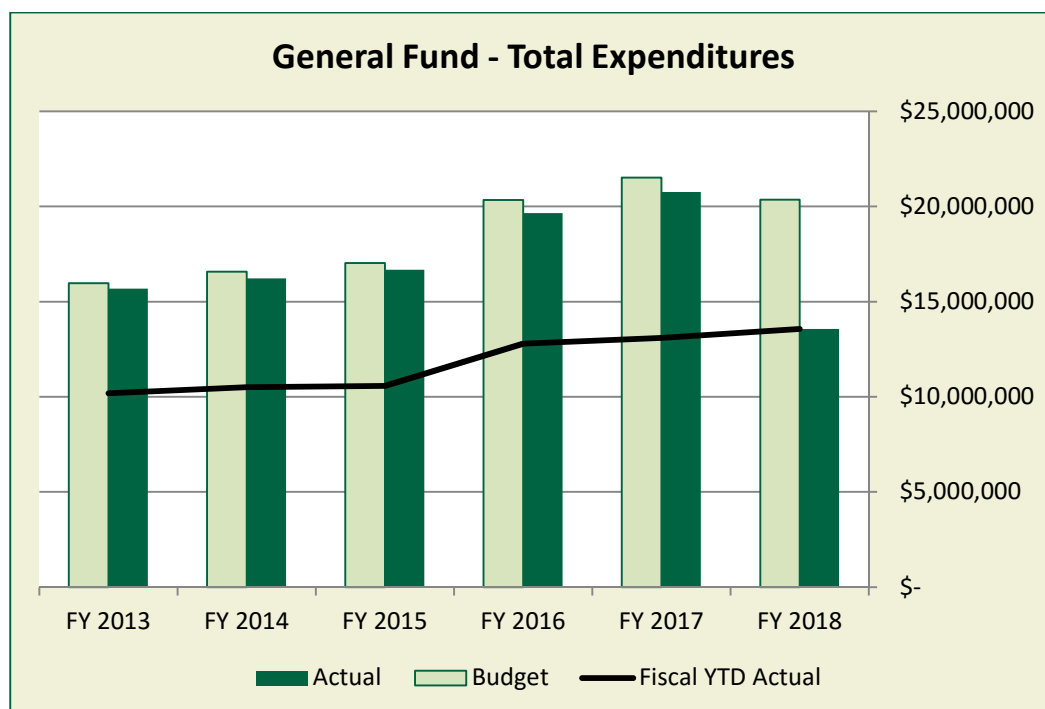
FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$20,359,848	\$13,086,774	\$13,567,654	\$480,880

For the eight months ended May 31, 2018, the General Fund expended 67% of its total budgeted expenditures and is over its allocated budget by \$480,880, or 4%.

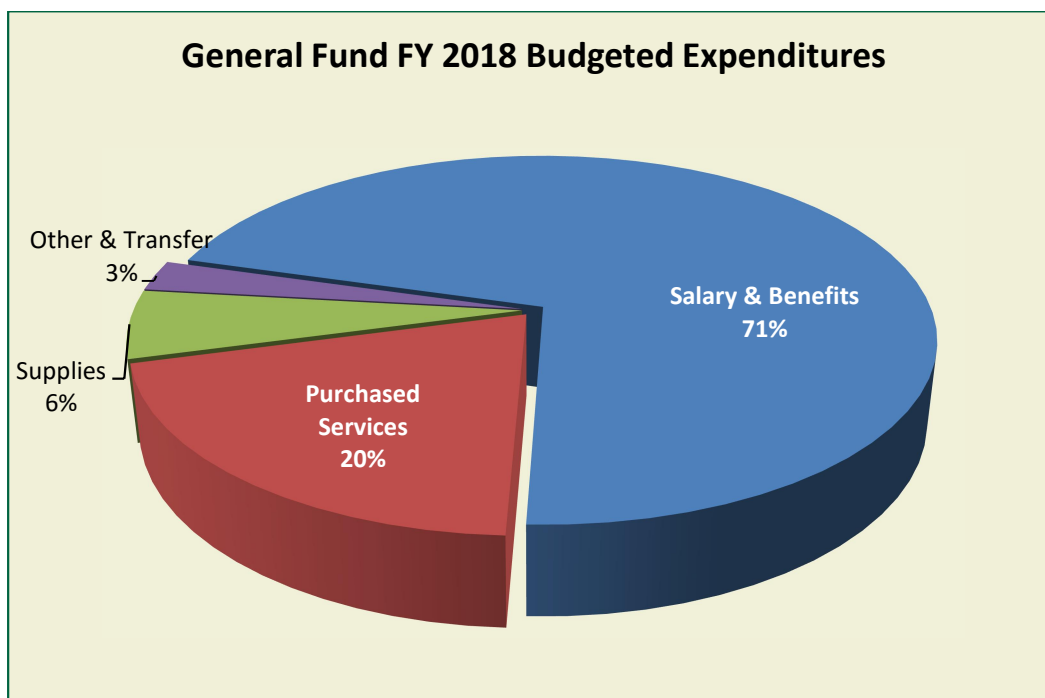
As reflected in the following table, the expenditure category causing the majority of the variance from allocated budget is non-payroll disaster related expenditures, which is over the allocated budget by \$1,291,335.

Expenditure Category	FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
Salaries & Benefits	\$14,495,815	\$9,281,942	\$8,940,412	(\$341,530)
Purchased Services	4,110,441	2,678,700	2,312,493	(366,207)
Supplies	1,212,641	759,642	671,975	(87,667)
Other/Transfers	540,951	366,491	351,439	(15,052)
Non-Payroll Disaster	-	-	1,291,335	1,291,335
Total	\$20,359,848	\$13,086,774	\$13,567,654	\$480,880

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

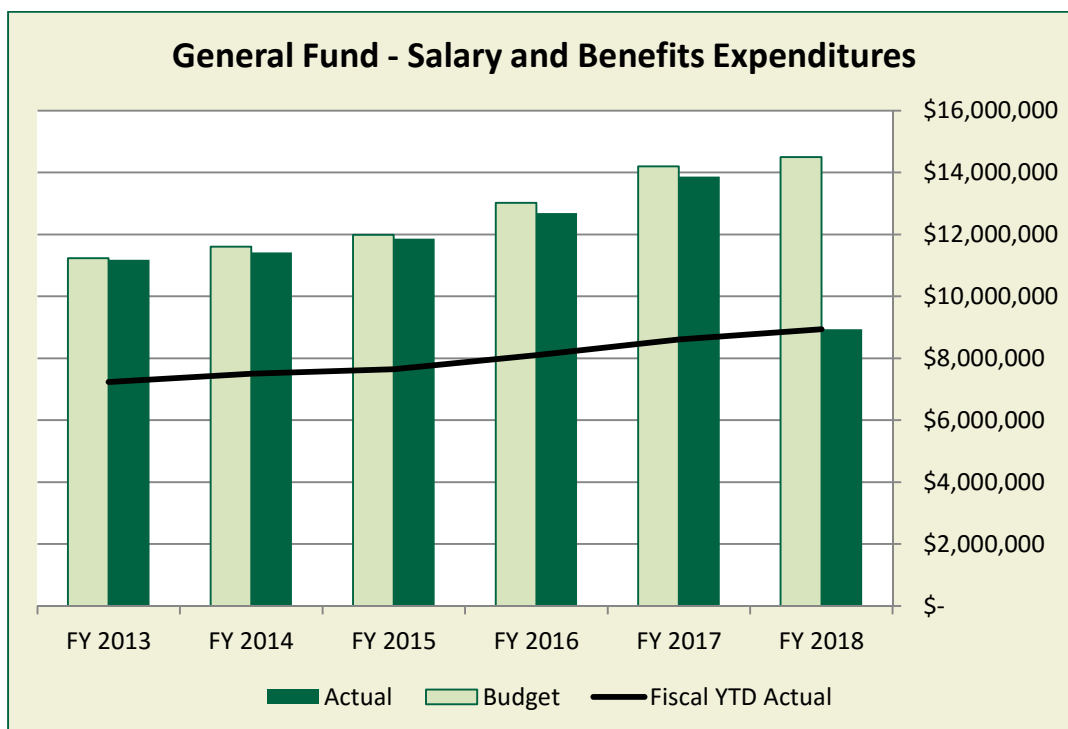


Salaries and benefits make up the largest category of expenditures in the General Fund at 71% of all FY 2018 budgeted expenditures, followed by purchased services at 20%.



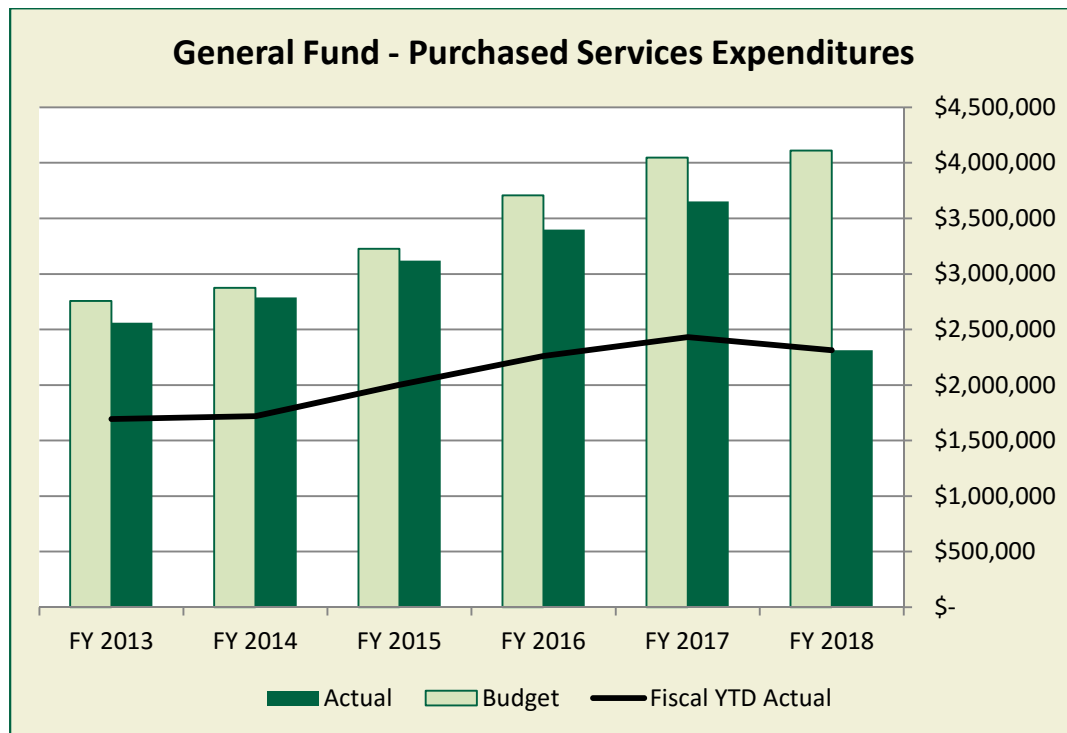
Salary and Benefits

Salary and benefits of \$8,940,412 are under the allocated budget by \$341,530, or 4%.



Purchased Services

Purchased services of \$2,312,493 are under the allocated budget by \$366,207, or 14%.



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

- City Manager's Office – Other professional expenditures were \$10,232 for the eight months ended May 31, 2018. Over the past five years, the City Manager's Office has incurred an average of 50% of the full year expenditures for other professional services by May 31; however, as of May 31, 2018 it has only spent 41% of its FY 2018 \$24,800 budget. This translates into an under-allocated budget variance of approximately \$2,175. The annual budget includes \$9,800 for a council facilitator for the May pre-budget planning session, \$2,500 related to the Bellaire Citizens Academy, and \$12,500 for other professional services.
- Human Resources – Hiring activities expenditures were \$1,743 for the eight months ended May 31, 2018. Over the past five years, the Human Resources department has incurred an average of 50% of the full year expenditures for hiring activities by May 31; however, as of May 31, 2018 it has only spent 13% of its FY 2018 \$13,000 budget. This translates into an under-allocated budget variance of approximately \$4,715.
- Information Technology – IT maintenance expenditures were \$0 for the eight months ended May 31, 2018. Over the past five years, the Information Technology department has incurred an average of 51% of the full year expenditures for IT maintenance by May

31; however, as of May 31, 2018 it has only spent 0% of its FY 2018 \$5,000 budget. This translates into an under-allocated budget variance of approximately \$2,572.

- Information Technology – Communications maintenance expenditures were \$1,641 for the eight months ended May 31, 2018. Over the past five years, the Information Technology department has incurred an average of 89% of the full year expenditures for communications maintenance by May 31; however, as of May 31, 2018 it has only spent 16% of its FY 2018 \$10,000 budget. This translates into an under-allocated budget variance of approximately \$7,234.
- Development Services – Vehicle maintenance expenditures were \$159 for the eight months ended May 31, 2018. Over the past five years, the Development Services department has incurred an average of 80% of the full year expenditures for vehicle maintenance by May 31; however, as of May 31, 2018 it has only spent 7% of its FY 2018 \$2,250 budget. This translates into an under-allocated budget variance of approximately \$1,635.
- Fire – Other technical services expenditures were \$15,891 for the eight months ended May 31, 2018. Over the past five years, the Fire department has incurred an average of 70% of the full year expenditures for other technical services by May 31; however, as of May 31, 2018 it has only spent 34% of its FY 2018 \$46,500 budget. This translates into an under-allocated budget variance of approximately \$16,740. The other technical services annual budget includes \$33,000 for EMS patient billing fees. The billing fees are based on ambulance billing collections, which are also under budget.
- Police – Other professional services expenditures were \$2,873 for the eight months ended May 31, 2018. Over the past five years, the Police department has incurred an average of 34% of the full year expenditures for other professional services by May 31; however, as of May 31, 2018 it has only spent 16% of its FY 2018 \$17,450 budget. This translates into an under-allocated budget variance of approximately \$3,145.
- Police – Rental equipment expenditures were \$2,407 for the eight months ended May 31, 2018. Over the past five years, the Police department has incurred an average of 75% of the full year expenditures for rental equipment by May 31; however, as of May 31, 2018 it has only spent 34% of its FY 2018 \$17,450 budget. This translates into an under-allocated budget variance of approximately \$2,957. This budget line item includes \$5,630 for copier rental, however, the copier expenditures were centralized in IT in FY 2018.
- Police – Permit and Licenses expenditures were \$1,639 for the eight months ended May 31, 2018. Over the past five years, the Police department has incurred an average of 86% of the full year expenditures for permits and licenses by May 31; however, as of May 31, 2018 it has only spent 23% of its FY 2018 \$7,125 budget. This translates into an under-allocated budget variance of approximately \$4,512. This budget line item includes \$3,000 for annual membership dues for Southeast Texas Crime Information Center (SETCIC) – an

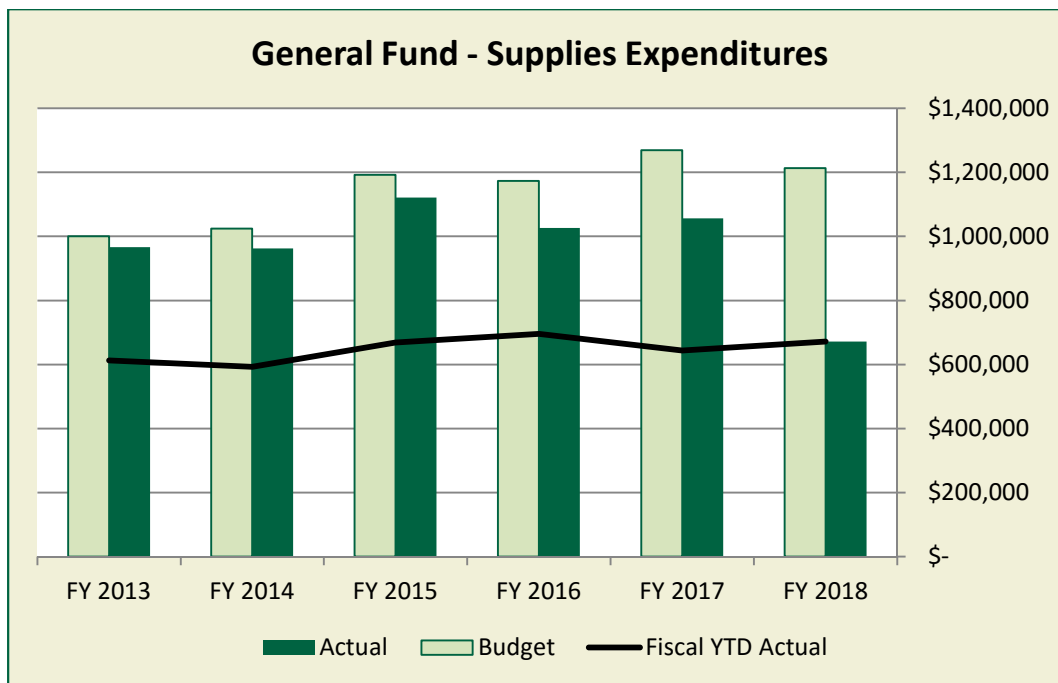
open warrant system. Historically, this fee has been paid in May; however, this year it was paid in June.

- Parks (Maintenance) – Other contract labor expenditures were \$6,192 for the eight months ended May 31, 2018. Over the past five years, the Parks department has incurred an average of 59% of the full year expenditures for other contract labor by May 31; however, as of May 31, 2018 it has only spent 34% of its FY 2018 \$18,000 budget. This translates into an under-allocated budget variance of approximately \$4,422.
- Parks (Maintenance) – Parks maintenance expenditures were \$232,019 for the eight months ended May 31, 2018. Over the past five years, the Parks department has incurred an average of 63% of the full year expenditures for parks maintenance by May 31; however, as of May 31, 2018 it has only spent 45% of its FY 2018 \$515,684 budget. This translates into an under-allocated budget variance of approximately \$95,231.
- Parks (Recreation) – Instructor pay expenditures were \$33,243 for the eight months ended May 31, 2018. Over the past five years, the Parks department has incurred an average of 48% of the full year expenditures for recreation instructor pay by May 31; however, as of May 31, 2018 it has only spent 33% of its FY 2018 \$100,000 budget. This translates into an under-allocated budget variance of approximately \$14,244. As previously reported, significantly contributing to this variance are checks totaling \$10,436 to a single vendor that were recorded in FY 2017 as an expenditure, and then were subsequently voided in FY 2018. Ideally, the checks should have been voided effective FY 2017 so the credit to the expenditure account would have offset the payment in the same fiscal year. The mismatch in timing results in an understatement of current-year instructor pay expenditures. The amount is immaterial as it relates to the overall financial results of the fund, and we do not propose any adjustment to the FY 2017 financial statements. Had the checks not been voided, instructor pay for the eight months ended May 31, 2018 would be \$43,679, which is still only 44% of the budget as compared to 48% prior year average spending pattern.
- Public Works (Streets) – Engineers, planners, arborists expenditures were \$34,375 for the eight months ended May 31, 2018. Over the past five years, the Public Works Streets division has incurred an average of 44% of the full year expenditures for engineers, planners, arborists by May 31; however, as of May 31, 2018 it has only spent 33% of its FY 2018 \$103,000 budget. This translates into an under-allocated budget variance of approximately \$18,123. This is a matter of timing of invoices for the City engineer.
- Public Works (Streets) – Vehicle maintenance expenditures were \$13,130 for the eight months ended May 31, 2018. Over the past five years, the Public Works Streets division has incurred an average of 69% of the full year expenditures for vehicle maintenance by May 31; however, as of May 31, 2018 it has only spent 49% of its FY 2018 \$27,000 budget. This translates into an under-allocated budget variance of approximately \$5,475.

- Public Works (Streets) – Paving maintenance expenditures were \$9,360 for the eight months ended March 31, 2018. Over the past five years, the Public Works Streets division has incurred an average of 64% of the full year expenditures for paving maintenance by May 31; however, as of May 31, 2018 it has only spent 27% of its FY 2018 \$35,000 budget. This translates into an under-allocated budget variance of approximately \$13,110.

Supplies

Supplies of \$671,975 are under the allocated budget by \$87,667, or 12%.



