

City of Bellaire, Texas



PROPOSED BUDGET **FY 2023**

FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2023



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Bellaire
Texas**

For the Fiscal Year Beginning

October 01, 2021

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Bellaire, Texas, for its Annual Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022 (fiscal year 2022). In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our fiscal year 2023 budget continues to conform to program requirements, and we are submitting it to GFOA to determine eligibility for another award.

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Introduction



City of Bellaire

Fiscal Year 2022-2023

Budget Cover Page

Budget Proposed September 19, 2022

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,077,182, which is a 4.86 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$249,479.

The members of the governing body voted on the budget as follows:

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison

	2022-2023	2021-2022
Property Tax Rate:	\$0.4473/100	\$0.4473/100
No-New Revenue Tax Rate:	\$0.4304/100	\$0.4397/100
No-New Revenue M&O Tax Rate:	\$0.2852/100	\$0.2870/100
Voter-Approval Tax Rate:	\$0.4554/100	\$0.4639/100
De Minimis Rate:	\$0.4385/100	\$0.4484/100
Debt Rate:	\$0.1437/100	\$0.1514/100

Total debt obligation for City of Bellaire secured by property taxes: \$104,945,000



Mayor

Andrew S. Friedberg

City Council

Winfred Frazier, Mayor Pro Tem

Catherine Lewis

Ross Gordon

Nathan Wesely

Brian Witt

Jim Hotze

City Manager

Sharon Citino

Chief Financial Officer

Terrence Beaman

Budget Proposed September 19, 2022

City of Bellaire

City Manager's Office

To: Honorable Mayor and Members of the City Council

From: Deacon Tittel, Fire Chief, and Interim City Manager

Date: July 18, 2022

Subject: Fiscal Year 2023 Budget: ***Navigating the Waves of Change***

Navigating the Waves of Change

Thank you for this opportunity to present the fiscal year 2023 Proposed Budget. We have experienced yet another unusual year of adjustment and transition as we have faced unprecedented organizational changes. We thank you for your support in our response to this. I am impressed with the organization's ability to stay the course and do its best to maintain quality and responsive city services amid the waves of challenges we have faced this year. Developing the fiscal forecast and the proposed budget is essential to that ongoing effort.

We have done our best to stay up with those challenges and continue to meet the needs of our residents, and it's no secret that it has been a rough year. We have managed to work as a team by staying the course and ***Navigating the Waves of Change*** together.

Here are a few challenges and accomplishments from this past year:

- Resignation of Interim City Manager in December of 2021
- Appointment of Fire Chief as Interim City Manager in December of 2021
- Permanent City Manager search and selection of new City Manager
- Developed Strategic Focus Areas
- Unprecedented staffing shortages
- American Rescue Plan Act Funding Award of \$4.7 million
- Secured CRS level 9 (5% discount on flood insurance)
- 3.5 step increase for all eligible employees
- Debt Obligations Transparency Star Award
- Implementation of the fiscal year 2022 User Fee Schedule
- TAMIO Award of Honor for Planting Palooza
- Implementation of SeeClickFix

We will continue to focus on stability, transparency, stewardship, and engagement. Concentrating on what matters is especially important moving forward with new management, continuing to manage the effects of the current challenges, and the organizational changes that occurred during the fiscal year 2022. With the future hopeful yet still unknown, we will continue seeking efficiencies and process improvements

throughout the organization. Staff recognizing the need to manage expenses while planning and focusing on these goals will benefit us now and as we progress.

We plan to continue the upgrading process of our internal financial system this year. We have identified the CivicPlus Mobile App as a potential upgrade to enhance the smartphone user experience with the City website. These upgrades will be critical components for improving operational efficiencies and internal and external customer service levels. We will work to continue to provide continuity of service to our residents and businesses moving forward as we navigate the constant changes and challenges that we have experienced in the past two years and those we may encounter in the future.

Council Feedback

The direction and feedback Council provided during our pre-budget planning session and from one-on-one interactions are appreciated. In summary, that direction is to prepare a budget plan consistent with the following objectives:

- Address challenges
- Provide solutions to identified needs
- Hold nominal tax rate flat
- Maintain structural balance and reserve requirements now and in the future
- Employee retention
- Discuss budget topics during budget workshops

We look forward to continuing these discussions during the budget workshops and encourage feedback and suggestions as the budget process continues. FY2023budget@bellairetx.gov

Personnel and Compensation

The proposed budget includes the standard 1.5% cost of living increase in the pay plan for all employees and a 3.5% merit-based step increase for eligible employees. For Council consideration, in the fiscal year 2023 budget is a critical management project to perform a compensation plan and staffing model study to be used as a tool to keep the City of Bellaire competitive in the job market and continue to make this a great place to work.

- 1.5 % cost of living increase for all employees
- 3.5 % merit-based step increase for all eligible employees
- Compensation plan and staffing model study for Council consideration

The proposed budget assumes an 11.5% percent increase in health care costs to the city as is currently forecasted by our health benefits consultant. We will continue to try and work to lower the amount of the increase. Any increased costs not covered by the city would be passed on to city employees.

Next Steps

During the July 18 presentation, we will provide additional information on potential budget considerations, including:

- Decisions for recurring and non-recurring expenditure and revenue items
- Forecasting and planning considerations to provide options to Council for future CIP/Debt Management decisions
- Use of ARPA funds
- Employee retention program

We will also provide a schedule for your review of future workshops. The subject of each workshop may be driven by Council questions, strategic focus areas, and the potential budget considerations described above.

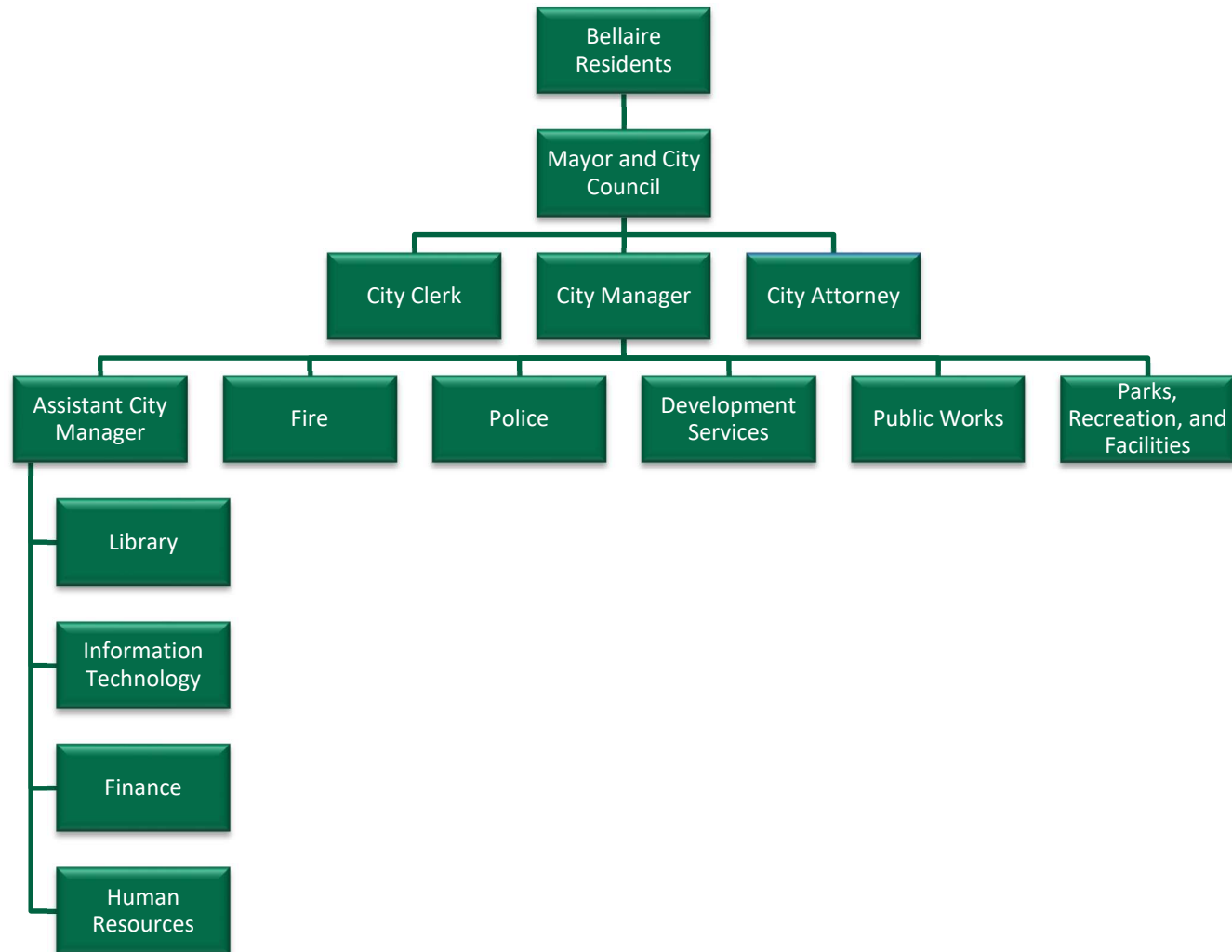
Acknowledgments

Thank you to the Finance Budget Team (Terrence Beaman, Jim Harrison, Todd Gross, Subin Chacko, Sergio Martinez), the CMO team (Lori Remington, Alison Ford, Cheryl Bright, Raquel Porras), and all of the directors and staff for their hard work in developing this budget, staying the course, and ***Navigating the Waves of Change***.

City of Bellaire

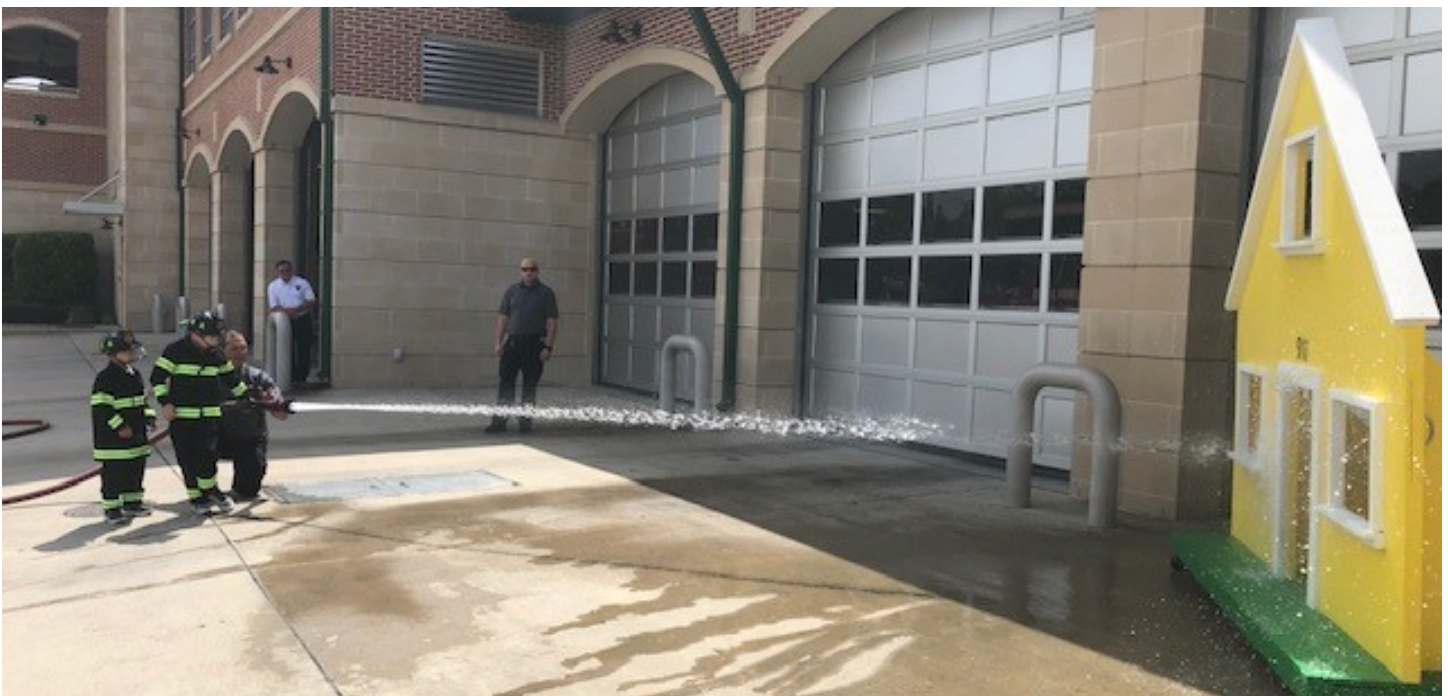
FY 2023

City Organizational Chart





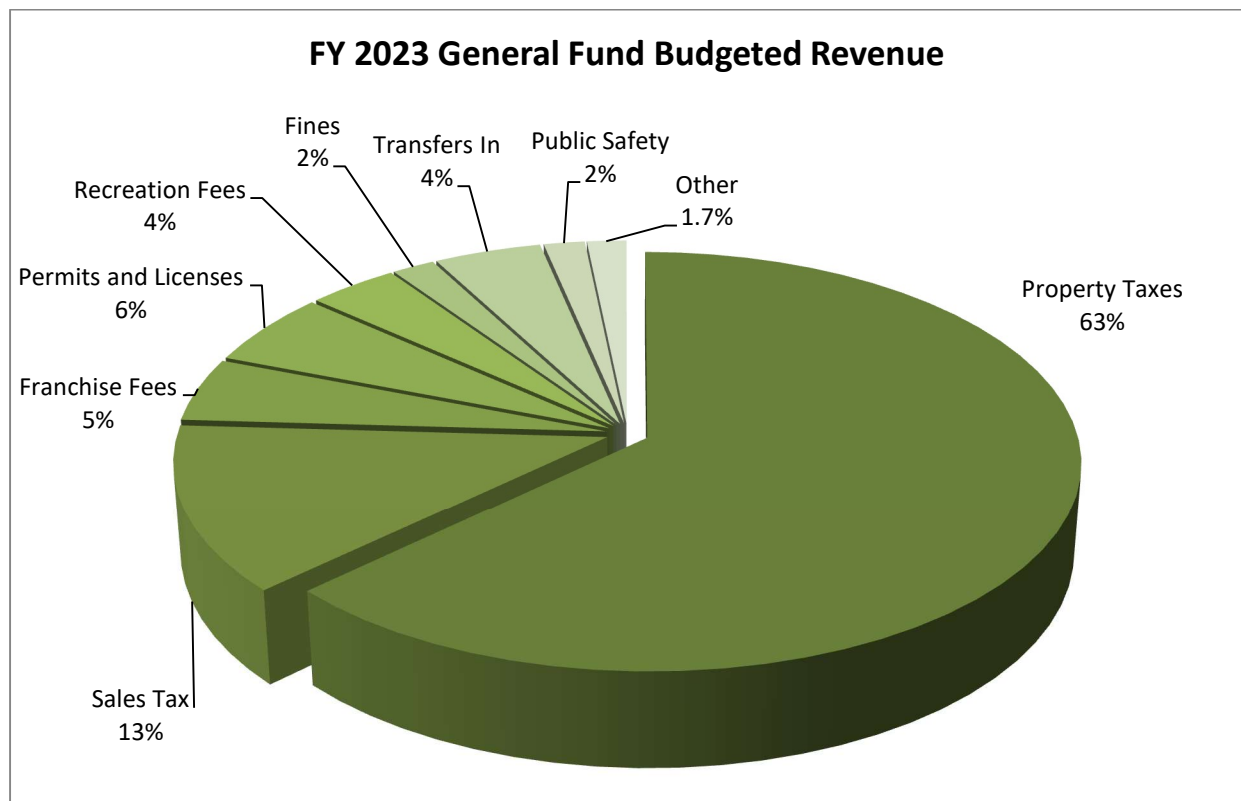
Operating Funds



Description

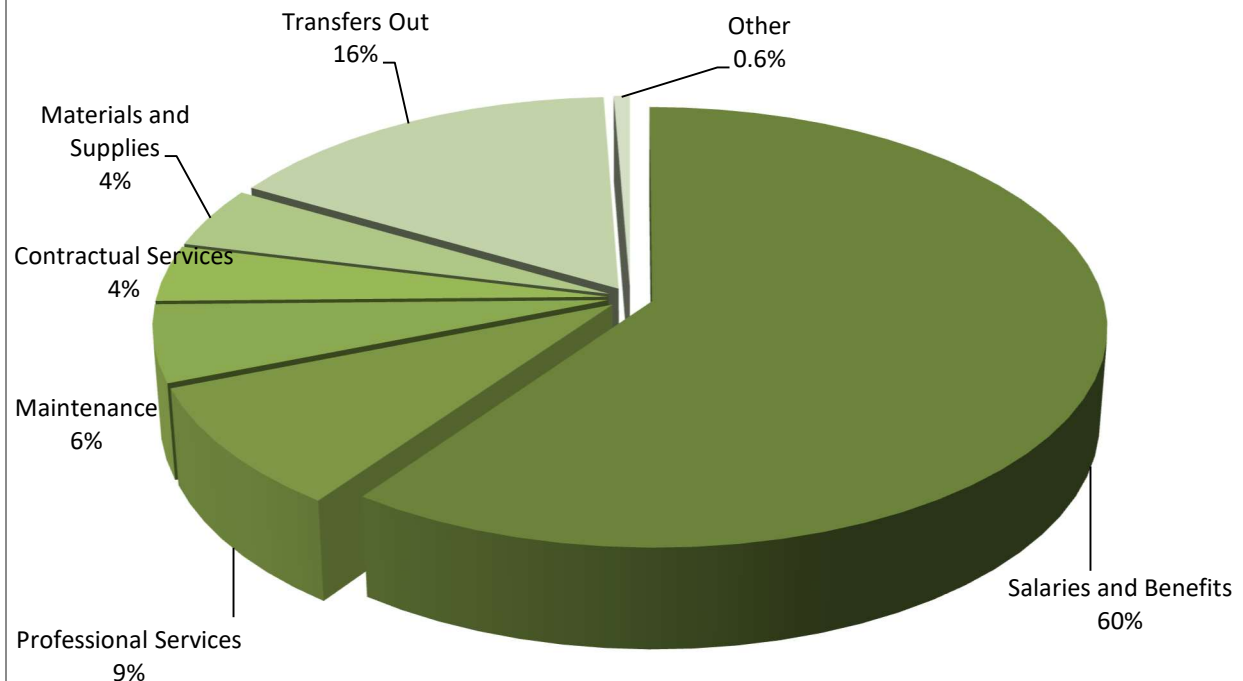
The General Fund is the accounting entity for the City's basic municipal services, which include: City Manager's Office (including Information Technology, Human Resources, and the City Clerk), Legal, Finance and Courts, Development Services, Fire, Police, Parks, Recreation, and Facilities, Library, and the Streets division of Public Works. Fiscal year 2023 General Fund budgeted expenditures and transfers out total \$29,281,964.

Property tax is the General Fund's largest revenue source, followed by sales tax, and permits and licenses. Total budgeted revenue for fiscal year 2022 is \$24,584,417.



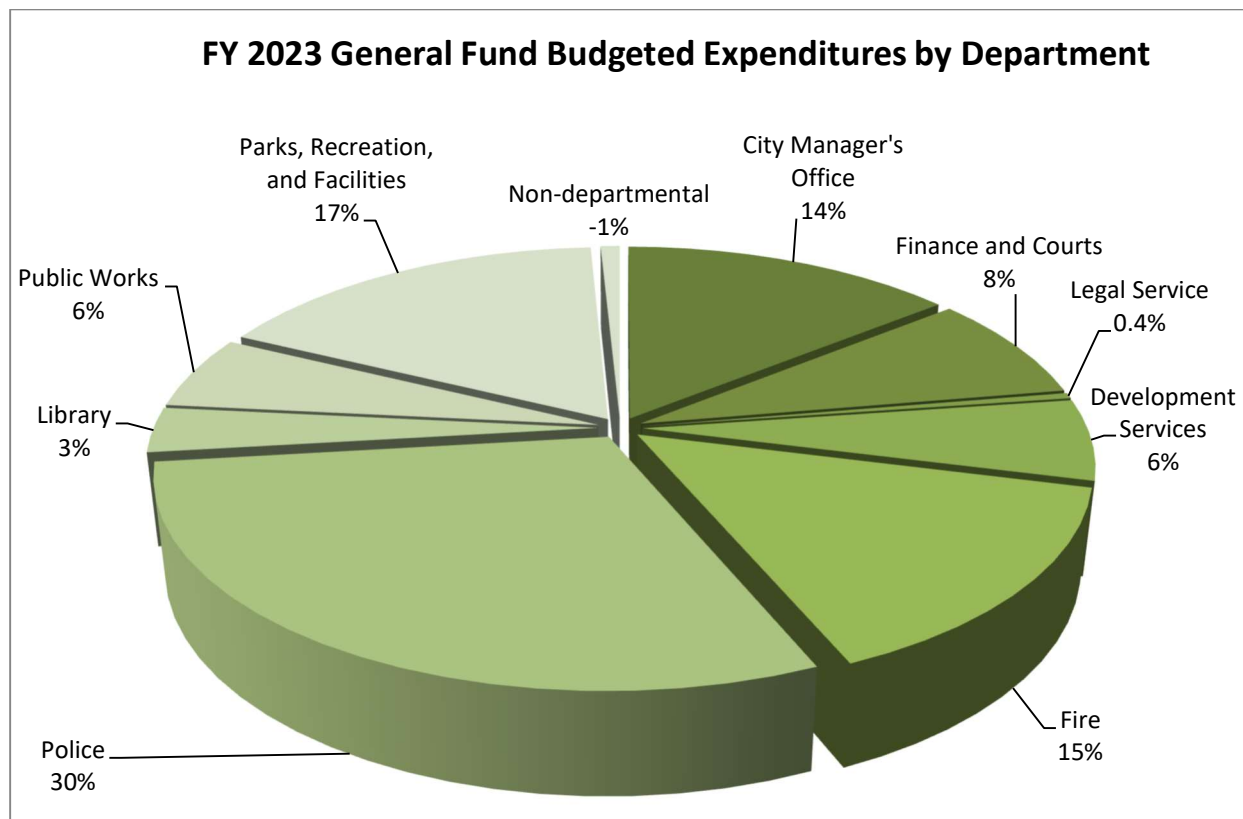
Salaries and benefits are the General Fund's largest expenditure constituting 60% of all budgeted expenditures followed by transfer out, professional services and maintenance, at 16%, 9% and 7%, respectively, of total budgeted expenditures. Budgeted transfers to other funds of \$4,700,000 include \$1,030,000 to the Vehicle, Equipment, and Technology Fund and \$3,670,000 to the Capital Improvement Fund.

FY 2023 General Fund Budgeted Expenditures by Type



Excluding transfers and non-recurring expenditures, public safety accounts for nearly half of all budgeted recurring expenditures with Police at 30% of total budgeted expenditures and Fire at 15% of budgeted expenditures. Community enrichment, including the Library and Parks, Recreation, and Facilities accounts for 20% of total budgeted expenditures.

FY 2023 General Fund Budgeted Expenditures by Department



GENERAL FUND SUMMARY

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Beginning Unassigned Fund Balance	\$ 5,557,601	\$ 5,255,574	\$ 6,052,377	\$ 11,917,074
Revenues				
Property Taxes	14,047,886	14,633,000	14,633,000	15,488,500
Franchise Fees	1,219,765	1,204,000	1,250,377	1,205,000
Sales Tax	2,813,794	2,770,000	3,292,000	3,173,000
Permits and Licenses	1,116,758	1,410,950	1,251,490	1,394,200
Fines	350,986	496,600	414,000	445,000
Recreation Fees	736,114	907,200	941,150	936,450
Investment Income	6,049	6,500	72,000	390,000
Public Safety	361,438	615,940	403,821	423,812
Miscellaneous	55,125	38,260	46,000	17,455
Business Enterprise Transfer	624,000	1,073,000	1,073,000	1,111,000
Recurring Revenues	21,331,915	23,155,450	23,376,838	24,584,417
Insurance Reimbursements	-	10,000	-	-
Reimbursement of Disaster Expenditures	1,080,861	-	4,906,814	-
Non-Recurring Revenues	1,080,861	10,000	4,906,814	-
Total Revenues	22,412,776	23,165,450	28,283,652	24,584,417
Total Available Resources	27,970,377	28,421,024	34,336,029	36,501,491
Expenditures				
City Manager's Office	2,185,090	2,877,196	2,402,982	3,489,578
Finance and Courts	1,710,663	1,862,112	1,756,816	1,983,727
Legal Service	105,170	105,000	95,000	105,000
Development Services	1,111,996	1,250,871	1,146,566	1,512,365
Fire	3,459,846	3,501,127	3,762,040	3,592,091
Police	6,464,287	6,720,580	6,615,808	7,239,970
Library	745,799	796,655	725,151	844,706
Public Works	1,235,272	1,324,442	1,169,294	1,378,042
Parks, Recreation, and Facilities	3,604,579	3,979,011	3,956,238	4,159,685
Non-Departmental: Vacancy Savings (a)	-	(150,000)	-	(200,000)
Recurring Expenditures	20,622,700	22,266,994	21,629,895	24,105,164
Finance and Courts - Fee Study	27,243	-	-	-
Police - Management Audit	27,794	-	-	-
Human Resources - Compensation Study	-	-	-	60,000
Human Resources - Staff Model Study	-	-	-	40,000
Development Services - Services Supplement	-	-	-	100,000
Fire - Rescue Bags	-	-	-	24,800
Police - Body Worn Camera System	-	-	-	252,000
Non-Departmental: Disaster Recovery	155,496	-	4,000	-
Non-Departmental: Sales Tax Refund	682,959	-	-	-
Non-Recurring Expenditures	893,492	-	4,000	476,800

GENERAL FUND SUMMARY

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Total Expenditures	\$ 21,516,192	\$ 22,266,994	\$ 21,633,895	\$ 24,581,964
Transfers Out				
Capital Improvement Fund	-	150,000	150,000	3,670,000
Vehicle, Equipment, and Technology Fund	417,276	635,060	635,060	1,030,000
Total Transfers Out	417,276	785,060	785,060	4,700,000
Total Expenditures and Transfers Out	21,933,468	23,052,054	22,418,955	29,281,964
Change in nonspendable fund balance	(15,468)	-	-	-
Ending Unassigned Fund Balance	\$ 6,052,377	\$ 5,368,970	\$ 11,917,074	\$ 7,219,527
60-Day Fund Balance Requirement	\$ 3,437,117	\$ 3,711,166	\$ 3,604,983	\$ 4,017,527
Over/(Under) 60-Day Requirement	\$ 2,615,261	\$ 1,657,804	\$ 8,312,092	\$ 3,202,000
Structural Balance Factor	1.03	1.04	1.08	1.02
Excess Recurring Revenues	\$ 709,215	\$ 888,456	\$ 1,746,943	\$ 479,253

(a) Vacancy savings are budgeted as non-departmental; however, realized vacancy savings are recognized within individual department's salaries and benefits budgets; therefore, the "Actual" and "Projected" columns will not reflect non-departmental vacancy savings.

GENERAL FUND COMBINED REVENUE DETAIL

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Current Property Taxes	\$ 13,883,748	\$ 14,508,000	\$ 14,483,500	\$ 15,343,500
Delinquent Taxes	88,591	50,000	69,900	65,000
Penalty and Interest	62,737	60,000	72,000	70,000
Taxes - Other	12,810	15,000	7,600	10,000
Total Property Taxes	14,047,886	14,633,000	14,633,000	15,488,500
Electricity Franchise Fees	809,609	807,800	807,320	805,000
Gas Franchise Fees	208,467	190,200	239,320	200,000
Telephone Franchise Fees	45,201	48,000	43,500	40,000
Cable Television Franchise Fees	156,488	158,000	160,237	160,000
Total Franchise Fees	1,219,765	1,204,000	1,250,377	1,205,000
General Sales Tax	2,777,217	2,730,000	3,250,000	3,131,000
Mixed Beverage Sales Tax	36,577	40,000	42,000	42,000
Total Sales Tax	2,813,794	2,770,000	3,292,000	3,173,000
Food Dealer Permits	18,515	30,600	22,000	25,875
Plumbing and Gas Permits	95,044	135,400	88,000	91,290
Electrical Permits	63,841	92,750	67,000	66,860
Building Permits	528,657	577,100	620,000	713,800
Air and Heat Permits	29,625	53,600	23,000	24,525
Moving/Demolition Permits	12,405	16,500	11,000	12,300
Sign Permits	10,733	13,000	12,000	8,075
Garage Sale Permits	785	2,200	1,300	1,500
Curb Cut Permits	4,085	-	6,000	6,800
Elevator Permits	315	-	-	-
Tree Removal Permits	34,979	44,800	41,500	42,000
Total Permits	798,983	965,950	891,800	993,025
Appeal/Public Hearing Fees	11,152	10,600	7,500	7,550
Contract Registration Fees	60,426	99,900	50,000	61,900
Residential Inspection Fees	7,410	13,000	3,600	3,300
Commercial Inspection Fees	11,700	9,500	-	-
Drainage Review Fees	11,347	26,000	24,000	24,525
Plan Check Fees	212,207	282,100	270,000	299,300
Dumpster Sign Fees	350	1,100	-	-
Total Fees	314,591	442,200	355,100	396,575
Liquor and Beer Licenses	3,184	2,800	4,500	4,500
Itinerant Merchant Licenses	-	-	90	100
Total Licenses	3,184	2,800	4,590	4,600

GENERAL FUND COMBINED REVENUE DETAIL

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
SE Regional Advisory Council Fire (SETRAC) Grant	\$ 8,490	\$ 3,950	\$ 4,791	\$ 5,000
Rentals - Gym	165	6,400	1,300	6,500
Rentals - Civic Center	3,720	21,100	39,000	20,200
Rentals - Tennis Court	45,793	26,400	52,500	50,000
Rentals - Aquatic Center	4,850	2,200	5,000	13,450
Rentals - Park Facilities	3,318	2,600	5,800	4,500
Total Rentals	57,845	58,700	103,600	94,650
Admission - Evergreen Pool	14,468	15,900	18,300	16,400
Admission - Bellaire Pool	108,084	137,400	99,000	100,000
Swim Lessons	40,419	32,800	45,000	42,000
Pool Rentals	11,139	16,000	17,000	16,550
Swim Team	28,468	35,400	38,550	40,000
Annual Swim Passes	115,728	85,600	86,500	88,600
Aquatics Vending	1	1,400	-	1,400
Total Aquatics Fees	318,307	324,500	304,350	304,950
Programs - Leisure Classes	40,619	105,700	81,000	60,000
Programs - Teen	276	4,800	5,000	4,950
Programs - Special Events	1,923	17,000	13,250	17,600
Programs - L.I.F.E.	3,499	15,000	13,250	15,000
Total Program Fees	46,317	142,500	112,500	97,550
Athletics - Leagues	80,023	100,400	151,000	157,000
Athletics - Camps	168,840	253,600	234,700	248,000
Athletics - Tennis/Golf	10,667	10,600	7,000	10,950
Total Athletics Fees	259,531	364,600	392,700	415,950
Recreation Center	38,270	500	3,000	1,850
Recreation Memberships	15,845	15,900	25,000	21,000
Recreation Center Vending	-	500	-	500
Parks Other Fees	54,115	16,900	28,000	23,350
Total Recreation Fees	736,114	907,200	941,150	936,450
Permits - Alarm	18,070	18,740	14,500	19,340
Permits - False Alarm	100	420	-	1,035
Fees - Wrecker	28,650	31,230	25,800	32,500
Ambulance Fees	254,718	523,600	315,000	320,500
Total Public Safety Fees	352,948	611,990	399,030	418,812

GENERAL FUND COMBINED REVENUE DETAIL

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Copy Fees	\$ 2,123	\$ 3,120	\$ 1,800	\$ 3,120
Municipal Court Fines	345,076	475,000	399,000	425,000
Library Fines	5,911	21,600	15,000	20,000
Total Fines	350,986	496,600	414,000	445,000
Interest On Investments	6,049	6,500	72,000	390,000
Service Fee Credit Card	2,226	4,000	2,650	3,000
Total Investment Revenue	8,275	10,500	74,650	393,000
Miscellaneous Revenue	29,926	10,000	40,000	10,000
Insurance Reimbursements	-	10,000	-	-
Animal Impoundment Fees	1,550	1,040	1,200	1,085
Return Check Fees	320	100	350	250
Reimbursement of Disaster Expenditures	1,080,861	-	4,906,814	-
Total Miscellaneous Revenue	1,112,657	21,140	4,948,364	11,335
Surplus Equipment Sales	18,980	20,000	-	-
Business Enterprise Transfers	624,000	1,073,000	1,073,000	1,111,000
Total Other Financing Sources	642,980	1,093,000	1,073,000	1,111,000
Total General Fund Revenue	\$ 22,412,776	\$ 23,165,450	\$ 28,283,652	\$ 24,584,417

GENERAL FUND COMBINED EXPENDITURE DETAIL

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 9,589,493	\$ 10,289,585	\$ 9,464,634	\$ 10,936,361
105	Incentive Pay	253,937	270,946	260,669	199,822
110	Part Time Employees	738,537	850,522	959,603	906,536
120	Overtime	625,276	281,180	753,650	343,620
125	Call Out Pay	3,009	1,000	2,309	1,000
130	Longevity	68,098	65,339	64,842	63,204
140	Sick Leave Buy Back	99,296	48,484	91,397	55,328
150	Car Allowance	4,829	10,200	1,174	2,400
	Total Salaries	11,382,475	11,817,256	11,598,278	12,508,271
Benefits					
210	Group Health Insurance	1,467,807	1,812,681	1,522,921	1,943,583
211	Health Savings Account	61,750	87,750	53,950	81,600
215	Group Dental Insurance	23,376	24,038	22,007	21,646
217	Group Life Insurance	42,559	45,871	39,846	45,038
220	Disability Insurance	24,844	27,080	23,712	26,684
230	Medicare/Social Security	197,886	221,389	215,952	238,619
240	Retirement Contributions	2,163,280	2,204,183	2,220,617	2,423,445
260	Workers Compensation	117,418	215,142	210,872	251,917
	Total Benefits	4,098,919	4,638,134	4,309,877	5,032,532
	Total Salaries and Benefits	15,481,393	16,455,390	15,908,155	17,540,803
Professional Services					
310	Tax Assessing/Collection	164,453	181,000	195,000	225,000
311	Juror Costs	-	600	-	600
312	Election Services	36,066	85,030	35,206	20,500
313	Employee Screening	32,671	27,000	25,000	29,000
320	Instructor Pay	26,248	87,900	34,000	29,500
321	Legal and Audit	148,096	144,935	145,000	144,935
322	Medical Aid	22,000	24,000	24,000	24,000
323	Engineers, Architects, Arborists, Planners	459,072	202,000	401,000	332,000
324	Other Professional	183,637	191,420	247,595	330,460
325	Judges and Prosecutors	182,850	200,000	190,000	200,000
340	Information Technology Contracts	156,706	197,220	202,726	509,060
342	Trash Hauls	5,716	10,200	6,130	10,467
343	Other Technical Services	34,208	35,675	40,000	32,175
344	Contract Labor	35,414	25,830	51,340	25,830
350	Software Subscriptions	133,904	217,150	206,300	348,227
351	Information Technology Support Agreements	173,055	225,520	225,520	405,650
	Total Professional Services	1,794,095	1,855,480	2,028,817	2,667,404

GENERAL FUND COMBINED EXPENDITURE DETAIL

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Maintenance					
410	Information Technology Maintenance	\$ 21,290	\$ 25,600	\$ 25,600	\$ 25,600
411	Vehicle Maintenance	144,474	192,420	111,595	160,695
412	Communication Maintenance	15,426	14,331	12,068	17,428
413	Machinery and Equipment Maintenance	32,426	42,019	34,073	51,046
420	Building Maintenance	387,571	417,527	410,000	417,660
421	HVAC Maintenance	116,368	115,050	130,000	123,118
422	Ground Maintenance	115,973	133,498	114,000	144,000
424	Pool Maintenance	93,366	93,600	95,675	93,600
425	Park Maintenance	461,276	489,063	479,063	525,650
426	Firing Range Maintenance	1,141	1,500	435	1,500
430	Paving Maintenance	20,605	23,000	22,000	23,000
431	Storm Sewer Maintenance	3,136	9,500	7,450	9,500
438	Traffic Signal Maintenance	32,363	40,000	32,000	40,000
461	Rental of Equipment	20,193	32,307	23,660	31,146
	Total Maintenance	1,465,607	1,629,415	1,497,619	1,663,943
Contractual Services					
510	Risk Management	264,947	333,517	300,000	349,000
520	Communications	222,843	284,211	244,540	289,211
522	Postage	11,186	16,705	11,205	14,860
530	Advertisements and Official Notices	4,417	10,950	3,417	6,200
540	Programs - Special Events	75,727	105,000	102,000	107,500
541	Programs - Senior Activities	3,879	24,000	20,000	42,000
542	Programs - Athletics	50,638	48,800	60,000	63,200
543	Programs - Library	490	1,400	1,400	1,500
544	Programs - Recreation	8,195	9,500	9,135	9,000
545	Programs - Wellness	1,499	15,000	15,910	15,000
550	Dues and Fees	21,787	34,213	27,925	36,496
551	Permits and Licenses	13,523	23,353	12,040	23,298
552	Rental - Facilities	2,484	2,484	3,312	3,312
560	Travel Mileage Allowance	9,239	12,050	10,425	5,000
570	Education and Training	113,810	207,012	143,290	220,178
571	Tuition Reimbursement	10,889	24,000	14,715	25,000
	Total Contractual Services	815,554	1,152,195	979,314	1,210,755

GENERAL FUND COMBINED EXPENDITURE DETAIL

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Materials and Supplies					
600	Office Supplies	\$ 26,400	\$ 43,560	\$ 28,964	\$ 40,710
601	Information Technology Supplies	36,976	49,200	29,300	49,700
602	Small Tools and Minor Equipment	46,755	46,896	30,600	78,103
603	Janitorial and Cleaning Supplies	6,551	10,200	5,500	9,200
604	First Aid Supplies	2,604	3,620	1,450	3,620
605	Vehicles Supplies	2,760	3,990	2,000	3,990
606	Community Education Supplies	4,427	4,000	1,000	4,000
610	Operating Supplies	140,998	143,248	120,620	137,153
612	Chemicals	36,452	55,200	44,200	57,400
613	Traffic Signs and Street Markers	14,072	28,000	25,000	28,000
614	EMS - Medical Supplies	32,661	43,850	40,000	45,700
620	Natural Gas	31,470	30,000	32,900	39,500
621	Electricity	396,874	406,500	398,750	399,000
625	Fuel	98,804	147,700	164,000	156,000
640	Adult/Reference Books	22,534	24,112	24,112	26,500
641	Children's/Youth Books	21,708	25,096	25,096	25,500
642	Periodicals	3,308	4,400	3,900	4,500
643	Audio-Visual	5,111	7,142	7,142	6,000
644	Subscriptions	4,710	3,585	4,961	4,000
650	Uniforms/Wearing Apparel	103,379	123,515	109,450	173,783
651	Prisoner Support	3,081	4,000	3,900	4,000
652	Dog Pound	1,254	10,000	5,000	10,000
660	Elected Officials Activities	185	1,200	500	1,200
661	Council Meeting Meals	3,774	2,500	5,000	3,000
699	Disaster Related Expenses	155,496	-	4,000	-
	Total Materials and Supplies	1,202,346	1,221,514	1,117,345	1,310,559
Hardware and Software					
623	Hardware and Software	50,913	72,500	75,000	158,000
	Total Hardware and Software	50,913	72,500	75,000	158,000
Financial Services					
710	Banking Charges	675	5,500	355	5,500
711	Credit Card Fees	22,650	25,000	27,290	25,000
	Total Financial Services	23,324	30,500	27,645	30,500
	General Fund Sub Totals	20,833,233	22,416,994	21,633,895	24,581,964
740	Transfers Out	417,276	785,060	785,060	4,700,000
745	Contingency	-	(150,000)	-	-
750	Sales Tax Refund	682,959	-	-	-
	Total General Fund Expenditures	\$ 21,933,468	\$ 23,052,054	\$ 22,418,955	\$ 29,281,964

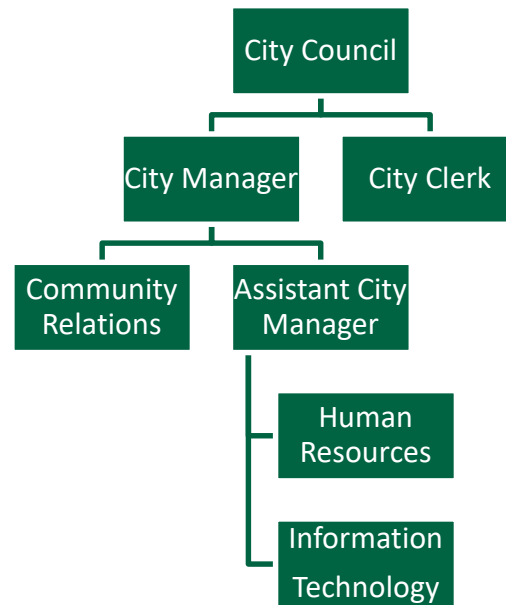
NON-DEPARTMENTAL - 9010

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Vacancy Savings (a)	\$ -	\$ -	\$ -	\$ (200,000)
	Total Salaries	-	-	-	(200,000)
Materials and Supplies					
699	Disaster Expenditures	155,496	-	4,000	-
	Total Materials and Supplies	155,496	-	4,000	-
Other Financial Costs					
740	Transfers Out	417,276	785,060	785,060	4,700,000
745	Contingency (a)	-	(150,000)	-	-
750	Sales Tax Refund	682,959	-	-	-
	Total Other Financial Costs	1,100,235	635,060	785,060	4,700,000
	Total	\$ 1,255,731	\$ 635,060	\$ 789,060	\$ 4,500,000

		FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Expenditure Summary					
	Salaries	\$ -	\$ -	\$ -	\$ (200,000)
	Materials and Supplies	155,496	-	4,000	-
	Other Financial Costs	1,100,235	635,060	785,060	4,700,000
	Total Expenditures	\$ 1,255,731	\$ 635,060	\$ 789,060	\$ 4,500,000

(a) In FY 2022 we budgeted \$150,000 of vacancy savings in account 745. In FY 2023, we moved the budget for vacancy savings into account 100. This moves the vacancy savings into the Salaries grouping. Actual and projected columns don't reflect vacancy savings as vacancy savings are realized within specific department budgets.

Department Service Structure



For budgeting purposes, the City Manager's Office consists of the centralized administrative functions of the City Manager's Office, including Human Resources, the City Clerk, Information Technology, and Community Relations.

Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
City Manager	1.0	1.0	1.0
City Clerk	1.0	1.0	1.0
Assistant City Manager	1.0	1.0	1.0
Director of Information Technology	1.0	1.0	1.0
Community Relations Administrator	1.0	1.0	1.0
Human Resources Manager	1.0	1.0	1.0
Senior Systems Administrator	0.0	1.0	1.0
Senior Information Technology Technician	1.0	0.0	0.0
Systems Administrator	0.0	1.0	1.0
Human Resources Coordinator	1.0	1.0	1.0
Executive Assistant to the City Manager	1.0	1.0	1.0
Customer Services Assistant	1.0	1.0	1.0
Total City Manager's Office (Combined)	10.0	11.0	11.0

The fiscal year 2022 City Manager's Office FTE count increased by 1.0 because of the transfer of an information technology position from the Police department to the Information Technology department.

Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Priorities* and work in concert with the *Comprehensive Plan*. These service levels are more thoroughly enumerated in each department's *Service Plan*.

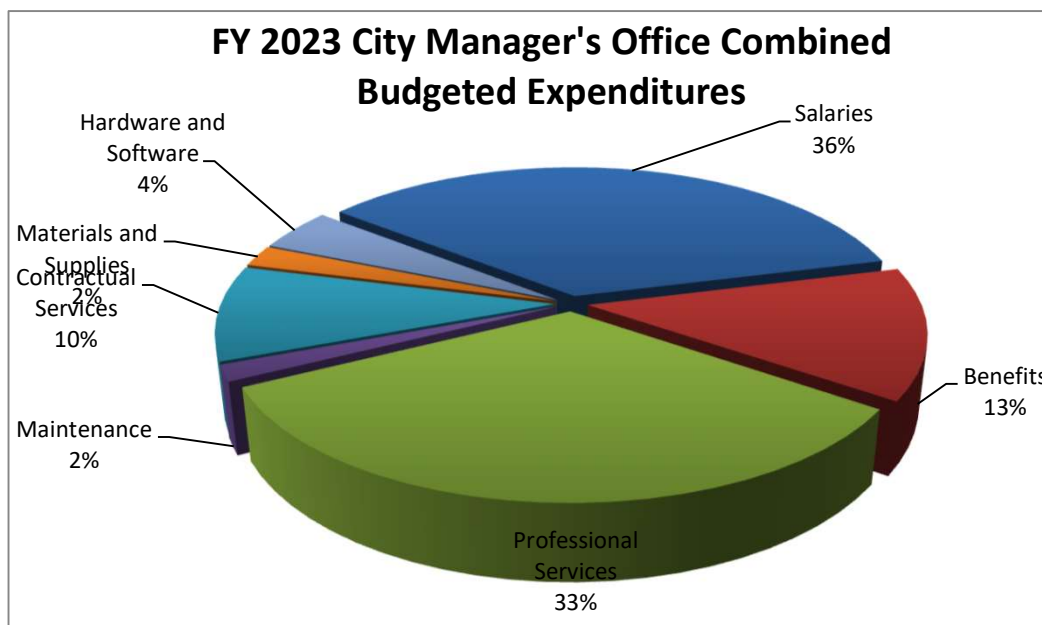
- Facilitate and execute policy decisions of City Council
- Provide leadership and management support to the City organization
- Provide project management support, management, monitoring and reporting, customer resources/citizen contact and relations, strategic planning, and agenda coordination
- Provide emergency incident command, planning operations and public information function
- Develop, execute, and administer the City's annual budget in conjunction with the Finance Department
- Develop Capital Improvement Plan and manage capital improvement projects in conjunction with other departments
- Develop management project work plans and schedules based upon the project/study goals and objectives
- Maintain and provide accessibility to legal records of official City documents as well as supervision of City elections
- Coordinate public information
- Administer the City's Community and Public Relations
- Provide services to the City and its employees through human resource programs such as compensation, wellness and benefits, safety, employee relations, and full and part-time staffing
- Provide all the information technology systems for the City
- Overall planning, organizing, and execution of all technology functions for the City, including directing all technology operations to meet customer requirements as well as the support and maintenance of existing applications and development of new technology solutions.

Performance Measures

Refer to the individual summaries for the City Manager's Office, Human Resources, City Clerk, and Information Technology for detailed performance measures.

CITY MANAGER'S OFFICE COMBINED EXPENDITURES
(City Manager, Human Resources, City Clerk, Information Technology)

Expenditure Summary	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries	\$ 903,428	\$ 1,147,401	\$ 891,693	\$ 1,276,178
Benefits	312,390	414,539	300,967	480,247
Professional Services	573,357	760,700	740,726	1,191,097
Maintenance	49,438	56,410	56,410	58,810
Contractual Services	242,588	343,761	270,505	346,941
Materials and Supplies	52,976	81,885	67,681	78,305
Hardware and Software	50,913	72,500	75,000	158,000
Total Expenditures	\$ 2,185,090	\$ 2,877,196	\$ 2,402,982	\$ 3,589,578



CITY MANAGER'S OFFICE COMBINED EXPENDITURES
(City Manager, Human Resources, City Clerk, Information Technology)

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 865,558	\$ 1,094,927	\$ 842,213	\$ 1,224,445
105	Incentive	-	-	2,077	\$ 3,900
110	Part Time Employees	24,540	30,200	36,281	34,200
120	Overtime	52	3,000	1,150	2,500
130	Longevity	3,520	3,944	3,833	3,568
140	Sick Leave Buy Back	4,930	5,130	4,965	5,165
150	Car Allowance	4,829	10,200	1,174	2,400
Total Salaries		903,428	1,147,401	891,693	1,276,178
Benefits					
210	Group Health Insurance	101,746	153,231	96,143	179,771
211	Health Savings Account	6,500	8,450	3,250	7,050
215	Group dental Insurance	1,607	1,750	1,247	1,245
217	Group Life Insurance	3,341	4,172	3,185	3,574
220	Disability Insurance	2,040	2,525	1,950	2,209
230	Medicare/Social Security	14,114	18,362	13,866	20,590
240	Retirement Contributions	181,225	222,702	178,042	262,052
260	Workers Compensation	1,819	3,347	3,284	3,756
Total Benefits		312,390	414,539	300,967	480,247
Professional Services					
312	Election Services	36,066	85,030	35,206	20,500
313	Employee Screening	32,671	25,000	25,000	29,000
324	Other Professional	83,786	66,500	100,350	211,130
340	Information Technology Contracts	127,213	166,900	175,400	204,460
350	Software Subscriptions	120,566	191,750	179,250	320,357
351	Information Technology Support Agreements	173,055	225,520	225,520	405,650
Total Professional Services		573,357	760,700	740,726	1,191,097
Maintenance					
410	Information Technology Maintenance	21,290	25,600	25,600	25,600
412	Communication Maintenance	11,034	8,400	8,400	8,800
461	Rental of Equipment	17,114	22,410	22,410	24,410
Total Maintenance		49,438	56,410	56,410	58,810

CITY MANAGER'S OFFICE COMBINED EXPENDITURES
(City Manager, Human Resources, City Clerk, Information Technology)

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Contractual Services					
520	Communications	\$ 211,012	\$ 256,791	\$ 222,940	\$ 260,831
522	Postage	528	1,185	425	1,350
530	Advertisements and Official Notices	913	6,500	1,500	3,000
540	Programs - Special Events	6,773	22,000	22,000	24,500
545	Programs - Wellness	1,499	-	1,500	-
550	Dues and Fees	8,435	11,645	8,700	12,460
570	Education and Training	13,363	38,640	12,100	38,800
571	Tuition Reimbursement	-	7,000	1,340	6,000
Total Contractual Services		242,588	343,761	270,505	346,941
Materials and Supplies					
600	Office Supplies	3,311	9,650	4,350	7,250
601	Information Technology Supplies	22,578	30,000	23,000	30,000
610	Operating Supplies	22,593	37,000	34,000	35,905
644	Subscriptions	534	1,085	831	500
650	Uniforms/Wearing Apparel	-	450	-	450
660	Elected Officials Activities	185	1,200	500	1,200
661	Council Meeting Meals	3,774	2,500	5,000	3,000
Total Materials and Supplies		52,976	81,885	67,681	78,305
Hardware and Software					
623	Hardware and Software	50,913	72,500	75,000	158,000
Total Hardware and Software		50,913	72,500	75,000	158,000
Department Total		\$ 2,185,090	\$ 2,877,196	\$ 2,402,982	\$ 3,589,578

Department Service Structure



The City Manager's Office is responsible for the centralized administrative functions of the City Manager's Office, including Human Resources, the City Clerk, Information Technology, and Community Relations. Human Resources, the City Clerk, and Information Technology each has its own department code and has separate detailed budgeting which is presented later in this package. The remaining functions of the City Manager's Office are budgeted for as a singular department and are presented here.

Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
City Manager	1.0	1.0	1.0
Assistant City Manager	1.0	1.0	1.0
Community Relations Administrator	1.0	1.0	1.0
Executive Assistant to the City Manager	1.0	1.0	1.0
Customer Services Assistant	1.0	1.0	1.0
Total City Manager's Office	5.0	5.0	5.0

Base Level Services







The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Strategic Focus Areas* and work in concert with the *Comprehensive Plan*. These service levels are more thoroughly enumerated in the department's *Service Plan*.

- Facilitate and execute policy decisions of City Council






- Provide leadership and management support to the City organization
- Provide project management support, management, monitoring and reporting, customer resources/citizen contact and relations, strategic planning, and agenda coordination
- Provide emergency incident command, planning operations and public information function
- Develop, execute, and administer the City's annual budget in conjunction with the Finance Department
- Develop Capital Improvement Plan and manage capital improvement projects in conjunction with other departments
- Develop management project work plans and schedules based upon the project/study goals and objectives
- Community Relations
 - Administer the City's Community and Public Relations including engagement with residents, Community Partner organizations and boards and commissions
 - Administer citywide communications including PrepareBellaire, Notify Me, social media, website, SeeClickFix, press releases, Public Information Officer function and internal Communications and Special Events Team
 - Oversee City Reporting and Financial Transparency (CRAFT) Information on City's website
 - Oversee the Performance Measures program

Performance Measures

Bellaire's City Council has identified five strategic focus areas to guide city staff. Additionally, they have provided implementation strategies for each focus area. The following table sets forth City Council's strategic focus areas and correlating implementation plans. To ensure the City's activities further City Council's strategic focus areas, City staff use City Council's strategic focus areas and implementation plans to set performance goals. Priorities that have been highlighted in the following table specifically relate to this department.

Community	Governance	Public Safety	Infrastructure	Quality of Life	Land Use and Zoning
					

The performance measures below inform our budgeted expenditures as the expenditure amounts are developed to provide the base level services required to successfully achieve the implementation of City Council strategic focus areas.

Strategic Focus Area		
Governance 	Guiding Principle	Clear transparent communication
	Departmental Goal/Objective	Foster financial transparency through the City Reporting and Financial Transparency (CRAFT) webpages
	Performance Measure	Maintain Texas Comptroller's Financial Transparency Stars for Traditional Finances and Debt Obligations Annually
	FY 2021 Actual	Completed
	FY 2022 Projected	Completed
	FY 2023 Goal	
Governance 	Guiding Principle	Clear transparent communication
	Departmental Goal/Objective	Foster financial transparency through the City Reporting and Financial Transparency (CRAFT) webpages
	Performance Measure	Complete Texas Comptroller's Financial Transparency Stars for Public Pensions and Contract and Procurement
	FY 2021 Actual	
	FY 2022 Projected	Complete by September 30, 2022
	FY 2023 Goal	
Community 	Guiding Principle	Building a sense of community, unity, and togetherness
	Departmental Goal/Objective	Evaluate street closure notification process
	Performance Measure	Prepare a formal notification policy/schedule that ensures communication between departments and outwardly to the community
	FY 2021 Actual	
	FY 2022 Projected	Begin work on policy/schedule by September 30, 2022
	FY 2023 Goal	
Community 	Guiding Principle	Building a sense of community, unity, and togetherness
	Departmental Goal/Objective	Improve outreach citywide. Identify, establish, and support citywide festivals, events, and initiatives where appropriate
	Performance Measure	Outline the community partners outreach network and communication schedule of meetings and engagements for the upcoming fiscal year by September 30 of each fiscal year
	FY 2021 Actual	Completed
	FY 2022 Projected	Complete by September 30, 2022
	FY 2023 Goal	
Community 	Guiding Principle	Building a sense of community, unity, and togetherness
	Departmental Goal/Objective	Improve outreach citywide. Utilize existing relationship networks (partners, schools, sports leagues, Bellaire Citizen Academy Ambassadors, Bellaire Business Association, Council-appointed Boards) for information distribution and collaborative projects
	Performance Measure	Enhance Bellaire Citizens Academy (BCA) by offering a refined class and specialized sessions based on discussion and feedback from BCA Ambassadors (graduates) and staff by June 15 of each fiscal year.
	FY 2021 Actual	Completed
	FY 2022 Projected	Completed
	FY 2023 Goal	

CITY MANAGER'S OFFICE - 1010

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 349,194	\$ 505,538	\$ 237,857	\$ 558,287
105	Incentive Pay	-	-	2,077	3,900
110	Part Time Employees	3,368	10,000	17,081	15,000
120	Overtime	52	-	150	500
130	Longevity	1,736	1,864	1,783	1,652
140	Sick Leave Buy Back	2,333	2,433	2,368	2,468
150	Car Allowance	4,829	10,200	1,174	2,400
	Total Salaries	361,512	530,035	262,490	584,207
Benefits					
210	Group Health Insurance	30,496	68,233	18,797	74,262
211	Health Savings Account	1,950	3,900	2,600	3,600
215	Group Dental Insurance	498	494	225	402
217	Group Life Insurance	1,375	1,965	995	1,589
220	Disability Insurance	801	1,145	579	1,047
230	Medicare/Social Security	5,336	8,158	4,787	9,366
240	Retirement Contributions	72,785	102,566	51,872	124,167
260	Workers Compensation	800	1,321	1,296	1,456
	Total Benefits	114,041	187,782	81,151	215,889
Professional Services					
312	Election Services				
324	Other Professional	45,829	10,000	54,350	36,130
340	Information Technology Contracts	-	-	6,500	-
350	Software Subscriptions	-	-	-	642
	Total Professional Services	45,829	10,000	60,850	36,772
Maintenance					
461	Rental of Equipment	3,176	3,410	3,410	3,410
	Total Maintenance	3,176	3,410	3,410	3,410
Contractual Services					
520	Communications	2,561	3,840	1,500	3,840
522	Postage	518	500	200	250
540	Programs - Special Events	6,773	22,000	22,000	24,500
550	Dues and Fees	7,103	9,210	7,300	9,755
570	Education and Training	3,074	9,300	3,000	9,300
571	Tuition Reimbursement	-	1,000	800	-
	Total Contractual Services	20,029	45,850	34,800	47,645

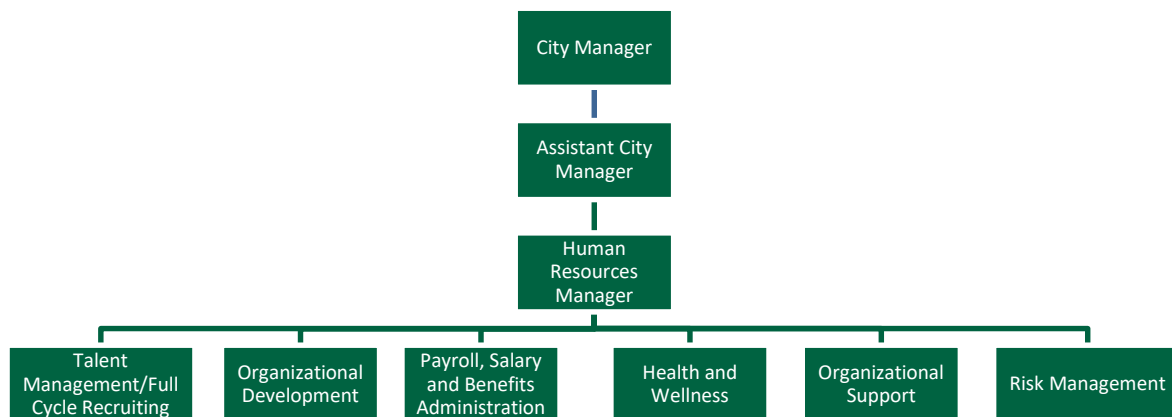
CITY MANAGER'S OFFICE - 1010

Acct		FY 2021	FY 2022	FY 2022	FY 2023
Code	Description	Actual	Amended	Projected	Proposed
	Materials and Supplies				
600	Office Supplies	\$ 990	\$ 1,250	\$ 1,250	\$ 1,250
601	Information Technology Supplies	-	-	-	-
610	Operating Supplies	6,750	9,600	12,000	11,055
644	Subscriptions	511	300	631	-
650	Uniforms/Wearing Apparel	-	300	-	300
660	Elected Officials Activities	185	1,200	500	1,200
661	Council Meeting Meals	3,774	2,500	5,000	3,000
	Total Materials and Supplies	12,209	15,150	19,381	16,805
	Department Total	\$ 556,797	\$ 792,227	\$ 462,082	\$ 904,728

Why Statement

The Human Resources department supports the City of Bellaire's total operation in meeting its goals through its most valuable resource—its PEOPLE. Human Resources serves as a strategic partner to develop, implement, and support programs and processes that add value to the City of Bellaire and its employees. The department is committed to the City of Bellaire's management and prosperity for its citizens, employees, and stakeholders and acts in support of the City's following key tenets: Responsiveness, Customer Service, Competence, Safety Awareness, Positive Environment, and Teamwork.

Department Service Structure



Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Human Resources Manager	1.0	1.0	1.0
Human Resources Coordinator	0.0	1.0	1.0
Human Resources Generalist	1.0	0.0	0.0
Total Human Resources	2.0	2.0	2.0

In the fiscal year 2021 budget, the Payroll and Department Specialist position in the Finance department and the Human Resources Generalist position in the Human Resources department were combined into the Human Resources Coordinator position in the Human Resources department. This resulted in the loss of one FTE in the Finance department. With the transfer of this position, the entire payroll process and its responsibility were placed into the Human Resources Department.

Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Strategic Focus Areas* and work in concert with the *Comprehensive Plan*. These service levels are more thoroughly enumerated in the department's *Service Plan*.

Talent Management/Full Cycle Recruiting

- Talent Acquisition
- New Hire Processing and Onboarding
- Internal Horizontal and Vertical Staffing (Promotion/Demotion/Transfers/Reclassification)
- Performance Management
- Employee Relations
- Employee Retention

Organizational Development

- Organizational Training
- Succession Planning
- Performance Reviews
- Employee Relations
- Legal Compliance Training

Payroll, Salary, and Benefits Administration

- Payroll
- Compensation
- Incentive Pay
- Benefit Enrollment
 - Medical
 - Dental
 - Vision
 - Other Ancillary Benefits

Health and Wellness

- HealthCheck 360 Application
- Quarterly Challenges
- Wellness Education

Organizational Support







- Employee Handbook
- Personnel Records
- Leave Administration
- Employee Recognition

Risk Management



- Safety Training
- Workers Compensation
- Return to Work Program
- Drug and Alcohol Testing





Performance Measures

Bellaire's City Council has identified five strategic focus areas to guide city staff. Additionally, they have provided implementation strategies for each focus area. The following table sets forth City Council's strategic focus areas and correlating implementation plans. To ensure the City's activities further City Council's strategic focus areas, City staff use City Council's strategic focus areas and implementation plans to set performance goals. Priorities that have been highlighted in the following table specifically relate to this department.

Community	Governance	Public Safety	Infrastructure	Quality of Life	Land Use and Zoning
					

The performance measures below inform our budgeted expenditures as the expenditure amounts are developed to provide the base level services required to successfully achieve the implementation of City Council strategic focus areas.

