

Welcome to the Bellaire Citizens Academy!

Session 1: City Governance & Internal Services	February 18
Session 2: Fire & EMS Services	February 25
Session 2a: Parks Tour	March 1
Session 3: Parks and Recreation & Library Services	March 4
Session 4: Public Works & Development Services	March 18
Session 4a: Wastewater Treatment Plant Tour	March 22
Session 5: Police Services	March 25
Class of 2025 Graduation	April 7

Bellaire Citizens Academy

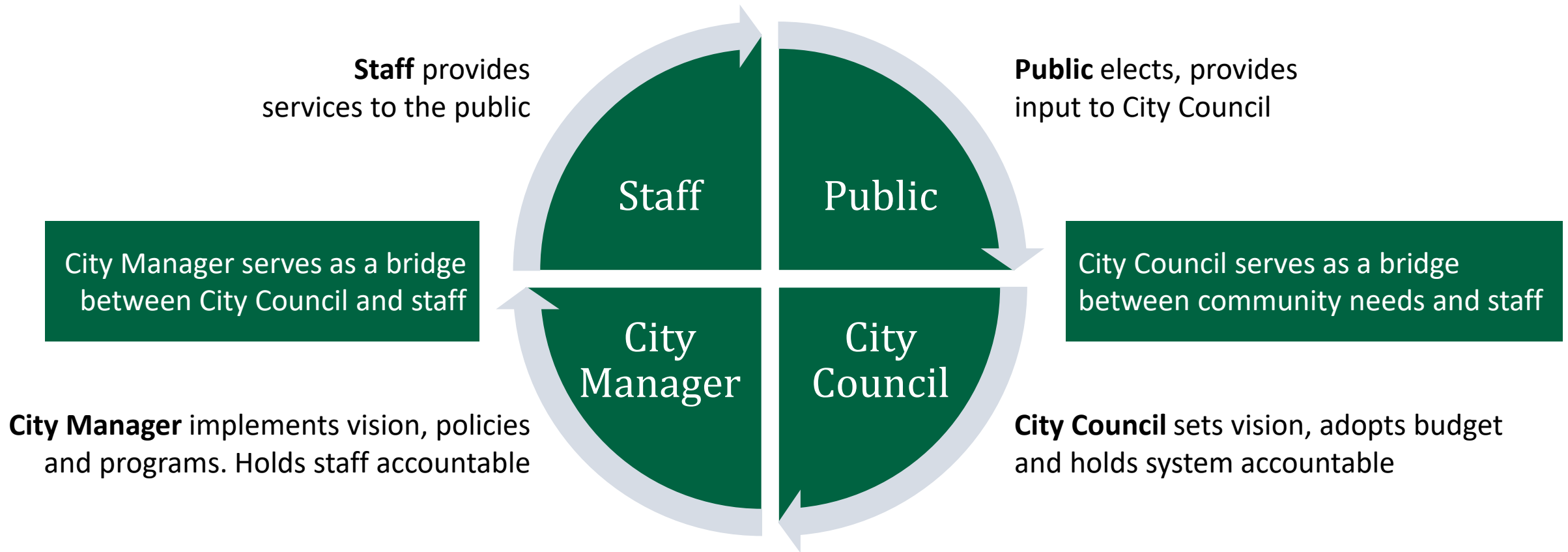
City Governance & Internal Services

February 18, 2025

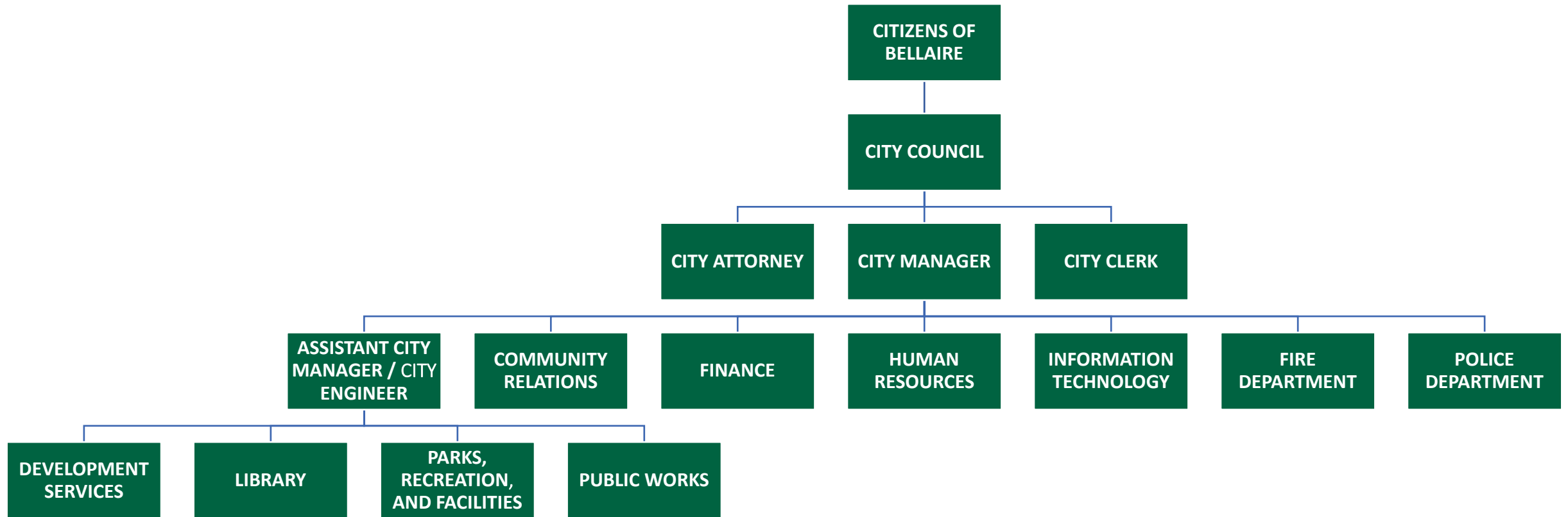
City of Bellaire At a Glance

- Incorporated in 1918
- Home rule city since 1949
- 3.6 square miles
- 17,202 residents (2020 Census)
- City Charter
- Code of Ordinances
- Council-Manager form of government
- Mayor and 6 Council Members elected at large
- 196.5 FTEs
- Fiscal year October 1 – September 30
- Fiscal Year 2025 Budget \$56,823,475

Council-Manager Form of Government



Council-Manager Form of Government



Mayor and City Council

Roles and Responsibilities

Mayor

- Equal voting member of City Council
- Presides over City Council meetings
- Ceremonial duties
- Emergency management responsibilities
- Sets agenda (with City Manager)
- Other duties per state law and City Charter

City Council

- Sets strategic direction
- Establishes policies, priorities, goals & services
- Adopts annual budget
- Hires City Manager, City Attorney & City Clerk (subject to annual review)
- Hires Municipal Judges & Prosecutors
- Appoints Board & Commission members



City Manager

Roles and Responsibilities

- Implements policies
- Oversees daily operations
- Hires and manages staff (196.5 FTEs)
- Proposes annual budget & manages funds
- Sets agenda (with Mayor)
- Informs City Council
- Recommends policy decisions



Sharon Citino
City Manager



Beth Jones
Assistant City Manager/
City Engineer

City Attorney

Roles and Responsibilities

- Chief legal advisor to the City
- Advises City Council, staff, boards & commissions on legal matters
- Ensures meetings are run in accordance with the Open Meetings Act
- Drafts ordinances, contracts & other legal documents