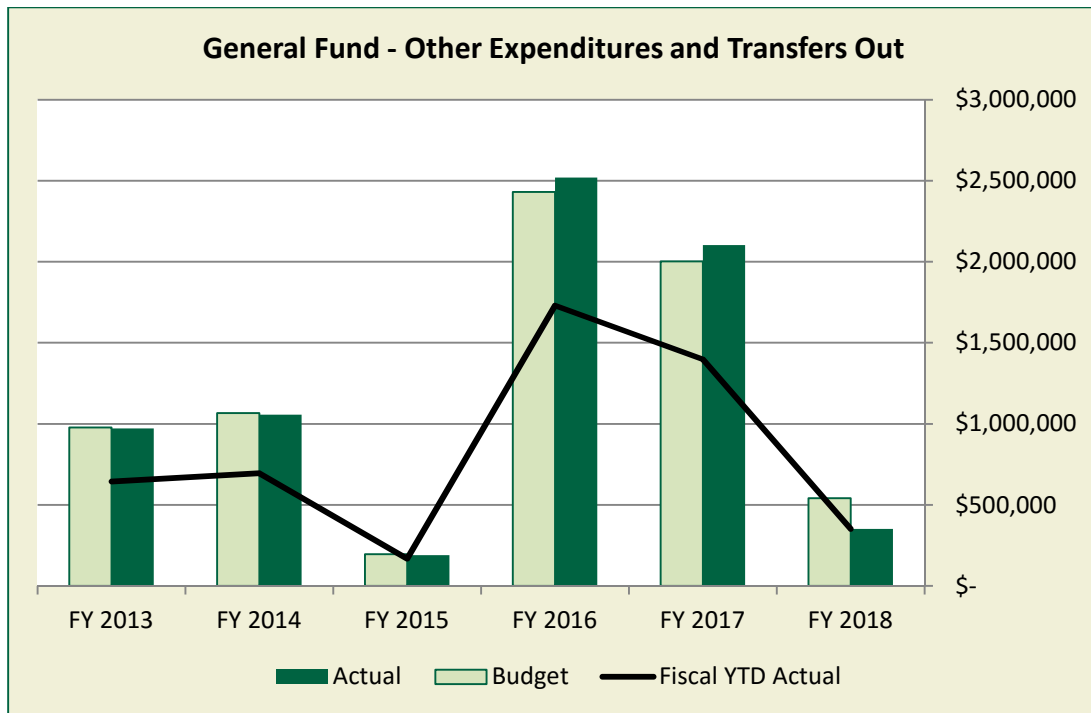
Some of the larger departmental level variances contributing to supplies expended during the eight months ended May 31, 2018 being below the FY 2018 allocated budget include:

- Information Technology – IT supplies expenditures were \$8,237 for the eight months ended May 31, 2018. Over the past five years, the Information Technology department has incurred an average of 54% of the full year expenditures for IT supplies by May 31; however, as of May 31, 2018 it has only spent 41% of its FY 2018 \$20,000 budget. This translates into an under-allocated budget variance of approximately \$2,647.
- Information Technology – Hardware and software expenditures were \$43,156 for the eight months ended May 31, 2018. Over the past five years, the Information Technology department has incurred an average of 83% of the full year expenditures for hardware and software by May 31; however, as of May 31, 2018 it has only spent 38% of its FY 2018 \$115,000 budget. This translates into an under-allocated budget variance of approximately \$52,528.

- Fire – Operating (miscellaneous) expenditures were \$7,324 for the eight months ended May 31, 2018. Over the past five years, the Fire department has incurred an average of 42% of the full year expenditures for operating (miscellaneous) items by May 31; however, as of May 31, 2018 it has only spent 28% of its FY 2018 \$26,541 budget. This translates into an under-allocated budget variance of approximately \$3,869.
- Police – IT supplies expenditures were \$6,577 for the eight months ended May 31, 2018. Over the past five years, the Police department has incurred an average of 49% of the full year expenditures for IT supplies by May 31; however, as of May 31, 2018 it has only spent 36% of its FY 2018 \$18,400 budget. This translates into an under-allocated budget variance of approximately \$2,497.
- Parks (Recreation) – Operating (miscellaneous) expenditures were \$6,221 for the eight months ended May 31, 2018. Over the past five years, the Parks Recreation division has incurred an average of 52% of the full year expenditures for operating (miscellaneous) items by May 31; however, as of May 31, 2018 it has only spent 37% of its FY 2018 \$16,800 budget. This translates into an under-allocated budget variance of approximately \$2,543.
- Parks (Aquatics) – Small tool and minor equipment expenditures were \$571 for the eight months ended May 31, 2018. Over the past five years, the Parks Aquatics division has incurred an average of 69% of the full year expenditures for small tools and minor equipment by May 31; however, as of May 31, 2018 it has only spent 12% of its FY 2018 \$4,700 budget. This translates into an under-allocated budget variance of approximately \$2,686.

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 eight months ended May 31, 2018, of \$351,439 are under the allocated budget by \$15,052, or 4%.



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	\$328,617	67%	67%
711 – Credit Card Fees	\$41,000	\$20,833	51%	67%
710 – Banking Charges	\$7,025	\$1,989	28%	67%
Total	\$540,951	\$351,439	65%	67%

Non-Payroll Disaster Related

Non-Payroll disaster related expenditures totaled \$1,291,335 for the eight months ended May 31, 2018. The “non-payroll disaster related” category is unbudgeted non-payroll expenditures related to Hurricane Harvey. Debris removal expenditures totaling \$1,081,940 are the most significant item within this category.

ENTERPRISE FUND

Enterprise Fund Revenues:

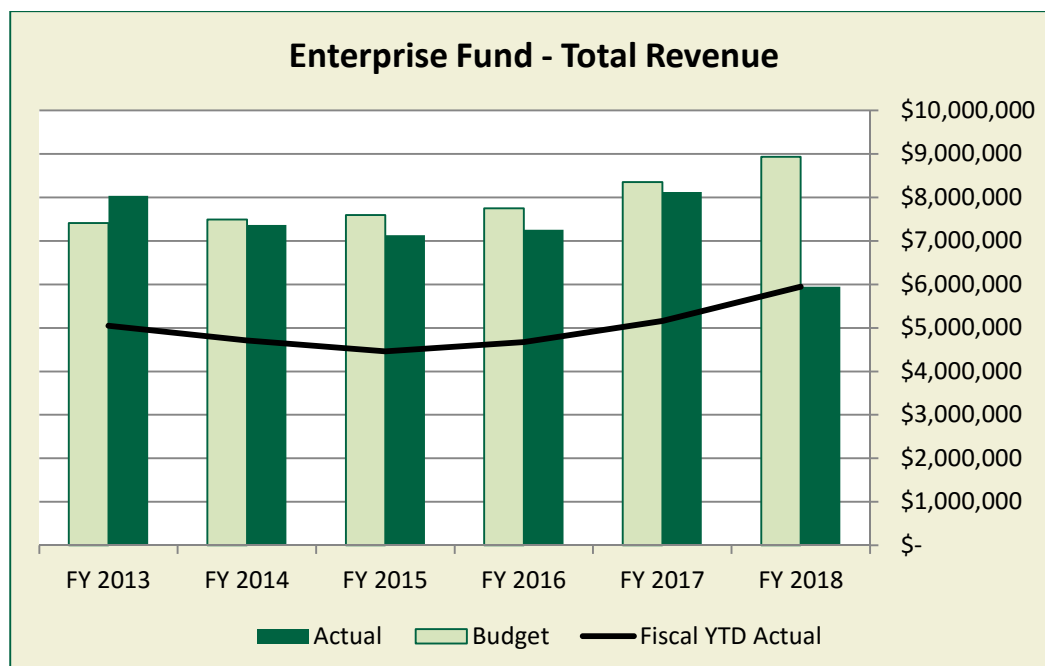
FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$8,932,118	\$5,660,629	\$5,945,126	\$284,498

For the eight months ended May 31, 2018, the Enterprise Fund collected 67% of its total budgeted revenues and is over its allocated budget by \$284,498, or 5%.

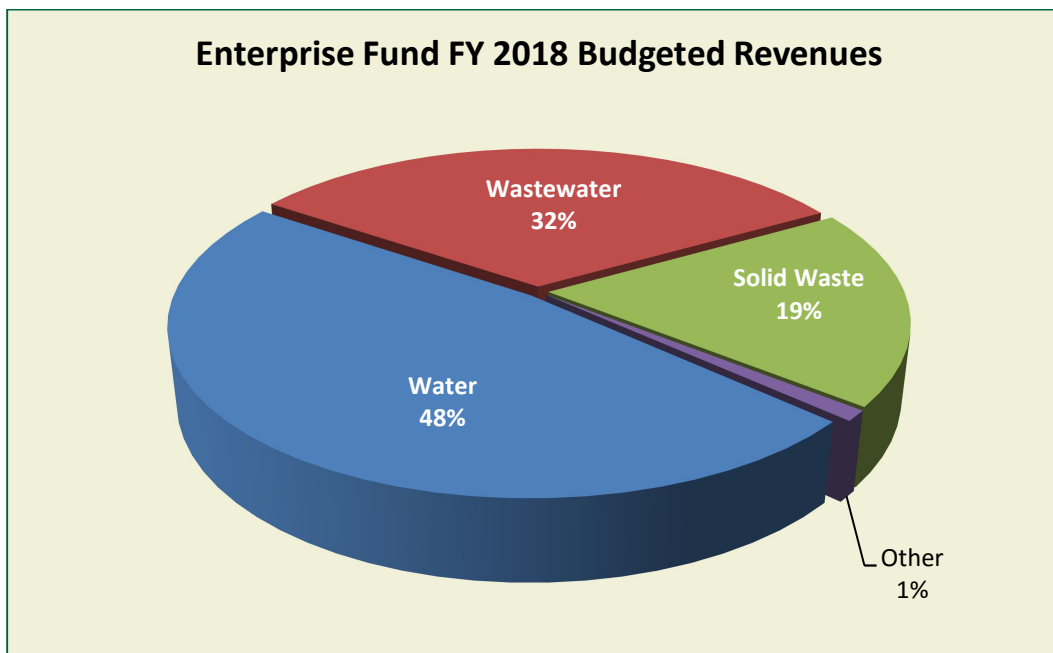
As reflected in the following table, the revenue category causing the majority of the variance from allocated budget is other revenues, which includes \$225,671 of unbudgeted insurance proceeds related to Hurricane Harvey. If this revenue source is excluded, the Enterprise Fund is over its allocated budget by \$58,827, or 1%.

Revenue Category	FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
Water	\$4,266,524	\$2,570,606	\$2,703,762	\$133,156
Wastewater	2,891,394	1,910,495	1,795,980	(114,514)
Solid Waste	1,683,700	1,122,573	1,103,614	(18,959)
Other	90,500	56,954	341,770	284,815
Total	\$8,932,118	\$5,660,629	\$5,945,126	\$284,498

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

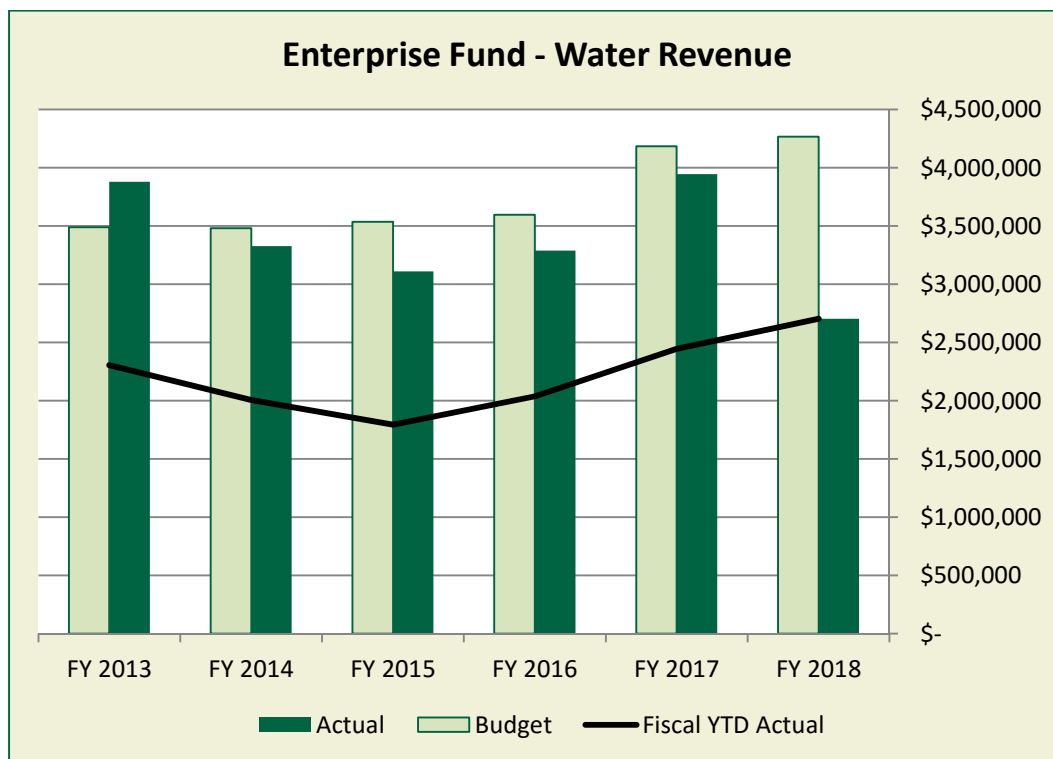


Sales of water makes up the largest category of revenues in the Enterprise Fund at 48% of all FY 2018 budgeted revenues, followed by charges for wastewater at 32%, and charges for solid waste at 19%.



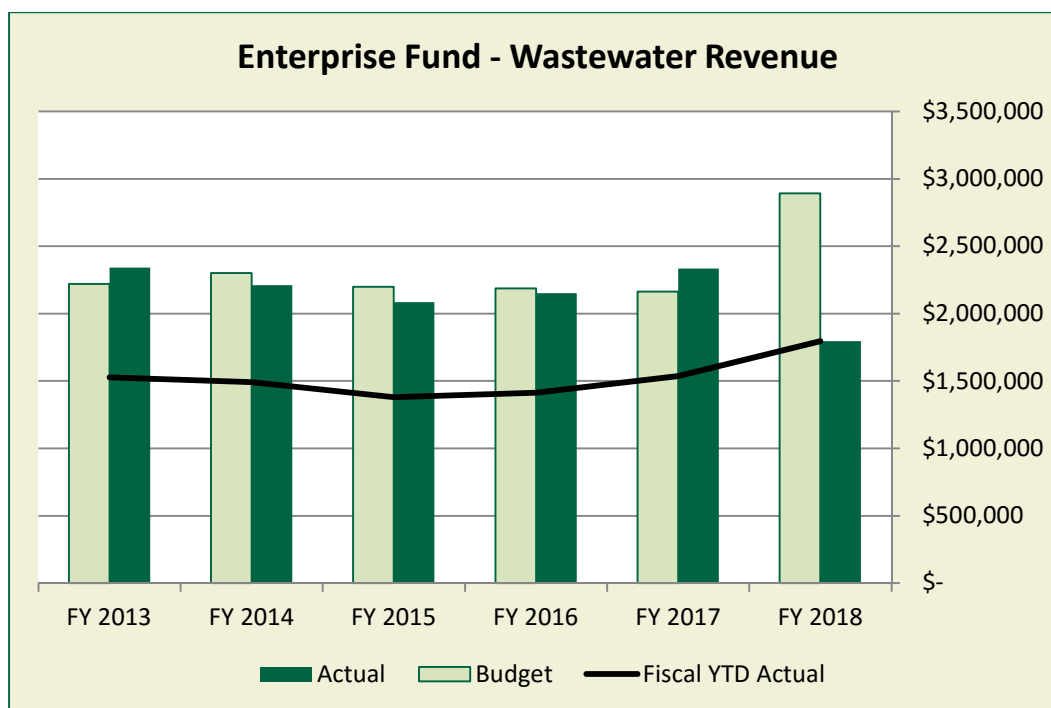
Water Revenue

Water revenue of \$2,703,762 is above the allocated budget by \$133,156, or 5%.



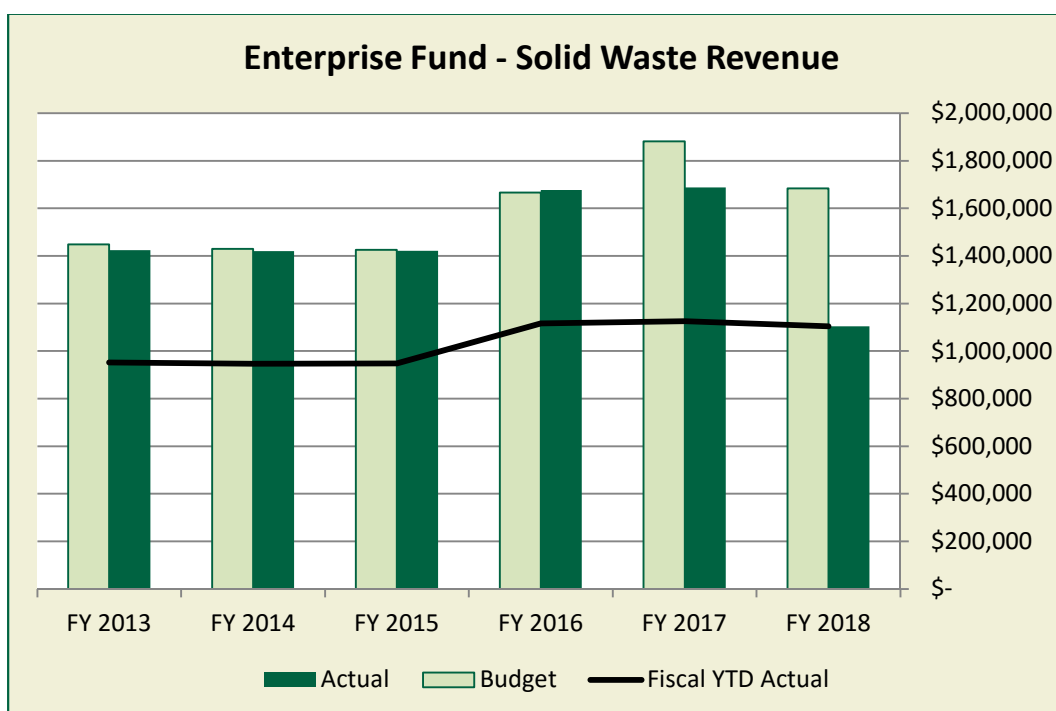
Wastewater Revenue

Wastewater revenue of \$1,795,980 is under the allocated budget by \$114,514, or 6%.



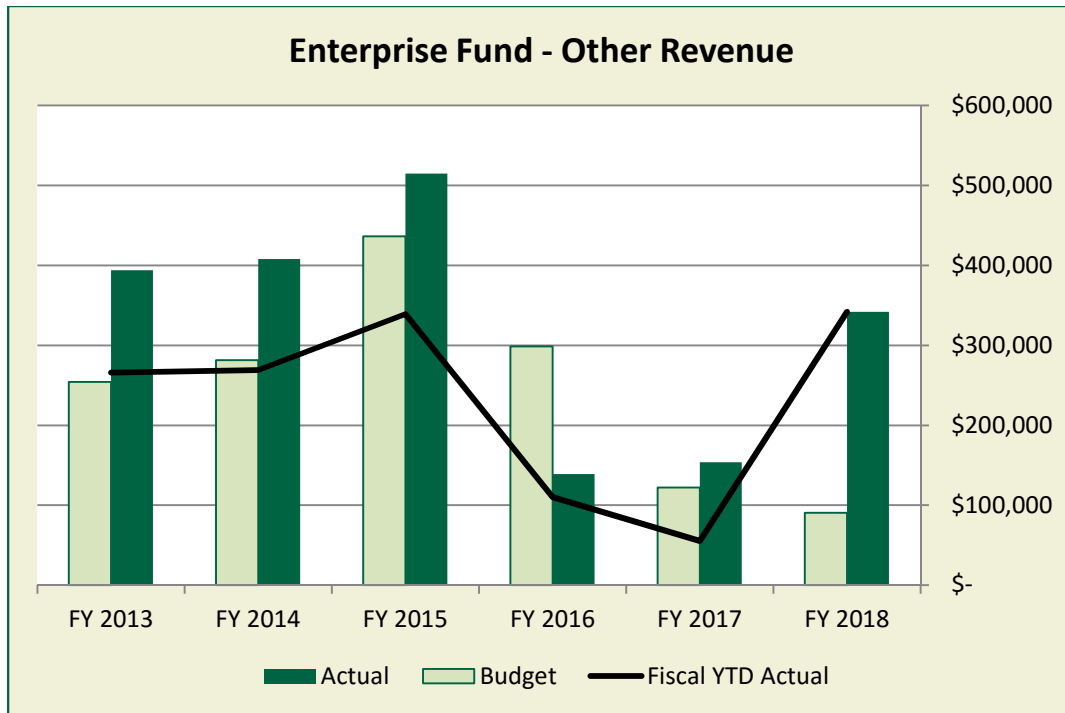
Solid Waste

Solid Waste revenue of \$1,103,614 is below the allocated budget by \$18,959, or 2%.



Other

Other revenues of \$341,770 are over the allocated budget by \$284,815, or 500%.



As illustrated by the following table, \$225,671 of unbudgeted TML reimbursements related to Hurricane Harvey account for the majority of the variance. Additionally, the City received \$52,377 from surplus asset sales, far exceeding the budget of \$5,000. Most of the surplus asset sales relate to proceeds from the sale of meters uninstalled as part of the meter replacement project.