Strategic Focus Area		
Governance 	Guiding Principle	Being a great place to work. Creating the right structures and culture for excellent employees who are valued.
	Departmental Goal/Objective	Encourage employee culture of involvement to promote retention and development.
	Performance Measure	All new hires shall attend an orientation within the first week of employment.
	FY 2021 Actual	
	FY 2022 Projected	
Governance 	Guiding Principle	Being a great place to work. Creating the right structures and culture for excellent employees who are valued.
	Departmental Goal/Objective	Encourage employee culture of involvement to promote retention and development.
	Performance Measure	Human Resources shall ensure that all workers' compensation claims are processed within one business day of the date received.
	FY 2021 Actual	
	FY 2022 Projected	
	FY 2023 Goal	

Strategic Focus Area		
Governance 	Guiding Principle	Being a great place to work. Creating the right structures and culture for excellent employees who are valued.
	Departmental Goal/Objective	Encourage employee culture of involvement to promote retention and development.
	Performance Measure	Implement between three and five employee engagement opportunities per year.
	FY 2021 Actual	
	FY 2022 Projected	
	FY 2023 Goal	
Governance 	Guiding Principle	Being a great place to work. Creating the right structures and culture for excellent employees who are valued.
	Departmental Goal/Objective	Encourage employee culture of involvement to promote retention and development.
	Performance Measure	Implement between three and five compliance and employee development training opportunities per year.
	FY 2021 Actual	
	FY 2022 Projected	
	FY 2023 Goal	
Governance 	Guiding Principle	Being a great place to work. Creating the right structures and culture for excellent employees who are valued.
	Departmental Goal/Objective	Encourage employee culture of involvement to promote retention and development.
	Performance Measure	Offer at least five employee wellness activities per year.
	FY 2021 Actual	
	FY 2022 Projected	
	FY 2023 Goal	
Governance 	Guiding Principle	Being a great place to work. Creating the right structures and culture for excellent employees who are valued.
	Departmental Goal/Objective	Encourage employee culture of involvement to promote retention and development.
	Performance Measure	Submit payroll and process paychecks every two weeks in a timely manner. (26 pay periods)
	FY 2021 Actual	
	FY 2022 Projected	
	FY 2023 Goal	

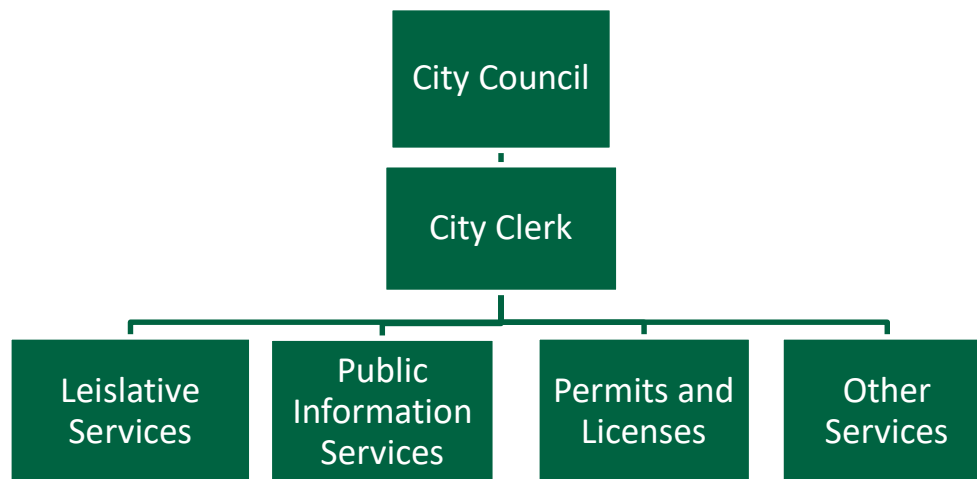
HUMAN RESOURCES - 1011

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 160,991	\$ 166,407	\$ 169,650	\$ 205,035
130	Longevity	136	232	232	204
	Total Salaries	161,127	166,639	169,882	205,239
Benefits					
210	Group Health Insurance	25,421	26,863	26,888	35,792
211	Health Savings Account	650	650	-	500
215	Group Dental Insurance	464	434	445	342
217	Group Life Insurance	785	760	760	592
220	Disability Insurance	456	442	442	347
230	Medicare/Social Security	2,233	2,416	2,414	2,976
240	Retirement Contributions	36,310	33,524	35,197	42,064
260	Workers Compensation	240	415	407	512
	Total Benefits	66,558	65,504	66,553	83,125
Professional Services					
313	Employee Screening	32,671	25,000	25,000	29,000
324	Other Professional	31,418	48,000	41,000	149,000
340	Information Technology Contracts	33,902	66,500	68,500	73,560
350	Software Subscriptions	-	-	-	150
	Total Professional Services	97,991	139,500	134,500	251,710
Contractual Services					
520	Communications	886	960	960	960
545	Programs - Wellness	1,499	-	1,500	-
550	Dues and Fees	812	1,200	800	1,270
570	Education and Training	804	5,000	3,800	5,000
	Total Contractual Services	4,001	7,160	7,060	7,230
Materials and Supplies					
600	Office Supplies	509	1,000	600	1,000
610	Operating Supplies	14,192	23,000	18,500	20,000
644	Subscriptions	(35)	400	-	-
650	Uniforms/Wearing Apparel	-	150	-	150
	Total Materials and Supplies	14,665	24,550	19,100	21,150
Department Total		\$ 344,342	\$ 403,353	\$ 397,095	\$ 568,454

Why Statement

The City Clerk's Office is dedicated to preparing, maintaining, and safeguarding the official records of the City Council of the City of Bellaire, Texas, and to responding to requests related to the City's official records in an efficient, effective, and timely manner to better serve the City of Bellaire.

Department Service Structure



The City Clerk is appointed by the City Council. The City Clerk budget includes City Council compensation under account code 110, "Part Time Employees." Council compensation is prescribed in the City Charter. The Mayor receives a stipend of \$400 per month and each Council Member receives a stipend of \$200 per month.

Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
City Clerk	1.0	1.0	1.0
Total City Clerk	1.0	1.0	1.0

Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Strategic Focus Areas* and work in concert with the *Comprehensive Plan*. These service levels are more thoroughly enumerated in the department's *Service Plan*.

Legislative Services

- Preparation and processing of legal notices to inform the public of business under consideration by the City Council and various boards, committees, and commissions, as well as bidding notices, and election notices
- Preparation and processing of agendas and minutes for meetings of the City Council

- Preparation, for City Attorney approval, of routine ordinances and resolutions considered by City Council
- Administration of all City elections
- Coordination of the recruitment, application, and appointment process for Boards and Commissions

Public Information Services

- Management of public information requests, including collection, assembly, and dissemination of the requested information pursuant to the *Texas Public Information Act*

Permits and Licenses

- Preparation of solicitation permits for individuals and entities desiring to sell a product or service door-to-door within the city limits of Bellaire
- Provision of city licensing to establishments located within the city limits of Bellaire in accordance with the *Texas Alcohol Beverage Code* and the *City Code*

Other Services

- Records management, including records storage, training of departments for records retention, storage, and destruction, electronic data management
- Proclamations and Certificates of Recognition
- Provides assistance and support to other City departments and consultants in the bid process through the preparation of notices to bidders, requests for proposals, and requests for qualifications, as well as the publication of related notices in a newspaper of general circulation in accordance with state law and the City Charter

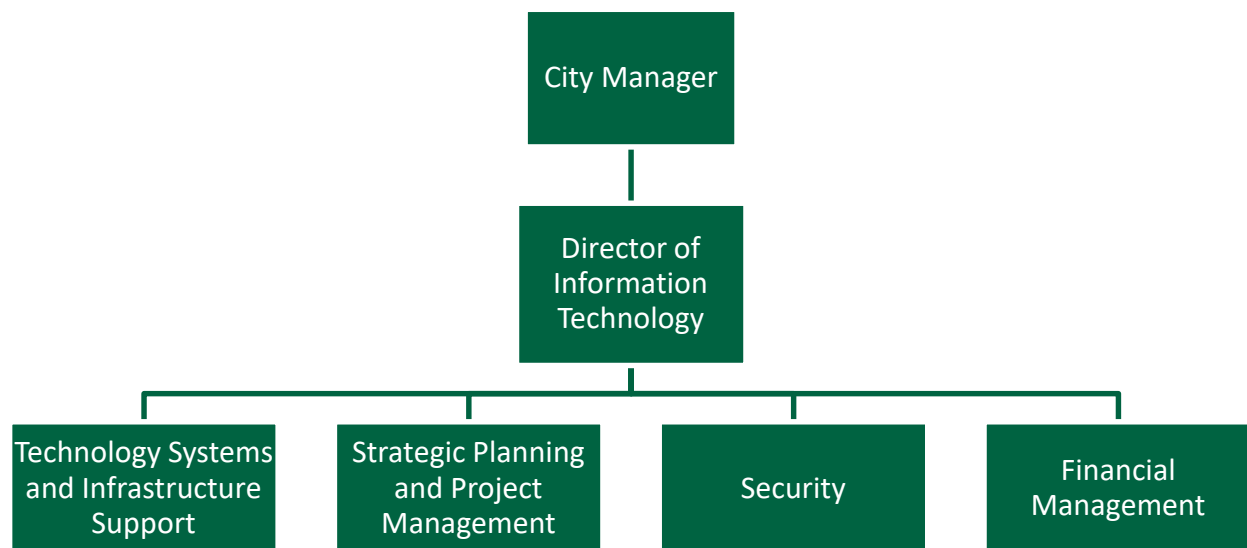
CITY CLERK - 1012

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 135,521	\$ 137,177	\$ 141,213	\$ 150,800
110	Part Time Employees	21,171	20,200	19,200	19,200
130	Longevity	1,144	1,200	1,192	1,200
140	Sick Leave Buy Back	2,597	2,697	2,597	2,697
	Total Salaries	160,434	161,274	164,202	173,897
Benefits					
210	Group Health Insurance	9,138	10,294	9,766	9,835
211	Health Savings Account	650	650	650	650
215	Group Dental Insurance	175	175	176	175
217	Group Life Insurance	475	475	475	475
220	Disability Insurance	277	277	277	277
230	Medicare/Social Security	3,640	3,591	2,548	3,712
240	Retirement Contributions	28,324	28,381	30,013	31,705
260	Workers Compensation	507	897	881	1,008
	Total Benefits	43,187	44,740	44,786	47,837
Professional Services					
312	Election Services	36,066	85,030	35,206	20,500
324	Other Professional	6,539	8,500	5,000	26,000
350	Software Subscriptions	-	600	-	1,015
	Total Professional Services	42,605	94,130	40,206	47,515
Contractual Services					
520	Communications	483	-	480	480
522	Postage	11	685	225	1,100
530	Advertisements and Official Notices	913	6,500	1,500	3,000
550	Dues and Fees	345	1,035	400	1,135
570	Education and Training	2,511	9,340	1,500	9,500
	Total Contractual Services	4,326	17,560	4,105	15,215
Materials and Supplies					
600	Office Supplies	1,812	7,400	2,500	5,000
610	Operating Supplies	1,602	4,400	1,400	4,850
644	Subscriptions	59	385	200	500
	Total Materials and Supplies	3,473	12,185	4,100	10,350
Department Total		\$ 254,024	\$ 329,889	\$ 257,399	\$ 294,814

Why Statement

The Information Technology (IT) department provides a secure and stable environment to both service and enhance the City's business processes. IT is an internal services department providing support and guidance in an effective, strategic, and fiscally responsible manner for all technology initiatives.

Department Service Structure



Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Director of Information Technology	1.0	1.0	1.0
Senior Systems Administrator	0.0	1.0	1.0
Senior Information Technology Technician	1.0	0.0	0.0
Systems Administrator	0.0	1.0	1.0
Total Information Technology	2.0	3.0	3.0

The fiscal year 2022 Information Technology department FTE count increased by 1.0 because of the transfer of an information technology position (Senior Systems Administrator) from the Police department to the Information Technology department. In the fiscal year 2022 budget the Senior Information Technology Technician position was reclassified as Systems Administrator.

Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Strategic Focus Areas* and work in concert with the *Comprehensive Plan*. These service levels are more thoroughly enumerated in the department's *Service Plan*.

Technology Systems and Infrastructure Support

- Ensures service availability; support for standard software applications; disaster recovery/business continuity projects; maintenance of technological assets including audio/visual
- When the Emergency Operation Center (EOC) is operational, IT is responsible for ensuring the technology that support the Incident Command System (ICS) divisions' activities are ready and working. The IT Director also serves as backup as needed for the incident command team.

Strategic Planning and Project Management

- Leads one standing Management Project team - Information Management
- Takes part in ad hoc committees for the Communications and Special Events Team

Security







- Accomplishes compliance initiatives which include regulatory, vendor and security upgrades; operating system and software version implementations; legal and operational regulations support; and internal and external audit requirements
- Manage citywide participation in mandatory cyber security training
- Assists with open records requests

Financial Management




- Practices sound fiscal management to properly use allocated funds by minimizing expenses and maximizing value
- Exploit economies of scale for purchases for both City and Police technologies
- Coordinate with Finance to ensure appropriate levels of insurance to minimize risk of a cyber attack


Performance Measures

Bellaire's City Council has identified five strategic focus areas to guide city staff. Additionally, they have provided implementation strategies for each focus area. The following table sets forth City Council's strategic focus areas and correlating implementation plans. To ensure the City's activities further City Council's strategic focus areas, City staff use City Council's strategic focus areas and implementation plans to set performance goals. Priorities that have been highlighted in the following table specifically relate to this department.

Community	Governance	Public Safety	Infrastructure	Quality of Life	Land Use and Zoning
					

The performance measures below inform our budgeted expenditures as the expenditure amounts are developed to provide the base level services required to successfully implement City Council strategic focus areas.

Strategic Focus Area		
Governance 	Guiding Principle	Efficient, Effective and Transparent Government and Governance.
	Departmental Goal/Objective	Ensure compliance with sound fiscal policies and effective budget oversight.
	Performance Measure	Information technology personnel and operations as a share of GF expenditures.
	FY 2021 Actual	9.7%
	FY 2022 Projected	< 10%
	FY 2023 Goal	< 10%
Governance 	Guiding Principle	Commitment to timely customer service.
	Departmental Goal/Objective	Ensure a renewed focus on internal and external customer service.
	Performance Measure	Number of requests received per endpoint served.
	FY 2021 Actual	4.42
	FY 2022 Projected	< 5
	FY 2023 Goal	< 5
Governance 	Guiding Principle	Commitment to timely customer service.
	Departmental Goal/Objective	Ensure a renewed focus on internal and external customer service.
	Performance Measure	Percentage of help desk requests resolved within 4 work hours.
	FY 2021 Actual	25%
	FY 2022 Projected	> 35%
	FY 2023 Goal	35%

Strategic Focus Area		
Governance 	Guiding Principle	Commitment to timely customer service.
	Departmental Goal/Objective	Ensure a renewed focus on internal and external customer service.
	Performance Measure	Continue to mature the City's cybersecurity capabilities.
	FY 2021 Actual	
	FY 2022 Projected	
	FY 2023 Goal	Complete by September 30, 2023

INFORMATION TECHNOLOGY - 1013

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 219,851	\$ 285,805	\$ 293,493	\$ 310,323
120	Overtime	-	3,000	1,000	2,000
130	Longevity	504	648	626	512
	Total Salaries	220,355	289,453	295,119	312,835
Benefits					
210	Group Health Insurance	36,690	47,841	40,692	59,882
211	Health Savings Account	3,250	3,250	-	2,300
215	Group Dental Insurance	470	647	401	326
217	Group Life Insurance	705	972	955	918
220	Disability Insurance	506	661	652	538
230	Medicare/Social Security	2,906	4,197	4,117	4,536
240	Retirement Contributions	43,805	58,231	60,960	64,116
260	Workers Compensation	272	714	700	780
	Total Benefits	88,605	116,513	108,477	133,396
Professional Services					
340	Information Technology Contracts	93,311	100,400	100,400	130,900
350	Software Subscriptions	120,566	191,150	179,250	318,550
351	Information Technology Support Agreements	173,055	225,520	225,520	405,650
	Total Professional Services	386,932	517,070	505,170	855,100
Maintenance					
410	Information Technology Maintenance	21,290	25,600	25,600	25,600
412	Communication Maintenance	11,034	8,400	8,400	8,800
461	Rental of Equipment	13,937	19,000	19,000	21,000
	Total Maintenance	46,261	53,000	53,000	55,400
Contractual Services					
520	Communications	207,082	251,991	220,000	255,551
550	Dues and Fees	175	200	200	300
570	Education and Training	6,974	15,000	3,800	15,000
571	Tuition Reimbursement	-	6,000	540	6,000
	Total Contractual Services	214,232	273,191	224,540	276,851
Materials and Supplies					
601	Information Technology Supplies	22,578	30,000	23,000	30,000
610	Operating Supplies	50	-	2,100	-
	Total Materials and Supplies	22,628	30,000	25,100	30,000
Hardware and Software					
623	Hardware and Software	50,913	72,500	75,000	158,000
	Total Hardware and Software	50,913	72,500	75,000	158,000
Department Total		\$ 1,029,926	\$ 1,351,727	\$ 1,286,406	\$ 1,821,582

Reporting Relationships

City Council

City Attorney

The City Attorney is appointed by City Council and is outsourced to Alan Petrov of Johnson Petrov, LLP.

Base Level Services

- Attends all regular City Council meetings and other statutory board meetings
- Prepares or reviews all ordinances, resolutions, and legal documents
- Provides legal advice to the City on an on-going basis, as required, including advice necessary for compliance with all statutory requirements applicable to the City, such as the Texas Open Meetings Act, Public Information Act, the Local Government Code, and zoning laws
- Prepares or reviews various City contracts
- Prepares deeds, easements, and various other documents necessary for day-to-day business of the City
- Provides bond counsel services (Bond counsel services are not covered under the general retainer and are billed separately and are recorded as debt issuance costs in the Capital Bond Fund.)

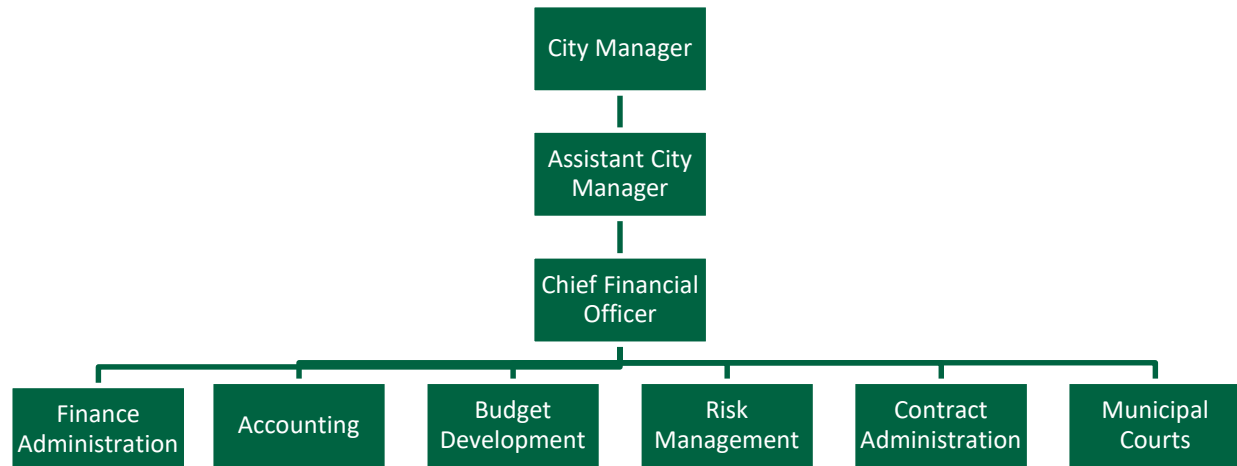
Performance Measures

Performance measures are not relevant as this is an outsourced service. City Council evaluates the service delivery each year when appointing the City Attorney for the upcoming year.

LEGAL - 1414

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Professional Services					
321	Legal and Audit	\$ 91,184	\$ 90,000	\$ 90,000	\$ 90,000
324	Other Professional	13,986	15,000	5,000	15,000
Total Professional Services		105,170	105,000	95,000	105,000
Department Total		\$ 105,170	\$ 105,000	\$ 95,000	\$ 105,000

Department Service Structure



The Finance Department is responsible for ensuring the integrity of the City's finances through accurate planning and recording of financial transactions. The Finance Department provides stewardship of the City's finances through Finance Administration and Accounting. It is the function of the department to make sure the revenues and expenses are tracked and utilized according to local, state, and federal laws and the goals of the City Council.

The Finance Department also oversees the Municipal Court. The Municipal Court has jurisdiction of Class C misdemeanors and ensures fair and equal adjudication of all cases.

Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Chief Financial Officer	1.0	1.0	1.0
Assistant Director of Finance	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0
Senior Purchasing/Contract Coordinator	1.0	1.0	1.0
Court Clerk	1.0	1.0	1.0
Payroll/Department Specialist	0.0	0.0	0.0
Accounts Payable Technician	1.0	1.0	1.0
Assistant Court Clerk	2.0	2.0	2.0
Total Finance	9.0	9.0	9.0

The General Fund houses all functions of the Finance department except the Utility Billing function which is housed in the Enterprise Fund and is reported separately.

Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Strategic Focus Areas* and work in concert with the Comprehensive Plan. These service levels are more thoroughly enumerated in the department's *Service Plan*.

Finance Administration

- Maintain a high level of public confidence and sense of fairness through efficient and courteous public service
- Record and maintain records and report all financial transaction in compliance with City policy, laws, and regulations
- Preparation of the Annual Comprehensive Financial Report in a timely manner
- Coordination and assistance for independent auditors for annual financial audit
- Maintain current service levels while further automating and improving processes
- Safeguard city funds through implementing internal controls and financial policies
- Assist in the issuance of City bonds
- Oversee debt service payments
- Monitor cash flow and purchase investments as cash becomes available
- Prepare quarterly investment reports on a timely basis
- Prepare monthly and quarterly financial reports on a timely basis
- Prepare timely long-range forecasts

Accounting

- Ensure all financial transactions comply with City policies and laws to ensure accurate reporting of the City's financial position
- Monitor all purchase transactions for compliance with budget through review and approval of purchase requisitions
- Accurately, timely, and compliantly – with respect to laws and City policies – disburse payments to vendors for purchase of goods and services
- Maintain records of financial transactions as required by law and policies
- Reconcile general ledger accounts to ensure transactions are posted correctly

Budget Development

- Develop, execute, and administer the City's annual budget in conjunction with the City Manager's Office

Risk Management

- Serves as the City's fund and risk management coordinator for the City's general insurance policies (general liability, cyber liability, property liability, automobile liability, errors and omissions liability, and law enforcement liability)
- Process insurance claims
- Ensure new assets are properly insured and disposed assets are uninsured







Municipal Courts

- Maintain a record of all citations issued
- Collect and deposit all court fines and fees paid by defendants
- Maintain dockets for trials and arrangements
- Issue warrants and track warrants using specialized software
- Prepare and submit weekly conviction reports to the State of Texas
- Prepare and submit monthly citation summary reports to Texas Comptroller Office

- Prepare and submit monthly collection reports to delinquencies collection attorney
- Assist judges during trials and arrangements






Performance Measures

Bellaire's City Council has identified five strategic focus areas to guide city staff. Additionally, they have provided implementation strategies for each focus area. The following table sets forth City Council's strategic focus areas and correlating implementation plans. To ensure the City's activities further City Council's strategic focus areas, City staff use City Council's strategic focus areas and implementation plans to set performance goals. Priorities which have been highlighted in the following table specifically relate to this department.

Community	Governance	Public Safety	Infrastructure	Quality of Life	Land Use and Zoning
					

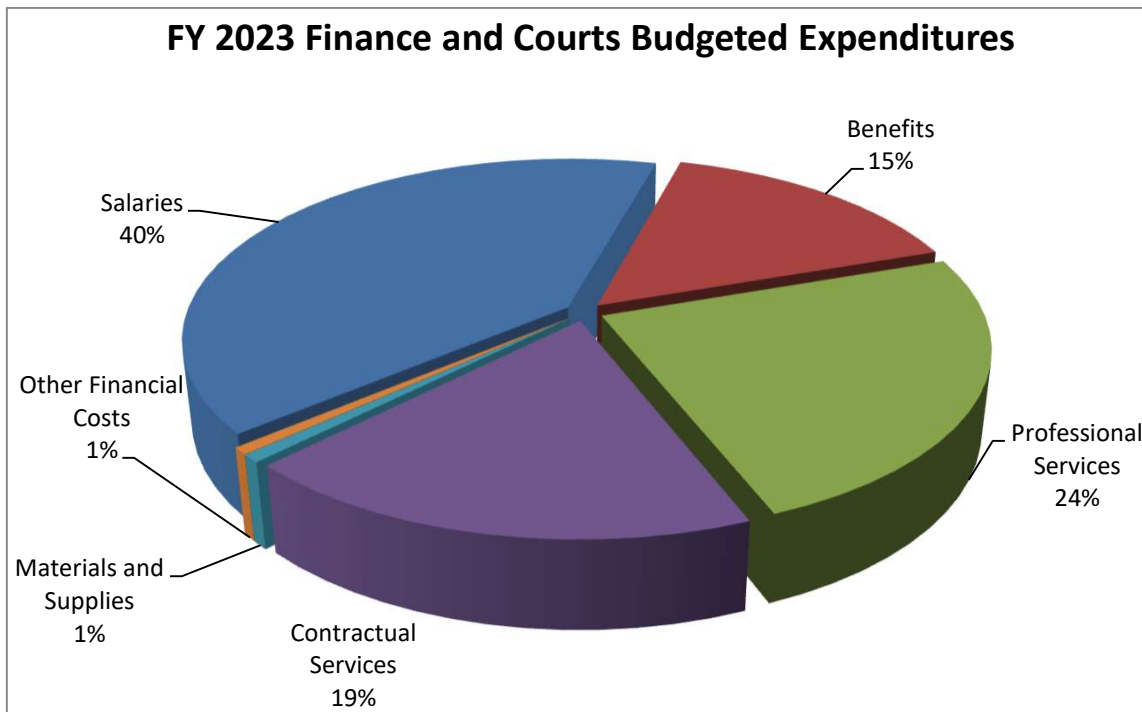
The performance measures below inform our budgeted expenditures as the expenditure amounts are developed to provide the base level services required to successfully achieve the implementation of City Council strategic focus areas.

Strategic Focus Area		
Governance 	Guiding Principle	Clear transparent communication
	Departmental Goal/Objective	Adopt policies and procedures to maintain a strong financial position.
	Performance Measure	Maintain the City's AAA bond rating.
	FY 2021 Actual	Achieved
	FY 2022 Projected	Achieved
	FY 2023 Goal	Maintain rating
Governance 	Guiding Principle	Clear transparent communication
	Departmental Goal/Objective	Adopt policies and procedures to maintain a strong financial position.
	Performance Measure	Receive the Government Finance Officers Association Certificate of Achievement in Excellence in Financial Reporting for the most recent Comprehensive Annual Financial Report.
	FY 2021 Actual	Achieved
	FY 2022 Projected	Achieved
	FY 2023 Goal	Receive award

Strategic Focus Area		
Governance 	Guiding Principle	Clear transparent communication
	Departmental Goal/Objective	Adopt policies and procedures to maintain a strong financial position.
	Performance Measure	Receive the Government Finance Officers Association Distinguished Budget Presentation Award for the most recent budget.
	FY 2021 Actual	Achieved
	FY 2022 Projected	Achieved
	FY 2023 Goal	Receive award
Governance 	Guiding Principle	Clear transparent communication
	Departmental Goal/Objective	Adopt policies and procedures to maintain a strong financial position.
	Performance Measure	Make 100% of semi-annual bond payments on time.
	FY 2021 Actual	Achieved
	FY 2022 Projected	Achieved
	FY 2023 Goal	100% on time
Governance 	Guiding Principle	Clear transparent communication
	Departmental Goal/Objective	Adopt policies and procedures to maintain a strong financial position.
	Performance Measure	Ensure arbitrage calculations are completed for all bonds experiencing a 5-year anniversary during the year and all bonds which are repaid during the year within 60 days of the anniversary or maturity date.
	FY 2021 Actual	Achieved
	FY 2022 Projected	Achieved
	FY 2023 Goal	Complete 100% due
Governance 	Guiding Principle	Clear transparent communication
	Departmental Goal/Objective	Adopt policies and procedures to maintain a strong financial position.
	Performance Measure	Maintain a 60-day reserve in the General Fund and the Enterprise Fund as measured in the annual budget.
	FY 2021 Actual	Achieved
	FY 2022 Projected	Achieved
	FY 2023 Goal	Maintain reserve at year-end
Governance 	Guiding Principle	Clear transparent communication
	Departmental Goal/Objective	Adopt policies and procedures to maintain a strong financial position.
	Performance Measure	Submit monthly and quarterly reports at least ten days before council meetings.
	FY 2021 Actual	Achieved
	FY 2022 Projected	Achieved
	FY 2023 Goal	100% on time

FINANCE AND COURTS - 2012

Expenditure Summary	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries	\$ 702,979	\$ 746,690	\$ 687,688	\$ 800,616
Benefits	266,840	298,950	256,063	307,156
Professional Services	478,044	437,235	473,640	481,235
Contractual Services	273,898	353,212	317,340	368,195
Materials and Supplies	9,862	13,525	13,730	14,025
Other Financial Costs	6,282	12,500	8,355	12,500
Total Expenditures	\$ 1,737,906	\$ 1,862,112	\$ 1,756,816	\$ 1,983,727



FINANCE AND COURTS - 2012

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 677,959	\$ 696,780	\$ 661,773	\$ 748,168
105	Incentive	1,324	2,640	1,325	2,640
110	Part Time Employees	-	25,000	-	25,000
120	Overtime	12,753	15,000	15,466	15,000
130	Longevity	4,696	3,460	3,412	3,796
140	Sick Leave Buy Back	6,249	3,810	5,712	6,012
	Total Salaries	702,979	746,690	687,688	800,616
Benefits					
210	Group Health Insurance	101,768	127,772	91,494	122,086
211	Health Savings Account	4,875	5,850	4,550	5,050
215	Group Dental Insurance	1,594	1,565	1,425	1,565
217	Group Life Insurance	2,852	2,880	2,680	2,880
220	Disability Insurance	1,659	1,676	1,544	1,676
230	Medicare/Social Security	9,719	12,160	9,588	12,941
240	Retirement Contributions	143,259	145,186	142,959	158,962
260	Workers Compensation	1,113	1,861	1,823	1,996
	Total Benefits	266,840	298,950	256,063	307,156
Professional Services					
310	Tax Assessing/Collecting	164,453	181,000	195,000	225,000
311	Juror Costs	-	600	-	600
321	Legal and Audit	56,912	54,935	55,000	54,935
324	Other Professional	27,243	400	-	400
325	Judges and Prosecutors	182,850	200,000	190,000	200,000
340	Information Technology Contracts	27,393	-	-	-
344	Contract Labor	19,193	-	33,340	-
350	Software Subscriptions	-	300	300	300
	Total Professional Services	478,044	437,235	473,640	481,235
Contractual Services					
510	Risk Management	264,947	333,517	300,000	349,000
520	Communications	1,449	1,440	1,440	1,440
522	Postage	3,706	4,500	5,000	4,500
530	Advertisements and Official Notices	1,122	500	700	500
550	Dues and Fees	630	1,455	1,100	1,455
570	Education and Training	2,044	11,800	9,100	11,300
	Total Contractual Services	273,898	353,212	317,340	368,195
Materials and Supplies					
600	Office Supplies	3,766	9,100	7,500	9,100
610	Operating Supplies	1,179	1,925	1,000	1,925
644	Subscriptions	4,176	2,500	4,130	3,000
	Total Materials and Supplies	9,862	13,525	13,730	14,025

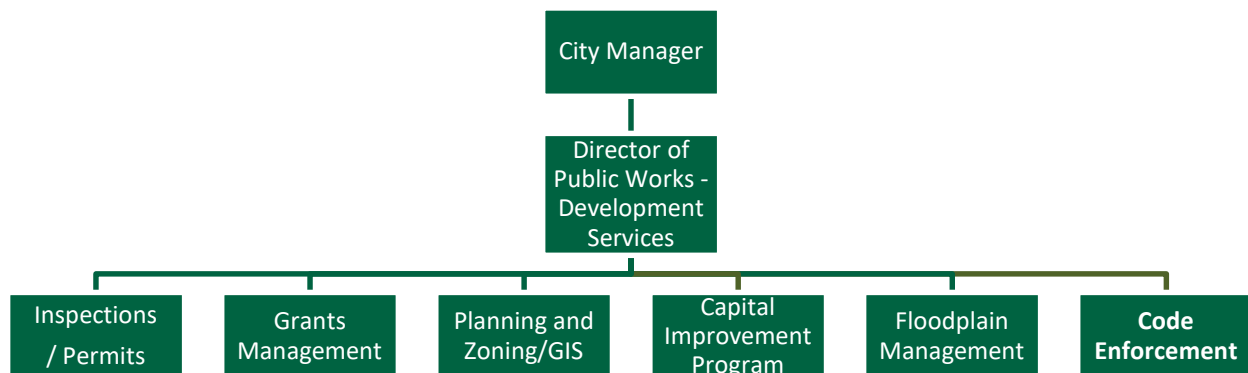
FINANCE AND COURTS - 2012

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Other Financial Costs					
710	Banking Charges	\$ 675	\$ 5,500	\$ 355	\$ 5,500
711	Credit Card Fees	5,607	7,000	8,000	7,000
Total Other Financial Costs		6,282	12,500	8,355	12,500
Department Total		\$ 1,737,906	\$ 1,862,112	\$ 1,756,816	\$ 1,983,727

Why Statement

The Development Services Department provides permits and inspections, code compliance, plan review, development review, commercial redevelopment, floodplain management, and long-range planning services for Bellaire citizens, property owners, businesses, contractors, and builders. These services provide for the protection of the health, safety, and welfare of all who live and work in the City of Bellaire. The dedicated employees of this department work diligently to provide these services efficiently and effectively while providing the highest level of service.

Department Service Structure



Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Director of Development Services	1.0	1.0	1.0
Assistant Director of Development Services	1.0	1.0	0.0
Development Services Manager / City Planner	0.0	0.0	1.0
Building Official	1.0	1.0	1.0
Building Inspector	1.0	1.0	2.0
Development Review Coordinator	1.0	1.0	1.0
Plan Examiner/Reviewer	1.0	1.0	2.0
Administrative Assistant	1.0	1.0	1.0
Code Compliance Officer	1.0	1.0	1.0
Permit Technician II	1.0	1.0	1.0
Permit Technician I	1.0	1.0	1.0
Total Development Services	10.0	10.0	12.0

Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Strategic Focus Areas* and work in concert with the *Comprehensive Plan*. These service levels are more thoroughly enumerated in the department's *Service Plan*.

Inspections/Permits

- Review all construction plans for compliance with adopted building codes and City ordinances
- Inspect all building projects for compliance with adopted building codes and City ordinances
- Investigate citizen complaints concerning building code and ordinance violations at construction sites
- Inspect food establishments for compliance with state health code regulations both on a biannual and as needed basis
- Process applications and issue registrations and permits for contractors, new construction, and remodeling
- Check plan submittals for completeness
- Record inspection requests and results
- Submit utility releases to utility companies
- Prepare letters for housing inspections, building inspections, Certificates of Occupancy, and other correspondence as requested
- Prepare daily, monthly, quarterly, and annual reports
- Enforce sign ordinance and tree ordinance
- Review drainage plans for all new building projects

Grants

- Prepare and process applications according to respective opportunity
- Manage monthly, quarterly, and annual reports
- Coordinate management and use of funds with Project Manager, Finance, and Third-party
- Manage communications and compliance with Grantor
- Manage development and implementation of policy and process to meet grant requirements and ensure compliance

Planning and Zoning/ GIS

- Implement and regulate subdivision and zoning ordinances
- Process, review, and prepare agenda items and legal notices for public hearings before the City's statutory boards and commissions
- Provide staff support to the Planning and Zoning Commission, Board of Adjustment, and Building and Standards Commission to include review, research, preparation, and presentation of items and applications.
- Manage department and support other departments as required

Capital Improvement Program

- Create processes and procedures for the program
- Coordinate the process that identifies the needs of a future bond program
- Application and administering grant projects
- Oversight for the creation of City of Bellaire design standards

Floodplain Management

- Provide information about the flood threat caused by Brays Bayou; regulations and restrictions that pertain to floodplains; how residents can protect themselves from flooding and flood

damage; and the National Flood Insurance Program







- Enforcing the Flood Damage Prevention Ordinance
- Maintaining Flood Loss Prevention Program, Community Rating System (CRS)
- Ensure Flood Mitigation Plan activities are completed and report updates on an annual basis

Code Compliance


- Monitor and enforce code compliance within commercial and residential areas
- Respond to community concerns and/or complaints
- Enforce sign ordinance and tree ordinance
- Create processes and procedures for the program




Performance Measures

Bellaire's City Council has identified five strategic focus areas to guide city staff. Additionally, they have provided implementation strategies for each focus area. The following table sets forth City Council's strategic focus areas and correlating implementation plans. To ensure the City's activities further City Council's strategic focus areas, City staff use City Council's strategic focus areas and implementation plans to set performance goals. Priorities that have been highlighted in the following table specifically relate to this department.

Community	Governance	Public Safety	Infrastructure	Quality of Life	Land Use and Zoning
					

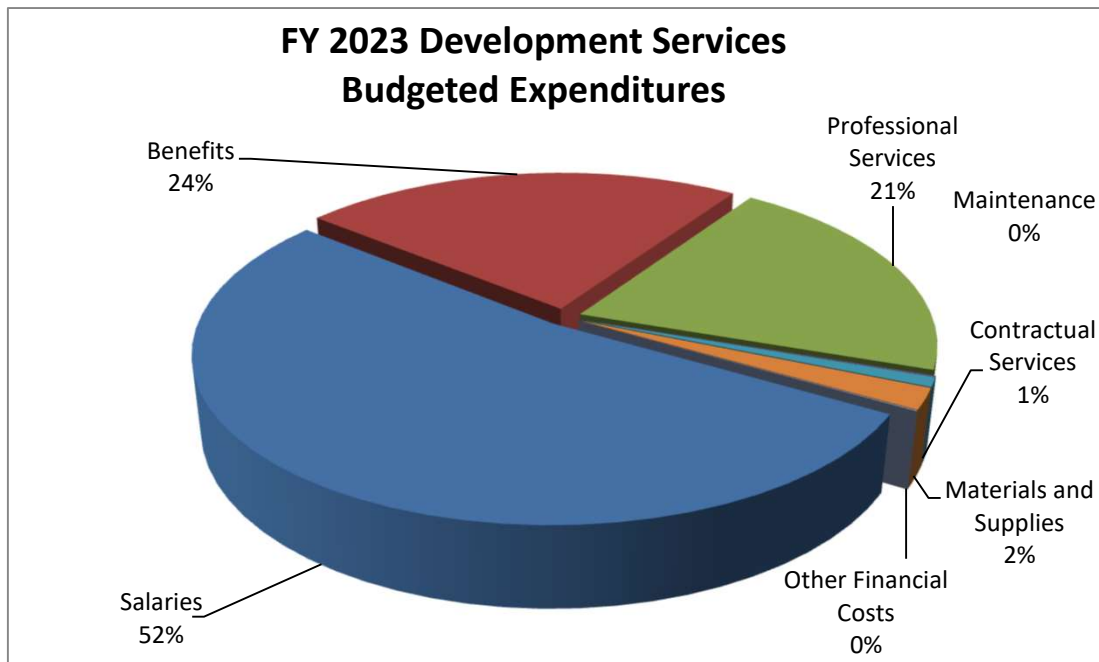
The performance measures below inform our budgeted expenditures as the expenditure amounts are developed to provide the base level services required to successfully achieve the implementation of City Council strategic focus areas.

Strategic Focus Area		
Land Use & Zoning 	Guiding Principle	Clear, predictable, and enforced land use, zoning, and code controls.
	Departmental Goal/Objective	
	Performance Measure	Average calendar days from request to inspection: Residential
	FY 2021 Actual	1
	FY 2022 Projected	< 1.5
	FY 2023 Goal	< 1.5

Strategic Focus Area		
Land Use & Zoning 	Guiding Principle	Clear, predictable, and enforced land use, zoning, and code controls.
	Departmental Goal/Objective	
	Performance Measure	Average calendar days, Inspection to forced compliance
	FY 2021 Actual	21
	FY 2022 Projected	< 30
	FY 2023 Goal	< 30
Land Use & Zoning 	Guiding Principle	Clear, predictable, and enforced land use, zoning, and code controls.
	Departmental Goal/Objective	
	Performance Measure	Average calendar days, Inspection to voluntary compliance
	FY 2021 Actual	7
	FY 2022 Projected	< 10
	FY 2023 Goal	< 10
Land Use & Zoning 	Guiding Principle	Clear, predictable, and enforced land use, zoning, and code controls.
	Departmental Goal/Objective	
	Performance Measure	Percentage of cases resolved through forced compliance
	FY 2021 Actual	3%
	FY 2022 Projected	< 5%
	FY 2023 Goal	< 5%

DEVELOPMENT SERVICES - 3016

Expenditure Summary	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries	\$ 526,346	\$ 691,517	\$ 489,090	\$ 847,027
Benefits	180,956	278,843	195,981	381,527
Professional Services	377,482	234,100	445,000	334,100
Maintenance	2,145	1,556	1,660	1,556
Contractual Services	7,643	14,670	6,345	14,670
Materials and Supplies	13,577	29,185	8,200	32,485
Other Financial Costs	3,846	1,000	290	1,000
Total Expenditures	\$ 1,111,996	\$ 1,250,871	\$ 1,146,566	\$ 1,612,365



DEVELOPMENT SERVICES - 3016

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 513,751	\$ 682,905	\$ 473,188	\$ 837,410
110	PT Employees	10,000	6,000	3,381	-
130	Longevity	2,371	2,612	2,778	2,328
140	Sick Leave Buy Back	-	-	1,089	1,289
	Total Salaries	526,346	691,517	489,090	847,027
Benefits					
210	Group Health Insurance	69,643	116,872	75,083	180,900
211	Health Savings Account	1,950	5,200	3,900	5,600
215	Group Dental Insurance	1,145	1,472	1,197	1,457
217	Group Life Insurance	2,080	3,112	2,032	3,724
220	Disability Insurance	1,209	1,789	1,175	2,158
230	Medicare/Social Security	10,451	10,399	7,203	12,654
240	Retirement Contributions	93,692	137,909	103,322	172,368
260	Workers Compensation	786	2,090	2,069	2,666
	Total Benefits	180,956	278,843	195,981	381,527
Professional Services					
323	Planners and Engineers	374,979	151,500	325,000	251,500
324	Other Professional	2,503	82,600	120,000	82,600
	Total Professional Services	377,482	234,100	445,000	334,100
Maintenance					
411	Vehicle Maintenance	2,145	1,556	1,660	1,556
	Total Maintenance	2,145	1,556	1,660	1,556
Contractual Services					
520	Communications	2,320	3,360	3,000	3,360
522	Postage	1,513	2,420	1,100	2,420
530	Advertisements and Official Notices	1,818	1,700	800	1,700
550	Dues and Fees	612	2,160	120	2,160
551	Permits and Licenses	60	530	-	530
570	Education and Training	1,320	4,500	1,325	4,500
	Total Contractual Services	7,643	14,670	6,345	14,670
Materials and Supplies					
600	Office Supplies	2,908	4,360	1,750	4,360
610	Operating Supplies	9,007	22,025	3,000	22,025
625	Fuel	960	700	2,500	4,000
650	Uniforms/Wearing Apparel	702	2,100	950	2,100
	Total Materials and Supplies	13,577	29,185	8,200	32,485

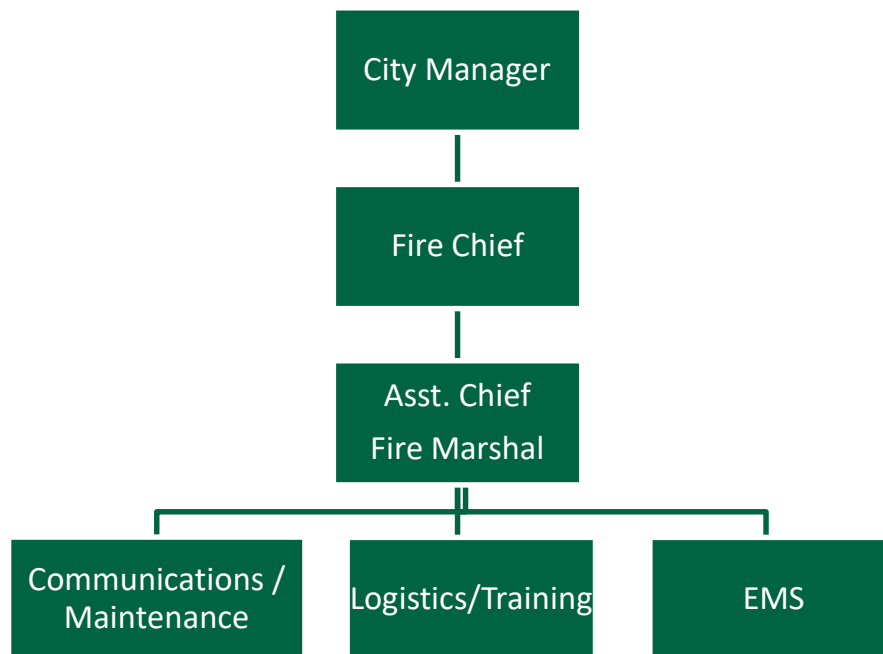
DEVELOPMENT SERVICES - 3016

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Other Financial Costs					
711	Credit Card Fees	\$ 3,846	\$ 1,000	\$ 290	\$ 1,000
	Total Other Financial Costs	3,846	1,000	290	1,000
Department Total		\$ 1,111,996	\$ 1,250,871	\$ 1,146,566	\$ 1,612,365

Why Statement

Bellaire Fire Department is committed to providing a sense of safety and well-being for the community. This is accomplished through lifesaving emergency services in addition to fire prevention and extinguishment. The department accomplishes this through an overall approach that is professionally compassionate during a person's time of greatest need.

Department Service Structure



Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Fire Chief	1.0	1.0	1.0
Assistant Chief/Fire Marshall	1.0	1.0	1.0
Fire Shift Commander	3.0	3.0	3.0
Fire Captain	0.0	3.0	3.0
Fire Lieutenant	3.0	0.0	0.0
Firefighter/Paramedic	14.0	14.0	14.0
Firefighter/EMT	1.0	1.0	1.0
Paramedic Only	0.0	0.0	0.0
Total Full-time Fire	23.0	23.0	23.0
Part-time Fire Inspector	0.5	0.5	1.0
Part-time Firefighter/Paramedic	0.0	0.0	0.0
Part-time Firefighter/EMT	1.5	1.5	1.5
Total Part-time Fire	2.0	2.0	2.5
Total Fire	25.0	25.0	25.5







Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Strategic Focus Areas* and work in concert with the *Comprehensive Plan*. These service levels are more thoroughly enumerated in the department's *Service Plan*.





- Management of administration and special services
- Fire incident response
- Emergency Medical Services (EMS) response with advanced life support medic units
- Fire code inspection of commercial/educational occupancies within Bellaire
- Specialized Rescue Operations – Vehicle extrication / swift water rescues / SRT Tactical Medics
- Construction and fire sprinkler plan review of all new construction, both commercial and residential
- Public education on safety from Fire/EMS to seasonal safety tips
- Training of volunteers to meet State Fireman and Fire Marshal Association guidelines
- Emergency Management responsibilities associated with the Emergency Operations Center



Performance Measures

Bellaire's City Council has identified five strategic focus areas to guide city staff. Additionally, they have provided implementation strategies for each focus area. The following table sets forth City Council's strategic focus areas and correlating implementation plans. To ensure the City's activities further City Council's strategic focus areas, City staff use City Council's strategic focus areas and implementation plans to set performance goals. Priorities that have been highlighted in the following table specifically relate to this department.

Community	Governance	Public Safety	Infrastructure	Quality of Life	Land Use and Zoning
					

The performance measures below inform our budgeted expenditures as the expenditure amounts are developed to provide the base level services required to successfully implement City Council strategic focus areas.

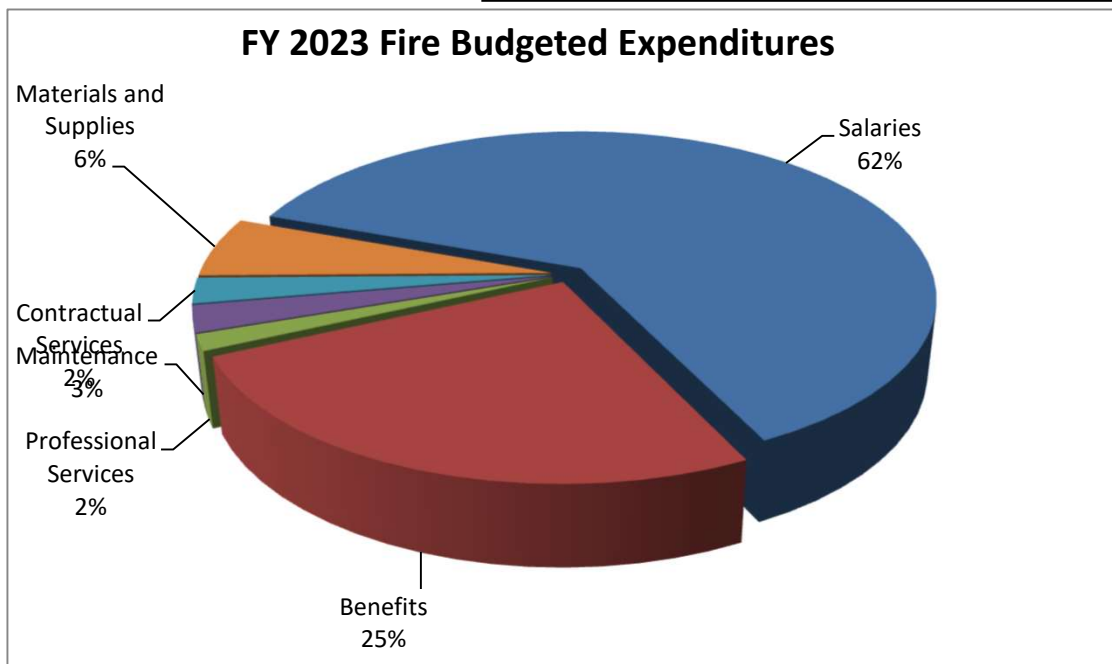
Strategic Focus Area		
Public Safety 	Guiding Principle	A safe community (effective, responsive, and adaptive public safety programs).
	Departmental Goal/Objective	Continue to equip and train the City's first responders and public safety services based on best practices, and with the resources they need to provide maximum protection to our citizens.
	Performance Measure	To have 100% emergency medical services continuing education hours and 100% instruction from a medical director that will ensure paramedics will have the required continuing education for recertification.
	FY 2021 Actual	Completed
	FY 2022 Projected	Complete by September 30, 2022
	FY 2023 Goal	Complete 100% by September 30, 2023
Public Safety 	Guiding Principle	A safe community (effective, responsive, and adaptive public safety programs).
	Departmental Goal/Objective	Continue to equip and train the City's first responders and public safety services based on best practices, and with the resources they need to provide maximum protection to our citizens.
	Performance Measure	Obtain 100% of fire continuing education training hours.
	FY 2021 Actual	Completed
	FY 2022 Projected	Complete by September 30, 2022
	FY 2023 Goal	Complete 100% by September 30, 2023
Public Safety 	Guiding Principle	A safe community (effective, responsive, and adaptive public safety programs).
	Departmental Goal/Objective	Continue to equip and train the City's first responders and public safety services based on best practices, and with the resources they need to provide maximum protection to our citizens.
	Performance Measure	Arrive at 90% of all incidents within four minutes.
	FY 2021 Actual	Fire responded to 72.5% of all calls arriving to an incident within four minutes.
	FY 2022 Projected	Expect to achieve 80% of our goal to arrive at all incidents within four minutes.
	FY 2023 Goal	90%
Public Safety 	Guiding Principle	A safe community (effective, responsive, and adaptive public safety programs).
	Departmental Goal/Objective	Continue to equip and train the City's first responders and public safety services based on best practices, and with the resources they need to provide maximum protection to our citizens.
	Performance Measure	Arrive at 95% of emergency medical services (EMS) incidents within four minutes.
	FY 2021 Actual	Fire (EMS) responded to 80% of all calls arriving to an incident within four minutes.
	FY 2022 Projected	Expect to achieve 85% of our goal to arrive at all incidents within four minutes.
	FY 2023 Goal	95%

Strategic Focus Area		
Governance 	Guiding Principle	Clear predictable code controls.
	Departmental Goal/Objective	Consistent ongoing process refinement and accuracy.
	Performance Measure	Complete 100% of commercial fire inspections.
	FY 2021 Actual	Completed 75% of all commercial fire inspections.
	FY 2022 Projected	Expect to complete 75% of all commercial fire inspections.
	FY 2023 Goal	100%
Public Safety 	Guiding Principle	A safe community (effective, responsive, and adaptive public safety programs).
	Departmental Goal/Objective	Maintain effective community outreach and public safety education programs in the Fire and Police Departments.
	Performance Measure	Reach 90% of elementary aged students in Bellaire through community outreach programs and/or public safety education by providing one safety program every fall at each of the four local schools. And by hosting informational booths at 4 community events.
	FY 2021 Actual	Objective not completed due to COVID restrictions.
	FY 2022 Projected	School presentation objective not completed due to COVID restrictions. Will complete objective of providing informational booths at four community events by September 30, 2022.
	FY 2023 Goal	90%

FIRE - 4040

Expenditure Summary

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries	\$ 2,343,911	\$ 2,258,536	\$ 2,547,304	\$ 2,252,500
Benefits	834,594	892,125	904,564	916,198
Professional Services	56,208	59,675	64,000	56,175
Maintenance	76,935	73,138	57,307	92,677
Contractual Services	47,876	75,384	60,115	89,297
Materials and Supplies	100,320	142,269	128,750	210,044
Total Expenditures	\$ 3,459,846	\$ 3,501,127	\$ 3,762,040	\$ 3,616,891



FIRE - 4040

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 1,943,529	\$ 1,949,624	\$ 1,888,215	\$ 1,944,584
105	Incentive Pay	87,460	100,386	96,692	81,783
110	Part Time Employees	79,820	75,000	175,192	97,500
120	Overtime	195,654	95,000	312,224	95,000
130	Longevity	14,670	14,548	15,867	12,688
140	Sick Leave Buy Back	22,778	23,978	59,114	20,945
	Total Salaries	2,343,911	2,258,536	2,547,304	2,252,500
Benefits					
210	Group Health Insurance	274,546	314,759	274,832	325,510
211	Health Savings Account	10,075	13,650	9,750	12,900
215	Group Dental Insurance	3,998	3,710	3,529	3,171
217	Group Life Insurance	8,912	9,150	7,951	8,759
220	Disability Insurance	5,183	5,250	4,624	5,036
230	Medicare/Social Security	35,420	37,399	44,425	38,593
240	Retirement Contributions	462,293	439,273	491,580	440,069
260	Workers Compensation	34,168	68,934	67,873	82,160
	Total Benefits	834,594	892,125	904,564	916,198
Professional Services					
322	Medical Aid	22,000	24,000	24,000	24,000
343	Other Technical Services	34,208	35,675	40,000	32,175
	Total Professional Services	56,208	59,675	64,000	56,175
Maintenance					
411	Vehicle Maintenance	57,164	50,990	35,000	59,015
412	Communication Maintenance	3,573	3,041	3,200	5,528
413	Machinery and Equipment Maintenance	16,199	19,107	19,107	28,134
	Total Maintenance	76,935	73,138	57,307	92,677
Contractual Services					
520	Communications	3,863	3,840	3,800	3,840
522	Postage	164	500	225	500
545	Programs - Wellness	-	15,000	14,410	15,000
550	Dues and Fees	4,099	4,697	5,500	6,040
551	Permits and Licenses	-	1,095	180	355
570	Education and Training	37,751	47,252	33,000	59,562
571	Tuition Reimbursement	2,000	3,000	3,000	4,000
	Total Contractual Services	47,876	75,384	60,115	89,297

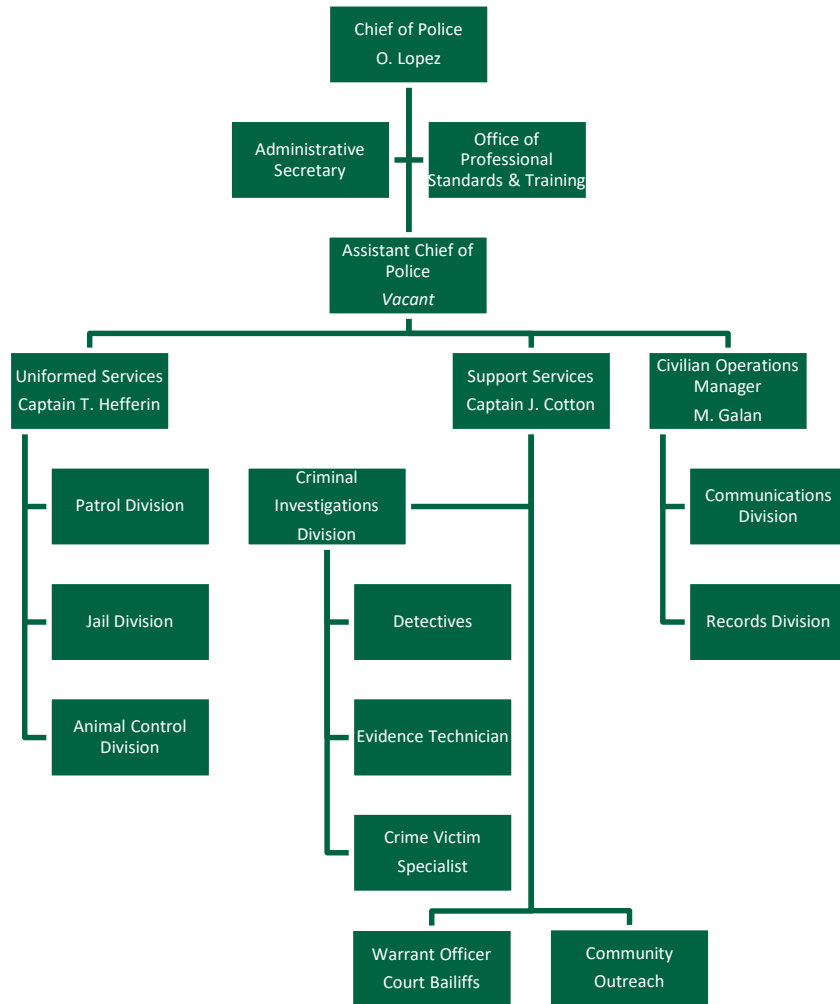
FIRE - 4040

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Materials and Supplies					
600	Office Supplies	\$ 1,979	\$ 2,500	\$ 2,550	\$ 2,500
602	Small Tools and Minor Equipment	8,622	13,475	8,000	44,582
603	Janitorial and Cleaning Supplies	2,217	3,000	2,300	3,000
605	Vehicle Supplies	1,085	950	600	950
610	Operating Supplies	5,022	4,717	6,300	4,717
612	Chemicals	2,314	4,300	2,000	6,500
614	EMS - Medical Supplies	32,661	43,850	40,000	45,700
625	Fuel	12,655	21,000	26,000	22,500
644	Subscriptions	-	-	-	500
650	Uniforms/Wearing Apparel	33,767	48,477	41,000	79,095
Total Materials and Supplies		100,320	142,269	128,750	210,044
Department Total		\$ 3,459,846	\$ 3,501,127	\$ 3,762,040	\$ 3,616,891

Why Statement

The Bellaire Police Department exists to enhance the quality of life of citizens by safeguarding the rights and freedoms of all persons, providing a safe and secure community, investigating criminal incidents, and facilitating the flow of traffic.

Department Service Structure



Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
General Fund			
Police Chief	1.0	1.0	1.0
Communications Supervisor	1.0	0.0	0.0
Civilian Operations Manager	0.0	1.0	1.0
Information Coordinator	0.0	1.0	1.0
Communications Officer	9.0	9.0	9.0

Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Jail Attendant	1.0	1.0	1.0
Police Technician	1.0	1.0	1.0
Records Technician	1.0	1.0	1.0
Animal Control Officer	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Police Clerk	1.0	0.0	0.0
Assistant Police Chief	1.0	0.0	0.0
Manager Information Services	1.0	0.0	0.0
Police Captain	2.0	2.0	2.0
Police Lieutenant	3.0	4.0	6.0
Police Sergeant	4.0	4.0	5.0
Police Detective	3.0	3.0	2.0
Police Detective - Rotating	1.0	1.0	1.0
Community Resource Officer	1.0	1.0	1.0
Police Officer	21.0	21.0	20.0
Police Officer - Motorcycle	1.0	1.0	0.0
Warrant Officer	1.0	1.0	1.0
Total Full-time Police – General Fund	56.0	55.0	55.0
Part-time Communications Officer	1.5	1.5	1.5
Part-time Court Bailiff	0.5	0.5	0.5
Part-time Police Officer	1.0	1.0	1.0
Total Part-time Police – General Fund	3.0	3.0	3.0
Total Police – General Fund	59.0	58.0	57.5
<i>Special Revenue Fund</i>			
Crime Victim Specialist	1.0	1.0	1.0
Total Full-time Police – Special Revenue Fund	1.0	1.0	1.0
Part-time Court Bailiff	0.5	0.5	0.5
Total Part-time Police – Special Revenue Fund	0.5	0.5	0.5
Total Police – Special Revenue Fund	1.5	1.5	1.5
Total Police – All Funds	60.5	59.5	59.5







Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Strategic Areas of Focus* and work in concert with the Comprehensive Plan. These service levels are more thoroughly enumerated in the department's *Service Plan*.




- Manage the operations of Patrol, Support Services, and Information Services to provide for the community's safety and security
- Suppress and deter crime
- Investigate criminal activity
- Manage traffic
- Animal control
- Serve as a community resource through education and partnerships
- Maintain emergency communications for Police, Fire, and Emergency Medical Services
- Provide and manage court security, including the warrant function
- Manage the records function and evidence function within statute






Performance Measures

Bellaire's City Council has identified five strategic focus areas to guide city staff. Additionally, they have provided implementation strategies for each focus area. The following table sets forth City Council's strategic focus areas and correlating implementation plans. To ensure the City's activities further City Council's strategic focus areas, City staff use City Council's strategic focus areas and implementation plans to set performance goals. Priorities that have been highlighted in the following table specifically relate to this department.

Community	Governance	Public Safety	Infrastructure	Quality of Life	Land Use and Zoning
					

The performance measures below inform our budgeted expenditures as the expenditure amounts are developed to provide the base level services required to successfully implement City Council strategic focus areas.

