

# 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
<b>Class of 2025 Graduation</b>	<b>April 7</b>

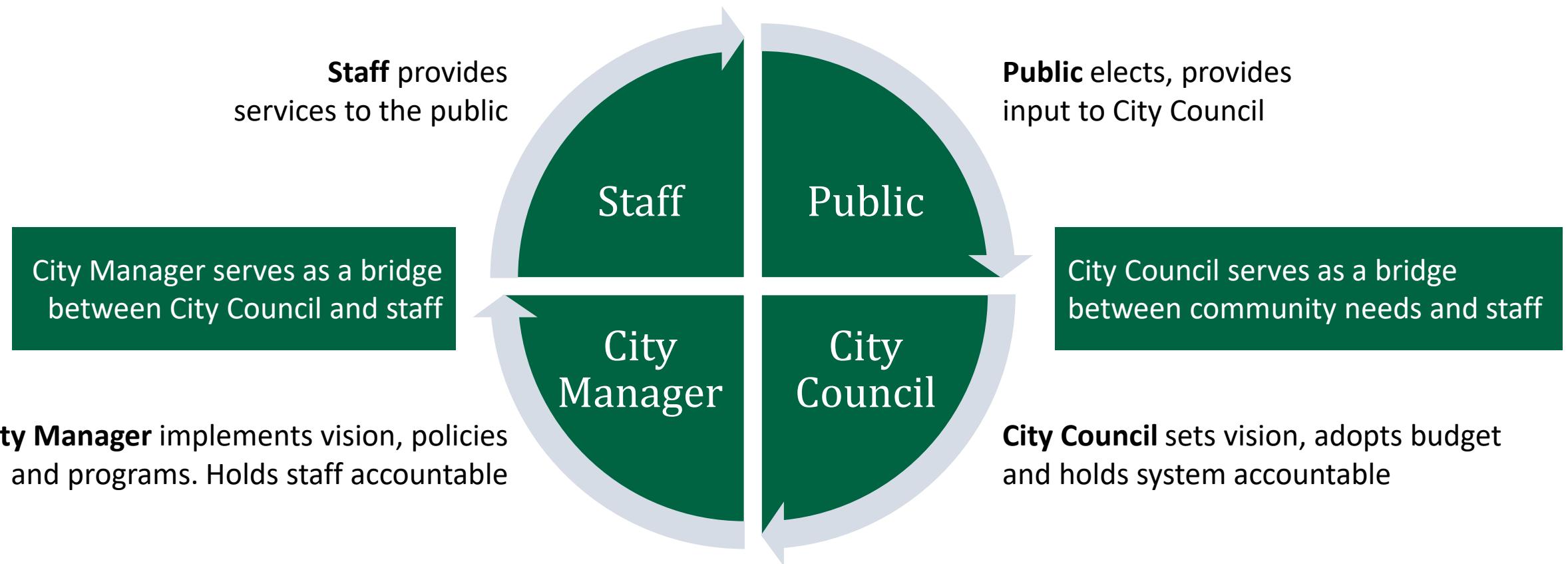
# Bellaire Citizens Academy City Governance & Internal Services

February 18, 2025

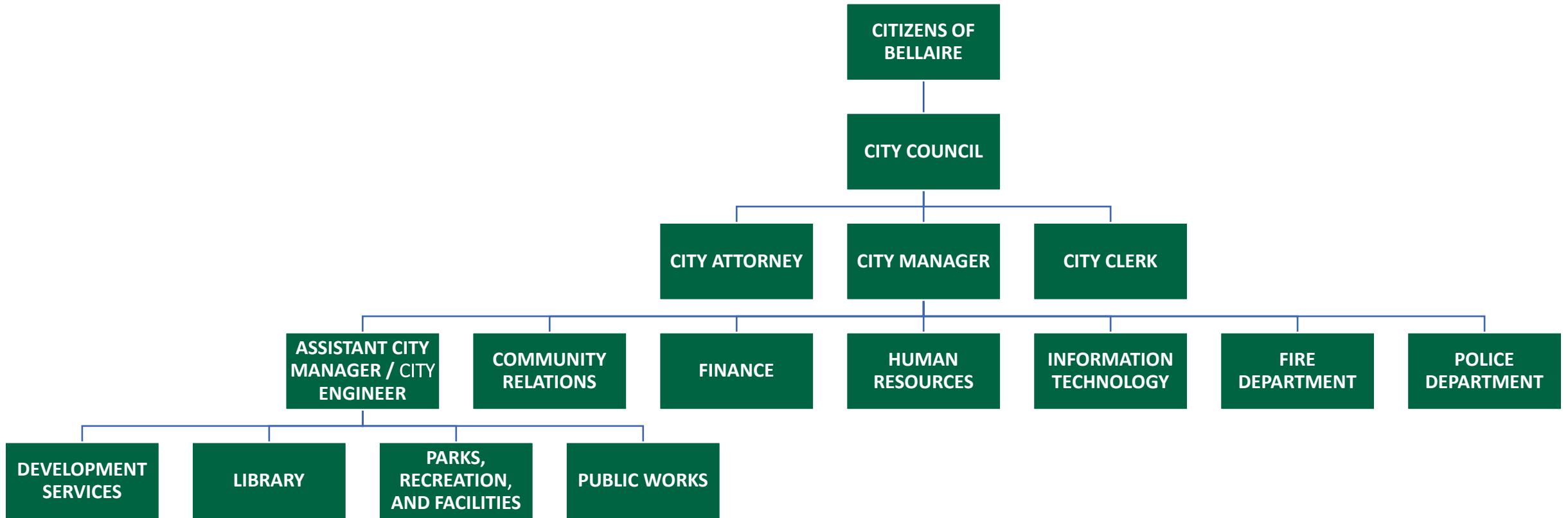
# City of Bellaire At a Glance

- 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

The screenshot shows the City of Bellaire website with a mobile app overlay. The mobile app screen displays various services like Calendar, Trash & Recycling, Permits & Inspections, Meeting Agendas, Minutes & Videos Portal, Make a Payment, and News Flash. A large green circle highlights the 'Meeting Agendas, Minutes & Videos Portal' icon. The website header includes 'CITY UPDATES', 'Citizen Satisfaction Survey', 'Website Sign In', and a search bar. The main content area features the text '#OneBellaire MOBILE APP'.

