AGENDA

CITY OF PEARLAND ♦ CITY COUNCIL

SEPTEMBER 12, 2016 6:30 p.m.

MAYOR
Tom Reid

Gary Moore
Mayor Pro-Tem
Position No. 3

COUNCIL MEMBERS

Tony Carbone
Position No. 1

Derrick Reed
Position No. 2

Keith Ordeneaux
Position No. 4

Greg Hill
Position No. 5

Trent Perez
Position No. 6

Jon R. Branson
Deputy City Manager

Trent Epperson
Assistant City Manager

Clay Pearson
City Manager

Darrin Coker
City Attorney

Young Lorfing, TRMC
City Secretary

In accordance with the Texas Open Meeting Act the Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located at the front entrance of the City Hall, 3519 Liberty Drive.

RECOGNITION AND AWARDS NOTICE

The Mayor will be presenting the following:

1. Presentation of Planning Excellence Award to the City of Pearland from the Texas Chapter of the American Planning Association to be accepted by Lata Krishnarao and Staff.

2. Recertification of the City of Pearland's Gold Level Scenic City Certification.

Presentation will be held:

Monday, September 12, 2016
6:15 p.m.
Council Chambers
3519 Liberty Drive
Pearland, Texas 77581

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CITY COUNCIL AGENDA
CITY OF PEARLAND
REGULAR COUNCIL
MEETING
MONDAY, SEPTEMBER 12, 2016 6:30 P.M.
COUNCIL CHAMBERS│PEARLAND CITY HALL│3519
LIBERTY DRIVE 281.652.1600

I. CALL TO ORDER

II. INVOCATION AND THE PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA FLAG AND TEXAS FLAG

ROLL CALL: Mayor Reid, Mayor Pro-Tem Moore, Councilmembers Carbone, Reed, Ordeneaux, Hill and Perez.

III. CITIZEN COMMENTS: In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-answer session, however, it is an opportunity to voice your thoughts with City Council.

IV. PUBLIC HEARING: None

V. CONSENT AGENDA:

All items listed under the "Consent Agenda" are considered to be routine and require little or no deliberation by the City Council. These items will be enacted/approved by one motion unless a councilmember requests separate action on an item, in which event the item will be removed from the Consent Agenda and considered by separate action *(VI. matters removed from Consent Agenda).* Approval of the Consent Agenda enacts the items of legislation.

A. Consideration and Possible Action – Approval of Minutes:

1. Minutes of the July 25, 2016, Regular Meeting held at 6:30 p.m.
2. Minutes of the August 6, 2016, Special Meeting held at 8:30 a.m.
3. Minutes of the August 8, 2016, Regular Meeting held at 6:30 p.m.
4. Minutes of the August 15, 2016, Special Meeting held at 6:30 p.m.

B. Consideration and Possible Action – Second and Final Reading of Ordinance No. 2000-T-21 – An Ordinance of the City Council of the City of Pearland, Texas, amending selected provisions of the Unified Development Code of the City; having a savings clause, a severability clause, and a repealer clause; providing for codification, publication and an effective date**.**

C. Consideration and Possible Action – The reappointment of Ron Fraser to Position No. 2, with the term expiring November 1, 2019, and the reappointment of Mary Hickling to Position No. 5 with the term expiring November 1, 2019 to serve on the Animal Shelter Advisory Committee.

D. Consideration and Possible Action – The reappointment of Gary Lawrence to Position No. 3 with the term expiring November 1, 2021 to serve on the Building/Fire Code Board of Adjustments.

E. Consideration and Possible Action – Ratify the City Manager's reappointment of Phil Cessac to Position No. 1 to serve on the Civil Service Commission for a 3-year term expiring November 1, 2019.

F. Consideration Input and Discussion – The reappointment of Manny Patel to Position No. 1 with the term expiring November 1, 2019, and then reappointment of Gaylynn Nasier to Position No. 2 with the term expiring November 1, 2019 to serve on the Convention and Visitor's Bureau Advisory Board.

G. **Consideration and Possible Action –** The reappointment of Bill Sloan to Position No. 2, with the term expiring September 30, 2018 and the reappointment of Ed Baker to Position No. 4 with a term expiring September 30, 2018 to serve on the Development Authority of Pearland Board.

H. **Consideration and Possible Action –** The reappointment of Ron Bavarian to Position No. 1 with a term expiring November 1, 2018 and the reappointment of Robert Kettle to Position No. 3 with the term expiring November 1, 2018 to serve on the Electrical Board.

I. **Consideration and Possible Action –** The reappointment of Gary Shiver to Position No. 2 with the term expiring November 1, 2021 to serve on the Gas and Plumbing Board.

J. **Consideration and Possible Action –** The reappointment of Crystal Carbone to Position No. 2 with the term expiring November 1, 2019 and the reappointment of Dale Pillow to Position No. 5 with the term expiring November 1, 2019 to serve on the Library Board.

K. **Consideration and Possible Action –** The reappointment of Layni Cade to Position No. 1 with the term expiring November 1, 2019 and the reappointment of Cheryl Weaver to Position No. 4 with the term expiring November 1, 2019 to serve on the Parks, Recreation and Beautification Board.

L. **Consideration and Possible Action –** The reappointment of Brandon Dansby to Position No. 2 with the term expiring November 1, 2018, and the reappointment of Mona Chavarria to Position No. 4 with a term expiring November 1, 2018 to serve on the Pearland Economic Development Corporation Board of Directors.

M. **Consideration and Possible Action –** The reappointment of Mary Starr to Position No. 1 with the term expiring November 1, 2019, the reappointment of Troy Pradia to Position No. 4 with the term expiring November 1, 2019 and the reappointment of Derrell Isenberg to Position No. 6 with the term expiring November 1, 2019 to serve on the Planning and Zoning Commission.

N. **Consideration and Possible Action –** The reappointment of Herbert Fain, Jr. to Position No. 3 with the term expiring November 1, 2018, the reappointment of Gary Cook to Position No. 4 with the term expiring November 1, 2018 and the reappointment of Kenneth R. Phillips to Position No. 5 with the term expiring November 1, 2018 to serve on the Tax Increment Reinvestment Zone No. 2.

O. **Consideration and Possible Action –** The reappointment of Dale Pillow to Position No. 1 with the term expiring November 1, 2018, the reappointment of Donald Glenn to Position No. 3 with the term expiring November 1, 2018 and the reappointment of Jessica Anderson to Position No. A1 with the term expiring November 1, 2018 to serve on the Zoning Board of Adjustments.

P. **Consideration and Possible Action – Resolution No. R2016-158 –** A Resolution of The City Council of the City of Pearland, Texas, adopting an Amended Investment Policy, Investment Strategy and approved Brokers in accordance with Chapter 2256 of the Government Code ("Public Funds Investment Act").

Q. **Consideration and Possible Action – Resolution No. R2016-159 –** A Resolution of the City Council of the City of Pearland, Texas, accepting the City's Investment Report for the quarter ending June 2016.

R. **Consideration and Possible Action – Resolution No. R2016-154 –** A Resolution of the City Council of the City of Pearland, Texas, renewing a contract for Fire Department medical screening services with Memorial-Hermann Medical Group in the estimated amount of $80,000.00 for the period of September 14, 2016 through September 13, 2017.

VI. NEW BUSINESS:

1. **Consideration and Possible Action – First Reading Ordinance No. 1530 –** An Ordinance adopting a tax of $0.6812 and levying taxes for the use and support of the Municipal Government of the City of Pearland, Texas, and providing for the interest and sinking fund of the taxable year 2016.

2. **Consideration and Possible Action – First Reading of Ordinance No. 1529 –** An Ordinance appropriation adopting a budget for the fiscal year beginning October 1, 2016, and ending September 30, 2017, and pay plans for fiscal year 2017.

3. **Consideration and Possible Action – First Reading of Ordinance No. 1358-14 -** An Ordinance of the City Council of the City of Pearland, Texas, amending non-development usage and service fees; containing a savings clause, a severability clause and a repealer clause; providing for publication and an effective date.

4. **Consideration and Possible Action – First Reading of Ordinance No. CUP 2016-05 –** An Ordinance of the City Council of the City of Pearland, Texas, approving a Conditional Use Permit (CUP) **to allow for a Hotel/Motel in the Business Park District – 288 (BP-288) zone**, being 14.286 acres of land out of Lots 6 and 7 of a subdivision in the James Hamilton Survey, Abstract 881, in Harris County, Texas according to the map or plat thereof recorded in Volume 83, Page 342 of the deed records of Harris County, Texas and being that same tract of land conveyed to Nova Strategic Solutions Ltd., as described in deed recorded under County Clerk's File #Z357162 of the real property records of Harris County, Texas. **(Located at SH 288, north of 1111 Freeway 288, Pearland, TX.)** Conditional Use Permit Application No 2016-05, within the Business Park District – 288 (BP-288) zoning district, at the request of Nirmal Gandhi, applicant; on behalf of Ajay and Madhu Jain Living Trust, owner, containing a savings clause, a severability clause, and an effective date and other provisions related to the subject.

5. **Consideration and Possible Action – Resolution No. R2016-157 –** A Resolution of the City Council of the City of Pearland, Texas, authorizing the City Manager or his designee to enter into a contract with Halff Associates, Inc., in the amount of $337,075.00, for professional services associated with the Corrigan Ditch Sub-Basin of the Mary's Creek Drainage Improvement Project.

6. **Consideration and Possible Action – Resolution No. R2016-164 –** A Resolution of the City Council of the City of Pearland, Texas, authorizing the City Manager or his designee to enter into a Reimbursement and Maintenance Agreement between the City and the Pearland Economic Development Corporation and an Interlocal Agreement between the City, Brazoria County, and Pearland Municipal Management District No.2 associated with the SH 288 Corridor Hardscape Enhancements Project.

7. **Consideration and Possible Action – Resolution No. R2016-165 -** A Resolution of The City Council of the City of Pearland, requesting positive consideration, by the trustees of Fort Bend Independent School District (FBISD) and the Alvin Independent School District (AISD), of a petition submitted by the residents located in the FBISD portion of Shadow Creek Ranch requesting to be disannexed from the FBISD boundaries and annexed into the AISD boundaries.

8. **Consideration and Possible Action – First Reading of Ordinance No. 1404-02 –** An Ordinance of the City Council of the City of Pearland, Texas, amending Section 18-11 of Chapter 18; *Municipal Court,* of the City of Pearland Code of Ordinances as it applies to the juvenile case manager fee; providing a repealing clause, a saving clause and severability clause and providing for codification.

VIII. MAYOR/COUNCIL ISSUES FOR FUTURE CITY COUNCIL AGENDAS

OTHER BUSINESS:

IX. ADJOURNMENT

This site is accessible to disabled individuals. For special assistance, please call Young Lorfing at 281.652.1840 prior to the meeting so that appropriate arrangements can be made.

All agenda supporting documents are available at pearlandtx.gov

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS, HELD ON MONDAY, JULY 25, 2016, AT 6:30 P.M., IN THE COUNCIL CHAMBERS, CITY HALL, 3519 LIBERTY DRIVE, PEARLAND, TEXAS.

Mayor Reid called the meeting to order at 6:30 p.m. with the following present:

Mayor	Tom Reid
Mayor Pro-Tem	Gary Moore
Councilmember	Tony Carbone
Councilmember	Derrick Reed
Councilmember	Keith Ordeneaux
Councilmember	Trent Perez
City Manager	Clay Pearson
City Attorney	Darrin Coker
City Secretary	Young Lorfing

Absent: Councilmember Greg Hill.

Others in attendance: Jon Branson Deputy City Manager; J.C. Doyle Police Chief; Trent Epperson Assistant City Manager; Michelle Graham Director of Human Resource; Lata Krishnarao Director of Community Development; Chris Orlea Director of Parks and Recreation; Cynthia Pearson Director of Finance; Sue Polka Director of Engineering; Vance Riley Fire Chief; Michael Leech Assistant Director of Public Works; John McCarter Management Assistant; Daniel McGhinnis Chief Information Officer; Rick Overgaard Assistant Finance Director; Bob Pearce Purchasing Officer; Lawrence Provins Deputy City Attorney.

The invocation was given by Councilmember Perez and the Pledge of Allegiance was led by Chief of Police J.C Doyle.

ROLL CALL: Mayor Reid, Mayor Pro-Tem Moore, Councilmembers, Carbone, Reed, Ordeneaux, and Perez.

CITIZEN COMMENTS:

PUBLIC HEARING: None**.**

CONSENT AGENDA:

A. Consideration and Possible Action – Approval of Minutes:

1. Minutes of the July 18, 2016, Special Meeting held at 7:00 p.m.

B. Consideration and Possible Action – Second and Final Reading of Ordinance No. 2000M-149 – An Ordinance of the City Council of the City of Pearland, Texas, **amending Ordinance No. 2000M, the zoning map of the City of Pearland, Texas**, for the purpose of changing the classification of certain property being a tract of land containing 4.1919

acres of land out of Lot Forty-One (41), Section 25, H.T. & B. R.R .Company Survey, Abstract 245, Brazoria County, Texas, and being designated on the Block Books of Brazoria County, Texas of
Section 25 and being a part of the same land described in Deed from C. W. Boots, et. ux. to Joe H. Reeder, by Deed dated June 22, 1959, recorded in Volume 744, Page 457, Deed Records, Brazoria County, Texas, Less, Save and Except a 20.00 foot strip along the North side reserved in Deed recorded in Volume 116, Page 581, Deed Records, Brazoria County, Texas, and lying in the road. **(Located at 5134 Bailey Road)** Zone Change Application No. ZONE 16-00005, a request of Beverly Childs, owner/applicant; for approval of a change in zoning from the Suburban Development (SD) zoning district to the Office & Professional (OP) zoning district; on approximately 4.1919 acres of land; providing for an amendment of the zoning district map; containing a savings clause, a severability clause, and an effective date and other provisions related to the subject.

C. **Consideration and Possible Action – Second and Final Reading of Ordinance No. CUP 16-00004 –** An Ordinance of the City Council of the City of Pearland, Texas, approving a **Conditional Use Permit (CUP) to allow for Child Day Care Center (Business) in the Office & Professional zone**, being a tract of land containing 4.1919 acres of land out of Lot Forty-One (41), Section 25, H.T. & B. R.R .Company Survey, Abstract 245, Brazoria County, Texas, and being designated on the Block Books of Brazoria County, Texas of Section 25 and being a part of the same land described in Deed from C. W. Boots, et. ux. to Joe H. Reeder, by Deed dated June 22, 1959, recorded in Volume 744, Page 457, Deed Records, Brazoria County, Texas, Less, Save and Except a 20.00 foot strip along the North side reserved in Deed recorded in Volume 116, Page 581, Deed Records, Brazoria County, Texas, and lying in the road**. (Located at 5134 Bailey Road.)** Conditional Use Permit Application No CUP 16-00004, within the Office & Professional (OP) zoning district, at the request of Beverly Childs, owner/applicant, containing a savings clause, a severability clause, and an effective date and other provisions related to the subject.

D. **Consideration and Possible Action – Second and Final Reading of Ordinance No. CUP No. 16-00002 –** An Ordinance of the City Council of the City of Pearland, Texas, approving a **Conditional Use Permit (CUP) to allow for a gas station and convenience store in the General Commercial (GC) zone**, being a .875+ acre tract being all of Lot “D” of Dixie Plaza out of amending Plat 518 recorded in C. F. No. 2008026747, Map Records of Brazoria County, Texas, located in the City of Pearland, Brazoria County, Texas. **(3200 Dixie Farm Road, Pearland, Texas.)** Conditional Use Permit Application No CUP 16-00002, within the General Commercial (GC) zoning district, at the request of Pan American Engineers, LLC, Ron Bordelon, applicant; on behalf of Murphy Oil USA, Inc. owner, containing a savings clause, a severability clause, and an effective date and other provisions related to the subject.

E. **Consideration and Possible Action – Second and Final Reading of Ordinance No. 1517-1 –** An Ordinance of the City Council of the City of Pearland, Texas, amending the 2015 Comprehensive Plan to include the SH 35 Redevelopment Plan and act as a guide for regulating land use within the incorporated limits of Pearland; containing a savings clause, a severability clause and a repealer clause; and providing an effective date.

F. **Consideration and Possible Action –** Excuse the absence of Councilmember Derrick Reed from the Regular Council Meeting held on July 11, 2016.

G. **Consideration and Possible Action – Resolution No. 2016-136 –** A Resolution of the City Council of the City of Pearland, Texas, renewing a fixed unit rate contract for plan review services with Freese and Nichols, Inc., in the estimated amount of $100,000.00 for the period of August 1, 2016 through September 30, 2017.

H. **Consideration and Possible Action – Resolution No. R2016-134 –** A Resolution of the City Council of the City of Pearland, Texas, awarding a unit supply contract for citywide water and sanitary sewer on call repair and maintenance services to Texas Pride Utilities, LLC, for the period of July 25, 2016 through September 30, 2017.

Councilmember Carbone made the motion, seconded by Councilmember Reed, to adopt Consent Agenda Items A through H as presented on the Consent Agenda.

Voting "Aye" Councilmembers Carbone, Reed, Moore, Ordeneaux, and Perez.

Voting "No" None.

Motion Passed 5 to 0, with Councilmember Hill absent.

NEW BUSINESS:

First Reading of Ordinance No. 2000M-148 – An Ordinance of the City Council of the City of Pearland, Texas, **amending Ordinance No. 2000M, the zoning map of the City of Pearland, Texas**, for the purpose of changing the classification of certain property being a 16.305 acre tract in Section 16 of the H.T. & B. RR Co. Survey, Abstract 546, Brazoria County, Texas. Said tract is part of a 15 acre tract of land described in a deed to Marvin Wayne Smith as recorded under Brazoria County Clerk's File No. 85197 113, and part of a 3.00 acre tract described in a deed to Marvin Wayne Smith as recorded under Brazoria County Clerk's File No. 85197 105. **(Located at 3546 & 3618 Harkey Road, Pearland, TX.)** Zone Change Application No. ZONE 16-00004, A request of Chad Thumann, R. West Development, applicant, on behalf of Patrick Tagtow, owner; for approval of a change in zoning from the **Single Family Residential-1 (R-1) zoning district to a Single Family Residential–3 (R-3) zoning district**; on approximately 16.305 acres of land; providing for an amendment of the zoning district map; containing a savings clause, a severability clause, and an effective date and other provisions related to the subject.

Councilmember Reed made the motion, seconded by Councilmember Carbone, to approve Ordinance No. 2000M-148 on its First Reading.

Mayor Reid read into the record the Planning & Zoning Commission's recommendation to forward to Council for approval of the Zone Change Application No. 16-00004.

Director of Community Development Lata Krishnarao reported the requested Zone Change Application No. 16-00004.

City Attorney Darrin Coker stated on this particular item regarding the action taken by the Planning & Zoning Commission resulted in a denial of the request to a Single Family Residential-3 (R-3). Consequently it does require a super majority, which means three quarters of the entire Council which would be a total of five votes even though there is a Councilmember absent this evening. It is not based on the Councilmembers that are present, it is based on the total number of Councilmembers voting. There will need to be five votes to approve something that would deviate from the recommendation of the Planning & Zoning Commission.

Discussion ensued between Councilmembers and the applicant Chad Thumann with R. West Development regarding the Single Family Residential-3 (R-3).

Voting "Aye" Councilmembers Carbone, Reed, Moore, Ordeneaux, and Perez.

Voting "No" None.

Motion Passed 5 to 0, with Councilmember Hill absent.

Council Action – Resolution No. R2016-130 – A Resolution of the City Council of the City of Pearland, Texas, authorizing a construction contract to Pepper Lawson Waterworks for the Reflection Bay Water Reclamation Facility 6 MGD Expansion Project, in the amount of $44,657,000.00 contingent upon the closing of the TWDB loan for this project on August 4, 2016; and authorizing the appropriation of $19,690,000 for the project.

Mayor Pro-Tem Moore made the motion, seconded by Councilmember Ordeneaux, to approve Resolution No. R2016-130.

Assistant City Manager Trent Epperson stated he will report on this item and the next two items because they all relate to Reflection Bay Water Reclamation Facility.

Discussion ensued between Councilmember Carbone, Assistant City Manager Trent Epperson and CSM Smith, Inc. Representative regarding the bids and the existing system will keep the odor under control.

Discussion ensued between Councilmember Perez, Assistant City Manager Trent Epperson and a Pepper Lawson Waterworks Representative regarding the construction time frame.

Voting “Aye” Councilmembers Perez, Ordeneaux, Moore, Reed, and Carbone.

Voting “No” None.

Motion Passed 5 to 0, with Councilmember Hill absent.

Council Action – Resolution No. R2016-131 – A Resolution of the City Council of the City of Pearland, Texas, authorizing a contract for construction management and construction inspection services with Ardurra Group, for the Reflection Bay Water Reclamation Facility 6 MGD Expansion Project, in the amount of $1,780,817.00, contingent upon the closing of the TWDB loan for this project on August 4, 2016.

Councilmember Ordeneaux made the motion, seconded by Mayor Pro-Tem Moore, to approve Resolution No. R2016-131.

Voting “Aye” Councilmembers Carbone, Reed, Moore, Ordeneaux, and Perez.

Voting “No” None.

Motion Passed 5 to 0, with Councilmember Hill absent.

Council Action – Resolution No. R2016-132 – A Resolution of the City Council of the City of Pearland, Texas, authorizing a contract for construction materials testing services with Terracon Consultants, Inc., for the Reflection Bay Water Reclamation Facility 6 MGD Expansion Project, in the amount of $272,555.00, contingent upon the closing of the TWDB loan for this project on August 4, 2016.

Councilmember Perez made the motion, seconded by Mayor Pro-Tem Moore, to approve Resolution No. R2016-132.

Voting “Aye” Councilmembers Perez, Ordeneaux, Moore, Reed, and Carbone.

Voting “No” None.

Motion Passed 5 to 0, with Councilmember Hill absent.

Council Action – Resolution No. R2016-133 – A Resolution of the City Council of the City of Pearland, Texas, awarding a bid to Peltier Brother Construction, Ltd of Houston, for the rehabilitation of the Liberty and Parkview Lift Stations, in the amount of $625,141.00.

Councilmember Carbone made the motion, seconded by Councilmember Reed, to approve Resolution No. R2016-133.

City Manager Clay Pearson reported Council is being asked to award a bid to Peltier Brother Construction, Ltd of Houston, for the rehabilitation of the Liberty and Parkview Lift Stations, in the amount of $625,141.00.

Voting “Aye” Councilmembers Perez, Ordeneaux, Moore, Reed, and Carbone.

Voting “No” None.

Motion Passed 5 to 0, with Councilmember Hill absent.

Council Action – Resolution No. R2016-135 – A Resolution of the City Council of the City Of Pearland, Texas, approving the Amended bylaws of the Pearland Library Board.

Councilmember Reed made the motion, seconded by Councilmember Mayor Pro-Tem Moore, to approve Resolution No. R2016-135.

Dale Pillow, 2302 Meadow Green Drive, addressed Council stating she is the Chair of the Pearland Library Board. The Board worked very hard updating the bylaws and asking Council to approve them.

Deputy City Manager Jon Branson reported the current bylaws have outdated roles and requirements of the Pearland Library Board that no longer help the body achieve the goals and established missions of the group. In the proposed iteration, all financial capacities involving the exchange of funds on behalf of the Pearland Branch Libraries will transition to the accounting discretion of the City of Pearland or the designated Friends group, depending on the intention of the donation or contribution.

Discussion ensued between Councilmember Carbone and Deputy City Manager Jon Branson regarding the Library funds.

Discussion ensued between Councilmember Ordeneaux and City Attorney Darrin Coker regarding the bylaws will dictate the role of the board members.

Voting “Aye” Councilmembers Carbone, Reed, Moore, Ordeneaux, and Perez.

Voting “No” None.

Motion Passed 5 to 0, with Councilmember Hill absent.

Second and Final Reading of Ordinance No. 1518-4 – An Ordinance of the City Council of the City of Pearland, Texas, amending Ordinance No. 1518-3, the 2015-2016 Annual Budget Ordinance, by; authorizing the City Manager or his designee to take all actions necessary to facilitate the changes identified herein; providing a savings clause, a severability clause, a repealer clause, and an effective date.

Mayor Pro-Tem Moore made the motion, seconded by Councilmember Carbone, to approve Ordinance No. 1518-4 on its Second and Final Reading.

City Manager Clay Pearson reported City staff is submitting for Council consideration and approval a revised budget for the 2015-2016 fiscal year based on fiscal year 2016 year-end projections.

Voting “Aye” Councilmembers Perez, Ordeneaux, Moore, Reed, and Carbone.

Voting “No” None.

Motion Passed 5 to 0, with Councilmember Hill absent.

MAYOR/COUNCIL ISSUES FOR FUTURE CITY COUNCIL AGENDAS: None.

OTHER BUSINESS: None.

ADJOURNMENT

Meeting was adjourned at 7:21 p.m.

Minutes approved as submitted and/or corrected this the _____day of_____, A.D., 2016.

_____
Tom Reid
Mayor

ATTEST:

_____
Young Lorfing, TRMC
City Secretary

MINUTES OF A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS, HELD ON SATURDAY, AUGUST 6, 2016, AT 8:30 A.M. IN THE COUNCIL CHAMBERS, CITY HALL, 3519 LIBERTY DRIVE, PEARLAND, TEXAS.

Mayor Reid called the meeting to order at 8:30 a.m. with the following present:

Mayor	Tom Reid
Mayor Pro-Tem	Gary Moore
Councilmember	Tony Carbone
Councilmember	Derrick Reed
Councilmember	Keith Ordeneaux
Councilmember	Greg Hill
Councilmember	Trent Perez
City Manager	Clay Pearson
City Attorney	Darrin Coker
City Secretary	Young Lorfing

Others in attendance: Daniel Baum Deputy Fire Chief; Jon Branson Deputy City Manager; Matt Buchanan President of Economic Development Corporation; Kevin Byal Building Official; J.C. Doyle Police Chief; Paulette Englund Budget Analyst; Trent Epperson Assistant City Manager; Roland Garcia Fire Marshal; Michelle Graham Director of Human Resource; Chris Orlea Director of Parks and Recreation; Tara Kilpatrick Budget Officer; Cynthia Pearson Director of Finance; Sue Polka Director of Engineering; Vance Riley Fire Chief; Kim Sinistore Executive Director of the Convention/Visitors Bureau; Eric Wilson Public Works Director; Sparkle Anderson Communications Director; Joel Hardy Grants Coordinator; Jennifer Huhn Court Administrator; Michael Leech Assistant Director of Public Works; Richard Mancilla Assistant City Engineer; John McCarter Management Assistant; Daniel McGhinnis Chief Information Officer; Rick Overgaard Assistant Finance Director; Neelie Walker Senior Budget Analyst.

Purpose of the Meeting:

Presentation: Regarding the Fiscal Year 2017 Budget and Multi-Year Financial Plan Budget Workshop #1 – Overview, Highlights, General Fund, Debt Service and Property Tax.

City Manager Clay Pearson gave an overview of the Fiscal Year 2017 Budget and Multi-Year Financial Plan Budget.

Budget Officer Tara Kilpatrick gave an overview and highlights of the General Fund, Debt Service and Property Tax.

Discussion: Regarding Property Tax Rate.

Councilmember Perez stated regardless what the tax rate is the City is not generating enough revenue to do the things the City needs to do. He stated he is leaning towards the proposed tax rate of $0.6812.

Councilmember Hill stated he is concerned with the amount of money spent on Community Services compared to Parks and Recreation. He is leaning towards the proposed tax rate of $0.6812.

Councilmember Ordeneaux stated if the City stops investing in roads, infrastructure and what our fore fathers built for us it is going to crumble and the City will have major issues. The City has got to reinvest. He is in favor of leaving the tax rate flat.

Mayor Pro-Tem Moore stated in the State of Texas the home value has gone up 17%. Everyone is wanting to live in Pearland and a majority of the City taxes is going to the County. The City needs to recoup some of the tax dollars to be able to maintain the City.

Councilmember Reed stated no matter what you do taxes are going up. The County increased in property values, Alvin Independent School District and Pearland Independent School District passed bonds which increases taxes and the residents are experiencing that increase. He personally would like to see the tax rate remain flat.

Councilmember Carbone stated when you step back and look at what underlying values have done he cannot support anything over the rollback rate. He is leaning towards the proposed tax rate of $0.6812.

Mayor Reid called a recess at 10:38 a.m.

Mayor Reid called the meeting back to order at 10:56 a.m.

Presentation: Water/Sewer Fund, Internal Service Funds, Special Revenue Funds, Multi-Year Forecast, and Capital Improvement Program.

Senior Budget Analyst Neelie Walker gave a presentation over the Water/Sewer Fund.

Grants Coordinator Joel Hardy gave a presentation on the Internal Service Funds, Special Revenue Funds and the Pearland Economic Development Corporation Funds.

Budget Officer Tara Kilpatrick gave a presentation on the Multi-Year Forecast.

City Engineer Susan Polka gave a presentation on the Capital Improvement Program.

Mayor Reid called a recess at 11:40 a.m.

Mayor Reid called the meeting back to order at 11:59 a.m.

Council Input and Discussion: Regarding proposed Budget.

Councilmember Carbone stated he would like clarification regarding the sales tax and property tax. He would like more information and discussion regarding the Super Bowl Events and Parks and Recreation Donation Fund, the Risk Manager and Addressing Coordinator positions, the budgeted amount for the Roof Management Plan, and the Water Meter Change Out. He would like staff to consider changing the language regarding the future bond to be presented for voter approval when valuation grows to $8.3 billion. Clarification regarding the Medical Self Insurance Fund ending balance. Discussion and more detail regarding the Convention/Visitors Bureau budget.

Councilmember Reed stated he would like more information regarding the Addressing Coordinator the Therapeutic Recreation Specialist positions, and the I-Pads for ambulances and Chief Officers.

Discussion ensued between Mayor Pro-Tem Moore and Assistant City Manager Trent Epperson regarding the cost to complete all projects of the 2007 Bond.

Councilmember Ordeneaux stated he would like to see more information regarding the Super Bowl Events, Hotel night stays, the impact on businesses and the sales tax revenue. He would like to see the tax breakdown to include all the Municipal Utility Districts, Harris County, and Alvin Independent School district. He stated if possible he would like for Council to receive the information regarding water and sewer before it is presented on August 29, 2016.

Discussion ensued between Councilmember Hill and City Engineer Sue Polka regarding the cost of drainage in the Five Year Capital Improvement Plan.

Discussion ensued between Councilmember Perez and Budget Officer Tara Kilpatrick regarding the Office Assistant position in Engineering and the Assistant City Engineer position.

Councilmember Perez stated he would like to see the City in the near future hire a Traffic Engineer instead of utilizing a Consultant. He would like to have discussion regarding the consultants hired to assist with Building Plan Review and Inspections in the Building Inspections Department.

Mayor Reid stated he would like to see more clarification regarding the tax rate so residents can see that it is not the City tax rate getting higher.

Councilmember Carbone thanked Staff for putting this together, he knows it is a lot of work.

Councilmember Perez thanked Staff for all their work to give Council some insight on how the City operates.

Adjournment:

Meeting was adjourned at 12:35 p.m.

Minutes approved as submitted and/or corrected this the _____ day of _____, A.D., 2016.

_____
Tom Reid
Mayor

ATTEST:

_____
Young Lorfing, TRMC
City Secretary

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS, HELD ON MONDAY, AUGUST 8, 2016, AT 6:30 P.M., IN THE COUNCIL CHAMBERS, CITY HALL, 3519 LIBERTY DRIVE, PEARLAND, TEXAS.

Mayor Reid called the meeting to order at 6:30 p.m. with the following present:

Mayor	Tom Reid
Mayor Pro-Tem	Gary Moore
Councilmember	Tony Carbone
Councilmember	Derrick Reed
Councilmember	Keith Ordeneaux
Councilmember	Greg Hill
Councilmember	Trent Perez
City Manager	Clay Pearson
City Attorney	Darrin Coker
City Secretary	Young Lorfing

Others in attendance: Jon Branson Deputy City Manager; Matt Buchanan President of Economic Development Corporation; Kevin Byal Building Official; J.C. Doyle Police Chief; Trent Epperson Assistant City Manager; Michelle Graham Director of Human Resource; Lata Krishnarao Director of Community Development; Chris Orlea Director of Parks and Recreation; Cynthia Pearson Director of Finance; Sue Polka Director of Engineering; Vance Riley Fire Chief; Kim Sinistore Executive Director of the Convention/Visitors Bureau; Eric Wilson Public Works Director; Sparkle Anderson Communications Manager; Joel Hardy Grants Coordinator; Michael Leech Assistant Director of Public Works; Richard Mancilla Assistant City Engineer; John McCarter Management Assistant; Daniel McGhinnis Chief Information Officer; Rick Overgaard Assistant Finance Director.

The invocation was given by Councilmember Hill and the Pledge of Allegiance was led by Chief of Police J.C Doyle.

ROLL CALL: Mayor Reid, Mayor Pro-Tem Moore, Councilmembers Carbone, Reed, Ordeneaux, Hill, and Perez.

CITIZEN COMMENTS:

Andrew Miller, 5800 Magnolia Street, addressed Council and presented the annual report of Keep Pearland Beautiful. He invited everyone that would like to attend the Open House and Volunteer Appreciation, August 16, 2016 from 6-8 p.m. at the Stella Roberts Recycle Center.

PUBLIC HEARING: None**.**

CONSENT AGENDA:

A. **Consideration and Possible Action** – Excuse the absence of Councilmember Greg Hill from the Regular Council Meeting held on July 25, 2016.

B. **Consideration and Possible Action – Second and Final Reading of Ordinance No. 2000M-148 –** An Ordinance of the City Council of the City of Pearland, Texas, amending Ordinance No. 2000M, the zoning map of the City of Pearland, Texas, for the purpose of changing the classification of certain property being a 16.305 acre tract in Section 16 of the H.T. & B. RR Co. Survey, Abstract 546, Brazoria County, Texas. Said tract is part of a 15 acre tract of land described in a deed to Marvin Wayne Smith as recorded under Brazoria County Clerk's File No. 85197 113, and part of a 3.00 acre tract described in a deed to Marvin Wayne Smith as recorded under Brazoria County Clerk's File No. 85197 105. **(Located at 3546 & 3618 Harkey Road, Pearland, TX.)** Zone Change Application No. ZONE 16-00004, A request of Chad Thumann, R. West Development, applicant, on behalf of Patrick Tagtow, owner; for approval of a change in zoning from the **Single Family Residential-1 (R-1) zoning district to a Single Family Residential–3 (R-3) zoning district**; on approximately 16.305 acres of land; providing for an amendment of the zoning district map; containing a savings clause, a severability clause, and an effective date and other provisions related to the subject.

C. **Consideration and Possible Action – Resolution No. R2016-105 –** A Resolution of the City Council of the City of Pearland, Texas, amending a fixed unit rate contract for building plan review and inspection services with MiKayla Architects, in the estimated amount of an additional $50,000.

D. **Consideration and Possible Action – Resolution No. R2016-139 –** A Resolution of the City Council of the City of Pearland, Texas, accepting the 2015 annual report for Tax Increment Reinvestment Zone #2.

E. **Consideration and Possible Action – Resolution No. R2016-137 –** A Resolution of the City Council for the City of Pearland, approving employee ancillary benefits for Employee Life Insurance, Accidental Death and Dismemberment, and Long Term Disability to Symetra, in the estimated amount of $84,109, for fiscal year 2016-2017.

F. **Consideration and Possible Action – Resolution No. R2016-145 –** A Resolution of the City Council of the City of Pearland, Texas, authorizing the City Manager or his designee to enter into an Interlocal Agreement with Brazoria County for paving services along Smith Ranch Road in the estimated amount of $42,247.

Mayor Pro-Tem Moore asked that Consent Agenda Item C be removed from the Consent Agenda for further discussion.

Councilmember Carbone asked that Consent Agenda Item E be removed from the Consent

Agenda for further discussion.

Councilmember Carbone made the motion, seconded by Councilmember Hill, to adopt Consent Agenda Items A through F with the exception of Items C and E as presented on the Consent Agenda.

Voting "Aye" Councilmembers Perez, Hill, Ordeneaux, Moore, Reed, and Carbone.

Voting "No" None.

Motion Passed 5 to 0.

MATTERS REMOVED FROM CONSENT AGENDA

As requested by Mayor Pro-Tem Moore Consent Agenda Item C was removed for further discussion.

C. Consideration and Possible Action – Resolution No. R2016-105 – A Resolution of the City Council of the City of Pearland, Texas, amending a fixed unit rate contract for building plan review and inspection services with MiKayla Architects, in the estimated amount of an additional $50,000.

Councilmember Carbone made the motion, seconded by Councilmember Reed to approve Resolution No. R2016-105.

City Manager Clay Pearson reported the current contract with Mikayla Architects began in May 2015 and will expire in September 2016. Staff is requesting the third amendment to the contract to increase the amount from $220,000 to $270,000. The week of July 18, 2016, a building inspector tendered his resignation. As a result of this and considering the busy summer construction months, it will be necessary to amend the contract again in order to be able to meet the inspection workload for this vacant position.

Building Official Kevin Byal presented a detailed report on the building plan review and inspection services with Mikayla Architects.

Councilmember Perez stated he has concerns regarding the rate amount for building plan review and inspection services with Mikayla Architects.

Discussion ensued between Mayor Pro-Tem Moore, Building Official Kevin Byal and City Manager Clay Pearson regarding the reasonable amount of inspections an Inspector is asked to do a day.

Mayor Pro-Tem Moore stated his concern if the Inspectors are not getting as many inspections as they should. When the contract with Mikayla Architects ends it may be in the City's best interest to hire more inspectors.

Councilmember Ordeneaux stated this will get the City through this budget year and then the City can look at re-bidding the contract.

Discussion ensued between Councilmember Hill and Building Official Kevin Byal regarding the extension of the contract with Mikayla Architects.

Councilmember Carbone thanked Building Official Kevin Byal and his department for the work they do. He stated after hearing the concerns he is glad the City will be going out for bids when the contract with Mikayla Architects has expired.

Voting "Aye" Councilmembers Carbone, Reed, Moore, Ordeneaux, Hill, and Perez.

Voting "No" None.

Motion Passed 6 to 0.

As requested by Councilmember Carbone Consent Agenda Item E was removed for further discussion.

E. Consideration and Possible Action – Resolution No. R2016-137 – A Resolution of the City Council for the City of Pearland, approving employee ancillary benefits for Employee Life Insurance, Accidental Death and Dismemberment, and Long Term Disability to Symetra, in the estimated amount of $84,109, for fiscal year 2016-2017.

Councilmember Carbone made the motion, seconded by Councilmember Perez, to approve

Resolution No. R2016-137.

City Manager Clay Pearson reported after reviewing the proposals and IPS negotiating for best and final offer, it is recommended that a carrier change from Lincoln Financial to Symetra occur for the 2016 -2017 fiscal year. Symetra has substantially matched the City's current benefit levels and Symetra's financial proposal represents a 1.3% decrease to current employer costs. Optional employee paid life rates will remain at current levels with Symetra and rates will be guaranteed for 3 years.

Discussion ensued between Councilmember Carbone, Director of Human Resource Michelle Graham and IPS Representative Brian Wilson regarding the process to arrive with the submitted recommendation.

Voting “Aye” Councilmembers Perez, Ordeneaux, Moore, and Reed.

Voting “No” Councilmembers Hill and Carbone.

Motion Passed 4 to 2.

NEW BUSINESS:

First Reading of Ordinance No. 2000M-150 – An Ordinance of the City Council of the City of Pearland, Texas, amending Ordinance No. 2000M, the zoning map of the City of Pearland, Texas, for the purpose of changing the classification of certain property, being a tract of land containing 2.939 acres out of Lots 20, 21 and 22 of the George W. Jenkins Subdivision, in Brazoria County, Texas, according to the map or plat thereof recorded in Volume 2, Page 20, of the Brazoria County, Texas Plat Records. (**Northeast corner of Broadway and Shauntel Streets, Pearland, TX.)** Zone Change Application No. ZONE 16-00009, a request of Kris Szecsy applicant, on behalf of George Gartner, owner; **for approval of a an amendment to the Baks Brewery PD to change the name to Bakfish Brewing Co. PD and to allow a maximum of two concessionaires from outside vendors during operating hours of the brewery**; on approximately 2.939 acres of land; providing for an amendment of the zoning district map; containing a savings clause, a severability clause, and an effective date and other provisions related to the subject.

Councilmember Reed made the motion, seconded by Councilmember Carbone, to approve Ordinance No. 2000M-150 on its First Reading as amended.

Mayor Reid read into the record the Planning & Zoning Commission’s recommendation to forward to Council for approval of the Zone Change 16-00009.

Angela Howe, 2720 Leroy, addressed Council presenting a petition and stating her concerns against zone change No. 16-00009 Bakfish Brewing.

Director of Community Development Lata Krishnarao gave an overview of the requested zone change.

Discussion ensued between Mayor Pro-Tem Moore and Director of Community Development Lata Krishnarao regarding the amount of buffer between residential and the business.

Councilmember Ordeneaux stated he does not see anyway the City can require additional parking. There are several restaurants in Pearland that have occasional overflow parking onto residential. To penalize a business above and beyond the City’s Code for being successful, he cannot support that.

Councilmember Reed stated he thinks the real issue is if the City wants to put no parking signs on Shauntel Street.

Councilmember Hill stated he thinks the overflow parking issues can be worked out at a later date by possibly putting up signs.

Discussion ensued between Councilmembers and the applicant Kris Szecsy, regarding the recommendations presented by Planning & Zoning and Staff.

City Attorney Darrin Coker stated the City cannot build contingencies into a Planned Development (PD).

Councilmember Perez stated Council could improve the Planned Development (PD) and then by some other instrument require the parking to be monitored to see how much of a nuisance this is to the neighbors. If it is a too much of a nuisance the City could put into the PD a condition.

City Attorney Darrin Coker stated accept for the fact that they have been grandfathered in with the Planned Development (PD) that was approved.

Councilmember Ordeneaux stated he cannot support that unless it is done to every business that has overflow parking.

Councilmember Reed stated this is two different issues. The ordinance tonight is asking to allow two food trucks. The parking issue will need to be addressed later.

Councilmember Ordeneaux made the motion, seconded by Councilmember Reed to amend the motion on the first reading to include Staff's recommendations.

Voting "Aye" Councilmembers Carbone, Reed, Moore, Ordeneaux, Hill, and Perez.

Voting "No" None.

Motion Passed 6 to 0.

Mayor Reid called for the vote on the original motion as amended.

Voting "Aye" Councilmembers Carbone, Reed, Moore, Ordeneaux, Hill, and Perez.

Voting "No" None.

Motion Passed 6 to 0.

Council Action – Resolution No. R2016-141 – A Resolution of the City of Pearland, Texas, authorizing the issuance of the Pearland Economic Development Corporation Sales Tax Revenue Refunding Bonds, Series 2016; authorizing a Sales Tax Remittance Agreement; authorizing a continuing disclosure undertaking in connection with such bonds; and making various findings and provisions related to the subjects.

Mayor Pro-Tem Moore made the motion, seconded by Councilmember Carbone, to approve

Resolution No. R2016-141.

BOSC, Inc. Financial Advisor John Robuck gave an overview of the issuance of the Pearland Economic Development Corporation Sales Tax Revenue Refunding Bonds, Series 2016.

Discussion ensued between Councilmember Carbone, Financial Advisor John Robuck and President of Economic Development Corporation Matt Buchanan regarding the fund balance, and setting aside ten percent of the annual sales tax for fiscal year 2016/2017.

Voting "Aye" Councilmembers Perez, Hill, Ordeneaux, Moore, Reed, and Carbone.

Voting "No" None.

Motion Passed 6 to 0.

Council Action – Resolution No. R2016-138 – A Resolution of the City Council of the City of Pearland, Texas, approving the U. S. Department of Housing and Urban Development Community Development Block Grant Program year 2016/fiscal year 2017 Annual Action Plan.

Councilmember Ordeneaux made the motion, seconded by Mayor Pro-Tem Moore, to approve Resolution No. R2016-138.

City Manager Clay Pearson reported Council is being asked to approve the City's 10th Annual Action Plan, for submission to the U.S. Department of Housing and Urban Development Community Development Block Grant Program – Program Year 2016, Fiscal Year 2017.

Voting "Aye" Councilmembers Carbone, Reed, Ordeneaux, Moore, Hill, and Perez.

Voting "No" None.

Motion Passed 6 to 0.

Council Action – Resolution No. R2016-136 – A Resolution of the City Council of the City of Pearland, Texas, awarding a bid for the construction of the Industrial Drive at SH 35 Realignment and Intersection Improvements Project to Excel Paving & Construction Company, in the amount of $745,192.00.

Councilmember Hill made the motion, seconded by Councilmember Carbone, to approve Resolution No. R2016-136.

City Manager Clay Pearson reported Council is being asked to approve a construction contract with Excel Paving & Construction Company for the Industrial Drive at SH 35 Realignment and Intersection Improvements Project in the amount of $745,192.

Discussion ensued between Councilmember Carbone and Assistant Director of Capital

Projects Skipper Jones regarding the only bid received for this project.

Councilmember Perez stated he is glad to see the City moving forward with this project. There has been several accidents in that area.

Voting “Aye” Councilmembers Carbone, Reed, Moore, Ordeneaux, Hill, and Perez.

Voting “No” None.

Motion Passed 6 to 0.

Council Action – Resolution No. R2016-144 – A Resolution of the City Council of the City of Pearland, Texas, approving a revised funding assistance application to the Texas Water Development Board, Drinking Water State Revolving Fund (DWSRF) program; for the preliminary design, pilot testing, final design, and first phase (10 MGD) construction of a Surface Water Treatment Plant and associated water conveyance infrastructure and a water meter change out/replacement program in the amount of $159.5 million.

Councilmember Perez made the motion, seconded by Mayor Pro-Tem Moore, to approve Resolution No. R2016-144.

Assistant City Manager Trent Epperson reported that this is a revised funding assistance application to the Texas Water Development Board Drinking Water State Revolving Fund (DWSRF) for the costs associated with the preliminary design, pilot testing, final design, and construction of the first phase Surface Water Treatment plant, associated water conveyance infrastructure and a water meter change out/replacement program in the amount of $159.5 million.

Discussion ensued between Councilmember Carbone, Director of Public Works Eric Wilson and Assistant City Manager Trent Epperson regarding the Capital Improvement Plan (CIP) and the lifespan of a water meter.

Discussion ensued between Mayor Pro-Tem Moore and Director of Public Works Eric Wilson regarding the amount of water taken in by the City.

Voting “Aye” Councilmembers Perez, Hill, Ordeneaux, Moore, Reed, and Carbone.

Voting “No” None.

Motion Passed 6 to 0.

MAYOR/COUNCIL ISSUES FOR FUTURE CITY COUNCIL AGENDAS:

Mayor Pro-Tem Moore requested the parking issue at Bakfish Brewing and surrounding neighborhood.

Councilmember Reed requested the Traffic Committee bring back to Council some possible solutions regarding the parking issue at Bakfish Brewing and surrounding neighborhood. He further requested the City adopt a Resolution showing the City/Council supports Fort Bend/ Shadow Creek Ranch and their efforts to combine with Alvin Independent School District.

Councilmember Carbone stated an item to note for Staff is to look at the City's Unified

Development Code (UDC) to revisit Brewing parking requirements. It will not affect anything currently that is grandfathered in, but it may solve some issues going forward. He stated he would be interested in looking at crushed concrete for more parking at the Bakfish Brewing.

OTHER BUSINESS:

ADJOURNMENT

Meeting was adjourned at 8:13 p.m.

Minutes approved as submitted and/or corrected this the _____day of_____, A.D., 2016.

_____
Tom Reid
Mayor

ATTEST:

_____
Young Lorfing, TRMC
City Secretary

MINUTES OF A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS, HELD ON MONDAY, AUGUST 15, 2016, AT 6:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL, 3519 LIBERTY DRIVE, PEARLAND, TEXAS.

Mayor Reid called the meeting to order at 6:30 p.m. with the following present:

Mayor	Tom Reid
Mayor Pro-Tem	Gary Moore
Councilmember	Tony Carbone
Councilmember	Derrick Reed
Councilmember	Keith Ordeneaux
Councilmember	Greg Hill
Councilmember	Trent Perez
City Manager	Clay Pearson
City Attorney	Darrin Coker
City Secretary	Young Lorfing

Others in attendance: Jon Branson Deputy City Manager; Matt Buchanan President of Economic Development Corporation; J.C. Doyle Police Chief; Trent Epperson Assistant City Manager; Michelle Graham Director of Human Resource; Tara Kilpatrick Budget Officer; Lata Krishnarao Director of Community Development; Chris Orlea Director of Parks and Recreation; Cynthia Pearson Director of Finance; Sue Polka Director of Engineering; Kim Sinistore Executive Director of the Convention/Visitors Bureau; Eric Wilson Public Works Director; Sparkle Anderson Communications Director; Joel Hardy Grants Coordinator; Jennifer Huhn Court Administrator; Skipper Jones Assistant Director of Capital Projects; John Knight Information Technology Manager; John McCarter Management Assistant.

Purpose of the Meeting:

Council Action – Resolution No. 2016-147- A Resolution of the City Council of the City of Pearland, Texas, placing on the agendas of September 12, 2016 and September 19, 2016 City Council meetings, consideration of the proposed fiscal year 2016-2017 budget and setting the public hearing on the budget for August 29, 2016.

Councilmember Carbone made the motion, seconded by Councilmember Ordeneaux, to approve Resolution No. 2016-147.

City Manager Clay Pearson reported pursuant to Section 8.06 of the City Charter, the City Council shall cause to be published in the official newspaper, a notice of the hearing setting forth the time, place, and date of such meetings. Pursuant to State Law, the governing body shall set the hearing for a date occurring after the 15th day after the date the proposed budget is filed with the municipal clerk but before the date the governing body makes its tax levy.

Discussion ensued between Councilmember Carbone and City Manager Clay Pearson regarding the notice to be published in the newspaper.

Voting “Aye” Councilmembers Carbone, Reed, Moore, Ordeneaux, Hill, and Perez.

Voting “No” None.

Motion Passed 6 to 0.

Consideration and Possible Action – To vote on Proposed Tax Rate and Tax Revenue Increase:

Option 1. **Resolution No. R2016-146 –** A Resolution of the City Council of the City of Pearland, Texas, voting on a proposed tax rate of $0.6812, a property tax revenue increase of 6.670% above the effective tax rate, and placing on the agendas of September 12, 2016 and September 19, 2016 City Council meetings, consideration of the proposed fiscal year 2016-2017 tax rate and setting the public hearings on the tax rate for August 29, 2016 and September 6, 2016.

Or

Option 2. **Resolution No. R2016-146 –** A Resolution of the City Council of the City of Pearland, Texas, voting on a proposed tax rate of $0.6566, a property tax revenue increase of 2.7% above the effective tax rate, and placing on the agendas of September 12, 2016 and September 19, 2016 City Council meetings, consideration of the proposed fiscal year 2016-2017 tax rate and setting the public hearings on the tax rate for August 29, 2016 and September 6, 2016.

Budget Officer Tara Kilpatrick gave an overview of the proposed tax rate and tax revenue Increase.

Councilmember Carbone thanked Staff for putting together the power point to clarify the rollback rate.

Discussion ensued between Councilmember Carbone and Budget Officer Tara Kilpatrick regarding the rollback rate.

Councilmember Reed stated with a tax rate of $0.6812 going down from the current tax rate of $0.7053 the actual rate a resident will be paying will increase, but that is based on the appraisal of their property. That is not something the City did or is responsible for. He would like the tax rate to stay at $0.7053 and see the City put some money aside.

Councilmember Ordeneaux stated he does not want to go into deficient spending, the City needs to bring in more revenue. In this case the Council does get a chance to lower the tax rate and get more revenue which means the tax payers will pay more. The $0.6812 is a good compromise between the two options. This is a compromise that is best for the City and residents long term.

Discussion ensued between Councilmember Carbone, Councilmember Ordeneaux, Councilmember Reed and Deputy City Manager Jon Branson regarding the 2007 Bond Projects, the Operations and Maintenance (O&M) rate and the Municipal Utility District.

Councilmember Hill stated he is more inclined to try to put more into Operations and Maintenance (O&M) by decreasing the tax revenue.

Councilmember Carbone stated according to his calculations this will be the largest effective tax increase in Pearland's history and that does not sound like a compromise.

Councilmember Perez stated we can play with statistics all we want, but statistics are all about percentages and tax rates. The bottom line is the City does not generate enough money to pay the expenditures the City has. The justification we need to do as this body is to be able to fund the projects that need to be funded and the City is not able to do that.

Discussion ensued between Councilmember Carbone and City Manager Clay Pearson Regarding the Operations and Maintenance (O&M), water & sewer rates, revenue and expenses.

Councilmember Ordeneaux made the motion, seconded by Mayor Pro-Tem Moore, to approve Resolution No. R2016-146, Option 1.

Voting "Aye" Councilmembers Moore, Ordeneaux, Hill, and Perez.

Voting "No" Councilmembers Carbone and Reed.

Motion Passed 4 to 2.

Council Input and Discussion: Discussion #2, Fiscal Year 2016-2017 Budget.

City Manager Clay Pearson stated this is the appropriate time for Staff to answer any questions Council may have regarding the Fiscal Year 2016-2017 Budget.

Discussion ensued between Councilmember Carbone, City Manager Clay Pearson and Director of Human Resource Michelle Graham regarding the need of a Risk Manager.

Councilmember Ordeneaux stated he was a Certified Risk Manager for the School District for a couple of years. One of the big duties for a Risk Manager is the Employee Workman's compensation, which is looking at compensation claims, see how to reduce the number of compensation claims. He stated he is in favor of a Risk Manager because he can see

how they can reduce cost to the City.

Councilmember Perez stated his concerns regarding the sidewalk fund and making modifications to the Unified Development Code (UDC). He further stated the City's Engineering Department is understaffed compared to our sister cities. He does not think the City needs to add more Engineer positions this budget year, but possibly next budget year.

Discussion ensued between Councilmember Carbone and City Manager Clay Pearson regarding the need of an Addressing Coordinator.

Councilmember Ordeneaux stated one of the hang ups from a development standpoint and on a commercial and residential side is trying to get an address. He does think the City needs an Addressing Coordinator position along with several others that are not on the list in the budget.

Councilmember Reed stated he had questions regarding the need for a Risk Manager and Addressing Coordinator positions. He stated it seems to be more of a need for a Traffic Engineer than a Risk Manager or Addressing Coordinator. Can the Risk Manager and/or the Addressing Coordinator positions be filled by a temporary or contract position.

Councilmember Perez stated the City needs the Addressing Coordinator more than a Traffic Engineer. The Addressing Coordinator is more than a full time job. Every plat that comes in has to be reviewed, you have to make sure there are no duplicate street names and addresses, no similar street names or addresses. Every address has to be communicated to mapping services, google, Center Point and the Texas Department of Transportation (TxDOT).

Discussion ensued between Councilmember Reed, City Engineer Sue Polka and City Manager Clay Pearson regarding a Traffic Engineer position and if that position can be contracted out.

Mayor Pro-Tem Moore stated personally the Address Coordinator should be contracted out.

Councilmember Ordeneaux stated he does not agree. A Risk Manager can save the City money. According to the demographic studies the City is going to double in size in a few years. He does not see anytime soon the City not needing an Addressing Coordinator.

He does not mind looking at the Traffic Engineer position to be contracted out.

Councilmember Perez stated from his experience it is a great need to have an Addressing Coordinator and a Traffic Engineer. With the Addressing Coordinator it is constant, perpetual maintenance on the addressing. It is a full time demanding job. He stated the City needs both the Addressing Coordinator and Traffic Engineer. If he had to choose one over the other, it would be the Addressing Coordinator.

Discussion ensued between Councilmember Carbone and Executive Director, Convention/Visitors Bureau Kim Sinistore regarding the cost and details of the Super Bowl Week Events.

Deputy City Manager Jon Branson stated this is money out of the Convention/Visitors Hotel Occupancy Tax not the General Fund Budget. The CVB Advisory Board did approve this.

Councilmember Ordeneaux stated he is for the Super Bowl Week Events, he really likes the bus and shuttle service that will be provided.

Discussion ensued between Mayor Reid and Assistant City Manager Trent Epperson regarding the water meter change out.

Discussion ensued between Mayor Pro-Tem Moore, Director of Public Works Eric Wilson, and Deputy City Manager Jon Branson regarding the water meter change out system and the City's Meter Readers.

Discussion ensued between Councilmember Reed, Executive Director, Convention/ Visitors Bureau Kim Sinistore and Parks and Recreation Director Chris Orlea regarding the Super Bowl Week Events and Winterfest.

Adjournment:

Meeting was adjourned at 8:18 p.m.

Minutes approved as submitted and/or corrected this the _____ day of _____, A.D., 2016.

_____
Tom Reid
Mayor

ATTEST:

_____
Young Lorfing, TRMC
City Secretary

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: September 12, 2016	**ITEM NO.:** Ordinance No. 2000T-21
DATE SUBMITTED: September 7, 2016	**DEPT. OF ORIGIN: Planning**
PREPARED BY: Planning Staff	**PRESENTOR: Lata Krishnarao**
REVIEWED BY: Lata Krishnarao	**REVIEW DATE: September 2, 2016**

SUBJECT: Ordinance No. 2000T-21 - An ordinance of the City Council of the City of Pearland, Texas, amending selected provisions of the Unified Development Code of the City; having a savings clause, a severability clause, and a repealer clause; providing for codification, publication and an effective date.

ATTACHMENTS: Ordinance No. 2000T-21 and Exhibits (Exhibit A – Text Amendment; Exhibit B - Legal Ad; Exhibit C– Planning and Zoning Commission Recommendation Letter;); 7.20.15 Joint Public Hearing Packet

To be completed by Department:

Finance	Legal	Ordinance	Resolution

SUMMARY: As a response to the changing needs of the community and concerns that have brought to staff's attention, regular updates are proposed to the UDC. This set of proposed amendments was heard at the Joint Public Hearing (JPH) of the City Council and Planning and Zoning Commission on August 1, 2016.

The proposed changes to Unified Development Code fall into the five following categories: Land Use Matrix; Landscaping; Clarifications & Corrections; addition of Corridor Overlay Districts; and Platting Exemption.

These changes pertaining to Land Use Matrix; Landscaping; Clarifications & Corrections; and Platting Exemption were approved by the City Council at the first reading of August 22, 2016. At that Council meeting minor errors in the Land Use Matrix were pointed out - the definition for "Cinema" and definition and parking ratios for "Sale of Produce on Site". These have been corrected.

Staff is preparing responses to Council's questions from the JPH regarding designation of Manvel Road (FM 1128) as a Corridor Overlay District (COD) and will place it on the agenda of September 19, 2016.

1. <u>Land Use Matrix</u>

The first proposed changes to the Land Use Matrix are to clarify and include certain uses to facilate redevelopment of the former Alvin Community College campus. Staff has been working with the developers to ascertain the changes that would be beneficial to redevelop the existing building and complex as a vibrant arts and entrainment district in Pearland's Old Townsite, currently zoned Old Townsite Mixed Use (OT-MU) and Old Townsite General Business (OT-GB). These changes would not only benefit the developers but would be beneficial to other properties in the OT-MU and OT-GB.

Other proposed land use matrix changes include:

- a proposed new use that will allow community gardens such as the one associated with the YMCA to sell produce grown and harvested on site within a building;
- change to facilitate reuse and renovation of older buildings for gymnasiums and athletic training facilities; and
- restrict Boarding or Rooming House to be located only in GB and GC zones by a CUP.

Some of these amendments will permit certain uses, that otherwise would be prohibited in some zoning districts, by a CUP. The CUP process will provide the City Council and the Planning and Zoning Commission an opportunity to review the suitability of the use in the zoning district.

The following table provides a summary of the changes to the Land Use Matrix.

	USE	CHANGE
1.	Studio or Learning Center for Fine or Performing Arts	Clarify definition. Add by CUP in OT-MU
2.	Art Museum, Dealer or Studio	Clarify definition. Amend from CUP to permit by right (P) in OT-MU.
3.	Cinema	New Use. Permit by CUP in S-1, C-MU, BP-288, and permit by right (P) in GB and GC.
4.	Theater for the Performing Arts	New Use. Permit by CUP in C-MU, OT-MU, BP-288, NS and permit by right (P) in OT-GB, GB, and GC.
5.	Dwelling – Patio Home	Add with a CUP in OT-MU.

6.	Dance Hall or Night Club	Add with a CUP in OT-MU.
7.	Emergency Care Clinic	Add with a CUP OT-MU.
8.	Boarding or Rooming House	Delete from MF and OT-MU. Amend from P to CUP in GB and GC. Not permitted in any other zone currently.
9.	Sale of Produce on Site	New Use for community gardens to sell produce grown on site in some commercial zones.
10.	Exhibition Hall or Public Assembly (Auditorium, Gymnasium, Stadiums, etc.	Add by CUP in S1, S2, S3, C-MU, OT-GB, and GB

2. <u>Landscaping</u>

The second category of text changes is not to add any additional landscaping requirements, but to assist developers by providing specific landscaping and screening requirements for areas where landscaping is currently required. Areas that currently require landscaping, but do not have specific guidelines include buffers between residential and commercial properties, screening of parking lots, screening of mechanical and electrical equipment, and screening of detention/retention ponds when visible from major corridors. Lack of specific guidelines have often times caused delays in permit approvals as architects are uncertain of what is required. The landscaping requirements proposed are similar to requirements in other areas of the UDC where landscaping is required.

As described in the following table, changes 1-3 clarify the landscaping and do not to add new requirements. Change 4 is to include trees and shrubs to the buffer between residential and non-residential, to ensure that adequate screening is provided to adjacent residential homes, beyond just a 6-8 foot opaque fence, to mitigate the impact of noise, lighting, etc. Currently the required buffer between residential and non-residential just says it is up to the building official to determine if the buffer requirement is met. The following table provides a summary of the changes followed by the specific language change to each section of the UDC:

	REQUIREMENT	CHANGE
1.	Screening for mechanical and utility equipment	Add text to clarify the existing requirements Sections 2.4.4.3(h)(1)(a), 2.4.5.1(i)(1)(a), 4.2.4.1(d)(1)(b)

2.	Screening for parking areas, fuel pumps, and drive up windows	Add text to clarify the existing requirements Sections 2.4.4.3(i)(2)(b), 2.4.4.3(i)(2)(c), 2.4.5.1(j)(2)(b), 2.4.5.1(j)(2)(c), 4.2.2.4(d)(4), 4.2.4.1(b)
3.	Screening of detention/retention facilities located in front yards	Add text to clarify the existing requirements in COD Sections 2.4.5.1(g)(7)
4.	Buffer between non-residential and residential	Add specific requirements for trees and shrubs in addition to grass/open space. Sections 4.2.4.1(a)(2)(b)

3. <u>Clarifications and Corrections</u>

The third category contains amendments to the text to correct typographical and text errors and omissions. The following table provides a summary of the changes followed by the specific language to change each section of the UDC:

	CHANGES
1.	Suburban Development District – remove as default zone for annexations
2.	Correction of zoning category for façade requirements
3.	Include outdoor activity in GC zone
4.	Clarify the width of flag lot in residential districts
5.	Refer to the correct section in the UDC for sign permits
6.	Clarify minimum percentage of office area for Office Warehouse to distinguish between this use and Warehouse and Distribution uses.
7.	Clarify that Planning Director determines if the buffer meets the requirements are met, not the Building Official.

4. <u>Addition to Corridor Overlay District</u>

This item will add Manvel Road (FM 1128) to the Corridor Overlay District (COD) will be presented for first reading at the September 19th, 2016 meeting. Staff is working on responses to questions asked at the Joint Public Hearing.

5. **Platting Clarifications**
   For single family residential properties where existing septic systems are proposed to be replaced or repaired without any expansion, this text amendment will allow those properties to be exempt from platting, both in the City and in the City's ETJ. Similar to the current provision in the UDC for limited expansions for single family homes on unplatted lots, in lieu of a plat a survey will be sufficient to ensure that there are no encroachments on rights-of-way and other easements that may be detrimental to the City or the property owner. Additionally, the requirement for a Development Plat shall be amended to exempt those properties that may be approved through the other platting procedures contained in the UDC.

STAFF RECOMMENDATION TO COUNCIL: Staff recommends approval of the proposed changes to the UDC regarding items 1, 2, 3 and 5 listed above for the following reasons:

1. Proposed changes to the Land Use Matrix are to clarify and include certain uses to facilitate redevelopment of the former Alvin Community College campus, as well as, other properties in the OT-MU and OT-GB. Changes will also facilitate reuse and renovation of older buildings for gymnasiums and athletic training facilities and allow some uses by Conditional Use Permits will allow the Council to will review the location, design, and configuration of the proposal to determine if the use is compatible to existing land uses.
2. Landscaping changes will assist developers by providing specific landscaping and screening requirements for areas where landscaping is currently required.
3. Correction of typographical errors, expansion of descriptions and elimination of duplicate entries will add clarity to the UDC.
4. The proposed amendment will allow those properties to be exempt from platting requirements when repairing and replacing septic systems both in the City and in the City's ETJ to ensure that there are no encroachments on rights-of-way and other easements that may be detrimental to the City or the property owner. This also clarifies that a Development is applicable for single lot residential development instead of a Minor Plat.

JOINT PUBLIC HEARING DISCUSSION AND ADDITIONAL INFORMATION:

A number of topics were discussed at the Joint Public Hearing and requested additional information is included below. As stated earlier, responses pertaining to COD will be provided in a separate agenda item at a later date.

1. Group Homes vs. Boarding Homes:
   The following excerpts from the UDC explain how the proposed change will not apply to group homes that will continue to be permitted in all residential zoning districts and C-MU, G/O-MU, OT-MU, OP, and NS zones.

   A group home is typically a facility where the primary use is to provide housing services for temporary residents with physical or mental handicap or impairment,

who are protected by state and federal programs. Current definitions limit occupants to six persons and two licensed caregivers. The services rendered are: food and shelter, personal guidance, care, habitation services, and or supervision. These facilities are operated on a community basis and are regulated at the state level by the Texas Department of Mental Health and Mental Retardation. Group homes are permitted in all residential zoning classifications, C-MU, G/O-MU, OT-MU, OP, and NS zoning districts.

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Community/ Group Home	P	P	P	P	P	P	P	P	P	P	P						C	C			P		P		P				
	Description: A place where not more than six (6) physically or mentally impaired or handicapped persons are provided room and board, as well as supervised care and rehabilitation by not more than two (2) persons as licensed by the Texas Department of Mental Health and Mental Retardation (also see Chapter 123 of the Texas Local Government Code). The limitation on the number of persons with disabilities applies regardless of the legal relationship of those persons to one another.																												
	Parking: Four spaces required.																												

A boarding home is a residence where a room is rented to transient guests on a short term basis and the rooms do not include cooking facilities. This use is most similar to a hotel/motel which offers accommodations for an unspecified length of time. The proposed amendment would make this use conditionally approved in GB and GC zones where hotel/motel are permitted.

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Boarding or Rooming House										P											C					P	P		
	Description: Also referred to as Boarding House. A building, built and/or used for residential purposes, where meals are served for compensation to a person or persons residing in the building, and where no cooking facilities are provided in individual living units.																												
	Parking: One space per person capacity of permanent sleeping facilities																												

2. <u>Zoning for Drive–in Theaters:</u>
   A drive-in theater is defined in the UDC as an establishment where movies are displayed outdoors and vehicles are parked to view the feature. The use is permitted in GC and through a CUP in OT-GB and GB districts. The proposed amendment will not change the zoning districts where drive-in theaters are currently permitted.

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Drive-In Theater																				C						C	P		
	Description: An establishment where movies are displayed outdoors and vehicles are parked to view the feature.																												
	Parking: One space for each employee on the largest shift.																												

3. <u>Opaque Screening – Explanation:</u>
   As an alternative to solid fences the UDC permits landscaped screen. The landscaped scree is defined as a vegetative screen dense enough to be completely opaque year round and would serve as a screen, similar screening to a wall, within twelve months.

<u>PLANNING AND ZONING COMMISSION DISCUSSION</u>: At the regular meeting of the Planning and Zoning Commission on August 1, 2016, P&Z Commissioner Mary Starr made a motion to recommend approval of the proposed amendments to the UDC. The motion was seconded by P&Z Commissioner Thomas Duncan. Discussion included impact of COD on existing businesses on Manvel Road and inadequate standards for detention ponds that are located along the streets.

The vote was 6-0 and the motion was approved. Commissioners, Starr, Tunstall, McFadden, Pradia, Selsky, and Duncan voted in favor of the proposed changes.

Ordinance No. 2000-T-21

An ordinance of the City Council of the City of Pearland, Texas, amending selected provisions of the Unified Development Code of the City; having a savings clause, a severability clause, and a repealer clause; providing for codification, publication and an effective date**.**

WHEREAS, on the 1st day of August, 2016, a Joint Public Hearing was held before the Planning and Zoning Commission and the City Council of the City of Pearland, Texas, notice being given by publication in the official newspaper of the City, the affidavit of publication being attached hereto and made a part hereof for all purposes as Exhibit "A", said call and notice being in strict conformity with provisions of Section 1.2.2.2 of Ordinance No. 2000T; and

WHEREAS, on the 1st day of August, 2016, the Planning and Zoning Commission of the City submitted its report and recommendation to the City Council regarding the proposed amendments to the Unified Development Code, whereby the Commission recommended approval of the amendments, with condition, said recommendation attached hereto and made a part hereof for all purposes as Exhibit “B”; now, therefore,

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

Section 1. That certain provisions of the Unified Development Code are hereby amended as shown in Exhibit “C” attached hereto and made a part hereof for all purposes.

Section 2. Savings. All rights and remedies which have accrued in favor of the City under this Ordinance and amendments thereto shall be and are preserved for the benefit of the City.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid, unconstitutional or otherwise unenforceable by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Repealer. All ordinances and parts of ordinances in conflict herewith are hereby repealed but only to the extent of such conflict.

Section 5. Codification. It is the intent of the City Council of the City of Pearland, Texas, that the provisions of this Ordinance shall be codified in the City's official Code of Ordinances as provided hereinabove.

Section 6. Publication and Effective Date. The City Secretary shall cause this Ordinance, or its caption and penalty, to be published in the official newspaper of the City of Pearland, upon passage of such Ordinance. The Ordinance shall become effective immediately upon final passage.

PASSED and APPROVED ON FIRST READING this the 22nd day of August, 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

PASSED and APPROVED ON SECOND AND FINAL READING this the 12th day of September, 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

Exhibit A
Legal Ad

NOTICE OF A JOINT PUBLIC HEARING OF THE CITY COUNCIL

AND

THE PLANNING AND ZONING COMMISSION

OF THE CITY OF PEARLAND, TEXAS

Amendments to the Unified Development Code (UDC)

Notice is hereby given that on August 1, 2016 at 6:30 p.m., the City Council and Planning and Zoning Commission of the City of Pearland, in Brazoria, Harris and Fort Bend Counties, Texas, will conduct a joint public hearing in the Council Chambers of City Hall, located at 3519 Liberty Drive, Pearland, Texas, on the request of the City of Pearland, for proposed amendments to the Unified Development Code, Ordinance No. 2000T.

At said hearing, all interested parties shall have the right and opportunity to appear and be heard on the subject. For additional information, please contact the Planning Department at 281-652-1765.

Frankie Legaux
City Planner

Exhibit B
Planning and Zoning Commission Recommendation Letter

Planning & Zoning Commission

Recommendation Letter

August 3, 2016

Honorable Mayor and City Council Members
3519 Liberty Drive
Pearland, TX 77581

Re: Recommendation on the Unified Development Code Amendment T-21

Honorable Mayor and City Council Members:

At their regular meeting on August 1, 2016, the Planning and Zoning Commission considered the following:

Amendment T-21 to the Unified Development Code (UDC).

At the regular meeting of the Planning and Zoning Commission on August 1, 2016, P&Z Commissioner Mary Starr made a motion to recommend approval of the proposed amendments to the UDC. The motion was seconded by P&Z Commissioner Thomas Duncan. Discussion included impact of COD on existing businesses on Manvel Road and inadequate standards for detention ponds that are located along the streets.

The vote was 6-0 and the motion was approved. Commissioners, Starr, Tunstall, McFadden, Pradia, Selsky, and Duncan voted in favor of the proposed changes.

Sincerely,

Frankie Legaux

Frankie Legaux, City Planner
On behalf of the Planning and Zoning Commission

Exhibit C
Ordinances Changes

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Studio or Learning Center for Fine or Performing Arts												P	C	C			C	C		P	C	C		C	C	P	P	P	P
	Description: An establishment that allows for the tutoring of individuals in a variety of functions. Examples include martial arts studio, dance or drama studio or tutoring center and learning centers. Sale of musical instruments, sheet music, and accessory equipment may be provided as an accessory use.																												
	Parking: One space per 200 square feet of gross floor area.																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Art Museum, Dealer, or Studio												P	P	P			P	P		P	P		C	C	C	P	P	C	
	Description: An establishment that allows indoor fabrication, creation, exhibition, and sale of artwork that may include painting, sculpting, metalwork, woodwork, handcrafted jewelry, or similar creative arts. Sale of merchandise is limited to items fabricated on site.																												
	Parking: One space per 200 square feet of gross floor area.																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Cinema												C					C			C				C		P	P		
	Description: A building which is regularly used for the exhibition of motion pictures on a regular basis to the general public. This does not include a drive-in theater, adult theater or adult video. This definition also includes multiplexes, a movie theater complex with multiple screens within a single complex.																												
	Parking: One space for each 4 seats, plus one space for each employee.																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Theater for the Performing Arts																	C			P	C			C	C	P	P		
	Description: A building or part of a building devoted to theatrical or performing arts production as a principal use but not including a drive-in theater, adult theater, or adult video.																												
	Parking: One space for each 4 seats of capacity.																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Dwelling - Patio Home								P											P		C								
	Description: A single-family dwelling on a separately platted lot which is designed such that one side yard is reduced to zero feet in order to maximize the width and usability of the other side yard, and which permits the construction of a detached single-family dwelling with one side (i.e., wall) of such dwelling placed on the side property line.																												
	Parking: Two parking spaces.																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Dance Hall or Night Club												C		C						C	C					C	P		
	Description: An establishment offering to the general public facilities for dancing and/or entertainment.																												
	Parking: One space for every 3 persons at maximum capacity.																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Emergency Care Clinic												P	C	C	C	C	C			C	C	C		P		C	P	C	
	Description: A facility that is not a hospital emergency department which delivers ambulatory medical care to patients on a walk-in basis with or without a scheduled appointment.																												
	Parking: One space for each 300 square feet of gross floor area																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Boarding or Rooming House																										C	C		
	Description: Also referred to as Boarding House. A building, built and/or used for residential purposes, where meals are served for compensation to a person or persons residing in the building, and where no cooking facilities are provided in individual living units.																												
	Parking: One space per person capacity of permanent sleeping facilities																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Exhibition Hall or Public Assembly (Auditorium, Gymnasium, Stadiums etc.)												C	C	C			C			C				P		C	P	P	P
	Description: A large building used for holding exhibitions, conventions, or other large gatherings of people or housing/seating spectators at a sporting event.																												
	Parking: One space for each 4 seats of capacity in the main area containing fixed seating.																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Sale of Produce from Community Garden																	P	P	P	P	P		P	P	P	P	P		
	Description: Sale of produce grown on site is an accessory use to the main use of a building. Produce must be cultivated and harvested on the property; sales from the property may only occur during growing season; and, sold inside of a building.																												
	Parking: No additional parking required.																												

Section 2.4.4.3 BP-288, Business Park District-288

(h) **Screening Standards.**

(1) Site Elements Required to Be Screened: The following site elements shall be screened from the public view from State Highway 288.

a. *Mechanical and Utility Equipment*

1. Screens shall be of a color and material that is consistent with the primary on-site building. Screening shall consist of a decorative wall or architectural element of the building that is one hundred percent (100%) opaque and equal to or exceeds the height of the area being screened. Shrubbery shall be a minimum of three feet (3') in height at the time of planting, planted every three feet (3') or less on center, and have year-round foliage.
2. Roof-mounted equipment may be screened with an architectural element that is an extension of the building on which it is located, such as a parapet wall.
3. For electric utility equipment, the screening requirements of this section shall only apply to equipment owned by the customer and not by the electric utility.

b. *Vehicle Loading and Unloading Areas* - Screens shall incorporate shrubbery having year-round foliage and\or a fence, wall, or architectural element of the building that has a minimum six foot (6') height and is a maximum seventy-five percent (75%) opaque.

c. *Refuse, Refuse Containers, and Recycling Containers* - Screens shall consist of a solid fence, wall, or architectural element of the building with a minimum six foot (6') height.

(2) Screening Elements Required: All fences and walls visible from State Highway 288 shall be:

a. Constructed of masonry or other materials approved by the Planning Director or his designee.
b. Consistent in color and design with the building architecture.
c. Uniform in style and materials along the entire length of the screen within a single development.

(i) **Buffering Standards.**

(1) Site Elements Required to Be Buffered: The following site elements shall be visually buffered from the public view from State Highway 288:

a. *Parking Areas* - Outdoor parking areas located within one hundred feet (100') of the State Highway 288 right-of-way.
b. *Fuel Pumps* - Fuel pumps located between the street and the building.
c. *Drive-Up Windows* - Vehicle drive-up windows facing the street.

(2) Buffering Elements Required: Required buffering shall be a maximum of three feet (3') in height and shall be provided by one or more of the following:

a. Freestanding masonry wall.

b. Landscaped earth berm with a maximum four-to-one (4:1) slope. Retaining walls may be used to facilitate berming. Berms shall be maintained at a height of no more than thirty-six inches (36”) nor less than twenty- four inches (24”).
c. Shrubbery having year-round foliage. Shrubs shall be maintained at a height of no more than thirty-six inches (36”) nor less than twenty- four inches (24”) as measured from the surrounding soil line and at a minimum thirty-six (36”) spacing.

Section 2.4.5.1 COD, Corridors Overlay District

(g) **Landscaping Standards.**

(7) Detention/retention facilities located in front yards: When a detention/retention facility is located in a front yard, the facility shall be incorporated into the design of the development as an amenity, as determined by the Planning Director. In addition to the street tree requirements, the minimum number of shrubs shall be equal to the total caliper inches of street trees required under this section multiplies by five (5). Shrubs shall be maintained at a height of no more than thirty-six inches (36”) nor less than twenty-four (24”) as measured from the surrounding soil line. Shrubs shall be planted in a staggered row along the street side of the detention/retention facility.

(i) **Screening Standards.**

(1) Site Elements Required to Be Screened: The following site elements shall be screened from the public view from all specified major thoroughfares:

a. *Mechanical Equipment*

1. Screening shall consist of a decorative wall or architectural element of the building that is one hundred percent (100%) opaque and equal to or exceeds the height of the area being screened. Shrubbery shall be a minimum of three feet (3’) in height at the time of planting, planted every three feet (3’) or less on center, and have year-round foliage.
2. Roof-mounted equipment shall be screened with materials that are one hundred percent (100%) opaque. Appropriate screening includes an extension of the wall, such as a parapet wall, on which the equipment is mounted.

b. *Vehicle Loading and Unloading Areas*

1. Screens shall incorporate shrubbery having year-round foliage and\or a wall or architectural element of the building that is a minimum of six feet (6') in height and is a maximum of seventy-five percent (75%) opaque.

c. *Refuse, Refuse Containers, and Recycling Containers*

1. Screens shall consist of a solid wall or architectural element of the building that is a minimum six feet (6') in height.

(j) **Buffering Standards.**

(1) Site Elements Required to Be Buffered: The following site elements shall be visually buffered from the public view from all specified major thoroughfares:

a. *Parking Areas* - Outdoor parking areas that are visible from any street right-of-way.

b. *Fuel Pumps* - Fuel pumps located between the street and the building.

c. *Drive-Up Windows* - Vehicle drive-up windows facing the street.

(2) Buffering Elements Required: Required buffering shall be a maximum of three feet (3') in height shall be provided by way of one or more of the following:

a. Freestanding masonry wall.

b. Landscaped earth berm with a maximum four-to-one (4:1) slope. Retaining walls may be used to facilitate berming. Berms shall be maintained at a height of no more than thirty-six inches (36") nor less than twenty- four inches (24").

c. Shrubbery having year-round foliage. Shrubs shall be maintained at a height of no more than thirty-six inches (36") nor less than twenty- four inches (24") as measured from the surrounding soil line and at a minimum thirty-six (36") spacing.

Section 4.2.2.4 Required Landscape Area Standards for Nonresidential, Multiple-Family, & Single-Family Development

(d) **Screening of Parking Areas.** Landscaping shall be required for the screening of parking areas from an abutting public right-of-way or adjacent property.

(4) The minimum number of shrubs shall be equal to the total caliper inches of street trees required under this division multiplied by five (5). Shrubs and berms shall be maintained at a height of no more than thirty-six inches (36") nor less than twenty-four inches (24") as measured from the surrounding soil line and at a minimum thirty-six (36") spacing.

Section 4.2.4.1 Screening

(a) **Nonresidential and Multiple-Family Screening Required (New Construction).**

(2) b. If screening is achieved by an opaque screening wall, there shall be a minimum 25-foot wide landscape buffer between nonresidential or multiple-family and all single-family uses. The buffer shall include large shade trees with a minimum two-inch (2") caliper measured at

twelve inches (12") above the root ball shall be provided, with the total caliper inches equal to at least one inch (1") for each ten feet (10') of lot depth. This buffer shall be at least thirty (30) feet wide if screening is achieved above by a vegetative screen and not an opaque screening wall. The 30' buffer described shall include landscaping to provide a semi-opaque screen utilizing the following:

i. Large shade trees with a minimum two-inch (2") caliper measured at twelve inches (12") above the root ball shall be provided, with the total caliper inches equal to at least one inch (1") for each ten feet (10') of lot depth.
ii. Ornamental trees with a minimum two-inch (2") caliper measured at twelve inches (12") above the root ball shall be provided, with the total caliper inches equal to one inch (1") for each fifteen feet (15') of lot depth, except for Public Educational Facilities, which are exempt from this requirement.
iii. A minimum of sixty percent (60%) of required trees shall be evergreen with year-round foliage.
iv. At the time of planting, a minimum of three feet (3') shall be provided between a tree trunk and the back of any curb and eight feet (8') between a tree trunk and any planned or existing underground public utility lines.
v. At the time of planting, a minimum of six feet (6') shall be provided between individual trees.

Section 4.2.4.1 Screening

(b) **Parking Area Screening Along Major and Secondary Thoroughfares.** Landscaping shall be required for the screening of parking areas along major thoroughfares or secondary thoroughfares when nonresidential parking areas are located on the nonresidential lot such that they are adjacent to such roadways (i.e., there is no building between the parking area and the lot line adjacent to the roadway). In such case, parking areas shall be screened by a continuous hedge of shrubs that are maintained at a height of no more than thirty-six inches (36") nor less than twenty-four inches (24") as measured from the surrounding soil line and at a minimum thirty-six (36") spacing.

Section 4.2.4.1 Screening

(d) **General Screening.**

(1) The following requirements shall be in addition to the foregoing landscaping and planting requirements:

a. All loading spaces and docks, outside storage areas including open storage, storage in containers and boxes not designed to be permanently affixed to real property, refuse containers/areas, mechanical and electrical equipment, and the rear of nonresidential uses/structures on double frontage lots, must be

screened from view from the street or public rights-of-way and adjoining properties.

b. Approved screening techniques include masonry, evergreen vegetative screens, landscape berms, existing vegetation, or any combination thereof. In any case in which a fence/wall is constructed to provide screening, landscaping elements shall be incorporated along a majority of the fence/wall. Screening for ground mounted mechanical, electrical equipment shall consist of a decorative wall or architectural element of the building that is one hundred percent (100%) opaque and equal to or exceeds the height of the area being screened. Shrubbery shall be a minimum of three feet (3') in height at the time of planting, planted every three feet (3') or less on center, and have year-round foliage. Also, in the case of roof-mounted mechanical equipment, parapet roof structures are approved for screening such equipment.

Section 2.4.2.1 SD, Suburban Development District

(a) **Purpose.** The Suburban Development District (SD) is intended to provide areas for land that is relatively undeveloped and/or agricultural in nature.

Section 2.6.2.1 Applicability & Requirements

Table 2-2
Building Façade References By Roadway Classification & Zoning District

ROADWAY CLASSIFICATION	ZONING DISTRICTS	
	MF, C-MU, G/O-MU, OP, NS, GB, GC	**M-1, M-2**
Thoroughfare	(1)	(4)
Collector	(1)	(2) (4)
Other	(1) (2) (3)	(2) (3)

* Refer to individual zoning district regulations for façade material requirements for the Spectrum district, BP-288 district, OT District, and COD district.

Section 2.4.4.6 GC, General Commercial District

(e) **Outdoor Activities or Uses.** In connection with any permitted use, there shall be allowed outdoor activities or uses subject to the following limitations:

(1) Except as provided below, out of doors display, storage and sale of merchandise, equipment and vehicles shall be permitted.

(2) Out of doors display, storage and sale of merchandise, equipment and vehicles shall not be permitted on property adjacent to a residential zoning district.

a. Such activities/uses shall be permitted on such property upon City Council approval of a Conditional Use Permit (in accordance with Article2, Division 3 of this chapter) authorizing said activities/uses.

b. Outdoor storage, as defined by Section 5.1.1.1, is allowed only upon obtaining a CUP and providing screening pursuant to Section 4.2.4.1 (d). In no case shall outdoor storage be permitted along any yard that abuts any street or public right-of-way.

(3) In connection with any permitted use, there shall be allowed outdoor activities or uses and the incidental display of merchandise out of doors subject to the following limitations:

a. Except as provided below, all display areas out of doors shall be confined to a pedestrian walkway immediately adjacent to the building housing the primary use, shall not extend from such building a distance of more than ten feet (10'), and shall be located wholly under a permanent part of a main business building such as a marquee, provided that adequate pedestrian access is maintained. Adequate pedestrian access shall be an unobstructed thirty-six inch (36") walkway.

b. The temporary sale of Christmas trees and products associated with celebration of holidays or national events events (e.g., Hanukkah, Presidents' Day, Easter, etc.) shall be permitted for a period of forty-five (45) days prior to the day of the holiday celebration. The sale of goods in relation to special, local, or store events (e.g., spring sale, Party on the Grand, civic club event, etc.) shall also be permitted, but shall be limited to four (4) events per calendar year, not to exceed a sale period of more than sixty (60) days. The Building Official shall issue a permit for such sale when he finds:

i. That there is an adequate off-street parking area, approved by the City; and

ii. That the location and layout of drives and parking areas, of lighting, and of temporary sales signs will not constitute a hazard to public traveling to the abutting public streets and will not obstruct the visibility along such streets.

Section 2.6.1.1 Area & Building Regulations

2. Flag lots in residential zoning districts shall be permitted upon approval by the Planning & Zoning Commission, provided such lots shall have a minimum frontage of fifty feet (50').

Section 4.1.2.6 Sign Permit

(c) **Exemptions.** The following signs and activities do not require a sign permit:

(7) Flags authorized by Section 4.2.5.5 (e).

Section 5.1.1.1 General Definitions

(287) OFFICE WAREHOUSE STORAGE OR SALES: An establishment where not more than 75% of the total floor area is devoted to warehousing, and may include the sales of office products, but sales are not generally accessible to the public.

Section 4.2.4.1 Screening

(c) **Nonresidential and Multiple-Family Screening Required (New Construction).**

(2) e. The Planning Director shall determine if the buffer meets the requirements of this section.

Section 3.1.1.1 Authority, Purpose & Applicability

(c) **Applicability.**

(1) The provisions of this Chapter 3 apply to any non-exempt (see Section 3.1.1.3) division of land, combination of separate land parcels, and/or development of land within the corporate boundaries of the City and within its extraterritorial jurisdiction.

(2) No permit shall be issued for any building or structure on a property until a subdivision or a development plat has been approved and filed for record with the following exceptions:

a. Permits for repair or remodeling of an existing structure or for site improvements (parking areas, driveways, etc.) which involves no increase in square footage of any structure or paving; or

b. Demolition permits, or permits for removal of a structure from a parcel or tract.

c. A building permit may be issued for a Public Educational Facility prior to platting, but no certificate of occupancy shall be issued until after approval and recordation of the final plat.

d. Permits for the replacement of an existing septic system from owner or occupant of the property located in the City or the City's ETJ where the sole proposed change to the property is the replacement of the septic system A survey of the lot prepared by a licensed surveyor for the State of Texas shall be filed with the City of Pearland in hard copy and electronic form with the following information:

1. the corners and boundaries of the lot;
2. the location of all existing structures and known easements;
3. the location and width of all abutting rights-of ways; and
4. a floodplain statement for the lot;
5. the location of the existing septic system; and,
6. the location of the proposed replacement septic system.

Section 3.1.1.2 Types of Plats Required

(a) **Subdivision Plats.** A Final Subdivision Plat or a Minor Subdivision Plat shall be approved prior to any non-exempt land division.

(b) **Development Plats**. A Final Development Plat shall be approved prior to development of any tract or parcel for which no subdivision plat is required, or prior to development of any lot in a subdivision for which dedication of any right-of-way for construction or maintenance of public improvements is required by this Unified Development Code.

Section 3.1.4.1 Purpose and Effect

(a) **Purpose.** The purpose of the Development Plat is to assure that the division or development of the land subject to the plat is consistent with all standards of this Unified Development Code pertaining to the adequacy of public facilities, that public improvements to serve the subdivision or development have been proposed in accordance with the City of Pearland's requirements, that all other requirements and conditions have been met or planned for to allow the plat to be recorded, and to assure that the subdivision or development meets all other standards of this Unified Development Code to enable initiation of site preparation activities for any lot or tract being platted.

The Development Plat is applicable for an integrated business development that proposes a subdivision of any number of non-residential or multi-family residential lots, that require extension of municipal facilities only to serve the specific development being platted or platting of single lots, and where delay in construction or deferral of municipal facilities does not affect the city or any other parcel.

(b) **Applicability.** A Development Plat application under this division shall be required for any development except those that may be approved through the other platting procedures of Chapter 3.

JOINT PUBLIC HEARING
THE CITY COUNCIL CITY AND THE PLANNING AND ZONING COMMISSION OF THE CITY OF PEARLAND, TEXAS,
MONDAY, AUGUST 1, 2016 AT 6:30 P.M.
COUNCIL CHAMBERS - CITY HALL-3519 LIBERTY DRIVE

I. CALL TO ORDER

II. PURPOSE OF HEARING

Amendments to the Unified Development Code (UDC)

A request of the City of Pearland to amend certain sections of the Unified Development Code, Ordinance No. 2000T.

III. APPLICATION INFORMATION AND CASE SUMMARY

A. STAFF REPORT

IV. PERSONS WISHING TO SPEAK FOR OR AGAINST THE PROPOSED REQUEST

V. COUNCIL/PLANNING COMMISSION/STAFF DISCUSSION

VI. ADJOURNMENT

This site is accessible to disabled individuals. For special assistance, please call Young Lorfing, City Secretary, at 281-652-1655 prior to the meeting so that appropriate arrangements can be made.

Staff Report

To: City Council and Planning and Zoning Commission

From: Planning Department

Date: July 25, 2016

Re: A request of the City of Pearland to amend certain sections of the Unified Development Code, Ordinance No. 2000T.

Summary of Request

As a response to the changing needs of the community and concerns that have brought to staff's attention, regular updates are proposed to the UDC. The proposed changes to Unified Development Code fall into the five following categories: Land Use Matrix; Landscaping; Clarifications & Corrections; addition of Corridor Overlay Districts, and Platting Exemption.

1. Land Use Matrix

The first proposed changes to the Land Use Matrix are to clarify and include certain uses to facilate redevelopment of the former Alvin Community College campus. Staff has been working with the developers to ascertain the changes that would be beneficial to redevelop the existing building and complex as a vibrant arts and entrainment district in Pearland's Old Townsite, currently zoned Old Townsite Mixed Use (OT-MU) and Old Townsite General Business (OT-GB). These changes would not only benefit the developers but would be beneficial to other properties in the OT-MU and OT-GB.

Other proposed land use matrix changes include:

- a proposed new use that will allow community gardens such as the one associated with the YMCA to sell produce grown and harvested on site within a building;
- change to facilitate reuse and renovation of older buildings for gymnasiums and athletic training facilities; and
- restrict Boarding or Rooming House to be located only in GB and GC zones by a CUP.

Some of these amendments will permit certain uses, that otherwise would be prohibited in some zoning districts, by a CUP. The CUP process will provide the City Council and the Planning and Zoning Commission an opportunity to review the suitability of the use in the zoning district.

The following table provides a summary of the changes to the Land Use Matrix.

	USE	CHANGE
1.	Studio or Learning Center for Fine or Performing Arts	Clarify definition. Add by CUP in OT-MU
2.	Art Museum, Dealer or Studio	Clarify definition. Amend from CUP to permit by right (P) in OT-MU.
3.	Cinema	New Use. Permit by CUP in S-1, C-MU, BP-288, and permit by right (P) in GB and GC.
4.	Theater for the Performing Arts	New Use. Permit by CUP in C-MU, OT-MU, BP-288, NS and permit by right (P) in OT-GB, GB, and GC.
5.	Dwelling – Patio Home	Add with a CUP in OT-MU.
6.	Dance Hall or Night Club	Add with a CUP in OT-MU.
7.	Emergency Care Clinic	Add with a CUP OT-MU.
8.	Boarding or Rooming House	Delete from MF and OT-MU. Amend from P to CUP in GB and GC. Not permitted in any other zone currently.
9.	Sale of Produce on site	New Use for community gardens to sell produce grown on site in some commercial zones.
10.	Exhibition Hall or Public Assembly (Auditorium, Gymnasium, Stadiums, etc.	Add by CUP in S1, S2, S3, C-MU, OT-GB, and GB

The tables below shows the redlined changes to the individual use definitions in the Land Use Matrix:

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Studio or Learning Center for Fine or Performing Arts												P	C	C			C	C		P	C	C		C	C	P	P	P	P
	Description: An establishment that allows for the tutoring of individuals in a variety of functions. Examples include martial arts studio, dance or drama studio or tutoring center and learning centers. **Sale of musical instruments, sheet music, and accessory equipment may be provided as an accessory use.**																												
	Parking: One space per 200 square feet of gross floor area.																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Art Museum, Dealer, or Studio												P	P	P			P	P		P	~~C~~ P		C	C	C	P	P	C	
	Description: An establishment that ~~exhibits or sells~~ ~~works of art~~ allows indoor fabrication, creation, exhibition , and sale of artwork ~~including~~ that may include painting, sculpting, metalwork, woodwork, handcrafted jewelry, or similar creative arts. Sale of merchandise is limited to items fabricated on site.																												
	Parking: One space per 200 square feet of gross floor area.																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Cinema												C					C			C				C		P	P		
	Description: A building which is regularly used for the exhibition of motion pictures on a regular basis to the general public. This does not include a drive-in theater, adult theater or adult video. This definition also includes multiplexes, a movie theater complex with multiple screens within a single complex.																												
	Parking: One space for each 4 seats, plus one space for each employee.																												

Cinema has been added as a new use to differentiate it from theater for the performing arts. Generally, a theater for the performing arts is smaller and has less negative impact on surroundings as compared to the megaplex cinemas, and would be appropriate in certain areas with less intense commercial activity. Adding a new Cinema category also clarifies the difference between the existing and proposed types of theaters (drive-in theater and dinner theater) and excludes adult theaters and adult video uses.

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Theater for the Performing Arts																	C			P	C			C	C	P	P		
	Description: A building or part of a building devoted to theatrical or performing arts production as a principal use but not including a drive-in theater, adult theater or adult video																												
	Parking: One space for each 4 seats of capacity.																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																	
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Dwelling - Patio Home								P											P		C								
	Description: A single-family dwelling on a separately platted lot which is designed such that one side yard is reduced to zero feet in order to maximize the width and usability of the other side yard, and which permits the construction of a detached single-family dwelling with one side (i.e., wall) of such dwelling placed on the side property line.																												
	Parking: Two parking spaces.																												

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts						
												SPD																
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Dance Hall or Night Club												C		C						C	C					C	P		
	Description: An establishment offering to the general public facilities for dancing and/or entertainment.																											
	Parking: One space for every 3 persons at maximum capacity.																											

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts						
												SPD																
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Emergency Care Clinic												P	C	C	C	C	C			C	C	C		P		C	P	C	
	Description: A facility that is not a hospital emergency department which delivers ambulatory medical care to patients on a walk-in basis with or without a scheduled appointment.																											
	Parking: One space for each 300 square feet of gross floor area																											

	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts						
												SPD																
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Boarding or Rooming House										~~P~~											~~C~~					~~P~~ C	~~P~~ C		
	Description: Also referred to as Boarding House. A building, built and/or used for residential purposes, where meals are served for compensation to a person or persons residing in the building, and where no cooking facilities are provided in individual living units.																											
	Parking: One space per person capacity of permanent sleeping facilities																											

The UDC describes a Boarding or Rooming House as “a building, built or used for residential purposes, where meals are served for compensation to a person or persons residing in the building, and where no cooking facilities are provided in individual living units.” There is no minimum or maximum length of time that one is required to occupy a room. The “boarding/rooming house” definition is most similar to a hotel/motel, which is described in the UDC as “an establishment providing accommodations, meals, and other services for travelers and tourists.” In the past, families would rent out rooms in their home for transient workers or people moving to a city. Some rooming houses could offer shared kitchen facilities, which make this use more similar to some hotel/motel which offer microwaves and mini-kitchen facilities. According to the UDC definition of “Family”, up to four unrelated persons may live as a single housekeeping unit and are considered as one family. Staff is recommending they be allowed in zones where hotel/motel uses area permitted. Enforcement for new boarding/rooming houses would be as any other illegal use in a zoning district; they would be asked to come into compliance by being granted a CUP. Any boarding/rooming houses in existence would be rendered non-conforming and non-conforming regulations would apply to the type and size of the expansion.

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Exhibition Hall or Public Assembly (Auditorium, Gymnasium, Stadiums etc.)	€											C	C	C			C			C				P		C	P	P	P
	Description: A large building used for holding exhibitions, conventions, or other large gatherings of people or housing/seating spectators at a sporting event.																											
	Parking: One space for each 4 seats of capacity in the main area containing fixed seating.																											

Use	Residential Zoning Districts											Mixed Use Districts							Old Town			Non-Residential Zoning Districts							
												SPD																
	SD	R-E	SR-15	SR-12	R-1	R-2	R-3	R-4	TH	MF	MH	S1	S2	S3	S4	S5	C-MU	G/O-MU	OT-R	OT-GB	OT-MU	RRN	OP	BP-288	NS	GB	GC	M-1	M-2
Sale of Produce from Community Garden																	P	P	P	P	P		P	P	P	P	P		
	Description: Sale of produce grown on site is an accessory use to the main use of a building. Produce must be cultivated and harvested on the property; sales from the property may only occur during growing season; and, sold inside of a building.																											
	Parking: No additional parking required.																											

2. Landscaping

The second category of text changes is not to add any additional landscaping requirements, but to assist developers by providing specific landscaping and screening requirements for areas where landscaping is currently required. Areas that currently require landscaping, but do not have specific guidelines include buffers between residential and commercial properties, screening of parking lots, screening of mechanical and electrical equipment, and screening of detention/retention ponds when visible from major corridors. Lack of specific guidelines have often times caused delays in permit approvals as architects are uncertain of what is required. The landscaping requirements proposed are similar to requirements in other areas of the UDC where landscaping is required.

As described in the following table, changes 1-3 clarify the landscaping and do not to add new requirements. Change 4 is to include trees and shrubs to the buffer between residential and non-residential, to ensure that adequate screening is provided to adjacent residential homes, beyond just a 6-8 foot opaque fence, to mitigate the impact of noise, lighting, etc. Currently the required buffer between residential and non-residential just says it is up to the building official to determine if the buffer requirement is met. The following table provides a summary of the changes followed by the specific language change to each section of the UDC:

	REQUIREMENT	CHANGE
1.	Screening for mechanical and utility equipment	Add text to clarify the existing requirements Sections 2.4.4.3(h)(1)(a), 2.4.5.1(i)(1)(a), 4.2.4.1(d)(1)(b)
2.	Screening for parking areas, fuel pumps, and drive up windows	Add text to clarify the existing requirements Sections 2.4.4.3(i)(2)(b), 2.4.4.3(i)(2)(c), 2.4.5.1(j)(2)(b), 2.4.5.1(j)(2)(c), 4.2.2.4(d)(4), 4.2.4.1(b),
3.	Screening of detention/retention facilities located in front yards	Add text to clarify the existing requirements in COD Sections 2.4.5.1(g)(7)
4.	Buffer between non-residential and residential	Add specific requirements for trees and shrubs in addition to grass/open space. Sections 4.2.4.1(a)(2)(b)

Section 2.4.4.3 BP-288, Business Park District-288

(h) **Screening Standards.**

(1) Site Elements Required to Be Screened: The following site elements shall be screened from the public view from State Highway 288.

a. *Mechanical and Utility Equipment*

1. Screens shall be of a color and material that is consistent with the primary on-site building. Screening shall consist of a decorative wall or architectural element of the building that is one hundred percent (100%) opaque and equal to or exceeds the height of the area being screened. Shrubbery shall be a minimum of three feet (3') in height at the time of planting, planted every three feet (3') or less on center, and have year-round foliage.

2. Roof-mounted equipment may be screened with an architectural element that is an extension of the building on which it is located, such as a parapet wall.

3. For electric utility equipment, the screening requirements of this section shall only apply to equipment owned by the customer and not by the electric utility.

b. *Vehicle Loading and Unloading Areas* - Screens shall incorporate shrubbery having year-round foliage and\or a fence, wall, or architectural element of the building that has a minimum six foot (6') height and is a maximum seventy-five percent (75%) opaque.

c. *Refuse, Refuse Containers, and Recycling Containers* - Screens shall consist of a solid fence, wall, or architectural element of the building with a minimum six foot (6') height.

(2) Screening Elements Required: All fences and walls visible from State Highway 288 shall be:

a. Constructed of masonry or other materials approved by the Planning Director or his designee.

b. Consistent in color and design with the building architecture.

c. Uniform in style and materials along the entire length of the screen within a single development.

(i) **Buffering Standards.**

(1) Site Elements Required to Be Buffered: The following site elements shall be visually buffered from the public view from State Highway 288:

a. *Parking Areas* - Outdoor parking areas located within one hundred feet (100') of the State Highway 288 right-of-way.

b. *Fuel Pumps* - Fuel pumps located between the street and the building.

c. *Drive-Up Windows* - Vehicle drive-up windows facing the street.

(2) Buffering Elements Required: Required buffering shall be a maximum of three feet (3') in height and shall be provided by one or more of the following:

a. Freestanding masonry wall.

b. Landscaped earth berm with a maximum four-to-one (4:1) slope. Retaining walls may be used to facilitate berming. Berms shall be maintained at a height of no more than thirty-six inches (36") nor less than twenty- four inches (24").

c. Shrubbery having year-round foliage. Shrubs shall be maintained at a height of no more than thirty-six inches (36") nor less than twenty- four inches (24") as measured from the surrounding soil line and at a minimum thirty-six (36") spacing.

Section 2.4.5.1 COD, Corridors Overlay District

(g) **Landscaping Standards.**

(7) Detention/retention facilities located in front yards: When a detention/retention facility is located in a front yard, the facility shall be incorporated into the design

of the development as an amenity, as determined by the Planning Director. In addition to the street tree requirements, the minimum number of shrubs shall be equal to the total caliper inches of street trees required under this section multiplies by five (5). Shrubs shall be maintained at a height of no more than thirty-six inches (36") nor less than twenty-four (24") as measured from the surrounding soil line. Shrubs shall be planted in a staggered row along the street side of the detention/retention facility.

(i) **Screening Standards.**

(1) Site Elements Required to Be Screened: The following site elements shall be screened from the public view from all specified major thoroughfares:

a. *Mechanical Equipment*

1. Screening shall consist of a decorative wall or architectural element of the building that is one hundred percent (100%) opaque and equal to or exceeds the height of the area being screened. Shrubbery shall be a minimum of three feet (3') in height at the time of planting, planted every three feet (3') or less on center, and have year-round foliage.

2. Roof-mounted equipment shall be screened with materials that are one hundred percent (100%) opaque. Appropriate screening includes an extension of the wall, such as a parapet wall, on which the equipment is mounted.

b. *Vehicle Loading and Unloading Areas*

1. Screens shall incorporate shrubbery having year-round foliage and\or a wall or architectural element of the building that is a minimum of six feet (6') in height and is a maximum of seventy-five percent (75%) opaque.

c. *Refuse, Refuse Containers, and Recycling Containers*

1. Screens shall consist of a solid wall or architectural element of the building that is a minimum six feet (6') in height.

(j) **Buffering Standards.**

(1) Site Elements Required to Be Buffered: The following site elements shall be visually buffered from the public view from all specified major thoroughfares:

a. *Parking Areas* - Outdoor parking areas that are visible from any street right-of-way.

b. *Fuel Pumps* - Fuel pumps located between the street and the building.

c. *Drive-Up Windows* - Vehicle drive-up windows facing the street.

(2) Buffering Elements Required: Required buffering shall be a maximum of three feet (3') in height shall be provided by way of one or more of the following:

a. Freestanding masonry wall.

b. Landscaped earth berm with a maximum four-to-one (4:1) slope. Retaining walls may be used to facilitate berming. Berms shall be maintained at a height of no more than thirty-six inches (36") nor less than twenty- four inches (24").

c. Shrubbery having year-round foliage. Shrubs shall be maintained at a height of no more than thirty-six inches (36") nor less than twenty- four inches (24") as measured from the surrounding soil line and at a minimum thirty-six (36") spacing.

Section 4.2.2.4 Required Landscape Area Standards for Nonresidential, Multiple-Family, & Single-Family Development

(d) **Screening of Parking Areas.** Landscaping shall be required for the screening of parking areas from an abutting public right-of-way or adjacent property.

(4) The minimum number of shrubs shall be equal to the total caliper inches of street trees required under this division multiplied by five (5). Shrubs and berms shall be maintained at a height of no more than thirty-six inches (36") nor less than ~~eighteen~~ twenty-four inches (~~18~~ 24") as measured from the surrounding soil line and at a minimum thirty-six (36") spacing.

Section 4.2.4.1 Screening

(a) **Nonresidential and Multiple-Family Screening Required (New Construction).**

(2) b. If screening is achieved by an opaque screening wall, ~~T~~there shall be a minimum 25-foot wide landscape buffer between nonresidential or multiple-family and all single-family uses. The buffer shall include large shade trees with a minimum two-inch (2") caliper measured at twelve inches (12") above the root ball shall be provided, with the total caliper inches equal to at least one inch (1") for each ten feet (10') of lot depth. ~~except~~ This buffer shall be at least thirty (30) feet wide if screening is achieved above by a vegetative screen and not an opaque screening wall. ~~t~~The 30' buffer described shall include landscaping to provide a semi-opaque screen utilizing the following:

i. Large shade trees with a minimum two-inch (2") caliper measured at twelve inches (12") above the root ball shall be provided, with the total caliper inches equal to at least one inch (1") for each ten feet (10') of lot depth.

ii. Ornamental trees with a minimum two-inch (2") caliper measured at twelve inches (12") above the root ball shall be provided, with the total caliper inches equal to one inch (1") for each fifteen feet (15') of lot depth, except for Public Educational Facilities, which are exempt from this requirement.

iii. A minimum of sixty percent (60%) of required trees shall be evergreen with year-round foliage.

iv. At the time of planting, a minimum of three feet (3') shall be provided between a tree trunk and the back of any curb and eight feet (8') between a tree trunk and any planned or existing underground public utility lines.

v. At the time of planting, a minimum of six feet (6') shall be provided between individual trees.

Section 4.2.4.1 Screening

(b) **Parking Area Screening Along Major and Secondary Thoroughfares.** Landscaping shall be required for the screening of parking areas along major thoroughfares or secondary thoroughfares when nonresidential parking areas are located on the nonresidential lot such that they are adjacent to such roadways (i.e., there is no building between the parking area and the lot line adjacent to the roadway). In such case, parking areas shall be screened by a continuous hedge of shrubs that are maintained at a height of no more than thirty-six inches (36") nor less than ~~eighteen~~ twenty-four inches (~~18"~~ 24**"**) as measured from the surrounding soil line and at a minimum thirty-six (36") spacing.

Section 4.2.4.1 Screening

(d) **General Screening.**

(1) The following requirements shall be in addition to the foregoing landscaping and planting requirements:

a. All loading spaces and docks, outside storage areas including open storage, storage in containers and boxes not designed to be permanently affixed to real property, refuse containers/areas, mechanical and electrical equipment, and the rear of nonresidential uses/structures on double frontage lots, must be screened from view from the street or public rights-of-way and adjoining properties.

b. Approved screening techniques include masonry, evergreen vegetative screens, landscape berms, existing vegetation, or any combination thereof. In any case in which a fence/wall is constructed to provide screening, landscaping elements shall be incorporated along a majority of the fence/wall. Screening for ground mounted mechanical, electrical equipment shall consist of a decorative wall or architectural element of the building that is one hundred percent (100%) opaque and equal to or exceeds the height of the area being screened. Shrubbery shall be a minimum of three feet (3') in height at the time of planting, planted every three feet (3') or less on center, and have year-round foliage. Also, in the case of roof-mounted mechanical equipment, parapet roof structures are approved for screening such equipment.

3. Clarifications and Corrections

The third category contains amendments to the text to correct typographical and text errors and omissions. The following table provides a summary of the changes followed by the specific language to change each section of the UDC:

	CHANGES
1.	Suburban Development District – remove as default zone for annexations
2.	Correction of zoning category for façade requirements
3.	Include outdoor activity in GC zone
4.	Clarify the width of flag lot in residential districts
5.	Refer to the correct section in the UDC for sign permits
6.	Clarify minimum percentage of office area for Office Warehouse to distinguish between this use and Warehouse and Distribution uses.
7.	Clarify that Planning Director determines if the buffer meets the requirements are met, not the Building Official.

1. Correction that Suburban Development District (SD) is not a default district for newly annexed land.

Section 2.4.2.1 SD, Suburban Development District

~~(a)~~ **Purpose.** The Suburban Development District (SD) is intended to provide areas for land that is relatively undeveloped and/or agricultural in nature. ~~The SD District is also a default district for newly annexed land that is not yet ready to be zoned for a particular intended use.~~

2. The correct zoning category is named GC not t C and delete BP-288 that is mentioned in the foot note.

Section 2.6.2.1 Applicability & Requirements

Table 2-2

Building Façade References By Roadway Classification & Zoning District

ROADWAY CLASSIFICATION	ZONING DISTRICTS	
	MF, C-MU, G/O-MU, OP, NS, GB, ~~C~~ GC, ~~BP-288~~	**M-1, M-2**
Thoroughfare	(1)	(4)
Collector	(1)	(2) (4)
Other	(1) (2) (3)	(2) (3)

* Refer to individual zoning district regulations for façade material requirements for the Spectrum district, BP-288 district, OT District, and COD district.

3. This change is an expansion of uses in the General Commercial (GC) zoning district to allow specific outdoor uses and the incidental display of seasonal merchandise, as is already allowed in the less intensive General Business (GB) zoning district. Staff believes it was an error that these activities were allowed in GB but not also in GC.

Section 2.4.4.6 GC, General Commercial District

(e) **Outdoor Activities or Uses.** In connection with any permitted use, there shall be allowed outdoor activities or uses subject to the following limitations:

(1) Except as provided below, out of doors display, storage and sale of merchandise, equipment and vehicles shall be permitted.

(2) Out of doors display, storage and sale of merchandise, equipment and vehicles shall not be permitted on property adjacent to a residential zoning district.

a. Such activities/uses shall be permitted on such property upon City Council approval of a Conditional Use Permit (in accordance with Article2, Division 3 of this chapter) authorizing said activities/uses.

b. Outdoor storage, as defined by Section 5.1.1.1, is allowed only upon obtaining a CUP and providing screening pursuant to Section 4.2.4.1 (d). In no case shall outdoor storage be permitted along any yard that abuts any street or public right-of-way.

(3) In connection with any permitted use, there shall be allowed outdoor activities or uses and the incidental display of merchandise out of doors subject to the following limitations:

a. Except as provided below, all display areas out of doors shall be confined to a pedestrian walkway immediately adjacent to the building housing the primary use, shall not extend from such building a distance of more than ten feet (10'), and shall be located wholly under a permanent part of a main business building such as a marquee, provided that adequate pedestrian access is maintained. Adequate pedestrian access shall be an unobstructed thirty-six inch (36") walkway.

b. The temporary sale of Christmas trees and products associated with celebration of holidays or national events events (e.g., Hanukkah, Presidents' Day, Easter, etc.) shall be permitted for a period of forty-five (45) days prior to the day of the holiday celebration. The sale of goods in relation to special, local, or store events (e.g., spring sale, Party on the Grand, civic club event, etc.) shall also be permitted, but shall be limited to four (4) events per calendar year, not to exceed a sale period of more than sixty (60) days. The Building Official shall issue a permit for such sale when he finds:

i. That there is an adequate off-street parking area, approved by the City; and

ii. That the location and layout of drives and parking areas, of lighting, and of temporary sales signs will not constitute a hazard to public traveling to the abutting public streets and will not obstruct the visibility along such streets.

4. Clarify the configuration of flag lot in residential districts.

Section 2.6.1.1 Area & Building Regulations

1. Flag lots ~~(i.e., lots with minimal, or panhandle type, frontage) shall not be permitted in residential districts unless otherwise approved by the Planning and Zoning Commission.~~ in residential zoning districts shall be permitted upon approval by the Planning & Zoning Commission, provided such lots shall have a minimum frontage of fifty feet (50').

5. Refer to the correct section in the UDC.

Section 4.1.2.6 Sign Permit

(c) **Exemptions.** The following signs and activities do not require a sign permit:

(7) Flags authorized by Section ~~4.2.2.5~~ 4.2.5.5 (e).

6. Clarify minimum percentage of office area for Office Warehouse uses.

Section 5.1.1.1 General Definitions

(287) OFFICE WAREHOUSE STORAGE OR SALES: An establishment ~~with more than twenty-five percent (25%) of the total floor area devoted to storage and warehousing~~ where not more than 75% of the total floor area is devoted to warehousing, and may include the sales of office products, but sales are not generally accessible to the public.

7. Clarify that Planning Director determines if the buffer meets the requirements are met, not the Building Official.

Section 4.2.4.1 Screening

(b) **Nonresidential and Multiple-Family Screening Required (New Construction).**

(2) e. The ~~Building Official~~ Planning Director shall determine if the buffer meets the requirements of this section.

4. Addition to Corridor Overlay District

This amendment will add Manvel Road (FM 1128) to the Corridor Overlay District. Manvel Road is a Major Thoroughfare and contains three schools and some new subdivisions. This amendment will ensure higher standards for development.

Section 2.4.5.1 COD, Corridors Overlay District

(b) **District Boundaries.** The COD standards apply to the future development and use of all land with lot frontage on either side of the street right-of-way along the following specified major thoroughfares:

(13) Manvel Road (FM1128): For the full length of the roadway within the City limits.

5. Platting Clarifications

For single family residential properties where existing septic systems are proposed to be replaced or repaired without any expansion, this text amendment will allow those properties to be exempt from platting, both in the City and in the City's ETJ. Similar to the current provision in the UDC for limited expansions for single family homes on unplatted lots, in lieu of a plat a survey will be sufficient to ensure that there are no encroachments on rights-of-way and other easements that may be detrimental to the City or the property owner. Additionally, the requirement for a Development Plat shall be amended to exempt those properties that may be approved through the other platting procedures contained in the UDC. The following are the proposed UDC changes:

1. Repair or replacement of a septic system: This text amendment will allow repair or replacement of a septic system, where the only proposed change to the property is the repair or replacement of the septic system, to be exempt from platting requirements in the City and in the City's ETJ.

Section 3.1.1.1 Authority, Purpose & Applicability

(c) **Applicability.**

(1) The provisions of this Chapter 3 apply to any non-exempt (see Section 3.1.1.3) division of land, combination of separate land parcels, and/or development of land within the corporate boundaries of the City and within its extraterritorial jurisdiction.

(2) No permit shall be issued for any building or structure on a property until a subdivision or a development plat has been approved and filed for record with the following exceptions:

a. Permits for repair or remodeling of an existing structure or for site improvements (parking areas, driveways, etc.) which involves no increase in square footage of any structure or paving; or

b. Demolition permits, or permits for removal of a structure from a parcel or tract.

c. A building permit may be issued for a Public Educational Facility prior to platting, but no certificate of occupancy shall be issued until after approval and recordation of the final plat.

d. Permits for the replacement of an existing septic system from owner or occupant of the property located in the City or the City's ETJ where the sole proposed change to the property is the replacement of the septic system A survey of the lot prepared by a licensed surveyor for the State of Texas shall be filed with the City of Pearland in hard copy and electronic form with the following information:

1. the corners and boundaries of the lot;
2. the location of all existing structures and known easements;
3. the location and width of all abutting rights-of ways; and
4. a floodplain statement for the lot;
5. the location of the existing septic system; and,
6. the location of the proposed replacement septic system.

2. Single Lot Residential Plat: This clarifies that a Development Plat is applicable for single lot residential development, instead of Minor Subdivision Plat. The process of approval will still be administrative and will not change.

Section 3.1.1.2 Types of Plats Required

(a) **Subdivision Plats.** A Final Subdivision Plat or a Minor Subdivision Plat shall be approved prior to any non-exempt land division.

(b) **Development Plats**. A Final Development Plat shall be approved prior to development of any tract or parcel for which no subdivision plat is required, or prior to development of any lot in a subdivision for which dedication of any right-of-way for construction or maintenance of public improvements is required by this Unified Development Code. ~~A development plat shall be required prior to approval of a manufactured home rental community, or to proposed non-residential development within the City's extraterritorial jurisdiction.~~

Section 3.1.4.1 Purpose and Effect

(a) **Purpose.** The purpose of the Development Plat is to assure that the division or development of the land subject to the plat is consistent with all standards of this Unified Development Code pertaining to the adequacy of public facilities, that public improvements to serve the subdivision or development have been proposed in accordance with the City of Pearland's requirements, that all other requirements and conditions have been met or planned for to allow the plat to be recorded, and to assure that the subdivision or development meets all other standards of this Unified Development Code to enable initiation of site preparation activities for any lot or tract being platted.

The Development Plat is applicable for an integrated business development that proposes a subdivision of any number of non-residential or multi-family residential lots, that require extension of municipal facilities only to serve the specific development being platted or platting of single lots, and where delay in construction or deferral of municipal facilities does not affect the city or any other parcel.

(b) **Applicability.** ~~A Development Plat application under this division shall be required for any non-residential or multi-family land division except those that may be approved through the other platting procedures of Chapter 3.~~ A Development Plat application under this division shall be required for any development except those that may be approved through the other platting procedures of Chapter 3.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda C
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Ron Fraser to Position No. 2, with the term expiring November 1, 2019, and reappointment of Mary Hickling to Position No. 5 with the term expiring November 1, 2019 to serve on the Animal Shelter Advisory Committee.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:
☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is the recommendation of the Boards and Commissions Committee to reappoint Ron Fraser to Position No. 2, with the term expiring November 1, 2019, and reappoint Mary Hickling to Position No. 5 with the term expiring November 1, 2019 to serve on the Animal Shelter Advisory Committee.

Both members were contacted and responded they wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointments.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda D
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Gary Lawrence to Position No. 3 with the term expiring November 1, 2021 to serve on the Building/Fire Code Board of Adjustments.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:
☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is the recommendation of the Boards and Commissions Committee to reappoint Gary Lawrence to Position No. 3 with the term expiring November 1, 2021 to serve on the Building/Fire Code Board of Adjustments.

Mr. Lawrence was contacted and responded he wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointment.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda E
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Jon Branson**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: Ratify the City Manager's reappointment of Phil Cessac to Position No. 1 to serve on the Civil Service Commission for a 3-year term expiring November 1, 2019.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:

☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

This action is to ratify the City Manager's reappointment of Phil Cessac to Position No. 1 to serve on the Civil Service Commission for a 3-year term expiring November 1, 2019.

Mr. Cessac was contacted and responded he wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointment.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda F
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Manny Patel to Position No. 1 with the term expiring November 1, 2019, and reappointment of Gaylynn Nasier to Position No. 2 with the term expiring November 1, 2019 to serve on the Convention and Visitor's Bureau Advisory Board.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:

☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is the recommendation of the Boards and Commissions Committee to reappoint Manny Patel (Hotelier) to Position No. 1 with the term expiring November 1, 2019, and reappoint Gaylynn Naiser (Hotelier) to Position No. 2 with the term expiring November 1, 2019 to serve on the Convention and Visitor's Bureau Advisory Board.

Both members were contacted and responded they wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointments.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda G
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Bill Sloan to Position No. 2, with the term expiring September 30, 2018 and the reappointment of Ed Baker to Position No. 4 with the term expiring September 30, 2018 to serve on the Development Authority of Pearland Board.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:

☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is City Council's recommendation to reappoint Bill Sloan to Position No. 2, with the term expiring September 30, 2018 and the reappoint Ed Baker to Position No. 4 with the term expiring September 30, 2018 to serve on the Development Authority of Pearland Board.

The members were contacted and responded they wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointments.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda H
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Ron Bavarian to Position No. 1 with the term expiring November 1, 2018 and reappointment of Robert Kettle to Position No. 3 with the term expiring November 1, 2018 to serve on the Electrical Board.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:

☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is City Council's recommendation to reappoint Ron Bavarian to Position No. 1 with the term expiring November 1, 2018 and reappoint Robert Kettle to Position No. 3 with the term expiring November 1, 2018 to serve on the Electrical Board.

Both members were contacted and responded they wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointments.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda I
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Gary Shiver to Position No. 2 with the term expiring November 1, 2021 to serve on the Gas and Plumbing Board.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:
☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is City Council's recommendation to reappoint Gary Shiver to Position No. 2 with the term expiring November 1, 2021 to serve on the Gas and Plumbing Board.

Mr. Shiver was contacted and responded he wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointments.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda J
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Crystal Carbone to Position No. 2 with the term expiring November 1, 2019 and the reappointment of Dale Pillow to Position No. 5 with the term expiring November 1, 2019 to serve on the Library Board.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:

☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is the recommendation of the Boards and Commissions Committee to reappoint Crystal Carbone to Position No. 2 with the term expiring November 1, 2019 and Dale Pillow to Position No. 5 with the term expiring November 1, 2019 to serve on the Library Board.

Both members were contacted and responded they wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointment.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda K
DATE SUBMITTED: 9-01-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Layni Cade to Position No. 1 with the term expiring November 1, 2019 and reappointment of Cheryl Weaver to Position No. 4 with the term expiring November 1, 2019 to serve on the Parks, Recreation and Beautification Board.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:

☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is the recommendation of the Boards and Commissions Committee to reappoint Layni Cade to Position No. 1 with the term expiring November 1, 2019 and reappoint Cheryl Weaver to Position No. 4 with the term expiring November 1, 2019 to serve on the Parks, Recreation and Beautification Board.

Both members were contacted and responded they wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointments.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda L
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Brandon Dansby to Position No. 2 with the term expiring November 1, 2018, and the reappointment of Mona Chavarria to Position No. 4 with a term expiring November 1, 2018 to serve on the Pearland Economic Development Corporation Board of Directors.