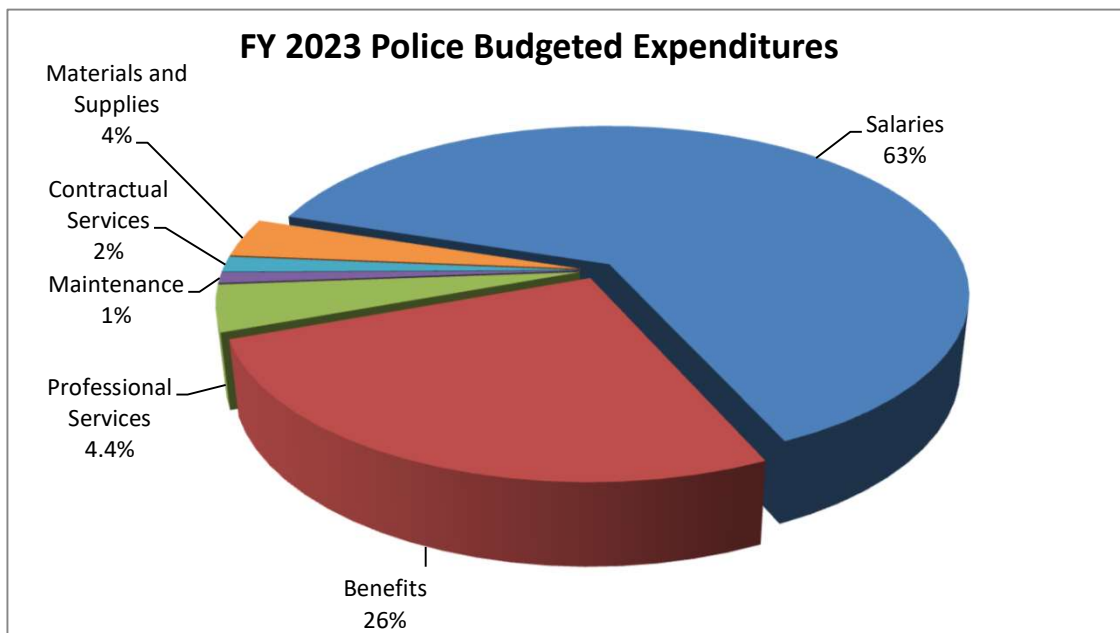
Strategic Focus Area		
Public Safety 	Guiding Principle	A Safe Community
	Departmental Goal/Objective	Professional Standards
	Performance Measure	Calls for Service handled by Dispatch
	2020 Actual	29,935
	2021 Actual	29,094
	2022 Projected	30,548
	2023 Goal	30,000
Public Safety 	Guiding Principle	A Safe Community
	Departmental Goal/Objective	Field Based Investigations
	Performance Measure	Response time for non-emergency calls (in seconds)
	2020 Actual	283
	2021 Actual	315
	2022 Projected	299
	2023 Goal	300
Public Safety 	Guiding Principle	A Safe Community
	Departmental Goal/Objective	Field Based Investigations
	Performance Measure	Top Priority calls: Average time, dispatch to arrival on scene (in seconds)
	2020 Actual	217
	2021 Actual	203
	2022 Projected	192
	2023 Goal	190

Strategic Focus Area		
Public Safety 	Guiding Principle	A Safe Community
	Departmental Goal/Objective	Crash Investigations
	Performance Measure	Number of traffic crashes
	2020 Actual	437
	2021 Actual	551
	2022 Projected	575
	2023 Goal	550
Public Safety 	Guiding Principle	A Safe Community
	Departmental Goal/Objective	Arrest of Offenders
	Performance Measure	Cases assigned to Criminal Investigations Division
	2020 Actual	368
	2021 Actual	509
	2022 Projected	534
	2023 Goal	535
Public Safety 	Guiding Principle	A Safe Community
	Departmental Goal/Objective	Arrest of Offenders
	Performance Measure	Cases cleared by Criminal Investigations Division
	2020 Actual	143
	2021 Actual	266
	2022 Projected	162
	2023 Cleared	175
Public Safety 	Guiding Principle	A Safe Community
	Departmental Goal/Objective	Professional Standards
	Performance Measure	Officer training hours
	2020 Actual	0 (impacted by COVID-19)
	2021 Actual	344 (impacted by COVID-19)
	2022 Projected	860
	2023 Goal	860
Public Safety 	Guiding Principle	A Safe Community
	Departmental Goal/Objective	Community Engagement
	Performance Measure	Community presentations /engagements
	2020 Actual	9 (impacted by COVID-19)
	2021 Actual	14 (impacted by COVID-19)
	2022 Projected	35
	2023 Actual	35

POLICE - 5045

Expenditure Summary

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries	\$ 4,419,728	\$ 4,367,744	\$ 4,395,879	\$ 4,741,085
Benefits	1,672,639	1,841,794	1,777,426	1,958,426
Professional Services	41,119	60,520	53,795	329,580
Maintenance	56,465	75,652	53,103	75,948
Contractual Services	80,879	124,702	107,005	110,713
Materials and Supplies	221,250	250,168	228,600	276,218
Total Expenditures	\$ 6,492,081	\$ 6,720,580	\$ 6,615,808	\$ 7,491,970



POLICE - 5045

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 3,727,559	\$ 3,939,638	\$ 3,734,619	\$ 4,310,782
105	Incentive Pay	163,830	166,600	159,388	110,179
110	Part Time Employees	72,998	108,072	78,984	108,986
120	Overtime	369,873	123,260	390,558	177,000
130	Longevity	30,013	25,092	24,780	25,888
140	Sick Leave Buy Back	55,455	5,082	7,550	8,250
	Total Salaries	4,419,728	4,367,744	4,395,879	4,741,085
Benefits					
210	Group Health Insurance	607,974	745,750	659,901	747,361
211	Health Savings Account	23,725	33,800	18,200	31,600
215	Group Dental Insurance	9,909	10,321	9,599	9,567
217	Group Life Insurance	17,541	18,591	16,527	18,285
220	Disability Insurance	9,923	10,922	9,738	10,760
230	Medicare/Social Security	58,844	67,698	63,258	73,967
240	Retirement Contributions	888,982	856,940	903,865	949,349
260	Workers Compensation	55,741	97,772	96,338	117,537
	Total Benefits	1,672,639	1,841,794	1,777,426	1,958,426
Professional Services					
313	Employee Screening	-	2,000	-	-
324	Other Professional	41,119	25,420	21,045	19,830
340	Professional Service Contracts	-	25,000	25,000	302,000
350	Software Subscriptions	-	8,100	7,750	7,750
	Total Professional Services	41,119	60,520	53,795	329,580
Maintenance					
411	Vehicle Maintenance	53,472	65,900	51,000	65,900
412	Communication Maintenance	819	2,890	468	3,100
413	Machinery and Equipment Maintenance	-	2,862	-	2,862
426	Firing Range Maintenance	1,141	1,500	435	1,500
461	Rental of Equipment	1,033	2,500	1,200	2,586
	Total Maintenance	56,465	75,652	53,103	75,948
Contractual Services					
520	Communications	3,854	8,220	3,080	8,220
522	Postage	1,620	1,000	1,000	1,700
550	Dues and Fees	2,643	5,971	5,900	5,971
551	Permits and Licenses	4,498	5,978	1,250	6,538
560	Travel Mileage Allowance	9,239	10,500	10,400	4,500
570	Education and Training	51,136	82,033	75,000	74,784
571	Tuition Reimbursement	7,889	11,000	10,375	9,000
	Total Contractual Services	80,879	124,702	107,005	110,713

POLICE - 5045

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Materials and Supplies					
600	Office Supplies	\$ 9,671	\$ 10,450	\$ 7,500	\$ 9,900
601	Information Technology Supplies	13,185	17,000	6,300	18,500
602	Small Tools and Minor Equipment	29,686	23,995	17,000	23,495
604	First Aid Supplies	34	500	-	500
605	Vehicle Supplies	1,136	2,000	900	2,000
606	Community Education Supplies	4,427	4,000	1,000	4,000
610	Operating Supplies	38,856	26,301	25,000	24,801
612	Chemicals	-	200	-	200
625	Fuel	63,212	94,000	104,000	101,500
650	Uniforms/Wearing Apparel	56,709	57,722	58,000	77,322
651	Prisoners Support	3,081	4,000	3,900	4,000
652	Dog Pound	1,254	10,000	5,000	10,000
Total Materials and Supplies		221,250	250,168	228,600	276,218
Department Total		\$ 6,492,081	\$ 6,720,580	\$ 6,615,808	\$ 7,491,970

Why Statement

The Parks, Recreation, and Facilities Department exists to create and foster relationships in the community and the quality of life in Bellaire. By providing recreational services, events, programs, parks, and public facilities. The department directly relates to the City's mission via continuing dedication to offering quality facilities and services to the community that enhances the quality of life.

Department Service Structure



Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Director of Parks, Recreation, and Facilities	1.0	1.0	1.0
Facilities Superintendent	1.0	1.0	1.0
Parks Superintendent	1.0	1.0	1.0
Recreation Superintendent	1.0	1.0	1.0
Recreation Supervisor II	1.0	1.0	1.0
Aquatics Supervisor	1.0	1.0	1.0
Recreation Supervisor	2.0	2.0	2.0
Administrative Assistant	1.0	1.0	1.0
Crew Leader (Parks)	1.0	1.0	1.0
Senior Building Maintenance Technician	1.0	1.0	1.0
Building Maintenance Technician	1.0	1.0	1.0
Parks Maintenance Technician	2.0	2.0	2.0
Total Full-time Parks, Recreation, & Facilities	14.0	14.0	14.0
Part-time Administrative Secretary	0.5	0.5	0.5

Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Part-time Lifeguard	6.0	6.0	6.0
Part-time Pool Manager	0.5	0.5	0.5
Part-time Recreation Aide	3.5	3.5	3.5
Total Part-time Parks, Recreation, & Facilities	10.5	10.5	10.5
Total Parks, Recreation, & Facilities	24.5	24.5	24.5







Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Strategic Focus Areas* and work in concert with the *Comprehensive Plan*. These service levels are more thoroughly enumerated in the department's *Service Plan*.




- Manages the divisions of Park Operations, Community Programs and Services, Construction Management, and Facility Maintenance
- Assists in planning, design, and construction of all capital improvements related to park and facility projects
- Centralized special events planning and community programming
- Plan, organize, and implementation of community special events, recreation programs, aquatics, senior citizens, youth, athletics, and various other community services
- Maintenance of all public facilities and land, including city hall, fire station, recreation center, community buildings, police station, library, public works facilities, swimming pools, parks, and right of ways



Performance Measures

Bellaire's City Council has identified five strategic focus areas to guide city staff. Additionally, they have provided implementation strategies for each focus area. The following table sets forth City Council's strategic focus areas and correlating implementation plans. To ensure the City's activities further City Council's strategic focus areas, City staff use City Council's strategic focus areas and implementation plans to set performance goals. Priorities which have been highlighted in the following table specifically relate to this department.

Community	Governance	Public Safety	Infrastructure	Quality of Life	Land Use and Zoning
					

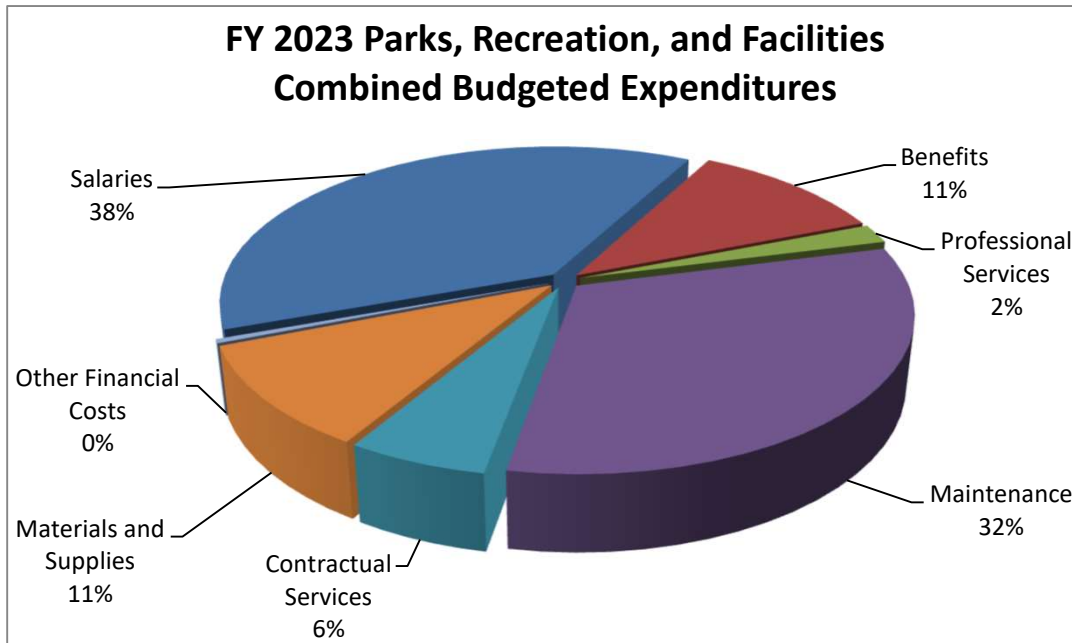
The performance measures below define our budgeted expenditures as the expenditure amounts are developed to provide not only the base level services required to successfully achieve the implementation of City Council strategic focus areas but also to provide a start for future planning.

Strategic Focus Area		
Quality of Life 	Guiding Principle	Parks, recreation, library, and other amenities that enhance quality of life.
	Departmental Goal/Objective	Provide safe environmentally friendly facilities for patrons and staff by ensuring terms of contractual agreements are being met and facilities are always clean and safe.
	Performance Measure	Complete a walk-through of all city buildings at least once a month. <ul style="list-style-type: none"> • Ensure HVAC preventative maintenance is completed at least three times a year. • Complete a quarterly walk through with janitorial contract representative.
	FY 2021 Actual	Complete
	FY 2022 Projected	Complete
	FY 2023 Goal	100% monthly walk-throughs
Quality of Life 	Guiding Principle	Expand Parks and recreation programs and opportunities throughout the community.
	Departmental Goal/Objective	Offer community events, athletics, and camps each fiscal year.
	Performance Measure	<ul style="list-style-type: none"> • Host 5 events each year • Offer two youth soccer seasons • Offer two youth basketball seasons • Offer 12 weeks of camp through the year
	FY 2021 Actual	Complete (Services were modified or canceled due to COVID restrictions)
	FY 2022 Projected	Complete
	FY 2023 Goal	Offer all events as last year
Quality of Life 	Guiding Principle	Expand Parks and recreation programs and opportunities throughout the community.
	Departmental Goal/Objective	Provide two safe, enjoyable community pools to patrons by ensuring the facilities are kept up to standards, and all staff are trained appropriately.
	Performance Measure	<ul style="list-style-type: none"> • All lifeguards are American red cross certified • Test chemicals in pools daily
	FY 2021 Actual	Complete (Services were modified or canceled due to COVID restrictions)
	FY 2022 Projected	Complete
	FY 2023 Goal	100% certification and 100% daily testing

Strategic Focus Area		
Community 	Guiding Principle	Continue to improve the appearances of thoroughfares and aesthetics citywide for better curb appeal and beautification.
	Departmental Goal/Objective	Ensure all fifteen active parks whether owned or managed by the City of Bellaire is kept in a safe manner and meets all safety standards and expectations.
	Performance Measure	<ul style="list-style-type: none"> • Mow all parkland at least three times per month from May thru September and at least two times per month from October through April. • Empty all park trash receptacles a minimum of five times per week. • Inspect all irrigation components of each park/greenspace that applies once per month. • Complete one continuing education safety unit per quarter with Parks Crew. • Complete one High Frequency Park Inspection at every park once per quarter, • Complete Tree Health program as scheduled annually. • Top off safety surface on scheduled park/playground as scheduled annually and where necessary to ensure safety standards.
	FY 2021 Actual	Complete
	FY 2022 Projected	Complete
	FY 2023 Goal	100%
Governance 	Guiding Principle	Continue sound fiscal and budget oversight, manage fund balances, and remain good stewards of taxpayer resources.
	Departmental Goal/Objective	Monitor the six-department budgets to ensure sound stewardship of taxpayers' money by monitoring various department budgets and ensuring the department stays within its fiscal allocation.
	Performance Measure	<ul style="list-style-type: none"> • Provide the Finance Department with monthly financial reviews of department's revenue and expenses • Complete mid-year review and analysis of department budgets and submit a report to the Finance Department
	FY 2021 Actual	Complete
	FY 2022 Projected	Complete
	FY 2023 Goal	100%

PARKS, RECREATION, AND FACILITIES COMBINED EXPENDITURES

Expenditure Summary	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries	\$ 1,400,131	\$ 1,491,963	\$ 1,563,687	\$ 1,595,804
Benefits	391,353	439,589	447,644	466,062
Professional Services	73,063	140,420	78,330	82,287
Maintenance	1,189,411	1,271,762	1,244,439	1,327,052
Contractual Services	144,173	197,501	194,754	238,404
Materials and Supplies	393,253	420,776	408,134	433,076
Other Financial Costs	13,196	17,000	19,000	17,000
Total Expenditures	\$ 3,604,579	\$ 3,979,011	\$ 3,955,988	\$ 4,159,685



PARKS, RECREATION, AND FACILITIES COMBINED EXPENDITURES

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 841,735	\$ 876,762	\$ 883,058	\$ 947,529
110	Part Time Employees	542,668	595,650	658,663	624,600
120	Overtime	3,360	4,500	5,890	6,000
130	Longevity	5,680	7,863	6,353	7,352
140	Sick Leave Buy Back	6,688	7,188	9,723	10,323
	Total Salaries	1,400,131	1,491,963	1,563,687	1,595,804
Benefits					
210	Group Health Insurance	132,808	156,346	154,866	159,506
211	Health Savings Account	8,775	9,100	8,450	8,950
215	Group Dental Insurance	2,346	2,443	2,429	2,311
217	Group Life Insurance	3,686	3,816	3,778	3,967
220	Disability Insurance	2,208	2,285	2,263	2,377
230	Medicare/Social Security	53,641	58,570	62,777	61,538
240	Retirement Contributions	172,607	180,316	187,722	199,048
260	Workers Compensation	15,282	26,713	25,359	28,365
	Total Benefits	391,353	439,589	447,644	466,062
Professional Services					
320	Instructor Pay	26,248	87,900	34,000	29,500
324	Other Professional	15,000	1,500	1,200	1,500
340	Information Technology Contracts	-	2,820	-	-
342	Trash Hauls	5,716	10,200	6,130	10,467
344	Contract Labor	12,763	21,000	18,000	21,000
350	Software Subscriptions	13,337	17,000	19,000	19,820
	Total Professional Services	73,063	140,420	78,330	82,287
Maintenance					
411	Vehicle Maintenance	4,262	3,974	2,685	3,974
413	Machinery and Equipment Maintenance	10,595	16,900	12,966	16,900
420	Building Maintenance	387,571	417,527	410,000	417,660
421	HVAC Maintenance	116,368	115,050	130,000	123,118
422	Grounds Maintenance	115,973	133,498	114,000	144,000
424	Pool Maintenance	93,366	93,600	95,675	93,600
425	Parks Maintenance	461,276	489,063	479,063	525,650
461	Rental of Equipment	-	2,150	50	2,150
	Total Maintenance	1,189,411	1,271,762	1,244,439	1,327,052

PARKS, RECREATION, AND FACILITIES COMBINED EXPENDITURES

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Contractual Services					
520	Communications	\$ (3,935)	\$ 6,240	\$ 6,600	\$ 6,240
522	Postage	1,946	1,800	1,250	1,800
530	Advertisements and Official Notices	-	1,250	417	-
540	Programs - Special Events	68,953	83,000	80,000	83,000
541	Programs - Senior Activities	3,879	24,000	20,000	42,000
542	Programs - Athletics	50,638	48,800	60,000	63,200
544	Programs - Recreation/Pool	8,195	9,500	9,135	9,000
550	Dues and Fees	1,692	4,410	2,575	4,485
551	Permits and Licenses	1,223	1,650	1,650	1,650
552	Rental - Facilities	2,484	2,484	3,312	3,312
560	Travel Mileage Allowance	-	50	-	-
570	Education and Training	8,097	11,317	9,815	17,717
571	Tuition Reimbursement	1,000	3,000	-	6,000
Total Contractual Services		144,173	197,501	194,754	238,404
Materials and Supplies					
600	Office Supplies	2,575	3,500	2,714	3,500
601	Information Technology Supplies	1,213	2,200	-	1,200
602	Small Tools and Minor Equipment	6,013	5,376	4,200	5,876
603	Janitorial and Cleaning Supplies	4,334	7,200	3,200	6,200
604	First Aid Supplies	2,277	2,800	1,150	2,800
605	Vehicle Supplies	405	300	-	300
610	Operating Supplies	29,892	45,200	43,320	41,300
612	Chemicals	34,090	50,200	42,100	50,200
620	Natural Gas	31,470	30,000	32,900	39,500
621	Electricity	267,064	256,300	265,000	265,000
625	Fuel	5,554	8,500	8,500	8,000
650	Uniforms/Wearing Apparel	8,365	9,200	5,050	9,200
Total Materials and Supplies		393,253	420,776	408,134	433,076
Other Financial Costs					
711	Credit Card Fees	13,196	17,000	19,000	17,000
Total Other Financial Costs		13,196	17,000	19,000	17,000
Department Total		\$ 3,604,579	\$ 3,979,011	\$ 3,955,988	\$ 4,159,685

ADMINISTRATION - 6030

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 143,790	\$ 168,415	\$ 163,235	\$ 181,278
120	Overtime	(131)	-	-	-
130	Longevity	748	740	712	808
140	Sick Leave Buy Back	1,591	1,691	1,846	1,946
	Total Salaries	145,998	170,846	165,793	184,032
Benefits					
210	Group Health Insurance	13,740	20,587	19,532	19,670
211	Health Savings Account	1,300	1,300	1,300	1,300
215	Group Dental Insurance	248	351	357	351
217	Group Life Insurance	560	680	680	680
220	Disability Insurance	326	395	395	395
230	Medicare/Social Security	2,321	2,477	2,335	2,668
240	Retirement Contributions	29,751	34,370	34,687	37,717
260	Workers Compensation	248	426	417	459
	Total Benefits	48,494	60,586	59,703	63,240
Contractual Services					
520	Communications	(9,720)	960	960	960
522	Postage	1,701	1,200	600	1,200
530	Advertisements and Official Notices	-	750	-	-
550	Dues and Fees	675	900	440	900
570	Education and Training	2,738	2,900	2,900	2,900
	Total Contractual Services	(4,605)	6,710	4,900	5,960
Materials and Supplies					
600	Office Supplies	2,478	3,500	2,600	3,500
610	Operating Supplies	348	2,000	2,020	2,000
650	Uniforms/Wearing Apparel	614	600	600	600
	Total Materials and Supplies	3,441	6,100	5,220	6,100
Department Total		\$ 193,328	\$ 244,242	\$ 235,616	\$ 259,332

FACILITIES - 6015

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 150,739	\$ 156,833	\$ 154,061	\$ 170,094
120	Overtime	1,315	2,000	3,172	2,500
130	Longevity	1,172	2,931	1,497	2,348
140	Sick Leave Buy Back	1,819	1,919	1,846	1,946
	Total Salaries	155,045	163,683	160,576	176,888
Benefits					
210	Group Health Insurance	27,415	30,881	26,761	29,505
211	Health Savings Account	1,950	1,950	1,950	1,950
215	Group Dental Insurance	566	566	520	566
217	Group Life Insurance	715	718	680	722
220	Disability Insurance	415	416	394	419
230	Medicare/Social Security	2,211	2,373	2,293	2,565
240	Retirement Contributions	31,543	32,929	33,372	36,253
260	Workers Compensation	1,546	2,850	2,793	3,095
	Total Benefits	66,359	72,683	68,763	75,075
Professional Services					
324	Other Professional	15,000	-	-	-
342	Trash Hauls	3,429	6,700	3,430	6,901
344	Contract Labor	-	3,000	-	3,000
	Total Professional Services	18,429	9,700	3,430	9,901
Maintenance					
411	Vehicle Maintenance	1,248	838	175	838
413	Machinery and Equipment Maintenance	-	-	66	-
420	Building Maintenance	387,571	417,527	410,000	417,660
421	HVAC Maintenance	116,368	115,050	130,000	123,118
461	Rental of Equipment	-	400	-	400
	Total Maintenance	505,187	533,815	540,241	542,016
Contractual Services					
520	Communications	1,449	1,440	1,320	1,440
550	Dues and Fees	165	225	300	300
570	Education and Training	246	1,317	822	2,917
	Total Contractual Services	1,860	2,982	2,442	4,657
Materials and Supplies					
602	Small Tools and Minor Equipment	1,431	1,500	1,100	1,500
603	Janitorial and Cleaning Supplies	3,279	3,000	2,700	3,000
610	Operating Supplies	2,990	3,000	2,100	3,000
620	Natural Gas	8,640	8,000	8,500	10,500
621	Electricity	237,610	228,700	234,700	235,000
650	Uniforms/Wearing Apparel	200	600	200	600
	Total Materials and Supplies	254,151	244,800	249,300	253,600
Department Total		\$ 1,001,031	\$ 1,027,663	\$ 1,024,752	\$ 1,062,137

MAINTENANCE - 6031

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 228,442	\$ 223,777	\$ 228,893	\$ 243,380
120	Overtime	2,176	2,500	2,718	3,500
130	Longevity	2,840	3,032	2,984	2,796
140	Sick Leave Buy Back	3,040	3,240	3,086	3,286
	Total Salaries	236,498	232,549	237,681	252,962
Benefits					
210	Group Health Insurance	42,158	47,540	53,796	55,548
211	Health Savings Account	3,250	3,250	2,600	3,100
215	Group Dental Insurance	633	633	655	501
217	Group Life Insurance	901	900	900	1,047
220	Disability Insurance	591	593	593	682
230	Medicare/Social Security	3,070	3,336	3,165	3,617
240	Retirement Contributions	46,210	46,783	49,549	51,845
260	Workers Compensation	1,834	3,188	3,120	3,398
	Total Benefits	98,647	106,223	114,378	119,738
Professional Services					
342	Trash Hauls	2,286	3,500	2,700	3,566
344	Contract Labor	12,763	18,000	18,000	18,000
	Total Professional Services	15,049	21,500	20,700	21,566
Maintenance					
411	Vehicle Maintenance	3,002	2,136	2,500	2,136
413	Machinery and Equipment Maintenance	374	1,000	200	1,000
422	Grounds Maintenance	115,973	133,498	114,000	144,000
425	Parks Maintenance	461,276	489,063	479,063	525,650
461	Rental of Equipment	-	1,750	50	1,750
	Total Maintenance	580,625	627,447	595,813	674,536
Contractual Services					
520	Communications	1,922	1,920	1,920	1,920
530	Advertisements and Official Notices	-	500	417	-
550	Dues and Fees	100	325	375	325
552	Rental - Facilities	2,484	2,484	3,312	3,312
560	Travel Mileage Allowance	-	50	-	-
570	Education and Training	140	1,800	1,350	3,400
	Total Contractual Services	4,646	7,079	7,374	8,957

MAINTENANCE - 6031

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Materials and Supplies					
602	Small Tools and Minor Equipment	\$ 1,311	\$ 500	\$ 1,100	\$ 1,000
603	Janitorial and Cleaning Supplies	891	2,000	-	1,000
604	First Aid Supplies	303	500	-	500
605	Vehicle Supplies	405	300	-	300
610	Operating Supplies	7,377	5,000	6,600	5,500
612	Chemicals	185	200	100	200
625	Fuel	5,554	8,500	8,500	8,000
650	Uniforms/Wearing Apparel	854	1,000	250	1,000
Total Materials and Supplies		16,880	18,000	16,550	17,500
Department Total		\$ 952,344	\$ 1,012,798	\$ 992,496	\$ 1,095,259

RECREATION - 6032

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 192,644	\$ 199,165	\$ 205,952	\$ 214,383
110	Part Time Employees	95,792	105,795	125,227	117,000
130	Longevity	684	828	828	972
140	Sick Leave Buy Back	238	338	2,945	3,145
	Total Salaries	289,357	306,126	334,952	335,500
Benefits					
210	Group Health Insurance	24,917	35,637	33,957	34,050
211	Health Savings Account	1,950	1,950	2,600	1,950
215	Group Dental Insurance	427	503	515	503
217	Group Life Insurance	561	922	565	922
220	Disability Insurance	326	536	329	536
230	Medicare/Social Security	9,964	11,003	12,671	12,119
240	Retirement Contributions	39,607	40,302	42,840	44,781
260	Workers Compensation	3,903	6,701	6,453	7,343
	Total Benefits	81,655	97,554	99,930	102,204
Professional Services					
320	Instructor Pay	2,118	61,400	1,500	2,000
340	Information Technology Contracts	-	2,820	-	-
350	Software Subscriptions	13,337	17,000	19,000	19,820
	Total Professional Services	15,455	81,220	20,500	21,820
Maintenance					
411	Vehicle Maintenance	12	1,000	10	1,000
413	Machinery and Equipment Maintenance	1,722	2,400	1,000	2,400
	Total Maintenance	1,734	3,400	1,010	3,400
Contractual Services					
520	Communications	1,444	960	1,440	960
522	Postage	245	600	650	600
540	Programs - Special Events	68,953	83,000	80,000	83,000
541	Programs - Senior Activities	3,879	24,000	20,000	42,000
544	Programs - Recreation/Pool	182	3,500	135	1,000
550	Dues and Fees	445	700	600	700
551	Permits and Licenses	1,223	1,500	1,650	1,500
570	Education and Training	3,480	3,000	3,593	6,200
571	Tuition Reimbursement	1,000	3,000	-	6,000
	Total Contractual Services	80,852	120,260	108,068	141,960
Materials and Supplies					
600	Office Supplies	97	-	114	-
601	Information Technology Supplies	1,213	2,200	-	1,200
610	Operating Supplies	5,889	22,900	20,000	18,500
650	Uniforms/Wearing Apparel	1,439	2,000	-	2,000
	Total Materials and Supplies	8,638	27,100	20,114	21,700

RECREATION - 6032

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Other Financial Costs					
711	Credit Card Fees	\$ 13,196	\$ 17,000	\$ 19,000	\$ 17,000
Total Other Financial Costs		13,196	17,000	19,000	17,000
Department Total		\$ 490,888	\$ 652,660	\$ 603,574	\$ 643,584

AQUATICS - 6033

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 58,410	\$ 59,973	\$ 60,978	\$ 64,555
110	Part Time Employees	350,805	367,195	371,673	380,000
130	Longevity	116	164	164	212
	Total Salaries	409,331	427,332	432,815	444,767
Benefits					
210	Group Health Insurance	9,138	10,294	9,766	9,835
211	Health Savings Account	325	650	-	650
215	Group Dental Insurance	215	215	218	215
217	Group Life Insurance	277	278	278	278
220	Disability Insurance	161	161	161	161
230	Medicare/Social Security	26,708	28,985	28,945	30,009
240	Retirement Contributions	11,894	12,098	12,702	13,274
260	Workers Compensation	5,380	9,357	8,696	9,735
	Total Benefits	54,098	62,038	60,766	64,157
Professional Services					
320	Instructor Pay	13,675	12,500	12,500	12,500
324	Other Professional	-	1,500	1,200	1,500
	Total Professional Services	13,675	14,000	13,700	14,000
Maintenance					
413	Machinery and Equipment Maintenance	8,499	10,500	8,600	10,500
424	Pool Maintenance	93,366	93,600	95,675	93,600
	Total Maintenance	101,865	104,100	104,275	104,100
Contractual Services					
520	Communications	483	480	480	480
544	Programs - Recreation/Pool	8,013	6,000	9,000	8,000
550	Dues and Fees	307	350	50	350
570	Education and Training	1,492	1,600	700	1,600
	Total Contractual Services	10,294	8,430	10,230	10,430

AQUATICS - 6033

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Materials and Supplies					
602	Small Tools and Minor Equipment	\$ 3,271	\$ 3,376	\$ 2,000	\$ 3,376
603	Janitorial and Cleaning Supplies	164	2,200	500	2,200
604	First Aid Supplies	1,975	2,000	850	2,000
610	Operating Supplies	13,287	12,300	12,600	12,300
612	Chemicals	33,906	50,000	42,000	50,000
620	Natural Gas	22,830	22,000	24,400	29,000
621	Electricity	29,453	27,600	30,300	30,000
650	Uniforms/Wearing Apparel	5,257	5,000	4,000	5,000
Total Materials and Supplies		110,143	124,476	116,650	133,876
Department Total		\$ 699,407	\$ 740,376	\$ 738,436	\$ 771,330

ATHLETICS - 6034

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 67,710	\$ 68,599	\$ 69,939	\$ 73,839
110	Part Time Employees	96,070	122,660	161,763	127,600
130	Longevity	120	168	168	216
	Total Salaries	163,900	191,427	231,870	201,655
Benefits					
210	Group Health Insurance	15,438	11,407	11,054	10,898
215	Group Dental Insurance	257	175	164	175
217	Group Life Insurance	672	318	675	318
220	Disability Insurance	390	184	391	184
230	Medicare/Social Security	9,369	10,396	13,368	10,560
240	Retirement Contributions	13,602	13,834	14,572	15,178
260	Workers Compensation	2,372	4,191	3,880	4,335
	Total Benefits	42,100	40,505	44,104	41,648
Professional Services					
320	Instructor Pay	10,455	14,000	20,000	15,000
	Total Professional Services	10,455	14,000	20,000	15,000
Maintenance					
413	Machinery and Equipment Maintenance	-	3,000	3,100	3,000
	Total Maintenance	-	3,000	3,100	3,000
Contractual Services					
520	Communications	487	480	480	480
542	Programs - Athletics	50,638	48,800	60,000	63,200
550	Dues and Fees	-	1,910	810	1,910
551	Permits and Licenses	-	150	-	150
570	Education and Training	-	700	450	700
	Total Contractual Services	51,125	52,040	61,740	66,440
Materials and Supplies					
604	First Aid Supplies	-	300	300	300
	Total Materials and Supplies	-	300	300	300
Department Total		\$ 267,581	\$ 301,272	\$ 361,114	\$ 328,043

City of Bellaire

FY 2023

Library

Why Statement

The Library continues to support residential quality of life improvements with comprehensive library services by providing materials, programs, and reference service through available technology that meets the recreational, research and informational needs of Bellaire residents of all ages.

Department Service Structure



Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Director of Library	1.0	1.0	1.0
Assistant Director of Library	1.0	1.0	1.0
Librarian	1.0	1.0	1.0
Library Support Technician	1.0	1.0	1.0
Library Assistant	3.0	3.0	3.0
Total Full-time Library	7.0	7.0	7.0
Part-time Library Assistant	0.5	0.5	0.5
Total Part-time Library	0.5	0.5	0.5
Total Library	7.5	7.5	7.5

Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet resident expectations. These service levels are more thoroughly enumerated in the department's *Service Plan*.

Library Services







- Manage the resources of the library (materials, space, and people)
- Offer learning opportunities through the selection, preservation, and organization of books and related educational and recreational materials
- Provide public access and assistance to technology with computers connected to the Internet, electronic services, and basic office machinery
- Serve the community as a center of reliable information for civic engagement, providing knowledgeable assistance to those gathering materials and facts within the library and referring individuals and organizations to other resources when necessary
- Preserve civic memory by collecting and maintaining local historical archives and making the information available to researchers and residents wanting to learn about the history of the City of Bellaire

Library Programs/Outreach






- Promote early childhood literacy and summer reading opportunities for all ages through reader's advisory, programming of crafts/activities and story times
- Promote community engagement by working collaboratively with community members to address issues for the betterment of the community
- Support the educational, civic, and cultural activities of groups, organizations and businesses with speaking engagements and participation support to other departments


Performance Measures

Bellaire's City Council has identified five strategic focus areas to guide city staff. Additionally, they have provided implementation strategies for each focus area. The following table sets forth City Council's strategic focus areas and correlating implementation plans. To ensure the City's activities further City Council's strategic focus areas, City staff use City Council's strategic focus areas and implementation plans to set performance goals. Priorities which have been highlighted in the following table specifically relate to this department.

Community	Governance	Public Safety	Infrastructure	Quality of Life	Land Use and Zoning
					

The performance measures below define our budgeted expenditures as the expenditure amounts are developed to provide not only the base level services required to successfully achieve the implementation of City Council strategic focus areas but also to provide a start for future planning.

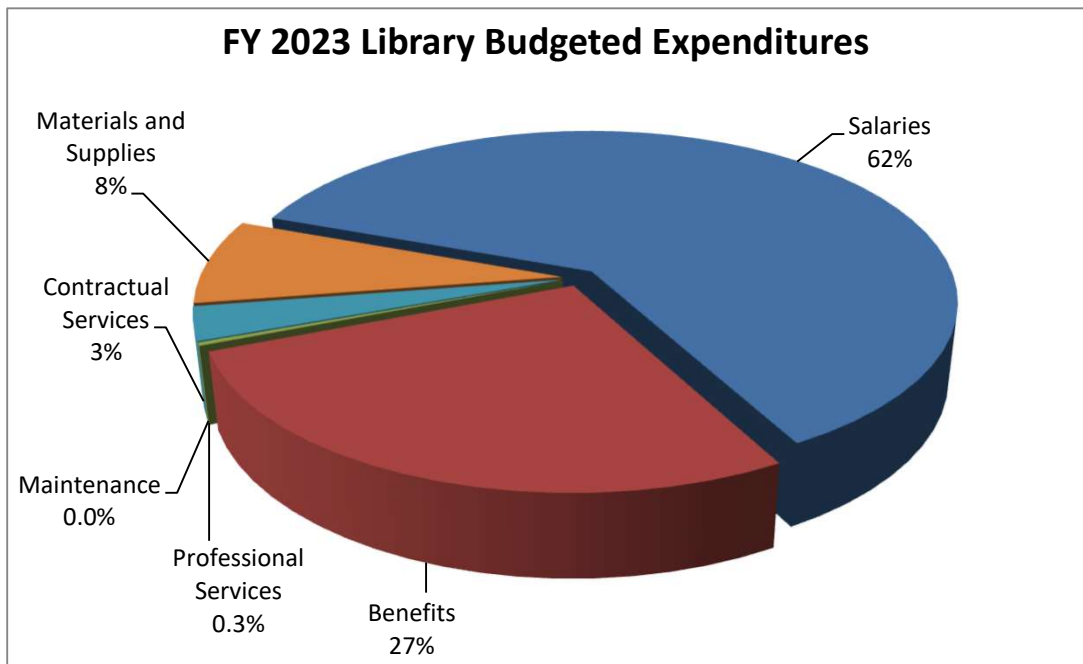
Strategic Focus Area		
Community 	Guiding Principle	Building a sense of community, unity, and togetherness.
	Departmental Goal/Objective	Promote and maintain our City's History.
	Performance Measure	Provide historical information for the development of webpage outline.
	FY 2021 Actual	NA
	FY 2022 Projected	NA
	FY 2023 Goal	Complete by February 1, 2023
Quality of Life 	Guiding Principle	Building a sense of community, unity, and togetherness.
	Departmental Goal/Objective	Provide facility access to the community.
	Performance Measure	Fiscal year total of Library visit.
	FY 2021 Actual	22,885
	FY 2022 Projected	33,400
	FY 2023 Goal	41,750
Quality of Life 	Guiding Principle	Building a sense of community, unity, and togetherness.
	Departmental Goal/Objective	Maintain a relevant collection.
	Performance Measure	Circulation of physical and digital media.
	FY 2021 Actual	Physical 110,976, Digital 29,273
	FY 2022 Projected	Physical 154,850, Digital 23,895
	FY 2023 Goal	Physical 170,000, Digital 25,000
Quality of Life 	Guiding Principle	Building a sense of community, unity, and togetherness.
	Departmental Goal/Objective	Develop programs to promote literacy, library use, lifelong learning.
	Performance Measure	Programs in the library and outreach efforts.
	FY 2021 Actual	In-house 0, Outreach 0 (impacted by COVID-19)
	FY 2022 Projected	In-house 85, Outreach 2
	FY 2023 Goal	In-house 160, Outreach 10
Quality of Life 	Guiding Principle	Building a sense of community, unity, and togetherness.
	Departmental Goal/Objective	Number of registered borrowers.
	Performance Measure	Total number of registered borrowers.
	FY 2021 Actual	8,968
	FY 2022 Projected	9,000
	FY 2023 Goal	9,150

Strategic Focus Area		
Quality of Life 	Guiding Principle	Building a sense of community, unity, and togetherness.
	Departmental Goal/Objective	Plan for a new library facility.
	Performance Measure	Prepare an RFP to select an architect to begin planning for a new facility.
	FY 2021 Actual	NA
	FY 2022 Projected	NA
	FY 2023 Goal	Complete RFP by September 30, 2023

LIBRARY - 7035

Expenditure Summary

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries	\$ 475,094	\$ 491,534	\$ 456,010	\$ 519,783
Benefits	201,024	215,534	188,955	228,213
Professional Services	2,100	2,500	2,326	2,600
Maintenance	459	3,397	-	150
Contractual Services	11,564	18,520	14,260	26,390
Materials and Supplies	55,557	65,170	63,600	67,570
Total Expenditures	\$ 745,799	\$ 796,655	\$ 725,151	\$ 844,706



LIBRARY - 7035

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 456,367	\$ 470,382	\$ 438,559	\$ 492,949
105	Incentive Pay	1,324	1,320	1,187	1,320
110	Part Time Employees	8,511	10,600	7,102	16,250
130	Longevity	5,696	5,936	5,918	5,920
140	Sick Leave Buy Back	3,196	3,296	3,244	3,344
	Total Salaries	475,094	491,534	456,010	519,783
Benefits					
210	Group Health Insurance	90,578	99,610	78,712	105,304
211	Health Savings Account	3,900	5,850	4,550	5,700
215	Group Dental Insurance	1,133	1,143	979	1,011
217	Group Life Insurance	1,612	1,600	1,405	1,577
220	Disability Insurance	1,147	1,151	1,088	1,140
230	Medicare/Social Security	6,959	7,784	6,744	8,544
240	Retirement Contributions	94,827	96,752	93,869	103,199
260	Workers Compensation	869	1,644	1,608	1,738
	Total Benefits	201,024	215,534	188,955	228,213
Professional Services					
324	Other Professional	-	-	-	-
340	Information Technology Contracts	2,100	2,500	2,326	2,600
	Total Professional Services	2,100	2,500	2,326	2,600
Maintenance					
413	Machinery and Equipment Maintenance	44	150	-	150
461	Rental of Equipment	416	3,247	-	-
	Total Maintenance	459	3,397	-	150
Contractual Services					
520	Communications	966	-	680	960
522	Postage	1,695	2,300	2,200	2,390
543	Programs - Library	490	1,400	1,400	1,500
550	Dues and Fees	775	1,250	1,030	1,300
551	Permits and Licenses	7,638	8,600	8,600	13,225
570	Education and Training	-	4,970	350	7,015
	Total Contractual Services	11,564	18,520	14,260	26,390

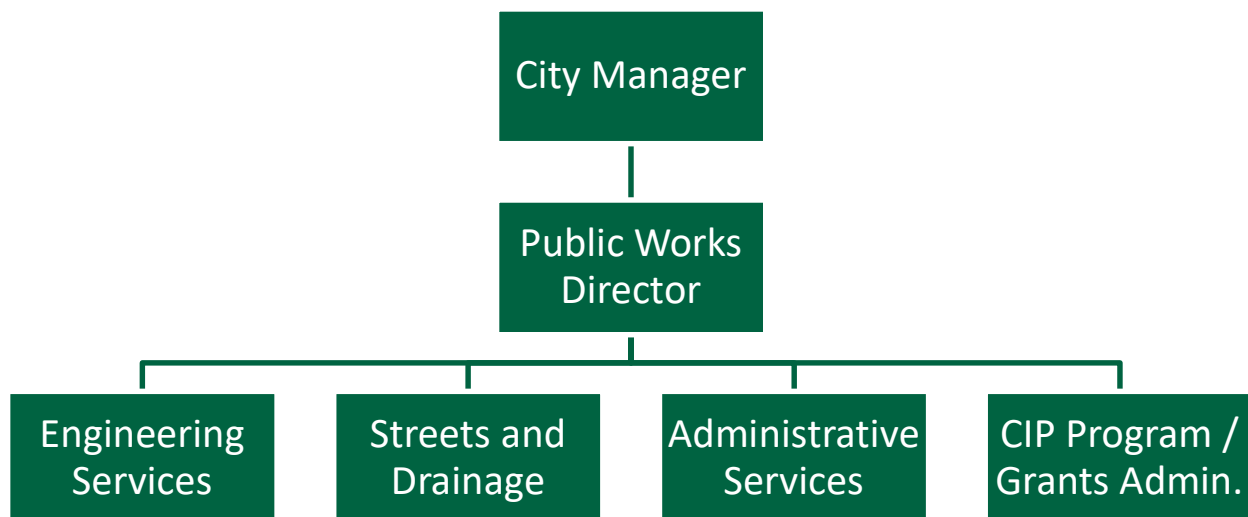
LIBRARY - 7035

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Materials and Supplies					
600	Office Supplies	\$ 532	\$ 1,000	\$ 600	\$ 1,100
602	Small Tools and Minor Equipment	-	50	-	150
604	First Aid Supplies	-	20	-	20
610	Operating Supplies	2,364	3,100	2,500	3,500
640	Adult/Reference Books	22,534	24,112	24,112	26,500
641	Children's/Youth Books	21,708	25,096	25,096	25,500
642	Periodicals	3,308	4,400	3,900	4,500
643	Audio-Visual	5,111	7,142	7,142	6,000
650	Uniforms/Wearing Apparel	-	250	250	300
Total Materials and Supplies		55,557	65,170	63,600	67,570
Department Total		\$ 745,799	\$ 796,655	\$ 725,151	\$ 844,706

Why Statement

The Streets and Drainage Division of the Public Works Department is responsible for the maintenance and operation of all City of Bellaire street, drainage, and traffic control system infrastructure. This work is done to ensure proper system functionality and to maximize the useable life of the infrastructure assets.

Department Service Structure



Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Director of Public Works	1.0	1.0	1.0
Assistant Director of Public Works	1.0	1.0	1.0
Project Manager	1.0	1.0	0.0
Capital Projects and Grants Manager	0.0	0.0	1.0
Capital Projects Manager	1.0	0.0	0.0
Foreman	1.0	1.0	1.0
Crew Leader	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Equipment Operator I	2.0	2.0	2.0
Laborer	1.0	1.0	1.0
Total Public Works – Admin. & Streets	9.0	9.0	9.0

The General Fund houses the administrative functions of the Public Works department, and the Streets division of Public Works. Water, Wastewater, and Solid Waste functions are housed in the Enterprise Fund and are reported separately.

Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Priorities* and work in concert with the Comprehensive Plan. These service levels are more thoroughly enumerated in the department's *Service Plan*.

Engineering and Administrative Services

- Manages the City Engineer function provided by contracted professional services
- Plans, organizes, and provides overall direction and management and is responsible for management of design and construction
- Provides administrative and data processing support

Streets and Drainage

- Repairs to City streets via in house resources or contractor
- Inspection and cleaning of City storm sewer infrastructure
- Repairs to City storm drainage system via in house resources or contractor
- Cleaning streets of accumulated dirt, debris, and leaves using the City-owned street sweeper
- Maintaining the City's traffic control devices: traffic signals, traffic control signage, street name signs, etc., through in house or contracted resources

Grants







- Prepare and process applications according to respective opportunity
- Manage monthly, quarterly, and annual reports
- Coordinate management and use of funds with Project Manager, Finance, and Third-party
- Manage communications and compliance with Grantor
- Manage development and implementation of policy and process to meet grant requirements and ensure compliance

Capital Improvement Program

- Create processes and procedures for the program
- Coordinate the process that identifies the needs of a future bond program
- Application and administering grant projects
- Oversight for the creation of City of Bellaire design standards

Performance Measures

Bellaire's City Council has identified five strategic focus areas to guide city staff. Additionally, they have provided implementation strategies for each focus area. The following table sets forth City Council's strategic focus areas and correlating implementation plans. To ensure the City's activities further City Council's strategic focus areas, City staff use City Council's strategic focus areas and implementation plans to set performance goals. Priorities that have been highlighted in the following table specifically relate to this department.

Community	Governance	Public Safety	Infrastructure	Quality of Life	Land Use and Zoning
					

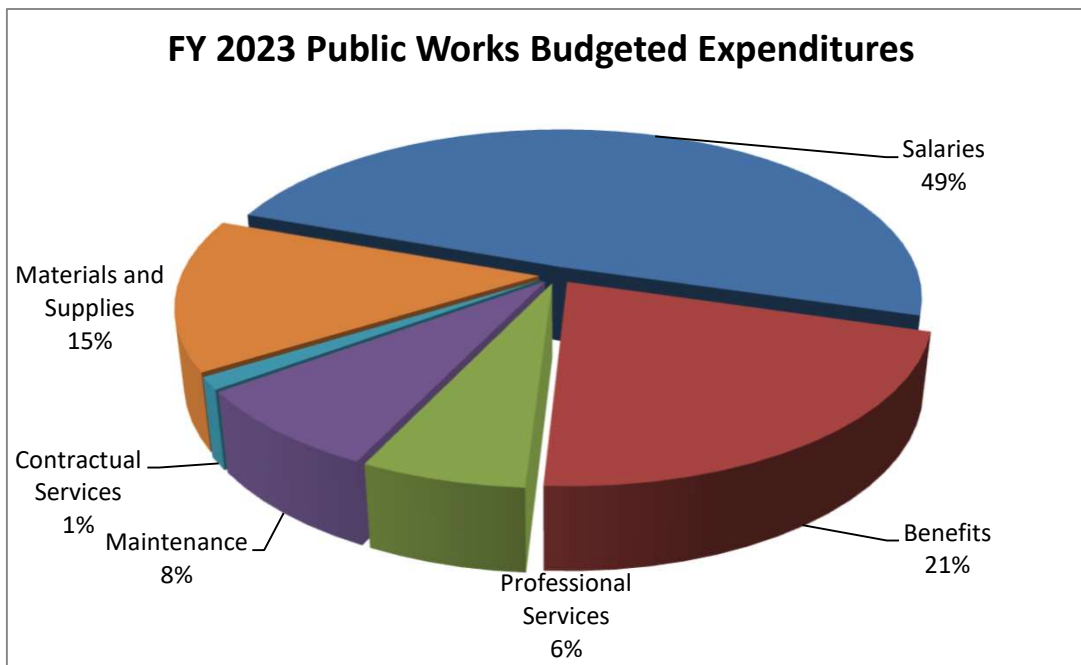
The performance measures below inform our budgeted expenditures as the expenditure amounts are developed to provide the base level services required to successfully achieve the implementation of City Council strategic focus areas.

Strategic Focus Area		
Infrastructure 	Guiding Principle	Responsibly manage Public Works infrastructure.
	Departmental Goal/Objective	Accelerate street and drainage replacement program, address pavement management issues.
	Performance Measure	Paved road rehabilitation expenditures per paved lane mile.
	FY 2021 Actual	\$2,024
	FY 2022 Projected	< \$30,300
	FY 2023 Goal	< \$30,000
Infrastructure 	Guiding Principle	Responsibly manage Public Works infrastructure.
	Departmental Goal/Objective	Accelerate street and drainage replacement program, address pavement management issues.
	Performance Measure	Paved Lane Miles Assessed as Satisfactory as a Percentage of Miles Assessed.
	FY 2021 Actual	83%
	FY 2022 Projected	> 80%
	FY 2023 Goal	85%

PUBLIC WORKS - 8051

Expenditure Summary

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries	\$ 610,858	\$ 621,871	\$ 566,927	\$ 675,278
Benefits	239,121	256,760	238,277	294,703
Professional Services	87,551	55,330	76,000	85,330
Maintenance	90,754	147,500	84,450	107,750
Contractual Services	6,933	24,445	8,990	16,145
Materials and Supplies	200,055	218,536	194,650	198,836
Total Expenditures	\$ 1,235,272	\$ 1,324,442	\$ 1,169,294	\$ 1,378,042



PUBLIC WORKS - 8051

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 563,037	\$ 578,567	\$ 543,009	\$ 630,494
120	Overtime	43,360	40,420	19,708	42,120
125	Call Out Pay	3,009	1,000	2,309	1,000
130	Longevity	1,452	1,884	1,901	1,664
	Total Salaries	610,858	621,871	566,927	675,278
Benefits					
210	Group Health Insurance	88,744	98,341	91,890	123,145
211	Health Savings Account	1,950	5,850	1,300	4,750
215	Group Dental Insurance	1,644	1,634	1,602	1,319
217	Group Life Insurance	2,536	2,550	2,288	2,272
220	Disability Insurance	1,474	1,482	1,330	1,328
230	Medicare/Social Security	8,738	9,017	8,091	9,792
240	Retirement Contributions	126,395	125,105	119,258	138,398
260	Workers Compensation	7,640	12,781	12,518	13,699
	Total Benefits	239,121	256,760	238,277	294,703
Professional Services					
323	Engineering Services	84,093	50,500	76,000	80,500
344	Contract Labor	3,459	4,830	-	4,830
	Total Professional Services	87,551	55,330	76,000	85,330
Maintenance					
411	Vehicle Maintenance	27,432	70,000	21,000	30,250
413	Machinery and Equipment Maintenance	5,588	3,000	2,000	3,000
430	Paving Maintenance	20,605	23,000	22,000	23,000
431	Storm Sewer Maintenance	3,136	9,500	7,450	9,500
438	Traffic Signal Maintenance	32,363	40,000	32,000	40,000
461	Rental of Equipment	1,630	2,000	-	2,000
	Total Maintenance	90,754	147,500	84,450	107,750
Contractual Services					
520	Communications	3,314	4,320	3,000	4,320
522	Postage	14	3,000	5	200
530	Advertisements and Official Notices	564	1,000	-	1,000
550	Dues and Fees	2,901	2,625	3,000	2,625
551	Permits and Licenses	41	5,500	360	1,000
560	Travel Mileage Allowance	-	1,500	25	500
570	Education and Training	99	6,500	2,600	6,500
	Total Contractual Services	6,933	24,445	8,990	16,145

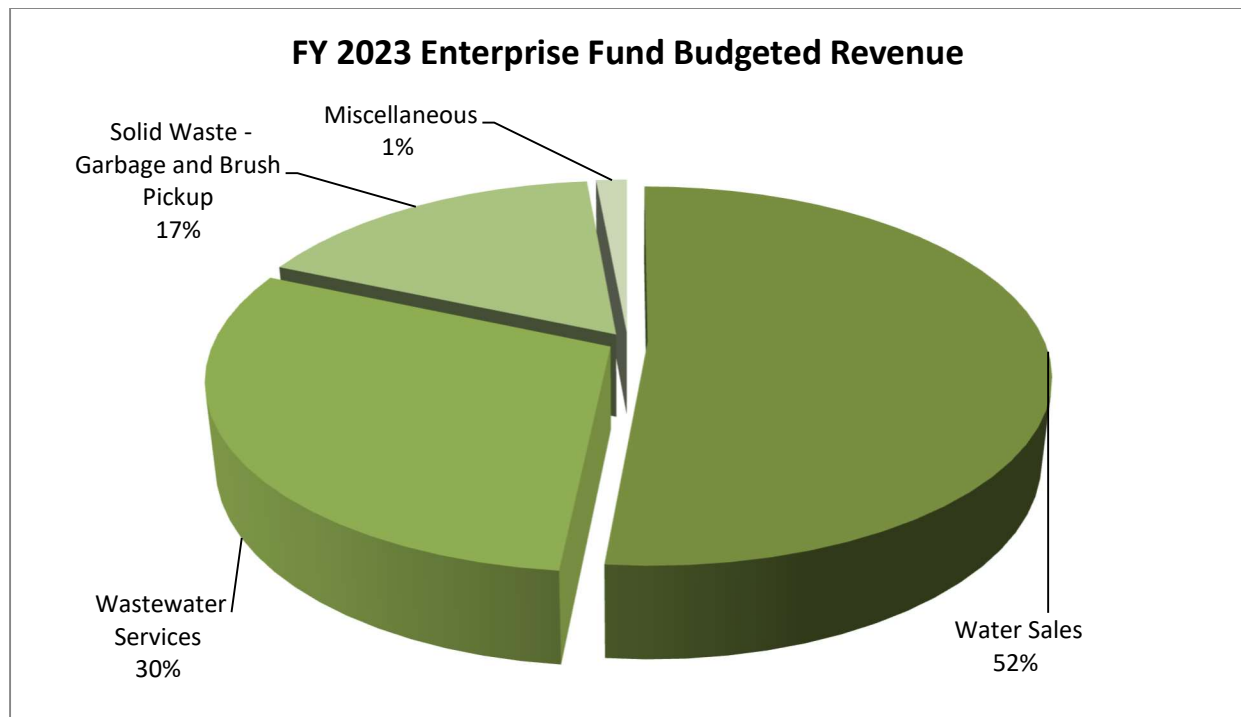
PUBLIC WORKS - 8051

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Materials and Supplies					
600	Office Supplies	\$ 1,658	\$ 3,000	\$ 2,000	\$ 3,000
602	Small Tools and Minor Equipment	2,434	4,000	1,400	4,000
604	First Aid Supplies	293	300	300	300
605	Vehicle Supplies	135	740	500	740
610	Operating Supplies	32,085	2,980	5,500	2,980
612	Chemicals	48	500	100	500
613	Traffic Signs and Street Markers	14,072	28,000	25,000	28,000
621	Electricity	129,811	150,200	133,750	134,000
625	Fuel	16,424	23,500	23,000	20,000
650	Uniforms/Wearing Apparel	3,094	5,316	3,100	5,316
Total Materials and Supplies		200,055	218,536	194,650	198,836
Department Total		\$ 1,235,272	\$ 1,324,442	\$ 1,169,294	\$ 1,378,042

Description

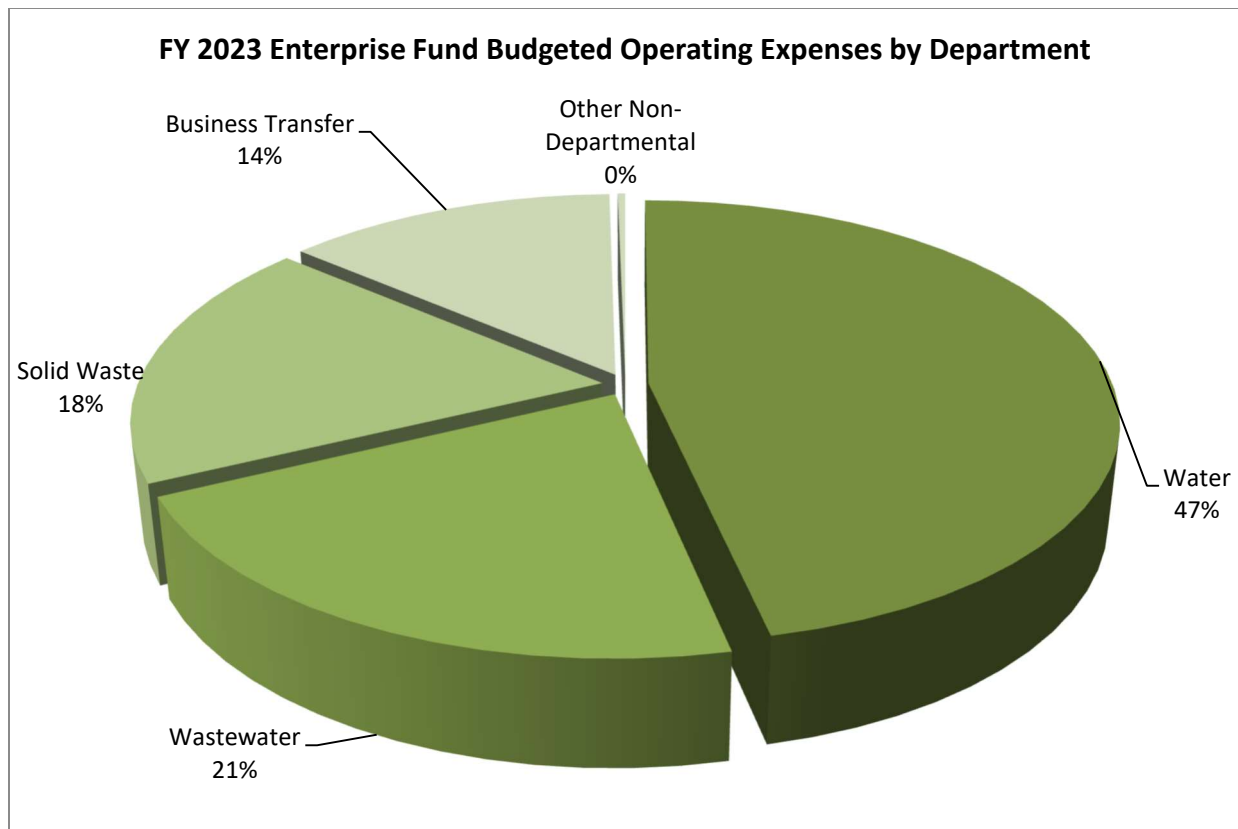
The Enterprise Fund accounts for the operations of the City's water, wastewater, and solid waste (including recycling) services. Total budgeted revenue for fiscal year 2023 is \$10,983,540.

Water sales for the Enterprise Fund make up 52% of total budgeted revenue. Wastewater and solid waste services make up 30% and 17%, respectively. The Enterprise Fund is different from the General Fund, in that residents pay direct user charges, and billing is based on individual consumption and/or service. As a result, each resident pays only for utility services which they individually consume. Because of this characteristic, the utility operations provided by the City are similar to those found in the private sector.