Other Revenues Account Detail				
G/L Account Classification	FY 2018 Budget	YTD Actual	Actual as % of Budget	% of FY Complete
Reimbursements - Insurance	\$0	\$225,671	n/a	67%
Reimbursements - FEMA	0	0	n/a	67%
Sale of City Property	5,000	52,377	1,048%	67%
All Other Categories	85,500	63,722	75%	67%
Total	\$90,500	\$341,770	378%	67%

Enterprise Fund Expenses:

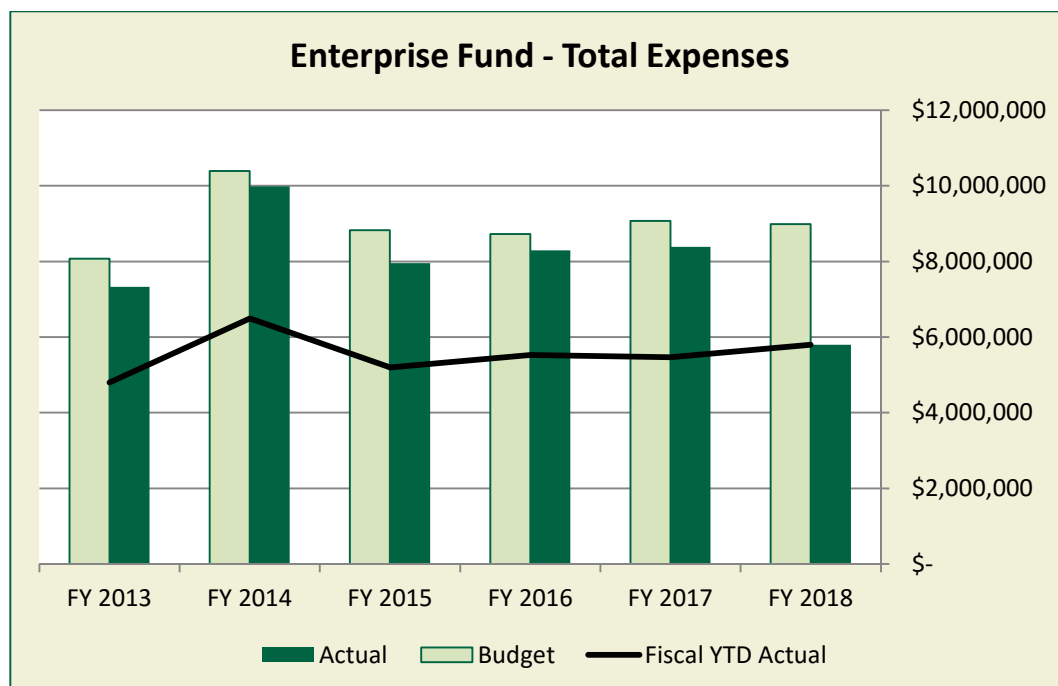
FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$8,990,787	\$5,898,221	\$5,797,900	(\$100,322)

For the eight months ended May 31, 2018, the Enterprise Fund incurred 64% of its total budgeted expenses and is under its allocated budget by \$100,322, or 2%.

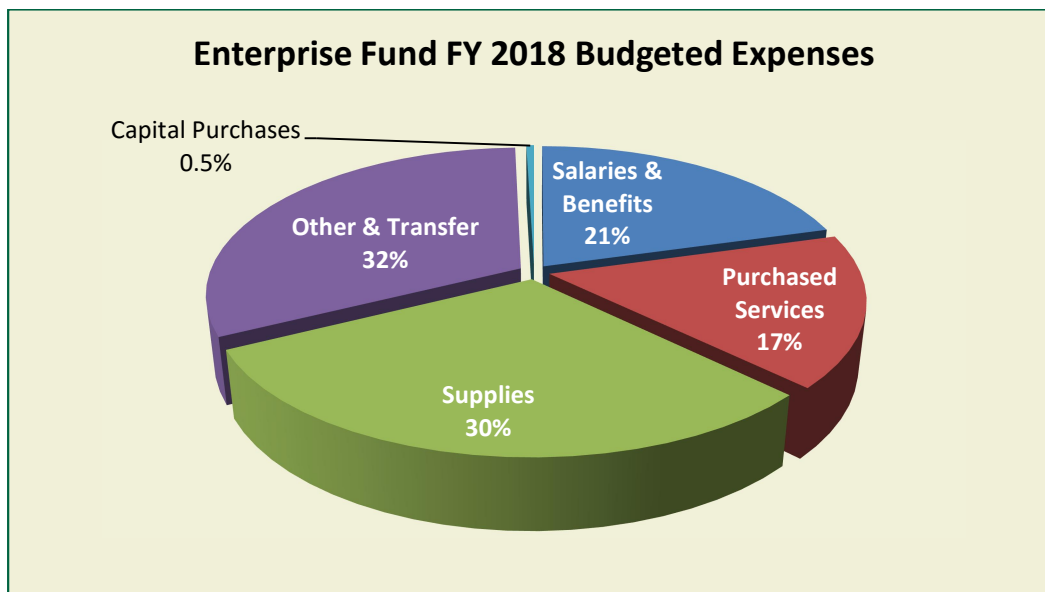
As reflected in the following table, the expense categories most responsible for the variance from allocated budget are supplies, which is under the allocated budget by \$299,837, and non-payroll disaster related expenses, which is over the allocated budget by \$190,939.

Expense Category	FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
Salaries & Benefits	\$1,854,594	\$1,207,909	\$1,101,530	(\$106,379)
Purchased Services	1,491,676	915,214	1,012,995	97,781
Supplies	2,737,081	1,836,507	1,581,833	(254,673)
Other/Transfers	2,865,436	1,917,529	1,910,603	(6,926)
Capital Purchases	42,000	21,063	-	(21,063)
Non-Payroll Disaster	-	-	190,939	190,939
Total	\$8,990,787	\$5,898,221	\$5,797,900	(\$100,322)

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

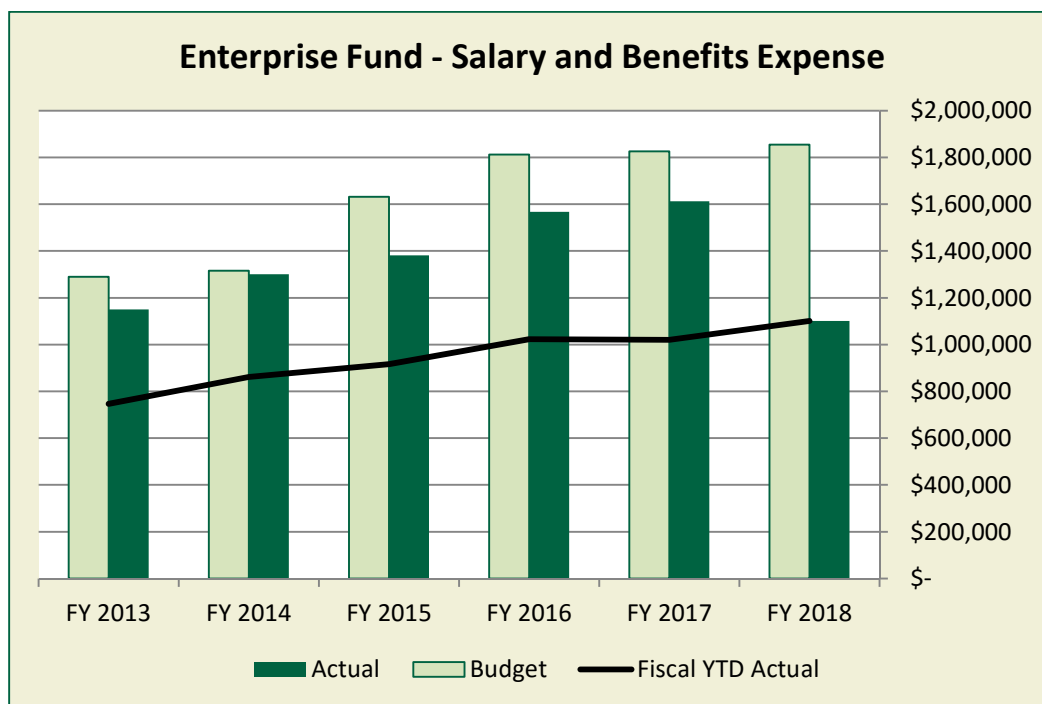


“Other expenses and transfers” makes up the largest category of expense in the Enterprise Fund at 32% of all FY 2018 budgeted expenses, followed by supplies, which includes water purchased from the City of Houston, at 30%. Other and transfers includes \$14,000 of budgeted operational expenses and \$2,851,436 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.



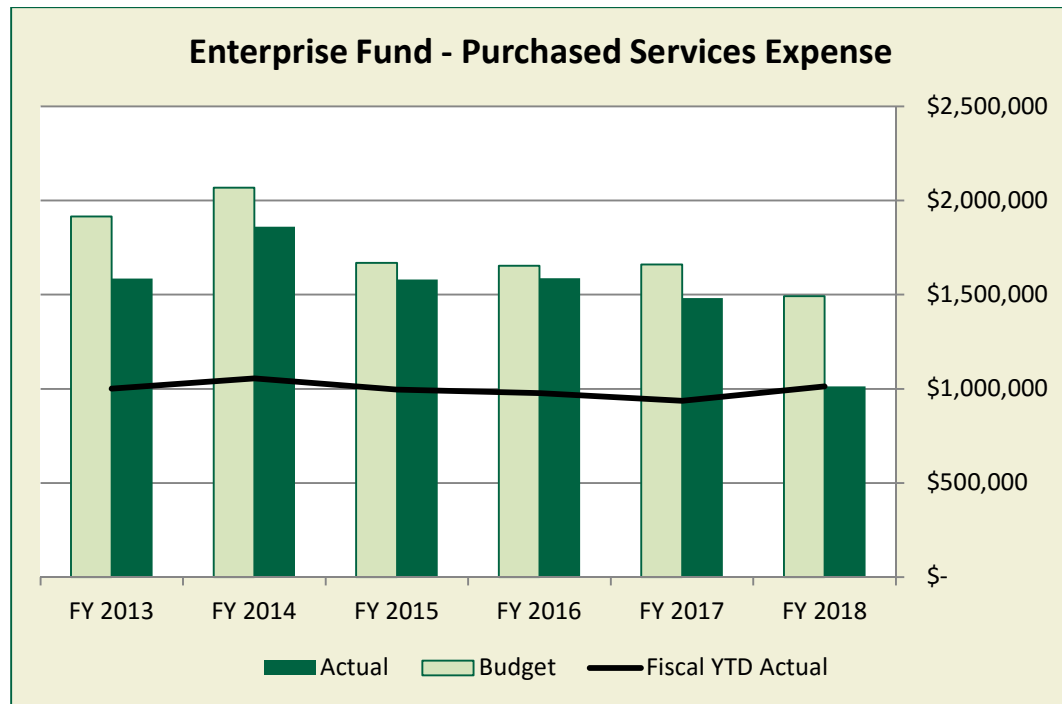
Salary and Benefits

Salary and benefits of \$1,101,530 are under the allocated budget by \$106,379, or 9%.



Purchased Services

Purchased services of \$1,012,995 are over the allocated budget by \$97,781, or 11%.



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

- PW (all divisions) – Contract labor expenditures were \$139,426 for the eight months ended May 31, 2018. Over the past five years, the Enterprise Fund Public Works department has incurred an average of 59% of the full year expenditures for contract labor by May 31; however, as of May 31, 2018 the department has spent 202% of its FY 2018 original \$69,000 budget. This translates into an over-allocated budget variance of approximately \$98,786. These expenditures are primarily a result of vacancies, which cause salaries and benefits to be under budget.
- PW (Water Production) – Water main maintenance expenditures were \$89,422 for the eight months ended May 31, 2018. Over the past five years, the Water Production division has incurred an average of 56% of the full year expenditures for water main maintenance by May 31; however, as of May 31, 2018 the City has spent 60% of its FY 2018 \$150,000 budget. This translates into an over-allocated budget variance of approximately \$5,666.
- PW (Wastewater Collection) – Sanitary sewer maintenance expenditures were \$27,892 for the eight months ended May 31, 2018. Over the past five years, the Wastewater Collection division has incurred an average of 42% of the full year expenditures for sanitary sewer maintenance by May 31; however, as of May 31, 2018 the City has spent

53% of its FY 2018 \$53,000 budget. This translates into an over-allocated budget variance of approximately \$5,510.

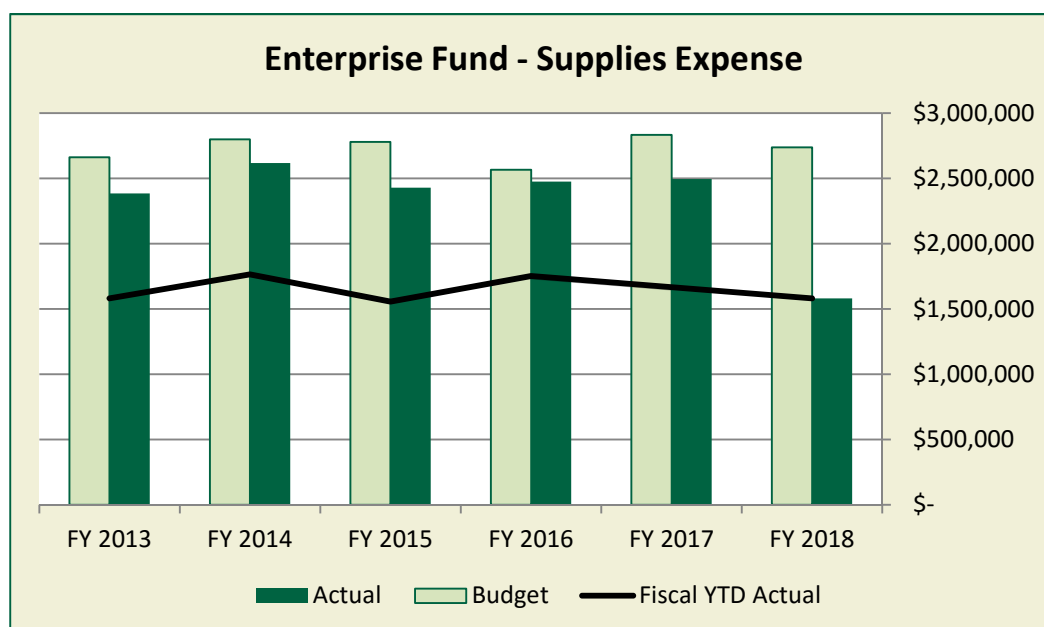
- PW (Wastewater Collection) – Lift station maintenance expenditures were \$45,270 for the eight months ended May 31, 2018. Over the past five years, the Wastewater Collection division has incurred an average of 69% of the full year expenditures for lift station maintenance by May 31; however, as of May 31, 2018 the City has spent 96% of its FY 2018 \$47,000 budget. This translates into an over-allocated budget variance of approximately \$13,073.
- PW (Wastewater Treatment) – Wastewater treatment plant maintenance expenditures were \$47,421 for the eight months ended May 31, 2018. Over the past five years, the Wastewater Treatment division has incurred an average of 48% of the full year expenditures for wastewater treatment plant maintenance by May 31; however, as of May 31, 2018 the City has spent 86% of its FY 2018 \$55,000 budget. This translates into an over-allocated budget variance of approximately \$21,247.

The above over-allocated budget situations have been partially offset by savings in other areas.

- PW (Water Production) – Well water maintenance expenditures were \$32,329 for the eight months ended May 31, 2018. Over the past five years, the Water Production division has incurred an average of 59% of the full year expenditures for well water maintenance by May 31; however, as of May 31, 2018 the City has spent 46% of its FY 2018 \$150,000 budget. This translates into an under-allocated budget variance of approximately \$9,022.

Supplies

Supplies of \$1,581,833 are under the allocated budget by \$254,673, or 14%.



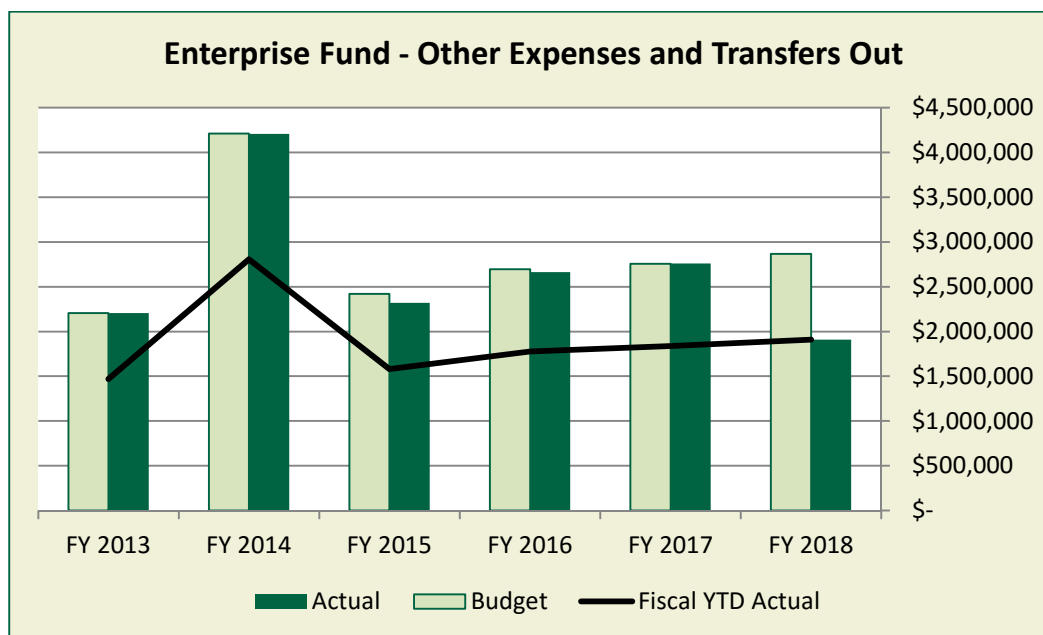
Supplies includes the cost of water purchased from the City of Houston and the cost of groundwater credits the City purchases from the Harris-Galveston Subsidence District related to water the City pumps from underground. Both of the costs are contributing to the supplies expenditure being under the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

The \$1,192,276 year-to-date May expense for water purchased from the City of Houston includes seven months of water purchases instead of eight. 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 \$170,800 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 eight months ended May 31, 2018, of \$1,910,603 are under the allocated budget by \$6,926, or 0%.



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	\$1,900,957	67%	67%
711 – Credit Card Fees	\$14,000	\$9,645	69%	67%
Total	\$2,865,436	\$1,910,603	67%	67%

Non-Payroll Disaster Related

Non-Payroll disaster related expenses totaled \$190,939 for the eight months ended May 31, 2018. The “non-payroll disaster related” category is unbudgeted non-payroll expenses related to Hurricane Harvey. The most significant expenses in this category relate to the repair of the wastewater treatment plant.

Rainfall

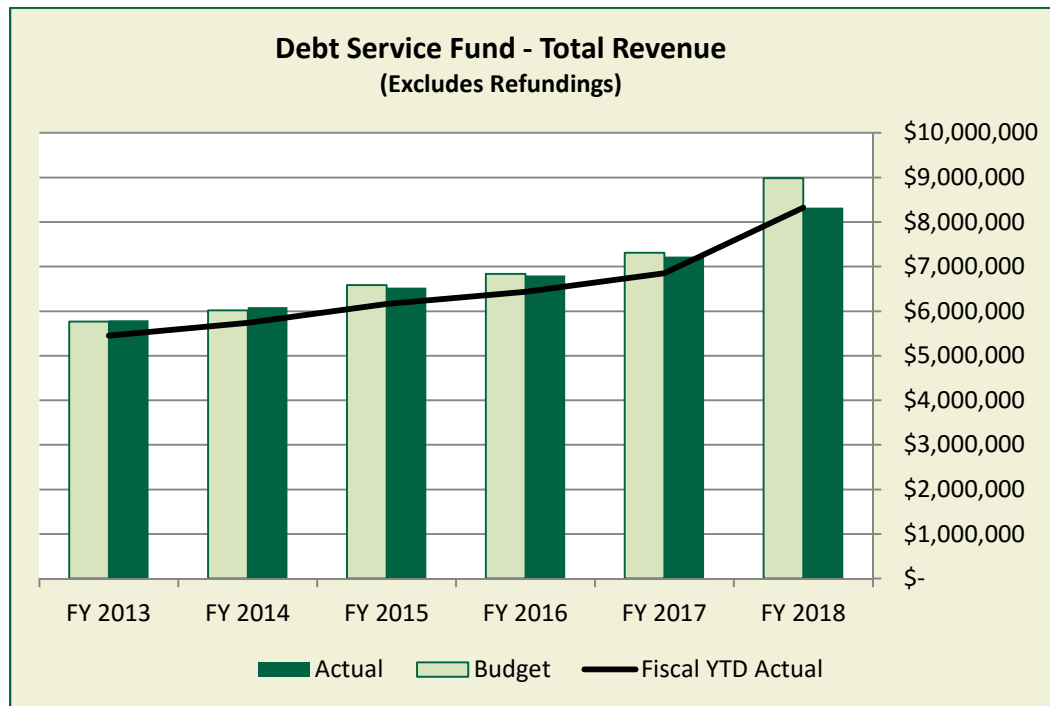
Rainfall (Inches)	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Cumulative thru May	22.71	31.35	54.70	50.18	30.99	21.59
Annual	30.06	59.05	70.83	70.95	123.77	