EXHIBITS: None.

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:

☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is City Council's recommendation to reappoint Brandon Dansby to Position No. 2 with the term expiring November 1, 2018, and reappoint Mona Chavarria to Position No. 4 with a term expiring November 1, 2018 to serve on the Pearland Economic Development Corporation Board of Directors.

The members were contacted and responded they want to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointments.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda M
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Mary Starr to Position No. 1 with the term expiring November 1, 2019, reappointment of Troy Pradia to Position No. 4 with the term expiring November 1, 2019 and the reappointment of Derrell Isenberg to Position No. 6 with the term expiring November 1, 2019 to serve on the Planning and Zoning Commission.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:

☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is City Council's recommendation to reappoint Mary Starr to Position No. 1 with the term expiring November 1, 2019, reappoint Troy Pradia to Position No. 4 with the term expiring November 1, 2019 and reappoint of Derrell Isenberg to Position No. 6 with the term expiring November 1, 2019 to serve on the Planning and Zoning Commission.

The members were contacted and responded they wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointments.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda N
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Tom Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Herbert Fain, Jr. to Position No. 3 with the term expiring November 1, 2018, reappointment of Gary Cook to Position No. 4 with the term expiring November 1, 2018 and the reappointment of Kenneth R. Phillips to Position No. 5 with the term expiring November 1, 2018 to serve on the Tax Increment Reinvestment Zone No. 2.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:
☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is City Council's recommendation to reappoint Herbert Fain, Jr. to Position No. 3 with the term expiring November 1, 2018, reappoint Gary Cook to Position No. 4 with the term expiring November 1, 2018 and reappoint of Kenneth R. Phillips to Position No. 5 with the term expiring November 1, 2018 to serve on the Tax Increment Reinvestment Zone No. 2.

The members were contacted and responded they wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointment.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9-12-2016	**ITEM NO.:** Consent Agenda O
DATE SUBMITTED: 9-1-2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Mayor Reid**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: The reappointment of Dale Pillow to Position No. 1 with the term expiring November 1, 2018, reappointment of Donald Glenn to Position No. 3 with the term expiring November 1, 2018 and the reappointment of Jessica Anderson to Position No. A1 with the term expiring November 1, 2018 to serve on the Zoning Board of Adjustments.

EXHIBITS: None

EXPENDITURE REQUIRED: N/A
AMOUNT BUDGETED: N/A
AMOUNT AVAILABLE: N/A
PROJECT NO.: N/A
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:
☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

It is City Council's recommendation to reappoint Dale Pillow to Position No. 1 with the term expiring November 1, 2018 reappoint Donald Glenn to Position No. 3 with the term expiring November 1, 2018 and the reappoint Jessica Anderson to Position No. A1 with the term expiring November 1, 2018 to serve on the Zoning Board of Adjustments.

The members were contacted and responded they wanted to continue to serve.

RECOMMENDED ACTION

Council's approval of the reappointments.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF:	09/12/2016	**ITEM NO.:**	Resolution No. R2016-158
DATE SUBMITTED:	08/17/2016	**DEPT. OF ORIGIN:**	Finance
PREPARED BY:	Rick Overgaard	**PRESENTOR:**	Rick Overgaard
REVIEWED BY:	Cynthia Pearson	**REVIEW DATE:**	August 19, 2016

SUBJECT: Resolution No. R2016-158 - A Resolution of The City Council of the City of Pearland, Texas, adopting an Amended Investment Policy, Investment Strategy and approved Brokers in accordance with Chapter 2256 of the Government Code ("Public Funds Investment Act").

EXHIBITS: R2016-158
Exhibit A - Investment Policy
Exhibit B- Strategy
Exhibit C -Broker/Dealer List

FUNDING:

	☐**Grant**	☐**Developer/Other**	☐**Cash Opns**
☐**Bonds To Be Sold**	☐**Bonds- Sold**	☐**L/P – Sold**	☐**L/P – To Be Sold**

EXPENDITURE REQUIRED:N/A **AMOUNT BUDGETED:N/A**
AMOUNT AVAILABLE: **PROJECT NO.:**
ACCOUNT NO
ADDITIONAL APPROPRIATION REQUIRED:
ACCOUNT NO.:
PROJECT NO.:

To be completed by Department:
X Finance **X Legal** **Ordinance** **X Resolution**

EXECUTIVE SUMMARY

BACKGROUND

The Public Funds Investment Act (PFIA) requires the governing body to review its investment policy, investment strategies, and approved broker/dealers not less than annually. The governing body must adopt a written instrument by ordinance or resolution stating that it has reviewed the investment policy, investment strategies, approved broker/dealers, and that the written instrument so adopted shall record any changes made to the policy, strategy, and broker/dealers. City Council last approved the policy, strategy, and broker/dealers in August of 2015.

POLICY/GOAL CONSIDERATION

The investment policy contains one proposed change allowing the City to invest in investment pools that include commercial paper as authorized by the PFIA. Commercial paper is allowed under the PFIA and in an effort to increase yield we would like to move funds from our low yielding sweep account to a higher yielding pool.

The PFIA also requires a separate written investment strategy for each fund or pooled group of funds. The strategy must address suitability, safety of principal, liquidity, marketability, diversification, and yield. As such a separate written investment strategy is also included for City Council approval. There are no proposed changes to the investment strategy.

Pursuant to the PFIA, the City must approve a list of broker/dealers with which the City can do business. The Investment Officer can only do business with those businesses as approved. The City's investment policy states that "the City will prepare a Request of Investments Services every two years at a minimum…." In June 2015, the City sent out requests for proposals. The City currently has eight approved brokers attached as Exhibit C. The City will send out RFP's next year in 2017.

The City's investment committee met on August 24, 2016 and concur on the recommendations.

FINANCIAL INFORMATION

N/A

RECOMMENDED ACTION

A Resolution of the City Council of the City of Pearland, Texas, adopting an amended investment policy, investment strategy and approved brokers in accordance with Chapter 2256 of the Government Code ("Public Funds Investment Act") and in accordance with Exhibit A, Exhibit B, and Exhibit C.

RESOLUTION NO. R2016-158

A Resolution of The City Council of the City of Pearland, Texas, adopting an Amended Investment Policy, Investment Strategy and approved Brokers in accordance with Chapter 2256 of the Government Code ("Public Funds Investment Act").

WHEREAS, the Public Funds Investment Act codified in Government Code Chapter 2256 governs local government investment; and

WHEREAS, the Public Fund Investment Act (Section 2256.005a), as amended, requires the City to adopt an Investment Policy and Investment Strategy by rule, order, ordinance or resolution governing the investment of funds under its control; and

WHEREAS, the Public Fund Investment Act (Section 2256.005e), requires the governing body to review and adopt that Investment Policy and Investment Strategy by rule, order, ordinance or resolution not less than annually, recording any changes made thereto; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS:

Section 1. That the City of Pearland has complied with the requirements of the Public Funds Investment Act and the Investment Policy. The modified Investment Policy, Investment Strategy and approved Brokers are attached hereto as Exhibit "A", Exhibit "B" and Exhibit "C" and are hereby adopted effective immediately, except that the revised Investment Training requirements contained in Section 2.07 of the Investment Policy shall, in accordance with state law, become effective beginning September 1, 2016.

PASSED, APPROVED, AND ADOPTED this _____ day of _____ A.D., 2016.

_____
TOM REID
MAYOR

RESOLUTION NO. R2016-158

ATTEST:

_____
YOUNGLORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

CITY OF PEARLAND, TEXAS

INVESTMENT POLICY
AND
INVESTMENT STRATEGY

ADOPTED FEBRUARY 12, 2007
Revised February 2008
Revised April 2009
Revised June 2011
Revised June 2012
Revised August 2013
Revised August 2014
Revised August 2015

Revised August 2016

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CITY OF PEARLAND
INVESTMENT POLICY

1.0 INVESTMENT AUTHORITY AND SCOPE OF POLICY

1.01 Purpose

To establish and provide specific policy and guidelines for the conduct of the investment program of the City of Pearland.

1.02 Policy

It is the policy of the City of Pearland (the "City") to invest public funds in a manner, which will provide safety of principal while earning the highest reasonable market return in meeting the daily cash flow demands of the City. All funds will be invested in compliance with all state and local statutes and all Governmental Accounting Standards Board Statements, and related financial accounting standards.

This policy satisfies the requirement of the Public Funds Investment Act (PFIA), Texas Government Code 2256.

1.03 Scope

This Investment Policy shall apply to all the funds and investments of the City as well as any other funds held in custody by the City, and include the following funds:

1. General Fund
2. Special Revenue Funds
3. Capital Project Funds
4. Enterprise Funds
5. Trust & Agency Funds
6. Debt Service Funds
7. Internal Service Funds
8. Component Units, excluding those that have adopted a separate investment policy.
   Current component units include:
   a. Pearland Economic Development Corporation
   b. Tax Increment Reinvestment Zone #2
   c. Development Authority of Pearland
9. Any other funds or component units as created by the City.

These funds, as well as funds that may be created from time-to-time, shall be administered in accordance with the provisions of this policy. All

funds invested under this policy shall be considered as a pooled group for investment purposes.

Deferred compensation and the retirement system assets the City sets aside or holds for its employees are not subject to this policy.

1.04 Delegation of Investment Authority

The Director of Finance, Assistant Director of Finance, and Accounting Supervisor are hereby designated as Investment Officers for the City. The City may use other employees or the services of a contractor to aid the investment officer(s) in the execution of their duties. Otherwise, unless authorized by law, no other individual(s) has the authority to deposit, withdraw, transfer or manage the investments of the City. The City may designate a registered investment advisor to invest for the City and act as an additional Investment Officer. Authority granted to a person(s) to deposit, withdraw, invest, transfer or manage the City's investments is effective until rescinded by City Council or until termination of the person's employment or contract.

The Director of Finance is responsible for the management of the investment program. The Investment Officers are responsible for the daily operations of the investment function. The Director of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

1.05 Ethics and Conflict of Interest

Investment Officers shall refrain from personal business activities that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Investment Officers who have a personal business relationship with a business organization seeking to sell an investment to the City and who have anyone 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 personal interest to the Director of Finance, City Manager, the City Council and the Texas Ethics Commission.

An Investment Officer has a personal business relationship with a business organization if:

1) the investment officer owns 10% 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;

2) funds received by the investment officer from the business organization exceed 10% of the investment officer's gross income for the previous year; or
3) 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.

1.06 Investment Committee

The City shall establish an Investment Committee for the purpose of reviewing investment policies and procedures, investment strategies, and investment performance. The members of the Committee shall consist of the City Manager, Assistant City Manager as designated by the City Manager, Director of Finance, and Assistant Director of Finance. The City Manager shall be the Chairman of the Committee.

The Investment Committee shall review quarterly investment reports and annually review the recommended changes to the Investment Policy and Investment Strategy and review the list of brokers authorized to engage in investment transactions with the City.

2.0 INVESTMENT OBJECTIVES AND STRATEGY

2.01 Objective

City investments shall be made in accordance with federal and state laws, this Investment Policy and ordinances of the City. The City's investment portfolio shall be designed with the objective of attaining a market rate of return in accordance with its designated benchmark based on the City's cash flow requirements throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

2.02 Safety of Principal

The primary objective of the City's investment program is to ensure the safety of all funds. To attain this objective, it is the City's intent to invest in the safest types of securities, pre-qualify broker/dealers,, and advisors and to hold all investments until maturity in order to ensure the return of all invested principal unless as stipulated in Section 4.09 of the policy.

2.03 Liquidity

The City's investment must be based on a cash flow analysis, which will provide the liquidity necessary to pay all expected and unexpected obligations. Liquidity shall be achieved by matching investment

maturities with budgetary and economic cycles. A portion of the portfolio will be maintained in liquid short-term investments that can be converted to cash if necessary to meet disbursement requirements. Investment pools and no-load money market mutual funds provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

2.04 Diversification

The City of Pearland shall diversify its portfolio to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of investments. Investment shall always be selected that provide for stability of income and reasonable liquidity.

2.05 Yield

It will be the objective of the City to earn a reasonable market yield throughout budgetary and economic cycles within the parameters imposed by its safety and liquidity objectives, investment strategies, and state and federal law. Return on investment is of secondary importance to safety and liquidity objectives. The yield and level of risk for the portfolio will be benchmarked against the yield of the one-year Treasury Bill during the comparable period as well as against an agency note with approximately the same maturity as the weighted average maturity of the portfolio.

2.06 Maturity

The portfolio shall be structured primarily to meet City obligations and secondly to achieve a reasonable return of interest. The maximum allowable stated maturity of any individual investment owned by the City shall be five (5) years from date of purchase. The settlement date is considered the date of purchase. However, the City may collateralize its demand deposit accounts, certificates of deposits, and repurchase agreements using longer-dated investments not to exceed thirty (30) years.

The maximum weighted average maturity based on the overall portfolio shall be 30 months, or 900 days.

2.07 Investment Training

Investment Officers shall take (a) 10 hours of training within 12 months after taking office or assuming duties and (b) not less than 8 hours of training in a two year period that begins on the first day of the fiscal year and consists of the two consecutive fiscal years after that date. Training shall include education in investment controls, security risks,

strategy risks, market risks, diversification, and compliance. Training must be provided by an independent source approved by the governing body or designated Investment Committee. For these purposes, courses or seminars offered by the Government Finance Officers Association, Government Finance Officers Association of Texas, Texas Municipal League, Southwest School of Government Finance, University of North Texas, Texas Association of Counties, Treasury Management Association, or the Government Treasurers Organization of Texas will satisfy the training requirements. An external auditor shall review documentation of training hours annually.

2.08 Quality and Capability of Investment Management

Investment Officers shall at all times be cognizant of the standard of care and the investment objectives as set forth in the Public Funds Investment Act and the City's Investment Policy.

The City shall provide investment training as required by the Act to ensure the quality and capability of investment management. Staff sets the standard of training required, which may be over the 10 hours as required by the Act.

2.09 Investment Strategy

In accordance with the Act (2256.005(d)) a separate written investment strategy shall be developed for each portfolio/fund or pooled group of funds under the City's control. The strategy shall be reviewed on an annual basis with formal action by the City Council stating that the strategy has been reviewed and recording any changes made.

2.10 Cash Management

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability to the City for investment use. The City shall maintain a comprehensive cash management program that includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms and the management of banking services.

3.0 AUTHORIZED INVESTMENTS

3.01 Authorized Investments

Authorized investments under this policy shall be limited to the instruments listed below as authorized and defined by the Public Funds Investment Act.

A. Obligations of the United States or its agencies and instrumentalities.
B. Obligations of the State of Texas or its agencies and instrumentalities
C. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the State of Texas or the United States or their respective agencies and instrumentalities.
D. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.
E. Collateralized certificates of deposit of banks or savings banks doing business in Texas, collateralized to 102%, and guaranteed or insured by the Federal Deposit Insurance Corporation or its successor; or secured by obligations of the United State Government, including mortgage backed securities, which pass the bank test, but excluding those mortgage backed securities defined in Section 2256.009(b) of the Act.
F. Constant dollar local government investment pools as defined by the Act (2256.016 and 2256.019) and approved by City Council resolution.
G. AAA-rated, SEC registered no-load money market mutual funds and no-load mutual fund including funds that invest in commercial paper and as further defined in Sections 2256.013 and 2256.014 of the Act.
H. Collateralized repurchase agreements as defined by the Public Funds Investment Act placed through a primary government securities dealer or a financial institution doing business in this state with a defined maturity date and as further defined in Section 2256.011 of the Act.
I. Interest bearing checking accounts that are fully collateralized at 102% of the ledger balance.
J. Certificates of deposit through the Certificate of Deposit Account Registry Service (CDARS) program.

3.02 Certificates of Deposit

A. Depository certificates of deposit (CD) may be purchased from any depository institution located in the State of Texas.
It is not necessary for a Texas depository institution to be on the City's approved broker/dealer list as CD's are considered depository in nature. Prior to purchase, however, all agreements with the depository institution must be completed prior to the purchase of a CD from the depository institution.

B. All CD's, whether purchased from a brokerage firm or a depository institution require three bids.
C. Amounts purchased over the FDIC limit whether from a depository institution or brokerage firm must be collateralized.

3.03 Unauthorized Investments

Specifically prohibited investments are:

1. Collateralized mortgage obligations
2. Commercial Paper, excluding~~including~~ Pools which invest in Commercial Paper
3. All swaps including but not limited to even-basis swaps, interest rate swaps
4. Forwards and futures
5. Options
6. Foreign Exchange
7. Planned amortization classes (PAC)
8. Regular floaters tied to government securities
9. Investments with various interest rate caps, floors, and collars
10. Investment pools in which the City would own more than 10% of the market value of the pool
11. Any other investments that are not on the authorized investment list

3.04 Investments with Required Ratings

Investments with minimum required ratings such as investment pools and no-load mutual funds do not qualify as authorized investments during the period the investment does not have the minimum rating. Investment ratings shall be checked monthly online by an Investment Officer to ensure that the ratings have not been downgraded. The City shall take all prudent measures that are consistent with its investment policy to liquidate investments that do not have the minimum rating.

4.0 INVESTMENT CONTROLS

4.01 Selection of Investment Broker/Dealers

The Investment Officers will maintain a list of financial institutions, primary broker/dealers, and local government investment pools authorized by the City Council to provide investment services to the City. Annually, the City Council will approve the list of financial institutions and broker/dealers authorized to conduct business with the City. Investment Officers shall not conduct business with any firm not approved by City Council, except for the purchase of CD's from Texas depository institutions.

The City will prepare a Request for Investment Services every two years at a minimum and notice of said request will be published in the City's official paper and on the City's on-line bidding system All financial institutions and broker/dealers who desire to become qualified bidders for investment services must fill out the application and return it to the City by the stated day and time. After review of all applicants, a list of selected financial institutions and broker/dealers will be prepared by the Investment Officers and reviewed by the Investment Committee. The following may be required with the application: most recent audited financial statement, list of local government clients, and statements of qualifications.

Criteria used in the selection of the authorized broker/dealers will include, but are not limited to material litigation against the firm, regulatory status of the dealer, completed packet, references from local government clients, background and expertise in investment of public funds.

Up to ten firms shall be selected to appear on the City's approved list. If, after a firm is selected, they no longer qualify to appear on the City's approved dealer list, or provide services inconsistent with acceptable levels, the Investment Officers may recommend City Council to remove the firm from the approved list and replace it with the next qualified candidate based on the previous Request for Investment Services ranking. Should an approved bank merge with or be acquired by another bank while on the City's approved list, the new bank must agree to meet the same collateralization and certification requirements, or the bank shall be removed from the approved list.

4.02 Certification

A written copy of this Investment Policy shall be presented to any firm seeking to engage in a financial transaction with the City. The authorized representative of the firm shall execute a written instrument substantially in the form of Attachment A of this Policy and to the effect that the representative has:

1. received and thoroughly reviewed the investment policy of the City; and
2. acknowledged that the organization has implemented reasonable procedures and controls in effort to preclude investment transactions that are not authorized by the City's Investment Policy except to the extent that the authorization is dependent on an analysis of the

makeup of the City's entire portfolio or requires interpretation of subjective investment standards.

The Investment Officer(s) may not transact business with any firm that has not executed and returned this certification. (2256.005(l)).

The City may contract with a registered investment advisor for the management of the City's portfolio. The advisor shall review the Policy and execute all transactions in accordance with the provisions and controls of the Policy.

4.03 Delivery vs. Payment Settlement

It shall be the policy of the City that all securities shall be purchased on a "Delivery vs. Payment" (DVP) basis, except for investment pools and mutual funds. By so doing, City funds are not released until the City or its approved custodian has received the securities purchased or pledged.

4.04 Internal Control and Annual Audit

The Director of Finance or designee shall establish a system of internal controls. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, or imprudent actions by employees or Investment Officers of the City. Controls and managerial emphasis deemed most important include the following:

Imperative Controls:

A. Safekeeping receipts and record management
B. Documentation of investment bidding
C. Written confirmations
D. Reconciliation and comparisons of security receipts with investments and bank records
E. Compliance with investment policies
F. Accurate and timely reporting
G. Adequate training and development of Investment Officers

Controls Where Practical

A. Control of collusion
B. Segregation of duties
C. Clear delegation of authority
D. Staying informed about market conditions, changes and trends that require adjustments in investment strategies.

The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence

to the City's established investment policies. This annual audit shall be performed by an external auditor and will include formal review of the quarterly reports.

4.05 Standard of Care

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 the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. the investment of all funds over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
2. whether the investment decision was consistent with the City's Investment Policy.

The Director of Finance and the Investment Officers are not personally responsible for changes in the market.

4.06 Competitive Bidding

All purchases of investments will be placed after receiving competitive quotes from at least three financial institutions, broker/dealers, investment pools or any combination thereof. Quotes will be accepted either written or electronically, or a combination thereof. An exception to this rule may be made when time limitations preclude the bidding process.

The investment will be made with the broker/dealer offering the greatest return and quality to the City. If three bids/offers are solicited but three responses are not received within the time frame specified in the solicitation of the bid/offer, the Investment Officer may act based on the responses received as long as the solicitation of and failure to receive the bids/offers is documented. Any investments purchased must have the signature of at least two Investment Officers, when both are present.

4.07 Portfolio Diversification

The City will diversify its investments by security type, institution, and broker/dealer. Requests for bids/offers from broker/dealers shall rotate among approved broker/dealers to ensure that the same brokers are not

solicited for every bid/offer request, and to ensure competition among broker/dealers.

With the exception of U.S Treasury Securities and interest bearing checking accounts that are fully collateralized, no more than 75% of the City's total investment portfolio will be invested in a single security type. If the City elects to participate in more than one investment pool, the total percent invested in all pools shall not exceed the maximum percent allowed.

Diversification requirements are as follows:

Investment Type	Maximum Investment %
Repurchase Agreements	Up to 50%
Certificates of Deposit**	Up to 50%
US Treasury Bills/Notes	Up to 100%
Other US Government Securities	Up to 50%
Authorized Investment Pools	Up to 75% in total
CDARS Program	Up to 25%
No-Load MM Mutual Funds	Up to 50%
No-Load Mutual Funds	Per PFIA
Sweep Accounts/DDA***	Up to 100%

** FDIC coverage or fully collateralized
*** Fully collateralized at 102% of value

4.08 Electronic Funds Transfer

The City may use electronic means to transfer or invest all funds collected or controlled by the City.

4.09 Selling Of Securities Before Maturity

While it is the City's intent to hold securities to maturity to ensure safety of principal, if the City needs to sell securities in order to meet disbursement needs or to take advantage of interest rates, the City Manager and the Director of Finance must both approve the sale of the security.

5.0 Arbitrage

Arbitrage rebate provisions require that the City compute earnings on investments from each issue of bonds on an annual basis to determine if a rebate to the IRS is required. The City is required to perform specific calculations relative to the actual yield earned on the investment of the funds and the yield that could have been earned if the funds had been invested at a rate equal to the yield on the bonds sold by the City. The

regulations require extreme precision in the monitoring and recording facets of the investments as a whole, and particularly as it relates to yields and computations to insure compliance. Failure to comply can dictate that the bonds become taxable, retroactively from the date of issuance, or subject the City to severe penalties.

The City's investment position as it relates to arbitrage regulations 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. When project timing and cash flows allow, bond proceeds may be invested in instruments allowed under Section 3.0, if the investment can be purchased solely with the individual bond proceeds, and not commingled with operating funds or multiple issues. All investments purchased with bond funds shall be documented clearly and reported to the City's arbitrage consultant for tracking and review. Arbitrage rebate calculations will be performed annually on all debt issues and funds set aside annually for any positive arbitrage. Arbitrage will be rebated to the IRS, as necessary.

6.0 Investment Reporting

The Investment Officers shall report to City Council on no less than a quarterly basis in accordance with the Act (2256.023). The report shall include a detailed listing of all purchases, sales, and payments and a description of each security held as well as management summary information.

The report must be prepared and signed by all Investment Officers and contain a statement of compliance with regard to the City's Investment Policy and the Act (2256.023).

Market prices used to determine market value in the investment reports shall be obtained from an independent source.

7.0 INVESTMENT COLLATERAL AND SAFEKEEPING

7.01 Collateral

The Investment Officer(s) or Investment Advisor shall ensure that all City funds in time and demand deposits, certificates of deposits and/or repurchase agreements are insured or collateralized consistent with the Public Funds Collateral Act (Texas Government Code 2257) and federal law as well as the then current bank depository contract. The City chooses to accept collateral based on the list of investments authorized under the Public Funds Investment Act. The right of collateral

substitution is granted with the approval of the Director or Assistant Director of Finance. The Director or Assistant Director of Finance may approve and release pledged collateral. The City shall request additional collateral in the event Investment Officer(s) deems that deposits or investments are not sufficiently protected by the pledged collateral.

Collateral will equal 102% of the ledger balance of time and demand deposits, plus principal and accrued interest on certificates of deposit, and repurchase agreements and be held by an independent party outside the bank's or counter-parties' holding company. Pledged collateral will be evidenced by original safekeeping receipts, which are held at the Federal Reserve Bank and readily available to the City. The City's bank and/or counter-party will be responsible for the monitoring and maintaining of margin levels at all times.

7.02 Safekeeping

All City securities shall be held in independent safekeeping by the City, the City's depository bank or a City approved custodian in a third party financial institution. All safekeeping will be evidenced by original safekeeping receipts. Safekeeping receipts shall be maintained by the Investment Officer(s), and shall be available for review upon request.

8.0 INVESTMENT POLICY ADOPTION

The City's Investment Policy shall be adopted by resolution annually by the City Council. The policy shall be reviewed annually by the Investment Committee. Any modifications made thereto must be approved by the City Council and documented by formal action.

GLOSSARY

Accrued Interest: Term designating the interest due on a bond or other fixed income security that must be paid by the buyer of a security to its seller.

Agency: A security, almost always debt, issued by a corporation sponsored by the U.S. Government. Examples: bonds of the Tennessee Valley Authority.

Agency Notes: One to two year obligations offered at a discount from par by U.S. Government Agencies, such as the Federal National Mortgage Association, the Federal Home Administration, and the Farm Credit System.

Bid: The price offered by a buyer of securities – when you are selling securities, you ask for a bid.

Broker: A broker brings buyers and sellers together for a commission.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate.

Collateral: Evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Component Unit: Based on generally accepted account principles, the Pearland Economic Development Corporation, TIRZ #2, and the Development Authority of Pearland are considered component units of the City, and as such are included in the City's annual financial reports.

Confirmation: Commonly called a "confirm." The confirmation is a notice to a customer that payment is due on a purchase, or that net proceeds are available on a sale of securities. Federal securities law requires that a confirmation be sent promptly following each purchase and sale.

Conflict of Interest: Term used to describe a financial situation where a person prejudicially places personal affairs before those of constituents that the person is supposed to serve or represent.

Coupon: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

Current Maturity: Used to designate the remaining lifetime of an already outstanding bond.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Delivery versus Payment: Delivery of securities first, with an exchange of money for the securities after delivery.

Derivatives: (a) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying indices or securities, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security.

Discount: The difference between the cost price of a security and its maturity value when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value. Example: U.S. Treasury Bills.

Discount Yield: Measurement of return that computes interest on face value of security rather than on the dollar amount invested. Used in figuring yield on U.S. Treasury Bills.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Equivalent Bond Yield: Used to compare the discount yield on money market securities to the coupon yield on government bonds.

Face Value: The dollar amount that appears on the face of the bond certificate. It is the dollar amount the issuer promises to pay to the holder at maturity. Also called par value.

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals. Examples: S&L's, small business firms, students, farmers, farm cooperatives.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per depositor.

Federal Funds Rate: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Farm Credit Bank (FFCB): Fiscal agent for the Farm Credit System, a public government sponsored enterprise (GSE) created in 1916 to lend to agricultural and rural America. Funds for loans are obtained through the issuance of Farm Credit Debt Securities.

Federal Home Loan Bank (FHLB): Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions, and insurance companies. The mission of the FHLB is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac): Public government sponsored enterprise (GSE) created in 1970 to expand the secondary market for mortgages in the US. Along with other GSEs, Freddie Mac buys mortgages on the secondary market, pools them, and sells them as a mortgage-backed security to investors on the open market. This secondary mortgage market increases the supply of money available for mortgage lending and increases the money available for new home purchases.

Federal National Mortgage Association (FNMA or Fannie Mae): FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. FNMA, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC): Consists of the seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

Financial Assets: Cash and other assets that, in the normal course of operations, will become cash.

Government National Mortgage Association (GNMA or Ginnie Mae): A fixed income security that represents an undivided interest in a pool of federally insured mortgages put together by GNMA. GNMA securities are commonly backed by FHA or VA mortgages.

Liquidity: A liquid assets is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable sizes can be done at those quotes.

Local Government Investment Pool (LGIP): An entity created under the public funds investment act to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are 1) preservation and safety of principal, 2) liquidity, and 3) yield.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements that establishes each party's rights in the transactions.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, etc.) with a one-year maturity or less, and often 30-days or less, are issued and traded.

Offer: The price asked by a seller of securities.

Overnight Repo: A repurchase agreement with expiration set for the following business day.

Par Value: The dollar amount that appears on the face of the bond certificate. It is the dollar amount the issuer promises to pay to the holder at maturity. Also, called face value.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A designation given by the Federal Reserve System to commercial banks or broker/dealers who meet specific criteria, including capital requirements and participation in Treasury auctions.

Principal: The face amount (par value) of a debt security.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. For bonds and notes, it is the coupon rate divided by the price.

Repurchase Agreement (REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.

Safekeeping: A services to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vault for protection.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission: Agency created by Congress to protect investors in security related transactions by administering securities legislation.

Sell: To transfer ownership for a monetary consideration. The term is used in conjunction with the disposition of stocks, bonds, or other financial assets.

Structured Notes: Notes issued by Government Sponsored Enterprises (FFCB, FHLB, FHLMC, FNMA, SLMA, etc.) and Corporations that have imbedded options (e.g.: call features, step-up coupons, floating rate coupons, derivative based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

Treasury Bonds: Long-term coupon bearing U.S. Treasury Securities issued as direct obligations of the U. S. Government and having initial maturities of more than 10 years.

Treasury Notes: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio.

ATTACHMENT A

CERTIFICATION BY BUSINESS ORGANIZATION

This certification is executed on behalf of City of Pearland (the Investor) and _____ (the Business Organization) pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the Act) in connection with investment transactions conducted between the Investor and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter into an investment transaction with the Investor as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code and

2. The Qualified Representative of the Business Organization has received and reviewed the Investment Policy furnished by the Investor and

3. The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment transactions conducted between the Business Organization and the Investor that are not authorized by the entity'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 required an interpretation of subjective investment standards.

4. The Business Organization will rely upon instructions from only the persons authorized on behalf of the City of Pearland as stated in the Investment Policy and City's resolution designating investment officers.

Qualified Representative of the Business Organization

Signature: _____
Name: _____
Title: _____
Date: _____

ATTACHMENT B

APPROVED / AUTHORIZED LIST OF BROKER / DEALERS

Comerica Securities
Duncan Williams
First Southwest Company
Wells Fargo Securities
CastleOak Securities
Gilford Securities
SAMCO Securities
Oppenheimer & Co.

Certificates of deposit may be purchased from Texas depository institutions, which are not on the approved broker/list, as they are considered depository in nature. Certificates of deposit purchased from brokerage firms, however, must be on the approved broker/dealer list as they fall under the Public Funds Investment Act. All deposits over the FDIC limit must be collateralized.

CITY OF PEARLAND
INVESTMENT STRATEGY

The City of Pearland shall adopt by resolution a separate written investment strategy for each of the funds under its control. For Investment purposes, the City shall use a "Pooled Fund Group" which means that all funds under the City's control shall be treated as one fund.

INVESTMENT STRATEGY

I. Suitability

Investments are to be purchased based on the financial requirements of the City. The City of Pearland shall strive to maintain the level of investment of all fund balances, reserves and bond funds as close as possible to 100%. Any investment eligible in the Investment Policy is suitable for all City funds, including component units.

II. Safety of Principal

Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. All investments shall be of high quality with no perceived default risk. It is the City's full intent, at the time of purchase, to hold all investments until maturity in order to ensure the return of all invested principal.

III. Liquidity

The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with budgetary and economic cycles, and forecasted cash flow requirements. A portion of the portfolio will be maintained in liquid short-term securities that can be converted to cash if necessary to meet disbursement requirements. Investment pools and money market mutual funds provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

IV. Marketability

The City shall invest in securities that, if the need arises, can be liquidated before maturity. Investments will never be prematurely

sold at less than book value plus accrued interest, without the approval of the Director of Finance and the City Manager.

V. Diversification

The City will diversify its investments by security type and by broker/dealer. With the exception of U.S. Treasury securities and fully collateralized demand deposit accounts, no more than 75% of the City's total investment portfolio will be invested in a single security type.

VI. Yield

The investment portfolio shall obtain a competitive rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The City shall attempt to obtain an acceptable return provided that the requirements of safety and liquidity are first met. The yield of the one-year U.S. Treasury Bill shall be a yield objective or benchmark as well as benchmarked against an agency note with maturity, which approximates the weighted average maturity of the portfolio.

ATTACHMENT B

APPROVED/AUTHORIZED LIST OF BROKER/DEALERS

Comerica Securities
Duncan Williams
First Southwest Company
Wells Fargo Securities
CastleOak Securities
Gilford Securities
SAMCO Securities
Oppenheimer & Co.

Certificates of deposit may be purchased from Texas depository institutions, which are not on the approved broker/list, as they are considered depository in nature. Certificates of deposit purchased from brokerage firms, however, must be on the approved broker/dealer list as they fall under the Public Funds Investment Act. All deposits over the FDIC limit must be collateralized.

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF:	09/12/2016	**ITEM NO.:**	R2016-159
DATE SUBMITTED:	08/16/2016	**DEPT. OF ORIGIN:**	Finance
PREPARED BY:	Rick Overgaard	**PRESENTOR:**	Rick Overgaard
REVIEWED BY:	Cynthia Pearson	**REVIEW DATE:**	August 19, 2016

SUBJECT: Resolution No. R2016-159 - A Resolution of the City Council of the City of Pearland, Texas, accepting the City's Investment Report for the quarter ending June 2016.

EXHIBITS: Resolution No. R2016-159
June 2016 Investment Report

FUNDING:

☐ **Grant** ☐ **Developer/Other** ☐ **Cash**

☐ **Bonds To Be Sold** ☐ **Bonds- Sold** ☐ **L/P – Sold** ☐ **L/P – To Be Sold**

EXPENDITURE REQUIRED:N/A **AMOUNT BUDGETED:N/A**
AMOUNT AVAILABLE: **PROJECT NO.:**
ACCOUNT NO

ADDITIONAL APPROPRIATION REQUIRED:
ACCOUNT NO.:
PROJECT NO.:

To be completed by Department:
X Finance **X Legal** **Ordinance** **X Resolution**

EXECUTIVE SUMMARY

BACKGROUND

The Public Funds Investment Act (PFIA), Texas Government Code 2256 and the City's Investment Policy require that an Investment Report be presented to City Council no less than quarterly. The report, as presented, incorporates the requirements of PFIA, including detailed listing of purchases, sales, description of each security and management summary.

POLICY/GOAL CONSIDERATION

To achieve safety of principal, adequate liquidity to meet cash needs, and reasonable yields commensurate with the preservation of principal and liquidity. In keeping with Fiscally Responsible Strategic Priority.

All funds will be invested in compliance with all state and local statutes and all Governmental Accounting Standards Board Statements, and related financial accounting standards.

FINANCIAL INFORMATION

The City's portfolio totals $139.9 million at June 30, 2016, up $36.1 million from the March 2016 report. The increase is primarily from debt issuance for capital projects. The portfolio has an average yield to maturity for the quarter of .44%, which is higher than the City's average agency note benchmark of .35%, equivalent to the weighted average maturity of the portfolio, and lower than the 1 year T-Bill benchmark of .57% for the quarter. The large amount of bond funds received has caused our interest rate to drop because the cash in sitting in the overnight sweep account until it can be invested. At June 30, 2016 the portfolio composition was 76% in cash, 16% in CDs and 8% in agency notes.

June 2016 quarter-end highlights are included below, along with the prior three months for comparative purposes.

	September 2015	December 2015	March 2016	June 2016
Beginning Book Value	$ 97,513,348	$ 93,924,385	$ 104,253,228	$ 103,820,207
Ending Book Value	$ 93,924,385	$ 104,253,228	$ 103,820,207	$ 139,898,840
Change in Portfolio	$ (3,588,963)	$ 10,328,843	$ (433,021)	$ 36,078,633
Interest Earned	$ 124,410	$ 134,885	$ 129,022	$ 137,099
Weighted Average Maturity	369 Days	329 Days	251 Days	233 Days
Yield to Maturity	.54%	.52%	.45%	.44%
One Year T-Bill Benchmark	.35%	.46%	.58%	.57%
Agency Benchmark	.37%	.50%	.38%	.35%
Portfolio Composition:				
Cash	60%	66%	68%	76%
CD	23%	20%	20%	16%
Agency Notes	17%	14%	12%	8%

Additionally, as a comparison, Texpool, the State local government investment pool, is yielding .37% with a weighted average maturity of 42 days. The full report is

attached. The staff investment committee met on August 24, 2016 to review the report.

RECOMMENDED ACTION

Consideration and approval of Resolution 2016−159, a Resolution of the City Council of the City of Pearland, Texas, accepting the City's Investment Report for the quarter ending June 2016.

RESOLUTION NO. R2016-159

A Resolution of the City Council of the City of Pearland, Texas, accepting the City's Investment Report for the quarter ending June 2016.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS:

Section 1. That the City Council hereby accepts the Quarterly Investment Report attached hereto as Exhibit "A" for the quarter ending June 2016.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, A.D., 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

City of Pearland
Quarterly Investment Report
March 31, 2016 to June 30, 2016

This report is prepared for the City of Pearland in accordance with Chapter 2256 of the Public Funds Investment Act (PFIA). Section2256.023 (a) of the PFIA states that "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report is signed by the Investment Officer and includes the disclosures required in the PFIA.

Month	Market Value	Book Value	Unrealized Gain/Loss	YTM @ Cost	Treasury 1 Year	Interest Earned	Days To Maturity
4/30/2016	104,940,925.35	104,651,348.64	289,576.71	0.47	0.56	55,514.78	249
5/31/2016	100,967,945.29	100,673,793.31	294,151.98	0.48	0.59	46,984.73	249
6/30/2016	140,306,650.19	139,898,840.18	407,810.01	0.39	0.55	34,599.80	210
Total / Average	**115,405,173.61**	**115,074,660.71**	**330,512.90**	**0.44**	**0.57**	**137,099.31**	**233**

Cynthia Pearson, Director of Finance — Date 7/21/16

Rick Overgaard, Assistant Finance Director — Date 7/21/16

Carrie Ditta, Accounting Supervisor — Date 7/21/16

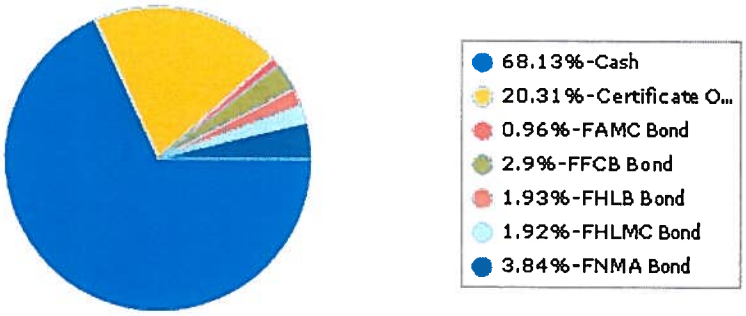
City of Pearland
Distribution by Security Type - Book Value
Report Group: Pearland

Begin Date: 3/31/2016, End Date: 6/30/2016

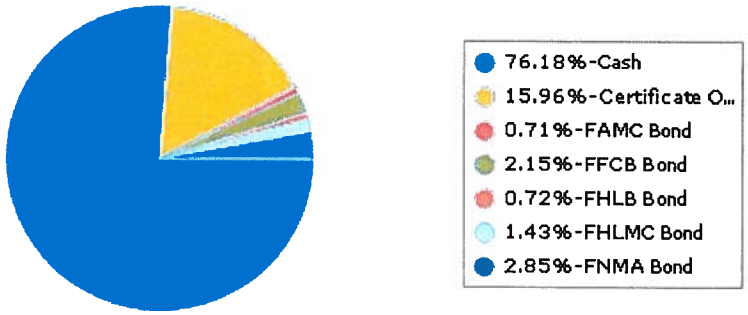
Security Type Allocation

Security Type	Book Value 3/31/2016	% of Portfolio 3/31/2016	Book Value 6/30/2016	% of Portfolio 6/30/2016
Cash	70,735,130.62	68.13	106,572,072.15	76.18
Certificate Of Deposit	21,090,106.88	20.31	22,330,729.04	15.96
FAMC Bond	998,897.96	0.96	999,006.70	0.71
FFCB Bond	3,009,627.02	2.90	3,008,586.45	2.15
FHLB Bond	2,000,292.80	1.93	1,000,329.41	0.72
FHLMC Bond	1,997,247.16	1.92	1,997,675.19	1.43
FNMA Bond	3,988,904.82	3.84	3,990,441.24	2.85
Total / Average	**103,820,207.26**	**100.00**	**139,898,840.18**	**100.00**

Portfolio Holdings as of 3/31/2016



Portfolio Holdings as of 6/30/2016



Prepared by Rick Overgaard

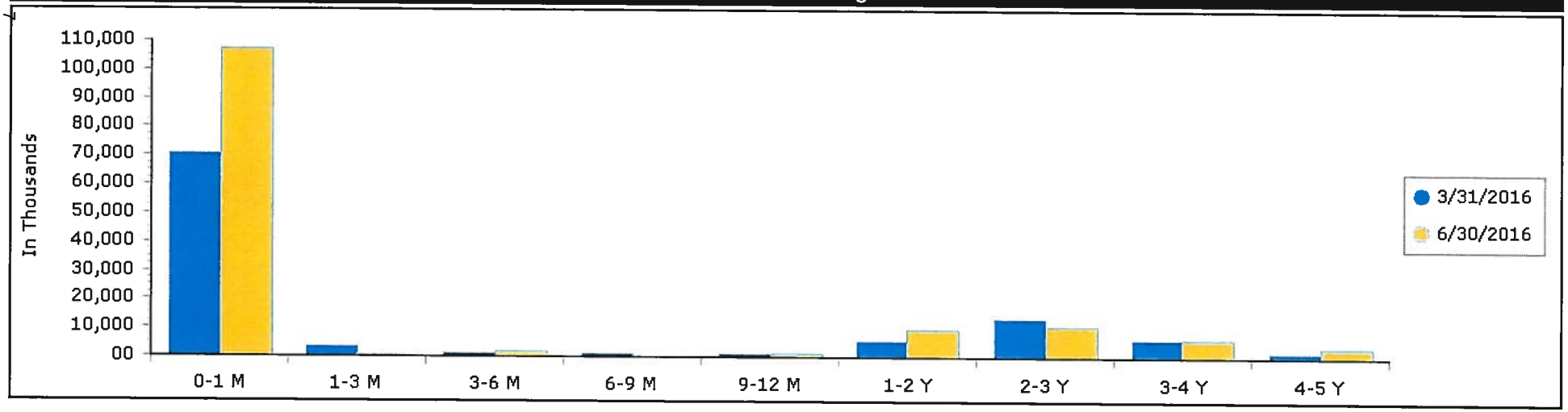
City of Pearland
Distribution by Maturity Range - Book Value
Report Group: Pearland

Begin Date: 3/31/2016, End Date: 6/30/2016

Maturity Range Allocation

Maturity Range	Book Value 3/31/2016	% of Portfolio 3/31/2016	Book Value 6/30/2016	% of Portfolio 6/30/2016
0-1 Month	70,735,130.62	68.13	107,065,072.15	76.53
1-3 Months	3,481,287.90	3.35	495,818.98	0.35
3-6 Months	988,818.98	0.95	1,493,910.06	1.07
6-9 Months	1,244,000.00	1.20	248,000.00	0.18
9-12 Months	992,000.00	0.96	1,244,000.00	0.89
1-2 Years	5,737,542.16	5.53	9,455,546.10	6.76
2-3 Years	13,201,427.60	12.72	10,720,492.89	7.66
3-4 Years	5,952,000.00	5.73	5,952,000.00	4.25
4-5 Years	1,488,000.00	1.43	3,224,000.00	2.30
Total / Average	**103,820,207.26**	**100.00**	**139,898,840.18**	**100.00**

Portfolio Holdings



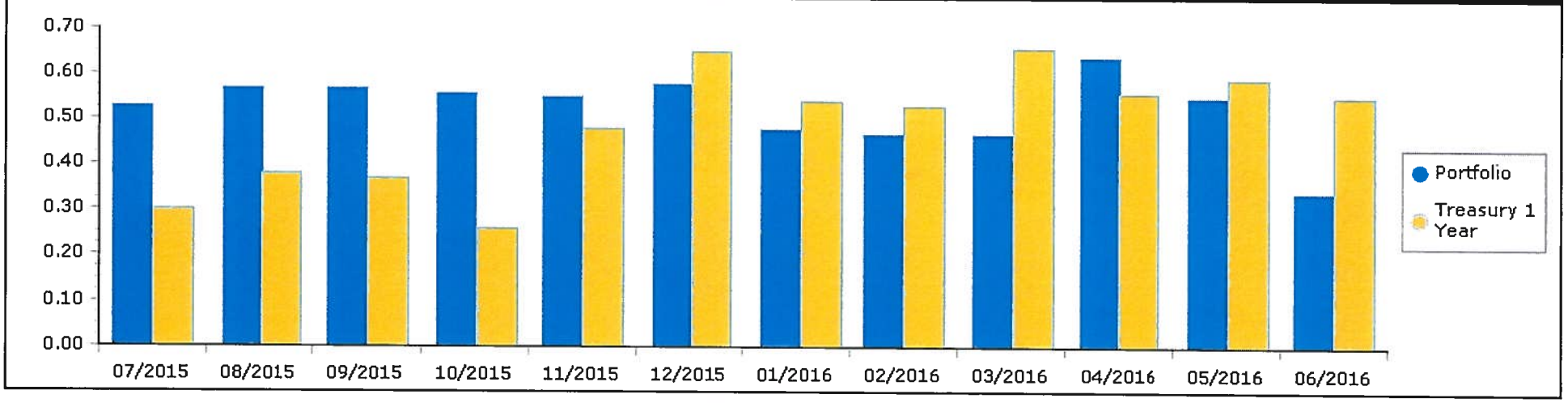
Prepared by Rick Overgaard

City of Pearland
Total Rate of Return - Book Value by Month
Report Group: Pearland

Begin Date: 7/31/2015, End Date: 6/30/2016

Month	Beginning BV + Accrued Interest	Interest Earned During Period-BV	Realized Gain/Loss-BV	Investment Income-BV	Average Capital Base-BV	TRR-BV	Annualized TRR-BV	Treasury 1 Year
7/31/2015	97,582,481.03	42,564.89	0.00	42,564.89	96,753,317.85	0.04	0.53	0.30
8/31/2015	95,988,723.31	42,536.05	0.00	42,536.05	89,543,279.41	0.05	0.57	0.38
9/30/2015	84,060,319.98	39,509.73	0.00	39,509.73	83,758,164.74	0.05	0.57	0.37
10/31/2015	94,017,315.52	43,479.22	0.00	43,479.22	93,653,134.95	0.05	0.56	0.26
11/30/2015	94,017,517.21	43,328.10	0.00	43,328.10	95,030,981.22	0.05	0.55	0.48
12/31/2015	95,463,993.42	48,077.82	0.00	48,077.82	100,406,813.53	0.05	0.58	0.65
1/31/2016	104,326,907.41	43,879.84	0.00	43,879.84	110,715,608.40	0.04	0.48	0.54
2/29/2016	115,744,672.18	43,579.65	0.00	43,579.65	111,982,656.93	0.04	0.47	0.53
3/31/2016	107,760,192.94	41,562.74	0.00	41,562.74	105,449,678.87	0.04	0.47	0.66
4/30/2016	103,904,850.37	55,514.78	0.00	55,514.78	104,250,243.50	0.05	0.64	0.56
5/31/2016	104,742,411.20	46,984.73	0.00	46,984.73	102,386,012.52	0.05	0.55	0.59
6/30/2016	100,756,590.73	34,599.80	60.00	34,659.80	120,899,327.62	0.03	0.34	0.55

Annualized TRR-BV



Prepared by Rick Overgaard

City of Pearland
Portfolio Holdings by Security Type
Report Group: Pearland

Date: 6/30/2016

Description CUSIP	Face Amount / Shares	Settlement Date YTM @ Cost	Cost Value Book Value	Market Price YTM @ Market	Market Value Accrued Interest	% Portfolio Unre. Gain/Loss	Credit Rating Credit Rating	Days To Call/Maturity Duration To Maturity
Cash								
Wells Fargo Cash		7/21/2010	202,935.77	100.00	202,935.77	0.15%	None	1
WF9871	202,935.77	0.09	202,935.77	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	14,857,568.91	100.00	14,857,568.91	10.62%	None	1
WFSWEEP	14,857,568.91	0.09	14,857,568.91	0.09		0.00	None	0
Wells Fargo Sweep Cash		9/30/2013	280,812.15	100.00	280,812.15	0.2%	None	1
WFSWEEP	280,812.15	0.09	280,812.15	0.09		0.00	None	0
Wells Fargo Sweep Cash		10/31/2006	-22,521.41	100.00	-22,521.41	-0.02%	None	1
WFSWEEP	-22,521.41	0.09	-22,521.41	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	18,914,544.63	100.00	18,914,544.63	13.52%	None	1
WFSWEEP	18,914,544.63	0.09	18,914,544.63	0.09		0.00	None	0
Wells Fargo Sweep Cash		10/30/2008	18,309,596.65	100.00	18,309,596.65	13.09%	None	1
WFSWEEP	18,309,596.65	0.09	18,309,596.65	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	718,371.84	100.00	718,371.84	0.51%	None	1
WFSWEEP	718,371.84	0.09	718,371.84	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	15,194,937.82	100.00	15,194,937.82	10.86%	None	1
WFSWEEP	15,194,937.82	0.09	15,194,937.82	0.09		0.00	None	0
Wells Fargo Sweep Cash		12/31/2007	2,840,414.16	100.00	2,840,414.16	2.03%	None	1
WFSWEEP	2,840,414.16	0.09	2,840,414.16	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	2,852,497.10	100.00	2,852,497.10	2.04%	None	1
WFSWEEP	2,852,497.10	0.09	2,852,497.10	0.09		0.00	None	0
Wells Fargo Sweep Cash		9/15/2010	1,760,860.60	100.00	1,760,860.60	1.26%	None	1
WFSWEEP	1,760,860.60	0.09	1,760,860.60	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	2,781,399.93	100.00	2,781,399.93	1.99%	None	1
WFSWEEP	2,781,399.93	0.09	2,781,399.93	0.09		0.00	None	0

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Wells Fargo Sweep Cash		5/31/2006	7,775,322.75	100.00	7,775,322.75	5.56%	None	1
WFSWEEP	7,775,322.75	0.09	7,775,322.75	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	3,228,704.22	100.00	3,228,704.22	2.31%	None	1
WFSWEEP	3,228,704.22	0.09	3,228,704.22	0.09		0.00	None	0
Wells Fargo Sweep Cash		2/1/2013	534,013.01	100.00	534,013.01	0.38%	None	1
WFSWEEP	534,013.01	0.09	534,013.01	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	11,144,027.92	100.00	11,144,027.92	7.97%	None	1
WFSWEEP	11,144,027.92	0.09	11,144,027.92	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	367,663.37	100.00	367,663.37	0.26%	None	1
WFSWEEP	367,663.37	0.09	367,663.37	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	397,096.64	100.00	397,096.64	0.28%	None	1
WFSWEEP	397,096.64	0.09	397,096.64	0.09		0.00	None	0
Wells Fargo Sweep Cash		4/15/2012	762,416.88	100.00	762,416.88	0.54%	None	1
WFSWEEP	762,416.88	0.09	762,416.88	0.09		0.00	None	0
Wells Fargo Sweep Cash		12/31/2007	1,542,528.77	100.00	1,542,528.77	1.1%	None	1
WFSWEEP	1,542,528.77	0.09	1,542,528.77	0.09		0.00	None	0
Wells Fargo Sweep Cash		6/30/2006	559,647.99	100.00	559,647.99	0.4%	None	1
WFSWEEP	559,647.99	0.09	559,647.99	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	669,120.82	100.00	669,120.82	0.48%	None	1
WFSWEEP	669,120.82	0.09	669,120.82	0.09		0.00	None	0
Wells Fargo Sweep Cash		12/1/2009	27,143.28	100.00	27,143.28	0.02%	None	1
WFSWEEP	27,143.28	0.09	27,143.28	0.09		0.00	None	0
Wells Fargo Sweep Cash		12/1/2006	119,689.10	100.00	119,689.10	0.09%	None	1
WFSWEEP	119,689.10	0.09	119,689.10	0.09		0.00	None	0
Wells Fargo Sweep Cash		9/15/2009	22,914.98	100.00	22,914.98	0.02%	None	1
WFSWEEP	22,914.98	0.09	22,914.98	0.09		0.00	None	0

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Wells Fargo Sweep Cash		5/31/2006	12,727.56	100.00	12,727.56	0.01%	None	1
WFSWEEP	12,727.56	0.09	12,727.56	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	17,504.89	100.00	17,504.89	0.01%	None	1
WFSWEEP	17,504.89	0.09	17,504.89	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	112,338.74	100.00	112,338.74	0.08%	None	1
WFSWEEP	112,338.74	0.09	112,338.74	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	86,308.78	100.00	86,308.78	0.06%	None	1
WFSWEEP	86,308.78	0.09	86,308.78	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	74,931.73	100.00	74,931.73	0.05%	None	1
WFSWEEP	74,931.73	0.09	74,931.73	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	74,724.61	100.00	74,724.61	0.05%	None	1
WFSWEEP	74,724.61	0.09	74,724.61	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	40,526.86	100.00	40,526.86	0.03%	None	1
WFSWEEP	40,526.86	0.09	40,526.86	0.09		0.00	None	0
Wells Fargo Sweep Cash		9/1/2007	99,564.55	100.00	99,564.55	0.07%	None	1
WFSWEEP	99,564.55	0.09	99,564.55	0.09		0.00	None	0
Wells Fargo Sweep Cash		11/15/2015	-14,842.09	100.00	-14,842.09	-0.01%	None	1
WFSWEEP	-14,842.09	0.09	-14,842.09	0.09		0.00	None	0
Wells Fargo Sweep Cash		10/15/2015	141.16	100.00	141.16	0%	None	1
WFSWEEP	141.16	0.09	141.16	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	46.90	100.00	46.90	0%	None	1
WFSWEEP	46.90	0.09	46.90	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	6,748.32	100.00	6,748.32	0%	None	1
WFSWEEP	6,748.32	0.09	6,748.32	0.09		0.00	None	0
Wells Fargo Sweep Cash		5/31/2006	219,642.26	100.00	219,642.26	0.16%	None	1
WFSWEEP	219,642.26	0.09	219,642.26	0.09		0.00	None	0

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			106,572,072.15		**106,572,072.15**	**76.17%**		**1**
Sub Total Cash	**106,572,072.15**	**0.09**	**106,572,072.15**	**0.09**		**0.00**		**0**
Certificate Of Deposit								
1st Source Bank 1.5 11/18/2019		4/17/2015	248,000.00	102.23	253,536.85	0.18%	None	1236
33646CEQ3	248,000.00	1.50	248,000.00	0.83	754.19	5,536.85	None	3.3
Allegiance Bank 0.5 9/13/2016		9/14/2015	247,818.98	100.00	247,818.98	0.18%	None	75
2611523B	247,818.98	0.50	247,818.98	0.50	0.00	0.00	None	0.2
Alma Bank 1.35 12/24/2020		6/24/2016	248,000.00	100.19	248,463.26	0.18%	None	1638
020080BB2	248,000.00	1.35	248,000.00	1.31	55.04	463.26	None	4.35
Americanwest Bank 0.8 1/25/2017		7/25/2014	248,000.00	100.18	248,454.34	0.18%	None	209
030590DS9	248,000.00	0.80	248,000.00	0.48	853.39	454.34	None	0.57
Bank Leumi USA 1.3 2/26/2020		3/3/2016	248,000.00	102.07	253,143.77	0.18%	None	1336
063248FH6	248,000.00	1.30	248,000.00	0.72	1,051.11	5,143.77	None	3.57
Bank of New England NH 1.4 6/30/2021		6/30/2016	248,000.00	100.24	248,598.67	0.18%	None	1826
063847AL1	248,000.00	1.40	248,000.00	1.35	0.00	598.67	None	4.84
Bank of the Pacific 1.25 7/30/2018		1/29/2015	248,000.00	101.42	251,529.29	0.18%	None	760
06425BBN8	248,000.00	1.25	248,000.00	0.56	1,290.96	3,529.29	None	2.05
Bank United 1.2 11/21/2017		11/21/2014	248,000.00	100.47	249,158.66	0.18%	None	509
066519AF6	248,000.00	1.20	248,000.00	0.86	326.14	1,158.66	None	1.38
Bankers Bank Oklahoma 1.8 9/25/2020		9/25/2015	248,000.00	103.52	256,738.53	0.18%	None	1548
06610QCV1	248,000.00	1.80	248,000.00	0.95	61.15	8,738.53	None	4.08
Bankwest, Inc. 1.5 1/3/2020		3/4/2015	248,000.00	102.75	254,830.66	0.18%	None	1282
06652CFA4	248,000.00	1.50	248,000.00	0.71	275.18	6,830.66	None	3.42
BARCLAYS BANK DELAWARE 1.95 5/7/2019		5/6/2014	248,000.00	102.38	253,911.33	0.18%	None	1041
06740KGU5	248,000.00	1.95	248,000.00	1.10	715.46	5,911.33	None	2.78

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Belmont Savings Bank 1.85 12/23/2019		12/23/2014	248,000.00	102.61	254,479.99	0.18%	None	1271
080515BD0	248,000.00	1.85	248,000.00	1.08	87.99	6,479.99	None	3.39
BMO Harris Bank 1.05 6/22/2018		6/23/2016	248,000.00	100.07	248,166.41	0.18%	None	722
05581WHF5	248,000.00	1.05	248,000.00	1.02	49.94	166.41	None	1.96
BMW Bank 2.1 6/19/2020		6/19/2015	248,000.00	102.43	254,038.55	0.18%	None	1450
05580ABX1	248,000.00	2.10	248,000.00	1.47	156.95	6,038.55	None	3.83
Border State Bank 1.4 6/30/2021		6/30/2016	248,000.00	100.24	248,598.67	0.18%	None	1826
099703EF3	248,000.00	1.40	248,000.00	1.35	0.00	598.67	None	4.84
CALUSA NATIONAL BANK 0.5 9/22/2016		5/23/2014	248,000.00	100.00	248,003.72	0.18%	None	84
13151TAX4	248,000.00	0.50	248,000.00	0.49	27.18	3.72	None	0.23
Capital Bank Little Rock 1.35 3/22/2019		9/23/2015	248,000.00	102.06	253,105.58	0.18%	None	995
139797FL3	248,000.00	1.35	248,000.00	0.59	73.38	5,105.58	None	2.68
Capital One Bank USA 1.1 11/19/2019		11/19/2014	248,000.00	102.84	255,043.94	0.18%	None	1237
140420QX1	248,000.00	1.10	248,000.00	0.26	313.91	7,043.94	None	3.33
Capital One NA 2.3 9/25/2020		9/23/2015	248,000.00	103.52	256,728.11	0.18%	None	1548
14042RAB7	248,000.00	2.30	248,000.00	1.44	1,515.86	8,728.11	None	4.04
CDARS 0.5 12/15/2016		12/17/2015	500,000.00	100.00	500,000.00	0.36%	None	168
1018550896	500,000.00	0.50	500,000.00	0.50	1,342.47	0.00	None	0.46
CDARS 0.5 6/15/2017		6/16/2016	500,000.00	100.00	500,000.00	0.36%	None	350
1019146991	500,000.00	0.50	500,000.00	0.50	95.89	0.00	None	0.96
CDARS 0.9 6/14/2018		6/16/2016	500,000.00	100.00	500,000.00	0.36%	None	714
1019145928	500,000.00	0.90	500,000.00	0.90	172.60	0.00	None	1.96
Cedar Rapids Bank & Trust 1.5 10/30/2019		1/30/2015	248,000.00	103.03	255,524.57	0.18%	None	1217
150517CJ7	248,000.00	1.50	248,000.00	0.58	295.56	7,524.57	None	3.25
Charter Bank 1.7 2/25/2020		2/25/2015	248,000.00	100.17	248,409.45	0.18%	None	1335
161164BE7	248,000.00	1.70	248,000.00	1.65	57.75	409.45	None	3.54

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Cit Bank Salt Lake 2.1 11/19/2019		11/19/2014	248,000.00	102.21	253,471.87	0.18%	None	1237
17284C3Z5	248,000.00	2.10	248,000.00	1.43	599.28	5,471.87	None	3.28
Citizens State Bank Clayton 1.35 4/30/2019		9/30/2015	248,000.00	102.17	253,380.36	0.18%	None	1034
176688BS7	248,000.00	1.35	248,000.00	0.58	9.17	5,380.36	None	2.78
Comenity Capital Bank 1.7 5/28/2018		11/26/2014	248,000.00	100.93	250,309.13	0.18%	None	697
20033AJL1	248,000.00	1.70	248,000.00	1.21	46.20	2,309.13	None	1.88
Commercial Bank Ala Mich 1.5 3/29/2019		6/30/2015	248,000.00	101.25	251,100.00	0.18%	None	1002
201282GV6	248,000.00	1.50	248,000.00	1.04	10.19	3,100.00	None	2.7
Community Bank Pasadena 1.5 6/30/2021		6/30/2016	248,000.00	100.24	248,597.18	0.18%	None	1826
203507BG2	248,000.00	1.50	248,000.00	1.45	0.00	597.18	None	4.83
Community Bankers' Bank 1.4 6/30/2021		6/30/2016	248,000.00	100.24	248,598.67	0.18%	None	1826
20361LBR4	248,000.00	1.40	248,000.00	1.35	0.00	598.67	None	4.84
Community National Bank Interest 1.25 4/4/2018		4/4/2014	248,000.00	100.51	249,275.71	0.18%	None	643
20375WAM6	248,000.00	1.25	248,000.00	0.96	738.90	1,275.71	None	1.74
ConnectOne Bank 1.55 7/30/2018		1/30/2014	248,000.00	101.57	251,883.43	0.18%	None	760
20786AAM7	248,000.00	1.55	248,000.00	0.79	0.00	3,883.43	None	2.05
Continental Bank 1.25 5/25/2018		11/26/2014	248,000.00	100.80	249,989.95	0.18%	None	694
211163EN6	248,000.00	1.25	248,000.00	0.82	305.75	1,989.95	None	1.88
Discover Bank 2 2/25/2020		2/25/2015	248,000.00	102.69	254,671.94	0.18%	None	1335
254672JA7	248,000.00	2.00	248,000.00	1.25	1,712.22	6,671.94	None	3.52
Eaglebank Bethesda 1.15 12/10/2018		3/9/2016	248,000.00	100.80	249,972.59	0.18%	None	893
27002YCV6	248,000.00	1.15	248,000.00	0.82	164.09	1,972.59	None	2.41
EVB Tappa Hannock VA 1.6 9/25/2019		9/25/2015	248,000.00	102.64	254,559.10	0.18%	None	1182
26927ABK7	248,000.00	1.60	248,000.00	0.77	1,054.51	6,559.10	None	3.16

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Evergreen Bank 1.2 6/29/2018		6/29/2015	248,000.00	100.49	249,219.42	0.18%	None	729
300185CY9	248,000.00	1.20	248,000.00	0.95	8.15	1,219.42	None	1.98
Fahey Banking 1.1 6/28/2019		3/29/2016	248,000.00	101.24	251,075.94	0.18%	None	1093
303117CC7	248,000.00	1.10	248,000.00	0.68	14.95	3,075.94	None	2.95
Far East National Bank Los Angeles 1 3/31/2017		3/31/2014	248,000.00	100.29	248,727.38	0.18%	None	274
307327EK8	248,000.00	1.00	248,000.00	0.61	0.00	727.38	None	0.75
Farmers & Merchants Bank 1.45 9/25/2018-14		4/25/2014	248,000.00	100.05	248,128.71	0.18%	None	117
308862DD0	248,000.00	1.45	248,000.00	1.43	49.26	128.71	None	2.2
Fidelity Homestead Savings Bank New Orleans 0.6 11		3/28/2014	248,000.00	100.04	248,097.46	0.18%	None	151
31617CAD5	248,000.00	0.60	248,000.00	0.50	8.15	97.46	None	0.41
FIRST BANK HIGHLAND PARK 1.85 5/7/2019-14		5/7/2014	248,000.00	100.12	248,300.08	0.18%	None	38
319141BL0	248,000.00	1.85	248,000.00	1.81	678.77	300.08	None	2.79
First Bank McComb MS 1.5 2/28/2019		6/30/2015	248,000.00	101.40	251,462.08	0.18%	None	973
319234AJ9	248,000.00	1.50	248,000.00	0.97	20.38	3,462.08	None	2.61
First Business Bank 1.7 6/30/2020		9/30/2015	248,000.00	103.28	256,143.58	0.18%	None	1461
31938QP40	248,000.00	1.70	248,000.00	0.86	1,062.66	8,143.58	None	3.87
First Capital Bank 1.4 8/6/2019		4/6/2015	248,000.00	101.95	252,838.98	0.18%	None	1132
31944FBK5	248,000.00	1.40	248,000.00	0.76	228.30	4,838.98	None	3.03
First Eagle National Bank 1.45 11/21/2018		11/21/2014	248,000.00	101.29	251,209.62	0.18%	None	874
32008JAM5	248,000.00	1.45	248,000.00	0.90	394.08	3,209.62	None	2.36
First Financial NW 1.35 10/30/2019		10/30/2015	248,000.00	102.71	254,715.59	0.18%	None	1217
32022MAF5	248,000.00	1.35	248,000.00	0.53	0.00	6,715.59	None	3.26
First Intl Bank & Trust 1.6 1/16/2020		10/16/2015	248,000.00	102.82	254,993.60	0.18%	None	1295
32057GAE9	248,000.00	1.60	248,000.00	0.79	152.20	6,993.60	None	3.45

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First Mid-Ill Bank & Trust 0.9 1/2/2018		6/30/2016	248,000.00	99.97	247,920.39	0.18%	None	551
32086RBK5	248,000.00	0.90	248,000.00	0.92	0.00	-79.61	None	1.5
First National Bank 1.6 3/19/2018		9/18/2013	248,000.00	101.41	251,508.21	0.18%	None	627
CD32115CBE7	248,000.00	1.60	248,000.00	0.77	119.58	3,508.21	None	1.7
First National Bank ORD NEB 0.8 11/18/2016		11/18/2013	248,000.00	100.11	248,274.29	0.18%	None	141
32116RAC8	248,000.00	0.80	248,000.00	0.51	233.73	274.29	None	0.38
Flushing Bank New York 0.95 3/31/2017		3/31/2014	248,000.00	100.26	248,636.37	0.18%	None	274
34387AAH2	248,000.00	0.95	248,000.00	0.61	0.00	636.37	None	0.75
GNB Bank 1.5 6/30/2021		6/30/2016	248,000.00	100.24	248,597.18	0.18%	None	1826
36198JCC6	248,000.00	1.50	248,000.00	1.45	0.00	597.18	None	4.83
Goldman Sachs Bank 2 2/25/2020		2/25/2015	248,000.00	102.55	254,315.07	0.18%	None	1335
38148JLL3	248,000.00	2.00	248,000.00	1.28	1,712.22	6,315.07	None	3.52
GUARANTY B&T 1.35 5/29/2018		5/29/2014	248,000.00	100.69	249,712.94	0.18%	None	698
400820BJ4	248,000.00	1.35	248,000.00	0.99	18.35	1,712.94	None	1.89
JP Morgan Bank 1 2/6/2019		2/6/2015	248,000.00	100.05	248,113.83	0.18%	None	951
48125TU86	248,000.00	1.00	248,000.00	0.98	985.21	113.83	None	2.56
Kansas State Bank 0.8 10/31/2016		10/30/2013	248,000.00	100.10	248,236.59	0.18%	None	123
485382DV4	248,000.00	0.80	248,000.00	0.51	0.00	236.59	None	0.33
Lincoln 1st Bank 1.4 6/30/2021		6/30/2016	248,000.00	100.24	248,598.92	0.18%	None	1826
53362LAB0	248,000.00	1.40	248,000.00	1.35	0.00	598.92	None	4.75
Luana Savings Bank 1.25 6/19/2018		12/19/2014	248,000.00	100.49	249,227.10	0.18%	None	719
549103QQ5	248,000.00	1.25	248,000.00	1.00	93.42	1,227.10	None	1.95
Machias Savings Bank 1.65 2/6/2020		2/6/2015	248,000.00	103.25	256,065.46	0.18%	None	1316
554479DS1	248,000.00	1.65	248,000.00	0.74	269.06	8,065.46	None	3.5

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Mahopac Bank 1.45 7/30/2019		1/30/2015	248,000.00	102.74	254,806.36	0.18%	None	1125
560160AQ6	248,000.00	1.45	248,000.00	0.55	1,497.51	6,806.36	None	3.01
Manufacturers & Traders Trust 1.2 6/25/2018		6/24/2015	248,000.00	100.57	249,416.33	0.18%	None	725
564759QV3	248,000.00	1.20	248,000.00	0.91	48.92	1,416.33	None	1.97
Marlin Business Bank 1.25 12/27/2019		6/29/2016	248,000.00	99.65	247,132.00	0.18%	None	1275
57116AMC9	248,000.00	1.25	248,000.00	1.35	8.49	-868.00	None	3.42
MB Financial Bank 1.1 3/18/2019		3/18/2016	248,000.00	100.99	250,443.30	0.18%	None	991
55266CQU3	248,000.00	1.10	248,000.00	0.73	89.69	2,443.30	None	2.68
Moody National Bank 0.5 11/30/2016		5/30/2016	249,910.06	100.00	249,910.06	0.18%	None	153
7130D	249,910.06	0.50	249,910.06	0.50	106.13	0.00	None	0.42
Nebraskaland National Bank 1.2 9/25/2018		9/25/2015	248,000.00	101.44	251,568.47	0.18%	None	817
63970QFC5	248,000.00	1.20	248,000.00	0.55	40.77	3,568.47	None	2.21
Northwest Bank Boise Idaho 1.5 1/10/2019		4/10/2014	248,000.00	101.98	252,918.34	0.18%	None	924
66736AAD1	248,000.00	1.50	248,000.00	0.71	203.84	4,918.34	None	2.48
OLDTOWN BANK 1.2 5/7/2018		6/6/2014	248,000.00	100.99	250,444.78	0.18%	None	676
680540BB6	248,000.00	1.20	248,000.00	0.66	195.68	2,444.78	None	1.83
Pacific Continental Bank 1.25 6/30/2020		6/30/2016	248,000.00	100.04	248,096.22	0.18%	None	1461
69413CFD6	248,000.00	1.25	248,000.00	1.24	0.00	96.22	None	3.91
Partners Bank 1.5 9/30/2019		3/30/2015	248,000.00	102.40	253,943.32	0.18%	None	1187
70212YAR3	248,000.00	1.50	248,000.00	0.75	0.00	5,943.32	None	3.18
Pearland State Bank 0.15 7/24/2016		7/25/2015	245,000.00	100.00	245,000.00	0.18%	None	24
700013947	245,000.00	0.15	245,000.00	0.15	343.34	0.00	None	0.07
Peoples United Bank 1.9 11/19/2019		11/19/2014	248,000.00	102.82	254,987.90	0.18%	None	1237
71270QKM7	248,000.00	1.90	248,000.00	1.05	542.20	6,987.90	None	3.29
Plus International Bank 0.5 7/8/2016		7/8/2013	248,000.00	100.00	248,000.74	0.18%	None	8
CD72940UFV2	248,000.00	0.50	248,000.00	0.49	74.74	0.74	None	0.02

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Portage County Bank 1.4 6/24/2021		6/24/2016	248,000.00	100.26	248,636.12	0.18%	None	1820
73565NBQ5	248,000.00	1.40	248,000.00	1.35	57.07	636.12	None	4.82
Quantum National Bank 1.2 9/18/2019-16		3/18/2016	248,000.00	100.15	248,369.52	0.18%	None	80
74765JETI	248,000.00	1.20	248,000.00	1.15	97.84	369.52	None	3.17
Revere Bank 1.35 6/29/2018		12/30/2014	248,000.00	100.83	250,047.98	0.18%	None	729
761402AU0	248,000.00	1.35	248,000.00	0.93	18.35	2,047.98	None	1.97
Sallie Mae Bank 2.15 11/19/2019		11/19/2014	248,000.00	102.84	255,037.00	0.18%	None	1237
795450VC6	248,000.00	2.15	248,000.00	1.29	613.55	7,037.00	None	3.28
San Diego Private Bank California 0.8 3/31/2017		3/31/2014	248,000.00	100.15	248,364.31	0.18%	None	274
79744YAB6	248,000.00	0.80	248,000.00	0.60	0.00	364.31	None	0.75
Signature Bank 1.35 3/28/2019		9/29/2015	248,000.00	102.04	253,053.74	0.18%	None	1001
82669LFU2	248,000.00	1.35	248,000.00	0.60	18.35	5,053.74	None	2.7
Silvergate Bank 1 6/29/2018-16		6/29/2016	248,000.00	100.05	248,130.70	0.18%	None	181
828373FE5	248,000.00	1.00	248,000.00	0.97	6.79	130.70	None	1.98
Trust Atlantic Bank 1.45 12/6/2017		11/6/2013	248,000.00	101.09	250,693.28	0.18%	None	524
89835FJC5	248,000.00	1.45	248,000.00	0.69	236.45	2,693.28	None	1.42
Unity Bank 1.65 10/30/2020		10/30/2015	248,000.00	103.53	256,762.58	0.18%	None	1583
91330ABC0	248,000.00	1.65	248,000.00	0.82	0.00	8,762.58	None	4.19
Washington Federal 1.5 3/31/2021-16		3/31/2016	248,000.00	100.27	248,667.62	0.18%	None	92
938828AC4	248,000.00	1.50	248,000.00	1.44	0.00	667.62	None	4.59
Washington Trust Co 1.4 6/15/2018		12/15/2014	248,000.00	100.84	250,088.90	0.18%	None	715
940637GU9	248,000.00	1.40	248,000.00	0.97	142.68	2,088.90	None	1.94
Webster Bank NA 1.9 2/12/2019		2/12/2014	248,000.00	102.01	252,995.96	0.18%	None	957
94768NJM7	248,000.00	1.90	248,000.00	1.12	1,794.43	4,995.96	None	2.55

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Welch State Bank 1.3 10/1/2018		9/30/2015	248,000.00	101.42	251,517.14	0.18%	None	823
949095AU7	248,000.00	1.30	248,000.00	0.67	256.15	3,517.14	None	2.22
Wells Fargo Bank 1.75 6/17/2021		6/20/2016	248,000.00	100.27	248,673.32	0.18%	None	1813
9497485W3	248,000.00	1.75	248,000.00	1.69	118.90	673.32	None	4.76
			22,330,729.04		**22,585,918.04**	**16.2%**		**899**
Sub Total Certificate Of Deposit	**22,330,729.04**	**1.31**	**22,330,729.04**	**0.90**	**26,772.75**	**255,189.00**		**2.55**
FAMC Bond								
FAMC 1.72 10/3/2018		12/16/2013	997,890.00	102.00	1,019,965.00	0.71%	Moodys-Aaa	825
31315P5A3	1,000,000.00	1.77	999,006.70	0.83	4,156.67	20,958.30	S&P-AA+	2.22
			997,890.00		**1,019,965.00**	**0.71%**		**825**
Sub Total FAMC Bond	**1,000,000.00**	**1.77**	**999,006.70**	**0.83**	**4,156.67**	**20,958.30**		**2.22**
FFCB Bond								
FFCB 1.34 12/29/2017		1/29/2014	1,004,000.00	100.99	1,009,934.00	0.72%	Moodys-Aaa	547
3133EDE99	1,000,000.00	1.24	1,001,529.08	0.67	37.22	8,404.92	S&P-AA+	1.49
FFCB 1.5 1/28/2019		5/28/2014	1,000,000.00	101.75	1,017,488.00	0.71%	Moodys-Aaa	942
3133EDNF6	1,000,000.00	1.50	1,000,000.00	0.81	6,333.33	17,488.00	S&P-AA+	2.52
FFCB 1.95 9/17/2018		1/29/2014	1,014,770.00	102.55	1,025,501.00	0.72%	Moodys-Aaa	809
3133ED2C5	1,000,000.00	1.62	1,007,057.37	0.79	5,579.17	18,443.63	S&P-AA+	2.17
			3,018,770.00		**3,052,923.00**	**2.15%**		**766**
Sub Total FFCB Bond	**3,000,000.00**	**1.45**	**3,008,586.45**	**0.76**	**11,949.72**	**44,336.55**		**2.06**
FHLB Bond								
FHLB 1.75 12/14/2018		12/16/2013	1,000,670.00	102.39	1,023,866.00	0.72%	Moodys-Aaa	897
313376BR5	1,000,000.00	1.74	1,000,329.41	0.77	777.78	23,536.59	S&P-AA+	2.41
			1,000,670.00		**1,023,866.00**	**0.72%**		**897**
Sub Total FHLB Bond	**1,000,000.00**	**1.74**	**1,000,329.41**	**0.77**	**777.78**	**23,536.59**		**2.41**
FHLMC Bond								
FHLMC 1 9/29/2017		1/29/2014	994,150.00	100.48	1,004,784.00	0.71%	Moodys-Aaa	456
3137EADL0	1,000,000.00	1.16	998,010.11	0.61	2,527.78	6,773.89	S&P-AA+	1.24

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FHLMC 1.35 12/17/2018-15		6/19/2015	999,525.00	101.49	1,014,862.00	0.71%	S&P-AA+	900
3134G6S95	1,000,000.00	1.36	999,665.08	0.74	487.50	15,196.92	Moodys-Aaa	2.43
			1,993,675.00		**2,019,646.00**	**1.42%**		**678**
Sub Total FHLMC Bond	**2,000,000.00**	**1.26**	**1,997,675.19**	**0.68**	**3,015.28**	**21,970.81**		**1.84**
FNMA Bond								
FNMA 0.875 10/26/2017		5/21/2014	995,150.00	100.35	1,003,482.00	0.71%	Moodys-Aaa	483
3135G0PQ0	1,000,000.00	1.02	998,130.69	0.61	1,555.56	5,351.31	S&P-AA+	1.32
FNMA 0.875 12/20/2017		5/21/2014	992,573.21	100.35	1,003,533.00	0.71%	Moodys-Aaa	538
3135G0RT2	1,000,000.00	1.09	996,946.32	0.63	243.06	6,586.68	S&P-AA+	1.47
FNMA 0.875 5/21/2018		5/21/2014	985,050.00	100.40	1,003,958.00	0.71%	Moodys-Aaa	690
3135G0WJ8	1,000,000.00	1.26	992,929.90	0.66	947.92	11,028.10	S&P-AA+	1.88
FNMA 1.625 11/27/2018		7/16/2014	1,004,411.00	102.13	1,021,287.00	0.72%	Moodys-Aaa	880
3135G0YT4	1,000,000.00	1.52	1,002,434.33	0.73	1,489.58	18,852.67	S&P-AA+	2.37
			3,977,184.21		**4,032,260.00**	**2.85%**		**648**
Sub Total FNMA Bond	**4,000,000.00**	**1.22**	**3,990,441.24**	**0.66**	**4,236.12**	**41,818.76**		**1.76**
			139,890,990.40		**140,306,650.19**	**100.00%**		**201**
TOTAL PORTFOLIO	**139,902,801.19**	**0.39**	**139,898,840.18**	**0.27**	**50,908.32**	**407,810.01**		**0.56**

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100: General Fund								
Allegiance Bank 0.5 9/13/2016		9/14/2015	247,818.98	100.00	247,818.98	0.18%	None	75
2611523B	247,818.98	0.50	247,818.98	0.50	0.00	0.00	None	0.2
Alma Bank 1.35 12/24/2020		6/24/2016	248,000.00	100.19	248,463.26	0.18%	None	1638
020080BB2	248,000.00	1.35	248,000.00	1.31	55.04	463.26	None	4.35
Bank Leumi USA 1.3 2/26/2020		3/3/2016	248,000.00	102.07	253,143.77	0.18%	None	1336
063248FH6	248,000.00	1.30	248,000.00	0.72	1,051.11	5,143.77	None	3.57
Bank of the Pacific 1.25 7/30/2018		1/29/2015	248,000.00	101.42	251,529.29	0.18%	None	760
06425BBN8	248,000.00	1.25	248,000.00	0.56	1,290.96	3,529.29	None	2.05
Bankers Bank Oklahoma 1.8 9/25/2020		9/25/2015	248,000.00	103.52	256,738.53	0.18%	None	1548
06610QCV1	248,000.00	1.80	248,000.00	0.95	61.15	8,738.53	None	4.08
Belmont Savings Bank 1.85 12/23/2019		12/23/2014	248,000.00	102.61	254,479.99	0.18%	None	1271
080515BD0	248,000.00	1.85	248,000.00	1.08	87.99	6,479.99	None	3.39
Capital One NA 2.3 9/25/2020		9/23/2015	248,000.00	103.52	256,728.11	0.18%	None	1548
14042RAB7	248,000.00	2.30	248,000.00	1.44	1,515.86	8,728.11	None	4.04
CDARS 0.5 12/15/2016		12/17/2015	500,000.00	100.00	500,000.00	0.36%	None	168
1018550896	500,000.00	0.50	500,000.00	0.50	1,342.47	0.00	None	0.46
CDARS 0.9 6/14/2018		6/16/2016	500,000.00	100.00	500,000.00	0.36%	None	714
1019145928	500,000.00	0.90	500,000.00	0.90	172.60	0.00	None	1.96
Cit Bank Salt Lake 2.1 11/19/2019		11/19/2014	248,000.00	102.21	253,471.87	0.18%	None	1237
17284C3Z5	248,000.00	2.10	248,000.00	1.43	599.28	5,471.87	None	3.28
Comenity Capital Bank 1.7 5/28/2018		11/26/2014	248,000.00	100.93	250,309.13	0.18%	None	697
20033AJL1	248,000.00	1.70	248,000.00	1.21	46.20	2,309.13	None	1.88
Commercial Bank Ala Mich 1.5 3/29/2019		6/30/2015	248,000.00	101.25	251,100.00	0.18%	None	1002
201282GV6	248,000.00	1.50	248,000.00	1.04	10.19	3,100.00	None	2.7

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Community Bank Pasadena 1.5 6/30/2021		6/30/2016	248,000.00	100.24	248,597.18	0.18%	None	1826
203507BG2	248,000.00	1.50	248,000.00	1.45	0.00	597.18	None	4.83
Community Bankers' Bank 1.4 6/30/2021		6/30/2016	248,000.00	100.24	248,598.67	0.18%	None	1826
20361LBR4	248,000.00	1.40	248,000.00	1.35	0.00	598.67	None	4.84
Community National Bank Interest 1.25 4/4/2018		4/4/2014	248,000.00	100.51	249,275.71	0.18%	None	643
20375WAM6	248,000.00	1.25	248,000.00	0.96	738.90	1,275.71	None	1.74
Fahey Banking 1.1 6/28/2019		3/29/2016	248,000.00	101.24	251,075.94	0.18%	None	1093
303117CC7	248,000.00	1.10	248,000.00	0.68	14.95	3,075.94	None	2.95
Farmers & Merchants Bank 1.45 9/25/2018-14		4/25/2014	248,000.00	100.05	248,128.71	0.18%	None	117
308862DD0	248,000.00	1.45	248,000.00	1.43	49.26	128.71	None	2.2
FFCB 1.34 12/29/2017		1/29/2014	1,004,000.00	100.99	1,009,934.00	0.72%	Moodys-Aaa	547
3133EDE99	1,000,000.00	1.24	1,001,529.08	0.67	37.22	8,404.92	S&P-AA+	1.49
FHLMC 1.35 12/17/2018-15		6/19/2015	999,525.00	101.49	1,014,862.00	0.71%	S&P-AA+	900
3134G6S95	1,000,000.00	1.36	999,665.08	0.74	487.50	15,196.92	Moodys-Aaa	2.43
FIRST BANK HIGHLAND PARK 1.85 5/7/2019-14		5/7/2014	248,000.00	100.12	248,300.08	0.18%	None	38
319141BL0	248,000.00	1.85	248,000.00	1.81	678.77	300.08	None	2.79
First National Bank 1.6 3/19/2018		9/18/2013	248,000.00	101.41	251,508.21	0.18%	None	627
CD32115CBE7	248,000.00	1.60	248,000.00	0.77	119.58	3,508.21	None	1.7
FNMA 0.875 12/20/2017		5/21/2014	992,573.21	100.35	1,003,533.00	0.71%	Moodys-Aaa	538
3135G0RT2	1,000,000.00	1.09	996,946.32	0.63	243.06	6,586.68	S&P-AA+	1.47
JP Morgan Bank 1 2/6/2019		2/6/2015	248,000.00	100.05	248,113.83	0.18%	None	951
48125TU86	248,000.00	1.00	248,000.00	0.98	985.21	113.83	None	2.56
Machias Savings Bank 1.65 2/6/2020		2/6/2015	248,000.00	103.25	256,065.46	0.18%	None	1316
554479DS1	248,000.00	1.65	248,000.00	0.74	269.06	8,065.46	None	3.5

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Mahopac Bank 1.45 7/30/2019		1/30/2015	248,000.00	102.74	254,806.36	0.18%	None	1125
560160AQ6	248,000.00	1.45	248,000.00	0.55	1,497.51	6,806.36	None	3.01
Moody National Bank 0.5 11/30/2016		5/30/2016	249,910.06	100.00	249,910.06	0.18%	None	153
7130D	249,910.06	0.50	249,910.06	0.50	106.13	0.00	None	0.42
Pearland State Bank 0.15 7/24/2016		7/25/2015	245,000.00	100.00	245,000.00	0.18%	None	24
700013947	245,000.00	0.15	245,000.00	0.15	343.34	0.00	None	0.07
Plus International Bank 0.5 7/8/2016		7/8/2013	248,000.00	100.00	248,000.74	0.18%	None	8
CD72940UFV2	248,000.00	0.50	248,000.00	0.49	74.74	0.74	None	0.02
Quantum National Bank 1.2 9/18/2019-16		3/18/2016	248,000.00	100.15	248,369.52	0.18%	None	80
74765JETI	248,000.00	1.20	248,000.00	1.15	97.84	369.52	None	3.17
Sallie Mae Bank 2.15 11/19/2019		11/19/2014	248,000.00	102.84	255,037.00	0.18%	None	1237
795450VC6	248,000.00	2.15	248,000.00	1.29	613.55	7,037.00	None	3.28
Trust Atlantic Bank 1.45 12/6/2017		11/6/2013	248,000.00	101.09	250,693.28	0.18%	None	524
89835FJC5	248,000.00	1.45	248,000.00	0.69	236.45	2,693.28	None	1.42
Unity Bank 1.65 10/30/2020		10/30/2015	248,000.00	103.53	256,762.58	0.18%	None	1583
91330ABC0	248,000.00	1.65	248,000.00	0.82	0.00	8,762.58	None	4.19
Washington Federal 1.5 3/31/2021-16		3/31/2016	248,000.00	100.27	248,667.62	0.18%	None	92
938828AC4	248,000.00	1.50	248,000.00	1.44	0.00	667.62	None	4.59
Wells Fargo Bank 1.75 6/17/2021		6/20/2016	248,000.00	100.27	248,673.32	0.18%	None	1813
9497485W3	248,000.00	1.75	248,000.00	1.69	118.90	673.32	None	4.76
Wells Fargo Sweep Cash		5/31/2006	14,857,568.91	100.00	14,857,568.91	10.62%	None	1
WFSWEEP	14,857,568.91	0.09	14,857,568.91	0.09		0.00	None	0
			26,044,396.16		**26,165,265.11**	**18.7%**		**343**
Sub Total 100: General Fund	**26,048,297.95**	**0.61**	**26,046,438.43**	0.43	**12,944.82**	**118,826.68**		**1.03**
200: Debt Services								

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Description CUSIP	Face Amount / Shares	Settlement Date YTM @ Cost	Cost Value Book Value	Market Price YTM @ Market	Market Value Accrued Interest	% Portfolio Unre. Gain/Loss	Credit Rating Credit Rating	Days To Call/Maturity Duration To Maturity
1st Source Bank 1.5 11/18/2019		4/17/2015	248,000.00	102.23	253,536.85	0.18%	None	1236
33646CEQ3	248,000.00	1.50	248,000.00	0.83	754.19	5,536.85	None	3.3
Charter Bank 1.7 2/25/2020		2/25/2015	248,000.00	100.17	248,409.45	0.18%	None	1335
161164BE7	248,000.00	1.70	248,000.00	1.65	57.75	409.45	None	3.54
ConnectOne Bank 1.55 7/30/2018		1/30/2014	248,000.00	101.57	251,883.43	0.18%	None	760
20786AAM7	248,000.00	1.55	248,000.00	0.79	0.00	3,883.43	None	2.05
Discover Bank 2 2/25/2020		2/25/2015	248,000.00	102.69	254,671.94	0.18%	None	1335
254672JA7	248,000.00	2.00	248,000.00	1.25	1,712.22	6,671.94	None	3.52
First Capital Bank 1.4 8/6/2019		4/6/2015	248,000.00	101.95	252,838.98	0.18%	None	1132
31944FBK5	248,000.00	1.40	248,000.00	0.76	228.30	4,838.98	None	3.03
Goldman Sachs Bank 2 2/25/2020		2/25/2015	248,000.00	102.55	254,315.07	0.18%	None	1335
38148JLL3	248,000.00	2.00	248,000.00	1.28	1,712.22	6,315.07	None	3.52
Partners Bank 1.5 9/30/2019		3/30/2015	248,000.00	102.40	253,943.32	0.18%	None	1187
70212YAR3	248,000.00	1.50	248,000.00	0.75	0.00	5,943.32	None	3.18
Webster Bank NA 1.9 2/12/2019		2/12/2014	248,000.00	102.01	252,995.96	0.18%	None	957
94768NJM7	248,000.00	1.90	248,000.00	1.12	1,794.43	4,995.96	None	2.55
Wells Fargo Sweep Cash		5/31/2006	11,144,027.92	100.00	11,144,027.92	7.97%	None	1
WFSWEEP	11,144,027.92	0.09	11,144,027.92	0.09		0.00	None	0
			13,128,027.92		**13,166,622.92**	**9.41%**		**176**
Sub Total 200: Debt Services	**13,128,027.92**	**0.33**	**13,128,027.92**	**0.24**	**6,259.11**	**38,595.00**		**0.47**
305: Hotel/Motel Occupancy								
Americanwest Bank 0.8 1/25/2017		7/25/2014	248,000.00	100.18	248,454.34	0.18%	None	209
030590DS9	248,000.00	0.80	248,000.00	0.48	853.39	454.34	None	0.57
Bank of New England NH 1.4 6/30/2021		6/30/2016	248,000.00	100.24	248,598.67	0.18%	None	1826
063847AL1	248,000.00	1.40	248,000.00	1.35	0.00	598.67	None	4.84

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Capital Bank Little Rock 1.35 3/22/2019		9/23/2015	248,000.00	102.06	253,105.58	0.18%	None	995
139797FL3	248,000.00	1.35	248,000.00	0.59	73.38	5,105.58	None	2.68
First Intl Bank & Trust 1.6 1/16/2020		10/16/2015	248,000.00	102.82	254,993.60	0.18%	None	1295
32057GAE9	248,000.00	1.60	248,000.00	0.79	152.20	6,993.60	None	3.45
Wells Fargo Sweep Cash		5/31/2006	2,852,497.10	100.00	2,852,497.10	2.04%	None	1
WFSWEEP	2,852,497.10	0.09	2,852,497.10	0.09		0.00	None	0
			3,844,497.10		**3,857,649.29**	**2.76%**		**280**
Sub Total 305: Hotel/Motel Occupancy	**3,844,497.10**	**0.40**	**3,844,497.10**	**0.27**	**1,078.97**	**13,152.19**		**0.74**
310: Municipal Court Security								
Wells Fargo Sweep Cash		5/31/2006	40,526.86	100.00	40,526.86	0.03%	None	1
WFSWEEP	40,526.86	0.09	40,526.86	0.09		0.00	None	0
			40,526.86		**40,526.86**	**0.03%**		**1**
Sub Total 310: Municipal Court Security	**40,526.86**	**0.09**	**40,526.86**	**0.09**		**0.00**		**0**
315: City Wide Donation								
Wells Fargo Sweep Cash		5/31/2006	74,931.73	100.00	74,931.73	0.05%	None	1
WFSWEEP	74,931.73	0.09	74,931.73	0.09		0.00	None	0
			74,931.73		**74,931.73**	**0.05%**		**1**
Sub Total 315: City Wide Donation	**74,931.73**	**0.09**	**74,931.73**	**0.09**		**0.00**		**0**
320: Court Technology								
Wells Fargo Sweep Cash		5/31/2006	12,727.56	100.00	12,727.56	0.01%	None	1
WFSWEEP	12,727.56	0.09	12,727.56	0.09		0.00	None	0
			12,727.56		**12,727.56**	**0.01%**		**1**
Sub Total 320: Court Technology	**12,727.56**	**0.09**	**12,727.56**	**0.09**		**0.00**		**0**
330: Park Donations								
Wells Fargo Sweep Cash		5/31/2006	112,338.74	100.00	112,338.74	0.08%	None	1
WFSWEEP	112,338.74	0.09	112,338.74	0.09		0.00	None	0
			112,338.74		**112,338.74**	**0.08%**		**1**
Sub Total 330: Park Donations	**112,338.74**	**0.09**	**112,338.74**	**0.09**		**0.00**		**0**

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331: Tree Trust Fund								
Wells Fargo Sweep Cash		5/31/2006	6,748.32	100.00	6,748.32	0%	None	1
WFSWEEP	6,748.32	0.09	6,748.32	0.09		0.00	None	0
			6,748.32		**6,748.32**	**0%**		**1**
Sub Total 331: Tree Trust Fund	**6,748.32**	**0.09**	**6,748.32**	**0.09**		**0.00**		**0**
335: Police State Seizure								
Wells Fargo Sweep Cash		5/31/2006	219,642.26	100.00	219,642.26	0.16%	None	1
WFSWEEP	219,642.26	0.09	219,642.26	0.09		0.00	None	0
			219,642.26		**219,642.26**	**0.16%**		**1**
Sub Total 335: Police State Seizure	**219,642.26**	**0.09**	**219,642.26**	**0.09**		**0.00**		**0**
336: Federal Police Fund								
Wells Fargo Sweep Cash		5/31/2006	74,724.61	100.00	74,724.61	0.05%	None	1
WFSWEEP	74,724.61	0.09	74,724.61	0.09		0.00	None	0
			74,724.61		**74,724.61**	**0.05%**		**1**
Sub Total 336: Federal Police Fund	**74,724.61**	**0.09**	**74,724.61**	**0.09**		**0.00**		**0**
340: Park & Rec Development								
Border State Bank 1.4 6/30/2021		6/30/2016	248,000.00	100.24	248,598.67	0.18%	None	1826
099703EF3	248,000.00	1.40	248,000.00	1.35	0.00	598.67	None	4.84
Nebraskaland National Bank 1.2 9/25/2018		9/25/2015	248,000.00	101.44	251,568.47	0.18%	None	817
63970QFC5	248,000.00	1.20	248,000.00	0.55	40.77	3,568.47	None	2.21
Wells Fargo Sweep Cash		5/31/2006	669,120.82	100.00	669,120.82	0.48%	None	1
WFSWEEP	669,120.82	0.09	669,120.82	0.09		0.00	None	0
			1,165,120.82		**1,169,287.96**	**0.84%**		**563**
Sub Total 340: Park & Rec Development	**1,165,120.82**	**0.61**	**1,165,120.82**	**0.46**	**40.77**	**4,167.14**		**1.5**
345: Sidewalk Fund								
Wells Fargo Sweep Cash		5/31/2006	17,504.89	100.00	17,504.89	0.01%	None	1
WFSWEEP	17,504.89	0.09	17,504.89	0.09		0.00	None	0

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			17,504.89		**17,504.89**	**0.01%**		**1**
Sub Total 345: Sidewalk Fund	**17,504.89**	**0.09**	**17,504.89**	**0.09**		**0.00**		**0**
350: Grant Fund								
Wells Fargo Sweep Cash		5/31/2006	86,308.78	100.00	86,308.78	0.06%	None	1
WFSWEEP	86,308.78	0.09	86,308.78	0.09		0.00	None	0
			86,308.78		**86,308.78**	**0.06%**		**1**
Sub Total 350: Grant Fund	**86,308.78**	**0.09**	**86,308.78**	**0.09**		**0.00**		**0**
351: CDBG Fund								
Wells Fargo Sweep Cash		11/15/2015	-14,842.09	100.00	-14,842.09	-0.01%	None	1
WFSWEEP	-14,842.09	0.09	-14,842.09	0.09		0.00	None	0
			-14,842.09		**-14,842.09**	**-0.01%**		**1**
Sub Total 351: CDBG Fund	**-14,842.09**	**0.09**	**-14,842.09**	**0.09**		**0.00**		**0**
360: Traffic Impact Improvement								
Wells Fargo Sweep Cash		5/31/2006	718,371.84	100.00	718,371.84	0.51%	None	1
WFSWEEP	718,371.84	0.09	718,371.84	0.09		0.00	None	0
			718,371.84		**718,371.84**	**0.51%**		**1**
Sub Total 360: Traffic Impact Improvement	**718,371.84**	**0.09**	**718,371.84**	**0.09**		**0.00**		**0**
365: Court Juvenile Mgmt								
Wells Fargo Sweep Cash		9/15/2009	22,914.98	100.00	22,914.98	0.02%	None	1
WFSWEEP	22,914.98	0.09	22,914.98	0.09		0.00	None	0
			22,914.98		**22,914.98**	**0.02%**		**1**
Sub Total 365: Court Juvenile Mgmt	**22,914.98**	**0.09**	**22,914.98**	**0.09**		**0.00**		**0**
370: Municipal Channel								
Wells Fargo Sweep Cash		4/15/2012	762,416.88	100.00	762,416.88	0.54%	None	1
WFSWEEP	762,416.88	0.09	762,416.88	0.09		0.00	None	0
			762,416.88		**762,416.88**	**0.54%**		**1**
Sub Total 370: Municipal Channel	**762,416.88**	**0.09**	**762,416.88**	**0.09**		**0.00**		**0**
375: U of H Fund								

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Wells Fargo Sweep Cash		12/1/2009	27,143.28	100.00	27,143.28	0.02%	None	1
WFSWEEP	27,143.28	0.09	27,143.28	0.09		0.00	None	0
			27,143.28		**27,143.28**	**0.02%**		**1**
Sub Total 375: U of H Fund	**27,143.28**	**0.09**	**27,143.28**	**0.09**		**0.00**		**0**
376: U of H Capital Renewal Fund								
Wells Fargo Sweep Cash		9/30/2013	280,812.15	100.00	280,812.15	0.2%	None	1
WFSWEEP	280,812.15	0.09	280,812.15	0.09		0.00	None	0
			280,812.15		**280,812.15**	**0.2%**		**1**
Sub Total 376: U of H Capital Renewal Fund	**280,812.15**	**0.09**	**280,812.15**	**0.09**		**0.00**		**0**
500: Capital Projects								
San Diego Private Bank California 0.8 3/31/2017		3/31/2014	248,000.00	100.15	248,364.31	0.18%	None	274
79744YAB6	248,000.00	0.80	248,000.00	0.60	0.00	364.31	None	0.75
Wells Fargo Sweep Cash		5/31/2006	3,228,704.22	100.00	3,228,704.22	2.31%	None	1
WFSWEEP	3,228,704.22	0.09	3,228,704.22	0.09		0.00	None	0
			3,476,704.22		**3,477,068.53**	**2.49%**		**20**
Sub Total 500: Capital Projects	**3,476,704.22**	**0.14**	**3,476,704.22**	**0.13**	**0.00**	**364.31**		**0.05**
501: Certificates of Obligation								
Luana Savings Bank 1.25 6/19/2018		12/19/2014	248,000.00	100.49	249,227.10	0.18%	None	719
549103QQ5	248,000.00	1.25	248,000.00	1.00	93.42	1,227.10	None	1.95
Marlin Business Bank 1.25 12/27/2019		6/29/2016	248,000.00	99.65	247,132.00	0.18%	None	1275
57116AMC9	248,000.00	1.25	248,000.00	1.35	8.49	-868.00	None	3.42
Wells Fargo Sweep Cash		5/31/2006	18,914,544.63	100.00	18,914,544.63	13.52%	None	1
WFSWEEP	18,914,544.63	0.09	18,914,544.63	0.09		0.00	None	0
			19,410,544.63		**19,410,903.73**	**13.88%**		**26**
Sub Total 501: Certificates of Obligation	**19,410,544.63**	**0.12**	**19,410,544.63**	**0.12**	**101.91**	**359.10**		**0.07**
502: General Obligation 2001								

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Wells Fargo Sweep Cash		5/31/2006	46.90	100.00	46.90	0%	None	1
WFSWEEP	46.90	0.09	46.90	0.09		0.00	None	0
			46.90		**46.90**	**0%**		**1**
Sub Total 502: General Obligation 2001	**46.90**	**0.09**	**46.90**	**0.09**		**0.00**		**0**
503: Certificates of Obligation 2006								
Wells Fargo Sweep Cash		6/30/2006	559,647.99	100.00	559,647.99	0.4%	None	1
WFSWEEP	559,647.99	0.09	559,647.99	0.09		0.00	None	0
			559,647.99		**559,647.99**	**0.4%**		**1**
Sub Total 503: Certificates of Obligation 2006	**559,647.99**	**0.09**	**559,647.99**	**0.09**		**0.00**		**0**
505: General Obligation 2008								
Wells Fargo Sweep Cash		12/31/2007	2,840,414.16	100.00	2,840,414.16	2.03%	None	1
WFSWEEP	2,840,414.16	0.09	2,840,414.16	0.09		0.00	None	0
			2,840,414.16		**2,840,414.16**	**2.03%**		**1**
Sub Total 505: General Obligation 2008	**2,840,414.16**	**0.09**	**2,840,414.16**	**0.09**		**0.00**		**0**
506: General Obligation								
BMO Harris Bank 1.05 6/22/2018		6/23/2016	248,000.00	100.07	248,166.41	0.18%	None	722
05581WHF5	248,000.00	1.05	248,000.00	1.02	49.94	166.41	None	1.96
Capital One Bank USA 1.1 11/19/2019		11/19/2014	248,000.00	102.84	255,043.94	0.18%	None	1237
140420QX1	248,000.00	1.10	248,000.00	0.26	313.91	7,043.94	None	3.33
Citizens State Bank Clayton 1.35 4/30/2019		9/30/2015	248,000.00	102.17	253,380.36	0.18%	None	1034
176688BS7	248,000.00	1.35	248,000.00	0.58	9.17	5,380.36	None	2.78
FFCB 1.5 1/28/2019		5/28/2014	1,000,000.00	101.75	1,017,488.00	0.71%	Moodys-Aaa	942
3133EDNF6	1,000,000.00	1.50	1,000,000.00	0.81	6,333.33	17,488.00	S&P-AA+	2.52
First Business Bank 1.7 6/30/2020		9/30/2015	248,000.00	103.28	256,143.58	0.18%	None	1461
31938QP40	248,000.00	1.70	248,000.00	0.86	1,062.66	8,143.58	None	3.87
First Mid-Ill Bank & Trust 0.9 1/2/2018		6/30/2016	248,000.00	99.97	247,920.39	0.18%	None	551
32086RBK5	248,000.00	0.90	248,000.00	0.92	0.00	-79.61	None	1.5

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Flushing Bank New York 0.95 3/31/2017		3/31/2014	248,000.00	100.26	248,636.37	0.18%	None	274
34387AAH2	248,000.00	0.95	248,000.00	0.61	0.00	636.37	None	0.75
Kansas State Bank 0.8 10/31/2016		10/30/2013	248,000.00	100.10	248,236.59	0.18%	None	123
485382DV4	248,000.00	0.80	248,000.00	0.51	0.00	236.59	None	0.33
Lincoln 1st Bank 1.4 6/30/2021		6/30/2016	248,000.00	100.24	248,598.92	0.18%	None	1826
53362LAB0	248,000.00	1.40	248,000.00	1.35	0.00	598.92	None	4.75
Peoples United Bank 1.9 11/19/2019		11/19/2014	248,000.00	102.82	254,987.90	0.18%	None	1237
71270QKM7	248,000.00	1.90	248,000.00	1.05	542.20	6,987.90	None	3.29
Revere Bank 1.35 6/29/2018		12/30/2014	248,000.00	100.83	250,047.98	0.18%	None	729
761402AU0	248,000.00	1.35	248,000.00	0.93	18.35	2,047.98	None	1.97
Wells Fargo Sweep Cash		10/30/2008	18,309,596.65	100.00	18,309,596.65	13.09%	None	1
WFSWEEP	18,309,596.65	0.09	18,309,596.65	0.09		0.00	None	0
			21,789,596.65		**21,838,247.09**	**15.6%**		**149**
Sub Total 506: General Obligation	**21,789,596.65**	**0.29**	**21,789,596.65**	**0.21**	**8,329.56**	**48,650.44**		**0.39**
510: Lower Kirby Urban Center								
Wells Fargo Sweep Cash		10/15/2015	141.16	100.00	141.16	0%	None	1
WFSWEEP	141.16	0.09	141.16	0.09		0.00	None	0
			141.16		**141.16**	**0%**		**1**
Sub Total 510: Lower Kirby Urban Center	**141.16**	**0.09**	**141.16**	**0.09**		**0.00**		**0**
550: W/S Impact Fee								
Bank United 1.2 11/21/2017		11/21/2014	248,000.00	100.47	249,158.66	0.18%	None	509
066519AF6	248,000.00	1.20	248,000.00	0.86	326.14	1,158.66	None	1.38
Bankwest, Inc. 1.5 1/3/2020		3/4/2015	248,000.00	102.75	254,830.66	0.18%	None	1282
06652CFA4	248,000.00	1.50	248,000.00	0.71	275.18	6,830.66	None	3.42
BMW Bank 2.1 6/19/2020		6/19/2015	248,000.00	102.43	254,038.55	0.18%	None	1450
05580ABX1	248,000.00	2.10	248,000.00	1.47	156.95	6,038.55	None	3.83

City of Pearland
Portfolio Holdings by Portfolio Name
Report Group: Pearland

Date: 6/30/2016

Description CUSIP	Face Amount / Shares	Settlement Date YTM @ Cost	Cost Value Book Value	Market Price YTM @ Market	Market Value Accrued Interest	% Portfolio Unre. Gain/Loss	Credit Rating Credit Rating	Days To Call/Maturity Duration To Maturity
Cedar Rapids Bank & Trust 1.5 10/30/2019		1/30/2015	248,000.00	103.03	255,524.57	0.18%	None	1217
150517CJ7	248,000.00	1.50	248,000.00	0.58	295.56	7,524.57	None	3.25
EVB Tappa Hannock VA 1.6 9/25/2019		9/25/2015	248,000.00	102.64	254,559.10	0.18%	None	1182
26927ABK7	248,000.00	1.60	248,000.00	0.77	1,054.51	6,559.10	None	3.16
Far East National Bank Los Angeles 1 3/31/2017		3/31/2014	248,000.00	100.29	248,727.38	0.18%	None	274
307327EK8	248,000.00	1.00	248,000.00	0.61	0.00	727.38	None	0.75
First Financial NW 1.35 10/30/2019		10/30/2015	248,000.00	102.71	254,715.59	0.18%	None	1217
32022MAF5	248,000.00	1.35	248,000.00	0.53	0.00	6,715.59	None	3.26
FNMA 0.875 5/21/2018		5/21/2014	985,050.00	100.40	1,003,958.00	0.71%	Moodys-Aaa	690
3135G0WJ8	1,000,000.00	1.26	992,929.90	0.66	947.92	11,028.10	S&P-AA+	1.88
Pacific Continental Bank 1.25 6/30/2020		6/30/2016	248,000.00	100.04	248,096.22	0.18%	None	1461
69413CFD6	248,000.00	1.25	248,000.00	1.24	0.00	96.22	None	3.91
Washington Trust Co 1.4 6/15/2018		12/15/2014	248,000.00	100.84	250,088.90	0.18%	None	715
940637GU9	248,000.00	1.40	248,000.00	0.97	142.68	2,088.90	None	1.94
Welch State Bank 1.3 10/1/2018		9/30/2015	248,000.00	101.42	251,517.14	0.18%	None	823
949095AU7	248,000.00	1.30	248,000.00	0.67	256.15	3,517.14	None	2.22
Wells Fargo Sweep Cash		5/31/2006	7,775,322.75	100.00	7,775,322.75	5.56%	None	1
WFSWEEP	7,775,322.75	0.09	7,775,322.75	0.09		0.00	None	0
			11,240,372.75		**11,300,537.52**	**8.07%**		**285**
Sub Total 550: W/S Impact Fee	**11,255,322.75**	**0.49**	**11,248,252.65**	**0.31**	**3,455.09**	**52,284.87**		**0.76**
555: Shadow Creek Impact								
Evergreen Bank 1.2 6/29/2018		6/29/2015	248,000.00	100.49	249,219.42	0.18%	None	729
300185CY9	248,000.00	1.20	248,000.00	0.95	8.15	1,219.42	None	1.98
GUARANTY B&T 1.35 5/29/2018		5/29/2014	248,000.00	100.69	249,712.94	0.18%	None	698
400820BJ4	248,000.00	1.35	248,000.00	0.99	18.35	1,712.94	None	1.89

City of Pearland
Portfolio Holdings by Portfolio Name
Report Group: Pearland

Date: 6/30/2016

Description CUSIP	Face Amount / Shares	Settlement Date YTM @ Cost	Cost Value Book Value	Market Price YTM @ Market	Market Value Accrued Interest	% Portfolio Unre. Gain/Loss	Credit Rating Credit Rating	Days To Call/Maturity Duration To Maturity
Manufacturers & Traders Trust 1.2 6/25/2018		6/24/2015	248,000.00	100.57	249,416.33	0.18%	None	725
564759QV3	248,000.00	1.20	248,000.00	0.91	48.92	1,416.33	None	1.97
Wells Fargo Sweep Cash		5/31/2006	397,096.64	100.00	397,096.64	0.28%	None	1
WFSWEEP	397,096.64	0.09	397,096.64	0.09		0.00	None	0
			1,141,096.64		**1,145,445.33**	**0.82%**		**468**
Sub Total 555: Shadow Creek Impact	**1,141,096.64**	**0.85**	**1,141,096.64**	**0.65**	**75.42**	**4,348.69**		**1.27**
560: Certificates of Obligation 1998								
Wells Fargo Sweep Cash		5/31/2006	367,663.37	100.00	367,663.37	0.26%	None	1
WFSWEEP	367,663.37	0.09	367,663.37	0.09		0.00	None	0
			367,663.37		**367,663.37**	**0.26%**		**1**
Sub Total 560: Certificates of Obligation 1998	**367,663.37**	**0.09**	**367,663.37**	**0.09**		**0.00**		**0**
565: Revenue Bonds 1999 & 2003								
CALUSA NATIONAL BANK 0.5 9/22/2016		5/23/2014	248,000.00	100.00	248,003.72	0.18%	None	84
13151TAX4	248,000.00	0.50	248,000.00	0.49	27.18	3.72	None	0.23
Continental Bank 1.25 5/25/2018		11/26/2014	248,000.00	100.80	249,989.95	0.18%	None	694
211163EN6	248,000.00	1.25	248,000.00	0.82	305.75	1,989.95	None	1.88
First National Bank ORD NEB 0.8 11/18/2016		11/18/2013	248,000.00	100.11	248,274.29	0.18%	None	141
32116RAC8	248,000.00	0.80	248,000.00	0.51	233.73	274.29	None	0.38
GNB Bank 1.5 6/30/2021		6/30/2016	248,000.00	100.24	248,597.18	0.18%	None	1826
36198JCC6	248,000.00	1.50	248,000.00	1.45	0.00	597.18	None	4.83
Signature Bank 1.35 3/28/2019		9/29/2015	248,000.00	102.04	253,053.74	0.18%	None	1001
82669LFU2	248,000.00	1.35	248,000.00	0.60	18.35	5,053.74	None	2.7
Silvergate Bank 1 6/29/2018-16		6/29/2016	248,000.00	100.05	248,130.70	0.18%	None	181
828373FE5	248,000.00	1.00	248,000.00	0.97	6.79	130.70	None	1.98
Wells Fargo Sweep Cash		5/31/2006	2,781,399.93	100.00	2,781,399.93	1.99%	None	1
WFSWEEP	2,781,399.93	0.09	2,781,399.93	0.09		0.00	None	0

City of Pearland
Portfolio Holdings by Portfolio Name
Report Group: Pearland

Date: 6/30/2016

Description CUSIP	Face Amount / Shares	Settlement Date YTM @ Cost	Cost Value Book Value	Market Price YTM @ Market	Market Value Accrued Interest	% Portfolio Unre. Gain/Loss	Credit Rating Credit Rating	Days To Call/Maturity Duration To Maturity
			4,269,399.93		**4,277,449.51**	**3.07%**		**229**
Sub Total 565: Revenue Bonds 1999 & 2003	**4,269,399.93**	**0.43**	**4,269,399.93**	**0.34**	**591.80**	**8,049.58**		**0.7**
570: W/S Pay As You Go								
Wells Fargo Sweep Cash		12/31/2007	1,542,528.77	100.00	1,542,528.77	1.1%	None	1
WFSWEEP	1,542,528.77	0.09	1,542,528.77	0.09		0.00	None	0
			1,542,528.77		**1,542,528.77**	**1.1%**		**1**
Sub Total 570: W/S Pay As You Go	**1,542,528.77**	**0.09**	**1,542,528.77**	**0.09**		**0.00**		**0**
575: MUD 4 Capital Programs								
Wells Fargo Sweep Cash		2/1/2013	534,013.01	100.00	534,013.01	0.38%	None	1
WFSWEEP	534,013.01	0.09	534,013.01	0.09		0.00	None	0
			534,013.01		**534,013.01**	**0.38%**		**1**
Sub Total 575: MUD 4 Capital Programs	**534,013.01**	**0.09**	**534,013.01**	**0.09**		**0.00**		**0**
600: Water & Sewer								
BARCLAYS BANK DELAWARE 1.95 5/7/2019		5/6/2014	248,000.00	102.38	253,911.33	0.18%	None	1041
06740KGU5	248,000.00	1.95	248,000.00	1.10	715.46	5,911.33	None	2.78
CDARS 0.5 6/15/2017		6/16/2016	500,000.00	100.00	500,000.00	0.36%	None	350
1019146991	500,000.00	0.50	500,000.00	0.50	95.89	0.00	None	0.96
Eaglebank Bethesda 1.15 12/10/2018		3/9/2016	248,000.00	100.80	249,972.59	0.18%	None	893
27002YCV6	248,000.00	1.15	248,000.00	0.82	164.09	1,972.59	None	2.41
FAMC 1.72 10/3/2018		12/16/2013	997,890.00	102.00	1,019,965.00	0.71%	Moodys-Aaa	825
31315P5A3	1,000,000.00	1.77	999,006.70	0.83	4,156.67	20,958.30	S&P-AA+	2.22
FFCB 1.95 9/17/2018		1/29/2014	1,014,770.00	102.55	1,025,501.00	0.72%	Moodys-Aaa	809
3133ED2C5	1,000,000.00	1.62	1,007,057.37	0.79	5,579.17	18,443.63	S&P-AA+	2.17
FHLB 1.75 12/14/2018		12/16/2013	1,000,670.00	102.39	1,023,866.00	0.72%	Moodys-Aaa	897
313376BR5	1,000,000.00	1.74	1,000,329.41	0.77	777.78	23,536.59	S&P-AA+	2.41
FHLMC 1 9/29/2017		1/29/2014	994,150.00	100.48	1,004,784.00	0.71%	Moodys-Aaa	456
3137EADL0	1,000,000.00	1.16	998,010.11	0.61	2,527.78	6,773.89	S&P-AA+	1.24

City of Pearland
Portfolio Holdings by Portfolio Name
Report Group: Pearland

Date: 6/30/2016

Description CUSIP	Face Amount / Shares	Settlement Date YTM @ Cost	Cost Value Book Value	Market Price YTM @ Market	Market Value Accrued Interest	% Portfolio Unre. Gain/Loss	Credit Rating Credit Rating	Days To Call/Maturity Duration To Maturity
First Bank McComb MS 1.5 2/28/2019		6/30/2015	248,000.00	101.40	251,462.08	0.18%	None	973
319234AJ9	248,000.00	1.50	248,000.00	0.97	20.38	3,462.08	None	2.61
First Eagle National Bank 1.45 11/21/2018		11/21/2014	248,000.00	101.29	251,209.62	0.18%	None	874
32008JAM5	248,000.00	1.45	248,000.00	0.90	394.08	3,209.62	None	2.36
FNMA 0.875 10/26/2017		5/21/2014	995,150.00	100.35	1,003,482.00	0.71%	Moodys-Aaa	483
3135G0PQ0	1,000,000.00	1.02	998,130.69	0.61	1,555.56	5,351.31	S&P-AA+	1.32
FNMA 1.625 11/27/2018		7/16/2014	1,004,411.00	102.13	1,021,287.00	0.72%	Moodys-Aaa	880
3135G0YT4	1,000,000.00	1.52	1,002,434.33	0.73	1,489.58	18,852.67	S&P-AA+	2.37
MB Financial Bank 1.1 3/18/2019		3/18/2016	248,000.00	100.99	250,443.30	0.18%	None	991
55266CQU3	248,000.00	1.10	248,000.00	0.73	89.69	2,443.30	None	2.68
Northwest Bank Boise Idaho 1.5 1/10/2019		4/10/2014	248,000.00	101.98	252,918.34	0.18%	None	924
66736AAD1	248,000.00	1.50	248,000.00	0.71	203.84	4,918.34	None	2.48
OLDTOWN BANK 1.2 5/7/2018		6/6/2014	248,000.00	100.99	250,444.78	0.18%	None	676
680540BB6	248,000.00	1.20	248,000.00	0.66	195.68	2,444.78	None	1.83
Portage County Bank 1.4 6/24/2021		6/24/2016	248,000.00	100.26	248,636.12	0.18%	None	1820
73565NBQ5	248,000.00	1.40	248,000.00	1.35	57.07	636.12	None	4.82
Wells Fargo Sweep Cash		5/31/2006	15,194,937.82	100.00	15,194,937.82	10.86%	None	1
WFSWEEP	15,194,937.82	0.09	15,194,937.82	0.09		0.00	None	0
			23,685,978.82		**23,802,820.98**	**16.95%**		**278**
Sub Total 600: Water & Sewer	**23,678,937.82**	**0.56**	**23,683,906.43**	**0.33**	**18,022.72**	**118,914.55**		**0.75**
610: Solidwaste								
Fidelity Homestead Savings Bank New Orleans 0.6 11		3/28/2014	248,000.00	100.04	248,097.46	0.18%	None	151
31617CAD5	248,000.00	0.60	248,000.00	0.50	8.15	97.46	None	0.41
Wells Fargo Sweep Cash		12/1/2006	119,689.10	100.00	119,689.10	0.09%	None	1
WFSWEEP	119,689.10	0.09	119,689.10	0.09		0.00	None	0

City of Pearland
Portfolio Holdings by Portfolio Name
Report Group: Pearland

Date: 6/30/2016

Description CUSIP	Face Amount / Shares	Settlement Date YTM @ Cost	Cost Value Book Value	Market Price YTM @ Market	Market Value Accrued Interest	% Portfolio Unre. Gain/Loss	Credit Rating Credit Rating	Days To Call/Maturity Duration To Maturity
			367,689.10		**367,786.56**	**0.27%**		**102**
Sub Total 610: Solidwaste	**367,689.10**	**0.43**	**367,689.10**	**0.37**	**8.15**	**97.46**		**0.28**
700: Property Liability Ins								
Wells Fargo Sweep Cash		10/31/2006	-22,521.41	100.00	-22,521.41	-0.02%	None	1
WFSWEEP	-22,521.41	0.09	-22,521.41	0.09		0.00	None	0
			-22,521.41		**-22,521.41**	**-0.02%**		**1**
Sub Total 700: Property Liability Ins	**-22,521.41**	**0.09**	**-22,521.41**	**0.09**		**0.00**		**0**
701: Employee Benefit Fund								
Wells Fargo Sweep Cash		9/1/2007	99,564.55	100.00	99,564.55	0.07%	None	1
WFSWEEP	99,564.55	0.09	99,564.55	0.09		0.00	None	0
			99,564.55		**99,564.55**	**0.07%**		**1**
Sub Total 701: Employee Benefit Fund	**99,564.55**	**0.09**	**99,564.55**	**0.09**		**0.00**		**0**
702: Health Claims Fund								
Wells Fargo Cash		7/21/2010	202,935.77	100.00	202,935.77	0.15%	None	1
WF9871	202,935.77	0.09	202,935.77	0.09		0.00	None	0
Wells Fargo Sweep Cash		9/15/2010	1,760,860.60	100.00	1,760,860.60	1.26%	None	1
WFSWEEP	1,760,860.60	0.09	1,760,860.60	0.09		0.00	None	0
			1,963,796.37		**1,963,796.37**	**1.41%**		**1**
Sub Total 702: Health Claims Fund	**1,963,796.37**	**0.09**	**1,963,796.37**	**0.09**		**0.00**		**0**
			139,890,990.40		**140,306,650.19**	**100.00%**		**201**
TOTAL PORTFOLIO	**139,902,801.19**	**0.39**	**139,898,840.18**	**0.27**	**50,908.32**	**407,810.01**		**0.56**

Prepared by Rick Overgaard

Pledged Collateral Reconciliation Report
June 30, 2016

Bank	Account Number	Account Name		Amount
Wells Fargo	807-1613395	Credit Card Account		-
Wells Fargo	001-3042841	Sweep Account		123,259,126.00
Wells Fargo	7169195455	False Alarm Reduction Program		273,553.28
Wells Fargo	818-4567843	Alvin ISD		9,950,770.17
Wells Fargo	179-0121790	EMS Payments		-
Wells Fargo	280-7409871	Health Claims		202,935.77
		Total of Bank Balances	$	133,686,385.22
		Pledged Collateral for City		153,010,589.52
		FDIC Insurance		250,000.00
			$	153,260,589.52
		Over (Under) Collateralized	**$**	**19,574,204.30**
		Total % Collateralized		**114.6%**

Bank	Account Number	Account Name		Amount
Wells Fargo	100-7284258	Development Authority		980,441.28
		Total of Bank Balances	$	980,441.28
		Pledged Collateral for DAP		833,151.26
		FDIC Insurance		250,000.00
			$	1,083,151.26
		Over (Under) Collateralized	**$**	**102,709.98**
		Total % Collateralized		**110.5%**
		Total % Collateralized		**114.6%**
		Status		**Collateralized**

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF:	September 12, 2016	**ITEM NO.:**	R2016-154
DATE SUBMITTED:	August 16, 2016	**DEPT. OF ORIGIN:**	Human Resources
PREPARED BY:	Michelle Graham	**PRESENTOR:**	Michelle Graham
REVIEWED BY:	Jon R. Branson	**REVIEW DATE:**	August 16, 2016

SUBJECT: Resolution No. R2016-154 A Resolution of the City Council of the City of Pearland, Texas, renewing a contract for Fire Department medical screening services with Memorial-Hermann Medical Group in the estimated amount of $80,000.00 for the period of September 14, 2016 through September 13, 2017.