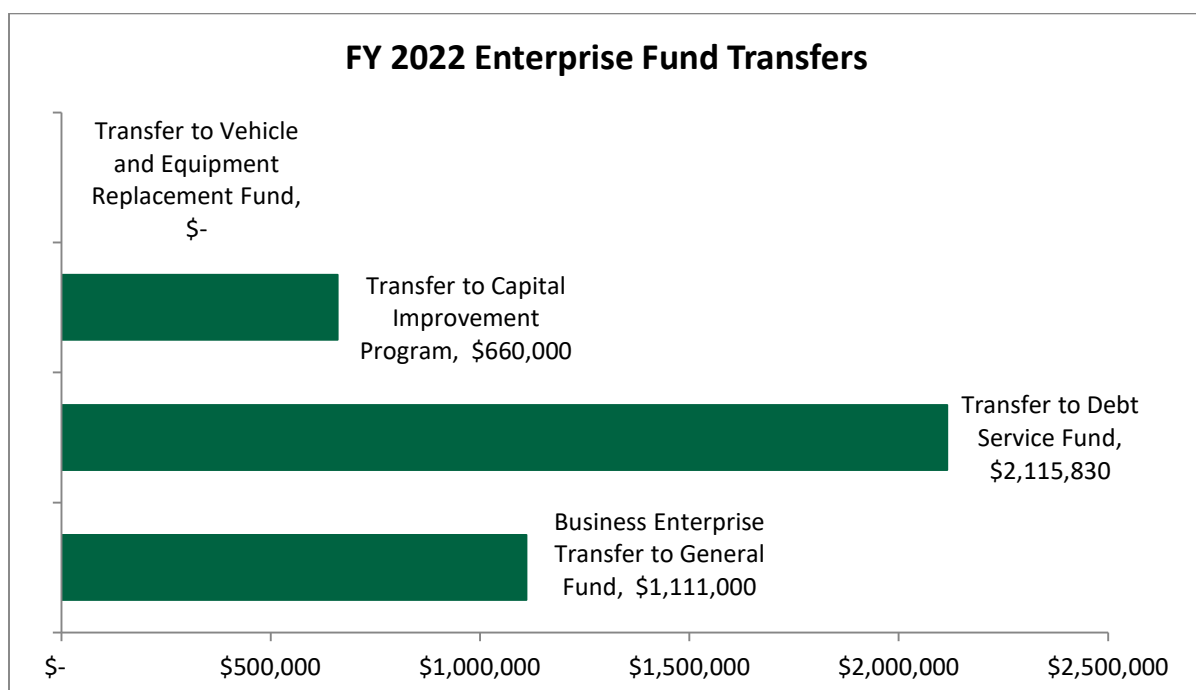
The City's Enterprise Fund includes residential garbage and recycling collection but no commercial garbage collection. The City maintains all water and wastewater facilities. The City purchases approximately 50% of its water from the City of Houston and pumps the remainder from ground water.

The fiscal year 2023 Enterprise Fund operating budget is \$8,242,752. Water acquisition is the largest budgeted expense at 47% of total budgeted operating expenses. Wastewater and solid waste expenses are 21% and 18%, respectively.



Budgeted transfers to other funds total \$3,886,840. That includes an annual transfer of \$1,111,000 to the General Fund to reimburse overhead costs.

include \$1,030,000 to the Vehicle, Equipment, and Technology Fund and \$3,670,000 to the Capital Improvement Fund. The Enterprise Fund also makes an annual transfer to the Debt Service Fund to fund debt payments related to enterprise capital projects (\$2,115,830) and to the Capital Improvement fund (\$660,000). There is no fiscal year 2023 transfer to the Vehicle and Equipment Replacement Fund.



ENTERPRISE FUND SUMMARY

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Beginning Working Capital	\$ 2,090,669	\$ 1,563,286	\$ 1,713,396	\$ 1,589,922
Operating Revenues				
Water Sales	4,657,979	5,397,610	5,435,020	5,663,950
Wastewater Services	2,882,053	3,102,350	3,182,500	3,289,650
Solid Waste - Garbage and Brush Pickup	1,666,817	1,781,974	1,779,450	1,867,800
Miscellaneous	176,286	126,787	154,490	141,640
Total Operating Revenues (a)	9,383,135	10,408,721	10,551,460	10,963,040
Operating Expenses				
Water Production	329,614	417,011	402,646	437,289
Water Distribution	546,674	564,340	583,479	630,178
Utility Billing	267,065	330,921	308,724	347,197
Surface Water	1,934,689	2,340,300	2,931,840	2,428,300
Total Water Operating Expenses	3,078,041	3,652,572	4,226,689	3,842,964
Wastewater Collection	517,503	691,342	501,607	622,396
Wastewater Treatment	820,489	793,617	795,566	891,641
Total Wastewater Operating Expenses	1,337,992	1,484,959	1,297,173	1,514,037
Solid Waste - Garbage & Brush Pickup	1,587,654	1,681,717	1,605,322	1,749,751
Total Solid Waste Operating Expenses	1,587,654	1,681,717	1,605,322	1,749,751
Vacancy Savings	-	-	-	(75,000)
Credit Card Fees	82,258	86,125	97,000	100,000
Business Enterprise Transfer to General Fund	624,000	1,073,000	1,073,000	1,111,000
Total Non-departmental Operating Expenses	706,258	1,159,125	1,170,000	1,136,000
Total Operating Expenses	6,709,945	7,978,373	8,299,184	8,242,752
Operating Revenues Over (Under) Operating Expenses	2,673,190	2,430,348	2,252,276	2,720,288
Non-Operating Revenues				
Investment Income	3,266	500	4,500	20,500
Total Non-Operating Revenues	3,266	500	4,500	20,500
Non-Operating Expenses				
Disaster Recovery	13,896	-	-	-
Transfer to Debt Service Fund	2,207,141	2,133,946	2,133,950	2,115,830
Transfer to Capital Improvement Program	500,000	200,000	200,000	660,000
Transfer to Vehicle and Equipment Replacement Fund	360,000	46,300	46,300	-
Total Non-Operating Expenses	3,081,037	2,380,246	2,380,250	2,775,830

ENTERPRISE FUND SUMMARY

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Total Expenses (b)	\$ 9,790,982	\$10,358,619	\$10,679,434	\$11,018,582
Other Working Capital Changes	27,308	-	-	-
Ending Working Capital	\$ 1,713,396	\$ 1,613,888	\$ 1,589,922	\$ 1,554,880
60-Day Working Capital Requirement	\$ 1,118,324	\$ 1,329,729	\$ 1,383,197	\$ 1,373,792
Over/(Under) 60-Day Requirement	\$ 595,072	\$ 284,160	\$ 206,725	\$ 181,088
Structural Balance Factor (c)	1.05	1.03	1.01	1.06
Excess Recurring Revenues (c)	\$ 469,315	\$ 296,902	\$ 122,826	\$ 624,958

- (a) Excludes year-end accrual entries for non-cash revenues including transfers of completed capital assets from the capital improvement funds.
- (b) Excludes year-end accrual entries for non-cash expenses including depreciation, changes in pension obligations, changes in other post-employment benefit obligations, etc.
- (c) Recurring revenues are all operating revenues plus investment income. Recurring Expenses are all operating expenses plus the transfer to the Debt Service Fund.

ENTERPRISE FUND COMBINED REVENUE DETAIL

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Water - Residential	\$ 3,088,012	\$ 3,530,000	\$ 3,575,000	\$ 3,706,500
Water - Commercial	831,991	987,550	960,000	1,036,950
Residential Sprinkler Water	639,559	810,060	795,000	850,500
Commercial Sprinkler Water	22	-	20	-
New Water Service Meters	65,000	70,000	105,000	70,000
Total Water Revenue	4,657,979	5,397,610	5,435,020	5,663,950
Wastewater - Residential	2,264,780	2,653,500	2,656,500	2,786,000
Wastewater - Commercial	557,247	384,850	436,000	415,000
New Sewer Taps	60,025	64,000	90,000	88,650
Total Wastewater Revenue	2,882,053	3,102,350	3,182,500	3,289,650
Solid Waste - Residential	1,479,724	1,581,888	1,578,500	1,657,000
Garbage Bags/Recycling Bins	5,913	6,100	6,600	6,500
Solid Waste Stickers	1,750	1,900	1,550	1,900
Curbside Recycling	179,431	192,086	192,800	202,400
Total Solid Waste Revenue	1,666,817	1,781,974	1,779,450	1,867,800
Grant Revenue	17,500	-	-	-
Recycling Sales	2,785	-	31,000	30,000
New Service Fee	26,040	39,150	22,000	25,000
Reconnect Fee	1,680	1,850	11,800	10,000
Miscellaneous Admin Processing Fees	631	687	730	740
Residential Penalty	47,648	45,600	45,000	46,000
Commercial Penalty	10,898	11,520	6,700	7,000
Miscellaneous Revenue	15,816	12,000	21,280	12,000
Insurance Reimbursements	51,556	-	-	-
Return Check Fees	1,115	980	1,080	900
FEMA Reimbursements	617	-	14,900	-
Surplus Equipment Sales	-	15,000	-	10,000
Total Miscellaneous Revenue	176,286	126,787	154,490	141,640
Interest on Investments	3,266	500	4,500	20,500
Investment Income	3,266	500	4,500	20,500
Total Enterprise Fund Revenue	\$ 9,386,400	\$ 10,409,221	\$ 10,555,960	\$ 10,983,540

ENTERPRISE FUND COMBINED EXPENSE DETAIL

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 1,145,008	\$ 1,323,829	\$ 1,185,467	\$ 1,375,335
105	Incentive pay	5,392	5,905	7,126	5,580
120	Overtime	200,523	74,882	180,200	74,496
125	Call Out Pay	3,684	4,504	2,918	4,504
130	Longevity	7,627	8,392	8,223	7,828
140	Sick Leave Buy Back	226	326	8,225	-
	Total Salaries	1,362,460	1,417,838	1,392,159	1,467,743
Benefits					
210	Group Health Insurance	273,711	372,677	282,386	442,994
211	Health Savings Account	15,925	20,150	11,050	17,350
215	Group Dental Insurance	5,231	5,821	4,809	5,368
217	Group Life Insurance	5,414	5,732	4,845	7,397
220	Disability Insurance	3,183	3,385	2,823	4,225
230	Medicare/Social Security	19,399	20,558	19,623	22,369
240	Retirement Contributions	276,207	285,233	287,781	316,186
260	Workers Compensation	22,643	45,639	44,646	50,868
	Total Benefits	621,713	759,195	657,963	866,757
	Total Salaries and Benefits	1,984,173	2,177,033	2,050,122	2,334,500
Professional Services					
323	Engineers, Architects, Arborists, Planners	-	88,000	46,500	88,000
324	Other Professional	4,291	37,500	20,000	35,000
340	Information Technology Contracts	44,670	57,300	53,000	57,300
342	Trash Hauls	473,363	398,750	335,000	413,750
343	Other Technical Services	33,637	91,230	83,650	87,230
344	Contract Labor	120,048	50,000	130,000	9,000
351	Information Technology Support Agreements	-	-	-	4,120
	Total Professional Services	676,008	722,780	668,150	694,400
Maintenance					
410	Information Technology Maintenance	381	2,000	92	2,000
411	Vehicle Maintenance	155,897	194,758	173,450	148,975
413	Machinery and Equipment Maintenance	4,568	8,600	680	4,600
414	Other Maintenance	787	1,500	-	-
415	Generator Maintenance	8,445	10,000	7,000	10,000
420	Building Maintenance	22,198	16,500	3,000	16,500
421	HVAC Maintenance	-	3,600	-	-
422	Ground Maintenance	3,500	3,500	1,500	3,500
433	Sanitary Sewer Maintenance	47,467	87,500	7,000	15,000
434	Water Main Maintenance	203,099	162,500	200,000	220,000
435	Water Well Maintenance	68,459	68,301	74,000	68,301
436	Lift Station Maintenance	23,198	26,500	20,000	26,500
437	Treatment Plant Maintenance	109,770	74,060	105,000	110,000
461	Rental of Equipment	-	9,200	-	4,200
	Total Maintenance	647,769	668,519	591,722	629,576

ENTERPRISE FUND COMBINED EXPENSE DETAIL

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Contractual Services					
510	Risk Management	\$ 64,043	\$ 101,064	\$ 81,675	\$ 72,905
520	Communications	18,240	40,440	25,620	40,920
522	Postage	33,866	38,470	37,100	38,470
530	Advertisements and Official Notices	1,905	2,400	600	1,900
550	Dues and Fees	4,292	3,910	1,555	3,910
551	Permits and Licenses	57,999	61,332	57,075	60,688
560	Travel Mileage Allowance	4,758	6,800	5,700	5,800
570	Education and Training	7,833	20,544	10,210	19,044
	Total Contractual Services	192,935	274,960	219,535	243,637
Materials and Supplies					
600	Office Supplies	12,414	13,300	6,785	12,700
601	Information Technology Supplies	1,251	13,700	365	17,800
602	Small Tools and Minor Equipment	21,414	33,500	40,200	44,700
603	Janitorial and Cleaning Supplies	-	800	-	-
604	First Aid Supplies	1,657	2,800	1,690	1,945
605	Vehicles Supplies	6,088	11,800	12,000	11,600
610	Operating Supplies	14,025	13,700	18,310	16,700
611	Garbage Bags	72,442	72,500	100,000	101,438
612	Chemicals	88,498	81,400	77,500	81,400
618	Recycling Bins/Supplies	19,529	15,500	5,000	15,500
620	Natural Gas	312	300	300	400
621	Electricity	268,661	263,500	302,600	303,000
623	Hardware and Software	2,214	10,000	-	-
625	Fuel	58,683	95,200	97,000	89,000
650	Uniforms/Wearing Apparel	11,968	19,956	17,105	17,456
660	Surface Water Purchases	1,815,691	2,198,000	2,800,000	2,286,000
661	Ground Water Credits	107,955	130,000	120,800	130,000
699	Disaster Related Expenses	13,896	-	-	-
	Total Materials and Supplies	2,516,697	2,975,956	3,599,655	3,129,639
Financial Services					
711	Credit Card Fees	82,258	86,125	97,000	100,000
	Total Financial Services	82,258	86,125	97,000	100,000
Enterprise Fund Sub Totals					
		6,099,841	6,905,373	7,226,184	7,131,752
740	Transfers Out	3,691,141	3,453,246	3,453,250	3,886,830
	Expenses excluding Year-End Accrual Entries	9,790,982	10,358,619	10,679,434	11,018,582
	Year-End Accrual Entries (a)	2,639,461	-	-	-
	Total Enterprise Fund Expenses	\$12,430,443	\$10,358,619	\$10,679,434	\$11,018,582

(a) These are unbudgeted year-end accrual entries for non-cash expenses, including depreciation, changes in pension obligations, changes in other post-employment benefit obligations, etc.

NON-DEPARTMENTAL - 2060

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
	Materials and Supplies				
699	Disaster Related Expenses	\$ 13,896	\$ -	\$ -	\$ -
	Total Materials and Supplies	13,896	-	-	-
	Financial Services				
711	Credit Card Fees	82,258	86,125	97,000	100,000
740	Transfers Out	3,691,141	3,453,246	3,453,250	3,886,830
	Total Financial Services	3,773,399	3,539,371	3,550,250	3,986,830
	Year-End Accrual Entries (a)	2,639,461	-	-	-
	Total	\$ 6,426,756	\$ 3,539,371	\$ 3,550,250	\$ 3,911,830

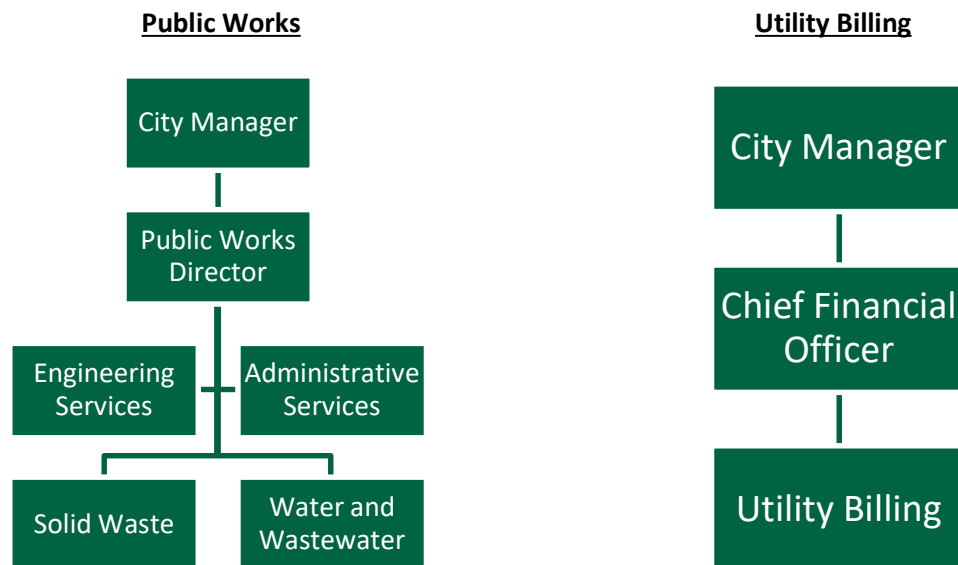
Why Statement

The Water Division of the Public Works Department is responsible for providing safe, cost-efficient, reliable drinking water to residents and businesses. The Wastewater division is responsible for safely collecting, treating, and disposing of wastewater generated by residents and business in the City.

The Solid Waste Division of the Public Works Department is responsible for providing cost-efficient and environmentally conscious collection, transportation, and disposition of solid waste, recyclable items, along with limbs and brush generated in the City.

Utility Billing bills and collects revenues for water, wastewater, and solid waste usage. The revenues collected are the source of funding for the Enterprise Fund.

Department Service Structure



Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Construction Superintendent (PW)	1.0	1.0	1.0
Plant Operator (PW)	1.0	1.0	1.0
Utility Billing/Collections Representative (UB)	1.0	1.0	1.0
Crew Leader-Utilities Collections (UB)	1.0	1.0	1.0
Laborer (PW)	3.0	3.0	3.0
Total Water Services	7.0	7.0	7.0
Chief Plant Operator (PW)	1.0	1.0	1.0
Foreman-Utilities (PW)	1.0	1.0	1.0
Administrative Assistant (PW)	1.0	1.0	1.0
Plant Operator (PW)	2.0	2.0	2.0
Equipment Operator II (PW)	1.0	1.0	1.0

Position	FY 2021 Budgeted FTEs	FY 2022 Budgeted FTEs	FY 2023 Budgeted FTEs
Equipment Operator I (PW)	2.0	2.0	2.0
Laborer (PW)	2.0	2.0	2.0
Total Wastewater Services	10.0	10.0	10.0
Solid Waste Superintendent (PW)	1.0	1.0	1.0
Foreman (PW)	1.0	1.0	1.0
Crew Leader (PW)	1.0	1.0	1.0
Equipment Operator I (PW)	4.0	4.0	4.0
Laborer (PW)	6.0	6.0	6.0
Total Solid Waste Services	13.0	13.0	13.0
Total Public Works and Utility Billing	30.0	30.0	30.0

In the preceding FTE table, Utility Billing is included in Water Services. The Enterprise Fund houses Water, Wastewater, and Solid Waste functions of Public Works and the Utility Billing function of Finance. All other functions of Public Works and Finance are housed in the General Fund and are reported separately.

Base Level Services

The department's base level services broadly summarize the department's activities and are reflective of the services required to meet *City Council Priorities* and work in concert with the Comprehensive Plan. These service levels are more thoroughly enumerated in the department's *Service Plan*.

Engineering and Administrative Services

- Manages the City Engineer function provided by contracted professional services
- Plans, organizes, and provides overall direction and management and is responsible for management of design and construction
- Provides administrative and data processing support

Solid Waste

- Provides regular collection of household garbage, yard waste, brush and limbs, and recycling materials

Water

- Provides overall operation, maintenance and repair of the water distribution system
- Ensures a continuous supply of potable water

Wastewater

- Provides overall operation, maintenance and repair to the sanitary sewer collection
- Operates and provides maintenance to the wastewater treatment plant and lift stations in compliance with EPA and TCEQ standards, rules and regulations
- Ensures daily wastewater operations meet plant permit and National Pollution Discharge Elimination System (NPDES) parameters







Utility Billing

- Prepares paper or E-bills to be distributed monthly
- Collects, records, and deposits payments daily

- Maintains account information and rates in Utility Program
- Works with customers to establish, cut off, or transfer service
- Prepares and submits work orders to Public Works to have service turned on or off or to correct meter problems daily

Performance Measures

Bellaire's City Council has identified five strategic focus areas to guide city staff. Additionally, they have provided implementation strategies for each focus area. The following table sets forth City Council's strategic focus areas and correlating implementation plans. To ensure the City's activities further City Council's strategic focus areas, City staff use City Council's strategic focus areas and implementation plans to set performance goals. Priorities that have been highlighted in the following table specifically relate to this department.

Community	Governance	Public Safety	Infrastructure	Quality of Life	Land Use and Zoning
					

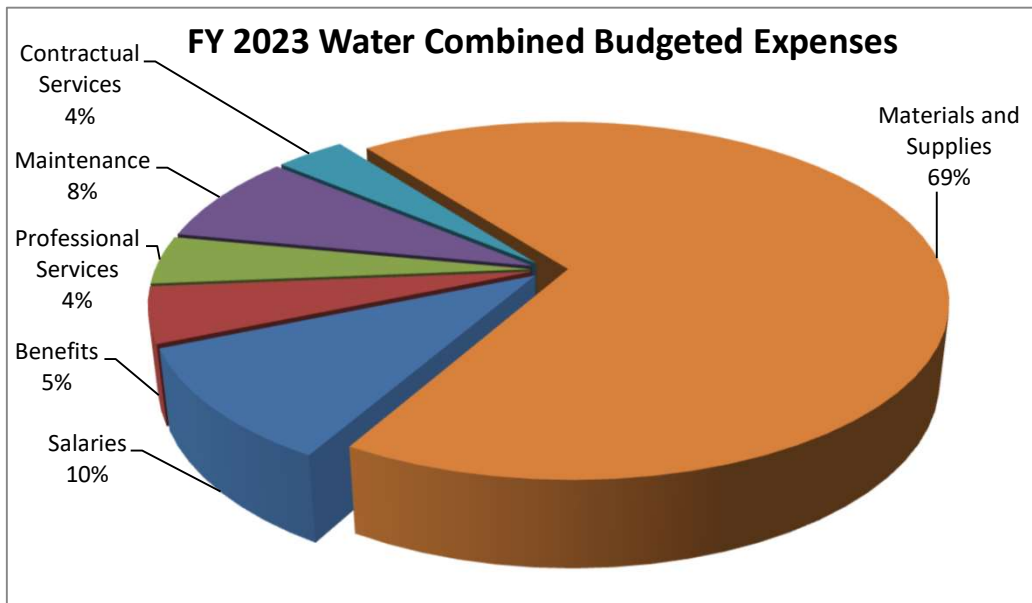
The performance measures below inform our budgeted expenditures as the expenditure amounts are developed to provide the base level services required to successfully achieve the implementation of City Council strategic focus areas.

Strategic Focus Area		
Infrastructure 	Guiding Principle	Responsibly manage Public Works infrastructure.
	Departmental Goal/Objective	Efficiently collect solid waste.
	Performance Measure	Expenditures per account for refuse collection and disposal.
	FY 2021 Actual	\$64
	FY 2022 Projected	< \$75
	FY 2023 Goal	< \$75
Quality of Life 	Guiding Principle	Responsibly manage Public Works infrastructure.
	Departmental Goal/Objective	Encourage residents to divert a substantial portion of waste to recycling.
	Performance Measure	% of waste diverted
	FY 2021 Actual	21%
	FY 2022 Projected	22%
	FY 2023 Goal	> 25%

WATER COMBINED EXPENSES
(UTILITY BILLING, WATER PRODUCTION, WATER DISTRIBUTION, AND SURFACE WATER)

Expense Summary

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries	\$ 373,350	\$ 372,942	\$ 395,261	\$ 397,524
Benefits	160,657	178,158	175,601	192,788
Professional Services	67,558	177,300	130,500	167,420
Maintenance	288,131	257,197	284,542	310,097
Contractual Services	85,851	126,875	109,110	135,385
Materials and Supplies	2,102,494	2,540,100	3,131,675	2,639,750
Total Expenses	\$ 3,078,041	\$ 3,652,572	\$ 4,226,689	\$ 3,842,964



UTILITY BILLING - 2067

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 115,017	\$ 120,456	\$ 121,640	\$ 127,499
120	Overtime	4,950	6,000	10,177	6,000
130	Longevity	1,872	1,968	1,968	2,064
	Total Salaries	121,839	128,424	133,785	135,563
Benefits					
210	Group Health Insurance	21,184	25,343	24,322	24,215
211	Health Savings Account	1,950	1,300	1,950	1,300
215	Group Dental Insurance	402	402	410	402
217	Group Life Insurance	545	546	546	546
220	Disability Insurance	317	318	318	318
230	Medicare/Social Security	1,691	1,862	1,872	1,966
240	Retirement Contributions	24,761	25,836	27,716	27,784
260	Workers Compensation	182	320	313	338
	Total Benefits	51,030	55,927	57,447	56,869
Professional Services					
324	Other Professional	3,941	35,000	20,000	35,000
340	Information Technology Contracts	44,670	57,300	53,000	57,300
351	Information Technology Support Agreements	-	-	-	4,120
	Total Professional Services	48,611	92,300	73,000	96,420
Maintenance					
410	Information Technology Maintenance	381	2,000	92	2,000
	Total Maintenance	381	2,000	92	2,000
Contractual Services					
510	Risk Management	-	-	-	575
522	Postage	33,866	38,470	37,000	38,470
570	Education and Training	315	3,500	1,900	3,500
	Total Contractual Services	34,181	41,970	38,900	42,545
Materials and Supplies					
600	Office Supplies	10,485	10,000	5,000	10,000
610	Operating Expenditures	361	-	300	-
650	Uniforms/Wearing Apparel	177	300	200	300
	Total Materials and Supplies	11,023	10,300	5,500	13,800
Department Total		\$ 267,065	\$ 330,921	\$ 308,724	\$ 347,197

WATER PRODUCTION - 8061

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 42,974	\$ 44,962	\$ 45,718	\$ 48,391
105	Incentive	-	-	1,318	1,032
120	Overtime	9,889	1,700	12,289	1,600
125	Call Out/On Call Pay	411	600	524	600
130	Longevity	356	404	404	452
	Total Salaries	53,630	47,666	60,253	52,075
Benefits					
210	Group Health Insurance	14,743	16,659	11,134	15,917
211	Health Savings Account	1,300	1,300	650	1,300
215	Group Dental Insurance	176	159	204	159
217	Group Life Insurance	198	204	204	204
220	Disability Insurance	115	119	119	119
230	Medicare/Social Security	707	691	857	755
240	Retirement Contributions	11,072	9,589	12,436	10,673
260	Workers Compensation	537	1,304	1,279	1,425
	Total Benefits	28,848	30,025	26,883	30,552
Professional Services					
323	Engineers, Architects, Arborists, Planners	-	64,000	46,500	64,000
343	Other Technical Services	10,306	11,000	11,000	7,000
	Total Professional Services	10,306	75,000	57,500	71,000
Maintenance					
411	Vehicle Maintenance	2,228	996	950	996
415	Generator Maintenance	4,436	5,000	3,500	5,000
435	Water Well Maintenance	68,459	68,301	74,000	68,301
461	Rental of Equipment	-	2,000	-	2,000
	Total Maintenance	75,123	76,297	78,450	76,297
Contractual Services					
510	Risk Management	3,186	3,953	3,100	22,245
520	Communications	483	3,980	480	3,980
522	Postage	-	-	100	-
530	Advertisements and Official Notices	622	1,500	-	1,000
550	Dues and Fees	190	190	205	190
551	Permits and Licenses	18,353	19,000	18,350	19,000
560	Travel Mileage Allowance	503	1,500	1,100	1,500
570	Education and Training	2,125	3,000	2,600	3,000
	Total Contractual Services	25,462	33,123	25,935	50,915

WATER PRODUCTION - 8061

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
	Materials and Supplies				
600	Office Supplies	\$ 386	\$ 500	\$ 15	\$ 500
601	Information Technology Supplies	-	700	-	1,000
602	Small Tools and Minor Equipment	3,529	7,300	4,500	7,300
605	Vehicles Supplies	-	300	-	300
610	Operating Supplies	408	200	210	200
612	Chemicals	4,005	6,400	8,500	6,400
621	Electricity	127,251	138,750	139,700	140,000
650	Uniforms/Wearing Apparel	666	750	700	750
	Total Materials and Supplies	136,245	154,900	153,625	156,450
	Department Total	\$ 329,614	\$ 417,011	\$ 402,646	\$ 437,289

WATER DISTRIBUTION - 8062

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 167,142	\$ 179,035	\$ 173,706	\$ 191,638
120	Overtime	28,870	16,000	25,441	16,315
125	Call Out Pay	528	285	544	285
130	Longevity	1,340	1,532	1,532	1,648
	Total Salaries	197,881	196,852	201,223	209,886
Benefits					
210	Group Health Insurance	32,002	41,175	38,475	49,466
211	Health Savings Account	1,950	1,950	1,300	1,800
215	Group Dental Insurance	693	865	785	865
217	Group Life Insurance	656	791	779	970
220	Disability Insurance	380	465	452	465
230	Medicare/Social Security	2,859	2,854	2,887	3,043
240	Retirement Contributions	40,545	39,602	42,136	43,016
260	Workers Compensation	1,694	4,504	4,457	5,742
	Total Benefits	80,779	92,206	91,271	105,367
Professional Services					
344	Contract Labor	8,641	10,000	-	-
	Total Professional Services	8,641	10,000	-	-
Maintenance					
411	Vehicle Maintenance	7,644	13,600	6,000	10,000
413	Machinery and Equipment Maintenance	1,884	2,800	-	1,800
434	Water Main Maintenance	203,099	162,500	200,000	220,000
	Total Maintenance	212,627	178,900	206,000	231,800
Contractual Services					
510	Risk Management	5,618	15,812	15,100	10,075
520	Communications	5,726	18,720	14,500	14,600
530	Advertisements and Official Notices	187	200	-	200
550	Dues and Fees	1,102	950	950	950
551	Permits and Licenses	-	500	285	500
560	Travel Mileage Allowance	1,191	800	800	800
570	Education and Training	1,342	2,500	1,600	2,500
	Total Contractual Services	15,166	39,482	33,235	29,625

WATER DISTRIBUTION - 8062

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
	Materials and Supplies				
600	Office Supplies	\$ 692	\$ 700	\$ 670	\$ 700
601	Information Technology Supplies	-	700	-	1,000
602	Small Tools and Minor Equipment	9,825	9,400	21,000	24,400
604	First Aid Supplies	99	300	300	300
605	Vehicles Supplies	195	300	500	300
610	Operating Supplies	980	1,000	1,000	1,000
612	Chemicals	938	1,000	1,000	1,000
623	Hardware and Software	-	5,000	-	-
625	Fuel	16,567	26,000	25,000	22,500
650	Uniforms/Wearing Apparel	2,284	2,300	2,280	2,300
	Total Materials and Supplies	31,580	46,900	51,750	53,500
	Department Total	\$ 546,674	\$ 564,340	\$ 583,479	\$ 630,178

SURFACE WATER - 8063

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Contractual Services					
551	Permits and Licenses	\$ 11,042	\$ 12,300	\$ 11,040	\$ 12,300
	Total Contractual Services	11,042	12,300	11,040	12,300
Materials and Supplies					
660	Water Purchases	1,815,691	2,198,000	2,800,000	2,286,000
661	Ground Water Credits	107,955	130,000	120,800	130,000
	Total Materials and Supplies	1,923,646	2,328,000	2,920,800	2,416,000
	Department Total	\$ 1,934,689	\$ 2,340,300	\$ 2,931,840	\$ 2,428,300

WASTEWATER COMBINED EXPENSES
(WASTEWATER COLLECTION AND WASTEWATER TREATMENT)

Expense Summary

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries	\$ 501,337	\$ 503,082	\$ 478,891	\$ 523,532
Benefits	218,203	269,048	215,472	273,539
Professional Services	95,343	154,230	132,650	169,230
Maintenance	215,553	237,826	147,180	189,666
Contractual Services	61,545	80,223	63,550	83,670
Materials and Supplies	246,010	240,550	259,430	274,400
Total Expenses	\$ 1,337,992	\$ 1,484,959	\$ 1,297,173	\$ 1,514,037



WASTEWATER COLLECTION - 8064

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 220,676	\$ 293,840	\$ 217,810	\$ 314,508
105	Incentive Pay	1,225	600	553	600
120	Overtime	70,858	11,000	54,526	11,000
125	Call Out Pay	571	1,000	436	1,000
130	Longevity	660	772	660	948
	Total Salaries	293,989	307,212	273,985	328,056
Benefits					
210	Group Health Insurance	59,406	99,415	59,813	91,351
211	Health Savings Account	650	4,550	1,300	2,300
215	Group Dental Insurance	1,089	1,219	826	1,127
217	Group Life Insurance	1,293	1,239	736	1,538
220	Disability Insurance	751	719	423	898
230	Medicare/Social Security	4,388	4,455	3,881	4,757
240	Retirement Contributions	60,363	61,803	56,093	67,235
260	Workers Compensation	3,017	7,403	7,220	7,323
	Total Benefits	130,957	180,803	130,292	176,529
Professional Services					
343	Other Technical Services	-	53,930	49,650	53,930
344	Contract Labor	11,580	-	-	-
	Total Professional Services	11,580	53,930	49,650	53,930
Maintenance					
411	Vehicle Maintenance	2,727	8,666	6,500	8,666
413	Machinery and Equipment Maintenance	2,684	3,300	680	2,300
433	Sanitary Sewer Maintenance	47,467	87,500	7,000	15,000
461	Rental of Equipment	-	4,200	-	2,200
	Total Maintenance	52,878	103,666	14,180	28,166
Contractual Services					
510	Risk Management	12,534	18,447	14,300	6,775
520	Communications	1,477	3,840	2,040	7,340
551	Permits and Licenses	-	644	-	-
560	Travel Mileage Allowance	1,996	2,500	1,800	2,500
570	Education and Training	1,500	3,500	610	2,000
	Total Contractual Services	17,507	28,931	18,750	18,615

WASTEWATER COLLECTION - 8064

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Materials and Supplies					
600	Office Supplies	\$ 317	\$ 700	\$ 600	\$ 700
601	Information Technology Supplies	1,005	1,500	-	1,500
602	Small Tools and Minor Equipment	3,014	7,000	6,500	7,000
604	First Aid Supplies	351	500	250	500
610	Operating Supplies	962	2,000	2,300	2,000
650	Uniforms/Wearing Apparel	4,217	3,400	3,100	3,400
	Total Materials and Supplies	10,592	16,800	14,750	17,100
Department Total		\$ 517,503	\$ 691,342	\$ 501,607	\$ 622,396

WASTEWATER TREATMENT - 8065

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 159,444	\$ 174,436	\$ 150,763	\$ 176,820
105	Incentive Pay	2,768	3,505	2,617	2,148
120	Overtime	43,547	15,000	41,947	13,799
125	Call Out Pay	1,005	2,201	627	2,201
130	Longevity	584	728	827	508
	Total Salaries	207,347	195,870	204,906	195,476
Benefits					
210	Group Health Insurance	37,059	36,750	30,098	45,239
211	Health Savings Account	1,625	1,950	2,600	1,800
215	Group Dental Insurance	707	668	583	536
217	Group Life Insurance	741	806	630	751
220	Disability Insurance	431	468	366	439
230	Medicare/Social Security	2,924	2,840	2,894	2,834
240	Retirement Contributions	41,587	39,404	42,780	40,063
260	Workers Compensation	2,173	5,359	5,229	5,348
	Total Benefits	87,246	88,245	85,180	97,010
Professional Services					
323	Engineers, Architects, Arborists, Planners	-	24,000	-	24,000
342	Trash Hauls	60,432	50,000	60,000	65,000
343	Other Technical Services	23,331	26,300	23,000	26,300
	Total Professional Services	83,763	100,300	83,000	115,300
Maintenance					
413	Machinery and Equipment Maintenance	-	2,000	-	-
415	Generator Maintenance	4,009	5,000	3,500	5,000
420	Building Maintenance	22,198	16,500	3,000	16,500
421	HVAC Maintenance	-	3,600	-	-
422	Ground Maintenance	3,500	3,500	1,500	3,500
436	Lift Station Maintenance	23,198	26,500	20,000	26,500
437	Treatment Plant Maintenance	109,770	74,060	105,000	110,000
461	Rental of Equipment	-	3,000	-	-
	Total Maintenance	162,675	134,160	133,000	161,500
Contractual Services					
510	Risk Management	4,655	6,852	5,400	19,515
520	Communications	7,310	10,540	6,000	11,640
530	Advertisements and Official Notices	1,096	700	600	700
550	Dues and Fees	1,159	300	300	300
551	Permits and Licenses	28,148	28,400	27,000	28,400
560	Travel Mileage Allowance	1,069	1,000	2,000	1,000
570	Education and Training	600	3,500	3,500	3,500
	Total Contractual Services	44,038	51,292	44,800	65,055

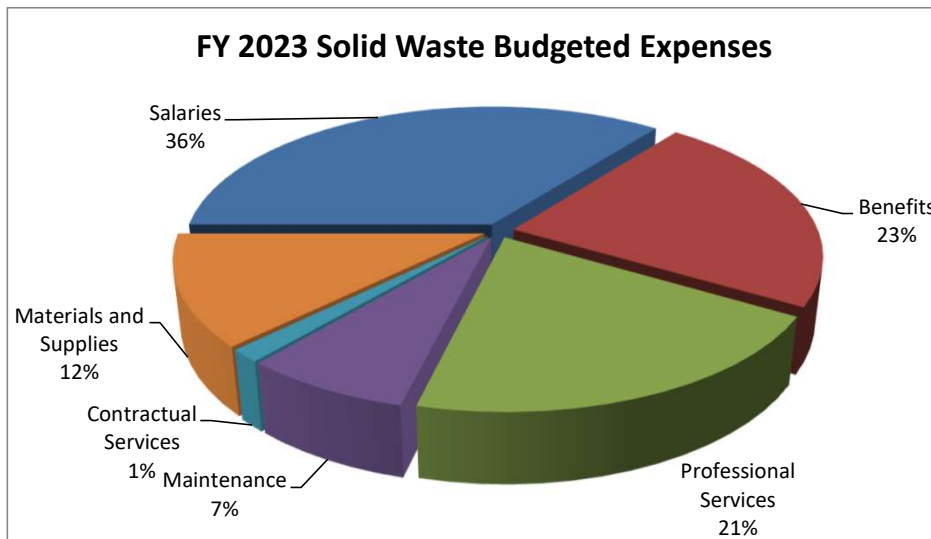
WASTEWATER TREATMENT - 8065

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Materials and Supplies					
600	Office Supplies	\$ 480	\$ 800	\$ 500	\$ 800
601	Information Technology Supplies	246	5,800	365	5,800
602	Small Tools and Minor Equipment	4,476	8,300	7,000	6,000
603	Janitorial and Cleaning Supplies	-	300	-	-
604	First Aid Supplies	394	1,000	990	1,000
605	Vehicles Supplies	-	200	-	-
610	Operating Supplies	744	300	3,300	3,300
612	Chemicals	83,555	74,000	68,000	74,000
620	Natural Gas	312	300	300	400
621	Electricity	141,410	124,750	162,900	163,000
623	Hardware and Software	2,214	5,000	-	-
650	Uniforms/Wearing Apparel	1,589	3,000	1,325	3,000
Total Materials and Supplies		235,418	223,750	244,680	257,300
Department Total		\$ 820,489	\$ 793,617	\$ 795,566	\$ 891,641

SOLID WASTE - 8066

Expense Summary

	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries	\$ 487,774	\$ 541,814	\$ 518,007	\$ 621,687
Benefits	242,852	311,989	266,890	400,430
Professional Services	513,107	391,250	405,000	357,750
Maintenance	144,085	173,496	160,000	129,813
Contractual Services	45,539	67,862	46,875	24,582
Materials and Supplies	154,297	195,306	208,550	215,489
Total Expenses	\$ 1,587,654	\$ 1,681,717	\$ 1,605,322	\$ 1,749,751



SOLID WASTE - 8066

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Salaries					
100	Regular Employees	\$ 439,755	\$ 511,100	\$ 475,830	\$ 591,479
105	Incentive Pay	1,400	1,800	2,638	1,800
120	Overtime	42,410	25,182	35,820	25,782
125	Call Out Pay	1,168	418	787	418
130	Longevity	2,815	2,988	2,832	2,208
140	Sick Leave Buy Back	226	326	100	-
	Total Salaries	487,774	541,814	518,007	621,687
Benefits					
210	Group Health Insurance	109,319	153,335	118,544	216,806
211	Health Savings Account	8,450	9,100	3,250	8,850
215	Group Dental Insurance	2,163	2,508	2,001	2,279
217	Group Life Insurance	1,981	2,146	1,950	3,388
220	Disability Insurance	1,190	1,296	1,145	1,986
230	Medicare/Social Security	6,830	7,856	7,232	9,014
240	Retirement Contributions	97,879	108,999	106,620	127,415
260	Workers Compensation	15,040	26,749	26,148	30,692
	Total Benefits	242,852	311,989	266,890	400,430
Professional Services					
324	Other Professional	350	2,500	-	-
342	Trash Hauls	412,931	348,750	275,000	348,750
344	Contract Labor	99,827	40,000	130,000	9,000
	Total Professional Services	513,107	391,250	405,000	357,750
Maintenance					
411	Vehicle Maintenance	143,298	171,496	160,000	129,313
413	Machinery and Equipment Maintenance	-	500	-	500
414	Other Maintenance	787	1,500	-	-
	Total Maintenance	144,085	173,496	160,000	129,813
Contractual Services					
510	Risk Management	38,049	56,000	43,775	13,720
520	Communications	3,244	3,360	2,600	3,360
550	Dues and Fees	1,840	2,470	100	2,470
551	Permits and Licenses	455	488	400	488
560	Travel Mileage Allowance	-	1,000	-	-
570	Education and Training	1,950	4,544	-	4,544
	Total Contractual Services	45,539	67,862	46,875	24,582

SOLID WASTE - 8066

Acct Code	Description	FY 2021 Actual	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
Materials and Supplies					
600	Office Supplies	\$ 54	\$ 600	\$ -	\$ -
601	Information Technology Supplies	-	5,000	-	5,000
602	Small Tools and Minor Equipment	570	1,500	1,200	-
603	Janitorial and Cleaning Supplies	-	300	-	-
604	First Aid Supplies	812	1,000	150	145
605	Vehicles Supplies	5,893	11,000	11,500	11,000
610	Operating Supplies	10,570	10,200	11,200	10,200
611	Garbage Bags	72,442	72,500	100,000	101,438
618	Recycling Bins/Supplies	19,529	15,500	5,000	15,500
625	Fuel	41,391	67,500	70,000	64,500
650	Uniforms/Wearing Apparel	3,036	10,206	9,500	7,706
Total Materials and Supplies		154,297	195,306	208,550	215,489
Department Total		\$ 1,587,654	\$ 1,681,717	\$ 1,605,322	\$ 1,749,751

Description

The Special Revenue Fund is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Contributions/Donations – From time-to-time residents, organizations, or businesses wish to donate to a particular cause or department. All these funds are required to follow the process as outlined in Resolution No. 14-09 that allows the City Manager to accept donations under \$25,000 and requires City Council approval of larger donations.

Library Memorials – Memorials are donations made to the library in memory of someone. Memorials are a subset of Contributions/Donations. The donor generally requests books on subjects in which the deceased held a special interest. If the City receives several donations in memory of an individual we talk to the family and decide how best to honor the deceased and meet the library's needs (furniture, equipment). If books are purchased, a book plate honoring the deceased is placed in each book.

Friends of the Bellaire Library - Friends of the Bellaire a Library is a non-profit organization which makes an annual donation of funds based on a selection list of items presented to and approved by their membership.

PATRONS for Bellaire Parks – PATRONS for Bellaire Parks is a non-profit organization which makes significant periodic donations of funds used to improve our parks and to sponsor various community events at our parks.

The Bellaire Police and Fire Foundation - The Bellaire Police and Fire Foundation is a non-profit organization which makes an annual grant based on a selection list of items presented to and approved by the foundation.

Nature Discovery Center – The Hana and Arthur Ginzburg Nature Discovery Center is a non-profit organization which operates out of the Henshaw House at Russ Pitman Park. The City may receive “pass through” funding from Harris County for the operations of the Nature Discovery Center.

Culture and Arts Board – The City Council has established and appointed a Culture and Arts Board. This board collects funds during special events for culture and arts programs, including an annual art festival.

Public Safety LEOSE - The Law Enforcement Officer Standards and Education Fund (LEOSE) is an account in the state treasury. The Comptroller of Public Accounts (Comptroller) collects and deposits proceeds from court costs into the account. The General Appropriations Act appropriates to the Comptroller the total amount to be distributed to local law enforcement agencies. Local agencies must use the funds to provide continuing education for law enforcement officers. The Fire Marshall is considered a law enforcement officer; therefore, the Fire Department receives LEOSE funds.

Crime Victim Specialist – Pursuant to a grant received from the Department of Justice, these funds are used to fund a full-time position of Crime Victim Specialist within the police department.

Court Security - Pursuant to Article 102.017 of the Texas Code of Criminal Procedure, revenues generated from court security fees must be deposited into a special revenue fund. The money collected may be used only to fund court security and includes such items as metal detectors, surveillance equipment, security personnel, security hardware, security training, and other security measures. The City uses these funds to pay for bailiff expenses.

Court Technology - Under Article 102.0172 of the Texas Code of Criminal Procedure, revenues generated from court technology fees can only be used to fund court technology such as computer equipment, imaging systems, electronic kiosks, docket management systems, electronic ticket writers, and recording equipment.

Truancy Prevention and Diversion – Under Article 133.125 of the Texas Local Government Code, revenues allocated to Truancy Prevention and Diversion may only be used to finance the salary, benefits, and expenses relating to the position of juvenile case manager. This is a relatively new fee (implemented in the FY 2020) and no direction has been provided for municipalities without juvenile case managers.

Municipal Jury - Under Article 133.125 of the Texas Local Government Code, revenues allocated to Municipal Jury may only be used to fund juror reimbursements and otherwise fund jury services.

Seizures Fund - Seizure funds are deposited into a special fund and used solely for law enforcement purposes, such as salaries and overtime pay for officers, training for officers, specialized investigative equipment and supplies, and items used by officers in direct law enforcement duties. Seizure funds are acquired through the sale of seized property that was used in commission of a crime.

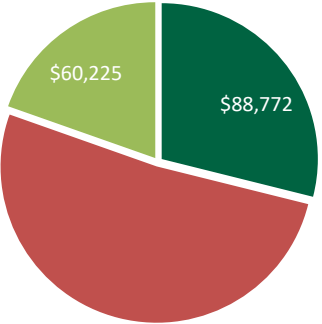
Public Education and Government Channel (PEG) Fees – The City receives Public Educational, and Government (PEG) Channel Fees (Reference Chapter 66-Utilities Code) on certain franchise fees which are dedicated for providing cable and video services. The City has a municipal television channel and provides live and on-demand video streaming of Council and boards/commission meetings from our website. The PEG funds are used to update the City's current web streaming and production equipment for city-wide broadcasting which is available on Channel 16 to residents that subscribe to Comcast and is available on channel 99 to residents that subscribe to AT&T. Fund use is restricted to capital expenditures and/or programming efforts to expand and/or improve day-to-day operations for the public access channel and video streaming.

SPECIAL REVENUE FUND SUMMARY

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Proposed
Beginning Fund Balance	\$ 451,661	\$ 629,784	\$ 505,949	\$ 477,203
Revenues				
PEG Fees	50,111	51,000	49,490	50,000
Court Fees	28,903	28,775	39,000	38,772
Contributions	35,212	145,900	143,605	74,625
Grants	101,649	75,000	92,408	110,600
LEOSE	3,352	4,200	3,295	3,600
Seized Property	10,281	6,000	11,690	5,000
Pass-Through Funds	25,000	25,000	-	25,000
Total Revenues	254,509	335,875	339,488	307,597
 Total Available Resources	 706,169	 965,659	 845,437	 784,800
Expenditures				
Finance and Courts	17,173	147,700	58,160	97,200
Fire	450	227,300	-	39,800
Police	132,294	233,200	218,354	148,200
Parks, Recreation, and Facilities	1,985	53,850	71,198	9,850
Library	5,516	3,900	13,598	17,750
Non-Departmental	42,803	298,800	6,924	172,000
Total Expenditures	200,220	964,750	368,234	484,800
 Ending Fund Balance	 \$ 505,949	 \$ 909	 \$ 477,203	 \$ 300,000

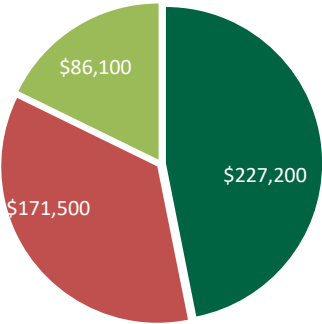
SPECIAL REVENUE FUND																							
	Fire		Police						Library				Parks, Recreation, and Facilities			Other Special Revenue						Culture and Arts Board	Total
	Contri	LEOSE	Contri	Grants	Grant - Crime Victim Specialist	LEOSE	Seized 59	Seized Assets	Contri	Memorials	Friends of Bellaire Library	Grants	Contri	Flags	PATRONS for Bellaire Parks	Court Security	Court Technology	Truancy Prevention & Diversion	Municipal Jury Fund	PEG Fees	Nature Discovery Center		
Beginning Fund Balance	\$ 2,058	\$ 3,695	\$ 27,899	\$ 9,134	\$ 544	\$ 4,705	\$ 23,238	\$ 274	\$ 4,296	\$ 3,830	\$ 19,279	\$ 27	\$ 9,886	\$ 1,588	\$ 18,868	\$ 4,000	\$ 64,117	\$ 24,833	\$ 497	\$ 244,896	\$ -	\$ 9,540	\$ 477,203
<u>FY 2023 Budgeted Revenues</u>																							
PEG Fees																				50,000		50,000	
Court Fees																10,600	20,000	8,000	172			38,772	
Contributions	20,000		20,000						1,500	125	9,000				15,000							9,000	74,625
Grants				10,000	100,000							600											110,600
LEOSE		600				3,000																	3,600
Seized Property								5,000															5,000
Pass-Through Funds																					25,000		25,000
Total Revenues	20,000	600	20,000	10,000	100,000	3,000	5,000	-	1,500	125	9,000	600	-	-	15,000	10,600	20,000	8,000	172	50,000	25,000	9,000	307,597
<u>FY 2022 Budgeted Expenditures</u>																							
Finance Department																13,993	83,207	-	-				97,200
Fire Department	21,000	3,800	15,000																				39,800
Police Department				19,000	100,000	7,500	5,000	200															148,200
PARD Department													9,850	1,500	15,000								9,850
Library Department									1,500	650	15,000	600		-	-								17,750
Non-Departmental																				130,000	25,000	17,000	172,000
Total Expenditures	21,000	3,800	15,000	19,000	100,000	7,500	5,000	200	1,500	650	15,000	600	9,850	1,500	15,000	13,993	83,207	-	-	130,000	25,000	17,000	484,800
Ending Fund Balance	\$ 1,058	\$ 495	\$ 32,899	\$ 134	\$ 544	\$ 205	\$ 23,238	\$ 74	\$ 4,296	\$ 3,305	\$ 13,279	\$ 27	\$ 36	\$ 88	\$ 18,868	\$ 607	\$ 910	\$ 32,833	\$ 669	\$ 164,896	\$ -	\$ 1,540	\$ 300,000

FY 2023 Budgeted Revenues



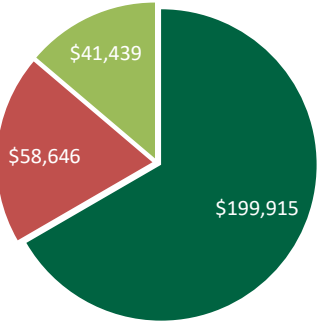
General Government Public Safety Culture and Recreation

FY 2023 Budgeted Expenditures

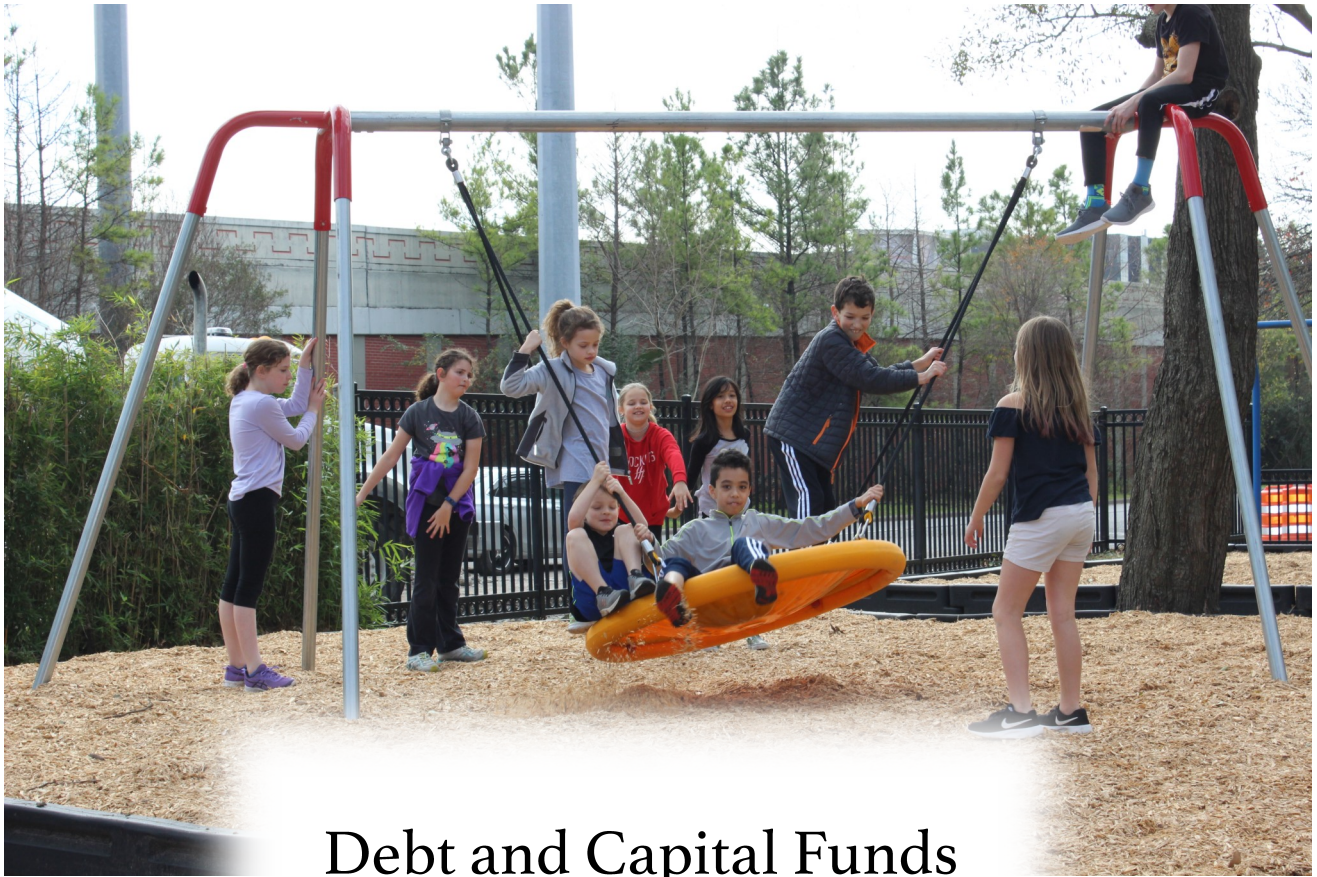


General Government Public Safety Culture and Recreation

FY 2023 Ending Fund Balance



General Government Public Safety Culture and Recreation



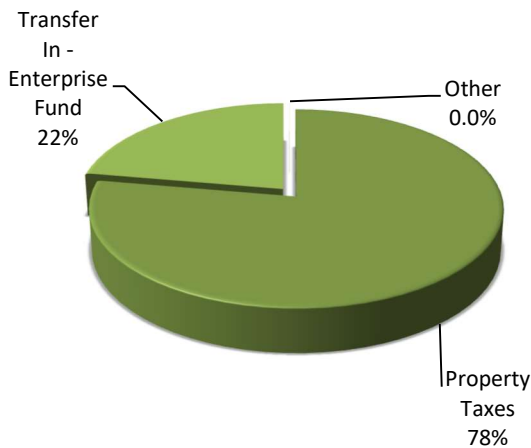
Debt and Capital Funds



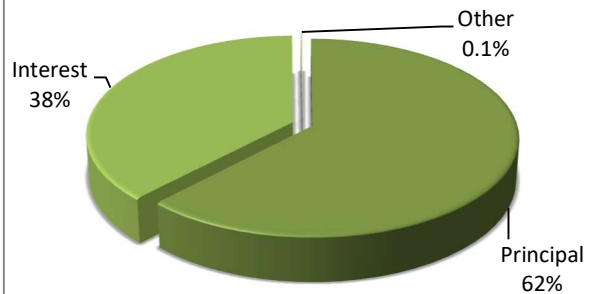
Description

The Debt Service Fund is considered a major fund for reporting purposes. The Debt Service Fund is used to account for the payment of principal and interest on all long-term debt of the City. The primary source of revenue for debt service is local property taxes. The next largest source of revenue is the transfer received from the Enterprise Fund to fund debt payments related to enterprise capital projects. Expenditures are primarily for principal and interest on outstanding debt.

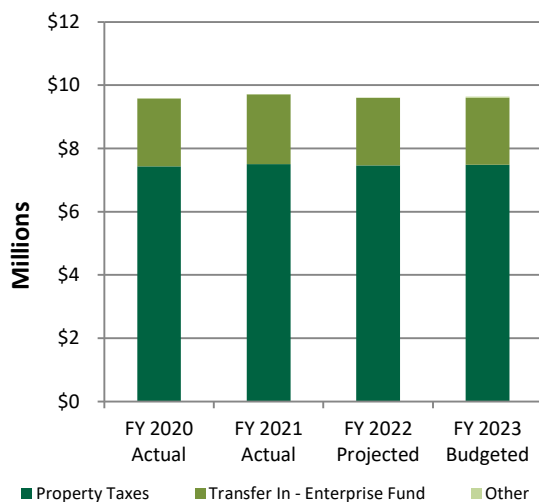
FY 2023 Debt Service Fund Budgeted Revenues



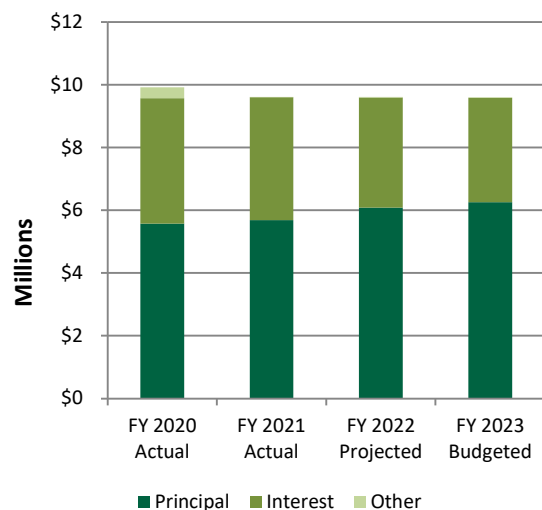
FY 2023 Debt Service Fund Budgeted Expenditures



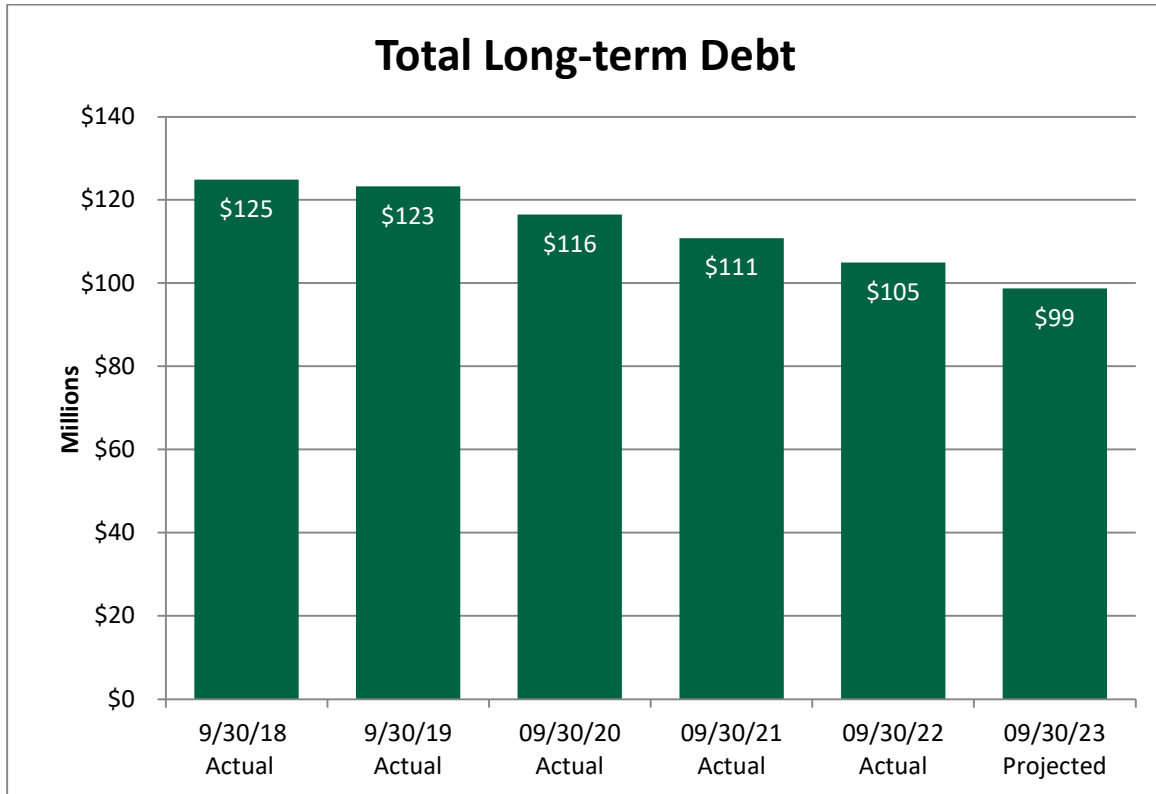
Debt Service Fund Revenues (excludes refundings)



Debt Service Fund Expenditures (excludes refundings)



The City has \$6,000,000 of authorized but unissued bond authority for streets and drainage construction which is not expected to be issued until fiscal year 2024. On September 30, 2022, total bonds outstanding are \$104,945,000. Total bonds outstanding on September 30, 2023, are expected to be approximately \$98,695,000. We anticipate \$6,250,000 on bond principal repayments in fiscal year 2023.