DEBT SERVICE FUND

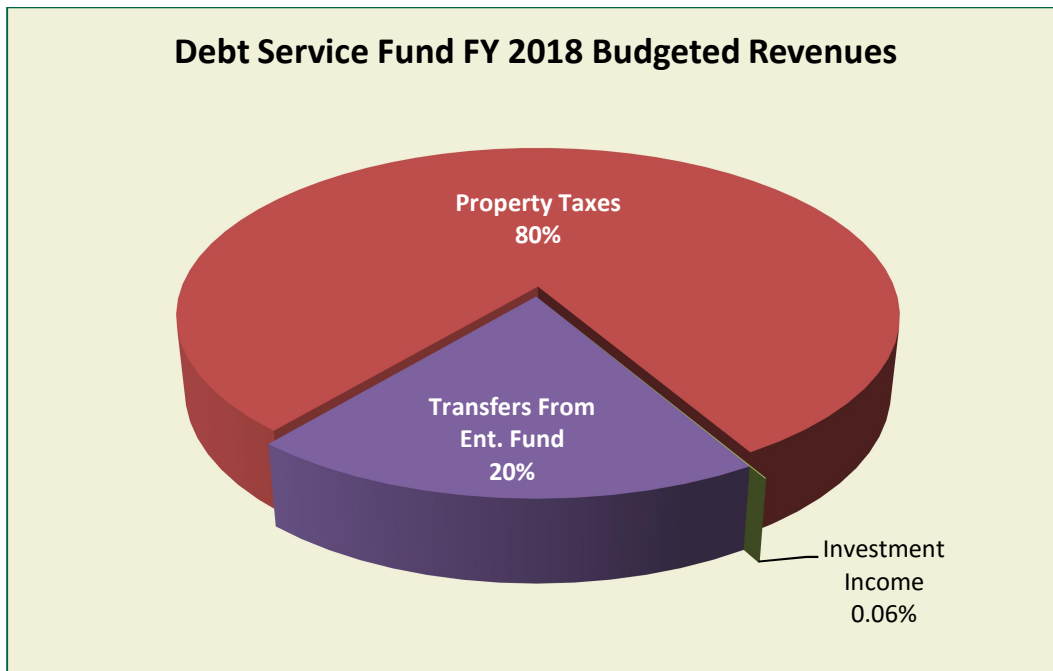
Debt Service Fund Revenues:

FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$8,984,321	\$8,346,914	\$8,321,073	(\$25,841)

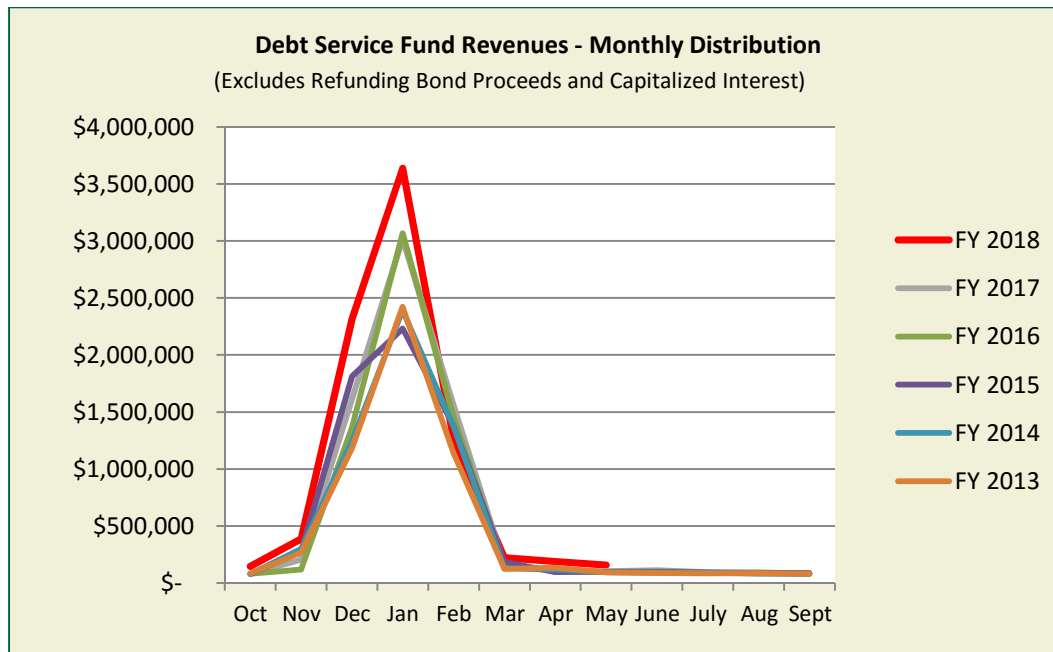
For the eight months ended May 31, 2018, the Debt Service Fund collected 93% of its total budgeted revenues and is under its allocated budget by 25,841, or 0%.



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%.

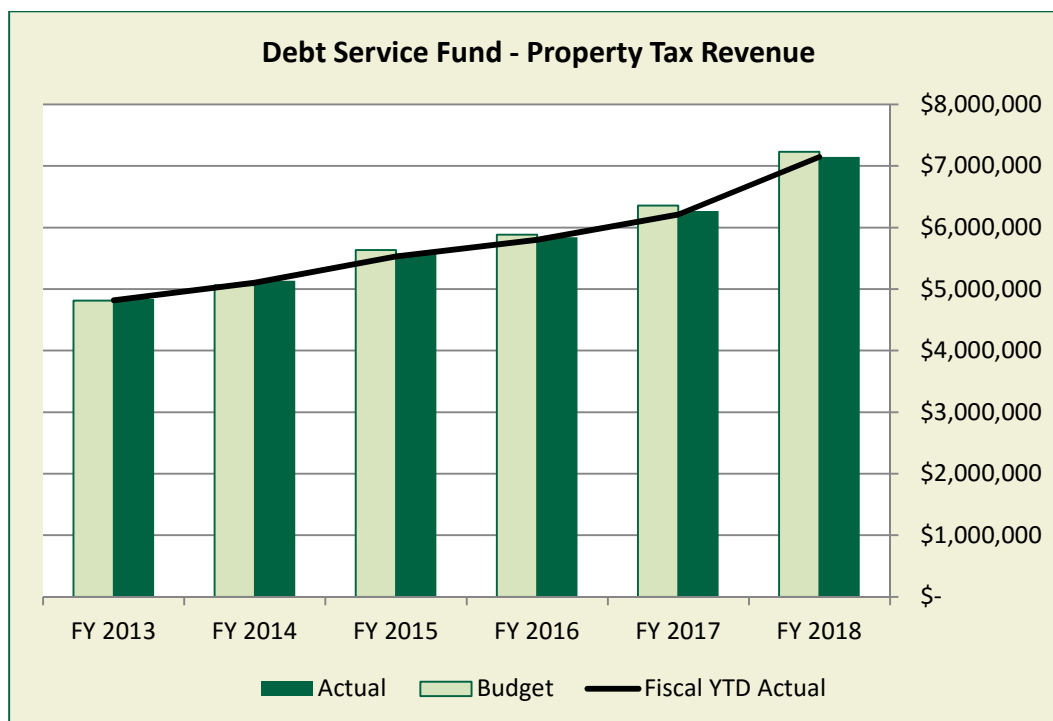


As property taxes are the main revenue source, the January 31 property tax deadline results in revenues being concentrated in the December – March timeframe.



Property Tax

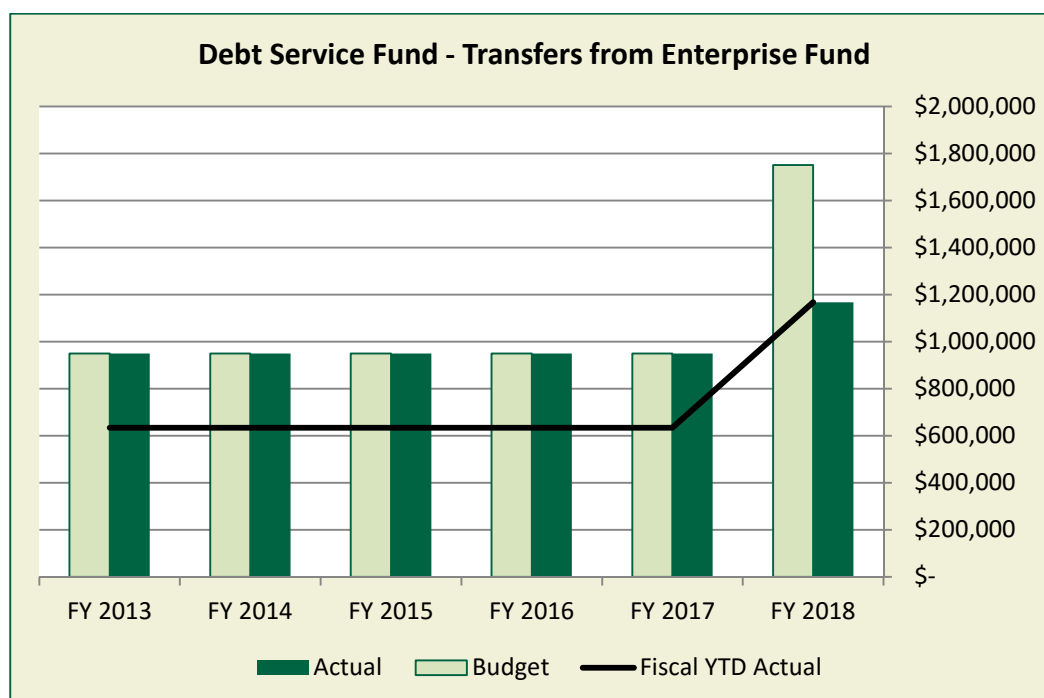
The Debt Service Fund collected \$7,148,303 of property tax revenue in the eight months ended May 31, 2018, which is under the allocated budget by \$28,040, or 0%.



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

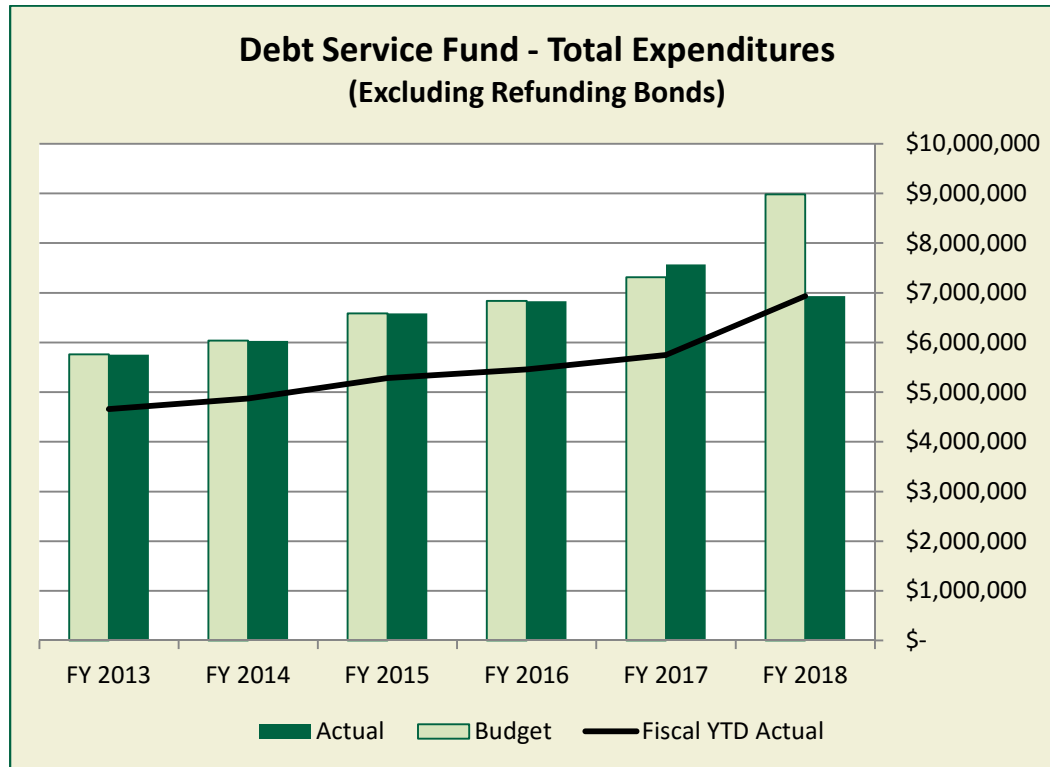
Transfers from the Enterprise Fund in the amount of \$1,166,957 for the eight months ended May 31, 2018, are equal to allocated budget.



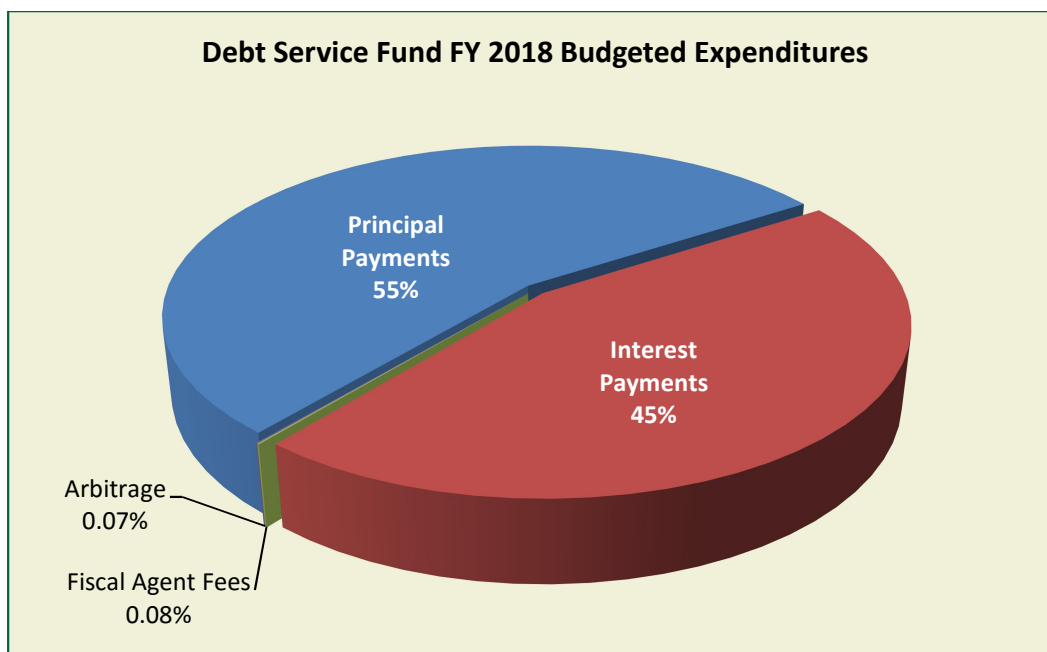
Debt Service Fund Expenditures:

FY 2018 Budget	Fiscal YTD Allocated Budget	Fiscal YTD Actual	Over/(Under) Allocated Budget
\$8,984,341	\$6,897,997	\$6,931,245	\$33,248

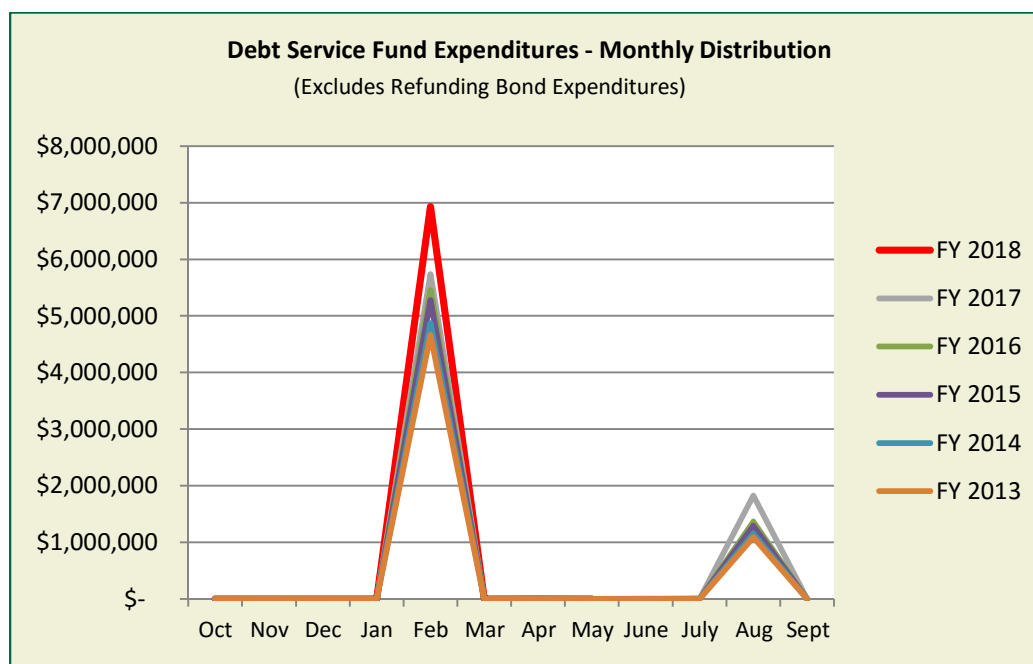
For the eight months ended May 31, 2018, the Debt Service Fund incurred 77% of its total budgeted expenditures and is over its allocated budget by \$33,248, or 1%.



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 May 2018

	FY 2018 Adopted Budget	May		Year-to-Date			
		Actual	% of Adopted Budget	Allocated Budget	Actual	Over/(Under) Allocated Budget	% of Adopted Budget
Revenues							
Property Taxes	\$ 13,118,646	\$ 30,023	0%	\$ 12,999,849	\$ 12,995,321	\$ (4,528)	99%
Franchise Taxes	1,424,734	250,267	18%	1,000,717	987,095	(13,622)	69%
Sales Taxes	2,348,555	218,236	9%	1,564,534	1,596,935	32,401	68%
Permits, Fees, Licenses	1,143,400	111,124	10%	761,601	783,433	21,831	69%
PARD Charges and Fees	887,400	118,565	13%	521,339	520,038	(1,301)	59%
Public Safety	436,400	28,402	7%	305,460	240,086	(65,374)	55%
Fines	730,000	52,167	7%	509,956	442,455	(67,501)	61%
All Other	694,700	64,091	9%	453,043	631,209	178,166	91%
Total Revenues	20,783,835	872,875	4%	18,116,500	18,196,572	80,072	88%
Expenditures							
Salary & Benefits	14,495,815	876,829	6%	9,281,942	8,940,412	(341,530)	62%
Purchased Services	4,110,441	269,907	7%	2,678,700	2,312,493	(366,207)	56%
Supplies	1,212,641	93,651	8%	759,642	671,975	(87,667)	55%
Other/Transfers	540,951	46,770	9%	366,491	351,439	(15,052)	65%
Non-Payroll Disaster Related	-	44,262	n/a	-	1,291,335	1,291,335	n/a
Total Expenditures	20,359,848	1,331,418	7%	13,086,774	13,567,654	480,880	67%
Net Revenues/(Expenditures)	\$ 423,987	\$ (458,544)		\$ 5,029,726	\$ 4,628,918	\$ (400,807)	
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	\$ 3,811,424						
60 Day Reserve Requirement	\$ 3,311,154						
(Includes only operating budget)							

Attachment: MAY 2018 MONTHLY REPORT (2533 : Monthly Financial Report for the Period Ending May 31, 2018)

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

		May		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	\$ 369,287	9%	\$ 2,570,606	\$ 2,703,762	\$ 133,156	63%
Wastewater	2,891,394	229,869	8%	1,910,495	1,795,980	(114,514)	62%
Solid Waste	1,683,700	136,642	8%	1,122,573	1,103,614	(18,959)	66%
All Other	90,500	11,031	12%	56,954	341,770	284,815	378%
Total Revenues	8,932,118	746,830	8%	5,660,629	5,945,126	284,498	67%
Expenses							
Salary & Benefits	1,854,594	95,801	5%	1,207,909	1,101,530	(106,379)	59%
Purchased Services	1,491,676	131,910	9%	915,214	1,012,995	97,781	68%
Supplies	2,737,081	277,156	10%	1,836,507	1,581,833	(254,673)	58%
Other Expenses and Transfers	2,865,436	238,795	8%	1,917,529	1,910,603	(6,926)	67%
Capital Purchases	42,000	-	0%	21,063	-	(21,063)	0%
Non-Payroll Disaster Related	-	-	n/a	-	190,939	190,939	n/a
Total Expenses	8,990,787	743,663	8%	5,898,221	5,797,900	(100,322)	64%
Net Revenues/(Expenses)	\$ (58,669)	\$ 3,167		\$ (237,593)	\$ 147,227	\$ 384,820	
Budgeted Working Capital 9/30/17	\$ 669,399						
Budgeted FY 2018 Revenues	8,932,118						
Budgeted FY 2018 Expenses	8,990,787						
Budgeted Ending Working Capital	<u>\$ 610,730</u>						
30 Day Fund Balance	\$ 563,613						
(Includes only operating budget)							

Attachment: MAY 2018 MONTHLY REPORT (2533 : Monthly Financial Report for the Period Ending May 31, 2018)

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

	FY 2018 Adopted Budget	May		Year-to-Date			
		Actual	% of Adopted Budget	Allocated Budget	Actual	Over/(Under) Allocated Budget	% of Adopted Budget
Revenues							
Property Taxes	\$ 7,228,885	\$ 11,942	0%	\$ 7,176,343	\$ 7,148,303	\$ (28,040)	99%
Investment Earnings	5,000	827	17%	3,613	5,812	2,199	116%
Transfers from Enterprise Fund	1,750,436	145,870	8%	1,166,957	1,166,957	0	67%
Total Revenues	8,984,321	158,639	2%	8,346,914	8,321,073	(25,841)	93%
Expenses							
Principal Payments	4,920,000	-	0%	4,920,000	4,920,000	-	100%
Interest Payments	4,050,841	-	0%	1,973,252	2,007,350	34,098	50%
Other	13,500	-	0%	4,745	3,895	(850)	29%
Total Expenses	8,984,341	-	0%	6,897,997	6,931,245	33,248	77%
Net Revenues/(Expenses)	\$ (20)	\$ 158,639		\$ 1,448,917	\$ 1,389,828	\$ (59,089)	
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	<u>\$ 557,351</u>						

Attachment: MAY 2018 MONTHLY REPORT (2533 : Monthly Financial Report for the Period Ending May 31, 2018)

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

	FY 2018 Adopted Budget	Budget Carry-Over (a)	Budget Adjustments	FY 2018 Revised Budget	May Actual	YTD Actual	Encumbrance	Budget Balance
Revenues								
Transfers - General Fund	\$ 450,500	\$ -	\$ -	\$ 450,500	\$ 29,750	\$ 238,000	n/a	\$ 212,500
Transfers - Enterprise Fund	357,000	-	-	357,000	37,542	300,333	n/a	56,667
Transfers - Special Revenue Fund	-	-	-	-	-	4,000	n/a	(4,000)
Insurance Reimbursements	-	-	-	-	-	23,850	n/a	(23,850)
Total Revenues	807,500	-	-	807,500	67,292	566,183	n/a	241,317
Expenditures								
Information Technology	194,900	-	-	194,900	-	-	19,470	175,430
Development Services	-	-	-	-	-	-	310	(310)
Fire	98,900	712,721	-	811,621	20,185	766,857	3,052	41,712
Police	320,000	-	-	320,000	31,685	129,066	160,180	30,754
Parks & Recreation	27,500	-	-	27,500	-	-	80,388	(52,888)
Public Works - General Fund	-	-	-	-	-	17,515	-	(17,515)
Public Works - Enterprise Fund	290,000	238,087	-	528,087	-	249,719	161,559	116,809
Total Expenditures/Encumbrances	931,300	950,808	-	1,882,108	51,870	1,163,157	424,959	293,992
Net Revenues/(Expenditures)	\$ (123,800)	\$ (950,808)	\$ -	\$ (1,074,608)	\$ 15,422	\$ (596,974)	n/a	\$ (52,675)

(a) Capital improvement budgets are project-length and do not expire at the end of the fiscal year. Unexpired prior-year carry-over budgets on ongoing projects are carried-over into the current fiscal year.