EXHIBITS: Resolution #R2016-154
Current Memorial Hermann pricing

FUNDING:

	☐**Grant**	☐**Developer/Other**	☐**Cash**
☐**Bonds To Be Sold**	☐**Bonds- Sold**	☐**L/P – Sold**	☐**L/P – To Be Sold**

EXPENDITURE REQUIRED: $80,000 (est.) **AMOUNT BUDGETED:** $80,000
AMOUNT AVAILABLE: $80,000
ACCOUNT NO.: 100-120-100.5420.075 **PROJECT NO.:** N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.:
PROJECT NO.:

To be completed by Department:

Finance	**X Legal**	**Ordinance**	**X Resolution**

EXECUTIVE SUMMARY

BACKGROUND

NFPA medical exams are a critical component to ensuring the wellness and readiness of our firefighters. Contracting with a provider that can provide an exam that focuses specifically on the NFPA standard for firefighters is essential to their safety. This exam details and focuses on health and wellness as it relates to the profession.

In 2015 five proposals were received and reviewed by Mark Campise, Daniel Baum, and Vance Riley. It was determined that two of the vendors did not meet the requirements set forth in the RFP (one previously contracted for service). Site visits were conducted with the remaining three (Kirkwood Medical Associates, Memorial Hermann and Kelsey-Seybold Clinic). Each of the three locations were scored according to their facilities and the process through which an exam would be executed.

After completion of the site visits it was determined that Memorial Hermann and Kelsey-Seybold Clinics were the leading two companies for the award. Memorial Hermann Medical Group pricing was the lower of the two finalist. At the direction of City Council the contract was awarded to Memorial Herman Medical Group.

SCOPE OF CONTRACT

Renewal of an existing contract for NFPA medical examinations for Pearland firefighting personnel as ordered by the City of Pearland Fire Chief or his designee that was originally approved in August of 2015 by City Council.

BID AND AWARD

Bid specifications required firm unit costs for a period of one (1) year, with two (2) additional one (1) year renewal options available upon the mutual agreement of both parties, and the approval of City Council. Specifications allow an awarded contractor, at the time of any renewal, an opportunity to request a price increase percentage not to exceed the rate of increase in the "All Items" category of the Consumer Price Index (CPI), Houston-Galveston-Brazoria region, during the prior 12 month period. Memorial Herman Medical Group has agreed to renew the contract for an additional year at no price increase.

Staff are satisfied with the level of service that Memorial Hermann Medical Group is currently providing and recommends a contract renewal.

SCHEDULE

Memorial Hermann Medical Group will provide medical screenings for Fire Department firefighting personnel for annual screenings as well as new hire screenings on an as-needed basis throughout the year.

CURRENT AND FUTURE FUNDING /FINANCIAL IMPACTS

Funding for these services will come from the General Fund.

RECOMMENDED ACTION

A Resolution of the City Council of the City of Pearland, Texas, renewing a unit price contract for Fire Department Medical Screening Services to Memorial Hermann Medical Group, in the estimated amount of $80,000.00 for the period of September 14, 2016 through September 13, 2017.

RESOLUTION NO. R2016-154

A Resolution of the City Council of the City of Pearland, Texas, renewing a contract for Fire Department medical screening services with Memorial-Hermann Medical Group in the estimated amount of $80,000.00 for the period of September 14, 2016 through September 13, 2017.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS:

Section 1. That competitive bids for Fire Department medical screening services were previously obtained.

Section 2. That the City Council hereby renews a bid with Memorial-Hermann Medical Group, in the amount of $80,000.00.

Section 3. The City Manager or his designee is hereby authorized to execute a contract for Fire Department Medical Screening Services.

PASSED, APPROVED and ADOPTED this the _____ day of _____, A.D., 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

TAB B
Rates and expenses

Basic Exam

EXAMINATIONS/CONSULTATIONS	
Physical Exam	$100.00
TESTING	
Vision test	$20.00
Hearing test	$35.00
Pulmonary function test	$45.00
Resting EKG	$55.00
LABORATORY	
CMP	$20.00
CBC with Auto diff	$17.00
Urinalysis	$15.00
Lipid Panel	$20.00
Chest X-Ray	$55.00
TOTAL PRICE	**$382.00**

Additional Services

Immunizations and Infections Disease Screenings

Total PSA	$30.00
PPD	$17.00
Hep B Titer	$17.00
Hep A Vaccine	$89.00
Hep B Vaccine	$70.00
Twinrix Vaccine	$189.00
Tdap	$28.00
Polio/IPV	$45.00
MMR	$85.00
Varicella	$85.00
Pneumonia	$50.00
Flu	$25.00
Mammogram (Females over the age of 40) (Frequency: Annually)	$225.00
CLINICALLY INDICATED SERVICES	
PCB Urine	$180.00
Fecal Occult Blood Test	$15.00
HIV Antibody Testing	$100.00
TB Quantiferon	$200.00

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9/12/2016	**ITEM NO.:** Ordinance NO. 1530
DATE SUBMITTED: 9/8/2016	**DEPARTMENT OF ORIGIN: Finance**
PREPARED BY: Paulette Englund	**PRESENTOR: Cynthia Pearson**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: **Ordinance 1530 - An Ordinance adopting a tax rate of $0.6812 and levying taxes for the use and support of the Municipal Government of the City of Pearland, Texas, and providing for the interest and sinking fund of the taxable year 2016.**

EXHIBITS: **Ordinance No. 1530**
Powerpoint Presentation

EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED: N/A**
AMOUNT AVAILABLE: N/A **PROJECT NO.: N/A**
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:
☒ **Finance** ☒ **Legal** ☒ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

BACKGROUND

Tax Code Section 26.05 requires a taxing unit to adopt its tax rate before September 30 or by the 60th day after the taxing unit receives the certified appraisal roll, whichever day is later.

The tax rate as proposed for the City of Pearland for tax year 2016, for fiscal year 2017, is $0.6812 per $100 valuation, which is $0.042 or 6.6% greater than the effective tax rate of $0.6392, and $0.0246 or 3.7% greater than the rollback rate of $0.6566. As such, the City of

Pearland was required to hold two public hearings on the tax rate pursuant to truth-in-taxation requirements. The public hearings were held on August 29 and September 6, 2016.

The tax rate, with property valuations, provides the property tax revenues needed for the payment of debt service obligation and for operating costs for departments such as public safety, parks, public works and general government activities.

FINANCIAL INFORMATION

The tax rate is split into two components; operating and debt service. The proposed operating tax rate is $0.2412, an increase of $0.0187 from the current year, and the proposed debt service tax rate is $0.4400, a decrease of $0.0428 from the current year. 64.6% of the tax rate is allocated to debt service and 35.4% percent allocated to operations.

The operating component funds public services such as police, fire, streets, traffic, parks, and general government functions. The debt component funds the annual debt payments, similar to a residential mortgage payment, for capital improvements such as roads, drainage, parks and facilities.

In total, the proposed tax rate of $0.6812 is $0.0241, 3.4% lower than the current tax rate of $0.7053. Based on the 2015 estimated residential taxable value of $187,000 with the $5,000 homestead exemption, if a homeowner has no increase in value, their city tax bill would decrease by $49. If a homeowner's value increases by 8%, the tax bill would increase by $52 for the year, or about 14 cents a day. The 14 cents a day provides for increased public safety with additional police staffing, and an increase in emergency management staff and operations.

POLICY/GOAL CONSIDERATION

Fiscally Responsible – Adoption of the tax rate will provide for payment of debt service and for the program of services for fiscal year 2016-2017.

Property Tax Code: Truth-in-Taxation

The motion to adopt the Ordinance must be made in the following form:

> I move that the property tax rate be increased by the adoption of a tax rate of $0.6812, which is effectively a 6.6% increase in the tax rate.

The vote must be a record vote.

RECOMMENDED ACTION

Consideration and approval of Ordinance 1530 adopting a tax rate of $0.6812 and levying taxes for the use and support of the municipal government of the City of Pearland, Texas, and providing for the interest and sinking fund of the taxable year 2016.

ORDINANCE NO.1530

An Ordinance adopting a tax rate of $0.6812 and levying taxes for the use and support of the Municipal Government of the City of Pearland, Texas, and providing for the interest and sinking fund of the taxable year 2016.

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

Section 1. That there is hereby levied and there shall be collected for the use and support of the Municipal Government of the City of Pearland, Texas, and to provide Interest and Sinking Fund for the Year Two Thousand Thirteen upon all property, real, personal, and mixed within the corporate limits of said City subject to taxation, a tax of $0.6812 on each One Hundred Dollars ($100.00) valuation of property, said tax being so levied and apportioned for the specific purpose herein set forth:

(1) For the maintenance and support of the General Government (General Fund), the sum of $0.2412 on each $100 valuation of property, and

(2) For the Interest and Sinking Fund, the sum of $0.44.

Section 2. All monies collected under this ordinance for the specific items therein named, be and the same are hereby appropriated and set apart for the specific purpose indicated in each item and that the Assessor and Collector of Taxes, the Director of Finance, and the City Manager shall so keep these accounts as to readily and distinctly show the amount collected, the amounts expended, and the amount on hand at any time belonging to such funds. It is hereby made the duty of the Tax Assessor and Collector of Taxes and every person collecting money for the City of Pearland to deliver to the Director of Finance and the City Manager, at the time of depositing of any monies, a statement showing to what fund such deposit should be made, and from what source received. All receipts for the City not specifically apportioned by this ordinance are hereby made payable to the General Fund of the City.

ORDINANCE NO.1530

PASSED and APPROVED ON FIRST READING this the _____ day of _____, A.D., 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

PASSED and APPROVED ON SECOND and FINAL READING this the _____ day of _____, A. D., 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

RESPONSIVE | RESULTS-ORIENTED | TRUST-BUILDERS | ACCOUNTABLE

v * tr = r

CITY OF PEARLAND, TEXAS

FISCAL YEAR
2016-2017
PROPOSED BUDGET
1st READING OF ORDINANCE TO ADOPT TAX RATE

SEPTEMBER 12, 2016

v * tr = r

The Value that Pearland Brings

v * tr = r

The property and sales value (v) of the community multiplied by the tax rate (tr) brings financial resources (r).

City Property Tax Rate

- FY 2015/16
  - **Tax Rate = $0.7053**
- FY 2016/17
  - Effective Tax Rate = $0.6392
  - Rollback Tax Rate = $0.6566
  - **Proposed Tax Rate = $0.6812**

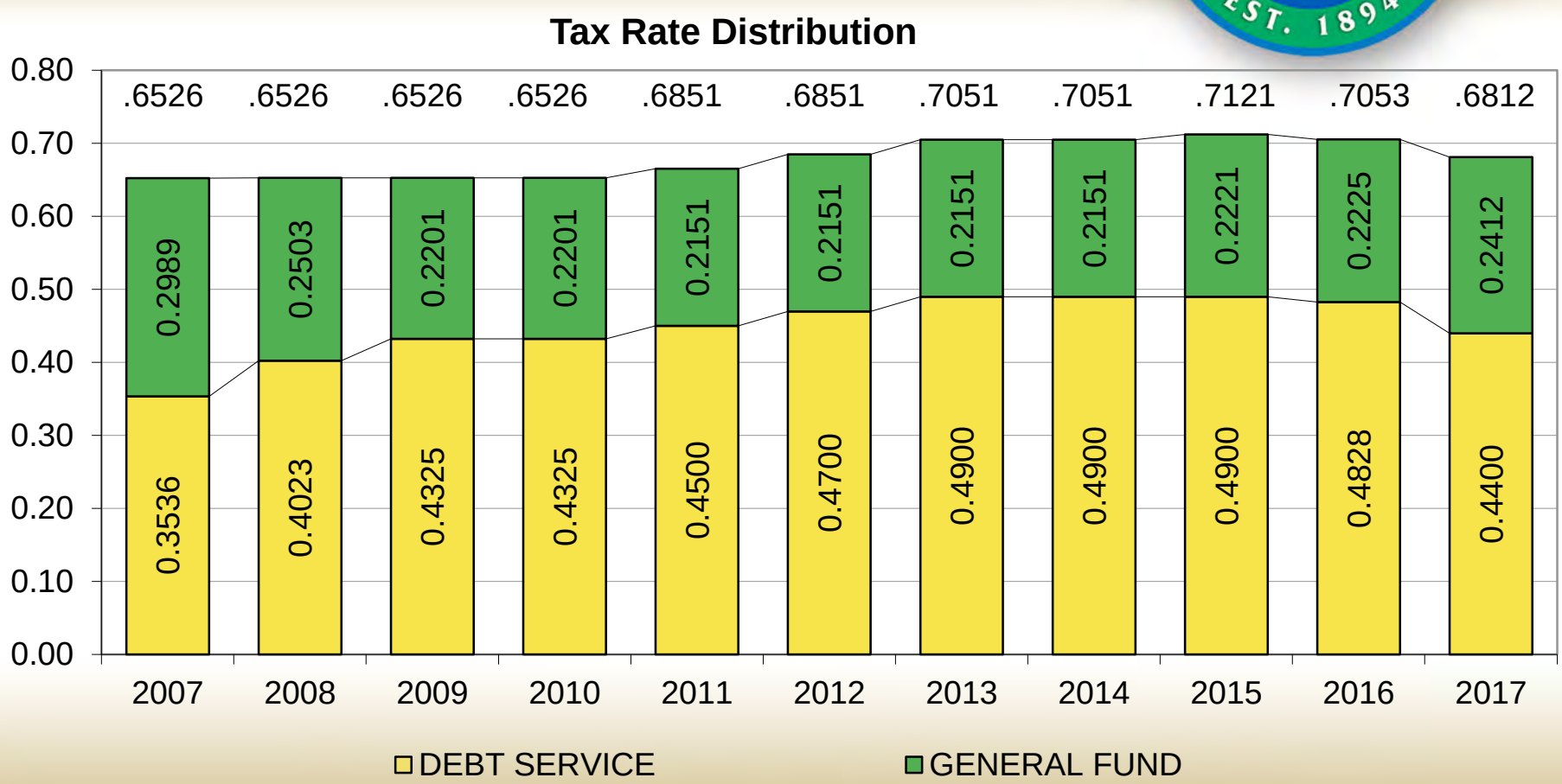
Tax Rate

Tax Rate is Adopted in Two Components

O&M – funds public services such as Public Safety, Parks, Streets, Traffic, Engineering, General Government activities

Debt – tax rate needed to fund annual debt service payments for capital improvements

Historical Tax Rate Allocation FY 2007 – FY 2017



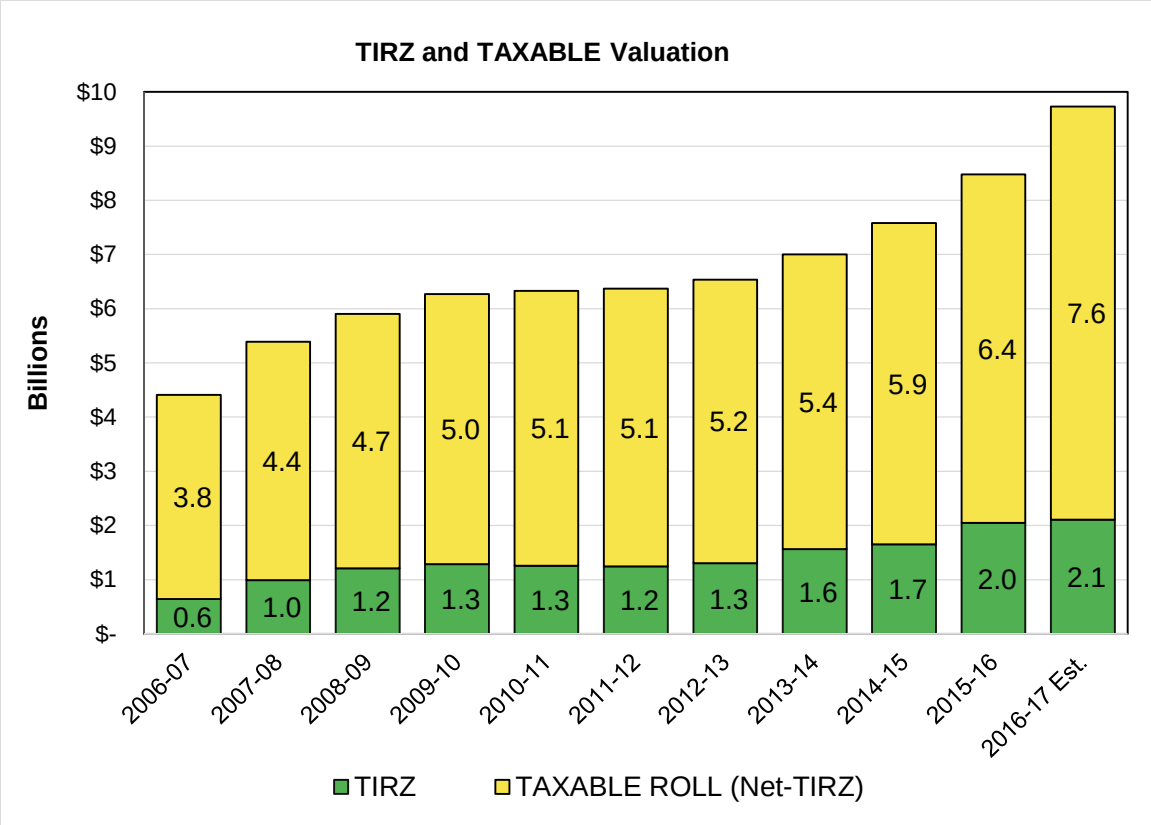
Proposed Property Tax Rate

City Council voted on a Proposed Tax Rate of $0.6812 on August 15th, a reduction of $0.0241 cents from the current tax rate of $0.7053.

	Previous 2015	Current 2016	Proposed 2017
O&M	0.2221	0.2225	0.2412
Debt	0.4900	0.4828	0.4400
Total	0.7121	0.7053	0.6812
% O&M	31.2%	31.5%	35.4%
% Debt	68.8%	68.5%	64.6%
Effective Tax Rate			0.6392
Rollback Rate			0.6566

Taxable Value

Revaluations in a quality community and new growth have brought the taxable roll (excluding the Shadow Creek Ranch TIRZ) to $7.6 billion, an 18.6% jump from the prior year. There is definitely positive momentum.



Residential Tax Bill Comparison Based on Average Residential Value

Based on $187,000 average residential home value (2015 estimate) and accounting for $5,000 homestead exemption.

FY 2016 BILL 0.7053	VALUE CHANGE	2017 Value	FY 2017 BILL **0.6812**	DOLLAR CHANGE `16 to `17	PERCENT CHANGE
$1,289	0.0%	$ 187,000	$1,240	($49)	-3.8%
$1,289	2.0%	$ 190,740	$1,265	($24)	-1.9%
$1,289	4.0%	$ 194,480	$1,291	$2	0.1%
$1,289	6.0%	$ 198,220	$1,316	$27	2.1%
$1,289	8.0%	$ 201,960	$1,342	$52	4.1%
$1,289	10.0%	$ 205,700	$1,367	$78	6.0%

Tax Rate Freeze (over 65)

The City of Pearland approved an amendment to City Ordinance 1229

- Starting tax year 2006, a property tax amount freeze, for the city portion, was effective on the amount of property taxes for those property owners who are disabled or age 65 or older as long as the property remains the residential homestead of that person or that person's spouse who is disabled or age 65 or older.

Tax Rate Freeze (over 65)

- Therefore, City property tax amounts shall **not** increase as long as the property meets this criteria unless the value of the homestead is increased by improvements other than repairs or improvements made to comply with governmental requirements.

- Tax rate for fiscal year 2007, which is for tax year 2006, was $0.6527; $0.2990 for O&M and $0.3537 for DS

Debt Service Fund

Debt Service Fund

	Projected FY 2015/16	Proposed FY 2016/17
Revenues		
Property Tax	$31,045,687	$33,532,286
Miscellaneous	$1,289,081	$888,736
Transfers In	$730,917	$553,766
Bond Proceeds	$29,323,390	$0
Total	$62,389,075	$34,974,788
Expenditures		
MUD Rebates	$5,497,146	$6,687,537
Debt Service	$54,585,454	$26,008,322
Defeasance		$1,500,000
Short Term Notes	$929,640	$1,911,500
Total	$61,012,240	$36,107,359
Revenues Over (Under) Expenditures	$1,376,835	($1,132,571)
Fund Balance - Beginning	$5,033,616	$6,410,451
Fund Balance - Ending	$6,410,451	$5,277,880
Reserve - 10%	$3,085,662	$3,460,736
Over Policy	$3,324,788	$1,817,144

Debt Service Fund

Debt Service Tax Rate Projection Without Proposed May 2019 Bond Election

FY 2015/16	0.4828
FY 2016/17	***0.4400***
FY 2017/18	0.4400
FY 2018/19	0.4400
FY 2019/20	0.4400

Debt Service Tax Rate Projection With Proposed May 2019 Bond Election

FY 2015/16	0.4828
FY 2016/17	***0.4400***
FY 2017/18	0.4400
FY 2018/19	0.4400
FY 2019/20	0.4500

Proposed Property Tax Rate

City Council voted on a Proposed Tax Rate of $0.6812 on August 15th, a reduction of $0.0241 cents from the current tax rate of $0.7053.

	Previous 2015	Current 2016	Proposed 2017
O&M	0.2221	0.2225	0.2412
Debt	0.4900	0.4828	0.4400
Total	0.7121	0.7053	0.6812
% O&M	31.2%	31.5%	35.4%
% Debt	68.8%	68.5%	64.6%
Effective Tax Rate			0.6392
Rollback Rate			0.6566

Tax Rate/Budget Adoption Calendar

August 6th	Budget Discussion #1
August 15th	Budget Discussion #2; Record vote to propose tax rate & schedule Public Hearings; Finance notifies Chief Appraiser with proposed tax rate and dates of Public Hearings and Chief Appraiser advertises the notice. If proposed tax rate is above Rollback rate, City must post notice (provided by Chief Appraiser) on the City's website until tax rate is adopted
August 22nd	Budget Discussion #3
August 29th	Budget Discussion #4; 1st Public Hearing on tax rate; Public Hearing on Budget
Tuesday, September 6th	Budget Discussion #5; 2nd Public Hearing on tax rate
September 12th	1st reading of Ordinance to adopt tax rate; 1st reading of Ordinance to adopt budget and pay plans; 1st reading to adopt fee changes
September 19th	2nd and final reading of Ordinance to adopt tax rate; 2nd and final reading of Ordinance to adopt FY 2016/17 budget and pay plans; 2nd and final reading to adopt fee changes; Resolution to adopt Five-Year CIP

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: 9/12/2016	**ITEM NO.:** Ordinance No. 1529
DATE SUBMITTED: 9/8/2016	**DEPARTMENT OF ORIGIN: Finance**
PREPARED BY: Paulette Englund	**PRESENTOR: Cynthia Pearson**
REVIEWED BY: Jon R. Branson	**REVIEW DATE: September 8, 2016**

SUBJECT: Ordinance 1529 - First Reading of the Appropriation Ordinance Adopting a Budget for the Fiscal Year Beginning October 1, 2016 and Ending September 30, 2017, and Pay Plans for Fiscal Year 2017.

EXHIBITS: Ordinance No. 1529 – pages 3 - 4
Exhibit A: Adopted 2017 Budget - page 5
Exhibit B: FY 17 Pay Plans – pages 6 - 13
Powerpoint Presentation – pages 14 - 54
Background Memos – pages 55- 185

EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED: N/A**
AMOUNT AVAILABLE: N/A **PROJECT NO.: N/A**
ACCOUNT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:
☒ **Finance** ☒ **Legal** ☒ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

BACKGROUND

The City Council has reviewed the fiscal year 2016-2017 budget through a series of budget workshops and held a public hearing on the budget on August 29, 2016. The operating budget for fiscal year 2016-2017 totals $193,362,878 and the capital improvement program (CIP) totals $104,309,330 including transfers. The capital improvement program is year one of the five-year

CIP (2017-2021) and the action tonight will appropriate funds for anticipated 2017 spending. The operating budget is for one year and capital improvements are for project length.

Pursuant to City Charter, Section 8.10, the budget shall be adopted no later than the last regularly scheduled council meeting in September. The second and final reading of the ordinance will be on September 19, 2016.

The proposed pay plans for the 2017 fiscal year for all civil service and all civilian positions are being presented for your consideration and adoption. Public Safety departments have individual pay plans; Police because they are Civil Service; and Fire/EMS because they work a different number of hours per pay period. The pay plans incorporate a 3% increase to the minimums for each pay range.

FINANCIAL INFORMATION

The proposed FY2017 budget was filed with City Council on July 25, 2016. Since that time, there have been several changes to the 2017 budget. These changes are incorporated into the final budget ordinance attached for Council consideration tonight, September 12th, and on September 19th.

The budget, as filed, incorporated a property tax rate of $0.6612 per $100 valuation to fund basic services, based on preliminary taxable values from the County Tax Appraiser's Office. However, final values from the County Tax Appraiser came in with a lower effective tax rate, 0.6392, and lower rollback rate, 0.6566. Council voted on August 15, 2016 to advertise the lower tax rate to $0.6812 per $100 valuation from the current year rate of $0.7053, above the rollback rate. At $0.6812, the operating tax rate is $0.2412, an increase of $0.0187 from the current year, and the debt service tax rate is $0.4400, a decrease of $0.0428.

The General Fund expenditures budgeted for fiscal year 2017 total $76,454,035. The budget for general government totals $12,255,286 and includes funding for the libraries, management, legal, finance and other governmental support services. The budget for Public Safety, which includes Police and Fire totals, $40,300,860 and includes the hiring of an additional 4 full-time Police Officers beginning April 1, 2017, additional funding for Police fleet, and an Emergency Management Coordinator beginning January 1, 2017. The Community Services budget totals $3,577,288 and includes an increase of two positions, an Inspector and an Office Assistant, from part-time to full-time. Public Works budget totals $12,912,065 and includes heavy equipment replacements, pavement markings and striping, and $1.1 million for streets and $628,760 for maintenance of sidewalks. The budget for Parks & Recreation totals $6,205,747, and includes the conversion of a part-time Therapeutic Recreation Specialist to full-time. As proposed for adoption, the General Fund fiscal year 2017 revenues are $74,249,777. Revenues are under expenditures by $2,204,258. This is a planned drawdown of fund balance. Ending balance at 9/30/2017 is estimated to be $12,203,521 which is over the two month reserve policy requirement by $620,735.

The Water and Sewer Fund revenue totals $44,810,025. The 2017 budget includes an anticipated revenue increase of 15.6% and an increase in customer growth of 2.5%. It also includes annual debt service payments of $15.5 million. The fund meets bond coverage and cash reserve requirements.

Expenditures budgeted in the Water and Sewer Funds for FY 2017 total $45,618,762. Enhancements to the Water and Sewer Fund total $963,447, $411,866 recurring and $551,581 non-recurring. Enhancements include funding for customer service representatives, backflow

compliance program, two replacement Kubotas, water reclamation facility building repair, and contracted ground maintenance for enterprise fund facilities just to name a few.

The Capital Project portion of the budget totals $104,309,330 for Parks, Streets, Drainage, Facilities, Water, Sewer and Wastewater, excluding transfers. Projects include but are not limited to: Independence Park Phase I, Delores Fenwick Nature Center, Green Tee Terrace Trail, City Hall Complex renovations, Orange Street Service Center, Fire Station 1, Fiber Backbone, Southeast Quadrant of Old Townsite drainage, Linwood Subdivision street and drainage, Corrigan Ditch Sub-Basin of Mary's Creek drainage improvements, PER for future bond referendum, Old Alvin Road widening, Mykawa Road widening, Max Road expansion, McHard Road extension, Smith Ranch Road extension, SH 288 Northbound Frontage Road, Orange Street reconstruction, FM 521 waterline, McHard Road 16" Water Line Phase II, Hughes Ranch Road West 12" water line, Surface Water Plant Phase I, FM 521 Ground Storage Tank expansion, Water Meter changeout, Reflection Bay water reclamation, McHard Road trunk sewer – Garden to Southdown WWTP, Barry Rose WRF expansion, Mykawa Lift Stations, Green Tee 1 to Riverstone Wastewater diversion, lift station program, transite pipe water line replacement and sanitary sewer rehabilitation.

The City's budget also includes other funds, such as the Insurance Funds, Debt Service Fund, Hotel/Motel Occupancy Tax Fund, CDBG Fund, Grant Fund, Police State Seizure Fund, Parks Development Fund, Parks Donation Fund, Solid Waste Fund, and the Pearland Economic Development Corporation. Expenditures budgeted in all other funds total $71,290,081, of which $36,107,359 is in the Debt Service Fund for payments on bonds sold. The Hotel/Motel Occupancy Tax Fund and Parks Donation Fund include a total of $177,000 total to host family activities for visitors staying during the Super Bowl 2017 week. Revenues from the events are anticipated to exceed the cost of hosting the activities.

The first reading of the tax rate ordinance is also tonight, September 12th, with the second and final reading scheduled for September 19, 2016.

The vote to adopt the budget must be a recorded vote, as the adopted budget must contain a cover page stating the recorded vote of each member of the governing body.

RECOMMENDED ACTION

Consideration and approval of Ordinance No. 1529 adopting a budget for the 2016-2017 fiscal year and adopting the fiscal year 2016-2017 pay plans.

ORDINANCE NO.1529

An appropriation ordinance adopting a budget for the fiscal year beginning October 1, 2016, and ending September 30, 2017, and pay plans for fiscal year 2017.

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

Section 1. That the City Manager's proposed 2016-2017 Budget, attached hereto as Exhibit "A", be adopted in compliance with provisions of Article 8 of the Home Rule Charter of the City of Pearland, Texas which sets forth certain specific requirements as to the City of Pearland,

Section 2. That City Council hereby appropriates certain sums, more specifically identified on Exhibit "A" attached hereto, for the proposed fiscal year 2016-2017 Budget.

Section 3. That the City Council hereby confers upon the City Manager general authority to contract for expenditures without further approval of the Council for all budgeted items the cost of which do not exceed the constitutional and statutory requirements for competitive bidding.

Section 4. That the City Council deems the Pay Plans (Exhibit "B") and Organizational Plan contained in the 2016-2017 Budget to be in the best interest of the City and is hereby adopted.

Section 5. That this ordinance shall become effective from and after its passage on second and final reading.

PASSED and APPROVED ON FIRST READING this the _____ day of _____, A. D., 2016.

_____
TOM REID
MAYOR

ORDINANCE NO.1529

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

PASSED and APPROVED ON SECOND and FINAL READING this the _____ day of _____, A. D., 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

EXHIBIT A

City of Pearland
Fiscal Year 2016-2017 Proposed Budget

Fund	Fund Description		REVENUES 2017 Proposed		EXPENDITURES 2017 Proposed
OPERATIONS-					
100	General	$	74,249,777	$	76,454,035
900	P.E.D.C.	$	10,832,926	$	15,903,568
200	Debt Service-General	$	34,974,788	$	36,107,359
	Special Revenue Funds				
310	Municipal Court Security	$	53,050	$	62,031
315	Citywide Donation	$	21,900		
320	Court Technology	$	60,010	$	73,579
365	Court Juvenile Management	$	85,100	$	63,301
360	Traffic Impact Improvement	$	2,500		
305	Hotel/Motel	$	1,551,500	$	1,114,780
330	Parks Donations	$	121,100	$	157,500
340	Park & Recreation Development	$	53,000	$	418,250
331	Tree Trust	$	10	$	6,000
345	Sidewalk	$	5,000		
335	Police State Seizure	$	250	$	35,100
336	Federal Police	$	65		
350	Grant	$	196,955	$	196,926
351	Community Development	$	325,431	$	325,431
376	University of Houston Capital Renewal Fund			$	302,171
370	Municipal Channel	$	307,800	$	502,675
	Internal Service Fund				
700	Property/Liability Insurance	$	1,470,812	$	1,370,267
702	Medical Self-Insurance	$	7,461,188	$	7,505,354
	Proprietary Funds				
600	Water and Sewer	$	44,810,025	$	45,618,762
610	Solid Waste	$	7,150,864	$	7,145,789
	SUB TOTAL - OPERATIONS	**$**	**183,734,051**	**$**	**193,362,878**
CAPITAL IMPROVEMENT PROGRAM (CIP)-					
	Water/Sewer Capital Projects Funds				
550	Utility Impact Fee	$	22,701,410	$	42,161,199
555	Shadow Creek Impact Fee	$	860,000	$	700,000
565	1999 W & S Revenue Bonds	$	13,578,620	$	13,648,754
570	Water/Sewer Pay As You Go	$	552,500	$	605,459
575	MUD 4 Capital Program	$	150		
	Capital Projects Funds				
500	Capital Projects	$	102,500	$	261,279
501	Capital Projects-CO 2001	$	7,071,058	$	13,059,703
503	Capital Projects-CO 2006			$	481,331
506	Capital Projects-GO Series 2009	$	32,989,782	$	33,391,605
	SUB TOTAL - CIP	**$**	**77,856,020**	**$**	**104,309,330**
	GRAND TOTAL:	**$**	**261,590,071**	**$**	**297,672,208**

Exhibit B

City of Pearland
FY 2017 Pay Plan

Position Title	Salary Range	Minimum Annual	Minimum Hourly	Midpoint Annual	Midpoint Hourly	Maximum Annual	Maximum Hourly
City Manager, City Attorney and Municipal Court Judge	Determined by City Council						
Assistant City Manager, Deputy City Manager, and Department Heads	Determined by City Manager						
Deputy City Attorney	72	$89,667	$43.1092	$112,084	$53.8865	$134,501	$64.6638
Assistant Police Chief	71	$87,480	$42.0577	$109,350	$52.5722	$131,220	$63.0866
	70	$85,346	$41.0319	$106,683	$51.2899	$128,020	$61.5479
	69	$83,265	$40.0312	$104,081	$50.0389	$124,897	$60.0467
Vice President - EDC	68	$81,234	$39.0548	$101,542	$48.8185	$121,851	$58.5822
	67	$79,253	$38.1022	$99,066	$47.6278	$118,879	$57.1533
Assistant City Attorney	66	$77,320	$37.1729	$96,650	$46.4661	$115,979	$55.7594
City Secretary	65	$75,434	$36.2662	$94,292	$45.3328	$113,151	$54.3994
Assistant Fire Chief	65						
Assistant Director of Engineering	65						
Assistant Director, Finance	64	$73,594	$35.3817	$91,992	$44.2271	$110,391	$53.0726
Capital Projects, Assistant Director	64						
City Planner	64						
Assistant City Engineer	63	$71,799	$34.5187	$89,749	$43.1484	$107,698	$51.7781
Assistant Director, Public Works	63						
	62	$70,048	$33.6768	$87,560	$42.0960	$105,072	$50.5152
Assistant Director, Parks & Recreation	61	$68,339	$32.8554	$85,424	$41.0693	$102,509	$49.2831
Budget Officer	60	$66,672	$32.0541	$83,341	$40.0676	$100,009	$48.0811
Building Official	60						
Director, Marketing (EDC)	60						
Manager, Information Technology	60						
Manager, Facilities	60						
Fire Marshal	60						
Emergency Management Coordinator	60						
Purchasing Officer	60						
	59	$65,046	$31.2723	$81,308	$39.0903	$97,569	$46.9084
Associate City Attorney	58	$63,460	$30.5095	$79,325	$38.1369	$95,190	$45.7643
Planner, Senior	58						
Manager, Project	57	$61,912	$29.7654	$77,390	$37.2067	$92,868	$44.6481
Municipal Court Prosecutor	57						

Calculation error on pay range 19 and above. Updated 9/8/16.

Exhibit B

City of Pearland
FY 2017 Pay Plan

Position Title	Salary Range	Minimum Annual	Minimum Hourly	Midpoint Annual	Midpoint Hourly	Maximum Annual	Maximum Hourly
Accounting Supervisor	56	$60,402	$29.0394	$75,502	$36.2993	$90,603	$43.5591
Financial Analyst	56						
Manager, Animal Control	56						
Manager, GIS	55	$58,929	$28.3311	$73,661	$35.4139	$88,393	$42.4967
System Administrator	55						
Municipal Court Administrator	55						
Manager, Sales and Event (CVB)	55						
Manager, Water Billing & Collection	55						
HR Manager	55						
Risk Manager	55						
Superintendent	54	$57,491	$27.6401	$71,864	$34.5502	$86,237	$41.4602
Senior Budget Analyst	54						
Manager, Acquisition	53	$56,089	$26.9660	$70,112	$33.7075	$84,134	$40.4490
Planner, Associate	52	$54,721	$26.3083	$68,402	$32.8853	$82,082	$39.4624
Budget Analyst	52						
Senior Accountant	52						
GIS Specialist	52						
Management Assistant	52						
Crime Analyst	52						
Grants Coordinator	52						
HR Business Partner	52						
Manager, Traffic	52						
Development Coordinator	52						
Manager, Sales and Event (CVB)	51	$53,387	$25.6666	$66,733	$32.0833	$80,080	$38.4999
Deputy Fire Marshal	50	$52,084	$25.0406	$65,106	$31.3007	$78,127	$37.5609
Jail Division Supervisor	50						
Police Support Services Supervisor	50						
Staff Accountant	50						
Construction Inspector, Chief	49	$50,814	$24.4298	$63,518	$30.5373	$76,221	$36.6448
Associate Engineer	49						
Emergency Management Planner	48	$49,575	$23.8340	$61,968	$29.7925	$74,362	$35.7510
Fire Inspector/Investigator	48						
Health & Environmental Services Supervisor	48						
Safety & Risk Coordinator	48						
Manager, Resource Development	48						
Planner	48						
Manager, Marketing (CVB)	48						
Deputy City Secretary	47	$48,366	$23.2527	$60,457	$29.0659	$72,548	$34.8790
Executive Assistant	47						

Calculation error on pay range 19 and above. Updated 9/8/16.

Exhibit B

City of Pearland
FY 2017 Pay Plan

Position Title	Salary Range	Minimum Annual	Minimum Hourly	Midpoint Annual	Midpoint Hourly	Maximum Annual	Maximum Hourly
Assistant Manager	46	$47,186	$22.6855	$58,982	$28.3569	$70,779	$34.0283
Recruitment Coordinator	46						
Training & Development Coordinator	46						
Plans Examiner	46						
Building Inspector	45	$46,035	$22.1322	$57,544	$27.6653	$69,053	$33.1984
Police Telecommunications Coordinator	45						
Humane Officer, Senior	45						
Aquatics Supervisor	44	$44,912	$21.5924	$56,140	$26.9905	$67,368	$32.3886
Recreation Program Coordinator	44						
Senior Center Supervisor	44						
Special Events Coordinator	44						
Communications Specialist	44						
Building Maintenance Supervisor	44						
Park Supervisor	44						
Construction Inspector	44						
Engineering Technician	44						
Maintenance Supervisor	44						
Treatment Plant Supervisor	44						
Pre-Treatment Coordinator	44						
Backflow Compliance Manager	44						
Crime Victim Liaison	44						
Multimedia Specialist	44						
Addressing Coordinator	44						
IT Support Specialist	43	$43,817	$21.0658	$54,771	$26.3322	$65,725	$31.5987
Project Coordinator	43						
Vol Fire Recruit/Retention Coordinator	43						
Buyer	42	$42,748	$20.5520	$53,435	$25.6900	$64,122	$30.8280
Payroll Specialist	42						
Chief Mechanic	42						
Therapeutic Recreation Specialist	42						
Public Works Infrastructure Liaison	41	$41,705	$20.0507	$52,132	$25.0634	$62,558	$30.0761
Telecommunications Operator, Lead	41						
Lead Jailer	41						
Urban Forester	41						
Accounts Payable Supervisor	40	$40,688	$19.5617	$50,860	$24.4521	$61,032	$29.3425
Community Outreach Coordinator	40						
Legal Secretary	40						
Office Supervisor	40						
Customer Service Supervisor	40						
Volunteer Coordinator	40						
Facility Supervisor	40						
Electrician	39	$39,696	$19.0846	$49,620	$23.8557	$59,544	$28.6268
Telecommunications Operator, Intermediate	39						

Calculation error on pay range 19 and above. Updated 9/8/16.

Exhibit B

City of Pearland
FY 2017 Pay Plan

Position Title	Salary Range	Minimum Annual	Minimum Hourly	Midpoint Annual	Midpoint Hourly	Maximum Annual	Maximum Hourly
GIS Technician	38	$38,728	$18.6191	$48,410	$23.2739	$58,092	$27.9286
Planning Technician	38						
Maintenance Crew Leader	38						
Utility Maintenance Technician, Senior	38						
Treatment Plant Operator II	38						
Program Specialist	38						
Recreation Program Coordinator, Assistant	38						
Recreation Specialist	38						
HR Assistant	38						
Utility Field Service Technician, Lead	38						
Videographer / Editor	38						
Code Enforcement / Health Officer	37	$37,783	$18.1650	$47,229	$22.7062	$56,675	$27.2474
Crime Victim Specialist	37						
Humane Officer	37						
Animal Shelter Supervisor	37						
Jailer	37						
Telecommunications Operator, Basic	37						
Administrative Assistant	36	$36,862	$17.7219	$46,077	$22.1524	$55,292	$26.5829
Chief Court Clerk	36						
Juvenile Case Manager	36						
Building Maintenance Technician	36						
Traffic Signal Technician	36						
Park Maintenance Crew Leader	35	$35,963	$17.2897	$44,953	$21.6121	$53,944	$25.9345
Police Cadet	35						
Treatment Plant Operator I	34	$35,085	$16.8680	$43,857	$21.0850	$52,628	$25.3020
Utility Maintenance Technician	34						
CCTV Technician	34						
Pre-Treatment Technician	34						
Property Room Technician	33	$34,230	$16.4566	$42,787	$20.5707	$51,344	$24.6848
Quartermaster	33						
Custodial Crew Leader	32	$33,395	$16.0552	$41,743	$20.0690	$50,092	$24.0828
Mechanic	32						
Records and Information Coordinator	32						
Traffic Signal Technician, Trainee	32						
	31	$32,580	$15.6636	$40,725	$19.5795	$48,870	$23.4954
Accounts Payable Clerk	30	$31,786	$15.2815	$39,732	$19.1019	$47,678	$22.9223
GIS/GPS Technician	30						
Heavy Equipment Operator	30						
Water & Sewer Equipment Operator	30						
Plans Expediter	30						
Police Records Clerk, Lead	30						
Utility Billing Specialist	30						

Calculation error on pay range 19 and above. Updated 9/8/16.

Exhibit B

City of Pearland
FY 2017 Pay Plan

Position Title	Salary Range	Minimum Annual	Minimum Hourly	Midpoint Annual	Midpoint Hourly	Maximum Annual	Maximum Hourly
Deputy Court Clerk, Senior	29	$31,010	$14.9088	$38,763	$18.6360	$46,516	$22.3632
ROW Inspector	29						
Humane Officer, Trainee	29						
Animal Shelter Attendant	29						
Office Assistant, Senior	28	$30,254	$14.5452	$37,818	$18.1815	$45,381	$21.8178
Court Bailiff	27	$29,516	$14.1904	$36,895	$17.7380	$44,274	$21.2857
Utility Field Service Technician	27						
Equipment Operator	26	$28,796	$13.8443	$35,995	$17.3054	$43,194	$20.7665
Fleet Services Assistant	26						
Facility Attendant	26						
Records and Information Coordinator, Ass't	26						
Senior Center Shuttle Bus Driver	26						
Utility Maintenance Worker	26						
Deputy Court Clerk	25	$28,094	$13.5067	$35,117	$16.8833	$42,141	$20.2600
Customer Service Representative	24	$27,409	$13.1772	$34,261	$16.4715	$41,113	$19.7658
Permit Clerk	24						
Police Records Clerk	24						
Sign Technician	24						
	23	$26,740	$12.8558	$33,425	$16.0698	$40,110	$19.2838
Building Maintenance Worker	22	$26,088	$12.5423	$32,610	$15.6778	$39,132	$18.8134
Office Assistant	22						
Park Maintenance Worker	22						
Receptionist	22						
	21	$25,452	$12.2364	$31,815	$15.2955	$38,177	$18.3546
	20	$24,831	$11.9379	$31,039	$14.9224	$37,246	$17.9069
Custodian	19	$24,225	$11.6468	$30,282	$14.5584	$36,338	$17.4701
	18	$23,634	$11.3627	$29,543	$14.2034	$35,452	$17.0440
	17	$23,058	$11.0855	$28,822	$13.8569	$34,587	$16.6283
	16	$22,496	$10.8152	$28,119	$13.5190	$33,743	$16.2227
Water Safety Instructor	15	$21,947	$10.5514	$27,434	$13.1892	$32,920	$15.8271
Camp Coordinator	15						
	14	$21,412	$10.2940	$26,764	$12.8675	$32,117	$15.4410
	13	$20,889	$10.0430	$26,112	$12.5537	$31,334	$15.0644
	12	$20,380	$9.7980	$25,475	$12.2475	$30,570	$14.6970

Calculation error on pay range 19 and above. Updated 9/8/16.

City of Pearland
FY 2017 Pay Plan

Position Title	Salary Range	Minimum Annual	Minimum Hourly	Midpoint Annual	Midpoint Hourly	Maximum Annual	Maximum Hourly
Head Lifeguard	11	$19,883	$9.5590	$24,853	$11.9488	$29,824	$14.3385
Recycling Center Attendant	10	$19,398	$9.3259	$24,247	$11.6574	$29,097	$13.9888
Lifeguard W/WSI	9	$18,925	$9.0984	$23,656	$11.3730	$28,387	$13.6476
	8	$18,463	$8.8765	$23,079	$11.0956	$27,695	$13.3148
Ballfield Attendant	7	$18,013	$8.6600	$22,516	$10.8250	$27,019	$12.9900
Fitness Attendant	7						
Lifeguard	7						
Camp Counselor	7						
Recreation Attendant	7						
	6	$17,573	$8.4488	$21,967	$10.5610	$27,459	$13.2012
	5	$17,145	$8.2427	$21,431	$10.3034	$26,789	$12.8793
	4	$16,727	$8.0417	$20,908	$10.0521	$26,135	$12.5651
	3	$16,319	$7.8455	$20,398	$9.8069	$25,498	$12.2587
	2	$15,921	$7.6542	$19,901	$9.5677	$24,876	$11.9597
	1	$15,532	$7.4675	$19,416	$9.3344	$24,269	$11.6680

Calculation error on pay range 19 and above. Updated 9/8/16.

CITY OF PEARLAND
FIRE PAY PLAN
FY 2017

Fire Certified Personnel (48/96)

Salary Range	Job Title	Rank	MINIMUM 2756 annual hours		MIDPOINT 2756 annual hours		MAXIMUM 2756 annual hours	
			Annual	Hourly	Annual	Hourly	Annual	Hourly
F-1	Firefighter	Firefighter	$47,277	$17.1542	$59,096	$21.4428	$70,916	$25.7313
F-2	Driver/Operator Field Training Officer	Driver/Operator 2nd Lieutenant	$52,185	$18.9351	$65,231	$23.6688	$78,278	$28.4026
F-3	Lieutenant	Lieutenant	$57,603	$20.9009	$72,004	$26.1262	$86,405	$31.3514
F-4	Captain	Captain	$65,137	$23.6346	$81,421	$29.5433	$97,706	$35.4519
F-5	Battalion Chief	Battalion Chief	$73,542	$26.6843	$91,928	$33.3554	$110,313	$40.0265

Hourly rate or regular rate of pay based on 2756 Regular Hours (although scheduled for 2920 in total.)

Non-Fire Certified Personnel (48/96)

Salary Range	Job Title	Rank	MINIMUM 2080 annual hours		MIDPOINT 2080 annual hours		MAXIMUM 2080 annual hours	
			Annual	Hourly	Annual	Hourly	Annual	Hourly
E-5	Paramedic	Paramedic	$32,079	$15.4226	$40,099	$19.2782	$48,119	$23.1339

Hourly rate or regular rate of pay based on 2080 Regular Hours (although scheduled for 2920 in total.)

Note: As the last employee in each "E" salary range is assigned to fire fighting duties or leaves the City the range will no longer exist.

Uniformed Administrative Personnel (40 hour work week)

Salary Range	Job Title	Rank	MINIMUM 2080 annual hours		MIDPOINT 2080 annual hours		MAXIMUM 2080 annual hours	
			Annual	Hourly	Annual	Hourly	Annual	Hourly
F-6	Clinical Manager Training Captain	Captain	$65,137	$31.3159	$81,421	$39.1448	$97,706	$46.9738
F-7	Logistics Battalion Chief	Battalion Chief	$73,542	$35.3567	$91,928	$44.1959	$110,313	$53.0351

Hourly rate or regular rate of pay based on 2080 Regular Hours.

Paid Volunteer Fire Fighter (PVFF)

Salary Range	Job Title	Rank	MINIMUM 432 annual hours		MIDPOINT		MAXIMUM annual hours	
			Annual	Hourly	Annual	Hourly	Annual	Hourly
VF-1	Firefighter	Firefighter		$7.2500			$9,525.00	
VF-2	Driver/Operator	Driver/Operator		$8.0026			$9,525.00	
VF-3	Lieutenant	Lieutenant		$8.8333			$9,525.00	
VF-4	Captain	Captain		$9.9888			$9,525.00	
VF-5	Battalion Chief	Battalion Chief		$11.2776			$9,525.00	

Maximum annual salary will not exceed the hourly rate times 999 hours or the Maximum annual amount shown, whichever comes first.

CITY OF PEARLAND

CIVIL SERVICE PAY PLAN
FY 2017

	0	1	2	3	4	5	6	7	8	9	10	11
Police	$25.9085	$26.6858	$27.4863	$28.3109	$29.1603	$30.0351	$30.9361	$31.8642	$32.8201	$33.8047	$34.8189	$35.8634
Officer	$4,490.81	$4,625.53	$4,764.30	$4,907.23	$5,054.45	$5,206.08	$5,362.26	$5,523.13	$5,688.82	$5,859.49	$6,035.27	$6,216.33
137*	$53,889.71	$55,506.40	$57,171.59	$58,886.74	$60,653.34	$62,472.94	$64,347.13	$66,277.55	$68,265.87	$70,313.85	$72,423.26	$74,595.96

	1st year	2nd year	3rd year	4th year	5th year	6th year
	$36.9393	$38.0475	$39.1890	$40.3646	$41.5756	$42.8228
Sergeant	$6,402.82	$6,594.90	$6,792.75	$6,996.53	$7,206.43	$7,422.62
19*	$76,833.84	$79,138.86	$81,513.02	$83,958.41	$86,477.16	$89,071.48

	1st year	2nd year	3rd year	4th year
	$44.1075	$45.4307	$46.7937	$48.1975
Lieutenant	$7,645.30	$7,874.66	$8,110.90	$8,354.23
6*	$91,743.62	$94,495.93	$97,330.81	$100,250.73

	1st year	2nd year	3rd year
	$49.6434	$51.1327	$52.6667
Captain	$8,604.85	$8,863.00	$9,128.89
3*	$103,258.26	$106,356.00	$109,546.68

*indicates number of authorized position in each classification.

Monthly longevity pay is received by the Classified Employees of the City of Pearland in accordance with the Local Government Code, Chapter 141.032.

When Classified Employee is eligible, shift differential pay is $86.00 bi-weekly.

Those Police Officers and Sergeants assigned to the Criminal Investigation Divison as Detective, such assignments at the discretion of the Chief, will receive $100.00/bi-weekly assignment pay for the duration of the assignment.

All overtime for any classification shall be paid in accordance with applicable State and Federal law.

RESPONSIVE | RESULTS-ORIENTED | TRUST-BUILDERS | ACCOUNTABLE

v * tr = r

CITY OF PEARLAND, TEXAS

FISCAL YEAR 2016-2017

1st Reading

BUDGET ORDINANCE & PAY PLANS FOR ADOPTION

September 12, 2016

v * tr = r

The Value that Pearland Brings

v * tr = r

The property and sales value (v) of the community multiplied by the tax rate (tr) brings financial resources (r).

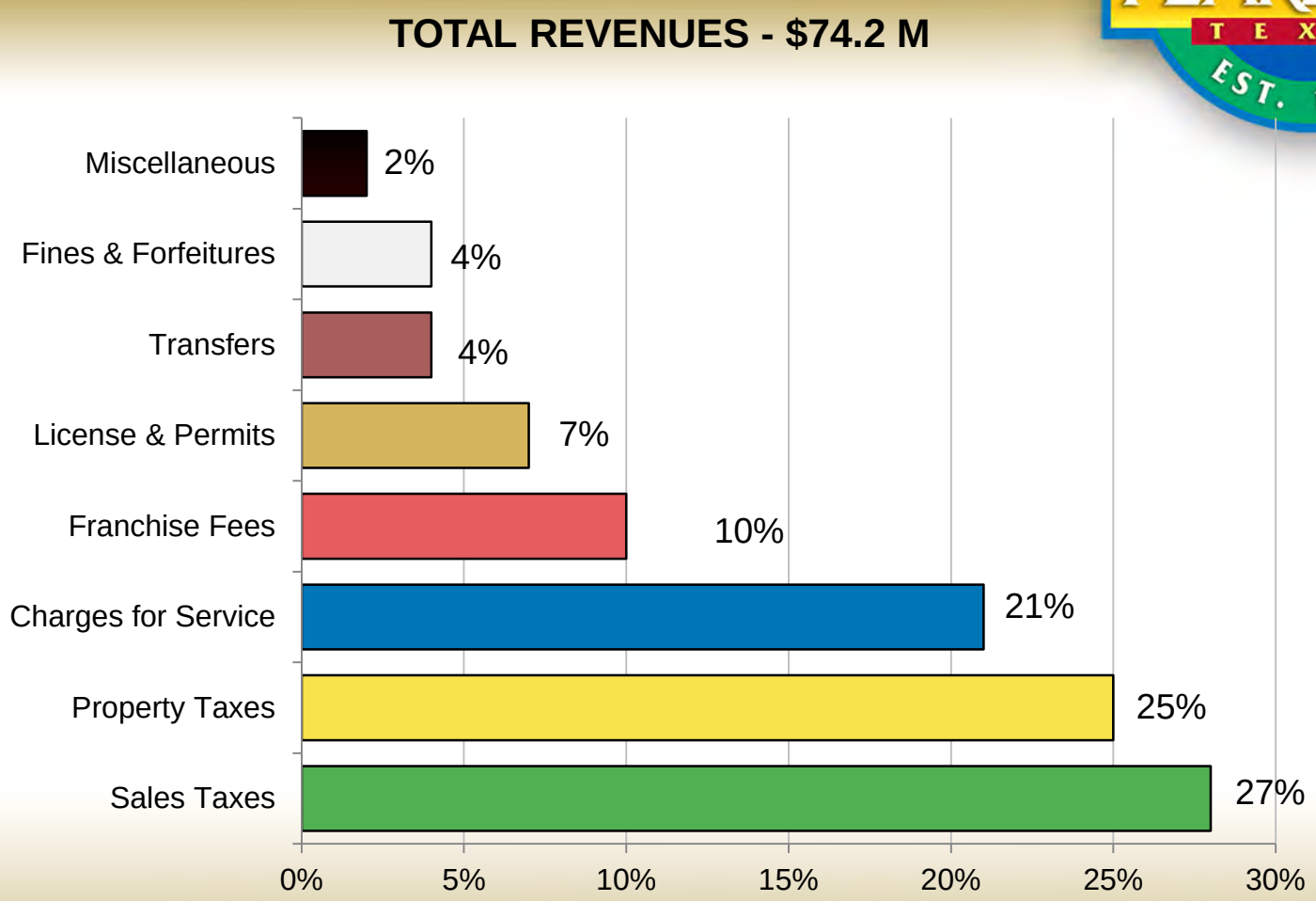
General Fund

Big Picture – General Fund

1. Operating Deficit
2. Fund balance just above minimum.
3. Significant increases from FY 2015/16 for services still being absorbed

General Fund Overview (dollars in millions)	FY 2014/15 Actual	FY 2015/16 Amended Budget	FY 2016/17 w/ Two cents Additional to O&M
Beginning Fund Balance	$19.50	$21.40	$14.40
Revenue	$65.90	$71.30	$74.30
Expenditures (including transfers)	$64.00	$78.20	$76.50
Operating Net	$1.90	($6.90)	($2.20)
Ending Fund Balance	$21.40	$14.40	$12.20
Targeted minimum fund balance (2 months of recurring operating expenditures		$11.20	$11.60
Totals may not add due to rounding.			
Amended FY 2015/16 Budget **through** July 2016 amendments.			
Two cents additional to O&M shown in green reflects $1.6 million additional revenue from property tax and spending $1.3 million; targeted fund balance of 15.1% estimated on new expenditure total.			

General Fund Revenues FY 17



*Including TIRZ admin fee

Where the Money Goes

General Gov't, 6 cents

Parks, 3 cents

Debt Service, 65 cents

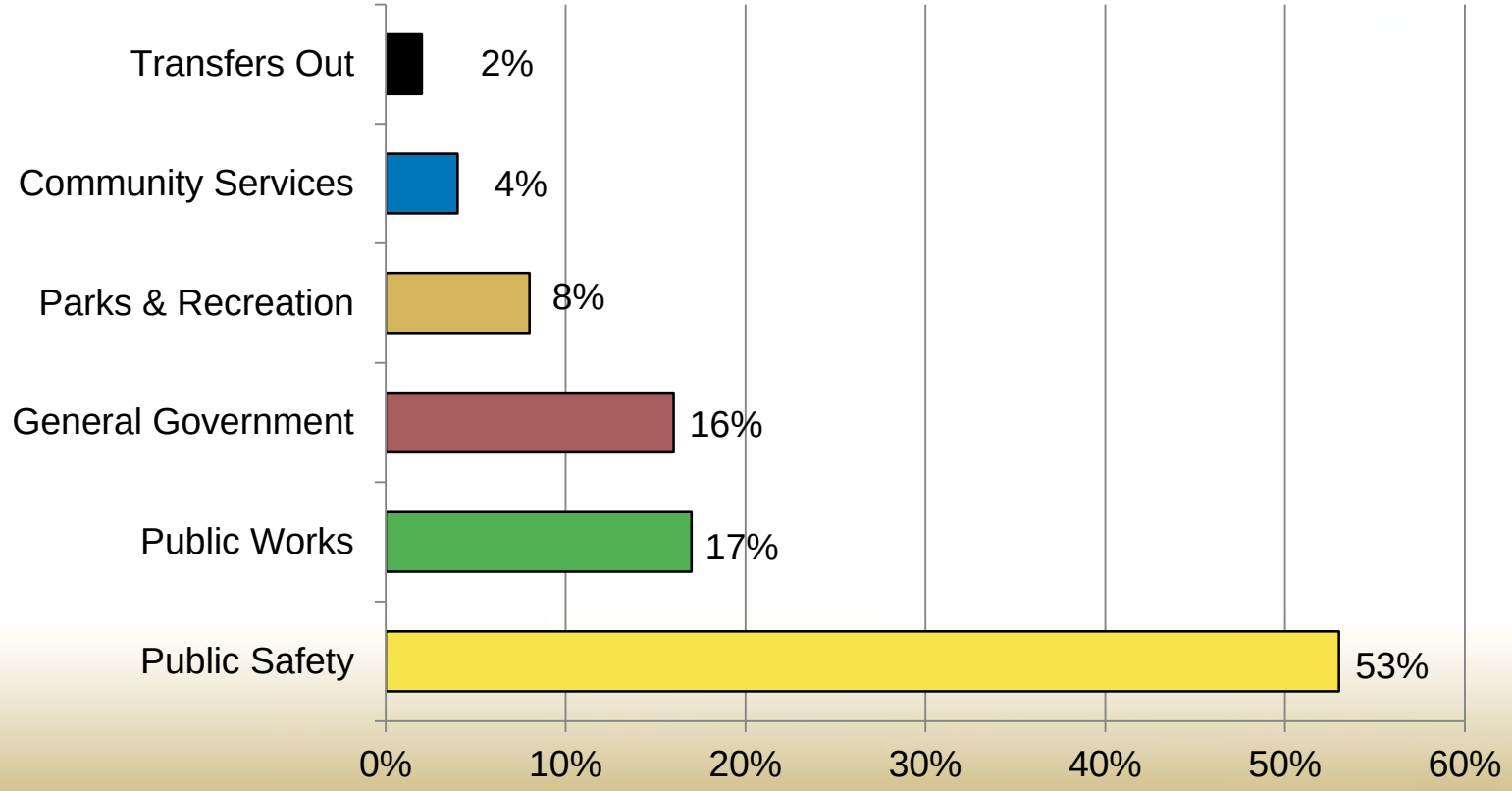
Public Safety, 18 cents

Community Service, 2 cents

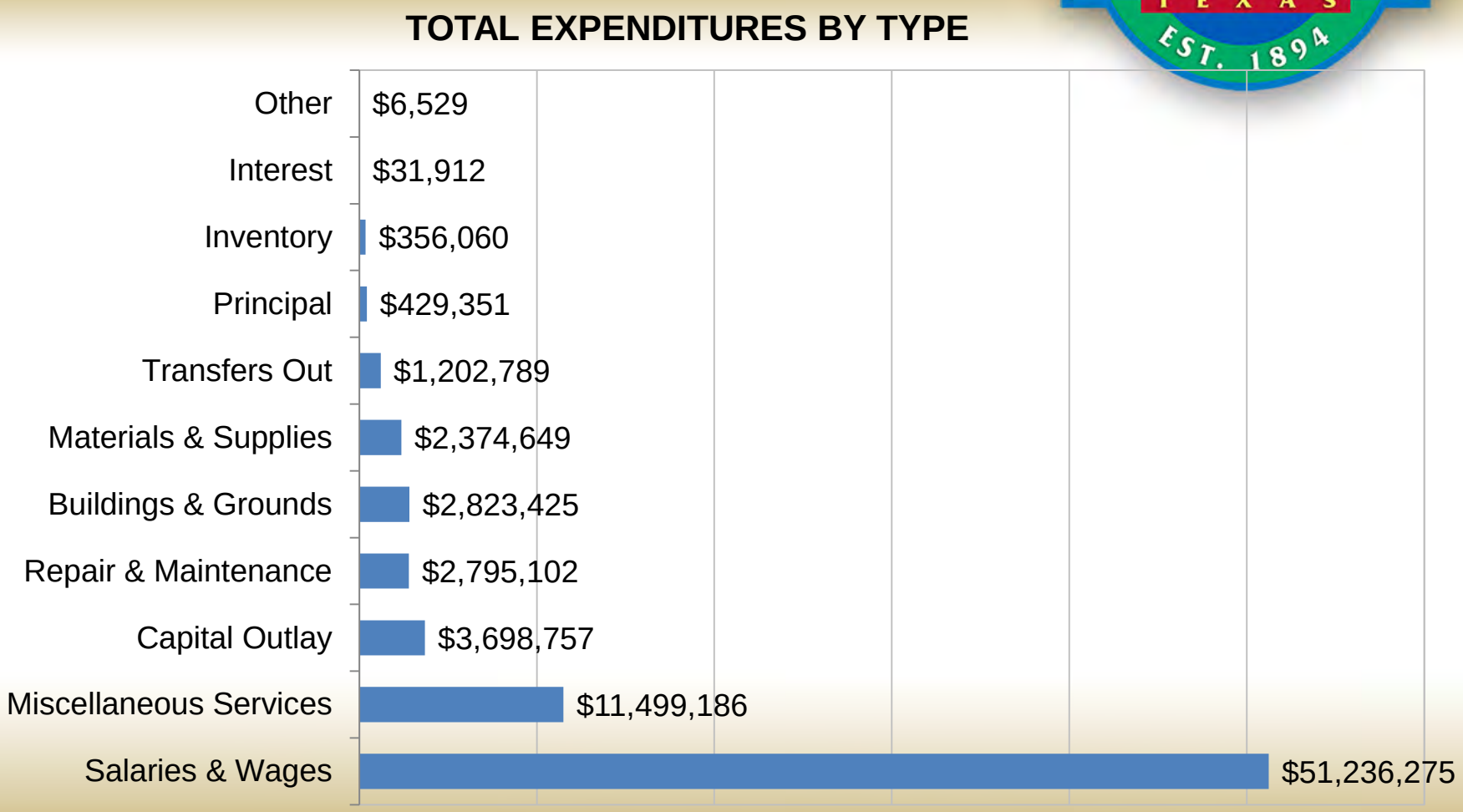
Public Works, 6 cents

General Fund Expenditures FY 17

TOTAL EXPENDITURES - $76.4M
BY FUNCTION/DEPARTMENT



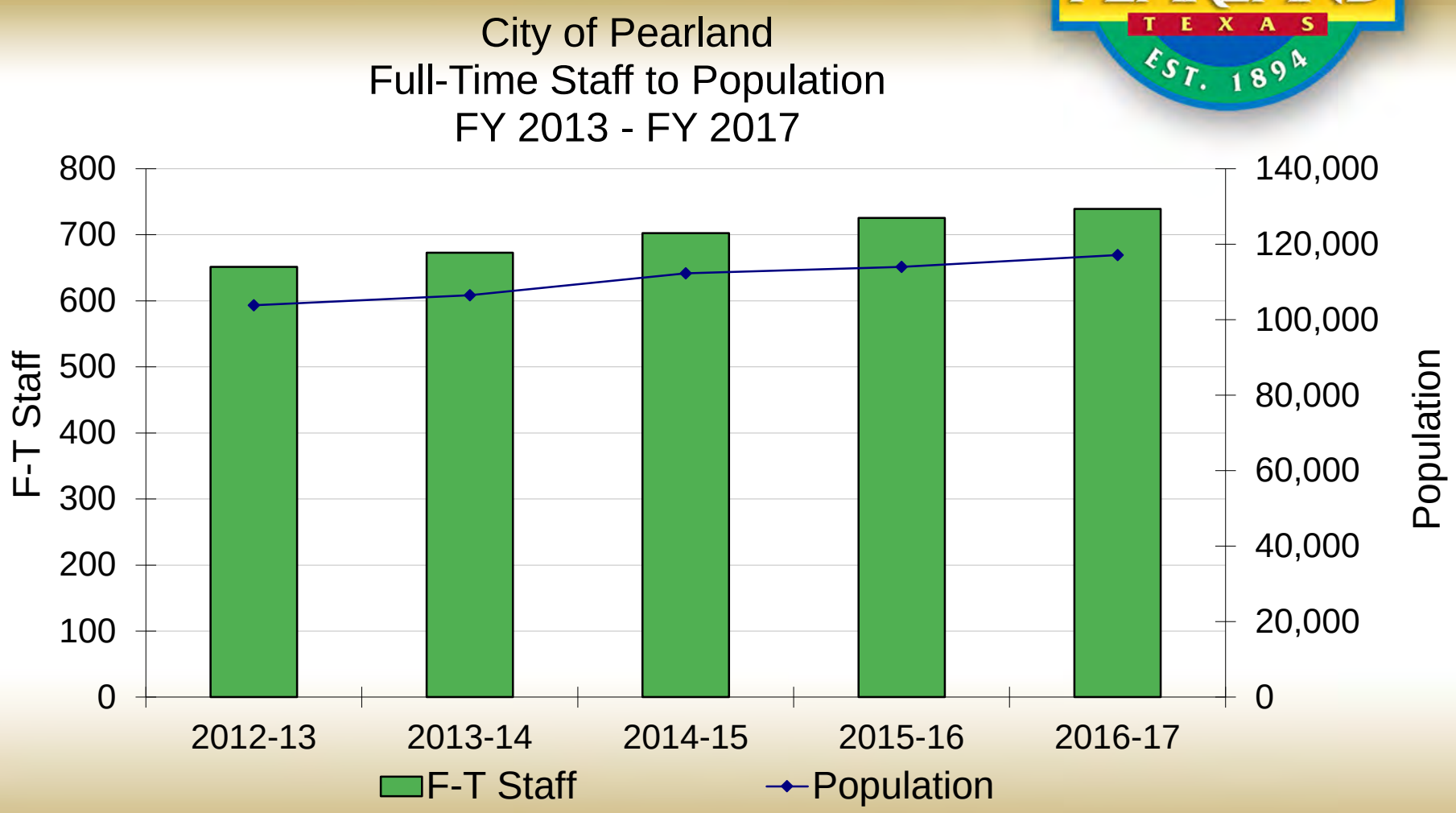
General Fund Expenditures FY 17



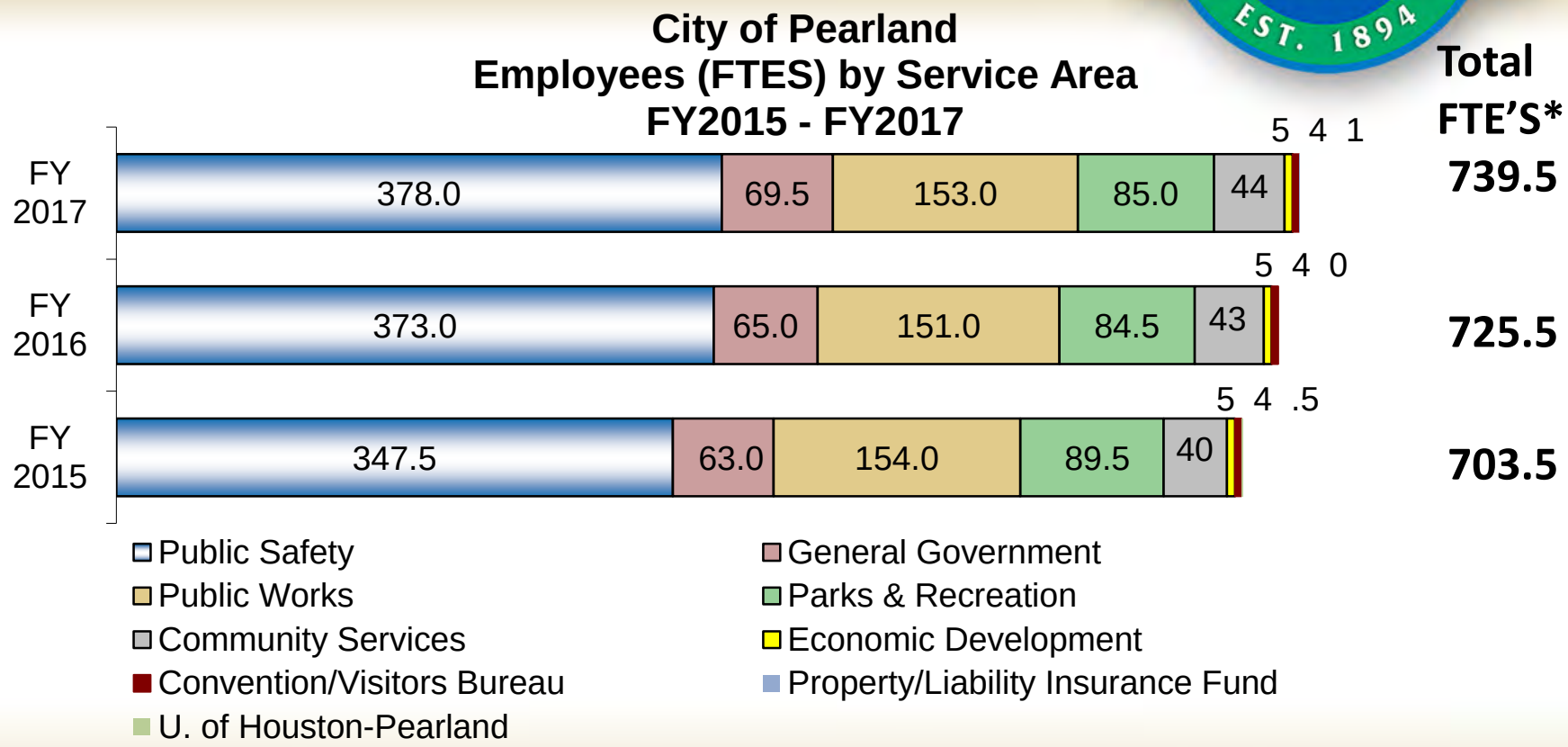
Valuing our Staff

1. In this budget, we have built in 3% cost of living for all full- and part-time employees, a $1.1 million expense (plus step increases for civil service).
2. We have initiated a City-wide classification and compensation study that will look at complete compensation definitively and independently. That report, once received, will give us a framework for current and future decisions; we have $200,000 in this budget for phase I of implementation.

Highlights - Staffing



Highlights - Staffing

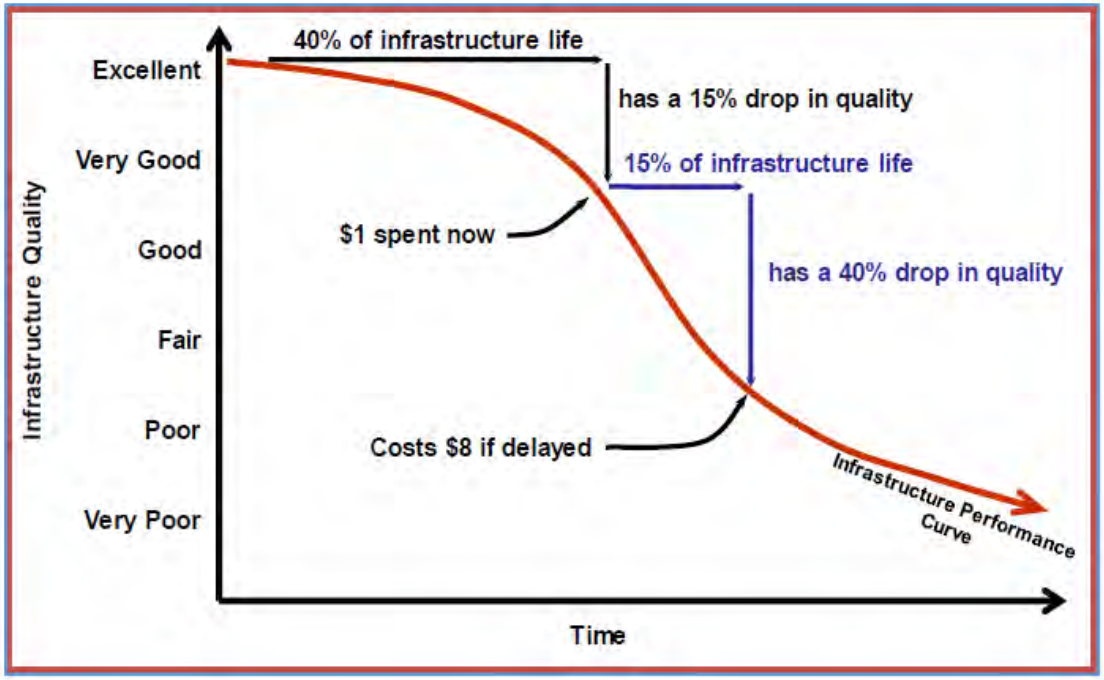


***FTES: 1 Full-time Employee = 1 FTE 1 Part-time Employee = 0.5 FTE**

Capital improvements and Infrastructure Asset Recapitalization

1. Our Capital Improvements Plan has $545 million of projects within the next Five-Years. The vast majority, $311 million, is for needed water and wastewater improvements. Those needs are repaid by users of the systems
2. As has been written in some national publications, now is a great time to be completing infrastructure work from a financing perspective. Pearland is doing that.
3. For the remaining $234 million, $169 million is for new street widening or extensions across Pearland.
4. To balance the FY 2016/17 budget, the amount for paving rehabilitation in the General Fund stands at **$1.1 million**, below prior years and below the targeted recapitalization range targeted. The FY 2016/17 paving program as cited in the March 2016 Five-Year Pavement Rehabilitation Plan includes two subdivisions as well as a few additional streets. A recent assessment concluded **$3.7 million/year** is required to maintain current streets. **$628,760** is budgeted in the General Fund for Sidewalk maintenance and repairs, below the targeted **$1.5 million.**

Pavement Condition Index (PCI)



Total General Fund FY 2017

SUMMARY	FY 2016 Amended	FY 2017 Proposed	% Change
Revenues	$71,273,386	$74,249,777	4.2%
Expenditures	78,219,844	76,454,035	-2.3%
Revenues - Expenditures	(6,946,458)	(2,204,258)	-68.3%
Beginning Balance	21,354,237	14,407,779	
Ending Balance	14,407,779	12,203,521	
Policy - 2 months Recurring Oper.	11,199,984	11,582,786	
Amount Over Policy	3,207,795	620,735	

Budget FY 2017

COUNCIL DISCUSSION TOPICS

Council Discussion Topics

- Addressing Coordinator
- Motor Pool
- Street Program
- Sidewalk Program
- Facility Maintenance
- Community Development Supplemental Staffing
- W/S Fund Grounds Maintenance Contract
- Super Bowl Week in Pearland

Addressing Coordinator

- Establishing addressing standards
- Public Safety – Dispatch and Public Safety Answering Point
- Annexation
- Correcting addressing issues
- Communicating with other government entities, utilities, etc.

$41,350 (FY17 Impact, 6 months) – General Fund

Motor Pool

- Establish an Internal Service Fund for the replacement of vehicles and rolling stock, such as tractors, etc.
- Consistent budgeting – less impact on the operating budget, eliminating fluctuations in the General Fund
- Asset replacements directed where need is highest
- Allows a “pay as you go” fund vs considering capital leases to fund fleet

$225,000 General Fund

Street & Sidewalk Program

	Actual 2014	Actual 2015	Adopted 2016	Proposed 2017
Streets	547,636	393,199	1,437,762	1,100,512
Sidewalks	568,195	1,464,532	537,114	628,760
Totals	$ 1,117,845	1,857,731	1,974,876	1,729,272

Street Program - $3.7 million target

FY 2017 Streets Program – proposed budget $515,000

- Brazoria County Program (approx. 5.0 miles total)
  - Sleepy Hollow subdivision (approx. 3.75 miles)
  - Zapalac Rd. (approx. 0.2 miles)
  - Regal Oaks Dr. (approx. 0.3 miles)
  - SE Quadrant of Old Town Site (approx. 0.75 miles)

FY 2017 – tax increase to 0.6812 additional $435,000

- By Contractor – O'Day Rd or Hatfield Rd based on assessment of current conditions and traffic counts

FY 2017 – ambulance settlement additional $150,000

FY 2018 Program (assuming approximately $1.0M budget)

- Brazoria County Program (approx. 5.2 miles total)
  - Remainder of Old Town Site with low Pavement Condition Index (approx. 3.0 miles)
  - Linwood subdivision (east of Old Alvin and south of Orange) (0.4 miles)
  - Herbert, Williams, Warren, Keis Streets (1.0 miles)
  - Adamo, Longleaf, Seddon, Brookside (0.8 miles)
- By Contract – O'Day or Hatfield Rd

Sidewalk Program - $1.5 million target

- ✓ Current Open Work Orders: 637
- ✓ When we start in a subdivision all issues are addressed not just the reported issues. Therefore, in a typical subdivision locations repaired grows 10-20X (example: Huntington Park had 9 open trip hazard work orders. After survey of the entire neighborhood approx. 160 locations met our 1" displacement criteria)

FY 2017 Program – proposed budget $329,000

- Complete Southwyck subdivision
- Begin Southdown subdivision

FY 2017 - tax increase to 0.6812 additional $200,000

- Complete Southdown subdivision
- Begin Oakbrook subdivision

FY 2017 – ambulance settlement additional $100,000

FY 2018 (assuming approximately $500,000)

- Complete Oakbrook subdivision
- Woodcreek subdivision
- Begin Sunset Meadows subdivision

Facility Maintenance

Items deferred from FY16 due to emergency repairs on other facilities that used the available budget

- Public Safety Building – Replace deteriorated Compressor Skids for Chiller #1 &2
- Fire Station #4 – HVAC Replacement
- Fire Station #1 – Ongoing sewer line plumbing issues
- Mechanical Engineering Studies & Action Plans to address ongoing HVAC issues at Hillhouse, Knapp Center, & RNC

$200,000 – General Fund

Community Development Supplemental Staffing

- Additional planner position
- Additional building inspector position
- Receptionist position (1 full-time or 2 part-time)
- All of the above will save on contracted services and temporary positions
- Long range planner

$200,000 – General Fund

W/S Fund Grounds Maintenance Contract

- Completes conversion to contracted mowing
- Provides for adequate management and inspection of contract mowing
- Provides a ROW “hot shot” crew
- New Contract Bulk funded out of Enterprise Fund
- Existing Personnel split between GF and EF
- Cost allocation

$226,740 – Enterprise Fund

Super Bowl Week in Pearland

- No General Fund/Property Taxes involved - Funded by Hotel/Motel Occupancy Tax Funds & Parks Department Donation Fund
- Brings in additional hotel/motel occupancy tax, sales tax, and event revenues by encouraging visitors to frequent Pearland's restaurants, shopping and entertainment
- Encourage visitors to stay at Pearland hotels by promoting the hotels' providing shuttle service to/from NRG Stadium
- Expand Winterfest offerings to appeal to a larger range of ages
- Approved by the Pearland CVB Advisory Board July 13, 2016

$144,000 – Hotel/Motel Occupancy Tax
$ 30,000 – Parks Donation Fund

Enterprise Fund

WATER & SEWER FUND FY 2017 - Assumptions

Revenues total $44.81 Million

- ✓Includes a 15.6% revenue increase
- ✓New rate structure

Expenses total $45.62 Million

✓Cost of Living – 3%		$151,282
✓Supplemental Requests		$963,447
Recurring	$411,866	
Non- Recurring	$551,581	
✓Annual Debt Service *		$15,638,601
✓Purchase of Surface Water		$ 5,824,965

* Includes Capital Lease Payments

WATER & SEWER FUND
Proposed – FY 2017

Revenues	$ 44,810,025
Expenses	$ 45,618,762
Revenues Over Expenses	$ (808,737)
Cash Equivalents – Beginning	$ 14,256,654
Reserve for Debt Service	$ 2,688,411
Cash Equivalents – Ending	$ 10,759,506
Bond Coverage (1.4x)	1.65
Cash Reserve Ratio (25%)	25%

Water-Sewer Revenues Base vs. Volume

Revenues	Current Rates	Proposed Rates
Water		
Base	$ 6,867,200	$ 7,980,021
Volume	11,632,800	11,813,138
	18,500,000	19,793,159
Sewer		
Base	$ 7,541,895	$ 11,222,344
Volume	8,058,105	9,220,022
	15,600,000	20,442,366
% of Revenues		
Base	42%	48%
Volume	58%	52%

WATER: CUSTOMER IMPACTS: MONTHLY BILLS

Example Bills For Demonstration Purposes.

Consumption (Kgal/mo)	Meter Size	FY 2016	FY 2017 SC 1W	$ change SC 1W
RESIDENTIAL CUSTOMERS				
2	5/8"	$13.78	$12.63	($1.15)
6	5/8"	27.70	26.92	(0.78)
8	5/8"	36.40	35.84	(0.56)
10	5/8"	45.10	44.77	(0.33)
15	5/8"	66.85	67.09	0.24
25	5/8"	119.05	120.66	1.61
COMMERCIAL CUSTOMERS				
17.5	1"	$81.21	$100.77	$19.56
41.7	1"	186.48	208.80	22.32
104.2	2"	458.35	557.26	98.91
SPRINKLER CUSTOMER				
29.4	1"	$156.81	$178.35	$21.54

WASTEWATER: CUSTOMER IMPACTS – MONTHLY BILLS

Example Bills For Demonstration Purposes.

AWC (Kgal/mo)	Meter Size	2016	FY 2017 SC 1WW		$ change SC 1WW
RESIDENTIAL					
2	5/8"	$17.44	$19.60		$2.16
6	5/8"	33.32	37.96		4.64
8	5/8"	41.26	47.15		5.89
12	5/8"	57.14	65.51		8.37
COMMERCIAL					
17.5	1"	$78.98	$120.16		$41.19
41.7	1"	175.05	231.28		56.23
104.2	2"	423.17	626.04		202.87

WATER & SEWER FUND
Debt Service Requirements

Current Debt Service Requirements to Maturity 2045*
at 9/30/2016

Principal	$ 183,345,000
Interest	$ 57,961,445
Total	$ 241,306,445

Total FY 2017 Requirements

Principal	$ 10,045,000
Interest	$ 5,469,189
Sub-Total	$ 15,514,189

Principal Outstanding as of 9/30/2017 $ 173.3 million

*excludes new debt to be issued

Internal Service Funds

Property/Liability Insurance Fund

PROPOSED BUDGET & FUND BALANCE

	FY 2017 Proposed Beginning Balance	FY 2017 Proposed Revenues	FY 2017 Proposed Expenditures	FY 2017 Proposed Ending Balance
TOTAL	**$181,008**	**$1,470,812**	**$1,370,267**	**$409,965**

Property Insurance accounts for premiums on property and general liability insurance including windstorm. Rate increases on property insurance, auto liability, auto damage and law enforcement liability. New facilities to be added in FY 2016-17 include the Orange Street Service Center Field Operations Support building and the upgrades to City Hall and Annex. Contributions from other funds based on insurance and values.

Medical Self Insurance Fund

PROPOSED BUDGET & FUND BALANCE

	FY 2017 Proposed Beginning Balance	FY 2017 Proposed Revenues	FY 2017 Proposed Expenditures	FY 2017 Proposed Ending Balance
TOTAL	**$2,058,949**	**$7,461,188**	**$7,505,354**	**$2,014,783**

Medical Self-Insurance includes claims ($6.4 million) and administration fees totaling $970,000. Individual Stop Loss of $125K; Aggregate Stop Loss of $6.83 million. Ending balance exceeds the target fund balance of $1,874,000 by $140,783.

Other Funds

Other Funds by Strategic Priority

SAFE COMMUNITY

PROPOSED BUDGET & FUND BALANCES

Fund	2017 Proposed Beginning Balance	2017 Proposed Revenues	2017 Proposed Expenditures	2017 Proposed Ending Balance
COURT BUILDING SECURITY FUND	16,203	53,050	62,031	7,222
CITYWIDE DONATION FUND	34,046	21,900	-	55,946
COURT TECHNOLOGY FUND	15,975	60,010	73,579	2,406
POLICE SEIZURE FUND	204,495	250	35,100	169,645
FEDERAL POLICE FUND	6,767	65	-	6,832
COURT JUVENILE MANAGEMENT FUND	10,293	85,100	63,301	32,092

Other Funds by Strategic Priority

SUSTAINABLE INFRASTRUCTURE

PROPOSED BUDGET & FUND BALANCES

Fund	2017 Proposed Beginning Balance	2017 Proposed Revenues	2017 Proposed Expenditures	2017 Proposed Ending Balance
SOLID WASTE FUND	(3,591)	7,150,864	7,145,789	1,484
SIDEWALK FUND	17,509	5,000	-	22,509
TRAFFIC IMPROVEMENT FUND	527,829	2,500	-	530,329
UofH CAPITAL RENEWAL FUND	302,171	-	302,171	-

Other Funds by Strategic Priority

PARKS, RECREATION & EVENTS

PROPOSED BUDGET & FUND BALANCES

Fund	2017 Proposed Beginning Balance	2017 Proposed Revenues	2017 Proposed Expenditures	2017 Proposed Ending Balance
HOTEL/MOTEL OCCUP. TAX FUND (CVB)	4,235,503	1,551,500	1,114,780	4,672,223
PARK DONATIONS FUND	93,240	121,100	157,500	56,840
PARK DEVELOPMENT FUND	1,092,136	53,000	418,250	726,886
TREE TRUST FUND	6,751	10	6,000	761

Other Funds by Strategic Priority

ENGAGED COMMUNITY

PROPOSED BUDGET & FUND BALANCES

Fund	2017 Proposed Beginning Balance	2017 Proposed Revenues	2017 Proposed Expenditures	2017 Proposed Ending Balance
MUNICIPAL CHANNEL (PEG) FUND	852,580	307,800	502,675	657,705

GRANT FUNDS

PROPOSED BUDGET & FUND BALANCES

Fund	2017 Proposed Beginning Balance	2017 Proposed Revenues	2017 Proposed Expenditures	2017 Proposed Ending Balance
GRANT FUND	10,063	196,955	197,926	9,092
CDBG	-	325,431	325,431	-

Pearland Economic Development Corporation

HEALTHY COMMUNITY
SUSTAINABLE INFRASTRUCTURE

PROPOSED BUDGET & FUND BALANCE

	FY 2017 Proposed Beginning Balance	FY 2017 Proposed Revenues	FY 2017 Proposed Expenditures	FY 2017 Proposed Ending Balance
TOTAL	**$18,565,440**	**$10,832,926**	**$15,903,568**	**$13,494,798**

The budget includes $1.4 million for bond payments and continues the implementation of the Pearland 20/20 Strategic Plan as follows:

- Business Incentives $1.3 million
- 288 Corridor Enhancements $5.5 million
- State Highway 35 Redevelopment Strategy $2.0 million
- Lower Kirby Enhancements $1.8 million

Calendar

August 6th	Budget Discussion #1
August 15th	Budget Discussion #2; Record vote to propose tax rate & schedule Public Hearings; August 16th Finance notifies Chief Appraiser with proposed tax rate and dates of Public Hearings and Chief Appraiser advertises the notice. If proposed tax rate is above Rollback rate, City must post notice (provided by Chief Appraiser) on the City's website until tax rate is adopted
August 22nd	Budget Discussion #3
August 29th	Budget Discussion #4; 1st Public Hearing on tax rate; Public Hearing on Budget
September 6th	Budget Discussion #5; 2nd Public Hearing on tax rate
September 12th	1st reading of Ordinance to adopt tax rate; 1st reading of Ordinance to adopt budget and pay plans; 1st reading to adopt fee changes
September 19th	2nd and final reading of Ordinance to adopt tax rate; 2nd and final reading of Ordinance to adopt FY 2016/17 budget and pay plans; 2nd and final reading to adopt fee changes; Resolution to adopt Five-Year CIP

Memo

To: Clay Pearson, City Manager

From: Cynthia Pearson, Director of Finance

CC: Jon Branson, Deputy City Manager
Trent Epperson, Assistant City Manager

Date: September 8, 2016

Re: Memos related to Budget Preparation

Attached are various memorandums that have been distributed to City Council during the budget presentation process. Please let me know if you have any questions, and/or need additional information.

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Memo

To: Mayor and City Council

From: Clay Pearson, City Manager

Via: Tara Kilpatrick, Budget Officer

Date: August 11, 2016

Re: Updates and Clarifications to Proposed FY 2017 Budget

8/11/2016
To: Mayor and City Council members
Background for your information relative to budget discussions.
Clay

This memo is a follow-up to the budget presentation on August 6, 2016 and provides additional information as requested by Council.

PERSONNEL

– RISK MANAGER

See attached memo from Michelle Graham, Human Resources Director.

– ADDRESSING COORDINATOR

The City formed an Addressing Advisory Committee (AAC) to resolve current addressing issues that was composed of representatives from the following departments: Fire, Engineering, Police, Permitting, Planning, Community Development, GIS and IT. One of the outcomes was a recommendation to add a dedicated position for addressing. The City previously had an Addressing Manager/Engineering Technician in the Engineering Department that updated land management address records in addition to many other duties. This position was modified several years ago to an Engineering Tech and eventually the addressing responsibility was split between GIS (residential addressing) and Engineering (commercial addressing). Due to ongoing addressing issues, a full time position is warranted to formulate and implement standard addressing procedures. The position will be dedicated to updating the addressing process, issuing new addresses which are required prior to permit issuance, cleaning up existing addressing issues that cause confusion for public safety response, and transferring addressing and platting data to GIS.

Below are some examples of past issues that continue to be problematic for Fire and Police response:

1. Corner businesses are being addressed from the “wrong” street – for example, Sprouts is addressed off of Old Chocolate Bayou Road instead of Broadway even though they face Broadway.
2. Street names are being approved that are too similar to each other or confusing. For example – E. Clear Lake Loop, W. Clear Lake Loop, N Clear Lake Loop, S Clear Lake Loop; Silver Bay Drive, Silver Bay Court

3. Businesses along 288 have different street names associated with their addresses

The results expected by having an Addressing Coordinator are new addressing standards and street naming process for both the City and ETJ, accelerated the permitting process, more accuracy, elimination of past errors, better customer service, and improved public safety response times.

– FULL TIME TRAFFIC ENGINEER

See attached memo from Sue Polka, Director of Engineering and Capital Projects from last year's budget workshop.

Staff will re-evaluate a full time traffic engineer during next year's budget process.

– RECREATION SPECIALIST

The number of programs offered has doubled and participation numbers in the adaptive recreation program have more than tripled in the last three years: from 3 programs and 13-23 participants in 2013 to over 6 programs and 37-67 participants this year. In addition, the department has hosted 7 tournaments, 2 competitions, and a 3-day clinic for veterans, and plans to continue the tournaments and start new programs. There is a part of the community that would be excluded without the adaptive recreation programs.

This position conducts outreach for programs needed/wanted, arranges classes & instructors for the offerings, recruits and makes presentations to organizations to raise awareness, creates partnerships with professional and amateur sports organizations, hosts tournaments, etc. If full-time, can expand the programs to citizens age 18-50, including basic cooking, navigating a supermarket, conducting financial transactions, and building a support network.

EVENTS

– SUPER BOWL WEEK EVENTS

During the week of Super Bowl 2017, the Pearland Convention & Visitors Bureau (CVB) & Pearland Parks & Recreation (PARD) will be offering services and events that will benefit Pearland culturally, musically, economically and promotionally in the drawing of visitors. These services and events fall into the mission of the Pearland CVB to promote and market Pearland as a destination and provide for a healthy economy in Pearland.

Super Bowl 2017 should be a great asset for Pearland because of our proximity to NRG Park, downtown Houston and Hobby airport. With the offerings below, Pearland can take full advantage to brand our destination for hotel stays, dining, events and shopping. The estimated economic impact of these events and services in Pearland is approximately $4.6 million, which includes attendance, overnight stays, average

dollars spent by out of town and local visitors. *See table below.* This is all based on a formula established by the National Association of Sports Commission to compute economic impact summaries.

Super Bowl Events & Services In Pearland

January - February -- 2017

Total Number of Competitors		0	total #
Total # in Attendance		14250	Numbers based on event attendance and ticket sales
Out-of-Town Competitors (Overnight in Pearland)		430	Total Room nights
Number of Days		3	Fri - Sat - Sun
Average # of dollars per day spent by Out-of-Town participants	$	180.00	$121.00 average expenditure per day figure takes into account hotel rooms, food, transportation, shopping, entertainment and misc spending.
Average # of dollars per day spent by local participants	$	50.00	Local includes Houston metropolitan area that would have spent money on food, shopping, entertainment and misc spending.
Multiplier (x2)		2	Standard multiplier agreed to by members of the National Association of Sports Commissions.
Pearland Economic Impact **	$4,610,400.00		**Pearland Economic Impact**

** The **Pearland CVB** used a formula established by the **National Association of Sports Commissions (NASC)** to compute event economic impact summaries. Also used the Texas Destinations 2011 Study indicating Average Per Person Per Day Spending rate.

The PCVB Advisory Board, at the July 13th meeting, supports and approves funding allocation for events ensued to modify the motion to approve the $109K supplemental funding and the originally budgeted $35K from HOT funds (total supplemental request of $144K), and recommended deployment of these funds at events or facilitation of events for the extended Thursday – Sunday Super Bowl Weekend, promoting tourism for that Super Bowl Weekend time frame.

FUNDS REQUESTED WILL FINANCE THE FOLLOWING SERVICES & EVENTS:

1- $35,000 – *towards transportation of Trolley Cars and Shuttle Bus service.*

The trolleys will run in Pearland on Saturday and Sunday of Super Bowl weekend to encourage visitors to stop at local tourism/hospitality businesses. The shuttle service will run on Super Bowl Sunday for Pearland hotels to NRG stadium. *(CVB to coordinate)*

The PCVB is planning to partner with restaurants, hotels and attractions for Super Bowl offerings/specials to give visitors a reason to visit their establishment and offer a trolley car service along RT 518 with stops at these tourism destinations. The PCVB is planning to promote the offering of shuttle buses to entice visitors to stay in Pearland hotels and use this shuttle service as an incentive and added amenity.

2- $66,400 – *towards a Super Concert event targeted at ages 21-45.*

This Super concert, which may coincide along (RT 518) trolley car stop, will be held on the Saturday before Super Bowl. Providing unique entertainment during Super Bowl weekend will assist in attracting visitors and aide in promoting Pearland as a destination.

The Super Concert will coincide with PCVB efforts to drive visitors into Pearland and promote Pearland as a destination. *(Parks & Rec to coordinate --- $19,000 of this funding is being requested by PARD)*

3- $72,600 – *towards the expansion and development in re-programming Winterfest as a destination event for visitors.*

Attendance numbers continue to grow each year at this event making this a successful revenue generating family event. The PARD and PCVB will work together to re-organize Winterfest, as per the recommendation of the PCVB Advisory Board for Super Bowl 2017 and benefit Pearland culturally, musically and economically.

Some suggested ideas include:

A- Moving Winterfest to the weekend of Super Bowl
B- Offering an added component to Winterfest, to expand the age demographic of this event into a cross-generational destination event.
C- Reviewing the current event and expand into a 2-day program

(Parks & Rec to coordinate --- <u>$11,000</u> of this funding is being requested by PARD). PARD anticipates additional revenue of $20,000 with expansion of additional day.

TOTAL FUNDS REQUESTED - *$174,000 for a <u>one-time use</u> for Super Bowl 2017 ----*

($144,000 from HOT Funds for PCVB budget AND $30,000 from Park Donation Fund for PARD budget)

<u>MISCELLANEOUS</u>

– ROOF MANAGEMENT CONTRACT

Facilities Management standard practices include many inspection programs and preventative maintenance programs to ensure the large investments that our facilities will meet or exceed their expected life span. The City of Pearland initiated a Facility Management Division within the Public Works Department in Fiscal Year 2015. Prior to that time there were very few preventative

maintenance programs or inspection programs to monitor and maintain the condition of our facilities.

One of a buildings most important components is its exterior envelope which includes roofing, window systems, siding, doors, caulking, moisture barriers, etc. The proposed Roof Management Contract will serve to assist in keeping all City of Pearland facility roofing and building envelopes in good condition, preventing premature failure and moisture infiltration. This proposal aligns with the strategic initiative of Sustainable Infrastructure. Without regular inspections by roofing experts, roofing and moisture barriers can develop issues allowing wind, rain, and moisture to intrude leading to deterioration of those components at a more rapid pace leading to more substantial water damage issues. In addition, based on the roof condition we can program roof replacement prior to experiencing significant leaking issues.

Some past issues that may have been identified and addressed with regular roof inspection are:

1. The damage at City Hall from Hurricane Ike. A loose parapet attachment on the roofing assembly led to wind uplift peeling off the roof.
2. Replacement of the Tom Reid Library roof prior to repetitive leaks becoming an issue.

The proposed Roof Management Contract consists of an initial one-time startup cost plus an annual maintenance cost. The startup costs of $42,379 includes an initial inventory and assessment of 415,000 square feet of roof and exterior envelope assessment at 35 locations. Initial preventative maintenance issues will be addressed during the assessment survey and a follow up assessment will be conducted six months after the initial assessment. These items are estimated at $28,113 and will be annual program maintenance costs included in future budgets.

– WATER METER CHANGEOUT

This program will change-out approximately 36,500 water meters and the associated drive-by reading system with an Advanced Metering Infrastructure (AMI) system. AMI includes wireless remote read and Customer Portal Technology. Customer Portal Technology provides additional detailed information to customers with usage graphs, usage alerts, and other information similar to what ‘smart meters’ provide for customers from electric service providers.

The main driver in the need to advance this project is that mechanical meters should be replaced every 10 years or 1.0 million gallons of water because their accuracy decreases leading to water loss. By 2017 approximately 22,000 meters in Pearland will have exceeded the age or volume threshold. In addition, the drive-by reading system has reached its expected life leading to approximately 7,500 manual reads per billing cycle.

New meters will feature solid state technology (no moving parts) reducing the flow necessary to register with the meter from 0.25 gallons per minute to 0.03 gallon per minute, thus measuring more water, reducing water loss, and increasing revenues. In addition, the newer technology allows for remote turn-on and turn-off further reducing the field time necessary to manage the system. The solid state meters have a 20 year life expectancy including a full replacement warranty for the first 10 years and a pro-rated warranty for an additional 10 years.

The City currently has a Request for Proposals (RFP) issued that is due on August 16, 2016. Once a selection is made from the RFPs and a contract negotiated, the implementation is expected to take approximately 18-24 months.

– CVB BUDGET

The proposed FY17 budget for CVB is $853,504, which includes a ***one-time supplemental*** of $144,000 for activities during the 2017 Houston Super Bowl. Thereby reducing the operating budget to $709,504.

Contributing to the overall $1.1 million budget for FY17 are the expenditures separate from the CVB operating budget – namely $30,000 and $15,000 budgeted every year for arts promotion and historic preservation, as well as the rebate of over $200,000 to the Hilton Hotel Garden Inn.

– REVENUE INCREASE FOR WATER/SEWER

The current multi-year forecast, anticipated a 10.3% revenue increase for the Enterprise Fund for fiscal year 2017. The revenue increase needed for FY 2016/17 is actually 20.5%.

As debt is sold, the reserve for debt service increases meaning that more cash on hand must be kept in reserve as required by bond covenants. Also affecting the revenue increase is the increase in O&M. O&M increased $2.2 million over last year's forecast. As expenditures increase so does the cash reserve requirement per our financial policy.

– TAX BILL BREAKDOWNS

See attached examples of tax bills for City of Pearland residents.

– PARKS AND RECREATION ZONES

Collapsing the City's Park Zones (Parklands) from 13 into 3 larger areas is a measure designed to improve the ability to serve a greater geographic region with Parks & Recreation improvements. The historical design made for a more cumbersome fiscal oversight and management activity and reduced the ability for fees in lieu of taxes to reach a wider range of citizens/residents.

The new design provides us the ability to identify demographic features of the community that may benefit from certain improvements, as census tract and block group data can be easily used to determine where our citizens' needs are and how certain communities benefit from tax dollars. Three zones makes it simpler to manage, and gives the City more latitude in how it makes Parks improvements throughout the City.

– SIDEWALK FUND AND PAYMENTS IN LIEU OF SIDEWALK INSTALLATION

Per City Ordinance, sidewalks are to be installed when development occurs. However, in certain instances the City **may** accept payment in lieu of sidewalk installation. Per the Unified Development Code (UDC) these instances are: (1) infill lots located on a roadway with no existing sidewalks; or (2) any lot on a roadway with no existing sidewalk and for which the City has plans to make improvements that could damage or destroy any sidewalk installed before the completion of the improvements.
Thus, the Sidewalk Fund is used to account for revenues and expenditures associated with the payments in lieu of installation of these sidewalks. The cost per square foot is $6.00 and changes to reflect the City's current contract price at any given time. The City then, where appropriate, transfers these monies to install the sidewalks within Capital Projects. Fund balance at September 30, 2017 is estimated to be $22,509. There is $4,220 identified in the fund balance for future Mykawa Road construction.

In addition to providing funds for capital projects that include sidewalks, in FY2015 funds were used to fill-in high priority gaps in the sidewalk network.
Staff has developed the following list of pros/cons regarding expansion of the in-lieu of payments option.

Pros

1. Provides a source of funds to fill sidewalk gaps
2. Sidewalk do not get removed later due to a capital project
3. Reduces amount of sidewalks that do not connect

Cons

1. Taking payment in lieu and not building for several years. The construction will get more expensive and the payment in lieu will not pay for the full original quantity of sidewalk.
2. Puts burden on City to build and connect all sidewalks where we take payment in lieu
3. Current contractor capacity just meets the City's needs for repair/replacement work. Additional work would require additional contractors, which will likely exceed the cost of the in lieu amount.
4. City's focus is on repair/replacement/gaps as opposes to building a sidewalk network
5. Where ultimate ROW is provided by the developer and sidewalks are built on developer property in landscape easements, there will rarely be a capital project requiring the removal of the sidewalk.

6. Accurate records must be maintained as to which properties have paid in-lieu costs and are therefore entitled to have a sidewalk constructed at no cost at the time that the City determines that sidewalks are needed or appropriate to be constructed. By significantly expanding instances where we accept in lieu payments and spending those funds in other areas we will responsible for additional sidewalk cost in the future in addition to tracking and accounting difficulties.

A change to the UDC will be required to expand situations where we take in-lieu payments. Currently, staff accepts in-lieu payments where there is a pending Capital Project along a roadway. In addition, where there is clearly no connecting sidewalks across intersections or along a roadway, staff accepts in-lieu payments for infill lots. Staff recommends continuing with the current UDC language but consider accepting more in-lieu payments for situations that meet the "infill lots located on a roadway with no existing sidewalks" criteria, where appropriate.

– TAX RATE AND PROPERTY TAX BILL IMPLICATIONS

See attached memo from John McCarter, Management Assistant

Also attached to this memo is the Effective Tax Rate and Rollback Rate calculations as received by the Brazoria County Assessor – Collector. The Effective Tax Rate, calculated on certified values for Brazoria and Fort Bend Counties and preliminary values for Harris County, is $0.6392; $0.4400 for debt service and $1992 for O&M. The Rollback Rate is calculated at $0.6566; $0.4400 for debt service and $0.2166 for O&M.

Memo

To: Clay Pearson, City Manager

From: Michelle Graham, Human Resources Director

CC: Jon Branson, Deputy City Manager

Date: August 8, 2016

Re: Risk Manager

The authors of the whitepaper entitled "Strengthening Risk Management in US Public Sector" say

- By its nature, risk management comes under scrutiny only when it fails. The catastrophic consequences of faulty risk management are news worthy, but the daily successes of robust risk management programs are not, making it difficult to get a seat at the decision making table. Effective risk controls will enable government to better prevent, detect and mitigate instances of loss, to be proactive and not just reactive.

- With a risk management program in place we will be prepared to provide the best and most efficient service as possible just in case the armor does not work, just in case the handrail gives way, or just in case there is an accident at the natatorium.

Some of the goals of Risk Management as outlined by the Public Risk Management Association (PRIMA) include:

- Protecting the entity's assets (physical, financial and human)
- Ensuring a safe environment for employee, customers and the public
- Planning for catastrophic situations
- Minimizing the potential for interruption of vital services
- Achieving the lowest possible total cost of risk

Based on a definition from the Insurance Institute of America, the general purpose for a Risk Manager position in our organization would be described as "Plans, organize and coordinate the development and maintenance of a municipal risk management program including analysis of risks and losses, implementing loss control/safety procedures/programs, monitoring results and claims administration, planning and budgetary responsibilities." Risk Programs include but are not limited to General Liability, Property and Casualty Insurance, Safety and Loss Control, Employee Health and Wellness programs and Workers Compensation. This individual would administer municipal insured and self-funded plans; monitor insurance coverage needs/gaps (ie; recent flood insurance

issue) oversee and provide for the administration of the City's safety training programs; and supervise assigned personnel.

The individual for this position would have the following education/experience/certification: Bachelor's Degree in Risk Management, Business Administration, or related field, and five (5) years of experience, preferably in municipal government, overseeing risk management operations and managing multi-line coverage. Ideally the candidate will have professional designation or, at the least the ability to obtain professional designation such as Associate in Risk Management (ARM), Professional Risk Manager (PRM) or Certified Risk Manager.

Our current organization structure does not have a coordinated risk management program. Insurance claims are being managed and processed by two different departments. Workers Comp is processed and managed through the HR department while all other claims are processed through the Finance department. Aside from paying premiums, claims processing, and quarterly reporting, nothing is currently done to analyze the data, identify risks, plan for mitigating those risks, etc.

In addition to the analysis not being done to identify and mitigate the risks, the process management, paper management etc. is confusing and cumbersome for supervisors. Depending on the type of accident/injury there are different forms needing to be sent to different departments, resulting in multiple points of contact. This division also has resulted in record keeping being inconsistent.

The following table has some important data indicating the need for this type of position.

Claims with value: Number of claims reported with some loss value
Loss Ratio: Incurred pool net loss/contribution in %
Timeframe: FY11, FY12, FY13, FY14, FY15

Contract type	**Average # of claims with Value per year**	**Average loss ratio per year**	**Estimated Average Amount spent annually**
Workers Comp	70.4	101.26%	$690,000
General Liability	9.4	218.18%	
Law Enforcement	1.6	53.64%	
Errors & Omissions	0	0	
Auto	33.4	124.5%	
Property	2.2	8.72%	
Fidelity & Crime	0	0	

Looking at the amount of money the organization spends on various types of insurance, employee benefits, employee salaries, etc. it would behoove the organization to look at reducing the cost of the risks related in those areas. In order to be fiscally responsible and be able to sustain the provision of high level of services to our citizens we should be looking at taking a preventative approach to solving issues as opposed to continuing to be in a reactionary state. Good risk management can protect assets and resources, promote responsiveness, flexibility and accountability as well as improve financial management.

An opportunity arose during the interview process for the Safety Coordinator position that led us to a second qualified candidate that was a perfect fit to help us accomplish the rerate as well as take on the Flood Insurance project. We needed to move quickly and fortunately the candidate was willing to consider a temporary part time role. Since starting her temporary work in mid-July she has been identifying and qualifying risks, creating a watch-list for risk triggers, and monitoring and managing risks. She has also been reviewing claims history and performing root cause analysis in effort to keep the City's employees, assets, and the community safe.

While the results cannot be quantified monetarily as of yet, we expect there to be some savings in the near future from the work that is being done as well as potential long term savings or cost avoidance from a continued and future focus on risk management activities. Some examples of work that has been done over the last few weeks includes:

Real & Personal Property:

- Reported change in Fire ISO Public Protection Class from 3 to 2 that we expect to result in a rate reduction.
- Reported building(s) to be demolished resulting in cost savings.
- Reported that the building's "Sprinkler Systems" are inspected on annual basis for potential rate reduction.
- Performed multiple facility visits to meet staff and survey premises for safety purposes.
- Assisted with Fire Marshall Inspections to address safety concerns to protect employees and reduce liability. And continue to inspect 2-3 building a week with Fire Marshall.
- Working on confirming base flood elevations for City owned property to acquire flood quote. Previously the City has not held flood insurance coverage so it is being determined if there is a need for such coverage.
- Working with broker Victor O. Shinnerer to make adjustments to windstorm schedule to reduce cost.
- Consolidating and streamlining claims processing. Documenting those processes, forms, etc. for both employees and 3rd party claimants.

Workers' Compensation:

- Preparing payroll audit adjustments and generating volunteer activity logs to request for refund of charges imposed by TMLIRP's independent auditor.
- Audited/reviewed FY 2016 WC claims, updated files, and closed some files in effort to reduce reserves and cost
- Streamlining and consolidating workers' comp claim processing procedures as well as information and communications.

Crime coverage/Fidelity:

- Audited procedures for the handling of cash, reviewed policies, making recommendations related to types of coverage currently carrying that will result in cost savings. Corrected number of employees that handle monies reported to TMLIRP resulting in lower rate.

Auto Liability & Auto Physical Damage:

- Working with TMLIP Loss Prevention Representative and Free Driving Train-the-Trainer course to train employees throughout City Departments. If desired, may include members of the community for training as well.

Safety Manual:

- Along with the safety coordinator has begun to develop a safety manual for employees and needed safety programs such as: immunizations, appropriate PPE, confined space, and other programs related to ensuring safe working conditions.

Memo

To: Clay Pearson

From: Sue Polka, P.E.

CC: Trent Epperson

Date: August 13, 2015

Re: **Signal Timing/Traffic Engineer**

BACKGROUND: This memo is intended to address the questions asked by the City Council at the August 3, 2015 Budget Workshop regarding traffic signal timing and the need for a Traffic Engineer. Below I address the specific request in the FY2016 Budget, the need for a Traffic Engineer, and the long term staffing needs of the Traffic Operations Division.

SUMMARY:
FY2016 Budget Request: The $50,000 expenditure request in the proposed FY2016 budget for traffic signal timing review and updating the base timing plans, of which the 518 corridor is the highest priority after completion of the Intelligent Transportation System (ITS) ITS project. The cost includes traffic counts, engineering, field monitoring and signal optimization. This type of re-timing is a very specialized field and is not a skill that is needed on a day-to-day basis. The $50,000 budget will be a yearly request in order to make updates and modifications to deal with revise traffic patterns due to ongoing development and could also be utilized in conjunction with future intersection improvement projects. If we had a Traffic Engineer on staff, we could potentially reduce the cost of signal re-timing in future years by making the minor updates and modifications in house. We estimate the reduction in the contracted signal timing cost to be $10,000-20,000 annually. However, every two to three years we will need to hire a contracted specialist to update the base timing plans in specific corridors due to growth.

Staffing Plan: The Traffic Operation Division is currently in the Public Works Department but had formerly been in the Engineering Department. The original Staffing Plan for the Traffic Operations Division was for the Engineering Department to hire a Traffic Engineer as the Assistant City Engineer. The salary requirements for a Traffic Engineer exceed that of the Assistant City Engineer. At one time, it was considered to train the Assistant City Engineer to become a Professional Traffic Operations Engineer (PTOE). Due to the development-related work load and existing staffing in the Engineering Department, this approach is currently not being pursued. Currently the Engineering staff reviews development-related traffic studies and participates on the City's internal Traffic Committee.

Long term, in addition to a Traffic Engineer, the Traffic Operations Division has a need to add a Traffic Count Technician, a Signal Crew Leader, and additional Signal and Sign/Striping technicians. These positions will be necessary to accommodate additional congestion, additional traffic signals and an expected rise in work orders as our newer signal, signage and striping infrastructure ages. The Traffic Count Technician along with the Traffic Engineer would allow us to reduce the cost of outsourced signal re-timing, make our traffic models more accurate, and enable us to validate the Traffic Impact Analyses (TIAs) submitted by developers.

Current Situation: With the significant increase in development activity, the Assistant City Engineer does not have the time to focus on several areas we would like to improve in Traffic Engineering. Those include: implementation of the Traffic Management Plan (TMP), traffic modeling, updating the traffic model, warrant studies, leading the Traffic Committee, developing and implementing the ITS Plan, managing consultant contracts, and optimize traffic signal timing plans. Without additional personnel dedicated to these tasks, they have fallen to the Director of Engineering, the Traffic Manager, and the Assistant Public Works Director .They are able to cover the basics which are necessary to operate the traffic signal system, support the ITS project, and respond to citizen requests. However, the additional tasks that will enable the City to optimize our existing traffic infrastructure and develop projects identified in the TMP may require some additional assistance or deferral of tasks.

Comparison to Similar Cities: Staffing levels of neighboring cities of similar size and development were researched to identify how Pearland compares on ratios of Staff to population and number of signals maintained. Below is a table that shows these comparisons:

City	Population	# of Signals	Staff	Ratio to Staff Members	
				Signals	Population
Sugar Land	86,000	82	6	13.7:1	14,333:1
Missouri City	72,000	50	4*	12.5:1	18,000:1
Pearland	108,000	91	3	30.3:1	36,000:1
Pasadena	153,000	137	7*	19.6:1	21,857:1

*Missouri City and Pasadena staff includes a consultant contract for Traffic Engineering

CONCLUSIONS: Although a signal timing specialist is often a PTOE, they typically specialize only in signal timing planning, modeling installation and updates. They are not necessarily skilled in all of the areas that a general Traffic Engineer is proficient, which includes warrant studies, signal design, traffic modeling, implementation of a TMP, ITS and project management of traffic related/intersection improvement projects. The City needs a Traffic Engineer that can handle all of those tasks plus some re-timing efforts. In order to move forward with the addition of an on-staff Traffic Engineer, we estimate that the salary, benefits and other costs of this position to be a minimum of $115,000. This expenditure would not eliminate the need for the $50,000 requested in FY2016 for contracted traffic signal timing. However, it could reduce the amount of contracted signal timing in the future. Another option would be to contract with a consultant to assist with various traffic related issues and requests that come up on an annual basis, including reviewing developer-submitted TIA's. A not-to-exceed contract could be developed and individual tasks scoped and assigned on an as-needed basis. We would recommend an initial year contract of $50,000-60,000. By utilizing a Traffic Engineering consultant, the City could hire a firm with experience in a variety of traffic-related specialties.

Memo

To: Clay Pearson, City Manager

From: John McCarter, Management Assistant

CC: Jon Branson, Deputy City Manager
Trent Epperson, Assistant City Manager
Cynthia Pearson, Finance Director
Rick Overgaard, Assistant Finance Director
Tara Kilpatrick, Budget Officer

Date: August 11, 2016

Re: Sample Tax Bills

The purpose of this memorandum is to outline the purpose and methodology for the attached sample tax bills.

Sample tax bills were compiled by staff in response to a request during the August 6th City Council Budget Discussion to see the impact of changes to our tax rate on a typical resident's tax bill. The hope is to provide a full picture of all taxing entities in different areas of the city from the residents' perspective.

Before proceeding, it is important to understand that the information included in the "Tax Year 2016" section of these sample bills is not the certified information that will be included on Tax Year 2016 statements. The Appraised and Taxable values are from the preliminary tax rolls and the rates reflected were changed in cases where staff was able to find the posted Tax Year 2016 rate; in cases where the new rate wasn't posted, it remains at the 2015 level. Many other taxing entities are in the same stage we are, meaning they have not locked in their Tax Year 2016 rates yet.

These sample tax bills are meant to be for illustrative purposes only.

<u>The Tax Year Cycle</u>

When looking at the sample tax bills it is important to understand the steps involved with assessing taxes. Although we are considering the Fiscal Year 2017 tax rate, that tax rate will be applied to the Tax Year 2016 values. Generally, a Notice of Appraised Value is sent to residents in the winter or spring. Over the summer, taxing entities set their rates and statements are sent out in the fall.

As a general rule of thumb, the county's tax year is one year behind our fiscal year. When you see "Tax Year 2016" think "Fiscal Year 2017".

Tax Bill Calculations

All sample tax bills included in this memorandum have the Homestead Tax Exemption applied. This means these are residential properties with a primary resident living in them full-time who has applied for the exemption.

The Homestead Exemption starts with a baseline cap in taxable value growth at 10%. In short, the ***taxable*** portion of a Homestead Exempt property cannot increase more than 10% over the previous year.

After the baseline exemption is granted, different taxing entities can apply additional exemptions. For instance the City of Pearland applies a 2.5% deduction in taxable value for homes over $200,000. For homes under $200,000, a flat $5,000 deduction is applied. These deductions vary but the general equation is outlined below.

(Taxable Value - Deductions) X Tax Rate / 100 = Amount

Homestead Tax Bill Example 3 provides a good illustration of the Homestead Exemption in capped years and non-capped years. Looking at Tax Year 2015 in the "Taxable Value Summary" table, the value growth over Tax Year 2014 did not meet the 10% cap, so the Appraised Value ($132,300) equals the baseline Taxable Value ($132,300).

In order to calculate the line item amount for each taxing entity, you then have to apply the entity-specific deduction to that baseline taxable value. On this property for the City of Pearland line that would be an additional $5,000 deduction to the baseline. After that deduction is applied, the remaining taxable value ($127,000) is applied to the City's Tax Rate (.7053) and divided by 100 to get the Tax Year 2015 line item amount ($897.85). The full equation is outlined below.

(132,300 - 5,000) X 0.7053 / 100 = $898

In Tax Year 2016, the same property hit the 10% cap on taxable value. The 2016 Appraised Value (160,910) was 21% higher than the Tax Year 2015 Taxable Value ($132,300). When this happens, the difference between a 21% increase and a 10% increase is subtracted from the Appraised Value. This is called the Homestead Cap Loss ($15,380). The result is a Taxable Value that is only 10% higher than the Tax Year 2015 Taxable Value. The equation is outlined below.

Appraised Value - Homestead Cap Loss = Taxable Value
160,910 – 15,380 = 145,530

We then apply that taxable value to each set of deductions and tax rates to get each line item. The City of Pearland equation for Scenario A is outlined below.

(145,530 – 5,000) X 0.6812 / 100 = $957

All line items deductions applied on each example tax bill are explained at the bottom of the sample bill.

Data Sources

The source for most of the data included on these sample tax bills is the County Assessor's Offices in Brazoria, Harris and Fort Bend Counties.

Homestead Generic Example -- Zero Growth

Address: N/A

Subdivision: N/A

Characteristics:

0% property value growth in 2015 and 2016

Scenario	City Tax
A	1,240
B	1,195
Difference	45

Taxable Value Summary

	Tax Year 2015	Tax Year 2016*	Annual $ Change
Appraised Value	187,000	187,000	-
Homestead Cap Loss	-	-	-
2015 Taxable Value	187,000	187,000	-

Scenario A (Total City tax rate decrease of 0.241 from 2015 rate)

Taxing Entity	Tax Year 2015		Tax Year 2016*		Annual $ Change
	Rate	Amount	Rate**	Amount	
City of Pearland	0.7053	1,284	0.6812	1,240	(44)

Scenario B (Total City tax rate decreased by .0487 to from 2015 rate Rollback Rate)

Taxing Entity	Tax Year 2015		Tax Year 2016*		Annual $ Change
	Rate	Amount	Rate**	Amount	
City of Pearland	0.7053	1,284	0.6566	1,195	(89)

Homestead Tax Bill Example 1

Address: XXXX Seabrough

Subdivision: Shadow Creek Ranch

Characteristics:

- Exceeded Homestead Cap in 2015 but not in 2016
- 3% increase in Appraised Value TY15-TY16
- 8% increase in Taxable Value TY15-TY16
- Includes proposed decrease in Brazoria County TY16 rate
- Includes proposed Increase in Alvin ISD TY16 rate
- Includes proposed decrease in Brazoria County Drainage District TY16 rate
- Within MUD boundaries

Scenario	City Tax
A	1,793
B	1,728
Difference	65

Taxable Value Summary

	Tax Year 2015	Tax Year 2016*	Annual $ Change
Appraised Value	263,160	270,000	6,840
Homestead Cap Loss	(13,911)	-	13,911
Taxable Value	$ 249,249	$ 270,000	20,751

Scenario A (Total City tax rate decrease of 0.241 from 2015 rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Alvin Independent School District	1.4170	3,178	39.5%	1.4356	3,517	40.7%	340
City of Pearland	0.7053	1,714	21.3%	0.6812	1,793	20.7%	79
MUD #26	0.6900	1,376	17.1%	0.6900	1,490	17.2%	115
Brazoria County	0.4260	849	10.5%	0.3974	858	9.9%	9
Alvin Community College	0.2040	508	6.3%	0.2040	551	6.4%	42
Brazoria County Drainage District #4	0.1555	310	3.9%	0.1432	309	3.6%	(1)
Road & Bridge Fund (Brazoria County)[2]	0.0600	118	1.5%	0.0600	128	1.5%	10
Total	3.6578	8,053		3.6115	8,647		594

Scenario B (Total City tax rate decreased by .0487 to from 2015 rate Rollback Rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Alvin Independent School District	1.4170	3,178	39.5%	1.4356	3,517	40.7%	340
City of Pearland	0.7053	1,714	21.3%	0.6566	1,728	20.1%	14
MUD #26	0.6900	1,376	17.1%	0.6900	1,490	17.2%	115
Brazoria County	0.4260	849	10.5%	0.3974	858	9.9%	9
Alvin Community College	0.2040	508	6.3%	0.2040	551	6.4%	42
Brazoria County Drainage District #4	0.1555	310	3.9%	0.1432	309	3.6%	(1)
Road & Bridge Fund (Brazoria County)[2]	0.0600	118	1.5%	0.0600	128	1.5%	10
Total	3.6578	8,053		3.5869	8,583		529

[2]Road & Bridge Fund is assessed by Brazoria County and included in their overall assessed tax rate of 0.4860 for TY15 and 0.4574 for TY16

*Certified Tax Year numbers are not shared until October. These are based on preliminary numbers on Brazoria, Harris and Fort Bend County Tax Assessor's websites.