DEBT SERVICE FUND				
	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Proposed
Beginning Fund Balance	\$ 562,679	\$ 629,335	\$ 660,807	\$ 669,013
REVENUES				
Current Property Taxes	7,420,541	7,423,000	7,410,626	7,440,800
Delinquent Taxes	47,994	20,000	24,000	20,000
Penalties and Interest	32,842	20,000	35,000	20,000
Interest on Investments	683	1,000	2,500	45,000
Total Revenues	7,502,060	7,464,000	7,472,126	7,525,800
OTHER FINANCING SOURCES				
Transfer In - Enterprise Fund	2,207,141	2,133,946	2,133,946	2,115,830
Refunding Bonds Issued	6,400,000	-	7,805,000	-
Premium on Refunding Bonds Issued	220,816	-	350,659	-
Total Other Financing Sources	8,827,957	2,133,946	10,289,605	2,115,830
Total Revenues and Other Financing Sources	16,330,017	9,597,946	17,761,731	9,641,630
Total Available Resources	16,892,696	10,227,281	18,422,538	10,310,643
EXPENDITURES				
Principal	5,680,000	5,995,000	6,080,000	6,250,000
Interest	3,923,340	3,631,743	3,509,526	3,334,630
Fiscal Agent Fees	3,480	5,000	5,600	5,000
Bond Refunding Expense	6,617,110	-	8,145,800	-
Other - Arbitrage, Refunding Expenses	7,959	8,500	12,600	14,500
Total Expenditures	16,231,889	9,640,243	17,753,526	9,604,130
Available Resources Over/(Under) Expenditures	98,128	(42,297)	8,205	37,500
Ending Fund Balance	\$ 660,807	\$ 587,038	\$ 669,013	\$ 706,513

Description

The Five Year Capital Improvement Plan (CIP) includes: (a) the Vehicle, Equipment, and Technology Fund, which accounts for significant vehicle, equipment, and technology purchases, (b) the Capital Improvement Fund, which accounts for those projects funded by the operating funds (General Fund and Enterprise Fund), (c) the Capital Bond Fund, which includes those projects funded by bond proceeds and related interest earnings, (d) the Metro Fund, which includes those projects funded by METRO Mobility funds and related interest earnings, and (e) the Capital Grant Fund, which accounts for those projects funded by grants.

The CIP is comprehensive and projects the City's capital needs over a five-year time horizon. Adopting the CIP does not appropriate funds for future year projects outlined in the CIP as the CIP is simply a guideline for planning and it is reviewed and modified annually. Only projects for the upcoming fiscal year are considered part of the adopted budget. Project costs in the future years of the CIP are not adjusted for inflation.

All existing capital improvement projects were reviewed to identify projects which have been completed but have appropriated funds remaining and to identify projects that we no longer anticipate completing. This effort allowed us to identify previously appropriated amounts that could be re-appropriated in the CIP.

Capital projects can impact ongoing operating costs. For example, adding permanent restroom facility to a park will increase maintenance, janitorial, and supplies, costs. We have analyzed each capital expenditure planned for fiscal year 2022 and considered the impacts when preparing the General Fund and Enterprise Fund operating budgets.

Vehicle, Equipment, and Technology Spending

Vehicle, Equipment, and Technology Fund – The Vehicle, Equipment, and Technology Fund, previously known as the Vehicle and Equipment Replacement Fund, is principally funded by transfers from the General Fund and the Enterprise Fund.

General Fund-Related

The General Fund's budget includes a transfer of \$1,0300,000 to the Vehicle, Equipment, and Technology Fund. These revenues, along with existing available fund balance comprise total available resources for General Fund-related purchases. A portion of these resources are planned to be expended as follows:

\$462,800	Vehicle and heavy equipment purchases
190,700	Vehicle leases, including a fire truck
<u>37,500</u>	Minor equipment purchases
\$982,100	Budgeted General Fund-related expenditures

The operating budget in the General Fund contains provisions for repairs and maintenance costs for the vehicles and equipment scheduled to be leased/purchased.

Enterprise Fund-Related

The Enterprise Fund's budget includes a transfer of \$0 to the Vehicle, Equipment, and Technology Fund. These revenues, along with existing available fund balance comprise total available resources for Enterprise Fund-related purchases. A portion of these resources are planned to be expended as follows:

<u>7,100</u>	Vehicle leases
\$7,100	Budgeted Enterprise Fund-related expenditures

The operating budget in the General Fund contains provisions for repairs and maintenance costs for the vehicles and equipment scheduled to be leased/purchased.

Planned Capital Projects

Capital Improvement Fund – The Capital Improvement Fund is principally funded by transfers from the General Fund and the Enterprise Fund.

General Fund-Related

The General Fund's budget includes \$3,670,000 to be transferred to the Capital Improvement Fund. Available resources for General Fund-related purchases are comprised of these revenues and existing available fund balance. Total General Fund-related available fiscal year 2023 resources for the Capital Improvement Fund are \$5,614,942. A portion of these resources are planned to be expended as follows:

\$189,500	Evergreen Park improvements
50,000	ADA accessibility improvements at parks
144,500	Repair/renovation to Public Works campus
<u>300,000</u>	New dog pound facility
\$300,000	Budgeted General Fund-related project expenditures

The renovation of the Public Works campus and the replacement of the dog pound with a new facility will reduce ongoing maintenance and repairs. We considered these impacts in both the General Fund and Enterprise Fund operating budgets. The planned park improvement will have minimal impact on annual maintenance costs.

Enterprise Fund-Related

The Enterprise Fund's budget includes \$660,000 to be transferred to the Capital Improvement Fund. Available resources for Enterprise Fund-related purchases are comprised of these revenues, existing available fund balance. Total Enterprise Fund-related available fiscal year 2023 resources for the Capital Improvement Fund are \$874,670. A portion of these resources are planned to be expended as follows:

\$150,000	Water infrastructure management program
159,054	Wastewater fine screen filter replacement
<u>150,000</u>	Wastewater infrastructure management program
\$459,054	Budgeted Enterprise Fund-related project expenditures

The water infrastructure management program and the wastewater infrastructure management program on ongoing annual heavy maintenance programs which will not cause add-on maintenance or repair costs that would need to be considered in the Enterprise Fund's operating budget. The wastewater fine screen filter replacement will reduce maintenance costs at the wastewater treatment plant. These impacts have been considered when preparing the Enterprise Fund operating budget.

Capital Bond Fund – The Capital Bond Fund is funded by bond proceeds and related interest earnings. Capital Bond Fund resources include \$7,134,370 from previous years' appropriations that are available to be re-appropriated as fiscal year 2023 expenditures. A portion of these resources are planned to be expended as follows:

\$5,775,140	Regional drainage projects
20,000	Library storage shed replacement
23,000	Utility Billing storage
402,500	Repair/renovation to Public Works campus
100,000	Fire hydrant replacement and rehabilitation program
248,000	Valve replacement program
118,889	Wastewater fine screen filter replacement
286,000	Wastewater treatment plant deferred maintenance
<u>15,000</u>	Cynthia lift station rehabilitation
\$6,968,529	Budgeted project expenditures

The City's annual budgeted maintenance costs for infrastructure anticipates periodic street and drainage replacements, water and wastewater distribution system improvements, and traffic signal improvements, therefore, these projects will not have an impact on the maintenance costs included in the General Fund and Enterprise Fund operating budgets. The library storage shed replacement will reduce maintenance costs, but the impact will be minor. The renovation of the Public Works campus, the replacement of the library's storage shed, the wastewater fine screen filter replacement, the wastewater treatment plant deferred maintenance, and the Cynthia lift station rehabilitation projects will reduce ongoing maintenance and repairs. These impacts have been considered when preparing the Enterprise Fund operating budget.

Metro Fund – The Metro Fund is funded by METRO Mobility funds received by the City from the Metropolitan Transit Authority of Harris County (METRO) pursuant to an interlocal agreement. Pursuant to the agreement, METRO remits a portion of the sales and use taxes it collects within the Bellaire City limits to the City with the stipulation that these funds are designated for use on eligible projects including, but not limited to, street construction and maintenance, traffic control, pathway construction and maintenance, and street lighting. Total budgeted revenues for the Metro Fund are \$1,565,500. Available resources for the METRO Fund are comprised of these revenues, existing available fund balance, and interest earnings. Total available fiscal year 2023 resources for the Metro Fund are \$1,701,119. A portion of these resources are planned to be expended as follows:

\$1,430,000	Pavement management program
50,000	City-wide speed study
<u>50,000</u>	Traffic signal maintenance program
\$1,080,000	Budgeted project expenditures

The pavement management program and the traffic signal maintenance program on ongoing annual heavy maintenance programs which will not cause add-on maintenance or repair costs that would need to be considered in the General Fund’s operating budget. Likewise, the city-wide speed study will not result in increased or decreased operating expenditures.

Grant Fund – The Grant Fund is funded by grant and non-Metro interlocal agreement proceeds. We have several grants pending, but we have not budgeted any amounts since the grants have not been secured. When grants are secured, we will present the grants and related budget amendments to city council for approval.

Carry-Over Capital Projects

Capital projects are often multi-year projects. While a project is often approved in a given fiscal year budget, the actual expenditures may take place over that fiscal year and future years. As such, there are carry-over projects approved in prior fiscal years where the projects are still under-way and have remaining expenditures. The unspent funds appropriated in prior year budgets to fund the expenditures on carry-over projects are not reflected in the available beginning balances of the various capital improvement funds as they are not available to be appropriated in following fiscal years.

FY 2023 Capital Improvement Projects

Vehicle, Equipment, and Technology Fund CIP

Beginning Balance	\$ 898,647
Transfer in From General Fund	\$ 1,030,000
Transfer in From Enterprise Fund	\$ -
Total Resources	\$ 1,928,647
VE2203 - General Fund Lease Program - Lease payments for vehicles in the Enterprise Lease program for the General Fund. Also includes Fire Apparatus lease payments (not in Enterprise program).	\$ 190,700
VE2204 - General Fund Miscellaneous Equipment - Recurring replacement of first responder radios. FY 2023 includes roller for street maintenance.	\$ 37,500
VE2301 - General Fund Vehicle Acquisitions - Vehicle and heavy equipment Replacement purchases for General Fund operations.	\$ 462,800
VE2206 - Enterprise Fund Lease Program - Lease payments for vehicles in the Enterprise Lease program for the Enterprise Fund.	\$ 7,100
Total FY 2023 Vehicle, Equipment, and Technology Fund CIP	\$ 698,100
Ending Balance - Vehicle, Equipment, and Technology Fund	\$ 1,230,547

FY 2023 Capital Improvement Projects

Capital Improvement Fund - General-related Cash Projects

Unappropriated Available Beginning Balance - General Fund Cash	\$ 1,749,852
Earmarked Balance - Parkland Acquisition/Improvement (proceeds from ROW sales)	\$ 195,090
Transfer in From General Fund	\$ 3,670,000
Total Resources	\$ 5,614,942

PA2304 - Evergreen Park Improvements - Phase 1 is grant-funded accessible playground.	\$ 189,500
PA2305 - Safe and Accessible Parks Improvements - Miscellaneous ADA accessibility improvements.	\$ 50,000
PA2306 - Public Works Facility Repairs and Modernization - Repair/renovation to Public Works campus to meet operational needs.	\$ 144,500
PA2308 - Animal Shelter Replacement - Construct new animal shelter/dog pound facility.	\$ 300,000
Total FY 2023 Capital Improvement Fund, General-related CIP	\$ 684,000
Ending Balance - Capital Improvement Fund, General-related CIP	\$ 4,930,942

Capital Improvement Fund - Enterprise-related Cash Projects

Beginning Balance	\$ 214,670
Transfer in From Enterprise Fund	\$ 660,000
Total Resources	\$ 874,670
WA2301 - Annual Utility Infrastructure Management Program (water/distribution) - The purpose of this ongoing program is to provide contractual services to address heavy maintenance water system issues that are beyond the capabilities of the Public Works department.	\$ 150,000
WW2203 - Wastewater Treatment Plant Fine Screen Replacement - This project replaces both fine filters screens at the City's wastewater treatment plant.	\$ 159,054
WW2301 - Annual Utility Infrastructure Management Program (wastewater) - The purpose of this ongoing program is to provide contractual services to address heavy maintenance wastewater system issues that are beyond the capabilities of the Public Works department.	\$ 150,000
Total FY 2023 Capital Improvement Fund, Enterprise-related CIP	\$ 459,054
Ending Balance - Capital Improvement Fund, Enterprise-related CIP	\$ 415,616

FY 2023 Capital Improvement Projects

Capital Bond Fund CIP

Available Beginning Fund Balance	\$ 7,134,370
Bonds for Better Bellaire 2016 Revenue	\$ -
Total Resources	\$ 7,134,370
DR2202 - Regional Drainage Program - Implementation of the Master Drainage Conceptual Plan. Includes funding to partner on a City of Houston, HCFCF, and/or TxDOT drainage/flood mitigation project.	\$ 5,755,140
PA2309 - Library Shed Replacement - Replacement of failing storage unit that is past its useful life. Shed is used to store donated books.	\$ 20,000
PA2310 - Utility Billing Storage - Storage for Utility Billing division of City Hall.	\$ 23,000
PA2306 - Public Works Facility Repairs and Modernization - Repair/renovation to Public Works campus to meet operational needs.	\$ 402,500
WA2202 - Fire Hydrant Replacement and Rehabilitation - In FY 2021 the Fire and Public Works Departments began an inventory update and condition assessment of the City's more than 800 fire hydrants to identify those in need of service, repair or replacement.	\$ 100,000
WA2203 - Water Distribution System Valves Improvements - Replacement of poorly functioning or non functional water distribution system valves throughout the waterline system.	\$ 248,000
WW2203 - Wastewater Treatment Plant Fine Screen Replacement - Replacement of two fine screen filter systems at wastewater treatment plant.	\$ 118,889
WW2203 - Wastewater Treatment Plant Capital Maintenance - Address deferred maintenance at the City's wastewater treatment plant.	\$ 286,000
WW2203 - Cynthia Lift Station Rehabilitation - Address deferred maintenance at the City's three lift stations that bring wastewater to the treatment plant.	\$ 15,000
Total FY 2023 Capital Bond Fund CIP	\$ 6,968,529
Ending Balance - Capital Bond Fund	\$ 165,841

FY 2023 Capital Improvement Projects

METRO Fund CIP

Beginning Balance	\$ 85,619
Current Year METRO Intergovernmental Revenues	\$ 1,565,500
Interest Income	\$ 50,000
Total Resources	\$ 1,701,119
ST2301 - Pavement Management Program – This heavy maintenance program is designed to address areas in need of heavy maintenance that are not slated for reconstruction. The goal is to improve the overall quality of the street and sidewalk systems by repairing or replacing portions of the asphalt or concrete pavement.	\$ 1,430,000
ST2302 - City-wide Speed Study – A study focused on gathering data and analyzing traffic conditions to assess speed limits.	\$ 50,000
TR2301 - Traffic Signal Management Program – Ongoing traffic signal repair/replace and system improvements.	\$ 50,000
Total FY 2023 METRO Fund CIP	\$ 1,530,000
Ending Balance - METRO Fund	\$ 171,119

FY 2023 Capital Improvement Projects

Capital Grant Fund CIP

Beginning Balance	\$	-
Current Year Interlocal Participation Revenues	\$	-
Total Resources	\$	-
PA2304 - Evergreen Park Improvements - Phase 1 is grant-funded accessible playground.	\$	-
TR2202 - Traffic Signalization and Mobility Improvements - This project is to design and construct a City-wide traffic signal timing optimization program via two grants received from HGAC in 2018. Funding is being pursued through the H-GAC Regional Transportation Plan (RTP) for 2022. The budget shown includes the City's anticipated match as well as design costs which we may be required to cover. The total project budget is \$1,635,000 to be funded with \$1,148,000 of grant funds and \$487,000 of City bond funds.	\$	-
WA2205 - Priority Water Line Improvements - The purpose of this program is to replace waterlines along approximately 60 blocks of Bellaire Streets. Due to the size of the project it has been split into two bid packages. This the third and final phase of the BBB16 water line program. It is anticipated that the project will be publicly bid in late 2021. The total project budget is \$1,000,000 to be funded with \$782,000 of grant funds and \$218,000 of City bond funds.	\$	-
Total FY 2023 Capital Grant Fund CIP	\$	-
Ending Balance - Capital Grant Fund	\$	-

Combined FY 2023 Capital Improvement Plan

Total CIP Resources	\$	17,253,748
Total CIP Project Appropriations	\$	10,339,683
Total CIP Ending Balances	\$	6,914,065

Vehicle, Equipment, and Technology Fund
Expenditure Detail
FY 2023

Department	Unit No.	Division	CIP Project Code	Description	Cost
General Fund-Related					
Development Services	698DS	Inspections	VE2203	Lease Payments - 2019 Mid-sized SUV	7,000
Fire	690F	Fire Suppression	VE2203	Lease Payments - 2019 Command Vehicle	10,700
Fire	669F	Fire Suppression	VE2203	Lease Payments - 2017 Pumper	77,700
Police	699P	Patrol	VE2203	Lease Payments - 2019 Command Vehicle (Chevy Tahoe)	11,600
Police	700P	Patrol	VE2203	Lease Payments - 2020 Command Vehicle (Chevy Tahoe)	11,900
Police	702P	Patrol	VE2203	Lease Payments - 2020 Patrol Vehicle (Ford)	13,500
Police	703P	Patrol	VE2203	Lease Payments - 2020 Patrol Vehicle (Ford)	13,300
Police	704P	Patrol	VE2203	Lease Payments - 2020 Patrol Vehicle (Ford)	16,100
Police	706P	Patrol	VE2203	Lease Payments - 2020 Patrol Vehicle (Ford)	13,300
Parks, Recreation, and Facilities	686PR	Maintenance	VE2203	Lease Payments - 2018 Crew Cab Pickup Truck	7,100
Public Works	691ST	Maintenance	VE2203	Lease Payments - 2018 Crew Cab Pickup Truck	8,500
Police	N/A	Patrol	VE2204	10 Handheld Radios	10,000
Public Works	N/A	Streets	VE2204	Roller Compactor	27,500
Police	633P	N/A	VE2302	Assigned Vehicles-II (SUV)	69,800
Police	653P	N/A	VE2302	Assigned Vehicles-I (SUV)	69,800
Police	702P	N/A	VE2302	Patrol Vehicle	80,800
Police	703P	N/A	VE2302	Patrol Vehicle	80,800
Police	704P	N/A	VE2302	Patrol Vehicle	80,800
Police	706P	N/A	VE2302	Patrol Vehicle	80,800
General Fund-Related Total					\$ 691,000
Enterprise Fund-Related					
Public Works	701WD	Water Distribution	VE2206	Lease Payments - 2020 Crew Cab Pickup Truck	7,100
Enterprise Fund-Related Total					\$ 7,100
Total Vehicle, Equipment, and Technology Fund					\$ 698,100

City of Bellaire Vehicle Summary

Position	Vehicle Description	Take Home Vehicle?	FY 2022 Actual	FY 2023 Proposed
City Manager	Car Allowance	N/A	N/A	N/A
Total City Manager's Office			0	0
Shared	Mid-Size SUV	N	2	2
Inspector	Full-Size Pickup Truck	N	1	1
Code Enforcement	Full-Size Pickup Truck	N	1	1
Total Development Services			4	4
Fire Chief	Mid-Size SUV	Y	1	1
Assistant Fire Chief/Fire Marshall	Mid-Size SUV	Y	1	1
Fire Inspector	Mid-Size SUV	N	1	1
Shared	Ambulance	N	2	2
Shared	Fire Engine	N	2	2
Shared	Utility/Cascade	N	1	1
Shared	High Water	N	1	1
Shared Command	Mid-Size SUV	N	1	1
Shared	Boat/Trailer	N	1	1
Total Fire			11	11
Police Chief	SUV	Y	1	1
Assistant Police Chief	SUV	Y	1	1
Captains	SUV	Y	2	2
Detectives	SUV	Y	5	5
Shared Patrol	Mid-Size SUV	N	8	8
Patrol	Motorcycle	N	1	0
Community Resource Officer	Mid-Size SUV	N	1	1
Warrant Officer	Mid-Size SUV	N	1	1
Animal Control	Full-Size Pickup Truck	N	1	1
Shared Utility	Full-Size Pickup Truck	N	1	1
Shared Training	Mid-Size SUV	N	1	1
Shared	High Water	N	2	2
Shared	1955 Chevrolet Bel-Air	N	1	1
Shared	Boat/Trailer	N	1	1
Total Police			27	26

City of Bellaire Vehicle Summary				
Position	Vehicle Description	Take Home Vehicle?	FY 2022 Actual	FY 2023 Proposed
Foreman	Full-Size Pickup Truck	N	1	1
Crew Leader	Full-Size Pickup Truck	N	1	1
Shared	Full-Size Pickup Truck	N	3	3
Shared	Dump Truck	N	2	2
Shared	Backhoe	N	2	2
Shared	Skid Loader	N	1	1
Total Public Works - Streets			10	10
Shared	16 Passenger Van	N	1	1
Shared	Full-Size Pickup Truck	N	2	2
Parks Superintendent	Full-Size Pickup Truck	N	1	1
Crew Leader	Full-Size Pickup Truck	N	1	1
Park Maintenance Technicians	Full-Size Pickup Truck	N	2	2
Total Parks, Recreation, and Facilities			7	7
Total General Fund Vehicles			59	58
Plant Operators	Full-Size Pickup Truck	N	2	2
Total Water Services			2	2
Foreman	Full-Size Pickup Truck	N	1	1
Construction Superintendent	Full-Size Pickup Truck	N	1	1
Shared	Full-Size Pickup Truck	N	5	5
Shared	Excavator	N	3	3
Total Wastewater Services			10	10
Superintendent	Full-Size Pickup Truck	N	1	1
Foreman	Full-Size Pickup Truck	N	1	1
Shared	Grapple Truck - Heavy Debris	N	2	2
Shared	Rear Loader - Garbage Truck	N	5	5
Total Solid Waste Services			9	9
Total Enterprise Fund Vehicles			21	21
Total City Wide Fund Vehicles			80	79

Note: Take home vehicles are vehicles taken home daily by the operator. Some vehicles not identified as take-home vehicles may be taken home occasionally, such as when an employee is on-call over the weekend.

City of Bellaire

PROPOSED FY 2023 - 2027 CAPITAL IMPROVEMENT PLAN

The following are excerpted portions of the proposed FY 2023 - 2027 Capital Improvement Plan (CIP):

- Frequently Asked Questions
- Summary by Funding Source
- Summary by Investment Area
- Drainage & Streets Summary
- Parks, Recreation, and Facilities Summary
- Utilities Summary
- Vehicles, Equipment, and Technology Summary
- Ongoing Projects Summary
- Recommendations from Parks and Recreation Advisory Board
- Recommendations from the Planning and Zoning Commission

The entire CIP document can be found on the City's website at www.BellaireTX.gov/FY23CIP.

5 Year Capital Improvement Plan

City of Bellaire, Texas

Frequently Asked Questions...

- **What is a Capital Improvement Plan?**

A Capital Improvement Plan (CIP) is a road map that provides direction and guidance for the city. This road map helps City staff & City Council carefully plan and manage the purchase, construction, replacement, addition, or major repair of public facilities and equipment. This is typically done over a rolling 5-year period.

- **What are the benefits of using a CIP?**

Knowing projects and funding sources in advance helps with the planning and scheduling of funding along with the efforts needed to plan, design, and construct the projects. The CIP also helps distribute costs more equitably, promotes efficiency through organized planning efforts, and helps align projects with the City's overarching goals. The first year of the CIP is typically utilized as a basis for the Capital Budget portion of the City's overall Annual Budget process.

- **What the difference between a CIP project and say, purchasing office supplies?**

CIP projects are long-term in nature and are usually financed over a period of time. Typically, a CIP project has a dollar amount over \$25,000 and results in infrastructure planning or construction that has a long-term impact. Office supplies, on the other hand, would not be considered a CIP project because they are not very expensive, are used quickly, and can be absorbed into the operating budget.

- **Is the City committed to completing all the projects in the CIP as they are currently planned?**

The CIP is the City's best estimate for what and when projects will be completed and their respective costs—but it is important to remember that it is just a plan. The CIP can adjust to internal and external factors to allow City leaders to make changes as conditions demand. It is not uncommon for a project timetable and/or budget to be modified even after it has been added to the CIP.

- **What are examples of CIP projects?**

Many of the things you see each day in around town are typically part of a CIP. The CIP includes street construction projects, water treatment plants, wastewater facilities, park improvements, and other public building & infrastructure construction projects.

- **How are projects in the Capital Improvement Program paid for?**

Generally, there are several sources of funding for capital improvements – bond proceeds, existing fund balance, operating funds, grants, and various other taxes & fees that can be dedicated to these projects. If a project's original budget is no longer adequate, a City has several options when a project costs more than anticipated. Those options can include value engineering (scope reduction), diverting funds from delayed or canceled projects, using budgeted authority from projects completed under budget, using savings in operational budgets, along with the City Council-approved use of City reserve funds.

- **How will capital projects impact me?**

Some capital projects may involve construction that may present a temporary inconvenience. Although varied by project, some short-term impacts may include road and lane closures, noise, dust and water outages. However, this work will result in more efficient operations and service delivery. A few examples of the benefits might include providing better roads, high quality drinking water on demand, and collecting and treating wastewater from homes and businesses in a manner that is environmentally sound.

- **How can I get more information regarding a specific project?**

Please visit the City's website at <https://www.bellairetx.gov/1780/City-Projects> to find information on all major projects under construction. You may also email the Public Works Department at PublicWorks@BellaireTX.gov.



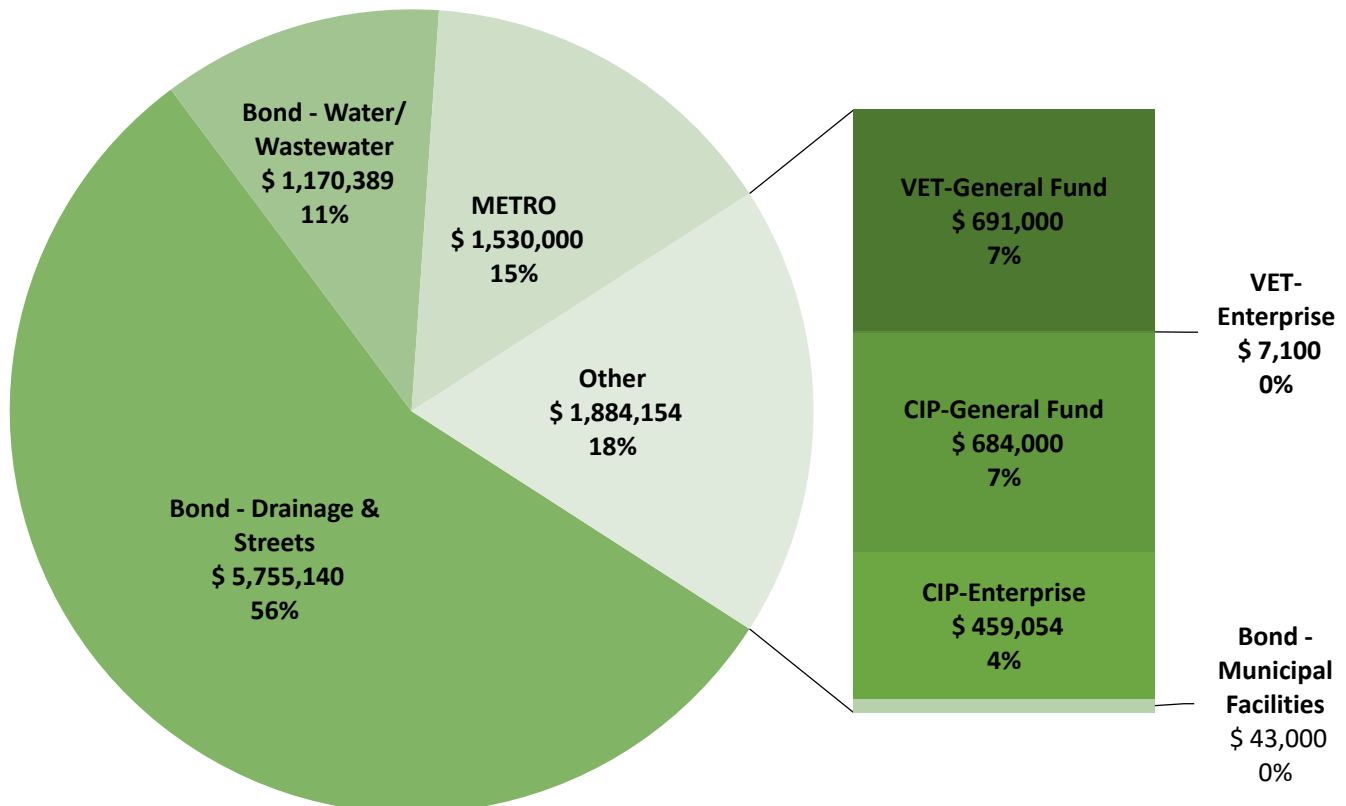
SUMMARY BY FUNDING SOURCE
5-Year Capital Improvement Plan
City of Bellaire, Texas
FY 2023 - FY 2027

Please Note: All figures below are estimates as of 2022 and are in 2022 dollars not adjusted for inflation.

Appropriation decisions apply ONLY to the FY 2023 project items. Future years are for planning purposes only.

Funding Source	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	5-Year Total
General Fund	\$ 691,000	\$ 860,400	\$ 509,200	\$ 840,000	\$ 441,800	\$ 3,342,400
Enterprise	\$ 7,100	\$ 581,000	\$ 746,600	\$ 461,800	\$ 341,100	\$ 2,137,600
VET Fund 600 Total	\$ 698,100	\$ 1,441,400	\$ 1,255,800	\$ 1,301,800	\$ 782,900	\$ 5,480,000
General Fund	\$ 684,000	\$ 1,084,836	\$ 8,830,000	\$ 13,170,000	\$ 1,260,000	\$ 25,028,836
Enterprise	\$ 459,054	\$ 1,302,284	\$ 1,290,000	\$ 1,275,000	\$ 1,110,000	\$ 5,436,338
CIP Fund 610 Total	\$ 1,143,054	\$ 2,387,120	\$ 10,120,000	\$ 14,445,000	\$ 2,370,000	\$ 30,465,174
Bond - Drainage & Streets	\$ 5,755,140	\$ 6,000,000	\$ 0	\$ 0	\$ 0	\$ 11,755,140
Bond - Water/ Wastewater	\$ 1,170,389	\$ 607,000	\$ 0	\$ 0	\$ 0	\$ 1,777,389
Bond - Municipal Facilities	\$ 43,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 43,000
Bonds Fund 620 Total	\$ 6,968,529	\$ 6,607,000	\$ 0	\$ 0	\$ 0	\$ 13,575,529
METRO Sales Tax	\$ 1,530,000	\$ 1,494,300	\$ 1,508,743	\$ 1,523,330	\$ 1,538,064	\$ 7,594,437
METRO Fund 630 Total	\$ 1,530,000	\$ 1,494,300	\$ 1,508,743	\$ 1,523,330	\$ 1,538,064	\$ 7,594,437
CIP Total	\$ 10,339,683	\$ 11,929,820	\$ 12,884,543	\$ 17,270,130	\$ 4,690,964	\$ 57,115,140

FY 2023 Capital Budget by Funding Source



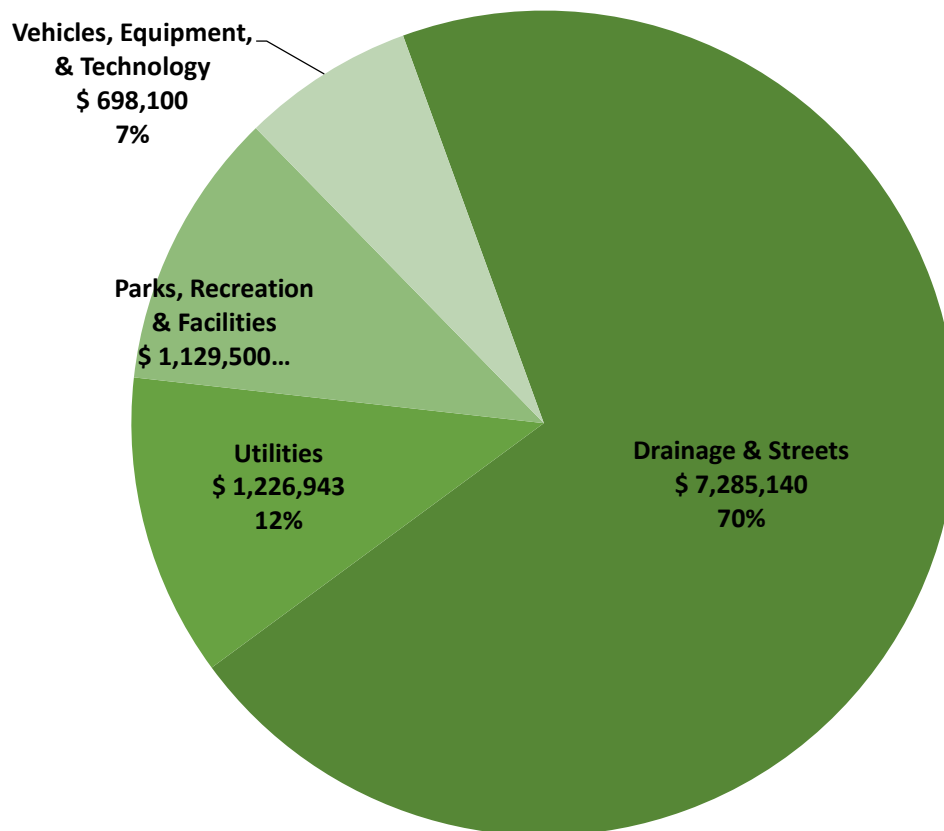


SUMMARY BY INVESTMENT AREA
5-Year Capital Improvement Plan
 City of Bellaire, Texas
 FY 2023 - FY 2027

Please Note: All figures below are estimates as of 2022 and are in 2022 dollars not adjusted for inflation.
 Appropriation decisions apply ONLY to the FY 2023 project items. Future years are for planning purposes only.

Investment Area	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	5-Year Total
Drainage & Streets	\$ 7,285,140	\$ 7,494,300	\$ 4,508,743	\$ 1,523,330	\$ 1,538,064	\$ 22,349,577
Utilities	\$ 1,226,943	\$ 1,909,284	\$ 1,290,000	\$ 1,275,000	\$ 1,110,000	\$ 6,811,227
Parks, Recreation & Facilities	\$ 1,129,500	\$ 1,084,836	\$ 5,830,000	\$ 13,170,000	\$ 1,260,000	\$ 22,474,336
Vehicles, Equipment, & Technology	\$ 698,100	\$ 1,441,400	\$ 1,255,800	\$ 1,301,800	\$ 782,900	\$ 5,480,000
CIP Total	\$ 10,339,683	\$ 11,929,820	\$ 12,884,543	\$ 17,270,130	\$ 4,690,964	\$ 57,115,140

FY 2023 Capital Budget by Investment Area



Drainage & Streets 5-Year Capital Improvement Plan City of Bellaire, Texas FY 2023 - FY 2027

Project ID and Name		Funding	Overview
DR2202	Regional Drainage Program	Bond, General Fund	Implementation of the Master Drainage Conceptual Plan. Includes funding to partner on a City of Houston, HCFCD, and/or TxDOT drainage/flood mitigation project.
ST2301	Pavement Management Program	METRO Sales Tax	This heavy maintenance program is designed to address areas in need of heavy maintenance that are not slated for reconstruction. The goal is to
ST2302	Citywide Speed Study	METRO Sales Tax	Study of traffic conditions on each Bellaire street to determine if posted speed limits should be updated.
TR2301	Traffic Signal Management Program	METRO Sales	Ongoing traffic signal repair/replace and system improvements.

Please Note: All figures below are estimates as of 2022 and are in 2022 dollars not adjusted for inflation.

Appropriation decisions apply ONLY to the FY 2023 project items. Future years are for planning purposes only.

Project ID and Name		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	5-Year Total
DR2202	Regional Drainage Program	\$ 5,755,140	\$ 6,000,000	\$ 3,000,000	\$ 0	\$ 0	\$ 14,755,140
ST2301	Pavement Management Program	\$ 1,430,000	\$ 1,444,300	\$ 1,458,743	\$ 1,473,330	\$ 1,488,064	\$ 7,294,437
ST2302	Citywide Speed Study	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000
TR2301	Traffic Signal Management Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total		\$ 7,285,140	\$ 7,494,300	\$ 4,508,743	\$ 1,523,330	\$ 1,538,064	\$ 22,349,577

Utilities 5-Year Capital Improvement Plan City of Bellaire, Texas FY 2023 - FY 2027

Project ID and Name		Funding	Overview
WA2101	Citywide Well Rehab	Enterprise	Address deferred maintenance at the City's three water production sites. Includes well and storage infrastructure.
WA2202	Fire Hydrant Rehabilitation and Replacement	Bond	In FY21 the Fire and Public Works Departments began an inventory update and condition assessment of the City's more than 800 fire hydrants to identify those in need of service, repair or replacement.
WA2203	Water Distribution System Valve Improvements	Bond	Replacement of poorly functioning or non functional water distribution system valves throughout the waterline system.
WA2205	Priority Water Line Improvements ¹	Bond	BBB16 Group A Phase 3, Water and Wastewater Lines - Replace forty blocks of waterline infrastructure that has reached the end of its 30 to 50-year useful service life, subject to grant funding secured. This is the package 1 of 2 for the third and final phase of the BBB16 water line program. These lines are designed, but contingent upon grant funding.
WA2301	Annual Utility Infrastructure Management Program (water)	Enterprise	The purpose of this ongoing program is to provide contractual services to address heavy maintenance water system issues that are beyond the capabilities of the department.
WAXXXX	Renwick Well Generator ²	Enterprise	Generator for emergency power supply to keep Renwick Well operational during power outages.
WW2202	Wastewater Collection System	Bond	Replacement of identified wastewater collection lines.
WW2203	Wastewater Treatment Plant Fine Screen Replacement	Bond, Enterprise	Replacement of 2 fine screen filter systems at wastewater treatment plant.
WW2301	Annual Utility Infrastructure Management Program (wastewater)	Enterprise	The purpose of this ongoing program is to provide contractual services to address heavy maintenance wastewater system issues that are beyond the capabilities of the department.
WW2302	Wastewater Treatment Plant Capital Maintenance	Bond, Enterprise	Address deferred maintenance at the City's wastewater treatment plant.
WW2303	Citywide Lift Station Rehab	Bond, Enterprise	Address deferred maintenance at the City's three lift stations that bring wastewater to the treatment plant.

Please Note: All figures below are estimates as of 2022 and are in 2022 dollars not adjusted for inflation.

Appropriation decisions apply ONLY to the FY 2023 project items. Future years are for planning purposes only.

Project ID and Name		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	5-Year Total
WA2101	Citywide Well Rehab	\$ 0	\$ 0	\$ 700,000	\$ 700,000	\$ 700,000	\$ 2,100,000
WA2202	Fire Hydrant Rehabilitation and Replacement	\$ 100,000	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 200,000
WA2203	Water Distribution System Valve Improvements	\$ 248,000	\$ 232,000	\$ 0	\$ 0	\$ 0	\$ 480,000
WA2205	Priority Water Line Improvements ¹	\$ 0	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 600,000
WA2301	Annual Utility Infrastructure Management Program (water)	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
WAXXXX	Renwick Well Generator ²	\$ 0	\$ 164,284	\$ 0	\$ 0	\$ 0	\$ 164,284
WW2202	Wastewater Collection System Improvements	\$ 0	\$ 275,000	\$ 0	\$ 0	\$ 0	\$ 275,000
WW2203	Wastewater Treatment Plant Fine Screen Replacement	\$ 277,943	\$ 0	\$ 0	\$ 0	\$ 0	\$ 277,943
WW2301	Annual Utility Infrastructure Management Program (wastewater)	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
WW2302	Wastewater Treatment Plant Capital Maintenance	\$ 286,000	\$ 220,000	\$ 275,000	\$ 275,000	\$ 110,000	\$ 1,166,000
WW2303	Citywide Lift Station Rehab	\$ 15,000	\$ 18,000	\$ 15,000	\$ 0	\$ 0	\$ 48,000
Total		\$ 1,226,943	\$ 1,909,284	\$ 1,290,000	\$ 1,275,000	\$ 1,110,000	\$ 6,811,227

1.) Project is contingent upon securing pending grant funding. \$782k anticipated in FY23 and \$2.4M in FY24.

2.) Project is contingent upon securing pending grant funding. \$493k anticipated in FY24.

Parks, Recreation, & Facilities 5-Year Capital Improvement Plan

City of Bellaire, Texas
FY 2023 - FY 2027

Project ID and Name		Funding	Overview
PA2201	Park Amenities Management Program	Gen. Fund	City-wide replacement/purchase of new playground equipment, shade structures and park amenities.
PA2304	Evergreen Park Improvements ¹	Gen. Fund	Phase 1 is partially funded accessible playground; contingent upon securing grant funding.
PA2305	Safe and Accessible Parks	Gen. Fund	Miscellaneous ADA accessibility improvements.
PA2306	Public Works Facility Repairs and Modernization	Gen. Fund, Bond	Repair/renovation to PW campus to meet operational needs.
PA2308	Animal Shelter Replacement	Gen. Fund	Construct new animal shelter/dog pound facility.
PA2309	Library Shed Replacement	Bond	Replacement of failing storage unit that is past its useful life. Shed is used to store donated books.
PA2310	Utility Billing Storage	Bond	Storage for Utility Billing division of City Hall.
PAXXXX	Bellaire Entry Signs Improvements	Gen. Fund	Planning for entry signs and beautifications.
PAXXXX	Bellaire Little League Concession Stand	Gen. Fund	Reconfigure Jessamine Little League field concession stand to meet ADA standards.
PAXXXX	Bellaire Municipal Library	Gen. Fund	Space planning/cost estimation for new Library building.
PAXXXX	City Hall/ EOC Generator ²	Gen. Fund	Generator to ensure emergency operations power at City Hall. Project is contingent upon securing grant funding.
PAXXXX	Citywide Tennis Court Lighting Improvements	Gen. Fund	Replace tennis court lights at City parks (Feld, Town Square and Mulberry).
PAXXXX	Feld Park Improvements	Gen. Fund	Master planning and design for future park improvements.
PAXXXX	Fire Station Chiller	Gen. Fund	Secondary chiller HVAC system at Fire Station to ensure continuity of operations.
PAXXXX	Holly Street Esplanade	Gen. Fund	Completion of ADA curb ramps, irrigation, and planting.
PAXXXX	Loftin Park Improvements	Gen. Fund	Improvements to Loftin Park including, invasive or unhealthy tree removal, additional tree plantings, irrigation system, and consideration of fencing improvements.
PAXXXX	Mulberry Park Parking Lot	Gen. Fund	Parking lot replacement and drainage improvements.
PAXXXX	Recreation Center Renovation	Gen. Fund	Redesign of 30+years old facility to meet current demands.

Please Note: All figures below are estimates as of 2022 and are in 2022 dollars not adjusted for inflation.

Appropriation decisions apply ONLY to the FY 2023 project items. Future years are for planning purposes only.

Project ID and Name		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	5-Year Total
PA2201	Park Amenities Management Program	\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 0	\$ 100,000
PA2304	Evergreen Park Improvements ¹	\$ 189,500	\$ 200,000	\$ 4,900,000	\$ 0	\$ 0	\$ 5,289,500
PA2305	Safe and Accessible Parks Improvements	\$ 50,000	\$ 325,000	\$ 0	\$ 0	\$ 0	\$ 375,000
PA2306	Public Works Facility Repairs and Modernization	\$ 547,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 547,000
PA2308	Animal Shelter Replacement	\$ 300,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 300,000
PA2309	Library Shed Replacement	\$ 20,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 20,000
PA2310	Utility Billing Storage	\$ 23,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 23,000
PAXXXX	Bellaire Entry Signs Improvements	\$ 0	\$ 50,000	\$ 300,000	\$ 0	\$ 0	\$ 350,000
PAXXXX	Bellaire Little League Concession Stand	\$ 0	\$ 0	\$ 60,000	\$ 700,000	\$ 0	\$ 760,000
PAXXXX	Bellaire Municipal Library	\$ 0	\$ 250,000	\$ 0	\$ 11,000,000	\$ 0	\$ 11,250,000
PAXXXX	City Hall/ EOC Generator ²	\$ 0	\$ 159,836	\$ 0	\$ 0	\$ 0	\$ 159,836
PAXXXX	Citywide Tennis Court Lighting Improvements	\$ 0	\$ 0	\$ 120,000	\$ 0	\$ 0	\$ 120,000
PAXXXX	Feld Park Improvements	\$ 0	\$ 0	\$ 50,000	\$ 100,000	\$ 1,000,000	\$ 1,150,000
PAXXXX	Fire Station Chiller	\$ 0	\$ 0	\$ 0	\$ 0	\$ 260,000	\$ 260,000
PAXXXX	Holly Street Esplanade	\$ 0	\$ 0	\$ 0	\$ 150,000	\$ 0	\$ 150,000
PAXXXX	Loftin Park Improvements	\$ 0	\$ 0	\$ 0	\$ 120,000	\$ 0	\$ 120,000
PAXXXX	Mulberry Park Parking Lot	\$ 0	\$ 50,000	\$ 200,000	\$ 0	\$ 0	\$ 250,000
PAXXXX	Recreation Center Renovation	\$ 0	\$ 50,000	\$ 200,000	\$ 1,000,000	\$ 0	\$ 1,250,000
Total		\$ 1,129,500	\$ 1,084,836	\$ 5,830,000	\$ 13,170,000	\$ 1,260,000	\$ 22,474,336

1.) Project is contingent upon securing pending grant funding. \$600k anticipated in FY23 and \$600k in FY24.

2.) Project is contingent upon securing pending grant funding. \$479k anticipated in FY24.

Vehicles, Equipment, & Technology 5-Year Capital Improvement Plan City of Bellaire, Texas FY 2023 - FY 2027

Project ID and Name		Funding	Overview
VE2203	General Fund Lease Program	Gen. Fund	Lease payments for vehicles in the Enterprise Lease program for the General Fund. Also includes Fire Apparatus lease payments (not in Enterprise program).
VE2204	General Fund Misc. Equipment	Gen. Fund	Recurring replacement of first responder radios. FY23 includes roller for street maintenance.
VE2206	Enterprise Fund Lease Program	Enterprise	Lease payments for vehicles in the Enterprise Lease program for the Enterprise Fund.
VE2301	General Fund Vehicle Acquisitions	Gen. Fund	Vehicle and Heavy Equipment Replacement Purchases for General Fund operations.
VE2405	Enterprise Fund Vehicle Acquisitions	Enterprise	Vehicle and Heavy Equipment Replacement Purchases for Enterprise Fund operations.

Please Note: All figures below are estimates as of 2022 and are in 2022 dollars not adjusted for inflation.

Appropriation decisions apply ONLY to the FY 2023 project items. Future years are for planning purposes only.

Project ID and Name		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	5-Year Total
VE2203	General Fund Lease Program	\$ 190,700	\$ 95,900	\$ 78,900	\$ 77,700	\$ 77,700	\$ 520,900
VE2204	General Fund Misc. Equipment	\$ 37,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 77,500
VE2206	Enterprise Fund Lease Program	\$ 7,100	\$ 3,600	\$ 0	\$ 0	\$ 0	\$ 10,700
VE2301	General Fund Vehicle Acquisitions	\$ 462,800	\$ 754,500	\$ 420,300	\$ 752,300	\$ 354,100	\$ 2,744,000
VE2405	Enterprise Fund Vehicle Acquisitions	\$ 0	\$ 577,400	\$ 746,600	\$ 461,800	\$ 341,100	\$ 2,126,900
Total		\$ 698,100	\$ 1,441,400	\$ 1,255,800	\$ 1,301,800	\$ 782,900	\$ 5,480,000

City of Bellaire, TX FY 2023 - FY 2027 Proposed CIP: Ongoing Projects

Project ID	Project Name	FY 2022 Budget	FY 2022 Expenditures ¹	FY 2022 Encumbered / Projected	FY 2022 Carry Forward Estimate ²
VET Fund - General Fund (600)					
TE2203	Incode Financial Update	\$ 100,000	\$ 6,575	\$ 93,425	\$ 93,425
VE2202	General Fund Vehicle Acquisitions	\$ 777,991	\$ 593,034	\$ 132,793	\$ 184,957
VE2203	General Fund Lease Program	\$ 206,870	\$ 206,870	\$ 0	\$ 0
VE2204	General Fund Misc. Equipment	\$ 50,000	\$ 1,000	\$ 39,211	\$ 49,000
VE2205	Enterprise Fund Vehicle Acquisitions	\$ 458,091	\$ 0	\$ 458,091	\$ 458,091
VE2206	Enterprise Fund Lease Program	\$ 6,113	\$ 6,113	\$ 0	\$ 0
VET Fund - General Fund (600) Total		\$ 1,599,065	\$ 813,592	\$ 723,520	\$ 785,473
CIP Fund (610) - General Fund					
PA2201	Park Amenities Management Program	\$ 150,000	\$ 0	\$ 133,532	\$ 150,000
CIP Fund (610) - General Fund Total		\$ 150,000	\$ 0	\$ 133,532	\$ 150,000
Capital Improvement Fund (610) - Enterprise Fund					
N/A	CITY WIDE SCADA SYSTEM	\$ 275,391	\$ 8,769	\$ 39,900	\$ 266,622
WA2101	Citywide Well Rehab	\$ 439,927	\$ 35,211	\$ 255,630	\$ 404,716
WA2207	Feld Park Well Generator	\$ 60,073	\$ 0	\$ 0	\$ 60,073
Capital Improvement Fund (610) - Enterprise Fund Total		\$ 775,391	\$ 43,980	\$ 295,530	\$ 731,411
Bond Fund (620)					
DR2202	Regional Drainage Program	\$ 627,523	\$ 523	\$ 0	\$ 627,000
ST2203	BBB 2016 Group C Phase 3-2017 CDBG	\$ 632,848	\$ 9,868	\$ 450,270	\$ 622,980
TR2202	Traffic Signalization and Mobility Improvements	\$ 487,000	\$ 0	\$ 0	\$ 487,000
WA2202	Fire Hydrant Rehabilitation and Replacement	\$ 100,000	\$ 0	\$ 0	\$ 100,000
WA2203	Water Distribution System Valve Improvements	\$ 195,000	\$ 0	\$ 0	\$ 195,000
WA2204	Update to 2015 Utility Infrastructure Report	\$ 100,000	\$ 0	\$ 0	\$ 100,000
WA2205	Priority Water Line Improvements	\$ 218,000	\$ 0	\$ 0	\$ 218,000
WA2206	Distribution Systems Improvements / BBB16	\$ 3,500,000	\$ 3,780	\$ 0	\$ 3,496,221
WW2202	Wastewater Collection System Improvements	\$ 356,500	\$ 232	\$ 0	\$ 356,268
WW2203	Wastewater Treatment Plant Fine Screen Replacement	\$ 95,000	\$ 0	\$ 95,000	\$ 95,000
Bond Fund (620) Total		\$ 6,939,394	\$ 14,925	\$ 545,270	\$ 6,924,469

1.) FY 2022 Expenditures are year-to-date expenses as of May 01, 2022. May also include anticipated expenditures, such as scheduled lease

2.) Carry Forward Estimate based on the FY 2022 Budget, less FY 2022 Expenditures.

City of Bellaire, TX FY 2023 - FY 2027 Proposed CIP: Ongoing Projects

Project ID	Project Name	FY 2022 Budget	FY 2022 Expenditures ¹	FY 2022 Encumbered / Projected	FY 2022 Carry Forward Estimate ²
METRO Fund (630)					
ST2201	Pavement Management Program	\$ 1,070,000	\$ 28,631	\$ 53,799	\$ 1,041,369
METRO Fund (630) Total		\$ 1,070,000	\$ 28,631	\$ 53,799	\$ 1,041,369
Grant Fund (640)					
ST2203	BBB 2016 Group C Phase 3-2017 CDBG	\$ 4,095,702	\$ 0	\$ 3,712,564	\$ 4,095,702
WA2207	Feld Park Well Generator	\$ 180,218	\$ 0	\$ 76,174	\$ 180,218
Grant Fund (640) Total		\$ 4,275,920	\$ 0	\$ 3,788,738	\$ 4,275,920
Ongoing Projects Total		\$ 15,735,161	\$ 945,107	\$ 5,969,451	\$ 14,790,054

1.) FY 2022 Expenditures are year-to-date expenses as of May 01, 2022. May also include anticipated expenditures, such as scheduled lease payments.

2.) Carry Forward Estimate based on the FY 2022 Budget, less FY 2022 Expenditures.

5-year CIP Recommendations from the Parks and Recreation Advisory Board on March 16, 2022

The FY 2023 - FY 2026 Projects and the Future Projects list shown below represent the recommendations from the Parks Board and may or may not be reflected in the proposed CIP.

Description	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Mulberry Park parking lot engineer approved design drawing	\$ 50,000				
Mulberry Park parking lot construction		\$ 200,000			
Holly Street (Combined into one project)				\$ 150,000	
Playground, Shade Structure and Park Amenities				\$ 100,000	
Loftin Park				\$ 120,000	
Bellaire Little League concession stand concept and design			\$ 60,000		
Bellaire Little League concession stand construction				\$ 700,000	
Evergreen Park Phase 1 (playground area) NOTE: Funds dedicated to parkland acquisition and development per Resolution No. 11-10.	\$ 189,500				
Evergreen Park design		\$ 200,000			
Evergreen Park construction			\$ 4,900,000		
Replace tennis court lights (Feld, Town Square and Mulberry)			\$ 120,000		
Recreation Center Conceptual design and cost estimate		\$ 50,000			
Recreation Center construction design drawings			\$ 200,000		
Recreation Center renovation				\$ 1,000,000	
Feld Park conceptual design and cost estimate			\$ 50,000		
Feld Park construction design drawings				\$ 100,000	
Feld Park Construction					\$ 1,000,000
Safe Accessible Parks- Phase 1; ADA accessibility, curb ramps, cross walks, park signage, path repair in parks, safety lighting, etc.	\$ 50,000				
Safe Accessible Parks- Phase 2; ADA accessibility, curb ramps, cross walks, park signage, path repair in parks, safety lighting, etc.		\$ 325,000			
Bellaire entry signs- Design and Cost estimate		\$ 50,000			
Bellaire entry signs- Construction			\$ 300,000		
Total	\$ 289,500	\$ 825,000	\$ 5,630,000	\$ 2,170,000	\$ 1,000,000

Future CIP Project Recommendations	Est. Cost
Dog Park Improvements	\$ 200,000.00
Paseo Park west expansion	\$ 189,150.00
South Rice Esplanade Improvements	\$ 130,000.00
Bellaire Town Square Baseball Field	\$ 500,000.00
Trolley Esplanade Renovation	\$ 1,000,000.00
Total	\$ 2,019,150.00

City of Bellaire

Planning and Zoning Commission

To: Mayor and City Council
From: Weldon Taylor, Chair, Planning & Zoning Commission
CC: Joshua Pascua, Capital Projects & Grants Manager
Date: August 11, 2022
Subject: Report and Recommendation on the City of Bellaire's 2023-2027 Draft Five Year Capital Improvement Plan

In the City of Bellaire's Code of Ordinances Chapter 24-402 – Capital Improvement Program, each year the Planning and Zoning Commission should review and comment on the consistency of the Capital Improvement Program with the adopted Comprehensive Plan. At the Commission's July 14 meeting, staff provided a preliminary presentation on the Draft Five-Year FY 2023-2027 Capital Improvement Program to the Commission. After the presentation, the Commission asked questions and were interested in detail for parks, drainage, and infrastructure, which were to be provided for the consideration.

CONSIDERATION:

Further discussion of the City of Bellaire's FY 2023-2027 Capital Improvement Program occurred during the Planning and Zoning Commission's Regular Session on August 11, 2022.

RECOMMENDATION:

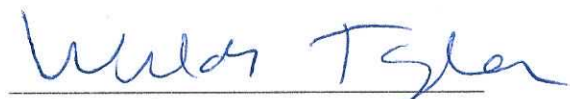
The Planning and Zoning Commission is in favor of the recommendations set forth in the City of Bellaire's Fiscal Years 2023-2027 Capital Improvement Program finding the proposal consistent with the adopted Comprehensive Plan. The Commission reviewed and took note of current progress and plans for specific Fiscal Year 2023 Commission recommendations primarily focused on drainage, park facilities and infrastructure needs. These areas of concern continue to provide an appropriate focus for the Capital Improvement Program under the Comprehensive Plan.

VOTE OF THE COMMISSION:

Members present and voting FOR this recommendation to City Council: Weldon Taylor, Lee Hampton, Jaime Perkins, Cindy Preble, Mike Baker, Jonathan Reichel

Members present and voting AGAINST this recommendation to City Council: None

Members absent: John T. Klug



Weldon Taylor
Chair, Planning and Zoning Commission



Appendices



ACCOUNT

A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control, or fund balance.

ACCOUNT PAYABLE

A short-term liability account reflecting amounts owed to private persons or organizations for goods and services received by a government.

ACCOUNT RECEIVABLE

An asset account reflecting amounts due from private persons or organizations for goods and services furnished by a government.

ACCOUNTING SYSTEM

The total set of records and procedures, which are used to record, classify, and report information on the financial status and operations of an entity.

ACCRUAL ACCOUNTING

A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent.

ACCRUED INTEREST

Interest that has been earned and recorded, but has not been received.

ACFR

ACFR is an acronym for **annual comprehensive financial report**. See ANNUAL COMPREHENSIVE FINANCIAL REPORT.

AD VALOREM TAX (See also PROPERTY TAX)

A tax based on value of land and improvements (property tax).

AGENDA

A formal listing of items to be discussed during a public meeting. Agendas for public meetings are posted 72 hours in advance, in compliance with the Open Meetings Act.

AMERICAN RESCUE PLAN ACT

The American Rescue Plan Act of 2021, also known as the ARPA, is a \$1.9 trillion economic stimulus bill passed by the 117th United States Congress and signed into law by President Biden on March 11, 2021, to speed up the country's recovery from the economic and health effects of the COVID-19 pandemic. The American Rescue Plan Act of 2021 provides \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments to help mitigate the financial impact of COVID-19. The City expects to receive \$4.7 in funding from the American Rescue Plan Act in two tranches. The City received \$2.4 million in American Rescue Plan Act funding in fiscal year 2021, with the

remaining \$2.3 million to be received in fiscal year 2022. These funds will be deposited in the capital grant fund.

ANNUAL COMPREHENSIVE FINANCIAL REPORT

Annual Comprehensive Financial Report (ACFR) is a set of U.S. government financial statements comprising the financial report of a state, municipal or other governmental entity that complies with the accounting requirements promulgated by the Governmental Accounting Standards Board.

APPROPRIATION

An authorization granted by City Council to make expenditures and to incur obligations for specific purpose. Usually limited in amount and as to the time when it may be expended.

ARBITRAGE

With respect to the issuance of municipal securities, arbitrage usually refers to the difference between the interest paid on tax-exempt bonds and the interest earned by investing the proceeds of the bonds in higher-yielding taxable securities. Federal income tax laws generally restrict the ability to earn positive arbitrage in connection with tax-exempt bonds.

ASSESSED VALUATION

A valuation set upon real estate or other property by government as a basis for levying taxes. See also TAXABLE VALUE.

ASSETS

Property owned by a government, which has economic value, especially which could be converted to cash.

AUDIT

The examination of some or all of the following items: documents, records, reports, systems of internal control, accounting procedures, and other evidence, for one or more of the following purposes: (a) determining the propriety, legality, and mathematical accuracy of proposed or consummated transactions; (b) ascertaining whether all transactions have been recorded; and (c) determining whether transactions are accurately reflected in the accounts and in the statements drawn therefrom in accordance with accepted accounting principles.

BALANCE SHEET

A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specified date.

BALANCED BUDGET

A budget in which total recurring expenditures for any fiscal year do not exceed total recurring revenues for that same fiscal year.

BASE LEVEL SERVICES

Funding required to meet current service level.

BASIS OF ACCOUNTING

Refers to when revenues and expenditures are recognized in the accounts and reported in the financial records of the City, regardless of the measurement focus applied. Accounting records

for governmental fund types are maintained on a modified accrual basis of accounting, with revenue being recorded when available and measurable, and expenditures being recorded when services or goods are received and the liabilities are incurred.

BASIS OF BUDGETING (See also MODIFIED ACCRUAL)

The City's basis for budgeting is the modified accrual basis for governmental funds, including the General Fund. Budgeting for proprietary funds, which includes the Enterprise Fund, is essentially on the full accrual basis. Encumbrances are recognized by both governmental and proprietary funds since encumbrances represent a commitment of funding for goods and services.

BEGINNING BALANCE

The residual non-restricted funds brought forward from the previous fiscal year (ending balance).

BONDS

Debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or formula for determining the interest rate.

BOND DEBT

That portion of indebtedness represented by outstanding bonds.

BUDGET

A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term is also sometime used to denote the officially approved expenditure ceiling under which a government and its departments operate.

BUDGET AMENDMENT

A revision of the adopted budget that, when approved, replaces the original provision and increases or decreases the budget appropriation.

BUDGET CALENDAR

The schedule of key dates that a government follows in preparation and adoption of the budget.

BUDGET ENHANCEMENT

A request to enhance current service level beyond current funding.

BUDGET ORDINANCE

Governmental action which appropriates revenues and fund balances for specified purposes, functions, or activities for a budget period.

BUDGET PERIOD

The period for which a budget is proposed or a budget ordinance is adopted.

BUDGETARY CONTROL

The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within limitations of available appropriation and available revenues.

BUDGETED FUNDS

Funds for which an annual budgets are legally adopted, as opposed to non-budgeted funds for which annual budgets are not legally adopted. Budgeted funds are typically supported by tax revenues, charges for services, fees, fines, and/or penalties, while non-budgeted funds are typically supported by transfers from other funds, grant revenue, donations, or regulated fees such as municipal court fees.

CAPITAL IMPROVEMENT PLAN

A comprehensive plan that projects the capital needs of a community. Generally, it is a cyclical process that estimates the needs for a set number of years. Capital Improvements Plans are essential for sound infrastructure and financial planning.

CAPITAL ASSET

An item costing more than \$10,000 and having a useful life of more than four years.

CAPITAL EXPENDITURE

Also called a CAPITAL OUTLAY — An expenditure to acquire a capital asset.

CARES ACT

CARES Act is an acronym for the **Coronavirus Aid, Relief, and Economic Security Act**. See CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT.

CARRY-FORWARD BUDGET

A portion or total of the unspent balance of an appropriation that is made available for expenditure in the succeeding year.

CASH BASIS

A method of accounting in which revenues and expenses are recognized and recorded when received, not necessarily when earned.