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

Attachment: MAY 2018 MONTHLY REPORT (2533 : Monthly Financial Report for the Period Ending May 31, 2018)

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

	FY 2018 Adopted Budget	Budget Carry-Over (a)	Budget Adjustments	FY 2018 Revised Budget	May Actual	YTD Actual	Encumbrance	Budget Balance
Revenues								
General Fund Transfer	\$ 42,426	\$ -	\$ -	\$ 42,426	\$ 3,536	\$ 28,284.00	n/a	\$ 14,142
Enterprise Fund Transfer	120,000	-	-	120,000	10,000	80,000	n/a	40,000
Special Revenue Fund Transfer	-	-	-	-	-	7,500	n/a	(7,500)
Misc	-	-	-	-	-	-	n/a	-
Total Revenues	162,426	-	-	162,426	13,536	115,784	n/a	46,642
Project Expenditures								
FY 2014 Street & Drainage Reconstruction - Phase 5B (b)	-	489,523	-	489,523	-	186,523	-	302,999
FY 2017 Flood Plain Hazard Mitigation Plan	-	8,130	-	8,130	-	-	-	8,130
FY 2018 Update Facilities Master Plan	50,000	-	-	50,000	-	-	-	50,000
FY 2018 WTC Steel - Memorial	-	-	7,500	7,500	3,750	3,750	3,750	-
FY 2015 Evelyn's Park	-	70,797	-	70,797	(20,000)	155,365	27,909	(112,477)
FY 2018 Playground/Shade/Amenities	100,000	214	-	100,214	-	27,568	-	72,646
FY 2017 BFAC Pool Area Improvements	-	144,988	-	144,988	-	4,500	5,635	134,853
FY 2018 Park Signage Master Plan	50,000	50,000	-	100,000	-	-	-	100,000
FY 2017 Community Pathways Master Plan	-	56,585	-	56,585	-	53,165	3,420	-
FY 2016 Street Striping Program	-	143,631	-	143,631	49,354	49,354	94,276	-
FY 2016 Pavement Management Program	-	1,426,330	-	1,426,330	-	-	1,264,230	162,100
FY 2014 City Wide Beautification	-	148,174	-	148,174	-	22,050	-	126,124
FY 2018 Decorative Standard for Major Streets	75,000	75,000	-	150,000	-	-	-	150,000
Total General Project Expenditures	275,000	2,613,370	7,500	2,895,870	33,104	502,276	1,399,220	994,373
FY 2015 City Wide SCADA System	-	293,160	-	293,160	-	-	-	293,160
FY 2016 Rehab Renwick Ground Storage	-	142,335	-	142,335	-	14,245	-	128,090
FY 2017 Water System Upgrades	-	50,000	-	50,000	-	-	-	50,000
FY 2018 Renwick Well - Pumps/Motors	285,000	-	-	285,000	-	-	-	285,000
FY 2015 Water/Sanitary Sewer Program	-	81,756	-	81,756	-	-	-	81,756
FY 2016 WW System Upgrades	-	179,125	-	179,125	-	-	-	179,125
FY 2018 Wendell Lift Station - Submersible Pumps	75,000	-	-	75,000	-	-	-	75,000
Total Enterprise Project Expenditures	360,000	746,376	-	1,106,376	-	14,245	-	1,092,131
Total Expenditures/Encumbrances	635,000	3,359,746	7,500	4,002,246	33,104	516,521	1,399,220	2,086,505
Net Revenues/(Expenditures)	\$ (472,574)	\$ (3,359,746)	\$ (7,500)	\$ (3,839,820)	\$ (19,569)	\$ (400,737)	n/a	\$ (2,039,863)

(a) Capital improvement budgets are project-length and do not expire at the end of the fiscal year. Unexpired prior-year carry-over budgets on ongoing projects are carried-over into the current fiscal year.

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

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

Attachment: MAY 2018 MONTHLY REPORT (2533 : Monthly Financial Report for the Period Ending May 31, 2018)

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

	FY 2018 Adopted Budget	Budget Carry-Over (a)	Budget Adjustments	FY 2018 Revised Budget	May Actual	YTD Actual	Encumbrance	Budget Balance
Revenues								
Interest	\$ -	\$ -	\$ -	\$ -	\$ 56,373	\$ 368,829	n/a	\$ (368,829)
Bonds Proceeds	12,500,000	-	-	12,500,000	-	-	n/a	12,500,000
Total Revenues	12,500,000	-	-	12,500,000	56,373	368,829	n/a	12,131,171
Non-Project Expenditures								
Bond Issuance Costs	-	-	-	-	-	-	-	-
Bond Expenditures	-	-	-	-	-	-	-	-
Total Non-Project Expenditures	-	-	-	-	-	-	-	-
Project Expenditures								
FY 2012 Drainage Phase 5	-	21,010	-	21,010	-	-	-	21,010
FY 2015 Drainage Phase 5B	-	11,672	-	11,672	-	11,672	-	-
FY 2017/18 Streets and Drainage	7,000,000	6,836,034	-	13,836,034	51,111	339,476	1,241,074	12,255,484
FY 2017 Police/Courts Construction	-	8,123,062	-	8,123,062	783,841	2,244,848	5,988,130	(109,916)
FY 2017 City Hall/Civic Center Construction	-	6,821,561	-	6,821,561	690,438	2,262,126	4,657,592	(98,156)
FY 2017 Transition - New City Hall/Police/Municipal Court	-	53,620	-	53,620	399	11,910	35,693	6,017
FY 2013 Design - New City Hall/Police/Municipal Court	-	1,014,907	-	1,014,907	15,072	42,291	102,216	870,400
FY 2015 Evelyn's Park	-	-	-	-	-	-	140	(140)
FY 2017/18 Sidewalks	1,000,000	1,907,680	-	2,907,680	10,747	39,105	317,722	2,550,853
FY 2017/18 Water Line Improvements	4,500,000	3,258,116	-	7,758,116	22,641	71,196	2,280,614	5,406,306
FY 2017 Water Meter Installations	-	360,092	-	360,092	-	329,420	12,477	18,195
FY 2017 Wastewater Treatment Plant Improvements	-	5,965,286	-	5,965,286	273,526	4,970,873	994,413	-
FY 2017/18 Wastewater Line Improvements	-	580,000	-	580,000	-	113,381	28,668	437,951
Total Project Expenditures	12,500,000	34,953,040	-	47,453,040	1,847,774	10,436,298	15,658,739	21,358,004
Total Expenditures/Encumbrances	12,500,000	34,953,040	-	47,453,040	1,847,774	10,436,298	15,658,739	21,358,004
Net Revenues/(Expenditures)	\$ -	\$ (34,953,040)	\$ -	\$ (34,953,040)	\$ (1,791,400)	\$ (10,067,469)	n/a	\$ (9,226,833)

(a) Capital improvement budgets are project-length and do not expire at the end of the fiscal year. Unexpired prior-year carry-over budgets on ongoing projects are carried-over into the current fiscal year.

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

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

	FY 2018 Adopted Budget	Budget Carry-Over (a)	FY 2018 Revised Budget	May Actual	YTD Actual	Encumbrance	Budget Balance
Revenues							
Metro Sales Tax	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 109,118	\$ 789,056	n/a	\$ 210,944
Interest	-	-	-	2,997	16,445	n/a	(16,445)
Total Revenues	1,000,000	-	1,000,000	112,115	805,502	n/a	194,498
Project Expenditures							
Street Striping Program	-	15,953	15,953	-	-	224	15,729
FY 2017 Street Pavement Mgt Program	-	739,299	739,299	145,714	153,721	585,577	-
FY 2018 Street Pavement Mgt Program	1,300,000	-	1,300,000	-	-	412,598	887,402
Sidewalk Projects	-	185,283	185,283	-	-	-	185,283
City Wide Trip Hazard	-	115,615	115,615	-	-	-	115,615
Total Expenditures/Encumbrances	1,300,000	1,056,150	2,356,150	145,714	153,721	998,400	1,204,029
Net Revenues/(Expenditures)	\$ (300,000)	\$ (1,056,150)	\$ (1,356,150)	\$ (33,599)	\$ 651,780	n/a	\$ (1,009,530)

(a) Capital improvement budgets are project-length and do not expire at the end of the fiscal year. Unexpired prior-year carry-over budgets on ongoing projects are carried-over into the current fiscal year.

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

City of Bellaire
Summary of Current Property Tax Collections
FY 2015 - FY 2018
May 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	3,118,307
Mar	296,537	206,525	201,515	209,927
Apr	63,640	90,455	92,324	121,137
May	55,636	49,017	67,720	23,566
Jun	53,382	57,865	98,066	
Jul	4,673	14,076	15,943	
Aug	-	-	-	
Sep	-	-	-	
YTD Collections				<u>\$ 20,012,773</u>
% of Budget				98.77%
% of Total Levy				99.74%
FY 2018 Budget - Total Tax Revenue				<u>\$ 20,261,531</u>
2017 Tax Year Taxable Value - Certified Appraisal Roll*				<u>\$ 4,570,121,110</u>
2017 Tax Year - Under Protest or not Certified*				<u>254,576,183</u>
Total 2017 Tax Year				<u>4,824,697,293</u>
Total Levy at \$0.4159 / \$100 =				<u>\$ 20,065,916</u>

Ten Largest Property Taxpayers in City of Bellaire (Tax Year 2017) *

		<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
May 2018

	<u>May-17</u>	<u>Nov-17</u>	<u>May-18</u>
<u>Houses, Townhomes & Vacant Lots for Sale *</u>			
<u>Price Range</u>			
\$ 0 - \$ 250,000	-	1	-
\$ 250,001 - \$ 500,000	39	59	76
\$ 500,001 - \$ 750,000	27	37	47
\$ 750,001 - \$ 1,000,000	33	23	50
> \$ 1,000,000	111	69	108
Total Units For Sale *	210	189	281
Total HCAD Residential Units/Lots **	6,199	6,210	6,210
For Sale as a % of Total Units	3.39%	3.04%	4.52%
Highest Listing Price - Home	\$ 3,295,000	\$ 3,688,000	\$ 3,825,000
Lowest Listing Price - TH/Lot	\$ 309,990	\$ 224,900	\$ 279,900
<u>Houses for Lease *</u>	67	39	62
Highest Lease/Month	\$ 7,000	\$ 15,000	\$ 28,500
Lowest Lease/Month	\$ 1,100	\$ 1,150	\$ 1,500
<u>Foreclosure History as of end of Quarter Reported by RealtyTrac</u>			
	<u>Auction</u>	<u>Bank Owned</u>	
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	
At Quarter End 03-31-18	3	3	
<u>New Residential Construction</u>			
<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		\$ 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 (YTD)	62	\$ 34,857,517	\$ 562,218
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
May 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	210,256	
Mar	Jan	176,377	174,240	192,127	
Apr	Feb	177,283	169,626	172,897	
May	Mar	210,865	201,758	218,236	
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	\$ 1,578,113	
<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	6,900	
Jul	4th Qtr	5,970	5,201		
Sub-Total		\$ 22,790	\$ 19,153	\$ 18,822	
Total		\$ 2,443,599	\$ 2,241,860	\$ 1,596,935	

City of Bellaire
Summary of Franchise Fees
FY2016 - FY 2018
May 2018

		<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Electric	YTD	\$ 549,072	\$ 549,653	\$ 548,074
	Total	823,825	823,888	n/a
Gas	YTD	72,057	77,971	156,226
	Total	90,762	128,135	n/a
Telephone	YTD	86,830	78,631	73,794
	Total	115,362	103,487	n/a
Cable /PEG	YTD	302,638	294,390	250,740
	Total	400,666	383,314	n/a
All	YTD	<u>\$ 1,010,596</u>	<u>\$ 1,000,646</u>	<u>\$ 1,028,833</u>
	Total	<u>\$ 1,430,616</u>	<u>\$ 1,438,824</u>	n/a

City of Bellaire
Summary of Purchase Orders
FY 2018
May-18

	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	224	\$ 1,430,951	216	\$ 1,771,613	647	\$ 3,569,949
<u>PO for \$5,000 - \$50,000</u>	11	\$ 103,828	17	\$ 285,954	19	\$ 191,093	47	\$ 580,875
% of Total Purchase Orders	5.31%	28.26%	7.59%	19.98%	8.80%	10.79%	7.26%	16.27%
\$ 5,000 - \$ 25,000	11	\$ 103,828	13	\$ 137,761	18	\$ 164,618	42	\$ 406,207
\$ 25,001 - \$ 50,000	0	\$ 0	4	\$ 148,193	1	\$ 26,475	5	\$ 174,668
	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>	209	\$ 2,836,661	224	\$ 533,467			433	\$ 3,370,128
<u>PO for \$5,000 - \$50,000</u>	18	\$ 288,272	17	\$ 218,462	-	\$ -	35	\$ 506,733
% of Total Purchase Orders	8.61%	10.16%	7.59%	40.95%	0.00%	0.00%	8.08%	15.04%
\$ 5,000 - \$ 25,000	14	\$ 151,466	15	\$ 154,385			29	\$ 305,851
\$ 25,001 - \$ 50,000	4	\$ 136,806	2	\$ 64,076			6	\$ 200,882
	Jul-18		Aug-18		Sep-18		4th Qtr	
	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>	<u>Issued</u>	<u>Amount</u>
<u>Total Purchase Orders</u>							-	\$ -
<u>PO for \$5,000 - \$50,000</u>	-	\$ -	-	\$ -	-	\$ -	-	\$ -
% of Total Purchase Orders	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
\$ 5,000 - \$ 25,000							-	\$ -
\$ 25,001 - \$ 50,000							-	\$ -

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

Attachment: MAY 2018 MONTHLY REPORT (2533 : Monthly Financial Report for the Period Ending May 31, 2018)



CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

JUNE 18, 2018

Council Chamber and Council Conference Room Regular Session

6:45 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

REGULAR SESSION - 6:45 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 6:45 p.m. on Monday, June 18, 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	Absent

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

*Council Member Pat McLaughlan arrived at 7:00 p.m. and participated in the remainder of the Regular Session.

C. Board and Commission Interview (Council Conference Room):

Interview, discussion and evaluation of applicants interested in serving on one or more of the following City of Bellaire boards and commissions: Board of Adjustment, Building and Standards Commission, Cultural Arts Board, Environmental and Sustainability Board, Evelyn's Park Conservancy Board, L.I.F.E. Advisory Board, Parks and Recreation Advisory Board, and Planning and Zoning Commission - Submitted by Tracy L. Dutton, City Clerk, on behalf of the City Council.

Mayor Friedberg read the agenda caption for the first order of business and advised that the interview for an opening on a City board or commission would be conducted in the Council Conference Room, located directly behind the Council Chamber, as it was more conducive to the process.

Mayor Friedberg stated that the interview was open to the public and invited all of those present to join the City Council in the Council Conference Room. He noted that the interview was scheduled for 15 minutes, after which time the City Council would return to the Council Chamber for the remainder of the Regular Session at approximately 7:00 p.m.

D. Inspirational Reading and/or Invocation - Trisha S. Pollard, Council Member.

Trisha S. Pollard, Council Member, provided the inspirational reading for the evening.

E. Pledges to the Flags - Trisha S. Pollard, Council Member.

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

F. Recognition of Proclamation.

Issuance of a proclamation by Andrew S. Friedberg, Mayor, recognizing and honoring Darryl Anderson, Fire Chief, for his 27 years of dedicated service to the City of Bellaire, Texas, and on the occasion of his well-deserved retirement.

Mayor Friedberg referenced page 249 of the agenda packet, which was a copy of a proclamation that was previously presented to **Fire Chief Darryl Anderson** on his well-deserved retirement expressing our heartfelt appreciation for his leadership, devotion to duty, and selfless sacrifice in the protection of our citizens during his 27 years of service to the City of Bellaire.

Following a round of applause from members of the City Council and audience, Mayor Friedberg wished Chief Anderson all the best in his retirement and thanked him for all he had done for Bellaire throughout his tenure.

G. Personal/Audience Comments.

Mayor Friedberg announced that personal and audience comments would be received this evening other than about item I(2)(a) on the evening's agenda, which was a specific use permit amendment to allow for the continued temporary use of the former Gordon Elementary/Mandarin Chinese School property, as oral public comment on that item was closed following the public hearing held last month.

A brief overview of time limits for personal and audience comments was given by Mayor Friedberg.

Denton Ragland:

Mr. Ragland addressed City Council in his capacity as the new Chief Executive Officer of the Bellaire Business Association (BBA). He advised that he wanted to remind everyone that the mission of the BBA was to promote local business, to foster economic activity and development in the City, and to promote and provide professional networking opportunities.

While Bellaire was known as a residential enclave and had been called the "City of Homes," Mr. Ragland noted that Bellaire also had a very distinct and successful viable business entity that was important to the everyday citizen in Bellaire. The business entity helped ensure that residents could

shop locally for the things they wanted to buy and do and took some burden off the residential property taxes.

In closing, Mr. Ragland advised that the BBA looked for ways to collaborate with the City in promoting the best mutual interests of a viable economic activity that supported the citizens.

Mayor Friedberg referenced a written comment log prepared by the City Clerk with 11 written comments attached. The log and comments were included in the agenda packet (starting at page 296) and were related to agenda item I(2)(a). He advised that the written comments were received after the May 21, 2018, public hearing and prior to the deadline following the public hearing.

H. Reports:

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

Paul A. Hofmann, City Manager, presented the City Manager's Report dated June 18, 2018, to members of the City Council. Communication updates consisted of notices regarding the City's Hurricane Preparedness Meeting and Open House, which was held earlier in the evening, and notices regarding weather conditions over the weekend.

The names and pictures of two new personnel were announced as follows: Westly Tupa, Aquatics Supervisor, and Derick Bugg, Recreation Supervisor II, for the Parks, Recreation and Facilities Department.

Reference was made to the change in seasonal banners on Bellaire Boulevard and Bissonnet Street, and a reminder was given that the City's July Fourth Parade and Festival would be held on July 4, 2018, from 9:30 a.m. until 1:00 p.m. at Bellaire Town Square.

Upcoming events included an announcement of Receptionist Tillie Wiedemann's retirement ceremony, which was scheduled for June 29, 2018; and Fire Chief Darryl Anderson's City of Bellaire sponsored retirement ceremony was scheduled for July 6, 2018.

Future meetings of City Council, as well as agenda items to be considered during those meetings, were briefly reviewed.

Kudos were given to the Finance Department regarding their submittal of the current budget document, which received a Certificate of Recognition of Budget Preparation award from the Government Finance Officers Association.

Words of appreciation were given to the Bellaire Business Association for hosting a lovely event to celebrate Fire Chief Anderson's retirement.

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

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

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

Director, and **Lou Waters, Evelyn's Park Conservancy Board Vice President**, jointly presented the second quarterly report for Evelyn's Park.

An overview of the status of the priorities set in the first quarterly report were reviewed by **Board President and Interim Executive Director King-Ritter**.

Successful recurring events, such as Market in the Park, Cars in the Park, and Art in the Park, resulted in an increase in marketing. As a result, offers of corporate sponsorship had been made. Another successful event, Touch a Truck, was a partnership of the Conservancy and the City.

Board President and Interim Executive Director King-Ritter announced that the Evelyn's Park Event Center has been named by Houstonia Magazine as one of the three best venues for events.

Two of the Evelyn's Park personnel, Maggie Boylston and Stephanie Goldfield, left for less weekend hours and full-time employment, respectively. To manage the turnover, Board President and Interim Executive Director King-Ritter noted that Event Elementz had been hired to serve as the Evelyn's Park event management team. Processes and procedures were seamless through the transition.

Board Vice President Lou Waters presented the financial report for the park. Operating revenue (i.e., café revenue, event center activities, and vendor fees) was noted to total \$50,000 for the quarter and donations and public support totaled \$25,000.

