City of Bellaire

FY 2023 Proposed Budget
Council Questions

Question No. 1

Received: July 18 **Assigned:** Information Technology **Status:** Complete

Slide 24. How do you evaluate new technology software and hardware and how do you prioritize?

Catherine Lewis, Council Member

Answer

Please see the Automation Plan in the Appendix of the IT Service Plan for details.

https://www.bellairetx.gov/DocumentCenter/View/29916/Information-Technology---Service-Plan-2021-2022

Question No. 1a

Received: July 18 **Assigned:** Information Technology **Status:** Complete

Is the 30-36" touch screen for our building official included in the plan?

Catherine Lewis, Council Member

Answer

According to Director Leech, the purchase of this equipment is included in the FY 2023 Development Services department budget.

Question No. 1b

Received: July 18 **Assigned:** Information Technology/Police **Status:** Complete

Did the police dept ever get their new reporting system up and running?

Catherine Lewis, Council Member

Answer

The new Central Square Computer-Aided Dispatch/Report Management System (CAD/RMS) went live on June 28, 2022. All reports stored in the old system since 1999 have been migrated into the new RMS. There have been minor configuration issues that the vendor is currently working to resolve but as a whole the new system is performing as expected. One of the outstanding issues involves the citizen data portal which will share crime stats and call for service data with the public via the website crimemapping.com. This issue is in development and should be deployed in early August.

Question No. 1c

Received: July 18 **Assigned:** Police **Status:** Complete

Where are the crime stats??

Catherine Lewis, Council Member

Answer

Regarding citizen access to call for service data, see the note above regarding the citizen data portal. Regarding crime stats, there is now a large amount of data available for reporting. Rather than speculate on relevant data points the police department has an agenda item scheduled for August 15th for Council to review available statistics and specify which would be reliable indicators of police performance.

Question No. 2

Received: July 18 **Assigned:** Police and Facilities **Status:** Complete

PA2308 Animal Shelter Replacement $500k. Enough to build a 2-story house. I checked minutes from Nov 15 last year. The agenda items reads a "modular facility." We talked about ~$200k. Why the extreme cost of a possible new dog pound? Is is air conditioned? Does it have a lobby or a visitation room? Is there a sewer line? Also $10k in shelter expenses. How many animals have been cared for? How many returned to Bellaire homes?

Catherine Lewis, Council Member

Answer

While the discussion in 2021 started around a modular animal control facility, Council direction on the agenda item was for the police department to explore a more durable and long-lasting solution. This is why the facility outlined in the latest Capital Improvement Plan is a brick-and-mortar structure. The specific reason was to ensure longer-lasting service and reduced maintenance and upkeep over the long term and provide a facility capable of serving the City of Bellaire for 20 years and beyond.

The proposed facility will have interior kennels that will be air-conditioned.

Construction specifications will rely on input from the department's partner organization, Friends of the Bellaire Pound, and the newly-formed Animal Control Advisory Committee. Among the envisioned features will be a lobby, office, and reunification space. Additional specifications will rely on the minimum standards and recommendations for animal control facilities from the Texas Department of Health and Human Services.

The proposed facility will have water, sewer, and other utilities.

The department currently has $10,000 Dog Pound line item in the budget. These funds are to be used to cover the increased services to be provided by the new Animal Control Officer. These services include basic heartworm and other treatments previously outsourced to area veterinarians as well as microchipping services and any required medical treatments previously funded by the Friends of the Bellaire Pound.

Since early April 2022 a total of 29 dogs have been cared for by BPD.

Since early April 2022, 16 dogs have been returned to their owners. Of those, 13 were returned to City of Bellaire residents and 3 returned to owners outside of Bellaire.

Updated: August 8, 2022

Staff apologizes for their initial misunderstanding of Council direction. Per City Council feedback from the August 1st meeting, city staff will rescope CIP Project PA2308 from a permanent facility to a modular facility. Staff is gathering cost estimates and incorporating feedback from the Building Official, with the aim of presenting the updated project at the August 15th workshop. Staff welcomes further direction on how best to provide safe and secure animal sheltering services.

Question No. 3

Received: July 18 **Assigned:** Fire **Status:** Complete

Slide 29 (pg 30) 2nd medic unit. Where is the study of ambulance runs? Does WU assist COB in servicing the freeway?

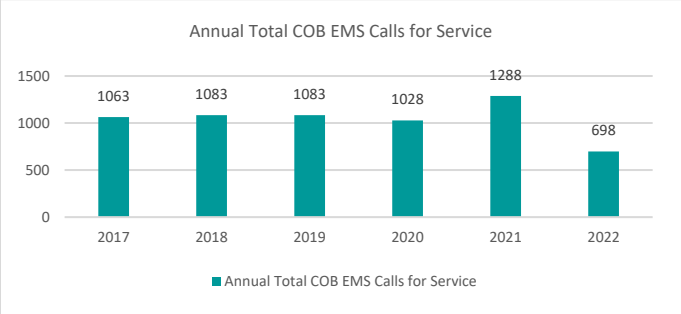
Catherine Lewis, Council Member

Answer

We are working on updating our stats so Council will have updated information through the end of July. This will be shared in the August 5th weekly memo.

Yes, West University assist COB in servicing the freeway as well as all parts of our community.

Updated: August 8, 2022



Question No. 4

Received: July 18 **Assigned:** Finance **Status:** Complete

FEE Schedule: I see in the Fees schedule that most fees change incrementally. Are there any significant changes that we should be aware of?

Catherine Lewis, Council Member

Answer

No. There are no significant changes to fees in the current proposed fee schedule. Any new fees or significant changes recommended as the budget process progresses will be brought to City Council's attention.

Question No. 5

Received: July 18 **Assigned:** Finance **Status:** Complete

**pg 176 of proposed budget. We agreed to language about park facilities rentals. Should be displayed here, but it's not.

Catherine Lewis, Council Member

Answer

Thank you for pointing out this oversight. We have made the following revisions to the proposed fee schedule:

- added the language you noted that reservations are not required to use park facilities, but that reservations guarantee your exclusive use of facilities,
- added language clarifying that the permit process fee is not applicable to garage sale permits, estate sale permits, and parking permits, and
- changed the column showing "Adopted 2022" to "Amended 2022," which included showing the 2022 garage sale permit fee cost of $15.

Question No. 6

Received: July 18 **Assigned:** Development Services **Status:** Complete

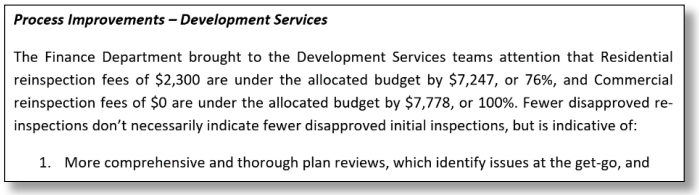
Please explain the re-inspection fees problem in the weekly memo. Are we going to raise those fees?

Catherine Lewis, Council Member

Answer

The DS / PW team sees the reduction in re-inspection fees as a positive outcome because there have been fewer disapproved re-inspections, if not necessarily inspections. This is indicative of better plan reviews, inspector training, General Contractors not scheduling their trades' inspections prematurely (only the trades should schedule their inspections), better communication between inspectors and contractors then ensuing better punch work before scheduling / rescheduling, etc. In summary, some of the practices and procedures that have been implemented to improve the quality of the process by staff are working.

At this time the DS team is contemplating the addition of punitive re-inspection fees at some point in FY23, but not through this budget process. An example of this would be as follows: lets say an air-conditioning system installation inspection costs $50. The air conditioning contractor would already know the City of Bellaire standard for such an installation through the permitting process. If they fail the inspection, the subsequent reinspection would cost $55 for example. If it fails again, the re-inspection fee would rise to $60. We are not ready to implement a programmatic change like this at this time but hope to bring a recommendation like, or similar to this with a handful of other relatively minor development services related fee changes in FY23.