** 2016 tax rates for other entities are not certified. Based either on advertised rates or 2015 rate.

Baseline Homestead Exemption

10% cap on taxable value growth from previous year

In addition to the 10% cap, this property qualifies for the following Homestead exemptions:

- **City of Pearland**: 2.5% deduction to Taxable Value
- **Brazoria County Drainage District #4**: 20% deduction to Taxable Value
- **Brazoria County**: 20% deduction to Taxable Value
- **Road & Bridge Fund (Brazoria County)**: 20% deduction to Taxable Value plus additional $3,000 deduction to Taxable Value
- **MUD #26**: 20% deduction to Taxable Value
- **Alvin ISD**: $25,000 deduction to Taxable Value

Homestead Tax Bill Example 2

Address: XXXX Pecan Grove Dr

Subdivision: Southwyck

Characteristics:

- Exceeded Homestead Cap in both 2015 and 2015
- 19% increase in Appraised Value TY15-TY16
- 10% increase in Taxable Value TY15-TY16
- Includes proposed decrease in Brazoria County TY16 rate
- Includes proposed decrease in Brazoria County Drainage District TY16 rate
- Not within MUD boundaries

Scenario	City Tax
A	986
B	951
Difference	36

Taxable Value Summary

	Tax Year 2015	Tax Year 2016*	Annual $ Change
Appraised Value	139,390	166,260	26,870
Homestead Cap Loss	(3,199)	(16,450)	(13,251)
2015 Taxable Value	136,191	149,810	13,619

Scenario A (Total City tax rate decrease of 0.241 from 2015 rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Pearland Independent School District	1.4156	1,574	49.2%	1.4156	1,767	50.9%	193
City of Pearland	0.7053	925	28.9%	0.6812	986	28.4%	61
Brazoria County	0.4260	464	14.5%	0.3974	476	13.7%	12
Brazoria County Drainage District #4	0.1555	169	5.3%	0.1432	172	4.9%	2
Road & Bridge Fund (Brazoria County)[2]	0.0600	64	2.0%	0.0600	70	2.0%	7
Total	2.7624	3,196		2.6975	3,471		275

Scenario B (Total City tax rate decreased by .0487 to from 2015 rate Rollback Rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Pearland Independent School District	1.4156	1,574	49.2%	1.4156	1,767	50.9%	193
City of Pearland	0.7053	925	28.9%	0.6566	951	27.7%	26
Brazoria County	0.4260	464	14.5%	0.3974	476	13.7%	12
Brazoria County Drainage District #4	0.1555	169	5.3%	0.1432	172	4.9%	2
Road & Bridge Fund (Brazoria County)[2]	0.0600	64	2.0%	0.0600	70	2.0%	7
Total	2.7624	3,196		2.6729	3,436		239

[2]Road & Bridge Fund is assessed by Brazoria County and included in their overall assessed tax rate of 0.4860 for TY15 and 0.4574 for TY16

*Certified Tax Year numbers are not shared until October. These are based on preliminary numbers on Brazoria, Harris and Fort Bend County Tax Assessor's websites.

** 2016 tax rates for other entities are not certified. Based either on advertised rates or 2015 rate.

Baseline Homestead Exemption

10% cap on taxable value growth from previous year

In addition to the 10% cap, this property qualifies for the following Homestead exemptions:

City of Pearland: $5,000 deduction to Taxable Value
Brazoria County Drainage District #4: 20% deduction to Taxable Value
Brazoria County: 20% deduction to Taxable Value
Road & Bridge Fund (Brazoria County): 20% deduction to Taxable Value plus additional $3,000 deduction to Taxable Value
Pearland ISD: $25,000 deduction to Taxable Value

Homestead Tax Bill Example 3

Address: XXXX Meadow Creek

Subdivision: Woodcreek

Characteristics:

- Exceeded Homestead Cap in 2016 but not in 2015
- 22% increase in Appraised Value TY15-TY16
- 10% increase in Taxable Value TY15-TY16
- Includes proposed decrease in Brazoria County TY16 rate
- Includes proposed decrease in Brazoria County Drainage District TY16 rate
- Not within MUD boundaries

Scenario	City Tax
A	957
B	923
Difference	35

Taxable Value Summary

	Tax Year 2015	Tax Year 2016*	Annual $ Change
Appraised Value	$ 132,300	$ 160,910	28,610
Homestead Cap Loss	$ -	$ 15,380	15,380
Taxable Value	$ 132,300	$ 145,530	13,230

Scenario A (Total City tax rate decrease of 0.241 from 2015 rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Pearland Independent School District	1.4156	1,519	49.1%	1.4156	1,706	50.8%	187
City of Pearland	0.7053	898	29.0%	0.6812	957	28.5%	59
Brazoria County	0.4260	451	14.6%	0.3974	463	13.8%	12
Brazoria County Drainage District #4	0.1555	165	5.3%	0.1432	167	5.0%	2
Road & Bridge Fund (Brazoria County)[2]	0.0600	62	2.0%	0.0600	68	2.0%	6
Total	2.7624	3,094		2.6975	3,361		267

Scenario B (Total City tax rate decreased by .0487 to from 2015 rate Rollback Rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Pearland Independent School District	1.4156	1,519	49.1%	1.4156	1,706	50.8%	187
City of Pearland	0.7053	898	29.0%	0.6566	923	27.7%	25
Brazoria County	0.4260	451	14.6%	0.3974	463	13.8%	12
Brazoria County Drainage District #4	0.1555	165	5.3%	0.1432	167	5.0%	2
Road & Bridge Fund (Brazoria County)[2]	0.0600	62	2.0%	0.0600	68	2.0%	6
Total	2.7624	3,094		2.6729	3,326		232

[2]Road & Bridge Fund is assessed by Brazoria County and included in their overall assessed tax rate of 0.4860 for TY15 and 0.4574 for TY16

*Certified Tax Year numbers are not shared until October. These are based on preliminary numbers on Brazoria, Harris and Fort Bend County Tax Assessor's websites.

** 2016 tax rates for other entities are not certified. Based either on advertised rates or 2015 rate.

Baseline Homestead Exemption

10% cap on taxable value growth from previous year

In addition to the 10% cap, this property qualifies for the following Homestead exemptions:

City of Pearland: $5,000 deduction to Taxable Value
Brazoria County Drainage District #4: 20% deduction to Taxable Value
Brazoria County: 20% deduction to Taxable Value
Road & Bridge Fund (Brazoria County): 20% deduction to Taxable Value plus additional $3,000 deduction to Taxable Value
Pearland ISD: $25,000 deduction to Taxable Value

Homestead Tax Bill Example 4

Address: XXXX Auburn Trail

Subdivision: Southern Trails

Characteristics:

- Exceeded Homestead Cap in 2015 but not in 2016
- 6% increase in Appraised Value TY15-TY16
- 8% increase in Taxable Value TY15-TY16
- Includes proposed Increase in Alvin ISD TY16 rate
- Includes proposed decrease in Brazoria County TY16 rate
- Includes proposed decrease in Brazoria County Drainage District TY16 rate
- Within MUD boundaries

Scenario	City Tax
A	1,654
B	1,594
Difference	60

Taxable Value Summary

	Tax Year 2015	Tax Year 2016*	Annual $ Change
Appraised Value	$ 234,000	$ 249,000	$ 15,000
Homestead Cap Loss	$ (3,000)	$ -	$ 3,000
Taxable Value	$ 231,000	$ 249,000	$ 18,000

Scenario A (Total City tax rate decrease of 0.241 from 2015 rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Alvin Independent School District	1.4170	2,919	36.2%	1.4356	3,216	37.3%	297
MUD #34	0.8200	1,894	23.5%	0.8200	2,042	23.7%	148
City of Pearland	0.7053	1,589	19.7%	0.6812	1,654	19.2%	65
Brazoria County	0.4260	787	9.8%	0.3974	792	9.2%	4
Alvin Community College	0.2040	471	5.8%	0.2040	508	5.9%	37
Brazoria County Drainage District #4	0.1555	287	3.6%	0.1432	285	3.3%	(2)
Road & Bridge Fund (Brazoria County)[2]	0.0600	109	1.4%	0.0600	118	1.4%	9
Total	3.7878	8,057		3.7415	8,614		557

Scenario B (Total City tax rate decreased by .0487 to from 2015 rate Rollback Rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Alvin Independent School District	1.4170	2,919	36.2%	1.4356	3,216	37.3%	297
MUD #34	0.8200	1,894	23.5%	0.8200	2,042	23.7%	148
City of Pearland	0.7053	1,589	19.7%	0.6566	1,594	18.6%	6
Brazoria County	0.4260	787	9.8%	0.3974	792	9.2%	4
Alvin Community College	0.2040	471	5.8%	0.2040	508	5.9%	37
Brazoria County Drainage District #4	0.1555	287	3.6%	0.1432	285	3.3%	(2)
Road & Bridge Fund (Brazoria County)[2]	0.0600	109	1.4%	0.0600	118	1.4%	9
Total	3.7878	8,057		3.7169	8,554		498

[2]Road & Bridge Fund is assessed by Brazoria County and included in their overall assessed tax rate of 0.4860 for TY15 and 0.4574 for TY16

*Certified Tax Year numbers are not shared until October. These are based on preliminary numbers on Brazoria, Harris and Fort Bend County Tax Assessor's websites.

** 2016 tax rates for other entities are not certified. Based either on advertised rates or 2015 rate.

Baseline Homestead Exemption

10% cap on taxable value growth from previous year

In addition to the 10% cap, this property qualifies for the following Homestead exemptions:

City of Pearland: 2.5% deduction to Taxable Value
Brazoria County Drainage District #4: 20% deduction to Taxable Value
Brazoria County: 20% deduction to Taxable Value
Road & Bridge Fund (Brazoria County): 20% deduction to Taxable Value plus additional $3,000 deduction to Taxable Value
Alvin ISD: $25,000 deduction to Taxable Value

Homestead Tax Bill Example 5

Address: XXXX Dixie Hollow

Subdivision: Dixie Woods

Characteristics:

- Exceeded Homestead Cap in both 2015 and 2016
- 17% increase in Appraised Value TY15-TY16
- 10% increase in Taxable Value TY15-TY16
- Includes proposed decrease in Brazoria County TY16 rate
- Includes proposed decrease in Brazoria County Drainage District TY16 rate
- Within MUD boundaries

Scenario	City Tax
A	833
B	803
Difference	30

Taxable Value Summary

	Tax Year 2015	Tax Year 2016*	Annual $ Change
Appraised Value	$ 120,140	$ 140,470	$ 20,330
Homestead Cap Loss	$ (4,464)	$ (13,226)	$ (8,762)
Taxable Value	$ 115,676	$ 127,244	$ 11,568

Scenario A (Total City tax rate decrease of 0.241 from 2015 rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Pearland Independent School District	1.4156	1,284	48.3%	1.4156	1,447	50.1%	164
City of Pearland	0.7053	781	29.4%	0.6812	833	28.8%	52
Brazoria County	0.4260	394	14.8%	0.3974	405	14.0%	10
Brazoria County Drainage District #4	0.1555	144	5.4%	0.1432	146	5.0%	2
Road & Bridge Fund (Brazoria County)[2]	0.0600	54	2.0%	0.0600	59	2.1%	6
Total	2.7624	2,656		2.6975	2,890		234

Scenario B (Total City tax rate decreased by .0487 to from 2015 rate Rollback Rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Pearland Independent School District	1.4156	1,284	48.3%	1.4156	1,447	50.1%	164
City of Pearland	0.7053	781	29.4%	0.6566	803	27.8%	22
Brazoria County	0.4260	394	14.8%	0.3974	405	14.0%	10
Brazoria County Drainage District #4	0.1555	144	5.4%	0.1432	146	5.0%	2
Road & Bridge Fund (Brazoria County)[2]	0.0600	54	2.0%	0.0600	59	2.1%	6
Total	2.7624	2,656		2.6729	2,860		204

[2]Road & Bridge Fund is assessed by Brazoria County and included in their overall assessed tax rate of 0.4860 for TY15 and 0.4574 for TY16

*Certified Tax Year numbers are not shared until October. These are based on preliminary numbers on Brazoria, Harris and Fort Bend County Tax Assessor's websites.

** 2016 tax rates for other entities are not certified. Based either on advertised rates or 2015 rate.

Baseline Homestead Exemption

10% cap on taxable value growth from previous year

In addition to the 10% cap, this property qualifies for the following Homestead exemptions:

City of Pearland: $5,000 deduction to Taxable Value
Brazoria County Drainage District #4: 20% deduction to Taxable Value
Brazoria County: 20% deduction to Taxable Value
Road & Bridge Fund (Brazoria County): 20% deduction to Taxable Value plus additional $3,000 deduction to Taxable Value
Pearland ISD: $25,000 deduction to Taxable Value

Homestead Tax Bill Example 6

Address: XXXX Southmere

Subdivision: Southdown

Characteristics:

- Exceeded Homestead Cap 2016 but not 2015
- 22% increase in Appraised Value TY15-TY16
- 10% increase in Taxable Value TY15-TY16
- Includes proposed decrease in Brazoria County TY16 rate
- Includes proposed decrease in Brazoria County Drainage District TY16 rate
- Within MUD boundaries

Scenario	City Tax
A	1,176
B	1,133
Difference	42

Taxable Value Summary

	Tax Year 2015	Tax Year 2016*	Annual $ Change
Appraised Value	$ 161,450	$ 196,310	$ 34,860
Homestead Cap Loss	$ -	$ (18,715)	$ (18,715)
Taxable Value	$ 161,450	$ 177,595	$ 16,145

Scenario A (Total City tax rate decrease of 0.241 from 2015 rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Pearland Independent School District	1.4156	1,932	50.0%	1.4156	2,160	51.6%	229
City of Pearland	0.7053	1,103	28.6%	0.6812	1,176	28.1%	72
Brazoria County	0.4260	550	14.2%	0.3974	565	13.5%	14
Brazoria County Drainage District #4	0.1555	201	5.2%	0.1432	204	4.9%	3
Road & Bridge Fund (Brazoria County)[2]	0.0600	76	2.0%	0.0600	83	2.0%	8
Total	2.7624	3,862		2.6975	4,187		326

Scenario B (Total City tax rate decreased by .0487 to from 2015 rate Rollback Rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Pearland Independent School District	1.4156	1,932	50.0%	1.4156	2,160	51.6%	229
City of Pearland	0.7053	1,103	28.6%	0.6566	1,133	27.3%	30
Brazoria County	0.4260	550	14.2%	0.3974	565	13.5%	14
Brazoria County Drainage District #4	0.1555	201	5.2%	0.1432	204	4.9%	3
Road & Bridge Fund (Brazoria County)[2]	0.0600	76	2.0%	0.0600	83	2.0%	8
Total	2.7624	3,862		2.6729	4,145		283

[2]Road & Bridge Fund is assessed by Brazoria County and included in their overall assessed tax rate of 0.4860 for TY15 and 0.4574 for TY16

*Certified Tax Year numbers are not shared until October. These are based on preliminary numbers on Brazoria, Harris and Fort Bend County Tax Assessor's websites.

** 2016 tax rates for other entities are not certified. Based either on advertised rates or 2015 rate.

Baseline Homestead Exemption

10% cap on taxable value growth from previous year

In addition to the 10% cap, this property qualifies for the following Homestead exemptions:

City of Pearland: 2.5% deduction to Taxable Value
Brazoria County Drainage District #4: 20% deduction to Taxable Value
Brazoria County: 20% deduction to Taxable Value
Road & Bridge Fund (Brazoria County): 20% deduction to Taxable Value plus additional $3,000 deduction to Taxable Value
Pearland ISD: $25,000 deduction to Taxable Value

Homestead Tax Bill Example 7

Address: XXXX Pepper Landing

Subdivision: Highland Glen

Characteristics:

- Located in Harris County
- Did not exceed Homstead Cap in 2015 or 2016
- 2% increase in Appraised Value TY15-TY16
- 2% increase in Taxable Value TY15-TY16
- Within MUD boundaries

Scenario	City Tax
A	1,894
B	1,825
Difference	68

Taxable Value Summary

	Tax Year 2015	Tax Year 2016*	Annual $ Change
Appraised Value	$ 279,200	$ 285,152	$ 5,952
Homestead Cap Loss	$ -	$ -	$ -
Taxable Value	$ 279,200	$ 285,152	$ 5,952

Scenario A (Total City tax rate decrease of 0.241 from 2015 rate)

Taxing Entity	Tax Year 2015 Rate	Tax Year 2015 Amount	Tax Year 2015 % of Total Amount	Tax Year 2016* Rate**	Tax Year 2016* Amount	Tax Year 2016* % of Total Amount	Annual $ Change
Pasedena ISD	1.3500	3,055	33.3%	1.3500	3,127	33.6%	72
Mud 28	0.8200	2,289	25.0%	0.8200	2,338	25.2%	49
City of Pearland	0.7053	1,920	20.9%	0.6812	1,894	20.4%	(26)
Harris County	0.4192	936	10.2%	0.4173	952	10.2%	16
San Jacinto Community College	0.1758	482	5.3%	0.1758	492	5.3%	10
Harris County Hospital District	0.1700	380	4.1%	0.1700	388	4.2%	8
Harris County Flood Control	0.0273	61	0.7%	0.0273	62	0.7%	1
Port of Houston	0.0134	30	0.3%	0.0134	31	0.3%	1
Harris County Education Dept	0.0054	12	0.1%	0.0054	12	0.1%	0
Total	3.6865	9,165		3.6605	9,297		131

Scenario B (Total City tax rate decreased by .0487 to from 2015 rate Rollback Rate)

Taxing Entity	Tax Year 2015 Rate	Tax Year 2015 Amount	Tax Year 2015 % of Total Amount	Tax Year 2016* Rate**	Tax Year 2016* Amount	Tax Year 2016* % of Total Amount	Annual $ Change
Pasedena ISD	1.3500	3,055	33.3%	1.3500	3,127	33.9%	72
Mud 28	0.8200	2,289	25.0%	0.8200	2,338	25.3%	49
City of Pearland	0.7053	1,920	20.9%	0.6566	1,825	19.8%	(94)
Harris County	0.4192	936	10.2%	0.4173	952	10.3%	16
San Jacinto Community College	0.1758	482	5.3%	0.1758	492	5.3%	10
Harris County Hospital District	0.1700	380	4.1%	0.1700	388	4.2%	8
Harris County Flood Control	0.0273	61	0.7%	0.0273	62	0.7%	1
Port of Houston	0.0134	30	0.3%	0.0134	31	0.3%	1
Harris County Education Dept	0.0054	12	0.1%	0.0054	12	0.1%	0
Total	2.3365	9,165		2.2859	9,228		63

[2]Road & Bridge Fund is assessed by Brazoria County and included in their overall assessed tax rate of 0.4860 for TY15 and 0.4574 for TY16

*Certified Tax Year numbers are not shared until October. These are based on preliminary numbers on Brazoria, Harris and Fort Bend County Tax Assessor's websites.

** 2016 tax rates for other entities are not certified. Based either on advertised rates or 2015 rate.

Baseline Homestead Exemption

10% cap on taxable value growth from previous year

In addition to the 10% cap, this property qualifies for the following Homestead exemptions:

- **City of Pearland**: 2.5% deduction to Taxable Value
- **Pasedena ISD**: $52,920 deduction to Taxable Value in TY15. $53,515 deduction to Taxable Value in TY16
- **Harris County**: 20% deduction to Taxable Value
- **Brazoria County Flood Control**: 20% deduction to Taxable Value
- **Port of Houston**: 20% deduction to Taxable Value
- **Harris County Hospital District**: 20% deduction to Taxable Value
- **Harris County Education Dept**: 20% deduction to Taxable Value
- **San Jacinto**: $5,000 deduction to Taxable Value

Homestead Tax Bill Example 8

Address: XXXX Briar Rose

Subdivision: Shadow Creek Ranch

Characteristics:

- Located in Fort Bend County
- Did not exceed Homstead Cap in 2015 or 2016
- 2% increase in Appraised Value TY15-TY16
- 2% increase in Taxable Value TY15-TY16
- Within MUD boundaries

Scenario	City Tax
A	2,003
B	1,931
Difference	72

Taxable Value Summary

	Tax Year 2015	Tax Year 2016*	Annual $ Change
Appraised Value	$ 303,640	$ 339,760	$ 36,120
Homestead Cap Loss	$ (29,430)	$ (38,130)	$ (8,700)
Taxable Value	$ 274,210	$ 301,630	$ 27,420

Scenario A (Total City tax rate decrease of 0.241 from 2015 rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Fort Bend ISD	1.3400	3,339	40.9%	1.3400	3,707	41.5%	367
MUD 1	0.8500	1,865	22.9%	0.8500	2,051	23.0%	186
City of Pearland	0.7053	1,886	23.1%	0.6812	2,003	22.4%	118
Fort Bend County	0.4650	1,020	12.5%	0.4650	1,122	12.6%	102
Fort Bend Drainage	0.0210	46	0.6%	0.0210	51	0.6%	5
Total	3.3813	8,156		3.3572	8,934		778

Scenario B (Total City tax rate decreased by .0487 to from 2015 rate Rollback Rate)

Taxing Entity	Tax Year 2015			Tax Year 2016*			Annual $ Change
	Rate	Amount	% of Total Amount	Rate**	Amount	% of Total Amount	
Fort Bend ISD	1.3400	3,339	40.9%	1.3400	3,707	41.8%	367
MUD 1	0.8500	1,865	22.9%	0.8500	2,051	23.1%	186
City of Pearland	0.7053	1,886	23.1%	0.6566	1,931	21.8%	45
Fort Bend County	0.4650	1,020	12.5%	0.4650	1,122	12.7%	102
Fort Bend Drainage	0.0210	46	0.6%	0.0210	51	0.6%	5
Total	3.3813	8,156		3.3326	8,862		706

[2]Road & Bridge Fund is assessed by Brazoria County and included in their overall assessed tax rate of 0.4860 for TY15 and 0.4574 for TY16

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** 2016 tax rates for other entities are not certified. Based either on advertised rates or 2015 rate.

Baseline Homestead Exemption

10% cap on taxable value growth from previous year

In addition to the 10% cap, this property qualifies for the following Homestead exemptions:

- **City of Pearland**: 2.5% deduction to Taxable Value
- **Fort Bend County Drainage**: 20% deduction to Taxable Value
- **Fort Bend County**: 20% deduction to Taxable Value
- **MUD 1**: 20% deduction to Taxable Value
- **Fort Bend ISD**: $25,000 deduction to Taxable Value

2016 Governing Body Summary #1B*

Comparison of This Year's Tax M & O Levy with Last Year's M & O Tax Levy

CITY OF PEARLAND

Date: 08/04/2016 12:08 PM

Last Year's M & O Tax Levy**:$17,416,229

DESCRIPTION OF TAX RATE	TAX RATE PER $100	THIS YEAR'S M & O TAX LEVY***	M & O TAX LEVY INCREASE****
Notice & Hearing Limit*****	$0.675128		
Effective Tax Rate as 2016 Rate NO TAX INCREASE	M & O Rate $0.199150 Debt Rate $0.440000 $0.639151	$13,427,936	$-3,988,293
Last Year's Tax Rate as 2016 Rate 10.35% TAX INCREASE	M & O Rate $.265300 Debt Rate $0.440000 $0.705300	$17,888,181	$471,952
Rollback Tax Rate as 2016 Rate 2.74% TAX INCREASE	M & O $0.216639 Debt Rate $0.440000 $0.656639	$14,607,153	$-2,809,076
Calculated Debt Rate - Must Adopt (Requires $2,954,270 in unencumbered fund balance for this rate)	$0.440000		

*These figures are provided as estimates of possible outcomes resulting from varying the tax rate. Please be aware that these are only estimates and should not be used alone in making budgetary decisions.
**Last year's M & O tax levy is calculated using Texas Property Tax Code's definition of "last year's levy".
***This year's M & O tax levies are calculated using line 19 of the Effective Tax Rate Worksheet and this year's frozen tax levy on homesteads of the elderly or disabled.
**** M & O Tax levy increase is the difference between this year's M & O tax levy and last year's M & O tax levy.
*****The Notice and Hearing Limit is the highest tax rate that may be adopted without notices and a public hearing. It is the lower of the rollback tax rate or the effective tax rate.

8-9-16

2016 Effective Tax Rate Worksheet
CITY OF PEARLAND

Date: 08/09/2016 11:19 AM

1. 2015 total taxable value. Enter the amount of 2015 taxable value on the 2015 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-third over-appraisal corrections from these adjustments. This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (will deduct taxes in Line 14).[1]	$8,479,611,676
2. 2015 tax ceilings. Counties, cities and junior college districts. Enter 2015 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2015 or a prior year for homeowners age 65 or older or disabled, use this step.[2]	$664,738,159
3. Preliminary 2015 adjusted taxable value. Subtract Line 2 from Line 1.	$7,814,873,517
4. 2015 total adopted tax rate.	$0.705300/$100
5. 2015 taxable value lost because court appeals of ARB decisions reduced 2015 appraised value.	
A. **Original 2015 ARB Values.**	$59,048,339
B. **2015 values resulting from final court decisions.**	$51,285,709
C. **2015 value loss.** Subtract B from A.[3]	$7,762,630
6. 2015 taxable value, adjusted for court-ordered reductions. Add Line 3 and Line 5C.	$7,822,636,147
7. 2015 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2015. Enter the 2015 value of property in deannexed territory.[4]	$0
8. 2015 taxable value lost because property first qualified for an exemption in 2016. Note that lowering the amount or percentage of an existing exemption does not create a new exemption or reduce taxable value. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost to freeport or goods-in-transit exemptions.	
A. **Absolute exemptions.** Use 2015 market value:	$3,276,675
B. **Partial exemptions.** 2016 exemption amount or 2016 percentage exemption times 2015 value:	$22,446,520
C. **Value loss.** Add A and B.[5]	$25,723,195
9. 2015 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2016. Use only properties that qualified in 2016 for the first time; do not use properties that qualified in 2015.	
A. **2015 market value:**	$941,590
B. **2016 productivity or special appraised value:**	$3,860

C. **Value loss.** Subtract B from A.[6]	$937,730
10. Total adjustments for lost value. Add lines 7, 8C and 9C.	$26,660,925
11. 2015 adjusted taxable value. Subtract Line 10 from Line 6.	$7,795,975,222
12. Adjusted 2015 taxes. Multiply Line 4 by Line 11 and divide by $100.	$54,985,013
13. Taxes refunded for years preceding tax year 2015. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2015. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2015. This line applies only to tax years preceding tax year 2015.[7]	$34,652
14. Taxes in tax increment financing (TIF) for tax year 2015. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2016 captured appraised value in Line 16D, enter 0.[8]	$14,532,955
15. Adjusted 2015 taxes with refunds and TIF adjustment. Add Lines 12 and 13, subtract Line 14.[9]	$40,486,710
16. Total 2016 taxable value on the 2016 certified appraisal roll today. This value includes only certified values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 18). These homesteads include homeowners age 65 or older or disabled.[10]	
A. **Certified values:**	$8,350,162,831
B. **Counties:** Include railroad rolling stock values certified by the Comptroller's office:	$0
C. **Pollution control exemption:** Deduct the value of property exempted for the current tax year for the first time as pollution control property:	$0
D. **Tax increment financing:** Deduct the 2016 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2016 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 21 below.[11]	$2,109,639,316
E. **Total 2016 value.** Add A and B, then subtract C and D.	$6,240,523,515
17. Total value of properties under protest or not included on certified appraisal roll.[12]	
A. **2016 taxable value of properties under protest.** The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value.[13]	$645,549,844
B. **2016 value of properties not under protest or included on certified appraisal roll.** The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about, but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value.[14]	$737,604,634 Harris County

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C. **Total value under protest or not certified:** Add A and B.	$1,383,154,478	
18. 2016 tax ceilings. Counties, cities and junior colleges enter 2016 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2015 or a prior year for homeowners age 65 or older or disabled, use this step.[15]	$881,054,037	30
19. 2016 total taxable value. Add Lines 16E and 17C. Subtract Line 18.	$6,742,623,956	<*
20. Total 2016 taxable value of properties in territory annexed after Jan. 1, 2015. Include both real and personal property. Enter the 2016 value of property in territory annexed.[16]	$32,175,175	x
21. Total 2016 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2015. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2015, and be located in a new improvement. New improvements **do** include property on which a tax abatement agreement has expired for 2016.[17]	$376,003,313	*
22. Total adjustments to the 2016 taxable value. Add Lines 20 and 21.	$408,178,488	
23. 2016 adjusted taxable value. Subtract Line 22 from Line 19.	$6,334,445,468	
24. 2016 effective tax rate. Divide Line 15 by Line 23 and multiply by $100.[18]	$0.639151/$100	<
25. COUNTIES ONLY. Add together the effective tax rates for each type of tax the county levies. The total is the 2016 county effective tax rate.[19]		

A county, city or hospital district that adopted the additional sales tax in November 2015 or in May 2016 must adjust its effective tax rate. The Additional Sales Tax Rate Worksheet sets out this adjustment. Do not forget to complete the Additional Sales Tax Rate Worksheet if the taxing unit adopted the additional sales tax on these dates.

[1]Tex. Tax Code Section 26.012(14)
[2]Tex. Tax Code Section 26.012(14)
[3]Tex. Tax Code Section 26.012(13)
[4]Tex. Tax Code Section 26.012(15)
[5]Tex. Tax Code Section 26.012(15)
[6]Tex. Tax Code Section 26.012(15)
[7]Tex. Tax Code Section 26.012(13)
[8]Tex. Tax Code Section 26.03(c)
[9]Tex. Tax Code Section 26.012(13)
[10]Tex. Tax Code Section 26.012(15)
[11]Tex. Tax Code Section 26.03(c)
[12]Tex. Tax Code Section 26.01(c)
[13]Tex. Tax Code Section 26.04 and 26.041
[14]Tex. Tax Code Section 26.04 and 26.041
[15]Tex. Tax Code Section 26.012(6)
[16]Tex. Tax Code Section 26.012(17)
[17]Tex. Tax Code Section 26.012(17)
[18]Tex. Tax Code Section 26.04(c)
[19]Tex. Tax Code Section 26.04(d)

* = What the rate is applied to net of disability freeze

2016 Rollback Tax Rate Worksheet
CITY OF PEARLAND

Date: 08/09/2016

26. 2015 maintenance and operations (M&O) tax rate.	$0.222500/$100
27. 2015 adjusted taxable value. Enter the amount from Line 11.	$7,795,975,222
28. 2015 M&O taxes.	
A. Multiply Line 26 by Line 27 and divide by $100.	$17,346,044
B. **Cities, counties and hospital districts with additional sales tax:** Amount of additional sales tax collected and spent on M&O expenses in 2015. Enter amount from full year's sales tax revenue spent for M&O in 2015 fiscal year, if any. Other taxing units enter 0. Counties exclude any amount that was spent for economic development grants from the amount of sales tax spent.	$0
C. **Counties:** Enter the amount for the state criminal justice mandate. If second or later year, the amount is for increased cost above last year's amount. Other taxing units enter 0.	$0
D. **Transferring function:** If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in H below. The taxing unit receiving the function will add this amount in H below. Other taxing units enter 0.	$0
E. **Taxes refunded for years preceding tax year 2015:** Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2015. This line applies only to tax years preceding tax year 2015.	$10,864
F. **Enhanced indigent health care expenditures:** Enter the increased amount for the current year's enhanced indigent health care expenditures above the preceding tax year's enhanced indigent health care expenditures, less any state assistance.	$0
G. **Taxes in TIF:** Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2016 captured appraised value in Line 16D, enter 0.	$4,650,546
H. Adjusted M&O Taxes. Add A, B, C, E and F. For unit with D, subtract if discontinuing function and add if receiving function. Subtract G.	$12,706,362
29. 2016 adjusted taxable value. Enter Line 23 from the Effective Tax Rate Worksheet.	$6,334,445,468
30. 2016 effective maintenance and operations rate. Divide Line 28H by Line 29 and multiply by $100.	$0.200592/$100
31. 2016 rollback maintenance and operation rate. Multiply Line 30 by 1.08.	$0.216639/$100

32. Total 2016 debt to be paid with property taxes and additional sales tax revenue. "Debt" means the interest and principal that will be paid on debts that: (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year and (4) are not classified in the taxing unit's budget as M&O expenses.	32
A. **Debt** also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. List the debt in Schedule B: Debt Service.	$33,458,605
B. Subtract **unencumbered fund amount** used to reduce total debt.	$2,954,270
C. Subtract **amount paid** from other resources.	
D. **Adjusted debt.** Subtract B and C from A.	$836,779
	$29,667,556
33. Certified 2015 excess debt collections. Enter the amount certified by the collector.	$0
34. Adjusted 2016 debt. Subtract Line 33 from Line 32D.	$29,667,556
35. Certified 2016 anticipated collection rate. Enter the rate certified by the collector. If the rate is 100 percent or greater, enter 100 percent.	100.00%
36. 2016 debt adjusted for collections. Divide Line 34 by Line 35	$29,667,556
37. 2016 total taxable value. Enter the amount on Line 19.	$6,742,623,956
38. 2016 debt tax rate. Divide Line 36 by Line 37 and multiply by $100.	$0.440000/$100
39. 2016 rollback tax rate. Add Lines 31 and 38.	$0.656639/$100
40. COUNTIES ONLY. Add together the rollback tax rates for each type of tax the county levies. The total is the 2016 county rollback tax rate.	

A taxing unit that adopted the additional sales tax must complete the lines for the Additional Sales Tax Rate. A taxing unit seeking additional rollback protection for pollution control expenses completes the Additional Rollback Protection for Pollution Control.

Memo

To: Clay Pearson, City Manager

From: Bob Fitzpatrick, Facilities Manager

CC: Trent Epperson, Assistant City Manager

Eric Wilson, Public Works Director

Michael Leech, Assistant Director of Public Works

Date: August 17, 2016

Re: FY16 and FY17 Facilities Management Budget

In FY15 the Facilities Division personnel, equipment and budget was moved from the Parks Department to Public Works. In FY16 the Facilities Management Division began taking a preventative maintenance (PM) centric approach to facilities management. The division transitioned from reactively repairing or replacing malfunctioning assets to performing the prescribed maintenance tasks which can prolong the useable life of the asset. This approach will pay dividends in the future but will be more costly in the interim.

In addition to improving PM contracts and internal processes for HVAC, roofing, garage doors, etc., which increased costs, the division also experienced a significant number of unexpected asset failures at relatively new facilities like the RNC, Fire Station 5, Hillhouse and the PSB.

To that end, the Facilities Management Divisional budget is nearly exhausted and there remain several key issues and projects which need to be addressed in FY16.

The purpose of the following is to outline a plan to fund HVAC facility needs through the remainder of FY16 and to outline additional funding needs for FY17.

The FY16 budget for HVAC repairs and maintenance can be found in the Public Works Facilities Management budget line item 100-305-330 5200.030 (Buildings and Grounds HVAC) and totals $273,254. Of that amount, approximately 41 ($112,000) percent is dedicated to PM services. The remainder ($161,000) is dedicated to repairs. The Buildings and Grounds HVAC line item is programmed to include preventative maintenance of HVAC systems as well as a limited amount of system repairs. The line item is presently at 112% of the budgeted amount.

Included in the unexpected failures are a third HVAC coil failure with the Dectron system at the natatorium, a compressor that has failed at the RCN Chiller and compressor / cooling issues at Fire Admin. A portion of the Fire Admin location is currently

being cooled by temporary cooling units until the RTU can be repaired. The total repair costs for these items is $68,175.

The other large line item with in the Facilities Management divisional budget is 100-305-330 5200.130 (Buildings and Grounds Miscellaneous) which totals $278,677 and includes the remaining general trades associated with facilities management: electrical, plumbing, structural, etc. This line item is presently at 97% of the budgeted amount with $7,193 remaining and unencumbered with 1-1/2 months remaining in the fiscal year.

To address the shortfall Public Works is recommending a general fund budget transfer from the Streets and Drainage Division to the Facilities Division. Bids were opened for the John Lizer / Liberty Drive paving improvements project on August 2. The apparent low bidder is Angel Brothers Construction with a bid of $423,677. The budget for this work was set at $600,000 and was based on the unit costs from the Orange Street Project completed earlier this year. To that end, we are comfortable with the bid amount and are going to recommend award to Angel Brothers. This leaves approximately $150,000 remaining and unencumbered in the Streets and Drainage operating budget. Because this work is being accomplished using a mid-year budget adjustment it was bid late in the fiscal year. So, at this point in the year it is impractical to bid out any additional paving work and the County has completed the maximum amount they annually complete. Therefore, we do not have a means to expend these remaining funds on street paving making them available to be transferred to the Facilities budget to cover the additional HVAC costs.

The Facilities Management team will work with the budget office to facilitate the transfer of funding from the Streets and Drainage Division to the Facilities Division. The following tables outline the yet to be addressed priorities for the remainder of FY16 with the above mentioned funds. Table 1 below identifies the items Facilities will immediately address at a cost of $72,102.25. The remaining transferred funds will be held temporarily to guard against any unforeseen emergencies that may occur through the end of August. We will reevaluate our budget on September 1 and cut PO's for items in Table 2 as funds are available starting with the PSB Chiller issue.

The tables below show needed funding in FY16 and FY17 with an explanation for each need.

FY16: $150,000 to be transferred from Streets and Drainage project savings
FY17: $200,000 Additional budget request based on current needs not known at the time of budget submittal. This is in addition to the base budget for normal repairs and preventative maintenance.

Table 1 – FY2016 Immediate Items: to be addressed through transfer from Streets and Drainage project savings

Priority Rank	Location	Issue	Risk assessment	Cost
1	RCN	Dectron Unit #2 – Upper Reheat Coil Needs to be replaced	Unit is currently shutdown. Lost lower reheat coil approximately 7/15/16. Eight (8) week lead time on new coil from Dectron Canada.	$48,288.25
2	RCN	Rec Center Chiller #1- Bad compressor	Replacement cost quote received. This is the second compressor to be replaced this month on this chiller. Due to visibility and usage of this facility, this is a priority.	$10,482.00
3	Fire Admin	Valent RTU	Multiple issues with unit including bad compressor.	$9,405.00
4	FS5 / WEC	AAON-Specific HVAC Contract needed	Finally got FS5 HVAC System working by reaching out to Texas Air Systems who rep AAON for Houston. Need to get this in place asap since we just had a call out Monday for FS5 issue. Idea is to give all HVAC equipment PM's and repairs to TAS so they are the sole owners. Current vendors lack experience with AAON equipment.	$15,708.00 annually / $3,927.00 per quarter
5	Westside Library	Replacement of RTU #1	Unable to untwine proprietary computer add-ons to RTU. No vendor we have called nor the original installer can seem to repair. Best to replace the unit with a conventional unit that can be easily fitted with Climatec BAS	Rough estimate $35,000.00 to $40,000.00
			Estimated Projects Total:	$120,000
			Estimated Operational Total	$30,000
			Grand Total	$150,000

Table 2 – FY17 needs: Add to Fy17 budget request.

Priority Rank	Location	Issue	Risk assessment	Cost
6	PSB	Compressor Skids / Chillers 1 & 2	Danger here is due to the deterioration of the skids that sit below each chiller which hold the weight of the compressors. Catastrophic damage can occur should those skid give way. If this happens, compressors will hit the ground and become detached and likely will lose all of the associated Freon with them. This would render both chillers to fail. Better to do this sooner rather than later if possible. Facilities has built up under skids where we can reach with 4x4's to help support as best as possible.	Per quote received from KR Allen, $16,337.00
7	Fire Station #4	New Commercial HVAC System with Climatec BAS Controls	Replacement of old residential HVAC System that is undersized to a proper right-sized Commercial System	Rough Estimate of $100,000.00
8	Hillhouse	Condensation Issues	There have apparently been condensation issues in this location for some time. Currently soliciting an MEP to investigate this for us and determine best course of action to solve this issue. With more employees about to be housed in this location, this will become more critical to solve.	Roughly $5,000.00 - $8,000.00 for MEP Evaluation. Repair costs to be determined.
9	FS1 / PW Service Center	Plumbing Issues	Old location with older plumbing infrastructure. Constant plumbing backups into the FS1 living quarters. While awaiting for new FS1 to be built, living conditions	Roughly $60,000.00 + at the moment. Vendor quote imminent.

			for the firefighters until then still need to be addressed. Plumbing Contractor and COP Water & Sewer have run cameras to determine current line conditions and possible solutions. This will need to be solved soon.	Alternate: $20,000 per year for weekly plumbing service *Minimizes expenditure on bldg. with 2 years of service left.*
10	Knapp Center	Exercise Room A/C issue	Facilities has already tried to move the condenser closer to the air handling unit to shorten the refrigerant lines looking to help efficiency but issue still exists. Likely need to replace unit with larger to ensure comfort.	Roughly $8,000.00 - $12,000.00 to replace
11	RCN	2nd Floor Management Staff Offices	A/C Cooling issues persist in the office areas where Carrie Capers / Chris Orlea office. We have tried to ensure that we have as much air flow as possible but not enough. These windowed offices that are at the very end of the ductwork line. We will need an MEP to help with evaluation and proposal of a solution to the issue.	Roughly $5,000.00 - $8,000.00 for MEP Evaluation. Repair costs to be determined.
			FY 17 – estimated total	*$200,000*

Memo

8/25/2016
To: Mayor and City Council members
Background for budget item, need and start for an internal service fund for City fleet. Clay

To: Clay Pearson, City Manager

From: Cynthia Pearson, Director of Finance

CC: Jon Branson, Deputy City Manager
Trent Epperson, Assistant City Manager

Date: August 25, 2016

Re: Overview of Motor Pool Budget Process

The City of Pearland has more than 437 vehicles and pieces of rolling stock, with an approximated value of more than $23 million. The FY2017 budget, as proposed, includes the replacement of 58 pieces of rolling stock at a total cost of $2.5 million. A total of 35 of these are for Police at a projected cost of $1.4 million.

In many cities, Internal Service Funds are used to provide for the funding for fleet, rolling stock equipment, facilities and technology. Because of their nature, they have less impact on the operating budget, and allow a more systemic approach to the acquisition and maintenance of high dollar equipment for the City, including Police, Fire, Parks and Public Works. They eliminate drastic fluctuations of the general fund and allow assets to be directed to where demand is highest. A significant benefit is that consistent budgeting tends to provide for continual quality and updating of fleet without widely varying demands on capital funds.

Internal Service Funds are used to properly account for the financing of goods or services that are provided by one department of a governmental unit to other departments on a cost-reimbursement basis. It is my recommendation that we consider establishing several Internal Service Funds over a period of time. The first such fund would provide for Fleet Maintenance and Replacement on a stable and consistent basis, and is commonly referred to as a Motor Pool Fund. With the $225,000 earmarked in the FY2017 budget for Police Fleet Replacement, is considered 'seed' money to start to build a fund that would allow us to 'set-aside' funds for the creation of the Motor Pool Fund.

Although there are two components to a Motor Pool Fund (Vehicle Maintenance and Vehicle Replacement); the budget, as presented, focuses on the Vehicle Replacement aspect. Vehicle Replacement is designed to cover future costs and is expected to have a large residual value at the end of each year. It is used as a budgeting tool designed to 'smooth out' the financial impact of annual replacement purchase requirements; and should help prevent large 'swings' of budget dollars from year to year. As a result, **scheduled** replacements will not adversely affect the City budget as a whole, and make for a more predictable and less volatile budget by reducing spikes in expenditures for capital outlay.

Optimally, the Motor Pool Fund should encompass all of the vehicles and rolling stock, however, it is cost prohibitive to fully implement it at this time. If we start where we are, and proceed in phases, we can eventually attain a fully operational Motor Pool Fund, and be able to "pay as we go" and not have to consider capital leasing for fleet requirements. Please let me know if you have any questions, and/or would like additional information.

Memo

To: Clay Pearson, City Manager

From: Cynthia Pearson, Director of Finance

CC: Jon Branson, Deputy City Manager
Trent Epperson, Assistant City Manager

Date: August 26, 2016

Re: Debt Service Fund

8/26/2016
To: Mayor and City Council members
Additional background on our debt service fund. Clay

The City of Pearland has $402.8 million in tax-supported debt, excluding the portion backed by the water/sewer fund. The FY2017 budget, as proposed, includes expenditures of $34.6 million, revenues of $34.9, and an anticipated fund balance of $6.8 million projected as of 9/30/2017. Each year, the debt portion of the tax rate is calculated on the amount of revenues required to meet our current year's debt service requirement. The accumulation of the amount projected for fund balance is due to several reasons, including, but not limited to, the refunding that we did earlier this year which resulted in our not having to make the second payment on the refinanced debt issues (normally due in September); and an unbudgeted reimbursement from TXDOT.

While property tax received for the next year cover next year's obligations, we can use fund balance to pay off short-term debt that is currently supported by the debt service fund, as has been recommended, but to do more; and/or defease or retire "pay off" other existing bond issues; or leave it in fund balance for future utilization.

In reviewing the calculation of our debt service tax rate, it is *possible,* but not recommended, that we could utilize these over policy dollars to further lower the rate to .4350. If we decide to reduce the debt service portion of our tax rate by .005 basically we will have to re-start our public hearing process. Changing the debt rate will change the rollback rate calculation which would require the notice to be republished with the new rollback rate. That would in turn require change of the date for the first public hearing because we could not re-publish the notice seven days prior to the current meeting date. Additionally, it will negatively affect the General Fund by reducing the TIRZ Administrative transfer.

Since our Financial Policy states that we should have a *minimum* of 10% reserves, we have some funds that we can utilize on a one-time, non-recurring basis. My recommendation is to utilize these funds to pay down short-term debt that is currently supported by the debt service tax rate, which equates to $1.9 million. In addition to the leases that are scheduled to be paid off in FY2017, this would include payments to and for the following: ***Independent Bank - $268,899***; ***JP Morgan Chase - $277,370***; and ***US Bancorp - $1,133,770***. The majority of these funds were used for miscellaneous fleet purchases including, but not limited to pumper trucks, ambulances, Crown Victorias, Tahoes, a TL3 Loader and an Asphalt Zipper.

Additionally, we would like to consider using $1.5 million for cash defeasances and/or redemption for existing debt during upcoming FY 2016/17.

The City has several callable bond issues and in conjunction with our Financial Advisors we believe a cash defeasance of $1,495,000 in principal amount from the 2032 maturity of the Series 2007 Permanent Improvement and Refunding Bonds would be appropriate. The Series 2007 Bonds have a call date of March 1, 2017, and interest rates ranging from 4% - 5.5%.

Based on the City's current tax rate impact analysis, the City will have approximately $1.5 million that can be utilized to defease exiting debt in fiscal year 2017. A cash defeasance analysis on all of the City's callable bond issues, showed that the 2032 maturity of the Series 2007 Bonds generated the most interest cost savings to the City. The defeasance would cost the City approximately $1,500,000 (cash deposit of $1,495,000, which is the principal amount of the 2032 maturity and estimated fees of $5,000) and the resulting debt service savings to the City is approximately $1,060,188.

In order to cash defease/pay-off the 2032 maturity of the Series 2007 Bonds, the City would need to approve the a Defeasance Plan sometime in late 2016 or early 2017. The Defeasance Plan has the City providing a 30-day call notice on the Bonds to be Defeased on Thursday, January 26, 2017 and using $1,500,000 to defease/pay-off the Series 2007 Bonds on Wednesday, March 1, 2017.

I have attached an updated tax rate impact model prepared by our Financial Advisor based on the revised taxable value of $7.6 billion which includes an analysis using the proposed 44 cent tax rate for 2017-2019. Please let me know if you have any questions, and/or would like additional information.

Attachments: Debt Service Fund Summary
Tax Rate Analysis
Defeasance Overview

DEBT SERVICE FUND
SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCE
FY 2017 PROPOSED BUDGET

	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Year End Amended	FY 2017 Proposed Budget
OPERATING REVENUES				
Property Taxes	$ 28,757,970	$ 30,293,599	$ 31,045,687	$ 33,532,286
Miscellaneous	816,491	786,039	1,289,081	888,736
Transfers	613,411	607,997	779,510	553,766
Bond Proceeds	54,773,103		29,274,797	
TOTAL	**84,960,975**	**31,687,635**	**62,389,075**	**34,974,788**
OPERATING EXPENDITURES				
Rebates & Miscellaneous	4,824,335	6,198,194	5,497,146	6,687,537
Bond Payment	78,442,789	24,400,373	54,585,454	26,008,322
Short-Term Note	1,196,172	929,640	929,640	1,911,500
TOTAL	**84,463,296**	**31,528,207**	**61,012,240**	**34,607,359**
REVENUES OVER (UNDER) EXPENDITURES	497,679	159,428	1,376,835	367,429
FUND BALANCE - BEGINNING	4,535,937	4,988,996	5,033,616	6,410,451
FUND BALANCE - ENDING	**$ 5,033,616**	**$ 5,148,424**	**$ 6,410,451**	**$ 6,777,880**
Reserve 10%	2,968,885	3,152,821	3,085,662	3,460,736
Over Policy	2,064,732	1,995,603	3,324,788	3,317,144

City of Pearland, Texas
5 Year Forecast (Does NOT Include Proposed May 2019 Bond Election)- 20-Year Level Principal

Year Ending 9/1	Beginning Debt Service Fund Balance	Prior Year/ Estimated Taxable Assessed Valuation	Assessed Valuation Growth Rate (%)	Tax Rate per $100 of Assessed Value	Tax Collections 99.10%	Other Revenue Sources	Total Funds Available for Debt Service	Outstanding Debt Service	Less: Bonds to be Refunding	Plus: Refunding Bonds (b)	Post Refunding Debt Service Requirements	Plus: 5 Year Capital Plan $67,590,000	Total Debt Service Requirements	Ending Debt Service Fund Balance	Debt Service Coverage (%)
2016	$5,033,615	$6,429,675,946	7.69%	**$0.4828**	$31,079,687	$2,443,591	$33,148,701	$31,771,866			$31,771,866		$31,771,866	$6,410,450	18.696%
2017	6,410,450	7,623,677,993	18.57%	**0.4400**	32,663,057	1,732,742	34,395,799	34,607,360	2,049,531	1,730,063	34,287,891		34,287,891	6,518,357	18.575%
2018	6,518,357	8,138,276,258	6.75%	**0.4400**	34,889,534	1,785,748	36,675,282	32,681,516	5,192,650	4,812,500	32,301,366	$2,790,792	35,092,157	8,101,482	21.047%
2019	8,101,482	8,626,572,833	6.00%	**0.4400**	37,000,805	1,784,908	38,785,712	35,034,778	4,050,269	3,666,625	34,651,134	3,840,529	38,491,663	8,395,531	20.877%
2020	8,395,531	9,057,901,475	5.00%	**0.4400**	38,863,135	1,779,137	40,642,272	35,194,269	4,712,156	4,327,000	34,809,113	5,405,038	40,214,150	8,823,653	21.520%
2021	8,823,653	9,510,796,548	5.00%	**0.4100**	38,006,981	1,598,270	39,605,251	35,203,893	4,694,231	4,310,000	34,819,662	6,182,625	41,002,287	7,426,617	17.952%
2022	7,426,617	9,891,228,410	4.00%	**0.4100**	39,533,624	1,743,949	41,277,573	35,148,147	4,675,794	4,291,875	34,764,229	6,605,275	41,369,504	7,334,686	17.847%
2023	7,334,686	10,187,965,263	3.00%	**0.3900**	38,712,306	1,733,768	40,446,075	35,119,141	4,187,419	3,804,375	34,736,097	6,360,375	41,096,472	6,684,289	16.400%
2024	6,684,289	10,391,724,568	2.00%	**0.3900**	39,479,921	1,419,148	40,899,069	34,976,386	4,183,994	3,802,375	34,594,767	6,163,800	40,758,567	6,824,791	16.843%
2025	6,824,791	10,495,641,814	1.00%	**0.3750**	38,310,930	1,394,189	39,705,119	34,923,142	3,257,256	2,872,500	34,538,386	5,982,375	40,520,761	6,009,150	14.991%
2026	6,009,150	10,600,598,232	1.00%	**0.3750**	38,680,169	1,356,160	40,036,329	34,671,154	3,165,022	2,782,875	34,289,007	5,795,850	40,084,857	5,960,622	14.990%
2027	5,960,622	10,600,598,232		**0.3750**	38,658,740	1,329,985	39,988,725	34,544,638	3,156,250	2,771,000	34,159,388	5,604,450	39,763,838	6,185,509	15.671%
2028	6,185,509	10,600,598,232		**0.3700**	38,115,192	1,294,036	39,409,228	34,422,054	2,074,681	1,692,125	34,039,497	5,432,750	39,472,247	6,122,489	15.631%
2029	6,122,489	10,600,598,232		**0.3550**	36,528,890	1,261,441	37,790,331	34,312,171	2,055,675	1,672,625	33,929,121	5,240,800	39,169,921	4,742,900	15.589%
2030	4,742,900	13,172,141,805	(a)	**0.2350**	30,017,621	584,925	30,602,546	25,754,587	2,117,513	1,734,500	25,371,575	5,054,000	30,425,575	4,919,871	16.327%
2031	4,919,871	13,172,141,805		**0.2350**	29,997,871	505,601	30,503,472	25,642,269	6,657,103	6,275,625	25,260,791	4,872,050	30,132,841	5,290,503	17.715%
2032	5,290,503	13,172,141,805		**0.2100**	26,752,271	531,376	27,283,646	25,563,976	6,426,159	6,042,375	25,180,191	4,684,913	29,865,104	2,709,045	14.067%
2033	2,709,045	13,172,141,805		**0.1500**	19,016,160	354,976	19,371,136	14,760,236			14,760,236	4,497,750	19,257,986	2,822,196	14.887%
2034	2,822,196	13,172,141,805		**0.1450**	18,358,261	266,784	18,625,046	14,651,845			14,651,845	4,305,775	18,957,620	2,489,621	15.553%
2035	2,489,621	13,172,141,805		**0.1200**	15,143,371	259,284	15,402,655	11,898,557			11,898,557	4,109,250	16,007,807	1,884,469	13.160%
2036	1,884,469	13,172,141,805		**0.1100**	13,852,260	222,634	14,074,895	10,397,132			10,397,132	3,922,975	14,320,107	1,639,256	13.380%
2037	1,639,256	13,172,141,805		**0.0950**	11,928,826	207,916	12,136,742	8,504,898			8,504,898	3,746,425	12,251,323	1,524,676	14.134%
2038	1,524,676	13,172,141,805		**0.0745**	9,317,196	185,989	9,503,184	8,500,261			8,500,261	2,287,263	10,787,523	240,337	13.700%
2039	240,337	13,172,141,805		**0.0120**	1,480,680	156,216	1,636,896	162,385			162,385	1,591,950	1,754,335	122,898	12.910%
2040	122,898	13,172,141,805		**0.0067**	824,131	66,880	891,011	166,885			166,885	785,050	951,935	61,974	13.041%
2041	61,974	13,172,141,805		**0.0030**	367,953	59,395	427,348	171,385			171,385	303,850	475,235	14,086	0.000%
Totals								**$628,784,930**	**$62,655,703**	**$56,588,438**	**$622,717,664**	**$105,565,908**	**$728,283,572**		

Average Tax Rate: **$0.2727**
Tax Rate Increase Over 44 Cents: **$0.0000**

(a) Includes the taxable assessed values of the TIRZ of $2,571,543,573 (2020 estimated value) beginning in fiscal year 2030, once the TIRZ has been dissolved.
(b) Includes the estimated results of the November 2016 refunding. Preliminary, subject to change.

8/26/16 Revision

City of Pearland, Texas
5 Year Forecast (Does Include Proposed May 2019 Bond Election)- 20-Year Level Principal

Year Ending 9/1	Beginning Debt Service Fund Balance	Prior Year/ Estimated Taxable Assessed Valuation	Assessed Valuation Growth Rate (%)	Tax Rate per $100 of Assessed Value	Tax Collections 99.10%	Other Revenue Sources	Total Funds Available for Debt Service	Outstanding Debt Service	Less: Bonds to be Refunded	Plus: Refunding Bonds (b)	Post Refunding Debt Service Requirements	Plus: 5 Year Capital Plan $67,590,000	Plus: May 2019 Bond Election $70,000,000	Total Debt Service Requirements	Ending Debt Service Fund Balance	Debt Service Coverage (%)
2016	$5,033,615	$6,429,675,946	7.69%	$0.4828	$31,079,687	$2,443,591	$33,148,701	$31,771,866			$31,771,866			$31,771,866	$6,410,450	18.696%
2017	6,410,450	7,623,677,993	18.57%	0.4400	32,663,057	1,732,742	34,395,799	34,607,360	2,049,531	1,730,063	34,287,891			34,287,891	6,518,357	18.575%
2018	6,518,357	8,138,276,258	6.75%	0.4400	34,889,534	1,785,748	36,675,282	32,681,516	5,192,650	4,812,500	32,301,366	$2,790,792		35,092,157	8,101,482	21.047%
2019	8,101,482	8,626,572,833	6.00%	0.4400	37,000,805	1,784,908	38,785,712	35,034,778	4,050,269	3,666,625	34,651,134	3,840,529		38,491,663	8,395,531	20.050%
2020	8,395,531	9,057,901,475	5.00%	0.4500	39,756,028	1,779,137	41,535,165	35,194,269	4,712,156	4,327,000	34,809,113	5,405,038	$1,659,000	41,873,150	8,057,546	18.255%
2021	8,057,546	9,510,796,548	5.00%	0.4500	41,756,583	1,608,449	43,365,032	35,203,893	4,694,231	4,310,000	34,819,662	6,182,625	3,136,000	44,138,287	7,284,291	15.856%
2022	7,284,291	9,891,228,410	4.00%	0.4500	43,433,414	1,786,694	45,220,109	35,148,147	4,675,794	4,291,875	34,764,229	6,605,275	4,571,000	45,940,504	6,563,896	13.948%
2023	6,563,896	10,187,965,263	3.00%	0.4500	44,736,417	1,778,226	46,514,643	35,119,141	4,187,419	3,804,375	34,736,097	6,360,375	5,964,000	47,060,472	6,018,066	12.518%
2024	6,018,066	10,391,724,568	2.00%	0.4500	45,624,177	1,487,823	47,112,000	34,976,386	4,183,994	3,802,375	34,594,767	6,163,800	7,315,000	48,073,567	5,056,500	10.648%
2025	5,056,500	10,495,641,814	1.00%	0.4500	46,066,065	1,464,234	47,530,298	34,923,142	3,257,256	2,872,500	34,538,386	5,982,375	6,965,000	47,485,761	5,101,037	10.890%
2026	5,101,037	10,600,598,232	1.00%	0.4450	45,989,492	1,444,568	47,434,060	34,671,154	3,165,022	2,782,875	34,289,007	5,795,850	6,755,000	46,839,857	5,695,241	12.298%
2027	5,695,241	10,600,598,232		0.4325	44,661,018	1,413,311	46,074,329	34,544,638	3,156,250	2,771,000	34,159,388	5,604,450	6,545,000	46,308,838	5,460,732	11.921%
2028	5,460,732	10,600,598,232		0.4325	44,637,800	1,362,462	46,000,262	34,422,054	2,074,681	1,692,125	34,039,497	5,432,750	6,335,000	45,807,247	5,653,746	12.482%
2029	5,653,746	10,600,598,232		0.4200	43,308,930	1,335,799	44,644,729	34,312,171	2,055,675	1,672,625	33,929,121	5,240,800	6,125,000	45,294,921	5,003,555	13.769%
2030	5,003,555	13,172,141,805	(a)	0.2800	35,836,059	662,218	36,498,277	25,754,587	2,117,513	1,734,500	25,371,575	5,054,000	5,915,000	36,340,575	5,161,257	14.402%
2031	5,161,257	13,172,141,805		0.2700	34,521,117	571,931	35,093,048	25,642,269	6,657,103	6,275,625	25,260,791	4,872,050	5,705,000	35,837,841	4,416,464	12.490%
2032	4,416,464	13,172,141,805		0.2600	33,206,748	582,941	33,789,689	25,563,976	6,426,159	6,042,375	25,180,191	4,684,913	5,495,000	35,360,104	2,846,049	11.596%
2033	2,846,049	13,172,141,805		0.1900	24,156,608	428,557	24,585,165	14,760,236			14,760,236	4,497,750	5,285,000	24,542,986	2,888,228	12.018%
2034	2,888,228	13,172,141,805		0.1825	23,172,615	325,385	23,498,000	14,651,845			14,651,845	4,305,775	5,075,000	24,032,620	2,353,608	11.276%
2035	2,353,608	13,172,141,805		0.1600	20,263,988	314,168	20,578,156	11,898,557			11,898,557	4,109,250	4,865,000	20,872,807	2,058,956	10.851%
2036	2,058,956	13,172,141,805		0.1475	18,643,669	281,009	18,924,679	10,397,132			10,397,132	3,922,975	4,655,000	18,975,107	2,008,528	12.030%
2037	2,008,528	13,172,141,805		0.1300	16,387,983	262,538	16,650,521	8,504,898			8,504,898	3,746,425	4,445,000	16,696,323	1,962,725	13.065%
2038	1,962,725	13,172,141,805		0.1080	13,566,901	236,823	13,803,724	8,500,261			8,500,261	2,287,263	4,235,000	15,022,523	743,927	12.872%
2039	743,927	13,172,141,805		0.0430	5,341,783	204,663	5,546,446	162,385			162,385	1,591,950	4,025,000	5,779,335	511,037	12.501%
2040	511,037	13,172,141,805		0.0310	3,835,613	110,896	3,946,509	166,885			166,885	785,050	3,136,000	4,087,935	369,611	13.371%
2041	369,611	13,172,141,805		0.0205	2,526,032	93,726	2,619,758	171,385			171,385	303,850	2,289,000	2,764,235	225,135	15.171%
2042	225,135	13,172,141,805		0.0105	1,288,107	78,797	1,366,904					0	1,484,000	1,484,000	108,039	14.985%
2043	108,039	13,172,141,805		0.0070	856,220	64,684	920,904					0	721,000	721,000	307,943	0.000%
Totals								**$628,784,930**	**$62,655,703**	**$56,588,438**	**$622,717,664**	**$105,565,908**	**$112,700,000**	**$840,983,572**		

Average Tax Rate: **$0.3098**
Tax Rate Increase Over 44 Cents: **$0.0100**

(a) Includes the taxable assessed values of the TIRZ of $2,571,543,573 (2020 estimated value) beginning in fiscal year 2030, once the TIRZ has been dissolved.
(b) Includes the estimated results of the November 2016 refunding. Preliminary, subject to change.

8/26/16 Revision

City of Pearland, Texas

Overview of Potential Cash Defeasance:

$1,495,000 Permanent Improvement and Refunding Bonds, Series 2007

August 25, 2016

Securities, insurance and advisory services offered through BOK Financial Securities, Inc., member FINRA/SIPC and a subsidiary of BOK Financial Corporation. Services may be offered under our trade name, BOK Financial Advisors.
NOT FDIC INSURED | NO BANK GUARANTEE | MAY LOSE VALUE

Summary of Callable Bonds

Summary of City's Outstanding Callable General Obligation Bonds				
Issue	Call Date (Fiscal Year)	Principal Amount Outstanding	Principal Amount Callable	Final Maturity
Certificates of Obligation, Series 2007	**3/1/2017**	**$ 7,810,000**	**$ 6,525,000**	**2032**
Permanent Improvement and Refunding Bonds, Series 2007	**3/1/2017**	**36,180,000**	**33,720,000**	**2032**
Certificates of Obligation, Series 2008	3/1/2018	510,000	185,000	2019
Permanent Improvement Bonds Series 2008	**3/1/2018**	**10,595,000**	**9,895,000**	**2032**
Certificates of Obligation, Series 2009	3/1/2019	7,370,000	6,310,000	2034
Permanent Improvement and Refunding Bonds, Series 2009	3/1/2019	18,380,000	12,680,000	2034
Certificates of Obligation, Series 2009A	3/1/2019	8,305,000	6,385,000	2029
Permanent Improvement Bonds Series 2010A	3/1/2019	10,245,000	9,040,000	2035
Permanent Improvement Refunding Bonds Series 2010B	N/A	330,000	N/A	2018
Unlimited Tax Bonds, Series 2011	3/1/18	520,000	260,000	2020
Certificates of Obligation, Series 2011	Anytime	1,045,000	1,045,000	2021
Permanent Improvement Bonds Series 2011	3/1/2020	4,750,000	4,055,000	2036
Permanent Improvement Refunding Bonds Series 2012	3/1/2021	46,490,000	31,610,000	2029
Certificates of Obligation, Series 2013	3/1/2023	2,500,000	1,840,000	2038
Permanent Improvement Bonds Series 2013	3/1/2023	8,450,000	6,200,000	2038
Permanent Improvement and Refunding Bonds, Series 2014	3/1/2023	38,140,000	24,395,000	2034
Certificates of Obligation, Series 2014	3/1/2024	4,160,000	2,320,000	2034
Permanent Improvement Refunding Bonds Series 2015	3/1/2025	47,165,000	18,750,000	2032
Permanent Improvement Bonds Series 2015	3/1/2024	8,070,000	4,670,000	2035
Certificates of Obligation, Series 2015	3/1/2024	4,615,000	2,670,000	2035
Permanent Improvement Refunding Bonds Series 2015-A	3/1/2025	10,050,000	3,735,000	2029
Certificates of Obligation, Series 2016	3/1/2026	13,995,000	6,995,000	2036
Permanent Improvement Refunding Bonds Series 2016A	3/1/2026	33,275,000	22,935,000	2036
Totals	**---**	**$322,950,000**	**$216,220,000**	**---**

Note: The highlighted bonds issues are scheduled to be refunded in November, per the Financing Plan presented to City Council on March 28, 2016.

Cash Defeasance of $1,495,000 Permanent Improvement and Refunding Bonds, Series 2007

Fiscal Year Ending (9/30)	Current Total Debt Service	Less: Proposed Cash Defeasance (2032 Maturities of Series 2007 Bonds) Principal	Interest	Debt Service to Call	Total Debt Service	Difference
2016	$23,487,338				$23,487,338	
2017	25,987,322		$35,506	$1,495,000	25,951,816	**$35,506**
2018	25,693,817		71,013		25,622,804	**71,013**
2019	27,832,849		71,013		27,761,836	**71,013**
2020	27,729,775		71,013		27,658,762	**71,013**
2021	27,661,023		71,013		27,590,011	**71,013**
2022	27,526,163		71,013		27,455,150	**71,013**
2023	27,417,295		71,013		27,346,283	**71,013**
2024	27,193,925		71,013		27,122,913	**71,013**
2025	27,136,181		71,013		27,065,169	**71,013**
2026	26,879,693		71,013		26,808,681	**71,013**
2027	26,748,678		71,013		26,677,665	**71,013**
2028	26,621,593		71,013		26,550,581	**71,013**
2029	26,507,210		71,013		26,436,198	**71,013**
2030	17,945,127		71,013		17,874,114	**71,013**
2031	17,828,308		71,013		17,757,296	**71,013**
2032	17,745,515	$1,495,000	35,506		16,215,009	**1,530,506**
2033	6,937,275				6,937,275	
2034	6,824,384				6,824,384	
2035	4,066,597				4,066,597	
2036	2,560,672				2,560,672	
2037	663,938				663,938	
2038	654,800				654,800	
Totals	**$449,649,478**	**$1,495,000**	**$1,065,188**	**$1,495,000**	**$447,089,290**	**$2,560,188**

Cost of Defeasance*:	**$1,500,000**
Estimated Debt Service Savings:	**$1,060,188**

* Includes a cash deposit of $1,495,000 and estimated costs of issuance of $5,000.

Tentative Schedule of Events

January - 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February - 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March - 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

$1,495,000
CASH DEFEASANCE OF SERIES 2007 BONDS
(2032 Maturity)

Date	Action	Role
Monday, January 9, 2017	Presentation and Approval of Defeasance Plan and Schedule of Events	City, AK, BOKFS
Thursday, January 26, 2017	30-Day Call Notice Provided to Wells Fargo Bank, N.A. (Paying Agent)	City, AK, BOKFS
Wednesday, March 1, 2017	Defeasance/Pay-Off Closing	City, AK, BOKFS

PARTICIPANTS

City – City of Pearland
BOKFS – BOK Financial Securities, Inc.
AK – Andrews Kurth LLP

Memo

To: Clay Pearson, City Manager

From: Trent Epperson, Assistant City Manager

CC: Jon Branson, Deputy City Manager
Vance Riley, Fire Chief
Chris Doyle, Police Chief
Richard Mancilla, Interim City Engineer
Dan McGhinnis, CIO
Lata Krishnarao, Director of Community Development
Mike Masters, GIS Manager

9/1/2016
To: Mayor and City Council members
FYI, additional background information on one of our recommendations for FY 2016/17. Clay

Date: September 1, 2016

Re: Addressing Coordinator Position

The request in the FY2017 budget for an Addressing Coordinator stems from many needs identified by multiple internal departments including Police, Fire, Community Development, Engineering, and Information Systems. The Addressing Coordinator's basic duties are to review plats and permits as they relate to addressing and street names and assign new addresses to commercial and residential properties within the City. These addresses must then be entered and maintained within a multitude of internal and external databases that are mission critical for the above mentioned departments.

Workload

The City currently maintains 47,684 address records. Over the past six years we have added or modified an average of 2,053 addresses per year or 171 per month. Our growth rate indicates we will have similar numbers over the next several years. This volume of addressing requires a full time position to provide the basic functions of new addressing, pro-actively correcting known issues, and to completed the strategic long term addressing needs described below.

Addressing Basics (doing the minimum)

Many years ago the City developed its addressing grid, which differs from the County grid and CenterPoint's grid. Therefore, every time a new area is platted or an area is annexed, any existing addresses much be changed. This was historically accomplished by a position in the Engineering Department that also had many other duties. With a lack of clear comprehensive addressing standards and significant turnover in the position, addressing was not always consistent. More recently to help handle the workload, the duties have been split between the Geographic Information System (GIS) division of IT for residential property and Engineering for commercial property.

The Previous and current arrangements have allowed the day-to-day work of providing addresses to be completed. These include:

- **Basic addressing** which allows builders to get building permits
  - **Subdivision Addressing**: This requires bringing in Computer-Aided Design (CAD) or GIS files to our system, establishing the proper X, Y coordinates, addressing each property, and pushing that information out to internal and external uses of the data.
  - **Commercial Addressing:** While establishing the address numbers is relatively straight forward for new subdivisions, office buildings and strip centers will have multiple suites with no specific number of suites that can change over time. The potential for adding/reduction the number of suite has to be accounted for in the initial addressing to prevent future problems.
  - **Electrical Meter Addressing:** Separate electrical meters for lighting and irrigation systems are often installed for developers, subdivisions, and commercial properties. Each of these meters requires an address. Because they are not a traditional physical address, additional coordination is necessary to locate where the meter will be installed and where that falls on the address grid.
- **Communicating** new addresses and address changes to Greater Harris County 911, state agencies, utility companies, US Postal Service, School Districts, Drainage Districts, Central Appraisal Districts, H-GAC

In only doing the basics, addressing issues were arising on a regular basis. Therefore, the City formed an Addressing Advisory Committee (AAC) to resolve the issues. The committee is comprised of representatives from Fire, Engineering, Police, Permitting, Planning, Community Development, GIS and the IT departments. One of the outcomes was a recommendation to add a **dedicated** position for addressing to handle the basic duties and longer term strategic needs.

Strategic Needs

The importance of a sound, accurate, and reliable addressing plan is that it is relied on for Public Safety to accurately arrive at emergency calls, for customers to locate businesses, and residents to receive services and repairs from utilities. Over the past couple of years, the push to remedy past addressing issues has come primarily from our Public Safety departments (see attached Police Department memo). In addition, the Fire Department has had instances where 911 callers and operators are confused about an address, which could be result in a delayed emergency response due to an address not mapping correctly at the Public Safety Answering Point (PSAP), or wireless callers being transferred to the wrong PSAP because they think they are in another jurisdiction.

In addition to the basic mechanics of assigning addresses the new Addressing Coordinator will be responsible for the longer term strategic needs following, which are currently not being done:

- **Standards**:
  - Developing addressing standards for residential, commercial, apartment, office buildings, strip centers, and corner lots
  - Develop street naming standards to avoid duplicate and/or similar sounding street names with different suffix-street type (i.e. St, Rd, Ave, Blvd with similar or same names)
- **Single point of contact** for addressing issues
- **Remedy past mistakes** – illogical numbering, number sequences that change at the city boundaries, duplicate street names, multiple names for a single roadway (Broadway vs FM518 or South Freeway vs SH288)
- **Annexation Efforts:** When we annex a new area the addresses typically are changed. Additional coordination and communication are necessary to minimize issues with the readdressed areas. The Addressing Coordinator will be responsible for communicating new addresses to residents and businesses in newly annexed areas and all of the major external agencies that rely on accurate address information.
- **Communicate internally** to ensure the databases in OSSI (Police Dispatch), Fire House (Fire), Fire's Dispatching Service, TRACKiT (Permitting, Code Enforcement, Planning), HTE (Utility Billing, Public Works), ActiveNet (Parks & Recreation) are correct and up to date.
- **Pearland City Limits with USPS Zip Code Zones Issues**: Work with the USPS to change the multitude of areas within our City Limits that have other cities in their address based on the zip code maps. (See attached map that shows Pearland City limit areas with addresses in the following cities: Houston, Friendswood, Alvin, Manvel, Rosharon, and Fresno)
  - These areas cause confusion for 911 Operators as well as residents as to who should be responding to emergency situations
  - We have successfully worked with the USPS to change one area but it has taken about 24 months because we do not have someone with the time necessary to work through the federal processes to make these changes

Options Considered

Other options that have been analyzed to provide these services are by contract or hiring a part time position. Contracting the work will not provide the integrated, day-to-day relationship this person needs with internal and external customers that rely on this data to responds to emergencies and serve their customers. Also, the day-to-day needs will exceed the capacity of a part time employee without addressing the more strategic needs.

Recommendation

Staff recommends including this position in the FY2017 budget to address both the day-to-day operational needs and the long-term strategic needs in fulfilling the mission critical function of addressing within the City of Pearland.

Pearland Police Department

MEMORANDUM

2555 Cullen Parkway • Pearland, Texas • 77581 • 281.997.4100

J. C. Doyle – Chief of Police

TO: Trent Epperson, Assistant City Manager **DATE:** 08-30-2016
FROM: Deanna Harter, Support Services Supervisor
VIA: Ron Fraser, Captain Support Services
CC: J.C. Doyle, Chief of Police
SUBJECT: Address Coordinator

I have worked for the Police Department for 24 years, in that time I have seen the city grow tremendously. I believe the city needs someone dedicated to addressing issues within the city and the extra territorial jurisdiction.

When the city first started annexing areas along Broadway and on Main, the city had someone that was tasked with coordinating the addressing. This was necessary due to Brazoria County having an address plan that is the opposite of the cities. Our numbers go higher from east to west and from north to south. Not only did the city readdress the businesses on West Broadway that were being annexed, they also readdressed locations that are still in the county so that the numbers would be consistent. An example of this would be the St. Andrews Apartments. When they were built they were 3030 FM518 and 3040 FM518. They are now 9900 Broadway and 10000 Broadway. By doing this there were no longer duplicate hundred blocks on Broadway.

Recently the city annexed portions of Bailey Rd. Heading west on Bailey just outside of the city limits the numbering on Bailey Rd reverts to county numbering and creates duplicate addressing. This creates difficulty for EMS and Fire responders as they respond to locations outside of the city limits. There is no one in the city who has the primary job of resolving these issues, or fixing them before they become a problem.

There does not seem to be consistency in addressing or a set plan that is being followed. There are still some addresses that have old 5 digit county numbers that seem to have been skipped when addresses were changed or the property owners never complied with the change. We have recently had issues with an address on Hatfield Rd due to the address not being on the map. On one section of Hatfield Rd north of Orange St the addresses are 2131, 14017, 1945, 1915, 13709, 2013, and 2009 Hatfield Rd.

In the past businesses along SH 288 were given addresses on Business Center DR and Smith Ranch Rd and not South Freeway addresses. One reason for this is the business are not accessed from SH 288, and originally could only be accessed from the street behind them. As highway improvements have been made there are now better frontage roads and some entrances from them to the businesses. On our mapping system if an address is SH 288 it is physically on the main lanes of the highway. South Freeway is not used as a street name at all in our mapping. The address for Sam's Club is 15800 South Freeway, in order for it to work on our map and our CAD we have to enter it as 15800 SH 288 FNTG S since it is on the 288 south frontage road. A few newer businesses near Sam's Club also have SH 288 addresses. The other businesses in the area all have Business Center DR as their address. This creates piece meal, inconsistent addresses.

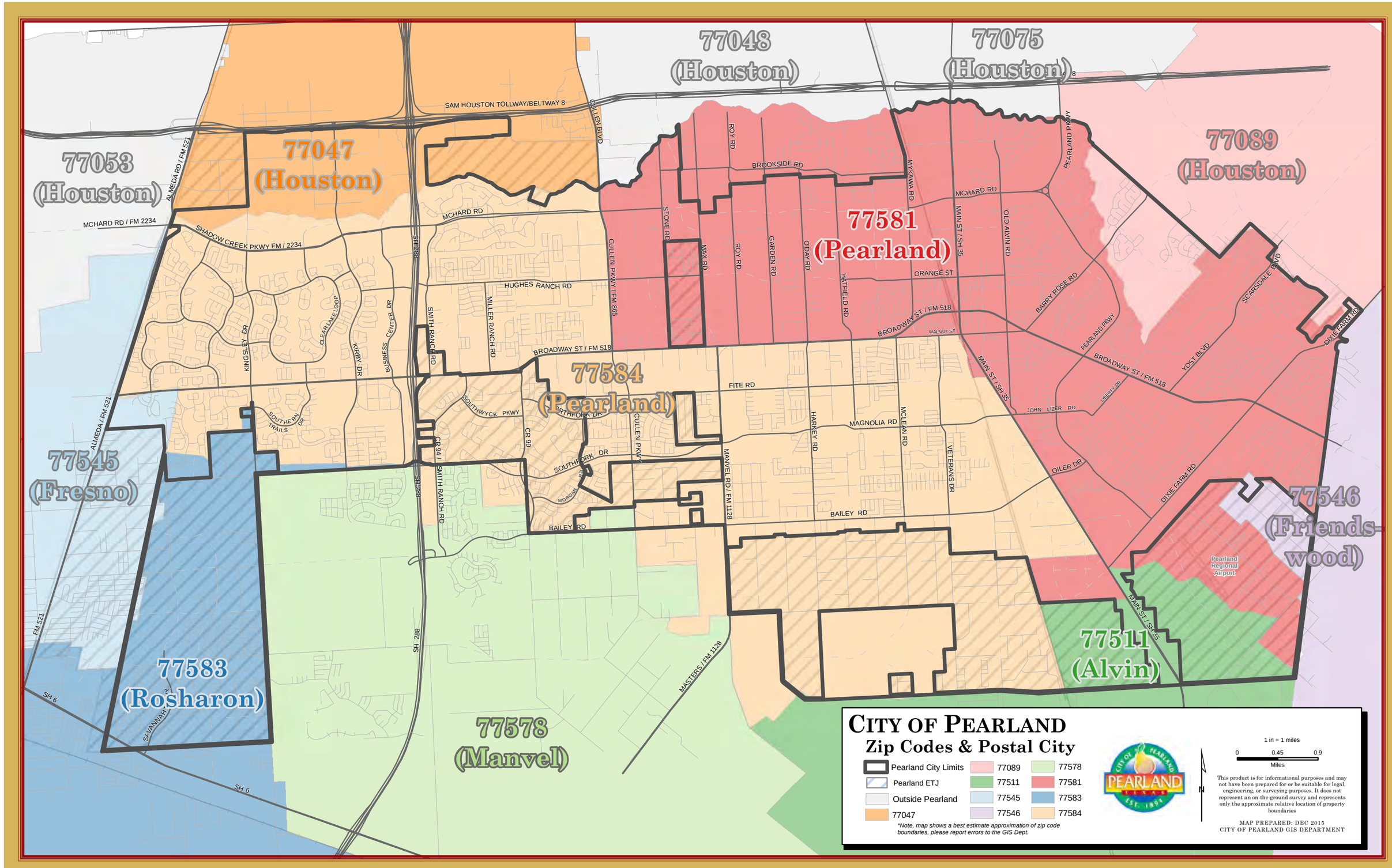
Addresses on the north side of a street are odd numbered and addresses on the south side of a street are even numbered. This is consistent throughout the city. Fire station 2 sits on the north side of Fite Rd and somehow was numbered 6050. The address next to it is 6023 Fite Rd. The city wasn't able to address their own building correctly.

The city needs someone that can act as a liaison between the developers, county tax office, utilities, planning and zoning, GIS and emergency services to insure that our mapping is accurate and consistent. The city needs to adopt a better and more comprehensive addressing and mapping plan and have someone who is dedicated to implementing and enforcing it.

_____

Deanna Harter
Support Services Supervisor

DMH/dmh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wood)
77511
(Alvin)
Pearland
Regional
Airport
SAM HOUSTON TOLLWAY/BELTWAY 8
ALMEDA RD / FM 521
MCHARD RD / FM 2234
SHADOW CREEK PKWY FM / 2234
MCHARD RD
HUGHES RANCH RD
BROADWAY ST / FM 518
FITE RD
MAGNOLIA RD
BAILEY RD
SOUTHFORK DR
SOUTHWYCK PKWY
CULLEN BLVD
CULLEN PKWY / FM 865
STONE RD
MAX RD
ROY RD
BROOKSIDE RD
GARDEN RD
ODAY RD
HATFIELD RD
MYKAWA RD
MAIN ST / SH 35
OLD ALVIN RD
PEARLAND PKWY
ORANGE ST
BARRY ROSE RD
WALNUT ST
SCARSDALE BLVD
YOST BLVD
DIXIE FARM RD
JOHN LIZER RD
LIBERTY DR
HARKEY RD
MCLEAN RD
VETERANS DR
OILER DR
MANVEL RD / FM 1128
MASTERS / FM 1128
SMITH RANCH RD
CR 94 /
CR 90
SH 288
SH 6
FM 521
ALMEDA / FM 521
KINGSLEY DR
KIRBY DR
CLEAR LAKE LOOP
BUSINESS CENTER DR
SOUTHERN TRAILS DR
MILLER RANCH RD
MORGAN RD
SAVANNAH LN
CITY OF PEARLAND
Zip Codes & Postal City
Pearland City Limits
Pearland ETJ
Outside Pearland
77047
77089
77511
77545
77546
77578
77581
77583
77584
*Note, map shows a best estimate approximation of zip code boundaries, please report errors to the GIS Dept.
PEARLAND
TEXAS
EST. 1894
N
1 in = 1 miles
0
0.45
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Miles
This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries
MAP PREPARED: DEC 2015
CITY OF PEARLAND GIS DEPARTMENT

To: Honorable Mayor and City Council
From: Jon R. Branson
Date: September 1, 2016
Subject: Implications of reducing the O&M Tax Rate
Please note the following information regarding Tax Rate Implications.

Memo

To: Clay Pearson, City Manager

From: Tara Kilpatrick, Budget Officer

CC: Jon Branson, Deputy City Manager
Trent Epperson, Assistant City Manager
Cynthia Pearson, Director of Finance
Rick Overgaard, Assistant Director of Finance

Date: September 1, 2016

Re: Fiscal Year 2016/17 Tax Rate and Implications

As a follow-up to our recent budget discussions and public hearing input from residents, I would like to provide an overview of the tax rate and the impact reducing the O&M tax rate would have on the general fund.

To get to that point, I need to start at the beginning. **The budget given to Council on July 29, 2016 was based on a preliminary tax rate of $0.6612; $0.4400 for the Debt Service component and $0.2212 for the O&M component.** This preliminary rollback tax rate was projected by staff based on preliminary property valuations from the three appraisal districts. In early August, staff received the effective and rollback tax rate calculations from the Brazoria County Tax Assessor – Collector. The rollback tax rate, as calculated by the Assessor, was based on certified property values and was less than the rate staff had projected; $0.6566 versus $0.6612. The certified rollback tax rate was split $0.4400 for the Debt Service component and $0.2166 for the O&M component.

Based on the preliminary tax rate of $0.6612, the General Fund revenues totaled $25,727,390. The General Fund revenue total included the TIRZ revenue that the City receives as a Charges for Services revenue line item for the administrative fee of 64% for the provision of services to serve the area. The revenue amount was based on a preliminary tax rate based on preliminary property valuations.

When the *certified* values were received, the General Fund portion of the values increased by $300 million and the TIRZ value decreased $378 million. Resulting in a revenue decrease to the General Fund of $574,214 to the $25,727,390 originally budgeted at a tax rate of $0.6612.

At the August 6, 2016 City Council meeting, staff received direction to present two tax options; one at the rollback rate of $0.6566 and the other at $0.2412 for O&M making a total tax rate of $0.6812. In both scenarios the debt service component would stay constant at $0.4400 while the O&M rate would either be $0.2166 or $0.2412.

On August 15, 2016, City Council approved a proposed tax rate for publication of $0.6812; composed of $0.4400 for Debt Service and $0.2412 for O&M. At this tax rate, the general fund would see an increase of $1.57 million; the difference between the original revenues calculated on a preliminary tax rate of $0.6612 and the proposed tax rate of $0.6812.

Based on comments at the budget discussions and Public Hearing on the tax rate, it has been discussed the impact of an O&M tax rate reduced to the "new" rollback rate. That would mean a decrease in the O&M tax rate of $0.0246. **This decrease of 2.46 cents would equate to a revenue decrease to the General Fund of $2,184,217 from what a total rate of $0.6812 would generate to the General Fund.**

Items that would need to be cut from the General Fund in order to account for this decrease in revenue would include deletion of the following financial mix and services as discussed at the August 22, 2016, Council meeting.

Contribution to future Police Fleet Replacement Fund	**$225,000**
Facilities Maintenance	**$200,000**
Community Development Staffing	**$200,000**
Streets Maintenance	**$435,000**
Sidewalks Maintenance	**$200,000**
Increase Fund Balance	**$310,669**
Total	**$1,570,669**

However, these cuts are not enough. General Fund expenditures would need to be reduce an additional $613,548 to make up the shortfall.

The Pearland community continues to be fast growing. To continue services at our current level and maintain our infrastructure, the additional 2 cents to the O&M tax rate over the rate in the filed budget given to Council on July 29, 2016 begins to "catch-up" on providing the additional services and resources to sustain City services.

Also, looking forward, if the O&M tax rate is reduced, this will affect the O&M tax rate for future years. The rollback tax rate is calculated by splitting the tax rate between Debt Service, which is needed to meet our debt obligations, and O&M which is for operations and includes an 8% increase. Therefore, if the O&M rate is reduced to $0.2166 versus staying at $0.2412, next year's O&M rate would be lower and continue to be lower in future years.

Below is an historical look at the property tax rate. As the City leveraged debt for infrastructure we see an increase in the Debt Service rate while the O&M rate decreased. Now that the debt service rate is going down, the O&M rate needs to increase to maintain the added infrastructure as well as the additional recurring expenditures; additional staffing (police officers and the move to a paid fire department).

TAX RATE DISTRIBUTION

CURRENT FOR FISCAL YEAR 2015-2016 PROPOSED FOR FISCAL YEAR 2016-201

								Rates as % of total	
FISCAL YEAR	GENERAL FUND		DEBT SERVICE		TOTAL TAX RATE			**O&M**	**Debt**
2007	0.2990		0.3537		0.6527			**46%**	**54%**
2008	0.2503	-16%	0.4023	14%	0.6526	0%		**38%**	**62%**
2009	0.2201	-12%	0.4325	8%	0.6526	0%		**34%**	**66%**
2010	0.2201	0%	0.4325	0%	0.6526	0%		**34%**	**66%**
2011	0.2151	-2%	0.4500	4%	0.6651	2%		**32%**	**68%**
2012	0.2151	0%	0.4700	4%	0.6851	3%		**31%**	**69%**
2013	0.2151	0%	0.4900	4%	0.7051	3%		**31%**	**69%**
2014	0.2151	0%	0.4900	0%	0.7051	0%		**31%**	**69%**
2015	0.2221	3%	0.4900	0%	0.7121	1%		**31%**	**69%**
2016	0.2225	0%	0.4828	-1%	0.7053	-1%		**32%**	**68%**
2017	**0.2412**	**8%**	**0.4400**	**-9%**	**0.6812**	**-3%**		**35%**	**65%**

In closing, keeping the O&M rate at the rollback rate of $0.2166 would cause a $2.2 million decrease to the General Fund budget. In my review and working on the City's budget over the last year, we are already not meeting the true needs of the City and are deferring maintenance and necessary investments. To decrease the budget by $2.2 million, we run the risk of having to decrease our level of service for not only fiscal year 2016/17, but into the future as well.

Pearland
Convention & Visitor's Bureau

To: Honorable Mayor and City Council
From: Jon R. Branson
Date: September 1, 2016
Subject: Super Bowl Supplemental Requested Updated
Pursuant to discussions regarding the second day of Winterfest, please note the updated information below.

To: Clay Pearson, City Manager
Jon Branson, Deputy City Manager

From: Kim Sinistore – CVB Executive Director

Date: September 1, 2016

Subject: Super Bowl Week - Supplemental Request Updated

Explanation of Supplemental request for 2017 Super Bowl:

During the week of Super Bowl 2017, the Pearland Convention & Visitors Bureau (CVB) & Pearland Parks & Recreation (PARD) will be offering services and events that will benefit Pearland culturally, musically, economically and promotionally in the drawing of visitors. These services and events fall into the mission of the Pearland CVB to promote and market Pearland as a destination and provide for a healthy economy in Pearland.

Super Bowl 2017 should be a great asset for Pearland because of our proximity to NRG Park, downtown Houston and Hobby airport. With the offerings below, Pearland can take full advantage to brand our destination for hotel stays, dining, events and shopping. The estimated economic impact of these events and services in Pearland is approximately $4.6 million, which includes attendance, overnight stays, average dollars spent by out of town and local visitors. *SEE ATTACHED.* (This is all based on a formula established by the National Association of Sports Commission to compute economic impact summaries.)

The PCVB Advisory Board, at the July 13 meeting, supports and approves funding allocation for events ensued to modify the motion to approve the $109K supplemental funding and the originally budgeted $35K from HOT funds (total supplemental request of $144K), and recommended deployment of these funds at events or facilitation of events for the extended Thursday – Sunday Super Bowl Weekend, promoting tourism for that SB Weekend time frame.

FUNDS REQUESTED WILL FINANCE THE FOLLOWING SERVICES & EVENTS:

1- **$35,000 – *towards transportation of Trolley Cars and Shuttle Bus service.***

The trolleys will run in Pearland on Saturday and Sunday of Super Bowl weekend to encourage visitors to stop at local tourism/hospitality businesses. The shuttle service will run on Super Bowl Sunday for Pearland hotels to NRG stadium. *(CVB to coordinate)*

The PCVB is planning to partner with restaurants, hotels and attractions for Super Bowl offerings/specials to give visitors a reason to visit their establishment and offer a trolley car service along RT 518 with stops at these tourism destinations. The PCVB is planning to promote the offering of shuttle buses to entice visitors to stay in Pearland hotels and use this shuttle service as an incentive and added amenity.

2- **$66,400 – *towards a Super Concert event targeted at ages 21-45.***

This Super concert, which may coincide along (RT 518) trolley car stop, will be held on the Saturday before Super Bowl. Providing unique entertainment during Super Bowl weekend will assist in attracting visitors and aide in promoting Pearland as a destination.
The Super Concert will coincide with PCVB efforts to drive visitors into Pearland and promote Pearland as a destination. *(Parks & Rec to coordinate --- $19,000 of this funding is being requested by PARD)*

3- **$72,600 – *towards the expansion and development in re-programming Winterfest as a destination event for visitors.***

Attendance numbers continue to grow each year at this event making this a successful revenue generating family event. The PARD and PCVB will work together to re-organize Winterfest, as per the recommendation of the PCVB Advisory Board for Super Bowl 2017 and benefit Pearland culturally, musically and economically.

Some suggested ideas include:

A- Moving Winterfest to the weekend of Super Bowl

B- Offering an added component to Winterfest, to expand the age demographic of this event into a cross-generational destination event.

C- Reviewing the current event and expand into a 2-day program

TOTAL FUNDS REQUESTED - *$174,000 for a <u>one-time use</u> for Super Bowl 2017*

($144,000 from HOT Funds for PCVB budget AND $30,000 from General Fund for PARD budget)

Option 1 – Eliminate 2nd day of Winterfest

By eliminating the 2nd day of Winterfest, the City will realize a total savings of $72,600 as outlined above.

-	Reduction in cost to HOT Tax Fund	$42,600
-	Reduction in cost to Park Donations Fund	$30,000
	Total Costs Reduction	$72,600

Additionally, there would be an estimated loss in economic impact of approximately 2.1 mil, by eliminating the second day of Winterfest.

Staff has no objection to this option should Council decide to eliminate the second day of Winterfest.

Super Bowl Events & Services In Pearland

January - February -- 2017

Total Number of Competitors		0	total #
Total # in Attendance		14250	Numbers based on event attendance and ticket sales
Out-of-Town Competitors (Overnight in Pearland)		430	Total Room nights
Number of Days		3	Fri - Sat - Sun
Average # of dollars per day spent by Out-of-Town participants	$	180.00	$121.00 average expenditure per day figure takes into account hotel rooms, food, transportation, shopping, entertainment and misc spending.
Average # of dollars per day spent by local participants	$	50.00	Local includes Houston metropolitan area that would have spent money on food, shopping, entertainment and misc spending.
Multiplier (x2)		2	Standard multiplier agreed to by members of the National Association of Sports Commissions.
Pearland Economic Impact **	$	4,610,400.00	**Pearland Economic Impact**
Paid Attendance:			

** The **Pearland CVB** used a formula established by the **National Association of Sports Commissions (NASC)** to compute event economic impact summaries. Also used the Texas Destinations 2011 Study indicating Average Per Person Per Day Spending rate.

Memo

To: Clay Pearson, City Manager

From: Eric Hammond, ROW Superintendent

CC: Jon Branson, Deputy City Manager

Trent Epperson, Assistant City Manager

Cynthia Pearson, Finance Director

Eric Wilson, Director of Public Works

Date: September 1, 2016

Re: Water & Sewer Fund - Grounds Maintenance Contract

9/1/2016
To: Mayor and City Council members
Update on questions from the Budget Discussion on 8/29/2016 regarding Water & Sewer Grounds Maintenance
-Trent

The City currently contracts out 528 acres (247 properties) of mowing, which includes all of the City's mowing responsibilities except for water and sewer grounds and parks. As previously presented, the City has undergone a four year process to contract out all mowing except for parks. The contracts for this work are managed by the ROW Superintendent and one inspector. The final piece to be converted to contract is the water and sewer grounds maintenance, which includes all water wells, treatment plants, and lift station sites (112 sites total) for a total of 70 acres. Currently, a crew of three in the ROW Division of Public Works is responsible for mowing these facilities.

The proposed Water & Sewer Fund – Grounds Maintenance Contract will contract out the maintenance of those facilities. The crew leader will be converted to an additional inspector and the two crew members to a 'hot shot' ROW Maintenance crew.

Currently, the management and inspection of the existing contracts is difficult based on the volume of work and having only one inspector to ensure contractual obligations are met. Specifically, we are having issues ensuring the contractor meets the fertilization, herbicide, mulching, and mowing schedules within the contract. When the City made the decision to move to contracted mowing, we knew that some level of supervision would need to be put in place to oversee the contracts. Now that the transition is nearing completion, we have been able to quantify the contract management needs and the recommendation is to add an additional inspector. This can be accomplished by converting the existing crew leader to an inspector instead of on-boarding a new employee.

In addition, when the City had multiple in-house mowing crews we had multiple options for dispatching crews to take care of 'hot shot' issues such as ROW debris clean-up, mowing for sight distance issues at intersections, roadway obstruction removal, fallen trees, emergency irrigation cut-off/repairs, inspection of tree clearance height over rights-of-ways for large vehicles (fire, garbage, etc.), tree management, and other life safety or cosmetic issues within the right-of-way. Without in-house crews we cannot

quickly respond to these types of critical issues. Therefore, the recommendation also includes re-allocating the two mowing crew members to a 'hot shot' ROW Maintenance crew.

As with many employees that provide services to both the general fund operations and water & sewer fund operations, it is proposed that the funding for these employees will be split between the two funds. 23.5% or $38,217 from the Water & Sewer Fund and 76.5% or $124,410 from the General Fund.

To: Honorable Mayor and City Council
From: Jon R. Branson
Date: September 1, 2016
Subject: Therapeutic Recreation Specialist Information
Please note additional information regarding the position.

Memo

To: Jon Branson – Deputy City Manager

From: Chris Orlea, PhD – Director of Parks & Recreation

CC: Clay Pearson – City Manager; Tara Kilpatrick – Budget Officer

Date: 9.1.2016

Re: Therapeutic Recreation Specialist Supplemental Update

Enclosure: NRPA Position Statement

Parks & Recreation Department – Request to expand part-time Therapeutic Recreation Specialist to FTE. Total supplemental request of $10,788

The City of Pearland maintains the philosophy that all people have the right to participate in any Parks and Recreation program.

We proudly endorse the National Recreation and Park Association's Position Statement on Inclusion. We are dedicated to the four inclusion concepts of:

- Right to leisure (for all individuals)
- Quality of life (enhancements through leisure experiences)
- Support, assistance and accommodations
- Barrier removal

Through a consultative process completed in recent years, Pearland Parks & Recreation was assessed in several areas and Inclusion was one of those areas. Inclusion is a cornerstone of Adaptive or Therapeutic Recreation. In this final report presented to City Council and Administration under the heading 'PASS 110%' a recommendation to better meet the needs of the community was to comprehensively position the department to provide inclusion in all areas of service.

Inclusive Recreation provides an outlet that properly positions the agency to comply with best practices, federal guidelines, as well as give back to members of our community that bring their unique abilities to our programs.

In order to best meet the recommendations of a successful Therapeutic or Adaptive Recreation operation, it is imperative to have this component supervised by a trained professional with experience in serving populations with inclusive needs.

The number of programs offered has doubled and participation numbers in the adaptive recreation program have more than tripled in the last three years. This growth expands the reach to serve historically underserved groups and provide for social equity in city-offered services.

The increase in responsibility and offerings has made it difficult for the current Therapeutic Recreation Specialist to maintain record keeping, increase and expand programs, and increase awareness throughout the city. In addition to keeping up with the increased demand of programs.

As guidelines, including those assessed by the Americans with Disabilities Acts, are expanded to better meet our growing understanding of special needs populations the responsibility to stay informed of those grows proportionally. A consummate professional serving the community through Therapeutic Recreation positions the City of Pearland to best comply with a changing populations and guidelines designed to meet their needs.

The attached statement included from the National Recreation and Parks Association was the precursor that led to many of the current guidelines and best practices maintained by the Federal Government and administered via mandate under the heading of the Americans with Disabilities Act.

Under these guidelines all public Parks & Recreation agencies are required to reasonably accommodate patrons wishing to participate in any of the programs offered to the general population. The implication of that is that at any given time it is necessary to have an individual trained in modification and adaptation on staff to coach programmers on methods to adapt generic structures to meet the needs of a disabled participant.

An important facet of this conversion is a near flat budgetary impact in regard to O&M. The type of programming offered within this area is primarily contingent on an instructor and resources are scalable with very little cost impact. The growth of this program could be sustained with primarily the conversion to an FTE, and ensure delivery of committed staff hours versus an immediate need for additional resources.

The Parks & Recreation Department strives to be the leader in quality services that connect the community. There is a part of the community that would be excluded without adaptive recreation programs.

NRPA Position Statement on Inclusion

Adopted by the NRPA Board of Trustees as an NRPA Policy, October 24, 1999

Diversity is a cornerstone of our society and culture and thus should be celebrated. Including people with disabilities in the fabric of society strengthens the community and its individual members. The value of inclusive leisure experiences in enhancing the quality of life for all people, with and without disabilities, cannot be overstated. As we broaden our understanding and acceptance of differences among people through shared leisure experiences, we empower future generations to build a better place for all to live and thrive.

Inclusive leisure experiences encourage and enhance opportunities for people of varying abilities to participate and interact in life's activities together with dignity. It also provides an environment that promotes and fosters physical, social and psychological inclusion of people with diverse experiences and skill levels. Inclusion enhances individuals' potential for full and active participation in leisure activities and experiences.

Additionally, the benefits of this participation may include:

• providing positive recreational experiences which contribute to the physical, mental, social, emotional, and spiritual growth and development of every individual;
• fostering peer and intergenerational relationships that allow one to share affection, support, companionship and assistance; and
• developing community support and encouraging attitudinal changes to reflect dignity, self-respect and involvement within the community.

Purpose

The purpose of the National Recreation and Park Association Position Statement on Inclusion is to encourage all providers of park, recreation, and leisure services to provide opportunities in settings where people of all abilities can recreate and interact together. This document articulates a commitment to the leisure process and the desired outcomes. Accordingly, the NRPA Position Statement on Inclusion encompasses these broad concepts and beliefs:

Right to Leisure

• The pursuit of leisure is a condition necessary for human dignity and well-being.
• Leisure is a part of a healthy lifestyle and a productive life.
• Every individual is entitled to the opportunity to express unique interests and pursue, develop and improve talents and abilities.
• People are entitled to opportunities and services in the most inclusive setting.
• The right to choose from the full array of recreation opportunities offered in diverse settings and environments and requiring different levels of competency should be provided.

Quality of Life

• People grow and develop throughout the life span.
• Through leisure an individual gains an enhanced sense of competence and self-direction.
• A healthy leisure lifestyle can prevent illness and promote wellness.
• The social connection with one's peers plays a major role in his/her life satisfaction.
• The opportunity to choose is an important component in one's quality of life; individual choices will be respected.

Support, Assistance and Accommodations

• Inclusion is most effective when support, assistance and accommodations are provided.
• Support, assistance and accommodations can and should be responsive to people's needs and preferences.
• Support, assistance and accommodations should create a safe and fun environment, remove real and artificial barriers to participation, and maximize not only the independence but also the interdependence of the individual. People want to be self-sufficient.
• Support, assistance and accommodations may often vary and are typically individualized. Types of support, assistance and accommodations include, but are not limited to: qualified staff, adaptive equipment, alternative formats for printed or audio materials, trained volunteers, or flexibility in policies and program rules.

Barrier Removal

• Environments should be designed to encourage social interaction, "risk-taking," fun, choices and acceptance that allow for personal accomplishment in a cooperative context.
• Physical barriers should be eliminated to facilitate full participation by individuals with disabilities.
• Attitudinal barriers in all existing and future recreation services should be removed or minimized through education and training of personnel (staff, volunteers, students, and/or community at-large).

The National Recreation and Park Association is dedicated to the four inclusion concepts of:

• Right to Leisure (for all individuals)
• Quality of Life (enhancements through leisure experiences)
• Support, Assistance and Accommodations
• Barrier Removal

In all park, recreation and leisure services, properly fostered, inclusion will happen naturally. Over time, inclusion will occur with little effort and with the priceless reward of an enlightened community. Encouraged in the right way, inclusion is the right thing to plan for, implement and celebrate.

9/6/2016
To: Mayor and City Council members
Long time in process, some success in pursuing some payment reimbursement for settlement through this 1115 Waiver process through State of Texas Health and Human Services Commission for Medicaid ambulance runs for which we perform and are only partially paid.
Kudos to Dan Baum for pursuing. These are for back in Fiscal Year 2015. I'm told the program is funded through December 31, 2017, so we should see two more years of these partial reimbursements by the Federal government through the State (there are apparently ongoing negotiations between the two).
You may recall we hired Revenue Optimization Solutions as consultant to assist our staff on the cost reports. The State of Texas apparently sets the reimbursement at 41% as that's what they project they have to cover the program across the State.
The settlement balances out a bit the cost of these direct services that the City provides to under/un-insured. Also, helps as we apparently are not to receive in Brazoria County budget as much additional reimbursement for service to unincorporated part of Brazoria County in our ETJ
We are working to recognize this revenue in the FY 2016/17 budget revenue and expenditures, providing a bit more to the under-capitalized streets and sidewalks maintennace.
Clay

TEXAS HEALTH AND HUMAN S

VIA EMAIL and
CERTIFIED MAIL
RETURN RECEIPT REQUESTED
Certified Receipt Requested: 7015064000027630 87

September 1,

Daniel Baum, Deputy Fire Chief
Pearland Fire Department
2703 Veterans Drive
Pearland, TX 77584

RE: Initial Notification of 2015 Ambulance Servic
Dates of Service: 10/1/2014 - 9/30/2015

Dear Mr. Baum,

The purpose of this correspondence is to identify the 2015 Ambulance Services Uncompensated Care Cost settlement amount. The information and the chart below depicts the initial settlement amount owed to Pearland Fire Department as a result of underpayments made for the cost report period of service as stated in Title 1 of the Texas Administrative Code, Part 15, Chapter 355, SubChapter J, Division 5, Rule 8081 and Division 31, Rule 8600, (C)(iv).

Ambulance Services Texas Provider Identifier: 000311301 Federal Fiscal Year 2015	
Total Medicaid Allowable Billed Charges:	$1,776,607.82
Settlement Amount:	$1,640,377.42
Amount Due to Provider (Federal Share of Settlement Amount):	$952,239.09
Payment Amount (Less 41.38%):	$558,188.28

Health and Human Services Commission (HHSC), will issue payment to Pearland Fire Department within 45 calendar days from receipt of the recertified adjusted cost report.

If the agency should disagree with the desk review adjustments made during the cost reconciliation process, the provider has the right to request for an informal review. HHSC Rate Analysis Department must receive a written request for an informal review by hand delivery, United States (U.S.) mail, or special mail delivery no later than 30 calendar days from the date on the written notification of the cost settlement. Your request for an informal review of the

adjustments must include a concise statement of the specific actions or the center's recommended resolution, and any supporting documentation deemed relevant to the dispute. Failure to follow these instructions will result in the denial of the request for an informal review, please forward your request to the following:

Regular Mail:
HHSC Rate Analysis
P.O. Box 149030
Mail Code H-400
Austin, TX 78714-9030
ATTN: Fernando Naranjo

Overnight/Courier Delivery:
HHSC Rate Analysis
Brown Heatly Building
Mail Code H-400
4900 North Lamar
Austin, TX 78751-2399
ATTN: Fernando Naranjo

For assistance regarding the Pearland Fire Department Ambulance Services cost report, cost reconciliation and settlement questions please contact the Ambulance Services Rate Analyst at TAFI@hhsc.state.tx.us or (512) 462-6300.

Sincerely,

Dan Huggins
Director, Acute Care Services
Rate Analysis Department

Cc: Kevin Coyle, Revenue Optimization Solutions, LLC

9/8/2016
To: Mayor and City Council members
Commissioned during the summer as we were looking at budget requests, to give us a plan and idea about needs and best using available resources, Novak Consulting has worked with our staff and looked at operations to give a set of recommendations to further improve our service and meet responsibilities for safe, sound, quality new development. Will be reviewing and moving forward as best possible. Also provides plan for best use of additional money in the upcoming FY 2016/17 Budget to meet existing gaps. Clay

City of Pearland
Community Development Department
Staffing Assessment

Report

September 8, 2016

The Novak Consulting Group

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September 8, 2016

Mr. Clay Pearson
City Manager
City of Pearland
3519 Liberty Dr.
Pearland, TX 77581

Dear Mr. Pearson:

We are pleased to present this report detailing the staffing assessment for the City of Pearland's Community Development Department.

The recommendations contained in this report are based on the input and information provided by Department staff as well as identified industry standards and best practices that are appropriate for the City of Pearland. This report provides an analysis of current workload and staffing levels, evaluates the Department's organizational structure, and provides recommendations designed to improve the efficiency and effectiveness of the Department.

The organization is fortunate to have dedicated and hardworking employees who have a passion for providing quality development services to the community. We are confident that these recommendations will enable the Department to meet the needs of this fast-growing community.

Thank you for the opportunity to be of service to the City of Pearland.

Sincerely,

Julia D. Novak
President

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Executive Summary

Pearland, Texas is located approximately 21 miles south of the City of Houston and is the third largest city in the Houston Metropolitan Statistical Area (MSA). Pearland is one of the fastest growing cities in the Houston area and the country. As depicted in the figure below, in the span of 15 years, the City experienced an exponential population growth rate of 189%, increasing from 37,640 in 2000 to 108,821 in 2015.

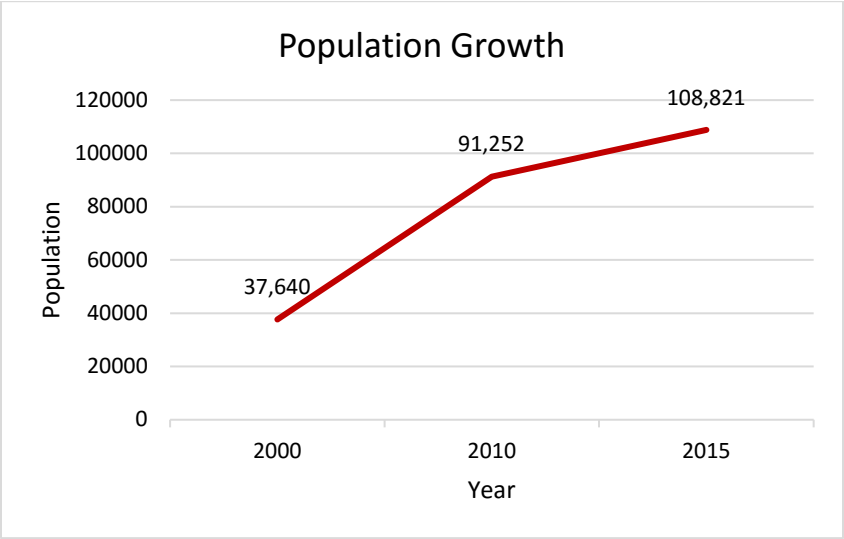

Figure 1: City of Pearland Population, 2000-2015[1]

The City of Pearland was incorporated in 1959 and is governed by the Council-Manager form of government. Within its 69.8 square miles, the City provides a full range of municipal services, including public safety, trash pickup, traffic management, wastewater treatment, street maintenance, and road construction.

Population growth is fueled by intense development activity. For example, the City saw total valuation of all permits issued in the first quarter of this calendar year at $293 million, of which $100 million was for single family residential development. Pearland is one of the top five communities in the state in terms of home sales. Zoning and plat applications experienced a substantial increase as well – a 75% increase in the first six months of FY 2016 over the first six months of FY 2015. At the current pace, the number of applications is expected to reach its highest peak than at any point in the last six years.

Given the rapid growth this community has experienced, the municipal government continues to evaluate and adjust its capacity to respond to increasing demands for services. From 2010 to 2016, City staffing levels increased 21.23%, and the City's annual budget increased 53.8%. During that same time period, Pearland's population increased 20.75%. The following table illustrates a 10-year change in Full Time Equivalent (FTE) employee count compared to Pearland's population growth. Most notably, while the total number of employees has increased, the actual ratio of employees to population has decreased.

[1] U.S. Census Bureau

Table 1: City of Pearland FTE Count

Fiscal Year	FTE	Population	Number of FTEs per 1,000 Residents
2005-06	456.5	69,050	6.61
2006-07	497.0	81,500	6.10
2007-08	545.0	87,000	6.26
2008-09	565.5	90,700	6.23
2009-10	600.5	94,410	6.36
2010-11	618.0	97,914	6.31
2011-12	633.5	97,200	6.52
2012-13	651.5	103,800	6.28
2013-14	686.0	106,500	6.44
2014-15	703.5	112,300	6.26
2015-16	728.0	114,000	6.39

Planning for and managing this growth and development activity to ensure a safe and sustainable community is the responsibility of the City of Pearland's Community Development Department. Community Development processes land use related requests and is responsible for long-range and short term plans related to the growth of the City. Staff in Community Development is also responsible for conducting building inspections, enforcing development and building codes, and issuing construction permits.

The Department is organized into three divisions – Administration, Planning, and Permit & Inspection Services – staffed with a total of 24.5 FTEs.[2] Despite the growth in development activity and an overall increase in staffing Citywide, the Community Development Department has actually contracted, including a reduction in staffing in the Planning and Permit & Inspection Services Divisions. Additionally, since FY 2010, the City has undergone reorganizational efforts which have impacted the reporting structure and focus of the Community Development Department. For example, in FY 2010, Permit & Inspection Services included four Health/Code Enforcement FTEs which are now housed in the Fire Department.

In June 2016, the City engaged The Novak Consulting Group to conduct an assessment of the staffing needs of the Community Development Department. The workload analysis conducted for this assessment finds that staffing levels in Community Development have not kept pace with Pearland's population growth, development levels or workload activity. The number of activities completed (and tracked) by the Planning Division has increased by 316% over the last seven years, while the number of building inspections has increased 58% in the last six years.

As a component of this report, The Novak Consulting Group conducted a benchmark analysis of four fast-growing communities in Texas (City of McKinney, City of Sugar Land, City of Denton and League City) similar to Pearland. Benchmarking can provide valuable information about how other organizations are structured and offer ideas for improvements. Summary information received from the comparison communities regarding staffing levels is included in the following table. A more detailed description of the analysis can be found later in this report which indicates Pearland's relative lower staffing levels.

[2] FY 2016 Adopted Budget

Table 2: Summary of Comparison Community Data, FY 2016

Comparison Community	Population 2010	Population 2015	% Change	Metropolitan Area	Community Development Budget	Community Development FTEs
Denton	113,383	131,044	16%	Dallas	$5,735,679	52.0
McKinney	131,117	162,898	24%	Dallas	$4,778,360	44.0
Sugar Land	78,817	88,156	12%	Houston	$2,429,180	26.0
Pearland	**91,252**	**108,821**	**19%**	**Houston**	**$2,095,620**	**23.1**
League City	83,560	98,312	18%	Houston	$2,214,188	22.0

The Community Development Department's stated mission is *"Quality Service - Excellent Results*." While staff is committed to providing quality service, it becomes increasingly more difficult to ensure consistent, responsive service as the available staffing capacity is unable to keep up with the increase in development activity.

The recommendations contained in this report provide an analysis of current workload and staffing levels, evaluate the departmental organizational structure, and provide process enhancements designed to improve the efficiency and effectiveness of the Department. The following is a listing of the specific recommendations contained in this report.

Table 3: Summary of Recommendations

Number	Recommendation
1	Create an additional planning position (Planner I/Associate Planner) in the Planning Division.
2	Create a Long-Range Planner position in the Planning Division.
3	Maximize utilization of the Associate Planner and Planning Technician to ensure the Planning Division is working at maximum capacity.
4	Develop a staffing plan for the Planning Division that addresses future Department and community needs such as transportation planning and zoning administration.
5	Convert the temporary building inspector to a regular full-time position and create an additional building inspector position to assist with existing Permit & Inspection Services workload.
6	Ensure that building inspectors have the appropriate professional trades certifications.
7	Assign building inspections by zone/quadrants in order to improve efficiency.
8	Monitor permit activity by type to determine if the appropriate level of staffing is allocated to the correct permitting area.
9	Reorganize the existing department structure to maximize the effectiveness of staff and establish a more appropriate organizational structure.
10	Reduce the amount of time staff spends in Community Development meetings.
11	Develop and conduct training for support staff to ensure the department is providing a high level of customer service and cross-training its employees.
12	Utilize TRAKiT to account for the time attributed to Community Development activities.
13	Restructure the SNAP committee and refer Community Development issues directly to a key contact person within the Department for resolution.

The following Community Development positions are discussed in this report and are classified either as recommended positions (identified as an immediate need) or positions that should be included in a future staffing plan.

Recommended Positions – Immediate Need

- Planner I/Associate Planner
- Long-Range Planner
- 2 Building Inspectors (1 new position and the conversion of 1 temporary position to permanent, full time)

Recommended Future Staffing Plan Positions

- Receptionist
- Transportation Planner
- Zoning Administrator

Methodology

The City of Pearland engaged The Novak Consulting Group to conduct a review of its Community Development Department. The purpose of the review was to evaluate current staffing and service levels, the organizational structure, and processes within the Department.

In order to complete this assessment, The Novak Consulting Group utilized both qualitative and quantitative approaches to determine what staffing and service issues exist, if any. A series of in-person and phone interviews with Department staff and key stakeholders was held. In total, The Novak Consulting Group spoke with 18 individuals from the Community Development Department, Fire Department, Engineering and Capital Projects Department, and the City Manager's Office. The purpose of the interviews was to learn more about the programs and services provided by Community Development; work performed by each employee; the operations currently working well; and opportunities that exist for greater efficiency and customer service.

Significant background information provided by the City informed this assessment, including staffing and workload reports, budget documents, contracts, Planning Activity Reports, Permit & Inspection Reports, and performance measurement data. The Novak Consulting Group also researched staffing levels in comparison jurisdictions and conducted a workload analysis for Community Development staff in order to determine the Department's workload profile. When applicable, those analytics were compared to industry best practices and guidelines.

This approach allowed The Novak Consulting Group to gain a thorough understanding of staff workloads. The details of each recommendation and the supporting analysis are included in this report.

About the Community Development Department

The City of Pearland's Community Development Department is responsible for all matters affecting the physical development of the City including establishing and implementing quality standards for new development. The Department manages the City's short and long-term growth in accordance with the City's Comprehensive Plan, and regulates building and associated construction activities to protect public health, safety, and welfare pursuant to the uniform construction codes that govern land use. In order to complete its responsibilities, Department employees manage land use activities, meet with the public, review building plans, issue building permits, and perform construction inspections.

Pearland's population has grown 189% between 2000-2015 and is one of the fastest growing cities in the country. Population growth creates a greater demand for all City services. The Community Development Department is no exception; workload levels have increased as the development activity in Pearland has increased. The number of activities completed (and tracked) by the Planning Division has increased by 316% over a seven-year period and building inspections have increased by 58% (over a 6-year period).

The City's FY 2016 Adopted Budget indicates that the Community Development Department is staffed with 24.5 FTEs. The Department is organized into three divisions – Administration, Planning, and Permit & Inspection Services. Of these FTEs, 3.0 are in Administration, 5.0 are in Planning and 16.5 are in Permit & Inspection Services.

The Community Development Director reports to the Executive Manager of Development Services; the Executive Manager reports to the City Manager. The City Planner, Building Official, Office Supervisor, and Development Coordinator report directly to the Community Development Director. The City Planner supervises the Planning Division and the Building Official oversees Permit & Inspection Services.

The following figure outlines the current organizational structure of the Community Development Department.

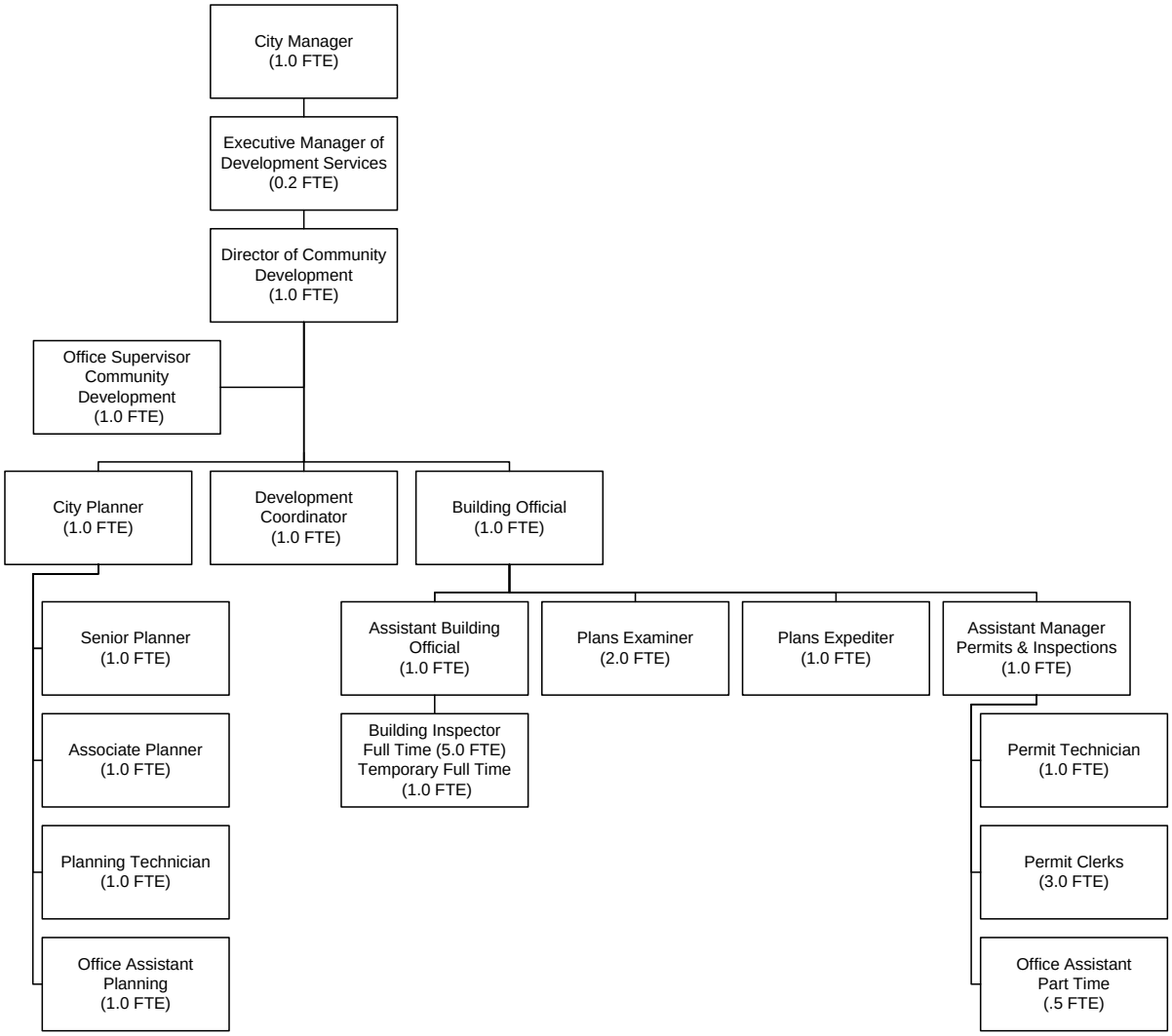

Figure 2: Current Community Development Department Organizational Chart

Administration Division

The Administration Division guides and supports the Department, including its staff and activities. It consists of 3.0 FTEs including the Community Development Director, Development Coordinator, and Office Supervisor.

The Community Development Director is responsible for providing the overall direction, coordination, and evaluation of the Department. The Director supervises the City Planner, Building Official, Development Coordinator, and Office Supervisor, and is responsible for planning, assigning, and directing work. The Director assists in the planning and administration of City development policies, standards, specifications, ordinances, and procedures. The Director also prepares and manages the Department's annual operating budget.