CFMPS

CIP is an acronym for **comprehensive financial management policy statement**. See COMPREHENSIVE FINANCIAL MANAGEMENT POLICY STATEMENT.

CHARTER

A written instrument setting forth principles and laws of government within boundaries of the City.

CIP

CIP is an acronym for **capital improvement plan**. See CAPITAL IMPROVEMENT PLAN.

CHART OF ACCOUNTS

The classification system used by the City to organize the accounting for various funds.

COMPREHENSIVE FINANCIAL MANAGEMENT POLICY STATEMENT

Comprehensive Financial Management Policy Statement (CFMPS) is a document where all of the City's financial policies are assembled. Financial policies are statements of principles or goals adopted by the governing body. Bellaire's CFMPS provides guidelines for operational and long

range planning, ensuring that the City is financially able to meet its immediate and long-term service objectives.

CONSUMER PRICE INDEX

The Consumer Price Index (CPI) is a measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food and medical care. It is calculated by taking price changes for each item in the predetermined basket of goods and averaging them. Changes in the CPI are used to assess price changes associated with the cost of living; the CPI is one of the most frequently used statistics for identifying periods of inflation or deflation. The CPI is calculated by the U.S. Bureau of Labor Statistics.

CONTINGENCY

Funds set aside in a reserve account for major expenditures or for emergencies.

CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT

The Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, is a \$2.2 trillion economic stimulus bill passed by the 116th U.S. Congress and signed into law by President Donald Trump on March 27, 2020, in response to the economic fallout of the COVID-19 pandemic in the United States. The CARES Act provided for reimbursement of eligible expenditures to state, local, and tribal governments through the Coronavirus Relief Fund. Direct payments were made to units of local government with populations exceeding 500,000. Due to our population size, the City was not eligible for a direct payment from the Coronavirus Relief Fund, however, Harris County used \$28.5 million of its \$426.0 million direct allocation to establish a Small Cities Assistance Program pursuant to which the City received \$1.0 million of pass-thru funding from Harris County in fiscal year 2021 which was deposited in the general fund.

CORONAVIRUS DISEASE 2019

Coronaviruses are a family of viruses that can cause illnesses such as the common cold, severe acute respiratory syndrome (SARS), and Middle East respiratory syndrome (MERS). In 2019, a new coronavirus known as the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) was identified. The disease it causes is called coronavirus disease 2019 (COVID-19). In March 2020, the World Health Organization declared the COVID-19 outbreak a pandemic.

COVID-19

COVID-19 is an acronym for **coronavirus disease 2019**. See CORONAVIRUS DISEASE 2019.

CPI

CPI is an acronym for **consumer price index**. See CONSUMER PRICE INDEX.

CURRENT ASSETS

Cash and other assets expected to be converted to cash, sold, or consumed within in a year or in the operating cycle.

CURRENT LIABILITIES

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.

DEBT SERVICE

The amount of money required for interest and principal payments on an outstanding debt in any given year.

DEBT SERVICE FUND

Also called a SINKING FUND — A fund established to account for the accumulation of resources for the payment of principal and interest on long term debt.

DEBT RATE

The City's property tax rate has two components, the **general rate** which generates property tax revenues used to fund operations and the **debt rate** which generates property tax revenues used to fund the repayment of debt. See PROPERTY TAX RATE.

DEFICIT

The excess of expenditures over revenues during an accounting period; or in the case of Enterprise Funds, the excess of expense over income during an accounting period.

DELINQUENT TAXES

Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached.

DEPRECIATION

A non-cash expense that reduces the value of an asset as a result of wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

EFFECTIVE TAX RATE

The tax rate required to generate the same amount of revenue as in the preceding year on the same properties.

ENCUMBRANCE

Obligations in the form of purchase orders, contracts, or other commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or actual liability is set up, at which point they become expenditures.

ENDING BALANCE

The dollars remaining after current expenditures for operations and debt service are subtracted from the sum of the beginning fund balance and current resources. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

ENTERPRISE FUND

A fund established to account for operations which: (a) finance and operate in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

EXPENDITURES

Decreases in net financial resources. They include current operating expenses that require the current or future use of net current assets, debt service, and capital outlay.

FEES

Charges for services.

FEMA

FEMA is an acronym for **Federal Emergency Management Agency**.

FISCAL YEAR

A twelve-month period of time to which the annual budget applies, and at the end of which, the City determines its financial position and results of operation. The fiscal year for the City of Bellaire runs from October 1 to September 30 of the following year.

FIXED ASSETS

Assets of long-term character intended to continue to be held or used. Examples are land, buildings, and improvements such as machinery and equipment.

FIXED COST

Costs which do not change with increases or decreases in the amount of services provided, such as rent.

FRANCHISE

A special privilege granted by a government, permitting the continued use of public property, such as City streets, and usually involving the elements of monopoly and regulation.

FTE

FTE is an acronym for **full-time equivalent**. See FULL TIME EQUIVALENT.

FULL TIME EQUIVALENT

A unit that indicates the workload of a single full-time worker. The concept is used to convert the hours worked by part-time employees into the hours worked by full-time employees. For example, someone who works a half-day would be 0.5 full time equivalents. The City budgets authorized employment positions using full time equivalents. For example, there might be a part-time library assistant position budgeted as 0.5 FTE, which would be the equivalent of one-half of a full time employee.

FUND

A fiscal and accounting entity with a self-balancing set of accounts. It records cash and other financial resources, all related liabilities, residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE

The balance of net financial resources that is spendable or available. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

FUND BALANCE POLICY

A policy requiring a minimum fund balance to be kept in reserve. Fund balances over the policy requirements may be appropriated in the budget.

FUNDING SOURCE

Specifically identified dollars allocated to meet budgeted requirements.

FY (as in FY 2022)

FY is an acronym for **fiscal year**. See FISCAL YEAR.

GAAP

FY is an acronym for **generally accepted accounting principles**. See GENERALLY ACCEPTED ACCOUNTING PRINCIPLES.

GENERAL FIXED ASSETS

Capital assets that are not assets of any particular fund, but of the government unit as a whole. Most often these assets arise from the expenditure of the financial resources of governmental funds (as opposed to proprietary funds).

GENERAL FUND

A fund established to account for all financial resources except those required to be accounted for in another fund. Examples of General Fund departments include Parks, Facilities and Recreation, Fire Department, Library, Finance and Municipal Court, Streets and Drainage, Development Services, and Police Department.

GENERAL OBLIGATION BONDS (G.O. BONDS)

Bonds secured by the full faith and credit of the issuer. General obligation bonds issued by local units of government are secured by a pledge of the issuer's ad valorem taxing power. They are usually issued to pay for general capital improvements such as parks and streets.

GENERAL RATE

The City's property tax rate has two components, the **general rate** which generates property tax revenues used to fund operations and the **debt rate** which generates property tax revenues used to fund the repayment of debt. The General Rate is sometimes referred to as the Maintenance and Operations Rate, or M&O Rate. See PROPERTY TAX RATE.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

The uniform minimum standards of, and guidelines to, financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define the accepted accounting practices at a particular time. They include both broad guidelines of general application and detailed practices and procedures. GAAP provide a standard by which to measure financial presentations.

GEOGRAPHIC INFORMATION SYSTEM

A system is designed to capture, store, manipulate, analyze, manage, and present all types of spatial or geographical data allowing one to visualize, question, analyze, and interpret data to understand relationships, patterns, and trends.

GIS

GIS is an acronym for **geographic information system**. See GEOGRAPHIC INFORMATION SYSTEM.

GOVERNMENTAL ACCOUNTING

The composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of government.

GOVERNMENTAL ACCOUNTING STANDARD BOARD (GASB)

The governing body that sets accounting standards specifically for governmental entities at the state and local level.

GOVERNMENTAL FINANCE OFFICERS ASSOCIATION (GFOA)

Professional association of state/provincial and local finance officers in the United States and Canada dedicated to the sound management of government financial resources.

GOVERNMENTAL FUNDS

Funds generally used to account for tax-supported activities. There are five different types of governmental funds: general funds, special revenue funds, debt service funds, capital projects funds, and permanent funds.

GRANT

A contribution by one government unit or funding source to another unit. The contribution is usually made to aid in a specified function (for example, education), but it is sometimes also for general purposes.

H-GAC

H-GAC is an acronym for **Houston-Galveston Area Council**. See HOUSTON-GALVESTON AREA COUNCIL.

HOUSTON-GALVESTON AREA COUNCIL

The Houston-Galveston Area Council (H-GAC) is the voluntary association regional council of local governments, serving an area of 12,500 square miles, thirteen counties, and more than 6 million people. The 13 counties in H-GAC's service region are: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton - comprising the Gulf Coast State Planning Region designated by the Governor of Texas. There are more than 100 member cities in the region. H-GAC administers numerous grants.

HOME RULE CHARTER

Texas cities operate under two different categories of local government: 1) General Law; and Home Rule. Texas law grants General Law cities limited specific authority. Cities under 5,000 in population are required to be General Law cities. Cities over 5,000 in population can adopt a Home Rule Charter which defines the structure, power, duties, and authority of the local government. Rather than looking to state statutes to determine what they may do, as General Law cities must do, Home Rule cities look to their local charters to determine what they may do. A Home Rule city may generally take any action that is not prohibited by the Texas Constitution or statutes as long as the authority is granted in the charter of the city. Home Rule is essentially the privilege of citizens at the grass roots level to manage their own affairs with minimal interference from the State.

ICMA

ICMA is an acronym for **International City/County Management Association**. See INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION.

INCOME

A term used in proprietary fund-type accounting to represent (1) revenues or (2) the excess of revenues over expenses.

INFRASTRUCTURE

Immovable fixed assets having value only to the governmental unit. Common examples of infrastructure include roads, sidewalks, bridges, and streetlights.

INTELESTANTATION SYSTEM

Intelligent transportation system (ITS) improves transportation by integrating advanced information and communications-based technologies into transportation infrastructure and vehicles. ITS refers to a system of technologies and operational advancements that, when combined and managed, improve the capabilities of the overall transportation system.

INTERGOVERNMENTAL REVENUE

Revenue received from another governmental unit for a specific purpose.

INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION

International City/County Management Association (ICMA) is the world's leading association of professional city and county managers and other employees who serve local governments. ICMA offers membership, professional development programs, research, publications, data and information, technical assistance, and training to thousands of city, town, and county chief administrative officers, their staffs, and other organizations throughout the world.

INTERNAL CONTROLS

Processes designed to assure achievement of an organization's objectives in operational effectiveness and efficiency, reliable financial reporting, loss prevention, and compliance with laws, regulations, and policies.

INVESTMENTS

Securities and real estate held for production of revenue in the form of interest, dividend, rental, or lease payments. The term does not include fixed assets used in governmental operations.

ITS

ITS is an acronym for **intelligent transportation system**. See INTELLIGENT TRANSPORTATION SYSTEM.

LEASE/PURCHASE

A financing tool utilized to fund large capital outlays where the city may not have cash immediately available for purchase. This arrangement allows the city to use the item while payments are being made.

LED

LED is an acronym for **light emitting diode**. See LIGHT EMITTING DIODE.

LEVY

To impose taxes or special assessments. The total of taxes or special assessments imposed by a governmental unit.

LIABILITIES

Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date.

LIGHT EMITTING DIODE

A two-lead semiconductor light source. Light emitting diodes (LEDs) emit light through the process of electroluminescence when suitable voltage is applied. LEDs have many advantages over traditional incandescent light sources including lower energy consumption, longer lifetime, improved physical robustness, smaller size, and faster switching. LEDs are now used in applications as diverse as aviation lighting, automotive headlamps, advertising, general lighting, traffic signals, street lighting, and camera flashes.

LONG-TERM DEBT

Debt with a maturity of more than one year.

LINE ITEM BUDGET

A budget format in which departmental outlays are grouped according to the items that will be purchased with one item or group of items on each line.

MAJOR FUNDS

Generally accepted accounting principles (GAAP) govern important aspects of fund financial statements. GAAP requires each fund statement to report separate columns for the general fund and for other major governmental and enterprise funds. Major funds are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least ten percent of corresponding totals for all governmental or enterprise funds and at least five percent of the aggregate amount for all governmental and enterprise funds. Any other fund may also be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users. All other funds are non-major funds and they should be reported in the aggregate in a separate column. See also NON-MAJOR FUNDS.

MODIFIED ACCRUAL

City of Bellaire's governmental funds are budgeted using the modified accrual basis, with revenues recognized when they become measurable. Revenue is "measurable" when the amount of the transaction can be reasonably determined. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred and is expected to be liquidated within 60 days.

NON-BUDGETED FUNDS

Funds for which an annual budgets are not legally adopted, as opposed to budgeted funds for which annual budgets are legally adopted. Budgeted funds are typically supported by tax revenues, charges for services, fees, fines, and/or penalties, while non-budgeted funds are typically supported by transfers from other funds, grant revenue, donations, or regulated fees such as municipal court fees. The resources supporting non-budgeted funds are typically either transfers that were budgeted as expenditures at a budgeted fund or revenues that are restricted by third parties such as grant revenue, donations, or regulated fees.

NON-MAJOR FUNDS

Any funds not considered a major fund. See also MAJOR FUNDS.

NON-RECURRING REVENUE

One-time windfall revenue that is budgeted only for one fiscal year.

OPERATING BUDGET

Plans of current expenditures and the proposed means of financing them.

ORDINANCE

A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the City.

PROJECTION

A forecast of future trends in the operation of financial activities done through the remainder of the fiscal year to gain a better picture of the City's finances.

PROPERTY TAX

An annual or semi-annual tax paid to one or more governmental jurisdictions based on the real and personal property's assessed valuation and the tax rate, done in compliance with the State Property Tax Code.

PROPERTY TAX RATE

The rate applied to the taxable value of property to determine the property taxes due. The City's property tax rate has two components, the **general tax rate** which generates property tax revenues used to fund operations and the **debt tax rate** which generates property tax revenues used to fund the repayment of debt. Property tax rates are commonly presented as the amount of tax levied for each \$100 of assessed valuation.

PROPRIETARY FUNDS

Funds generally used to account for a government's ongoing organizations and activities that are similar to businesses found in the private sector. These funds are considered self-supporting in that the services rendered by them are generally financed through user charges or on a cost reimbursement basis. There are two types of proprietary funds: enterprise funds (used to account for any activity for which a fee is charged to external users for goods or services); and internal service funds (used to account for the provision of goods or services by one department to other departments of a governmental unit). See ENTERPRISE FUND.

RATINGS

Designations used by credit rating agencies to give relative indications of credit quality.

REFUNDING BONDS

Bonds issued to retire bonds already outstanding.

RESERVE

An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

RESOLUTION

A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

REVENUE

Revenue is (1) an increase in a governmental fund's net current assets from other than expenditure refunds and residual equity or (2) an increase in a proprietary fund's net total assets from other than expense refunds, capital contributions, and residual equity transfers.

ROLLBACK RATE

The highest tax rate an entity may adopt without being subject to a rollback election.

SCADA

SCADA is an acronym for **Supervisory Control and Data Acquisition**. See SUPERVISORY CONTROL AND DATA ACQUISITION.

SPECIAL REVENUE FUND

A Fund used to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.

STRUCTURAL BALANCE

The state at which current revenue sufficiently supports current expenditures.

SUPERVISORY CONTROL AND DATA ACQUISITION

An industrial computer system that monitors and controls a process. Supervisory control and data acquisition systems (also known as SCADA systems) are used to monitor and control a plant or equipment in industries such as telecommunications, water and waste control, energy, oil and gas refining and transportation. A SCADA system gathers information, such as where a leak on a pipeline has occurred and transfers the information back to a central site. SCADA systems frequently are used to manage processing systems that include geographically disbursed components.

TAX LEVY

The total amount to be raised by general property taxes for intentions specified in the Tax Levy Ordinance.

TAX RATE

The amount of tax levied for each \$100 of assessed valuation.

TAXABLE VALUE

A valuation to which the property tax rate is applied to calculate property taxes. The Taxable value of property is generally equal to the assessed valuation less any qualifying exemptions (such as a homestead exemption).

TAXES

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons

or property for current or permanent benefits, such as special assessments, or charges for services rendered, such as sewer service.

TBD

TBD is an acronym for **to be determined**.

TRANSFERS

Authorized exchanges of cash or other resources between funds.

WORKING CAPITAL

Working capital is defined as current assets minus current liabilities. The measure of working capital indicates the relatively liquid portion of total enterprise fund capital, which constitutes a margin or buffer for meeting obligations. Adequate levels of working capital in an enterprise fund mitigates current and future risks (e.g., revenue shortfalls and unanticipated expenses) and ensures stable services and fees.

YIELD

The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.

City of Bellaire

FY 2023

Appendix B – FTE Staffing Position Summary and Pay Plan

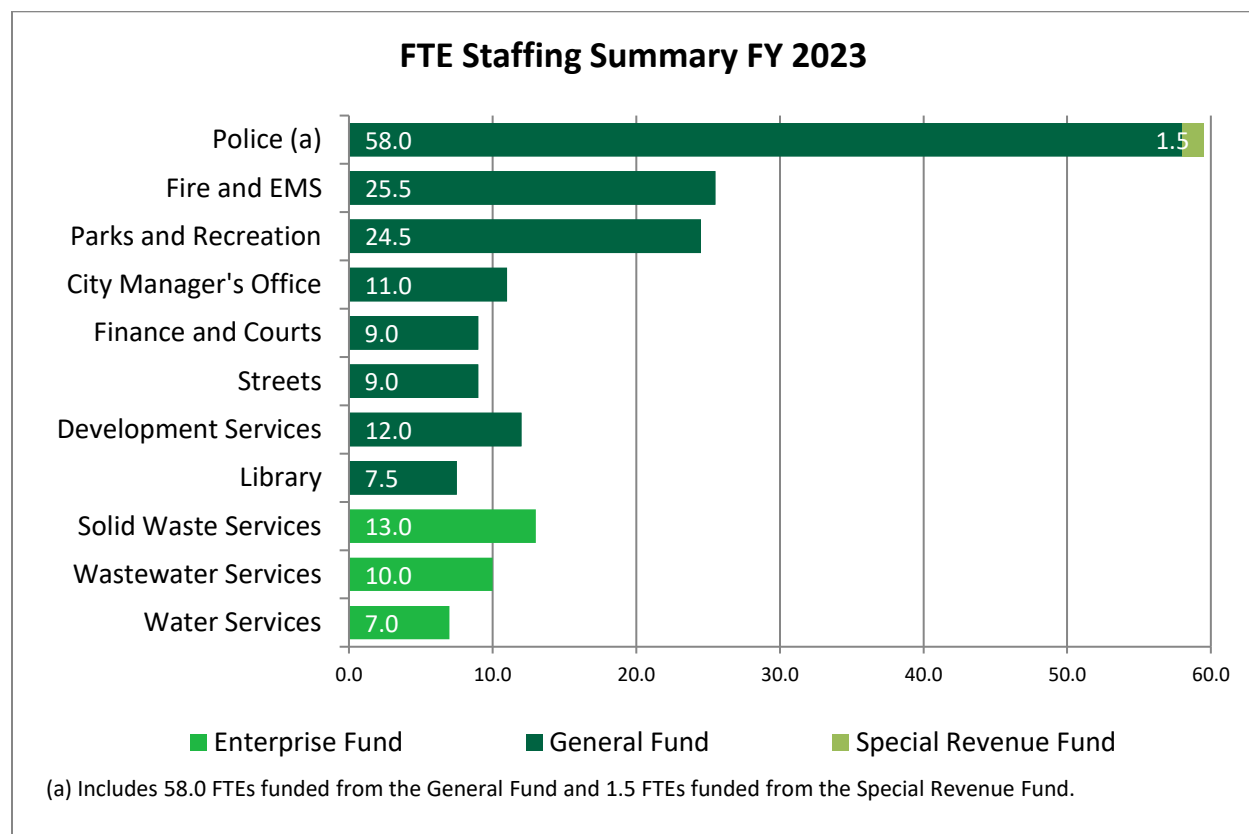
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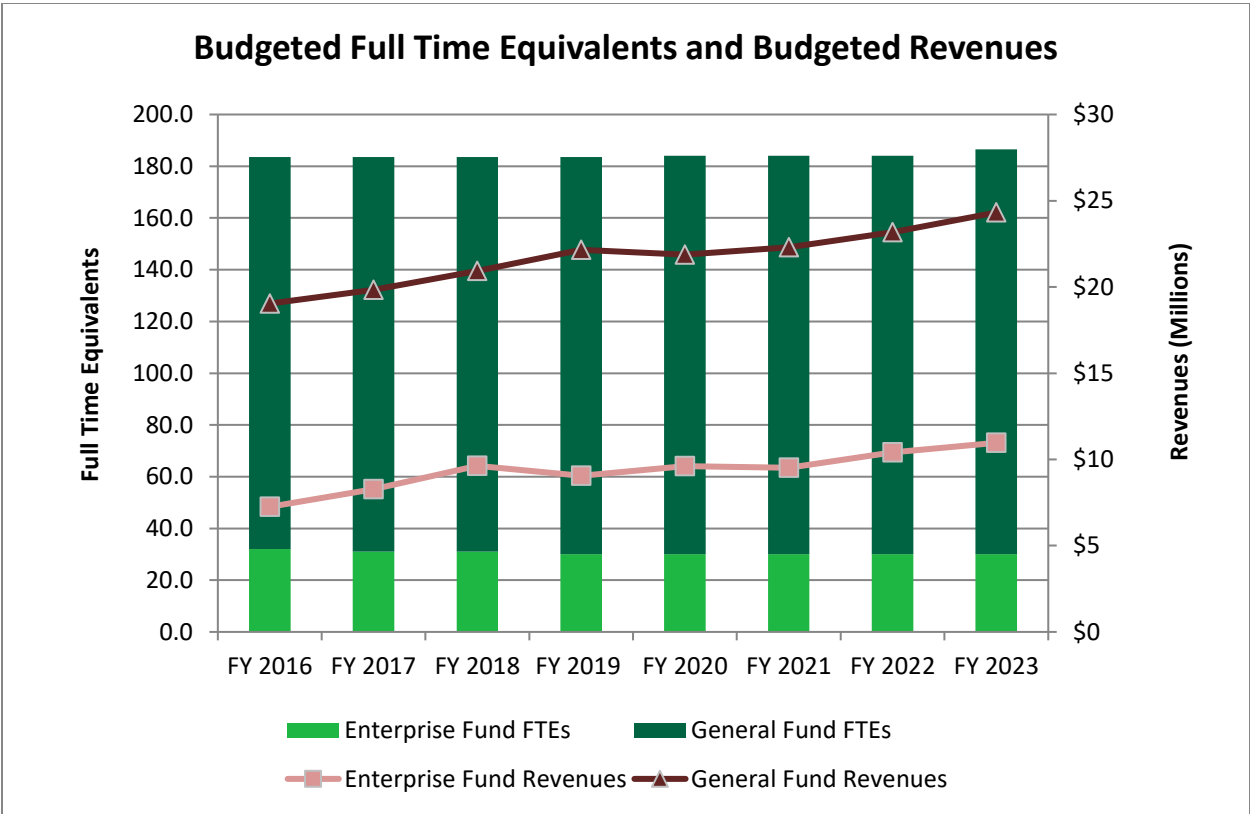
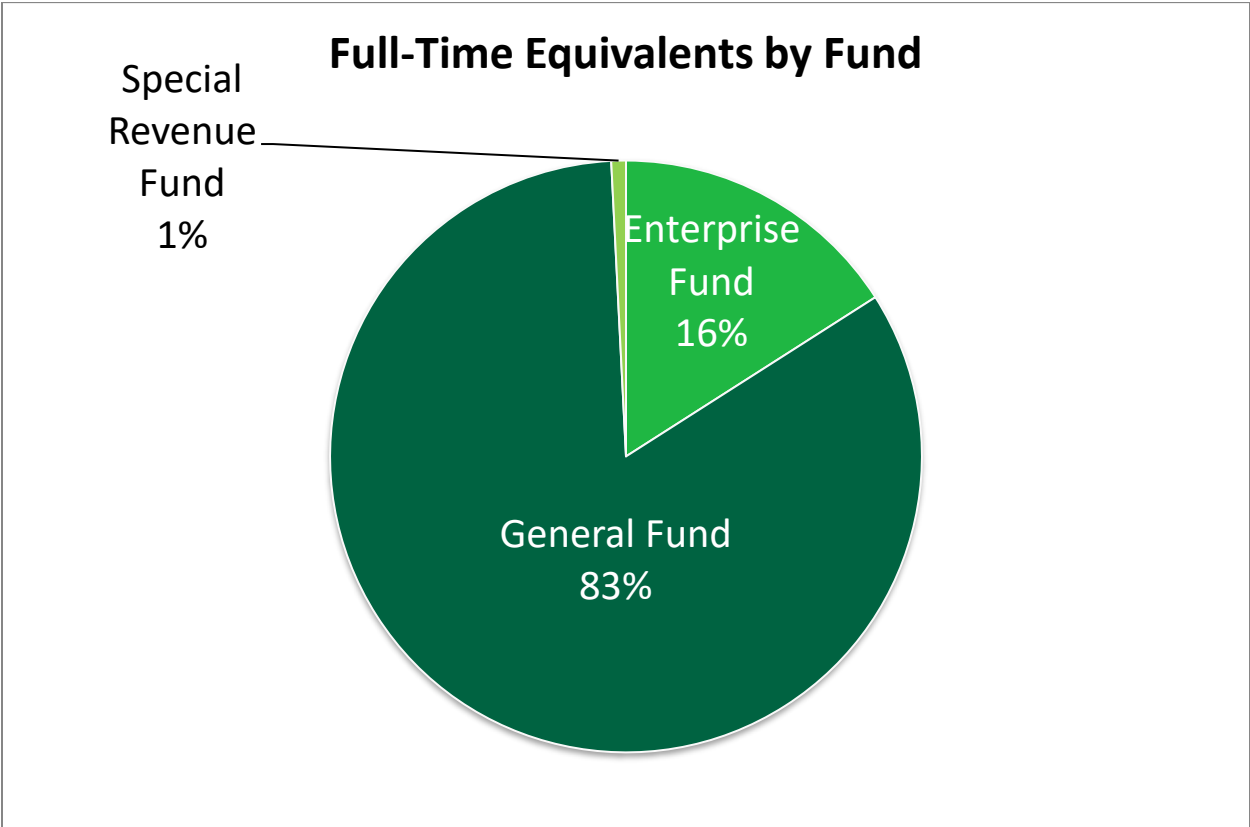
The fiscal year 2023 pay plans reflect a 4.0% cost-of-living (COLA) increase over the FY 2022 pay plans. Over the past few years, the City has made adjustments to the pay plan in an effort to move the lowest full-time employee hourly pay (grade 100, step A) closer to \$15.00. The 4% pay increase helps this endeavor. In fiscal year 2023, the lowest hourly pay will be \$13.63, which would need to increase by approximately 10% to reach \$15.00.

Lowest Full-time Employee Hourly Pay (Grade 100, Step A)			
FY 2020	FY 2021	FY 2022	FY 2023
\$11.53	\$11.71	\$13.11	\$13.63

The 4% COLA will increase overall salaries and benefits by approximately \$517,150 in the general fund and \$69,900 in the enterprise fund.

The total proposed full-time equivalent (FTE) count of 188.0 for fiscal year 2023 is increased by 2.5 over the amended fiscal year 2022 budget. The increase includes 1.0 building inspectors and 1.0 plan reviewers in the Development Services department, and 0.5 fire marshal/fire inspectors in the Fire department. These additions were made to improve service delivery. The Development Services department utilizes both employees and contractors for inspections and plan review. The addition of the FTEs in Development Services reflects a shift of the workload from outside contract services to in-house employees.





City of Bellaire FTE Staffing Position Summary

Position	Full-Time Equivalents			Grade
	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed	
City Manager	1.0	1.0	1.0	n/a
City Clerk	1.0	1.0	1.0	n/a
Assistant City Manager	1.0	1.0	1.0	117
Director of Information Technology	1.0	1.0	1.0	115
Community Relations Administrator	1.0	1.0	1.0	113
Human Resources Manager	1.0	1.0	1.0	113
Senior Systems Administrator	0.0	1.0	1.0	113
Senior Information Technology Technician	1.0	0.0	0.0	111
Systems Administrator	0.0	1.0	1.0	111
Human Resources Coordinator	1.0	1.0	1.0	110
Executive Assistant to the City Manager	1.0	1.0	1.0	109
Customer Services Assistant	1.0	1.0	1.0	104
Total City Manager's Office	10.0	11.0	11.0	
Chief Financial Officer	1.0	1.0	1.0	117
Assistant Director of Finance	1.0	1.0	1.0	114
Senior Accountant	1.0	1.0	1.0	111
Senior Management Analyst	1.0	1.0	1.0	111
Senior Purchasing/Contract Coordinator	1.0	1.0	1.0	111
Court Clerk	1.0	1.0	1.0	110
Accounts Payable Technician	1.0	1.0	1.0	107
Assistant Court Clerk	2.0	2.0	2.0	104
Total Finance	9.0	9.0	9.0	
Director of Development Services	1.0	1.0	1.0	114
Assistant Director of Development Services	1.0	1.0	1.0	113
Building Official	1.0	1.0	1.0	112
Building Inspector	1.0	1.0	2.0	109
Development Review Coordinator	1.0	1.0	1.0	109
Plan Examiner/Reviewer	1.0	1.0	2.0	109
Administrative Assistant	1.0	1.0	1.0	108
Code Compliance Officer	1.0	1.0	1.0	108
Permit Technician II	1.0	1.0	1.0	106
Permit Technician I	1.0	1.0	1.0	105
Total Development Services	10.0	10.0	12.0	

City of Bellaire FTE Staffing Position Summary

Position	Full-Time Equivalents			Grade
	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed	
Fire Chief	1.0	1.0	1.0	116
Assistant Chief/Fire Marshal	1.0	1.0	1.0	F6
Fire Shift Commander	3.0	3.0	3.0	F5
Fire Captain	0.0	3.0	3.0	F4
Fire Lieutenant	3.0	0.0	0.0	F4
Firefighter/Paramedic	14.0	14.0	14.0	F2
Firefighter/EMT	1.0	1.0	1.0	F1
Paramedic	0.0	0.0	0.0	F106
Total Full-time Fire	23.0	23.0	23.0	
Part-time Fire Inspector	0.5	0.5	1.0	F2
Part-time Firefighter/Paramedic	0.0	0.0	0.0	F2
Part-time Firefighter/EMT	1.5	1.5	1.5	F1
Total Part-time Fire	2.0	2.0	2.5	
Total Fire	25.0	25.0	25.5	
Police Chief	1.0	1.0	1.0	117
Communications Supervisor	1.0	0.0	0.0	111
Civilian Operations Manager	0.0	1.0	1.0	111
Information Coordinator	0.0	1.0	1.0	110
Communications Officer	9.0	9.0	9.0	107
Jail Attendant	1.0	1.0	1.0	107
Police Technician	1.0	1.0	1.0	107
Records Technician	1.0	1.0	1.0	107
Animal Control Officer	1.0	1.0	1.0	106
Administrative Secretary	1.0	1.0	1.0	105
Police Clerk	1.0	0.0	0.0	104
Assistant Police Chief	1.0	0.0	0.0	P6
Manager Information Services	1.0	0.0	0.0	P5
Police Captain	2.0	2.0	2.0	P5
Police Lieutenant	3.0	4.0	6.0	P4
Police Sergeant	4.0	4.0	5.0	P3
Police Detective	3.0	3.0	2.0	P3
Police Detective - Rotating	1.0	1.0	1.0	P3
Community Resource Officer	1.0	1.0	1.0	P2
Police Officer	21.0	21.0	20.0	P2
Police Officer - Motorcycle	1.0	1.0	0.0	P2
Warrant Officer	1.0	1.0	1.0	P2
Total Full-time Police	56.0	55.0	55.0	
Part-time Communications Officer	1.5	1.5	1.5	107
Part-time Court Bailiff	0.5	0.5	0.5	P2
Part-time Police Officer	1.0	1.0	1.0	P2
Total Part-time Police	3.0	3.0	3.0	
Total Police	59.0	58.0	58.0	

City of Bellaire FTE Staffing Position Summary

Position	Full-Time Equivalents			Grade
	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed	
Director of Library	1.0	1.0	1.0	114
Assistant Director of Library	1.0	1.0	1.0	111
Librarian	1.0	1.0	1.0	109
Library Support Technician	2.0	2.0	2.0	105
Library Assistant	2.0	2.0	2.0	104
Total Full-time Library	7.0	7.0	7.0	
Part-time Library Assistant	0.5	0.5	0.5	104
Total Part-time Library	0.5	0.5	0.5	
Total Library	7.5	7.5	7.5	
Director of Public Works	1.0	1.0	1.0	115
Assistant Director of Public Works	1.0	1.0	1.0	113
Project Manager	1.0	1.0	0.0	113
Capital Projects Manager and Grant Manager	0.0	0.0	1.0	112
Foreman	1.0	1.0	1.0	109
Crew Leader	1.0	1.0	1.0	108
Administrative Secretary	1.0	1.0	1.0	105
Equipment Operator I	2.0	2.0	2.0	105
Laborer	1.0	1.0	1.0	101
Total Public Works	9.0	9.0	9.0	
Director of Parks, Recreation, and Facilities	1.0	1.0	1.0	115
Facilities Superintendent	1.0	1.0	1.0	112
Parks Superintendent	1.0	1.0	1.0	112
Recreation Superintendent	1.0	1.0	1.0	112
Recreation Supervisor II	1.0	1.0	1.0	111
Aquatics Supervisor	1.0	1.0	1.0	110
Recreation Supervisor	2.0	2.0	2.0	110
Administrative Assistant	1.0	1.0	1.0	108
Crew Leader (Parks)	1.0	1.0	1.0	108
Senior Building Maintenance Technician	1.0	1.0	1.0	103
Building Maintenance Technician	1.0	1.0	1.0	102
Parks Maintenance Technician	2.0	2.0	2.0	102
Total Full-time Parks, Recreation, and Facilities	14.0	14.0	14.0	

City of Bellaire FTE Staffing Position Summary

Position	Full-Time Equivalents			Grade
	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed	
Part-time Administrative Secretary	0.5	0.5	0.5	105
Part-time Lifeguard	6.0	6.0	6.0	S3
Part-time Pool Manager	0.5	0.5	0.5	S6
Part-time Recreation Aide	3.5	3.5	3.5	S2
Total Part-time Parks, Recreation, and Facilities	10.5	10.5	10.5	
Total Parks, Recreation, and Facilities	24.5	24.5	24.5	
Total General Fund Full Time Equivalents	154.0	154.0	156.5	
Crime Victim Specialist	1.0	1.0	1.0	107
Part-time Court Bailiff	0.5	0.5	0.5	P2
Total Special Revenue Fund Full Time Equivalents	1.5	1.5	1.5	
Construction Superintendent	1.0	1.0	1.0	112
Plant Operator	1.0	1.0	1.0	107
Utility Billing/Collections Representative	1.0	1.0	1.0	107
Crew Leader-Utilites Collections	1.0	1.0	1.0	108
Laborer	3.0	3.0	3.0	101
Total Water Services	7.0	7.0	7.0	
Chief Plant Operator	1.0	1.0	1.0	111
Foreman (Utilities)	1.0	1.0	1.0	109
Administrative Assistant	1.0	1.0	1.0	108
Plant Operator	2.0	2.0	2.0	107
Equipment Operator II	1.0	1.0	1.0	106
Equipment Operator I	2.0	2.0	2.0	105
Laborer	2.0	2.0	2.0	101
Total Wastewater Services	10.0	10.0	10.0	
Solid Waste Superintendent	1.0	1.0	1.0	112
Foreman	1.0	1.0	1.0	109
Crew Leader	1.0	1.0	1.0	108
Equipment Operator I	4.0	4.0	4.0	105
Laborer	6.0	6.0	6.0	101
Total Solid Waste Services	13.0	13.0	13.0	
Total Enterprise Fund Full Time Equivalents	30.0	30.0	30.0	
Total Full Time Equivalents	185.5	185.5	188.0	

City of Bellaire

GENERAL PAY PLAN

Effective FY 2023

GRADE	JOB TITLE	PAY FREQUENCY	STEPS											
			A	B	C	D	E	F	G	H	I	J	K	L
100	Library Shelver	Annual	28,360.55	29,352.96	30,380.31	31,443.78	32,543.35	33,683.69	34,861.30	36,082.01	37,343.49	38,652.72	40,005.06	41,405.15
	Office Assistant	Monthly	2,363.38	2,446.08	2,531.69	2,620.31	2,711.95	2,806.97	2,905.11	3,006.83	3,111.96	3,221.06	3,333.75	3,450.43
	Student Intern	Bi-Weekly	1,090.79	1,128.96	1,168.47	1,209.38	1,251.67	1,295.53	1,340.82	1,387.77	1,436.29	1,486.64	1,538.66	1,592.51
		Hourly	13.63	14.11	14.61	15.12	15.65	16.19	16.76	17.35	17.95	18.58	19.23	19.91
101	Custodian	Annual	30,308.10	31,369.23	32,466.47	33,603.32	34,779.76	35,995.81	37,256.13	38,559.54	39,909.54	41,307.30	42,752.82	44,248.42
	Laborer	Monthly	2,525.67	2,614.10	2,705.54	2,800.28	2,898.31	2,999.65	3,104.68	3,213.29	3,325.80	3,442.28	3,562.73	3,687.37
		Bi-Weekly	1,165.70	1,206.51	1,248.71	1,292.44	1,337.68	1,384.45	1,432.93	1,483.06	1,534.98	1,588.74	1,644.34	1,701.86
		Hourly	14.57	15.08	15.61	16.16	16.72	17.31	17.91	18.54	19.19	19.86	20.55	21.27
102	Building Maintenance Technician	Annual	32,742.38	33,887.78	35,075.06	36,302.03	37,572.00	38,886.06	40,259.65	41,669.62	43,128.09	44,637.28	46,200.48	47,817.70
	Parks Maintenance Technician	Monthly	2,728.53	2,823.98	2,922.92	3,025.17	3,131.00	3,240.50	3,354.97	3,472.47	3,594.01	3,719.77	3,850.04	3,984.81
	Receptionist	Bi-Weekly	1,259.32	1,303.38	1,349.04	1,396.23	1,445.08	1,495.62	1,548.45	1,602.68	1,658.77	1,716.82	1,776.94	1,839.14
		Hourly	15.74	16.29	16.86	17.45	18.06	18.70	19.36	20.03	20.73	21.46	22.21	22.99
103	Senior Building Maintenance Technician	Annual	34,379.45	35,581.06	36,827.88	38,115.48	39,450.49	40,831.79	42,273.73	43,752.05	45,285.49	46,869.64	48,510.01	50,208.81
		Monthly	2,864.95	2,965.09	3,068.99	3,176.29	3,287.54	3,402.65	3,522.81	3,646.00	3,773.79	3,905.80	4,042.50	4,184.07
		Bi-Weekly	1,322.29	1,368.50	1,416.46	1,465.98	1,517.33	1,570.45	1,625.91	1,682.77	1,741.75	1,802.68	1,865.77	1,931.11
		Hourly	16.53	17.11	17.71	18.32	18.97	19.63	20.32	21.03	21.77	22.53	23.32	24.14
104	Assistant Court Clerk	Annual	35,756.45	37,008.97	38,304.08	39,643.97	41,031.90	42,467.88	43,969.38	45,505.82	47,099.05	48,747.97	50,453.68	52,219.44
	Library Assistant	Monthly	2,979.70	3,084.08	3,192.01	3,303.66	3,419.33	3,538.99	3,664.12	3,792.15	3,924.92	4,062.33	4,204.47	4,351.62
	Police Clerk	Bi-Weekly	1,375.25	1,423.42	1,473.23	1,524.77	1,578.15	1,633.38	1,691.13	1,750.22	1,811.50	1,874.92	1,940.53	2,008.44
	Support Technician	Hourly	17.19	17.79	18.42	19.06	19.73	20.42	21.14	21.88	22.64	23.44	24.26	25.11
	Customer Services Assistant													
105	Administrative Secretary	Annual	37,546.24	38,858.82	40,219.45	41,625.95	43,083.77	44,591.82	46,166.48	47,782.64	49,454.50	51,185.32	52,976.20	54,832.60
	Equipment Operator I	Monthly	3,128.85	3,238.24	3,351.62	3,468.83	3,590.31	3,715.99	3,847.21	3,981.89	4,121.21	4,265.44	4,414.68	4,569.38
	Library Support Technician	Bi-Weekly	1,444.09	1,494.57	1,546.90	1,601.00	1,657.07	1,715.07	1,775.63	1,837.79	1,902.10	1,968.67	2,037.55	2,108.95
	Permit Technician I	Hourly	18.05	18.68	19.34	20.01	20.71	21.44	22.20	22.97	23.78	24.61	25.47	26.36
	Purchasing Technician													
106	Animal Control Officer	Annual	39,422.29	40,802.58	42,229.82	43,708.39	45,239.38	46,821.68	48,474.97	50,170.85	51,927.88	53,743.87	55,625.39	57,572.42
	Equipment Operator II	Monthly	3,285.19	3,400.22	3,519.15	3,642.37	3,769.95	3,901.81	4,039.58	4,180.90	4,327.32	4,478.66	4,635.45	4,797.70
	Permit Technician II	Bi-Weekly	1,516.24	1,569.33	1,624.22	1,681.09	1,739.98	1,800.83	1,864.42	1,929.65	1,997.23	2,067.07	2,139.44	2,214.32
	Planning and Zoning Secretary	Hourly	18.95	19.62	20.30	21.01	21.75	22.51	23.31	24.12	24.97	25.84	26.74	27.68
	Paramedic													
107	Accounts Payable Technician	Annual	42,176.32	43,652.70	45,179.32	46,760.53	48,396.35	50,090.04	51,860.17	53,676.17	55,553.32	57,499.26	59,510.72	61,594.26
	Communications Officer	Monthly	3,514.69	3,637.73	3,764.94	3,896.71	4,033.03	4,174.17	4,321.68	4,473.01	4,629.44	4,791.61	4,959.23	5,132.86
	Jail Attendant	Bi-Weekly	1,622.17	1,678.95	1,737.67	1,798.48	1,861.40	1,926.54	1,994.62	2,064.47	2,136.67	2,211.51	2,288.87	2,369.01
	Payroll/HR Technician	Hourly	20.28	20.99	21.72	22.48	23.27	24.08	24.93	25.81	26.71	27.64	28.61	29.61
	Plant Operator													
	Police Technician													
	Records Technician													
	Utility Billing/Collections Representative													

Grade 100-117 annual salaries calculated based on 2080 hours per year

City of Bellaire

GENERAL PAY PLAN

Effective FY 2023

GRADE	JOB TITLE	PAY FREQUENCY	STEPS											
			A	B	C	D	E	F	G	H	I	J	K	L
108	Administrative Assistant	Annual	46,709.21	48,345.02	50,037.62	51,788.10	53,600.82	55,475.78	57,434.83	59,445.20	61,526.56	63,679.98	65,907.66	68,216.15
	Code Compliance Officer	Monthly	3,892.43	4,028.75	4,169.80	4,315.68	4,466.74	4,622.98	4,786.24	4,953.77	5,127.21	5,306.67	5,492.31	5,684.68
	Crew Leader	Bi-Weekly	1,796.51	1,859.42	1,924.52	1,991.85	2,061.57	2,133.68	2,209.03	2,286.35	2,366.41	2,449.23	2,534.91	2,623.70
	Human Resources Specialist	Hourly	22.46	23.24	24.06	24.90	25.77	26.67	27.61	28.58	29.58	30.62	31.69	32.80
	Payroll/Department Specialist													
	Payroll Technician													
	Senior Administrative Assistant													
	Zoning/Health Code Enforcement Officer													
109	Building Inspector	Annual	52,492.01	54,329.12	56,229.43	58,198.30	60,234.65	62,343.84	64,545.16	66,803.25	69,140.60	71,562.59	74,065.98	76,658.29
	Development Review Coordinator	Monthly	4,374.33	4,527.43	4,685.79	4,849.86	5,019.55	5,195.32	5,378.76	5,566.94	5,761.72	5,963.55	6,172.17	6,388.19
	Executive Assistant to the City Manager	Bi-Weekly	2,018.92	2,089.58	2,162.67	2,238.40	2,316.72	2,397.84	2,482.51	2,569.36	2,659.25	2,752.41	2,848.69	2,948.40
	Foreman	Hourly	25.24	26.12	27.03	27.98	28.96	29.97	31.03	32.12	33.24	34.41	35.61	36.85
	Information Technology Technician													
	Librarian													
	Planner													
	Plans Examiner/Reviewer													
110	Aquatics Supervisor	Annual	58,225.08	60,262.50	62,371.69	64,554.80	66,813.96	69,153.46	71,594.72	74,101.33	76,695.78	79,378.06	82,156.76	85,031.86
	Court Clerk	Monthly	4,852.09	5,021.87	5,197.64	5,379.57	5,567.83	5,762.79	5,966.23	6,175.11	6,391.31	6,614.84	6,846.40	7,085.99
	Deputy Building Official	Bi-Weekly	2,239.43	2,317.79	2,398.91	2,482.88	2,569.77	2,659.75	2,753.64	2,850.05	2,949.84	3,053.00	3,159.88	3,270.46
	Human Resources Coordinator	Hourly	27.99	28.97	29.99	31.04	32.12	33.25	34.42	35.63	36.87	38.16	39.50	40.88
	Information Coordinator													
	Purchasing/Contract Coordinator													
	Recreation Supervisor													
	Senior Human Resources Generalist													
111	Assistant Director of Library	Annual	66,598.65	68,929.58	71,342.99	73,838.89	76,423.69	79,099.55	81,892.17	84,759.77	87,724.85	90,794.91	93,973.16	97,260.68
	Athletic and Youth Program Superintendent	Monthly	5,549.89	5,744.13	5,945.25	6,153.24	6,368.64	6,591.63	6,824.35	7,063.31	7,310.40	7,566.24	7,831.10	8,105.06
	Chief Plant Operator	Bi-Weekly	2,561.49	2,651.14	2,743.96	2,839.96	2,939.37	3,042.29	3,149.70	3,259.99	3,374.03	3,492.11	3,614.35	3,740.80
	Communications Supervisor	Hourly	32.02	33.14	34.30	35.50	36.74	38.03	39.37	40.75	42.18	43.65	45.18	46.76
	Recreation Supervisor II													
	Senior Accountant													
	Senior Information Technology Technician													
	Senior Management Analyst													
	Senior Purchasing/Contract Coordinator													
	Systems Administrator													
	Civilian Operations Manager													

Grade 100-117 annual salaries calculated based on 2080 hours per year

City of Bellaire

GENERAL PAY PLAN

Effective FY 2023

GRADE	JOB TITLE	PAY FREQUENCY	STEPS											
			A	B	C	D	E	F	G	H	I	J	K	L
112	Assistant to the City Manager	Annual	74,731.20	77,348.14	80,055.06	82,857.32	85,757.06	88,757.49	91,892.89	95,108.63	98,437.92	101,881.83	105,448.93	109,139.21
	Building Official	Monthly	6,227.60	6,445.68	6,671.26	6,904.78	7,146.42	7,396.46	7,657.74	7,925.72	8,203.16	8,490.15	8,787.41	9,094.93
	Capital Projects Manager	Bi-Weekly	2,874.28	2,974.93	3,079.04	3,186.82	3,298.35	3,413.75	3,534.34	3,658.02	3,786.07	3,918.53	4,055.73	4,197.66
	Construction Superintendent	Hourly	35.93	37.19	38.49	39.84	41.23	42.67	44.18	45.73	47.33	48.98	50.70	52.47
	Development Services Manager													
	Facilities Superintendent													
	Parks Superintendent													
	Recreation Superintendent													
	Solid Waste Superintendent													
	Special Projects Manager													
	Street Superintendent													
	Solid Waste Superintendent													
113	Accounting Manager	Annual	86,408.35	89,431.27	92,561.32	95,801.70	99,153.49	102,624.17	106,249.11	109,968.32	113,818.21	117,800.94	121,923.98	126,189.50
	Administrative Services Manager	Monthly	7,200.70	7,452.61	7,713.44	7,983.48	8,262.79	8,552.01	8,854.09	9,164.03	9,484.85	9,816.74	10,160.33	10,515.79
	Assistant Director of Development Services	Bi-Weekly	3,323.40	3,439.66	3,560.05	3,684.68	3,813.60	3,947.08	4,086.50	4,229.55	4,377.62	4,530.81	4,689.38	4,853.44
	Assistant Director of Parks, Rec., and Facilities	Hourly	41.54	43.00	44.50	46.06	47.67	49.34	51.08	52.87	54.72	56.64	58.62	60.67
	Assistant Director of Public Works													
	Community Relations Administrator													
	Human Resources Manager													
	Senior Systems Administrator													
	Project Manager													
114	Assistant Director of Finance	Annual	105,241.21	108,924.20	112,735.97	116,681.80	120,765.92	124,992.54	129,406.00	133,937.69	138,623.50	143,475.04	148,496.53	153,694.30
	Director of Development Services	Monthly	8,770.10	9,077.02	9,394.66	9,723.48	10,063.83	10,416.05	10,783.83	11,161.47	11,551.96	11,956.25	12,374.71	12,807.86
	Director of Library	Bi-Weekly	4,047.74	4,189.39	4,336.00	4,487.76	4,644.84	4,807.41	4,977.15	5,151.45	5,331.67	5,518.27	5,711.41	5,911.32
		Hourly	50.60	52.37	54.20	56.10	58.06	60.09	62.21	64.39	66.65	68.98	71.39	73.89
115	Director of Human Resources	Annual	110,503.37	114,371.09	118,372.87	122,515.05	126,803.95	131,242.75	135,877.89	140,632.31	145,554.57	150,649.95	155,921.62	161,378.02
	Director of Information Technology	Monthly	9,208.61	9,530.92	9,864.41	10,209.59	10,567.00	10,936.90	11,323.16	11,719.36	12,129.55	12,554.16	12,993.47	13,448.17
	Director of Parks, Recreation, and Facilities	Bi-Weekly	4,250.13	4,398.89	4,552.80	4,712.12	4,877.08	5,047.80	5,226.07	5,408.94	5,598.25	5,794.23	5,996.99	6,206.85
	Director of Public Works	Hourly	53.13	54.99	56.91	58.90	60.96	63.10	65.33	67.61	69.98	72.43	74.96	77.59
116	Fire Chief	Annual	123,553.76	127,877.50	132,353.24	136,986.27	141,779.75	146,744.23	151,925.12	157,242.18	162,746.07	168,442.09	174,337.62	180,440.04
		Monthly	10,296.15	10,656.46	11,029.44	11,415.52	11,814.98	12,228.69	12,660.43	13,103.51	13,562.17	14,036.84	14,528.13	15,036.67
		Bi-Weekly	4,752.07	4,918.37	5,090.51	5,268.70	5,453.07	5,644.01	5,843.27	6,047.78	6,259.46	6,478.54	6,705.29	6,940.00
		Hourly	59.40	61.48	63.63	65.86	68.16	70.55	73.04	75.60	78.24	80.98	83.82	86.75
117	Assistant City Manager	Annual	130,920.79	135,503.15	140,245.96	145,155.56	150,235.10	155,493.05	160,984.28	166,619.07	172,451.26	178,486.13	184,734.22	191,198.72
	Chief Financial Officer	Monthly	10,910.07	11,291.93	11,687.16	12,096.30	12,519.59	12,957.75	13,415.36	13,884.92	14,370.94	14,873.84	15,394.52	15,933.23
	Police Chief	Bi-Weekly	5,035.42	5,211.66	5,394.08	5,582.91	5,778.27	5,980.50	6,191.70	6,408.43	6,632.74	6,864.85	7,105.16	7,353.80
		Hourly	62.94	65.15	67.43	69.79	72.23	74.76	77.40	80.11	82.91	85.81	88.81	91.92

Grade 100-117 annual salaries calculated based on 2080 hours per year

City of Bellaire

FIRE PAY PLAN

Effective FY 2023

GRADE	JOB TITLE	PAY FREQUENCY	STEPS											
			A	B	C	D	E	F	G	H	I	J	K	L
F106	Paramedic	Annual	39,413.50	40,797.95	42,225.66	43,718.27	45,232.51	46,811.65	48,477.31	50,164.61	51,938.43	53,733.89	55,625.39	57,572.42
		Monthly	3,284.46	3,399.83	3,518.81	3,643.19	3,769.38	3,900.97	4,039.78	4,180.38	4,328.20	4,477.82	4,635.45	4,797.70
		Bi-Weekly	1,515.90	1,569.15	1,624.06	1,681.47	1,739.71	1,800.45	1,864.51	1,929.41	1,997.63	2,066.69	2,139.44	2,214.32
		Fire Hourly	18.95	19.61	20.30	21.02	21.75	22.51	23.31	24.12	24.97	25.83	26.74	27.68
F1	Fire Fighter/EMT	Annual	57,530.60	59,572.58	61,644.15	63,804.51	66,024.05	68,332.38	70,729.49	73,215.38	75,760.46	78,423.91		
		Monthly	4,794.22	4,964.38	5,137.01	5,317.04	5,502.00	5,694.36	5,894.12	6,101.28	6,313.37	6,535.33		
		Bi-Weekly	2,212.72	2,291.25	2,370.93	2,454.02	2,539.39	2,628.17	2,720.36	2,815.98	2,913.86	3,016.30		
		Fire Hourly	20.87	21.62	22.37	23.15	23.96	24.79	25.66	26.57	27.49	28.46		
F2	Fire Fighter/Paramedic Fire Inspector	Annual	65,728.11	68,036.44	70,403.95	72,889.84	75,434.92	78,068.78	80,791.42	83,632.44	86,562.24	89,580.82		
		Monthly	5,477.34	5,669.70	5,867.00	6,074.15	6,286.24	6,505.73	6,732.62	6,969.37	7,213.52	7,465.07		
		Bi-Weekly	2,528.00	2,616.79	2,707.84	2,803.46	2,901.34	3,002.65	3,107.36	3,216.63	3,329.32	3,445.42		
		Fire Hourly	23.85	24.69	25.55	26.45	27.37	28.33	29.31	30.35	31.41	32.50		
F4	Fire Captain	Annual	92,286.62	95,534.07	98,870.09	102,324.19	105,925.91	109,616.20	113,454.09	117,439.60	121,543.19	125,794.40		
		Monthly	7,690.55	7,961.17	8,239.17	8,527.02	8,827.16	9,134.68	9,454.51	9,786.63	10,128.60	10,482.87		
		Bi-Weekly	3,549.49	3,674.39	3,802.70	3,935.55	4,074.07	4,216.01	4,363.62	4,516.91	4,674.74	4,838.25		
		Fire Hourly	33.49	34.66	35.87	37.13	38.43	39.77	41.17	42.61	44.10	45.64		
F5	Fire Shift Commander	Annual	100,946.11	104,471.58	108,143.95	111,904.46	115,841.24	119,895.54	124,067.35	128,415.43	132,910.42	137,581.67		
		Monthly	8,412.18	8,705.97	9,012.00	9,325.37	9,653.44	9,991.29	10,338.95	10,701.29	11,075.87	11,465.14		
		Bi-Weekly	3,882.54	4,018.14	4,159.38	4,304.02	4,455.43	4,611.37	4,771.82	4,939.06	5,111.94	5,291.60		
		Fire Hourly	36.63	37.91	39.24	40.60	42.03	43.50	45.02	46.59	48.23	49.92		
F6	Assistant Chief/Fire Marshal	Annual	106,774.36	110,506.96	114,371.30	118,367.38	122,517.16	126,820.63	131,255.84	135,844.74	140,587.34	145,527.55		
		Monthly	8,897.86	9,208.91	9,530.94	9,863.95	10,209.76	10,568.39	10,937.99	11,320.40	11,715.61	12,127.30		
		Bi-Weekly	4,106.71	4,250.27	4,398.90	4,552.59	4,712.20	4,877.72	5,048.30	5,224.80	5,407.21	5,597.21		
		Fire Hourly	51.33	53.13	54.99	56.91	58.90	60.97	63.10	65.31	67.59	69.97		

Grade F106 & F6 annual salaries calculated based on 2080 hours per year

Grade F2-F5 annual salaries calculated based on 2756 hours per year

City of Bellaire

POLICE PAY PLAN

Effective FY 2023

GRADE	JOB TITLE	PAY FREQUENCY	STEPS									
			A	B	C	D	E	F	G	H	I	J
P2	Court Bailiff	Annual	68,515.02	70,914.58	73,396.23	75,965.29	78,622.83	81,376.31	84,223.59	87,172.15	90,223.04	93,380.53
	Police Officer*	Monthly	5,709.58	5,909.55	6,116.35	6,330.44	6,551.90	6,781.36	7,018.63	7,264.35	7,518.59	7,781.71
	Police Officer - Motorcycle	Bi-Weekly	2,635.19	2,727.48	2,822.93	2,921.74	3,023.96	3,129.86	3,239.37	3,352.78	3,470.12	3,591.56
	Community Outreach Officer	Police Hourly	32.94	34.09	35.29	36.52	37.80	39.12	40.49	41.91	43.38	44.89
	Warrant Officer											
P3	Police Sergeant*	Annual	73,450.60	76,019.66	78,680.39	81,433.87	84,285.42	87,233.98	90,287.00	93,447.69	96,718.18	100,103.80
	Police Detective	Monthly	6,120.88	6,334.97	6,556.70	6,786.16	7,023.79	7,269.50	7,523.92	7,787.31	8,059.85	8,341.98
		Bi-Weekly	2,825.02	2,923.83	3,026.17	3,132.07	3,241.75	3,355.15	3,472.58	3,594.14	3,719.93	3,850.15
		Police Hourly	35.31	36.55	37.83	39.15	40.52	41.94	43.41	44.93	46.50	48.13
P4	Police Lieutenant*	Annual	91,851.89	95,066.95	98,395.00	101,837.11	105,401.82	109,090.18	112,909.65	116,861.32	120,950.49	125,183.58
		Monthly	7,654.32	7,922.25	8,199.58	8,486.43	8,783.48	9,090.85	9,409.14	9,738.44	10,079.21	10,431.96
		Bi-Weekly	3,532.77	3,656.42	3,784.42	3,916.81	4,053.92	4,195.78	4,342.68	4,494.67	4,651.94	4,814.75
		Police Hourly	44.16	45.71	47.31	48.96	50.67	52.45	54.28	56.18	58.15	60.18
P5	Police Captain	Annual	104,426.94	108,081.85	111,864.36	115,780.87	119,832.42	124,027.53	128,366.20	132,861.20	137,509.32	142,322.27
		Monthly	8,702.25	9,006.82	9,322.03	9,648.41	9,986.03	10,335.63	10,697.18	11,071.77	11,459.11	11,860.19
		Bi-Weekly	4,016.42	4,156.99	4,302.48	4,453.11	4,608.94	4,770.29	4,937.16	5,110.05	5,288.82	5,473.93
		Police Hourly	50.21	51.96	53.78	55.66	57.61	59.63	61.71	63.88	66.11	68.42
P6	Assistant Police Chief	Annual	111,975.94	115,894.32	119,952.05	124,150.17	128,495.02	132,991.88	137,647.07	142,463.78	147,450.43	152,610.20
		Monthly	9,331.33	9,657.86	9,996.00	10,345.85	10,707.92	11,082.66	11,470.59	11,871.98	12,287.54	12,717.52
		Bi-Weekly	4,306.77	4,457.47	4,613.54	4,775.01	4,942.12	5,115.07	5,294.12	5,479.38	5,671.17	5,869.62
		Police Hourly	53.83	55.72	57.67	59.69	61.78	63.94	66.18	68.49	70.89	73.37

Grade P2 - P6 annual salaries calculated based on 2080 hours per year

*Positions are scheduled to work 2184 hours per year

City of Bellaire

SEASONAL PAY PLAN

Effective FY 2023

GRADE	JOB TITLE	PAY FREQUENCY	STEPS									
			A	B	C	D	E	F	G	H	I	J
S1	Camp Counselor	Hourly	11.44									
S2	Aquatic Aide Recreation Aide	Hourly	13.00									
S3	Camp Group Lead Lifeguard Pool Technician	Hourly	13.52									
S4	Head Lifeguard Head Recreation Aide	Hourly	14.56									
S5	Camp Coordinator	Hourly	15.60									
S6	Camp Manager Pool Manager	Hourly	17.68	17.68	17.68							

City of Bellaire

FY 2023

Appendix C – Schedule of Fees and Charges

Description

The Scheduled of Fees and Charges excludes certain fees, taxes, fines, and penalties which (a) are separately set by City Council ordinance, or (b) are set by state law or otherwise mandated by outside agencies.

Examples of fees/taxes/fines/penalties not included in the fee schedule:

Property tax
Sales tax
Franchise fees
Vending fees
Bellaire L.I.F.E. activity fees
Various recreation program / activity fees for classes
Penalties for noncompliance with various ordinances

In connection with the adoption of the fiscal year 2023 budget, the City in increasing most of its development services, parks and recreation, police, and fire fees by 3.5%, and its utility fees by 5%. The following fee schedule shows both the fiscal year 2022 fees and the new fiscal year 2023 fees.