Process Improvements – Development Services

The Finance Department brought to the Development Services teams attention that Residential reinspection fees of $2,300 are under the allocated budget by $7,247, or 76%, and Commercial reinspection fees of $0 are under the allocated budget by $7,778, or 100%. Fewer disapproved re-inspections don't necessarily indicate fewer disapproved initial inspections, but is indicative of:

1. More comprehensive and thorough plan reviews, which identify issues at the get-go, and

Question No. 7

Received: July 18 **Assigned:** Public Works **Status:** Complete

July 18th Council Meeting: CIP did not include some potential projects (Harris County's recently approved plan to build a pathway from Braes Bayou to Memorial Park along the railroad tracks) potential opportunity for Bellaire to improve certain spaces along that pathway (Mulberry Park, Lafayette/Officer Lucy Dog Park)

Nathan Wesely, Council Member

Answer

The Parks, Recreation, and Facilities Department and the Parks and Recreation Advisory Board has been communication with Houston Parks over the past several years. In past conversations Houston Parks has stated that the pathway along CenterPoint property hasn't been funded and that there was no foreseeable timeline as to when this project would receive funding. Last Monday night was the first time the Director heard funding was made available and will contact Houston Parks and get more information.

Question No. 8

Received: July 18 **Assigned:** Finance **Status:** Complete

July 18th Council Meeting: Should the No New Revenue Rate reconcile to the De Minimis Tax Rate? Should the De Minimis Rate generate exactly $500,000 more than the no new revenue rate?

Tax Rate Scenario	Rate	Assessed Value	Tax Revenue (a)	Additional Revenue Over Proposed Rate	Impact on Average Bellaire Home (b)
Proposed Tax Rate	$0.4473	$5,138,167,772	$22,983,024	$0	$0
No New Revenue Tax Rate	$0.4341	$5,138,167,772	$22,304,786	($678,238)	($98)
Voter-Approval Tax Rate (Includes Increment Rate)	$0.4809	$5,138,167,772	$24,709,449	$1,726,424	$249
De Minimis Tax Rate (Authorized for Small Cities-$500k increase)	$0.4483	$5,138,167,772	$23,034,406	$51,382	$7

Andrew S. Friedberg, Mayor

Answer

Based on a broad conceptual understanding of the no new revenue rate ("NNRR") (the rate which generates the same revenue as the prior year) and the de minimis rate ("DMR") (the rate which generates an additional $500,000), most people would likely expect the DMR to generate $500,000 more revenue than the NNRR. However, that's not how the DMR is computed. The DMR is computed to generate $500,000 more than last year's no new revenue M&O rate plus this year's debt rate. It would be logical to assume the no new revenue M&O rate plus the debt rate would equal the NNRR, but it does not based on the results when entering data into the truth and taxation software. The NNRR calculation includes numerous adjustments to the prior levy, including adjustments for all refunded taxes (both M&O and debt service), and it adjusts the prior year taxable value (used to compute the prior year levy for purposes of the computation) by all taxable value lost to new exemptions. In contrast, the no new revenue M&O rate computations do not adjust prior year taxable value in the same way, and they only adjust prior year levy by the amount of M&O taxes refunded. We reached out to the experts at Harris County Tax Office for assistance in explaining the variance and they confirmed the difference between revenues produced by the NNRR and the DMR would not necessarily equal $500,000. Right now, we are working with estimates. Soon we will be utilizing the tax rate calculation software provided by the county and the certified tax rolls to generate concrete tax rates. We will provide updated tax rates once we have performed those computations.

Question No. 9

Received: July 18 **Assigned:** Finance **Status:** Complete

July 18th Council Meeting: expressed an interest in knowing the amount of assessed values attributable to new properties versus existing properties.

City Council

Answer

Based on the Certified estimates sent out April 28, 2022, of the total certified estimate taxable value in the amount of $5,183,167,772, $85,082,101 or 1.67% is attributed to "new property". Please remember this is the certified estimate amount as it will change when the City receives the certified roll in August. To date staff is using estimates to calculate reasonable tax rates for Council to consider while discussing the budget for next fiscal year.

Question No. 10

Received: July 18 **Assigned:** All Departments **Status:** Complete

July 18th Council Meeting: Request to distribute the departmental service plans which could be reviewed in conjunction with the budget departmental service pages, to understand the services provided by the department, the resources necessary to supply such services, and the performance metrics used to measure successful service delivery.

Nathan Wesely, Council Member

Answer

Here is a LINK to all the most current versions of departmental service plans.

Please note, departments update their respective service plans every couple of years so there will likely be notable staffing changes, etc.

Question No. 11

Received: July 18 **Assigned:** City Manager's Office **Status:** Complete

July 18th Council Meeting: Looking at budget consideration items, there were two apps, in addition to the existing See-Click-Fix app. The mayor expressed a preference for a single app for all city services versus having multiple city apps.

Andrew S. Friedberg, Mayor

Answer

The CivicPlus smartphone app will be able to provide a one-stop shop for users on their mobile devices. It can be configured to provide access to the city website and other useful platforms like SmartGov, SeeClickFix, AquaHawk, Online Payments, and more. The ReCollect app would be a different platform specific to recycling in Bellaire, and a link can be included in the CivicPlus smartphone app. This will be explored in detail in the supplemental request information to be provided for the budget workshop.

Question No. 12

Received: July 18 **Assigned:** City Manager's Office **Status:** Complete

July 18th Council Meeting: (What is) the adoption rate of our existing apps? (Is there a) need for additional apps and whether the adoption rates would justify the offering? What metric should be used to judge the success of each existing and proposed new phone app?

Jim Hotze, Council Member

Answer

The City of Bellaire currently has one app, SeeClickFix. The SeeClickFix platform replaced the Resident Request Center on the city website to address resident concerns. We have received 318 and resolved 275 requests since the app's release. The remaining requests are still under review by staff. We will look into the user rate metrics for this app, the SeeClickFix software, and the analytics from CivicPlus. We will include this information in the supplemental request information for the budget workshop.

Updated: August 8, 2022

CivicPlus: Integrations can be customized to fit the City of Bellaire to make the smartphone app a one-stop shop for our residents. Website analytics show that 48% of our site visits are on a mobile device. This equates to 170k website visits in one year from a mobile device.

SeeClickFix: The user metrics for SeeClickFix will be provided in the August 12th weekly memo.

Question No. 13

Received: July 18 **Assigned:** Finance **Status:** Complete

July 18th Council Meeting: General Fund fiscal forecast – Is an assumption of an annual 4% increase in assessed taxable values to rosy?

Andrew S. Friedberg, Mayor

Answer

Based on the last 10 years the average increase in taxable property value has been 3.6%. Therefore, to be conservative and more realistic we will be using 3% in our fiscal forecast moving forward. Please remember this is an estimate.

Question No. 14

Received: July 18 **Assigned:** Development Services / Finance **Status:** Complete

July 18th Council Meeting: General Fund fiscal forecast – Is an assumption of an annual 4% increase in permit revenues too aggressive?

Andrew S. Friedberg, Mayor

Answer

At the May City Council Budget Retreat City Council was presented with an assumption of 6% as an annual increase in permit revenue. The 6% was based on a review of the prior 10 years of revenue collected. The 4% estimate represents a revised approach and staff is of the opinion that is reasonable and prudent based on the prior 10 year history as well as the somewhat unique trend whereby redevelopment and development in Bellaire have not slowed as the trend has been nationally.

Question No. 15

Received: July 26 **Assigned:** Finance **Status:** Complete

Your financial analysis shows that in a couple of years, the budget will not be structurally balanced. How much do we have to cut expenditures to bring the budget back into balance? In each fund?

Catherine Lewis, Council Member

Answer

A structurally balanced budget is a budget in which recurring revenues equal or exceed recurring expenditures. Structural balance has two components: (1) recurring revenues, and (2) recurring expenditures. Projected structural imbalance can be addressed through increased recurring revenues, decreased recurring expenditures, or a combination of increased recurring revenues and decreased recurring expenditures.