Alan P. Petrov
City Attorney



Zachary A. Petrov
Assistant City
Attorney

City Clerk

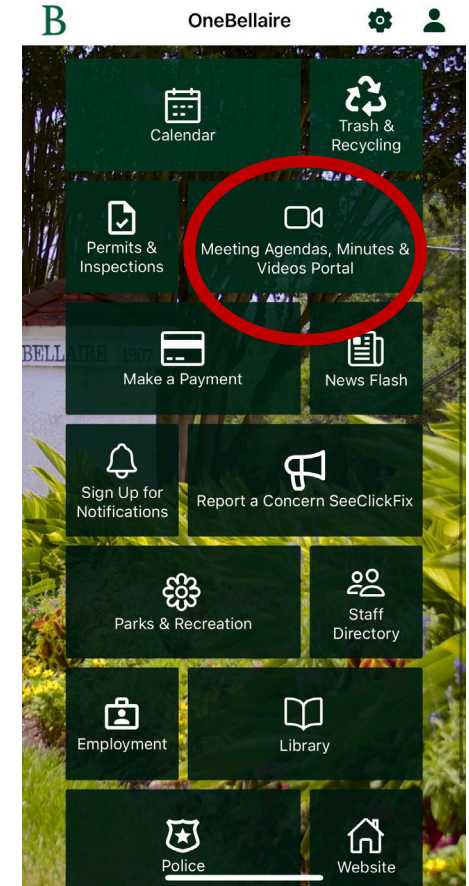
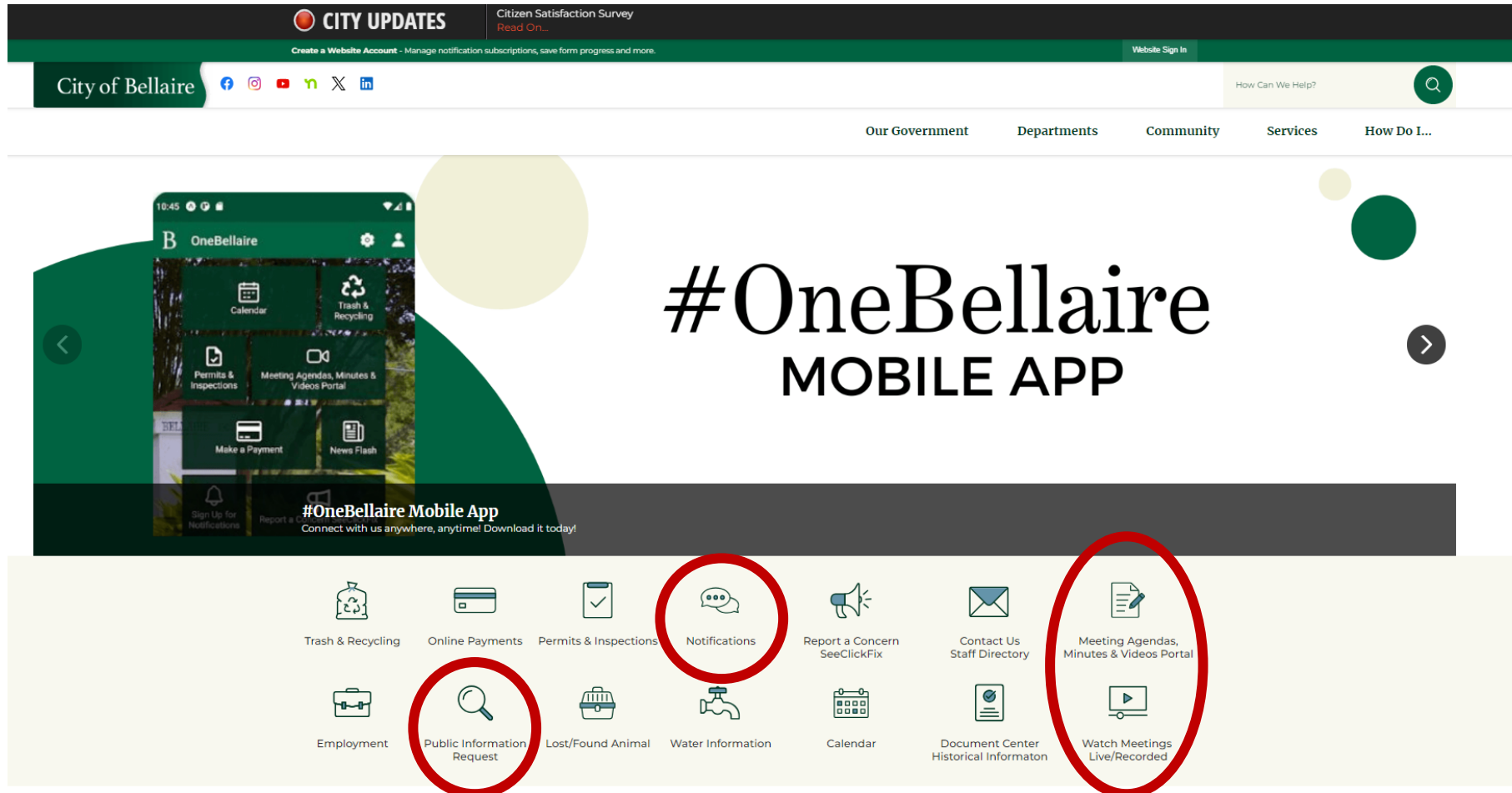
Roles and Responsibilities