With respect to expenditures, Board Vice President Waters indicated that expenses were broken into two categories as follows: (1) expenses related to ongoing construction, repairs, and warranty items; and (2) operating expenditures. Board Vice President Waters advised that Evelyn's Park did operate at a loss for the quarter because of the one-time construction items, but the Conservancy covered its regular operating costs and then some.

Board Vice President Waters advised that the Conservancy and the City were working extremely well together on finishing things related to the construction project. He stated that the contractor had been uncooperative and left many things unfinished that the Conservancy and the City were having to cover. The most notable unfinished project item was the fountain. The fountain was reworked by the Conservancy at a cost of \$56,000. Less visible, but just as large of an issue, was the HVAC installation in the event center and café, which had significant issues. The Conservancy and City are working with the City Attorney on the legal process to recoup such costs from the contractor.

Ongoing items included electrical circuit upgrades for food trucks; installation of a water fountain and bottle filler; drainage and soil fill improvements; and the addition of shade structures.

Reference was made to the solar energy generated by the panels installed on buildings in the park and the proposed addition of three cisterns along the building on the Newcastle Street side to capture water off the roof and reuse for irrigation. The size of the cisterns was noted to be 8 feet in diameter and 11 feet tall. It was also noted that Green Mountain Energy offered to help with the sustainability project. The proposed cisterns would be presented to the City for approval at a later date.

In closing, Board Vice President Waters reported that the first “outdoor living room” was about to be constructed with a \$250,000 donation. The “outdoor living room” would have seating areas located along oak alley east of the café and west of the great lawn. The project was part of the park’s ongoing donor recognition program.

Mayor Friedberg opened the floor for questions from the City Council. Following questions, Mayor Friedberg thanked Board President and Interim Executive Director Patricia King-Ritter and Board Vice President Lou Waters for their report.

I. New Business:

1. Consent Agenda:

a. Approval of Minutes:

Consideration of and possible action on the adoption of the minutes of the City Council of the City of Bellaire, Texas, for the following sessions: Regular Session held on Monday, June 4, 2018; Special Session (Board and Commission Interviews) held on Thursday, June 7, 2018; Special Session (Board and Commission Interviews) held on Monday, June 11, 2018; and Special Session (Board and Commission Interviews) held on Tuesday, June 12, 2018 - Submitted by Tracy L. Dutton, City Clerk.

- i. Mayor and Council - Regular Session - Jun 4, 2018 7:00 PM
- ii. Mayor and Council - Special Session (Board and Commission Interviews) - Jun 7, 2018 7:00 PM
- iii. Mayor and Council - Special Session (Board and Commission Interviews) - Jun 11, 2018 6:00 PM
- iv. Mayor and Council - Special Session (Board and Commission Interviews) - Jun 12, 2018 6:00 PM

b. Temporary Code Suspension (Curfew):

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, temporarily suspending the application of Chapter 27, Streets, Sidewalks and Public Places, Article V, Public Parks, Section 27-95, Curfew Imposed, Subsection (a), of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of allowing the Bellaire High School Softball Boosters to host their annual BBQ Fundraiser in the parking lot of Feld Park, 6406 Avenue B, Bellaire, Texas 77401, on Thursday, August 30, 2018, and Friday, August 31, 2018 - Submitted by Karl Miller, Director of Parks, Recreation and Facilities.

Mayor Friedberg read the agenda captions for the items on the Consent Agenda. He inquired as to whether any member of City Council wished to remove any of the items on the Consent Agenda for separate consideration. Hearing none, Mayor Friedberg entertained a motion to adopt the Consent Agenda dated June 18, 2018.

Motion:

Minutes Acceptance: Minutes of Jun 18, 2018 6:45 PM (Approval of Minutes:)

To adopt the Consent Agenda dated June 18, 2018.

{Moved by Gus E. Pappas, Mayor Pro Tem, and seconded by Neil Verma, Council Member}

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

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, granting an amendment to Specific Use Permit S-89 to the Houston Independent School District (HISD) to allow for the temporary use of an elementary school by HISD on property owned by HISD and more commonly known as the Gordon Elementary School/Mandarin Chinese Language Immersion Magnet School site, 6300 Avenue B, Bellaire, Texas, in the R-3 Residential Zoning District, until the new Kolter Elementary School campus is complete and students are able to occupy the new Kolter Elementary School - Submitted by ChaVonne Sampson, Director of Development Services.

Mayor Friedberg read the agenda caption and introduced ChaVonne Sampson, Director of Development Services, to provide a brief overview of the application.

ChaVonne Sampson, Director of Development Services, advised that the agenda item represented an amendment to the specific use permit granted to the Houston Independent School District (HISD) for the Gordon Elementary School site. The original specific use permit would remain in place. The action this evening, if approved, would provide for an amendment to allow Kolter Elementary School to use the Gordon Elementary School site temporarily until a new Kolter Elementary School could be constructed.

Several public comments were received during the public hearing regarding traffic in the area, as well as written comments also related to traffic concerns. Director Sampson advised that HISD did submit a revised traffic analysis, which contained a few recommendations. Director Sampson advised that a Development Review Committee consisting of staff from the Fire, Police, Public Works, and Development Services departments, reviewed the traffic analysis and did not find that the temporary use would be a burden to any public facilities. Staff would continue to act to address concerns, whether traffic-related or otherwise, and would continue to observe traffic impacts.

In closing, Director Sampson advised that the Development Review Committee agreed with the recommendation from the Planning and Zoning Commission that a condition be added that the charter buses were to remain in place for the duration that the school was there for peak drop-off and pickup.

Motion:

To adopt the ordinance as presented granting an amendment to Specific Use Permit S-89 to HISD to allow the continued temporary use of the former Gordon Elementary/Mandarin Chinese School property to house Kolter Elementary School while its campus is being rebuilt.

{Moved by Trisha S. Pollard, Council Member, and seconded by Pat B. McLaughlan, Council Member}

Mayor Friedberg opened the floor for questions and deliberation. Following questions and deliberation, Mayor Friedberg offered an amendment to the motion.

Amendment (No. 1):

To formally include as an additional condition that "buses shall not queue on Avenue B earlier than 15 minutes prior to school dismissal times."

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

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Andrew S. Friedberg, Mayor
SECONDEES:	Trisha S. Pollard and Michael Fife, Council Members
AYES:	Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife
NAYS:	None
ABSENT:	Montague

Mayor Friedberg opened the floor for deliberation on the underlying motion, as amended. Following deliberation, Mayor Friedberg referenced a scrivener's error at condition a) in the proposed ordinance which erroneously referred to the address as "6200 Avenue B." He inquired as to whether there was any objection to changing the scrivener's error to "6300 Avenue B." Hearing no objection, **Mayor Friedberg restated the motion as follows:**

To adopt the proposed ordinance granting an amendment to Specific Use Permit S-89 to HISD to allow the continued temporary use of the former Gordon Elementary/Mandarin Chinese School property to house Kolter Elementary School while its campus is being rebuilt, as amended to include as condition b) that buses shall not queue on Avenue B earlier than 15 minutes prior to school dismissal times and correcting a minor scrivener's error as noted.

Action was taken by the City Council on the motion, as amended.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Trisha S. Pollard, Council Member
SECONDER:	Pat B. McLaughlan, Council Member
AYES:	Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife
ABSENT:	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 and the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Master Equity Lease Agreement and Addendum with Enterprise FM Trust, a Maintenance Agreement with Enterprise Fleet Management, and any other documents necessary to effectuate such agreements for the leasing and maintenance of City vehicles - Submitted by Diane K. White, Assistant City Manager.

Mayor Friedberg read the next two agenda items by caption and introduced Diane K. White, Assistant City Manager, to provide an overview of the agenda items.

Diane K. White, Assistant City Manager (ACM), provided a little history on the agenda items. She advised that during the 2017 City Council Budget Workshop, staff introduced an internal service assignment to analyze how Bellaire managed its citywide fleet. The project was assigned to the City's internal Fleet Team. The Fleet Team spent many hours researching and vetting options and providers.

ACM White introduced the members of the Fleet Team and advised that the team's goal was to provide the City with a comprehensive fleet management program to address all fleet needs, provide a safe and reliable fleet, create efficiency, and reduce the overall cost of ownership.

ACM White stated that the first item for City Council consideration consisted of a Master Equity Lease Agreement to begin leasing two vehicles from Enterprise Fleet Management with the required maintenance agreement attached.

The second item consisted of a maintenance program for all City light-duty vehicles, with access to a fleet management software online portal to assist with managing the City's fleet in one area and was only valid if the first item was approved.

It was noted that heavy-duty vehicles would not be covered by the agreements. Examples of heavy-duty vehicles included garbage trucks, limb loaders, fire trucks, pumpers, ambulances, and dump trucks.

ACM White also noted that the City's core service was not fleet management. The City did not have dedicated resources, facilities, and/or personnel to meet the goal previously described. Turnkey fleet management included registering, titling, insurance, procurement, maintenance, and surplus.

The five-year forecast presented to City Council in the 2018 Budget Workshop shows the need to reduce expenditures over the next few years. The City also needed to find ways to optimize the City's cash flow in all areas. The agreements before City Council would allow for the leasing of light-duty vehicles without a large sum of cash upfront.

In closing, ACM White introduced members of Enterprise Fleet Management who were present and available to answer questions.

A scrivener's error was noted by ACM White. She advised that pages 393 and 394 in the packet, which was a document titled "Amendment to Maintenance Agreement," was supposed to go with Exhibit B, item I(2)(b) (i.e., part of the Master Lease Equity Agreement).

Mayor Friedberg opened the floor for questions of ACM White and/or the representatives from Enterprise Fleet Management. Following questions and prior to deliberation, Mayor Friedberg entertained a motion to adopt the ordinance as presented authorizing a Master Equity Lease Agreement and Addendum with Enterprise FM Trust, a Maintenance Agreement with Enterprise Fleet Management, and any other documents necessary to effectuate such agreements for the leasing and maintenance of City vehicles.

Motion:

To adopt the ordinance as presented authorizing a Master Equity Lease Agreement and Addendum with Enterprise FM Trust, a Maintenance Agreement with Enterprise Fleet Management, and any other documents necessary to effectuate such agreements for the leasing and maintenance of City vehicles.

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

Mayor Friedberg opened the floor for further questions and deliberation. Reference was made by the Mayor to a scrivener's error in which the word "addendum" should be changed to "amendment" in the ordinance and accompanying documents. No objections were made to making the necessary corrections. Hearing no further questions or deliberation, action was taken on the motion.

RESULT:	ADOPTED AS CORRECTED [UNANIMOUS]
MOVER:	Neil Verma, Council Member
SECONDER:	Michael Fife, Council Member
AYES:	Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife
NAYS:	None
ABSENT:	Montague

- c. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the City Manager and the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Maintenance Management and Fleet Rental Agreement and Addendum with Enterprise Fleet Management, and any other documents necessary to effectuate such agreement, for the maintenance of City vehicles - Submitted by Diane K. White, Assistant City Manager.

Having already discussed and had questions answered concerning item I(2)(c) with item

I(2)(b), **Mayor Friedberg** entertained a motion to adopt the ordinance as presented authorizing a Maintenance Management and Fleet Rental Agreement and Amendment with Enterprise Fleet Management and any other documents necessary to effectuate such agreement for the maintenance of City vehicles.

Motion:

To adopt the ordinance as presented authorizing a Maintenance Management and Fleet Rental Agreement and Amendment with Enterprise Fleet Management and any other documents necessary to effectuate such agreement for the maintenance of City vehicles.

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

Mayor Friedberg noted the same scrivener's error as before ("addendum" should be changed to "amendment" in the ordinance and accompanying documents). There was no objection to making the necessary corrections and no further questions or deliberation.

RESULT:	ADOPTED AS CORRECTED [UNANIMOUS]
MOVER:	Neil Verma, Council Member
SECONDER:	Michael Fife, Council Member
AYES:	Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife
NAYS:	None
ABSENT:	Montague

Mayor Friedberg asked if there was any objection to suspending the rules to take up the items for individual consideration before making board and commission appointments. Hearing no objection, by general consent the rules were suspended and City Council moved to item I(3)(a).

- d. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing four (4) members to the Board of Adjustment of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2018, and ending on June 30, 2020 - Submitted by Tracy L. Dutton, City Clerk.

Note: The City Council considered agenda items I(3)(a) and I(3)(b) at this point in the meeting.

Mayor Friedberg recognized all this year's very impressive candidates and thanked them for their interest in serving the City. He also recognized the City Clerk for her work on the process and the Council Committee, consisting of Council Members Trisha S. Pollard, Michael Fife, and David R. Montague, for their efforts, leadership, and improvements to the application process.

Mayor Friedberg introduced the agenda item before the City Council and advised that there were currently four (4) openings on the Board of Adjustment of the City of

Bellaire, Texas (BOA).

Ballots were distributed to members of the City Council for purposes of selecting four (4) applicants to fill the openings on the BOA for terms commencing on July 1, 2018, and ending on June 30, 2020.

The ballots were tallied by the City Clerk and the results read into the record by Mayor Friedberg as follows:

James P. Avioli, Sr., received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife);

Lilly F. Gilmer received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife);

Debbie Karakowsky received five (5) votes (Friedberg, Verma, Pollard, McLaughlan, Fife);

Pam Nelson received one (1) vote (Pappas); and

Cindy Preble received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife).

Mayor Friedberg announced that James P. Avioli, Sr., Lilly F. Gilmer, Debbie Karakowsky, and Cindy Preble had received the requisite number of votes for appointment, and entertained a motion to adopt an ordinance in the form presented appointing the selected applicants to the BOA.

Motion:

To adopt an ordinance in the form presented appointing to the Board of Adjustment: Candidates James P. Avioli, Sr., Lilly F. Gilmer, Debbie Karakowsky, and Cindy Preble.

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

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

- e. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing four (4) members to the Building and Standards Commission of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2018, and ending on June 30, 2020 - Submitted by Tracy L. Dutton, City Clerk.

Mayor Friedberg introduced the agenda item before the City Council and advised that there were currently four (4) openings on the Building and Standards Commission of the City of Bellaire, Texas (BSC).

Ballots were distributed to members of the City Council for purposes of selecting four (4) applicants to fill the openings on the BSC for terms commencing on July 1, 2018, and ending on June 30, 2020. Prior to making their selections, members of City Council discussed their reasoning for their support of one candidate or another.

The ballots were tallied by the City Clerk and the results read into the record by Mayor Friedberg as follows:

Paul Coselli received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife);

Lee Hampton received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife);

Felix Rhymes received (1) vote (Friedberg);

Danny Spencer received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife); and

George Williams received five (5) votes (Pappas, Verma, Pollard, McLaughlan, Fife).

Mayor Friedberg announced that Paul Coselli, Lee Hampton, Danny Spencer, and George Williams had received the requisite number of votes for appointment, and entertained a motion to adopt an ordinance in the form presented appointing the selected applicants to the BSC.

Motion:

To adopt an ordinance in the form presented appointing to the Building and Standards Commission: Candidates Paul Coselli, Lee Hampton, Danny Spencer, and George Williams.

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gus E. Pappas, Mayor Pro Tem
SECONDER:	Trisha S. Pollard, Council Member
AYES:	Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife
ABSENT:	Montague

- f. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing four (4) members to the Cultural Arts Board of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2018, and ending on June 30, 2020 - Submitted by Tracy L. Dutton, City Clerk.

Mayor Friedberg introduced the agenda item before the City Council and advised that there were currently four (4) openings on the Cultural Arts Board of the City of Bellaire, Texas (CAB).

Ballots were distributed to members of the City Council for purposes of selecting four (4) applicants to fill the openings on the CAB for terms commencing on July 1, 2018, and ending on June 30, 2020. Prior to making their selections, members of City Council discussed their reasoning for their support of one candidate or another.

The ballots were tallied by the City Clerk and the results read into the record by Mayor Friedberg as follows:

Sneha Bhavsar received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife);

Sonu Mathew received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife);

Diane Roberts received one (1) vote (McLaughlan);

Deborah G. Roylance received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife); and

Diana J. Sanders received five (5) votes (Friedberg, Pappas, Verma, Pollard, Fife).

Mayor Friedberg announced that Sneha Bhavsar, Sonu Mathew, Deborah G. Roylance, and Diana J. Sanders had received the requisite number of votes for appointment, and entertained a motion to adopt an ordinance in the form presented appointing the selected applicants to the CAB.

Motion:

To adopt an ordinance in the form presented appointing to the Cultural Arts Board: Candidates Sneha Bhavsar, Sonu Mathew, Deborah G. Roylance, and Diana J. Sanders.

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

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

- g. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing three (3) members to the Environmental and Sustainability Board of the City of Bellaire, Texas, (ESB) for a term of two (2) years commencing on July 1, 2018, and ending June 30, 2020, and appointing one (1) member to the ESB to fill a partial term commencing on July 1, 2018, and ending on June 30, 2019 - Submitted by Tracy L. Dutton, City Clerk.

Mayor Friedberg introduced the agenda item before the City Council and advised that there were currently three (3) openings for two-year terms on the Environmental and Sustainability Board of the City of Bellaire, Texas (ESB) and one (1) opening for a partial

unexpired term of one year. Because the terms were not equal, Mayor Friedberg suggested considering them separately.

Ballots were distributed to members of the City Council for purposes of selecting three (3) applicants to fill the openings on the ESB for terms commencing on July 1, 2018, and ending on June 30, 2020. Prior to making their selections, members of City Council discussed their reasoning for their support of one candidate or another.

The ballots were tallied by the City Clerk and the results read into the record by Mayor Friedberg as follows:

Ayobamidele Bello received five (5) votes (Friedberg, Pappas, Verma, McLaughlan, Fife);

Mandeep Birring received four (4) votes (Verma, Pollard, Fife, McLaughlan);

James H. Burrough, Jr., received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife); and

Dilnaz Lateef received three (3) votes (Friedberg, Pappas, Pollard).

Mayor Friedberg announced that Ayobamidele Bello, Mandeep Birring, and James H. Burrough, Jr., had received the requisite number of votes for a two-year appointment to the ESB.

For procedural efficiency, Mayor Friedberg asked if there was any objection to appointing Dilnaz Lateef by acclamation for the one-year term. No objections were raised.

Mayor Friedberg entertained a motion to adopt the ordinance in the form presented appointing to the ESB: Dilnaz Lateef to fill the unexpired term ending June 30, 2019, and Candidates Bello, Birring, and Burrough to fill full-terms expiring June 30, 2020.

Motion:

To adopt an ordinance in the form presented appointing to the Environmental and Sustainability Board: Candidate Dilnaz Lateef to fill an unexpired term ending June 30, 2019, and Candidates Ayobamidele Bello, Mandeep Birring, and James H. Burrough, Jr., to fill two-year terms ending on June 30, 2020.

{Moved by Michael Fife, Council Member, and seconded by Gus E. Pappas, Mayor Pro Tem}

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Fife, Council Member
SECONDER:	Gus E. Pappas, Mayor Pro Tem
AYES:	Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife
ABSENT:	Montague

- h. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, designating two (2) members to serve on the Evelyn's Park Conservancy Board as the City's representatives for a term of two (2) years commencing on July 1, 2018, and ending on June 30, 2020 - Submitted by Tracy L. Dutton, City Clerk.

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

Ballots were distributed to members of the City Council for purposes of selecting two (2) applicants to serve as the City's representatives to the EPCB for a two-year term commencing on July 1, 2018, and ending on June 30, 2020. Prior to making their selections, members of City Council discussed their reasoning for their support of one candidate or another.

The ballots were tallied by the City Clerk and the results read into the record by Mayor Friedberg as follows:

Patricia King-Ritter received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife); and

Jerry I. Wische received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife).

Mayor Friedberg entertained a motion to adopt an ordinance in the form presented designating Patricia King-Ritter and Jerry I. Wische as the City's representatives to serve on the EPCB.

Motion:

To adopt an ordinance in the form presented designating Patricia King-Ritter and Jerry I. Wische as the City's representatives to serve on the EPCB.

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

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

- i. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing three (3) members to the L.I.F.E. Advisory Board of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2018, and ending on June 30, 2020 - Submitted by Tracy L. Dutton, City Clerk.

Mayor Friedberg introduced the agenda item and noted that three (3) applicants had applied for three (3) positions on the L.I.F.E. Advisory Board of the City of Bellaire, Texas. Mayor Friedberg stated that he anticipated, based on their interviews, that the City Council agreed with the applicants' qualifications.

Mayor Friedberg asked if there was any objection to the selection by acclamation of Barbara Davis, Ann Y. Kong, and Tillie Wiedemann to the L.I.F.E. Advisory Board. Hearing no objection, Mayor Friedberg declared the three (3) applicants selected by acclamation and entertained a motion to adopt an ordinance in the form presented appointing to the L.I.F.E. Advisory Board: Candidates Barbara Davis, Ann Y. Kong, and Tillie Wiedemann.

Motion:

To adopt an ordinance in the form presented appointing to the L.I.F.E. Advisory Board: Candidates Barbara Davis, Ann Y. Kong, and Tillie Wiedemann.

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

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

- j. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing three (3) members to the Parks and Recreation Advisory Board of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2018, and ending on June 30, 2020 - Submitted by Tracy L. Dutton, City Clerk.

Mayor Friedberg introduced the agenda item before the City Council and advised that there were currently three (3) openings on the Parks and Recreation Advisory Board of the City of Bellaire, Texas (PRAB).