As required by our Comprehensive Financial Management Policy Statement, we present a fiscal forecast for the General Fund, the Enterprise Fund, and the Debt Service Fund. The five-year fiscal forecasts for the Enterprise Fund and for the Debt Service Fund presented to City Council on July 18, 2022, were structurally balanced in all years. In the five-year fiscal forecast for the General Fund presented to City Council on July 18, 2022, the maximum annual delta between annual recurring revenues and recurring expenditures was $0.59 million forecast in fiscal year 2026.

Question No. 16

Received: July 26 **Assigned:** Police **Status:** Complete

Follow up on question 2. It seems that at least one dog is being held at a local vet. Is this dog or other dogs held at veterinarian facilities counted? Are we paying boarding for those dogs or are other subsidizing the cost? How many dogs returned to Bellaire owners and other owners in the last year, as contrasted with those adopted out? How many of those are pit bulls or pit bull mix?

Catherine Lewis, Council Member

Answer

Animals housed with either fosters or the vet are included in our head counts. Boarding of animals for either medical care or to provide relief from the heat is paid for out of the department's "Dog Pound" line item budget.

Reviewing numbers from August 2021 to the present shows these numbers on animals taken in, returned to owners, adopted out, or transferred to a rescue organization:

- BPD/COB cared has cared for 80 dogs from August 2021-present.
- 23 of those taken in were Pitbull/Pitbull mixes.
- 36 dogs were returned to their owners. Four of those returned were pitbull/pitbull mixes.
- Friends of the Bellaire Pound handled adoptions for 4 unclaimed animals.
- Animals that were not returned or adopted were transferred to rescue organizations by Friends of the Bellaire Pound.

It should be noted that as of late rescue organizations have reached capacity and are unable to take additional dogs. It is increasingly difficult to find homes for unclaimed animals and any organization still taking animals won't take large dogs.

Question No. 17

Received: July 26 **Assigned:** Public Works **Status:** Complete

DR2202 refers to implementation of the MDCP. You indicated that changes made since presented to council Sept 2021 were done for TXDOT. What did TXDOT change? Were any council recommendations incorporated? Please specify.

Catherine Lewis, Council Member

Answer

The input from council included in the MDCP was:

1. no land acquisition of existing city homes was acceptable
2. focus on Concept C
3. construction phasing is important to right size projects
4. maximize outside funding opportunities.

Question No. 17a

Received: July 28 **Assigned:** Public Works **Status:** Complete

DR2202 refers to implementation of the MDCP. How much (does) it costs and when (is it) expected?

Catherine Lewis, Council Member

Answer

The goal is to implement plan C in some form or fashion. The plan includes working with other agencies and breaking plan C into smaller yet impactful and affordable pieces. The Public Works team has been working with a consultant on developing a scope of work to guide us through the next steps of this process. This scope of work will be brought to Council in late August or September for consideration.

Question No. 18

Received: July 26 **Assigned:** Parks, Rec, Facilities **Status:** Complete

Have we had a history of failures with the chiller unit on the HVAC at the fire station? How many? How long did it take to get it fixed?

Catherine Lewis, Council Member

Answer

The chiller at the Fire Station has failed, which is not unusual for equipment to fail over time. The longest the chiller has been down at the Fire Station has been around 36 hours. The intent of a secondary chiller is to ensure the HVAC system is operating at all times and to protect the operation of the Fire Department, the Emergency Operation Center, and the City wide computer system from overheating. Replacement chillers currently have a lead time of up to six to eight months.

Question No. 19

Received: July 26 **Assigned:** Fire **Status:** Complete

How many ambulance runs, in the last year, actually required a paramedic as opposed to an EMT? How many ambulance runs in the last year from medical facilities, including nursing homes and doctors' offices?

Catherine Lewis, Council Member

Answer

We had a total of 1288 EMS Runs last year that our Medic Unit responded to. Out of the 1288 responses, 673 required a paramedic as opposed to an EMT. 524 responses were of the BLS level and 91 responses were cancelled with out any patient contact.

Out of the 1288 responses we had a total of 239 EMS responses to Medical Facilities in Bellaire.

Question No. 20

Received: July 27 **Assigned:** Police **Status:** Complete

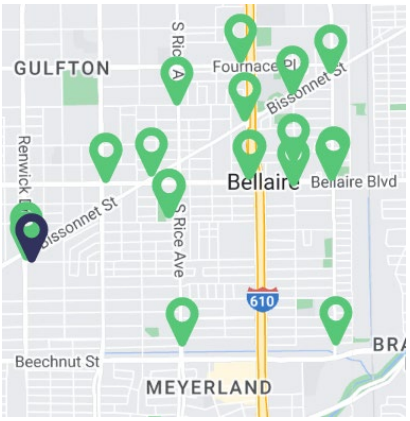
How many "flock" type security cameras do we have operating? How many has the city planned to purchase and set up this year and in the next few years? Where are they likely to be located?

Catherine Lewis, Council Member

Answer

The department operates 20 Flock Safety ALPR cameras within the city. Eighteen of these are installed at stationary locations as shown on the map to the right. Two of the cameras are installed on the department's speed monitoring trailers. These mobile cameras can be deployed in areas to address issues such as speeding, burglaries, or other such offenses.

The department foresees deploying six additional cameras in the future: two on the northbound feeder of I-610 north of Beechnut, two northbound Chimney Rock at Beechnut, and two northbound on Renwick at Beechnut.



Question No. 21

Received: July 27 **Assigned:** Parks, Recreation and Facilities **Status:** Complete

What is the source of funding for $160k of improvements at Evergreen Park? Is this also donations, along with $189.5k. Total PA2304 $349.5k.

Catherine Lewis, Council Member

Answer

There is a typo on the Evergreen Park CIP page (PA2304) that states Patrons for Bellaire Parks anticipates donating $136,384.00. This is incorrect, Patrons for Bellaire Parks has $160,000.00 in a designated fund for Evergreen Park.

Evergreen Park CIP (PA2304) has been revised to say, "A total of $349,500 is proposed for PA2304-Evergreen Park in FY23. This includes a $160,000 donation that has been pledged by the Patrons for Bellaire Parks and $189,500 from the General Fund. Please note the $189,500 from the General Fund is associated with a restricted account established by Ordinance 11-10 whereby right-of-way sales proceeds are designated for development of parks. The FY23 funding for PA2304 is programmed to replace the existing Evergreen Park with a new, more inclusive playground for people of all abilities."

Question No. 22

Received: July 27 **Assigned:** Public Works / Facilities / Fleet **Status:** Complete

Can we get detail of which vehicles are being replaced, as in previous budgets?

Catherine Lewis, Council Member

Answer

Fleet recommendations are included in the CIP that was sent in the July 22nd weekly memo to City Council and can be found in Appendix F, Page 48.

https://www.bellairetx.gov/DocumentCenter/View/29915/Proposed-FY-2023-2027-CIP

Question No. 23

Received: July 28 **Assigned:** Public Works **Status:** Complete

Are we using the same street & drainage ranking as we were 2 years ago, with the same criteria?

Catherine Lewis, Council Member

Answer

The Street and Drainage Criteria the City last had in place were from the BBB16 Program and were to decide which streets were reconstructed and in what order. The list derived from the BBB16 criteria were made with a paving condition score and a drainage score. Reconstruction in this case means a complete removal and replacement of the street and its storm sewer infrastructure. The only streets that were evaluated using this system that are being addressed currently are the four streets funded by a 2017 CDBG Grant funding allocation and include Larch, Cedar, Mimosa and Chelsea.

Council approved this contract on February 21, 2022. All other current work relating to street repairs are from staff inspections of failing infrastructure or from the Pavement Condition Analysis (PCA) performed by RAS Pavement Services in 2021. City Council received a workshop on this topic on March 15, 2021. That discussion overviewed the Public Works plan for pavement maintenance and detailed the departments standard operating procedures for addressing pavement related maintenance matters.