The Development Services Director spends approximately 40%[3] of her time performing technical planning work (her workload capacity is not included in the Planning Staffing Analysis). The

[3] Estimate provided by the Community Development Director

Director focuses on interdepartmental, high profile, and long-range planning projects. Other than the Director, there are currently no staff members in Community Development focusing on long-range planning issues.

The Development Coordinator is a new position added in FY 2016. This position is intended to serve as an ombudsman to the development and business community and was designed to assist with development projects from pre-development to completion. The goal of this position is to improve and maintain communication between staff and those stakeholders working with the Community Development Department.

The Office Supervisor provides administrative support for the Community Development Department. Specific responsibilities of this position include conducting research, preparing correspondence and reports, scheduling appointments, taking and transcribing minutes, and providing general office support for the department.

Planning Division

The Planning Division ensures the health, safety, and welfare of citizens and property by regulating land use within the corporate limits of the City of Pearland. Planning staff facilitate the development process.

The Planning Division is responsible for ensuring that approved development complies with the City of Pearland's adopted land use plans. The Planning Division administers the Comprehensive Plan, the Unified Development Code, Old Townsite Development District Plan, and Subdivision Ordinance.

There are a number of Planning applications and requests that can be considered by the City. They range in complexity from sign permits that require minimal staff and processing time to more complicated and extensive requests such as zone changes, conditional use permits, and planned unit developments.

The work of the Planning Division is completed by the Division's 5.0 FTEs: City Planner, Senior Planner, Associate Planner, Planning Technician, and Office Assistant. The City Planner and Senior Planner handle most of the land use applications/requests and are responsible for taking projects forward to the Planning and Zoning Commission, Zoning Board of Adjustment, and the City Council for consideration. The Planning Associate and Technician appear to have more specialized functions. The Associate Planner handles all plat and subdivision requests and the Planning Technician reviews site plans and sign permits.

It is important to note that the positions in this division have changed over time. When Planning staff reported to a Planning Director, the division included a Senior Planner, Planner I, Plan & Plat Administrator, Planning Technician, a Part-Time Clerk and Office Coordinator.

The development process can vary based on the type of Planning application being submitted, but the typical development review process involves: the Pre-Development Meeting, formal application submittal, completeness review, review and comment by City staff; resubmittal by applicant, staff review, development of a staff recommendation, preparation of the maps and Joint Public Hearing packet, consideration by the Planning and Zoning Commission, preparation of ordinance, letter from Planning and Zoning Commission, and ultimately consideration by the City Council.

Most land use and development requests require a Pre-Development Meeting. The purpose of Pre-Development Meetings is to provide an opportunity for the applicant to meet with those departments involved with the review of the application at the same time. In addition, staff also holds an internal pre-meeting the week before to prep for the upcoming Pre-Development Meeting. The pre-meeting is a relatively new addition to the Department's meeting calendar, but is being utilized due to the number of new Planning employees.

Currently staff spends a significant amount of time in meetings and writing (as well as re-writing) reports. According to staff, it is not uncommon to work after hours and on weekends in order to meet current deadlines and turnaround times.

Planning utilizes outside contractors for general planning functions. As of the writing of this report, $124,531 has been spent on professional services contracts in FY 2016. This includes contracts with Freese & Nichols, MasterPlan, and Iron Mountain. These contracts have provided funding for Planning assistance and document scanning services.

Permit & Inspection Services Division

The Permit & Inspection Services Division helps create and maintain a quality living environment for Pearland residents. There are 16.5 FTEs in Permit & Inspection Services including the Building Official, Assistant Building Official, Building Inspectors (5.0 full-time, 1.0 temporary full-time), Plans Examiners (2.0), Plan Expediter, Assistant Manager, Part-time Office Assistant, Permit Technician, and Permit Clerks (3.0).

Staff within the Permit & Inspection Services Division are responsible for processing all residential and commercial building permits, reviewing building plans, and the inspection of new and remodeled properties.

The Building Official oversees this Division and within the last year, the Assistant Building Official position was created. This position oversees the Division's six building inspectors. Each night, the inspections for the following day are assigned using the City's new development software program, TRAKiT.

There are times when the Permit & Inspection Services Division has to utilize an outside contractor to assist with inspections. Mikayla Architects is brought in to handle specialized inspections and when inspectors have been assigned more than 30 inspections for one day. Between July 2015 and June 2016, this Division spent a total of $189,020 on contractor services.

The Plan Examiners and Plan Expediter report directly to the Building Official. The Plan Examiners review all plans submitted to the City for review and the Plan Expediter handles the intake of plans for all commercial development and processes the appropriate permits.

The Assistant Manager for Permit & Inspection Services oversees the Permit Clerks and Permit Technician. This area is responsible for the intake and processing of all plans submitted to the City for review (other than commercial) and issuing the appropriate permits.

The majority of the staff in Permit & Inspection Services are hourly employees; in contrast, most in the Planning Division are salaried and considered exempt from overtime. From the beginning of the fiscal year through July 19, 2016 the Administration and Planning Divisions spent approximately $2,700 in comp time and overtime expenses. In contrast, the Permit and Inspection Services has expended over $27,500 in comp time and overtime expenses during the same period.

Peer Jurisdiction Benchmarking

Informed comparisons of how other local governments operate can lead to learning and subsequent operational improvements. Municipalities often make use of new and different approaches which may evolve into best practices that can be replicated in other settings. In order to inform this assessment, The Novak Consulting Group conducted benchmarking research. The City of Pearland provided four fast-growing comparison local governments in Texas, described below.

The **City of McKinney, Texas** is a community of approximately 162,898 residents that has experienced rapid growth. Between 2010 and 2015 the City's population increased by 24%. The 62.21 square mile community is located approximately 37 miles north of Dallas and is the county seat of Collin County. In FY 2016, the City employed 975.4 FTEs and had a General Fund budget of $117 million.

The City of McKinney's Development Services Department consists of the following divisions: Building Inspections/Permits, Planning, Code Compliance, and Engineering. Not all of these functions are relevant to this study; the services delivered by the City of Pearland's Community Development are completed by the Development Services Department, Administration, Building Inspections/Permits, and Planning Divisions in the City of McKinney. The FY 2016 budget for these functions totals $4,778,360 and 44.0 FTEs are dedicated to providing the same services as Pearland's Community Development Department.

The **City of Denton, Texas** is a community of approximately 131,044 residents that grew by 16% between 2010 and 2015. The 87.95 square mile community is located on the northern edge of the Dallas–Fort Worth metropolitan area and serves as the county seat of Denton County. In FY 2016, the City employed 1,564.9 FTEs and had a General Fund budget of $109 million.

The City of Denton's Development Services Department consists of Building Inspections, Planning, Economic Development, and Gas Well Divisions. Not all of these functions are relevant to this study; the services delivered by the City of Pearland's Community Development Department are completed by the Development Services Department, Administration, Building Inspections, and Planning Divisions in the City of Denton. The FY 2016 budget for these functions totals $5,735,679 and 52.0 FTEs are dedicated to providing the same services as Pearland's Community Development Department.

The **City of League City, Texas** is a community of approximately 93,312 residents. Between 2010 and 2015, the City's population increased by 18%. The 51.29 square mile City is located 23 miles southeast of Houston in Galveston County and is part of the Houston–The Woodlands–Sugar Land metropolitan area. In FY 2016, the City employed 584.3 FTEs and had a General Fund budget of $74.9 million.

The FY 2016 budget for the League City Planning and Development Department totals $2,214,188 and supports 22.0 FTEs.

The **City of Sugar Land, Texas** is a community of approximately 88,156 residents that grew by 12% between 2010 and 2015. The 32.4 square mile community is located within Fort Bend County, approximately 25 miles southwest of Houston. In FY 2016, the City employed 712.0 FTEs and had a General Fund budget of $76.0 million.

Community development functions in the City of Sugar Land are the responsibility of the Planning Department and the Permits & Inspections Department. The FY 2016 budget for these functions totals $2,249,180 with 26.0 FTEs dedicated to delivering community development services.

Summary information received from the comparison communities is included in the following table. Throughout this report, information from comparison jurisdictions is included, where applicable and relevant.

Table 4: Summary of Comparison Community Data, FY 2016

Comparison Community	Population 2010	Population 2015	% Change	Metropolitan Area	Community Development Budget	Community Development FTEs
Denton	113,383	131,044	16%	Dallas	$5,735,679	52.0
McKinney	131,117	162,898	24%	Dallas	$4,778,360	44.0
Sugar Land	78,817	88,156	12%	Houston	$2,429,180	26.0
Pearland	**91,252**	**108,821**	**19%**	**Houston**	**$2,095,620**	**23.1**
League City	83,560	98,312	18%	Houston	$2,214,188	22.0

Since each of the comparison organizations is structured, funded, and staffed differently, it is useful to compare ratios such as the value of permits issued per 1,000 population and the number of FTE employees in each community development function per 1,000 population. The City of Pearland has a higher valuation of permits per 1,000 population than any of the comparison communities for which data is available. The following table includes the construction value of permits issued by each comparison community and the value per 1,000 population.

Table 5: Summary of Construction Value of Permits Issued in Comparison Communities, FY 2016

Comparison Community	Construction Value of Permits Issued	Value per 1,000 Population
Pearland	**$902,681,992**	**$8,295,108**
McKinney	$1,335,687,454	$8,199,533
Sugar Land	$307,491,177	$3,488,035
Denton	$281,517,700[4]	$2,148,269
League City	Data not available	-

In order to accurately compare staffing levels across similar jurisdictions, the number of staff performing each specific function was identified. In the City of Pearland, the administration function consists of the Office Supervisor and the Community Development Director. Within the Planning Division, current planning functions are performed by the City Planner, Senior Planner, Associate Planner, Planning Technician, and Office Assistant Planning; the Planning Division in the City of Pearland does not have any staff dedicated to administrative functions.

In the City of Pearland Permit & Inspections Services Division, the Building Official, and Assistant Manager Permits & Inspections make up the administration function. Plan review functions are performed by the two Plans Examiners and permitting functions are performed by the Permit Technician, three Permit Clerks, Plans Expediter, and part-time Office Assistant. Building inspections are completed by the six Building Inspectors.

[4] Construction value of permits issued from 10/2015 through 7/2016

A detailed summary of the positions dedicated to each community development function in the comparison communities is included as an appendix.

Given its size, the City of Pearland has the fewest planning and building function FTEs per $10,000,000 of permit value. The Department also has the fewest FTEs per $10,000,000 of permit value overall. Of the comparison communities, only the City of McKinney has fewer FTEs per $10,000,000 of permit value in the administration and planning functions. The following table includes the number of FTEs assigned to the administration, building, and planning functions and also puts those numbers into perspective by presenting the ratio of FTEs per $10,000,000 of permit value.

Table 6: Summary of Community Development Staffing Levels in Comparison Communities, FY 2016

Comparison Community	Department Total		Administration		Building		Planning	
	FTEs	FTEs per $10,000,000 Permit Value	FTEs	FTEs per $10,000,000 Permit Value	FTEs	FTEs per $10,000,000 Permit Value	FTEs	FTEs per $10,000,000 Permit Value
Denton	52.0	1.85	2.0	0.07	31.0	1.10	19.0[5]	0.67
Sugar Land	26.0	0.85	NA[6]	-	15.0	0.49	11.0[7]	0.36
McKinney	44.0	0.33	2.0	0.01	27.0	0.20	15.0	0.11
Pearland	**23.5**	**0.26**	**2.0**	**0.02**	**16.5**	**0.18**	**5.0**	**0.06**
League City	22.0	-	2.0	-	15.0	-	5.0[8]	-

The core functions of the Planning Division are administration, long-range planning, and current planning. The staffing ratios in each of the City of Pearland Planning Division's functions are on the lower side compared with its peers. The following table shows the number of staff included in each of those functions in the comparison communities.

Table 7: Summary of Planning Functions in Comparison Communities

Comparison Community	Administration		Long-Range Planning		Current Planning	
	FTEs	FTEs per $10,000,000 Permit Value	FTEs	FTEs per $10,000,000 Permit Value	FTEs	FTEs per $10,000,000 Permit Value
Denton	4.0	0.14	4.0	0.14	8.0	0.67
Sugar Land	2.0	0.07	3.0	0.10	6.0	0.36
McKinney	2.0	0.01	4.0	0.03	9.0	0.11
Pearland	**0.0**	**-**	**0.0**	**-**	**5.0**	**0.06**
League City	1.0	-	2.0	-	2.0	-

[5] Total FTE count is actually 23.0, but GIS Division FTEs (GIS Analyst and GIS Technician) and Green Team Division FTEs (Landscape Administrator and Urban Forester) not included in comparison
[6] Planning and Permits & Inspections Department Directors report directly to an Assistant City Manager
[7] Total FTE count is actually 12.0, but Transportation Mobility Planner position not included in comparison
[8] Total FTE count is actually 8.0, but Arborist, GIS Coordinator, and GIS Technician positions not included in comparison

The core functions of the Permit & Inspections Services Division are administration, plan review, permitting, and inspections. When compared with its peers, the City of Pearland's Permit & Inspection Services Division is more comparably staffed than the Planning Division – particularly in the administration and permitting functions – but is still on the lower end when compared with its peers. The cities of Denton and Sugar Land have more and the City of McKinney has fewer FTEs per $10,000,000 permit value in the administration and permitting functions. The following table shows the number of staff included in the administration and permitting functions in the comparison communities.

Table 8: Summary of Select Permit & Inspections Functions in Comparison Communities – Administration and Permitting

Comparison Community	Administration		Permitting	
	FTEs	FTEs per $10,000,000 Permit Value	FTEs	FTEs per $10,000,000 Permit Value
Denton	3.0	0.11	5.0	0.18
Sugar Land	2.0	0.07	5.0	0.16
Pearland	**3.0**	**0.03**	**5.5**	**0.06**
McKinney	3.0	0.02	4.0	0.03
League City	1.5	-	2.5	-

All of the peer communities for which data is available have more FTEs per $10,000,000 permit value in the plan review and inspections functions. The following table shows the number of staff included in the plan review and inspections functions in the comparison communities.

Table 9: Summary of Select Permit & Inspections Functions in Comparison Communities – Plan Review and Inspections

Comparison Community	Plan Review		Inspections	
	FTEs	FTEs per $10,000,000 Permit Value	FTEs	FTEs per $10,000,000 Permit Value
Denton	8.0	0.28	15.0	0.53
Sugar Land	2.0	0.07	6.0	0.20
McKinney	6.0	0.04	14.0	0.10
Pearland	**2.0**	**0.02**	**6.0**	**0.07**
League City	2.0	-	9.0	-

Analysis & Recommendations

Staffing

To assess the workload of the Pearland Community Development Department, several indicators of different aspects of workload must be considered collectively. Staffing levels for the Planning Division and the Permit & Inspection Services Division were each analyzed separately.

The workload of the Planning Division is driven by the applications that are received. Planning Division staff provided a report that included the number of planning activities completed each year for the last seven years. The processing time associated with each application type can differ significantly, as some may require as little as one hour of processing time while others may require weeks of dedicated staff time. Therefore, in order to more accurately capture the Division's workload, staff estimated the number of hours each planning activity typically takes to complete. From this information the workload of the Planning Division can be estimated and compared over time. Data regarding the workload of the Permit & Inspection Services Division was more readily available as the Division monitors inspections, permits, and plans using a system called TRAKiT.

The Community Development Department has experienced challenges with staff turnover and longevity in both of its primary divisions. New staff brings new opportunities for the Department, however it also includes the challenge of training new employees while managing a high workload. The City Planner, Planning Assistant, and Planning Technician have been with the City just over a year and the Senior Planner has been with the City less than six months. The Building Official has been with the City about two years, while most building inspectors have less than a year of experience. In addition, the City has had difficulty attracting and retaining employees for the temporary building inspector position. At the time of this report, the position was vacant, and a building inspector had submitted his resignation.

Data for both the Planning and Permit & Inspection Divisions was provided for the last seven years (FY 2010 through FY 2016). However, since the City of Pearland's fiscal year begins on October 1, data for FY 2016 could only be provided through June or July 2016. Therefore, the workload for FY 2016 was estimated by annualizing the monthly averages from the first nine or ten months of FY 2016.

Planning Division

As would be expected in a rapidly growing community, the Planning Division is focused on managing the increased current planning activity workload. This has severely lessened the Department's ability to proactively plan for the City's growth and development needs. Staff has been forced to take a reactive role in most long-range planning efforts. In fact, the number of activities completed (and tracked) by the Planning Division has increased by 316% over the last seven years – all related to current planning activities. However, during that same period the staffing level of the Division has decreased by nearly 30%. Staff responds and processes land development requests as soon as they are submitted and, because of an increase in planning activities, staff has not had the opportunity or time to adequately focus on long-range planning efforts.

The following figure shows the number of planning activities completed each year along with a staffing level comparison.

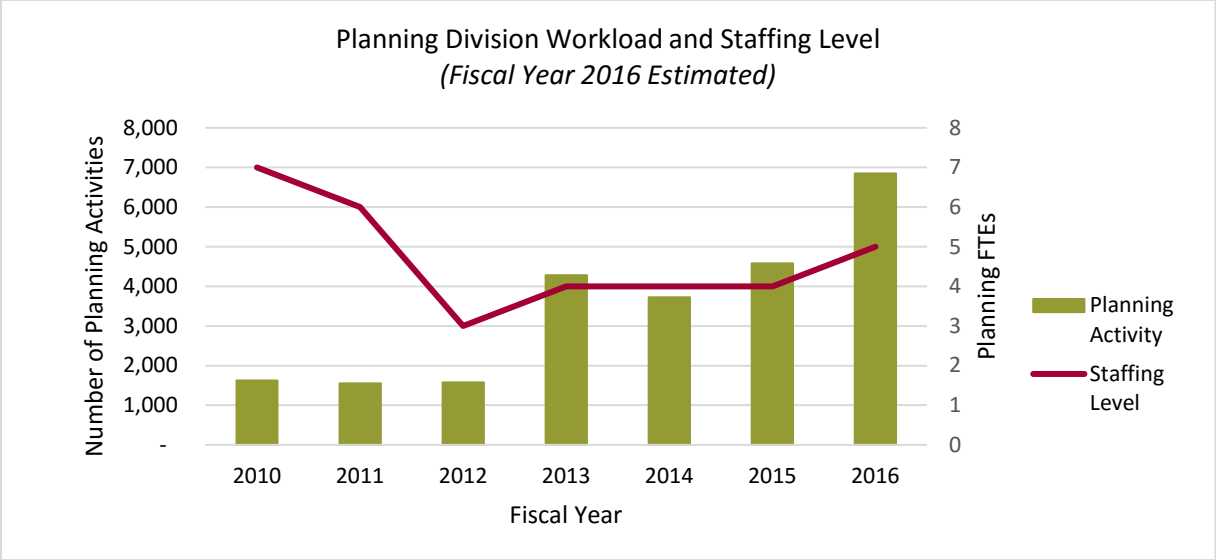

Figure 3. Planning Activity and Staffing Level by Year, FY 2010-FY 2016

While the total number of activities completed by the Planning Division has increased over the last seven years, demand for all activity types has not increased simultaneously. For example, certain activity types have increased: zone changes (116%), planned developments (88%), Zoning Board of Appeals (ZBA) cases (75%), and site plan reviews (72%). Meanwhile, other activity types have decreased: commercial buildout review (33%) and predevelopment meetings (7%). The following table illustrates the number of each planning activity type completed each year from FY 2010 through FY 2016.

Table 10: Number of planning activities completed by Planning Division, FY 2010-FY 2016

Activity Type	2010	2011	2012	2013	2014	2015	2016[9]
Zone Change	22	22	9	18	11	11	48
Planned Developments	4	2	1	4	-	5	8
Conditional Use Permit	-	-	-	12	8	10	21
Plat Reviews (Total)	38	43	62	194	108	111	144
ZBA Cases	15	22	6	5	18	9	26
Residential Permit Review	489	552	592	574	421	510	544
Sign Permit Review	343	265	314	304	343	353	359
Commercial Buildout Review	489	436	372	208	322	269	328
Site Plan Review (new or large addition)	99	76	97	53	93	118	170
Predevelopment meetings	126	131	122	121	97	114	118
Zoning Verification Letters	-	-	-	23	23	16	36
Planning Site Visits	-	-	-	87	21	244	215
Phone Calls	-	-	-	2,138	1,663	1,955	3,183
Customer Walk-ins	-	-	-	462	547	783	1,434
Public Information Requests	-	-	-	79	50	72	81
P&Z Meetings	-	-	-	-	-	-	8

[9] Annualized based on nine months' worth of data

Activity Type	2010	2011	2012	2013	2014	2015	2016[9]
ZBA Meetings	-	-	-	-	-	-	8
Planning/Zoning Final Inspections	-	-	-	-	-	-	34
Tenant Occupancy Review	-	-	-	-	-	-	90
Total Activities	**1,625**	**1,549**	**1,575**	**4,282**	**3,725**	**4,580**	**6,852**

As previously mentioned, different planning activities are more labor intensive than others. Using the estimates provided by the Division staff, the number of hours the Division spent engaged in the various planning activities each year is shown in the following table. While the number of planning activities increased by 316% over the last seven years, the number of hours required to complete those activities increased by only 70%.

Table 11: Hours of labor necessary to complete planning activities, FY 2010-FY 2016

Activity Type	Estimated Hours/Case[10]	Total Hours 2010	Total Hours 2011	Total Hours 2012	Total Hours 2013	Total Hours 2014	Total Hours 2015	Total Hours 2016[11]
Zone Change	38	836	836	342	684	418	418	1,805
Planned Developments	103	410	205	103	410	-	513	769
Conditional Use Permit	46	-	-	-	552	368	460	978
Plat Reviews (Total)	23	888	1,004	1,448	4,531	2,523	2,593	3,725
ZBA Cases	28	413	605	165	138	495	248	722
Residential Permit Review	6	2,690	3,036	3,256	3,157	2,316	2,805	2,991
Sign Permit Review	7	2,230	1,723	2,041	1,976	2,230	2,295	2,332
Commercial Buildout Review	12	5,624	5,014	4,278	2,392	3,703	3,094	3,772
Site Plan Review (new or large addition)	19	1,832	1,406	1,795	981	1,721	2,183	3,145
Predevelopment meetings	4	536	557	519	514	412	485	499
Zoning Verification Letters	2	-	-	-	46	46	32	73
Planning Site Visits	2	-	-	-	174	42	488	430
Phone Calls	1	-	-	-	1,604	1,247	1,466	2,387
Customer Walk-ins	1	-	-	-	462	547	783	1,434
Public Information Requests	2	-	-	-	158	100	144	163
P&Z Meetings	17				-	-	-	128
ZBA Meetings	8				-	-	-	60
Planning/Zoning Final Inspections	5				-	-	-	160
Tenant Occupancy Review	7				-	-	-	630

[10] Estimated hours to complete each activity were provided by Planning Department staff
[11] Annualized based on nine months' worth of data

Activity Type	Estimated Hours/Case[10]	Total Hours 2010	Total Hours 2011	Total Hours 2012	Total Hours 2013	Total Hours 2014	Total Hours 2015	Total Hours 2016[11]
Total Hours Associated with Activities		**15,456**	**14,386**	**13,946**	**17,778**	**16,167**	**18,004**	**26,204**

The Planning Division is staffed with 5.0 FTEs. When annual leave is taken into consideration, the Division has the capacity to complete 9,500 hours of work. The following table shows how the capacity of the Division is estimated.

Table 12: Estimated Annual Capacity of Planning Division Staff

Title	Scheduled Hours	Annual Leave[12]	Actual Hours Available
City Planner	2,080	180	1,900
Senior Planner	2,080	180	1,900
Associate Planner	2,080	180	1,900
Planning Technician	2,080	180	1,900
Office Assistant Planning	2,080	180	1,900
Total	**10,400**	**900**	**9,500**

As is shown in the two previous tables, a significant gap exists between the estimated workload of the Planning Division and the capacity of the Division's staff to handle that workload. The data provided by the Division indicates that this gap has existed for many years, and it appears to be growing. The following table shows the historical capacity as well as the estimated workload for the past seven years. In FY 2016, the Planning Division has 5.0 FTEs but, based on the workload estimates provided by Division staff, the Division would actually need 13.8 FTEs to handle the estimated 26,204 hours of work required, based on the hours per case estimates provided by the Division.

Table 13: Current Capacity Compared with Workload, FY 2010-FY 2016

	2010	2011	2012	2013	2014	2015	2016
Actual FTEs	7.0	6.0	3.0	4.0	4.0	4.0	5.0
Capacity (Hours)	13,300	11,400	5,700	7,600	7,600	7,600	9,500
Estimated Workload (Hours)	15,456	14,386	13,946	17,778	16,167	18,004	26,204
Required FTEs	8.1	7.6	7.3	9.4	8.5	9.5	13.8
Gap Between Actual & Required FTES	**1.1**	**1.6**	**4.3**	**5.4**	**4.5**	**5.5**	**8.8**

Current Planning Division turnaround times include having site plans reviewed within 10 days of receipt and reviewing commercial plans, residential plans and sign permits within five days. In addition, Planning staff reviews plat applications and provides comments back to the applicant within three working days (72 hours); applications for zone changes and conditional use permits are reviewed within four working days (96 hours). Planned Development applications, if submitted by the appropriate deadline, are scheduled for a Joint Planning & Zoning/City Council workshop

[12] Annual leave estimated based on three weeks of vacation, two weeks of sick leave, and 10 holidays.

within a month (4 weeks) from the date of submittal. Applications for Zoning Board of Adjustment are also scheduled within four weeks of submittal. [13]

Despite this apparent discrepancy between the Division's workload and staffing level, the Division reports that it has continued to meet established turnaround time standards. Therefore, the discrepancy is likely due to several factors including: 1) workload calculations are based on estimates provided by the Department, some of which may not accurately capture the amount of time it takes to complete each activity, 2) staff report working after hours and on weekends to complete work, which is not captured because these are exempt positions, and 3) the reliance of the Division on outside contractors in order to meet service level standards.

Between August 2015 and July 2016, the Planning Division spent a total of $124,531 on contractor services provided by Freese & Nichols, Masterplan, and Iron Mountain. The Planning Division relies on contractors for general planning work, special projects, and to effectively manage heavy volumes of activity. Outside contractors are used for activities such as platting, zone changes, conditional use permits, planned developments, code amendments, code enforcement assistance, pre-development meetings, annexations, and site plan reviews.

MasterPlan has primarily been used for projects that can be assigned outside of the office. Specifically, they have helped develop staff reports and worked on special projects such as the UDC updates, research of Food Trucks, and updating the City's Pre-Development packets and the Development Handbook.

Freese & Nichols has provided Pearland with an on-site contract planner throughout the year. The contract planner initially worked 40 hours a week (five days a week) and is now working 16 hours a week (two days). The contract planner writes staff reports, prepares maps and items necessary for public hearing cases, and assists with other planning duties as needed. This contract planner position was initially used during the times the City Planner and Senior Planner positions were vacant.

Iron Mountain was used for scanning and archiving services. The following figure shows the monthly expenditures over the one-year period for which data was available.

[13] Information provided by Community Development, Performance Measurement Report, and Department Submittal Timelines

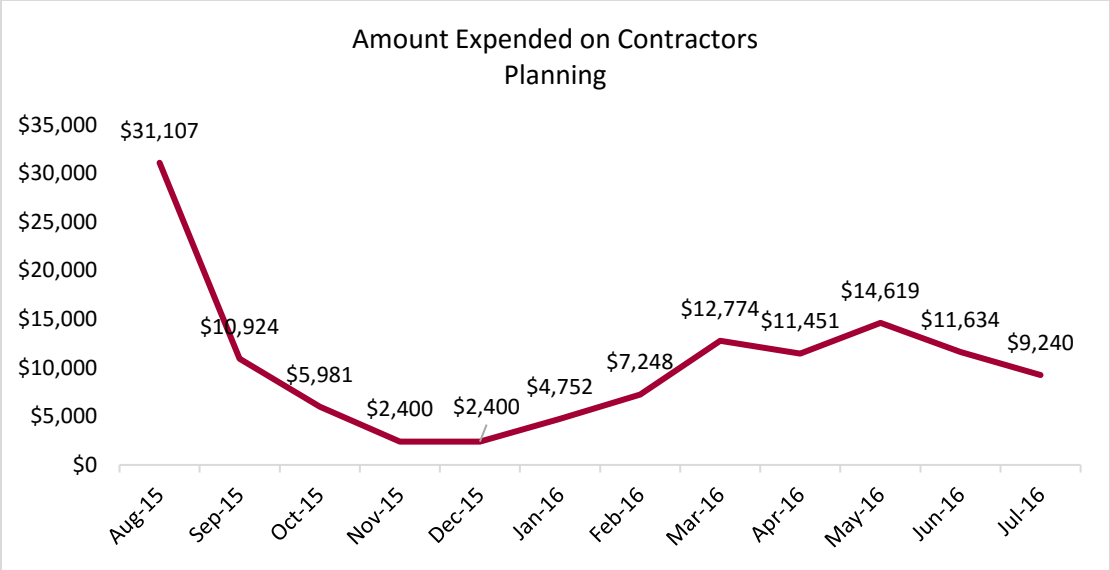

Figure 4: Total amount spent on contractors by Planning Division, August 2015-July 2016

There is a concern that the data provided by staff regarding the time involved with each planning activity may not reflect the actual time spent because that data is not currently tracked (general estimates are used). The estimates provided by Pearland staff could not be compared with the benchmark communities because none of the cities currently track or estimate time in this way.

While the Division's estimates do not reflect the actual time spent completing work, there is no doubt that the workload of the Planning Division has increased as Pearland's development activity has increased. The staffing level of the Division has not increased to keep up with the pace of the workload. In addition, when compared with the staffing level of other growing communities in the state, it appears that Pearland's Planning Division is lower.

Low employee morale in the Community Development Department was a consistent theme throughout staff interviews. A number of potential reasons for low morale emerged including turnover, workload, the current office layout, burnout, compensation, and leadership. A high workload partnered with a meeting-intensive culture in the Planning Division was highlighted by staff as a source of strain in the Division. These factors contribute to a feeling of chaos and disorganization throughout the Department.

Another theme that emerged during employee interviews was that the Department does not appear to be encouraging a culture of collaboration or teamwork, which can impact staff morale. For example, support staff have not been cross-trained, so they have a limited ability to help others when necessary.

Turnover in a Department may increase employee workload and can limit institutional knowledge. Other than the Director and Office Supervisor, the longest tenured employee has been with the Department just over four years. While new employees may be capable and competent, they still require additional time to become familiar with organizational culture and processes, as well as learning about the community. As a result of recent turnover, the Department, and in particular the Planning Division, is currently in a "learning mode."

Recommendation 1: Create an additional planning position (Planner I/Associate Planner) in the Planning Division.

The estimated annual workload for the Planning Division is 26,204 hours while the Division is only staffed to handle approximately 9,500 hours. Therefore, it is recommended that the Division add additional capacity to more effectively manage this workload. After completing the workload profile and staffing analysis, reviewing comparable communities, and calculating the amount of money being spent on outside contract services, creating an additional Planning position will enable the Division to better manage the increasing workload while continuing to meet established service level standards.

It is recommended that the job description for this new position include the experience, skill, and knowledge level that would adequately assist with the existing Division's workload. The City should consider hiring a Planner I/Associate Planner.

A Planner I would assist with the existing Planning workload. This position could take the lead on major Planning activities, such as annexation requests, review of planned development applications, and in handling increased zoning and platting applications.

The addition of this position would reduce the Division's reliance on outside contractors. The estimated annual salary for a Planner I/Associate Planner would be in the range of $55,000. Based on data provided by the City, the annual cost of benefits per employee is approximately $22,369.[14] The total cost to Community Development for the addition of this position would be approximately $77,369 (salary plus benefits).

In addition, it is recommended that the Division more accurately track the time/hours associated with each activity for which the Division is responsible as well as any time spent outside of normal business hours used to complete reviews and meet deadlines. Accurately capturing the amount of time associated with each activity will enable the Division to adjust its staffing level as the workload changes in the future.

Recommendation 2: Create a long-range planner position in the Planning Division.

As discussed earlier in this report, Planning staff currently do not have the capacity or staff expertise to focus on long-range planning efforts. The addition of a Long-Range Planner would assist with developing plans, policies, and programs designed to guide the physical design and development of Pearland.

This position would help develop, maintain, and implement a coordinated, comprehensive general planning program for quality growth and development of the City. A Long-Range Planner would create and administer the City's long-range planning programs and ensure consistency among long-range goals. In addition, this position would implement and update the City's Comprehensive Plan. The Development Services Director is currently assuming the City's long-range planning functions, as time allows only.

The creation of this position would allow the Director to focus on the needs of the department, versus actually completing Planning tasks. As an example, the City of Denton has 2.0 FTEs – one Long-Range Planning Administrator and one Senior Planner – dedicated to long-range planning activities. However, it is important to note that this position may not necessarily assist in

[14] Benefit information gathered from Fiscal Year 2017 Supplemental Request

handling existing workload; instead it would allow the City to be more proactive in their planning activities and begin to better plan for the future needs of the community.

It is recommended that the job description for this new position include the experience, skill, and knowledge level that would adequately assist with long-range planning efforts.

The annual salary of a Long-Range Planner would be approximately $78,000. This assumes the Long-Range Planner is hired at the same classification/grade as the City Planner. Based on data provided by the City, the annual cost of benefits per employee is approximately $22,369. The total cost to Community Development for the addition of a Long-Range Planner would be approximately $100,169 (salary plus benefits).

Recommendation 3: Maximize utilization of the Associate Planner and Planning Technician to ensure the Planning Division is working at maximum capacity.

As indicated previously, the Associate Planner and Planning Technician have been assigned specific responsibilities. While both have a high workload, it does put a heavier burden on the City Planner and Senior Planner to complete the larger and more technical planning projects. The Associate Planner handles all plat and subdivision requests and the Planning Technician reviews site plans and sign permits. The job descriptions for both positions include more general planning functions and would allow them expand their scope of work if needed.

The Associate Planner position requires a bachelor degree and two to three years of experience. According to the current job description, this position can research and analyze data on economic, social, and physical factors affecting land use, as well as prepare graphic and narrative reports on data. This position can also be used to prepare and present oral and written technical reports to the Planning and Zoning Commission, Zoning Board of Adjustments, City Council, and the general public. The Associate Planner can process zone changes, variances, and plat applications; prepare public notices and conduct property ownership research; as well as assist customers with related planning and development questions. The Planning Associate job description is almost identical to the Planner I job descriptions the City used previously.

The Planning Technician position is an entry level position within the Planning Division. According to the current job description, the Planning Technician is responsible for general office and project organization. In addition, this position can provide administrative assistance to Planning staff, including the in-take process and the review of permits. The Planning Technician can also assist in the preparation of staff reports to the Planning and Zoning Commission, City Council, and Zoning Board of Adjustment.

Both positions are completing a significant number of planning activities that are included in their scope of work. However, there is the ability and perhaps the need to give them a broader scope of responsibilities when workload and opportunity allow. This will not only expand their knowledge and experience; it will assist in sharing the Planning workload.

Recommendation 4: Develop a long-range staffing plan for the Planning Division that addresses future community needs, such as transportation planning and zoning administration.

The workload analysis completed for the Planning Division only took into account staff's current workload. It may prove beneficial for the Planning Division to develop a future staffing plan that takes into consideration additional staff positions that help the City properly plan for future growth and expansion. Specific examples include transportation planning and/or zoning administration.

Currently the City does not have a staff person focused exclusively on addressing the transportation needs of the community; this includes current as well as future transportation issues. Based on the explosive growth the City has seen, having someone focused on transportation issues may prove beneficial; it also would allow the City be proactive versus reactive in situations dealing with transportation issues. Currently each City Department addresses transportation issues as they arise, on a case by case basis. It is not handled in a coordinated manner or with a vision for the future. Having a position focused on transportation planning would allow the Community Development Department to better plan for transportation needs. This position would assist in developing policies, goals, and investments that address the community's transportation needs. As Pearland continues to grow, it is essential that the appropriate transportation needs and issues be identified and addressed.

The City does not have a Zoning Administrator at this time; currently staff in both Planning and Permit & Inspection Services take on these duties as needed. To some extent, zoning issues are currently handled by committee, as most issues go to the SNAP committee first and then Code Enforcement staff is responsible for gathering the appropriate information and taking action. This can be a time intensive process, as in most cases they need to seek direction and assistance from various members of the Planning staff. Turnover in the Planning staff has created a challenge in ensuring consistent and timely direction is provided to Code Enforcement staff. A Zoning Administrator would be knowledgeable about the laws and ordinances dealing with zoning in Pearland. This position would be responsible for enforcing the zoning code and processing zoning applications. In addition to reviewing applications, this individual would conduct the necessary site visits to enforce zoning ordinances.

During the FY 2017 budget process, Community Development submitted a budget request for the creation of an Addressing Coordinator. The request was submitted on behalf of several City departments with immediate addressing needs including Police, Fire, Community Development, Engineering, and Information Systems. An Addressing Coordinator would be responsible for reviewing plats and permits as they relate to addressing and street names, as well as assigning new addresses to commercial and residential properties within the City. The City currently maintains 47,684 address records; over the past six years, the City has added or modified an average of 2,053 addresses per year. This position is vital to the long-range success of the organization and offers support to Community Development. As such, it should be considered as part of the budget process and its appropriate location in the organization should be determined after consultation with the various interested departments.

Sample job descriptions for the Long-Range Planner, Transportation Planner, and Zoning Administrator are included in Appendix A.

Permit & Inspection Services Division

The Permit & Inspection Services Division performs three core functions – completing building inspections, conducting plan reviews, and issuing permits. As in the Planning Division, workload for the Permit & Inspection Services Division has increased in all areas.

It is estimated that the City's six Building Inspectors will complete 36,159 inspections by the end of FY 2016. In the last six years, the number of building inspections completed has increased by 58%. In response to this increase, the number of building inspectors has been augmented from 3.5 FTEs in FY 2011 to 6.0 FTEs (including a temporary full-time position) in FY 2016.

The following figure shows the number of inspections completed by the Permit & Inspection Services Division (including those inspections that are contracted out) and the number of FTEs dedicated to inspections for the last six years.

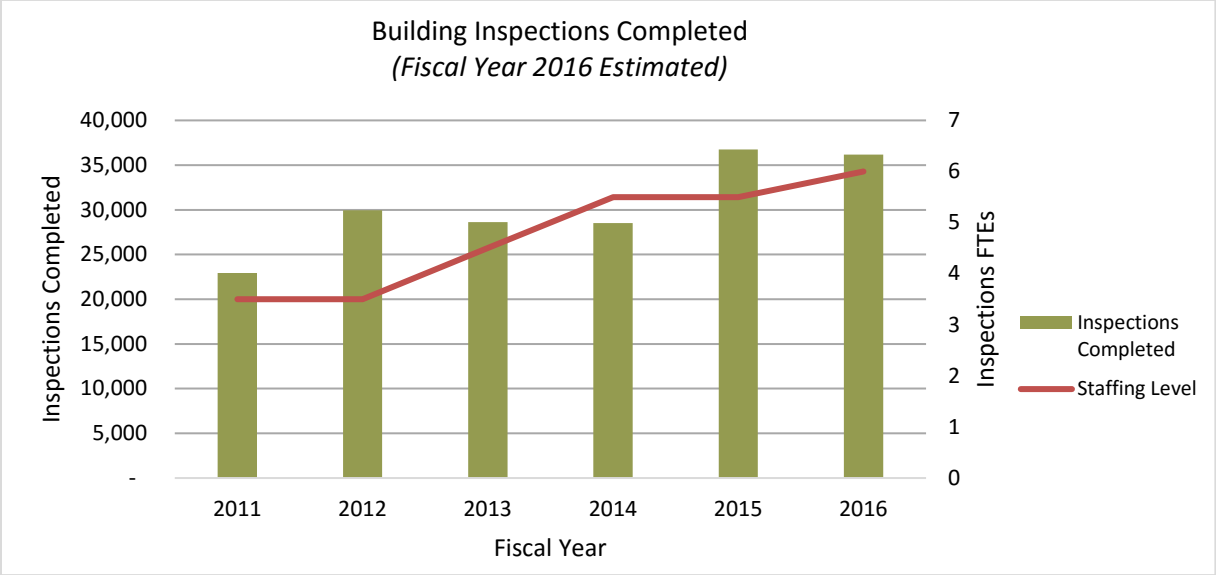

Figure 5: Inspections completed by Permit & Inspection Services Division, FY 2011-FY 2016

Similar to the nature of the work in the Planning Division, inspections take varying amounts of time to complete. For example, more inspections may take place at a new residential development of tract homes or a large-production facility, but may ultimately take less time when compared to other types of inspections or stops. Therefore, an increasing number of inspections does not necessarily indicate that additional staff is necessary.

Permit & Inspection Services Staff does an excellent job at completing quarterly and annual reports, as well as keeping track of work completed on a monthly basis. However, data on the types of inspections completed, the number of inspections completed at a single site, and the number of inspections completed by a contractor were not available.

Absent the presence of more extensive data, it can be useful to assess the staffing level of the Division using industry standards for building inspection functions. The general standard is a maximum of 10-15 inspections per day per building inspector[15] to ensure that inspections can be conducted properly. However, each of the six Building Inspectors currently complete approximately 26 inspections per day. In order to bring the number of inspections per inspector per day into the recommended range, the Community Development Department would need 10.5 FTEs completing building inspections. However, this assumes that City employees are completing all inspections. Currently, the City uses an outside contractor to complete some inspections.

Between July 2015 and June 2016, $189,020 was spent on contractor services provided by Mikayla Architects to assist with building inspections. Mikayla Architects is used to complete more specialized and intensive inspections (hospitals, large medical buildings) and when each inspector is scheduled to complete over 30 daily inspections.

[15] Based on Building Code Effectiveness Grading Schedule (BCEGS) staffing standards and general industry best practice

The following figure shows the monthly expenditures over the one-year period for which data was available. While detailed information about the number and type of inspections completed by the contractor was not available, it is possible to estimate the number of inspections completed based on the total amount paid to the contractor. According to the contract with Mikayla, the contractor charges the City an average of $475 per stop and an average of 4.5 inspections are completed per stop. Therefore, it can be estimated that Mikayla will complete approximately 2,088 inspections in FY 2016.

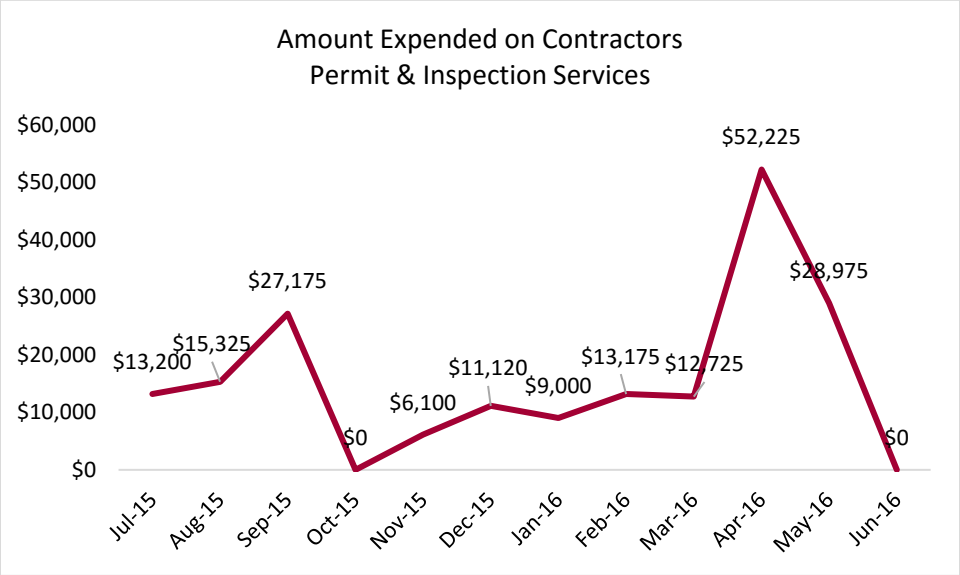

Figure 6: Total amount spent on contractors by Permit & Inspection Services Division, July 2015-June 2016

Each Building Inspector in the City of Pearland is responsible for completing more inspections per year than inspectors in the peer jurisdictions. Each Building Inspector in the City of Pearland is on track to complete more than 6,000 inspections in FY 2016, while Building Inspectors in other jurisdictions are completing more than 1,000 fewer inspections per year. The following table includes the number of inspections completed by the building inspection staff in the comparison organizations.

Table 14: Summary of Building Function Workload in Comparison Communities, FY 2016

Comparison Community	Inspections	Inspections/Inspector	Inspections/Inspector/Day
McKinney	60,247	5,021	22
Denton	35,114	3,192	14
Pearland	**36,159**	**6,027**	**26**
League City	41,268	4,585	20
Sugar Land	14,550	2,425	11

In addition to building inspection, the Division is also responsible for plan review and permitting activities. The City's two Plans Examiners are on track to review approximately 1,200 plans in FY 2016. Based on estimates provided by Division staff, each plan takes approximately 2.5 hours to review. Based on the data provided, it would take staff 3,000 hours to complete all of the necessary reviews. The Division's two Plans Examiners have an estimated capacity of 3,800 hours total. Therefore, the current staffing level of the plan review function is adequate. However,

should time to review or intake increase, this staffing level should be reassessed to ensure adequate capacity exists to manage the workload.

Analyzing the workload of the permitting function is less straightforward due to inconsistencies in the data. The Permitting & Inspection Division regularly publishes a report titled the Building Permit Revenue and Activity Report, which includes the total number of permits issued each month for the last six fiscal years. However, the Division was not able to recreate reports that match the reported numbers. For example, in FY 2015 the Division reported issuing 18,425 permits; however, reports generated for that time period only include 14,281 permits. This study uses the data included in the Building Permit Revenue and Activity Report to evaluate the workload of the Division, but these data integrity issues will need to be resolved in the future as the Department continues its migration to the TRAKiT system.

The Permitting Area consists of three Permit Clerks, one Permit Technician, one Plans Expediter, and one part-time assistant. They are on track to process 13,833 permits in FY 2016. In the last six years, the number of permits processed by the Division has increased by 22%. During that same period, staffing levels have only increased by 1.0 FTE.

A member of the Division's permitting staff in FY 2011 would have processed approximately 2,524, approximately the same number as each staff member is processing this year (2,515). This is slightly more permits per employee than the comparison communities for which this information was available. It is difficult to determine with the data provided if the workload is distributed appropriately between the Permit Clerks/Technician and Plan Expediter. Currently, the Plan Expediter handles all commercial permits, and the remaining permits are handled by the four permit clerks/technicians. As previously discussed, the City was not able to generate reports that match the total number of permits issued. As such, an accurate breakout of residential and commercial permits was not available.

The following figure shows the total number of permits processed by the City of Pearland and the number of FTEs dedicated to permitting for the last six years.

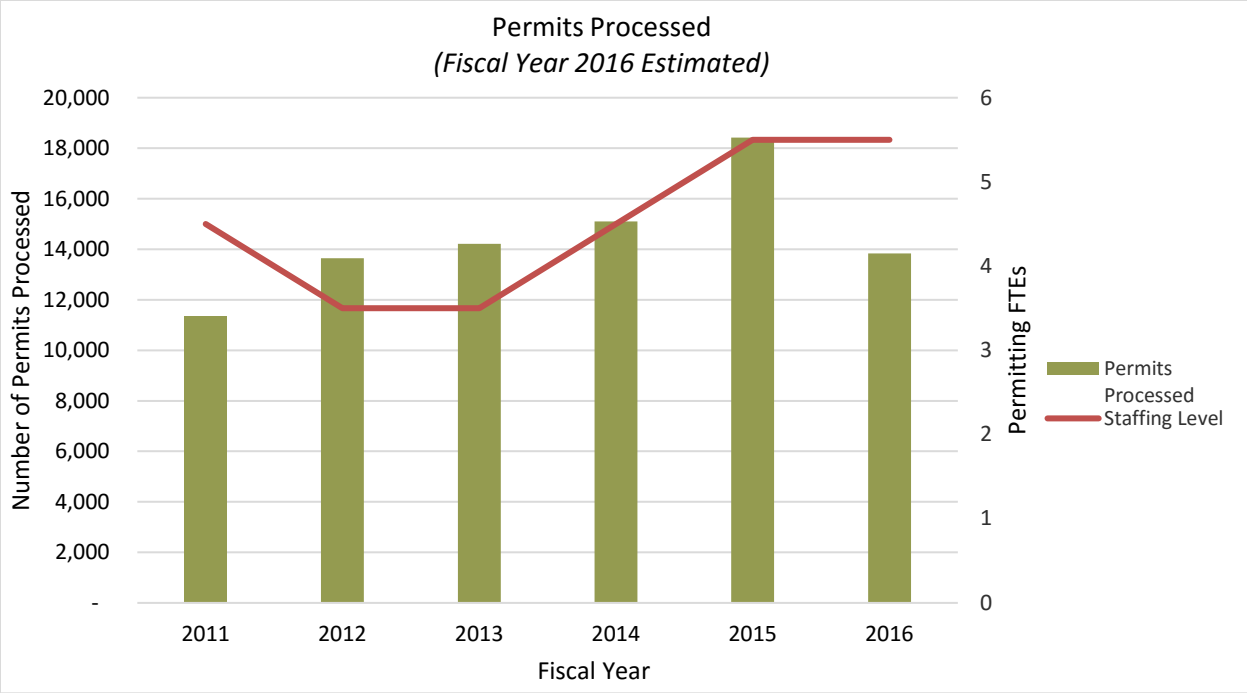

Figure 7: Permits Processed by Permit & Inspection Services Division, FY 2011-FY 2016

The number of permits processed by each permitting function employee in the City of Pearland is greater than employees in the cities of McKinney and Sugar Land and less than employees in the City of League City. The following table summarizes the permitting workload in the four comparison communities.

Table 15: Summary of Building Function Workload in Comparison Communities, FY 2016

Comparison Community	Permits Issued	Permits/Technician	Construction Value of Permits
McKinney	4,508	1,127	$1,335,687,454
Denton	5,037	1,007	$281,517,700[16]
Pearland	**13,833**	**2,515**	**$902,681,992[17]**
League City	11,150	4,460	Data not available
Sugar Land	7,242	1,811	$307,491,177

Based on the workload data provided by the City of Pearland, staffing levels for permitting appear to be adequate. However, it is recommended that the Department continue to resolve the data consistency issues and monitor and review permit levels by type to determine if Permitting staff are allocated appropriately.

[16] Construction value of permits issued from 10/2015 through 7/2016
[17] Construction value of permits issued from 7/2015 through 6/2016

Recommendation 5: Convert the temporary building inspector to a regular full-time position and create an additional building inspector position to assist with existing Permit & Inspection Services workload.

The workload analysis for building inspectors indicates a need for additional inspectors in order to effectively manage the Division's current workload and to more closely meet current industry standards for the number of inspections completed per day per inspector. Therefore, it is recommended that the temporary building inspector position be converted to a regular full-time position. It is further recommended that an additional full-time building inspector position be created. This would bring the FTE count for building inspectors to 7.0.

It is also recommended that the Permit & Inspection Services Division develop a staffing plan that continues to assess building inspector capacity over time based on workload trends.

Currently the City has had difficulty filling the temporary building inspection positions. This may be due to a number of factors including the high workload for a temporary employee and lack of stability with a temporary position that might deter candidates from applying. By making both building inspectors regular full-time positions, the City may generate more interest in the positions, reduce turnover, and have a more qualified candidate pool. The addition of these positions will reduce the amount of money spent on outside contractor services and decrease the amount of overtime for building inspectors. It would also be consistent with staffing levels in nearby communities.

The cost of two regular, full-time building inspectors is approximately $148,363.30 (salary and benefits). This cost estimate assumes an hourly rate of $24.91.[18] Currently, Community Development is funding the temporary full-time position at $22 an hour for six months, which equates to $22,880; the total new cost to Community Development would be $125,483.

In comparison, the City has expended $189,020 for outside contract services with Mikayla Architects to complete an estimated 2,088 inspections this fiscal year. Mikayla Architects is assigned the more complicated or larger projects and is utilized when all inspectors have over 30 inspections in one day. However, on average, a City inspector completes over 6,000 inspections in a year time period. It can be assumed that with the addition of these full-time building inspectors that there would be only a minimal need for outside contractors (in specialty inspections, for example) resulting in a net cost savings to the City of $30,000-$40,000.

Over the course of the next year, staff should continue to utilize TRAKiT to track inspections including their start and stop times at each inspection/stop. Having accurate workload data will allow staff to evaluate workload trends and determine if changes in staffing levels are warranted.

Recommendation 6: Ensure that building inspectors have the appropriate professional trades certifications.

The Permit & Inspection Services Division has two building inspectors who do not have all the necessary professional trade certifications. This creates difficulty when assigning inspections and involves more staff time at sites if two inspectors are needed.

As the Department hires new building inspectors, it is recommended that candidates be hired with the appropriate certifications. Recognizing that it may be challenging to hire individuals with all

[18] $24.91 is the average of the current building inspectors' hourly rates.

required trade certifications, it is recommended that the Department set specific guidelines and deadlines as to when testing and certification takes place.

The Department currently has funding for the training and testing of building inspectors. However, staff explained that it has been difficult for them to complete their certification testing due to the current workload. It is recommended that the training and certification of inspectors be a priority for the Department.

Recommendation 7: Assign building inspections by zone/quadrants in order to improve efficiency.

There is the ability through TRAKiT to assign building inspections by zone and/or quadrants. This would entail dividing the City into zones and then assigning an inspector to a specific zone. All the inspections for a particular inspector would take place within a quadrant of the City, reducing the amount of time staff spending driving to the next inspection/stop. This would also reduce the staff time involved in assigning inspections.

Assigning inspections in this manner cannot be done now; as indicated in Recommendation 5, not all the inspectors have the appropriate certifications. As a result, assignments are made based on availability, skill level, and certifications. Once inspectors have the appropriate certifications and are able to inspect for multiple trades, creating a zoned-based assignment system will allow for a more efficient use of staff time and resources.

Simply utilizing TRAKiT for the assignment of inspections will streamline the process from beginning to end and ensure appropriate data is captured by the inspectors.

Recommendation 8: Monitor permit activity by type to determine if the appropriate level of staffing is allocated to the correct permitting area.

At the beginning of this fiscal year, the Plan Expediter position was created to handle the processing of all commercial permits; the remaining permits are processed by the Permit Clerk and Permit Technicians (4.5 FTEs).

There is a sense from staff that the workload for commercial permits is heavier than the other permit areas; however, there is not enough data at this time to support this claim. It is important for permitting staff to begin tracking the type of permits being processed and time involved in order to ensure staffing is allocated appropriately.

Organizational Structure

Recommendation 9: Reorganize the existing department structure to maximize the effectiveness of staff and establish a more appropriate organizational structure.

Performance and effectiveness of the Community Development Department can be improved through a new organizational structure. A reorganization of the Community Development Department would allow staff to operate more efficiently by creating clarity and organizational alignment.

To accomplish this, it is recommended that the Community Development Director position be reclassified and two lateral Director positions be created in its place, one for the Planning Division and one for the Permit & Inspection Services Division. The two Directors would report to the Executive Manager for Development Services. Reorganizing the reporting structure would streamline Community Development processes and address the work flow and morale concerns raised by staff. It may also improve communication with Department staff, upper level management, and customers.

The creation of two lateral directors would reduce span of control, maximize resources, and allow staff to focus on areas of expertise. It is important to note that in this reorganizational structure, the Building Official would be promoted to a Director level position, but would also serve as the Chief Building Official.

In order for a department to run efficiently, adequate support staff needs to be in place to complete the necessary administrative functions and tasks for the office and staff. Currently Community Development has a full-time office supervisor, a full-time office assistant in Planning and a part-time office assistant in Permit & Inspection Services. As the City moves forward with the reorganization, it will be important to ensure that Permit & Inspection Services has adequate support staff. It is recommended that the Permit & Inspection office assistant report directly to the Permit & Inspection Director.

Community Development does not currently have a regular full-time employee working the counter/front desk. Instead, for the past 12 months, a contract employee from TEI Staffing has been used as the Department's receptionist. This position is responsible for answering the Department's main phone line, greeting walk-in customers, and completing administrative tasks like scanning and filing. As the Department considers construction of renovated office space, it must also ensure a position is available to provide reception and customer service at the front counter on a full-time basis.

The following Community Development positions are discussed in this report and are classified either as recommended positions (identified as an immediate need) or positions that should be included in a future staffing plan.

Recommended Positions

- Planner I/Associate Planner
- Long-Range Planner
- 2 Building Inspectors (1 new position and the conversion of 1 temporary position to permanent, full time)

Future Staffing Plan Positions

- Receptionist
- Transportation Planner
- Zoning Administrator

The following organizational chart shows the proposed reorganizational structure for Community Development. Gray boxes identify the new positions recommended in this report, and the dotted lines boxes are those positions that are recommended in a future staffing plan.

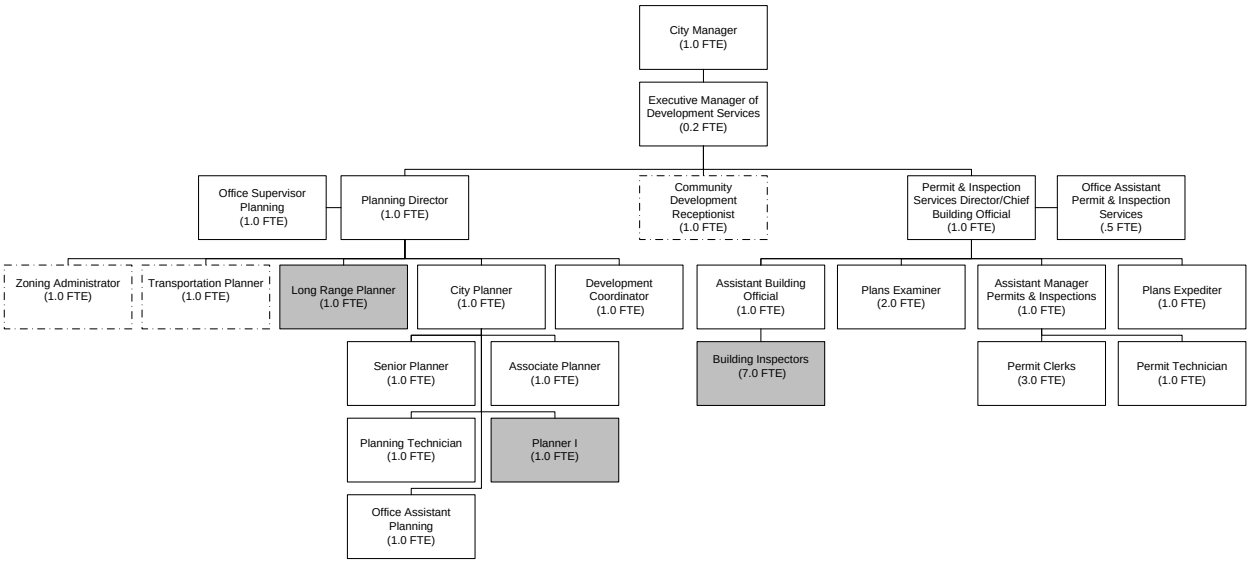

Figure 8: Proposed Reorganizational Chart

Process Enhancements

In an effort to improve efficiencies and processes within the Community Development Department, a number of recommendations are suggested for consideration and implementation.

Recommendation 10: Reduce the amount of time staff spends in Community Development meetings.

Currently Community Development staff spends a large percentage of their time in meetings, which impacts the amount of time they have to complete work. While some are standing meetings, others are ad-hoc and called at the last minute. It is recommended that the Community Development Director avoid having multiple staff in the same meeting (when not necessary), and ensure meetings are streamlined and ran effectively. Discretion should be used in calling last minute meetings. Staff should consider whether a meeting is necessary as an outlet to share information, or if an email would suffice instead, thus allowing staff to work more efficiently and not be pulled away from other work. Spending an inordinate amount of time in meetings as Community Development staff currently does hinders staff from completing work, meeting with clients, and responding to customer service needs.

Recommendation 11: Develop and conduct training for support staff to ensure the Department is providing a high level of customer service and is cross-training its employees.

Currently, Community Development is not conducting regular customer service training for support staff. At this time, the Department does not have a full-time employee working the front desk; instead, the Department is using a temporary employee through TEI Staffing. Monies for the current contract have been expended. While staff has submitted a request for continued funding, there is concern that this position may not be funded into the future. If that is the case, Community Development staff members will have to coordinate working the front counter.

In order to provide a high level of customer service and ensure staff members are providing consistent and accurate information, regular and on-going customer service training is recommended.

Staff is currently not cross-trained to offer support and assistance throughout the Department. It is recommended that the Department begin cross-training employees to ensure there is always an appropriate back-up in case of illness, vacation or absence. This is especially important for support staff who deal with board agendas and minutes, interact with the public, and are responsible for functions like payroll and accounts payable. It is also important the permit clerks and the plans expediter be cross-trained to more effectively manage peaks and valleys in workload.

Recommendation 12: Utilize TRAKiT to account for the time attributed to Community Development activities.

While TRAKiT is relativity new to the Community Development Department, it has a wide range of functions which can both enhance and improve work flow and assist in determining workload capacity. However, it is only as useful as the information recorded. It is recommended that staff utilize TRAKiT to capture planning activity, inspections, permits, etc. The data captured should not be limited to task or project/activity but should include the time involved as well (inside and outside of normal working hours). By accurately tracking workload data, staff will have the necessary information to assess current workloads and the remaining capacity for special projects. Staff should participate in TRAKiT training in order to ensure everyone knows how to use the software.

Many of these activities are currently in the process of being implemented by the Department, with the assistance of the City Manager's Office and the vendor. These efforts should continue to be a priority for the Department.

Recommendation 13: Restructure the SNAP committee and refer Community Development issues directly to a key contact person within the Department for resolution.

During employee interviews, the SNAP Committee and meeting format was discussed. Initially, SNAP was designed to take an incremental look at the City's code issues and began by addressing issues in specific, targeted areas. Since then, the focus and role of the committee has grown, and according to staff, the issues addressed by SNAP, as well as the meeting agendas, are becoming extremely lengthy and most code issues are zoning related.

While it is Code Enforcement's role to enforce all codes, which include zoning, when a zoning issue is brought to SNAP, Code Enforcement staff seeks direction and guidance from Community Development. It is necessary for Code Enforcement staff to get a clear understanding of the issue and seek guidance on a course of action. It is currently taking up a lot of the Code Enforcement

Officer's time completing background and research (including obtaining clarifying direction from Planning staff) on issues that are zoning related.

It is recommended that zoning issues and other Community Development related concerns be directed to a key contact person(s) within the Planning Division for resolution. This will reduce the items on the SNAP committee's agendas and allow the Committee to focus on larger City-wide issues. Additionally, the implementation of a dedicated zoning administrator function as outlined in Recommendation 4 would also alleviate this issue.

Conclusion

Growth in population and related development activity in Pearland has had a profound impact on the delivery of service by the Community Development Department. Ensuring that the Department is adequately staffed to effectively manage this growth is critical to ensuring a safe, sustainable, and well-planned built environment throughout Pearland. Based on the analysis completed as part of this assessment, it is evident that the workload has increased for all areas within the Department over the past five years and staffing capacity has not kept pace with this increase.

This staffing assessment serves as a guide for continuous improvement for the Department. The recommendations offered by The Novak Consulting Group will help to appropriately staff all Department functions and improve departmental efficiency. This report identifies opportunities that, if pursued, will build upon the strengths of the City's dedicated Community Development staff.

The recommendations contained in this report will enable Pearland's Community Development Department to be able to handle current workloads, be more flexible in anticipation of future growth, and continue to provide exceptional customer service to its residents and customers.

Appendix A: Sample Job Descriptions

SENIOR PLANNER – LONG RANGE JOB DESCRIPTION

Job Title: **Senior Planner – Long Range**

Job Code: **PP113**

Pay Grade: **24**

Effective Date: **June 2012**

FLSA: **Exempt**

Revision Date: **June 2012**

NATURE OF WORK

Under limited supervisions, performs and coordinates long-range planning activities, including but not limited to application of the Growth Management Act and other land-use planning statutes on behalf of the Planning Division.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides long-range planning guidance and strategies to the County.
- Conducts Interpretations and analysis of planning laws and regulation.
- Determines appropriate compliance procedures.
- Attendance at public meetings and hearings.
- Works with other staff, the public, the planning commission, public officials and agency staff.
- Identifies, drafts, reviews, and implements modifications to local planning legislation to better serve the needs of the community consistent with the long-term goals of the county.
- Responsible for the preparation and presentation of graphic and other materials to committees, elected officials, planning commission, and the public.
- Acts as lead staff for complex major development proposals such as major industrial master plan applications.
- May make recommendations regarding planning position hiring.
- Provides services to internal and external customers.
- Undertakes tasks required by the Growth Management Act, Shoreline Management Act and other planning statutes, working with other planners, consultants, and agency staff.
- Assists Director in workflow coordination of Planners, Assistant Planners, and Planning Interns and supervises lower-level planning staff.
- Assists with other planning duties, including current planning, as workloads dictate.
- Performs other duties as assigned.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment;; subject to sitting, standing, walking, bending, and reaching. Occasional non normal business hours, night meetings and some travel are required.

EMPLOYMENT STANDARDS:

Bachelor's Degree in urban/regional planning or related field and minimum three (3) years of progressively responsible experience or a combination of experience and education necessary to successfully perform the essential functions

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures;
- Principles and practices of land use planning;
- State, federal and local planning policies, procedures and processes;
- Regulations, statutes, codes and ordinances governing planning activities;
- Extensive knowledge of Washington's Growth Management Act, the Shoreline Management Act, SEPA, and other planning statutes.

Skills in:

- Effectively interpreting, understanding, implementing and coordinating a variety of complex planning functions among stakeholders, agencies, and the public;
- Effectively transmitting, in writing and orally, complex ideas to a variety of people at varying levels of understanding;
- Effectively maintaining interpersonal skills and behaviors necessary for working relationships with staff, other county departments and offices, elected officials, local cities, outside agencies and interest groups, and the public;
- Management to effectively supervise lower-level planning staff;
- Use of the English language, both written and spoken, to effectively communicate complex and often controversial laws, ideas and processes;

Converting complex planning concepts, ideas, practices and statutes into useful policies, regulations and written reports, draft documents and ordinances, using word processing programs, charts, visual aids, maps and other printed material.

THIS DOCUMENT IS NOT AN OFFER OF EMPLOYMENT

I acknowledge that I have read, understand, and have received a copy of this job description.

_____
Signature

_____ _____
Name (printed) Date

REGINA | City of Regina
Infinite Horizons

JOB DESCRIPTION

Job Title:	Manager, Long Range Planning		
Job Number:	1248	**Jurisdiction:**	Out of Scope
Division:	Community Planning and Development		
Department:	Planning		

NATURE OF WORK:

This position is responsible for the direction and management of the Long Range Planning Branch and provides managerial leadership and advanced planning expertise in support of branch operations. The position leads a team of professional and technical staff that is engaged in high-level policy development and research support. Policy planning activities include the Official Community Plan, Zoning Bylaw, place making, community sustainability, housing, regional planning and planning with First Nations. Research support encompasses applied research, data collection and analysis, indicator monitoring, and long-range forecasting. The Manager of the Long Range Planning Branch plays an integral role in guiding Regina's growth and development and ensuring the creation of a thriving, inclusive, attractive, vibrant, sustainable community. This position reports to the Director of Planning and is a member of the Planning Department leadership team.

DUTIES AND RESPONSIBILITIES:

Leads, directs and manages the activities and staff of the Long Range Planning Branch.

Leads, directs and develops branch business plans and ensures branch activities, services and outcomes align with City Council's mandate, the corporate strategic plan, and division and department business plans, and that processes and systems are in place to complete the planned activities.

Leads, directs, manages, prepares and monitors the operating and capital budgets for the branch, ensures adherence to budget limits, oversees the variance reports, and reports on the branch budget to the Director.

Manages all human resource related activities within the branch, including strategic resourcing, all aspects of employee relations, performance management including individual work plans, recruitment and selection, and progressive discipline.

Represents management at Step 1 grievance proceedings and attempts to resolve union-related issues at the assigned level of responsibility.

Provides leadership, coaching, mentoring, and development of direct reports and employees to build capacity and create succession opportunities. Implements effective performance development at the branch level, to ensure a direct linkage to the corporate strategic plan and to the division, department and branch business plans.

Initiates, leads, directs and develops policies, regulations, processes and procedures related to branch services and operations, including the Official Community Plan, the Zoning Bylaw, and development standards and policy documents such as the Development Standards Manual and the Open Space Management Strategy.

Initiates, leads, directs and researches models, programs, policies, strategies, trends, leading practices and industry norms and standards for branch programs and services. Completes analysis, ensures change or makes recommendations for change as required.

Issues approvals within the limits of authority delegated by the Director.

Provides leadership for implementation of corporate initiatives at the department and branch levels.

Models the corporate values of performance driven and accountable, responsive and respectful, innovative and creative, and focused on excellence

Ensures a customer service culture through leadership, accountability and recognition.

Ensures a positive, healthy, respectful, participative work environment consistent with the Corporate Contemporary Workplace Strategy.

Assists in setting strategic direction, as part of the department's leadership team, through active participation in the department's strategic planning and business planning processes and makes recommendations for inclusion in the annual plans.

Develops and maintains partnerships and networks with key stakeholders, represents the City on external committees and boards and works with other levels of government.

Develops and sustains responsive and sensitive relationships with internal and external customers, business partners and the general public.

Oversees public engagement, education and awareness plans and programs including media interviews.

Negotiates and coordinates leases, licenses, contracts, agreements, partnerships and other undertakings related to branch programs and services on behalf of the branch/department with other departments, agencies, government, public and private groups and individuals.

Coordinates, provides leadership to and authorizes purchases on behalf of the branch, within assigned level of authority.

Deals with complex, sensitive and confidential issues on a regular basis and facilitates collaborative solutions to these issues.

Prepares complex confidential and public correspondence, reports and other documents for the Director, the Deputy City Manager, the Executive Leadership Team, City Council, the public and other stakeholders.

Ensures that within the scope of the branch, the requirements of provincial and federal legislation, City Council's by-laws, and policies and practices adopted by the City are complied with.

Acts on behalf of the Director as required.

Performs other related duties as required.

QUALIFICATIONS:

Knowledge, Abilities and Skills:

Thorough knowledge and understanding of advanced theory, principles, practices and techniques of city planning and development, with practical experience in comprehensive planning, policy development, community sustainability, and housing programs preferred.

A credible industry reputation and a track record of visionary planning and recognition for creative concepts and successful projects.

Ability to build and maintain strong working relationships with internal and external customers, including developers, Council, architects, planners, homebuilders and the community at large.

Exceptional ability to evaluate and negotiate quality neighbourhood and public realm designs.

A strong team player and team builder with a collaborative leadership style, who understands the importance of empowering, recruiting and retaining skilled staff.

Strong oral and written communication skills.

Strong decision-making skills, negotiation and presentation skills.

Ability to prioritize and manage a high volume of work and multiple responsibilities while ensuring quality and performance.

Experience with, and sensitivity to, neighbourhood design issues.

Sound analysis and judgment skills.

Strong commitment to providing exceptional customer service.

Ability to operate with integrity in providing sound planning advice even under adverse conditions.

Comfortable handling high pressure situations and able to cope with stress.

Education and Experience:

Typically, a Master's degree in city planning from a university program accredited by the Canadian Institute of Planners, or in a directly related discipline.

Eight years of related progressively responsible professional planning experience in an urban or regional municipality and five years of supervisory and managerial experience in a senior administrative role.

WORKING/OTHER CONDITIONS:

Travel within the City may be required.

Normal office environment conditions apply with considerable use of computer and time spent in meetings.

Full membership in the Canadian Institute of Planners.

Human Resources

September 7, 2012

Zoning Administrator #02077

City of Virginia Beach – Job Description
Date of Last Revision: 08-04-2016

FLSA Status: Exempt **Pay Plan:** Administrative **Grade:** 17

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Coordinate all activities of the Zoning Administration Division including staff support and professional recommendations to the Board of Zoning Appeals; and responsible for the interpretation and enforcement of the Zoning Ordinance.

Representative Work Functions and Responsibilities

Provide direction, supervision and administration for the Zoning Administration Division of the Department of Planning and Community Development to ensure Division objectives are met.

Prepare and administer the Zoning Administration Division annual budget.

Provide recommendations and comments to the Director of Planning and Community Development, City Council, Board of Zoning Appeals, City boards and commissions, other city agencies and the public on a variety of planning and zoning related subjects; and make presentations and reports to the City Council and other boards and commissions on zoning matters.

Coordinate staff support and professional recommendations to the Board of Zoning Appeals.

Serve on various committees as the representative of the Department of Planning and Community Development.

Initiate amendments to the City Zoning Ordinance after consultation with City Council, the Board of Zoning Appeals, the Director of Planning and Community Development, the Planning Administrator and other government agencies, civic groups and business organizations; and play a lead role in establishing City policy regarding zoning issues.

Interpret and enforce the City Zoning Ordinance.

Represent the City in court cases involving zoning matters.

Coordinate with management and/or leadership in efforts of resolving procedural conflicts and improving processes and policies between both inter-department as well as other city agencies.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those

duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards
Satisfactorily provide leadership, direction, supervision and administration of the Zoning Administration Division; properly represent the Department of Planning and Community Development and City in matters which involve judgement, discretion and tact; prepare all reports and studies in a timely and professional manner; effectively communicate both orally and in writing with members of the City Council and other boards and commissions, other governmental agencies, civic organizations, business organizations, city personnel and the general public.

Minimum Qualifications
Requires any combination of education (above the high school level) and/or experience equivalent to twelve (12) years in planning related work utilizing the required knowledge, skills, and abilities in such positions as planner, zoning administrator or development review officer.

Preferred Qualifications
Master's degree in planning, urban design, landscape architecture or architecture.

Professional certification

Experience in geographic information systems (GIS), computer aided drafting and design (CADD), or other design-oriented software.

2 years in a supervisory role.

Special Requirements
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge
    1. Comprehensive knowledge of the principles and practices of municipal planning.
    2. Thorough knowledge of the City Zoning Ordinance, the Chesapeake Bay Preservation Area Ordinance, the Wetlands Ordinance, the Primary Coastal Sand Dune Ordinance, the Waterfront Construction Ordinance, the Subdivision Ordinance, the Site Plan Ordinance, Comprehensive Plan and the Airport Noise Attenuation and Safety Ordinance.
    3. Knowledge of state planning and zoning legislation.
    4. Knowledge of the BRAC policies and AICUZ compatibility program.
    5. Knowledge of the Virginia Uniform Statewide Building Code.
    6. Knowledge of planning research and investigate techniques and principles.
    7. Knowledge of planning, engineering, and zoning terminology. Housing and building code requirements.
    8. Thorough knowledge of the City's development review process and procedures.
    9. Knowledge of municipal government mission, programs, and services and the Planning Division's role/contribution to the government goals and objectives.
    10. Knowledge of budget techniques and practices.
    11. Knowledge of personnel management principles, practices and personnel procedures.
    12. Knowledge of staff competencies.
    13. Knowledge of employee relation as they pertain to human resources matters (i.e., hiring, discipline, counseling) and administration directions.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

14. Knowledge of legal procedures related to the enforcement of laws and ordinances.
15. Knowledge of City Council Destination Points.
16. Knowledge of historic zoning interpretations and decisions as they relate to code amendments, policies and operational procedures.

B. Skills

1. Skill in establishing and maintaining good work relationships with the Board of Zoning Appeals, City Attorney's Office, fellow managers, employees, City staff, consultant community and the public.
2. Skill in conducting research of pertinent source documents and preparing extensive written reports.
3. Skill in identifying pertinent planning and zoning ordinances, building codes, policies, and practices; and in interpreting/applying them to ensure proper action on planning and zoning matters.
4. Skill in program development, project administration, and division supervision.
5. Skill in coordinating all available resources (e.g., staff, supplies, computers, etc.) for the efficient completion of development related activities.
6. Skill in the use of applicable computer software/programs (e.g., Microsoft Office, Accela, and special server-based programs for planning, zoning, and related functions).

C. Abilities

1. Ability to supervise and coordinate the work of all levels of staff.
2. Ability to train staff and evaluate performance.
3. Ability to communicate clearly and concisely in both written and oral forms.
4. Ability to apply principles of VBQSS to daily work and work of staff.
5. Ability to incorporate the goals of City Council's Destination Points into daily decision making.
6. Ability to read and interpret surveys, engineering plans, architectural drawings and formulate conclusions and recommendations.
7. Ability to make impromptu decisions and judgements based on all available information.
8. Ability to interpret development ordinances and City Council actions.
9. Ability to maintain composure in stressful and hostile situations.
10. Ability to identify politically sensitive issues and coordinate the resolution of these issues through effective and efficient communication.
11. Ability to negotiate and work out compromises with diplomacy.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Sedentary work with occasional walking, standing, stooping, lifting and raising objects, exerting up to 10 pounds of force on an intermittent basis, and routine keyboard operations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes.*

Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, fiscal, legal, managerial, or scientific nature and formulates important recommendations or make technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

Normal visual acuity, and field of vision, hearing, and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Wayne Township, Butler County
Zoning Administrator Job Description

GOAL:

To administer the current Wayne Township Zoning Resolution in an efficient and professional manner without regards to other external forces which could influence decisions being made in a timely, consistent, and fair manner.

GENERAL ACTIVITIES

- Administer building certification polices.
- Administer B.Z.A. Process.
- Verify information submitted by applicants for all meetings of the Zoning Commission and B.Z.A.
- Attend all meetings of the Zoning Commission and B.Z.A. And record the proceedings and take notes as needed.
- Ongoing review and evaluation of the current zoning resolution.
- Represent the zoning department and Township in a professional manner.
- Be a visible presence in the township while creating positive public relations.
- Conduct zoning commission meetings as required.
- Develop and promote relationships with other county and township personnel which enhance Wayne Township.
- Be committed to ongoing professional growth opportunities as budget permits.
- Address citizen complaints and concerns in a fashion that demonstrates professionalism.
- Maintain the zoning office in a way which promotes Wayne Township.
- Prepare and attend for various evening meetings as required.
- Prepare a report of monthly activity to present to board of trustees at regular monthly meeting.

DAILEY ACTIVITIES: 119

- Update and organize all data as required to be kept by O.R.C.
- Write and update procedures and policies.
- Assist public in building certificate application.
- Issue building certificates.
- Answer phone calls from residents, realtors, developers, builders, and appraisers.
- Prepare B.Z.A. Documents.
- Maintain and prepare notes on omissions and corrections to current zoning resolution.
- Address citizen complaints and record information.
- Perform Janitorial duties as needed.
- Visit other offices as needed.

QUALIFICATIONS FOR ZONING ADMINISTRATOR:

- Self starter
- Ability to function at a high level with minimal daily supervision.
- Possess outstanding communication skills.
- Ability to communicate electronically.
- Working knowledge of excel and word computer programs.
- Ability to read maps, graphs and charts. Ability to work with mathematical concepts such as fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.
- Ability to work cooperatively and efficiently with people of diverse backgrounds.
- Ability to do presentations in the presence of large groups.
- Able to work flexible hours. 25-30 hours per week or as needed to complete your work.
- Possess a valid driver’s license.
- Pass all background checks.

Send your applications in by US mail only.

Please note if you send it in any other way they will not be accepted.

Mailing Address:

Wayne Township

5967 Jacksonburg Road

Trenton, Ohio 45067

Human Resources Department
PO Box 768
Olathe, KS 66061
913-971-8749

Position Description For

Senior Transportation Planner

*Position descriptions are intended to present the general character, level of competency, and scope of responsibility of all employees in this job class. The position description is **not** intended to list the essential job functions or reflect all duties performed within the job.*

STATEMENT OF PRIMARY DUTIES:

Perform day-to-day urban transportation planning duties related to travel demand modeling, development plan reviews, and general traffic engineering/urban transportation planning support for the Public Works Department.

CORE COMPETENCIES	ESSENTIAL COMPETENCIES
Customer Service	Problem Solving and Decision Making
Learning	Initiative
Communication	Technology Literacy
Teamwork	Written Communication
Leadership through Service	
Safety/Liability Management	

KEY RESPONSIBILITIES:

- Design and administer the city's Travel Demand Model
- Represent the Traffic Division in development meetings
- Analyze and assess the feasibility of developer plans and proposals for potential traffic impacts, including traffic study reviews
- Respond to questions or concerns from citizens/consultants/developers through public meetings and/or appropriate correspondence
- Make presentations to City Planning Commission, city staff, developers, and special interest groups regarding transportation planning and impacts of development
- Work with City staff and public to develop land use and community plans
- Analyze field notes, specifications, cost estimates, and reports; prepare presentations as required
- Manage Traffic Division GIS/GPS data
- Collect data for traffic studies
- Assist the Public Works Department in prioritizing and implementing traffic improvements which may include field observations, surveys, research, or studies
- Research, analyze, and recommend citywide multi-modal options; including bicycle, sidewalk, vehicular and transit plans
- Lead the Bike Plan, School Safety Program, Neighborhood Traffic Safety Program, and Access Management Plan
- Perform related duties and responsibilities as required.

EXPERIENCE AND EDUCATION GUIDELINES *Any combination of experience and education that would likely provide the required knowledge, skills and abilities is acceptable. A typical way to obtain the knowledge, skills and abilities would be:*

Knowledge of:

- Transportation Planning
- Travel Demand Modeling
- Traffic Engineering and traffic planning principles
- Traffic Engineering and Transportation Planning tools
- MUTCD
- Advanced Knowledge of TransCAD, GISDK and VBA programming, Synchro, SimTraffic, and ArcMap

Position: Transportation Planner
Department: Public Works
Status: Non-Exempt
Updated: 3/30/07

Job Band:Tech/Prof
Job Code:TPPL20
Printed:1/29/2013

Human Resources Department
PO Box 768
Olathe, KS 66061
913-971-8749

Position Description For
Senior Transportation Planner

Experience and Education: Five (5) years experience in Transportation Planning and three (3) years of experience in Travel Demand Modeling required in addition to one of the following:

- Bachelor's Degree in Traffic/Transportation Engineering, Civil Engineering with an emphasis in Traffic or Transportation
- Bachelor's Degree in Urban Planning plus five years of experience in Transportation Planning
- Master's Degree in Urban/Transportation Planning

Licenses and Certificates:
Possession of or ability to obtain a valid Driver's license. Possession of or ability to obtain American Institute of Certified Planners (AICP) license and/or a Professional Transportation Planner (PTP) within three years of employment

SUPERVISED BY: City Traffic Engineer

SUPERVISES: Traffic Division interns/seasonal staff located in an office setting

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ESSENTIAL PHYSICAL FUNCTIONS:

Job Requirements: In an average 8 hour day, 5 day work week; ability to:

	# of hours at a time	# of hours per day
Sit	1.0	2.0
Stand	2.0	2.0
Walk	1.0	3.0
Drive	0.5	4.0

Movements/Lifting:
Occasionally – 1% to 33% **Frequently 34% - 66%** **Continuously – 67% - 100%**

	Occasionally	Frequently	Continuously
Bending/Stooping	X		
Squatting	X		
Crawling	X		
Climbing	X		
Walking on uneven surfaces		X	
Reaching above shoulder	X		
Crouching	X		
Kneeling	X		
Balancing	X		
Pushing/Pulling	X		
Twisting	X		
Up to 10 pounds			X
11 to 24 pounds	X		
25 to 34 pounds	X		
35 to 50 pounds	X		
51 to 74 pounds	X		

Position: Transportation Planner
Department: Public Works
Status: Non-Exempt
Updated: 3/30/07

Job Band:Tech/Prof
Job Code:TPPL20
Printed:1/29/2013

Position Description For
Senior Transportation Planner

75 to 100 pounds	**X**		

Repetitive Foot Movements Used: (foot controls for machinery or heavy mechanized equipment)
☒ Yes ☐ No

Hand Used for Repetitive Actions:

Simple Grasping	☒Yes ☐No
Fine Manipulating	☒Yes ☐No
Firm Grasping	☒Yes ☐No
Key Boarding (less than 3 hours per day)	☐Yes ☒No
Key Boarding (more than 3 hours per day)	☒Yes ☐No

Job Requires:

Working on unprotected heights	☒Yes ☐No
Being around moving machinery	☒Yes ☐No
Exposure to changes in temperature/humidity	☒Yes ☐No
Driving motor vehicles	☒Yes ☐No
Operating heavy equipment	☒Yes ☐No
Wearing protective equipment	☒Yes ☐No
Hearing:	
a. Speaking voice at 10 feet	☒Yes ☐No
b. Vehicle back-up alarms @ 15 feet	☒Yes ☐No
c. Using telephones or other voice communications	☒Yes ☐No

POTENTIAL JOB HAZARDS EXPOSURES:

Physical (noise, vibrations, heat/cold, weather, radiation, etc.): Dust, dirt, ice and snow, confined space, cold, heat

Biological: Poison ivy; raw sewage

Chemical: Exhaust, asphalt fumes, fly ash used in every road project, cement cure, spray paint, chlorine

PERSONAL PROTECTIVE EQUIPMENT REQUIRED (long sleeves, gloves, hard hat, respirator, ear plugs, safety glasses, steel toed shoes, etc.): N/A

ADDITIONAL COMMENTS/ESSENTIAL PHYSICAL FUNCTIONS NOT COVERED ABOVE:
N/A

October 2009

SENIOR TRANSPORTATION PLANNER

DEFINITION

Under general direction, plans, organizes, directs and coordinates the activities related to the City's transportation planning and its coordination with land use planning, multi-modal transportation planning and implementation, development coordination activities, transit enhancements, and funding recommendations; works with other Community Development divisions, City departments and county, regional, state and federal organizations; coordinates the development and implementation of studies, plans, policies, and projects to improve and protect the City's street and transportation systems.; provides complex professional assistance to the Community Development Director, the City Council, the Planning Commission, and others in areas of expertise; oversees, reviews and performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Frequently works in a team setting, receiving general supervision from the Assistant Community Development Director or other assigned supervisory or management personnel. Exercises functional and technical direction over and provides training and guidance to assigned technical and administrative support staff.

CLASS CHARACTERISTICS

This class is the advanced journey-level class in the professional planning series with responsibilities focused in the transportation planning function as it supports and implements the City's Comprehensive Plan and/or Community Development Code and related issues. Successful performance of the work requires a broad professional background, specialized knowledge of transportation planning, and skill in coordinating assigned work with that of other City departments and public agencies. Responsibilities may include assisting with performing specified departmental day-to-day administrative functions. Positions in this class exercise substantial judgment and initiative for planning and funding recommendations. This class is distinguished from Redevelopment Project Manager in that the latter provides highly complex planning support for the Urban Renewal Agency, including coordinating program activities, preparing and monitoring budgets, and overseeing staff and consultants.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Coordinates the planning functions of the City's transportation system plan; maintains and updates the TSP and its various components.
- Coordinates with the planning and funding activities of the Metro regional government, Washington County, state and federal governments, other government agencies, such as TriMet, and consultants involved in planning and implementation of transportation facilities and services in the Portland Metropolitan Region.

- Serves as project manager or participates in technically complex, difficult and sensitive interdisciplinary transportation projects. Plans, schedules, and prioritizes assigned planning projects and activities in consultation with the Assistant Community Development Director; communicates status of projects and activities to appropriate personnel, working cooperatively to schedule activities to achieve budget and time line objectives.
- Analyzes transportation systems and policies, identifies problems and potential solutions; evaluates alternatives; makes recommendations for policies, plans and projects; prepares reports of findings; and participants in implementation of adopted solutions and projects.
- Serves as a technical expert for complex transportation studies/issues; provides transportation planning and advice to department personnel, and other City departments; in collaboration with other City staff, prepares applications and applies for transportation funding.
- Directs and manages local implementation and maintenance activities associated with the regional travel demand forecasting model; oversees and implements multi-modal transportation planning studies, bicycle and pedestrian planning and project development activities, and activities related to defining future transit services and improvements.
- Coordinates with Public Works and Finance departments to develop and update funding strategies, pursue a variety of funding sources, and manage and report on grants.
- Serves as project manager for special transportation planning projects, including analyzing and summarizing data for the City Manager's office and elected City officials, presenting information and recommendations on policy issues, and facilitating interdepartmental and outside agency coordination.
- Represents the City in various intergovernmental activities and venues related to transportation planning such as at local, county, state, and federal agencies, various boards and commissions and before local citizens in public meetings and hearings.
- Prepares staff reports, research, and maps for the City Council, various committees, and advisory boards as directed; briefs and delivers formal presentations to the public, government agencies and elected officials.
- Confers with landscape architects, engineers, attorneys, and other professionals regarding City transportation policies and plans; directs and manages consultants working under contract with the City to achieve specified project outcomes.
- Responds to citizen inquiries by explaining policies and/or investigating issues; coordinates and implements citizen involvement activities regarding City transportation planning and project proposals and programs.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Provides technical and functional direction to assigned staff; reviews and controls quality of work; assists in completing employee evaluations; trains employees in work methods.
- Assists in developing short- and long-range work plans, procedures, and schedules.
- Attends meetings, conferences, workshops, and training sessions and reviews publications to become and remain current on transportation planning principles, practices, and new developments in assigned work areas.
- Reviews federal, state and regional statutes, proposed legislation and regulations pertaining to transportation planning.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced concepts, principles, techniques, and legal aspects of integrated urban and regional land use and transportation planning, and multi-modal transportation planning and implementation.

- Advanced interdisciplinary practices, analytic tools and recent trends affecting transportation and urban planning.
- State and federal multi-modal transportation and transit planning principles, procedures, and regulations and legislative and funding processes.
- Basic transportation and traffic engineering principles and transportation/transit facilities design, construction and maintenance practices and techniques.
- Geographic, socio-economic, political, and other basic components of urban planning.
- Project management and contract administration principles and techniques.
- Basic research statistical and reporting methods, techniques, and procedures.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation and mapping, such as Microsoft Office, Microsoft Project, and basic GIS concepts and applications.
- Practices for researching transportation planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for dealing effectively with and providing a high level of customer service to public and City staff, in person and over the telephone.
- Principles of citizen engagement and involvement.
- Basic principles of supervision and training.

Ability to:

- Collaborate with traffic and transportation engineers to develop and evaluate alternatives, selection of a preferred option, and preparation of recommendations on policies, plans and projects.
- Formulate transportation planning program options in collaboration with staff, consultants and representatives of regional, state and federal agencies.
- Oversee and participate in transportation planning activities and related projects.
- Successfully manage multiple complex projects with aggressive schedules.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Respond to inquiries, complaints, and requests in a fair, tactful, and timely manner.
- Prepare and present clear and concise comprehensive transportation plans and reports, correspondence, and other written materials.
- Make effective public presentations.
- Positively and effectively represent the City in a variety of intergovernmental venues and with consultants, developers and the public.
- Operate modern office equipment including computer and related word processing, database, and spreadsheet software and applications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Interpret and apply policies, laws, rules, and regulations to transportation decisions and explain these parameters and their application to a non-professional audience.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Plan, schedule, assign, and oversee activities of assigned personnel; train staff in work procedures.

- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent sound judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Training and experience equivalent to graduation from an accredited four-year college or university with major coursework in transportation planning, urban planning, or a related field, including engineering, and six (6) years of progressively responsible professional transportation or urban planning or public transportation or engineering experience. A Masters Degree in transportation planning, urban planning, or a related field, including engineering may substitute for one year of experience.

Licenses and Certifications:

- Possession of a valid driver's license with a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, including traversing uneven terrain and to visit meeting locations; to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although field work requires frequent walking to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, less frequently employees work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work outside of normal work hours such as evenings, early mornings, and/or weekends.

Clay Pearson

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9/8/2016
To: Mayor and City Council members
As part of the additional money recommended for the FY 2016/17 budget, we had put suggested $200,000 for City Facilities. The Fire Admin building, for instance, had been on temporary AC for several weeks. Plan is to make investments and replacements where necessary and feasible for items such as these with much of any additional dollars. Clay

From: Bob Fitzpatrick
Sent: Thursday, August 25, 2016 2:22 PM
To: Clay Pearson; Trent Epperson
Cc: Eric Wilson; Michael Leech; Roland L. Garcia; Paul OCo
Subject: RE: Fire ac
Attachments: FW: Fire Admin Compressor concerns

Clay,
Per your request:

- ***Fire Admin*** – Raven Mechanical (HVAC vendor) is working through warranty issue with manufacturer (Valent Air Management Systems / Minneapolis, Mn) for a compressor that is leaking Freon. Under warranty, the manufacturer is asking certain steps to be followed before they will provide a new compressor. In so doing, Raven will be replacing a "pressure control solenoid sensor" by Friday, 8/26 and recharge the circuit. How long this will last is unknown. We are working this as quickly as possible, however if we do not follow their instructions, warranty may not be honored. Please see **attached email** from Paul O'Connell of his correspondence on the issue and note comments by Raven Mechanical.
- ***Natatorium Dectron Unit #2*** – As you are aware, these Dectron Units do not operate as a conventional air conditioning system. These units are design to dehumidify the location (temp set point at 80 degrees / 50 – 60% humidity). Both the upper and lower reheat coils for this unit have cracks that have leaked Freon. Unit is running right now by only to circulate air through the location because the reheat coil circuits have been shut off. We recovered as much Freon of each circuit that we could. These coils take at least 8 weeks to receive because Dectron builds units individually based on the building design / need. So when we need to order a coil, this is not a part sitting on a shelf. We have to provide the model and serial number of the unit to ensure the new coil is built from the original equipment spec design. Lastly, the coil is manufactured and shipped from the Dectron Facility in Montreal, Canada. PO was cut in mid-July when the lower coil went bad. At last check, coil is due to ship sometime next week but not guaranteed. However, even though we have asked for direct shipping, it may actually be routed first to Dectron / Atlanta before it heads to Houston. The PO for the second / upper reheat coil is currently in the approval process. We'll get the PO to our service vendor for order as soon as we receive it.

  In regard to the installation, this is tricky as well. There are a lot of parts that need to be removed from the Dectron Unit first to clear space to remove the old coils and install the new units. This includes the entire filter rack the stretches from Floor to ceiling inside the unit. Expected repair time to do this is roughly 8 -10 business days. Facilities has made the decision to await the second coil arrival before attempting repairs to avoid extra labor in removing parts twice. This will save us work / down time / dollars in the long run. As of now, the Natatorium appears to be maintaining reasonable temperature / humidity with one unit and circulating air with the second. This approach has been communicated to Randi Wyatt of the RCN in a meeting last week.
- ***Rec Center Chiller / Compressor Replacement*** – PO cut and sent to vendor for repairs on Friday, 8/19. Roughly 5 – 7 business day delivery for parts expected. Expect repairs to be completed by end of next week. This has been communicated to Randi Wyatt of the RCN via email on 8/19.
- ***RCN 2nd Floor Office Area HVAC Issue*** – Issue here is in the management offices where we have been unable to provide enough cooling to these locations. Some problems to overcome is there are mostly east facing offices with exterior windows and this location is at the very end of the HVAC ductwork. Current HVAC vendors have confirmed that dampers are open so it would appear there are no air flow obstructions. Facilities is meeting with MEP (Dawson Van Orden) for an initial meeting on Friday, 8/26 at 9am to provide a quote for full investigation and engineering report on solution(s) to alleviate this issue.
- ***Hillhouse*** – There is a serious humidity issue that appears to have been there for a number of years based on how it has been reported. HVAC vendors have been in the location and to date have not been able to determine

the exact cause. Facilities is meeting with MEP (Dawson Van Orden) for an initial meeting on Friday, 8/26 after RCN visit to provide a quote for full investigation and engineering report on solution(s) to alleviate this issue. Secondly and because this humidity problem has existed for a period, I have secured the services of EFI Global for an airborne mold investigation and report to ensure any potential issue is mitigated as a precaution. Results of the testing will be provided in a report with testing results and any suggested action items.

- ***Fire Station #5 & Westside Events Center HVAC Repair / PM Contract with Texas Air Systems (TAS)*** - Both of these locations have HVAC equipment manufactured by a company called AAON Heating and Cooling Products. It is specialized equipment that provides pre-treated (really pre-dehumidified) outside air to the conventional HVAC units that maintain the environment for the facility. Since Paul started with the City roughly 6 years ago, our vendors have struggled with how the AAON Outside Air Unit integrated with the rest of the system. Just less than a year ago, Paul and I were put in contact with TAS because they are the manufacturer rep for AAON in the Houston area. They were finally able to get the AAON Unit to function as designed and solve the humidity problems that have plagued the location. With Purchasing's approval received, I have a PO awaiting approval to give both FS5 and the WEC to TAS for complete preventative / repair maintenance of all equipment and be responsible for the environments of both locations since AAON Equipment resides in these locations. While this is another contract to manage, we think this is the right move to put these locations in the hands of the vendor who knows the equipment best.
- ***PSB*** – The two Chillers in the mechanical yard have what they refer to as "skids" on the underside of the units. On these skids sit the compressors that are part of the Freon circuits and vital for proper heat removal. The skids are showing signs of rust and deterioration. The problem here is that if these skids give way, the compressors will tumble and cause them to fail immediately and sustain damage. This will render each chiller inoperative if this happens. Facilities has done its best to sure up these skids where we can reach by using 4x4's to prop up / support the skids. This is just a temporary fix for now. We have one quote to date for repairs but will be asking our new HVAC Repair vendor (Raven Mechanical) for a price as well. This will be done in FY2017.
- ***Westside Library Roof Top Unit (RTU) #1*** – This unit was initially installed at the time of the expansion of the location a few years ago. This unit was installed with an third party add-on computer control system that has not worked right since before I arrived a year and a half ago. We have tried the initial installer, the manufacturer (Trane) of the RTU and our HVAC Repair vendors to try to determine how to make this unit function but to no avail. So that leaves us with two viable options of trying to untwine the computer system and make it a conventional unit with an unknown warranty or put a new unit in place with a proper warranty. Replacing the unit seems to be the right thing to do by ensuring a proper warranty be in place. This should be done early in FY2017.
- ***Fire Station #4 / Installation of a New Commercial Grade HVAC System with BAS Controls*** – This location has been serviced by an undersized residential system for quite some time. While last year, Facilities made improvements by closing in the dayroom from the unconditioned stairway to the roof and a 1.8 ton mini-split HVAC Unit into the bunkroom hallway to provide extra cooling, it just hasn't been quite enough to handle the entire living area. Facilities enlisted the service of an MEP (Dawson Van Orden) to work with Paul O'Connell to design a properly sized commercial grade roof top unit (RTU) HVAC System to handle the location needs and include a tie in to the current Building Automation System (BAS) for monitoring and control. I realize that the bid spec has taken more time then Paul and I are comfortable with but the package is just a couple of days away from being sent to Purchasing for final review and bid. This work will be started in the early days of FY2017.
- ***Knapp Center Exercise Room*** – We have exhausted ideas trying to provide more HVAC Service to this room. Facilities went as far as to reposition the condenser closer to the room to shorten the Freon lines to the air handler to improve efficiency of the unit but while it has helped some, it just hasn't been enough. In FY2017, we'll look to right size the unit to accommodate the space.

I know this is long winded but hope this answers most of your questions.

Bob Fitzpatrick
Facilities Superintendent | Public Works
City of Pearland | 3501 East Orange Street | Pearland, TX 77581
P: 281.652.1911 | M: 832.925.9188
pearlandtx.gov

Get Connected:

From: Clay Pearson
Sent: Wednesday, August 24, 2016 5:33 PM
To: Bob Fitzpatrick; Trent Epperson
Cc: Eric Wilson; Michael Leech; Roland L. Garcia
Subject: Fire ac

Not to add to your worries, but the city hall ac reminds me to inquire: What's the status and prognosis for fire admin ac? Been at least two weeks out and relying on temp units, yes?

All the other facilities that have issues status and prognosis, schedule??

Respond tomorrow after you get immediate city hall crisis resolved fine.

Thx
Clay

Clay Pearson
City Manager | Administration
City of Pearland | 3519 Liberty Drive | Pearland, TX 77581
P: 281.652.1663 | M: 281.979.4460
pearlandtx.gov

Get Connected:

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF:	September 12, 2016	**ITEM NO.:**	Ordinance No. 1358-14
DATE SUBMITTED:	September 6, 2016	**DEPT. OF ORIGIN:**	Finance
PREPARED BY:	Neelie Walker	**PRESENTOR:**	Tara Kilpatrick
REVIEWED BY:	Cynthia Pearson	**REVIEW DATE:**	August 31, 2016

SUBJECT: ORDINANCE NO. 1358-14 - An Ordinance of the City Council of the City of Pearland, Texas, amending non-development usage and service fees; containing a savings clause, a severability clause and a repealer clause; providing for publication and an effective date.

EXHIBITS: Ordinance No. 1358-14,
Proposed Fee Schedule
Powerpoint Presentation

FUNDING:

☐ **Grant** ☐ **Developer/Other** ☐ **Cash**

☐ **Bonds To Be Sold** ☐ **Bonds- Sold** ☐ **L/P – Sold** ☐ **L/P – To Be Sold**

EXPENDITURE REQUIRED:
AMOUNT BUDGETED:
AMOUNT AVAILABLE: **PROJECT NO.:**
ACCOUNT NO.:
ADDITIONAL APPROPRIATION REQUIRED:
ACCOUNT NO.:
PROJECT NO.:

EXECUTIVE SUMMARY

BACKGROUND

Annually, as part of the budget process, City staff makes necessary additions and/or changes in fees in order to cover the cost of service being provided as well as conduct a rate analysis as part of the water/sewer rate model.

Fee changes have been discussed as part of the budget process in budget workshops held in August and September.

The changes to the fees for fiscal year 2017 include:

1. Change to the water and sewer rate structure by which transition to base charge is scaled up by meter size on both the water and sewer side along with an increase to volumetric rates.

SCHEDULE

The first reading of the Non-Development Fee Ordinance is September 12, 2016 and the second and final reading is September 19, 2016. Fees will go into effect October 1, 2016 and implemented in City of Pearland October 1, 2016 and the ETJ 60 days after notice.

POLICY/GOAL CONSIDERATION

Amending the fee schedule is in accordance with the City's Financial Management Policy Statements – Revenues. Policy Statements include: Design, maintain, and administer a revenue system that will assure reliable, equitable, diversified, and a sufficient revenue stream to support desired City services, and, For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. At a minimum, the City shall strive to cover the direct costs.

RECOMMENDED ACTION

Consideration and approval of Ordinance 1358-14 amending non-development usage and service fees; containing a savings clause, a severability clause and a repealer clause; providing for publication and an effective date.

ORDINANCE NO. 1358-14

An Ordinance of the City Council of the City of Pearland, Texas, amending non-development usage and service fees; containing a savings clause, a severability clause and a repealer clause; providing for publication and an effective date.

WHEREAS, various departments of the City charge fees for usage, permits, and other services not related to development; and

WHEREAS, the organization of all such non-development fees into one ordinance enhances the efficiency of the fee amendment process and improves customer service; now, therefore,

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

Section 1. That the charges and fees contained in the attached Exhibit "A" are hereby adopted.

Section 2. Savings. All rights and remedies which have accrued in favor of the City under this Chapter and amendments thereto shall be and are preserved for the benefit of the City.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid, unconstitutional or otherwise unenforceable by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Repealer. All ordinances and parts of ordinances in conflict herewith are hereby repealed but only to the extent of such conflict.

Section 5. Publication and Effective Date. The City Secretary shall cause this Ordinance, or its caption, to be published in the official newspaper of the City of Pearland,

upon passage of such Ordinance. The Ordinance shall then become effective ten (10) days from and after its publication, or the publication of its caption, in the official City newspaper.

PASSED and APPROVED ON FIRST READING this the _____ day of _____, A. D., 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

PASSED and APPROVED ON SECOND AND FINAL READING this the _____ day of _____, A. D., 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

FEE SCHEDULE – (~~CLEAN~~Marked-Up)

EMS

Ambulance Application Fee	$250.00
Ambulance Permit Fee	$100.00

FIRE

Re-inspection Fees	
Initial and 1st Re-inspection	$ 0.00
2nd Re-inspection	$ 75.00
3rd Re-inspection and thereafter, each	$200.00
After hours Inspection	$200.00
(After 5:00pm Monday-Thursday; after 4:00pm on Friday, and on weekends)	

POLICE

Accident Report	$ 6.00
(As may be amended from time to time by State Statute)	
Notarized Accident Report	$ 8.00
(As may be amended from time to time by State Statute)	
Clearance Letter	$ 5.00
(As may be amended from time to time by State Statute)	
Copies	$ 0.10 per page
Crafted Precious Metal Dealer License fee	$100.00 annually
Alarm Permit:	
Residential	Rates provided in
Commercial	Ordinance No 569-3
False Alarm Fee:	
Police Department (per occurrence after 5 per yr)	Rates provided in
Fire Department (per occurrence after 5 per yr)	Ordinance No 569-3

UTILITY BILLING

Delinquent Fees:	
First Time Reconnect	$ 30.00
Subsequent Reconnect Charges	$ 50.00
"Red Flag" Identity Report	$ 3.00
Connect Fee	$ 30.00
Deposits:	
Commercial	$200.00 + 2 mo. garbage
Residential Owner	$100.00

Residential	
Renter-low risk rating	$150.00
Renter-medium/high risk rating	$225.00
Residential Garbage Only	$ 50.00
Commercial Garbage Only	2 mo. garbage
Additional deposit for services terminated twice within six months	
Residential	$ 75.00
Commercial	S 150.00 + I mo. garbage
Meter Cost:	New/Replacement
5/8"	$271.00
1”	$328.00
2" Displacement	$633.00
2" Compound	$1,528.00
3"	$8,555.00
4"	$10,005.00
6"	$13,402.00
8" (6 x 8)	$14,605.00
10"	$28,515.00
12"	$29,693.00

(subject to change based on contract pricing)
New meters would also require deposit and connection fee

Register Replacement	$240.00
Antenna Replacement	Based on cost
Meter Testing:	
5/8 – 3/4" Meter	$ 60.00
1" Meter	$ 85.00
1 1/2" Meter	$100.00
2"- 8" Meters	$150.00
8" and above Meters	$200.00
Same Day New Service Connections	$100.00
Containment Traps	$100.00/year

Including but not limited to grease, grit, grass, oil, lint and other contaminants.

Meter Inspection:	
Initial	$ 35.00
Re-inspection	$ 35.00
Temporary Fire Hydrant Meter	$1,500.00
($75.00 non-refundable)	
Temporary Fire Hydrant Location Change	$ 50.00

Additional Recycling Cart	$ 60.00
Temporary Connect/Disconnect Fee	$ 10.00
Temporary Water/Sewer Service for Residential Landlords/Property Managers	$50 for ten days, up to 2,000 gallons and connection
Water Base Charges	
Single Unit (by Meter Size)	~~$ 13.78~~
5/8"	$ 12.63
3/4"	$ 18.95
1"	$ 31.58
1 1/2"	$ 63.16
2"	$ 101.06
3"	$ 189.48
4"	$ 315.80
6"	$ 631.60
8" (6 x 8)	$1,010.56
10"	$1,452.68
Multi-Unit	~~$ 12.52~~ $11.48
Water Volume	
Residential	
0 - 2,000 gallons	in base
2,001 - 6,000	~~$ 3.48~~ $ 3.57
6,001 – 15,000	~~$ 4.35~~ $ 4.46
15,001 – 25,000	~~$ 5.22~~ $ 5.36
25,001+	~~$ 6.96~~ $ 7.14
Commercial/Multi-Unit	
0 – 2,000	in base
2,001+	~~$ 4.35~~ $ 4.46
Landscape	
0 – 2,000	in base
2,001+	~~$ 5.22~~ $ 5.36
~~Sewer Base Charges for All~~	~~$ 17.44~~
Sewer Base Charges	
Inside City (by Meter Size)	
5/8"	$ 19.60
3/4"	$ 29.39
1"	$ 48.99
1 1/2"	$ 97.98
2"	$ 156.76
3"	$ 293.93

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4"	$ 489.88
6"	$ 979.75
8" (6 x 8)	$1,567.61
10"	$2,253.44

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Sewer Volume

0 - 2,000	in base
All Users	~~$ 3.97~~ $ 4.59

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Residential Wastewater Cap

Standardized monthly billing amount (gallons) to be based on the average consumption of the months of December, January, February, which are typically billed in Jan, Feb, Mar, not to exceed 12,000 gallons. Wastewater Cap would be adjusted each April.

New Residents

Default billing amount (gallons) of 6.000 gallons

Billing Adjustments

Water adjustments may be given for leaks, excluding irrigation leaks for all customers. Residential customer sewer rates are adjusted as set by the Winter Quarter Average. See Ordinance 870-6

Customer without metered water

Default billing amount (gallons) of 10,000.

Customer outside City Limits

All charges for water and sewer service are at a rate of 1 ½ times that existing in the City.

Sewer Use Credit Program

Application Fee	$500.00
Monthly Administrative Charge	$ 50.00
Annual Testing Fee	See Above

If repairs are needed, in addition to the testing fee, there will be charges for labor and parts, plus retesting fee of $75.00

Accounts opened for the purpose of the sewer use credit for sub-metering will not be required to put down a deposit nor billed water or sewer rates.

FINANCE

NSF or Returned Check/Credit Card Fee	$ 25.00

ENGINEERING

Grading Permit	$125.00

PUBLIC WORKS

Water/Sewer Tap	Actual Cost, not less than $250

CITY SECRETARY

Copy Charge: (pursuant to State law, including but not limited to and as may be amended from time to time by State Statute)

Paper	$ 0.10
Oversize Paper	$ 0.50
Diskette	$ 1.00
Magnetic tape	Actual Cost
Data Cartridge	Actual Cost
Tape Cartridge	Actual Cost
Rewritable CD (CD-RW)	$ 1.00
Non-rewritable CD (CD-R)	$ 1.00
Digital video disc (DVD)	$ 3.00
JAZ Drive	Actual Cost
Other electronic media	Actual Cost
VHS cassette	$ 2.50
Audio cassette	$ 1.00
Oversize paper copy	$ 0.50
Specialty paper	Actual Cost
Labor charge	$ 15.00
Overhead	20% of labor
Alcohol Beverage Permit:	
BE -On Premise	$150.00
BQ -Wine & Beer Off-Premise	$ 60.00
BF -Off Premise	$ 60.00
BG-Wine&Beer On-Premise that hold a Food/Bev. Permit	$175.00
BL - Late Hours On-Premise	$250.00
PE -Charge	$ 20.00
LB -Late Hours Mixed Beverage	$150.00
RM - Mixed Beverage Restaurant	$750.00
Peddlers Permit	
Primary Permit Holder	$ 75.00 max of 3 mo.
Assistant working under primary	$ 5.00/mo. per assistant
Surety Bond (required)	$1,000.00

ANIMAL CONTROL

1st impound	$ 30.00
2nd impound	$ 40.00
3rd impound	$ 50.00
Adoption unaltered	$ 35.00
Transportation	$ 5.00

Adoption altered with Rabies	$ 90.00
Adoption altered w/out Rabies	$ 75.00
Livestock impound per head	$125.00
2nd impound	$150.00
3rd impound	$200.00
Quarantine impound	$ 60.00
Daily board domestic	$ 10.00 per day
Daily board livestock	$ 30.00 per day
City License	
Altered one year	$ 10.00
3 year	$ 30.00
Un-altered one year	$ 30.00
3 year	$ 80.00
Replacement tag	$ 5.00
Dangerous Dog registration	$100.00
Disposal Domestic Animals	
Up to 25 lbs	$ 30.00
26 lbs to 60 lbs	$ 60.00
61 lbs and over	$ 90.00
Large animal contract	$200.00 and up
Euthanasia on demand	$ 60.00
Surrender of owned pet	$ 50.00
Cat carrier	$ 5.00
Collars	$ 3.00
Micro-chip implant included pet registration	$ 25.00
Includes pet registration	
T-shirts	$ 7.00
Hats	$ 7.00

PARKS & RECREATION

Non-resident fees for Household & Hazardous Waste	$80 per 100 pounds
Non-resident fees for Electronic Waste	$20 per 100 pounds

Non-resident fees Programs and Leagues

Resident Fee	Non-resident fee
Cost less 20% discount	Program Cost

*Flat rate schedule for league registration; no discounts apply.

Non-resident fee for Senior Center	$ 50.00 per year
Resident fee for Senior Center	$ 25.00 per year
Transportation fees for the Melvin Knapp Senior Center (Specialty Trip)	$ 2.00 round-trip
Banner Installation Fee	$300.00

Special Event Permit Fee	$ 50.00
Deposits	
Centennial Park Pavilions	$ 50.00
Southdown Park Pavilion	$ 50.00
Independence Park Large Pavilion	$200.00
Independence Park Barbeque Shelter	$100.00
Independence Park Swimming Pool	$100.00
Gazebo at City Hall	$ 50 .00
Westside Event Center Meeting Room	$140.00
Westside Event Center Banquet Hall	$140.00
Community Center	$140.00
Banner Installation	$ 50.00
Indoor rental cleaning Fee	$180.00
Administrative fee for rental cancellations	$ 25.00

Rental Fees

Outdoor

	1/2 Day		*Full Day*	
Facility	*Resident*	*Non-Resident*	*Resident*	*Non-Resident*
Centennial Park Pavilion	$60.00	$90.00	$120.00	$180.00
Southdown Park Pavilion	$60.00	$90.00	$120.00	$180.00
Independence Park Large Pavilion	$180.00	$270.00	$360.00	$540.00
Independence Park BBQ Shelter	$90.00	$135.00	$180.00	$270.00
Gazebo at City Hall			$30.00	$60.00

Indoor

Facility	*Non-profit*	*Resident*	*Non-Resident*
Westside Event Center Meeting Room	$50.00/hr	$60.00/hr	$70.00/hr
Westside Event Center Banquet Hall	$60.00/hr	$85.00/hr	$95.00/hr
Community Center	$37.50/hr	$65.00/hr	$85.00/hr

Athletic Field Usage Fees

Recognized Sports Associations		
Deposit	Player Fee	Utility Fee
$500.00 per Season	$10.00 Res/$20.00 Non-Res	$150.00 per Month
Hourly Usage		
	Resident	Non-Resident
Field Fee	$15.00	$30.00
Utility Fee	$15.00	$15.00

Recreation Center and Natatorium

Initiation Fee, for all	$ 32.00

Annual Membership with Contract		
Category	Resident	Non-Resident*
Adult	$330.00	$495.00
Additional Person	$165.00	$247.50
Active Adult	$231.00	$346.50
Additional Active Adult	$110.00	$165.00
Household	$660.00	$990.00
Natatorium Only		
Individual	$220.00	$330.00
Household	$440.00	$660.00

* Non-Resident Fee = resident rate + 50%

Monthly Membership without Contract		
Category	Resident	Non-Resident*
Adult	$35.20	$52.80
Additional Person	$17.60	$26.40
Active Adult	$24.20	$36.50
Additional Active Adult	$12.10	$18.70
Household	$69.30	$104.50
Natatorium Only		
Individual	$23.10	$35.20
Household	$46.20	$69.30

* Non-Resident Fee = resident rate + 50%

**Monthly Fee = annual divided by 12 + 50%

Recreation Center and Natatorium Membership includes facilities, drop in child care, basic health and fitness classes.

Natatorium Only membership includes access to the natatorium only.

Trial Membership (one time per individual)	$ 30.00 for 30 days
Locker Rentals (maximum rentals – 10 lockers in each locker room)	
Annual	$100.00
Monthly	$ 10.00
Group Exercise Punch Card (20 punches)	$ 50.00
Daily Fees	
18+ years of age	$ 8.00
12 – 17 years of age	$ 5.00
3 – 11 years of age	$ 3.00
Family	$ 12.00
Child Care	$ 5.00

Definitions

Individual	12-59 years old
Active Adult	60+ years old
Household	Up to 5 people residing in the same home
Additional Person	addition to an existing membership/fee. Must reside in the same house as primary
Child	3-11 years old
Family	Limit of 5 people and maximum 2 adults

Recreation Center Rental Rates

	Non-Profit	Member	Resident Non-Member	Non-Resident Non-Member	Minimum Hours
Entire Facility	$225.00/hour	$450.00/hour	$675.00/hour	$900.00/hour	5 hours
One Full Court					
Hourly	$40.00/hour	$80.00/hour	$120.00/hour	$160.00/hour	3 hours
Daily	$400.00/day	$800.00/day	$1,200.00/day	$1,600.00/day	5 hours
Entire Gym					
Hourly	$80.00/hour	$160.00/hour	$240.00/hour	$320.00/hour	5 hours
Daily	$800.00/day	$1,600.00/day	$2,400.00/day	$3,200.00/day	5 hours
One Multipurpose/ Activity Room	$33.00/hour	$65.00/hour	$98.00/hour	$130.00/hour	3 hours
Entire Multipurpose/ Activity Room	$65.00/hour	$130.00/hour	$195.00/hour	$260.00/hour	3 hours

Kidz Korner, The Zone, Gymnasium, Multipurpose Room, Track, Activity Room, Racquetball Courts, 2nd floor café area.

*Day = 12 hours

**Non-athletic events in the gymnasium will result in the following fees:

Floor covering $100.00/court per day

Security

Number Participants	COP Security Fee (paid directly to officer at beginning of event)	COP Custodial Fee	Event Staff
< 75	1 @ $30.00/hour when admission charged	$100.00/day	$50.00
75 - 200	1 @ $30.00/hour when admission charged	$200.00/day	$50.00
251 - 500	2 @ $30.00/hour	$350.00/day	$100.00
501 - 1,000	2 @ $30.00/hour	$450.00/day	$150.00
> 1,000	2 @ $30.00/hour	$600.00/day	$200.00
COP P & R Aquatics Supervision (CPO/AFO) Fee (500 + events only)			$100.00 or $250.00/day
Day Timing System (one system) (If operator is included then additional staff charges will apply)			$200.00/day
Events Requiring 50-meter configuration will require an additional set-up fee			$150.00

Special Note: 2 parking lot attendants are required for all events with an anticipated 500+ total attendance. Attendants are paid directly at $15 per hour.

* Custodial fee includes the additional cleaning supplies and inventory to support the rental as well as any staff needed to manage the cleaning of restrooms, trash, stands, etc.

**For large rental/meets (over 500+) an additional "Extra Heavy Cleanup/Restoration Fee" of $250.00 will be assessed.

Health

Fees for Health Certificates and Re-inspection on Food Related Establishments

	Full Service	Limited Preparation
1 - 4 employees	$150.00	$125.00
5 - 9 employees	$200.00	$150.00
10 - 25 employees	$350.00	$200.00
26 - 50 employees	$500.00	$225.00
51 - 100 employees	$600.00	$250.00
101 or more employees	$750.00	$250.00

Foster homes	$50.00
Prepackaged Only	$150.00
Mobile Units	$225.00
Additional units	$225.00
Produce Vendor	$100.00
Schools / Daycares	$125.00
Temporary fees for Special Events	$35.00
Pre-opening inspection fee	$100.00
Re-inspection Fee for failing initial inspection	$75.00

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RESPONSIVE | RESULTS-ORIENTED | TRUST-BUILDERS | ACCOUNTABLE

v * tr = r

Non-Development Usage and Service Fees

WATER

Scenario 1W: Revised cost allocation to base charge and transition to base charge scaled up by meter size

	FY 2016		FY 2017	
WATER				
Base	$ 6,867,200	37%	$ 7,980,021	40%
Volume	$ 11,632,800	63%	$ 11,813,138	60%
Total User Charge Revenue	$ 18,500,000		$ 19,793,159	

WATER BASE CHARGES

	FY 2016	FY 2017
Inside City		
Single Unit		
5/8"	$ 13.78	$ 12.63
3/4"	13.78	18.95
1"	13.78	31.58
1 1/2"	13.78	63.16
2"	13.78	101.06
3"	13.78	189.48
4"	13.78	315.80
6"	13.78	631.60
8"	13.78	1,010.56
10"	13.78	1,452.68
Multi Unit		
Per Unit	$ 12.52	$ 11.48

WATER VOLUMETRIC CHARGES

	FY 2016	FY 2017
Inside City		
Residential		
0 - 2,000 gallons	in base	in base
2,001 - 6,000 gallons	$ 3.48	$ 3.57
6,001 - 15,000 gallons	4.35	4.46
15,001 - 25,000 gallons	5.22	5.36
25,001+ gallons	6.96	7.14
Multi Unit		
0 - 2,000 gallons	in base	in base
2,000+ gallons	$ 4.35	$ 4.46

	FY 2016	FY 2017
Commercial		
0 - 2,000 gallons	in base	in base
2,001 - 6,000 gallons	$ 4.35	$ 4.46
6,001 - 15,000 gallons	4.35	4.46
15,001 - 25,000 gallons	4.35	4.46
25,001+ gallons	4.35	4.46
Landscape		
0 - 2,000 gallons	in base	in base
2,000+ gallons	$ 5.22	$ 5.36

WASTEWATER

Scenario 1WW: Revised cost allocation to base charge and transition to base charge scaled up by meter size

	FY 2016		FY 2017	
WASTEWATER				
Base	$ 7,541,895	48%	$ 11,222,344	55%
Volume	$ 8,058,105	52%	$ 9,220,022	45%
Total User Charge Revenue	$ 15,600,000		$ 20,442,366	

WASTEWATER RATE STRUCTURE

BASE CHARGE

	FY 2016	FY 2017
Inside City		
5/8"	$ 17.44	$ 19.60
3/4"	17.44	29.39
1"	17.44	48.99
1 1/2"	17.44	97.98
2"	17.44	156.76
3"	17.44	293.93
4"	17.44	489.88
6"	17.44	979.75
8"	17.44	1,567.61
10"	17.44	2,253.44

VOLUMETRIC CHARGE

	FY 2016	FY 2017
Residential		
0 - 2,000 gallons	in base	in base
Above min, below cap	$ 3.97	$ 4.59
Non-Residential		
0 - 2,000 gallons	in base	in base
2,000+ gallons	$ 3.97	$ 4.59

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: September 12, 2016	**ITEM NO.:** CUP No. 2016-05
DATE SUBMITTED: March 29, 2016	**DEPT. OF ORIGIN: Planning**
PREPARED BY: Planning Staff	**PRESENTOR: Lata Krishnarao**
REVIEWED BY: Lata Krishnarao	**REVIEW DATE: September 2, 2016**

SUBJECT: Ordinance No. CUP 2016-05 - An ordinance of the City Council of the City of Pearland, Texas, approving a **Conditional Use Permit (CUP) to allow for a Hotel/Motel in the Business Park District – 288 (BP-288) zoning district**, being 14.286 acres of land out of Lots 6 and 7 of a subdivision in the James Hamilton Survey, Abstract 881, in Harris County, Texas according to the map or plat thereof recorded in Volume 83, Page 342 of the deed records of Harris County, Texas and being that same tract of land conveyed to Nova Strategic Solutions Ltd., as described in deed recorded under County Clerk's File #Z357162 of the real property records of Harris County, Texas. **(Located SH 288, North of 1111 Freeway 288, Pearland, TX.)** Conditional Use Permit Application No 2016-05, within the Business Park District – 288 (BP-288) zoning district, at the request of Nirmal Gandhi, applicant; on behalf of Ajay and Madhu Jain Living Trust, owner, containing a savings clause, a severability clause, and an effective date and other provisions related to the subject.