- Agendas & minutes
- Ordinances & resolutions
- Records management
- Legal notices
- Public information
- Elections
- Alcoholic beverage licenses
- Solicitor permits



Tracy L. Dutton
City Clerk

City Clerk



Human Resources

Roles and Responsibilities

- Recruiting, hiring, retention
- Organizational development
- Health & wellness
- Risk management
- Training & development
- Compensation & benefits
- Employee engagement



Melanie Glaze
Human Resources Director

Information Technology

Roles and Responsibilities

- Cybersecurity
- Business continuity
- Digital disaster recovery
- Technology support
- Budgeting & asset management



Jorge Aguirre
Information Technology
Director

Finance

Roles and Responsibilities

- Financial reporting
- Budget development & monitoring
- Long term financial planning
- Investment, debt & risk management
- Procurement & contracts management
- Accounting
- Utility billing
- Accounts payable
- Payroll
- Municipal Court support services



Terrence Beaman
Chief Financial Officer

Adopted FY 2025 Budget

Objectives:

- Fund the delivery of exceptional services and amenities
- Fund priority tasks that advance strategic goals
- Meet legal and regulatory requirements
- Maintain structural balance and reserve requirements
- Maintain tax rate that does not exceed the voter-approval rate (VAR), adopted property tax rate 0.4333 in FY 2025

Adopted FY 2025 Budget

Appropriation:

General Fund	\$29,024,300
Enterprise Fund	\$12,984,500
Drainage Utility Fund	\$175,000
Debt Service Fund	\$9,619,000
VET Fund	\$1,189,900
Capital improvement funds	\$2,138,725
Special Revenue Fund	\$1,692,050
Total	\$56,823,475

Community Relations

Roles and Responsibilities

- Communication
- Emergency information – PIO
- Engagement
- Community Partners
- Culture & Arts Board
- BCA Ambassadors
- FUN!



Cheryl Bright
Community Relations
Administrator

BELLAIRE CULTURE & ARTS BOARD



Our Community Cookbook

BELLAIRECOOKBOOK.COM




THANK YOU TO OUR SPONSORS
MOD PIZZA | THE '401 | HEB

BELLAIRE BEADS & BOOGIE

A Mardi Gras party for teens

TICKETS:
\$50 PRESALE
\$75 AT THE DOOR



ALL HIGH SCHOOLERS WELCOME

SCAN TO BUY TICKETS
MUSIC | RAFFLE | FOOD

SATURDAY, FEBRUARY 22, 2025
7-11 PM

BELLAIRE CIVIC CENTER, 7008 S. RICE AVENUE

Fundraiser to support the redevelopment of
Evergreen Park & the Bellaire Youth Advisory Board

City of Bellaire

Food Waste Drop Off



March 2 - April 20
Sundays Only

Noon - 3 pm

Condit Elementary
S. Rice Parking Lot



Environmental Sustainability Board Zero Waste

bellairetx.gov/foodwaste

Questions?

Trivia

What form of government is the City of Bellaire?

- A: Mayoral
- B: Council-Manager
- C: City Administrator
- D: City Controller

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B: 0.4888

C: 0.6543

D: 0.5422

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What is the City of Bellaire app?

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- B: YourBellaire
- C: OnTopofBellaire
- D: OneBellaire

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