Question No. 24

Received: August 1 **Assigned:** Finance **Status:** Complete

Since our peak of debt in 2019, some of our debt is paid off and subsequently the debt service tax reduced. Savings in the debt service tax were absorbed by the General Fund. How much is that difference in tax rate and in dollars?

Catherine Lewis, Council Member

Answer

Despite our overall debt level declining by $6.8 million from fiscal year 2019 to 2020, our debt service increased from $9.3 million in fiscal year 2019 to $9.6 million in fiscal year 2020, so there was an increase in the debt tax rate in fiscal year 2020. Fiscal year 2020 was also the first year we had an overall tax rate of $0.4473 which we have maintained. In fiscal years 2021, 2022, and proposed for 2023, our debt service has remained at $9.6 million, but increasing taxable values have allowed us to raise the same amount of debt service tax revenues with a slightly decreased debt tax rate. As a result of holding the overall tax rate flat at $0.4473 while decreasing the debt tax rate in fiscal years 2021, 2022, and proposed for 2023, the General Fund (maintenance & operation) tax rate, if held at the proposed $0.4473 overall tax rate, will have increased by $0.0110 from fiscal year 2020 to fiscal year 2023. The $0.0110 of incremental General Fund tax rate is estimated to generate $554,000 of revenue in fiscal year 2023.

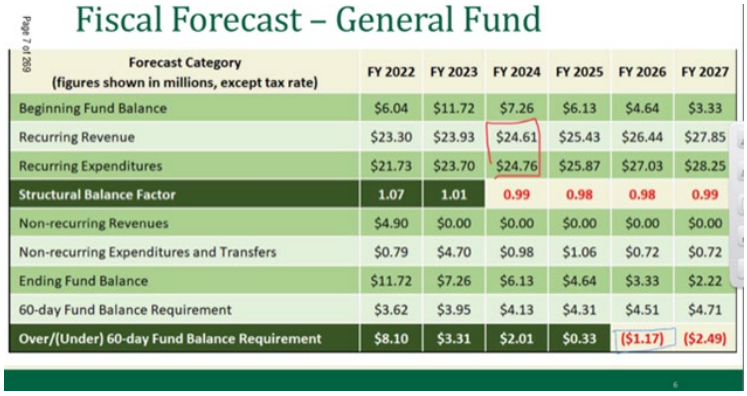
($5,138,167,772 estimated taxable assessed value x $0.0110/$100 additional tax rate x 98.0% collection factor = $554,000 additional revenue in General Fund)

It should be noted that not all debt service is paid using property tax revenues generated by the debt tax rate. The Enterprise Fund transfers to the Debt Service Fund enough funds to pay the portion of debt service related to Enterprise Fund capital project-related debt.

Question No. 25

Received: August 1 **Assigned:** Finance **Status:** Complete

Back to Question 15. This table shows GF running negative by $150k in FY2024, just next year. The 60 day deficit is $1.17million in FY2026. Why do you say $590k in FY2026 is the first occurrence? p. 224 of 230



Fiscal Forecast – General Fund

Page 7 of 269

Forecast Category (figures shown in millions, except tax rate)	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Beginning Fund Balance	$6.04	$11.72	$7.26	$6.13	$4.64	$3.33
Recurring Revenue	$23.30	$23.93	$24.61	$25.43	$26.44	$27.85
Recurring Expenditures	$21.73	$23.70	$24.76	$25.87	$27.03	$28.25
Structural Balance Factor	1.07	1.01	0.99	0.98	0.98	0.99
Non-recurring Revenues	$4.90	$0.00	$0.00	$0.00	$0.00	$0.00
Non-recurring Expenditures and Transfers	$0.79	$4.70	$0.98	$1.06	$0.72	$0.72
Ending Fund Balance	$11.72	$7.26	$6.13	$4.64	$3.33	$2.22
60-day Fund Balance Requirement	$3.62	$3.95	$4.13	$4.31	$4.51	$4.71
Over/(Under) 60-day Fund Balance Requirement	$8.10	$3.31	$2.01	$0.33	($1.17)	($2.49)

Catherine Lewis, Council Member

Answer

You are correct that the fiscal forecast projects the General Fund will not be structurally balanced by $0.15 million in fiscal year 2023. We did not say fiscal year 2026 was the first occurrence of imbalance, we said that was the year with the maximum annual negative delta between recurring revenues and expenses. In fiscal year 2026 recurring expenditures exceed recurring revenues by $0.59 million, which is the most of any year in the fiscal forecast. We understood your original question (Question No. 15 in this document) to be seeking the amount of adjustment required to bring the fund back into structural balance, so we identified the maximum annual amount by which the fund was out of structural balance.

> As required by our Comprehensive Financial Management Policy Statement, we present a fiscal forecast for the General Fund, the Enterprise Fund, and the Debt Service Fund. The five-year fiscal forecasts for the Enterprise Fund and for the Debt Service Fund presented to City Council on July 18, 2022, were structurally balanced in all years. In the five-year fiscal forecast for the General Fund presented to City Council on July 18, 2022, the maximum annual delta between annual recurring revenues and recurring expenditures was $0.59 million forecast in fiscal year 2026.

Question No. 26

Received: August 1 **Assigned:** Finance **Status:** Complete

Out of $8,115,689 in GF cash reserve, FY2023Proposed spends $4,789,810. Says $4.7 million transferred out. $3million is transferred to CIP. Where does the $1.7million go? Where does the rest of that expenditure go? What for? Yet in a few years we're expecting to be in deficit of the 60-day reserve.

Catherine Lewis, Council Member

Answer

The proposed FY 2023 budget anticipates General Fund transfers out of $4.7 million. $3.7 million is proposed to be transferred to the Capital Improvement Fund and $1.0 million is proposed to be transferred to the Vehicle, Equipment, and Technology Fund. These proposed transfers can be seen in the Transfers Out section of the General Fund Summary on page 8 of the proposed budget book. (The $4.7 million proposed transfer is equal to the anticipated amount of American Rescue Plan Act Funds to be received by the General Fund.)

GENERAL FUND SUMMARY

	FY 2021 Actuals	FY 2022 Amended	FY 2022 Projected	FY 2023 Proposed
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	22,515,819	28,396,234
Change in nonspendable fund balance	(15,468)	-	-	-
Ending Unassigned Fund Balance	**$ 6,052,377**	**$ 5,368,970**	**$ 11,737,148**	**$ 7,275,251**
60 Day Fund Balance Requirement	$ 3,437,117	$ 3,711,166	$ 3,621,460	$ 3,949,372
Over/(Under) 60 Day Requirement	$ 2,615,261	$ 1,657,804	$ 8,115,689	$ 3,325,879
Structural Balance Factor	1.03	1.04	1.07	1.01
Excess Recurring Revenues	$ 709,215	$ 888,456	$ 1,572,193	$ 238,103

Question No. 27

Received: August 1 **Assigned:** Finance **Status:** Complete

Would you please put a table of contents with page numbers on the budget document. This document is very hard to navigate.

Catherine Lewis, Council Member

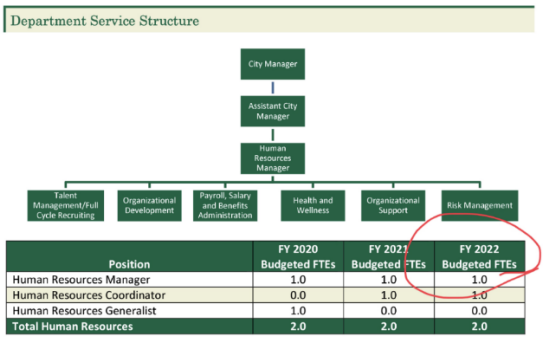
Answer

Yes, we will add a table of contents to the next version of the budget book. In the meantime, you can use the following link to a table of contents for the budget book included in the July 18 City Council packet. Link for table of contents: https://bellairetx.gov/2023TOC

Question No. 28

Received: August 1 **Assigned:** Human Resources **Status:** Complete

Human Resources has not updated their Employee Service Structure. p.27 of 230



Position	FY 2020 Budgeted FTEs	FY 2021 Budgeted FTEs	FY 2022 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**

Catherine Lewis, Council Member

Answer

The Human Resources structure is reflected above at the current authorized FY22 Employee Service Structure. The FY23 budget includes a new position request for an additional 1.0 FTE employee and will be determined during continued budget deliberations.