Ballots were distributed to members of the City Council for purposes of selecting three (3) applicants to fill the openings on the PRAB for terms commencing on July 1, 2018, and ending on June 30, 2020. Prior to making their selections, members of City Council

discussed their reasoning for their support of one candidate or another.

The ballots were tallied by the City Clerk and the results read into the record by Mayor Friedberg as follows:

Lisa Lim received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife);

Julie McNee received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife); and

Sharon Veldman received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife).

Mayor Friedberg announced that Lisa Lim, Julie McNee, and Sharon Veldman had each received six votes and entertained a motion to adopt an ordinance in the form presented appointing the selected applicants to the PRAB.

Motion:

To adopt an ordinance in the form presented appointing to the Parks and Recreation Advisory Board: Candidates Lisa Lim, Julie McNee, and Sharon Veldman.

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

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

- k. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing four (4) members to the Planning and Zoning Commission of the City of Bellaire, Texas, for a term of two (2) years commencing on July 1, 2018, and ending on June 30, 2020 - Submitted by Tracy L. Dutton, City Clerk.

Mayor Friedberg introduced the agenda item before the City Council and advised that there were currently four (4) openings on the Planning and Zoning Commission of the City of Bellaire, Texas (PZC).

Ballots were distributed to members of the City Council for purposes of selecting four (4) applicants to fill the openings on the PZC for terms commencing on July 1, 2018, and ending on June 30, 2020.

The ballots were tallied by the City Clerk and the results read into the record by Mayor Friedberg as follows:

Michael D. Axelrad received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife);

Mike Baker received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife);

Joe Burris received one (1) vote (McLaughlan);

John T. Klug received six (6) votes (Friedberg, Pappas, Verma, Pollard, McLaughlan, Fife); and

Pam Nelson received five (5) votes (Friedberg, Pappas, Verma, Pollard, Fife).

Mayor Friedberg announced that Michael D. Axelrad, Mike Baker, John T. Klug, and Pam Nelson had received the requisite number of votes for appointment to the PZC and entertained a motion to adopt an ordinance in the form presented appointing the selected applicants to the PZC.

Motion:

To adopt an ordinance in the form presented appointing to the Planning and Zoning Commission: Candidates Michael D. Axelrad, Mike Baker, John T. Klug, and Pam Nelson.

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

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

Mayor Friedberg noted that the City Council had earlier suspended their rules to take up the items for individual consideration ahead of the board and commission appointments. At this point in the meeting, City Council moved to item J.

3. Items for Individual Consideration:

- a. Consideration of and possible action to commence a periodic review of City of Bellaire boards and commissions pursuant to Section 2-92(b) of the Code of Ordinances - Submitted by Andrew S. Friedberg, Mayor.

Mayor Friedberg read the agenda caption, which he had submitted. As a matter of background, Mayor Friedberg indicated that he was researching the City Code recently for another purpose and came upon Section 2-92(b), which calls for a periodic review of the City's boards and commissions every five years. Set forth in the agenda statement was his proposed course of action to fulfill that requirement. In summary, his proposal was to direct Staff to include a discussion item on each board's/commission's agenda in July to get the members' input on the topics covered in Section 2-92(b), to be followed by a Council Workshop, the appointment of a Council Committee for further review including at least one public hearing with an opportunity for public input, followed by a

report from the Committee and consideration of and possible action on its recommendations, if any.

Mayor Friedberg opened the floor for questions and suggestions from the City Council.

Council Member Verma noted that the board to which he served as Council Liaison would likely have their organizational meeting in August as opposed to July due to quorum issues. It was noted that other boards, such as the Parks and Recreation Advisory Board, had to occasionally cancel their July meetings.

Mayor Friedberg, noting the suggestion by Council Member Verma to allow extra time for those boards unable to meet in July, asked if there was any objection to the proposed course of action as discussed, with the timeframe modified somewhat to take Council Member Verma's point into account. Hearing none, **by general consent the proposed plan of action was approved as discussed, including Council Member Verma's suggestion to accommodate those boards that might not meet in July.**

- b. Consideration of and possible action on the adoption of revised City Council Priorities for the City of Bellaire, Texas - Submitted by Paul A. Hofmann, City Manager, on behalf of the City Council.

Mayor Friedberg read the agenda caption and introduced the item. He stated that each year, City Council discussed their priorities document during their all-day budget planning workshop (held on May 3rd this year). Subsequently, City Staff routinely revised the document by attempting to capture the consensus of City Council as expressed during the budget planning workshop.

To begin deliberation, Mayor Friedberg entertained a motion to adopt the revised City Council Priorities as presented.

Motion:

To adopt the revised City Council Priorities as presented.

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

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

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

Note: At this point in the meeting, City Council returned to agenda item I(2)(d) and considered the remainder of the agenda in the order in which it was written.

J. Community Interest Items from the Mayor and Council.

Community interest items from the Mayor and Council included expressions of thanks to all of the impressive board and commission applicants for their interest in serving; expressions of congratulations to the applicants selected to serve on the boards and commissions; expressions of congratulations and appreciation to Fire Commander Deacon Tittel on his great presentation earlier in the evening at the City's Hurricane Preparedness Meeting and Open House; expressions of congratulations to the Finance Department on their budget award; and expressions of thanks to the Bellaire Business Association for sharing their 6th Anniversary celebration and combining that with a wonderful send-off for Fire Chief Anderson.

K. Adjourn.

Mayor Friedberg announced that the Regular Session of the City Council of the City of Bellaire, Texas, was adjourned at 9:46 p.m. on Monday, June 18, 2018.

Minutes Acceptance: Minutes of Jun 18, 2018 6:45 PM (Approval of Minutes:)

Mayor and Council

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



Meeting: 07/02/18 07:00 PM
Department: Parks, Recreation and Facilities
Category: Ordinance
Department Head: Karl Miller
DOC ID: 2581

SCHEDULED**INFORMATION ITEM (ID # 2581)**

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, temporarily suspending the application of Chapter 3, Alcoholic Beverages, Article I, In General, Section 3-3, Use prohibited in public parks and other public places, of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of allowing the consumption of beer and wine on the Great Lawn in Evelyn's Park during a concert to be held in Evelyn's Park, 4400 Bellaire Boulevard, Bellaire, Texas 77401, on Saturday, August 4, 2018, from 6:30 p.m. to 10:30 p.m. - Submitted by Karl Miller, Director of Parks, Recreation and Facilities.

Background/Summary:

The Evelyn's Park Conservancy (EPC) is requesting City Council's consideration to temporarily lift the restriction limiting the designated area where beer and wine is consumed in Evelyn's Park on Saturday August 4, 2018 from 6:30 p.m. until 10:30 p.m. for the purpose of allowing EPC to host a concert on the Great Lawn.

Park curfew in Evelyn's Park is 12:00 Midnight on Saturday evenings which should provide adequate time for event attendees to leave the park and for EPC to clean up the park after their event.

The Evelyn's Park Conservancy has been in communication with Police Chief Byron Holloway regarding this request. Patricia Ritter, President, of Evelyn's Park Conservancy will be available to answer any questions concerning their request.

Previous Council Action Summary:

On March 6, 2017, City Council suspended the beer and wine restriction for Dining with Fireflies which was held on Thursday, April 20, 2017.

Fiscal Impact:

None

City Attorney Review:

The City Attorney has reviewed and approved the proposed Ordinance

Recommendation:

It is the recommendation of Karl Miller, Director of Parks, Recreation and Facilities that the City Council of the City of Bellaire temporarily suspend Chapter 3, Alcoholic Beverages, Article 1, Section 3-3, Use Prohibited in Public Parks and Other Public Places from 6:30 p.m. to 10:30 p.m. on Saturday, August 4, 2018 permitting the consumption of beer and wine on the "great lawn" located in Evelyn's Park during a concert.

ATTACHMENTS:

- EPC_Letter August 4th Waiver v.1 (PDF)
- Suspending the Code for alcohol at Evelyn's Park - CC Meeting - 7-2-18 (00197761xD8318) (DOC)



EVELYN'S PARK

Conservancy

P.O. Box 459 | Bellaire, TX 77402

WWW.EVELYNSPARK.ORG

a 501(c)3 non-profit organization

June 20, 2018

Karl Miller
Director Parks and Rec
City of Bellaire

Dear Mr. Miller

The Insane's is a band that has played all over the world and this year is their year to play in Texas. They are a band that is made up of 5 individuals' and some of the band members live in our neighborhood. They are choosing Evelyn's Park as their venue and would like to play on the great lawn from 6:30PM-10:30PM. Which-ever you deem more appropriate. They would like their fans to be able to purchase wine and beer from the cafe to enjoy on the Great Lawn on Saturday, August 4th. The crowd is expected to be 100-150 max. We would like City Council to grant us the waiver to have wine and beer to be consumed on the great lawn of Evelyn's Park.

Thank you on behalf of our board and our city for your support.

Sincerely,

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

Attachment: EPC_Letter August 4th Waiver v.1 (2581 : Evelyn's Park- Request to Suspend the Alcohol Consumption Restriction)



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, TEMPORARILY SUSPENDING THE APPLICATION OF CHAPTER 3, ALCOHOLIC BEVERAGES, ARTICLE I, IN GENERAL, SECTION 3-3, USE PROHIBITED IN PUBLIC PARKS AND OTHER PUBLIC PLACES, OF THE CODE OF ORDINANCES OF THE CITY OF BELLAIRE, TEXAS, FOR THE PURPOSE OF ALLOWING THE USE AND CONSUMPTION OF BEER AND WINE ON THE GREAT LAWN IN EVELYN'S PARK DURING A CONCERT TO BE HELD IN EVELYN'S PARK, 4400 BELLAIRE BOULEVARD, BELLAIRE, TEXAS 77401, ON SATURDAY, AUGUST 4, 2018, FROM 6:30 P.M. TO 10:30 P.M.

WHEREAS, the use and consumption of beer and wine 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 June 20, 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 beer and wine purchased at the Cafe in Evelyn's Park for a concert hosted by the Evelyn's Park Conservancy in Evelyn's Park on August 4, 2018, from 6:30 PM to 10:30 PM to allow for beer and wine purchased at the Café in Evelyn's Park to be used and consumed within the "great lawn" in Evelyn's 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 raise funds for Evelyn's Park; 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 and improve 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 a concert, hosted by the Evelyn's Park Conservancy on Saturday, August 4, 2018 at Evelyn's Park, said suspension to commence at 6:30 PM and end at 10:30 PM.
3. The temporary suspension provided for in paragraph 2 above is only applicable to beer and wine purchased at the Café in Evelyn's Park to be used and consumed within the perimeter of Evelyn's Park and subject to and contingent upon the City Manager's approval of the date of the event and compliance with the requirements of Section 3-5 of the Bellaire Code of Ordinances relating to the permit procedures for the use and consumption of alcoholic beverages in City-Owned public places.
4. This Ordinance shall be effective immediately upon its passage and adoption.

PASSED, APPROVED and ADOPTED this, the 2nd day of July, 2018.

(SEAL)

ATTEST:

SIGNED:

Tracy L. Dutton, TRMC
City Clerk

Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

Mayor and Council

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



Meeting: 07/02/18 07:00 PM
Department: Public Works
Category: Agreement
Department Head: Michael Leech
DOC ID: 2531

SCHEDULED**ORDINANCE (ID # 2531)**

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the City Manager and the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, a Standard Form of Agreement with Reliance Construction, Inc., for any and all labor, material, transportation, tools, supplies, equipment and appurtenances associated with On-Call Water and Wastewater Utility Repair Services in an amount not to exceed \$350,000 - Submitted by Michael Leech, Director of Public Works.

Background/Summary:

The April 20, 2015 Wastewater Collection and Water Distribution Systems Report provided by the City Engineer identified the need for additional investment in the City's water and wastewater infrastructure to maximize its useful life. The primary reason cited for this need was that portions of the City's utility infrastructure is reaching the end of its useful life.

Water distribution system and wastewater collection system repairs are traditionally thought of as broken water lines which leak and are readily visible or broken sanitary sewer lines which cause sewage backups. Most of these types of small system issues are addressed by the Public Works Utilities Team.

Larger infrastructure replacement projects are conducted through the Bonds for Better Bellaire 2016 (BBB16) program. For example, the contractor for BBB16 Group A phase 1 is completing a water line replacement project along Mayfair Street and recently completed a similar project along Grand Lake.

The purpose of the program we are asking for approval of tonight is to fill the gap between the issues readily handled by Public Works personnel and the bond program contractors. There are a variety of utility infrastructure issues throughout the community which require attention but are difficult to address by Public Works and are not scheduled to be addressed by the bond program soon. These issues include but are not limited to:

- Deteriorating sanitary sewer manholes
- Miss-aligned / sagging sanitary sewer lines
- Deep and large diameter water line slow leaks

The types of small to medium sized infrastructure replacement projects the contractor will be asked to perform will improve system functionality and reliability. They will also extend the useable life of the subject infrastructure component for more than 20 years.

On February 8, 2018 one proposal was received for the CSP No. 18-004, On-Call Water and Wastewater Utility Repair Services. Since multiple proposals are necessary to determine the best value and only one proposal was received, City Council approved the recommendation of the Public Works Director to reject the single proposal.

Proposals were again solicited without any changes to the bid documents and assigned CSP No. 18-008, On-Call Water and Wastewater Utility Repair Services. This proposal was uploaded to CIVCAST, an on-

line construction bidding tool, to receive more proposals. On May 24, 2018, two proposals were received and opened. Through the proposal review process, references were checked and discussions held with the contractor. The Public Work Department is confident that the recommended contractor will fulfill the terms of this contract in a satisfactory manner. The recommended contractor in this case also submitted the lowest unit costs for this project. Reliance Construction, is the recommended contractor for this work.

Previous Council Action Summary:

On March 19, 2018 the City Council approved the recommendation of the Public Works Director to reject the single proposal.

Fiscal Impact:

Funding for this work will be sourced from savings realized through the bid process for BBB16 Group A phase 1. The BBB16 Group A phase 1 project was estimated to cost nearly \$1,000,000 more than the lowest qualified bid awarded by the City Council to the contractor. Stated more directly, the bids came in much lower than anticipated. \$350,000 of the approximately \$1,000,000 in savings will be used to fund this project: On-Call Water and Wastewater Utility Repair Services

City Attorney Approval:

Yes

Recommendation:

The Public Works Department recommends City Council approval to award Reliance Construction for On-Call Water and Wastewater Utility Repair Services not to exceed \$350,000.

ATTACHMENTS:

- _CSP No. 18-008 Bid Tabulation Sheet On-Call Water and Wastewater Utility Repair Services (PDF)
- On-Call Water-Wastewater Ordinance - CC 7-2-18 Meeting (00197760xD8318)..._ (DOCX)
- _Standard Form of Agreement - Paving - RELIANCE CONSTRUCTION INC (DOC)
- _CSP No. 18-008 On-Call Water and Wastewater Utility Repair Services Bid Package (PDF)

City of Bellaire

Preliminary Proposal Tabulation Sheet

CSP No: 18-008
CSP Title: On-Call Water and Wastewater Utility Repair Services
Department: Public Works
Deadline for Receipt: May 24, 2018 @ 10:00 a.m.

Bidder/Address	Date/Time Delivery Method	Normal Business Hr. Rate	Outside Business Hr. Rate	Response Time Service Calls Normal Hrs.	Response Time Emergency Normal Hrs.	Response Time Emergency O/S Bus. Hrs.	% Markup for Equipment and Materials	Maximum % Increase per Renewal Yr.
T Construction, L.L.C. 12601 McNair Street Houston, TX 77015	5/24/2018 9:48 a.m. By Hand	S: \$78.00 EO: \$68.00 L: \$36.00	S: \$110.00 EO: \$99.00 L: \$49.00	4	2	3	20	15
Reliance Construction 4302 Alameda-Genoa Road Houston, TX 77048	5/24/2018 9:53 a.m. By Hand	S: \$86.58 EO: \$33.87 L: \$26.93	S: \$108.22 EO: \$50.81 L: \$40.39	1	1	4	14	4
		S: EO: L:	S: EO: L:					
		S: EO: L:	S: EO: L:					

City of Bellaire

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 RELIANCE CONSTRUCTION, INC., IN A FORM AS ATTACHED HERETO AND MARKED EXHIBIT "A," FOR THE PROVISION OF ANY AND ALL LABOR, MATERIAL, TRANSPORTATION, TOOLS, SUPPLIES, EQUIPMENT AND APPURTENANCES ASSOCIATED WITH THE ON-CALL WATER AND WASTEWATER UTILITY REPAIR SERVICES NOT TO EXCEED \$350,000.

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 Reliance Construction, Inc., in a form as attached hereto and marked Exhibit "A," for the provision of any and all labor, material, transportation, tools, supplies, equipment and appurtenances associated with the On-Call Water and Wastewater Utility Repair Services not to exceed \$350,000.

PASSED and **APPROVED** this 2nd day of July, 2018.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Andrew Friedberg
Mayor

APPROVED AS TO FORM

Alan P. Petrov
City Attorney

STANDARD FORM OF AGREEMENT

STATE OF TEXAS §
 §
 COUNTY OF HARRIS §

This **AGREEMENT** is made and entered into this 2nd day of July, 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 **RELIANCE CONSTRUCTION, INC.**, a corporation duly incorporated in the County of _____ and State of _____, hereinafter referred to as "**CONTRACTOR**."

WITNESSETH:

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

On - Call Water and Wastewater Utility Repair Services
 In an amount not to exceed \$350,000.

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

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

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

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 July 2, 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

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.

RELIANCE CONSTRUCTION, INC.

Printed Name:

Title:

Witness:

Printed Name:

Title:

City of Bellaire

Public Works Department
Waste and Wastewater Operations Division

Request for Competitive Sealed Proposals (CSP)
For On-Call Water and Wastewater Utility Repair Services
CSP No. 18-008

Due Date: Thursday, May 24, 2018 by 10:00 AM

Issued By:

City of Bellaire

Public Works Department
4440 Edith Street | Bellaire, Texas 77401

City of Bellaire

BELLAIRE, TEXAS

NOTICE REQUESTING PROPOSALS FOR ON-CALL WATER AND WASTEWATER UTILITY REPAIR SERVICES

Prospective Contractors (CONTRACTORS, PROPOSERS or VENDORS) are hereby notified that the City of Bellaire Public Works Department located in Bellaire, Texas (CITY) will receive sealed proposals for **ON-CALL WATER AND WASTEWATER UTILITY REPAIR SERVICES**. The successful CONTRACTOR(S) shall furnish all labor, material, transportation, tools, supplies, equipment, and appurtenances, unless specifically excepted, for the satisfactory completion of On-Call Water and Wastewater Utility Repair Services. Services will be assigned on a project-by-project basis.

Parties interested in submitting a proposal to provide services may find the required information within this document and on our website at <http://bellairetx.gov/bids>.

A pre-submittal meeting is scheduled for Thursday, May 17, 2018 at 10:00 AM. in the Council Chamber located in Bellaire City Hall, 7008 South Rice Avenue, Bellaire Texas 77401. Attendance is not mandatory; however, all vendors should attend in order to have a better understanding of the requirements and the expectations.

Such proposals must be received by 10:00 AM on Thursday, May 24, 2018, at City Hall located at: 7008 South Rice Avenue Bellaire, TX 77401, at which time and place such proposals will be publicly opened.

If you have any questions regarding this Competitive Sealed Proposal (CSP), is in doubt as to the true meaning of any part of these documents, or finds discrepancies in, or omissions from, them, please contact Michael Leech at mleech@bellairetx.gov include **"City of Bellaire CSP No. 18-008"** in the subject heading of the e-mail. Please allow one (1) business day for a response before following up and all responses will be made in full within three (3) business days.

SECTION I GENERAL OVERVIEW

A. PURPOSE

The City of Bellaire's Department of Public Works is issuing this Competitive Sealed Proposal (CSP) to solicit services from all interested, qualified and licensed vendors who specialize in water and wastewater utility repair services. The successful vendor must employ appropriately TCEQ certified personnel licensed by the State of Texas for the duration of this contract and shall provide all equipment, materials and labor for such services for the maintenance and repair of various water and wastewater infrastructure items located throughout the City of Bellaire. The contract would have the option for four (4) additional one (1) year renewal terms. The City of Bellaire does not guarantee a minimum value for this contract. Specifications are detailed under Section II.

B. INFORMATION TO VENDORS

1. CSP TIMETABLE

The anticipated timetable for this CSP is as follows:

CSP Released	Tuesday, May 1, 2018
Pre-Submittal Meeting (Non-Mandatory)	Thursday, May 17, 2018 at 10:00 AM, CST
Submittal deadline	Thursday, May 24, 2018 at 10:00 AM, CST
Interviews	To be scheduled if needed
Tentative Award Date	Monday, June 18, 2018 at 7:00 PM, CST

A pre-submittal meeting is scheduled for Thursday, May 17, 2018 at 10:00 AM. in the Council Chamber located in Bellaire City Hall, 7008 South Rice Ave, Bellaire Texas 77401. Attendance is not mandatory; however, all vendors should attend in order to have a better understanding of the requirements and the expectations.

2. CSP SUBMISSION

Interested parties wishing to submit a proposal must submit one (1) original and three (3) copies of the attached forms with proof of insurance, current W-9, completed Conflict of Interest Questionnaire and a copy of their license to do business in the State of Texas. All submittals must contain pages 15-22. Additional information related to submittals is acceptable.