ATTACHMENTS: Ordinance No. 2016-05 and Exhibits (Exhibit A – Legal Description; Exhibit B – Vicinity Map; Exhibit C – Legal Ad; Exhibit D – Planning and Zoning Commission Recommendation Letter; Exhibit E – Site Plan and Attachments); Joint Public Hearing Packet (03.28.16)

To be completed by Department:

Finance	**Legal**	**Ordinance**	**Resolution**

SUMMARY: The applicant is requesting approval of a Conditional Use Permit (CUP) to allow for an extended stay hotel use under the brand Home 2 Suites by Hilton in the Business Park District-288 (BP-288). The BP-288 zoning designation is intended to permit large office complexes/campuses and retail development in locations with good visibility and roadway access, as inherently provided by SH 288. The regulations are intended to create high quality development that enhances the City's image as a

desirable place to live, work, and shop. Traditional hotel and motel uses as well as extended stay hotel uses, require approval of a CUP in BP-288 zoning district.

RECOMMENDATION: Staff recommends approval, with conditions, of the proposed use of extended stay hotel on the approximately 1.446 acre site for the following reasons:

1. The current zoning of BP-288 is in conformance with the Future Land Use Plan (FLUP) contained in the Comprehensive Plan which shows this area as business park as an extended stay hotel is complementary to larger scale business parks proposed for the area.

2. With the approval of a CUP, the proposed use will be in compliance with the Unified Development Code (UDC).

3. It is not anticipated that the proposed CUP will have significant negative impacts on surrounding properties or developments, if the conditions below are met.

4. All other requirements of the UDC will be met with future redevelopment and/or expansion on the site.

Staff recommends approval of the requested CUP with the following condition:

1. The unused driveways approaches from the frontage road will be removed.

PUBLIC NOTIFICATION: A Joint Public Hearing was conducted on March 28, 2016. Staff sent public notices, comment forms and a vicinity map to the applicant, the owner of the property and to property owners within 200 feet of the subject property under consideration for the zone change. Additionally, a legal notice of the public hearing was published in the local newspaper, and a notification sign was placed on the property by the applicant.

Of the 5 property owners within the 200 foot notice area, no “Public Comment Forms” regarding this request were returned in favor or opposition to the request. Staff received no phone calls inquiring about the request.

At the Joint Public Hearing meeting no one spoke.

PLANNING AND ZONING COMMISSION DISCUSSION AFTER JPH:
At the regular meeting of the P&Z Commission on March 28, 2016, P&Z Commissioner Selsky made a motion to postpone Conditional Use Application No. 2016-05, Vice-Chair Duncan seconded the motion. The motion passed to postpone until April 18, 2016 by a vote of 6-1. Chairman Tunstall voted against the motion, Vice-Chair Duncan and Commissioners Pradia, Isenberg, Starr, McFadden and Selsky all voted in favor of the motion. The postponement was requested so that the applicant could revise their drawings to address staff comments.

The applicant revised the site plan and elevations to address the concerns of the staff and the Planning and Zoning Commission. The only alteration not shown is the removal of the unused driveways from the frontage road. The revised plans have been attached to this packet.

At the regular meeting of the P&Z Commission on August 1, 2016, P&Z Vice-Chair Duncan made a motion to recommend approval of Conditional Use Application No. 2016-05, Commissioner Starr seconded the motion with condition that the unused driveways approaches from the frontage road will be removed. The motion passed by a vote of 5-1. Commissioner McFadden voted against the motion and Chairman Tunstall, Vice-Chair Duncan and Commissioners Pradia, Starr, and Selsky all voted in favor of the motion.

Ordinance No. CUP 2016-05

An ordinance of the City Council of the City of Pearland, Texas, approving a **Conditional Use Permit (CUP) to allow for a Hotel/Motel in the Business Park District – 288 (BP-288) zone**, being 14.286 acres of land out of Lots 6 and 7 of a subdivision in the James Hamilton Survey, Abstract 881, in Harris County, Texas according to the map or plat thereof recorded in Volume 83, Page 342 of the deed records of Harris County, Texas and being that same tract of land conveyed to Nova Strategic Solutions Ltd., as described in deed recorded under County Clerk's File #Z357162 of the real property records of Harris County, Texas. **(Located at SH 288, north of 1111 Freeway 288, Pearland, TX.)** Conditional Use Permit Application No 2016-05, within the Business Park District – 288 (BP-288) zoning district, at the request of Nirmal Gandhi, applicant; on behalf of Ajay and Madhu Jain Living Trust, owner, containing a savings clause, a severability clause, and an effective date and other provisions related to the subject.

WHEREAS, Nirmal Gandhi, applicant; on behalf of Ajay and Madhu Jain Living Trust, owner; is requesting approval of a Conditional Use Permit (CUP) to allow for a hotel/motel use on approximately 1.446 acres of land on the following described property; said property being legally described in the legal description attached hereto and made a part hereof for all purposes as Exhibit "A," and more graphically depicted in the vicinity map attached hereto and made a part hereof for all purposes as Exhibit "B"; and

WHEREAS, on the 21th day of March 2016, a Joint Public Hearing was held before the Planning and Zoning Commission and the City Council of the City of Pearland, Texas, notice being given by publication in the official newspaper of the City, the affidavit of publication being attached hereto and made a part hereof for all purposes as Exhibit "C," said call and notice being in strict conformity with provisions of Section 1.2.2.2 of Ordinance No. 2000T; and

WHEREAS, on the 21th day of March 2016, the Planning and Zoning Commission submitted its report and recommendation to the City Council regarding the proposed Conditional Use Permit to allow for a hotel/motel use on approximately 1.446

acres of land, said recommendation attached hereto and made a part hereof for all purposes as Exhibit "D"; and

WHEREAS, upon receipt of the report from the Planning and Zoning Commission, City Council considered this application and the recommendation of the Planning and Zoning Commission at regular meetings on the 12th day of August 2016 and the 19th day of August 2016; and

WHEREAS, the City Council having fully heard the testimony and argument of all interested parties, and having been fully advised in the premises, finds that in the case of the application Nirmal Gandhi, applicant; on behalf of Ajay and Madhu Jain Living Trust, owner; for approval of a Conditional Use Permit on approximately 1.446 acres of land to allow for a hotel/motel use; presented which, in the judgment of the City Council, would justify the approval of said application; now, therefore,

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

Section I. The following described property located within the corporate City Limits of the City of Pearland, Texas, and presently being located within the Business Park District – 288 (BP-288) zoning district, is hereby granted a Conditional Use Permit to allow for a hotel/motel use, subject to all requirements of the BP-288 zoning district, and the site plan and exhibits attached hereto and made a part hereof for all purposes as Exhibit "E", in accordance with all conditions and requirements of the current Unified Development Code and the following conditions approved by the City Council and incorporated for all purposes, such property being more particularly described as:

> **Legal Description:** Being 14.286 acres of land out of Lots 6 and 7 of a subdivision in the James Hamilton Survey, Abstract 881, in Harris County, Texas according to the map or plat thereof recorded in Volume 83, Page 342 of the deed records of Harris County, Texas and being that same tract of land conveyed to Nova Strategic Solutions Ltd., as described in deed recorded under County Clerk's File #Z357162 of the real property records of Harris County, Texas.

General Location: SH 288, north of 1111 Freeway 288, Pearland, TX.

Condition of approval:

The unused driveways approaches from the frontage road will be removed.

Section II. The City Council of the City of Pearland finds and determines that the recitations in the preamble hereof are true and that all necessary prerequisites of law have been accomplished and that no valid protest of the proposed change has been made. The City Council further finds and determines that there has been compliance with the mandates of law in the posting and presentation of this matter to the Planning and Zoning Commission for consideration and decision.

Section III. The City Council of the City of Pearland finds and determines that the amendment adopted herein promotes the health, safety, and general welfare of the public and is a proper valid exercise of the City's police powers.

Section IV. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section V. All rights and remedies, which have accrued in the favor of the City under this Ordinance and its amendments thereto, shall be and are preserved for the benefit of the City.

Section VI. This Ordinance shall become effective after its passage and approval on second and final reading.

PASSED, APPROVED, and ADOPTED on First Reading this 12th day of August, 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

PASSED, APPROVED, and ADOPTED on Second and Final Reading this 19th day of August, 2016.

_____

TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

Exhibit A
Legal Description

Being 14.286 acres of land out of Lots 6 and 7 of a subdivision in the James Hamilton Survey, Abstract 881, in Harris County, Texas according to the map or plat thereof recorded in Volume 83, Page 342 of the deed records of Harris County, Texas and being that same tract of land conveyed to Nova Strategic Solutions Ltd., as described in deed recorded under County Clerk's File #Z357162 of the real property records of Harris County, Texas.

Exhibit B
Vicinity Map

Exhibit C
Legal Ad

NOTICE OF A JOINT PUBLIC HEARING OF THE CITY COUNCIL

AND

THE PLANNING AND ZONING COMMISSION

OF THE CITY OF PEARLAND, TEXAS

CONDITIONAL USE PERMIT APPLICATION NUMBER: 2016-05

Notice is hereby given that on March 28, 2016 at 6:30 p.m., the City Council and Planning and Zoning Commission of the City of Pearland, in Brazoria, Harris and Fort Bend Counties, Texas, will conduct a joint public hearing in the Council Chambers of City Hall, located at 3519 Liberty Drive, Pearland, Texas, at the request of Nirmal Gandhi, applicant; on behalf of Ajay and Madhu Jain Living Trust, owner; for approval of a Conditional Use Permit (CUP) to allow for a Hotel/Motel in the Business Park District – 288 (BP-288) zoning district; on approximately 3.653 acre portion of land out of 14.286 acres of land, to wit:

Being 14.286 acres of land out of Lots 6 and 7 of a subdivision in the James Hamilton Survey, Abstract 881, in Harris County, Texas according to the map or plat thereof recorded in Volume 83, Page 342 of the deed records of Harris County, Texas and being that same tract of land conveyed to Nova Strategic Solutions Ltd., as described in deed recorded under County Clerk's File #Z357162 of the real property records of Harris County, Texas.

General Location: SH 288, north of 1111 Freeway 288, Pearland, TX.

At said hearing, all interested parties shall have the right and opportunity to appear and be heard on the subject. For additional information, please contact the Planning Department at 281-652-1765.

Frankie Legaux
City Planner

Exhibit D
Planning and Zoning Commission Recommendation Letter

Planning & Zoning Commission

Recommendation Letter

August 2, 2016

Honorable Mayor and City Council Members
3519 Liberty Drive
Pearland, TX 77581

Re: Recommendation on CUP Application 2016-05
Honorable Mayor and City Council Members:

At their regular meeting on August 1, 2016, the Planning and Zoning Commission considered the following:

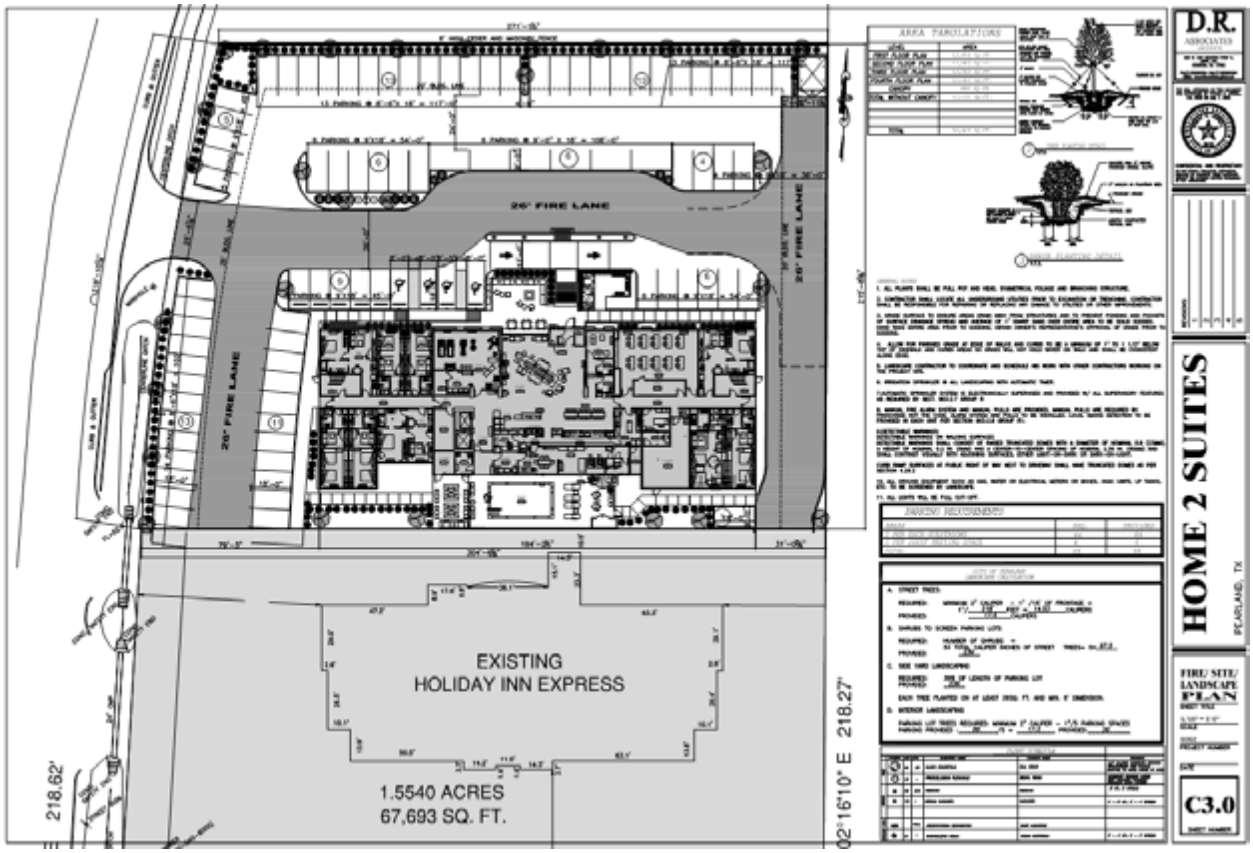
> A request of Nirmal Gandhi, applicant; on behalf of Ajay and Madhu Jain Living Trust, owner; for approval of a Conditional Use Permit (CUP) to allow for a Hotel/Motel in the Business Park District – 288 (BP-288) zoning district; on approximately 3.653 acre portion of land out of 14.286 acres of land, to wit:
>
> **Legal Description:** Being 14.286 acres of land out of Lots 6 and 7 of a subdivision in the James Hamilton Survey, Abstract 881, in Harris County, Texas according to the map or plat thereof recorded in Volume 83, Page 342 of the deed records of Harris County, Texas and being that same tract of land conveyed to Nova Strategic Solutions Ltd., as described in deed recorded under County Clerk's File #Z357162 of the real property records of Harris County, Texas.
>
> **General Location**: SH 288, north of 1111 Freeway 288, Pearland, TX.

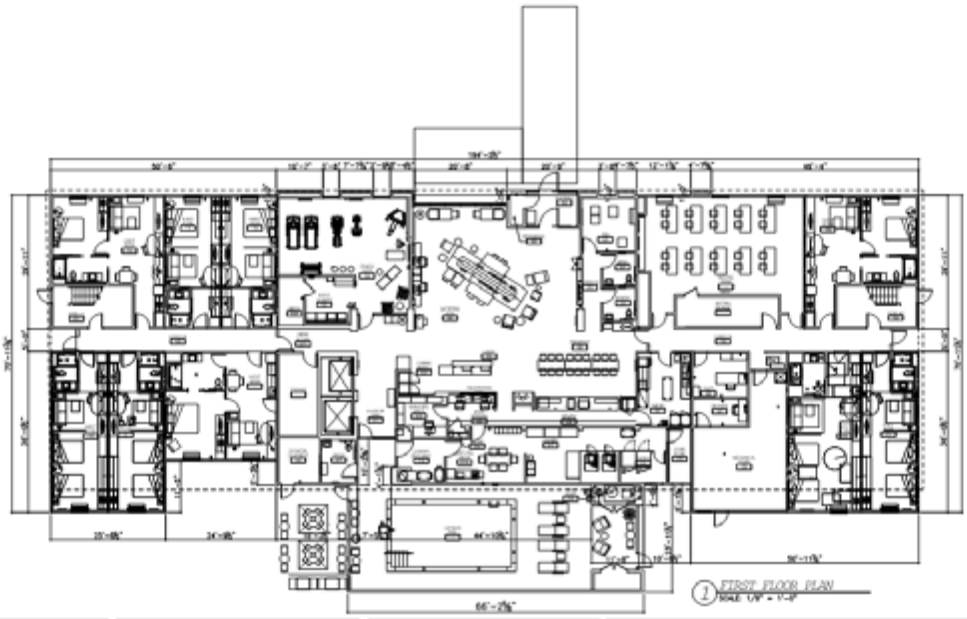
At the regular meeting of the P&Z Commission on August 1, 2016, P&Z Vice-Chair Duncan made a motion to recommend approval of Conditional Use Application No. 2016-05, Commissioner Starr seconded the motion with condition that the unused driveways approaches from the frontage road will be removed. The motion passed by a vote of 5-1. Commissioner McFadden voted against the motion and Chairman Tunstall, Vice-Chair Duncan and Commissioners Pradia, Starr, and Selsky all voted in favor of the motion.

Sincerely,

Frankie Legaux
City Planner
On behalf of the Planning and Zoning Commission

Exhibit E
SITE PLAN AND ATTACHMENTS





1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

WALL TYPES

GENERAL NOTES :

1.- RE: TO SHEET A-3 FOR ENLARGED FLOOR PLANS OF ALL UNITS.
2.- RE: TO SHEET A-4 FOR ENLARGED FLOOR PLAN OF OFFICE/LOBBY ETC.
3.- RE: TO SHEET A-12 & 13.1 FOR DETAIL PLANS OF STAIRS, GUARDRAILS, HANDRAILS.
4.- RE: TO SHEET A-7 FOR WALL TYPES.
5.- CARPET THICKNESS SHALL NOT EXCEED 1/2".
6.- ALL DOOR HANDLE SHALL BE LEVER TYPE.
7.- FOR REFLECTING CEILING PLAN REF: ELECTRICAL DRAWINGS

AREA TABULATIONS

LEVEL	AREA
FIRST FLOOR PLAN	[illegible]
SECOND FLOOR PLAN	[illegible]
THIRD FLOOR PLAN	[illegible]
FOURTH FLOOR PLAN	[illegible]
CANOPY	[illegible]
TOTAL WITHOUT CANOPY	[illegible]
TOTAL	[illegible]

GUEST ROOM TABULATIONS

ROOM DESCRIPTION	1ST FLR.	2ND FLR.	3RD FLR.	4TH FLR.	TOTAL
KING STUDIO	2	15	15	15	47
KING ONE BEDROOM	1	1	2	2	6
ACCESSIBILITY KING STUDIO	–	1	1	1	3
ACCESSIBILITY KING ONE BEDROOM	2	2	1	1	6
ACCESSIBILITY Q/Q STUDIO	1	–	–	–	1
ACCESSIBILITY Q/Q BEDROOM	3	6	6	6	21
TOTAL	9	25	25	25	84

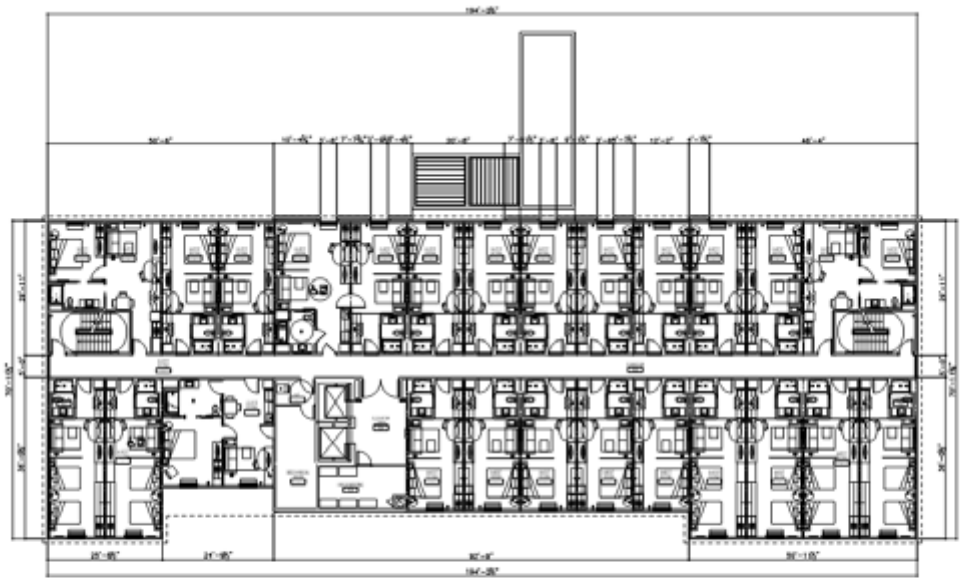
D.R. ASSOCIATES

HOME2 SUITES

PEARLAND, TX

FIRST FLOOR PLAN

A01.0



1 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

WALL TYPES

GENERAL NOTES :

1.- RE: TO SHEET A-3 FOR ENLARGED FLOOR PLANS OF ALL UNITS.
2.- RE: TO SHEET A-4 FOR ENLARGED FLOOR PLAN OF OFFICE/LOBBY ETC.
3.- RE: TO SHEET A-12 & 13.1 FOR DETAIL PLANS OF STAIRS, GUARDRAILS, HANDRAILS.
4.- RE: TO SHEET A-7 FOR WALL TYPES.
5.- CARPET THICKNESS SHALL NOT EXCEED 1/2".
6.- ALL DOOR HANDLE SHALL BE LEVER TYPE.
7.- FOR REFLECTING CEILING PLAN REF: ELECTRICAL DRAWINGS

AREA TABULATIONS

LEVEL	AREA
FIRST FLOOR PLAN	[illegible]
SECOND FLOOR PLAN	[illegible]
THIRD FLOOR PLAN	[illegible]
FOURTH FLOOR PLAN	[illegible]
CANOPY	[illegible]
TOTAL WITHOUT CANOPY	[illegible]
TOTAL	[illegible]

GUEST ROOM TABULATIONS

ROOM DESCRIPTION	1ST FLR.	2ND FLR.	3RD FLR.	4TH FLR.	TOTAL
KING STUDIO	2	15	15	15	47
KING ONE BEDROOM	1	1	2	2	6
ACCESSIBILITY KING STUDIO	–	1	1	1	3
ACCESSIBILITY KING ONE BEDROOM	2	2	1	1	6
ACCESSIBILITY Q/Q STUDIO	1	–	–	–	1
ACCESSIBILITY Q/Q BEDROOM	3	6	6	6	21
TOTAL	9	25	25	25	84

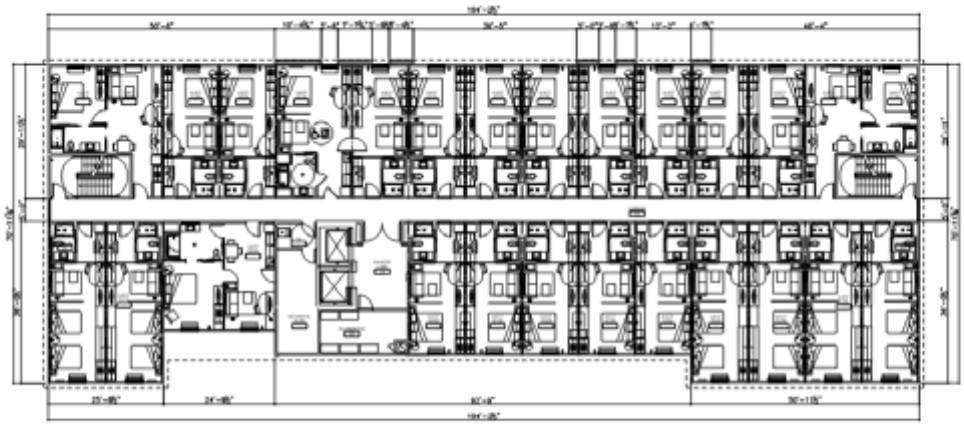
D.R. ASSOCIATES

HOME2 SUITES

PEARLAND, TX

SECOND FLOOR PLAN

A02.0



1 THIRD FLOOR PLAN
SCALE: 1/8" = 1'-0"

WALL TYPES

GENERAL NOTES :

1.- RE: TO SHEET A-2 FOR ENLARGED FLOOR PLANS OF ALL UNITS.
2.- RE: TO SHEET A-4 FOR ENLARGED FLOOR PLAN OF OFFICE/LOBBY ETC.
3.- RE: TO SHEET A-12 & 12.1 FOR DETAIL PLANS OF STAIRS, GUARDRAILS, HANDRAILS.
4.- RE: TO SHEET A-7 FOR WALL TYPES.
5.- CARPET THICKNESS SHALL NOT EXCEED 1/2".
6.- ALL DOOR HANDLE SHALL BE LEVER TYPE.
7.- FOR REFLECTING CEILING PLAN REF: ELECTRICAL DRAWINGS

AREA TABULATIONS

LEVEL	AREA
FIRST FLOOR PLAN	12,898 SQ.FT.
SECOND FLOOR PLAN	12,983 SQ.FT.
THIRD FLOOR PLAN	12,983 SQ.FT.
FOURTH FLOOR PLAN	12,983 SQ.FT.
CANOPY	885 SQ.FT.
TOTAL WITHOUT CANOPY	51,535 SQ.FT.
TOTAL	52,420 SQ.FT.

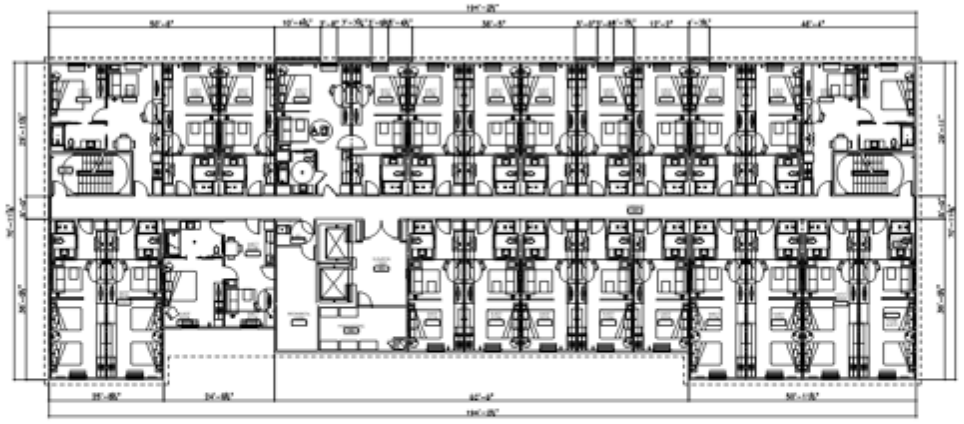
GUEST ROOM TABULATIONS

ROOM DESCRIPTION	1ST FLR	2ND FLR	3RD FLR	4TH FLR	TOTAL
KING STUDIO	2	15	15	15	47
KING ONE BEDROOM	1	1	2	2	6
ACCESSIBILITY KING STUDIO	–	1	1	1	3
ACCESSIBILITY KING ONE BEDROOM	2	2	1	1	6
ACCESSIBILITY Q/Q STUDIO	1	–	–	–	1
ACCESSIBILITY Q/Q BEDROOM	3	6	6	6	21
TOTAL	9	25	25	25	84

D.R. ASSOCIATES

HOME2 SUITES
PEARLAND, TX

THIRD FLOOR PLAN
SHEET TITLE
1/8" = 1'-0"
SCALE
PROJECT NUMBER
DATE
A02.1
SHEET NUMBER



1 FOURTH FLOOR PLAN
SCALE: 1/8" = 1'-0"

WALL TYPES

GENERAL NOTES :

1.- RE: TO SHEET A-2 FOR ENLARGED FLOOR PLANS OF ALL UNITS.
2.- RE: TO SHEET A-4 FOR ENLARGED FLOOR PLAN OF OFFICE/LOBBY ETC.
3.- RE: TO SHEET A-12 & 12.1 FOR DETAIL PLANS OF STAIRS, GUARDRAILS, HANDRAILS.
4.- RE: TO SHEET A-7 FOR WALL TYPES.
5.- CARPET THICKNESS SHALL NOT EXCEED 1/2".
6.- ALL DOOR HANDLE SHALL BE LEVER TYPE.
7.- FOR REFLECTING CEILING PLAN REF: ELECTRICAL DRAWINGS

AREA TABULATIONS

LEVEL	AREA
FIRST FLOOR PLAN	12,898 SQ.FT.
SECOND FLOOR PLAN	12,983 SQ.FT.
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GUEST ROOM TABULATIONS

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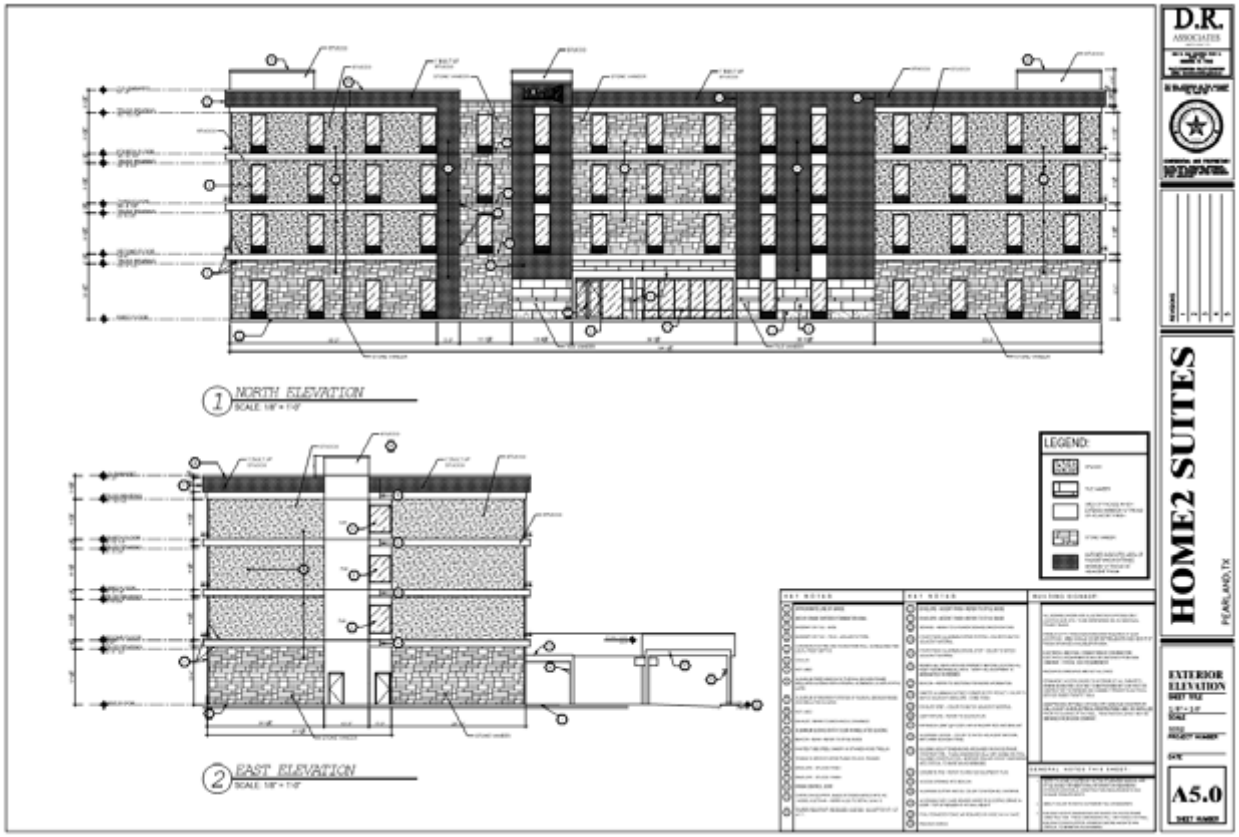
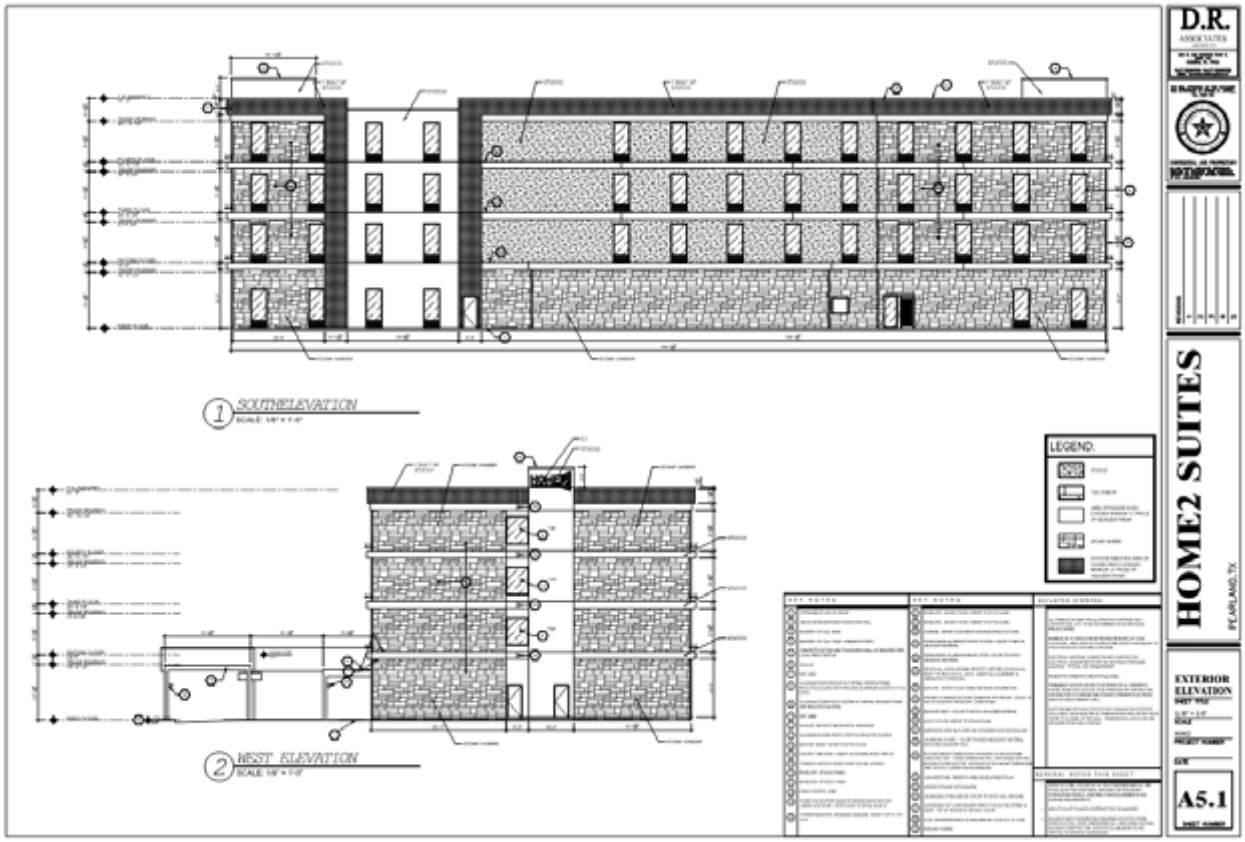
KING STUDIO	2	15	15	15	47
KING ONE BEDROOM	1	1	2	2	6
ACCESSIBILITY KING STUDIO	–	1	1	1	3
ACCESSIBILITY KING ONE BEDROOM	2	2	1	1	6
ACCESSIBILITY Q/Q STUDIO	1	–	–	–	1
ACCESSIBILITY Q/Q BEDROOM	3	6	6	6	21
TOTAL	9	25	25	25	84

D.R. ASSOCIATES

HOME2 SUITES
PEARLAND, TX

FOURTH FLOOR PLAN
SHEET TITLE
1/8" = 1'-0"
SCALE
PROJECT NUMBER
DATE
A02.2
SHEET NUMBER


D.R.
ASSOCIATES
HOME2 SUITES
PEARLAND, TX
EXTERIOR ELEVATION
A5.0
1 NORTH ELEVATION
2 EAST ELEVATION
LEGEND:


D.R.
ASSOCIATES
HOME2 SUITES
PEARLAND, TX
EXTERIOR ELEVATION
A5.1
1 SOUTHELEVATION
2 WEST ELEVATION
LEGEND:

JOINT PUBLIC HEARING
THE CITY COUNCIL CITY AND THE PLANNING AND ZONING COMMISSION OF THE CITY OF PEARLAND, TEXAS,
MONDAY, MARCH 28, 2016, AT 6:30 P.M.
COUNCIL CHAMBERS - CITY HALL-3519 LIBERTY DRIVE

I. CALL TO ORDER

II. PURPOSE OF HEARING

Conditional Use Application No. 2016-05

A request of Nirmal Gandhi, applicant; on behalf of Ajay and Madhu Jain Living Trust, owner; for approval of a Conditional Use Permit (CUP) to allow for a Hotel/Motel in the Business Park District – 288 (BP-288) zoning district; on approximately 3.653 acre portion of land out of 14.286 acres of land, to wit:

Legal Description: Being 14.286 acres of land out of Lots 6 and 7 of a subdivision in the James Hamilton Survey, Abstract 881, in Harris County, Texas according to the map or plat thereof recorded in Volume 83, Page 342 of the deed records of Harris County, Texas and being that same tract of land conveyed to Nova Strategic Solutions Ltd., as described in deed recorded under County Clerk's File #Z357162 of the real property records of Harris County, Texas.

General Location: East side of SH 288 Frontage Road, north of Holiday Inn Express, Pearland, TX.

III. APPLICATION INFORMATION AND CASE SUMMARY

A. STAFF REPORT
B. APPLICANT PRESENTATION
C. STAFF WRAP UP

IV. PERSONS WISHING TO SPEAK FOR OR AGAINST THE PROPOSED REQUEST

V. COUNCIL/PLANNING COMMISSION/STAFF DISCUSSION

VI. ADJOURNMENT

This site is accessible to disabled individuals. For special assistance, please call Young Lorfing, City Secretary, at 281-652-1655 prior to the meeting so that appropriate arrangements can be made.

Staff Report

To: City Council and Planning and Zoning Commission

From: Planning Department

Date: March 23, 2016

Re: Conditional Use Permit Application No. 2016-05

A request of Nirmal Gandhi, applicant; on behalf of Ajay & Madhu Jain Trust, owner; for approval of a Conditional Use Permit (CUP) to allow for extended stay hotel in the Business Park District-288 (BP-288) zoning district; on approximately 1.446 acre portion of land, Pearland, TX.

General Location: East side of SH 288 Frontage Road, north of Holiday Inn Express, Pearland, TX.

Summary of Request

The applicant is requesting approval of a Conditional Use Permit (CUP) to allow for an extended stay hotel use under the brand Home 2 Suites by Hilton in the Business Park District-288 (BP-288). The BP-288 zoning designation is intended to permit large office complexes/campuses and retail development in locations with good visibility and roadway access, as inherently provided by SH 288. The regulations are intended to create high quality development that enhances the City's image as a desirable place to live, work, and shop. Traditional hotel and motel uses as well as extended stay hotel uses, require approval of a CUP in BP-288 zoning district.

Recommendation

Staff recommends approval, with conditions, of the proposed use of extended stay hotel on the approximately 1.446 acre site for the following reasons:

1. The current zoning of BP-288 is in conformance with the Future Land Use Plan (FLUP) contained in the Comprehensive Plan which shows this area as

business park as an extended stay hotel is complementary to larger scale business parks proposed for the area.

2. With the approval of a CUP, the proposed use will be in compliance with the Unified Development Code (UDC).

3. It is not anticipated that the proposed CUP will have significant negative impacts on surrounding properties or developments, if the conditions below are met.

4. All other requirements of the UDC will be met with future redevelopment and/or expansion on the site.

Staff recommends approval of the requested CUP with the following conditions:

1. The applicant shall clearly demonstrate that the landscaping shown on the Site/Landscaping Plan (C3.0) meet the landscaping standards required by the Unified Development Code (UDC).

2. Building elevations as submitted are not legible. Provide readable drawings showing conformance to all requirements of the BP-288 zoning district standards, including building façade standards (transparency, articulation, etc.)

3. Building façade materials for facades visible from SH 288 (north, south, and west facades) shall be limited to no more than thirty percent (30%) stucco. A combination of brick, stone, and other masonry materials shall be used.

4. The unused driveways approaches from the frontage road will be removed.

Site History

This portion of the property is currently vacant. This area was incorporated into Pearland in 1999. The site was zoned as BP-288 in 2007, with the adoption of the UDC. The site is surrounded by BP-288 zoning on three sides and SH 288 on the west side. The below table identifies surrounding uses and zoning districts:

	Zoning	Land Use
North	Business Park District-288 (BP-288)	Vacant
South	Business Park District-288 (BP-288)	Holiday Inn Express
East	Business Park District-288 (BP-288)	Detention
West	SH 288 Frontage Road/SH288	State Highway

Conformance with the Comprehensive Plan

The current zoning of BP-288 on the subject property is in conformance with the future land use designation of the Comprehensive Plan. The Future Land Use Plan (FLUP) proposes "288 Gateway" uses for this site. "288 Gateway" uses are described as large offices and medical complexes/campuses and complementary retail uses/centers, with vertically integrated residential uses, all of high quality. The City is undertaking major beautification measures such as landscaping, enhanced lighting, brick pavers, and detention pond amenities, along the entire SH 288 corridor in recognition of increased usage, high visibility, and improved access.

Conformance with the Thoroughfare Plan

According to the Thoroughfare Plan, SH 288 is classified as a 120-foot minimum right-of-way Major Thoroughfare. The Thoroughfare Plan shows a proposed grade separation south of the site. TxDOT and Brazoria County are undertaking improvements to add toll lanes to SH 288.

Conformance with the Unified Development Code

This portion of the property is currently undeveloped and will be developed in accordance with the UDC. The parcel meets the requirements of the BP-288 district requirements as provided in the following table:

Business Park-288 (BP-288) Area Regulations		
Size of Lot	**Required**	**Existing**
Minimum Lot Size	1 acre (43,560 sf.)	1.446 acre portion
Minimum Lot Width	150 ft.	215.71 ft.
Minimum Lot Depth	200 ft.	304-316 ft.

Platting Status

The subject property is platted as a portion of Lot 1 of the minor subdivision plat Nova Solutions, which was recorded in February 2008. Lot 1 also includes the developed property to the south for a total lot size of 3.000 acres.

Availability of Utilities

A 12-inch City water line and a 10-inch gravity sanitary sewer main exist within a 30-foot water and sewer easement that runs parallel to the State Highway 288 right-of-way.

Impact on Existing and Future Development

If developed with additional enhancements as conditioned and in conformance with the City's UDC, the proposed CUP will not negatively impact the surrounding properties or future development potential of the surrounding area. The location of the site at the intersection of SH 288 and Sam Houston Parkway/Beltway 8 and proximity to the large office and medical complex uses in this area would make this use complementary and appropriate for this area.

Additional Comments

The request has been reviewed by the City's Development Review Committee (DRC), and there were no additional comments from other departments at the time of this report.

Public Notification

Staff sent public notices, comment forms and a vicinity map to the applicant, the owner of the property and to property owners within 200 feet of the subject property under consideration for the CUP request. Additionally, a legal notice of the public hearing was published in the local newspaper, and a notification sign was placed on the property by the applicant.

Opposition to or Support of Proposed Request

Staff has not received any returned notices in opposition to or in support of the CUP request.

Exhibits

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Notification Map
5. Notification List
6. Applicant Packet

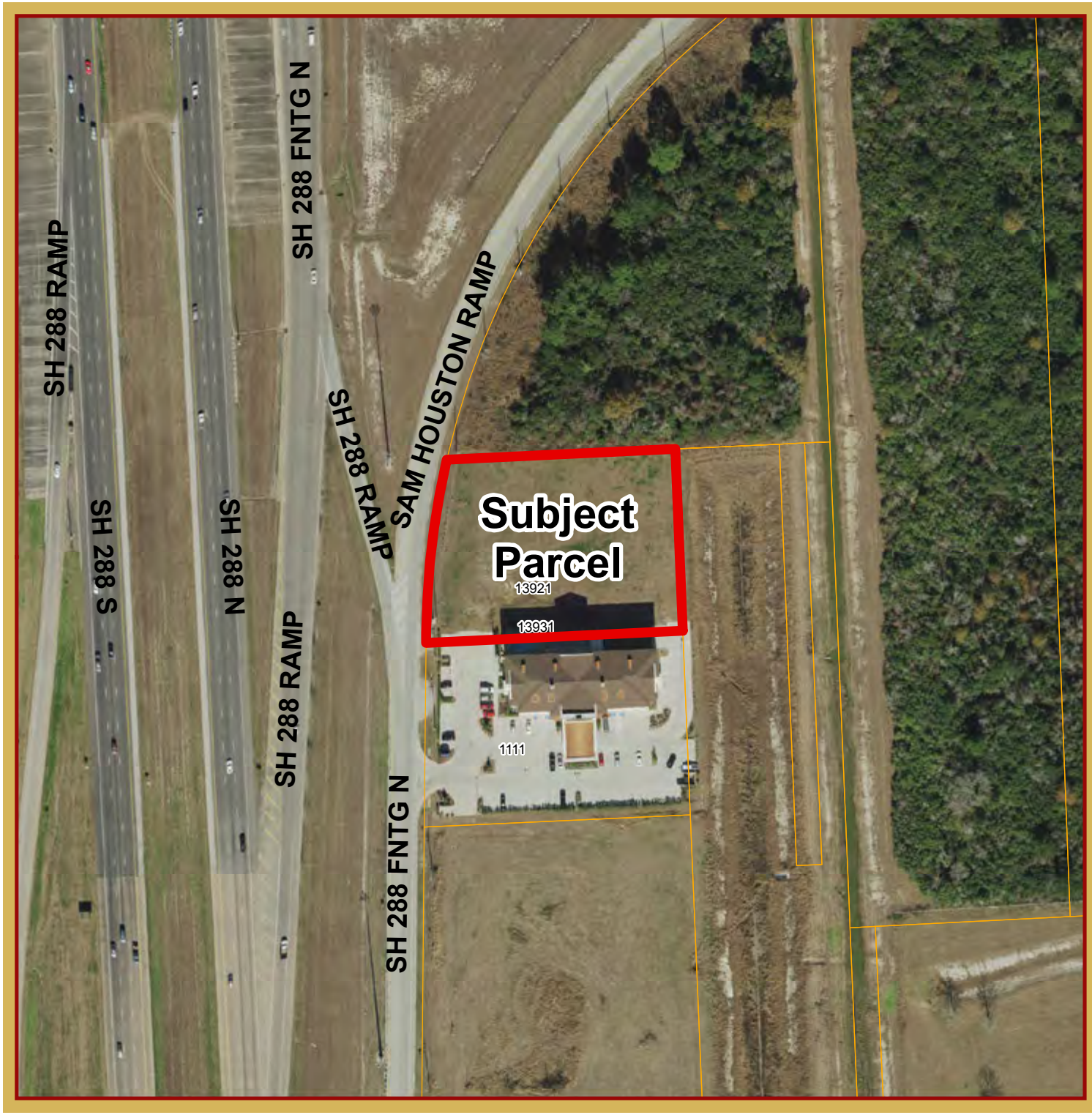


Exhibit 1

AERIAL MAP

CUP 2016-05

SH 288 near Beltway 8

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

1 inch = 167 feet

FEBRUARY 2016
PLANNING DEPARTMENT

N

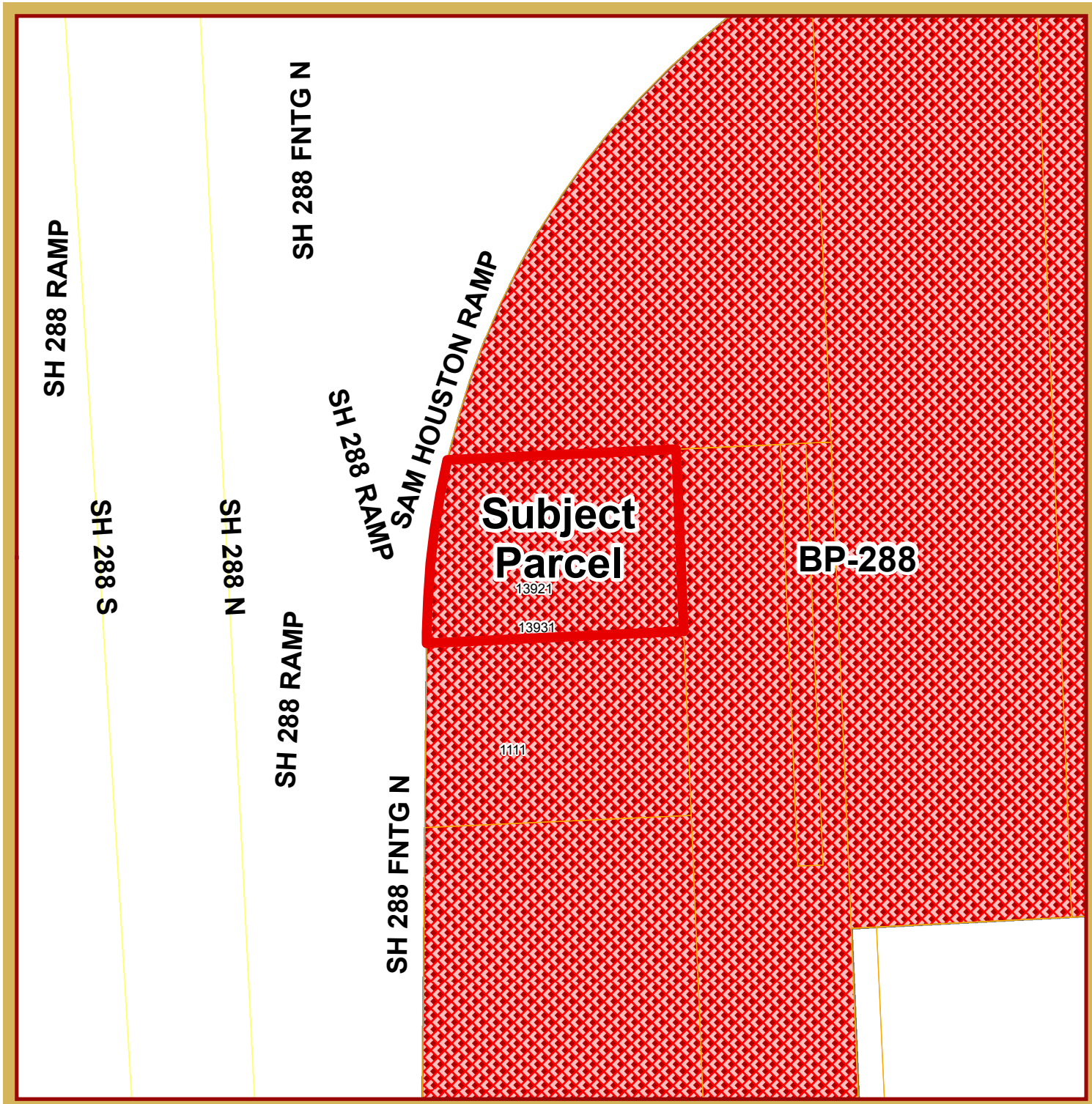


Exhibit 2

ZONING MAP

CUP 2016-05

SH 288 near Beltway 8

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

1 inch = 167 feet

FEBRUARY 2016
PLANNING DEPARTMENT

N

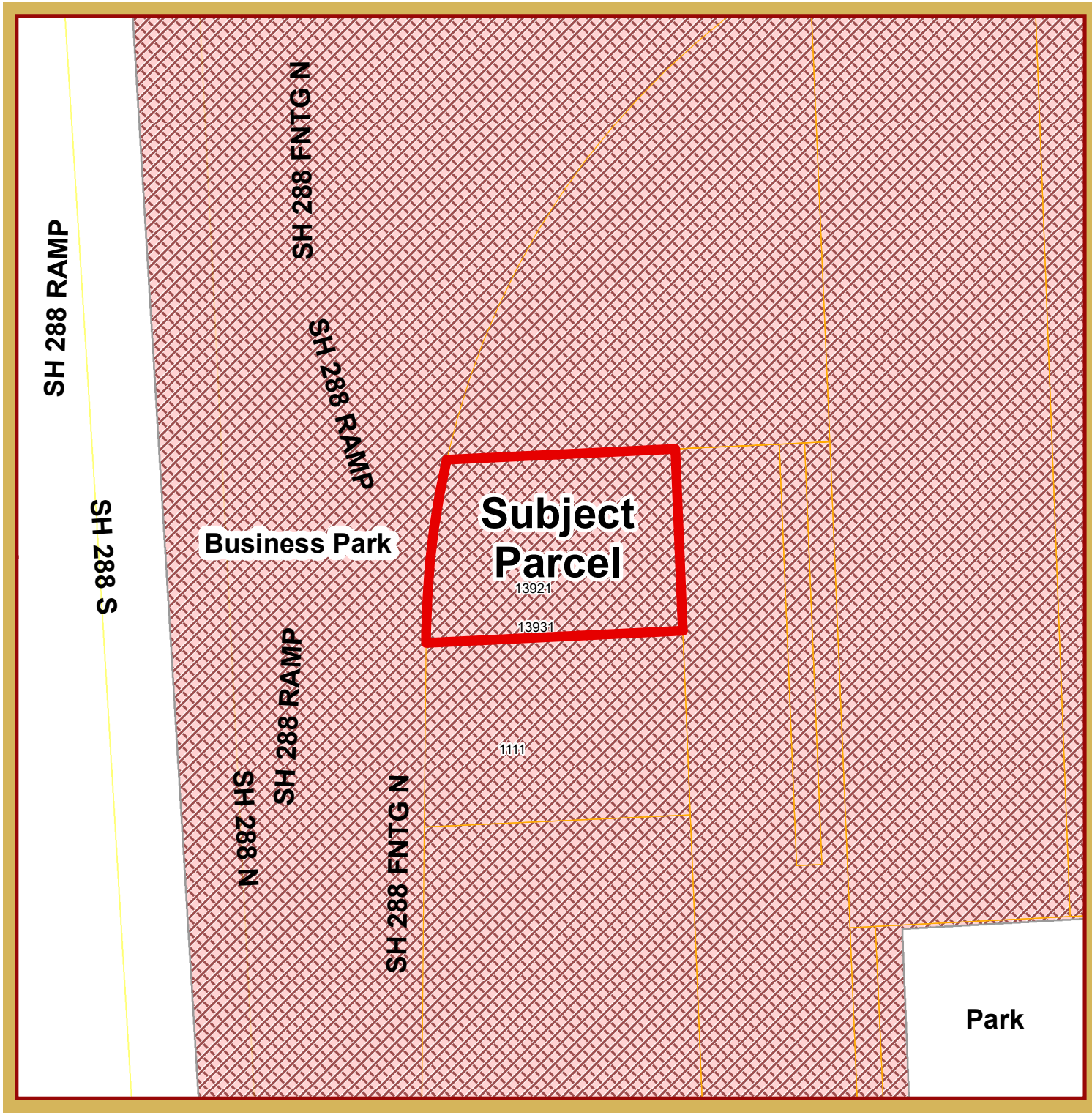


Exhibit 3

FLUP MAP

CUP 2016-05

SH 288 near Beltway 8

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

1 inch = 167 feet

FEBRUARY 2016
PLANNING DEPARTMENT

N

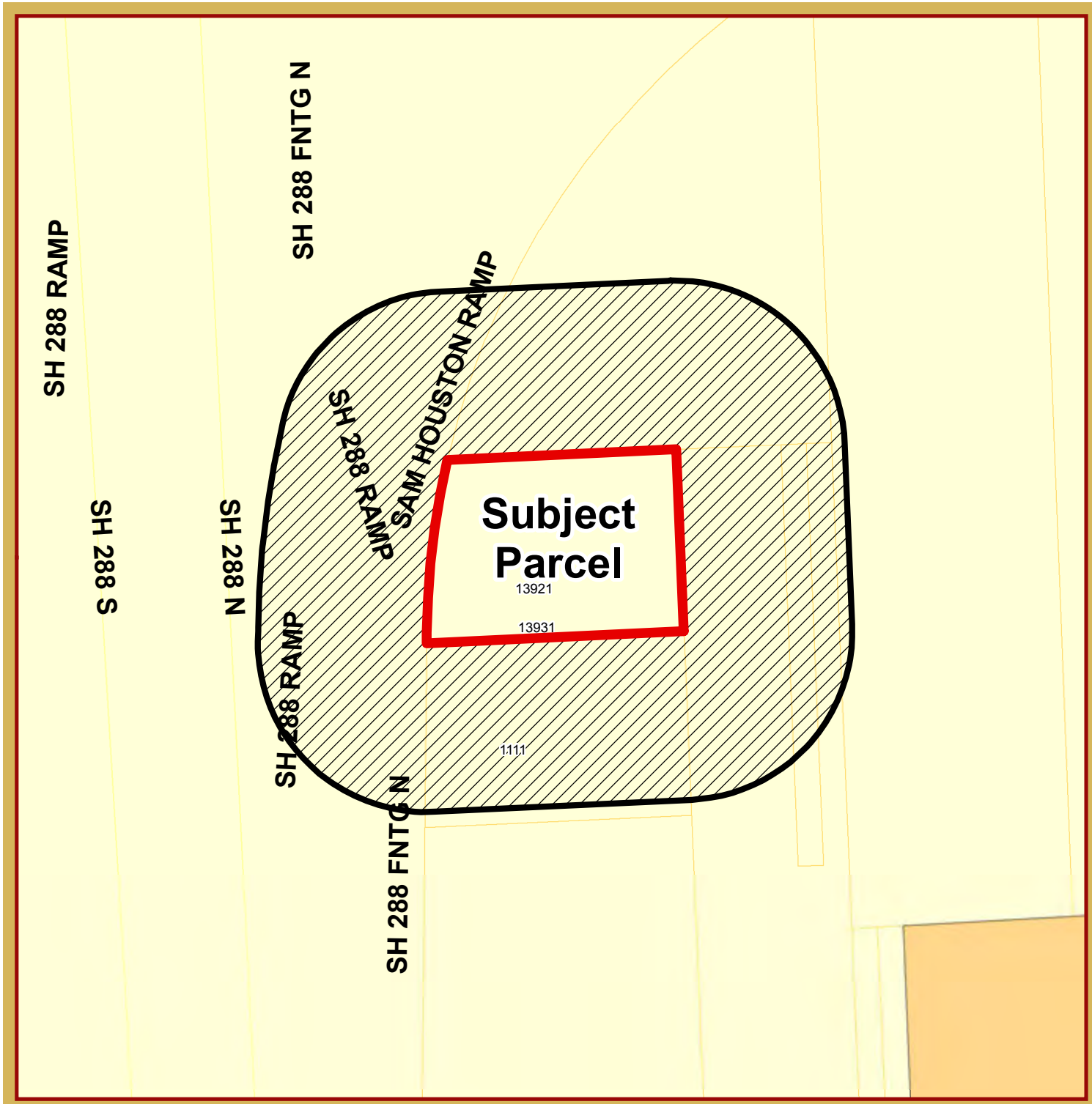


Exhibit 4

NOTIFICATION MAP

CUP 2016-05

SH 288 near Beltway 8

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

1 inch = 167 feet

FEBRUARY 2016
PLANNING DEPARTMENT

N

Exhibit 5
CUP 2016-05
288 near Beltway 8

Property_Owner	Address	City	State	Zip
BELTWAY 7.437 LP	4141 SOUTHWEST FWY STE 250	HOUSTON	TX	77027-7321
HARRIS COUNTY FLOOD CONTROL	9900 NORTHWEST FWY	HOUSTON	TX	77092-8601
HOLMES HARRY JR	55 WAUGH DR STE 111	HOUSTON	TX	77007-5800
NOVA STRATEGIC SOLUTIONS LTD	PO BOX 12204	SPRING	TX	77391-2204
MEDALLION INVESTMENTS III INC	8778 AIRPORT BLVD	HOUSTON	TX	77061-3433

City of Pearland
Community Development
3523 Liberty Drive
(Community Center)
Pearland, Texas 77581
281-652-1768
281-652-1702 fax
www.cityofpearland.com

APPLICATION FOR A CONDITIONAL USE PERMIT (CUP)

Conditional Use Permit Request for: HOME 2 SUITE HILTON HOTEL
(list proposed use from the Table of Uses of the UDC)

RECEIVED FEB 10 2016

Current Zoning District: COMMERCIAL

Property Information:

Address or General Location of Property: SOUTH FWY 77047

TR-1A NOVA SOLUTIONS 1.4460 AC

Tax Account No. 130-566-000-0004-H.C

Subdivision: _____ Lot: _____ Block: _____

A complete application must include all information shown on the Application Checklist attached to this application.

PROPERTY OWNER INFORMATION:

NAME AJAY & MADHU JAIN LIVING TRUST
ADDRESS 3512 ACORN WOODWAY
CITY HOUSTON STATE TX ZIP 77059
PHONE (281) 545-0329
FAX (281) 461-0028
E-MAIL ADDRESS AJAYKJAIN@AOL.COM

APPLICANT/AGENT INFORMATION:

NAME NIRMAL GANDHI
ADDRESS 888 W. SAM HOUSTON PKWY S. #120
CITY HOUSTON STATE TX ZIP 77042
PHONE (281) 660-9204
FAX (713) 266-3304
E-MAIL ADDRESS ngandhi2014@gmail.com

*Property owner must be the current owner of the property at the time of submittal of the application, and not the party that has the property under contract.

As owner and applicant, I hereby request approval of the above described request as provided for by the Unified Development Code of the City of Pearland.

Owner's Signature: Ajay Kumar Jain Date: 2-9-16

Agent's/ Applicant's Signature: [signature] Date: 2-10-16

OFFICE USE ONLY:

FEES PAID:	DATE PAID:	RECEIVED BY:	RECEIPT NUMBER:

Application No.

APPLICATION CHECKLIST FOR THE FOLLOWING
Conditional Use Permits (CUP)

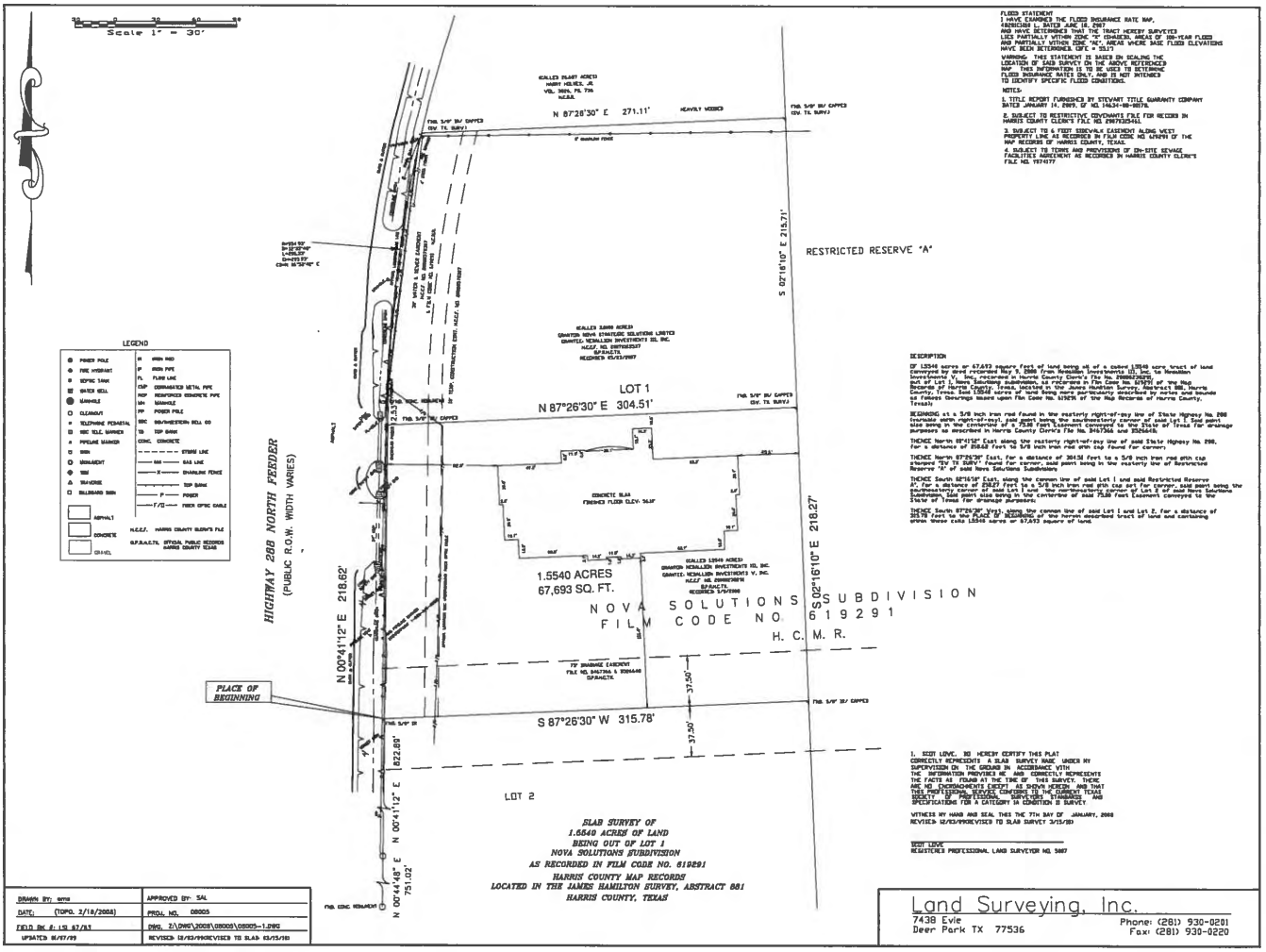
- [x] Application, filled out completely, and signed by the owner of the property to be considered for the conditional use permit.
- [x] If the applicant is the designated agent, the application shall include a written statement from the property owner authorizing the agent to file the application on his behalf. **Section 1.2.1.1 (a) of the Unified Development Code.**
- [x] Metes and Bounds Description, (Survey, or a Plat of the property that contain the metes and bounds description).
- [x] Parcel map, printed from the City of Pearland website, indicating the location and boundaries of the subject property.
- [x] Letter of Intent, explaining the conditional use permit request in detail, specifying proposed uses, specific operations of the use, square footage of buildings, unique characteristics of the property, and any other necessary information
- [x] Application fee of $250.00, by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only)
- [x] Site Plan or Plot Plan showing the proposed layout of the subject property, including any proposed buildings, parking, landscaped areas, detention ponds, fences, and any other relevant information
- [ ] Acknowledgement of the sign to be posted on the property 10 days prior to the public hearing
- [x] Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.
- [ ] Application packets that are not **complete** will not be accepted. **When a completed application packet has been accepted and reviewed, additional information may be required by staff as a result of the review, it may be necessary to postpone the proposed CUP/Zone Change and remove it from the scheduled agenda and place it on a future agenda date according to Section 1.2.1.2. of the Unified Development Code.**

To, City of Pearland.

I am the Property owner HOME 2 Sea Hilton.- I am giving Permission to Nirmal. Gandhi as my agent to Give Information To File aplication on my Behalf.

Ajay Kumar Jain

2-10-16



FLOOD STATEMENT
BASED ON SCALING THE FLOOD INSURANCE RATE MAP, HARRIS COUNTY, DATED JUNE 18, 2007 AND HAVE DETERMINED THAT THE TRACT HEREIN SURVEYED LIES PARTIALLY WITHIN ZONE "X" (SHADED), AREAS OF 100-YEAR FLOOD AND PARTIALLY WITHIN ZONE "AE", AREAS WHERE BASE FLOOD ELEVATIONS HAVE BEEN DETERMINED (BFE = 35.17)

WARNING: THIS STATEMENT IS BASED ON SCALING THE LOCATION OF SAID SURVEY ON THE ABOVE REFERENCED MAP. THIS INFORMATION IS TO BE USED TO DETERMINE FLOOD INSURANCE RATES ONLY, AND IS NOT INTENDED TO IDENTIFY SPECIFIC FLOOD CONDITIONS.

NOTES:

1. TITLE REPORT FURNISHED BY STEWART TITLE GUARANTY COMPANY DATED JANUARY 14, 2009, GF NO. 14634-08-00078.

2. SUBJECT TO RESTRICTIVE COVENANTS FILE FOR RECORD IN HARRIS COUNTY CLERK'S FILE NO. E987030-761.

3. SUBJECT TO 6 FEET SIDEWALK EASEMENT ALONG WEST PROPERTY LINE AS RECORDED IN FILM CODE NO. 619291 OF THE MAP RECORDS OF HARRIS COUNTY, TEXAS.

4. SUBJECT TO TERMS AND PROVISIONS OF ON-SITE SEWAGE FACILITIES AGREEMENT AS RECORDED IN HARRIS COUNTY CLERK'S FILE NO. Y974177

DESCRIPTION

OF 1.5540 acres or 67,693 square feet of land being all of a called 1.5540 acre tract of land conveyed by deed recorded May 9, 2008 from Meadallion Investments III, Inc. to Meadallion Investments V, Inc., recorded in Harris County Clerk's File No. Z908080(?) Being out of Lot 1 of Nova Solutions Subdivision as the same is shown on the map or plat thereof, recorded in Harris County, Texas, Film Code No. 619291 of the Map Records of Harris County, Texas. Said 1.5540 acres of land being more particularly described by metes and bounds as follows (bearings based upon film code no. 619291 of the Map Records of Harris County, Texas):

BEGINNING at a 5/8 inch iron rod found in the easterly right-of-way line of State Highway No. 288 (variable width right-of-way), said point being the southwesterly corner of said Lot 1 (said point also being in the centerline of a 75.00 foot easement conveyed to the State of Texas for drainage purposes as described in Harris County Clerk's File No. Z457366 and Z525648.

THENCE North 87°41'12" East along the easterly right-of-way line of said State Highway No. 288, for a distance of 218.62 feet to 5/8 inch iron rod pin cap found for corner;

THENCE North 87°26'30" East, for a distance of 304.51 feet to a 5/8 inch iron rod with cap stamped "SV TX SURV" found for corner, said point being in the westerly line of Restricted Reserve "A" of said Nova Solutions Subdivisions

THENCE South 02°16'10" East, along the common line of said Lot 1 and said Restricted Reserve A", for a distance of 218.27 feet to a 5/8 inch iron rod pin cap set for corner, said point being the southeasterly corner of said Lot 1 and the northeasterly corner of Lot 2 of said Nova Solutions Subdivision, said point also being in the centerline of said 75.00 foot Easement conveyed to the State of Texas for drainage purposes.

THENCE South 87°26'30" West along the common line of said Lot 1 and Lot 2, for a distance of 315.78 feet to the PLACE OF BEGINNING of the herein described tract of land and containing within these calls 1.5540 acres or 67,693 square of land

I, SCOT LOVE, DO HEREBY CERTIFY THIS PLAT CORRECTLY REPRESENTS A SLAB SURVEY MADE UNDER MY SUPERVISION ON THE GROUND IN ACCORDANCE WITH THE INFORMATION PROVIDED ME AND CORRECTLY REPRESENTS THE FACTS AS FOUND AT THE TIME OF THIS SURVEY. THERE ARE NO ENCROACHMENTS (ENTRY) AS NOTED HEREON, AND THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT TEXAS BOARD OF LAND SURVEYING STANDARDS AND THE RULES AND SPECIFICATIONS FOR A CATEGORY 1A CONDITION II SURVEY.

WITNESS MY HAND AND SEAL THIS THE 7TH DAY OF JANUARY, 2008
REVISED 12/03/09REVISED TO SLAB SURVEY 3/15/10

SCOT LOVE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5487

DRAWN BY: sma	APPROVED BY: SAL
DATE: (TOPO. 2/18/2008)	PROJ. NO. 08005
FIELD BK #: LS 67/63	DWG. Z:\DWG\2008\08005\08005-1.DWG
UPDATED 01/07/09	REVISED 12/03/09REVISED TO SLAB 03/15/10

SLAB SURVEY OF
1.5540 ACRES OF LAND
BEING OUT OF LOT 1
NOVA SOLUTIONS SUBDIVISION
AS RECORDED IN FILM CODE NO. 619291
HARRIS COUNTY MAP RECORDS
LOCATED IN THE JAMES HAMILTON SURVEY, ABSTRACT 881
HARRIS COUNTY, TEXAS

Land Surveying, Inc.
7438 Evie
Deer Park TX 77536
Phone: (281) 930-0281
Fax: (281) 930-0220

SH 288 RAMP
SAM HOUSTON RAMP
PEARLAND CITY LIMIT
SH 288 FNTG N
13931
2-5-22
2-5-22
1111
This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.
Scale 1:760
1 in = 63 ft
February 10, 2016
NORTH

D.R. Associates, Architects

888 West Sam Houston Parkway S., Suite # 120, Houston, TX. 77042
Ph (713) 266-3304 Fax (713) 266-3305 E-mail: info@dr-architect.com

February 10, 2016
City of Pearland Planning

Ref: Home 2 Suites
South Freeway
Pearland, TX 77047

Letter of Intent

We will be designing a 4 story Home 2 suites hotel in Pearland which will be located at the corner 288 and Beltway 8 next to the Holiday Inn Express. The Hotel consist of 84 rooms rentable a breakfast area and a small meeting room with an exterior pool.

We hope this meets all your criteria and that we can move forward with project.

Thank you,

Nirmal Gandhi
Project Manager
281-660-9204

TAX RECEIPT

RO'VIN GARRETT, PCC
BRAZORIA COUNTY TAX ASSESSOR - COLLECTOR
111 E. LOCUST
ANGLETON, TEXAS 77515

Certified Owner:
AJAY AND MADHU JAIN TRUST
3512 ACORN WOOD WAY
HOUSTON, TX 77059

Legal Description:
TR 1A
NOVA SOLUTIONS

Parcel Address: 0 SOUTH FWY
Legal Acres: 1.4460

Remit Seq No: 30937660
Receipt Date: 01/14/2016
Deposit Date: 01/15/2016
Print Date: 01/14/2016 09:41 AM
Printed By: PEARE1

Deposit No: 1601585C
Validation No: 900000045652351
Account No: **1305-6600-00004**
Operator Code: PEARE1

Year	Tax Unit Name	Rec Type	Tax Value	Tax Rate	Levy Paid	P&I	Coll Fee Paid	Total
2015	Pearland Municipal Management Dist No.2	TL	314,939	0.100000	314.94	0.00	0.00	314.94
2015	City Of Pearland	TL	314,939	0.705300	2,221.26	0.00	0.00	2,221.26
					$2,536.20	**$0.00**	**$0.00**	**$2,536.20**

> - - - - <

Check Number(s):
4038

PAYMENT TYPE:
Checks: $2,536.20

Exemptions on this property:

Total Applied: $2,536.20
Total Tendered: $47,510.21
(for accounts paid on 01/14/2016)
Change Paid: $0.00

ACCOUNT PAID IN FULL

PAYER:
AJAY AND MADHU JAIN TRUST
3512 ACORN WOOD WAY
HOUSTON, TX 77059

(979) 864-1320, (979) 388-1320, (281) 756-1320

2015 TAX STATEMENT

RO'VIN GARRETT, PCC
AZORIA COUNTY TAX ASSESSOR - COLLECTOR
111 E. LOCUST
ANGLETON, TEXAS 77515

Legal Description:
TR 1A
NOVA SOLUTIONS

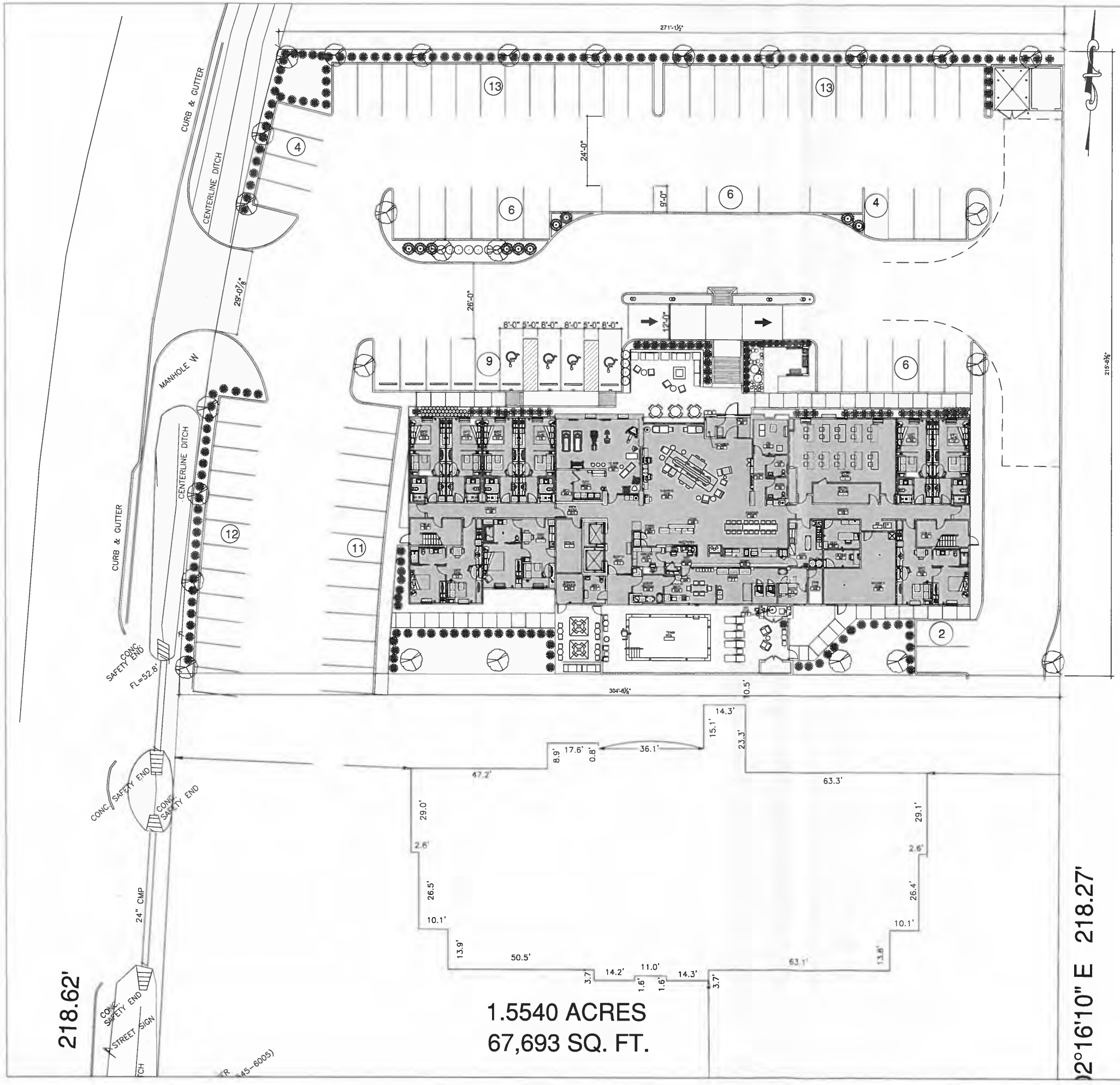
Legal Acres: 1.4460
Appr. Dist. No.: 1305660000004
Parcel Address: 0 SOUTH FWY
Print Date: 12/17/2015

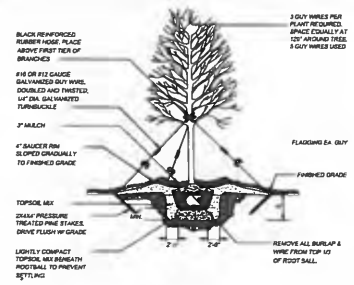
ised ıe	Assessed Value	Capped Value	Homesite Value	Agricultural Market Value	Non-Qualifying Value
314,939	$314,939	$0	$0	$0	$314,939

%)	Exemptions		Taxable Value	Tax Rate	Tax
	Code	Amount			
4,939		$0.00	$314,939	0.1000000	$314.94
4,939		$0.00	$314,939	0.7053000	$2,221.26

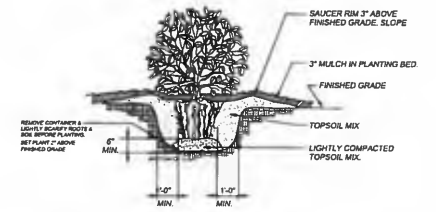
Total Tax: $2,536.20
Total Tax Paid to date: $0.00
Total Tax Remaining: $2,536.20

	02/29/2016 7%	03/31/2016 9%	04/30/2016 11%	05/31/2016 13%
)	$2,713.74	$2,764.45	$2,815.18	$2,865.90
	08/31/2016 19 + up to 20%	09/30/2016 20 + up to 20%	10/31/2016 21 + up to 20%	11/30/2016 22 + up to 20%
7	$3,621.70	$3,652.13	$3,682.56	$3,713.01





2 TREE PLANTING DETAIL
N.T.S.



3 SHRUB PLANTING DETAIL
N.T.S.

GENERAL NOTES

1. ALL PLANTS SHALL BE FULL POT AND HEAD, SYMMETRICAL FOLIAGE AND BRANCHING STRUCTURE.

2. CONTRACTOR SHALL LOCATE ALL UNDERGROUND UTILITIES PRIOR TO EXCAVATION OR TRENCHING. CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING OR REPLACING ANY DAMAGE TO UTILITIES OR OTHER IMPROVEMENTS.

3. GRADE SURFACE TO ENSURE AREAS DRAIN AWAY FROM STRUCTURES AND TO PREVENT PONDING AND POCKETS OF SURFACE DRAINAGE SPREAD AND AVERAGE OF 1" SHARP SAND OVER ENTIRE AREA TO BE SOLID SODDED. HAND RAKE ENTIRE AREA PRIOR TO SODDING; OBTAIN OWNER'S REPRESENTATIVE'S APPROVAL OF GRADE PRIOR TO SODDING.

4. ALLOW FOR FINISHED GRADE AT EDGE OF WALKS AND CURBS TO BE A MINIMUM OF 1" TO 1 1/2" BELOW TOP OF SIDEWALK AND CURBS AREAS SO GRASS WILL NOT HOLD WATER ON WALK AND SHALL BE CONSISTENT ALONG EDGE.

5. LANDSCAPE CONTRACTOR TO COORDINATE AND SCHEDULE HIS WORK WITH OTHER CONTRACTORS WORKING ON THE PROJECT SITE.

6. IRRIGATION SPRINKLER @ ALL LANDSCAPING WITH AUTOMATIC TIMER.

7.AUTOMATIC SPRINKLER SYSTEM IS ELECTRONICALLY SUPERVISED AND PROVIDED W/ ALL SUPERVISORY FEATURES AS REQUIRED BY SECT. 903.2.7 GROUP R

8. MANUAL FIRE ALARM SYSTEM AND MANUAL PULLS ARE PROVIDED. MANUAL PULLS ARE REQUIRED BY FRANCHISEE NOT THE CODE ALARM SYSTEM AND PULLS TO BE INSTALLED. LOCAL SMOKE DETECTION TO BE PROVIDED IN EACH UNIT PER SECTION 903.2.8 GROUP R1.

9.DETECTABLE WARNINGS
DETECTABLE WARNINGS ON WALKING SURFACES
DETECTABLE WARNINGS SHALL CONSIST OF RAISED TRUNCATED DOMES WITH A DIAMETER OF NOMINAL 0.9 (23MM), A HEIGHT OF NOMINAL 0.2 IN. (5MM) AND A CENTER-TO-CENTER SPACING OF NOMINAL 2.35 IN. (60MM) AND SHALL CONTRAST VISUALLY WITH ADJOINING SURFACES, EITHER LIGHT-ON-DARK OR DARK-ON-LIGHT.

CURB RAMP SURFACES AT PUBLIC RIGHT OF WAY NEXT TO DRIVEWAY SHALL HAVE TRUNCATED DOMES AS PER SECTION 4.29.2
Texas);

10. ALL GROUND EQUIPMENT SUCH AS GAS, WATER OR ELECTRICAL METERS OR BOXES, HVAC UNITS, LP TANKS, ETC. TO BE SCREENED BY LANDSCAPE.

11. ALL LIGHTS WILL BE FULL CUT-OFF.

CITY OF PEARLAND
LANDSCAPE CALCULATION

A. STREET TREES:

REQUIRED: MINIMUM 2" CALIPER - 1" /15' OF FRONTAGE =
1"/ 218' FEET = 14.53 CALIPERS
PROVIDED: 17.5 CALIPERS

B. SHRUBS TO SCREEN PARKING LOTS

REQUIRED: NUMBER OF SHRUBS =
5X TOTAL CALIPER INCHES OF STREET TREES= 5X 87.5
PROVIDED: 236

C. SIDE YARD LANDSCAPING

REQUIRED: 35% OF LENGTH OF PARKING LOT
PROVIDED: 236

EACH TREE PLANTED ON AT LEAST 36SQ. FT. AND MIN. 6' DIMENSION.

D. INTERIOR LANDSCAPING

PARKING LOT TREES REQUIRED: MINIMUM 2" CALIPER - 1"/5 PARKING SPACES
PARKING PROVIDED : 86 /5 = 17.2 PROVIDED: 36

PLANT SCHEDULE

	SYMBOL	KEY	QTY.	SCIENTIFIC NAME	COMMON NAME	REMARKS
TREE		UC	25	ULMUS CRASSIFOLIA	ELM, CEDAR	2.5" CALIPER MODERATE GROWING BRIGHT/GREEN NEW FOLIAGE ADAPTIVE TO AMIDE RANGE OF SITES
		PF	-	PITHECELLOBIUM FLEXICAULE	EBONY TEXAS	MODERATE GROWING NATIVE VERY DROUGHT TOLERANT FRAGRANT WHITE FLOWER
SHRUB		HS	236	HIBISCUS	HIBISCUS	6' HT. 2' SPREAD
		NO	-	NERIUM OLEANDER	OLEANDER	4' 6' HT. 2' 4' SPREAD
GROUND COVER			FULL	ATENDTAPHRUM SECUNDATUM	SAINT AUGUSTINE	
		AJ	-	RHAPHIOLEPIS INDICA	INDIAN HOWTHRON	3'-4' HT. 2' 3' SPREAD

D.R.
ASSOCIATES
ARCHITECTS

800 W. SAM HOUSTON PKWY S.
SUITE 123
HOUSTON, TX. 77042
PH.(713)2663304 FAX.(713)2663305
EMAIL: drarchitects@sbcglobal.net

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REGISTERED ARCHITECT THOMAS D. JARRELL 8630 STATE OF TEXAS

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REVISIONS
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2
3
4
5

HOME2 SUITES

PEARLAND, TX

SITE PLAN

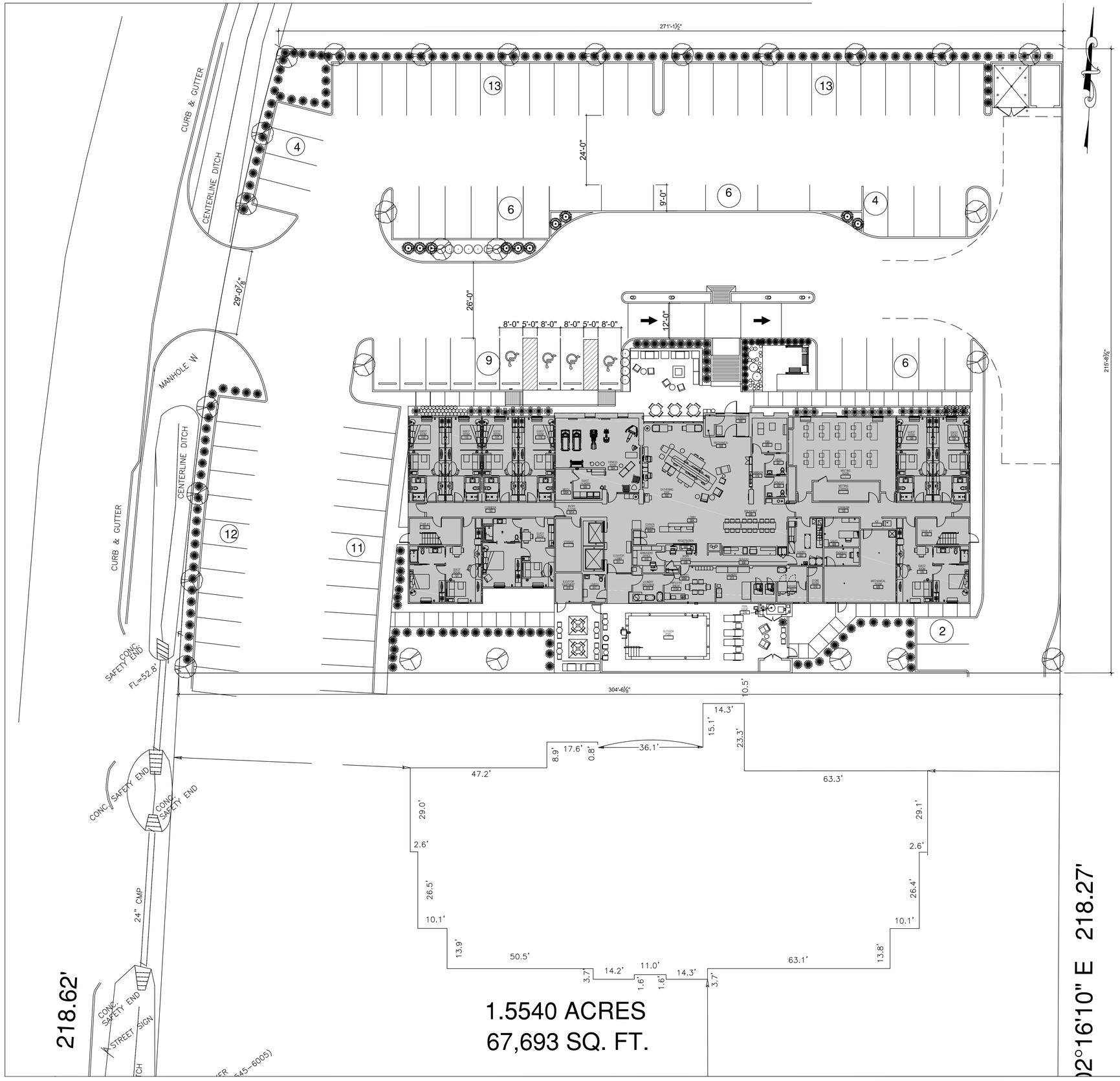
SHEET TITLE

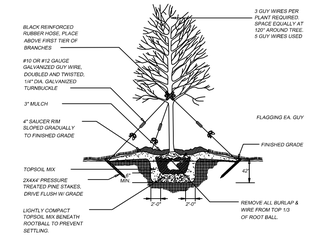
1" = 20'
SCALE

6037
PROJECT NUMBER

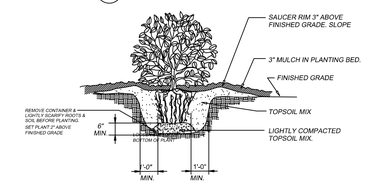
DATE

C3.0
SHEET NUMBER





2 TREE PLANTING DETAIL
N.T.S.



3 SHRUB PLANTING DETAIL
N.T.S.

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DESCRIPTION

CITY OF PEARLAND LANDSCAPE CALCULATION

A. STREET TREES:

REQUIRED: MINIMUM 2" CALIPER - 1" /15' OF FRONTAGE = 1"/ 218' FEET = 14.53 CALIPERS
PROVIDED: 17.5 CALIPERS

B. SHRUBS TO SCREEN PARKING LOTS

REQUIRED: NUMBER OF SHRUBS = 5X TOTAL CALIPER INCHES OF STREET TREES= 5X 87.5
PROVIDED: 236

C. SIDE YARD LANDSCAPING

REQUIRED: 35% OF LENGTH OF PARKING LOT
PROVIDED: 236

EACH TREE PLANTED ON AT LEAST 36SQ. FT. AND MIN. 6' DIMENSION.

D. INTERIOR LANDSCAPING

PARKING LOT TREES REQUIRED: MINIMUM 2" CALIPER - 1"/5 PARKING SPACES
PARKING PROVIDED : 86 /5 = 17.2 PROVIDED: 36

PLANT SCHEDULE

	SYMBOL	KEY	QTY.	SCIENTIFIC NAME	COMMON NAME	REMARKS
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		PF	.	PITHECELLOBIUM FLEXICAULE	EBONY, TEXAS	MODERATE GROWING NATIVE VERY DROUGHT TOLERANT FRAGNANT WHITE FLOWER
SHRUB		HB	236	HIBISCUS	HIBISCUS	18" HT.; 2' SPREAD
		NO	.	NERIUM OLEANDER	OLEANDER	4' - 5' HT.; 2' - 4' SPREAD
GROUND COV.			FULL	ATENDTAPHRUM SECUNDATUM	SAINT AUGUSTINE	
		AJ	.	RHAPHIOLEPIS INDICA	INDIAN HOWTHRON	3' - 4' HT.; 2' - 3' SPREAD

D.R. ASSOCIATES
ARCHITECTS
800 W. SAM HOUSTON PKWY S.
SUITE 123
HOUSTON, TX. 77042
PH.(713)2663304 FAX.(713)2663305
EMAIL: drarchitects@sbcglobal.net

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REGISTERED ARCHITECT THOMAS D. JARRELL 6530 STATE OF TEXAS

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REVISIONS
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2
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4
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HOME 2 SUITES

PEARLAND, TX

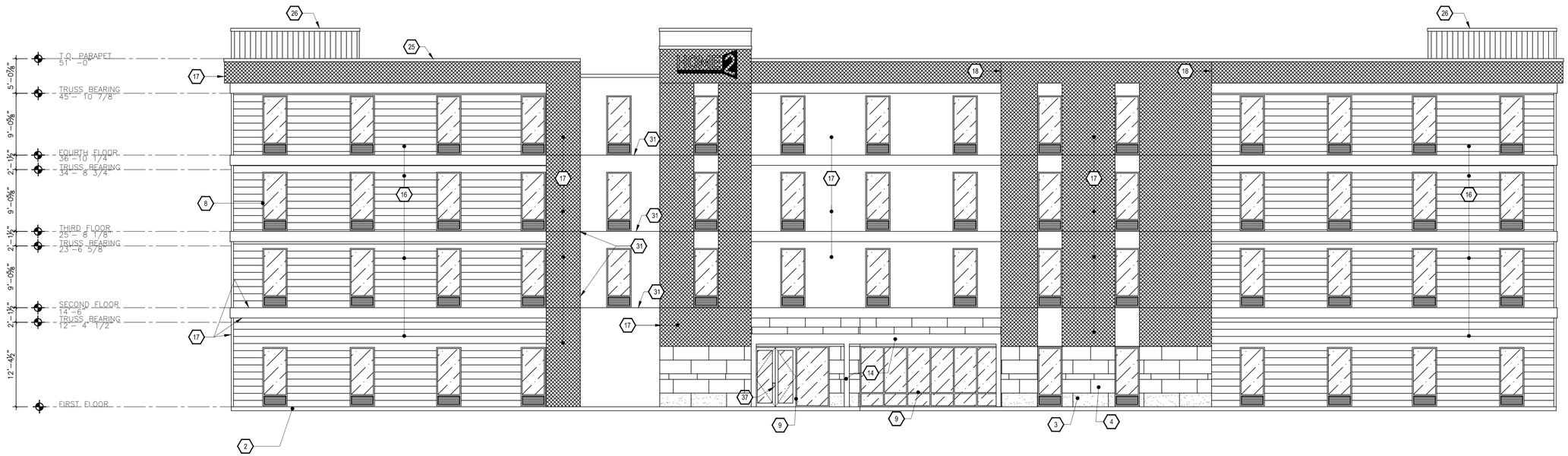
SITE/ LANDSCAPE PLAN
SHEET TITLE

1" = 20'
SCALE

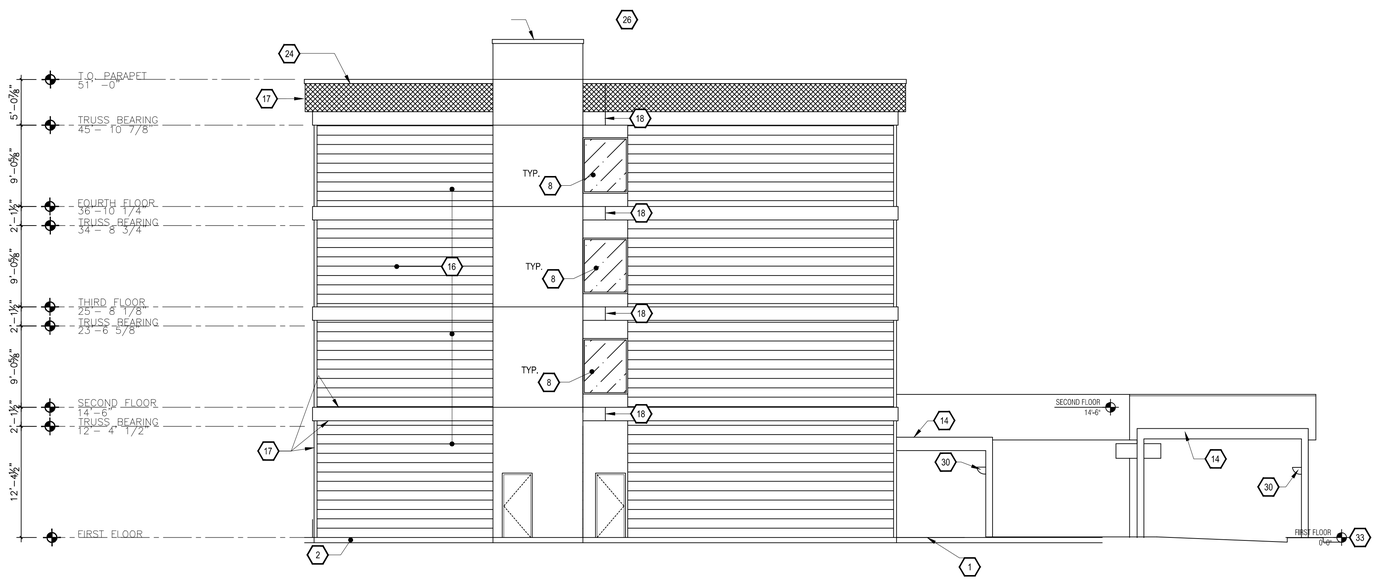
6062
PROJECT NUMBER

DATE

C3.0
SHEET NUMBER



1 FRONT ELEVATION
SCALE: 1/8" = 1'-0"



2 SIDE ELEVATION
SCALE: 1/8" = 1'-0"

Notice:

HATCHED INDICATES AREA OF FACADE WHICH EXTENDS MINIMUM 12" PROUD OF ADJACENT FINISH

KEY NOTES:	
1	APPROXIMATE LINE OF GRADE
2	ABOVE GRADE EXPOSED FOUNDATION WALL
3	MASONRY OR TILE - BASE
4	MASONRY OR TILE - FIELD - ASHLAR PATTERN,
5	CONCRETE FOOTING AND FOUNDATION WALL AS REQUIRED PER LOCAL FROST DEPTHS
6	OCULUS
7	NOT USED
8	ALUMINUM FIXED WINDOW W/ THERMAL BROKEN FRAME, INSULATED GLAZING WITH INTEGRAL ALUMINUM LOUVER AT PTAC UNITS
9	ALUMINUM STOREFRONT SYSTEM W/ THERMAL BROKEN FRAME AND INSULATED GLAZING
10	NOT USED
11	EXHAUST, REFER TO MECHANICAL DRAWINGS
12	ALUMINUM SLIDING ENTRY DOOR W/ INSULATED GLAZING
13	BEACON - BEAM - REFER TO STYLE GUIDE
14	PAINTED TUBE STEEL CANOPY W/ STAINED WOOD TRELLIS
15	TONGUE N GROOVE WOOD PLANK CEILING, STAINED
16	ENVELOPE - CORE FINISH -REFER TO STYLE GUIDE
17	ENVELOPE - WRAP FINISH -REFER TO STYLE GUIDE
18	FINISH CONTROL JOINT
19	OVERFLOW SCUPPER -BASIS OF DESIGN NESCO MFG INC, - MODEL # SCT914R – REFER ALSO TO DETAIL 6J/A6.12
20	TAMPER RESISTANT, RECESSED HOSE BIB - MOUNT TOP AT +12" A.F.F.

KEY NOTES:	
21	ENVELOPE - ACCENT FINISH -REFER TO STYLE GUIDE
22	ENVELOPE - ACCENT FINISH -REFER TO STYLE GUIDE
23	SIGNAGE –REFER TO EXTERIOR SIGNAGE SPECIFICATIONS
24	KYNAR FINISH ALUMINUM COPING SYSTEM –COLOR TO MATCH ADJACENT MATERIAL
25	KYNAR FINISH ALUMINUM GRAVEL STOP –COLOR TO MATCH ADJACENT MATERIAL
26	REVIEW ALL VIEWS AROUND PROPERTY BEFORE LOCATING ALL ROOF TOP MECHANICAL UNITS. VERIFY ALL EQUIPMENT IS ADEQUATELY SCREENED.
27	BEACON – REFER TO SECTIONS FOR MORE INFORMATION
28	PAINTED ALUMINUM OUTSIDE CORNER BY FRY REGLET, COLOR TO MATCH ADJACENT ENVELOPE - CORE FINISH
29	EXHAUST VENT – COLOR TO MATCH ADJACENT MATERIAL
30	LIGHT FIXTURE –REFER TO CEILING PLAN
31	EXPANSION JOINT @ FLOOR LINE W/ BACKER ROD AND SEALANT
32	ALUMINUM LOUVER – COLOR TO MATCH ADJACENT MATERIAL MATCHING ADJACENT WALL
33	BUILDING HEIGHT DIMENSIONS ARE BASED ON WOOD FRAME CONSTRUCTION. THESE DIMENSIONS WILL VARY BASED ON FINAL BUILDING CONSTRUCTION. INTERIOR CEILING HEIGHT DIMENSIONS ARE CRITICAL TO MAINTAIN AS MINIMUMS.
34	CONCRETE PAD –REFER TO AREA DEVELOPMENT PLAN
35	ACCESS OPENING INTO BEACON
36	ALUMINUM GUTTER AND DS, COLOR TO MATCH ADJ. MATERIAL
37	ACCESSIBLE KEY CARD READER WIRED TO ELECTRIC STRIKE IN DOOR - TOP OF READER AT 48" MAX. HEIGHT
38	POOL PERIMETER FENCE AS REQUIRED BY CODE W/ 3'-0" GATE
39	PRECAST COPING

BUILDING SIGNAGE:

ALL SIGNAGE SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. LOCATION SIZE, ETC. TO BE DETERMINED ON AN INDIVIDUAL PROJECT BASIS.

MINIMUM 3/4" PLYWOOD BACKERBOARD REQUIRED AT SIGN LOCATIONS. AREA SHOULD COVER ENTIRE LENGTH AND HEIGHT OF FASCIA OR SPACE AVAILABLE FOR SIGN.

ELECTRICAL AND FINAL CONNECTION BY CONTRACTOR. ELECTRICAL REQUIREMENTS MAY BE OBTAINED FROM SIGN COMPANY. TYPICAL 120V REQUIREMENT

RACEWAYS/ WIREWAYS ARE NOT ALLOWED.

PERMANENT ACCESS DOORS TO INTERIOR OF ALL PARAPETS WHERE SIGNS ARE LOCATED TO BE PROVIDED BY CONTRACTOR. CONTRACTOR TO FURNISH AND CONNECT PRIMARY ELECTRICAL SERVICE INSIDE PARAPET WALL.

GUESTROOMS OR PUBLIC SPACES WITH SIGNAGE ON EXTERIOR WALLS MUST HAVE ELECTRICAL PENETRATIONS AND/ OR INSTALLED PRIOR TO CLOSING UP THE WALL. PENETRATION LAYOUT MAY BE OBTAINED FROM SIGN COMPANY.

GENERAL NOTES THIS SHEET:

1. REFER TO HOME 2 SUITES BY HILTON STANDARDS MANUAL AND STYLE GUIDE FOR ADDITIONAL INFORMATION REGARDING EXTERIOR MATERIALS, CONSTRUCTION REQUIREMENTS AND SIGNAGE REQUIREMENTS.
2. GROUT COLOR TO MATCH EXTERIOR TILE OR MASONRY.
3. BUILDING HEIGHT DIMENSIONS ARE BASED ON WOOD FRAME CONSTRUCTION. THESE DIMENSIONS WILL VARY BASED ON FINAL BUILDING CONSTRUCTION. INTERIOR CEILING HEIGHTS ARE CRITICAL TO MAINTAIN AS MINIMUMS.

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6630
STATE OF TEXAS

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REVISIONS
1
2
3
4
5

HOME2 SUITES

PEARLAND, TX

EXTERIOR ELEVATION
SHEET TITLE

1/8" = 1-0'
SCALE

6062
PROJECT NUMBER

DATE

A5.0
SHEET NUMBER

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF:	September 12, 2016	**ITEM NO.:**	**R-2016-157**
DATE SUBMITTED:	August 8, 2016	**DEPT. OF ORIGIN:**	Engineering & Capital Projects
PREPARED BY:	Raj Shrestha, P.E.	**PRESENTOR:**	Trent Epperson
REVIEWED BY:	Trent Epperson	**REVIEW DATE:**	September 6, 2016

SUBJECT: Resolution No. R2016-157, A Resolution of the City Council of the City of Pearland, Texas, authorizing the City Manager or his designee to enter into a contract with Halff Associates, Inc., in the amount of $337,075.00, for professional services associated with the Corrigan Ditch Sub-Basin of Mary's Creek Drainage Improvement Project.

EXHIBITS: R-2016- 157, Exhibit A- Location Map, Exhibit B – Professional Services Contract with Half Associates, Inc. including Proposal, Scope, & Schedule, Exhibit C- Thursday Packet Memos (August 25, 2016 & May 11, 2016)

FUNDING:

	☐ **Grant**	☐ **Developer/Other**	☐ **Cash**
☐ **Bonds To Be Sold**	☐ **Bonds- Sold**	☐ **L/P – Sold**	☐ **L/P – To Be Sold**

EXPENDITURE REQUIRED: $337,075.00
AMOUNT AVAILABLE: $580,000.00
ACCOUNT NO.: 506-300-345.5600.010
ADDITIONAL APPROPRIATION REQUIRED:
ACCOUNT NO.:
PROJECT NO.:

AMOUNT BUDGETED: $380,000.00
PROJECT NO.: DR1602

To be completed by Department:

X Finance **X Legal** **Ordinance** **X Resolution**

EXECUTIVE SUMMARY

BACKGROUND

A Preliminary Engineering Report (PER) for a portion of the Corrigan Ditch drainage area located along Wagon Trail Road, between Broadway Street (FM 518) and Mary's Creek was completed in May of 2016. This project was identified based on historical as well as recent flooding in 2015 and 2016 including citizen complaints about recurring flooding in the area.

The existing drainage system surrounding Wagon Trail Road, Cantu Road, and Ochoa Road experiences significant ponding even for relatively small storm events because of insufficient ditch capacity, undersized culverts, sedimentation in ditches and culverts, as well as the finished floor elevation of existing structures being lower than street elevation. The PER recommends an

improvement of the drainage system by constructing a closed storm sewer system with concrete curb and gutter roadways and a new outfall into the Corrigan Bypass ditch. This project has been identified as Task 1 of the Master Drainage Plan that is a joint effort of the City and BDD4, currently being completed by Halff Associates, Inc. Halff Associates, Inc. is selected for this project based on current work experience with city as well as their expertise on drainage projects.

Working with Halff Associates, Inc. staff developed the project scope and the resulting proposal is attached for review, approval and award.

SCOPE OF CONTRACT/AGREEMENT

The professional services contract includes the design of approximately 3500 LF of storm sewer improvements, 3200 LF of street improvements, and associated utility relocation and required stormwater mitigation. In addition to construction documents, including plans, specifications, and estimates, a drainage report detailing the design analysis and outfall location recommendation will be provided by Halff Associates, Inc.

The professional services contract with Halff Associates, Inc. consists of basic design services for the lump sum of $230,995.00. Additional services include survey, (topographic, utility, ROW determination, easement maps and parcel preparation) in the amount of $32,245.00 and Geotechnical investigations for $10,770.00 for a total not to exceed, lump sum fee of $43,015. Subsurface Utility Engineering (SUE) will be computed on the basis of actual units performed (vertical linear footage x number of holes) as a not to exceed $30,050.00.

Bid Phase and Construction phase services are based on Hourly Not to Exceed fees of $9,545.00 and $21,940.00 respectively. Reimbursable expenses for reproduction and mileage total $1,530.00. The total for all fees is $337,075.00. These fees reflect a total of 10.08% of the estimated construction costs.

BID AND AWARD

N/A

SCHEDULE

The design work will begin with a Notice to Proceed within 10 days of contract award, and is expected to be complete within nine (9) months, with a Bid phase duration of three (3) months. Construction is estimated to be approximately twelve (12) months in duration, based on information known at this time.

POLICY/GOAL CONSIDERATION

The projects considered herein comply with multiple Council priorities including Safe Community, Fiscally Responsible and Sustainable Infrastructure

CURRENT AND FUTURE CIP FUNDING /FINANCIAL IMPACTS/DEBT SERVICE

Year	To Date	2017	2018	2019	2020	Total
Budget	**$ 580,000**	**$ 2,538,462**				**$ 3,118,462**
Prior Expenditures						
PER						-
Land/ROW						-
Design/Survey						-
Construction						-
FF&E						-
Current Request						
Design/Survey	**337,075**					**337,075**
Future Expenditures						
PER						-
Land/ROW	242,925					242,925
Design/Survey						-
Construction		2,538,462				2,538,462
FF&E						-
Total Expenditures	**$ 580,000**	**$ 2,538,462**	**$ -**	**$ -**	**$ -**	**$ 3,118,462**
Remaining Balance	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Debt Sold						
Debt to Be Sold		58,000	58,000	58,000	58,000	
Annual Debt Service	**-**	**58,000**	**58,000**	**58,000**	**58,000**	

RECOMMENDED ACTION

Consideration and approval of a resolution approving a Professional Services Contract with Halff Associates, Inc. in an amount of $337,075.00 for the Corrigan Ditch Sub-Basin of Mary's Creek Drainage Improvement project and authorizing the City Manager to execute the agreement.

RESOLUTION NO. R2016-157

A Resolution of the City Council of the City of Pearland, Texas, authorizing the City Manager or his designee to enter into a contract with Halff Associates, Inc., in the amount of $337,075.00, for professional services associated with the Corrigan Ditch Sub-Basin of the Mary's Creek Drainage Improvement Project.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS:

Section 1. That certain contract by and between the City of Pearland and Halff Associates, Inc., a copy of which is attached hereto as Exhibit "A" and made a part hereof for all purposes, is hereby authorized and approved.

Section 2. That the City Manager or his designee is hereby authorized to execute and the City Secretary to attest a contract with Halff Associates, Inc., for the professional services associated with the Corrigan Ditch Sub-Basin of the Mary's Creek Drainage Improvement Project.

PASSED, APPROVED and ADOPTED this the _____ day of _____, A.D., 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

CITY OF PEARLAND

Corrigan Ditch Subbasin of Mary's Creek Drainage Improvements

Exhibit A

Curb and Gutter Section

Project Area

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

1 inch = 300 feet

AUGUST 2016
GIS DEPARTMENT

N

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT is entered into upon final execution by and between the City of Pearland ("CITY") and Halff Associates, Inc. ("CONSULTANT").

The CITY engages the CONSULTANT to perform professional services for a project known and described as Corrigan Ditch Sub-Basin of Mary's Creek Drainage Improvements ("PROJECT"). (Project # DR1602)

SECTION I - SERVICES OF THE CONSULTANT

The CONSULTANT shall perform the following professional services to CITY standards and in accordance with the degree of care and skill that a professional in Texas would exercise under the same or similar circumstances:

A. The CONSULTANT shall perform design services. See Exhibit A, attached, for a detailed SCOPE OF WORK and PROJECT schedule. The PROJECT schedule shall be submitted in digital and hard copy form in the Microsoft Project for Windows format.

B. The CONSULTANT shall prepare and submit a detailed opinion of estimated cost of the PROJECT.

C. The CONSULTANT acknowledges that the CITY (through its employee handbook) considers the following to be misconduct that is grounds for termination of a CITY employee: Any fraud, forgery, misappropriation of funds, receiving payment for services not performed or for hours not worked, mishandling or untruthful reporting of money transactions, destruction of assets, embezzlement, accepting materials of value from vendors, or consultants, and/or collecting reimbursement of expenses made for the benefit of the CITY. The CONSULTANT agrees that it will not, directly or indirectly; encourage a CITY employee to engage in such misconduct.

D. The CONSULTANT shall submit all final construction documents in both hard copy and electronic format. Plans shall be AutoCAD compatible and all other documents shall be Microsoft Office compatible. The software version used shall be compatible to current CITY standards. Other support documents, for example, structural calculations, drainage reports and geotechnical reports, shall be submitted in hard copy only. All Record Drawings electronic files shall be submitted to the CITY in TIF format.

E. The CONSULTANT recognizes that all drawings, special provisions, field survey notes, reports, estimates and any and all other documents or work product generated by the CONSULTANT under the CONTRACT shall be delivered to the CITY upon request, shall become subject to the Open Records Laws of this State.

F. The CONSULTANT shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons, damages to property, or any errors and omissions relating to the performance of any work by the CONSULTANT, its agents, employees or subcontractors under this Agreement, as follows:

(1) Workers' Compensation as required by law.

(2) Professional Liability Insurance in an amount not less than $1,000,000 in the aggregate.

(3) Comprehensive General Liability and Property Damage Insurance with minimum limits of $1,000,000 for injury or death of any one person, $1,000,000 for each occurrence, and $1,000,000 for each occurrence of damage to or destruction of property.

(4) Comprehensive Automobile and Truck Liability Insurance covering owned, hired, and non-owned vehicles, with minimum limits of $1,000,000 for injury or death of any one person, $1,000,000 for each occurrence, and $1,000,000 for property damage.

The CONSULTANT shall include the CITY as an additional insured under the policies, with the exception of the Professional Liability Insurance and Workers' Compensation. Certificates of Insurance and endorsements shall be furnished to the CITY before work commences. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, and/or reduced in coverage or in limits ("Change in Coverage") except with prior written consent of the CITY and only after the CITY has been provided with written notice of such Change in Coverage, such notice to be sent to the CITY either by hand delivery to the City Manager or by certified mail, return receipt requested, and received by the City no fewer than thirty (30) days prior to the effective date of such Change in Coverage. Prior to commencing services under this CONTRACT, CONSULTANT shall furnish CITY with Certificates of Insurance, or formal endorsements as required by this CONTRACT, issued by CONSULTANT'S insurer(s), as evidence that policies providing the required coverage, conditions, and limits required by this CONTRACT are in full force and effect.

G. The CONSULTANT shall indemnify and hold the CITY, its officers, agents, and employees, harmless from any claim, loss, damage, suit, and liability of every kind for which CONSULTANT is legally liable, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, for damage to any property, or errors in design, any of which are caused by the negligent act or omission of the CONSULTANT, his officers, employees, agents, or subcontractors under this CONTRACT.

H. All parties intend that the CONSULTANT, in performing services pursuant to this CONTRACT, shall act as an independent contractor and shall have control of its own work and the manner in which it is performed. The CONSULTANT is not to be considered an agent or employee of the CITY.

SECTION II - PERIOD OF SERVICE

This CONTRACT will be binding upon execution and end 240 days after NTP issued.

SECTION III - CONSULTANT'S COMPENSATION

A. The total compensation for the services performed shall not exceed the total noted in Section B.

B. The CITY shall pay the CONSULTANT in installments based upon monthly progress reports and detailed invoices submitted by the CONSULTANT based upon the following:

1.	Basic Services (Lump Sum)	$230,995.00
2.	Additional Services shall require independent and specific authorization and shall be billed as (Lump Sum):	$43,015.00
3.	Subsurface Utility Engineering (Unit Cost for Services)	$30,050.00
4.	Bid Phase Services (Hourly Not to Exceed)	$9,545.00
5.	Construction Phase Services (Hourly Not to Exceed)	$21,940.00
6.	Reimbursable Expenses (Not to Exceed)	$1,530.00
7.	Total:	$337,075.00

C. The CITY shall make payments to the CONSULTANT within thirty (30) days after receipt and approval of a detailed invoice. Invoices shall be submitted on a monthly basis.

SECTION IV - THE CITY'S RESPONSIBILITIES

A. The CITY shall designate a project manager during the term of this CONTRACT. The project manager has the authority to administer this CONTRACT and shall monitor compliance with all terms and conditions stated herein. All requests for information from or a decision by the CITY on any aspect of the work shall be directed to the project manager.

B. The CITY shall review submittals by the CONSULTANT and provide prompt response to questions and rendering of decisions pertaining thereto, to minimize delay in the progress of the CONSULTANT'S work. The CITY will keep the CONSULTANT advised concerning the progress of the CITY'S review of the work. The CONSULTANT agrees that the CITY'S inspection, review, acceptance or approval of CONSULTANT'S work shall not relieve CONSULTANT'S responsibility for errors or omissions of the CONSULTANT or its sub-consultant(s) or in any way affect the CONSULTANT'S status as an independent contractor of the CITY.

SECTION V - TERMINATION

A. The CITY, at its sole discretion, may terminate this CONTRACT for any reason -- with or without cause -- by delivering written notice to CONSULTANT personally or by certified mail at 14800 Saint Mary's Lane, Suite 160 Houston, TX 77079. Immediately after receiving such written notice, the CONSULTANT shall discontinue providing the services under this CONTRACT.

B. If this CONTRACT is terminated, CONSULTANT shall deliver to the CITY all drawings, special provisions, field survey notes, reports, estimates and any and all other documents or work product generated by the CONSULTANT under the CONTRACT, entirely or partially completed, together with all unused materials supplied by the CITY on or before the 15th day following termination of the CONTRACT.

C. In the event of such termination, the CONSULTANT shall be paid for services performed prior to receipt of the written notice of termination. The CITY shall make final payment within sixty (60) days after the CONSULTANT has delivered to the CITY a detailed invoice for services rendered and the documents or work product generated by the CONSULTANT under the CONTRACT.

D. If the remuneration scheduled under this contract is based upon a fixed fee or definitely ascertainable sum, the portion of such sum payable shall be proportionate to the percentage of services completed by the CONSULTANT based upon the scope of work.

E. In the event this CONTRACT is terminated, the CITY shall have the option of completing the work, or entering into a CONTRACT with another party for the completion of the work.

F. If the CITY terminates this CONTRACT for cause and/or if the CONSULTANT breaches any provision of this CONTRACT, then the CITY shall have all rights and remedies in law and/or equity against CONSULTANT. Venue for any action or dispute arising out of or relating to this CONTRACT shall be in Brazoria County, Texas. The laws of the State of Texas shall govern the terms of this CONTRACT. The prevailing party in the action shall be entitled to recover its actual damages with interest, attorney's fees, costs and expenses incurred in connection with the dispute and/or action. CONSULTANT and CITY desire an expeditious means to resolve any disputes that may arise between under this CONTRACT. To accomplish this, the parties agree to mediation as follows: If a dispute arises out of or relates to this CONTRACT, or the breach thereof, and if the dispute cannot be settled through negotiation, then the parties agree first to try in good faith, and before pursuing any legal remedies, to settle the dispute by mediation of a third party who will be selected by agreement of the parties.

SECTION VI – ENTIRE AGREEMENT

This CONTRACT represents the entire agreement between the CITY and the CONSULTANT and supersedes all prior negotiations, representations, or contracts, either written or oral. This CONTRACT may be amended only by written instrument signed by both parties.

SECTION VII – COVENANT AGAINST CONTINGENT FEES

The CONSULTANT affirms that he has not employed or retained any company or person, other than a bona fide employee working for the CONSULTANT to solicit or secure this CONTRACT, and that he has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the CONTRACT. For breach or violation of this clause, the CITY may terminate this CONTRACT without liability, and in its discretion, may deduct from the CONTRACT price or consideration, or otherwise recover, the full amount of such fee, commission, percentage brokerage fee, gift, or contingent fee that has been paid.

SECTION VIII- SUCCESSORS AND ASSIGNS

This CONTRACT shall not be assignable except upon the written consent of the parties hereto.

CITY OF PEARLAND, TEXAS	DATE
TERRY M. BARR CONSULTANT	08/26/2016 DATE

EXHIBIT A

DRAINAGE SCOPE OF SERVICES

FOR

Corrigan Ditch Sub-Basin of Mary's Creek
Drainage Improvements

SCOPE FOR ENGINEERING DESIGN

The scope set forth herein defines the work to be performed by Halff Associates, Inc. (Halff) in completing the project. Both the City of Pearland (City) and Halff have attempted to clearly define the work to be performed and address the needs of the Project. Under this scope, Halff is expanded to include any sub-consultant, including surveyor, employed or contracted by the Halff.

OBJECTIVE

The project area to be improved includes the section of Wagon Trail Rd. from Broadway (FM518) to Bardet Rd. as well as Cantu Rd. and Ochoa Rd. from Wagon Trail Rd. to their respective ends approximately 650 LF east of Wagon Trail Rd. The drainage area includes approximately 34.1 acres south of W Broadway St. The existing drainage system consists of roadside ditches, which drain the area west to Wagon Trail, north to W Broadway, and then east toward the Corrigan Bypass ditch, which is the outfall. The area has a history of flooding and numerous instances of street and structural flooding have been reported.

In January 2016, Halff Associates, Inc. was authorized by the City of Pearland (City) and Brazoria Drainage District No. 4 (BDD4) to conduct a drainage study of the area surrounding Wagon Trail Rd. as part of Phase I of the Master Drainage Plan, which is currently in progress. The study evaluated the drainage patterns in the area, proposed potential improvement alternatives, and made recommendations for drainage improvements. The final report was submitted to the City in May 2016. Based on the report, the City has requested that Halff prepare a proposal for the design of storm sewer and street improvement to Wagon Trail, Ochoa, and Cantu Rd.

The proposed design will include approximately 3500 LF of storm sewer improvements and 3200 LF of street improvements as well as associated utility relocation and necessary mitigation. Plan submittals will be provided at the 60, 90, and 100-percent milestones. The improvements will outfall into the Corrigan Bypass ditch, which is within BDD4 jurisdiction. As such coordination with BDD4 will be required. City and BDD4 permitting requirements are included in this design proposal. In addition to construction documents, including plans, specifications, and estimates, a drainage report detailing the design analysis and outfall location recommendations will be provided. Any easement documents needed for the construction of the project will be prepared by Halff. The scope will also include meetings and coordination with the City and the residents within the project area if needed. The final (100%) design submittal is expected to be complete within 8 months of an executed contract and written notice to proceed.

TASK 1. DESIGN MANAGEMENT

Project management activities shall include task leadership and direction, communication, project status reports, project progress meetings, project invoicing, and personnel and data management among other general project management activities. Specific meetings beyond staff management coordination and regular communication include the following:

1) Project Meetings & Coordination

    a) Attend one (1) project kickoff meeting with staff from the City of Pearland. The meeting will be coordinated by the Halff Project Manager and is intended to discuss key items such as project schedule, budget, and any specific directives. Halff will provide a preliminary schedule of tasks.
    b) Attend up to six (6) monthly progress meetings throughout the project to discuss progress and any specific issues that may arise during the design process.
    c) Attend one (1) public meeting or City Council meeting for the City of Pearland to discuss process, findings, and recommendations for Phase II and answer questions. Provide the necessary exhibits for the meeting.
    d) Management and internal coordination of the project team, including subconsultants
    e) Meeting notes shall be submitted to the City Project Manager within five (5) working days after each meeting.