Updated: August 8, 2022

Thank you for identifying this oversight. You are correct that the FTE count reflected in the table should be for fiscal years 2021, 2022, and 2023. We will update the table for the next version of the budget book. The FTE counts for fiscal year 2023 presented in various locations in the budget book do not reflect new positions requested. Those new positions are considered budget consideration items for Council, and like other budget consideration items, are not reflected in the budget document. If Council provides guidance to reflect budget consideration items in the budget, they will be added to the proposed budget document.

Question No. 29

Received: August 8 **Assigned:** Parks, Recreation and Facilities **Status:** Complete

How much are we spending from line item 425 on Loftin Park, Evergreen Park, Evelyn's Park, Nature Discovery Center? What structural maintenance in any park is comparable to a $23k paint job on Betsy's house? I understand that the comparison is made in terms of services, such as landscape maintenance, not dollars, so looking for that type of comparison. Maybe the house at Nature Discovery Center?

Catherine Lewis, Council Member

Answer

We do not track our expenditures by parks or buildings. The budget request covers painting, replacement of wood rot, sealing exposed wood, and the awning replacement.

If the house at Nature Discovery Center needed repairs and painting, the City of Bellaire would be responsible for repairs and painting. Several years ago, we did replace damaged wood on the house in Russ Pitman Park.

Question No. 30

Received: August 8 **Assigned:** Parks, Recreation and Facilities
Information Technology **Status:** Complete

Did we lose any computer equipment when the fire house chiller went out? How much computer equipment do you have that can't be plugged in at city hall? Can EOC be moved to city hall in the unlikely event that the chiller goes out at the same time we have an emergency situation for the city?

Catherine Lewis, Council Member

Answer

The computer system did not go down at the fire station, but the chiller was only down for several hours. In the old Police Station, the chiller went down most of the day in the peak of the summer, putting the 911 emergency system in jeopardy. Harris Council mobilized their mobile 911 unit on-site out of concern Bellaire would lose 911 capabilities. The new police station has a secondary chiller system to ensure the operation of the Bellaire Police Department and the 911 emergency system. If the chiller at the Fire station goes down for several days in the peak of the summer, the Fire Department would need to be moved to an alternative location.

All the non-PD City's servers, data storage and key networking equipment is housed at the Fire Station along with the communications line to the impound lot. Consideration for relocating to City Hall include not only what can be plugged in or powered, but also the physical move of the equipment. With planning, this type of business disruption could be overcome, and should be included in the business contingency request from IT for the upcoming fiscal year.

Unfortunately, parts can be difficult to get due to manufacturing and transportation issues and are not always readily available. We have a set of coils that need to be replaced on the chiller at the Recreation Center, and we have been told it will be six to eight weeks before they are available.

Question No. 31

Received: August 8 **Assigned:** Human Resources **Status:** Complete

"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." How are step increases merit based since they're guaranteed increases? HR director said last year that only one or two employees had been given a bad performance rating in 10 years.

Catherine Lewis, Council Member

Answer

The City's Performance Evaluation form uses the following 11 performance dimensions (characteristics) that relate to the work being performed.

1 – Customer Service, Public Contact & Responsiveness
2 – Competence/Application of Job Knowledge
3 – Safety Awareness & Concern
4 – Teamwork/Employee Relations
5 – Quality of Work
6 – Quantity of Work
7 – Attendance & Punctuality
8 - Stewardship
9 – Operation & Care of Equipment & Resources
10 - Communication Skills
11 - Initiative

Two additional dimensions are included for supervisory personnel:

12 – Leadership Skills
13 – Human Resource Management

Three additional dimensions are included for Department Directors

14 – City Representative
15 – Member of the Management Team
16 – Management of the Department

The dimensions' scoring has a 5 to 1 performance level attached to each dimension. Employees' job performance is scored with this rating scale for each of the 11 dimensions. Employees below a 2.6 rating on their annual evaluation will not receive an adjustment to pay and will be placed on a Performance Improvement Plan. Employees are eligible for a step increase with a score of 2.6 or above. Here is a link to the full employee performance evaluation: https://www.bellairetx.gov/DocumentCenter/View/29979/City-of-Bellaire---Employee-Performance-Evaluation

Question No. 32

Received: August 8 **Assigned:** Finance **Status:** Complete

Comparing the total salaries from the FY2022 Amended (to include infilled vacancies and added employees) the total salaries increase is 5.7%, above the 5% nominal increase. In fact, six departments are driving that increase for salaries (not including benefits or professional services or contract services) Please explain:

- City Mgr Office +9.6% (less than 2% attributed to increase pay for new City Mgr)
- Finance & Courts +7.4% (not incl judges)
- Dev Services +23.2% (not contract; employees already counted in Amended FY2022. I appreciate that they need all the help they can get.)
- Fire -1.3% (thank you, Chief Tittel)
- Police +7.9%
- Library +4.3%
- Public Works +8.9%
- Parks, Facilities, Rec +6.8%
- Total Regular Employees +6.2%

Catherine Lewis, Council Member

Answer

The FY 2022 amended budget does not reflect the 3.5% STEP increase City Council approved at the May 16th City Council meeting. Because the FY 2022 STEP increase was implemented so late in the year and therefore had only a four-month impact, and because we had extraordinary amounts of salaries and benefits vacancy savings, we did not need to amend the FY 2022 budget to incorporate the STEP increase. That FY 2022 STEP increase, along with a proposed 3.5% FY 2023 STEP increase (assumed to be effective January 1, 2023) and proposed 1.5% FY 2023 COLA (assumed to be effective October 1, 2022) are all incorporated into the FY 2023 budget. This results in an exaggerated difference between the FY 2022 budget and the FY 2023 proposed budget.

On a typical full-time employee, the FY 2023 budgeted salary would be 7.8% higher than the FY 2022 budgeted salary as a result of incorporating FY 2022 3.5% STEP effective October 1, 2022, the proposed FY 2023 3.5% STEP effective January 1, 2023, and the proposed FY 2023 1.5% COLA effective October 1, 2022. The calculation of the 7.8% increase is shown below for a fictional employee budgeted at $50,000 annual salary in FY 2022.

FY 2022 Budgeted Salary	Salary Increase Due to: FY 2022 3.5% STEP Not Included in FY 2022 Budget Due to Vacancy Savings, but Included in FY 2023 Budget Effective October 1, 2022	Adjusted Salary	Salary Increase Due to: FY 2023 1.5% COLA Effective October 1, 2022	Adjusted Salary	Salary Increase Due to: FY 2023 3.5% STEP Effective January 1, 2023	Adjusted Salary
$50,000	$1,750	$51,750	$776	$52,526	$1,838	$54,365

Monthly Salary Budgeted for October - December ($52,526 ÷ 12 = $4,377)	Total Salary Budgeted October - December ($4,377 x 3)	Monthly Salary Budgeted for January - September ($54,365 ÷ 12 = $4,530)	Total Salary Budgeted January - September ($4,530 x 9)	Total Salary Budgeted for Fiscal Year 2023	Increase in Total Salary Budgeted for FY 2023 ($53,905) Over Total Salary Budgeted For FY 2022 ($50,000)
$4,377	$13,132	$4,530	$40,774	$53,905	7.8%

Had the FY 2022 budget reflected the full-year impact of a 3.5% STEP increase the differences between the two budgets would be significantly less. Additionally, although City Council approved the addition of two new Development Services positions during FY 2022 (an additional building inspector and an additional plan reviewer), the FY 2022 budget was not amended to incorporate those positions as the positions were not forecast to be filled immediately and due to the extraordinary amounts of salaries and benefits vacancy savings. Those new positions have been budgeted in FY 2023, and they further exaggerate the difference between the FY 2022 budget and the FY 2023 budget.