Explanations of column headings for the Schedule of Fees and Charges:

Column Heading	Description
<i>Department</i>	The City department the fees are associated with
<i>#</i>	Each department's fees are grouped by category, and each grouping is assigned a number
<i>Service Description</i>	The service for which the fee is charged
<i>Unit</i>	Increment for which the fee is applicable (examples: per day, per item, hourly)
<i>Cost with 3.5% Increase</i>	Actual cost for providing the service for which the fee is charged as determined by a 2021 cost of services study plus a 3.5% increase to account for cost inflation
<i>FY 2022 Adopted Fees</i>	The fees as adopted in the fiscal year 2022 budget or as established by current rules and regulations
<i>FY 2023 Proposed Fees</i>	The fees proposed for adoption in the fiscal year 2023 budget
<i>Cost Recovery Goal</i>	The City Council established cost recovery rate (% of full cost of providing service to be recovered by charging a fee)
<i>Rules and Regulations</i>	Governing authorities by which fees are set and/or determined

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
ADMINISTRATION						
	1	Copies of Public Information	At Cost			Texas Administrative Code, Title 1, Administration, Part 3, Office of Attorney General, Chapter 70, Cost of Copies of Public Information, Rule 70.3
	2	Returned Item Fee	Flat	\$30	\$30	Section 3.506(b) of the Texas Business and Commerce Code
CITY CLERK						
	1	Itinerant Peddlers, Vendors, and Charitable Solicitors license fee	Flat	\$90	\$90	Set by Chapter 23 of City Code
		Bond	Each	\$500	\$500	Set by Chapter 23 of City Code
		Per agent or employee	Each	\$10	\$10	Set by Chapter 23 of City Code
	2	Annual Alcoholic Beverage License Renewal Fee	Each	\$1	\$1	Set by Chapter 11 of Texas Alcohol Beverage Code
LIBRARY						
	1	Printed Material				
		Hardcover Books	Per day	\$0.20	\$0.20	City Manager Authority
		Paperback Books - Cataloged	Per day	\$0.20	\$0.20	City Manager Authority
		Magazines	Per day	\$0.20	\$0.20	City Manager Authority
	2	Non-Book and Equipment				
		Videocassettes	Per day	\$1	\$1	City Manager Authority
		Audio Books (Includes Playaway)	Per day	\$0.20	\$0.20	City Manager Authority
		DVD	Per day	\$1	\$1	City Manager Authority
		16 mm and 8 mm Projectors	Per day	\$10	\$10	City Manager Authority
		Slide Projector	Per day	\$10	\$10	City Manager Authority
		Videocassette Player	Per day	\$10	\$10	City Manager Authority
		Data Projector	Per day	\$25	\$25	City Manager Authority
		Filmstrip Projector	Per day	\$0.25	\$0.25	City Manager Authority
		Cassette Player	Per day	\$0.25	\$0.25	City Manager Authority
		Preloaded Tablet	Per day	\$1	\$1	City Manager Authority
		Playaway View	Per day	\$0.20	\$0.20	City Manager Authority
		Playaway Bookpacks	Per day	\$0.20	\$0.20	City Manager Authority
	3	Miscellaneous Charges				
		<u>Photocopying</u>				
		B&W	Per page	\$0.10	\$0.10	City Manager Authority
		Color	Per Page	\$0.25	\$0.25	City Manager Authority

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
		Printing From Computer				
		B&W	Per Page	\$0.10	\$0.10	City Manager Authority
		Color	Per Page	\$0.25	\$0.25	City Manager Authority
		Printing From Microfilm	Per Page	\$0.25	\$0.25	City Manager Authority
		<u>Send & Receive Faxes</u>				
		Local	Per Page	\$1	\$1	City Manager Authority
		Long Distance	Per Page	\$2	\$2	City Manager Authority
		International	Per Page	\$3	\$3	City Manager Authority
		Typewriter	Per hour	\$1	\$1	City Manager Authority
		Postage for Interlibrary Loan	Each	\$3	\$3	City Manager Authority
		Replacement Library Borrower Cards	Each	\$1	\$1	City Manager Authority
		<u>Lost of Damaged Items:</u>				
		Videocassette Boxes	Each	\$1	\$1	Penalty
		Plastic Book Jacket	Each	\$1	\$1	Penalty
		Missing Liner or Cover Information from Videos, DVD's or Audiobooks	Each	\$1	\$1	Penalty
		Plastic Bags (AV Kits)	Each	\$1	\$1	Penalty
		Videocassette Case	Each	\$1	\$1	Penalty
		Playaway Backpack Cases	Each	\$7	\$7	Penalty
		DVD Cases	Each	\$1	\$1	Penalty
		Preloaded Tablet Cases	Each	\$10	\$10	Penalty
		Replacement Audiotapes (if available)	Each	\$8	\$8	Penalty
		Missing Barcode	Each	\$1	\$1	Penalty
	4	Processing Fee	Each	\$10	\$10	Penalty
POLICE						
	1	Alarm Permits & Fees				
		Alarm Permits	Each	\$65	\$67	User Fee
		False Alarm Fee	Each	\$55	\$57	User Fee
	2	Wrecker Fees				
		Auto Wrecker	Each Etag	\$450	\$466	User Fee
		Pocket License	Per Driver	\$5	\$5	User Fee
	3	Police Records & Admin Fees				
		Self Defense Fee	Per Participant	\$25	\$26	User Fee
		Police Records	At Cost	\$6	\$6	Texas Administrative Code, Title 1, Administration, Part 3, Office of Attorney General, Chapter 70, Cost of Copies of Public Information, Rule 70.3
		Admin Processing Fees				
	4	Animal Control Fees	Each	\$50	\$52	User Fee

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
DEVELOPMENT SERVICES						
	1	All Permits				
		Processing Fee (Permit procesing fee is not applicable to garage sale permits, estate sale permits, and parking permits.)	Each	\$35	\$37	User Fee
		Work Begun w/o Permit	Twice required fee	\$0	\$0	Penalty
		Permit Refund	Each	\$63	\$66	User Fee
	2	Contractor Registration				
		Builder	Flat	\$35	\$37	User Fee
		Irrigation/Drainage	Flat	\$35	\$37	User Fee
		Mechanical	Flat	\$35	\$37	User Fee
		<u>Electrical</u>				
		Master	Flat	\$35	\$37	User Fee
		Journeyman	Flat	\$35	\$37	User Fee
		Apprentice	Flat	\$35	\$37	User Fee
	3	Food Dealer/Health Inspection				
		Consulting Fee/Hour	Per hour	\$90	\$93	User Fee
		Plan Review	Flat	\$143	\$147	User Fee
		Food Health Reinspection Fee	Per hour	\$113	\$117	User Fee
		Food Health Opening Inspection Fee	Flat	\$203	\$413	User Fee
		Permit Reinstatement	Half Original	\$0	\$0	Penalty
		<u>Food Dealer's Permit</u>				
		No Seating	Flat	\$171	\$177	User Fee
		Seating	Flat	\$216	\$223	User Fee
		Institutional/Grocery	Flat	\$306	\$317	User Fee
		Church	Flat	\$261	\$270	User Fee
		Mobile Unit	Flat	\$171	\$177	User Fee
		Temporary	Flat	\$81	\$83	User Fee

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
	4	Commercial and Multi-Family Construction				
		Less than \$10,000	Flat	\$203	\$210	User Fee
		\$10,000-\$24,999	First \$10,000	\$203	\$210	User Fee
		Each additional \$1,000	Each add'l 1,000	\$3	\$3	User Fee
		\$25,000-\$49,999.99	First \$25,000	\$591	\$612	User Fee
		Each additional \$1,000	Each add'l 1,000	\$39	\$40	User Fee
		\$50,000-\$99,999.99	First \$50,000	\$1,563	\$1,618	User Fee
		Each additional \$1,000	Each add'l 1,000	\$8	\$8	User Fee
		\$100,000-\$499,999.99	First \$100,000	\$1,957	\$2,026	User Fee
		Each additional \$1,000	Each add'l 1,000	\$6	\$7	User Fee
		\$500,000-\$999,999.99	First \$500,000	\$4,548	\$4,707	User Fee
		Each additional \$1,000	Each add'l 1,000	\$6	\$7	User Fee
		\$1,000,000 and Up	First \$1,000,000	\$7,787	\$8,060	User Fee
		Each additional \$1,000	Each add'l 1,000	\$3	\$3	User Fee
		Commercial and Multi-Family Construction Plan Review Fee	65% of Permit Fee	\$1	\$1	User Fee
	5	Drainage Review				
		Commercial	Actual Cost Plus 10%	\$0	\$0	User Fee
		<u>Residential</u>				
	6	Initial and As-Built Plus 1 Resub Each	Flat	\$313	\$324	User Fee
		Additional Submittals	Flat	\$106	\$109	User Fee
		Certificate of Occupancy				
		Commercial	Flat	\$304	\$315	User Fee
		Residential	Flat	\$173	\$179	User Fee
		Temporary	Same as regular	\$0	\$0	User Fee

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
	7	Residential, Non Multi-Family, Construction				
		120 square feet or less	Flat	\$107	\$111	User Fee
		121 to 500 square feet	First 120 sq ft	\$107	\$111	User Fee
		Each additional 100 square feet	Each add'l 100 sq ft	\$14	\$15	User Fee
		501 to 1,000 square feet	First 500 sq ft	\$161	\$167	User Fee
		Each additional 100 square feet	Each add'l 100 sq ft	\$21	\$22	User Fee
		1,001 to 2,000 square feet	First 1,000 sq ft	\$266	\$275	User Fee
		Each additional 100 square feet	Each add'l 100 sq ft	\$52	\$54	User Fee
		2,001 to 3,000 square feet	First 2,000 sq ft	\$1,535	\$1,588	User Fee
		Each additional 100 square feet	Each add'l 100 sq ft	\$46	\$48	User Fee
		3,001 to 4,000 square feet	First 3,000 sq ft	\$1,994	\$2,064	User Fee
		Each additional 100 square feet	Each add'l 100 sq ft	\$61	\$63	User Fee
		4,001 to 5,000 square feet	First 4,000 sq ft	\$2,607	\$2,698	User Fee
		Each additional 100 square feet	Each add'l 100 sq ft	\$49	\$51	User Fee
		5,001 square feet and above	First 5,000 sq ft	\$3,097	\$3,205	User Fee
		Each additional 100 square feet	Each add'l 100 sq ft	\$25	\$25	User Fee
		Residential Plan Review Fee	50% of Permit Fee	\$1	\$1	User Fee
	8	Fire Marshal Review				
		<u>Plan Review</u>				
		Residential	Flat	\$96	\$99	User Fee
		Commercial	Flat	\$192	\$199	User Fee
		Reinspection	Flat	\$96	\$99	User Fee
		<u>After Hours Inspection</u>				
		Weekdays	Per hour	\$106	\$110	User Fee
		Weekends	Per hour	\$127	\$132	User Fee

City of Bellaire

Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
	9	Other/General Permits				
		Fence(New/Repair)	Flat	\$82	\$85	User Fee
		Driveway / Flatwork	Flat	\$174	\$180	User Fee
		Residential Re-Roof (Non-Structural)	Flat	\$53	\$55	User Fee
		Curb Repair	Per linear foot of repair	\$111	\$115	User Fee
		Substandard Housing Fee for Placing Lien	Flat	\$3,717	\$3,847	User Fee
		House Moving	Flat	\$585	\$606	User Fee
		Consultant Review (Legal, Engineering, Arborist etc.)	Actual Cost Plus 10%	\$0	\$0	User Fee
		Addressing Fee	Flat	\$109	\$113	User Fee
		<u>Signs</u>				
		Application Fee	Flat	\$35	\$37	User Fee
		Permit Fee	Per sq ft of sign face	\$11	\$11	User Fee
		Minimum Fee	Flat	\$27	\$28	User Fee
		Site Inspection Fee	Flat	\$115	\$119	User Fee
		Electronic Message Display	Flat	\$197	\$203	User Fee
		Banner Permt	Per sign face	\$55	\$57	User Fee
		<u>Demolition</u>				
		Commercial	First story	\$219	\$227	User Fee
		Per Additional Story	Per add'l story	\$58	\$60	User Fee
		Residential	Flat	\$219	\$227	User Fee
		Desirable Tree Removal/Each	Flat	\$55	\$57	User Fee
		Garage Sales	Flat	\$61	\$15	User Fee
		Estate Sales	Flat	\$61	\$63	User Fee
		Special Events	Flat	\$251	\$260	User Fee

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
	10	Board/Commission Related Fees				
		<u>Plats and Replats (Includes up to two lots)</u>	Flat	\$468	\$484	User Fee
		Plus per Lot Over Two Lots	Per lot	\$55	\$57	User Fee
		Requires Commission Approval	Flat	\$132	\$137	User Fee
		<u>Minor Replat (no streets & less than 4 lots)</u>	Flat	\$304	\$314	User Fee
		Plus per Lot	Per lot	\$55	\$57	User Fee
		Requires Commission Approval	Flat	\$132	\$137	User Fee
		<u>Amending Plats</u>	Flat	\$468	\$484	User Fee
		Requires Commission Approval	Flat	\$132	\$137	User Fee
		<u>Vacating Plats</u>	Flat	\$468	\$484	User Fee
		Requires Commission Approval	Flat	\$132	\$137	User Fee
		Request to Rezone	Flat	\$8,208	\$8,495	User Fee
		Zoning Text Amendment (each)	Flat	\$8,208	\$8,495	User Fee
		Zoning Verification Letter	Flat	\$55	\$57	User Fee
		Specific Use Permit	Flat	\$8,208	\$8,495	User Fee
		Planned Development	Flat	\$8,208	\$8,495	User Fee
		PD - Residential Amend minor (less than 4 lots)	Flat	\$795	\$823	User Fee
		ZBOA Action Request (each)	Flat	\$622	\$643	User Fee
		B&SC Action Request (each)	Flat	\$622	\$643	User Fee
		Board/Commission/Council item rescheduling	Flat	\$302	\$313	User Fee
		Legal Notice Required (per notice, Boards and Council)	Flat	\$119	\$123	User Fee
		Cost of mailing public hearing notices (per notice, Boards and Council)	Actual Costs	\$0	\$0	User Fee
		Plat Recordation	Actual Costs	\$0	\$0	User Fee

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
	11	Plumbing Fees				
		Residential Sewer Tap	Flat	\$1,407	\$1,456	User Fee
		Residential Water Tap	Flat	\$1,364	\$1,412	User Fee
		Plumbing Issuing Fee	Flat	\$35	\$37	User Fee
		Fixtures Or Traps-Each	Flat	\$10	\$10	User Fee
		Connect To Existing Sewer and/or City Sewer	Flat	\$29	\$29	User Fee
		Sewer Replacement	Flat	\$29	\$30	User Fee
		New Sewer Line	Flat	\$29	\$30	User Fee
		Partial Sewer Replacement	Flat	\$29	\$30	User Fee
		Disconnect And Plug Sewer	Flat	\$48	\$50	User Fee
		Hose Bibb W/Vacuum Breaker	Flat	\$10	\$10	User Fee
		Water Service Line-New	Flat	\$19	\$20	User Fee
		Water Line Replacement	Flat	\$19	\$20	User Fee
		Water Heater And/or Vent	Flat	\$29	\$29	User Fee
		T&P Valve Only	Flat	\$19	\$20	User Fee
		Water Treatment Equip.-New	Flat	\$29	\$30	User Fee
		Replacement	Flat	\$29	\$30	User Fee
		Grease Trap	Flat	\$58	\$60	User Fee
		Foundation Watering System	Flat	\$10	\$10	User Fee
		Lawn Sprinkler System	Flat	\$58	\$60	User Fee
		Gas Piping System (1-5 Outlets)	First 5 outlets	\$19	\$20	User Fee
		Additional Outlets	Each add'l	\$6	\$6	User Fee
		Gas Piping Re-Inspection	Flat	\$29	\$29	User Fee
		Temporary Gas Connection	Flat	\$29	\$29	User Fee
		GTO	Flat	\$29	\$30	User Fee
		Gas Meter Relocation	Flat	\$29	\$29	User Fee
		Swimming Pool H2O Line	Flat	\$19	\$20	User Fee
		Yard Lights	Flat	\$19	\$20	User Fee
		Bar-B-Q Grills	Flat	\$19	\$20	User Fee
		<u>Fire System Related</u>				
		<u>Fire Protection Sprinkler System (per floor)</u>				
		Residential	Per floor	\$288	\$298	User Fee
		Commercial	Per floor	\$383	\$396	User Fee
		<u>Standpipe System</u>				
		1-25 Hose Connections	Flat	\$144	\$149	User Fee
		Each Additional Connection	Each add'l	\$6	\$6	User Fee
		Hydro Test	Flat	\$58	\$60	User Fee

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
		<u>Drainage Related</u>				
		Runoff To Storm Water Drainage System	Flat	\$58	\$60	User Fee
		Connect Down Spouts - Each	Flat	\$19	\$20	User Fee
		Catch Basins - Each	Flat	\$29	\$30	User Fee
		Connect to City Storm Drain System	Flat	\$5	\$5	User Fee
		Gutter Installation	Flat	\$29	\$30	User Fee
		Minimum Fee	Flat	\$48	\$50	User Fee
		Re-Inspection Fee	Flat	\$58	\$60	User Fee
		Other	Flat	\$39	\$40	User Fee
	12	Electrical Fees				
		Electrical Issuing Fee	Flat	\$35	\$37	User Fee
		Temporary Sawpole	Flat	\$58	\$60	User Fee
		Reconnect	Flat	\$58	\$60	User Fee
		Other	Flat	\$58	\$60	User Fee
		Electric Dryer	Flat	\$10	\$10	User Fee
		Range Outlet	Flat	\$10	\$10	User Fee
		Range Table Top	Flat	\$10	\$10	User Fee
		Range Oven	Flat	\$10	\$10	User Fee
		Garbage Disposal	Flat	\$10	\$10	User Fee
		Dishwasher	Flat	\$10	\$10	User Fee
		Window A/C Receptacle	Flat	\$10	\$10	User Fee
		Microwave	Flat	\$10	\$10	User Fee
		<u>Electric Water Heater</u>				
		>1500 watts	Flat	\$10	\$10	User Fee
		<1500 watts	Flat	\$19	\$20	User Fee
		KW: 0-5 Per KW	Per KW	\$4	\$4	User Fee
		Over 5 KW Add Per KW	Per KW	\$2	\$2	User Fee
		Sign: Per Ballast	Flat	\$10	\$10	User Fee
		Sign: Per Transformer	Flat	\$10	\$10	User Fee
		Motion Picture Machines	Flat	\$19	\$20	User Fee
		Commercial Sound Equipment	Flat	\$4	\$4	User Fee
		X-Ray Machine	Flat	\$10	\$10	User Fee
		Minimum Permit Fee	Flat	\$48	\$50	User Fee
		Re-Inspection Fee	Flat	\$58	\$60	User Fee
		Other	Flat	\$39	\$40	User Fee

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
	13	HVAC Fees				
		HVAC Issuing Fee	Flat	\$35	\$37	User Fee
		Heating (per 100 kBTU or part thereof)	Per 100 kBTU	\$29	\$30	User Fee
		Air Conditioning per unit	Flat	\$29	\$30	User Fee
		Air Conditioning (per ton or part thereof)	Per ton	\$10	\$10	User Fee
		Cooling Tower per unit	Flat	\$29	\$30	User Fee
		Cooling Tower (per ton or part thereof)	Per ton	\$10	\$10	User Fee
		Change Out Heating and/or Cooling (Large Commercial)	Flat	\$58	\$60	User Fee
		Change Out Cooling Tower	Flat	\$116	\$120	User Fee
		Ventilating System (2,000 CFM & Higher)	Flat	\$48	\$50	User Fee
		Minimum Fee	Flat	\$48	\$50	User Fee
		Re-Inspection Fee	Flat	\$58	\$60	User Fee
		Other	Flat	\$39	\$40	User Fee
FIRE						
	1	EMS				
		ALS - Emergency	Flat	\$1,601	\$1,657	User Fee
		ALS - Non-Emergency	Flat	\$1,601	\$1,657	User Fee
		ALS 2	Flat	\$1,712	\$1,772	User Fee
		BLS - Emergency	Flat	\$1,411	\$1,460	User Fee
		BLS - Non-Emergency	Flat	\$1,411	\$1,460	User Fee
		SCT	Flat	\$1,712	\$1,772	User Fee
		ALS Disp	Flat	\$361	\$374	User Fee
		BLS Disp	Flat	\$250	\$259	User Fee
		O2	Flat	\$125	\$129	User Fee
		Mileage	Per mile	\$23	\$24	User Fee
		Treatment / No-Transport	Flat	\$175	\$181	User Fee
	2	False Alarm Fee	Each	\$169	\$175	User Fee

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
	3	Mitigation Rates				
		<u>Motor Vehicle Incidents</u>				
		Level 1	Each	\$506	\$524	FEMA Rates Adjusted by Vendor
		Level 2	Each	\$576	\$596	FEMA Rates Adjusted by Vendor
		Level 3 - Car Fire	Each	\$704	\$729	FEMA Rates Adjusted by Vendor
		<u>Add-On Services</u>				
		Extrication	Each	\$1,520	\$1,573	FEMA Rates Adjusted by Vendor
		Creating a Landing Zone	Each	\$465	\$481	FEMA Rates Adjusted by Vendor
		Itemized Response	Actual Costs	\$0	\$0	FEMA Rates Adjusted by Vendor
		<u>Additional Time On-Scene</u>				
		Engine	Per hour	\$466	\$482	FEMA Rates Adjusted by Vendor
		Truck	Per hour	\$582	\$602	FEMA Rates Adjusted by Vendor
		Miscellaneous Equipment	Each	\$341	\$353	FEMA Rates Adjusted by Vendor
		<u>Hazmat</u>				
		Level 1 - Basic Response	Each	\$816	\$845	FEMA Rates Adjusted by Vendor
		Level 2 - Intermediate Resposne	Each	\$2,913	\$3,015	FEMA Rates Adjusted by Vendor
		Level 3 - Advanced Response	Each	\$6,875	\$7,116	FEMA Rates Adjusted by Vendor
		Each additional hour over 3 hours	Per hour	\$336	\$348	FEMA Rates Adjusted by Vendor
		Fire Investigation Team	Per hour	\$321	\$332	FEMA Rates Adjusted by Vendor
		<u>Fire Assignment</u>				
		Per engine	Per hour	\$466	\$482	FEMA Rates Adjusted by Vendor
		Per truck	Per hour	N/A	N/A	FEMA Rates Adjusted by Vendor
		<u>Illegal Fire Assignment</u>				
		Per engine	Per hour	\$466	\$482	FEMA Rates Adjusted by Vendor
		Per truck	Per hour	N/A	N/A	FEMA Rates Adjusted by Vendor
		<u>Water Incidents</u>				
		Level 1 - Basic Response	Each	\$466	\$482	FEMA Rates Adjusted by Vendor
		Per rescue person	Per hour	\$58	\$60	FEMA Rates Adjusted by Vendor
		Level 2 - Intermediate Resposne	Each	\$932	\$965	FEMA Rates Adjusted by Vendor
		Per rescue person	Per hour	\$58	\$60	FEMA Rates Adjusted by Vendor
		Level 3 - Advanced Response	Each	\$2,334	\$2,416	FEMA Rates Adjusted by Vendor
		Per rescue person	Per hour	\$58	\$60	FEMA Rates Adjusted by Vendor
		Per Hazmat team member	Per hour	\$117	\$121	FEMA Rates Adjusted by Vendor
		Level 4 - Itemized Response	Actual Costs	\$0	\$0	FEMA Rates Adjusted by Vendor
		Back County or Special Rescue - Itemized Response	Actual Costs	\$466	\$482	FEMA Rates Adjusted by Vendor
		Chief Response	Per hour	\$290	\$300	FEMA Rates Adjusted by Vendor

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
	4	Gas Leaks				
		<u>Level 1 - Natural Gas Leak Outside Without Fire</u>				
		Per engine	Per hour	\$466	\$482	FEMA Rates Adjusted by Vendor
		Per truck	Per hour	N/A	N/A	FEMA Rates Adjusted by Vendor
		<u>Level 2 - Natural Gas Leak Outside With Fire</u>				
		Per engine	Per hour	\$748	\$774	FEMA Rates Adjusted by Vendor
		Per rescue person	Per hour	N/A	N/A	FEMA Rates Adjusted by Vendor
		<u>Level 3 - Natural Gas Leak Inside Structure</u>				
		Per engine	Per hour	\$932	\$965	FEMA Rates Adjusted by Vendor
		Per rescue person	Per hour	N/A	N/A	FEMA Rates Adjusted by Vendor
PARKS, RECREATION, AND FACILITIES						
	1	Aquatics				
		Daily Admission Fees - Bellaire Town Square Family Aquatic Center				
		<u>Resident, Non-Peak (Oct.-April)</u>				
		Ages 0-2	Per day	\$0	\$0	Market Rate
		Ages 3-59	Per day	\$5	\$5	Market Rate
		Ages 60 & up	Per day	\$4	\$4	Market Rate
		<u>Non-Resident, Non-Peak (Oct.-April)</u>				
		Ages 0-2	Per day	\$0	\$0	Market Rate
		Ages 3-59	Per day	\$10	\$10	Market Rate
		Ages 60 & up	Per day	\$8	\$8	Market Rate
		<u>Resident, Peak (May-Sept.)</u>				
		Ages 0-2	Per day	\$0	\$0	Market Rate
		Ages 3-59	Per day	\$8	\$8	Market Rate
		Ages 60 & up	Per day	\$7	\$7	Market Rate
		<u>Non-Resident, Peak (May-Sept.)</u>				
		Ages 0-2	Per day	\$0	\$0	Market Rate
		Ages 3-59	Per day	\$16	\$16	Market Rate
		Ages 60 & up	Per day	\$14	\$14	Market Rate
	2	Daily Admission Fees - Evergreen/Elaine Wood Therapy Pool				
		<u>Resident</u>				
Ages 0-2		Per day	\$0	\$0	Market Rate	
Ages 3-59		Per day	\$5	\$5	Market Rate	
Ages 60 & up		Per day	\$4	\$4	Market Rate	
<u>Non-Resident</u>						
Ages 0-2		Per day	\$0	\$0	Market Rate	
Ages 3-59		Per day	\$10	\$10	Market Rate	
Ages 60 & up	Per day	\$8	\$8	Market Rate		

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
	3	Annual Aquatics Membership				
		<u>Resident</u>				
		Individual	Annually	\$240	\$250	Market Rate
		Couple	Annually	\$400	\$415	Market Rate
		Family (6 members per membership)	Annually	\$360	\$375	Market Rate
		Senior Individual (60+)	Annually	\$150	\$155	Market Rate
		Senior Couple (both individuals must be 60+)	Annually	\$225	\$235	Market Rate
		Senior Family (6 members per membership)	Annually	\$305	\$315	Market Rate
		Additions to family membership	Annually	\$60	\$60	Market Rate
		<u>Non-Resident</u>				
		Individual	Annually	\$400	\$415	Market Rate
		Couple	Annually	\$800	\$830	Market Rate
		Family (6 members per membership)	Annually	\$765	\$790	Market Rate
		Senior Individual (60+)	Annually	\$335	\$350	Market Rate
		Senior Couple (both individuals must be 60+)	Annually	\$590	\$610	Market Rate
		Senior Family (6 members per membership)	Annually	\$640	\$660	Market Rate
		Additions to family membership	Annually	\$120	\$125	Market Rate
	4	Pool Rentals				
		<u>Resident</u>				
		BTSFAC Private 2 hours	Per 2 hours	\$800	\$800	Market Rate
		BTSFAC Table Rental - 4 tables 2 hours (\$50.00/each additional hour per table)	First 2 hours	\$100	\$105	Market Rate
		<u>Evergreen Private 2 hours</u>				
		1-50 People	Per 2 hours	\$200	\$200	Market Rate
		51-75 People	Per 2 hours	\$250	\$250	Market Rate
		76-100 People	Per 2 hours	\$300	\$300	Market Rate
		Over 100 People	Per 2 hours	\$350	\$350	Market Rate
		<u>Evergreen Table Rental 2 Hours (\$20.00/each additional hour per table)</u>				
		2 Tables	Per 2 hours	\$40	\$40	Market Rate
		4 Tables	Per 2 hours	\$80	\$80	Market Rate
		6 Tables	Per 2 hours	\$120	\$120	Market Rate
		<u>Non-Resident</u>				
		BTSFAC Private 2 hours	Per 2 hours	\$1,200	\$1,200	Market Rate
		BTSFAC Table Rental - 4 tables 2 hours (\$50.00/each additional hour per table)	First 2 hours	\$200	\$200	Market Rate
		<u>Evergreen Private 2 hours</u>				
		1-50 People	Per 2 hours	\$200	\$200	Market Rate
		51-75 People	Per 2 hours	\$250	\$250	Market Rate
		76-100 People	Per 2 hours	\$300	\$300	Market Rate
		Over 100 People	Per 2 hours	\$350	\$350	Market Rate

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
		Evergreen Table Rental 2 Hours (\$20.00/each additional hour per table)				
		2 Tables	Per 2 hours	\$40	\$40	Market Rate
		4 Tables	Per 2 hours	\$80	\$80	Market Rate
		6 Tables	Per 2 hours	\$120	\$120	Market Rate
		<u>Bellaire, Non-Profit Group</u>				
		BTSFAC Private 2 hours	Per 2 hours	\$400	\$415	Market Rate
		<u>Evergreen Private 2 hours</u>				
		1-50 People	Per 2 hours	\$100	\$105	Market Rate
		51-75 People	Per 2 hours	\$125	\$130	Market Rate
		76-100 People	Per 2 hours	\$150	\$150	Market Rate
		Over 100 People	Per 2 hours	\$175	\$180	Market Rate
		<u>Non-Bellaire, Non-Profit</u>				
		BTSFAC Private 2 hours	Per 2 hours	\$600	\$620	Market Rate
		<u>Evergreen Private 2 hours</u>				
		1-50 People	Per 2 hours	\$100	\$105	Market Rate
		51-75 People	Per 2 hours	\$125	\$130	Market Rate
		76-100 People	Per 2 hours	\$150	\$160	Market Rate
		Over 100 People	Per 2 hours	\$175	\$180	Market Rate
	5	Other Pool Fees				
		<u>Resident</u>				
		Swim Lessons Per Session	Per session	\$85	\$90	Market Rate
		Swim Team Per Season	Per session	\$175	\$180	Market Rate
		<u>Non-Resident</u>				
		Swim Lessons Per Session	Per session	\$95	\$100	Market Rate
		Swim Team Per Season	Per session	\$190	\$200	Market Rate
	Recreation Center					
	6	Annual Recreation Center Membership				
		<u>Resident</u>				
		Individual	Annually	\$30	\$30	Market Rate
		Couple	Annually	\$40	\$40	Market Rate
		Family (max 5 per family)	Annually	\$75	\$75	Market Rate
		Senior Discount (60+)	Annually	\$15	\$15	Market Rate
		<u>Non-Resident</u>				
		Individual	Annually	\$50	\$50	Market Rate
		Couple	Annually	\$60	\$60	Market Rate
		Family (max 5 per family)	Annually	\$95	\$95	Market Rate
		Senior Discount (60+)	Annually	\$30	\$30	Market Rate

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
	7	Recreation Center Visitor Day Pass				
		<u>Resident</u> Recreation Center Visitor Day Pass	Per day	\$10	\$10	Market Rate
		<u>Non-Resident</u> Recreation Center Visitor Day Pass	Per day	\$10	\$10	Market Rate
	8	Camp Paseo				
		<u>Resident</u> Camp Paseo Per Weekly Session	Per week	\$150	\$155	Market Rate
		Camp Paseo Per Weekly Session with Field Trip	Per week	\$165	\$170	Market Rate
		Camp Paseo Before Camp	Per day	\$10	\$10	Market Rate
		Camp Paseo After Camp	Per day	\$20	\$20	Market Rate
		<u>Non-Resident</u> Camp Paseo Per Weekly Session	Per week	\$190	\$200	Market Rate
		Camp Paseo Per Weekly Session with Field Trip	Per week	\$215	\$225	Market Rate
		Camp Paseo Before Camp	Per day	\$15	\$15	Market Rate
		Camp Paseo After Camp	Per day	\$30	\$30	Market Rate
	9	Winter Camp				
		<u>Resident Full Session</u> Winter Camp (6 days of camp)	Flat	\$180	\$185	Market Rate
		Winter Camp Before Camp	Per day	\$10	\$10	Market Rate
		Winter Camp After Camp	Per day	\$20	\$20	Market Rate
		<u>Non-Resident Full Session</u> Winter Camp (6 days of camp)	Flat	\$228	\$235	Market Rate
		Winter Camp Before Camp	Per day	\$15	\$15	Market Rate
		Winter Camp After Camp	Per day	\$30	\$30	Market Rate
		<u>Resident Per Day</u> Winter Camp	Per day	\$30	\$30	Market Rate
		Winter Camp Before Camp	Per day	\$2	\$2	Market Rate
		Winter Camp After Camp	Per day	\$5	\$5	Market Rate
		<u>Non-Resident Per Day</u> Winter Camp	Per day	\$40	\$40	Market Rate
		Winter Camp Before Camp	Per day	\$5	\$5	Market Rate
		Winter Camp After Camp	Per day	\$12	\$12	Market Rate

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
	10	Youth Sports				
		<u>Resident</u>				
		Youth Soccer	Flat	\$105	\$105	Market Rate
		Youth Basketball	Flat	\$105	\$105	Market Rate
		<u>Non-Resident</u>				
		Youth Soccer	Flat	\$130	\$130	Market Rate
		Youth Basketball	Flat	\$130	\$130	Market Rate
	Facility and Park Rentals					
	11	Facility Rentals Per Hour				
		<u>Resident</u>				
		Civic Center Hall Auditorium	Per hour	\$140	\$140	Market Rate
		Civic Center Meeting Room	Per hour	\$65	\$65	Market Rate
		Civic Center Meeting Room w/Kitchen	Per hour	\$95	\$95	Market Rate
		Civic Center, Both Meeting Rooms and Kitchen	Per hour	\$215	\$215	Market Rate
		CenterPoint Energy Community Center	Per hour	\$100	\$100	Market Rate
		Rec Center Gymnasium	Per hour	\$175	\$180	Market Rate
		Rec Center Dance Room	Per hour	\$35	\$35	Market Rate
		Rec Center Meeting Room	Per hour	\$35	\$35	Market Rate
		Rec Center Craft Room	Per hour	\$35	\$35	Market Rate
		Rec Center Youth Room	Per hour	\$35	\$35	Market Rate
		<u>Non-Resident</u>				
		Civic Center Hall Auditorium	Per hour	\$280	\$280	Market Rate
		Civic Center Meeting Room	Per hour	\$85	\$85	Market Rate
		Civic Center Meeting Room w/Kitchen	Per hour	\$115	\$115	Market Rate
		Civic Center Both Meeting Rooms and Kitchen	Per hour	\$375	\$375	Market Rate
		CenterPoint Energy Community Center	Per hour	\$200	\$200	Market Rate
		Rec Center Gymnasium	Per hour	\$250	\$250	Market Rate
		Rec Center Dance Room	Per hour	\$70	\$70	Market Rate
		Rec Center Meeting Room	Per hour	\$70	\$70	Market Rate
		Rec Center Craft Room	Per hour	\$70	\$70	Market Rate
		Rec Center Youth Room	Per hour	\$70	\$70	Market Rate

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
		<u>Bellaire, Non-Profit Group</u>				
		Civic Center Hall Auditorium	Per hour	\$105	\$105	Market Rate
		Civic Center Meeting Room	Per hour	\$50	\$50	Market Rate
		Civic Center Meeting Room w/Kitchen	Per hour	\$85	\$85	Market Rate
		Civic Center Both Meeting Rooms and Kitchen	Per hour	\$160	\$160	Market Rate
		CenterPoint Energy Community Center	Per hour	\$60	\$60	Market Rate
		Rec Center Gymnasium	Per hour	\$100	\$100	Market Rate
		Rec Center Dance Room	Per hour	\$15	\$15	Market Rate
		Rec Center Meeting Room	Per hour	\$25	\$25	Market Rate
		Rec Center Craft Room	Per hour	\$25	\$25	Market Rate
		Rec Center Youth Room	Per hour	\$25	\$25	Market Rate
		<u>Non-Bellaire, Non-Profit Group</u>				
		Civic Center Hall Auditorium	Per hour	\$140	\$140	Market Rate
		Civic Center Meeting Room	Per hour	\$65	\$65	Market Rate
		Civic Center Meeting Room w/Kitchen	Per hour	\$95	\$95	Market Rate
		Civic Center Both Meeting Rooms and Kitchen	Per hour	\$210	\$210	Market Rate
		CenterPoint Energy Community Center	Per hour	\$100	\$100	Market Rate
		Rec Center Gymnasium	Per hour	\$250	\$250	Market Rate
		Rec Center Dance Room	Per hour	\$65	\$65	Market Rate
		Rec Center Meeting Room	Per hour	\$65	\$65	Market Rate
		Rec Center Craft Room	Per hour	\$65	\$65	Market Rate
		Rec Center Youth Room	Per hour	\$65	\$65	Market Rate
		<u>Security Deposit Resident and Bellaire Non-Profit</u>				
		Civic Center Hall Auditorium	Security Deposit	\$500	\$520	Market Rate
		Civic Center Meeting Room	Security Deposit	\$500	\$520	Market Rate
		Civic Center Meeting Room w/Kitchen	Security Deposit	\$500	\$520	Market Rate
		Civic Center Both Meeting Rooms and Kitchen	Security Deposit	\$500	\$520	Market Rate
		CenterPoint Energy Community Center	Security Deposit	\$500	\$520	Market Rate
		Rec Center Gymnasium	Security Deposit	\$100	\$105	Market Rate
		Rec Center Dance Room	Security Deposit	\$100	\$105	Market Rate
		Rec Center Meeting Room	Security Deposit	\$100	\$105	Market Rate
		Rec Center Craft Room	Security Deposit	\$100	\$105	Market Rate
		Rec Center Youth Room	Security Deposit	\$100	\$105	Market Rate

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
		Security Deposit Non-Resident and Non-Bellaire Non-Profit				
		Civic Center Hall Auditorium	Security Deposit	\$750	\$775	Market Rate
		Civic Center Meeting Room	Security Deposit	\$750	\$775	Market Rate
		Civic Center Meeting Room w/Kitchen	Security Deposit	\$750	\$775	Market Rate
		Civic Center Both Meeting Rooms and Kitchen	Security Deposit	\$750	\$775	Market Rate
		CenterPoint Energy Community Center	Security Deposit	\$750	\$775	Market Rate
		Rec Center Gymnasium	Security Deposit	\$200	\$210	Market Rate
		Rec Center Dance Room	Security Deposit	\$200	\$210	Market Rate
		Rec Center Meeting Room	Security Deposit	\$200	\$210	Market Rate
		Rec Center Craft Room	Security Deposit	\$200	\$210	Market Rate
		Rec Center Youth Room	Security Deposit	\$200	\$210	Market Rate
	12	Park Facility Rentals				
		<i>With the exception of athletic field lighting, rentals of park facilities are not required for use. However, rentals guarantee exclusive use of a facility during the rental period.</i>				
		<u>Resident</u>				
		Event Lawn/Pavilion Per 12 Hrs. Day	Per hour	\$500	\$520	Market Rate
		Event Lawn Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$50	\$50	Market Rate
		Pavilion Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$25	\$25	Market Rate
		Gazebo Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$25	\$25	Market Rate
		Bellaire Picnic Table Per 2 Hour Block	Per hour	\$10	\$10	Market Rate
		Loftin Park Picnic Table Per 2 Hour Block	Per hour	\$10	\$10	Market Rate
		Outside Lights and Electrical Power Per Hour With Rental	Per hour	\$25	\$25	Market Rate
		Athletic Field Per Hour	Per hour	\$25	\$25	Market Rate
		Athletic Field With Lights Per Hour	Per hour	\$35	\$35	Market Rate
		Tennis Court Per Hour	Per hour	\$5	\$5	Market Rate
		<u>Non-Resident</u>				
		Event Lawn/Pavilion Per 12 Hrs. Day	Per hour	\$1,000	\$1,000	Market Rate
		Event Lawn Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$100	\$100	Market Rate
		Pavilion Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$100	\$100	Market Rate
		Gazebo Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$100	\$100	Market Rate
		Bellaire Picnic Table Per 2 Hour Block	Per hour	\$40	\$40	Market Rate
		Loftin Park Picnic Table Per 2 Hour Block	Per hour	\$40	\$40	Market Rate
		Outside Lights and Electrical Power Per Hour With Rental	Per hour	\$50	\$50	Market Rate
		Athletic Field Per Hour	Per hour	\$50	\$50	Market Rate
		Athletic Field With Lights Per Hour	Per hour	\$70	\$70	Market Rate
		Tennis Court Per Hour	Per hour	\$10	\$10	Market Rate

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
		<u>Bellaire, Non-Profit Group</u>				
		Event Lawn/Pavilion Per 12 Hrs. Day	Per hour	\$250	\$260	Market Rate
		Event Lawn Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$25	\$25	Market Rate
		Pavilion Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$25	\$25	Market Rate
		Gazebo Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$25	\$25	Market Rate
		Bellaire Picnic Table Per 2 Hour Block	Per hour	\$10	\$10	Market Rate
		Loftin Park Picnic Table Per 2 Hour Block	Per hour	\$10	\$10	Market Rate
		Outside Lights and Electrical Power Per Hour With Rental	Per hour	\$20	\$20	Market Rate
		<u>Non-Bellaire, Non-Profit Group</u>				
		Event Lawn/Pavilion Per 12 Hrs. Day	Per hour	\$500	\$520	Market Rate
		Event Lawn Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$50	\$50	Market Rate
		Pavilion Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$50	\$50	Market Rate
		Gazebo Min 2 Hour Block (\$25 Addtl Hrs.)	Per hour	\$50	\$50	Market Rate
		Bellaire Picnic Table Per 2 Hour Block	Per hour	\$20	\$20	Market Rate
		Loftin Park Picnic Table Per 2 Hour Block	Per hour	\$20	\$20	Market Rate
		Outside Lights and Electrical Power Per Hour With Rental	Per hour	\$25	\$25	Market Rate
		<u>Security Deposit Resident and Bellaire Non-Profit</u>				
		Event Lawn/Pavilion Per 12 Hrs. Day	Security Deposit	\$500	\$520	Market Rate
		Event Lawn Min 2 Hour Block (\$25 Addtl Hrs.)	Security Deposit	\$500	\$520	Market Rate
		Pavilion Min 2 Hour Block (\$25 Addtl Hrs.)	Security Deposit	\$500	\$520	Market Rate
		Gazebo Min 2 Hour Block (\$25 Addtl Hrs.)	Security Deposit	\$500	\$520	Market Rate
		Bellaire Picnic Table Per 2 Hour Block	Security Deposit	\$50	\$55	Market Rate
		Loftin Park Picnic Table Per 2 Hour Block	Security Deposit	\$50	\$55	Market Rate
		Outside Lights and Electrical Power Per Hour With Rental	Security Deposit	\$20	\$25	Market Rate
		Athletic Field Per Hour	Security Deposit	\$50	\$55	Market Rate
		Athletic Field With Lights Per Hour	Security Deposit	\$50	\$55	Market Rate
		<u>Security Deposit Non-Resident and Non-Bellaire Non-Profit</u>				
		Event Lawn/Pavilion Per 12 Hrs. Day	Security Deposit	\$500	\$520	Market Rate
		Event Lawn Min 2 Hour Block (\$25 Addtl Hrs.)	Security Deposit	\$500	\$520	Market Rate
		Pavilion Min 2 Hour Block (\$25 Addtl Hrs.)	Security Deposit	\$500	\$520	Market Rate
		Gazebo Min 2 Hour Block (\$25 Addtl Hrs.)	Security Deposit	\$500	\$520	Market Rate
		Bellaire Picnic Table Per 2 Hour Block	Security Deposit	\$50	\$55	Market Rate
		Loftin Park Picnic Table Per 2 Hour Block	Security Deposit	\$50	\$55	Market Rate
		Outside Lights and Electrical Power Per Hour With Rental	Security Deposit	\$20	\$25	Market Rate
		Athletic Field Per Hour	Security Deposit	\$50	\$55	Market Rate
		Athletic Field With Lights Per Hour	Security Deposit	\$50	\$55	Market Rate

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
COURTS						
	1	Offense Description				
		Fail to Maintain Financial Responsibility**Second Offense	Each	\$475	\$475	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail to Maintain Financial Responsibility**Third Offense	Each	\$575	\$575	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		After Hours Consumption of Alcohol/Consumption in Park	Each	\$200	\$200	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		All Eligible Violations	Each	\$144	\$144	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		ALL MOVING VIOLATIONS WITH AN ACCIDENT	Each	\$295	\$295	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Assault - Class C	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Block Moving Lane of Traffic issued to Driver	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Cell Phone Use In School Zone	Each	\$260	\$260	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Contest of Speed/Racing/Exhib of Acceleration	Each	Class B	Class B	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Criminal Mischief Less than \$50.00	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Defective Brakes	Each	\$200	\$200	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Defective Lights (Other Than Brakes)	Each	\$200	\$200	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Defective Muffler	Each	\$200	\$200	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Defective Windshield Wipers	Each	\$200	\$200	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		DEFENSIVE DRIVING FOR SCHOOL VIOLATIONS	Each	\$169	\$169	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Destruction of City Property -(Ordinance)	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Discharge BB/Pellet Gun	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		DISORDERLY CONDUCT-Class C	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Dog Violations - ALL	Each	\$180	\$180	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Drive on Median of Esplanade	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Drive on Sidewalk/Cut across Private Property	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Drive Wrong Side Roadway/Wrong Way/One Way	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Drivers License Code Violation	Each	\$220	\$220	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Driving While Consuming Alcohol	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Driving While License Invalid	Each	\$410	\$410	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Excessive Smoke/Fumes	Each	\$200	\$200	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Expired Drivers License/Out of state license/over 30 days	Each	\$170	\$170	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail to Change Address on drivers license	Each	\$150	\$150	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail to Contain or Cover Load	Each	\$210	\$210	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail to Control Speed to avoid accident	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail to Drive in Single Marked Lane	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail to Identify to Police - CLASS C	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail to Maintain Financial Responsibility	Each	\$0	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail To Obey Police Officer	Each	\$345	\$345	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail to Obey Traffic Sign/Traffic Control Markings	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail to Signal Turn	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail To Stop And Give Information - Class C	Each	\$400	\$400	Set by Texas Code of Criminal Procedure Title 2 Chapter 1

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
		Fail to Yield Right of Way (Except Emergency Vehicles)	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail to Yield Right of Way to Emergency Vehicle	Each	\$265	\$265	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		FAILURE TO APPEAR	Each	\$250	\$250	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fireworks	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fail to Maintain Financial Responsibility First Offense	Each	\$320	\$320	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Illegal Exit Onto or From Freeway	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Illegal or Improper Passing	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Illegal or Unsafe Backing	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Illegal or Unsafe Lane Change	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Illegal Turns	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Impeding Traffic/Speed under Limit	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Improper Load	Each	\$180	\$180	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Improper Operation of Truck in no Thru Truck Zone	Each	\$190	\$190	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Junked Vehicle	Each	\$340	\$340	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Keys Left in Ignition/Parking Brake Not Set	Each	\$180	\$180	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Leave Unattended Child in Vehicle	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Littering	Each	\$210	\$210	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		MINOR in Possession/Minor consumption of Alcohol	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Mudflaps/None or Defective	Each	\$230	\$230	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		No Bellaire Wrecker Permit or Drivers License	Each	\$210	\$210	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		No Brake Lights	Each	\$200	\$200	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		No Commercial Vehicle Registration Papers	Each	\$180	\$180	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		No Drivers License/Altered Drivers License	Each	\$220	\$220	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		No Flag on Extended Load	Each	\$180	\$180	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		No Mirror Where Required	Each	\$200	\$200	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		No Protective Headgear-Motorcycle	Each	\$200	\$200	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		No Seat Belt- ADULT	Each	\$184	\$184	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		No Seat Belt- CHILD	Each	\$234	\$234	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		No State Wrecker Registration	Each	\$210	\$210	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Obstruct Drivers View/Improper # of Passengers	Each	\$180	\$180	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Operate Motorcycle w/out Headlamps	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Owner/Operator (Other than blocking lane or 72 hr limit)	Each	\$90	\$90	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Owner/Operator Blocking Moving Lane/Traffic	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Owner/Operator Violation of 72 Hr Limit	Each	\$90	\$90	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		P.I. - AUTO	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		P.I. - NON AUTO	Each	\$210	\$210	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Park Curfew Violation	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Park in Fire Zone	Each	\$130	\$130	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Park in Front of Fire Hydrant	Each	\$90	\$90	Set by Texas Code of Criminal Procedure Title 2 Chapter 1

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
		Park In Tow Away Zone	Each	\$90	\$90	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Passing a School Bus	Each	\$659	\$659	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Permit unlicensed driver/Juvenile to operate motor vehicle	Each	\$220	\$220	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Person under 12 Riding in Back of Truck	Each	\$245	\$245	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Plates/Illegal/Expired/Obscured/One Only	Each	\$160	\$160	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Possess Drug Paraphernalia	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Reckless Damage (P.C.28.04)	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Red Light Violations - ALL	Each	\$265	\$265	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Smoking in Park	Each	\$210	\$210	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Speeding - Up to 10 Miles Over Limit	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Plus \$5.00 per mile over the first 10 miles	Per mile	\$5	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Speeding in Construction Zone - (fine is doubled)	Each	\$336	\$336	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		SPEEDING IN SCHOOL ZONE-(\$5.00 PER MILE OVER FIRST 10)	Each	\$260	\$260	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Plus \$5.00 per mile over the first 10 miles	Per mile	\$5	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Speeding under posted speed limit	Each	\$235	\$235	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Stop Sign Violations	Each	\$265	\$265	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Television Receiver in View of Driver	Each	\$180	\$180	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Theft Less than \$100.00	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Theft of Services less than \$100.00	Each	\$310	\$310	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		VIOLATE PROMISE TO APPEAR	Each	\$300	\$300	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Wrong/Unclean/Fictitious	Each	\$180	\$180	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
	2	Court Fees				
		Administrative Fee	Each	\$20	\$20	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Administrative Fee (1)	Each	\$10	\$10	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Arrest Fee	Each	\$5	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Arrest Reimbursement Fee	Each	\$5	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Bond Forfeiture	Each	\$0	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Bond Forfeiture	Each	\$0	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		CCC 2020	Each	\$62	\$62	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Child Safety Fees 09/01/01	Each	\$25	\$25	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Comp to Victims of Crime Fund	Each	\$15	\$15	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Comp to Victims of Crime Fund	Each	\$5	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Compens to Victims Crime Fund	Each	\$35	\$35	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Comprehensive Rehab Fund	Each	\$5	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Consolidated Court Cost	Each	\$17	\$17	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Consolidated Court Costs	Each	\$40	\$40	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Correctional Mgmt 09/01/01	Each	\$0.50	\$1	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Crim Justice Planning Fund	Each	\$5	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Crim Justice Planning Fund	Each	\$3	\$3	Set by Texas Code of Criminal Procedure Title 2 Chapter 1

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
		Crim Justice Planning Fund	Each	\$5	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Child Safety Seat	Each	\$0.15	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Collection Agency Fee (30% of Total Due No Maximum)	Each	\$0	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Deferred Disposition	Each	\$0	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Deferred Fee (2)	Each	\$0	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Dismissal Fee	Each	\$10	\$10	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		DSC Admin Fee (1)	Each	\$10	\$10	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fine	Each	\$0	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Fugitive Apprehension	Each	\$5	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		General Revenue	Each	\$2.50	\$3	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Indigent Defense Fee	Each	\$2	\$2	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Jud CT&PERS Trng Fund	Each	\$1	\$1	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Jud CT&PERS Trng Fund	Each	\$2	\$2	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Judicial Fee - City	Each	\$0.60	\$1	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Judicial Fee - State	Each	\$3.40	\$3	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Judicial Fee - State	Each	\$5.40	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Jury Fee	Each	\$0	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Juv Crime & Delinquency 9/1/01	Each	\$0.50	\$1	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Juvenile Crime/Delinquency Act	Each	\$0.25	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Law Enf OFC Administration	Each	\$1	\$1	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Law Enf OFC Administration	Each	\$0.50	\$1	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Law Enforc Mngmt Institute	Each	\$0.50	\$1	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Law Enforce Continuing Educ	Each	\$2	\$2	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Law Enforce Continuing Educ	Each	\$0.5	\$1	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Local Municipal Jury Fund	Each	\$0.10	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Local Traffic Fine	Each	\$3	\$3	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Local Truancy Prev & Div Fund	Each	\$5	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Local Building Security Fund	Each	\$4.90	\$5	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Local Court Technology Fund	Each	\$4	\$4	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Moving Violations Fees City	Each	\$0.01	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Moving Violations Fees State	Each	\$0.09	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Municipal Court Building Secur	Each	\$3	\$3	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Municipal Court Technology	Each	\$4	\$4	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Officer Overtime Fee	Each	\$0	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Operators & Chauff License Fund	Each	\$75	\$75	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Parking Fine	Each	\$0	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Return Check Fee	Each	\$30	\$30	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		School Crossing Guard Program	Each	\$20	\$20	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Service Fee For Credit Card	Each	\$3	\$3	Set by Texas Code of Criminal Procedure Title 2 Chapter 1

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
		Special Exp Fee/Warrant	Each	\$25	\$25	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		State Juror Reimbursement Fee	Each	\$4	\$4	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		State Traffic Fee	Each	\$30	\$30	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		State Traffic Fee	Each	\$50	\$50	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Texas Seatbelt Fees 09/01/01	Each	\$0	\$0	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		TFC	Each	\$3	\$3	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Time Payment Plan - Local	Each	\$12.50	\$13	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Time Payment Plan - State	Each	\$12.50	\$13	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Traffic Law Fail to Appear (LO)	Each	\$6	\$6	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Traffic Law Fail to Appear (LO)	Each	\$4	\$4	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Traffic Law Fail to Appear (ST)	Each	\$20	\$20	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Truancy Prevention Fund	Each	\$2	\$2	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Time Payment Reimbursement Fee	Each	\$15	\$15	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Warrant Fee	Each	\$50	\$50	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
	3	Court Costs - Texas Municipal Courts Education Center				
		<u>Municipal Ordinance</u>				
		Parking	Each	\$14	\$14	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Pedestrian	Each	\$14	\$14	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Other city ordinances not categorized above	Each	\$76	\$76	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		<u>State Law</u>				
		<u>Transportation Code, Rules of the Road (Chapter 541-600)</u>				
		Parking and Pedestrian (in school crossing zone)	Each	\$92	\$92	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Parking and Pedestrian (outside school crossing zone)	Each	\$67	\$67	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Passing a School Bus	Each	\$154	\$154	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Other Rules of the Road offense in a school crossing zone	Each	\$154	\$154	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Other Rules of the Road offense outside a school crossing zone	Each	\$129	\$129	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		Parking and Pedestrian Offense (not under the Rules of the Road)	Each	\$14	\$14	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		<u>Education Code</u>				
		Parent Contributing to Nonattendance	Each	\$96	\$96	Set by Texas Code of Criminal Procedure Title 2 Chapter 1
		All other fine-only misdemeanors not mentioned above	Each	\$76	\$76	Set by Texas Code of Criminal Procedure Title 2 Chapter 1

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
UTILITIES						
	1	Water / Sewer Rates				
		<u>Monthly Base Charges - Based on Water Meter Size</u>				
		<u>5/8 & 3/4 - Inch</u>				
		Base Water Rate	Flat	\$8.64	\$9.08	Water Rates
		Base Sewer Rate	Flat	\$8.83	\$9.27	Water Rates
		<u>1 - Inch</u>				
		Base Water Rate	Flat	\$21.61	\$22.70	Water Rates
		Base Sewer Rate	Flat	\$8.83	\$9.27	Water Rates
		<u>1 1/2 - Inch</u>				
		Base Water Rate	Flat	\$43.26	\$45.43	Water Rates
		Base Sewer Rate	Flat	\$8.83	\$9.27	Water Rates
		<u>2 - Inch</u>				
		Base Water Rate	Flat	\$69.16	\$72.62	Water Rates
		Base Sewer Rate	Flat	\$8.83	\$9.27	Water Rates
		<u>2 1/2 - Inch</u>				
		Base Water Rate	Flat	\$103.75	\$108.93	Water Rates
		Base Sewer Rate	Flat	\$8.83	\$9.27	Water Rates
		<u>3 - Inch</u>				
		Base Water Rate	Flat	\$129.68	\$136.16	Water Rates
		Base Sewer Rate	Flat	\$8.83	\$9.27	Water Rates
		<u>4 - Inch</u>				
		Base Water Rate	Flat	\$216.13	\$226.93	Water Rates
		Base Sewer Rate	Flat	\$8.83	\$9.27	Water Rates
		<u>6 - Inch</u>				
		Base Water Rate	Flat	\$432.26	\$453.87	Water Rates
		Base Sewer Rate	Flat	\$8.83	\$9.27	Water Rates
		<u>8 - Inch</u>				
		Base Water Rate	Flat	\$691.61	\$726.19	Water Rates
		Base Sewer Rate	Flat	\$8.83	\$9.27	Water Rates

City of Bellaire
Fiscal Year 2023 Schedule of Fees and Charges

Department	#	Service Description	Unit	FY 2022 Adopted Fees	FY 2023 Proposed Fees	Rules and Regulations
		<u>Volumetric Rates - Per 1,000 Gallons (in addition to monthly base charges)</u>				
		<u>0 - 2,000</u>				
		Base Water Rate	Flat	\$2.07	\$2.17	Water Rates
		Base Sewer Rate	Flat	\$3.40	\$3.57	Water Rates
		<u>2,001 - 4,000</u>				
		Base Water Rate	Flat	\$2.77	\$2.91	Water Rates
		Base Sewer Rate	Flat	\$3.40	\$3.57	Water Rates
		<u>4,001 - 6,000</u>				
		Base Water Rate	Flat	\$3.47	\$3.64	Water Rates
		Base Sewer Rate	Flat	\$3.40	\$3.57	Water Rates
		<u>6,001 - 8,000</u>				
		Base Water Rate	Flat	\$3.80	\$3.99	Water Rates
		Base Sewer Rate	Flat	\$3.40	\$3.57	Water Rates
		<u>8,001 - 10,000</u>				
		Base Water Rate	Flat	\$4.50	\$4.73	Water Rates
		Base Sewer Rate	Flat	\$3.40	\$3.57	Water Rates
		<u>10,001 - 15,000</u>				
		Base Water Rate	Flat	\$5.19	\$5.45	Water Rates
		Base Sewer Rate	Flat	\$3.40	\$3.57	Water Rates
		<u>15,001 - 20,000</u>				
		Base Water Rate	Flat	\$5.54	\$5.81	Water Rates
		Base Sewer Rate	Flat	\$3.40	\$3.57	Water Rates
		<u>20,000 +</u>				
		Base Water Rate	Flat	\$6.22	\$6.54	Water Rates
		Base Sewer Rate	Flat	\$3.40	\$3.57	Water Rates
	2	Other Utility Fees				
		Meter Turn On/Turn Off	Flat	\$80.98	\$83.82	User Fee
		Hydrant Meter	Flat	\$411.30	\$425.70	User Fee
		Recycling Fee	Flat	\$3.06	\$3.01	Market Rate
		Sanitation Fee	Flat	\$25.13	\$24.66	Market Rate
		Late Fee	10% of past due balance			Penalty
		Recycling Bin	Flat	\$10.00	\$10.00	Market Rate
		Roll of Garbage Bags	At Cost	\$0.00	\$0.00	Market Rate
		Excess Garbage Sticker	Flat	\$1.00	\$1.00	Market Rate

City of Bellaire

COMPREHENSIVE FINANCIAL MANAGEMENT POLICY STATEMENT

Comprehensive Financial Management Policy Statement (CFMPS) assembles all of the City's financial policies in one document. Financial policies are statements of principles or goals adopted by the governing body. Bellaire's CFMPS provides guidelines for operational and long range planning, ensuring that the City is financially able to meet its immediate and long-term service objectives. The City intends for this document to guide its fiscal management and will make best efforts to comply.

- I. **Accounting, Auditing and Financial/Fiscal Reporting and Monitoring:** Maintain accounting practices that conform to generally accepted accounting principles and comply with prevailing federal, state, and local statutes and regulations. Prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.
- II. **Financial Consultants:** The City will employ the assistance of qualified financial advisors and consultants as needed in the administration and management of the City's financial functions. These areas include but are not limited to audit services, debt administration, and delinquent tax collections. The principal factors in the selection of these consultants will include experience/expertise, ability to perform the services, references, methodology and price.
- III. **Budget and Long Range Financial Planning:** Establish guidelines for budgeting to ensure a financially sound City and establish a long-range financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets.
- IV. **Revenues and Resources:** Maintain a balanced and diverse revenue stream that minimizes the City's exposure to economic cycles and risk.
- V. **User Fees:** Design, maintain, and administer a fee structure for fee-based services that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.
- VI. **Expenditures and Services (non-capital):** Identify and set priorities for services, establish appropriate service levels and administer the expenditure of available resources to help ensure fiscal stability and the effective and efficient delivery of services.
- VII. **Fund Balance/Working Capital:** Maintain the fund balance and net assets of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its ability to withstand emergencies or economic fluctuations.
- VIII. **Capital Expenditures and Improvements:** Annually review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

- IX. **Debt:** Establish guidelines for debt financing that will minimize the impact of debt payments on current revenues and protect the City's creditworthiness.
- X. **Cash Management/Investments:** Invest the City's operating cash in a manner that will ensure its absolute safety of principal, provide for the necessary liquidity needs of the City, and optimize yield relative to those constraints.
- XI. **Grants:** Seek, apply for and effectively administer federal, state and local grants, to support the City's priorities and policy objectives.

I. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

Maintain accounting practices that conform to generally accepted accounting principles and comply with prevailing federal, state, and local statutes and regulations. Prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

A. Accounting Practices and Principles

The City will maintain accounting practices that conform to generally accepted accounting principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. All city financial documents, except monthly interim financial reports, including official statements accompanying debt issues, Comprehensive Annual Financial Reports and continuing disclosure statements will meet standards. Monthly interim financial reports are on a modified accrual basis and will be reported as budgeted. At year-end the general ledger and financials will be converted to full accrual basis.

B. Financial and Management Reports

Monthly Financial Reports will be prepared and reviewed by the City Manager and will be made available for the City Council and public review.

Quarterly reports will be prepared and presented to the City Council that explain key economic and fiscal developments, note significant deviations from the budget, report on the status of the City's strategic and capital improvement projects, and when required, outline any remedial actions necessary to maintain the City's financial position.

C. Annual Audit

Pursuant to State law, the City shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit and filed with the City Clerk within 180 days after the last day of the fiscal year. The audit shall be performed by a certified public accounting (CPA) firm, licensed to practice in the State of Texas. The audit firm shall provide a management letter to the City prior to the filing of the audit. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. An official Comprehensive Annual Financial Report (CAFR) shall be issued no later than six (6) months following the end of the fiscal year. The Chief Financial Officer shall be responsible for establishing a process to ensure timely resolution of audit recommendations.

D. Audit Finance Board (Chapter 2, Article VII, Division 3, Sec. 2-120 Audit Finance Board)

The Mayor shall appoint three council members and the City Council shall appoint a citizen member to serve on the Audit Finance Board. The role of the board is to advise the city council concerning audits of the city and any auditing matters as may be referred to it by the Chief Financial Officer of the City and/or the City Council. The Audit Finance Board shall be responsible for the following:

- Recommending an auditor to city council during those years in which an auditor must be appointed by the City.
- Reviewing the audit of the city prior to submission to the city council

- Assisting the auditor and city staff with the presentation of the audit to city council
- Providing a communication link between the auditor and city council regarding any major issues/concerns/findings that may arise.