2) Development of a Project Management Plan

    a) Develop a Project Management Plan (PMP) for the City. This is a planning and communication document that will include specific information regarding to the scope and budget, as well as schedule, team resources, discussion of quality control procedures, and a communication plan. PMP shall be completed prior to the project kickoff meeting.
    b) Within the PMP, the project schedule will be provided. Any delays to the project schedule shall be discussed in writing and provided to the City for review and approval.

3) Invoicing/Project Status Reports

    a) Monthly project status reports shall be provided to the City with the monthly invoices. Progress shall include notes regarding work completed in the preceding billing cycle, work expected to be completed in the next cycle, and any outstanding questions or issues for discussion.

ASSUMPTIONS

- All meetings will be attended by the Project Manager and one (1) Project Engineer
- Meetings related to submittal review and bid/construction phase services are included with their respective tasks

DELIVERABLES

- Meeting summaries with action items
- Monthly Project Status Report with invoices
- Project Management Plan with baseline design schedule
- Exhibits/Boards for the public meeting

TASK 2. DATA COLLECTION

Data collection tasks will include gathering of information key to the design process and include historical information such as plans and/or reports for the area, survey and subsurface utility information, geotechnical information, and field observation data. Specific tasks include the following:

1) Data Collection
    a) Review adjacent projects, both current and future and identify and potential impact to the projects.
    b) Gather record drawings and reports for the project area and surrounding areas
    c) Field reconnaissance visit to locate and verify size and condition of the drainage facilities in the project area as well as the terrain layout as it relates to the proposed street improvements and grading of potential mitigation features. Outfall location and surrounding channel will be included in the site visit. Features will be photographed and documented.

2) Topographic, Utility, Boundary Survey
    a) Prepare and send Right of Entry requests to all property owners for survey access. Access for subsurface utility engineering will be done in conjunction with survey ROE requests.
    b) Perform field surveys to collect horizontal and vertical elevations and other information needed for the design and preparation of plans for the project. Information gathered during the survey shall include topographic data, utilities as required by the SUE, structures, and other features relevant to the final plan sheets. Existing drainage at intersections will be verified by field surveys. Spot elevations will be shown on intersection layouts with cross slope to fit intersecting grade lines.
    c) Determine the ROW location for the project based on approximate method. Property corners will be located and deed research conducted for those properties which will require easement acquisition.
    d) The minimum survey information to be provided on the plans shall include the following:
        i. A Project Control Sheet, showing **ALL** Control Points, used or set while gathering data. Generally on a scale of not less than 1:400:
        ii. The following information about each Control Point;
            1. Identified (Monument #8901, PK Nail, 5/8" Iron Rod)
            2. X, Y and Z Coordinates, in an identified coordinate system, and a referred bearing base. Z coordinate on preferred datum.
            3. Descriptive Location (Ex. Set in the centerline of the inlet in the South curb line of North Side Drive at the East end of radius at the Southeast corner of North Side Drive and North Main Street).

3) Subsurface Utility Engineering
    a) Halff will perform Subsurface Utility Engineering (SUE) in accordance with ASCE CI/ASCE 38-02 "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data." This standard defines the following Quality Levels:
        i. Quality Level-A: Precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point. Minimally intrusive excavation equipment is typically used to

minimize the potential for utility damage. A precise horizontal and vertical location, as well as other utility attributes, is shown on plan documents.

ii. Quality Level-B: Information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities. Quality Level-B data should be reproducible by surface geophysics at any point of their depiction. This information is surveyed to applicable tolerances defined by the project and reduced onto plan documents

iii. Quality Level-C: Information obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to Quality Level-D information.

iv. Quality Level-D: Information derived from existing records or oral recollections.

b) Quality Level-A: Utility Test Holes / Utility Location (Vacuum Excavation) – Halff will perform up to ten (10) Quality Level-A Utility Test Holes for this project. Halff will excavate an 8" x 8" test hole, record the depth of utility, backfill & compact test hole, and restore the surface to its original condition. An iron rod with cap, nail with ribbon or "x-cut" will be set to mark the location of the test hole. Halff will make a good faith effort to locate all utilities, but shall be compensated for work performed even if the utility is not located.

c) Quality Level-B: Utility Designation– Halff will designate the approximate horizontal position of toneable utilities within the project limits using geophysical prospecting equipment and mark using paint and/or pin flags. We anticipate the designation of approximately 13,000 linear feet of utilities including buried communication, electric, gas, water and waste water / sanitary sewer. Designation of irrigation lines, storm drain and adjacent utilities within the corridor is not included in this proposal. Because of limited utility record information, Halff cannot guarantee that all utilities will be found and marked within the project limits.

d) Quality Level-C: Utility Survey & Mapping – Utility paint markings, pin flags, and all above ground utility appurtenances will be surveyed and tied to supplied project survey control. Survey data will be processed and drawings depicting the findings of the SUE investigation will be supplied to client in either MicroStation or AutoCAD.

e) Quality Level-D: Utility Records Research – Available utility records will be provided to Halff by the City of Pearland. Halff will perform utility record research as needed to successfully complete the project. Situations where the utility does not have a metallic composition; a metallic tracer line attached; limited access to insert a tracer line within it, the approximate location of the utility may be determined through the use of available utility records and direct correspondence with the utility service provider if available. In these areas, the utilities will be depicted as to utility records Quality Level-D.

f) SUE Deliverables / CADD – Deliverables for the designating work will include an electronic file (MicroStation and/or AutoCAD format) containing the horizontal locations of the utilities. The utilities will be referenced into the base / seed file provided. A Test Hole Data Form will be completed and submitted to the City for each hole performed indicating depth, size, and material of utility. Electronic files will also be provided in MicroStation and/or AutoCAD format along with PDFs.

g) Traffic Control - Provide routine/ordinary work zone traffic control consisting of traffic cones and free-standing signage for this project. It does not include lane closure(s), flagger person(s), arrow board(s), changeable message board(s), or the preparation of engineered work zone traffic control plans. If unique or additional work zone traffic

control situations are required once test hole locations are determined, Halff will prepare a Supplemental Agreement and submit for approval.

h) Permitting – ROW and street cut permits will be coordinated with City of Pearland

4) Geotechnical Investigation

a) Soil investigations, including field and laboratory tests, borings, related engineering analysis and recommendations for determining soil conditions will be made. In addition to the above investigations, borings and appropriate field and laboratory analysis will be made at reasonable intervals along the project alignment for the Contractor's use in determining soil conditions for preparing bids and a Trench Safety Plan. Approximately four (4) borings will be taken.

b) Prepare a detailed geotechnical engineering study and pavement design recommendations. The study shall include recommendations regarding utility trenching and identifying existing groundwater elevation at each boring.

ASSUMPTIONS

- Halff is responsible for preparation of easement documents. Easement acquisition is the responsibility of the City.
- Topographic information gathered during the Wagon Trail drainage investigation will be utilized and supplemented with data gathered as part of this project.

DELIVERABLES

- Field Observation Report
- Survey data points, notes, photos
- SUE electronic files and test hole data forms
- Geotechnical report

TASK 3. PRELIMINARY DESIGN

The purpose of the preliminary design is to identify, develop, and recommend the design concept that successfully addresses the design problem, and to obtain the City's endorsement of the potential improvements. The preliminary design will include drainage calculations and/or modeling, identification of mitigation needs and potential locations, and preparation of the preliminary design (60%) drawings. Per Halff's discussion with City staff, the drainage calculations will be performed using 1D/2D modeling. Specific tasks include the following:

1) Drainage Calculations

    a) Existing Conditions Modeling – Develop an existing conditions model using InfoWorks ICM (v6.0 or later) to evaluate the existing drainage patterns including the roadside ditch network and overland flow. The modeling will utilize a 1D/2D network to determine the system baseline. A portion of the Corrigan ditch will be included in the model since it is the receiving stream. Discharge hydrographs will be determined using accepted methodologies; however, direct rainfall application may be used to provide overland flow guidance. The 33% chance (3-year) and 1% chance (100-year) storms will be evaluated.
    b) Proposed Conditions Modeling – Update the models to include proposed conditions storm sewer improvements and roadway improvements. Proposed pipes will be added into the existing conditions network. The existing terrain will be modified to incorporate changes to the streets and ditches. Model results will be compared to the existing conditions to determine the peak discharge and volume increases.
    c) Mitigation Measures – Identification of the mitigation required to offset impact resulting from the proposed improvements. Potential locations will be evaluated and a comparison to the existing and proposed modeling will be conducted to demonstrate the effectiveness of these measures.
    d) Inlet/Lateral Sizing – Calculations will be provided to adequately size inlets and lateral lines. Standard inlet sizes will be used in the models to ensure consistency with City design guidelines.
    e) Overland (Street) Flow – Flow and elevations in the street will be evaluated using the 2D model to ensure that no negative impacts result from the proposed improvements. Given the surrounding area and the fact that there is an existing drainage problem, containment of the 100-year within the ROW may not be possible. Halff will work to achieve 100-year flows in the ROW where possible.
    f) Documentation – A memorandum will be prepared detailing the drainage calculation process, methodologies, findings and recommendations. Applicable, figures, tables and other information will be provided. Information including the overall drainage area, drainage subbasins, loss parameters, times of concentration, pipe and street conveyance, water surface elevations, and volume information will be provided. Hydraulic Grade Line information from the model will be included on the plan & profile drawings to ensure design criteria are satisfied.

2) Preliminary Design Drawings

    a) Prepare preliminary (60%) plan set, including drainage calculation information, overall alignments, plan and profile drawings of the proposed storm sewer and paving improvements, outfall design, preliminary mitigation pond grading, etc. A complete set of drawings will be provided as part of the preliminary (60%) submittal. Specific sheets include the following:
        i. Cover Sheet
        ii. Notes/Legend

iii. Survey Control
iv. SUE Sheets
v. Demolition Plan
vi. Drainage Area Map
vii. Hydraulic Calculation Tables
viii. Hydraulic Notes
ix. Overall Plan/Horizontal Alignment
x. Plan & Profile Sheets
xi. Outfall Design
xii. Mitigation Design
xiii. Typical Sections
xiv. Inlet/Lateral Plan & Profile.
xv. Paving Sections
xvi. Water/Wastewater Adjustments
xvii. Standard Details
xviii. Special Details
xix. Traffic Control Plan
xx. Stormwater Pollution Prevention Plan

3) Technical Specifications

   a) Prepare preliminary draft technical specifications based on City of Pearland standards.

4) Opinions of Probable Construction Cost

   a) Prepare preliminary (60%) opinions of probable construction cost. Halff will utilize standards City bid items unless otherwise directed by the City. A contingency of 25% will be added to the total estimated construction cost.

ASSUMPTIONS

- Standard Details provided on the City of Pearland website will be utilized
- City Design Criteria will be used where appropriate; however, the use of a 2D dynamic model will require some changes to the standard submittal. Specific changes will be discussed with the City.
- Existing signage will be replaced as part of the project. No existing sign inventory is required.
- The City will provide information regarding viable mitigation sites.

DELIVERABLES

- Drainage Report and associated modeling (1 hard copy, digital copy)
- 60% Plan Set Submittal (1 hard copy set – 22” x 34”; digital copy in PDF format)
- 60% Technical Specifications
- 60% Estimates of Probable Construction Cost
- Submittals will be uploaded to Pro-Trac Project Management site

TASK 4. DRAFT FINAL AND FINAL DESIGN

Completion of the draft final (90%) and final (100%) design plans, specifications, and estimates. The final design will include updates to all construction documents based on the review comments at the 60% and 90% milestones. Specific tasks include:

1) Draft Final (90%) Design Submittal
    a) Following the 60% submittal review meeting with the City, Halff will update the plans, specifications, and estimates based on comments and make the necessary updates and changes to the construction documents.
    b) Halff will develop Special Conditions for inclusion in the Technical Specifications.
    c) Halff will update the Opinion of Probable Construction Cost based on the plan updates and review comments. A contingency of 15-20% will be added to the total estimated construction cost.
2) Permitting
    a) Halff will identify the necessary permit requirements for completion of the project. These include but are not limited to the City of Pearland, Brazoria DD4, TXDOT, etc.
    b) Halff will submit plans to private utilites and drainage district for signatures
3) Final (100%) Design Submittal
    a) Following the 90% submittal review meeting with the City, Halff will update the plans, specifications, and estimates based on comments and make the necessary updates and changes to the construction documents.
    b) Halff will finalize the special Conditions for inclusion in the Technical Specifications.
    c) Halff will finalize the Opinion of Probable Construction Cost based on the plan updates and review comments. A contingency of 10-15% will be added to the total estimated construction cost.
    d) Each plan sheet shall be stamped, dated, and signed by the ENGINEER registered in State of Texas.

ASSUMPTIONS

- Standard Details provided on the City of Pearland website will be utilized
- Submittals will be uploaded to Pro-Trac Project Management site

DELIVERABLES

- Drainage Report and associated modeling (1 hard copy, digital copy)
- 90% Submittal Package (Plans, Specifications, Estimates) - (1 hard copy set – 22” x 34”; digital copy in PDF format)
- 100% Submittal Package (Plans, Specifications, Estimates) - (1 hard copy set – 22” x 34”; digital copy in PDF format)

TASK 5. BID PHASE SERVICES

Upon completion of the design phase, Halff will support the bid phase of the project. Specific tasks to be performed include:

1) Bid Phase Services

   a) Upload plans, specifications, estimates and bid book on Pro-Trac
   b) Conduct Pre-Bid conference; Prepare meeting agenda and summary
   c) Respond to questions and requests from bidders in the form of addenda
   d) Attend the bid opening
   e) Tabulate and review bids received for the project and prepare a letter of recommendation for award of construction contract; attend the City Council meeting for award of construction contract
   f) Assist City in determining qualifications and acceptability of prospective contractors, subcontractors, and suppliers
   g) Assist City with assembling and awarding contract documents for construction
   h) Incorporate all addenda into the contract documents and issue conformed sets

ASSUMPTIONS

- Two (2) Addenda are assumed
- The project will be bid only once and awarded to one contractor.
- Ten (10) sets of construction documents (plans, specifications) will be printed and made available for purchase by plan holders and/or given to plan viewing rooms.

DELIVERABLES

- Addenda
- Bid Tabulations
- Recommendation of Award
- Construction Documents (conformed, if applicable)

TASK 6. CONSTRUCTION PHASE SERVICES

Upon completion of the bid phase, Halff will support the construction phase of the project. Specific tasks to be performed include:

1) Construction Phase Services

   a) Attend Pre-Construction Conference
   b) Visit the site bi-weekly to observe and report on progress
   c) As requested by the CITY, provide necessary interpretations and clarifications of contract documents, review change orders, and make recommendations as to the acceptability of the work.
   d) The ENGINEER shall review shop drawings, samples and other submittals submitted by the contractor for general conformance with the design concepts and general compliance with the requirements of the contract for construction. Such review shall not relieve the Contractor from its responsibility for performance in accordance with the contract for construction, nor is such review a guarantee that the work covered by the shop drawings, samples and submittals is free of errors, inconsistencies or omissions.
   e) Attend the “Substantial” and “Final” project walk through and assist with reparation of final punch list
   f) Review the contractor’s pay estimate, evaluate completion of work and make payment recommendations
   g) Provide “as-built” drawings from contractor’s record drawings in electronic format, including PDF and GIS.

ASSUMPTIONS

- Ten (10) site visits are assumed
- Ten (10) submittal reviews are assumed
- Four (4) RFI’s are assumed
- Three (3) Change Orders are assumed

DELIVERABLES

- Response to Contractor’s Request for Information
- Review of Change Orders
- Review of shop drawings
- Final Punch List items
- Record Drawings in PDF and GIS format

EXHIBIT B
CORRIGAN DITCH SUB-BASIN OF MARY'S CREEK
DRAINAGE IMPROVEMENTS
BASIS OF COMPENSATION
August 2016

A. Compensation

1. The Engineer will be compensated a total lump sum fee of **$ 230,995.00,** for all basic services, which includes design management and coordination, preliminary (60%), draft final (90%) and final design (100%) submittals. Payment of the total lump sum fee shall be considered full compensation for the services described in Exhibit A including labor materials, supplies, and equipment necessary to complete the project.

2. The Engineer will be compensated a total lump sum fee of **$ 32,245.00,** for all survey, including topographic, utility, ROW determination, Easement Maps and Parcel Preparation. Payment of the total lump sum fee shall be considered full compensation for the services described in Exhibit A including labor materials, supplies, and equipment necessary to complete the project.

3. Payment for subsurface utility engineering (SUE) will be computed on the basis of actual linear footage designated and the number of test holes performed to determine the payment due for labor services. Total payments for subsurface utility engineering (SUE) related services shall not exceed **$ 30,050.00.**

4. Geotechnical services will be provided by Geotest Engineering, Inc. (Subconsultant). The subconsultant will be compensated a total lump sum fee of **$ 10,770.00,** for all services including soil investigation, field and laboratory tests, borings, related engineering analysis and recommendations.

5. The Engineer will be compensated an hourly not to exceed fee of **$ 9,545.00,** for all bid phase services. Payment of the total lump sum fee shall be considered full compensation for the services described in Exhibit A including labor materials, supplies, and equipment necessary to complete the project.

6. The Engineer will be compensated an hourly not to exceed fee of **$ 21,940.00,** for all construction phase services. Payment of the total lump sum fee shall be considered full compensation for the services described in Exhibit A including labor materials, supplies, and equipment necessary to complete the project.

7. Payment for Reimbursible Expenses which, in general, include expenses for printing, supplies, transportation, equipment, travel, communication, subsistence and lodging away from home, and similar incidentals. Total payment for Direct, Non-Labor Expenses shall not exceed **$ 1,530.00.**

8. Payment for all services described in Attachment "A" shall not exceed the total amount of **$ 337,075.00** without an approved change order.

9. Partial payment shall be made monthly upon receipt of an invoice from the Engineer, prepared from the books and records of the Engineer, outlining the amount of hours worked by each employee classification, and the hourly rate along with itemized charges for any subcontract and reproduction work performed during the period covered by said invoice. Each invoice is to be verified as to its accuracy and compliance with the terms of this contract by an officer of the Engineer. Payment will be subject to certification by the Director of Engineering or his duly authorized representative that such work has been performed.

B. Schedule

Final Plans and Contract Documents for bid advertisement of the Corrigan Ditch Sub-Basin of Mary's Creek Drainage Improvements shall be submitted within 240 calendar days after the "Notice to Proceed" letter is issued, based on an assumed maximum City review time of 14 days per submittal. The schedule for intermediate milestones shall be as follows.

A. Survey and SUE – 28 calendar days after notice to proceed

B. Drainage Calculations – 77 calendar days after notice to proceed

C. 60% Preliminary Plans – 140 calendar days after Notice to Proceed**.**

D. 90% Draft Final Engineering Plans – 196 calendar days after Notice to Proceed, based on an assumed maximum City review time of 14 days.

E. 100% Final Engineering Plans and Contract Documents – 231 calendar days after Notice to Proceed, based on an assumed maximum City review time of 14 days.

F. Final Plans and Contract Documents for Bid Advertisement - 245 calendar days after Notice to Proceed, based on an assumed maximum City review time of 14 days.

EXHIBIT B-1
CORRIGAN DITCH SUB-BASIN OF MARY'S CREEK
DRAINAGE IMPROVEMENTS
FEE SUMMARY
August 2016

FEE SUMMARY BY TASK

TASK	DESCRIPTION	AMOUNT
1	Design Management & Coordination	$ 30,605
2	Data Collection	$ 80,255
3	Preliminary Design (60%)	$ 145,550
4	Final Design (90%, 100%)	$ 48,560
5	Bid Phase Services	$ 9,625
6	Construction Phase Services	$ 22,480
TOTAL		$ 337,075

FEE SUMMARY BY SERVICE CATEGORY

CATEGORY	AMOUNT
Basic Services	$ 230,995.00
Additional Services	$ 73,065.00
Halff Associates (Survey)	$ 32,245.00
Halff Associates (SUE)	$ 30,050.00
Subconsultant (Geotechnical)	$ 10,770.00
Bid-Phase Services	$ 9,545.00
Construction Phase Services	$ 21,940.00
Reimbursible Expenses	$ 1,530.00
TOTAL	$ 337,075.00

EXHIBIT B-2
CORRIGAN DITCH SUB-BASIN OF MARY'S CREEK
DRAINAGE IMPROVEMENTS
RATE SCHEDULE
August 2016

Position	Maximum Hourly Rate
Principal-in-Charge	$300.00
QA/QC Manager	$250.00
Project Manager	$225.00
H&H Engineer	$175.00
Senior Design Engineer	$150.00
Junior Design Engineer	$120.00
Engineer-in-Training	$105.00
CADD Technician	$80.00
GIS Technician	$80.00
Administrative	$75.00

EXHIBIT B-3
CITY OF PEARLAND
CORRIGAN DITCH SUB-BASIN OF MARY'S CREEK
DRAINAGE IMPROVEMENTS
LEVEL OF EFFORT ESTIMATE
August 26, 2016

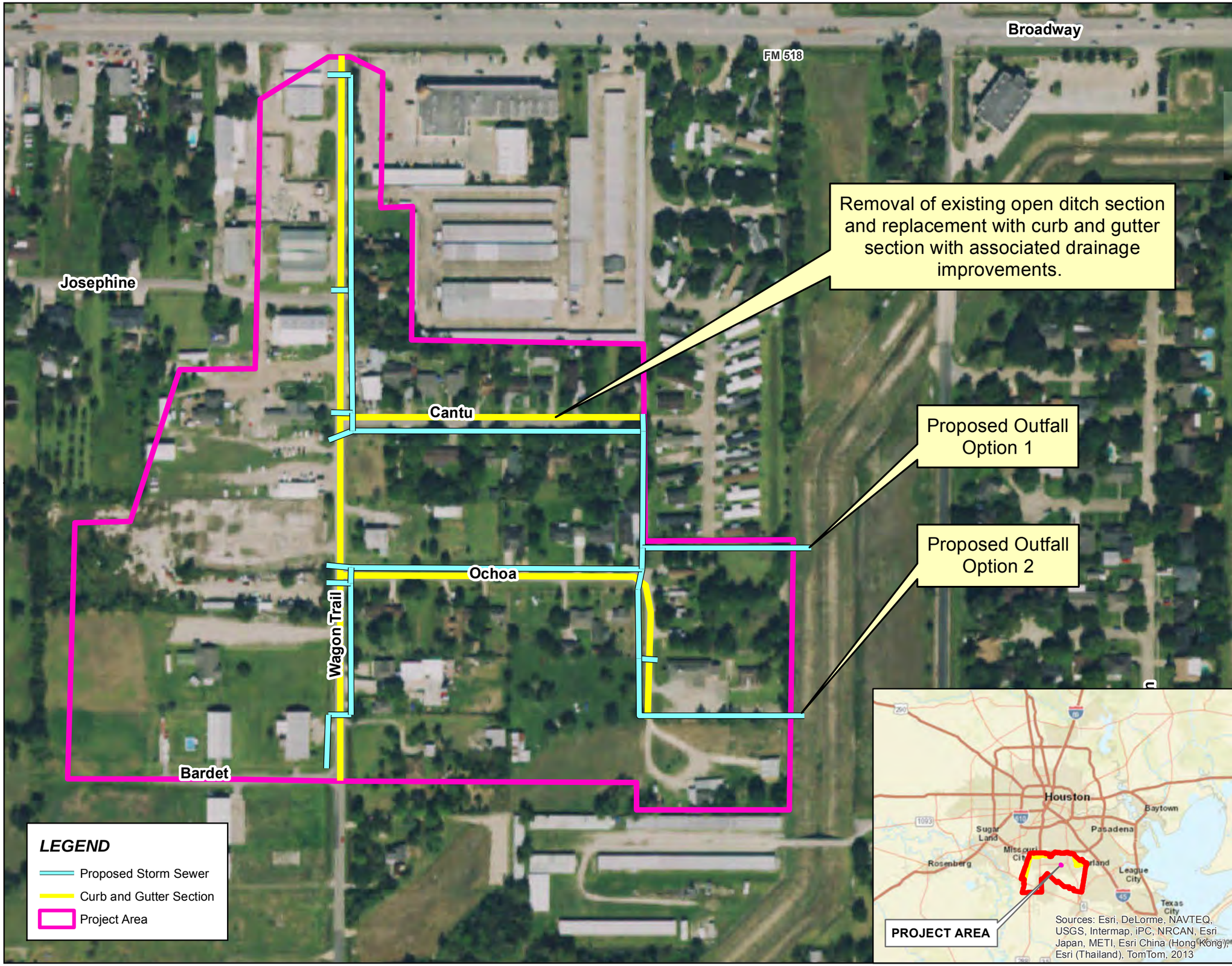
Project Phases and Tasks*	Project Director QA/QC	Project Manager	H&H Engineer	Senior Design Engineer	Junior Design Engineer	Engineer-in-Training	CADD Technician	GIS Technician	Administrative	Effort Subtotal	Subconsultant	Direct Costs	Reimbursible Expenses	Project Total
	$250.00	$225.00	$175.00	$150.00	$120.00	$105.00	$80.00	$80.00	$75.00	Hours				
Task 1: Design Management & Coordination														
Development of Project Mangement Plan		8	1	1					2	$2,275				**$2,275**
Project Kickoff Meeting & Minutes (1)		2		2						$750			$40	**$790**
Project Update Meetings & Minutes (6)		12	4	12						$5,200			$240	**$5,440**
Preparation and Public Meeting (1)	2	8	4	8	4	8	8	8		$6,800			$100	**$6,900**
Project Coordination		28	8	20	8	8			4	$12,800				**$12,800**
Invoicing and Project Status Reports (8)		8							8	$2,400				**$2,400**
Subtotal Task 1	2	66	17	43	12	16	8	8	14	$30,225	$0	$0	$380	**$30,605**
Task 2: Data Collection														
Data Collection (Record Drawings, Reports, Field)		1	2	2		8				$1,715			$40	**$1,755**
Design Survey & Easements			2	8										
Preparation of ROE Requests		1				1			8	$930				**$930**
Topographic and Utility Survey		1	2	2						$875		$21,215		**$22,090**
ROW Determination				2						$300		$4,830		**$5,130**
Preparation of Easement Documents		1		2					4	$825		$6,200		**$7,025**
Subsurface Utility Engineering														
Quality Level 'B' Designation				2			4			$620		$17,550		**$18,170**
Quality Level 'A' Utility Test Holes/Location (10)		1		2			2			$685		$12,500		**$13,185**
Geotechnical Investigation and Testing		2		4					2	$1,200	$10,770			**$11,970**
Subtotal Task 2	0	7	6	24	0	9	6	0	14	$7,150	$10,770	$62,295	$40	**$80,255**

EXHIBIT B-3
CITY OF PEARLAND
CORRIGAN DITCH SUB-BASIN OF MARY'S CREEK
DRAINAGE IMPROVEMENTS
LEVEL OF EFFORT ESTIMATE
August 26, 2016

Project Phases and Tasks*	Project Director QA/QC	Project Manager	H&H Engineer	Senior Design Engineer	Junior Design Engineer	Engineer-in-Training	CADD Technician	GIS Technician	Administrative	Effort Subtotal	Subconsultant	Direct Costs	Reimbursible Expenses	Project Total
Task 3: Preliminary Design														
Drainage Calculations														
Existing Conditions Modeling		8	20			60		20		$13,200				**$13,200**
Proposed Conditions Modeling		8	32			80		12		$16,760				**$16,760**
Mitigation Measures		8	8		16	40		8		$9,960				**$9,960**
Inlet/Lateral Sizing		2	4			8				$1,990				**$1,990**
Overland/Street Flow Evaluation		4	8			16		8		$4,620				**$4,620**
Documentation	4	4	8			40		16		$8,780				**$8,780**
Preliminary (60%) Design Drawings														
General Sheets	1	2		8	16	42	56			$12,710			$50	**$12,760**
Hydraulic Calculations, Outfall, Mitigation Sheets	2	4		6	12	32	40			$10,300			$40	**$10,340**
Overall Plan, Section Sheets	2	4		10	20	64	80			$18,420			$50	**$18,470**
Plan & Profile Sheets	2	6		16	32	90	120			$27,140			$100	**$27,240**
Detail Sheets	1	2		8	16	48	48			$12,700			$50	**$12,750**
Preliminary (60%) Technical Specifications	2	4		6	12					$3,740				**$3,740**
Preliminary (60%) Opinions of Probable Cost	2	4		8	16	4				$4,940				**$4,940**
Subtotal Task 3	16	60	80	62	140	524	344	64	0	$145,260	$0	$0	$290	**$145,550**
Task 4: Final Design														
Draft Final (90%) Design Submittal														
Draft Final (90%) Design Drawings	4	8		16	32	60	120			$24,940			$100	**$25,040**
Draft Final (90%) Technical Specifications	1	2		4	8					$2,260				**$2,260**
Draft Final (90%) Opinions of Probable Cost	1	2		4	8	2				$2,470				**$2,470**
Final (100%) Design Submittal														
Final (100%) Design Drawings	2	4		8	20	40	40			$12,400			$100	**$12,500**
Final (100%) Technical Specifications	1	2		3	6					$1,870				**$1,870**
Final (100%) Opinions of Probable Cost	1	1		2	4	1				$1,360				**$1,360**
Permitting		4		8	8					$3,060				**$3,060**
Subtotal Task 4	10	23	0	45	86	103	160	0	0	$48,360	$0	$0	$200	**$48,560**

EXHIBIT B-3
CITY OF PEARLAND
CORRIGAN DITCH SUB-BASIN OF MARY'S CREEK
DRAINAGE IMPROVEMENTS
LEVEL OF EFFORT ESTIMATE
August 26, 2016

Project Phases and Tasks*	Project Director QA/QC	Project Manager	H&H Engineer	Senior Design Engineer	Junior Design Engineer	Engineer-in-Training	CADD Technician	GIS Technician	Administrative	Effort Subtotal	Subconsultant	Direct Costs	Reimbursible Expenses	Project Total
Task 5: Bid Phase Services														
Provide Plans, Specifications, Bid Book		1		2	4				4	$1,305				**$1,305**
Conduct Pre-Bid Conference		2		2					1	$825			$40	**$865**
Prepare and Issue Addenda (2)		1		2	8		4		1	$1,880				**$1,880**
Attend Bid Opening		2		2						$750			$40	**$790**
Tabulate Bids and Recommend Award		1		4					1	$900				**$900**
Assist in Contract Preparation		1		4					4	$1,125				**$1,125**
Issue Conformed Contract Documents		1		4	8				4	$2,085				**$2,085**
Attend City Council Meeting for Contract Approval		3								$675				**$675**
Subtotal Task 5	0	12	0	20	20	0	4	0	15	$9,545	$0	$0	$80	**$9,625**
Task 6: Construction Phase Services														
Attend Pre-Construction Conference		2		2					1	$825			$40	**$865**
Bi-Weekly Site Visit		8		12	12					$5,040			$500	**$5,540**
Request for Information/Change Order Review		3		9					4	$2,325				**$2,325**
Review Project Submittals		4		8	16					$4,020				**$4,020**
Final Walk Through and Punch List		6		8	6					$3,270				**$3,270**
Review Pay Requests and Completion		8								$1,800				**$1,800**
Provide As-Built Drawings		4		8			16	16		$4,660				**$4,660**
Subtotal Task 6	0	35	0	47	34	0	16	16	5	$21,940	$0	$0	$540	**$22,480**
PROJECT TOTALS	28	203	103	241	292	652	538	88	48	$262,480	$10,770	$62,295	$1,530	**$337,075**
MAN-HOUR PERCENTAGES	1.3%	9.3%	4.7%	11.0%	13.3%	29.7%	24.5%	4.0%	2.2%					



CITY OF PEARLAND
CORRIGAN DITCH SUBBASIN
OF MARY'S CREEK
DRAINAGE IMPROVEMENTS

EXHIBIT C

PROJECT LOCATION
MAP

August 2016

N

0 100 200 400 Feet

1 inch = 200 feet

Notes:

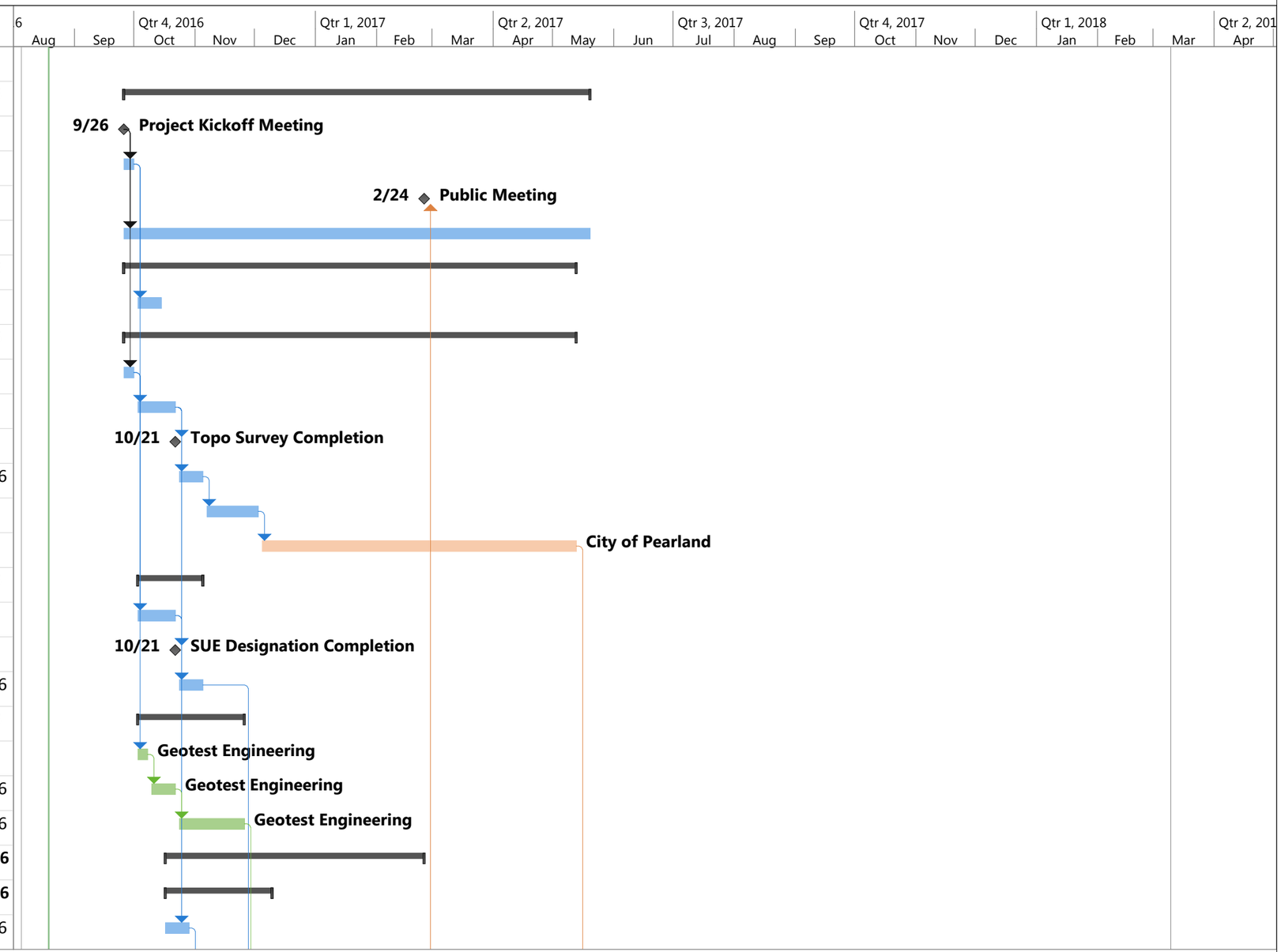
1) Aerial imagery for Pearland, TX and surrounding ares provided by Landiscor 2014.

2) Proposed rpadway and storm sewer locations are considered preliminary and are based off the Wagon Trail Road Drainage Evaluation report submitted by Halff Associates, May 13, 2016.

HALFF ASSOCIATES, INC.
14800 SAINT MARY'S LN, SUITE 160
HOUSTON, TX 77079-2943
WWW.HALFF.COM

EXHIBIT D
Project Schedule
Corrigan Ditch Sub-Basin of Mary's Creek
Drainage Improvements

ID	Task Mode	Task Name	Duration	Start
1				
2		**Task 1 - Design Management**	**170 days**	**Mon 9/26/16**
3		Project Kickoff Meeting	0 days	Mon 9/26/16
4		Project Management Plan	5 days	Mon 9/26/16
5		Public Meeting	0 days	Fri 2/24/17
6		Design Management	170 days	Mon 9/26/16
7		**Task 2 - Data Collection**	**165 days**	**Mon 9/26/16**
8		Data Collection	10 days	Mon 10/3/16
9		**Design Survey and Easements**	**165 days**	**Mon 9/26/16**
10		Preparation of ROE	5 days	Mon 9/26/16
11		Topographic/Utility Survey	15 days	Mon 10/3/16
12		Topo Survey Completion	0 days	Fri 10/21/16
13		ROW Determination	10 days	Mon 10/24/16
14		Easement Documents	20 days	Mon 11/7/16
15		Easement Acquisition	115 days	Mon 12/5/16
16		**Subsurface Utility Engineering**	**25 days**	**Mon 10/3/16**
17		Quality Level 'B'	15 days	Mon 10/3/16
18		SUE Designation Completion	0 days	Fri 10/21/16
19		Quality Level 'A'	10 days	Mon 10/24/16
20		**Geotechnical Investigation**	**40 days**	**Mon 10/3/16**
21		Soil Borings	5 days	Mon 10/3/16
22		Laboratory Testing	10 days	Mon 10/10/16
23		Final Report	25 days	Mon 10/24/16
24		**Task 3 - Preliminary Design**	**95 days**	**Mon 10/17/16**
25		**Drainage Calculations**	**40 days**	**Mon 10/17/16**
26		Existing Modeling	10 days	Mon 10/17/16

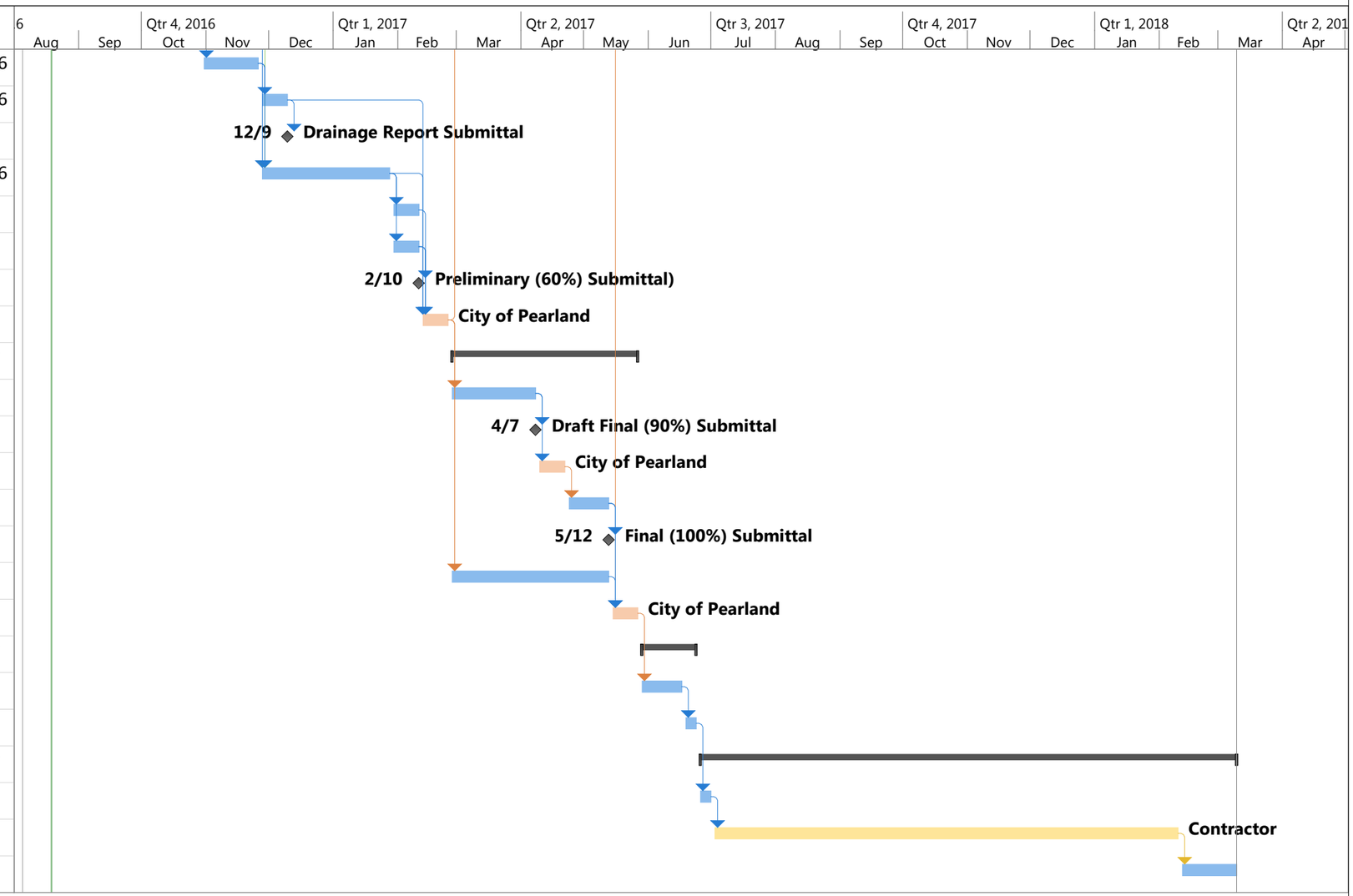


Project: Corrigan Ditch Sub-Basin of Mary's Creek
Drainage Improvements
Date: Fri 8/19/16

Task	Project Summary	Manual Task	Start-only	Deadline
Split	Inactive Task	Duration-only	Finish-only	Progress
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Inactive Summary	Manual Summary	External Milestone	

EXHIBIT D
Project Schedule
Corrigan Ditch Sub-Basin of Mary's Creek
Drainage Improvements

ID		Task Mode	Task Name	Duration	Start
27			Proposed Modeling	20 days	Mon 10/31/16
28			Documentation	10 days	Mon 11/28/16
29			Drainage Report Submittal	0 days	Fri 12/9/16
30			Preliminary Design Drawings	45 days	Mon 11/28/16
31			Preliminary Technical Specs	10 days	Mon 1/30/17
32			Preliminary OPC	10 days	Mon 1/30/17
33			Preliminary (60%) Submittal)	0 days	Fri 2/10/17
34			City 60% Review	10 days	Mon 2/13/17
35			**Task 4 - Final Design**	**65 days**	**Mon 2/27/17**
36			Draft Final (90%) Design	30 days	Mon 2/27/17
37			Draft Final (90%) Submittal	0 days	Fri 4/7/17
38			City 90% Review	10 days	Mon 4/10/17
39			Final (100%) Design	15 days	Mon 4/24/17
40			Final (100%) Submittal	0 days	Fri 5/12/17
41			Permitting	55 days	Mon 2/27/17
42			City Final (100%) Approval	10 days	Mon 5/15/17
43			**Task 5 - Bid Phase Services**	**20 days**	**Mon 5/29/17**
44			Pre-Bid Period	15 days	Mon 5/29/17
45			Award of Contract	5 days	Mon 6/19/17
46			**Task 6 - Construction Phase Services**	**185 days**	**Mon 6/26/17**
47			Pre-Construction	5 days	Mon 6/26/17
48			Construction Inspection	160 days	Mon 7/3/17
49			Record Drawings	20 days	Mon 2/12/18



Project: Corrigan Ditch Sub-Basin of Mary's Creek
Drainage Improvements
Date: Fri 8/19/16

Task	Project Summary	Manual Task	Start-only	Deadline
Split	Inactive Task	Duration-only	Finish-only	Progress
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Inactive Summary	Manual Summary	External Milestone	

GEOTEST ENGINEERING, INC.

Geotechnical Engineers & Materials Testing

5600 Bintliff Drive Houston, Texas 77036 Telephone: (713) 266-0588
Fax: (713) 266-2977

Proposal No. 1140389599
August 3, 2016

Mr. Terry M. Barr, P.E. CFM
Water Resources Manager
Halff Associates, Inc.
14800 St. Mary's Lane, Suite 160
Houston, Texas 77079

Re: Proposal for Geotechnical Services
City of Pearland Wagon Trail Road
Drainage and Paving Improvements
Pearland, Texas

Dear Mr. Barr:

In accordance with your request, Geotest Engineering, Inc. is pleased to submit this proposal for the referenced project. The project is comprised of pavement and drainage improvements approximately 1,600 LF along Wagon Trail Road between Broadway (FM 518) and Bardet Road; approximately 650 LF along Cantu Road from Wagon Trail Road to the end; and approximately 950 LF from Wagon Trail Road to the end. The improvements include replacing the existing asphalt street with roadside ditches to a curb and gutter street with storm sewers. The invert depth of the proposed storm sewer will be approximately 8 feet deep below the existing grade. The proposed pavement will be asphalt pavement with concrete option.

Purpose and Scope

The purposes of this study are to evaluate the soil and water level conditions along Wagon Trail Road, Cantu Road and Ochoa Road to provide geotechnical recommendations for the proposed pavement and drainage improvements. Based on the information provided to us in your e-mail dated August 1, 2016, the scope of this study will consist of the following:

- Provide utilities clearance for boring locations. This includes:
  - calling Texas One Call referencing with street name and Key Map block number.
  - Coordinate with representative of utility companies to clear the marked boring locations.

- Drilling and sampling a total of seven (7) borings to a depth of 15 feet for a total drilling footage of 105 feet. The boring spacing is a minimum of 500 feet. Convert one (1) boring into a piezometer at selected borehole location for steady state long term water level measurements. The boring/piezometers programs is shown on Attachment No. 1.

- Grout all boreholes except piezometer using non-shrink cement bentonite grout after completion of drilling and water level measurements. The use of cement bentonite grout will eliminate the potential problems and safety hazards associated with surface settlements that might occur if boreholes are backfilled with soil cuttings.

- Perform appropriate laboratory tests on selected representative samples to develop the engineering properties of the soil.

- Perform engineering analyses in accordance with the City of Pearland Design Standards to develop geotechnical recommendations for bedding and backfill of storm sewer, water level control for open cut construction and flexible and rigid pavement thickness.

- Prepare a geotechnical engineering report.

Project Schedule

We should be able to start the fieldwork within two weeks after receiving your written authorization. It is estimated that the fieldwork will be completed in about one (1) week barring bad weather. The laboratory tests will be completed in about two (2) weeks. The final report, which will include field and laboratory data and geotechnical recommendations, will be submitted in about eight (8) weeks after receiving your notice to proceed.

Cost

Based on the scope of work outlined above, the cost of the field investigation, laboratory testing, engineering analyses and geotechnical report is a lump sum amount of $10,763.00. A cost breakdown is provided in Attachment No. 2.

We appreciate the opportunity to propose on this project. We hope that this proposal meets your approval. If you have any questions, please call us at (713) 266-0588. Please indicate your formal acceptance by signing one copy of this letter in the space below and return one original to us.

Sincerely,
GEOTEST ENGINEERING, INC.

B.C.

Mohan Ballagere, P.E.
Vice President

MB\WYM\ego
Copies Submitted: (1)
Enclosure: Attachment No. 1 – Proposed Boring/Piezometer Program
Attachment No. 2 – Cost Breakdown
Traffic Control: Minor Streets
PC38\Geotechnical\Proposals\40389599.DOC

ACCEPTED BY: _____

PRINTED NAME: TERRY M. BARR

TITLE: WATER RESOURCES MANAGER

DATE: 08/19/2016

ATTACHMENT NO. 1

PROPOSED BORING/PIEZOMETER PROGRAM

	Limits		Max.	Borings			Piezometers		
Street	**From**	To	**Invert Depth (ft)**	**Quantity (number)**	**Depth (feet)**	**Footage (feet)**	**Quantity (number)**	**Depth (feet)**	**Footage (feet)**
Wagon Trail Road	FM 518	Bardet	8	4	15	60	1	15	15
Cantu Road	Wagon Trail	End	8	1	15	15			
Ochoa	Wagon Trail	End	8	1	15	15			
Outfall			8	1	15	15			
			Total	**7**		**105**	**1**		**15**

ATTACHMENT NO. 2

COST BREAKDOWN

	Quantity	Unit	Unit Cost	Amount
Field Investigation				
Mob and Demob of Truck Mounted Drilling Rig	1	LS	$340.00	$340.00
Drilling and Intermittent Sampling (0'-50')	0.0	ft.	$18.00	$0.00
Drilling and Continous Sampling (0'-20')	105.0	ft.	$21.00	$2,205.00
Grouting of Completed Bore Holes	90.0	ft.	$7.00	$630.00
Marking borings in the field	4.0	hr.	$65.00	$260.00
Utility Clerance for Boring Locations and Field Coordination for drilling and Traffic Control	6.0	hr.	$65.00	$390.00
Piezometer Installation	15.0	ft.	$16.00	$240.00
Manhole Cover for Piezometer	1	ea.	$60.00	$60.00
Water Level Readings in piezometer (24 hr and 30 day)	6.0	hr.	$46.00	$276.00
Vehicle Charge (marking boring and water level reading)	16.0	hr.	$8.00	$128.00
Abandonment of Piezometer	15.0	ft.	$14.00	$210.00
Traffic Control (on minor streets)	1.0	day	$395.00	$395.00
			Subtotal	**$5,134.00**
Laboratory Testing				
Liquid and Plastic Limits	11	ea.	$60.00	$660.00
Moisture Content Only	45	ea.	$9.00	$405.00
Mechanical Sieve Analysis, through No. 200 Sieve	3	ea.	$55.00	$165.00
Percent Passing No. 200 Sieve	8	ea.	$46.00	$368.00
Unconsolidated Undrained Triaxial Compression	11	ea.	$61.00	$671.00
			Subtotal	**$2,269.00**
Engineering Services				
Sr. Project Manager	2.00	hr.	$210.00	$420.00
Sr. Engineer, P.E.	4.00	hr.	$150.00	$600.00
Project Engineer, P.E.	20.00	hr.	$105.00	$2,100.00
Support Personnel, Word Processing	4.00	hr.	$60.00	$240.00
			Subtotal	**$3,360.00**
			Total	**$10,763.00**

1738 W. Tidwell Rd. Houston, TX 77091

Phone: 713.476.9300 / Fax: 713.677.0223
estimating@RegionalTrafficServices.com

ESTIMATE

Estimate # 1755

Customer:

Geotest Engineering, Inc.
5600 Bintliff
Houston, Texas 77036

Project Location / Additional Info:

Various Residential
Work Zones

Estimate Date:	Requested By:	Project:
8/14/15	John Gentry	

Description	Qty	Rate	Total
Certified Flagger for Residential Work Zone Traffic Control, Daily Rate (Includes up to 10 Labor Hours Daily & Required TMUTCD Devices)	1	395.00	395.00T

OVERTIME Hourly Rate (if any) shall be billed at ($48.90 Per Hour, Each)
(4) Hour Minimum per Call Out at $65.00 Hourly Rate, (3) day minimum notice is required.
Cancellation within (12) hours of mobilization will be invoiced at $250.00.

Estimated per day price does not include tax...

Thank you for your business.

Regional Traffic Services, LLC. hereby expressly disclaims all warranties, either expressed or implied and RTS, LLC. neither assumes nor authorizes any other to assume for it any liability in connection with this rental or sale. Customer shall not be entitled to recover from Regional Traffic Services, LLC. any consequential damages, damage to property, damages for loss of use, loss of time, loss of life, loss of profits or income, or any other incidental damages. A credit card service charge of 3.5% may be imposed on any purchase invoiced above $1,000.00. Calculation of rent is as follows: A rental day is twenty four (24) hours, a rental week consists of seven (7) days, and a rental month is four (4) weeks. No deduction shall be made for Sundays, holidays, time in transit, or for any period of time that the equipment is not in use. ACCEPTANCE: This proposal and the pricing estimated herein are valid for acceptance within thirty days.

Subtotal:	$395.00
Sales Tax: (0.00)	$0.00
Total:	**$395.00**

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SCOPE OF SERVICES

Client: City of Pearland City / County Name: Pearland / Brazoria

Project: Wagon Trail Rd Drainage

Halff will perform Subsurface Utility Engineering (SUE) in accordance with ASCE CI/ASCE 38-02 "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data." This standard defines the following Quality Levels:

Quality Level-A: Precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point. Minimally intrusive excavation equipment is typically used to minimize the potential for utility damage. A precise horizontal and vertical location, as well as other utility attributes, is shown on plan documents.

Quality Level-B: Information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities. Quality Level-B data should be reproducible by surface geophysics at any point of their depiction. This information is surveyed to applicable tolerances defined by the project and reduced onto plan documents.

Quality Level-C: Information obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to Quality Level-D information.

Quality Level-D: Information derived from existing records or oral recollections.

Quality Level-A: Utility Test Holes / Utility Location (Vacuum Excavation) –

Halff will perform up to ten (10) Quality Level-A Utility Test Holes for this project. Halff will excavate an 8" x 8" test hole, record the depth of utility, backfill & compact test hole, and restore the surface to its original condition. An iron rod with cap, nail with ribbon or "x-cut" will be set to mark the location of the test hole.

Halff will make a good faith effort to locate all utilities, but shall be compensated for work performed even if the utility is not located.

Quality Level-B: Utility Designation–

Halff will designate the approximate horizontal position of toneable utilities within the project limits using geophysical prospecting equipment and mark using paint and/or pin flags. We anticipate the designation of approximately 13,000 linear feet of utilities including buried communication, electric, gas, water and waste water / sanitary sewer. Designation of irrigation lines, storm drain and adjacent utilities within the corridor is not included in this proposal.

Because of limited utility record information, Halff cannot guarantee that all utilities will be found and marked within the project limits.

Quality Level-C: Utility Survey & Mapping –
Utility paint markings, pin flags, and all above ground utility appurtenances will be surveyed and tied to supplied project survey control. Survey data will be processed and drawings depicting the findings of the SUE investigation will be supplied to client in either MicroStation or AutoCAD.

Quality Level-D: Utility Records Research –
Available utility records will be provided to Halff by the City of Pearland. Halff will perform utility record research as needed to successfully complete the project. Situations where the utility does not have a metallic composition; a metallic tracer line attached; limited access to insert a tracer line within it, the approximate location of the utility may be determined through the use of available utility records and direct correspondence with the utility service provider if available. In these areas, the utilities will be depicted as to utility records Quality Level-D.

Project Limits-
The project limits for this project are as follows:
Wagon Trail Rd: The apparent Right-of-Way of Wagon Trail Rd from south Right-of-Way line of SH-518 south to the intersection of Bardet St.
Cantu Rd: The apparent Right-of-Way of Cantu Rd from the intersection of Wagon Trail Rd east to the end of public roadway / property line of trailer park.
Ochoa Rd- The apparent Right-of-Way of Ochoa Rd from the intersection of Wagon Trail Rd east for 900 feet.

SUE Field Manager / Professional Engineer
A SUE Field Manager will be on-site for a portion of this project for field crew supervision, field quality control, and coordination with on-site personnel. A Professional Engineer will be responsible for QA/QC, management of the contract, signing the final deliverables and coordination with the project team.

SUE Deliverables / CADD
Deliverables for the designating work will include an electronic file (MicroStation and/or AutoCAD format) containing the horizontal locations of the utilities. The utilities will be referenced into the base / seed file provided.

A Test Hole Data Form will be completed and submitted to the City for each hole performed indicating depth, size, and material of utility. Electronic files will also be provided in MicroStation and/or AutoCAD format along with PDFs.

Right-of-Entry
Right-of-entry is not included under this Work Authorization as work is anticipated within the right-of-way. If right-of-entry is required, it will be performed and provided to Halff by the City of Pearland. Halff will coordinate with property owner(s) once right-of-entry has been obtained.

Permitting
Right-of Way and / or Street Cut permits will be coordinated with the City of Pearland.

Traffic Control

Halff will provide routine/ordinary work zone traffic control consisting of traffic cones and free-standing signage for this project. It does not include lane closure(s), flagger person(s), arrow board(s), changeable message board(s), or the preparation of engineered work zone traffic control plans. If unique or additional work zone traffic control situations are required once test hole locations are determined, Halff will prepare a Supplemental Agreement and submit for approval.

Schedule

Halff will complete the Quality Level-B services within 45 days upon receipt of written notice to proceed from client.

Halff will complete the Quality Level-A services within 30 days upon receipt of test hole layout and approved permits from the City of Pearland.

Work to be performed in city right-of-way shall be performed Monday through Friday, 9 am to 4 pm and Saturday and Sunday, 7 am to 7 pm barring weather or city events.

WORK PLAN

I. Subsurface Utility Engineering Services

Task	Estimated Quantity	Authorized Rate	Unit	Total Estimated Cost
QL-B Utility Designation	13,000	$1.35	foot	$17,550.00
QL-A Utility Test Holes	10	$1,250	each	$12,500.00

GRAND TOTAL: $30,050.00

Note: This is an estimate of Quality Level-B designated footage, number of Quality Level-A test holes performed and a not-to-exceed amount. Halff will only bill the footage actually designated and number of test holes performed. If quantities are exceeded, Halff will notify the City of Pearland for authorization and submit a supplemental agreement to increase the fee prior to proceeding on additional work.

Exhibit C

Memo

To: Clay Pearson, City Manager

From: Trent Epperson, Assistant City Manager

CC: Joel Hardy, Grants Coordinator

Richard Mancilla, Interim City Engineer

Date: August 25, 2016

Re: Drainage Issues on Cantu Road

8/25/2016
To: Mayor and City Council members
Further update on drainage specific properties and general area around Cantu Road. Clay

---

At the City Council meeting on August 22, 2016, a citizen spoke regarding repetitive flooding losses on Cantu Road. The purpose of this memo is to provide an update on staff activities to date and planned efforts to address the drainage issues in this area.

As part of the forthcoming Master Drainage Plan, the Corrigan Ditch Sub-Basin of Mary's Creek was studied in an effort to alleviate repetitive flooding issues along the Wagon Trail Road area, which includes Cantu Road. Initial efforts focused on re-establishing and adding capacity to the storm sewer system along Wagon Trail Road south of Bardet Street. Those improvement were completed by City staff several months ago and have proved to be effective. Unfortunately, the solutions north of Bardet Street are much more complicated and will require an engineered design. (See attached memo from May 11, 2016)

Based on the study, a project was added to the FY2017 CIP to address the issues. Staff is preparing to present an engineering design contract for approval by Council on September 12, 2016, to design drainage improvements for the drainage sub-basin. This design will take 9 months to complete, which will be followed by bidding and an estimated 12 month construction project.

There are a couple of properties with structure elevations much lower than the already low-lying surrounding area that the drainage project will not be able to address without a much more significant cost. Staff has pursued grant programs to potentially move forward with a buy-out on these properties but because they do not lie within the mapped flood plain they do not have a high enough benefit cost ratio to qualify. Therefore, staff is evaluating a City funded buy-out. This comes with many advantages over a federal buy-out, including the ability to fill the property and re-sell the property, putting it back on the tax rolls. Federal buy-outs require that the local entity perpetually keep the buy-out property vacant and adds to our mowing responsibilities.

Throughout this process our City Engineer, Deputy City Engineer, Assistant City Engineer, and Grants Coordinator communicated with the residents on a regular basis (no less than bi-weekly), and have kept them updated and informed of various activities over the course of this effort.

Memo

To: Clay Pearson, City Manager

From: Sue Polka, P.E., Director of Engineering & Capital Projects
Joel Hardy, Grants Coordinator

CC: Trent Epperson, Assistant City Manager

Date: May 11, 2016

Re: **Repetitive Flooding**

5/12/2016
To: Mayor and City Council members
Update on recent public comments at CC meeting regarding repetitive flooding, grant funds being pursued, and projects in the design phase to address many of the issues

BACKGROUND

In response to flooding complaints in the Corrigan sub-basin area (see attached map), staff is pursuing the following:

1. We are in the process of applying for funds through the Texas Department of Emergency Management (TDEM) Mitigation Grant program for buy-out, mitigation measures or elevation corrections. The application is due on July 22nd and could take up to 6 months for a response.
2. We are submitting an application for a flood mitigation grant through the Texas Water Development Board (TWDB) on May 16th. This grant also goes through FEMA with the assistance from TWDB.
3. The first task in the Master Drainage Plan was to look at this area, which is south of Broadway, north of Fite Road and east of Wagon Trail Rd. A report has been prepared that recommends drainage improvements in the area. There is a project proposed in next year's CIP to design a storm drain system with an outfall to the Corrigan Diversion Ditch. The grant funding could assist with construction of the project. Since the proposed project may not completely prevent flooding to low structures such as the property at 5726 Cantu Street, we are applying for the grants to further address these instances in the form of buy-out or structure elevation. Halff and Associates is preparing a proposal for the final design of the storm drainage improvements. While design can be completed this fiscal year, the draft 2017-2021 CIP shows construction in 2018 in anticipation of grant funding. Scheduling of the project could be accelerated during the budget process but is currently prioritized behind Old Town SE Drainage (Walnut & Warfield) and Linwood Subdivision.
4. Staff is investigating additional areas in town, based on our repetitive loss information provided by FEMA that may also be considered for grant opportunities.

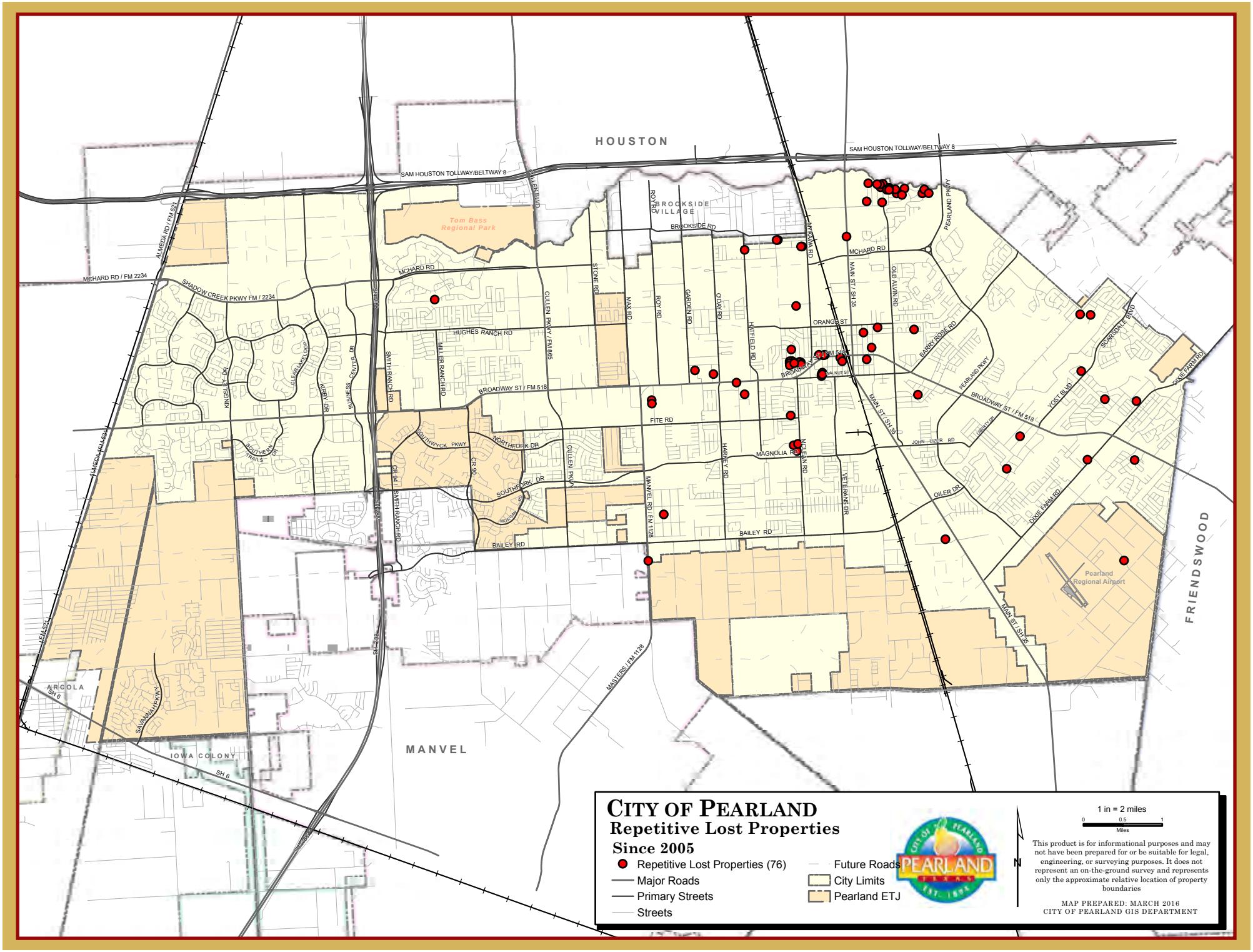
Also note that some residents are receiving notices from National Flood Insurance Program (NFIP) covered insurance that their properties are no longer subject to the old Biggert-Waters Flood Insurance Reform Act provisions that mitigated insurance premiums for their original flood-risk rating through subsidized rates, even when conditions changed. This is no longer the case and those provisions were to be phased out for all properties except "pre-FIRM" primary residences that have not lost their qualification for the rate. The result is that many of their rates will increase significantly.

Property owners may be confusing this with the idea that it is their repetitive loss that is driving the pending increases in their premium, when that is not necessarily the case. Now that they are receiving letters, they are contacting the City with requests for action in the form of buy-out, elevation or some local flood mitigating efforts to improve drainage.

The grant we are pursuing makes these expenditures possible and the buy-out/elevation options for the properties with severe repetitive loss (4 or more) can be covered at 100%. The homes at the top of our Pearland list have had anywhere from 4 to 10 losses. While they may "report" higher numbers to us (number of times they've "flooded), we are going by the actual loss from flood-related experience that resulted in payments/coverage from insurance.

In summary, we will continue to work with affected property owners and keep them informed about the grant applications as the process moves forward to what we feel will be a successful outcome.

FM 518 (BROADWAY ST)
WAGON TRAIL
CANTU RD
OCHOA RD
BARDET RD
CORRIGAN DITCCH
FITF RD


CITY OF PEARLAND
Repetitive Lost Properties
Since 2005
Repetitive Lost Properties (76)
Major Roads
Primary Streets
Streets
Future Roads
City Limits
Pearland ETJ
1 in = 2 miles
0 0.5 1
Miles
N
This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries
MAP PREPARED: MARCH 2016
CITY OF PEARLAND GIS DEPARTMENT
HOUSTON
SAM HOUSTON TOLLWAY/BELTWAY 8
BROOKSIDE VILLAGE
Tom Bass Regional Park
MCHARD RD / FM 2234
SHADOW CREEK PKWY FM / 2234
ALMEDA RD / FM 521
HUGHES RANCH RD
BROADWAY ST / FM 518
FITE RD
BAILEY RD
MAGNOLIA RD
ORANGE ST
MAIN ST / SH 35
PEARLAND PKWY
Pearland Regional Airport
FRIENDSWOOD
MANVEL
IOWA COLONY
ARCOLA
SH 6

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: September 12, 2016	**ITEM NO.:** Resolution No. R2016-164
DATE SUBMITTED: September 5, 2016	**DEPT. OF ORIGIN:** PEDC
PREPARED BY: Valerie Marvin	**PRESENTOR:** Matt Buchanan
REVIEWED BY: Matt Buchanan	**REVIEW DATE:** September 7, 2016

SUBJECT: Resolution No. R2016-164: **A Resolution of the City Council of the City of Pearland, Texas, authorizing the City Manager or his designee to enter into a Reimbursement and Maintenance Agreement between the City and the Pearland Economic Development Corporation and an Interlocal Agreement between the City, Brazoria County, and Pearland Municipal Management District No.2 associated with the SH 288 Corridor Hardscape Enhancements Project.**

EXHIBITS: R2016-164, Reimbursement Agreement, Interlocal Agreement

FUNDING:

	☐**Grant**	☐**Developer/Other**	☐**Cash**
☐**Bonds To Be Sold**	☐**Bonds- Sold**	☐**L/P – Sold**	☐**L/P – To Be Sold**

EXPENDITURE REQUIRED: PEDC Funds
AMOUNT BUDGETED: $4.2M
AMOUNT AVAILABLE: $4.2M
PROJECT NO.: EDC 161
ACCOUNT NO.:
ADDITIONAL APPROPRIATION REQUIRED:
ACCOUNT NO.:
PROJECT NO.:

To be completed by Department:

Finance	**X Legal**	**Ordinance**	**X Resolution**

EXECUTIVE SUMMARY

BACKGROUND

In the last 20 years the 288 Corridor in Pearland has transformed from a rural area to the commercial center of our growing community, including over 2.3M square-feet of retail space, office buildings, two new hospitals and high quality residential development. It is crucial as a community that we recognize the economic importance of the 288 corridor by dramatically raising the visual impact of the open space/right of way to create a sense of arrival and place.

Gerald Hines, founder and chairman of Houston-based Hines, one of the nation's most respected real estate developers and responsible for projects such as the Houston Galleria and One Shell Plaza, recently spoke to a group of policy makers from Houston and surrounding cities. The developer stated "I have been a strong believer, since the start of my real estate firm in 1957 that better aesthetics lead to better cities, and better economies."

In working towards implementing the Pearland 20/20 Strategic Plan, the Pearland Economic Development Corporation (PEDC), along with community partners, completed a City Gateways strategy that developed a conceptual entry monument along with identifying potential locations. Utilizing this strategy, a SH 288 Master Improvements Plan was developed for the corridor. The toll road improvements proposed by Brazoria County are an opportune time to capitalize on these improvements to enhance the aesthetic appeal of our community.

The long-term improvements planned for the corridor include aesthetic hardscaping and softscape improvements. With the upcoming SH 288 managed toll lanes project still under design by Brazoria County and TxDOT, PEDC and the City requested to incorporate the hardscape improvements that make sense to be built as part of the toll road construction construct. The managed toll lanes will be constructed in Pearland by two different entities, with Brazoria County constructing the portion from Clear Creek south and a concessionaire chosen by TxDOT constructing the portion located in Harris County. The hardscape improvements will be incorporated into the both projects, while the majority of the aesthetic softscape improvements will be implemented by the City utilizing PEDC funds after the hardscape improvements have been completed. The aesthetic softscape improvements will include landscaping, irrigation, lighting, large water fountains, pear sculptures, and gateway signage.

The Pearland Municipal Management District #2 (PMMD#2) adopted a ten-cent maintenance and operations property tax rate in 2013 to be used to better maintain the corridor, and entered into an Advance Funding Agreement with TxDOT in 2014 that allows PMMD#2 to utilize state right-of-way to construct, own and maintain the improvements identified in SH 288 Master Improvements Plan.

Budget

The overall estimated cost of implementing the long-term improvements is $19.4M, including 15% contingency. The PEDC has included funding for constructing improvements in its proposed 2016-2017 budget and Five-Year Forecast. No City funds will be utilized to construct the improvements.

Phase I Hardscape – Brazoria County Section – Clear Creek to CR 59

The first phase of improvements will include aesthetic hardscaping that has been incorporated into Brazoria County's managed toll lanes construction plans. These improvements include brick pavers, wet and dry detention ponds, bridge and barrier painting, decorative form liner, irrigation sleeves, lighting conduit, pond edging, and upgraded decorative signal poles, from Clear Creek to just south of Broadway, including McHard Road, Discovery Bay/Hughes Ranch Road, and Broadway intersections. The area south of Broadway to CR 59 will be enhanced when the frontage road is constructed.

An interlocal agreement between the City, Brazoria County, and PMMD#2 is necessary in order to specify responsibility to construct, own, and maintain the long-term improvements. Additionally, a reimbursement agreement between the City and PEDC is necessary for the PEDC to fund the improvements.

We intend to present a separate reimbursement agreement and multi-party agreement with the City for the BW8 improvements as we near finalizing the multi-party agreement between the City of Pearland, TxDOT, Blueridge Transportation Group (TxDOT's Concessionaire), and PMMD#2 to implement the BW8 improvements in the Harris County section.

The resolution for City Council's consideration has two components:

1- Reimbursement Agreement

Attached is a reimbursement agreement between the City of Pearland and PEDC for the PEDC to provide the City the necessary funds to contribute to Brazoria County to construct the hardscape enhancements in the Brazoria County section. The PEDC will fund the actual cost of the construction, which is estimated to be $4.2M.

2- Interlocal Agreement

Attached is an interlocal agreement (ILA) with the City, Brazoria County and PMMD#2 that addresses the parties' responsibilities regarding implementation and the long term maintenance of the improvements. In the ILA, PMMD#2 agrees to provide ownership and long term maintenance of the aesthetic hardscape and softscape improvements that do not fall under TxDOT's or the County's responsibility. Brazoria County plans on beginning construction first or second quarter 2017 in order to time completion with the Harris County portion of the toll lanes construction.

Timeline

The following is the timeline for approving the ILA.

- July 28 – PEDC approved Reimbursement Agreement
- Sept 7 – PMMD#2 approved ILA
- Sept 12 – City Council consider Reimbursement Agreement and ILA
- Sept 27 – Commissioner's Court consider ILA
- Fall 2016 – PEDC and City Council consider Reimbursement Agreement and TxDOT Agreement for Harris County Portion
- 2019 – Phase II Softscape: Consider Reimbursement Agreement between City and PEDC, and City Contract for construction.

RECOMMENDED ACTION

Consideration and approval of a resolution approving a Reimbursement Agreement with the PEDC and Interlocal Agreement with Brazoria County and Pearland Municipal Management District No. 2 for the SH 288 Corridor Hardscape Enhancements and authorizing the City Manager to execute the agreements.

RESOLUTION NO. R2016-164

A Resolution of the City Council of the City of Pearland, Texas, authorizing the City Manager or his designee to enter into a Reimbursement and Maintenance Agreement between the City and the Pearland Economic Development Corporation and an Interlocal Agreement between the City, Brazoria County and Pearland Municipal Management District No. 2 associated with the SH288 Corridor Hardscape Enhancement Project.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS:

Section 1. That certain Reimbursement and Maintenance Agreement by and between the City of Pearland and the Pearland Economic Development Corporation, a copy of which is attached hereto as Exhibit "A" and made a part hereof for all purposes, is hereby authorized and approved.

Section 2. That certain Interlocal Agreement by and between the City of Pearland, Brazoria County and Pearland Municipal Management District No. 2, a copy of which is attached hereto as Exhibit "B", is hereby authorized and approved.

Section 3. That the City Manager or his designee is hereby authorized to execute and the City Secretary to attest the Reimbursement and Maintenance Agreement and Interlocal Agreement associated with the SH288 Corridor Hardscape Enhancement Project.

PASSED, APPROVED and ADOPTED this the _____ day of _____, A.D., 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

REIMBURSEMENT & MAINTENANCE AGREEMENT

This Agreement is entered into this ___ day of September, 2016, by and between the CITY OF PEARLAND, TEXAS (hereinafter "City"), and the Pearland Economic Development Corporation (hereinafter "PEDC").

WHEREAS, the PEDC is a Type B economic development corporation, created pursuant to Chapter 505 of the Texas Local Government Code, as amended; and

WHEREAS, the Pearland Municipal Management District No. 2 (hereinafter, “District”) has approved a SH 288 Corridor Master Improvements Plan (hereinafter, “Plan”) consisting of a beautification strategy to implement long term aesthetic improvements intended to support the Pearland 20/20 Strategic Plan’s goal of enhancing the appearance of the 288 Corridor in order to sustain its economic prosperity; and

WHEREAS, the District and the Texas Department of Transportation (hereinafter, “TxDOT”) entered into an Advance Funding Agreement for voluntary construction and maintenance of long term aesthetic improvements in TxDOT ROW along the SH 288 corridor; and

WHEREAS, the PEDC has entered into a contract for the design of aesthetic improvements along the SH 288 corridor that are consistent with the Plan.

WHEREAS, Brazoria County (hereinafter, “County”) is planning to construct mobility improvements along SH 288 within the City of Pearland (hereinafter, “County Project”) and the City desires to construct/fund certain aesthetic improvements along SH 288 within the City of Pearland; and

WHEREAS, the aesthetic improvements are generally identified as consisting of hardscape and softscape improvements (hereinafter, “Aesthetic Improvements”) **Exhibit “A”**; and

WHEREAS, the aesthetic hardscape improvements include: brick pavers, wet and dry detention ponds, bridge painting, decorative form liner, irrigation sleeves, lighting conduit, and pond edging as described in **Exhibit “B”**; and

WHEREAS, the aesthetic softscape improvements include: landscaping, irrigation, lighting, large water fountains, pear sculptures, and gateway signage; and

WHEREAS, the City, District, and County desire to incorporate aesthetic hardscape improvements into the County Project that extends from Clear Creek south to CR 59 within the City of Pearland **Exhibit “C”** and intend to enter into an interlocal agreement to set forth their respective responsibilities with regard to the installation, ownership and maintenance of the aesthetic improvements; and

WHEREAS, the City and District desire to construct aesthetic softscape improvements, separate from and at a later date than the County Project, and whose agreement to set forth their respective responsibilities with regard to the use of City Funds and installation, ownership and maintenance of the aesthetic improvements is addressed in the interlocal agreement; and

WHEREAS, the PEDC desires the construction of the aesthetic improvements; and

WHEREAS, Section 501.103 of the Texas Local Government Code (hereinafter "Code"), in pertinent part, defines the term "project" to mean "expenditures that are found by the board of directors to be required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises, limited to: (1) streets and roads, rail spurs, water and sewer utilities, electric utilities, or gas utilities, drainage, site improvements, and related improvements; (2) telecommunications and Internet improvements . . ."; and

WHEREAS, Section 505.303 of the Code, allows for the cost of the project to include the maintenance and operating costs of the project; and

WHEREAS, the PEDC desires to fund a the open space Improvements; and

WHEREAS, PEDC approved funding the Improvements for the City at its July 28, 2016, Board of Directors' meeting, after conducting a public hearing on the project; and

WHEREAS, City and PEDC desire an agreement to set forth their respective responsibilities with regard to the Improvements.

W I T N E S S E T H:

NOW THEREFORE, in consideration of the foregoing premises and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, it is hereby agreed as follows:

1. Subject to the City entering into an Interlocal Agreement with Brazoria County, the City will deposit the appropriate funds, estimated to be $4.2M with the County to fund the construction of the hardscape improvements included in the county project.

2. Upon receipt of bids by the County for the Aesthetic Hardscape improvements, the County shall notify the City of its intent to award and the amount of the recommended bid. If the City or Pearland EDC object to the award of the contract, it must provide written notice to the County within 15 days of receiving the notice of intent to award. If add alternates for certain improvements are incorporated in the competitive bid, the County will allow the City to accept or object to each add alternate within the same 15 days of receiving the notice of intent to award.

3. If there are no objections to the award, the City shall transfer to the County the cost of the Aesthetic Hardscape improvements included in the County Project within sixty (60) days of the notice to the City of intent to award. If the County fails to award the contract for the County Project, it shall return any payments made by the City for the Aesthetic Hardscape improvements.

4. Any change orders resulting in an increase to the cost of the Aesthetic Hardscape improvements shall be subject to review and approval by the City and PEDC, or its representative. If the City or PEDC objects to such a change order, written notice shall be provided to the County within fifteen days of the date the change order is sent to the City. Within sixty (60) days following approval of a change order by the County and City, the City shall deposit an amount equal to the approved change order with the County. The Parties may observe the conformity of construction and the County shall notify the City of any discrepancies, proposed changes, or needed corrections regarding the improvements.

5. The initial term of this Agreement shall be for a period of twelve (12) months, commencing on the ___ day of September, 2016, and may be renewed as needed until the Improvements are substantially complete.

6. This Agreement may only be amended, modified, or supplemented by written agreement and signed by both parties.

7. No assignment by a party hereto of any rights under or interests in this agreement will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

8. Nothing herein is intended to supersede or waive any City ordinance or regulation pertaining to such construction.

9. Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is prohibitive or invalid under applicable law, such provision shall be ineffective to the extent of such provision or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

10. This Agreement shall be construed and enforced in accordance with and governed by the laws of the State of Texas.

11. To accomplish execution of this Agreement, it may be executed in multiple counterparts.

12. The Parties agree that any suit arising out of or related to this Agreement shall be filed in Brazoria County Texas.

13. All notices which are required or may be given pursuant to this Agreement shall be in writing and shall be sufficient if delivered personally or by first class mail, postage prepaid, return receipt requested, or by a nationally recognized courier, to the parties and their attorneys at the addresses set out below or such other addresses as the parties or their attorneys may hereafter notify one another:

If to City:	City of Pearland Attn: Clay Pearson, City Manager 3519 Liberty Drive Pearland, TX 77581
If to PEDC:	Pearland Economic Development Corporation Attn: Chairman 3519 Liberty Drive, Suite 300 Pearland, TX 77581

Notice delivered in accordance with the terms hereof shall be effective upon receipt.

In witness whereof, the parties have hereunto set their hands and signatures on the date first above mentioned.

PEARLAND ECONOMIC DEVELOPMENT CORPORATION
a Texas non-profit corporation

By: _____
Rushi Patel
Chair

CITY OF PEARLAND,
a Texas municipal corporation

By:_____
Clay Pearson,
City Manager

ATTEST:

_____
Young Lorfing
City Secretary

Exhibit A

Aesthetic Hardscape and Softscape Improvements
Renderings

Exhibit B

Aesthetic Hardscape Improvements
Itemized List

Exhibit C

Aesthetic Improvements
Location Map

INTERLOCAL AGREEMENT

This Interlocal Agreement for SH 288 Corridor Enhancements called "Agreement", is entered into this _____ day of _____, 2016 by and among the CITY OF PEARLAND, a home rule municipality incorporated under the laws of the State of Texas (hereinafter, "**City**"), BRAZORIA COUNTY, a body corporate and politic under the laws of the State of Texas (hereinafter, "**County**"), and PEARLAND MUNICIPAL MANAGEMENT DISTRICT NO. 2, a municipal management district and political subdivision of the State of Texas, hereinafter called "**District**", may hereinafter be referred to individually as a "Party" and collectively as "Parties".

RECITALS

Whereas, the District was created by Senate Bill No. 863, Acts of the 83rd Legislature, Regular Session, to be codified as Chapter 3867, Texas Special District Local Laws Code, and governed by Chapter 375, Texas Local Government Code, (collectively, the "Act") for the purpose of providing services and improvements to the District; and

Whereas, SH 288 is located in the County, City and District and serves the residents and businesses of the County, the City and the District; and

Whereas, the District has approved a SH 288 Corridor Master Improvements Plan (hereinafter, "Plan"), attached hereto as **Exhibit "A"**, consisting of a beautification strategy to implement long term aesthetic improvements intended to support the Pearland 20/20 Strategic Plan's goal of enhancing the appearance of the 288 Corridor in order to sustain its economic prosperity; and

Whereas, the District and the Texas Department of Transportation (hereinafter, "TxDOT") entered into an Advance Funding Agreement, attached hereto as **Exhibit "B"**, for voluntary construction and maintenance of long term aesthetic improvements in TxDOT ROW along the SH 288 corridor; and

Whereas, the Pearland Economic Development Corporation (hereinafter, "Pearland EDC") has entered into a contract for the design of aesthetic improvements along the SH 288 corridor that are consistent with the Plan.

Whereas, the County is planning to construct mobility improvements along SH 288 within the City of Pearland (hereinafter, "County Project") and the City desires to construct/fund certain aesthetic improvements along SH 288 within the City of Pearland; and

Whereas, the City and Pearland EDC have entered into a Reimbursement Agreement to secure PEDC funding (hereinafter, "City Funds") that is to be used for construction of the aesthetic improvements along the SH 288 corridor; and

Whereas, the aesthetic improvements are generally identified as consisting of hardscape and softscape improvements (hereinafter, "Aesthetic Improvements") **Exhibit "C"**; and

Whereas, the aesthetic hardscape improvements include: brick pavers, wet and dry detention ponds, bridge painting, decorative form liner, irrigation sleeves, lighting conduit, and pond edging as described in **Exhibit "D" (the "Aesthetic Hardscape")**; and

Whereas, the aesthetic softscape improvements include: landscaping, irrigation, lighting, large water fountains, pear sculptures, sculpture base foundations, and gateway signage, (hereinafter, "Aesthetic Softscape"); and

Whereas, the City, District, and County desire to incorporate the Aesthetic Hardscape improvements into the County Project that extends from Clear Creek south to CR 59 within the City of Pearland **Exhibit "E"** and desire an agreement to set forth their respective responsibilities with regard to the installation, ownership and maintenance of the Aesthetic Improvements; and

Whereas, the City and District desire to construct the Aesthetic Softscape improvements, separate from and at a later date than the County Project, and desire an agreement to set forth their respective responsibilities with regard to the use of City Funds and installation, ownership and maintenance of the Aesthetic Improvements; and

Whereas, this Agreement is entered into pursuant to the authority of the Interlocal Cooperation Act, V.T.C.A. Gov. Code Sec. 791.001 et seq.

WITNESSETH

NOW THEREFORE, in consideration of the mutual covenants, agreements and benefits to the parties herein named, it is hereby agreed as follows:

I. SCOPE OF THE PROJECT

A. The Parties agree that the scope of the Aesthetic Hardscape improvements to be included in the County Project are as described in the itemized list of estimated costs attached hereto as **Exhibit "D"**.

B. The Parties agree that the scope of the Aesthetic Softscape improvements to be constructed by the City are as depicted in **Exhibit "C"**.

C. The District and TxDOT will be provided the opportunity to review and approve the scope of construction plans and estimated costs for the

Aesthetic Softscape improvements prior to the City advertising the improvements for bid.

II. COMPETITIVE BID AND AWARD OF THE PROJECT

A. The County shall advertise for competitive bids for the Aesthetic Hardscape improvements included in the County Project. Upon receipt of the bids for the Aesthetic Hardscape improvements, the County shall notify the City of its intent to award and the amount of the recommended bid. If the City or Pearland EDC object to the award of the contract, it must provide written notice to the County within 15 days of receiving the notice of intent to award. If add alternates for certain improvements are incorporated in the competitive bid, the County will allow the City to accept or object to each add alternate within the same 15 days of receiving the notice of intent to award.

B. If there are no objections to the award, the City shall transfer to the County the cost of the Aesthetic Hardscape improvements included in the County Project within sixty (60) days of the notice to the City of intent to award. If the County fails to award the contract for the County Project, it shall return any payments made by the City for the Aesthetic Hardscape improvements.

C. The City will advertise for competitive bids for the Aesthetic Softscape improvements when it is determined the City may access the areas to be improved as the mobility improvements near completion. Upon receipt of the bids for the Aesthetic Softscape improvements, the City shall notify the District and Pearland EDC of its intent to award and the amount of the recommended bid. If the District or Pearland EDC object to the award of the contract, it must provide written notice to the City within 15 days of receiving the notice of intent to award. If add alternates for certain improvements are incorporated in the competitive bid, the City will allow the District or Pearland EDC to accept or object to each add alternate within the same 15 days of receiving the notice of intent to award.

III. CONSTRUCTION CONTRACT

The County shall administer the County Project contract for the benefit of the Parties. Any change orders resulting in an increase to the cost of the Aesthetic Hardscape improvements shall be subject to review and approval by the City, or its representative. If the City objects to such a change order, written notice shall be provided to the County within fifteen days of the date the change order is sent to the City. Within sixty (60) days following approval of a change order by the County and City, the City shall deposit an amount equal to the approved change order with the County. The Parties may observe the conformity of construction and the County shall notify the City of any discrepancies, proposed changes, or needed corrections regarding the improvements.

IV. OWNERSHIP AND MAINTENANCE OF THE IMPROVMENTS

A. Upon completion of the Aesthetic Hardscape improvements, the County will maintain the following improvements:
    i. Bridges and related appurtenances
    ii. Slope paving
    iii. Detention ponds & outfall
    iv. Lighting essential to the managed toll lanes project
B. The District agrees to own and maintain the Aesthetic Improvements as itemized in Exhibit C, and all Aesthetic Softscape improvements, per its agreement with TxDOT (Exhibit B) and within City standards for aesthetic improvements.
C. The District and County agree to obtain the City's approval before removing any Aesthetic Improvements.
D. The District agrees to carry insurance for the Aesthetic Improvements at replacement value.
E. The City will provide water to the District for irrigation, ponds and maintenance purposes.
F. The City will provide electricity to the District at its contracted rates to the District via separate meter. The City will bill the District on a semi-annual basis for the District's electrical consumption or more frequently as determined by the City.

V. FINAL ACCOUNTING

A. Within 90 days of completing the construction of the Aesthetic Hardscape improvements included in the County Project, the County shall submit to the City a final accounting of the City's allocated costs along with the following:
    i. Certification that all punch list items relating to the Aesthetic Hardscape improvements, or any portion thereof, have been completed and reasonably accepted by the City;
    ii. Contractor certification to the City that the Aesthetic Hardscape improvements have been completed in substantial accordance with the construction plans and that all applicable Governmental Authorities have accepted such work;
    iii. A conditional final lien waiver from each of the contractors conditioned only upon receipt of payment due such parties from the final accounting;
    iv. A final set of reproducible "as-built" drawings of the Aesthetic Hardscape improvements, showing all changes, if any, made thereto relative to the construction plans.

VI. CURRENT FUNDS AVAILABLE

A. The total estimated cost of the Aesthetic Hardscape improvements is $4.2M.
B. The total cost of the Aesthetic Softscape improvements will be estimated as the construction plans are finalized.

C. The City, with Pearland EDC funding, will provide the funding for the Aesthetic Softscape improvements installation.
D. The District agrees to provide the funding for the ongoing maintenance of the Aesthetic Improvements as described in section IV B.
E. The Parties hereto represent that they have appropriated sufficient funds to satisfy their respective obligations under this Agreement.

VII. MISCELLANEOUS

A. City, District, and County recognize and agree that County, in performance of this agreement, shall act as an independent contractor and shall have control of its own work and the manner in which it is performed.
B. City, District, and County shall comply with all applicable laws, regulations and requirements in performance of their respective obligations under this agreement.
C. County approves of Pearland EDC making expenditures in the City's ETJ for the Aesthetic Improvements.
D. Parties recognize and agree that nothing herein shall be construed to create any rights in third parties.
E. Parties agree that no party shall have the right to seek indemnification or contribution from any other party hereto for any losses, costs, expenses, or damages directly or indirectly arising, in whole or part form this Agreement.
F. Whenever possible, each provision of this agreement shall be interpreted in such a manner as to be effective and valid under applicable law, but if any section, subsection, paragraph, sentence, clause, phrase, work or portion of this Agreement is, for any reason, held invalid unconstitutional or otherwise unenforceable by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.
G. The Rights and Obligations of this Agreement shall not be assigned without prior written consent of the City, District, and County.
H. This Agreement may only be amended, modified, or supplemented in writing and subsequently signed and dated by the City, as acted upon by its City Council and the County, as acted upon by its Commissioners Court, and District as acted upon by its Board of Directors.

VIII. NOTICES

Any notice sent under this Agreement (except as otherwise expressly required) shall be given by electronic mail and written and either mailed, or sent by, or personally delivered to, an officer of the receiving Party at the following addresses:

If to the City: Clay Pearson – City Manager
City of Pearland
3519 Liberty Drive

Pearland, Texas 77581
cpearson@pearlandtx.gov

With a copy to: Darrin Coker – City Attorney
City of Pearland
3519 Liberty Drive
Pearland, Texas 77581
dcoker@pearlandtx.gov

If to the County: Matt Hanks – County Engineer
Brazoria County
451 N. Velasco, Suite 230
Angleton, TX 77515
matth@brazoria-county.com

If to the District: Sylvester L. Reeder III – President
Pearland Municipal Management District No. 2
c/o Hannah Brook – District Attorney
Allen, Boone, Humphries, Robinson, LLP
3200 Southwest Freeway, Suite 2600
Houston, TX 77027
hbrook@abhr.com

Each person signing below represents that he or she has read this Agreement in its entirety, including any and all attachments and exhibits, understands its terms, is duly authorized to execute this Agreement on behalf of the party indicated by his or her name below and agrees on behalf of said party that the party will be bound by these terms.

SIGNED and ENTERED his _____day of _____, 2016.

BRAZORIA COUNTY

_____
L.M. "Matt" Sebesta, Jr.
County Judge

ATTEST:

_____
County Clerk

CITY OF PEARLAND

_____

Clay Pearson, City Manager

ATTEST:

_____

Young Lorfing, City Secretary

PEARLAND MUNICIPAL MANAGEMENT DISTRICT NO. 2

_____

Sylvester L. Reeder III – President

ATTEST:

_____

Exhibit A

SH 288 Corridor Master Improvements Plan

CLIENTS:

PEARLAND MUNICIPAL MANAGEMENT DISTRICT #2

PEARLAND

BEAUTIFICATION STRATEGY: 288 CORRIDOR MASTER IMPROVEMENTS PLAN

APRIL 2014

PREPARED BY:

CLARK CONDON ASSOCIATES
LANDSCAPE ARCHITECTURE

IDENTIFY BEAUTIFICATION LIVE WOR
FAMILY TRADITION PEARS TIMELESS
COMMUNITY COMMERCE PROGRESS
TECHNOLOGY ICONIC CONTEMPORARY
SOPHISTICATED SLEEK GROWTH M
YOUNG UNIQUE FLEXIBLE LANDSCAPE
SUSTAINABLE CRESCENDO POTENTIA
288 CORRIDOR PROMOTE HIGH END

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PROJECT INTRODUCTION

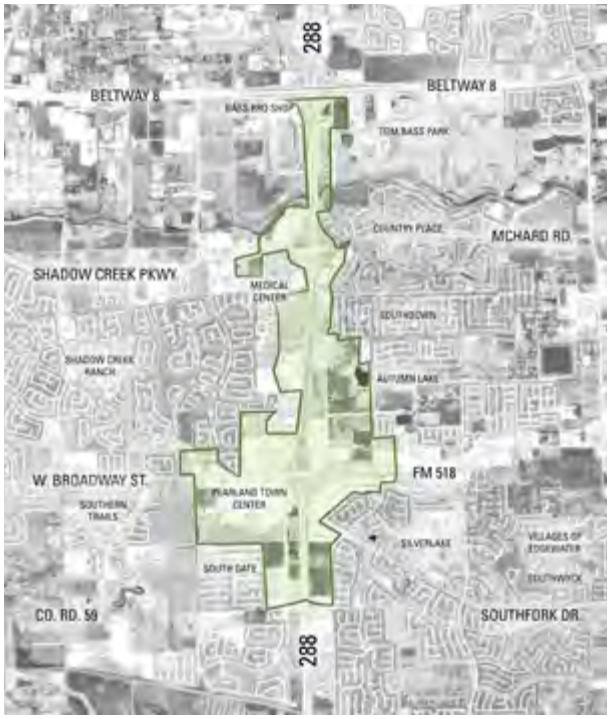


Fig 1.1 Limits of the area controlled by Pearland Municipal Management District #2

In 1892 William Zychlinski bought 2560 prime acres of land along the Gulf, Colorado and Santa Fe Railways, and by 1894 he had platted out the original "pear land" town site. He named the east-west streets after fruit trees such as Walnut and Pear, and named the north-south streets after cities including Austin, San Antonio and Pearland. The following year the Southern Homestead Company promoted the area as having agriculturally prosperous land, which spurred development and established the community.

Today Pearland is one of the fastest growing cities in the Houston-Metropolitan area and the state of Texas. Recent development provides a vibrant community with close proximity to Houston, as well as quick access to NASA's Johnson Space Center/Clear Lake City area, Galveston Island and the Gulf Coast.

In 1995 the Pearland Economic Development Corporation (PEDC), was established to lead economic development and attract and retain businesses. The PEDC addresses transportation concerns, mobility and infrastructure issues and the Lower Kirby Urban Center. The PEDC also spearheads strategic improvements to City corridors and helps support City beautification efforts.

A City goal and a priority of the Pearland 20/20 Strategic Plan is to enhance the appearance of the 288 Corridor in order to sustain its economic prosperity, particularly as it is one of the main points of entry into the City of Pearland. This strategic objective is defined as the following:

> *Optimize the development potential of Pearland's principal commercial corridors. Quality corridor development pairs traffic management solutions with land use planning, commercial development strategies, and multi-modal connectivity solutions. Taken together, these strategies can turn corridors into vibrant and interesting spaces that are visually appealing, create a sense of place, stimulate investment from private business and ensure Pearland's retail sector remains vibrant.*

As a result of this priority, the Pearland Municipal Management District #2 was established in 2013 with the goal of providing capital and leadership to see this objective into fruition. In the impetus of creating a Master Improvements Plan for the District, Clark Condon Associates, Inc. was retained to develop the Beautification Strategy Study. The goals of this study were three-fold:

- Design a conceptual prototype for City Gateways and identify entry points into the City.
- Develop a Master Improvements Plan for the beautification of key intersections along the 288 Corridor.
- Provide a Streetscape Landscape Evaluation with re-evaluated maintenance specifications and recommendations for future improvements.

A diverse committee was established to help lead this effort. Representing a broad group of PEDC and City Staff, the District Board of Directors, Keep Pearland Beautiful and the Chamber of Commerce, the Committee was involved in guiding the scope of work, reviewing project deliverables and providing feedback through a series of workshops.

The following report outlines the process that led to the solution for the 288 Corridor Master Improvements Plan.

The strength of design in corridors and intersections can determine the identity of place and create an experience for all who pass through. The use of vertical structures, strong forms and intensive landscaping are tools that can establish a lasting dynamic for the 288 Corridor, which acts as the major arterial for the City of Pearland. The collection of precedent images shown here in Fig. 1.1 shows examples of measurable intersection and corridor development.

Fig 1.1 *Examples of how a city or place can utilize distinctive features to create character, drama, and identity.*

SITE ANALYSIS GRAPHICS & EXISTING CONDITIONS

The 288 Corridor through Pearland extends from the southern side of the Beltway 8 intersection for 3.8 miles south to County Road 59, the extent of the City limits.

The current state of the corridor is inconsistent. Tarnished concrete, broken curbs and sidewalks, litter, weed growth and unkempt landscape distract from the new and vibrant development flanking both sides of the corridor. Some areas between the access roads and the right-of-way limit are nicely landscaped by adjacent businesses, but much of the undeveloped property along the frontage appears overgrown. Remnants of abandoned pavement are apparent in the large TXDOT land parcels at the intersections of Broadway/FM 518 and McHard. The abundance of signage and electrical poles add to the visual clutter. Additionally, the corridor presently has north-south lanes generously separated by a large greenspace between the lanes. The future toll road development for 288 is scheduled to occur in this greenspace which will significantly increase the expanse of concrete.

The current aesthetic does not project the image that the City of Pearland wishes to portray to residents and visitors nor increase the marketability of the 288 Corridor for development.

Fig 1.2a *Picture matrix depicting current state of 288 Corridor hardscape*

Fig 1.2b *Picture matrix depicting current state of 288 Corridor vegetation*

In the development of a Master Improvements Plan for the beautification of the 288 Corridor, it will be necessary to define opportunities and areas to make effective improvement.

The TxDOT land parcels at the intersections of 288 and McHard and 288 and Broadway/FM 518 offer an opportunity for a comprehensive, 'signature' landscape development that would be apparent to travelers along 288. It would also have the dual benefit of visually establishing the roadways of Broadway/FM 518 and McHard as two of the most important gateways into the City. Proactive coordination with TxDOT as the tollway plans are developed would be a great benefit to the beautification effort, especially for any new construction that may be done at interchanges and tollway signage.

Secondary intersections along the corridor, the linear landscape areas between the main lanes and the access roads, and the areas between the access roads and the highway rights-of-way limits also offer some opportunity for improvements and increased landscaping along the corridor.

A comprehensive maintenance plan for landscape and litter control of the entire 288 Corridor would help significantly to increase the aesthetic of this important roadway through the City.

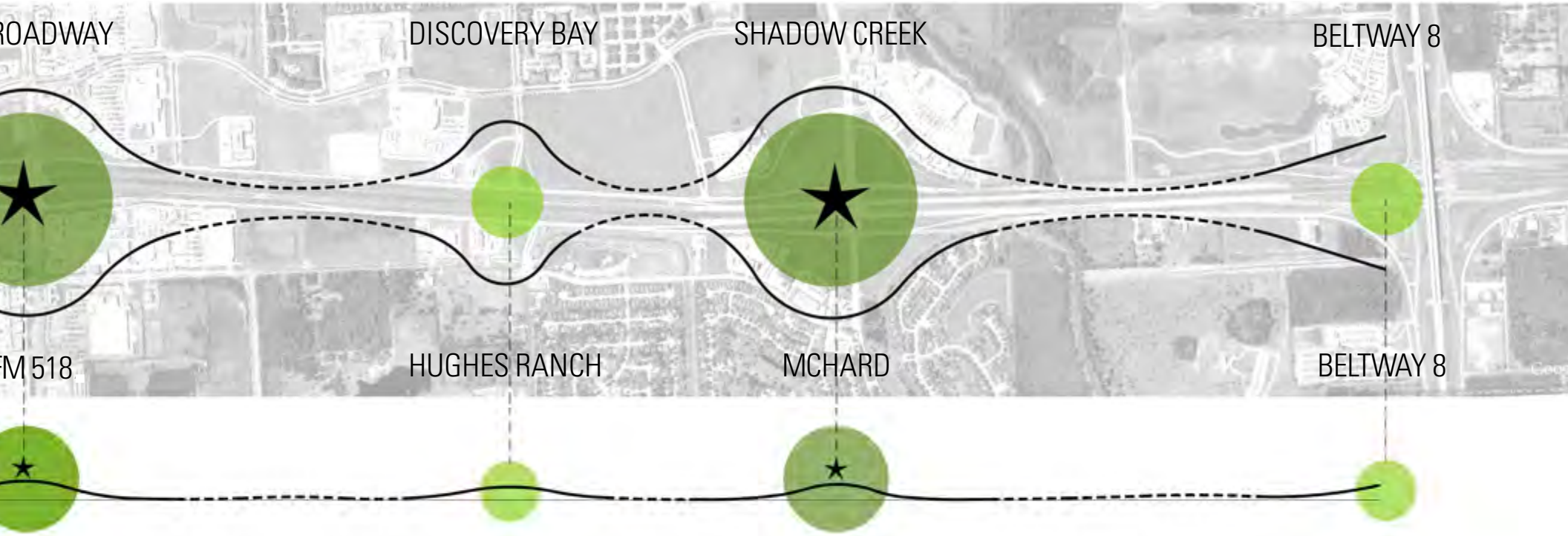
SITE ANALYSIS GRAPHICS & EXISTING CONDITIONS

A drive down the 288 Corridor reveals an artificial topography to the driver as the car moves from bridge overpass to natural grade and back up to the next overpass. This undulation creates a sense of vertical movement through a linear space.

The traveler along the corridor can also perceive that the roadway visually expands horizontally at the Broadway/FM 518 and McHard intersections due to the large, undeveloped TxDOT land parcels. Overpasses at these two major intersections facilitate views down into the open spaces.

Improvements at these intersections would create special nodes within the Pearland 288 continuum. Along with increasing the visual aesthetic of the corridor, these nodes would provide drivers with a sense of visual crescendos and decrescendos.

Fig 1.3 *Graphic illustrating the vertical and horizontal movement of the 288 Corridor.*



SOUTHBOUND 288: APPROACH TO OVERPASS AT BROADWAY/FM 518

NORTHBOUND 288: APPROACH TO OVERPASS AT 518

SOUTHBOUND 288: VIEW FROM UNDER BELTWAY 8

SITE ANALYSIS GRAPHICS & EXISTING CONDITIONS

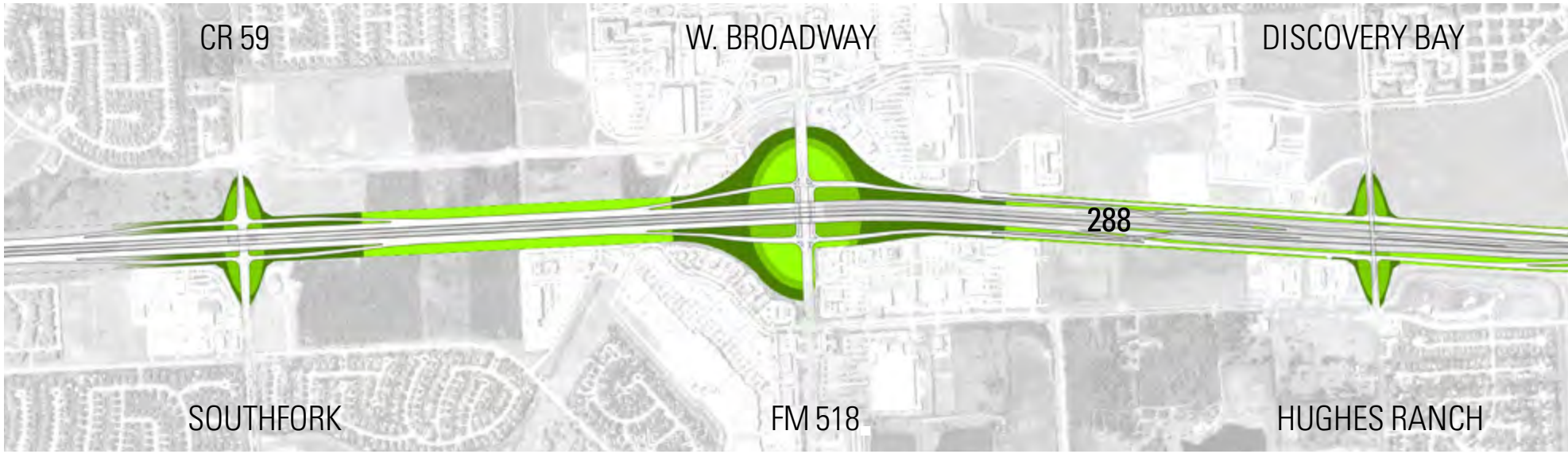
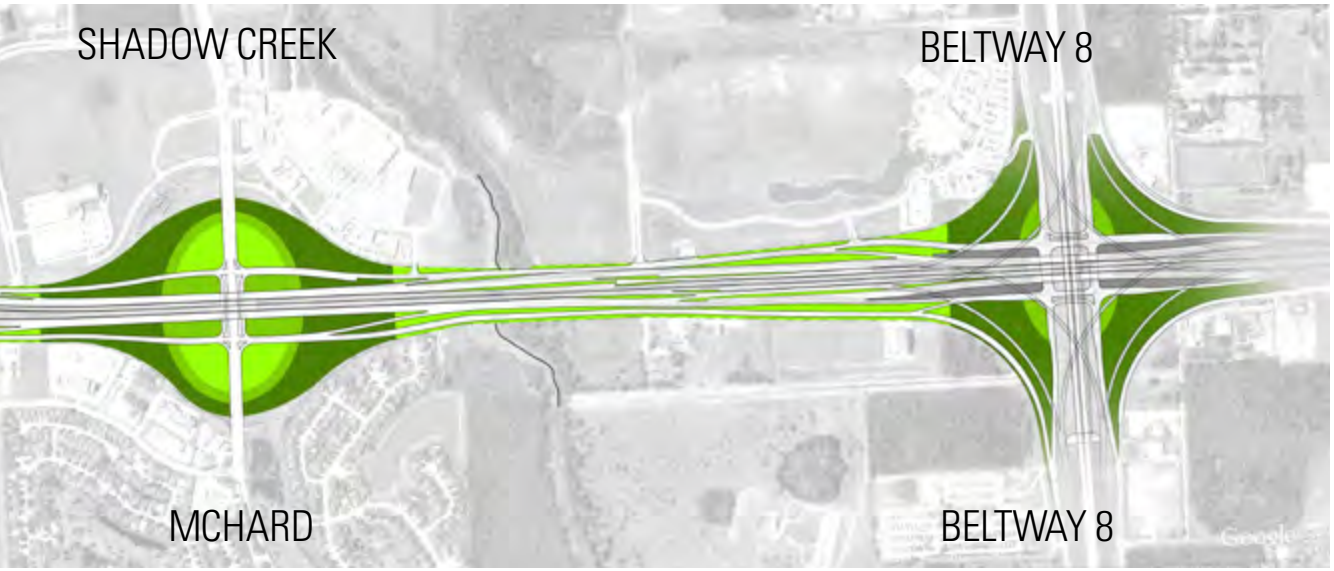


Fig 1.4 *Graphic illustrating spatial delineation of the 288 Corridor*



The vertical and horizontal movement of Highway 288 and the open space at each of the major cross-streets suggest the development of nodes that would accent the experiences of openness and enclosure, helping to soften the effect of the expansive highway. To highlight these nodes and strengthen their spatial development, mass plantings of trees, shrubs and wildflowers are proposed. The manipulation of the landform through grading would add drama to these areas with the added benefit of providing detention storage required for the tollway additions.

The experience of passing through these spaces from the cross streets, under the overpasses, provides another 'local' layer to the driving experience.

Figure 1.4 illustrates the spatial development of the varying landscape components utilized to articulate the sense of openness and enclosure. Light to dark, the three colors indicate the increasing height of plant material. A specific combination of plant species would provide interest by varying forms, textures and colors.

WORKSHOP SUMMARIES

PROCESS

This study began with a series of workshops moderated by Clark Condon Associates, Landscape Architects; Matt Buchanan, PEDC; and the Pearland Municipal Management District #2 with the various stakeholders to the project and interest groups in the City to explore ideas and goals for improvements to the City Gateways and 288 Corridor. These workshops included a City Gateways Workshop, 288 Corridor Workshop, Pearland Municipal Management District Board of Directors meeting and additional meetings with City staff and TxDOT representatives. The information received throughout the workshop process was relevant to the development of both the City Gateways and 288 Corridor, thus the documentation of all workshops can be found in both reports. The following pages outline the significant points from each workshop.

WORKSHOPS

September 26, 2013: City Gateways Workshop

Participants: Staff from the PEDC, City of Pearland, Keep Pearland Beautiful, the Pearland Convention and Visitors Bureau and the Pearland Chamber of Commerce.

The City Gateways Workshop participants explored the character of the City and the goals for the development of Pearland's City Gateways. The following comments and ideas emerged from this workshop:

Observations:

- The citizens of Pearland are excited about their community and have strong ideas about new opportunities and improvements.
- Pearland has good proximity to Houston and the Gulf Coast, the airport and medical center.
- The image of Pearland is generally of a population that is young, educated, and culturally diverse; the City is considered welcoming and affordable.
- Employment sectors include medical, NASA, tourism and the energy sector.
- The group considers Pearland to be in the upper tier of communities in the region; it's a 'big city with a small town feel.'
- Pearland is the only town in the world with the name Pearland and citizens identify with the use of the Pear as a logo. The name denotes the agricultural history of the town.
- Gateways should identify Pearland in an appropriate scale.
- Designs should blend the old with the new; the traditional with the modern - and should be timeless and classic.
- The 'swoosh' design on existing gateways is not popular and the consensus of opinion is that existing signs should be phased out.
- Multiple logos for signage and print graphics are being used by different groups such as the City Parks Department, PEDC, KPB and CVB.

The consensus from the group was not to create a new logo, but to be aware of the style and colors that currently exist and incorporate them into the City Gateway development.

October 2, 2013: 288 Corridor Master Improvements Plan Workshop

Participants: Staff from the PEDC and the City of Pearland.

The 288 Corridor Master Improvements Plan Workshop participants explored the vision for this highway and the goals for its future development. The following comments and ideas emerged from this workshop:

Observations

- 288 Corridor improvements should create a city 'brand' – a global image that can be used consistently throughout the City
- Travelers on 288 should know they are passing through Pearland.
- The uniqueness of the City name could be used in branding opportunities.
- Design should bring together new development and older/rural areas.
- Creativity should not be limited but should still be acceptable to City businesses.
- The scale should be 'large,' in keeping with the scale of the 288 Corridor.

Improvements along the 288 Corridor were discussed to include both hardscape and planting solutions. The numerous bridges along the 288 Corridor through Pearland create opportunities for a powerful design statement. Underpasses can help set a character for the City and streetscapes as these intersections can be considered points of entry to the City. Improvements could include upgrades to paving, bridge retaining walls, unique lighting, new signals, pavers, paint, and

special plantings. Elements at intersections, bridges and along the corridor could include tiered plantings, TxDOT standard reforestation, ornamental lighting and special signage. Old 288 exit ramps should be removed as a part of corridor improvements. There are opportunities for design between the main lanes and the access roads, access roads to the rights-of-way, areas of existing sloped pavements and other existing elements along the corridor. Design should allow for future expansion and be able to connect existing elements to improvements. The triangular open spaces at the intersections of McHard and Broadway/ FM 518 with 288 could provide opportunities for dramatic improvements. A strong landscape planting scheme would project a positive, memorable image.

Overhead power lines along 288 are unsightly and major transmission lines are a dominant visual. The preference would be to bury lines, although the cost may be prohibitive. Consideration of other ideas to help draw eyes away from visual clutter include street light fixtures more in scale with the community. These street lights could function as a design element, and LED fixtures have the added benefit of power savings.

Long-term sustainability of the project is important. Long-term maintenance strategies for any landscape plantings installed should be considered and defined. Irrigation should be included where needed to maintain plantings.

Other points of discussion included coordination elements of the 288 Corridor. HDR Engineering is working on the Brazoria County Section of the toll lanes.

October 2, 2013: Municipal Management District Master Improvements Plan: Directors Meeting

Participants: The attendees of the 288 Municipal Management District Meeting on the Master Improvements Plan: This Directors meeting explored the vision and goals for the development, funding and maintenance of Pearland's 288 Corridor. The following comments and ideas emerged from this workshop:

Observations:

- Young professionals working in Houston are the primary growth sector for the City of Pearland, as the City is sometimes called a "bedroom community."
- New development is modern and people are drawn to the shopping, healthcare and neighborhoods available in Pearland. There is a question as to whether the goal for marketing the area is more adapted to citizens or visitors.
- The marketing emphasis is that Pearland is attractive to corporations because of available land and business-friendly economic policies.
- Wayfinding is an issue in Pearland as some streets have two different names and street names often change at 288.
- Identification is a community-wide issue. The east and west areas of the City are distinctively different with contemporary vs. traditional characters.

Comments Informing Design:

- Overall design character should be crisp, clean and timeless.
- The design should create an image for Pearland that is easily identifiable. The identifier of the Pear is distinctive; it sells the idea of warmth and small town community.
- The 288 Corridor can become a catalyst for future development by creating important identifiers on north and south ends of 288.
- Consider the sustainability of any design options.

The group discussed strategies for identifiable features, including the plantings at Greenway Plaza and holiday decorations at The Galleria as examples. Ideas included the use of color in hardscapes, as well as seasonal changes such as banners and holiday decorations. In the short term more frequent mowing, curb repair, power washing and trash pickup along 288 can help to improve the City's image. The group is also tasked to explore funding methods. Contributors identified to aid the 288 Corridor development could be PEDC, City of Pearland, TxDOT and KPB.

October 8, 2013: Review Engineering Plans for 288 Corridor

Participants: City of Pearland Engineering staff, TxDOT representatives and Engineers for 288 Tollway development plans.

Plans for the development of the toll lanes and associated improvements along the 288 Corridor through Pearland were reviewed and discussed. Opportunities for improvements were explored as a part of the two phase tollway development and/or in tandem with the tollway development.

The possibility of a new overpass at Broadway/FM 518 could allow for design input on hardscape elements

WORKSHOP SUMMARIES

such as bridge abutments, retaining walls, pavers and paint. Modifications to TxDOT signage are possible.

October 31, 2013: Meeting to Review Goals for 288 Corridor

Participants: TxDOT Landscape Architect, Staff from the PEDC and the City of Pearland.

TxDOT has a 20' x 20' guideline for the area allowed for typical monumentation at bridge overpasses. TxDOT is open to ideas from development partners, and implementation is not limited as long as the partner is willing to be responsible for maintenance.

November 13, 2013: Initial Master Improvements Plan Presentation

Participants: Staff from the PEDC, City of Pearland, Keep Pearland Beautiful, the Pearland Convention and Visitors Bureau and the Pearland Chamber of Commerce.

Clark Condon Associates presented the Beautification Strategy Study at the PEDC office where the stakeholders and committee members were exposed to the 288 Corridor landscape plans and City Gateway concepts for the first time. While the meeting was largely informative for the audience, it was equally beneficial to the progression of the study as a whole. Comments from the meeting included the following:

Comments:

- Do not split the words 'pear' and 'land' in the City Gateways. Use color to help with graphic distinction.
- Be careful using "trendy" colors in both the gateways and the art sculptures.
- TxDOT may reconstruct the entire intersection at Broadway/FM 518; we can influence design decisions if we coordinate early on in the process.
- The art sculpture should look more like a pear slice and less abstract.
- The project should have the ability to be broken into phases to be completed over time.

February 26, 2014: Final Master Improvements Plan Presentation

Participants: Staff from the PEDC, City of Pearland, the Pearland Convention and Visitors Bureau, the Pearland Chamber of Commerce and the Pearland Municipal Management District #2.

Clark Condon Associates presented the final design options based on input from previous presentations and participant comments.

Opportunities for layering and partnership were discussed as tactics for leveraging this plan into reality. The final solution was designed specifically so that improvements could be prioritized and allow for enough 'low hanging fruit' to initiate small but impactful changes. The Master Plan was well-received and the next step is to determine partnerships, funding and the timeline of the tollroad construction before proceeding to a further level on the design.

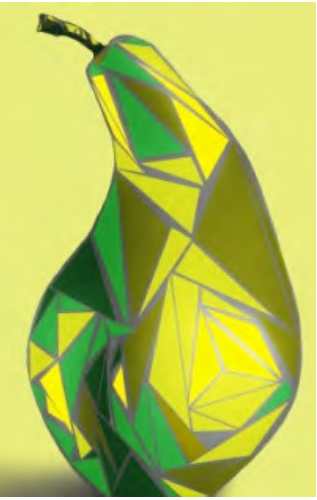
DESIGN INSPIRATION

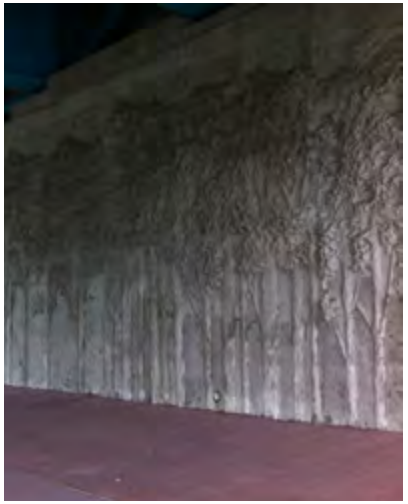
Pearland is a truly unique place as it is the only City in the world bearing this name; thus the use of the pear form is an important identifier for the City. The pear, and all its inherent properties, can be integrated and represented through interesting patterns of design.

The curvature of the pear and the sprawling form of the tree suggest an organic texture that could be incorporated into design. Undulating, purposeful and strong textures can evoke feelings of growth and represent the changing City.

The rich colors of the pear tree's fruit and foliage from spring to fall suggest a palette of warm colors. The use of the pear, along with its colors and patterns, were considered in the design of improvements reflected in the Master Improvements Plan.

Fig 1.5 *Picture matrix illustrates how a variety of inspiration points can be derived from a single object - the pear*





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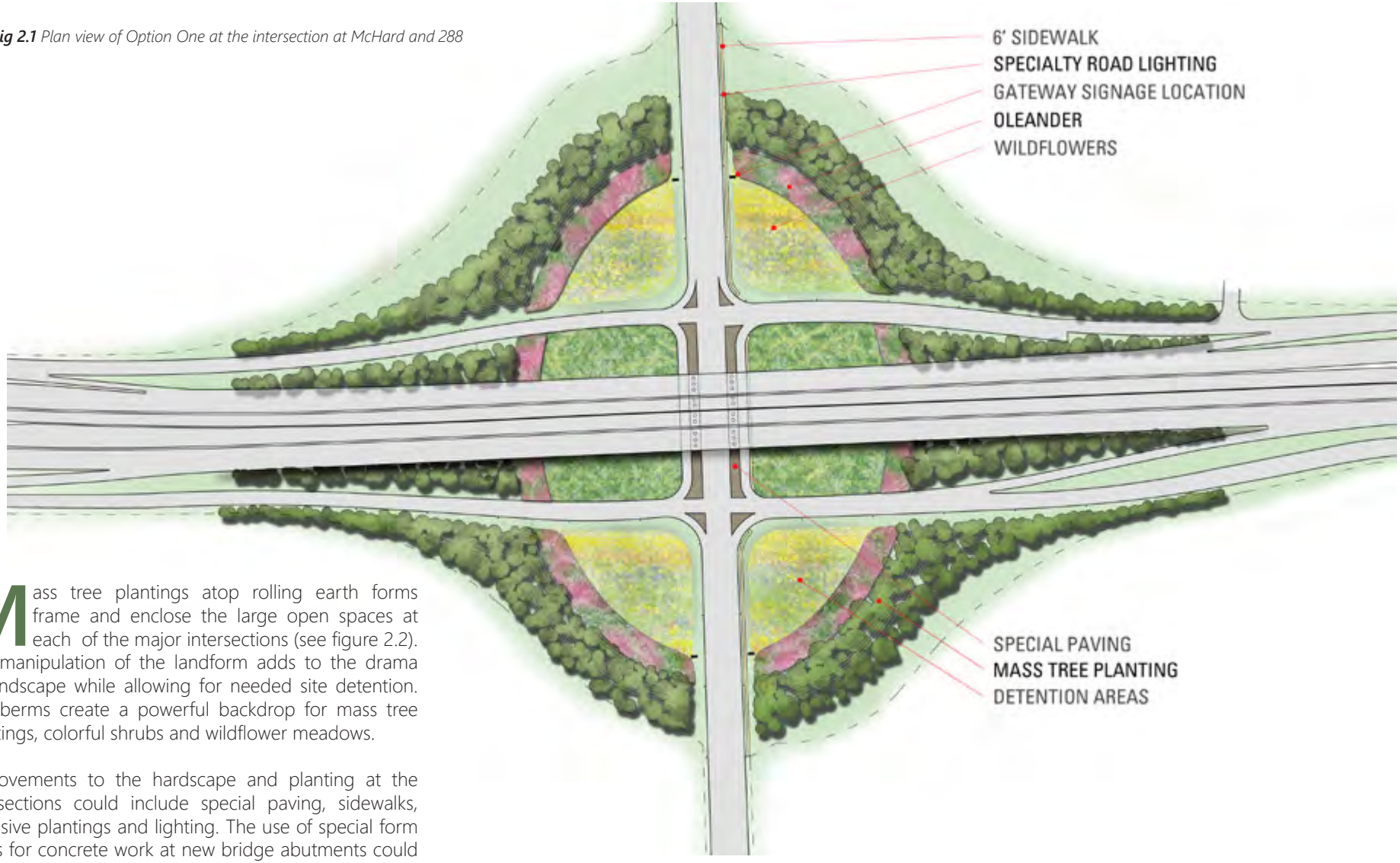
COMMUNITY COMMERCE PROGRESS
TECHNOLOGY ICONIC CONTEMPORARY
SOPHISTICATED SLEEK GROWTH M
YOUNG UNIQUE FLEXIBLE LANDSCAPE
SUSTAINABLE CRESCENDO POTENTIA
288 CORRIDOR PROMOTE HIGH END

288 CORRIDOR DESIGN CONCEPTS

LANDSCAPE EXPRESSION: OPTION ONE

Fig 2.1 *Plan view of Option One at the intersection at McHard and 288*



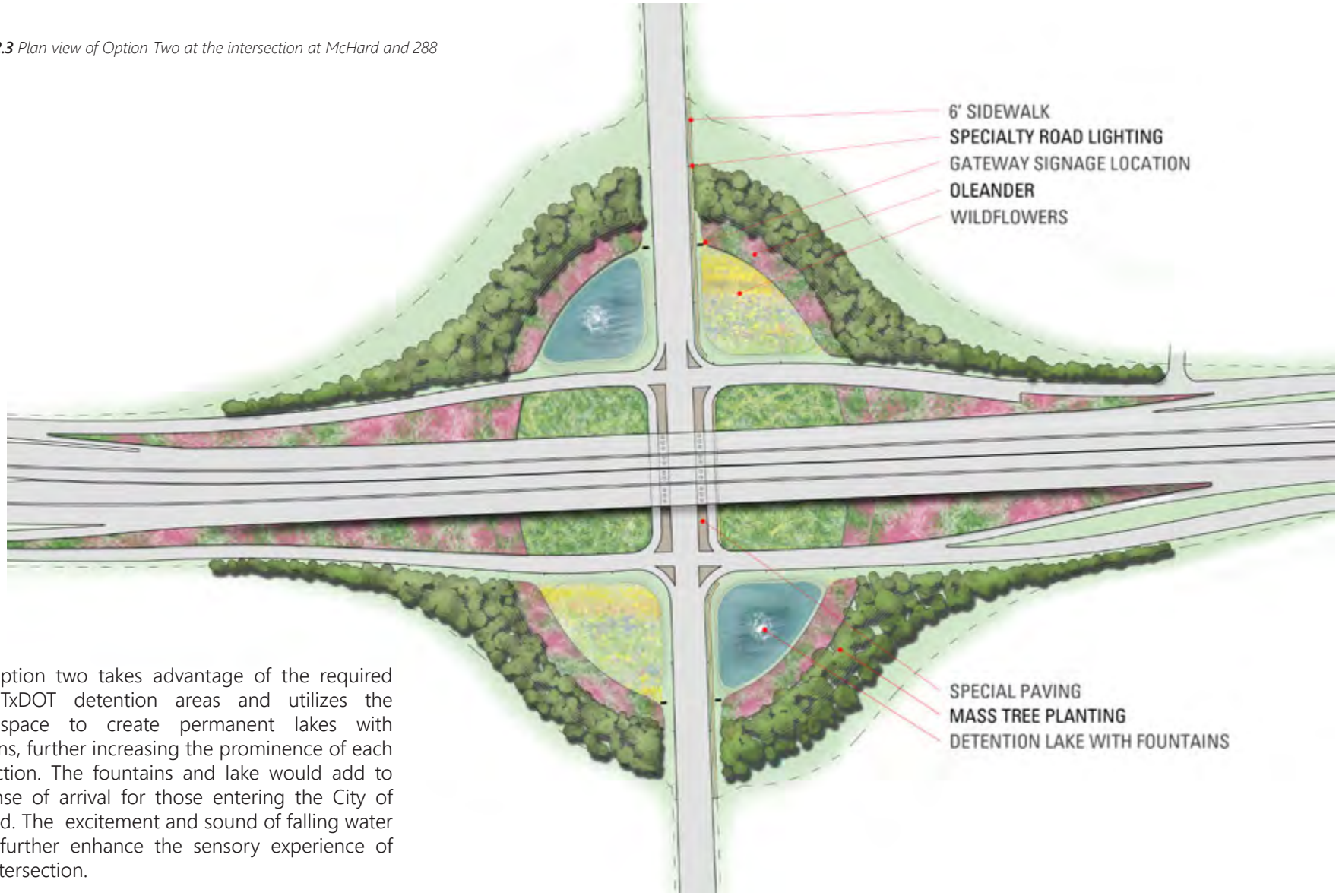
Mass tree plantings atop rolling earth forms frame and enclose the large open spaces at each of the major intersections (see figure 2.2). The manipulation of the landform adds to the drama of landscape while allowing for needed site detention. The berms create a powerful backdrop for mass tree plantings, colorful shrubs and wildflower meadows.