City Manager's Office –Salaries for the stand-alone City Manager's Office were proposed to increase by $48,552, or 9.6%. This increase is driven by two factors:

- an $18,552 increase in the aggregate non-city manager position pay due to the FY 2022 3.5% STEP (not reflected in the FY 2022 budget), the proposed FY 2023 3.5% STEP, and the proposed FY 2023 1.5% COLA, and
- a $30,000 increase in the budgeted pay for the City Manager position. Keep in mind the July 18 proposed budget was prepared before City Council approved an employment agreement for the City Manager. The employment agreement was for $5,000 more than we estimated when preparing the July 18th budget, so we will be revising the budgeted salaries to match the employment agreement.

Finance and Courts - Salaries for the Finance Department were proposed to increase by $55,600, or 7.4%. This is very close to the expected 7.8% increase caused by the STEP and COLA increases.

Development Services - Salaries for the Development Services Department were proposed to increase by $160,576, or 23.2%. $117,000 of the increase is related to budgeting an additional building inspector and an additional plan reviewer. The remaining increase is related to the STEP and COLA increases.

Fire - Salaries for the Fire Department are budgeted to decrease by $28,599, or 1.3%. This is under the expected 7.8% increase caused by the STEP and COLA increases. The variance is due mainly to turnover within the department. There were some long-tenured employees who retired from the Fire Department in FY 2022. The individuals promoted into the vacant positions earn less than those who retired. Likewise, those promotions caused vacancies that were filled via promotion and those newly promoted individuals earn less than the persons promoted out of the positions. We also had a fair amount of firefighter/paramedic resignations, and those individuals had been earning more incentive pay than the new hires replacing them. Incentive pay gets aggregated into the salaries line item.

Police - Salaries for the Police Department were proposed to increase by $345,220, or 7.9%. This is very close to the expected 7.8% increase caused by the STEP and COLA increases.

Library - Salaries for the Library Department were proposed to increase by $21,129, or 4.3%. This is under the expected 7.8% increase caused by the STEP and COLA increases. There are several very long-tenured employees; over half the library employees have reached the final STEP on the pay scale, so they do not participate in STEP increases; they only receive COLAs. As a result of numerous Library employees not receiving STEP increases, the budgeted increase in salaries is significantly below the otherwise expected 7.8%.

Public Works - Salaries for the General Fund Public Works Department were proposed to increase by $55,169, or 8.9%. This increase is more than the 7.8% increase caused by the STEP and COLA increases because two upper-level positions within the department were recently filled with individuals earning higher salaries than their predecessors, so the FY 2023 budget was increased to reflect the salaries currently being paid for those positions.

Parks, Recreation, and Facilities - Salaries for the Parks, Recreation, and Facilities Department were proposed to increase by $101,090, or 6.8%. This is under the expected 7.8% increase caused by the STEP and COLA increases. While turnover within full-time Parks, Recreation, And Facilities employees is extremely infrequent, there was turnover in one position causing this variance. We are budgeting a vacant position to be filled at a lower salary than the individual who resigned the position. All other positions within the department were budgeted for a 7.8% increase.

Question No. 33

Received: August 8 **Assigned:** City Manager's Office
Human Resources **Status:** Complete

In the City Manager's Office, the car allowance increased from $2020 to $10,200. For the new city manager, the amount should be $2400. Does this line item include several thousand in mileage reimbursement? Who else gets car allowance?

Catherine Lewis, Council Member

Answer

The proposed budget was prepared prior to the hiring of the new city manager. It included car allowances for the city manager and assistant city manager positions based on the actual car allowances granted to the prior city manager ($450/month, or $5,400/year) and the prior assistant city manager ($400/month, or $4,800/year) for a yearly total of $10,200. This is the same amount that was budgeted in fiscal year 2022. The next version of the budget produced will incorporate the terms of the new city manager contract, including an annual car allowance of $2,400.

In addition, there will not be a car allowance for the assistant city manager position in the next version of the proposed budget. No other positions were budgeted to receive car allowances. The proposed budget included projected car allowances of just $2,020 for fiscal year 2022 because the city manager and assistant city manager positions were vacant for most of the year. The $2,020 was projected based on $800 of actual car allowance expenditures to the assistant city manager in October and November of 2021 and projected $1,220 of car allowances for the city manager. The next version of the budget will reflect a lower projected fiscal year 2022 car allowance expenditure as it will be based on the confirmed city manager start date and contractual car allowance.

Question No. 34

Received: August 8 **Assigned:** Public Works **Status:** Complete

WA2206 Is the distribution system improvement adjacent to the SLS properties along 610 serving that development? Are we billing the water line improvement serving the SLS development of the Fournace property to the developer, per the PDs?

Catherine Lewis, Council Member

Answer

WA2206 is funded by the 2016 Bonds for Better Bellaire program. This waterline replacement project is replacing waterlines maintained by the City that are past their useful life, based on designs that pre-date the new development on Fournace. This project is not constructing new waterlines associated with new development. The City will deliver the same level of water to the area and any additional water needed by the development would come from the City of Houston via S. Rice Ave.

Question No. 35

Received: August 11 **Assigned:** Finance **Status:** Complete

Please give us a summary page with the grand total of revenues and expenditures for consolidated GF, EF, Debt Service and Special Revenue Fund. Also a grand total of sources of funding.

Catherine Lewis, Council Member

Answer

The table below provides the revenues and expenditures for the requested funds.

	Fiscal Year 2023 Proposed Budget				
	General Fund	Enterprise Fund	Debt Service Fund	Special Revenue Fund	Total
Beginning Fund Balance	$ 11,737,148	$ 1,762,922	$ 669,012	$ 569,319	$ 14,738,401
Recurring Revenues	23,934,337	10,965,540	9,604,130	334,875	44,838,882
Recurring Expenditures	23,696,234	8,304,302	9,604,130	839,900	42,444,566
Non-recurring Revenues	-	-	-		-
Non-recurring Expenditures	4,700,000	2,775,830	-		7,475,830
Ending Fund Balance	$ 7,275,251	$ 1,648,330	$ 669,012	$ 64,294	$ 9,656,887

Question No. 36

Received: August 11 **Assigned:** City Manager's Office Information Technology, Police **Status:** Complete

On page 18-19 of the July 18 slides, the biggest increases are in CMO, IT, and Police. What is going on in these departments? Why the big increases? The new City Manager was already in the FY2022 Amended budget. We know about the added employees, much needed, in Dev Services.

Catherine Lewis, Council Member

Answer

City Manager's Office

The City Manager's Office budget increases come from the following:

- A majority of the budget increase is from Salaries and Benefits
- Citizen's survey
- Software subscription pricing
- Increase in funds for the Art Board Festival
- Dues for several organizations have increased their annual fees
- Cost of supplies have increased
- Cost of food for City Council increased as well

Information Technology

The increase in the General Fund Budgeted Expenditures for the IT Department is summarized below:

- Annual subscriptions moved from CIP 600 fund for new CAD/RMS system and SEECLICKFIX
- Increased use of mobile technology and Office products like Teams that require higher-cost subscriptions
- Contractual increases like 5% annually for Incode Financial applications
- Increase use of secured VPN for PD
- New Public Request for Information application recently acquired
- Last year's unbudgeted IT expenses for new Development Services FTE

Police Department

The $515,000 increase is primarily for salaries and benefits. City departments received a step increase in July 2022 that was not part of the original adopted budget. Since the police department has the most employees, this step increase had the biggest impact in the PD budget. At the time of the increase the funds were absorbed from salary savings from open positions.