E. Annual Financial Disclosure

As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City, with support of the City's financial advisor and bond counsel, will provide certain annual financial information to various information repositories through disclosure documents that include the necessary information within six months of fiscal year end. The City will also provide timely notices, not in excess of ten business days after the occurrence of a material event as defined in Rule 15c2-12, paragraph (b)(5)(i)(c).

F. Signature of Checks

All checks shall have two signatures. Three persons shall be authorized to sign checks: the City Manager, the Chief Financial Officer, and the Assistant City Manager. Signatures shall be affixed to all City checks via facsimile signatures, made with a secure laser check printing system, or through handwritten signatures affixed to each check.

G. Compliance with Council Policy Statements

Policy statements adopted by City Council are guidelines, and occasionally exceptions may be appropriate and required. Exceptions to stated policies will be specifically identified and the need for the exception will be documented and explained to City Council and/or the City Manager.

II. FINANCIAL CONSULTANTS

The City will employ the assistance of qualified financial advisors and consultants as needed in the administration and management of the City's financial functions. These areas include but are not limited to audit services, debt administration, and delinquent tax collections. The principal factors in the selection of these consultants will include experience/expertise, ability to perform the services, references, methodology and price.

A. Selection of Auditors

At least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records, and render an opinion on the financial statements of the City.

- It is the City's preference to rotate auditor firms every five years to ensure that the City's financial statements are reviewed and audited from an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, the firm's ability to perform a quality audit and price.

- However, if through the proposal and review process, management and the Audit Finance Board select the current audit firm, then, it is the City's preference that the lead audit partner be rotated as well as the lead reviewer after a maximum of five years.
- Annually, the independent auditor will provide a letter of engagement to the City Council for annual audit services.

B. Arbitrage

Arbitrage calculation and reporting shall be contracted out to a qualified firm.

- The Chief Financial Officer and the Arbitrage Consultant shall complete a risk assessment of positive arbitrage on each bond issue annually to determine the necessity for a calculation of positive/negative arbitrage in the current year.
- All bond issues, in accordance with arbitrage regulations, shall have each fifth year and final arbitrage calculations completed.

C. Delinquent Tax Collection Attorney

Due to the nature of services and expertise required, the City shall hire a delinquent tax collection attorney to collect delinquent taxes, represent the City in filing bankruptcy claims, foreclose on real property, seize personal property, and represent the City in court cases and property sales.

- If the City chooses to contract directly for delinquent tax collection services, requests for proposals or statements of qualifications are to be solicited at least every five years.
- The City may contract with the same firm used previously if based on the review process, it is determined it offers the best value.

D. Bond Counsel

Bond Counsel to the City has the role of an expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the City will always contract such counsel for these services. Generally, bonds are not marketable without an opinion of bond counsel stating that the bonds are valid and binding obligations, stating the sources of payment and security for the bonds and that the bonds are exempt from State and Federal income taxes.

- Due to the complexity of the City's financial structure and the benefits that come with a working historical knowledge of the City, the City prefers to use the same bond counsel for many years.
- His/her contract will be considered annually.
- In order to ensure that the City is still receiving services for fair market value, staff will conduct a survey every five years of bond counsel fees and present a comparison and analysis to the City Manager.

E. Financial Advisory Services

The City issues various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to: method of sale; analysis of market conditions; size and structure of the issue; preparation of disclosure documents; coordinating rating agency relations; evaluation of and advice on the pricing of securities; assisting with closing and debt management; calculating debt service schedules; and advising on financial management.

- As financial advisors to governmental entities have developed the necessary expertise in a broad range of services, the City will use a consultant for these services.
- Due to the complexity of the City's financial structure and the benefits that come with a working, historical knowledge of the City, the contract with the Financial Advisor shall be considered evergreen, however with a termination clause.
- In order to ensure that the City is still receiving services for fair market value, staff will conduct a survey every five years of Financial Advisory fees and present a comparison and analysis to the City Manager.

III. BUDGET AND LONG RANGE FINANCIAL PLANNING

Establish guidelines for budgeting to ensure a financially sound City and to establish a long-range financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets.

A. Balanced Budget

The City Manager shall file annually with City Council, a structurally balanced budget for the ensuing fiscal year pursuant to the prevailing state and local law. A structurally balanced budget is defined as a budget in which recurring revenues fund recurring expenditures and adherence to fund balance policies. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques. A structurally imbalanced budget proposal shall be accompanied by a plan to return the budget to structural balance and the resulting five year financial forecast that reflects steps to be taken to return the budget to structural balance.

B. Current Funding Basis

The City shall budget and operate on a current funding basis. Revenues and expenditures shall be budgeted on a cash basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues. Recurring expenses will be funded exclusively with recurring revenue sources to facilitate operations on a current funding basis.

C. Use of Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue remittance or fund balance in excess of policy can only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. This will ensure that recurring expenditures are not funded by non-recurring sources.

D. Tax Rate

The City Manager will recommend a tax rate that the City finances require in order to operate efficiently, yet effectively, and pay its debt service for current and anticipated capital projects. The City shall strive to maintain stable, predictable tax revenues that do not fluctuate from year to year.

The tax rate will be adopted by the City Council in full compliance with Truth in Taxation Requirements, Texas Constitution Article VIII, Sec 21 and the Tax Code Chapter 26.

E. Revenue Forecasting

In order to protect the City from revenue shortfalls and to maintain a stable level of services, the City shall use a conservative, objective, and analytical approach when preparing revenue estimates. The process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates, and trends. This approach should reduce the likelihood of actual revenues falling short of budget estimates and should avoid mid-year service changes.

F. Avoidance of Operating Deficits

The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue projections are such that an operating deficit is projected at year end. Corrective actions in order of precedence are as identified in the Fund Balance Policy adopted by Resolution No. 11-15:

1. Budget amendment from Unassigned Fund Balance in excess of 60 day requirement
2. Reduce transfers to Capital Improvement Fund if project timing allows
3. Defer purchase of capital items
4. Reduce budgeted expenditures
5. Increase fees
6. Use of Minimum Unassigned Fund Balance – 60 Day of Normal Operating Expenditures

Excess fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit only with prior approval of a plan to replenish the fund balance if it is brought down below policy level.

G. Five-year Forecast of Revenues and Expenditures

A five-year forecast of revenues and expenditures shall be prepared in conjunction with the annual budget process for the following funds:

- General Fund
- Debt Service Fund
- Enterprise Fund

The forecast assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve the City's goals. The forecast will provide an understanding of available funding, evaluate financial risk, assess the likelihood that services can be sustained, assess the level at which capital investment can be made, identify future commitments and resource demands, and identify the key variables that may cause change in the level of revenue. The

forecast will be used to identify anticipated financial issues so that a plan can be developed to correct anticipated issues before they become reality.

H. Budget Amendment or Adjustment

Under the provisions of State Law and the City's Code of Ordinances (Art. V. The Budget Sec.2 (d) Annual Budget and Art. VII. Finance Administration Sec.5 Transfer of Appropriations) the budget may be amended or adjusted.

Amendment of the budget involves an addition to or reduction of existing appropriations. At the request of the City Manager, the City Council may by resolution transfer unencumbered appropriation balance from one department to another or increase total appropriations with the identified funding source.

Adjustment of the budget involves a reallocation of existing appropriations between general classifications of expenditures within a department and does not change the budget total. No City Council action is needed as State Law and our Code of Ordinances allows budget adjustments to be done administratively.

IV. REVENUES AND RESOURCES

The City will maintain a balanced and diverse revenue stream that minimizes the City's exposure to economic cycles and risk.

A. User Fees

For services that benefit specific users (private/individual or mixed services), the City shall establish and collect fees to recover the cost of those services.

B. Property and Sales Tax

Where services provide a general public benefit, the City shall finance those services through property and sales taxes.

C. Administrative Services Charges

The City shall establish a method to determine annually the administrative services charges due the General Fund from the Enterprise Fund for overhead and staff support. Where appropriate, the Enterprise Fund shall pay the General fund for direct services rendered.

D. Enterprise Fund Transfer for funding of Capital Improvement Projects

Annually during the budget and capital improvement development process, the amount to be transferred from the Enterprise Fund for capital funding will be determined and budgeted accordingly.

E. Enterprise Fund Transfer to the Debt Service Fund

When debt is issued for Enterprise projects, the amount will be determined and an annual allocation of debt service will be calculated and transferred from the Enterprise Fund to the Debt Service Fund for debt payment.

F. Water/Wastewater Revenue Billings

Water and wastewater revenues are billed in arrears, as customer meters are read monthly for the previous month's water usage. At year end, revenue is accrued to adjust revenues to full accrual basis but during the year, revenues are recorded on a cash basis.

G. Revenue Collections

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent taxpayers and others overdue in payments to the City.

H. Write-off of Uncollectible Receivables (excludes court fines and warrants)

Receivables shall be considered for write-off as follows:

- Undeliverable mail – accounts that remain outstanding for 6 months and all steps have been exhausted
- The release or extinguishment, in whole or in part, of any indebtedness, liability, or obligation as authorized by state law
- Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect have been taken
- The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.

I. Use of One-time or Unpredictable Revenues

The City will use one-time revenue for non-recurring expenditures and will exercise caution with the use of unpredictable revenues for recurring expenditures.

V. USER FEES

Design, maintain, and administer a fee structure for fee-based services that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.

For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. The City Council shall determine the appropriate cost recovery level and establish the fees. Where feasible and desirable, the City shall seek to recover full direct and indirect costs. User fees shall be reviewed on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.

1. In determining a charge or fee each department should identify what factors are to be taken into account when pricing services. They should determine whether the City intends to recover the full cost of providing services. If the full cost of a service is not recovered, then an explanation of the department's rationale for this deviation should be provided.
2. The full cost of providing a service should be calculated in order to provide a basis for setting the charge or fee. Full cost incorporates direct and indirect costs, including operations and maintenance, overhead, and charges for the use of capital facilities.
3. Charges and fees should be reviewed and updated periodically based on factors such as the impact of inflation, other cost increases, the adequacy of the coverage of costs, and current competitive rates.
4. User Fees – General Fund
 - a. For services that benefit specific users (private/individual or mixed services), the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City shall finance those services through property and sales taxes.
 - b. Costs of Services are defined as full-cost; direct, indirect, and overhead.
 - c. Factors in setting of fees shall include but not be limited to: market and competitive pricing, effect on demand for services, and impact on users, which may result in recovering something less than full cost.
5. User Fees – Enterprise Funds
 - a. Utility rates and other fund user fees shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
 - b. The City shall seek to eliminate all forms of subsidization to the Enterprise Fund from the General Fund.
 - c. The Five-Year Forecast shall serve as the basis for rate increase considerations.
 - d. If necessary, the Five-Year Forecast shall be built around smaller rate increases annually versus higher rate increases periodically.

Once a fee has been proposed for a particular service, the fee will be compared to market, evaluated for potential effects on users such as low-income households, market demands of service, etc. A fee will then be recommended to the City Manager and City Council based on all information gathered through the fee evaluation.

VI. EXPENDITURES AND SERVICES (non-capital)

Identify and set priorities for services, establish appropriate service levels and administer the expenditure of available resources to help ensure fiscal stability and the effective and efficient delivery of service

A. Annual Expenditures

The City will only propose operating expenditures which can be supported from on-going operating revenues. Before the City undertakes any agreements that would create fixed on-going expenses, the cost implications of such agreements will be fully determined for current and future years. Capital expenditures may be funded from onetime revenues, but the operating budget expenditure impacts of capital expenditures will be reviewed for compliance with this policy provision.

B. Departmental Service Plans

Each department will on a three year cycle prepare a service plan. The service plan will define services, service levels, and describe the resources necessary to provide current (base) level of service. A three year projection of resources needed to provide those services will be prepared. Any anticipated changes in services or service levels will be listed. Every effort shall be made to link services to Council priorities. Service plans developed in a given year will be presented to the City Council prior to the development of the City Manager's proposed annual budget.

C. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

D. The City will assess administrative services provided by the General Fund to the Enterprise Fund. The cost of the service provided will be budgeted as a transfer to/transfer from each budget year.

E. Purchasing

The City shall conduct its purchasing and procurement functions efficiently and effectively, fully complying with applicable State laws and City ordinances. Staff shall make every effort to capitalize on savings available through competitive processes and "best value" purchasing. Pursuant to Article VII – Finance Administration, Section 7-11 of the City Charter, the City Council has conferred to the City Manager the general authority to contract for expenditures without further approval by City Council for all budgeted items the cost of which does not exceed the constitutional and statutory requirements for competitive bidding.

VII. FUND BALANCE/WORKING CAPITAL

Maintain the fund balance and net assets of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its ability to withstand emergencies or economic fluctuations. (City of Bellaire Fund Balance Policy)

A. The City will strive to maintain in the General Fund a minimum unassigned fund balance equal to 60 days of normal operating expenditures. This amount is projected each year at the end of the fiscal year, recognizing that fund balance levels can fluctuate from month to month in normal course of operations. During each budget process, the level of unassigned fund balance will be reviewed and if

based on current economic and financial conditions a change is determined to be in the best interest of the City, it will be proposed during the budget process for City Council approval.

B. The City will strive to maintain working capital sufficient to provide for reserves for emergencies and revenue shortfalls in the Enterprise Fund. The reserve will be a minimum of 60 days of normal operating expenditures in funds that have major infrastructure or assets. Funds without major infrastructure or assets will have no minimum balance requirement.

C. Debt Service Funds

The City shall maintain sufficient reserves in its Debt Service Fund, which shall equal or exceed the requirements dictated by its bond ordinances.

VIII. CAPITAL EXPENDITURES AND IMPROVEMENTS

Annually review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

A. Capitalization Threshold for Tangible Capital Assets

Tangible capital items should be capitalized only if they have an estimated useful life of at least four years following the date of acquisition or significantly extend the useful life of the existing asset and cannot be consumed, unduly altered, or materially reduced in value immediately by use and have a cost of not less than \$10,000 for any individual item.

The capitalization threshold of \$10,000 will be applied to individual items rather than to a group of similar items. (i.e.: desks, chairs, etc.)

Computer software, regardless of cost, will not be capitalized.

B. Five-Year Capital Improvement Plan (CIP)

The City shall annually prepare a five-year capital improvement plan based on the needs for capital improvements and equipment, the status of the City's infrastructure, replacement and renovation needs, and potential new projects. For every project identified in the plan, a project scope and project justification will be provided. Also, project costs shall be estimated, funding sources identified and annual operation and maintenance costs computed.

Citizens, Parks and Recreation Advisory Board and the Planning and Zoning Commission will be provided opportunities to review the list of CIP projects for the Five-Year Capital Improvement Plan and may suggest additions and/or changes to the plan as appropriate before it is presented to City Council. Pursuant to the City Charter, the Planning and Zoning Commission makes recommendations to the City Manager and the City Council on the City's Five-Year Capital Improvement Plan.

The City Manager is charged with recommending a Capital Improvement Plan to City Council. Projects submitted, either by staff, through a neighborhood or citizen request, or through joint participation,

will be reviewed in conjunction with the entire capital improvement program and submitted to City Council for final consideration. The Five-Year Capital Improvement Plan shall be filed and adopted with the annual budget.

The Five-Year CIP shall be limited to the affordability limits identified in the long-range financial plans of the City, taking into consideration available cash, bond issuances, operating costs, etc.

Projects that are requested but cannot be funded in the Five Year CIP may be included in the CIP for future reference as an appendix of unfunded requests.

Annually, through the budget process and at year-end, projects are to be reviewed and if identified as complete will be closed by Finance and any remaining funds closed to fund balance, which can then be re-appropriated during the next fiscal year capital budget. Funds remaining from bond proceeds will only be used in accordance with the legal use of those funds.

Appropriations for capital projects are for the life of the project; therefore re-appropriation of capital funding for budgeted projects will not be necessary.

C. Replacement of Capital Assets on a Regular Schedule (Fleet and Technology)

The City shall annually prepare a schedule for the replacement of its fleet and high technology capital assets. Funding for the replacement of these assets will be accomplished through the use of an annual depreciation structure charged to each participating fund at 100% of annual depreciation based on lifecycle or useful life of the asset. Within the resources available each fiscal year, the City shall replace these assets according to the Vehicle and Equipment and Technology Replacement Policies.

D. Capital Expenditure Financing

The City recognizes that there are three basic methods of financing its capital requirements: Funding from current revenues; funding from fund balance as allowed by the Fund Balance Policy; or funding through the issuance of debt. Types of debt and guidelines for issuing debt are set forth in the Debt Policy Statements, below.

E. Capital Improvements/Project Reporting

Capital project status reports shall be updated monthly and included in each quarterly reporting by the City Manager to the City Council.

IX. DEBT

Establish guidelines for debt financing that will minimize the impact of debt payments on current revenues and protect the City's creditworthiness.

A. Use of Debt Financing

Debt financing, to include general obligation bonds, revenue bonds, certificates of obligations, lease/purchase agreements, and other obligations permitted to be issued or incurred under Texas law, shall only be used to acquire capital assets and refinance existing debt obligations. In deliberations to

issue debt, the City will first consider whether it is prudent to finance such assets from other available sources including current revenues or fund balance. Such deliberations will consider the effect on the City's fund balance policy and liquidity, particularly in the context of prudent financial management and credit rating implications. When possible, the City will pay cash for capital expenditures and improvements within the financial affordability of each fund versus issuing debt. Debt maturing beyond the current fiscal year will not be used to fund current operating expenditures. The City, when appropriate, may issue short-term obligations maturing within the current fiscal year for cash flow management purposes.

B. Debt Financing

1. Affordability

The City shall use an objective analytical approach to determine whether it can afford to issue new general-purpose debt, both General Obligation bonds and Certificates of Obligation. This process shall compare standards of affordability to the current values for the City. For tax-backed debt, such standards of affordability may include debt per capita, debt as a percent of taxable value, taxable value per capita, and tax rate. The process shall also examine the direct costs and benefits of the proposed expenditures. The decision on whether or not to issue new debt shall be based on these costs and benefits, current conditions of the municipal bond market, City's ability to "afford" new debt as determined by the aforementioned standards and a review of the project's cash requirements as determined by the project's proposed timeline.

2. Debt Capacity

The City shall complete an annual debt capacity assessment to ensure that proposed debt is affordable and contributes to the financial strength of the City. The debt capacity is the upper limit on the dollar amount of capital improvements that the City can afford to fund from debt.

Debt capacity calculations for long-term planning shall assume market rates or higher for the average annual interest costs at the time the capacity is determined. The analysis shall not assume future refunding of any outstanding bonds and shall consider debt service requirements on both current and proposed debt.

For tax supported debt, maximum capacity shall be determined by an amount of annual debt service that the City can absorb within the current or proposed tax rate allocation for debt based on assumed growth in assessed valuation.

For revenue debt, maximum capacity shall be determined by the amount of annual debt service that the City can absorb within a proposed rate structure that has been reviewed with City Council and which can support the proposed debt within the additional bonds test as defined in the revenue bond covenants. The City shall not exceed debt capacity as defined through bond covenants or fall below bond coverage ratios for additional revenue bonds. The City may choose to maintain target coverage margins in excess of legal requirements under bond covenants.

Factors that will be included in the annual debt capacity determination shall include:

- Existing debt obligations
- Evaluation of revenue and expenditure trends
- Debt per capita
- Debt to assessed value ratio
- Taxable value per capita
- Statutory or constitutional requirements
- Market factors such as interest rates, credit ratings or market status

C. General Obligation Bonds (GO)

General Obligation bonds require voter approval except refunding bonds.

1. General Obligation bonds must be issued to accomplish projects identified in the bond referendum and associated material.
2. General Obligation bonds must be issued for projects that are in accordance with the wording in the bond propositions.

D. Certificates of Obligation and Tax Notes

Certificates of Obligation may be issued without voter approval to finance any public works project or capital improvement, as permitted by State law. Should the City's capital funding evaluation support the issuance of Certificate of Obligations, they shall be issued only after determining the City's ability to assume additional debt based on the standards identified above.

Circumstances in which Certificates or Tax Notes might be issued include, but are not limited to the following:

- The City may issue CO's when there is insufficient funding on a general obligation bond-financed capital improvement;
- The City may issue CO's when "emergency" (urgent, unanticipated) conditions require a capital improvement to be funded rapidly;
- The City may issue CO's for projects when there is no other funding source available and the project is determined to be in the best interest of the City.
- The City may issue CO's or Tax Notes for projects to comply with regulatory mandates.

E. Revenue Bonds

For the City to issue revenue bonds, revenues, as defined in the ordinance authorizing the revenue bonds in question shall be established and maintained to provide debt service coverage at least to comply fully with all bond covenants. Annual adjustments to the City's rate structures for enterprise funds shall be considered during the budget process and will be made as necessary to maintain the coverage factor. The City may choose to maintain target coverage margins in excess of legal requirements under bond covenants.

F. Debt Structures

The City shall normally issue bonds with a life not to exceed 25 years for general obligation bonds and revenue bonds, but in no case longer than the useful life of the asset.

1. The City shall seek level or declining debt repayment schedules.
2. The City shall seek to retire its debt with as short an average life as possible.
3. There should be no debt structures that include increasing debt service levels in years beyond the first and second year, except as special situations may warrant.
4. There shall be no “balloon” bond repayment schedules, which consist of low annual payments and one large payment of the balance due at the end of the term.
5. There shall always be at least interest paid in the first fiscal year after a bond sale and principal payments starting generally no later than the second fiscal year after the bond issue.

G. Refunding

The City’s financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the net present value savings of a particular refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt.

H. Interest Earnings on Debt Proceeds

The expenditure of interest earnings on debt issued will be limited to funding changes to the bond financed Capital Improvement Plan in compliance with the voted propositions, cost overruns on bond projects, or be applied to debt service payments on the bonds issued.

I. Bond Elections

Timing of general obligation bond elections shall generally be determined by the inventory of current authorized, unissued bonds remaining to be sold and the Five-Year Capital Improvement Program. The total dollar amount of bond election propositions recommended to the voters may not exceed the City's estimated ability to issue the bonds within a 10-year period.

An analysis showing how the new debt combined with current debt impacts the City’s tax rate and debt capacity will accompany every future bond issue proposal.

J. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The City may utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing. The City may issue certain issues as direct placements to state or federal agencies. Except for direct placements to state or federal agencies, the City shall award the bonds based on a true interest cost (TIC) basis.

K. Rating Agency Presentations

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. City staff, with the assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies. Credit ratings will be sought from one or more of the nationally

recognized municipal bond rating agencies, currently Moody's Investor Services, Standard and Poor's, and Fitch Inc., as recommended by the City's financial advisor.

L. Bond Ratings

The City will prudently manage the General and Enterprise Fund and attempt to issue and structure debt to help maintain or increase the current bond ratings.

M. Lease/Purchase Agreements

The City will use lease/purchase agreements when it is cost-efficient and provides for more attractive terms than other alternatives.

N. The City will comply with its continuing disclosure obligations to inform the Municipal Securities Rulemaking Board through the EMMA website (Electronic Municipal Market Access) of any and all continuing disclosure documents and annual financial statements.

X. CASH MANAGEMENT AND INVESTMENTS

Invest the City's operating cash in a manner that will ensure its absolute safety of principal, provide for the necessary liquidity needs of the City, and optimize yield relative to those constraints.

A. Investment Management

1. All aspects of cash/investment management shall be designed to ensure safety and integrity of the City's financial assets.
2. Cash/Investment management activities shall be conducted in full compliance with prevailing local, state, and federal regulations. (See City Investment Policy and Investment Strategy)
3. The City will utilize competitive bidding practices wherever practical, affording no special advantage to any individual or corporate member of the financial or investment community.
4. The City will only do business with City authorized, as approved by the City Council, broker/dealers and/or financial institutions and who have executed a written certification of their review of the City's Investment Policy.
5. The City shall design and establish policies relating to a variety of cash/investment management issues, such as the eligibility and selection of various broker/dealers, safekeeping requirements, collateral requirements, delivery versus payment requirements, weighted average maturity requirements and such other aspects of the program, which necessitate standard setting in pursuit of appropriate prudence and enhanced protection of assets. (See Investment Policy)
6. Investments of the City shall be made with the exercise of judgment and care which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment.

B. Investment Strategy

The City of Bellaire maintains a consolidated portfolio in which it pools its funds for investment purposes. The City's investment program seeks to achieve safety of principal, adequate liquidity to meet cash needs, and reasonable yield commensurate with the preservation of principal and liquidity. Refer to the City's Investment Strategy as adopted by City Council annually for detail.

C. Interest Income

Interest earned from investments shall be distributed to the funds from which the funds were provided.

D. Arbitrage Investments and Reporting

The City's investment position as it relates to arbitrage is as follows: Investments on bond proceeds will be made with safety of principal and liquidity in mind, but with a competitive rate of return. Bond proceeds will be invested in separate instruments and not commingled with other investment purchases. Arbitrage rebate calculations will be performed as required on all debt issues and funds set aside annually for any positive arbitrage. Arbitrage will be rebated to the Internal Revenue Service, as necessary.

E. Depository

The City of Bellaire will select its official bank depository through a formal bidding process in order to provide the City with the most comprehensive, flexible, and cost-effective banking services available. The City will at a minimum, bid depository services every five years.

F. Collateralization of Deposits

1. The City of Bellaire shall have pledged collateral held at an independent third-party institution and evidenced by a written receipt.
2. The value of the pledged collateral should be marked to market monthly and shall be at least 103 percent of par or market value of the investments, whichever is greater.
3. Substitutions of collateral shall meet the requirements of the collateral agreement and have prior written approval. Collateral shall not be released until the replacement collateral has been received.
4. The pledge of collateral shall comply with the City's Investment Policy.

XI. GRANTS

The City will seek, apply for, and effectively administer federal, state and local grants, to support the City's priorities and policy objectives.

A. Grant Guidelines

The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priority needs identified by Council and City Management.

Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs.

The potential for incurring ongoing costs, to include assumptions of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

B. Grant Review

All grant submittals shall be reviewed for their cash match requirements, their potential impact on the operating budget, and the extent to which they meet the City's goals. If there is a cash match requirement, the source of funding shall be identified prior to application.

The City Manager shall approve all grant submissions and City Council shall approve all grant acceptances over \$25,000 and any grant acceptance regardless of the dollar amount if a budget adjustment is required.

C. Grant Termination and/or Reduced Grant Funding

In the event of reduced grant funding, City resources will be substituted only after all program priorities and alternatives are considered during the budget process, unless the City is obligated through the terms of the grant to maintain the positions.

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions.

Sec. 2-10. Investment policy:

(a) **Policy statement.** It is the policy of the city to invest public funds in a manner that will ensure the preservation of capital, meet the daily cash flow needs of the city, conform to all applicable state statutes and city ordinances governing the investment of public funds, and provide reasonable investment returns.

The Texas Public Funds Investment Act, V.T.C.A., Government Code Ch. 2256 as amended (the "Act") prescribes that each city shall adopt rules to govern its investment practices and to define the authority of the investment officers. This policy addresses the methods, procedures, and practices established to ensure effective and judicious fiscal management of the city's funds worthy of the public trust.

(b) **Scope.** This investment policy shall apply to all financial assets and funds under control of the city, other than those expressly excluded herein or by applicable law or valid agreement. The city commingles its funds into one pooled investment fund for efficiency and maximum investment opportunity, except for monies held in demand and time deposits as provided under Chapter 105 of the Local Government Code or as stipulated by applicable laws, bond covenants or contracts. The funds are defined in the city's Annual Comprehensive Financial Report ("ACFR") and include the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, and any new funds created by the city unless specifically exempted by the city council and this policy.

This Policy shall not supersede the restrictions on investment and use applicable to any specific fund and, in the event of any conflict between this policy and the requirements of any fund subject hereto, the specific requirement applicable to such fund shall be followed as well as all other provisions of this policy other than those in conflict.

The overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The investment officers and city staff shall recognize that the investment activities of the city are a matter of public record.

(c) **Objectives and strategy.** The city strives to invest funds in a manner where the rate of return is secondary to safety and liquidity. To accomplish this, the city's principal investment objectives in order of priority are as follows: 1) suitability, 2) preservation and safety of principal, 3) liquidity, 4) marketability, 5) diversification, and 6) yield.

(1) *Suitability.* Each investment must be in conformance with all federal regulations, state statutes, and other legal requirements-including the city charter, city ordinances, and this investment policy.

(2) *Preservation and safety of principal.* Investments shall be handled in a manner that seeks to ensure the preservation of capital and the protection of investment

principal in the overall portfolio. All participants in the investment process shall act responsibly as custodians of the public trust.

(3) *Liquidity.* The city's investment portfolio will remain sufficiently liquid to enable the city to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets.

(4) *Marketability.* The city's policy is to buy and hold investments until maturity; however, marketability is of great importance should the need arise to liquidate an investment before maturity.

(5) *Diversification.* Investments shall be diversified by type and maturity to eliminate the risk of loss resulting from the concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Portfolio maturities should be laddered in a way that protects interest income from the volatility of market and avoids the concentration of assets in a specific maturity sector. The majority of the city's funds will be invested in maturities of 12 months or less targeted to the projected cash flow needs of the city. Investments with maturities in excess of 12 months can be made to match specific cash flow requirements (e.g., funds held for future capital projects may be invested to meet anticipated cash flow requirements). The stated maturity of any investment in the city's portfolio will not exceed 36 months and the weighted average maturity of the city's portfolio will not exceed 365 days.

(6) *Yield.* The city's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the city's risk constraints and the cash flow characteristics of the portfolio. Given this strategy, the basis used to determine whether reasonable yields are being achieved shall be the average yield of the current three-month U.S. Treasury Bill or such other index that most closely matches the average maturity of the portfolio.

(d) **Authorization.** Authority to manage the investment program is derived from the Act, specifically; section 2256.005(f)-(h). Management responsibility for the investment program is hereby delegated to the chief financial officer including responsibility for all investment transactions and the related system of controls to regulate the activities of subordinate officials. The chief financial officer and the assistant director of finance shall serve as the investment officers of the city and shall invest city funds in legally authorized and adequately secured investments in accordance with this policy and the Act. In the event the position of chief financial officer becomes vacant, the city manager shall serve as an investment officer during such vacancy. The city investment officers shall be bonded.

(e) **Responsibility and control.** Investments shall be made with judgment and care, under prevailing circumstances that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of capital and the income to be derived.

In determining whether investment decisions were made exercising prudence, consideration shall be given to the following: the investment of all funds, or funds under the city's control, taken as a whole, rather than the prudence of a single investment; and whether the investment decision is consistent with the written investment policy of the city at that time.

The chief financial officer shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures shall address safekeeping, repurchase agreements, wire transfer agreements, collateral/depository agreements, banking services contracts, and explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the chief financial officer.

(f) **Ethics and conflicts of interest.** In addition to any other requirements of law, investment officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. An investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the city or who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the city shall file a statement disclosing that relationship with the city and the Texas Ethics Commission. An investment officer has a personal business relationship with a business organization if the investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization, the investment officer receives funds from the business organization exceeding 10 percent of the investment officer's gross income for the previous year, or the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

(g) **Investment training.** The City shall provide periodic training in investments for the investment officers through courses and seminars offered by professional organizations and associations in order to ensure the quality and capability of the City's investment officers making investments decisions in compliance with the Act. The investment officers shall attend at least one training session relating to the investment officer's responsibilities under the Act within 12 months after taking office or assuming the duties of investment officer. Further, the investment officers shall attend an investment training session not less than once in a two-year period that begins on the first day of the city's

fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than 8 hours of instruction relating to investment responsibilities under the Act from an independent source approved by the governing body of the city. Training must include education in investment controls, security risks, strategy risks, market risks, diversification of the investment portfolio, and compliance with the Act. The designated training may be offered or sponsored by any of the following organizations:

- (1) Government Finance Officers Association,
- (2) Government Finance Officers Association of Texas,
- (3) Government Treasurers' Organization of Texas,
- (4) Texas Municipal League,
- (5) University of North Texas,
- (6) Texas State University,
- (7) University of Texas,
- (8) Harris County Department of Education,
- (9) Education Service Center,
- (10) Virtual Learning Concepts,
- (11) TexPool,
- (12) Federated Investors,
- (13) PFM Asset Management,
- (14) First Public, or
- (15) Public Trust Advisors.

(h) **Authorized investments.** Authorized investments include the following:

- (1) Obligations of the United States or its agencies and instrumentalities;
- (2) Direct obligations of the state or its agencies and instrumentalities;
- (3) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the state or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;

(4) Certificates of deposit issued by a depository institution that has its main office or branch office in the state that are for the full amount of the principal and accrued interest that are guaranteed or insured by the Federal Deposit Insurance Corporation, or its successor or the National Credit Union Share Insurance Fund or its successor, secured by an obligation issued directly by a federal agency or instrumentality, including any mortgage backed securities not disallowed by the Act, having a market value of not less than the principal and accrued interest of the certificates, or secured in any other manner and amount provided by the Act;

(5) Fully collateralized repurchase agreements with a defined termination date of 90 days or less, secured by a combination of cash and an authorized investment, pledged to the city, held in the city's name and deposited at the time the investment is made with the city or with a third party selected and approved by the city. A repurchase agreement is a simultaneous agreement to buy, hold for a specified time, and sell back at a future date at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The repurchase agreement shall be placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in the state only after a master repurchase agreement has been executed between the city and the securities dealer or the financial institution;

(6) An investment pool to the extent and manner provided by law if the city by rule, ordinance, order or resolution authorizes investment in the particular pool and if the investment pool has furnished to the chief financial officer an offering circular or similar disclosure document conforming to the requirements of the Act. To maintain eligibility, an investment pool must furnish to the city a confirmation of all investment transactions and a monthly report conforming to the requirements of the Act. Further, the investment pool must be continuously rated no lower than AAA or AAA-m or its equivalent by at least one nationally recognized rating service; and

(7) Such other investments as permitted by the Act and not specifically prohibited by this policy.

All investment transactions will be completed on a delivery versus payment ("DVP") basis. The investment officers are authorized to solicit bids for investments orally, in writing, electronically, or in any combination of these methods. No investment of city funds shall be authorized unless it conforms to this investment policy and the seller of the investment has executed a Certification Form in favor of the city as set forth in this policy.

When the City invests in an investment that requires a minimum rating, it must establish at the time of the investment procedures to monitor rating changes. If an investment's

rating falls below the required minimum rating, it is no longer an authorized investment. The city shall take all prudent measures consistent with this policy to liquidate any investment that does not have the minimum rating.

The city shall verify prior to participation in an investment pool, that the pool's investment policy has established, satisfactory procedures for monitoring investment rating changes sufficient for the City to determine whether investments in the pool have the required minimum rating.

(i) ***Prohibited investments.*** The following are not authorized investments under this policy:

- (1) Obligations for which the payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and which pays no principal;
- (2) Obligations for which the payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- (3) Collateralized mortgage obligations that have a stated final maturity greater than 10 years; and
- (4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to changes in a market index.

Further, the city will not invest in derivatives including instruments with embedded features that alter their character or income stream or allow holders to hedge or speculate on a market or spreads between markets that are external to the issuer or are not correlated on a one-to-one basis to the associated index or market. Prohibited derivatives include arrangements in which an investor has swapped the natural cash flows or some portion of the natural cash flows of an instrument for a different set of cash flows. (e.g., interest rate swaps), over-the-counter exchange traded options or futures (e.g., option contracts or future contracts), inverse floating rate notes, range index notes, non-money market index based notes, dual index notes, index amortizing notes, inverse multi-index bonds, inverse index bonds, and stepped inverse index bonds.

(j) ***Investment limits and diversification.*** The asset allocation in the portfolio should be flexible and responsive to the outlook for the economy and the securities markets. Risk shall be controlled through portfolio diversification achieved by:

- (1) Limiting investments to avoid over concentration in securities from a specific issuer or business sector, U. S. Treasury securities being the only exception;
- (2) Limiting investment in securities that have higher credit risks;

- (3) Investing in securities with varying maturities; and
- (4) Maintaining the liquidity necessary to meet ongoing obligations.

The following standards shall be applied: the city shall maintain at least 10 percent of the total portfolio in investments maturing in 90 days or less; the city shall invest no more than 50 percent of the portfolio in federal agencies or instrumentalities or in certificates of deposit; and the city may invest any amount of funds in U. S. Treasury securities or in repurchase agreements backed by U. S. Treasury securities.

(k) **Authorized broker/dealers.** The chief financial officer shall maintain a list of security broker/dealers authorized by the investment policy. All broker/dealers shall maintain complete records of all transactions conducted on behalf of the city and shall make those records available for inspection at the city's request. At least annually, the investment officers shall review the list of broker/dealers authorized to engage in investment transactions with the city and shall make a recommendation as part of the annual review of the investment policy. As part of this process, the chief financial officer shall review the quality of service and financial stability of each broker/dealer. The chief financial officer may remove an authorized broker/dealer from the list, if in the opinion of the chief financial officer, the firm has not performed adequately or its financial condition has become unacceptable. Currently, the following broker/dealers are authorized to engage in investment transactions with the city: FTN Financial; Duncan-Williams, Inc.; Hilltop Securities; SAMCO Capital Markets; and Vining Sparks.

Nothing in this section relieves the city of the responsibility for monitoring the investments made by the city to determine that they are in compliance with this investment policy.

(l) **Investment management.** The investment officers shall exhibit prudence and discretion in the selection and management of securities in order that no individual or group of transactions undertaken shall jeopardize the total capital of the portfolio. The city will not allow speculation (e.g., anticipating an appreciation of capital through changes in market interest rates) in the selection of any investments. The chief financial officer shall monitor financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise.

Each investment transaction - exclusive of investment pool transactions - must be based upon competitive quotations received from at least three broker/dealers authorized by this policy. An exception is a new issue debenture or discount note still in the primary market. In this case, the competitive offering process is not possible because competing broker/dealers do not have access to the security or all broker/dealers have access to the security at par. For these types of securities only, investment officers are authorized to purchase the security without seeking competitive offerings if the investment is deemed to be in the best interest of the city.

While the city utilizes a buy and hold strategy, active portfolio management may from time to time dictate the sale of securities to better position the overall portfolio. The chief financial officer must approve the sale of any security prior to maturity. Any sale of a security for less than the book value of the security must be approved by the chief financial officer.

(m) **Reporting.** The investment officers shall submit to each member of the city council an investment report no less than on a quarterly basis signed by each investment officer. The report shall contain sufficient information to provide a comprehensive review of investment activity and current investments and shall address any variations noted from the investment strategy of the city. The report must contain a summary statement of each pooled fund group that states the beginning and ending market value and accrued interest for the period. It must state the maturity date, book value, and market value of each separately invested asset at the end of the reporting period by type of asset and fund type invested and the fund or pooled group which acquired the investment. The chief financial officer may use any generally accepted method to monitor the market price of investments, including, but not limited to, periodic reports from any of the approved broker/dealers (whether or not that broker/dealer actually sold the security to the City) or nationally recognized business publications that provide daily market valuations on individual securities. Each report shall include a statement of compliance with the city's investment policy and the Act. The annual audit shall include a review of the quarterly reports and a compliance audit of management controls on investments and adherence to the city's established investment policies.

(n) **Internal controls.** A system of internal controls shall be documented in writing and shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and management of the city. Controls deemed most important shall include:

- (1) Control of collusion;
- (2) Separation of duties;
- (3) Separation of transaction authority from accounting and recordkeeping;
- (4) Custodial safekeeping;
- (5) Avoidance of bearer-form securities;
- (6) Clear delegation of authority;
- (7) Specific limitations regarding securities losses;
- (8) Written confirmation of telephone transactions; and

(9) Limiting the number of authorized investment officials.

These controls shall be reviewed periodically by the city's independent audit firm.

(o) **Depositories.** Consistent with the requirements of the Texas Public Funds Collateral Act, V.T.C.A., Government Code Ch. 2257 as amended ("Public Funds Collateral Act"), the city shall require all depository institution deposits to be federally insured or collateralized with eligible securities. Any financial institution serving the city as a depository institution will be required to sign a depository agreement and a tri-party safekeeping agreement. The safekeeping agreement shall define the city's rights to collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations.

(p) **Collateral.** Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act and must meet the constraints of this policy. The market value of the principal portion of collateral pledged for deposits must at all times be equal to or greater than 105 percent of the total amount of deposits plus any accrued interest, less the insurance amount provided by the Federal Deposit Insurance Corporation ("FDIC").

Depository institutions with which the city maintains collateralized deposits shall provide a monthly report of market values for the pledged securities. The chief financial officer shall monitor collateralization levels to verify market values and total collateral positions. If the value of the securities pledged falls below the required collateral level, the depository institution holding the deposit must pledge additional securities no later than the end of the next succeeding business day.

Collateralized deposits may require substitution of securities. Any depository institution requesting substitution of collateral must contact the chief financial officer for approval. Written approval is required before any pledged security is released. The value of the substituted security will be calculated and substitution approved if the substitution maintains the required collateral level.

(q) **Custody and safekeeping.** Investment securities purchased for the city, except investment pool funds and mutual funds, will be on a delivery versus payment basis. To protect against fraud, the cash and investments of the city shall be secured in accordance with third-party custody and safekeeping procedures approved by the city. Securities shall be held in a third-party safekeeping account at a custodian bank. A written safekeeping agreement shall be executed with each custodian bank, such bank being a permitted institution under the Public Funds Collateral Act. Upon receipt of purchased or pledged securities, the custodian bank shall promptly issue and deliver to the city a safekeeping receipt identifying and evidencing receipt of the security. The chief financial officer or their designee shall maintain the original safekeeping receipts. All securities shall be confirmed in the name of the city and shall be held in an account naming the city as the customer. The market value of purchased or pledged securities shall be independently monitored by the custodian bank on a monthly basis and reported directly to the city. At

least quarterly, the chief financial officer shall verify that all securities owned by or pledged to the city are documented and held in safekeeping in the city's account. These records shall also be subject to an annual compliance audit of management controls on investments and adherence to the city's established investment policies.

(r) ***Certification form.*** A written copy of the investment policy shall be provided to any person or organization offering to engage in an investment transaction with the city. Every seller of investments to the city must execute a certificate in favor of the city substantially in the form set out herein below, and the investment officers may not acquire or otherwise obtain any authorized investment from any seller until a signed certification form has been delivered to the city.

(s) ***Other policy considerations.*** The city is not required to liquidate investments that were authorized investments at the time of purchase.

(t) ***Annual review.*** The city council shall review this investment policy and investment strategies not less than annually. The city council shall adopt a written instrument by ordinance or resolution stating that it has reviewed the investment policy and investment strategies and the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

CERTIFICATION FORM

As required by V.T.C.A., Government Code § 2256.005(k)

CITY OF BELLAIRE, TEXAS (the "City")

The undersigned hereby acknowledges and certifies as follows:

1. The undersigned is a qualified representative of _____, a business organization (the "Organization"), offering to engage in an investment transaction with the City.
2. The Organization has received and reviewed the investment policy of the City.
3. The Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the Organization that are not authorized by the City's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the entity's entire portfolio or requires an interpretation of subjective investment standards.







Signature

Name

Title

Date

Compatible with Core Values, the City Council Strategic Focus Areas are as follows.

Strategic Focus Area	
	Community Building a sense of community, unity, and togetherness. Celebrate, respect, and encourage diversity.
	Governance Efficient, Effective and Transparent Government and Governance Clear, transparent communication. Commitment to timely customer service. Environmental consciousness and responsibility. Building partnerships and being supportive of institutions and commercial areas. Being a great place to work.
	Infrastructure Flood Mitigation and Drainage. Asset Management – Planned, reliable and well-maintained infrastructure and facilities.
	Public Safety A safe community. (Effective, responsive, and adaptive public safety programs.)
	Quality of Life Parks, recreation, library, and other amenities that enhance quality of life.
	Land Use and Zoning Clear, predictable, and enforced land use, zoning, and code controls.

“Improving the Quality of Life”

CITY OF BELLAIRE, TEXAS
OPERATING INDICATORS BY FUNCTION
LAST TEN FISCAL YEARS

Page 1 of 2

Function	2012	2013	2014	2015	2016
Police					
Arrests	1,114	908	1,042	1,026	1,066
Accident reports	636	556	628	786	771
Citations	4,974	4,796	4,443	3,953	5,833
Offense reports	627	841	1,110	1,021	973
Calls for service	33,133	28,713	31,570	29,793	31,815
Fire					
Emergency responses	1,948	1,905	2,057	2,019	2,184
Fire incidents	40	49	39	29	26
Average response time	4:06	4:05	4:06	4:13	6:00
Water					
New accounts	701	769	668	639	611
Source:					
Surface water	56%	47%	58%	48%	52%
Well water	44%	53%	42%	52%	48%
Average daily consumption (millions of gallons)	3.131	3.227	2.777	2.842	3.035
Surface water pumped (millions of gallons)	767.591	549.190	586.787	502.745	537.111
Well water pumped (millions of gallons)	485.734	628.581	426.920	534.453	505.696
Total consumption (millions of gallons)	1,253.250	1,177.771	1,101.371	1,037.198	1,042.810
Peak daily consumption (millions of gallons)	5.862	6.214	7.809	8.654	2.980
Sewer					
Average daily sewage treatment (millions of gallons)	1.624	1.440	1.572	1.451	1.464
Total (millions of gallons)	592.760	525.907	568.334	529.434	534.432
Peak daily treatment (millions of gallons)	5.800	3.800	2.200	4.600	4.400

Source: Various City Departments

CITY OF BELLAIRE, TEXAS
OPERATING INDICATORS BY FUNCTION
LAST TEN FISCAL YEARS

Page 2 of 2

Function	2017	2018	2019	2020	2021
Police					
Arrests	1,125	1,115	956	723	536
Accident reports	717	740	783	339	456
Citations	4,508	4,029	3,701	1,435	2,167
Offense reports	1,080	1,012	996	743	1,190
Calls for service	32,732	29,420	31,616	22,972	28,321
Fire					
Emergency responses	2,266	2,285	2,260	1,997	1,834
Fire incidents	29	63	39	32	25
Average response time	4:50	5:19	4:37	5:41	5:05
Water					
New accounts	691	712	662	619	746
Source:					
Surface water	52%	58%	53%	54%	66%
Well water	48%	42%	47%	46%	34%
Average daily consumption (millions of gallons)	3.033	3.152	2.800	2.575	2.218
Surface water pumped (millions of gallons)	573.869	685.761	572.678	644.410	535.653
Well water pumped (millions of gallons)	533.468	464.802	483.687	483.614	274.000
Total consumption (millions of gallons)	1,107.34	1,150.56	1,056.37	1,127.96	809.65
Peak daily consumption (millions of gallons)	2.960	3.582	4.4300	4.9740	4.2130
Sewer					
Average daily sewage treatment (millions of gallons)	1.345	1.361	1.128	1.268	1.105
Total (millions of gallons)	490.925	496.949	411.734	462.820	401.500
Peak daily treatment (millions of gallons)	3.200	4.975	3.005	2.633	2.745

Source: Various City Departments

CITY OF BELLAIRE, TEXAS
CAPITAL ASSETS STATISTICS BY FUNCTION
LAST TEN FISCAL YEARS

Page 1 of 2

Function	2012	2013	2014	2015	2016
Police					
Stations	1	1	1	1	1
Patrol units	8	8	8	8	8
Fire					
Stations	1	1	1	1	1
Highways and streets					
Streets (miles - centerlines)	67	67	67	67	67
Streetlights	925	925	1,017	1,061	1,061
Culture and recreation					
Parks	12	12	14	15	15
Park acreage in City limits	36.4	36.4	46.4	51.0	51.0
Aquatics facilities	2	2	2	2	2
Baseball/softball diamonds	3	3	3	3	3
Tennis courts	7	7	7	7	7
Recreation centers	1	1	1	1	1
Houston ISD licensed fields	4	4	4	4	4
Houston ISD acreage	15	15	15	15	15
Water					
Water mains (miles)	73	73	73	73	73
Fire hydrants	760	760	760	760	760
Storage capacity (millions of gallons)	3.23	3.23	3.23	3.23	3.23
Sewer					
Sanitary sewers (miles)	70	70	70	70	70
Storm sewers (miles)	49	49	49	49	49
Open ditch/creek/canal drainage (miles)	1.32	1.32	1.32	1.32	1.32
Treatment capacity (millions of gallons)	4.5	4.5	4.5	4.5	4.5

Source: Various City Departments

CITY OF BELLAIRE, TEXAS
CAPITAL ASSETS STATISTICS BY FUNCTION
LAST TEN FISCAL YEARS

Page 2 of 2

Function	2017	2018	2019	2020	2021
Police					
Stations	1	1	1	1	1
Patrol units	8	8	8	8	8
Fire					
Stations	1	1	1	1	1
Highways and streets					
Streets (miles - centerlines)	67	67	67	67	67
Streetlights	1,026	1,026	1,030	1,036	1,036
Culture and recreation					
Parks	14	14	14	14	14
Park acreage in City limits	121.3	121.3	121.3	121.3	121.3
Aquatics facilities	2	2	2	2	2
Baseball/softball diamonds	3	3	3	3	3
Tennis courts	7	7	7	7	7
Recreation centers	1	1	1	1	1
Houston ISD licensed fields	4	4	4	4	4
Houston ISD acreage	15	15	15	15	15
Water					
Water mains (miles)	73	73	73	73	73
Fire hydrants	744	755	760	764	764
Storage capacity (millions of gallons)	3.23	3.23	3.23	3.23	3.23
Sewer					
Sanitary sewers (miles)	70	70	70	70	70
Storm sewers (miles)	49	49	49	49	49
Open ditch/creek/canal drainage (miles)	1.32	1.32	1.32	1.32	1.32
Treatment capacity (millions of gallons)	4.5	4.5	4.5	4.5	4.5

Source: Various City Departments

Five-Year Fiscal Forecast
Pro Forma for Budget Consideration Items
General Fund
FY 2023 - FY 2027

Forecast Category (figures shown in millions, except tax rate)	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Beginning Fund Balance	\$6.05	\$11.92	\$7.03	\$5.86	\$4.32	\$2.97
Recurring Revenue - per July 18 fiscal forecast	\$23.30	\$23.93	\$24.61	\$25.43	\$26.44	\$27.85
Recurring Revenue - budget consideration items		\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
Recurring Revenue - other updates to July 18 fiscal forecast	\$0.08	\$0.34	\$0.34	\$0.34	\$0.34	\$0.34
Recurring Expenditures - per July 18 fiscal Forecast	\$21.73	\$23.70	\$24.76	\$25.87	\$27.03	\$28.25
Recurring Expenditures - budget consideration items		\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
Recurring Expenditures - other updates to July 18 fiscal forecast	(\$0.10)	(\$0.09)	(\$0.09)	(\$0.09)	(\$0.09)	(\$0.09)
Structural Balance Factor	1.08	1.01	0.99	0.98	0.98	0.98
Non-recurring Revenues - per July 18 fiscal forecast	\$4.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-recurring Revenues - other updates to July 18 fiscal forecast	\$0.01					
Non-recurring Exp. - per July 18 fiscal forecast	\$0.79	\$4.70	\$0.98	\$1.06	\$0.72	\$0.72
Non-recurring Exp. - budget consideration items		\$0.39				
Non-recurring Exp. - other updates to July 18 fiscal forecast	\$0.00					
Ending Fund Balance	\$11.92	\$7.03	\$5.86	\$4.32	\$2.97	\$1.81
60-day Fund Balance Requirement	\$3.60	\$4.02	\$4.19	\$4.38	\$4.57	\$4.78
Over/(Under) 60-day Fund Balance Requirement	\$8.31	\$3.01	\$1.67	(\$0.06)	(\$1.60)	(\$2.96)
Excess/(Deficit) Structural Balance	\$1.75	\$0.20	(\$0.19)	(\$0.48)	(\$0.63)	(\$0.44)

Five-Year Fiscal Forecast
Pro Forma for Budget Consideration Items
Enterprise Fund
FY 2023 - FY 2027

Forecast Category (figures shown in millions)	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Beginning Working Capital Balance	\$1.71	\$1.59	\$1.56	\$1.82	\$1.92	\$2.08
Recurring Revenue - per July 18 fiscal forecast	\$10.50	\$10.97	\$11.54	\$12.10	\$12.69	\$13.30
Recurring Revenue - other updates to July 18 fiscal forecast	\$0.06	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
Recurring Expense - per July 18 fiscal forecast	\$8.07	\$8.30	\$8.56	\$8.83	\$9.11	\$9.41
Recurring Expense - budget consideration items		\$0.05	\$0.05	\$0.05	\$0.05	\$0.05
Recurring Expense - other updates to July 18 fiscal forecast	\$0.23	(\$0.12)	(\$0.12)	(\$0.12)	(\$0.12)	(\$0.12)
Recurring Expense - Debt Service (previously non-recurring)	\$2.13	\$2.12	\$2.13	\$2.13	\$2.13	\$2.01
Structural Balance Factor	1.0	1.1	1.1	1.1	1.1	1.2
Transfer to Vehicle and Equipment Replacement Fund	\$0.05	\$0.00	\$0.36	\$0.36	\$0.36	\$0.36
Transfer to Capital Improvement Fund	\$0.20	\$0.66	\$0.30	\$0.75	\$1.00	\$1.00
Ending Working Capital Balance	\$1.59	\$1.56	\$1.82	\$1.92	\$2.08	\$2.69
60-Day Reserve Requirement	\$1.38	\$1.37	\$1.42	\$1.46	\$1.51	\$1.56
Over/(Under) 60-Day Reserve	\$0.21	\$0.18	\$0.40	\$0.46	\$0.57	\$1.14
Excess/(Deficit) Structural Balance	\$0.12	\$0.63	\$0.92	\$1.21	\$1.52	\$1.97

**Five-Year Fiscal Forecast
Debt Service Fund
FY 2023 - FY 2027**

Forecast Category (Figures shown in millions, except tax rate)	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Beginning Fund Balance	\$0.66	\$0.67	\$0.67	\$0.67	\$0.67	\$0.67
Recurring Revenue	\$9.61	\$9.60	\$9.87	\$10.03	\$10.03	\$9.67
Recurring Expense	\$9.61	\$9.60	\$9.87	\$10.03	\$10.03	\$9.67
Net Refunding Activity	\$0.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Fund Balance	\$0.67	\$0.67	\$0.67	\$0.67	\$0.67	\$0.67
Debt Tax Rate (per \$100 assessed)	\$0.1514	\$0.1458	\$0.1481	\$0.1460	\$0.1411	\$0.1301
Increase/(Decrease) in Debt Tax Rate	(\$0.0044)	(\$0.0056)	\$0.0023	(\$0.0021)	(\$0.0049)	(\$0.0110)
Debt Outstanding	\$104.95	\$104.70	\$98.21	\$91.30	\$84.09	\$76.95

To be updated.

City of Bellaire

ORDINANCE NO. 22-XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF BELLAIRE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023 ("FY 2023"), AND APPROPRIATING THE SEVERAL SUMS SET UP THEREIN TO THE OBJECTS AND PURPOSES THEREIN NAMED BY: 1) A RECORD VOTE TO ADOPT THE FY 2023 BUDGET; 2) A VOTE TO RATIFY THE TAX REFLECTED IN THE BUDGET.

WHEREAS, the budget, appended hereto as "Appendix A," for the fiscal year beginning October 1, 2022, and ending September 30, 2023, (the "Budget") was duly presented to the City Council of the City of Bellaire, Texas, by the City Manager, containing estimates of resources and revenues for the fiscal year from all of the various sources, and the projects, operations, activities, and purchases proposed to be undertaken during the fiscal year, together with the estimated costs thereof, and estimated amounts of all other proposed expenditures; and

WHEREAS, a Public Hearing on the Budget was duly called by the City Council of the City of Bellaire, Texas, not less than 15 days after the date of such filing with the City Clerk, and notice of said Public Hearing was caused to be given by the City Council and said notice was published in the *Southwest News* on Tuesday, July 26, 2021, and was duly held on Monday, August 15, 2022, according to said notice; and

WHEREAS, the Budget, if adopted, will require raising more revenue from property taxes than in the previous year; and

WHEREAS, Texas Local Government Code, Section 102.007 requires a record vote for the adoption of the Budget, and, if the adoption of the Budget will require raising more revenue from property taxes than in the previous year, a separate vote to ratify the property tax increase reflected in the Budget;

NOW, THEREFORE,

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

1. **THAT** the Budget was duly prepared, filed with the City Clerk more than 30 days prior to the tax levy of the City of Bellaire, Texas, and is thereby available for inspection by any taxpayer.

2. **THAT** a Public Hearing on the Budget was duly called by the City Council of the City of Bellaire, Texas, not less than 15 days after the date of such filing with the City Clerk, and prior to the time the City Council of the City of Bellaire, Texas, levied taxes for such fiscal year and notice of said Public Hearing was caused to be given by the City Council and said notice was published in the *Southwest News* on Tuesday, July 26, 2022, and was duly held on Monday, August 15, 2022, according to said notice and as required by law.

3. **THAT** all parties desiring to participate and be heard at said Public Hearing were heard until no more evidence was offered, and such Public Hearing was concluded.

4. **THAT** the Budget is hereby, in all respects, finally approved and adopted by record vote and a vote made to ratify the tax increase reflected therein, both of which are recorded below.

5. **THAT** the several amounts specified for the several purposes named in said Budget be, and they are hereby, appropriated to and for such purposes and that, in accordance with the Charter of the City of Bellaire, Texas, the City Manager shall have general authority to contract for expenditures without further approval of City Council, unless specifically noted by the City Council, for all budgeted items the cost of which does not exceed the constitutional or statutory requirements for competitive bidding.

6. **THAT** the City Clerk of the City of Bellaire, Texas, shall file copies of this Ordinance and the Budget with the County Clerk of Harris County, Texas.

PASSED, APPROVED and ADOPTED by a ____ - ____ vote of the City Council of the City of Bellaire, Texas on the adoption of the Budget and by a ____ - ____ vote of the City Council of the City of Bellaire, Texas on the ratification of the property tax increase reflected in the Budget, this, the 19th day of September, 2022.

(SEAL)

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

ATTEST:

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

APPROVED AS TO FORM:

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

To be added.

City of Bellaire

FY 2023

Appendix L – Annual Local
Debt Report

City of Bellaire
Annual Local Debt Report
September 30, 2021

General Obligation Bond Overview (1):

<u>Bond Issue</u>	<u>Original Par Amount</u>	<u>Proceeds (2)</u>	<u>Final Maturity Date</u>	<u>Principal Outstanding</u>	<u>Interest to Maturity</u>	<u>Total Principal & Interest to Maturity</u>	<u>Total Principal & Interest to Maturity per Capita (3)</u>	<u>Proceeds Spent</u>	<u>Proceeds Unspent</u>	<u>Moody's Rating</u>	<u>S&P Rating</u>	<u>Purpose</u>
GO Bds Ser 2013	\$ 6,000,000	\$ 6,027,309	02/15/2022	\$ 185,000	\$ 2,775	\$ 187,775	\$ 10	\$ 6,027,309	\$ -	NR	AAA	Streets & Drainage
GO Bds Ser 2014	10,425,000	10,498,855	02/15/2039	8,280,000	2,876,841	11,156,841	588	10,321,264	177,591	NR	AAA	Public Improvements
GO Bds Ser 2015	7,710,000	7,910,000	02/15/2040	5,595,000	2,083,684	7,678,684	405	6,951,543	958,457	NR	AAA	Streets & Drainage
GO Ref Bds Ser 2016	9,690,000	9,764,218	02/15/2035	9,125,000	1,109,500	10,234,500	539	9,764,218	-	NR	AAA	Refunding
GO Bds Ser 2017	33,315,000	33,460,000	02/15/2042	30,020,000	12,317,978	42,337,978	2,232	33,460,000	-	NR	AAA	Public Improvements
GO Bds Ser 2017A	11,505,000	11,580,000	02/15/2042	10,575,000	3,786,566	14,361,566	757	10,124,559	1,455,441	NR	AAA	Public Improvements
GO Bds Ser 2018	11,475,000	11,500,000	02/15/2043	10,890,000	4,664,600	15,554,600	820	316,823	11,183,177	NR	AAA	Public Improvements
GO Ref Bds Ser 2018	12,760,000	13,441,700	02/15/2034	9,095,000	1,505,744	10,600,744	559	13,441,700	-	NR	AAA	Refunding
GO Bds Ser 2019	3,945,000	4,000,000	02/15/2044	3,840,000	1,279,981	5,119,981	270	-	4,000,000	NR	AAA	Public Improvements
GO Ref Bds Ser 2019A	8,950,000	9,491,040	02/15/2036	8,730,000	1,860,238	10,590,238	558	9,491,040	-	NR	AAA	Refunding
GO Ref Bds Ser 2019B	8,850,000	9,814,237	02/15/2030	8,090,000	1,428,088	9,518,088	502	9,814,237	-	NR	AAA	Refunding
GO Ref Bds Ser 2021	6,400,000	6,502,135	02/15/2038	6,390,000	775,368	7,165,368	378	6,502,135	-	NR	AAA	Refunding
	<u>\$ 131,025,000</u>	<u>\$ 133,989,494</u>		<u>\$ 110,815,000</u>	<u>\$ 33,691,363</u>	<u>\$ 144,506,363</u>	<u>\$ 7,617</u>	<u>\$ 116,214,828</u>	<u>\$ 17,774,666</u>			

General Obligation Bond and Per Capita Information:

	<u>Principal</u>	<u>Interest to Maturity</u>	<u>Total Principal & Interest to Maturity</u>
Total Outstanding Debt	\$ 110,815,000	\$ 33,691,363	\$ 144,506,363
Authorized But Unissued Debt	\$ 6,000,000	\$ -	\$ 6,000,000
All Authorized Debt	\$ 116,815,000	\$ 33,691,363	\$ 150,506,363
Total General Obligation Debt	\$ 110,815,000	\$ 33,691,363	\$ 144,506,363
Total General Obligation Debt per Capita (3)	\$ 5,841	\$ 1,776	\$ 7,617
All Authorized Debt Per Capita (3)	\$ 6,158	\$ 1,776	\$ 7,933

City of Bellaire General Information:

Physical address and mailing address:	7008 South Rice Avenue, Bellaire, Harris County, TX 77401
Main telephone number:	713-662-8222
Chief Financial Officer:	Terrence Beaman
Chief Financial Officer telephone number:	713-662-8251
Chief Financial Officer email address:	tbeaman@bellairetx.gov
Website:	www.bellairetx.gov
Taxpayer Identification Number:	74-6000339
Reporting fiscal year:	2021
Fiscal year period:	October 1 - September 30

- (1) All outstanding bonds are general obligation bonds which are secured by property taxes.
(2) Proceeds may be more or less than the original par amount due to premiums or discounts at issuance.
(3) Per capita data calculated using United States Census Bureau population estimate dated July 1, 2019 of 18,971.