The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

Submittals must be delivered to the Receptionist at Bellaire City Hall located at 7008 South Rice Avenue, Bellaire, Texas 77401 no later than 10:00 AM CST on Thursday, May 24, 2018.

Submittals shall be addressed:

"DO NOT OPEN IN MAIL ROOM"
CSP No. 18-008 Enclosed
On-Call Water and Wastewater Utility Repair Services

Submittals shall be delivered in a sealed envelope.

Vendors that are not interested in providing a proposal for this service but would like to be considered for future projects should provide the necessary contact information on the attached form and write "No Proposal" and the City of Bellaire will make you aware of future opportunities.

All proposals will be publicly opened and the names of all contractors submitting proposals and the amounts of their proposal to provide services will be read aloud following the 10:00 AM submittal deadline on Thursday, May 24, 2018, in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

3. LATE SUBMITTAL AND LATE MODIFICATIONS

Any submittals and modifications received after the above date and time will be considered an "invalid proposal". Items postmarked prior to the date and time but not received by the deadline will be considered an "invalid proposal". The City of Bellaire assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

4. REJECTION OF PROPOSALS/CANCELLATION

The City of Bellaire reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of The City of Bellaire. The City reserves the right to cancel this CSP at any time.

5. MINIMUM CSP ACCEPTANCE PERIOD

Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

6. **NON-COLLUSION AFFIDAVIT**

By submitting a response to this CSP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a proposal, the vendor represents and warrants that no official or employee of the City of Bellaire has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

7. **TAXES**

The City of Bellaire is tax exempt. No sales tax will be charged on any products or services. The City of Bellaire cannot exempt any other person/vendor from applicable sales taxes that may be required of them in relations to this project. Selected vendor will be provided with the City of Bellaire's Sales and Use Tax Certificate of Exemption number upon request.

8. **VENDOR INFORMATION**

All submissions shall include a completed vendor information form, a current copy of the business license and a current W-9. Failure to provide this information could result in the disqualification of the vendor from submitting a proposal.

9. **INSURANCE**

The Contractor, at his own expense, shall procure, maintain and keep in force throughout the life of this Contract, and for one additional year, insurance as hereinafter specified. Such insurance shall be carried with an insurance company licensed to transact business in the State of Texas and shall cover all operations in connection with this Contract, whether performed by the Contractor or a subcontractor, or separate policies must be provided to the City of Bellaire covering the operation of each subcontractor. Subcontractors' insurance requirements are identical to the identified requirements in this document.

NOTE: Companies will be required to provide insurance documentation at the time of submittal. The selected company will be required to provide proof of insurance prior to the City of Bellaire entering into an agreement and receiving a Purchase Order.

No policy shall be written on a "claim made" form. The City shall be named as an additional insured on Contractor's Commercial General Liability, Automobile Liability and excess or Umbrella Liability policies. The City may waive the

additional insured requirement under the Commercial General Liability policy if the Contractor's Protective Liability policy with general aggregate limits of \$2,000,000.00, with \$1,000,000.00 per occurrence limit, is provided. The contractual liability coverage in the Commercial General Liability policy shall not be excluded.

The following insurance coverage's will be carried and certified:

- a. Workers Compensation Insurance and Employer's Liability Insurance. Workers Compensation Insurance shall be provided as required by state statute covering all employees, whether employed by the Contractor or any subcontractor on the job. The Employer's Liability Insurance shall have limits as follows:

Bodily injury by accident:	\$500,000 each accident
Bodily injury by disease:	\$500,000 policy limit
Bodily injury by disease:	\$500,000 each employee

It shall also be endorsed to waive the carrier's right of subrogation against the City.

- b. Commercial General Liability Insurance, which shall have the following limits:

General Aggregate Limit:	\$2,000,000.00
Products Completed Operations Aggregate Limit:	\$2,000,000.00
Personal and Advertising Injury Limit:	\$1,000,000.00
Each Occurrence Limit:	\$1,000,000.00
Fire Damage Limit:	\$50,000.00
Medical Expense Limit:	\$5,000.00

It shall be endorsed to waive the carrier's right of subrogation against the City. It shall also be endorsed to specify that the above limits apply separately to each location.

- c. Automobile Liability Insurance, which shall have the following limits:

Bodily Injury Per Person	\$250,000.00
Bodily Injury Per Accident	\$500,000.00
Property Damage	\$250,000.00

Or a policy providing combined single limits of \$750,000.00. It shall be endorsed to waive the carrier's right of subrogation against the City.

d. City, at its own discretion, may require any umbrella or excess limits liability policy.

In the event the Contractor should fail to provide insurance as herein required, or be subject to claim, demand or litigation growing out of or arising from a claim not contemplated herein, such failure on the part of the Contractor shall not serve to release or in any way discharge or shift the liability of the Contractor to the Professional or City. The Contractor does herein agree to indemnify and hold the Professional and City harmless from any and all claims growing out of or arising by reason of the circumstances herein enumerated, or any other claims or demands made by any person, growing out of or arising by reason of the work performed by the Contractor.

Certificate of Insurance: Before work on this Contract is commenced, the Contractor and each subcontractor shall submit to the City for approval, certificates of insurance covering each insurance policy carried and offered as evidence of compliance with the above insurance requirements, signed by an authorized representative of the insurance company, setting forth:

1. The name and address of the insured;
2. The location of the operations to which the insurance applies;
3. The name of the policy and type or types of insurance in force thereunder on the date borne by such certificate;
4. The expiration date of the policy and the limit or limits of liability thereunder on the date borne by such certificate;
5. A statement that the insurance of the type afforded by the policy applies to all of the operations of whatever character, which are undertaken by the insured during the performance of this Contract, provided such operations are required in the performance of the Contract;

A provision that the policy may be cancelled only by mailing written notice to the named insured at the address shown in the policy stating when, not less than fifteen (15) days thereafter, cancellation of such policy shall be effective, with a copy of such letter of intent to the City.

SECTION II GENERAL CONDITIONS

A. PURPOSE

The City of Bellaire's Department of Public Works is issuing this Competitive Sealed Proposals (CSP) to solicit services from all interested, qualified and licensed vendors who specialize in water and wastewater utility repair services. The successful vendor must employ appropriately TCEQ certified personnel licensed by the State of Texas for the duration of this contract and shall provide all equipment, materials and labor for such services for the maintenance and repair of various water and wastewater infrastructure items located throughout the City of Bellaire. The City of Bellaire does not guarantee a minimum value for this contract.

B. CONTRACT PERIOD

The initial term of a contract awarded as a result of this CSP shall be for one year beginning on the date of the award. The contract may be renewed according to the terms stated herein for four (4) additional one (1) year periods by City Manager. It is understood that the submitted hourly rate proposals are to be honored over the term of the contract. A letter from the Contractor will be required for each renewal stating that the prices will be held. If the contract is extended, a onetime cost escalator at the time of each contract renewal of no more than the percentage increase specified in the Vendor's submittal will be permitted. A written request from the Vendor submitted sixty (60) days prior to the end of the original contract period will be required to consider any rate adjustments. Extension of the contract is subject to the availability of funding. The contract shall terminate absolutely and without further obligation at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the City of Bellaire under this contract. If, at any time, the City determines it is in its best interest to discontinue use of these services, the City reserves the right to cancel this Agreement by giving thirty (30) days advance written notice.

C. SCOPE OF WORK

Specifications

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the City of Bellaire, will be made part of this Agreement. Vendors interested in obtaining a contract with the City of Bellaire for providing On-Call water and Wastewater repair services shall develop a written proposal to include, but not be limited to, the following terms and conditions:

1. Provide all materials, equipment, and labor necessary for repairs and services for water and wastewater infrastructure as needed by the City of Bellaire. The successful bidder shall be expected to perform services on, **but not limited to**, the following types of infrastructure:
 - a. Manholes rehabilitation / construction
 - b. Sanitary Sewer Lines of various dimension and depth
 - c. Water lines of various dimension and depth
 - d. Water meters
 - e. Clean outs
 - f. Meter boxes
 - g. Taps
 - h. Service lines
2. Provide all materials, equipment, and labor necessary for restoration of repair sites as needed by the City of Bellaire. The successful bidder shall be expected to perform the following services, **but not limited to**:
 - a. Grading
 - b. Sodding
 - c. Hydro mulch
 - d. Concrete replacement (sidewalk – street paving)
 - e. Asphalt replacement
3. Provide all materials, equipment, and labor necessary for the following services:
 - a. Sanitary sewer cleaning services
 - b. CCTV services
 - c. Pipe bursting
 - d. CIPP
 - e. By pass pumping
 - f. Traffic Control
4. Vendor must have an established business with a minimum of three (3) years and/or proven experience leading up to the establishment of the business with hands-on experience in municipal water and wastewater utility servicing and repairs.
5. Delivery of Services:
 - a. **Vendor must be able to provide service twenty-four (24) hours a day, seven (7) days a week, three hundred sixty five (365) days a year, including holidays for the duration of the agreement.**

- b. The City of Bellaire expects the Vendor to give “priority” service to any call for repairs for the City. Water and Wastewater infrastructure in some cases is a matter of public safety; therefore reliable emergency response capabilities are critical. Vendor must commit to the following response times:
 - i. Under normal working conditions, no more than four (4) hours shall elapse from time of call to time of arrival.
 - ii. In the event of an **emergency**, the successful bidder shall have a crew at the designated site within one (1) hour of the call from the City of Bellaire.
 - iii. It is the responsibility of the Vendor to provide an up-to-date list of names and contact numbers of on-call personnel. The City will contact the Vendor by phone as emergencies occur, and will provide as much information as available about the emergency work assignment, including the location(s), type of work and site condition(s).
 - iv. Service will be performed in a variety of government locations throughout the City of Bellaire. All unique requirements and or regulations for each type of repair shall be strictly followed by the Vendor and the Vendor’s employees.
 - v. For purpose of pricing service calls, the City of Bellaire’s “normal business hours” are defined as being: 8:00 AM to 5:00 PM, Monday through Friday. All other calls outside these hours, including weekends and holidays will be considered “outside normal business hours.” For a complete listing of all City observed holidays visit www.bellairetx.gov.
- 6. Contractor shall designate one (1) person with the company to act as the point of contact for the City. The Contractor shall provide the City a cell phone number and email address for this person. Phone calls made by the City shall be returned by the Contractor within one (1) hour and emails shall be responded to within 24 hours. If a new person is assigned as point of contact for the City, the City shall be notified within 24 hours of the change.

Safety Measures

Vendor shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and

process of the work, all necessary safeguards for the protection of the workmen and public including traffic control and warning signs.

Scope of Services

A typical project will have the following scope of services:

1. Receive call from City staff indicating a problem requiring the Vendor.
2. Visit the project site with City staff and identify a preliminary scope of services.
3. Review any drawings, specifications, reports, etc. provided by City staff on the proposed project.
4. Develop and agree on a final scope of services.
5. Provide schedule and quote for labor, material and equipment. Submit to City staff for review and approval.
6. Obtain written approval from the City for implementation of the scope of services.
7. Perform all work necessary.
8. City staff will review all work prior to final sign off. Vendor is to address all identified deficiencies in the work.
9. Contractor to provide final documentation for all time and materials.

Pricing

1. Vendor must complete the Vendor's Financial Response Form.
2. Pricing shall remain as bid for the entire 12-month contract period.
3. Billable work will begin at time Vendor or their employee(s) arrive on job site.
4. The City of Bellaire will not pay for travel time to job site.
5. Provide percentage (%) markup cost to the City of Bellaire for parts and materials above Vendor's cost, if any. (Vendor will be required to provide invoice documentation of cost, when applicable.)
6. Vendor must specify when they intend to use a helper on the job site.
7. Vendor may only charge for a crane truck if one is required to be used in the completion of a job.

D. ADMINISTRATION

The project will be administered by the City of Bellaire with the Department of Public Works being the main point of contact for all questions during the term of the contract.

E. PROCEDURES AND MISCELLANEOUS ITEMS

1. All questions shall be submitted via email and shall be communicated in the form of an addendum if the scope specifications are to be affected and posted on the City's

website under the bid information. All firms responding to this CSP should check the website before responding to this CSP.

2. All respondents to this CSP shall indemnify and hold harmless the City of Bellaire, and any of their employees from all suits and claims alleged to be a result of this CSP. The issuance of this CSP constitutes only an invitation to present a proposal. The City of Bellaire reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this CSP. The City of Bellaire also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this CSP is withdrawn or the project canceled for any reason, the City of Bellaire shall have no liability to any respondent for any costs or expenses incurred in connection with this CSP or otherwise.
3. The CSP is subject to the provisions of the City of Bellaire Purchasing Policy and any revisions thereto, which are hereby incorporated into this CSP in their entirety except as amended or superseded herein. Failure to submit all the mandatory forms from this CSP package shall be just cause for the rejection of the qualification package. However, the City of Bellaire reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
4. City of Bellaire shall generate a purchase order to the successful vendor. The purchase order number must appear on all invoices. The City of Bellaire will not be responsible for any orders placed and/or delivered without a valid purchase order number. Payment will be made within 30 days after receiving an invoice and upon completion of services and once work performed has been accepted as being completed by the City of Bellaire.

Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however. In case of failure to deliver goods in accordance with the contract terms and conditions, the City of Bellaire, after due written notice, may procure substitute goods or services from other sources and hold the Vendor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the City of Bellaire may have.

All invoices shall be sent to: City of Bellaire, Attention: Accounts Payable, 7008 South Rice Ave, Bellaire Texas 77401.

All invoices submitted to the City for payment shall include:

- a. Location of job site
- b. Arrival and departure dates and times to the job site
- c. Detailed description of problem and its resolution
- d. List of personnel and equipment with rates

- e. List and quantities of parts used in repairs with prices prior to markup included

Failure to include this information on invoices may delay receipt of payment.

5. Any contract resulting from this CSP shall be governed in all respects by the laws of the State of Texas and any litigation with respect thereto shall be brought in the courts of the State of Texas. The Vendor shall comply with applicable federal, state, and local laws and regulations.
6. It is understood and agreed between the parties herein that the City of Bellaire shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
7. The selected service provider will ensure all employees are either wearing a company logo shirt or jacket, at all times while on City of Bellaire property. All employees on site must be employees of the selected company and no phase or aspect of the work may be done through sub-contractors without written permission from the City of Bellaire. It is further agreed that it is the intent of this Contract that all work must be done and all material must be furnished in accordance with the generally accepted practice for such materials furnished or work completed. All unsafe conditions will be reported to the City of Bellaire immediately and not put off until later in the day. The contractor is responsible for providing all personal protective equipment, ensuring the employee has been properly trained in how to use safety equipment and assure employee is utilizing proper personal protective equipment. The City of Bellaire reserves the right to cease all work that may be disruptive or considered to be unsafe.
8. Effective January 1, 2016, pursuant to Texas Government Code § 2252.908 (the "Interested Party Disclosure Act" or the "Act"), the City may not award the contract to the successful Vendor unless the Vendor has provided to the City a completed, signed and notarized TEC Form 1295 which has been assigned a certificate number by the Texas Ethics Commission (the "TEC"). Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC's website (<https://www.ethics.state.tx.us/tec/1295-Info.htm>), assigned a certificate number, printed, signed and notarized, and provided to the City. The TEC Form 1295 must be provided to the City prior to the execution of the contract. **Only the Vendor(s) entering into a contract with the City must complete the TEC Form 1295.**

F. BONDS

Bid Bond – not required

Payment Bond – not required

Performance Bond – not required

G. EVALUATION PROCESS

Proposals will be reviewed by the Purchasing/Contract Coordinator for quality and completeness. These proposals will then be scored by the review committee in each of the following categories using the maximum point values listed below:

Technical and relevant experience of the company & key personnel	20
Abidance to the CSP instructions & application is complete	10
Approach to the Scope of Work	20
References & previous contracting experiences	15
Financial Stability & Business Litigation	10
Financial Proposal	25
Total	100

The review committee will determine whether the Respondent has met the experience and staff qualifications described in this CSP. The short list will consist of no more than three (3) firms with the highest ranking scores after the initial scores are tabulated.

Interviews:

The top ranking three (3) firms may be invited to conduct oral interviews. If required, these presentations will be scheduled in advance and limited in time. Presentations will be conducted in the City of Bellaire at a location to be determined. Presentations, if requested, could add up to **15 additional points** to the total score of the Firm. The City of Bellaire shall be the sole judge of the provider's ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. The City of Bellaire reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive service provider.

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to the City of Bellaire's City Council by the Director of Public Works. Following City Council approval, the City of Bellaire will complete contract negotiations. The City reserves the right to reject any and or all proposals.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

**CSP No. 18-008
ON-CALL WATER AND WASTEWATER UTILITY REPAIR SERVICES**

VENDOR'S CHECKLIST

Company Name: _____

Please indicate you have completed the following documentation; and submit them in the following order.

ITEM DESCRIPTION

- ☐ Vendor's Checklist
- ☐ Vendor's Information Form
- ☐ Vendor's Financial Proposal Form
- ☐ Vendor's Reference Form
- ☐ Execution of Proposal Form
- ☐ Proposer's Certification and Non-Collusion Affidavit
- ☐ Proof of Insurance
- ☐ Completed W-9
- ☐ Copy of Valid Business License
- ☐ Copy of Any Certifications Requested within CSP
- ☐ Conflict of Interest Questionnaire
- ☐ Additional Information from Vendor **(Optional – Not Required)**

Authorized Signature

Title

Print Name

Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

**CSP No. 18-008
ON-CALL WATER AND WASTEWATER UTILITY REPAIR SERVICES**

VENDOR'S INFORMATION FORM

1. Legal Business Name: _____

2. Street Address: _____

3. City, State & Zip: _____

4. Type of Business: _____ State of Registration: _____
(Association, Corporation, LLC, etc.)

5. Name & Title of Authorized Signer: _____

6. Primary Contact: _____

7. Phone: _____ Fax: _____

8. Email: _____

9. Company Website: _____

10. Has your company ever been debarred from doing business with any federal, state, or local agency?

Yes _____ No _____ If YES, please state the agency name, dates, and reason for debarment.

ATTACH A COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

**CSP No. 18-008
ON-CALL WATER AND WASTEWATER UTILITY REPAIR SERVICES**

VENDOR'S FINANCIAL PROPOSAL FORM

Company Name: _____

A.	Rate per hour service calls <i>during normal business hours</i> (8:00 AM to 5:00 PM, Monday-Friday). <i>Outside business hours</i> (5:01PM to 7:59AM Monday through Friday) includes weekends and holidays			
		<i>During Normal Business Hour Rate:</i>		<i>Outside Business Hours Rate:</i>
	Supervisor:	\$	Supervisor:	\$
	Equipment Operator:	\$	Equipment Operator:	\$
	Laborer:	\$	Laborer:	\$
B.	State response time for service calls <i>during normal business hours</i> .			Hrs
	State response time for EMERGENCY service calls hours <i>during normal business hours</i> .			Hrs
	State response time for EMERGENCY service calls hours <i>outside normal business hours</i> .			Hrs
C.	Percentage mark-up to the City of Bellaire above Vendor's cost for equipment and materials. (Documentation of Vendor's cost will be required, when applicable)			_____ %
D.	Maximum % Increase per Renewal Year:			_____ %
E.	Describe warranty information on work and service:			

Authorized Signature

Title

Print Name

Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

**CSP No. 18-008
ON-CALL WATER AND WASTEWATER UTILITY REPAIR SERVICES**

VENDOR'S REFERENCE FORM

All references must be from customers for whom your company has completed work similar to the specifications of this bid. Attach additional page if necessary.

References for: _____
(Company Name)

1. Company _____
Street Address _____
City, State & Zip _____
Contact Person Name & Title _____
Phone _____ FAX _____ Email _____
Describe Scope of Work and dates of project/service: _____

2. Company _____
Street Address _____
City, State & Zip _____
Contact Person Name & Title _____
Phone _____ FAX _____ Email _____
Describe Scope of Work and dates of project/service: _____

3. Company _____
Street Address _____
City, State & Zip _____
Contact Person Name & Title _____
Phone _____ FAX _____ Email _____
Describe Scope of Work and dates of project/service: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

**CSP No. 18-008
ON-CALL WATER AND WASTEWATER UTILITY REPAIR SERVICES**

EXECUTION OF PROPOSAL

DATE: _____

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- _____ This proposal was signed by an authorized representative of the firm.
- _____ The potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- _____ All labor costs associated with this project have been determined, including all direct and indirect costs.
- _____ The potential Contractor agrees to the conditions as set forth in this Competitive Sealed Proposals with no exceptions.

Therefore, in compliance with the foregoing **Competitive Sealed Proposals**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within ninety (90) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

Business Name

Authorized Signature

Date

Typed Name & Title

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

**CSP No. 18-008
ON-CALL WATER AND WASTEWATER UTILITY REPAIR SERVICES**

PROPOSER'S CERTIFICATION AND STATEMENT OF NON-COLLUSION AFFADAVIT

I _____ certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the proposer or the proposer's associates with any City staff, or elected officials since the date this **CSP No. 18-008 ON-CALL WATER AND WASTEWATER UTILITY REPAIR SERVICES** was issued except: 1) through the Finance Department or 2) as provided by existing work agreement(s).

The City of Bellaire reserves the right to reject the proposal submitted by any proposer violating this provision.

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****For vendor doing business with local governmental entity****This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

CSP No. 18-008, On-Call Water and Wastewater Utility Repair Services Page 20
 A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.