Since FY2023 has another step increase proposed the next impact is a two step increase across the department over the FY2022 adopted budget in addition to a proposed COLA. It is important to note that the Fuel line item increased in FY2023 due to projected continued high fuel costs over FY2022.

Question No. 37

Received: August 16 **Assigned:** Human Resources **Status:** Complete

What is the debt service tax rate in $/100 and what is the reduction in dollars generated by debt (service) tax?

Catherine Lewis, Council Member

Answer

The table below provides the debt service tax rate adopted in fiscal year 2022, the debt service tax rate proposed for fiscal year 2023, the decrease in the tax rate, and the impact on fiscal year 2023 revenues.

	Adopted for FY 2022	Proposed For FY 2023	Tax Rate Increase / (Decrease)	Revenue Associated With Tax Rate Change*
O&M Rate (General Fund)	$0.2959	$0.3015	$0.0056	$281,983
Debt Rate (Debt Service Fund)	$0.1514	$0.1458	($0.0056)	($281,983)
Total Tax Rate	$0.4473	$0.4473	$0.0000	$0

* Calculated as: tax rate increase/(decrease)/$100 x FY 2023 Taxable assessed values ($5,138,167,772) x 98% collection rate

Question No. 38

Received: August 17 **Assigned:** Finance **Status:** Complete

With the recurring items that seem to be approved last night (August 16), where would we stand on the structural balance through 2027 and the 60 day reserve?

This should also include the non-recurring considerations that seemed to be approved. I figure we saved $573k out of the CIP and Vehicle Transfer Fund. This might not be transferred from General Fund as proposed. I would want to get an update on structural balance, particularly with General Fund, after each discussion. These questions and the last email, just GF structural balance, unless another fund is in danger there.

Catherine Lewis, Council Member

Answer

Staff has taken the July 18, 2022, General Fund fiscal forecast and added rows to it to account for City Council's direction of the budget consideration items. Below is the revised fiscal forecast and listing of General Fund non-recurring council consideration items and recurring council consideration items. Adopting the consideration items will require identifying additional revenue sources or reductions of offsetting expenditures. We have not yet reduced the transfer to the Capital Improvement Fund. Although there was clear direction from Council to modify the CIP, staff did not receive clear direction to also reduce the transfer to CIP. We will update the slide with a reduced transfer if Council provides direction to reduce the transfer.

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	$6.04	$11.72	$6.19	$4.60	$2.64	$0.88
Recurring Revenue - per July 18 fiscal forecast	$23.30	$23.93	$24.61	$25.43	$26.44	$27.85
Recurring Revenue - budget consideration items						
Recurring Expenditures - per July 18 fiscal Forecast	$21.73	$23.70	$24.76	$25.87	$27.03	$28.25
Recurring Expenditures - budget consideration items		$0.46	$0.46	$0.46	$0.46	$0.46
Structural Balance Factor	**1.07**	**0.99**	**0.98**	**0.97**	**0.96**	**0.97**
Non-recurring Revenues - per July 18 fiscal forecast	$4.90	$0.00	$0.00	$0.00	$0.00	$0.00
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		$0.61				
Ending Fund Balance	$11.72	$6.19	$4.60	$2.64	$0.88	($0.70)
60-day Fund Balance Requirement	$3.62	$4.03	$4.20	$4.39	$4.58	$4.79
Over/(Under) 60-day Fund Balance Requirement	**$8.10**	**$2.17**	**$0.40**	**($1.74)**	**($3.71)**	**($5.49)**

General Fund - Non-Recurring Budget Consideration Items

Description	Gross Amount	Offsets	Net Impact	Council Direction	Direction Impact
Finance					
Laptops (a)	$6,000		$6,000	n/a	
Human Resources					
Compensation Study	60,000		60,000	include	60,000
Staff Model Study	40,000		40,000	include	40,000
Fire					
2nd Medic Unit (equipment/Overtime-Training/Uniforms) (b)	170,000		170,000	include	170,000
Parks, Recreation & Facilities					
Painting exterior of Evelyn's Park Building	23,000		23,000	exclude	
Police					
Body-Worn Camera System (c)	335,207	(175,000)	160,207	include	160,207

(a) Staff has determined these laptops can be absorbed in the operating budget. Therefore, staff has removed the item from consideration.

(b) This item also has a recurring personnel cost component of $183,500.

(c) This is a 5-year item, so the gross annual amount would be $67,041, and the annual net impact amount would be $32,041. After further staff review, the annual offset on this item is estimated to be approximatly $35,000 versus the originally estimated $53,000. Therefore, the 5-year offset is estimated at $175,000.

City of Bellaire

FY 2023 Proposed Budget – Council Questions

General Fund - Recurring Budget Consideration Items

Description	Gross Amount	Offsets	Net Impact	Council Direction	Direction Impact
NON-PERSONNEL-RELATED RECURRING EXPENDITURES ITEMS					
City Manager's Office					
Civic Plus Virtual Webmaster	$5,700		$5,700	include	$5,700
Civic Plus Mobile Smartphone App	7,132		7,132	include	7,132
Recollect Recycling Smartphone App	8,300		8,300	include	8,300
Library					
Overdrive Advantage	4,000		4,000	include	4,000
Development Services					
Professional Services Supplemental Request	100,000		100,000	include	100,000
Fire					
Firefighter Bunker Gear	28,812		28,812	include	28,812
Rescue Bags	24,800		24,800	include	24,800
Human Resources					
Workshield	7,560		7,560	*pending*	*pending*
Information Technology					
Cybersecurity Tools	15,000		15,000	include	15,000
Business Continuity	$120,000		$120,000	include	$120,000
Business Intelligence	85,000		85,000	include	85,000
Hardware Replacement	75,000		75,000	include	75,000
Police Voice Recording - Additional Switch	9,000		9,000	include	9,000
Mobile Device Management	15,000		15,000	include	15,000
Parks, Recreation & Facilities					
Spring Youth Volleyball (a)	5,000	(12,000)	(7,000)	*pending*	*pending*
Spring Break Camp Paseo (a)	7,600	(8,000)	(400)	*pending*	*pending*
BLIFE Bus Trips	18,000		18,000	*pending*	*pending*
PERSONNEL-RELATED RECURRING EXPENDITURES ITEMS					
Fire					
New Position - One (1) Part Time Fire Marshall/Fire Inspector	$25,000		$25,000	*pending*	*pending*
New Positions - Two (2) Paramedics to Staff 2nd Medic Unit (a)	183,456	(120,000)	63,456	*pending*	*pending*
Human Resources					
New Position - One (1) Senior HR Coordinator	112,184		112,184	*pending*	*pending*
Reclassification - One (1) HR Coordinator to Senior HR Coordinator	4,836		4,836	*pending*	*pending*
Information Technology					
New Position - One (1) IT Technician (1)	83,502		83,502	*pending*	*pending*
Parks, Recreation & Facilities					
Reclassification - One (1) Recreation Supervisor BLIFE/Special Events	5,000		5,000	*pending*	*pending*
Police					
Police Supervision Formalization & Addition (2 new Lieutenant positions)	24,560		24,560	*pending*	*pending*
Reclassification - One (1) Criminal Investigations Division Detective to Sergeant	3,650		3,650	*pending*	*pending*
New Position - One (1) Telecommunicator	54,980		54,980	*pending*	*pending*
Reclasification - Four (4) Telecommunicators to Lead Telecommunicators	16,810		16,810	*pending*	*pending*

(a) These programs are expected to generate more revenue than their additional cost.

City of Bellaire

FY 2023 Proposed Budget – Council Questions

Question No. 39

Received: August 17 **Assigned:** Finance **Status:** Complete

In the GF, since we met on Cinco de Mayo, the GF increased by $1.32 million. What was added that increased that budget number? Please be specific.