Improvements to the hardscape and planting at the intersections could include special paving, sidewalks, intensive plantings and lighting. The use of special form liners for concrete work at new bridge abutments could greatly enhance the appearance of the underpasses.

Fig 2.2 *Cross-section of a typical intersection corner*

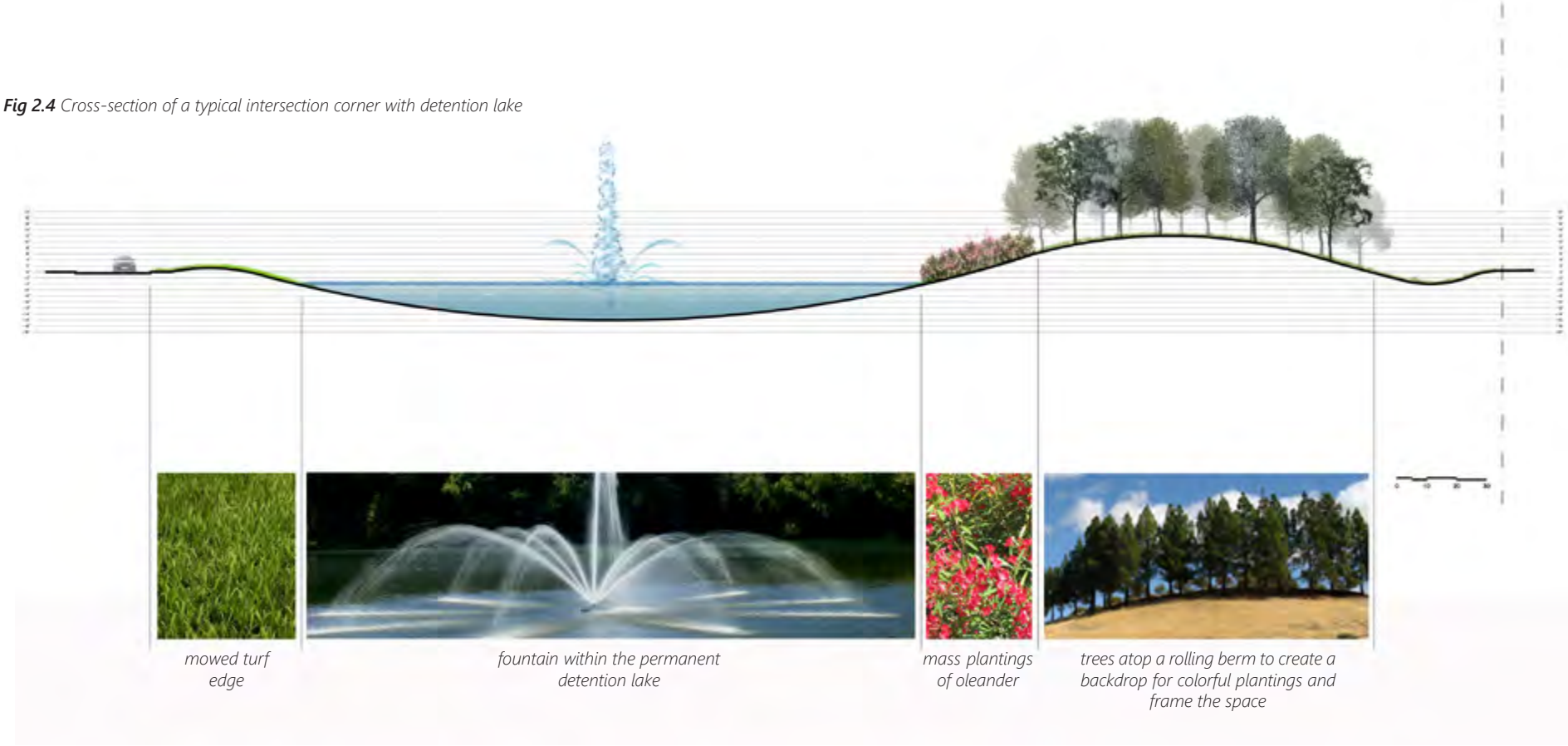
LANDSCAPE EXPRESSION: OPTION TWO

Fig 2.3 *Plan view of Option Two at the intersection at McHard and 288*



Option two takes advantage of the required TxDOT detention areas and utilizes the space to create permanent lakes with fountains, further increasing the prominence of each intersection. The fountains and lake would add to the sense of arrival for those entering the City of Pearland. The excitement and sound of falling water would further enhance the sensory experience of each intersection.

Fig 2.4 *Cross-section of a typical intersection corner with detention lake*



DESIGN CHARACTER

Detail components can reinforce the design aesthetic employed throughout a project. Lighting, form liners, special paving, increased planting, and maintenance are being employed as detail components for the 288 Corridor.

The addition of appropriately scaled decorative lighting at the intersections of Broadway/FM 518 and McHard would introduce a complimentary element to further define the nodes and increase safety and ease of travel.

Working with TxDOT in the planning phases could allow for upgraded design elements at the proposed new development at the intersections. The current TxDOT standard for the region is the wave pattern, which can be seen at the CR 59 intersection. A slight variation (Fig 2.5b) is proposed for the 288 Corridor as a possible upgrade for the new headwall structure. The application of the custom pattern maintains continuity with the TxDOT wave theme but separates Pearland as a distinctive place to live.

Increased planting at the two main intersections (and to a reduced level at secondary intersections) would help to designate these spaces as important areas. Special pavers in the medians and under the overpasses would add a rich character through the use of color and pattern (see Fig 2.10). Sidewalks should be added to improve pedestrian safety and encourage alternate forms of transportation across the corridor.

Between developed intersections, large groups of wildflowers could be added at strategic locations. Increased maintenance in mowing and litter removal would improve the appearance and image of the City as a whole.

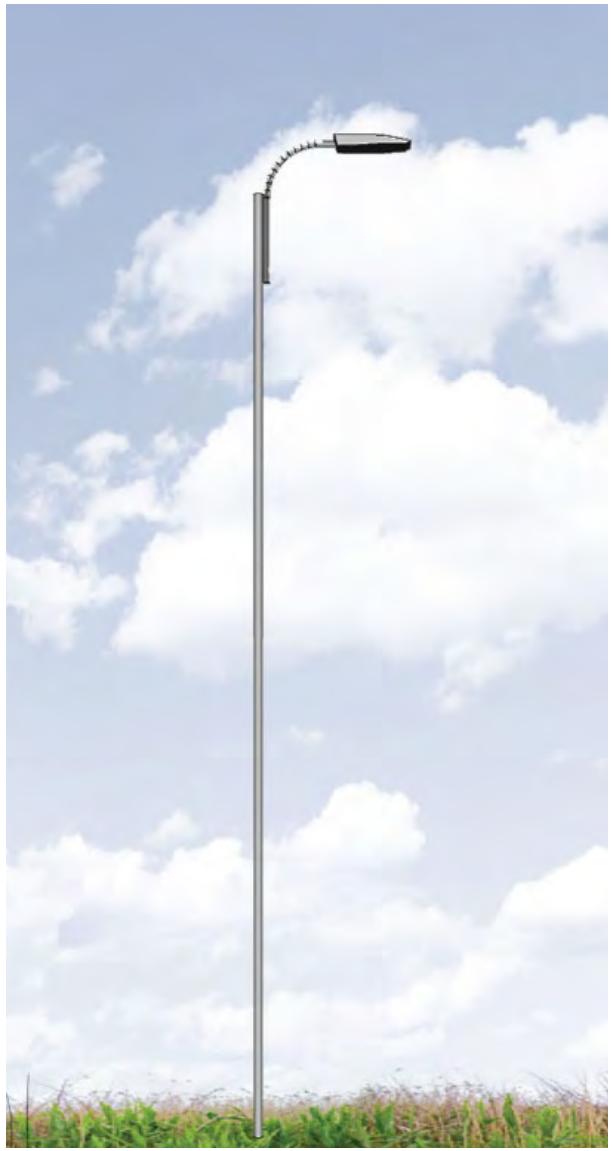
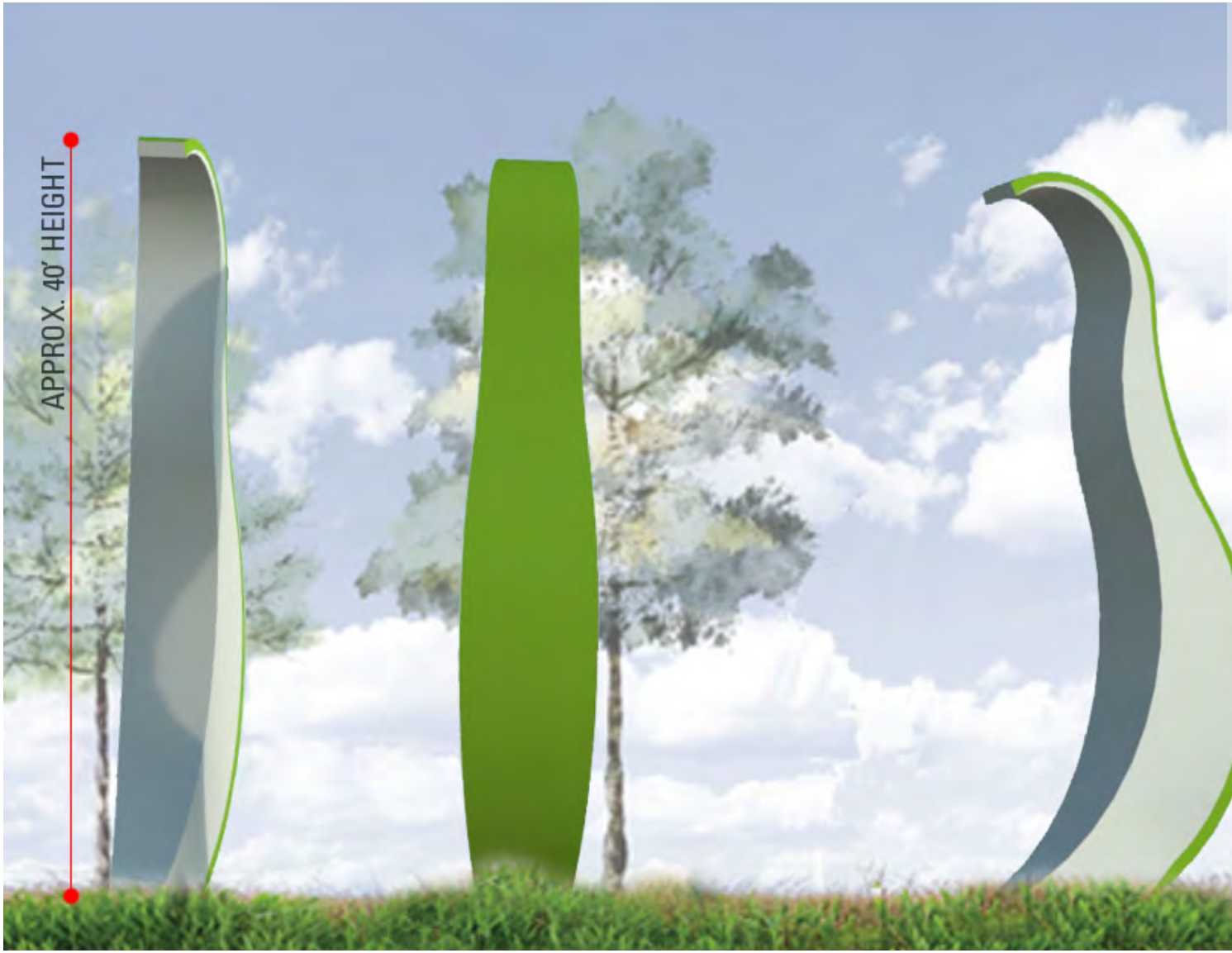


Fig 2.5a *Suggestion for scale of specialty road lighting*

Fig 2.5b *Detail view of custom concrete form liner*

Fig 2.5c *Contextual view of custom concrete form liner*



The pear was the inspiration for a dramatic sculptural form to be used along the 288 Corridor. This vertical 'art piece' is proposed to be placed in a series of six, on each side, over the two key intersections of Broadway/FM 518 and McHard. This signature sculpture can be a dramatic, memorable and identifying feature for all travelers along the Pearland corridor. The proposed sculpture could be a metal clad frame that is internally lit to increase the visibility and prominence at night. These sculptural forms are meant to express the progress of the City as well as its history, tradition and special name.

Fig 2.6 *Abstract pear sculpture scale in reference to an SUV vehicle.*

INTERSECTION AERIAL RENDERINGS

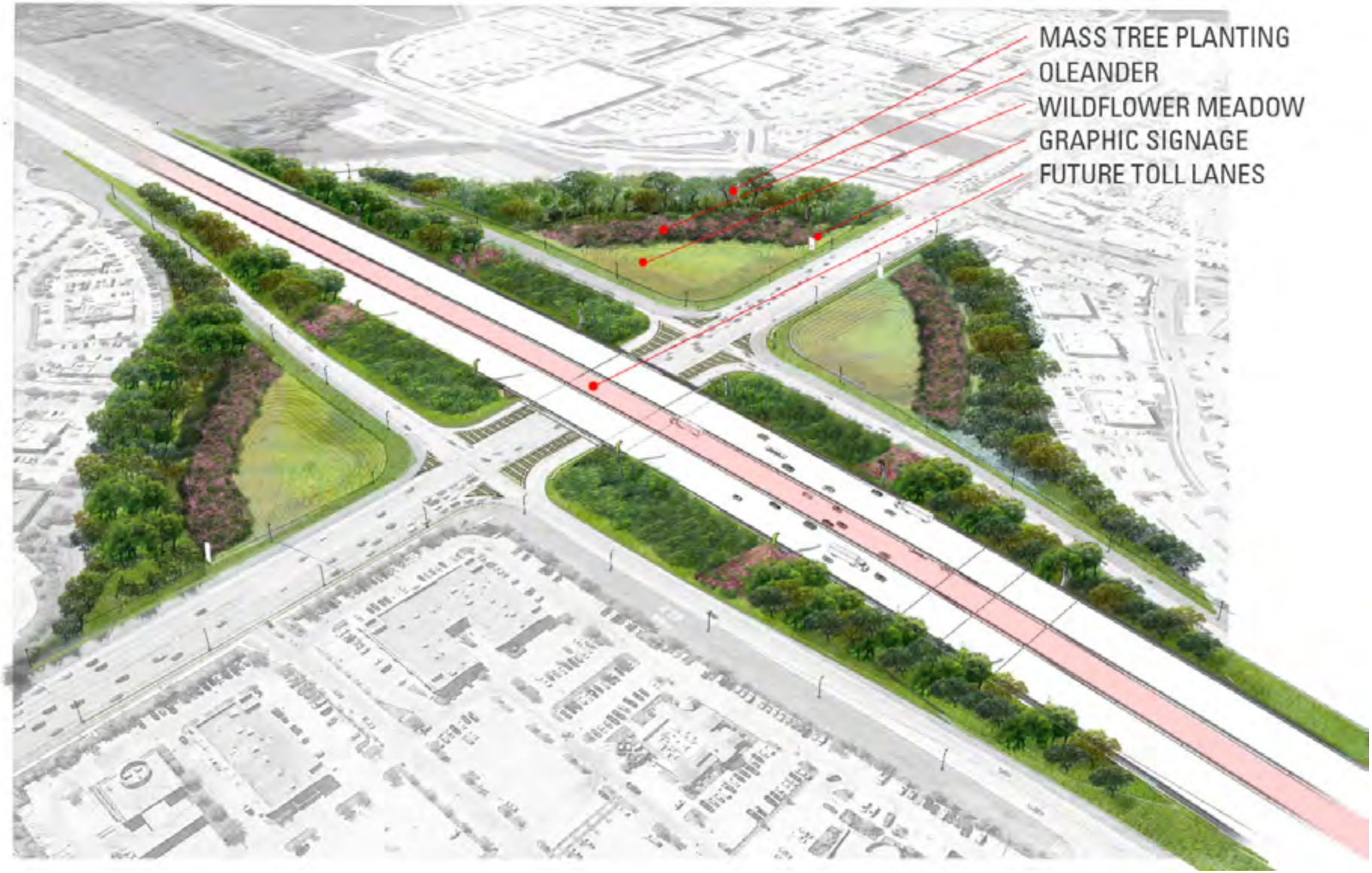


Fig 2.7 *A bird's eye view of the intersection at Broadway/FM 518 and 288*

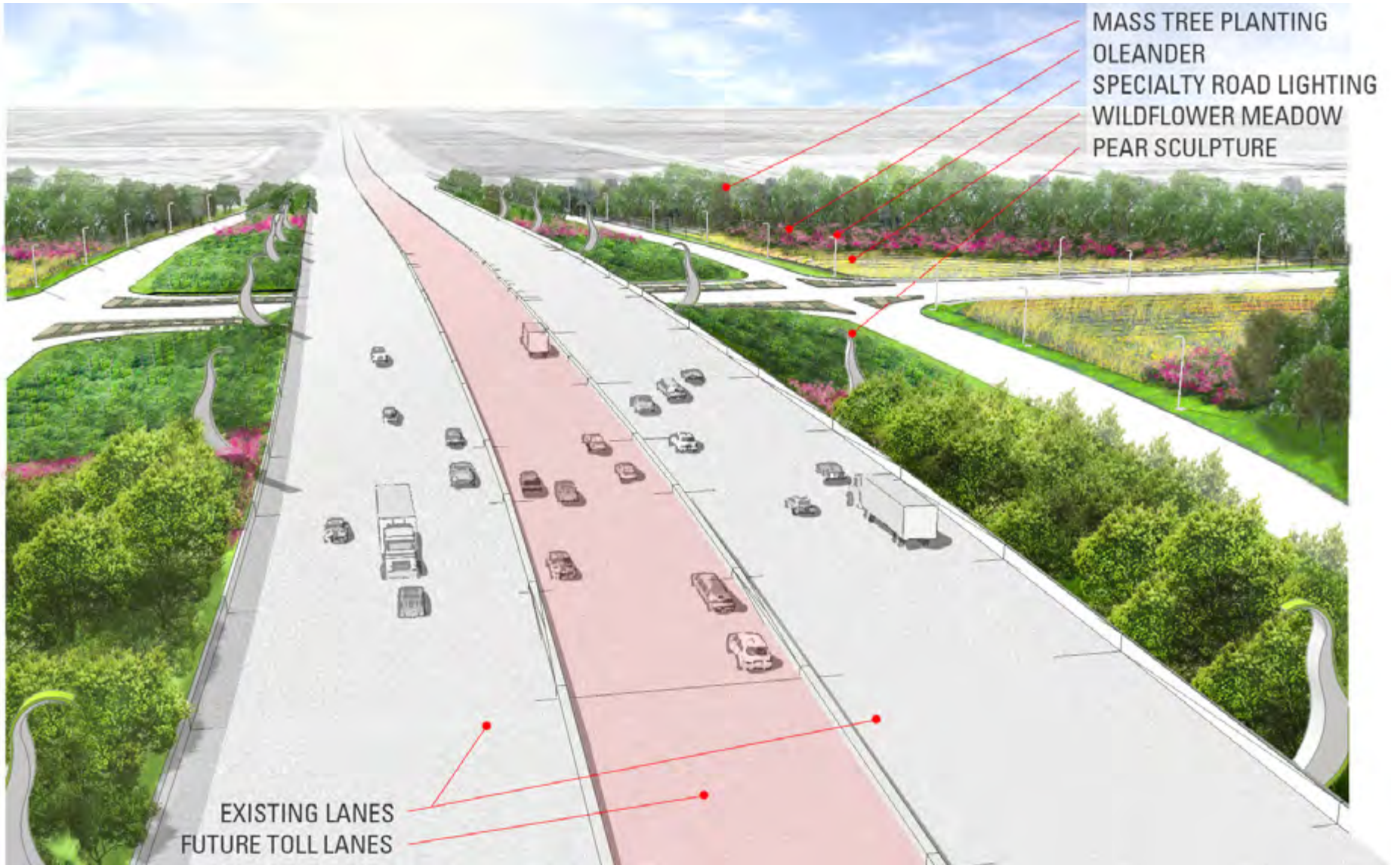


Fig 2.8 *An aerial view approaching the intersection of Broadway/FM 518 and 288*

INTERSECTIONS AND UNDERPASSES

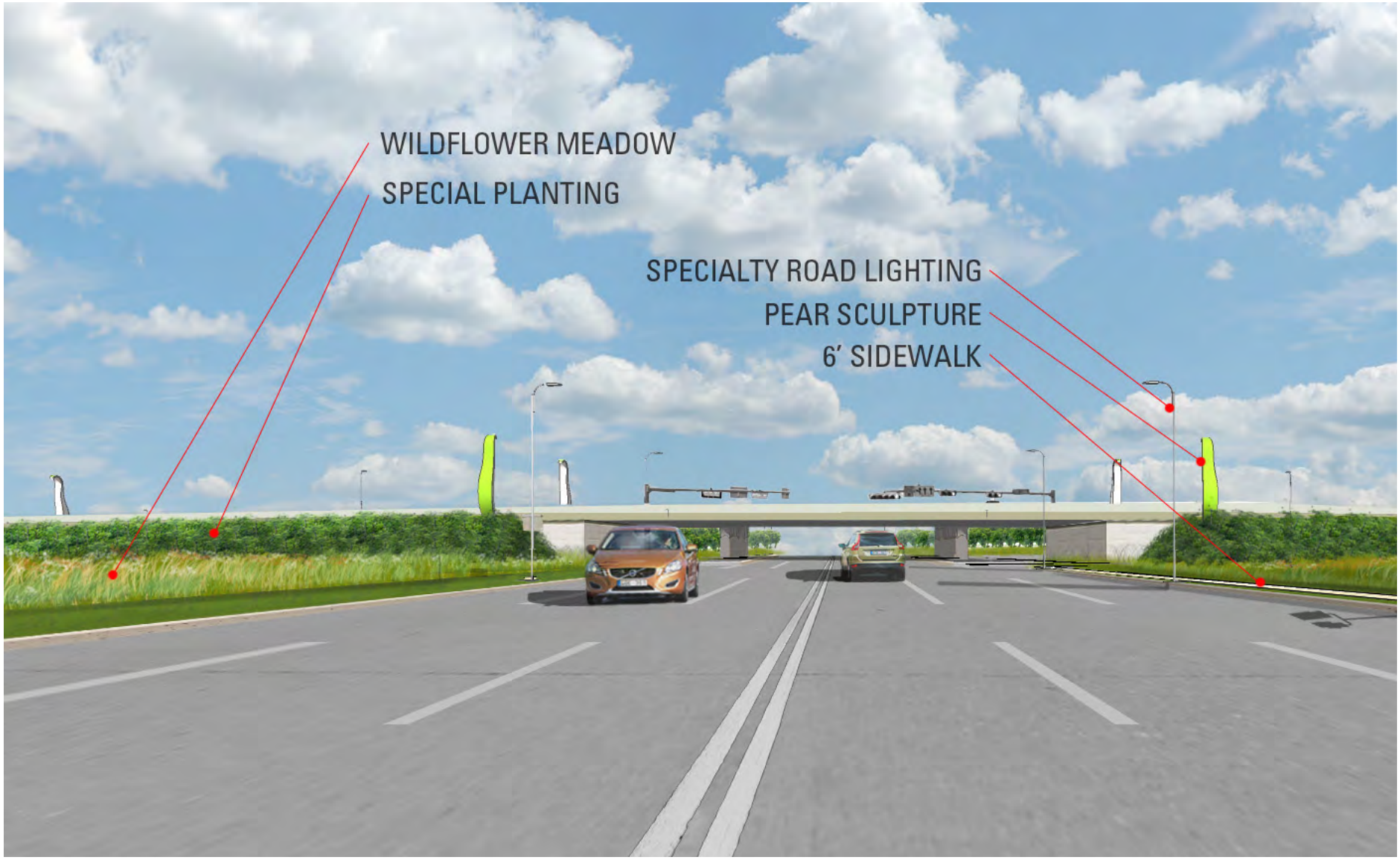


Fig 2.9 *Elevation of proposed 288 intersection and underpass.*

Fig 2.10 *Detail view of a proposed 288 underpass*

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YOUNG UNIQUE FLEXIBLE LANDSCAPE
SUSTAINABLE CRESCENDO POTENTIA
288 CORRIDOR PROMOTE HIGH END

ESTIMATED COSTS

SITE BREAKDOWN AND PHASING

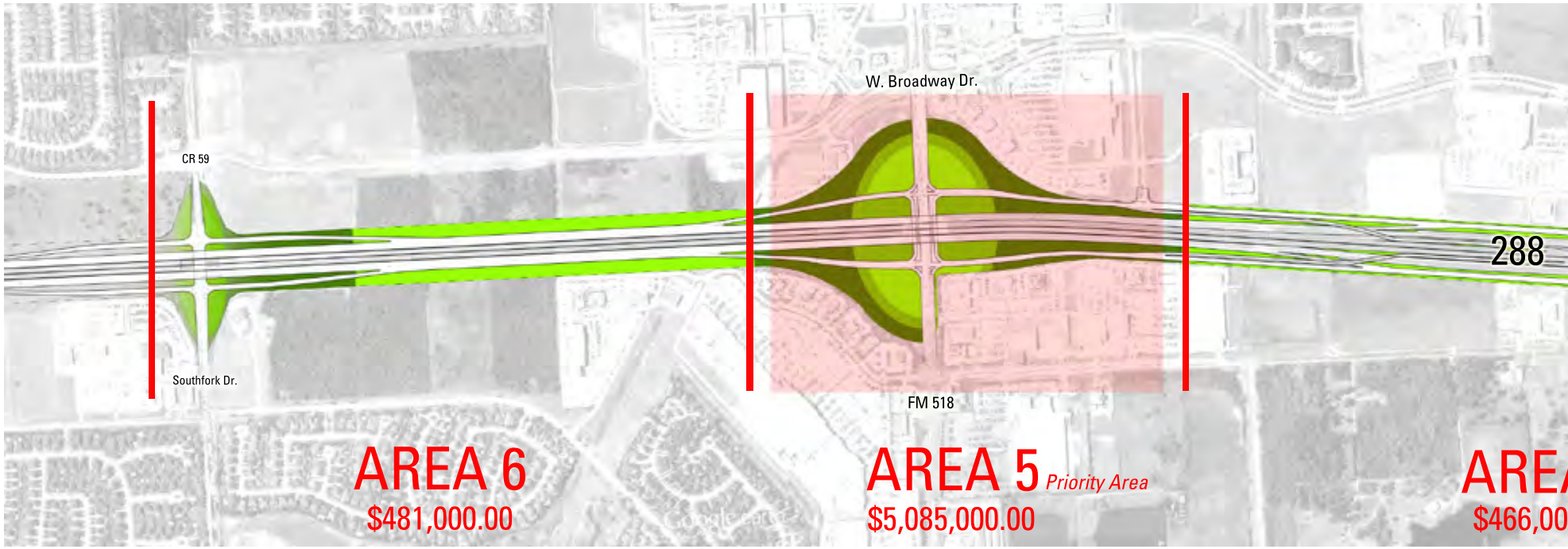
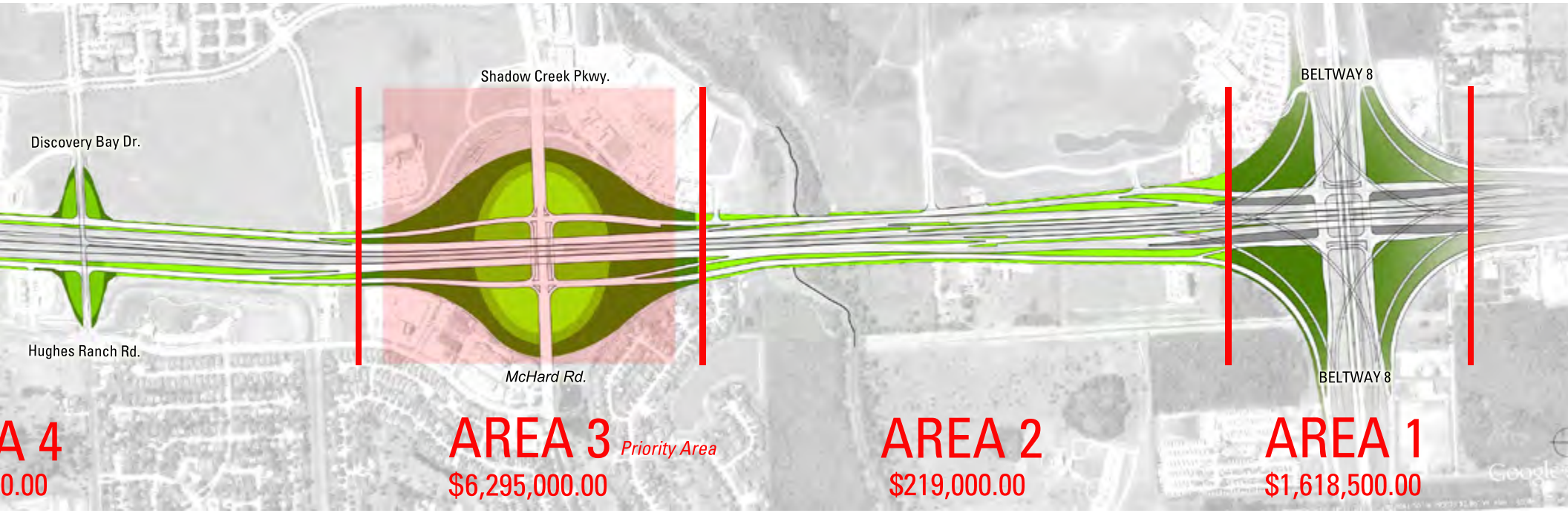


Fig 3.1 Site map with nominal costs by area

To increase the feasibility of the project the scope of improvements has been broken down by area. Each area represents a segment of the 288 Corridor that is part of the Pearland Municipal Management District #2. The following pages divide the preliminary costs of each area with break down of line items. The intersections of Broadway/FM 518 and McHard (areas 3 and 5, respectively) have been deemed priority areas due to their importance to the City now and in the future.


Shadow Creek Pkwy.
BELTWAY 8
Discovery Bay Dr.
Hughes Ranch Rd.
McHard Rd.
BELTWAY 8
A 4
0.00
AREA 3 Priority Area
$6,295,000.00
AREA 2
$219,000.00
AREA 1
$1,618,500.00

PRELIMINARY COST ESTIMATE

Summary

Area 1 - Beltway 8 Intersection: All Four Corners	$	1,618,428.00
Area 2 - Beltway 8 Intersection to McHard Intersection	$	218,709.00
Area 3 - McHard and 288 Intersection	$	6,295,072.00
Area 4 - McHard Intersection to FM 518/Broadway Intersection	$	465,876.00
Area 5 - FM 518/Broadway and 288 Intersection	$	5,085,247.00
Area 6- Broadway Intersection through CR 59/South Fork and 288 Intersection	$	480,736.00
Total of Master Plan Improvements	$	14,164,068.00

Area 1 - Beltway 8 Intersection: All Four Corners

Item	Qty.	Unit	Unit Cost	Extension
Gateway Markers	2	EA	$ 40,000.00	$ 80,000.00
Tree Plantings (45 gal., 20' o.c.)	2,835	EA	$ 300.00	$ 850,500.00
Temporary Tree Irrigation	1	LS	$ 141,750.00	$ 141,750.00
General Conditions	1	LS	$ 53,612.50	$ 53,612.50
Professional Fees	1	LS	$ 281,465.63	$281,465.63
			Subtotal	$ 1,407,328.13
			15% Contingency	$ 211,099.22
			Total Area 1-Beltway 8-All Four Corners	**$ 1,618,427.35**

PRELIMINARY COST ESTIMATE

Area 2 - Beltway 8 Intersection to McHard Intersection

Item	Qty.	Unit	Unit Cost		Extension
Fine Grade and Hydromulch	450,000	SF	$ 0.25	$	112,500.00
Wildflowers (20% of area)	90,000	SF	$ 0.50	$	45,000.00
General Conditions	1	LS	$ 7,875.00	$	7,875.00
Professional Fees	1	LS	$ 24,806.25	$	24,806.25
			Subtotal	$	190,181.25
			15% Contingency	$	28,527.19
Total Area 2 - Beltway 8 Intersection to McHard Intersection				**$**	**218,708.44**

Area 3 - McHard and 288 Intersection

Item	Qty.	Unit	Unit Cost	Extension
Hardscape				
Grading	630,000	SF	$ 0.15	$ 94,500.00
Concrete Walk-6' width	10,050	SF	$ 4.50	$ 45,225.00
Curb Ramps	12	EA	$ 1,500.00	$ 18,000.00
Pavers (demo existing and replace)	37,700	SF	$ 14.00	$ 527,800.00
Paint (existing abutments & columns)	8,200	SF	$ 7.50	$ 61,500.00
Gateway Markers	4		$ 40,000.00	$ 160,000.00
Pear Art Columns	12	EA	$ 80,000.00	$ 960,000.00
			Total Hardscape	$ 1,867,025.00
Softscape				
Tree Plantings (45 gal., 20' o.c.)	1,620	EA	$ 300.00	$ 486,000.00
Shrubs (Oleander, 5' o.c.)	12,800	EA	$ 25.00	$ 320,000.00
Mulch	5,000	CY	$ 35.00	$ 175,000.00
Wildflowers	242,500	SF	$ 0.50	$ 121,250.00
Fine Grade and Hydromulch	325,500	SF	$ 0.25	$ 81,375.00
Temporary Tree Irrigation	1	LS	$ 81,000.00	$ 81,000.00
Irrigation	630,000	SF	$ 0.60	$ 378,000.00
			Total Softscape	$ 1,642,625.00
Permanent Water & Fountain (partial excavation by TxDOT)	2	EA	$ 200,000.00	$ 400,000.00
Lighting				
Street lights	41	EA	$ 3,500.00	$ 143,500.00
Electrical Run	7,380	LF	$ 20.00	$ 147,600.00
Electrical Service	1	LS	$ 10,000.00	$ 10,000.00
			Total Lighting	$ 301,100.00
General Conditions	1	LS	$ 210,537.50	$ 210,537.50
Professional Fees	1	LS	$ 1,052,687.50	$ 1,052,687.50
			Subtotal	$ 5,473,975.00
			15% Contingency	$ 821,096.25
	Total Area 3-McHard and 288 Intersection			**$ 6,295,071.25**

PRELIMINARY COST ESTIMATE

Area 4 - McHard Intersection to Broadway/FM 518 Intersection

Item	Qty.	Unit	Unit Cost		Extension
Tree Plantings (45 gal., 20' o.c.)	460	EA	$ 300.00	$	138,000.00
Fine Grade and Hydromulch	463,000	SF	$ 0.25	$	115,750.00
Wildflowers (20% of area)	66,000	SF	$ 0.50	$	33,000.00
Temporary Tree Irrigation	1	LS	$ 23,000.00	$	23,000.00
General Conditions	1	LS	$ 14,337.50	$	14,337.50
Professional Fees	1	LS	$ 81,021.88	$	81,021.88
			Subtotal	$	405,109.38
			15% Contingency	$	60,766.41
Total Area 4 - McHard Intersection to Broadway/FM518 Intersection				**$**	**465,875.79**

Area 5 - Broadway/FM 518 and 288 Intersection

Item	Qty.	Unit	Unit Cost	Extension
Hardscape				
Grading	473,000	SF	$ 0.15	$ 70,950.00
Concrete Walk-6' width	9,395	SF	$ 4.50	$ 42,277.50
Curb Ramps	12	EA	$ 1,500.00	$ 18,000.00
Form liner - addition	8,200	SF	$ 35.00	$ 287,000.00
Paint and Pavers - by TxDOT	39,600	SF	$ -	$ -
Gateway Markers	4		$ 40,000.00	$ 160,000.00
Pear Art Columns	12	EA	$ 80,000.00	$ 960,000.00
			Total Hardscape	$ 1,538,227.50
Softscape				
Tree Plantings (45 gal., 20' o.c.)	1,220	EA	$ 300.00	$ 366,000.00
Shrubs (Oleander, 5' o.c.)	9,625	EA	$ 25.00	$ 240,625.00
Mulch	3,750	CY	$ 35.00	$ 131,250.00
Wildflowers	182,000	SF	$ 0.50	$ 91,000.00
Fine Grade and Hydromulch	238,000	SF	$ 0.25	$ 59,500.00
Temporary Tree Irrigation	1	LS	$ 61,000.00	$ 61,000.00
Irrigation	473,000	SF	$ 0.60	$ 283,800.00
			Total Softscape	$ 1,233,175.00
Permanent Water & Fountain				
(partial excavation by TxDOT)	2	EA	$ 200,000.00	$ 400,000.00
Lighting				
Street Lights	31	EA	$ 3,500.00	$ 108,500.00
Electrical Run	5,580	LF	$ 20.00	$ 111,600.00
Electrical Service	1	LS	$ 10,000.00	$ 10,000.00
			Total Lighting	$ 230,100.00
General Conditions	1	LS	$ 170,075.13	$ 170,075.13
Professional Fees	1	LS	$ 850,375.63	$ 850,375.63
			Subtotal	$ 4,421,953.25
			15% Contingency	$ 663,292.99
Total Area 5 - Broadway/FM 518 and 288 Intersection				**$ 5,085,246.24**

PRELIMINARY COST ESTIMATE

Area 6- Broadway Intersection through CR 59/South Fork and 288 Intersection

Item	Qty.	Unit	Unit Cost	Extension
Gateway Markers	2		$ 40,000.00	$ 80,000.00
Tree Plantings (45 gal., 20' o.c.)	260	EA	$ 300.00	$ 78,000.00
Temporary Tree Irrigation	1	LS	$ 13,000.00	$ 13,000.00
Fine Grade and Hydromulch	500,000	SF	$ 0.25	$ 125,000.00
Wildflowers (20% of area)	45,000	SF	$ 0.50	$ 22,500.00
General Conditions	1	LS	$ 15,925.00	$ 15,925.00
Professional Fees	1	LS	$ 83,606.25	$ 83,606.25
			Subtotal	$ 418,031.25
			15% Contingency	$ 62,704.69
Total Area 6 - Broadway Intersection through CR 59/South Fork and 288 Intersection				**$ 480,735.94**

Annual 288 Corridor Landscape Maintenance Cost Estimate

Area 3 - McHard and 288 Intersection

Item	Qty.	Unit	Unit Cost		Extension
Trees - fertilizer	1,620	EA	$ 10.00	$	16,200.00
Tree pruning	1,620	EA	$ 15.00	$	24,300.00
Shrubs fertilizer	12,800	EA	$ 2.00	$	25,600.00
Mulch (1 per year)	2,500	CY	$ 35.00	$	87,500.00
Wildflowers (reseed 2 years 50%)	242,000	SF	$ 0.25	$	60,500.00
Mowing - monthly ($125/acre)	12	EA	$ 1,000.00	$	12,000.00
Turf Fertilization	2	EA	$ 20,000.00	$	40,000.00
Irrigation (1 visit/month)	12	EA	$ 800.00	$	9,600.00
			Subtotal	$	275,700.00
			15% Contingency	$	41,355.00
			Total	**$**	**317,055.00**

Area 5 - Broadway and 288 Intersection

Tree fertilization	1,220	EA	$ 10.00	$	12,200.00
Tree pruning	1,220	EA	$ 15.00	$	18,300.00
Shrubs (Oleander, 5' o.c.)	9,625	EA	$ 2.00	$	19,250.00
Mulch (1 per year)	2,250	CY	$ 35.00	$	78,750.00
Wildflowers (reseed 2 years 50%)	181,770	SF	$ 0.25	$	45,442.50
Mowing - monthly ($125/ac)	12	EA	$ 700.00	$	8,400.00
Turf Fertilization	2	EA	$ 14,000.00	$	28,000.00
Irrigation (Tree & Shrub areas only)	12	EA	$ 800.00	$	9,600.00
			Subtotal	$	219,942.50
			15% Contingency	$	32,991.38
			Total	**$**	**252,933.88**

**All prices are estimated based on current construction costs. Allowances must be made for increasing costs during future development.*

ACKNOWLEDGEMENTS

Special thanks to the following participants for their influence, leadership and involvement in the making of the Beautification Strategy Study. The following entities were involved in guiding the scope of work, reviewing project deliverables and providing feedback through the series of planned workshops.

Pearland Economic Development Corporation

Pearland Municipal Management District #2

The City of Pearland

Pearland Chamber of Commerce

Keep Pearland Beautiful

Pearland Convention and Visitors Bureau

Texas Department of Transportation

HDR

Brazoria County Toll Road Authority

CLARK CONDON
ASSOCIATES
LANDSCAPE ARCHITECTURE

Exhibit B

Texas Department of Transportation Advance Funding Agreement

Texas Department of Transportation®
P.O. BOX 1386 • HOUSTON, TEXAS 77251-1386 • (713) 802-5000

September 8, 2014

Mr. Will Deane
President
Pearland Municipal Management District No. 2
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027

RE: Advance Funding Agreement For Voluntary
Local Government Contributions To Transportation
Improvement Projects With No Required Match
SH 288
Harris County
CSJ: 0598-01-098 and 0598-02-107

Dear Mr. Deane:

We are returning an executed copy of the subject agreement for your file.

If you have any questions, please contact Dana Coté, District Landscape Architect, at (713) 802-5569.

Sincerely,

James V. Hunt, P.E.
Director of Maintenance
Houston District

DC
Attachment
cc: Dana Coté, RLA

CSJ # 0598-01-098 and
0598-02-107
District # 12
Code Chart 64 # 62106
Project: SH 288

STATE OF TEXAS §

COUNTY OF TRAVIS §

ADVANCE FUNDING AGREEMENT FOR VOLUNTARY LOCAL GOVERNMENT CONTRIBUTIONS TO TRANSPORTATION IMPROVEMENT PROJECTS WITH NO REQUIRED MATCH

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation, called the "State", and the Pearland Municipal Management District No. 2, acting by and through its duly authorized officials, called the "Local Government."

WITNESSETH

WHEREAS, Transportation Code, Chapters 201, 221, and 361, authorize the State to lay out, construct, maintain, and operate a system of streets, roads, and highways that comprise the State Highway System; and,

WHEREAS, Government Code, Chapter 791, and Transportation Code, §201.209 and Chapter 221, authorize the State to contract with municipalities and political subdivisions; and,

WHEREAS, Commission Minute Order Number _113967_ authorizes the State to undertake and complete a highway improvement generally described as landscape development and maintenance; and,

WHEREAS, the Local Government has requested that the State allow the Local Government to participate in said improvement by funding that portion of the improvement described as landscape development and maintenance, called the "Project"; and,

WHEREAS, the State has determined that such participation is in the best interest of the citizens of the State.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, the State and the Local Government do agree as follows:

AGREEMENT

1. **Time Period Covered**
   This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed, and the State and the Local Government will consider it to be in full force and effect until the Project described in this agreement has been completed and accepted by all parties or unless terminated, as provided for by this agreement.

2. **Project Funding and Work Responsibilities**
   A. The State will authorize the performance of only those Project items of work which the Local Government has requested and has agreed to pay for as described in Attachment A, Payment Provision and Work Responsibilities which is attached to and made a part of this contract. In addition to identifying those items of work paid for by payments to the State, Attachment A,

Payment Provision and Work Responsibilities, also specifies those Project items of work that are the responsibility of the Local Government and will be carried out and completed by the Local Government, at no cost to the State.

B. At least sixty (60) days prior to the date set for receipt of the construction bids, the Local Government shall remit its remaining financial share for the State's estimated construction oversight and construction costs.

C. In the event that the State determines that additional funding by the Local Government is required at any time during the Project, the State will notify the Local Government in writing. The Local Government shall make payment to the State within thirty (30) days from receipt of the State's written notification.

D. Whenever funds are paid by the Local Government to the State under this agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation Trust Fund." The check or warrant shall be deposited by the State in an escrow account to be managed by the State. Funds in the escrow account may only be applied by the State to the Project. If, after final Project accounting, excess funds remain in the escrow account, those funds may be applied by the State to the Local Government's contractual obligations to the State under another advance funding agreement with approval by appropriate personnel of the Local Government.

3. Right of Access

If the Local Government is the owner of any part of the Project site, the Local Government shall permit the State or its authorized representative access to the site to perform any activities required to execute the work.

4. Adjustments Outside the Project Site

The Local Government will provide for all necessary right of way and utility adjustments needed for performance of the work on sites not owned or to be acquired by the State.

5. Responsibilities of the Parties

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

6. Document and Information Exchange

The Local Government agrees to electronically deliver to the State all general notes, specifications, contract provision requirements and related documentation in a Microsoft® Word or similar document. If requested by the State, the Local Government will use the State's document template. The Local Government shall also provide a detailed construction time estimate including types of activities and month in the format required by the State. This requirement applies whether the local government creates the documents with its own forces or by hiring a consultant or professional provider. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

7. Interest

The State will not pay interest on funds provided by the Local Government. Funds provided by the Local Government will be deposited into, and retained in, the State Treasury.

8. Inspection and Conduct of Work

Unless otherwise specifically stated in Attachment A, Payment Provision and Work Responsibilities, to this contract, the State will supervise and inspect all work performed hereunder and provide such engineering inspection and testing services as may be required to ensure that the Project is accomplished in accordance with the approved plans and specifications. All correspondence and instructions to the contractor performing the work will be the sole responsibility of the State. Unless otherwise specifically stated in Attachment A to this contract, all work will be performed in accordance with the Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges adopted by the State and incorporated in this agreement by reference, or special specifications approved by the State.

9. Increased Costs

A. In the event it is determined that the funding provided by the Local Government will be insufficient to cover the State's cost for performance of the Local Government's requested work, the Local Government will pay to the State the additional funds necessary to cover the anticipated additional cost. The State shall send the Local Government a written notification stating the amount of additional funding needed and stating the reasons for the needed additional funds. The Local Government shall pay the funds to the State within thirty (30) days of the written notification, unless otherwise agreed to by all parties to this agreement. If the Local Government cannot pay the additional funds, this contract shall be mutually terminated in accordance with Article 11 – Termination. If this is a fixed price agreement as specified in Attachment A, Payment Provision and Work Responsibilities, this provision shall only apply in the event changed site conditions are discovered or as mutually agreed upon by the State and the Local Government.

B. If any existing or future local ordinances, commissioners court orders, rules, policies, or other directives, including but not limited to outdoor advertising billboards and storm water drainage facility requirements, are more restrictive than State or Federal Regulations, or if any other locally proposed changes, including but not limited to plats or replats, result in increased costs, then any increased costs associated with the ordinances or changes will be paid by the Local Government. The cost of providing right of way acquired by the State shall mean the total expenses in acquiring the property interests either through negotiations or eminent domain proceedings, including but not limited to expenses related to relocation, removal, and adjustment of eligible utilities.

10. Maintenance

Upon completion of the Project, the Local Government will assume responsibility for the maintenance of the completed Project unless otherwise specified in Attachment A to this agreement.

11. Termination

A. This agreement may be terminated in the following manner:

1. By mutual written agreement and consent of both parties;
2. By either party upon the failure of the other party to fulfill the obligations set forth in this agreement; or
3. By the State if it determines that the performance of the Project is not in the best interest of the State.

B. If the agreement is terminated in accordance with the above provisions, the Local Government will be responsible for the payment of Project costs incurred by the State on behalf of the Local Government up to the time of termination.

C. Upon completion of the Project, the State will perform an audit of the Project costs. Any funds due to the Local Government, the State, or the Federal Government will be promptly paid by the owing party.

12. Notices

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified or U.S. mail, postage prepaid or sent by electronic mail, (electronic notice being permitted to the extent permitted by law but only after a separate written consent of the parties), addressed to such party at the following addresses:

Local Government:	**State:**
President Pearland Municipal Management District No. 2 3200 Southwest Freeway, #2600 Houston, Texas 77027	Director of Contract Services Office Texas Department of Transportation 125 E. 11th Street Austin, Texas 78701

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided in this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that such notices shall be delivered personally or by certified U.S. mail and such request shall be honored and carried out by the other party.

13. Sole Agreement

In the event the terms of the agreement are in conflict with the provisions of any other existing agreements between the Local Government and the State, the latest agreement shall take precedence over the other agreements in matters related to the Project.

14. Successors and Assigns

The State and the Local Government each binds itself, its successors, executors, assigns, and administrators to the other party to this agreement and to the successors, executors, assigns, and administrators of such other party in respect to all covenants of this agreement.

15. Amendments

By mutual written consent of the parties, this agreement may be amended prior to its expiration.

16. State Auditor

The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

17. Insurance

If this agreement authorizes the Local Government or its contractor to perform any work on State right of way, before beginning work the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately and the State may recover damages and all costs of completing the work.

18. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

THIS AGREEMENT IS EXECUTED by the State and the Local Government in duplicate.

THE LOCAL GOVERNMENT

Signature

Will Deane
Typed or Printed Name

President
Title

8/22/2014
Date

THE STATE OF TEXAS

District Engineer

8-20-14
Date

CSJ # 0598-01-098 and
0598-02-107
District # 12
Code Chart 64 # 62106
Project: SH 288

ATTACHMENT A
PAYMENT PROVISION AND WORK RESPONSIBILITIES

Payment Provision

The Local Government has adopted the conceptual 288 Corridor Master Improvements Plan, Attachment B, which highlights the Project and will prepare all plans and specifications for final approval of the Project. The Local Government will provide the installation and subsequent maintenance of the Project. The total estimated cost for installation of the Project is $14,164,068, and shall be funded 100% by the Local Government or other funding sources secured by the Local Government. Construction of the Project may be implemented at once or in phases over time.

The Project

The Project is a Master Improvements Plan for the beautification of the SH 288 corridor. The Local Government will coordinate all efforts outlined in the Project through the appropriate agency/entity including, but not limited to: the State, Concessionaire selected by the State, and/or Brazoria County Toll Road Authority prior to any final approvals.

Limits: The Project improvements will be installed throughout the entire length of SH 288 corridor right-of-way from County Road 59 north to Beltway 8, just inside the boundaries of the District.

Short-Term Maintenance Improvements: The State will continue to perform its usual maintenance of the area encompassed by the Project. In addition to the Projects defined in the 288 Corridor Master Improvements Plan, the Local Government may provide supplemental maintenance to the area including, but not limited to, the following to improve the appearance of the corridor:

Trash and Weed Removal
As-needed sweeping and removal of trash and debris from all areas. Spraying to eliminate weeds and grass in concrete and pavers abutting all turf and bed areas and at medians and underpasses.

Grass Areas
As-needed mowing and edging of grass areas within 10 feet of the back of pavement along with removing of grass clippings from all pavement areas adjoining grass areas. Fertilize and herbicide also as-needed.

Long Term Improvements: The Project will be installed the length of the entire Corridor within the corporate limits of the City of Pearland. The Project will include, but not be limited to the following improvements and is further defined in the attached 288 Corridor Master Improvements Plan:

a) Enhanced sidewalks
b) Pavers
c) Gateway markers
d) Specialty painting
e) Sculptural elements

f) Tree, shrub and plant installation
g) Temporary tree irrigation
h) Irrigation
i) Water and fountain features
j) Enhanced street lighting
k) Wildflower planting
l) Detention pond improvements
m) Existing Park and Ride relocation or improvements

Anticipated maintenance for the long term improvements by the Local Government shall include but not limited to the following:

Trash and Weed Removal
As-needed removal of trash, sweeping and debris removal from all areas. Spraying to eliminate weeds and grass in concrete and pavers abutting all turf and bed areas and at medians and underpasses.

Grass Areas
Mowing and edging of grass areas on a regular basis along with removing of grass clippings from all pavement areas adjoining grass areas. Fertilize and herbicide as needed. Irrigation in some areas. Over seeding as needed.

Plant, Shrub and Tree Maintenance
For the work of plant, shrub and tree maintenance, all reasonable means shall be employed to preserve the trees, shrubs, plants and vegetative material existing within the project limits in a healthy and vigorous growing condition. This maintenance activity shall include but not be limited to the following:

a) Watering.
b) Plant bed and/or basin maintenance.
c) Plant replacement.
d) Insect, disease, and animal control.
e) Fertilizing.
f) Mowing and trimming.
g) Staking adjustment and removal.
h) Pruning.
i) Litter pick-up.

Fountain and Irrigation System Operation and Maintenance
Permanent fountains and irrigation system operation and maintenance shall include, but not be limited to, water, monitoring, adjustment, repair, replacement, and proper operation of fountains and irrigation systems as required to insure efficient function. Irrigation systems will be maintained to insure moisture to the plant material existing on the site.

Form Liners at Bridge Abutments
All form liner surfaces within limits shown in the Project Plan shall be maintained, repaired and/or replaced same as originally installed. All form liner surfaces shall be maintained clean and free of graffiti and vegetation and shall be painted as necessary.

Landscape Pavers/Sidewalks
All surfaces as shown in the Project Plans shall be maintained clean and free of graffiti, litter, silt/soil and vegetation. At discretion of Local Government, with approval from State, repair and/or replace same as originally installed. All replacement parts should be of the same type and manufacturer as originally installed. Substitute parts may be allowed with the approval of the State prior to replacement. All surfaces shall be maintained clean and free of graffiti, litter, silt/soil and vegetation.

Lighting
Specialty road and landscape lighting and related electrical work shall be installed and maintained as required to increase public safety and ease of travel. All lighting shall be maintained, repaired and/or replaced according to the State's lighting standards. If it is necessary for the Local Government to extend conduits, the Local Government will do so at its own cost.

Sculptural Element/Gateway Markers
Sculptural elements and Gateway Markers shall be installed and maintained appropriately to enhance the beauty of the sculpture. All surfaces shall be maintained clean and free of graffiti and litter.

Special Roadway Paving
All special roadway paving shall be installed and maintained by the Local Government, including any repair and/or replacement.

Detention
The Local Government will amenitize, install and maintain amenities of the detention ponds within the boundaries of the Local Government.

Work Responsibilities

Local Government agrees to:

1. Furnish the State with a copy of each agreement(s) between the Local government and its agent(s) or subcontractor(s) for work to be performed by Local government.
2. Furnish the State with a fully executed copy of agreement between the Local Government and the State's selected concessionaire for that portion of the Project from Clear Creek north to Beltway 8.
3. Furnish the State with a fully executed copy of agreement between the Local Government and Brazos Via County Toll Authority for that portion of the Project from County Road 59 to Clear Creek.
4. Furnish the State with a fully executed copy of the State's Form 1560 Certificate of Insurance.
5. Furnish the State in writing overall clearance with all appropriate regulatory agencies prior to beginning any installation or maintenance activities.

mvd 8-22-19

6. Submit to the State for approval the Project Plan (11" X 17" format) before any work begins. The Project Plan shall contain, but not limited to, TxDOT right-of-way, roadway functional classification and speed limit(s), limits of project, existing underground and above ground utilities, existing drainage patterns, inventory of other existing structures (signs, traffic control devices, light poles, etc.), layout plans, construction details, drawings, specifications, schedules, and cost estimates in the format and to the time schedule as required by the State.
7. Submit to the State for approval any revisions or modifications mutually agreed upon between the Local Government and the State.
8. Verify location of all utilities within project area. Utility considerations shall include but not limited to the following: gas, water, electricity, fiber optics, telephone, signals, lighting, CTMS, sanitary sewer, etc.
9. Provide for all necessary right-of-way and/or utility adjustments needed.
10. Furnish all labor, equipment, and incidentals to provide for the installation of the Project as specified in the Project Plan, and described herein.
11. Furnish all labor, equipment, materials, and incidentals to provide for maintenance of the Project during and after installation of the Project is completed. The Project shall be maintained in such a manner and to the degree deemed necessary hereafter to enhance roadway aesthetics for the traveling public. The State reserves the right to require any changes, maintenance or repairs as may be necessary to provide protection of life or property on or adjacent to the highway.
12. Provide fulltime daily inspection of all installation and maintenance work performed and any testing services as may be required to ensure that the work is accomplished in accordance with the Project Plan and specifications. The Local Government inspector shall report, as directed, activities of the contractor and notify the State of all correspondence and instructions to the contractor performing the work. The State shall have final authority over all issues that may arise during work as called for in the Project Plan and specifications.
13. Submit for approval a traffic control plan and provide, erect and maintain barricades, signs and traffic handling devices necessary to protect the safety of the traveling public. All placements of barricades, signs and traffic handling devices must conform to the Texas Manual on Uniform Traffic Control Devices.
14. Contact TxDOT Area Engineers office 7 days prior to beginning of any work activities (see attached District Area Engineers list).
15. Provide all labor, equipment, material, incidentals, and inspection as may be required to repair or replace equipment, structures or surfaces damaged by Local Government or its agent(s) or contractor(s) during the installation and/or maintenance of the Project to the satisfaction of the State.

State agrees to:

1. Allow Local Government and its agent(s) or contractor(s) to utilize the right-of-way for all aspects of the Project described in this Agreement.
2. Assist the Local Government in the preparation of the Project Plan and specifications.
3. Assist the Local Government in the preparation of the traffic control plan.
4. Furnish the Local Government any revisions or modifications mutually agreed upon between the State and the Local Government or as may be required for the good of the traveling public.

CSJ # 0598-01-098 and
0598-02-107
District # 12
Code Chart 64 # 62106
Project: SH 288

ATTACHMENT B

CLIENTS:

PEARLAND MUNICIPAL MANAGEMENT DISTRICT #2

PEARLAND

BEAUTIFICATION STRATEGY: 288 CORRIDOR MASTER IMPROVEMENTS PLAN

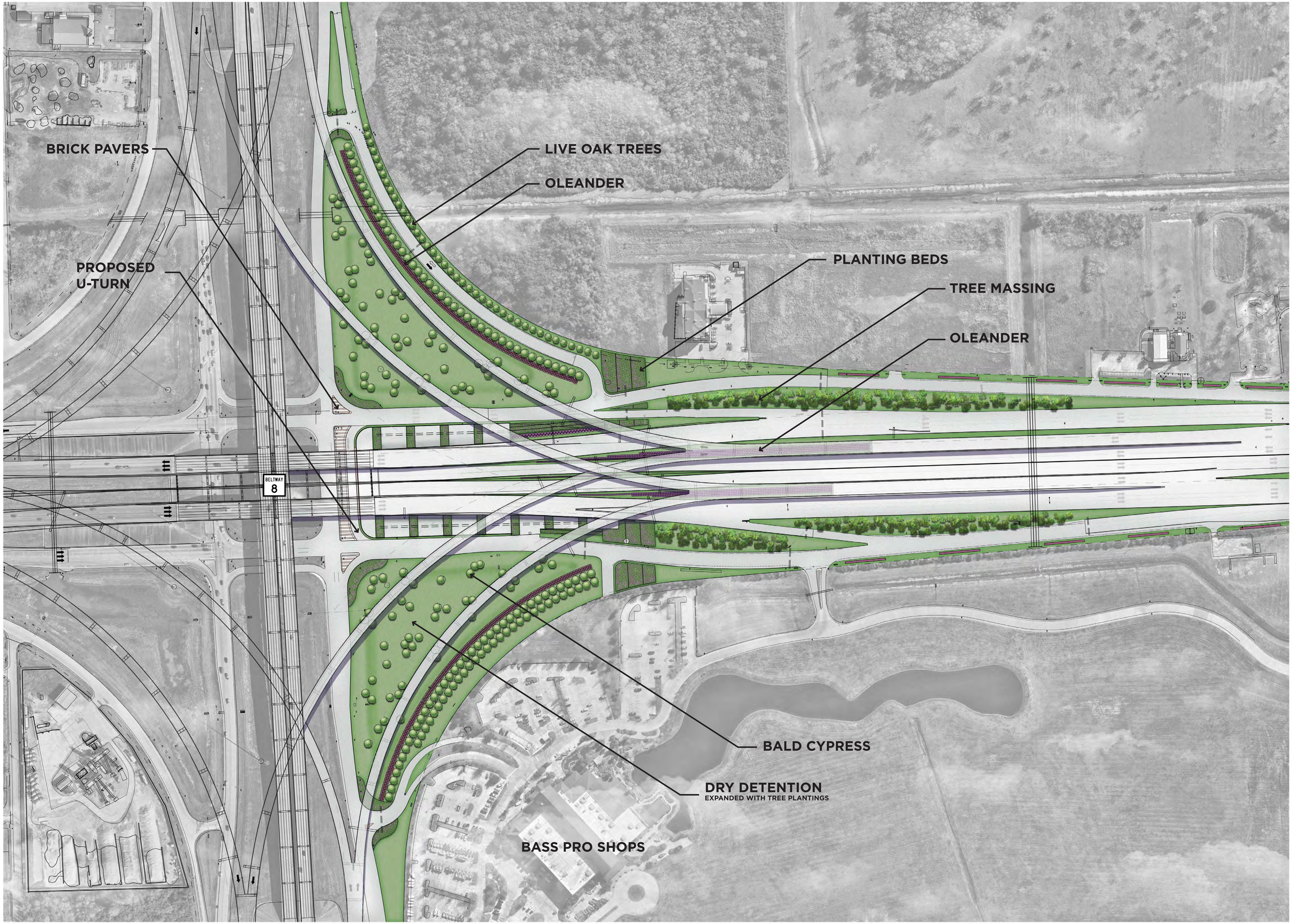
APRIL 2014

PREPARED BY:

CLARK CONDON ASSOCIATES
LANDSCAPE ARCHITECTURE

Exhibit C

Aesthetic Improvements
Renderings



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ECONOMIC DEVELOPMENT CORPORATION

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PEARLAND MUNICIPAL MANAGEMENT DISTRICT #2

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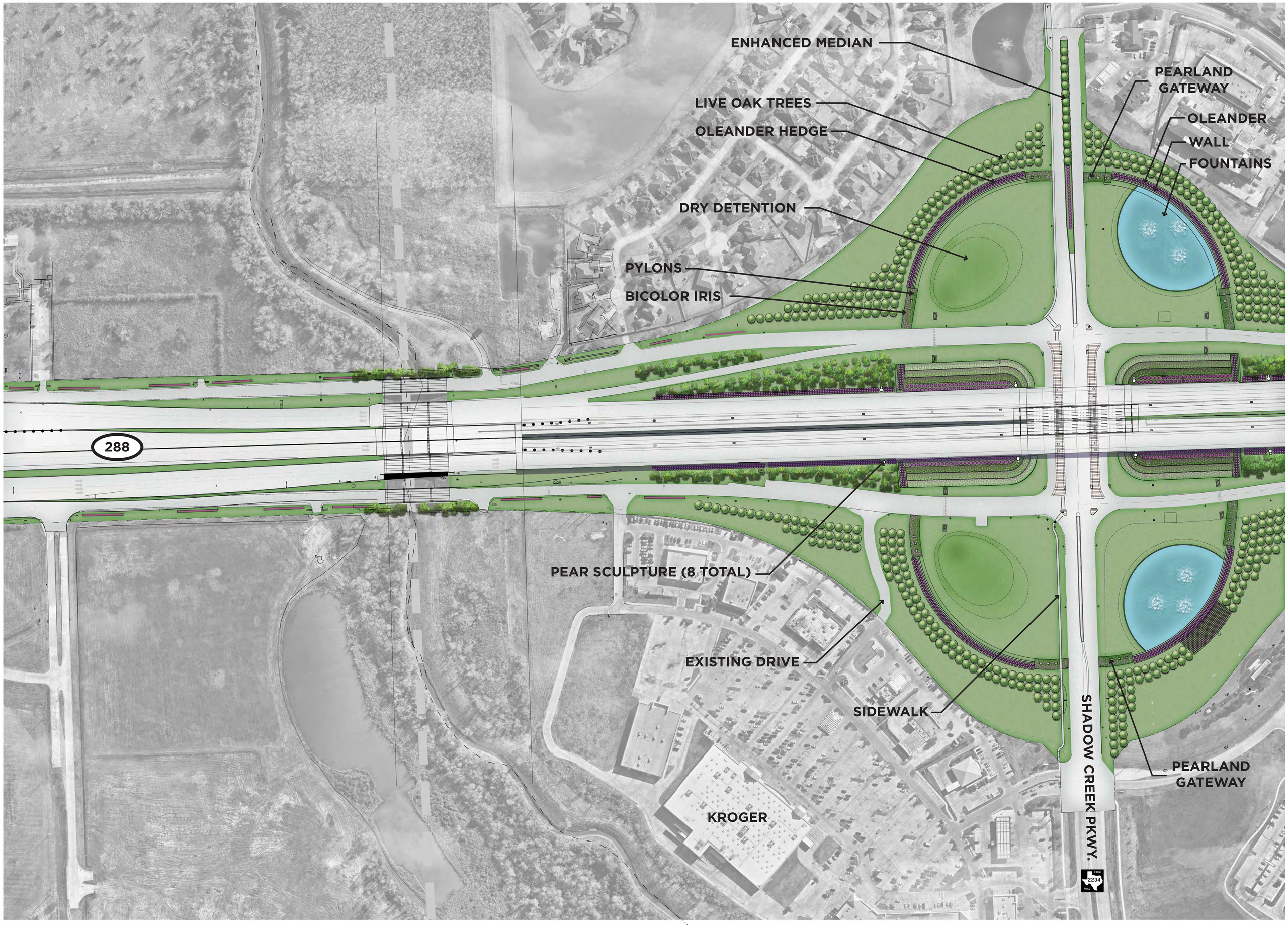

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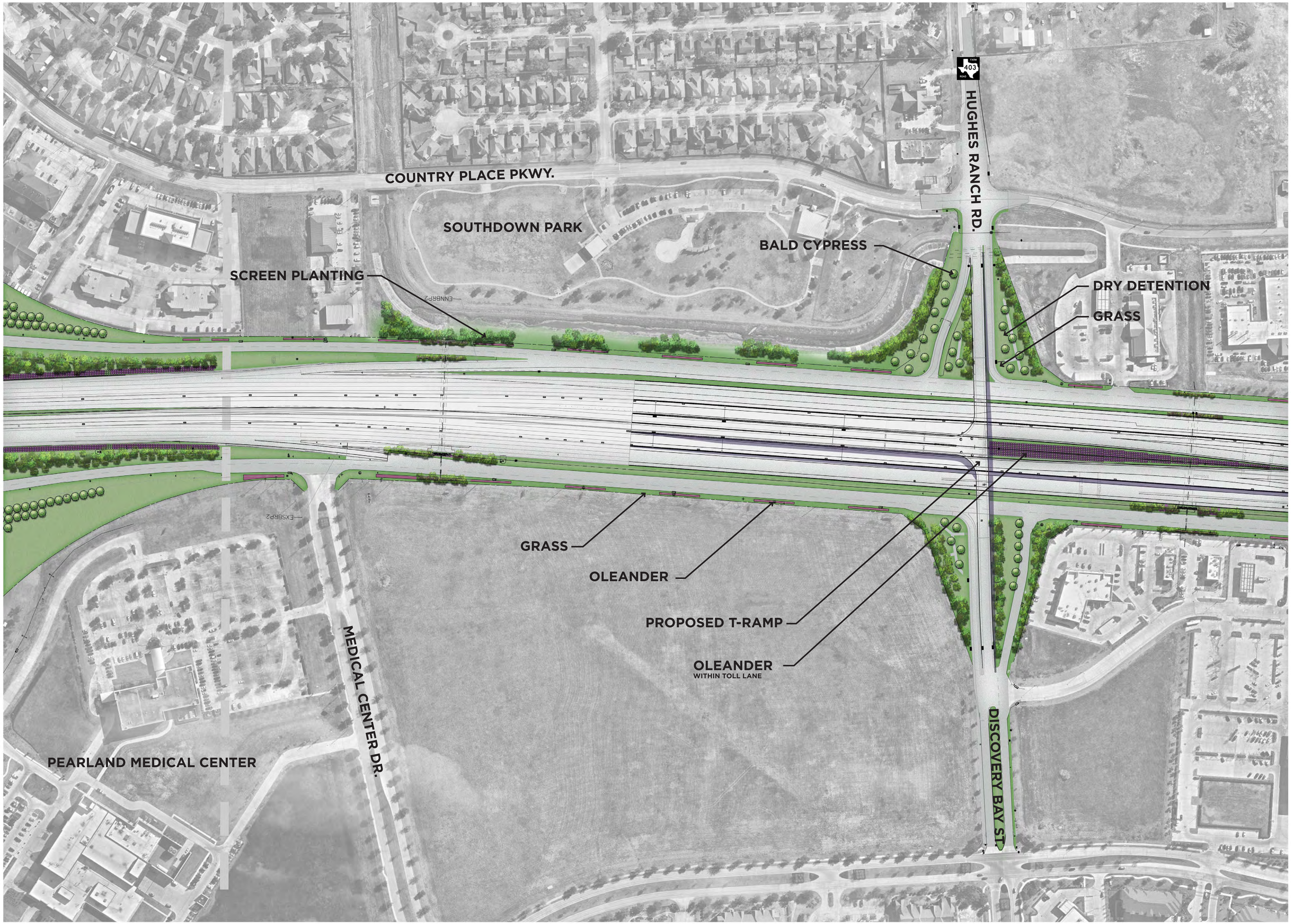

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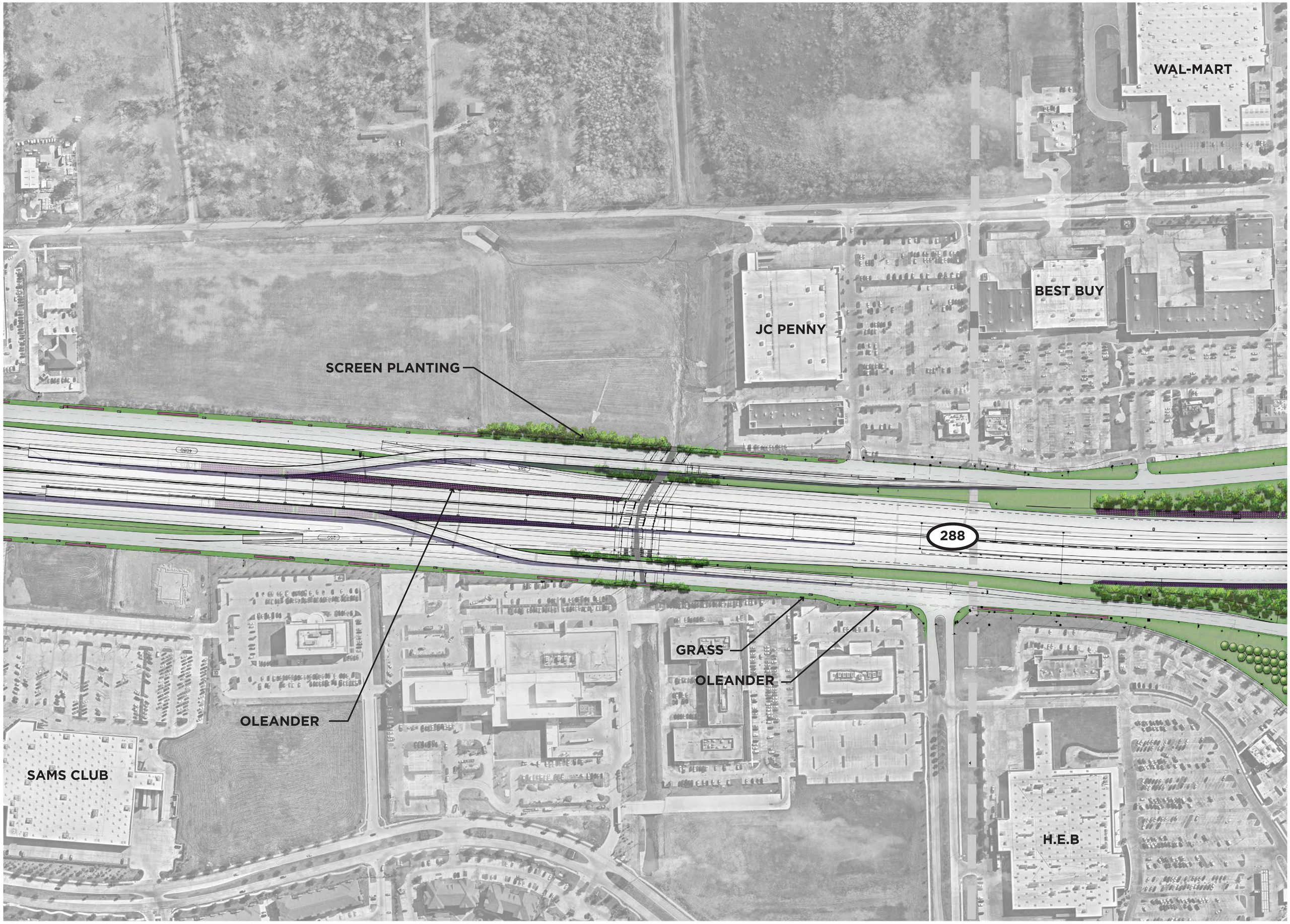

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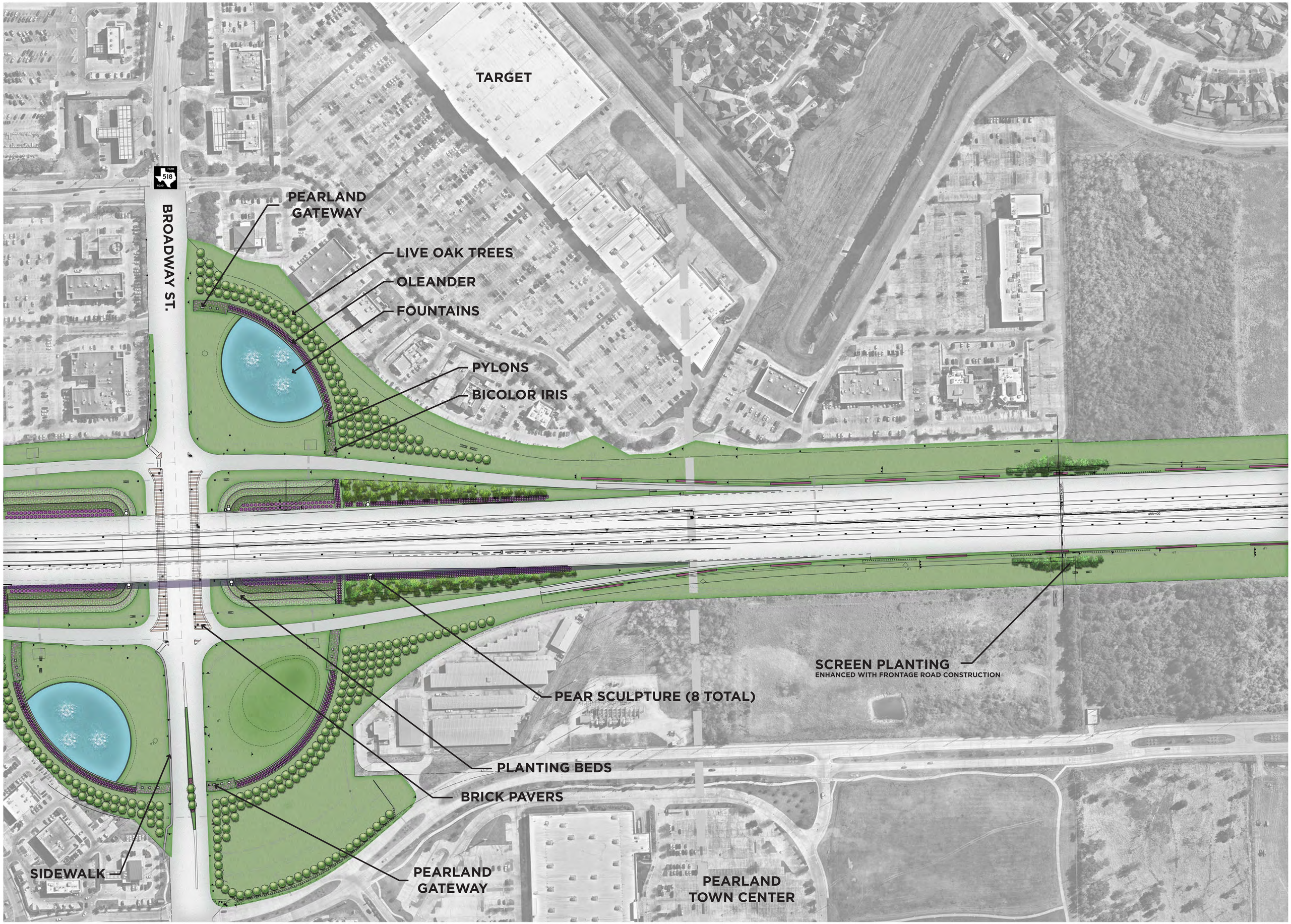

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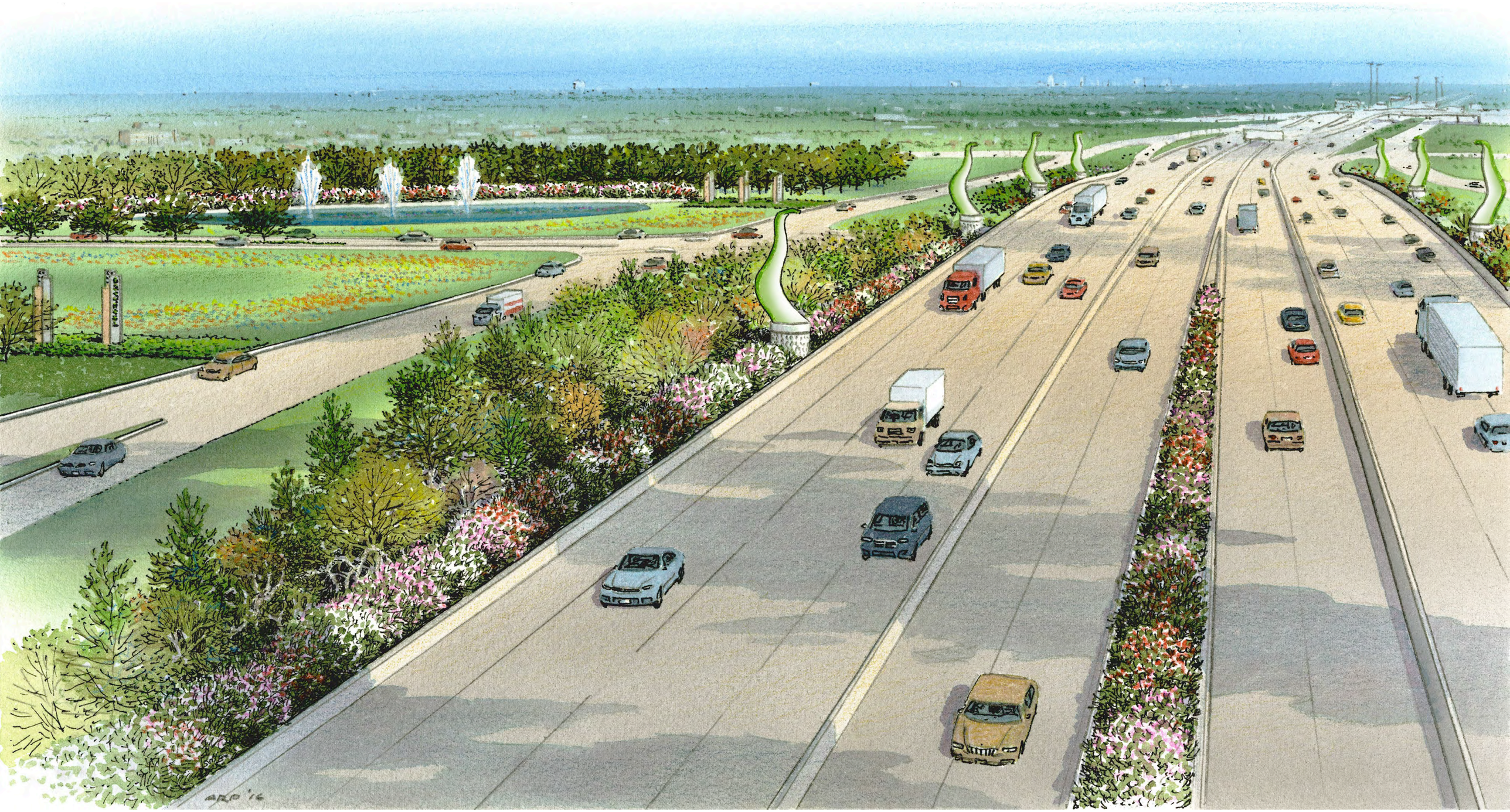

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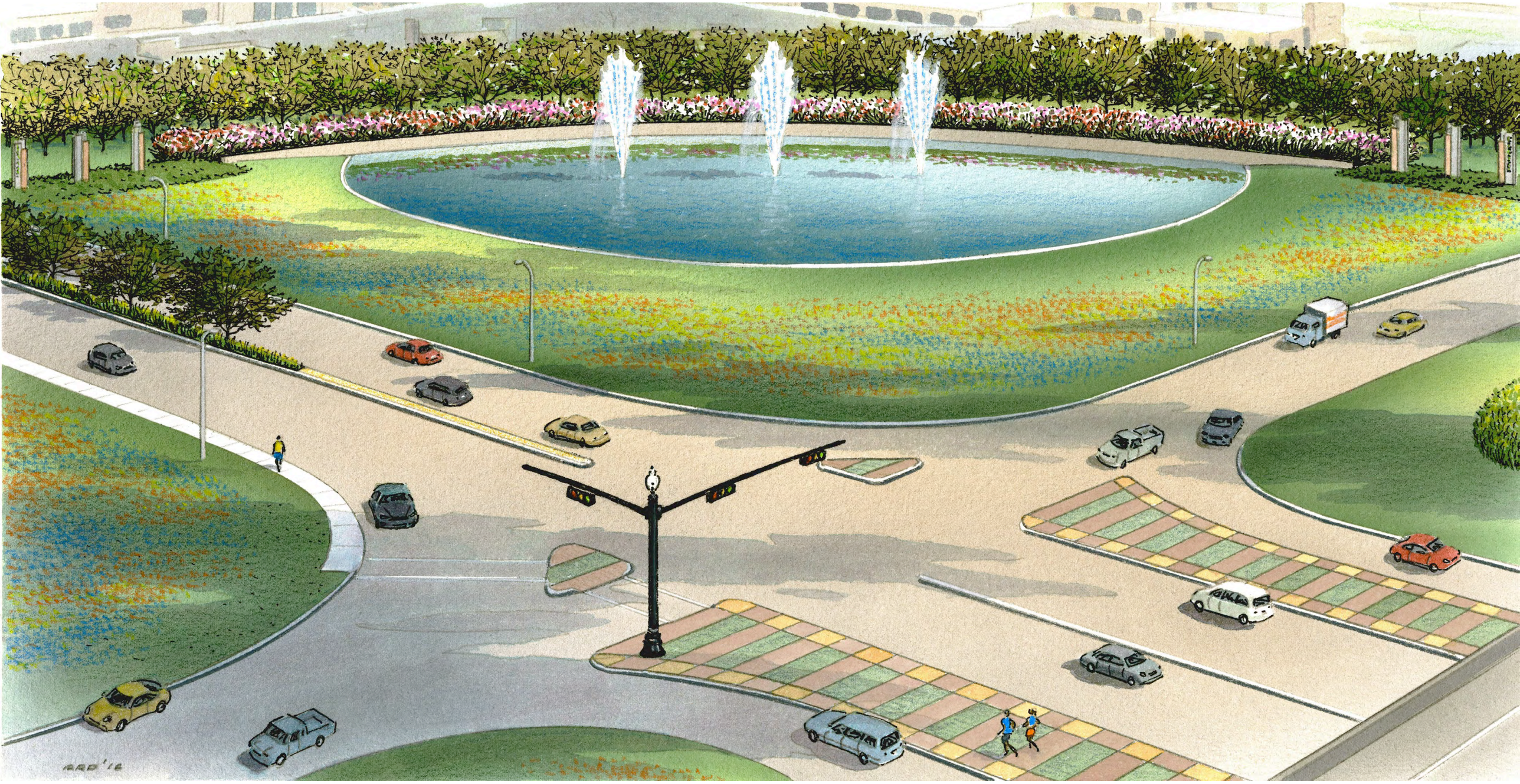

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Exhibit D

Aesthetic Hardscape Improvements Itemized List

SH288 Aesthetic Hardscape Improvements
Itemized List

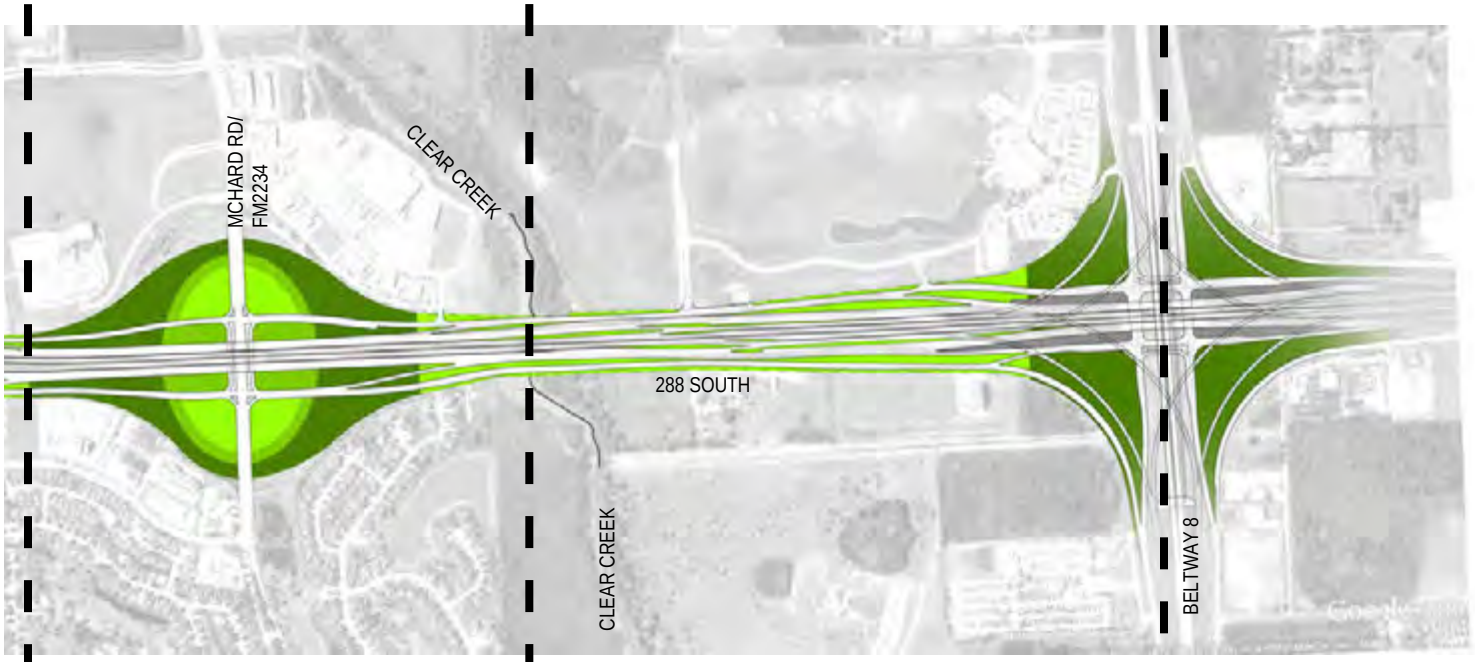
8/15/2016

Items Included	Item & Description	Funding Source	Maintenance Responsibility
Corridor Wide Improvements			
1	Provide Irrigation 6" sleeves throughout corridor	COP	PMMD #2
2	Provide Pearland painting scheme on all walls, rails, columns, rip-rap, and barriers etc. for managed lanes throughout corridor	BC	BC
3	Provide Pearland painting scheme on all walls, rails, columns, rip-rap, and barriers etc. throughout corridor other than managed lanes	COP	Txdot
4	Provide Pearland form liner pattern for MSE panel walls	COP	Txdot
5	Apply Pearland form liner pattern on all new MSE panel walls for managed lanes	BC	BC
6	Apply Pearland form liner pattern on all new MSE panel walls for TxDOT main lanes	Txdot	Txdot
7	Provide Pearland painting scheme on all columns throughout corridor associated with the managed lanes	BC	Txdot
8	Provide Pearland painting scheme on all columns throughout corridor for TxDOT main lanes	COP	Txdot
9	Replace all damaged curbs within the work area adjacent to all aesthetic improvements	COP	Txdot
10	Pearland paver scheme (pattern and color) is included	N/A	N/A
11	Pearland painting scheme for gantry structure is included	BC	BC
12	All pilot channels required in detention ponds shall be integral color charcoal grey	BC	BC
13	Provide jersey barriers to protect future Pearland pear sculptures	COP	Txdot
14	Remove all abandoned reflectors and road signs with in limit of work	BC	N/A
15	Power wash and paint all existing hardscape items pertinent to the highway. I.e. columns, walls, culverts, light foundations and barriers.	COP	Txdot
McHard Road (FM2234) Improvements			
16	Add Islands with pavers at McHard intersection (small raised median at SW corner)	COP	Txdot
17	Provide conduit to lighting under bridge at McHard	COP	PMMD #2
18	Provide pavers at McHard and 288 Intersection in all islands	COP	Txdot
19	Provide Power washing and Pearland painting scheme on sloped concrete rip-rap under 288 at McHard	COP	Txdot
20	Remove abandoned road base fill and grass at all corners of McHard	BC	N/A
21	Replace existing traffic signals at McHard, include pedestrian signals on north side, and upgrade to City of Pearland decorative standard	COP	COP
22	Remove street paving in stripping areas on McHard and replace with raised median. fill with top soil and or pavers as indicated	COP	PMMD #2
23	Provide pilot channels and outfalls for ponds at McHard	BC	BC
24	Provide lake features with hard edges as coordinated and shown by CC for McHard	COP	PMMD #2
25	Provide grading and shaping of land as coordinated and shown by CC for McHard	BC	BC
26	Provide lake wall as coordinated and shown by CC for McHard	COP	PMMD #2

27	Provide lake edge as coordinated and shown by CC for McHard	COP	PMMD #2
28	Provide water proofing for walls and edges in ponds at McHard	COP	PMMD #2
29	Ensure a water proof liner in all ponds holding water at McHard	COP	PMMD #2
30	Relocate over head power at the northwest corner of McHard and 288 underground	COP	N/A
31	Provide concrete 5'-0" sidewalk on the north side of McHard that connects to existing and proposed sidewalks	COP	Txdot
32	Provide 6" curb gutter along McHard and SH288 frontage road	COP	Txdot
33	Provide required curb ramps and crosswalks along walk on north side of McHard as needed	COP	Txdot
34	Remove jagged pavement on SB feeder north of McHard intersection	COP	Txdot
Discovery Bay (T-Ramp) & Wishbone Improvements			
35	Provide Irrigation 6" sleeves into area underneath T-Ramp	COP	PMMD #2
36	Provide Irrigation 6" sleeves into area underneath Wishbone	COP	PMMD #2
37	Relocate existing trees at T-Ramp and Discover Bay on the northwest side	COP	PMMD #2
38	Apply City of Pearland decorative signal upgrade at Business Center Dr., Discovery Bay, on T-Ramp, and at Hughes Ranch Rd.	COP	N/A
39	Remove abandoned road base fill and grass at northwest corner of Discovery Bay	BC	N/A
40	Remove concrete planned underneath the T-Ramp and Wishbone except for the pilot channel to allow for Pearland to plant these areas	BC	N/A
Broadway (FM518) Improvements			
41	Provide conduit to lighting under bridge at 518	COP	PMMD #2
42	Provide pavers at 518 and 288 Intersection in all medians and islands	Txdot	Txdot
43	Remove parking lot and associated electrical poles at southwest corner of 518 and 288	COP	N/A
44	Provide concrete 5'-0" sidewalk on both sides of 518 that connects to existing and proposed sidewalks	Txdot	Txdot
45	Provide 6" curb gutter along 518 and SH288 frontage road	Txdot	Txdot
46	Provide required curb ramps and crosswalks along walk on north side of 518 as needed	Txdot	Txdot
47	Apply City of Pearland decorative signal upgrade to new signal poles and pedestrian crossing signals at 518	COP	COP
48	Remove street paving in stripping areas on 518 and replace with raised median. fill with top soil and or pavers as indicated	Txdot	Txdot
49	Provide lake features with hard edges as coordinated and shown by CC for 518	COP	PMMD #2
50	Provide grading and shaping of land as coordinated and shown by CC for 518	BC	BC
51	Provide lake wall as coordinated and shown by CC for 518	COP	PMMD #2
52	Provide lake edge as coordinated and shown by CC for 518	COP	PMMD #2
53	Provide pilot channels and outfalls for ponds at 518	BC	BC
54	Provide water proofing for walls and edges in ponds at 518	COP	PMMD #2
55	Ensure a water proof liner in all ponds holding water at 518	COP	PMMD #2

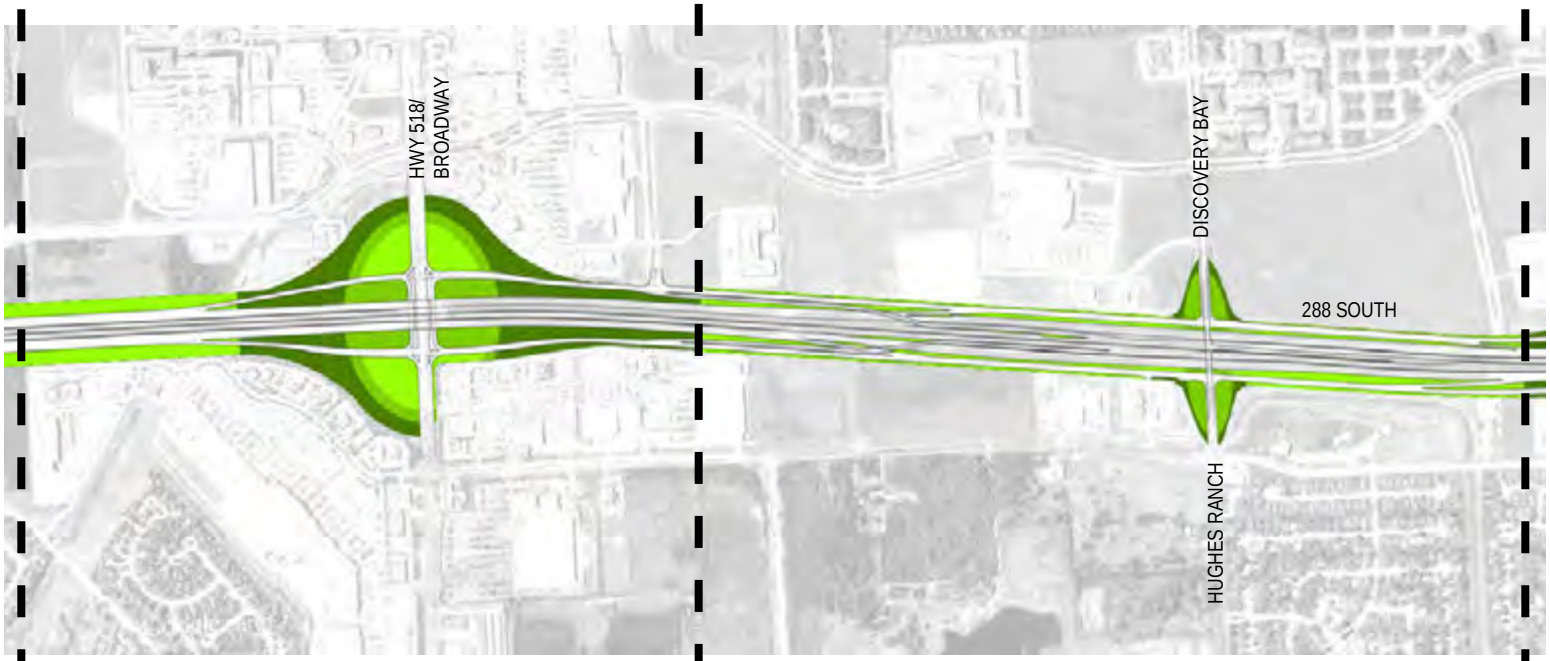
Exhibit E

Location Map of Aesthetic Improvements



AREA 3

AREA 1 & 2



AREA 5

AREA 4

PEARLAND 288 AESTHETICS IMPROVEMENTS
AREA DIAGRAM

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF: September 12, 2016	**ITEM NO.:** Resolution No. R2016-165
DATE SUBMITTED: September 8, 2016	**DEPARTMENT OF ORIGIN: City Secretary**
PREPARED BY: Young Lorfing	**PRESENTOR: Clay Pearson**
REVIEWED BY: Clay Pearson	**REVIEW DATE: September 8, 2016**

SUBJECT: Resolution No. R2016-165 - A Resolution of The City Council of the City of Pearland, requesting positive consideration, by the trustees of Fort Bend Independent School District (FBISD) and the Alvin Independent School District (AISD), of a petition submitted by the residents located in the FBISD portion of Shadow Creek Ranch requesting to be disannexed from the FBISD boundaries and annexed into the AISD boundaries.

EXHIBITS: Resolution No. R2016-165

EXPENDITURE REQUIRED: N/A
AMOUNT AVAILABLE: N/A
ACCOUNT NO.: N/A

AMOUNT BUDGETED: N/A
PROJECT NO.: N/A

ADDITIONAL APPROPRIATION REQUIRED: N/A
ACCOUNT NO.: N/A
PROJECT NO.: N/A

To be completed by Department:

☐ **Finance** ☐ **Legal** ☐ **Ordinance** ☐ **Resolution**

EXECUTIVE SUMMARY

City Council requested drafting of a resolution for consideration to support the efforts of Pearland residents seeking to detach from Ft. Bend Independent School District and instead to be annexed to the Alvin Independent School District, which is contiguous. A majority of property owners in the affected area have signed a petition for such an action. The adjustment of school district lines in this fashion is allowed by Title 2 of the Texas Education Code, Subtitle C, Chapter 13, Subchapter B, Section 13.051 "Detachment and Annexation."

The subject area is all part of the Shadow Creek Ranch Planned Development, a large cohesive mixed-use master plan community. The vast majority of the master plan community is within the Alvin Independent School District, except for the small western-most portion which is in the Ft. Bend Independent School District.

The attached resolution for the City Council's policy consideration has been drafted and is subject to any modifications that the City Council may wish to amend as part of its deliberation. If approved, the Pearland City Council policy resolution would be shared to the Alvin ISD and the Ft Bend County ISD school districts for use in their evaluation of the resident request. As required by the law, the Ft. Bend School District has a public hearing scheduled on the matter and AISD will do the same.

RECOMMENDED ACTION

Consider and approve Resolution R2016-165.

RESOLUTION NO. R2016-165

A Resolution of The City Council of the City of Pearland, requesting positive consideration, by the trustees of Fort Bend Independent School District (FBISD) and the Alvin Independent School District (AISD), of a petition submitted by the residents located in the FBISD portion of Shadow Creek Ranch requesting to be disannexed from the FBISD boundaries and annexed into the AISD boundaries.

WHEREAS, the City of Pearland has interest and responsibility now, and into the future, for the orderly, sustainable, and quality development and maintenance of all property within its city limits and extraterritorial jurisdiction; and

WHEREAS, Shadow Creek Ranch is a large cohesive mixed-use master planned community that has consistently and successfully grown; and

WHEREAS, schools and public education are the foundation of neighborhoods and quality of life, and Shadow Creek Ranch is predominantly located within the boundaries of AISD; and,

WHEREAS, a very small portion of Shadow Creek Ranch, located on the western edge of the development just east of FM 521 (Almeda Road), is located within the boundaries of FBISD; and

WHEREAS, but FM 521 creates an accepted clear delineation between properties located further to the west and outside the boundaries of Shadow Creek Ranch; and

Whereas, the area within Shadow Creek Ranch currently zoned to FBISD is a considerable distance from FBISD schools, thereby making schools difficult to access due to challenges of the existing road network, making pedestrian and/or bike access to school and events unsafe; and

WHEREAS, AISD already has several school campuses located within the Shadow Creek that are safely accessible; and

WHEREAS, residents of Shadow Creek Ranch seeking the transition from FBISD to AISD have considered the matter, and believe they meet the allowable statutory guidelines for the trustees of both school districts to duly consider, in the best interest of the students and parents, meet the statutory requirements for contiguity, size of area affected, and size of tax base involved that would be transferred; and

RESOLUTION NO. R2016-165

WHEREAS, the City of Pearland has an interest in the public safety, mobility, and quality of neighborhoods where residents have a greater opportunity to meet and congregate with one another by engaging in school activities with their children together within Shadow Creek Ranch and the City acknowledges that this specific case represents a limited and unique set of circumstances not found elsewhere that would lead to additional future changes to the school district boundaries, now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS:

Section 1. That the City Council of the City of Pearland requests positive consideration, by the trustees of FBISD and AISD, of the petition submitted by the residents in the FBISD portion of Shadow Creek Ranch to be disannexed from the FBISD boundaries and annexed into the AISD boundaries at the earliest opportunity.

PASSED, APPROVED, AND ADOPTED this _____ day of _____ A.D., 2016.

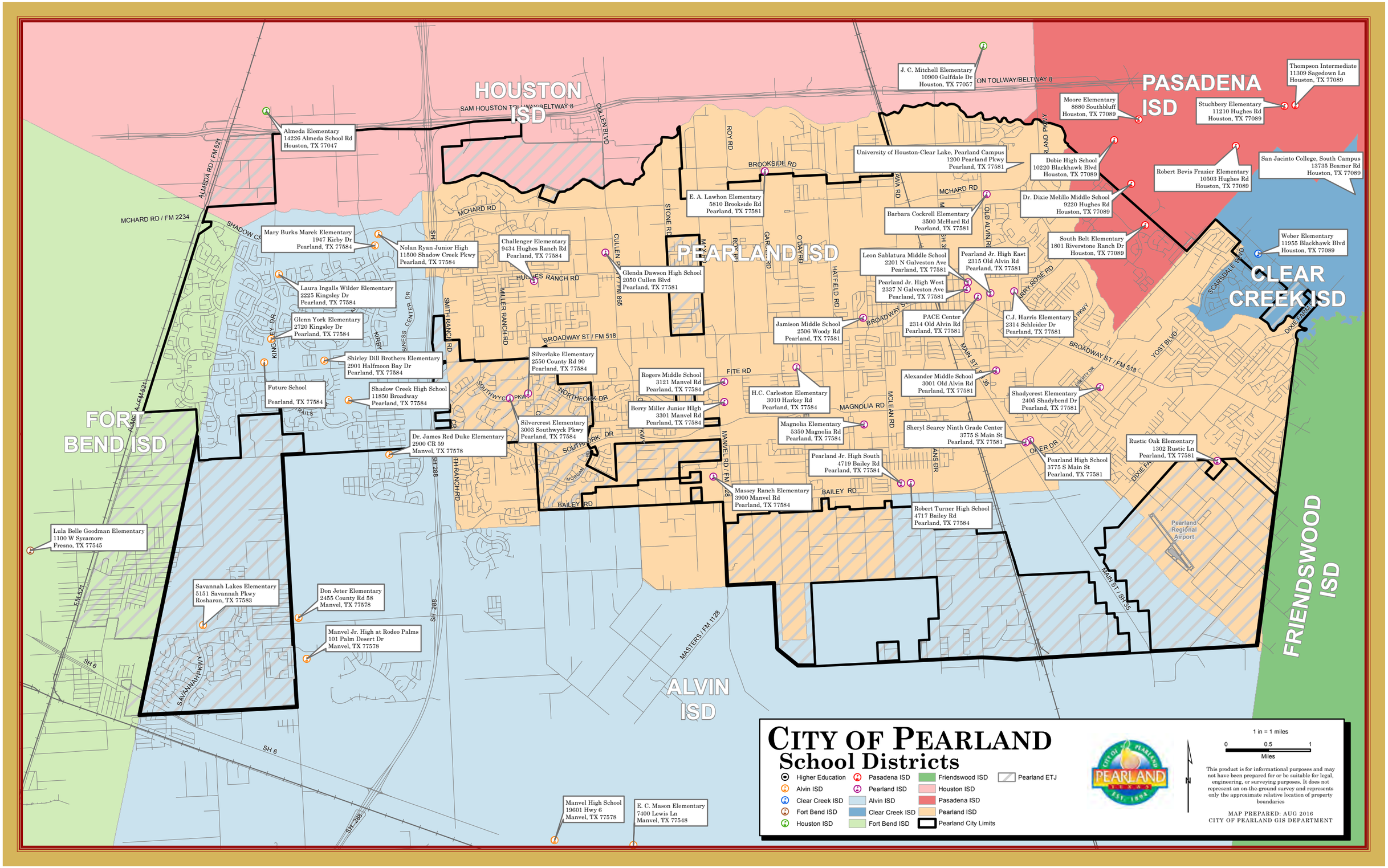
_____
TOM REID
MAYOR

ATTEST:

_____
YOUNGLORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY


HOUSTON ISD
PASADENA ISD
CLEAR CREEK ISD
PEARLAND ISD
FORT BEND ISD
FRIENDSWOOD ISD
ALVIN ISD
SAM HOUSTON TOLLWAY/BELTWAY 8
ON TOLLWAY/BELTWAY 8
ALMEDA RD / FM 521
MCHARD RD / FM 2234
MCHARD RD
BROOKSIDE RD
HUGHES RANCH RD
BROADWAY ST / FM 518
FITE RD
MAGNOLIA RD
BAILEY RD
MASTERS / FM 1128
MANVEL RD / FM 128
SH 288
SH 6
FM 521
MAIN ST / SH 35
YOST BLVD
SCARSDALE BLVD
DIXIE FARM RD
Pearland Regional Airport
Almeda Elementary
14226 Almeda School Rd
Houston, TX 77047
J. C. Mitchell Elementary
10900 Gulfdale Dr
Houston, TX 77057
Thompson Intermediate
11309 Sagedown Ln
Houston, TX 77089
Moore Elementary
8880 Southbluff
Houston, TX 77089
Stuchbery Elementary
11210 Hughes Rd
Houston, TX 77089
University of Houston-Clear Lake, Pearland Campus
1200 Pearland Pkwy
Pearland, TX 77581
Dobie High School
10220 Blackhawk Blvd
Houston, TX 77089
Robert Bevis Frazier Elementary
10503 Hughes Rd
Houston, TX 77089
San Jacinto College, South Campus
13735 Beamer Rd
Houston, TX 77089
E. A. Lawhon Elementary
5810 Brookside Rd
Pearland, TX 77581
Dr. Dixie Melillo Middle School
9220 Hughes Rd
Houston, TX 77089
Barbara Cockrell Elementary
3500 McHard Rd
Pearland, TX 77581
Mary Burks Marek Elementary
1947 Kirby Dr
Pearland, TX 77584
Nolan Ryan Junior High
11500 Shadow Creek Pkwy
Pearland, TX 77584
Challenger Elementary
9434 Hughes Ranch Rd
Pearland, TX 77584
Glenda Dawson High School
2050 Cullen Blvd
Pearland, TX 77581
Leon Sablatura Middle School
2201 N Galveston Ave
Pearland, TX 77581
Pearland Jr. High East
2315 Old Alvin Rd
Pearland, TX 77581
South Belt Elementary
1801 Riverstone Ranch Dr
Houston, TX 77089
Weber Elementary
11955 Blackhawk Blvd
Houston, TX 77089
Laura Ingalls Wilder Elementary
2225 Kingsley Dr
Pearland, TX 77584
Pearland Jr. High West
2337 N Galveston Ave
Pearland, TX 77581
Glenn York Elementary
2720 Kingsley Dr
Pearland, TX 77584
Jamison Middle School
2506 Woody Rd
Pearland, TX 77581
PACE Center
2314 Old Alvin Rd
Pearland, TX 77581
C.J. Harris Elementary
2314 Schleider Dr
Pearland, TX 77581
Shirley Dill Brothers Elementary
2901 Halfmoon Bay Dr
Pearland, TX 77584
Silverlake Elementary
2550 County Rd 90
Pearland, TX 77584
Rogers Middle School
3121 Manvel Rd
Pearland, TX 77584
H.C. Carleston Elementary
3010 Harkey Rd
Pearland, TX 77584
Alexander Middle School
3001 Old Alvin Rd
Pearland, TX 77581
Shadycrest Elementary
2405 Shadybend Dr
Pearland, TX 77581
Future School
Pearland, TX 77584
Shadow Creek High School
11850 Broadway
Pearland, TX 77584
Berry Miller Junior HIgh
3301 Manvel Rd
Pearland, TX 77584
Silvercrest Elementary
3003 Southwyck Pkwy
Pearland, TX 77584
Magnolia Elementary
5350 Magnolia Rd
Pearland, TX 77584
Sheryl Searcy Ninth Grade Center
3775 S Main St
Pearland, TX 77581
Dr. James Red Duke Elementary
2900 CR 59
Manvel, TX 77578
Pearland Jr. High South
4719 Bailey Rd
Pearland, TX 77584
Pearland High School
3775 S Main St
Pearland, TX 77581
Rustic Oak Elementary
1302 Rustic Ln
Pearland, TX 77581
Massey Ranch Elementary
3900 Manvel Rd
Pearland, TX 77584
Robert Turner High School
4717 Bailey Rd
Pearland, TX 77584
Lula Belle Goodman Elementary
1100 W Sycamore
Fresno, TX 77545
Savannah Lakes Elementary
5151 Savannah Pkwy
Rosharon, TX 77583
Don Jeter Elementary
2455 County Rd 58
Manvel, TX 77578
Manvel Jr. High at Rodeo Palms
101 Palm Desert Dr
Manvel, TX 77578
Manvel High School
19601 Hwy 6
Manvel, TX 77578
E. C. Mason Elementary
7400 Lewis Ln
Manvel, TX 77548
CITY OF PEARLAND
School Districts
Higher Education
Alvin ISD
Clear Creek ISD
Fort Bend ISD
Houston ISD
Pasadena ISD
Pearland ISD
Alvin ISD
Clear Creek ISD
Fort Bend ISD
Friendswood ISD
Houston ISD
Pasadena ISD
Pearland ISD
Pearland City Limits
Pearland ETJ
1 in = 1 miles
0
0.5
1
Miles
N
This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries
MAP PREPARED: AUG 2016
CITY OF PEARLAND GIS DEPARTMENT

AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF PEARLAND, TEXAS

AGENDA OF:	09/12/2016	**ITEM NO.:**	Ordinance NO. 1404-2
DATE SUBMITTED:	08/16/2016	**DEPT. OF ORIGIN:**	Municipal Court
PREPARED BY:	Jennifer Huhn	**PRESENTOR**	Clay Pearson
REVIEWED BY:	Jon R. Branson	**REVIEW DATE:**	September 8, 2016

SUBJECT: **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PEARLAND, TEXAS, AMENDING SECTION 18-11 OF CHAPTER 18; *MUNICIPAL COURT,* OF THE CITY OF PEARLAND CODE OF ORDINANCES AS IT APPLIES TO THE JUVENILE CASE MANAGER FEE; PROVIDING A REPEALING CLAUSE, A SAVING CLAUSE AND SEVERABILITY CLAUSE AND PROVIDING FOR CODIFICATION.**

EXHIBITS: ORDINANCE NO. 1404-2; SB 1419

FUNDING:

☐ Grant ☐ Developer/Other ☐ Cash

☐ Bonds To Be Sold ☐ Bonds- Sold ☐ L/P – Sold ☐ L/P – To Be Sold

EXPENDITURE REQUIRED:N/A
AMOUNT AVAILABLE:
ACCOUNT NO

AMOUNT BUDGETED:
PROJECT NO.:

ADDITIONAL APPROPRIATION REQUIRED:
ACCOUNT NO.:
PROJECT NO.:

To be completed by Department:
X Finance **X Legal** **Ordinance X**
Resolution

EXECUTIVE SUMMARY

In August 2009, City Council created the Juvenile Case Management Fund, which was funded by a $4 conviction fee received from fine only misdemeanor offences. These funds are to be exclusively used to finance the salary and benefits of a Juvenile Case Manager. Based on the FY2014 proposed budget and total expenditures required, the fee was reduced from $4 to $1 per conviction because the revenues exceeded the required expenditures.

Due to the reduction of cases filed and convictions, the fee needs to be increased in the Juvenile Case Manager Fund from $1 to $4 to cover the salary and benefits for the position as well as the salary and benefits associated with the new Teen Court program.

BACKGROUND

Effective September 1, 2013: Senate Bill 1419 adds Article 102.015 to the Code of Criminal Procedure establishing the Truancy Prevention and Diversion Fund as a dedicated account in the general revenue fund. The bill requires a person convicted in municipal or justice court of an offense, other than an offense relating to a pedestrian or the parking of a motor vehicle, to pay as a court cost $2.00 in addition to other court costs, and establishes that, for purposes of the bill's provisions, a person is considered to have been convicted if a sentence is imposed or the defendant receives deferred disposition in the case.

S.B. 1419 requires the custodian of a county treasury or municipal treasury, as applicable, to keep records of the amount of funds on deposit collected under the bill's provisions The bill requires such a custodian to send to the Comptroller of Public Accounts before the last day of the first month following each calendar quarter the funds collected during the preceding quarter, except that the custodian may retain 50 percent of the collected funds for the purpose of operating or establishing a juvenile case manager program, if the county or municipality has either (1) established or is (2) attempting to establish a juvenile case manager program.

The FY2017 budget proposes to increase the conviction fee of $1 to $4 along with the $1 the City receives from the Truancy Prevention and Diversion Fund (TPDF) resulting in total revenue for FY 2017 of $85,100. The total estimated expense for FY2017 is $63,301, resulting in an ending fund balance for FY2017 of $32,092.

POLICY/GOAL CONSIDERATION

To meet the staffing costs to provide the Juvenile Case Manager and the Teen Court Program, additional revenues are required to cover the cost. This is in keeping with Fiscally Responsible Strategic Priority.

RECOMMENDED ACTION

Consideration and approval of ORDINANCE NO. 1404-2, amending the Juvenile Case Manager Fund from $1 to $4 per conviction.

ORDINANCE NO. 1404-2

An Ordinance of the City Council of the City of Pearland, Texas, amending Section 18-11 of Chapter 18; *Municipal Court,* of the City of Pearland Code of Ordinances as it applies to the juvenile case manager fee; providing a repealing clause, a saving clause and severability clause and providing for codification.

WHEREAS, in its 79th Regular Legislative Session, the Texas Legislature amended the Texas Code of Criminal Procedure, by adding a new Section 102.0174 thereto, which amendment authorizes municipalities, by ordinance, to create a "juvenile case manager fund" ("Fund") and require defendants convicted of 'fine-only misdemeanor offences' to pay a case manager fee not to exceed five dollars ($5.00) into such Fund, as a cost of court, and providing the purposes for which the Fund may be used; and

WHEREAS, the City Council has implemented such a Fund, related to the City's Municipal Court, and has determined that the Fund benefits the operations of the Municipal Court, as well as the health, safety and welfare of the Pearland community at large, by providing the youth of the City with access to a juvenile case manager for the court; now therefore,

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

SECTION 1. That Chapter 18; Municipal Court, of the City Code of Ordinances is hereby amended and shall read as follows:

> **"Sec. 18-11. Juvenile Case Manager Fee**. There is hereby created a juvenile case manager fee, as authorized by Texas Code of Criminal Procedure Sections 102.0174 and 45.056, as amended by H.B. 1575, 79th Tex. Leg. 2005. The Juvenile Case Manager Fee shall be four dollars ($4.00).

1. Applicability

Except as otherwise provided in this Chapter, a defendant who is convicted of a "fine only misdemeanor offense" in Municipal Court shall pay the Juvenile Case Manager Fee established in Section 18-11 as a cost of court. For purposes of this section, a person is considered "convicted" of an offense if:

(a) A sentence is imposed on the defendant by the Court; or

(b) The defendant receives deferred disposition from the Court, including deferred proceedings under Article 45.052 or 45.053 of the Texas Code of Criminal Procedure.

The Municipal Court Judge may waive the Juvenile Case Manager Fee in cases of demonstrated financial hardship on the part of a convicted defendant if the defendant is indigent, has insufficient resources or income to pay the fee, or is otherwise unable to pay all or part of the underlying fine or costs.

2. Juvenile Case Manager Fund

(a) There is hereby created the "Juvenile Case Manager Fund." The Fund shall be administered by or under the direction of the City Council.

(b) All Juvenile Case Manager Fees collected by the Municipal Court shall be deposited into the Juvenile Case Manager Fund established hereunder.

(c) The Juvenile Case Management Fund may be used only to finance the salary and benefits of a juvenile case manager that is employed by the Municipal Court as authorized by Section 18-11 of this Code and Texas Code of Criminal Procedure, Article 45.056(a).

3. Juvenile Case Manager

The City Council hereby authorizes the Municipal Court to employ one or more full-time or part-time juvenile case managers to provide services in cases involving juvenile offenders before the Court consistent with the Court's statutory powers. "

SECTION 2. Savings. All rights and remedies which have accrued in favor of the City under this Chapter and amendments thereto shall be and are preserved for the benefit of the City.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid, unconstitutional or otherwise unenforceable by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. Repealer. All ordinances and parts of ordinances in conflict herewith are hereby repealed but only to the extent of such conflict.

SECTION 5. Codification. It is the intent of the City Council of the City of Pearland, Texas, that the provisions of this Ordinance shall be codified in the City's official Code of Ordinances as provided hereinabove.

PASSED and APPROVED ON FIRST READING this the _____ day of _____, A. D., 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

ORDINANCE NO. 1404-2

PASSED and APPROVED ON SECOND AND FINAL READING this the _____ day of _____, A. D., 2016.

_____
TOM REID
MAYOR

ATTEST:

_____
YOUNG LORFING, TRMC
CITY SECRETARY

APPROVED AS TO FORM:

_____
DARRIN M. COKER
CITY ATTORNEY

Subject: Juvenile Case Managers and the Creation of the Truancy Prevention and Diversion Fund
S.B. 1419
Effective: September 1, 2013

S.B. 1419 amends Article 45.056 of the Code of Criminal Procedure (Juvenile Case Managers) to expand the types of cases for which a juvenile case manager may be employed by a county court, justice court, municipal court, school district, juvenile probation department, or other appropriate governmental entity to include cases involving juvenile offenders referred to a court by a school administrator or designee for misconduct that would otherwise be within the court's statutory powers prior to a case being filed, and conditions the employment of such a juvenile case manager on the consent of the juvenile and the juvenile's parents or guardians. The bill authorizes a juvenile case manager employed by a county court, justice court, municipality, or municipal court to provide prevention services to a child considered at risk of entering the juvenile justice system and intervention services to juveniles engaged in misconduct prior to cases being filed, excluding traffic offenses.

S.B. 1419 amends by adding Article 102.015 of the Code of Criminal Procedure establishing the Truancy Prevention and Diversion Fund as a dedicated account in the general revenue fund. The bill requires a person convicted in municipal or justice court of an offense, other than an offense relating to a pedestrian or the parking of a motor vehicle, to pay as a court cost $2 in addition to other court costs, and establishes that, for purposes of the bill's provisions, a person is considered to have been convicted if a sentence is imposed or the defendant receives deferred disposition in the case. The bill establishes that such court costs are collected in the same manner as other fines or costs and requires an officer collecting the costs to keep separate records of the funds collected as costs under the bill's provisions and to deposit the funds in the county treasury or municipal treasury, as applicable.

S.B. 1419 requires the custodian of a county treasury or municipal treasury, as applicable, to keep records of the amount of funds on deposit collected under the bill's provisions. The bill requires such a custodian to send to the comptroller of public accounts before the last day of the first month following each calendar quarter the funds collected during the preceding quarter, except that the custodian may retain 50 percent of the collected funds for the purpose of operating or establishing a juvenile case manager program, if the county or municipality has either (1) established or is (2) attempting to establish a juvenile case manager program. The bill requires the custodian of the treasury, if no funds due as costs under the bill's provisions are deposited in a county treasury or municipal treasury in a calendar quarter, to file the report required for the quarter in the regular manner and to state that no funds were collected.