Catherine Lewis, Council Member

Answer

The May 5, 2022, fiscal forecast depicted projected fiscal year 2023 General Fund recurring expenditures of $22.38 million. The July 18, 2022, fiscal forecast depicted projected fiscal year 2023 General Fund recurring expenditures of $23.70 million, a $1.32 million increase over the May 5, 2022, fiscal forecast. The $1.32 million overall increase in recurring expenditures is a result of a $1.32 million increase in projected FY 2023 salaries and benefits. There are four primary factors leading to the increase in projected salaries and benefits:

1. a city council approved 3.5% STEP increase for city employees that was approved on May 16, 2022, and went effective on May 22, 2022 – estimated FY 2023 impact of $0.38 million
2. a city council approved increase in development services employees (one additional building inspector and one additional plan reviewer) – estimated FY 2023 impact of $0.21 million
3. a city council approved increase in parks and recreation part-time pay – estimated FY 2023 impact of $0.21 million
4. a projected increase in police overtime pay – estimated FY 2023 impact of $0.21 million

Below is a table outlining the changes from the fiscal forecast presented on May 5, 2022, to the fiscal forecast presented on July 18, 2022.

Changes to the Fiscal Forecast from the May 5, 2022, version to the July 18, 2022 version

Fiscal Forecast Component	May 5, 2022 City Council Pre-Budget Workshop	July 18, 2022 Proposed Budget Presentation to City Council
FY 2022 beginning fund balance was decreased by $0.01 million to reflect actual fund balance	**$6.05 million - GF beginning fund balance FY 2022**	**$6.04 million - GF beginning fund balance FY 2022**
FY 2022 recurring revenue projections updated	**$23.14 million projected FY 2022 recurring revenue**	**$23.30 million projected FY 2022 recurring revenue** (increase of $0.16 million, driven by a $0.15 million increase in projected sales tax)
FY 2022 non-recurring revenue projections updated	**$4.82 million projected FY 2022 non-recurring revenue**	**$4.90 million projected FY 2022 non-recurring revenue** (increase of $0.08 million, due to additional COVID-19 and 2021 Winter Storm disaster funds)
FY 2022 recurring expenditure projections updated	**$21.59 million projected FY 2022 recurring expenditures**	**$21.73 million projected FY 2022 recurring revenue** (increase of $0.14 million, driven by a $0.13 million increase in projected salaries & benefits)
Changes to the FY 2022 beginning fund balance, FY 2022 revenue projections, and FY 2022 expenditure projections, result in changes to the projected FY 2022 ending fund balance	**$11.64 million - GF ending fund balance FY 2022**	**$11.74 million - GF ending fund balance FY 2022** (increase of $0.10 million)
FY 2023 recurring revenue projections updated to match the proposed budget	**$23.73 million projected FY 2023 recurring revenue**	**$23.93 million projected FY 2023 recurring revenue** (increase of $0.20 million, driven by (1) a $0.08 million increase in investment income, a $0.05 million increase in sales tax revenues, a $0.04 million increase in the transfer from the EF, and a $0.04 million increase in public safety revenues)
FY 2023 recurring expenditure projections updated to match the proposed budget	**$22.38 million projected FY 2023 recurring expenditures**	**$23.70 million projected FY 2023 recurring revenue** (increase of $1.32 million, driven by $1.32 million increase in salaries and benefits due to [a] including a 3.5% STEP increase implemented in June 2022, [b] including two additional full-time employees in development services, [c] increasing parks part-time pay, and [d] increasing police overtime pay)
FY 2024 - FY 2027 recurring revenues	**$104.6 million projected FY 2024 - FY 2027 recurring revenue**	**$104.3 million projected FY 2024 - FY 2027 recurring revenue** (cumulative decrease of $0.30 million for the four year period) No changes to assumed annual increase factors, except for the annual overhead transfer which was assumed at 0% in the May version, but assumed at 3.5% in the July version to reflect inflation in the underlying overhead costs which are being reimbursed. Property taxes decreased in the July version as we assumed the issuance of $6 million of remaining bond authority. Since we assume a constant overall tax rate throughout the forecast period, the O&M rate was decreased to afford the increase in the debt rate related to the assumed issuance.
FY 2024 - FY 2027 recurring expenditures	**$99.9 million projected FY 2024 - FY 2027 recurring expenditures**	**$105.9 million projected FY 2024 - FY 2027 recurring revenue** (cumulative increase of $6.00 million for the four year period) No changes to assumed annual increase factors. The increase is driven by the FY 2023 salary increases having an ongoing continuing impact in future years. In each of the fiscal years during this period, the total increase in recurring expenditures is approximately equal to the increase in salaries and benefits. This is a result of the base FY 2023 salaries and benefits increase as previously described (June 2022 STEP increase, two new development services positions, parks & recreation part-time pay, and police overtime)

Question No. 40

Received: August 17 **Assigned:** Fire Department **Status:** Complete

How many times have West University Place (WU) and City of Houston (COH) called for the City of Bellaire (COB) cascade unit? Council was told last year that Bellaire provided it for WU, South Side Place (SSP), and COH as part of our mutual aid agreement. Is it really in the mutual aid agreement? How many times has (Bellaire Fire Department) used it to block traffic? How many times has (Bellaire Fire Department) used the firetruck to block traffic?

Catherine Lewis, Council Member

Answer

Since we have received our replacement Cascade unit we have not been requested and that is because there have not been any fires in West University/Southside Place or any large scale incidents in the City of Houston, in our area that has needed it. That is a positive thing.

This is a clip from the Mutual Aid Agreement with Harris County that includes the City of Houston, West University Place and Southside Place.

Scope of Services

A. During the term of this agreement, the Departments agree to provide upon request such fire protection and suppression personnel and to make available such equipment or facilities as may be needed for the suppression of fires or the duties and responsibilities associated with saving lives and property within the jurisdictional areas of the requesting department; provided that the personnel, equipment or facilities requested are not otherwise required within the jurisdiction as determined by the Fire Chief of Chief Fire Service Officer or his/her designated representative of the providing party. It is expressly understood and agreed by all fire departments hereto that no providing department shall be required to use any equipment, facilities and/or personnel where such use would prevent or disrupt adequate protection of its own area. Requests for mutual aid made pursuant to this Agreement shall be made by and to the respective Fire Chiefs or Chief Fire Safety Officers or their designated representatives.

The second clip is a snapshot from the Automatic Aid Agreement between Bellaire and West University Place Fire Department.

City	City
Chief of the West University Place Fire Department or Designee City of West University Place 3800 University Boulevard Houston, Texas 77005	Chief of the City of Bellaire Fire Department or Designee City of Bellaire 7008 South Rice Avenue Bellaire, Texas 77401-4495

1. The parties agree to assist each other in responding to emergency conditions in any portion of the designated area where this Agreement is in effect by providing a predetermined number of firefighting equipment and personnel and/or emergency equipment and personnel, and by jointly utilizing certain reserve equipment as more fully described in Exhibit A. For purposes of this Agreement, "emergency condition" means any condition requiring fire protection or emergency medical services, or both.

This unit is used to assist in blocking traffic on major incidents within the city or as needed per our Incident Commander. The last time it blocked traffic was when it was totaled in November 7, 2020. Our Fire Engine blocks traffic potentially on a daily basis. Every time we are dispatched to a motor vehicle accident or when we have an incident in the roadway.

Question No. 41

Received: August 16 **Assigned:** Fire Department **Status:** Complete

August 16 Budget Workshop #3

Data on EMS calls: how many Bellaire residents (vs non-residents) served, where dispatched, number of mutual aids requested (with year over year trend). Proposing to cover peak hours to shave need for mutual aid support. Information regarding cost recovery: delta between costs and revenue, how services paid (and by whom).

City Council

Answer

Please use the link below to view statistical data, as provided by Chief Deacon Tittel:

https://www.bellairetx.gov/DocumentCenter/View/30014/Q41---Fire-Department-Data-Statistics---FY-2023

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Additional questions will be compiled and answered as needed throughout the budget process.