**CITY UPDATES**

Citizen Satisfaction Survey  
Read On...

Create a Website Account - Manage notification subscriptions, save form progress and more.

Website Sign In

How Can We Help?

Search icon

Our Government Departments Community Services How Do I...

City of Bellaire [Facebook](#) [Instagram](#) [YouTube](#) [NextDoor](#) [X](#) [LinkedIn](#)

10:45 100% 4G

B OneBellaire

Calendar Trash & Recycling

Permits & Inspections Meeting Agendas, Minutes & Videos Portal

Make a Payment News Flash

Sign Up for Notifications Report a Concern SeeClickFix

#OneBellaire Mobile App  
Connect with us anywhere, anytime! Download it today!

Notifications

Report a Concern SeeClickFix

Contact Us Staff Directory

Meeting Agendas, Minutes & Videos Portal

Watch Meetings Live/Recorded

Trash & Recycling

Online Payments

Permits & Inspections

Employment

Public Information Request

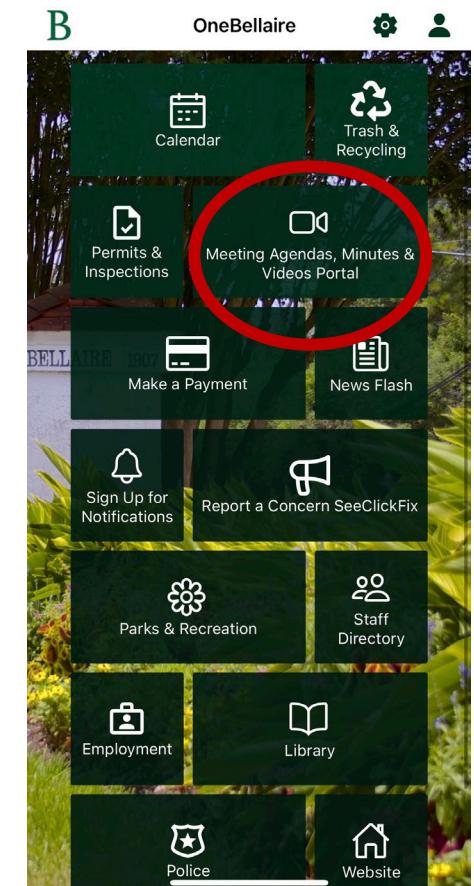
Lost/Found Animal

Water Information

Calendar

Document Center Historical Information

11



# 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
<b>Total</b>	<b>\$56,823,475</b>

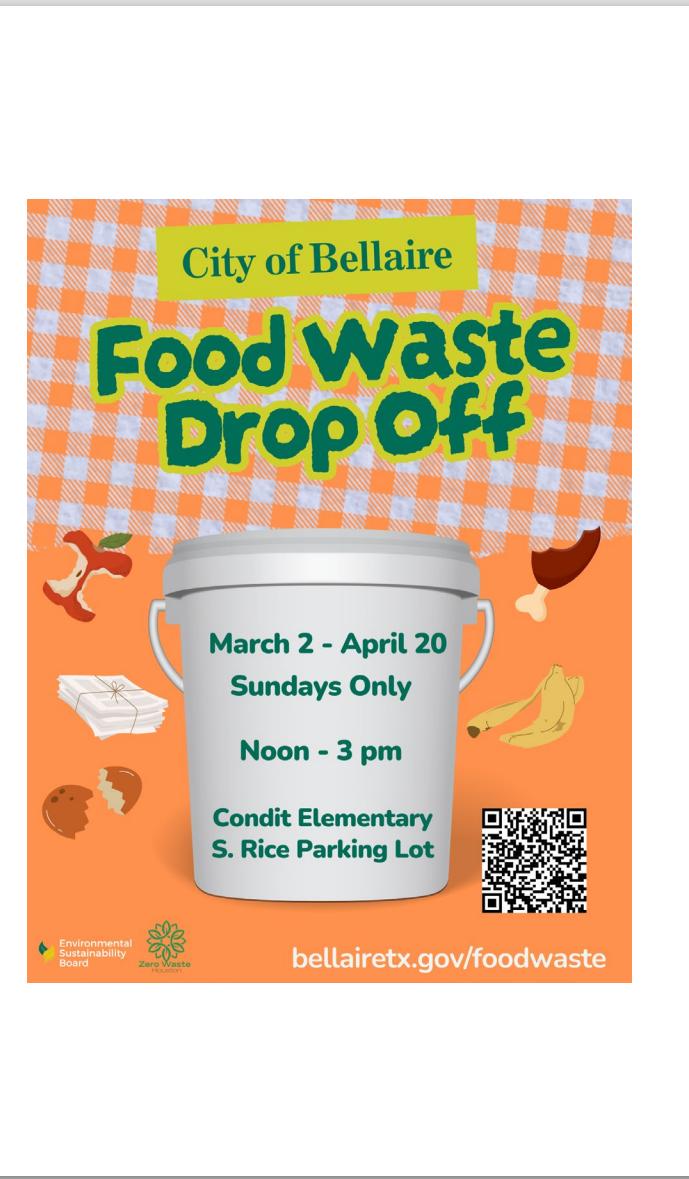
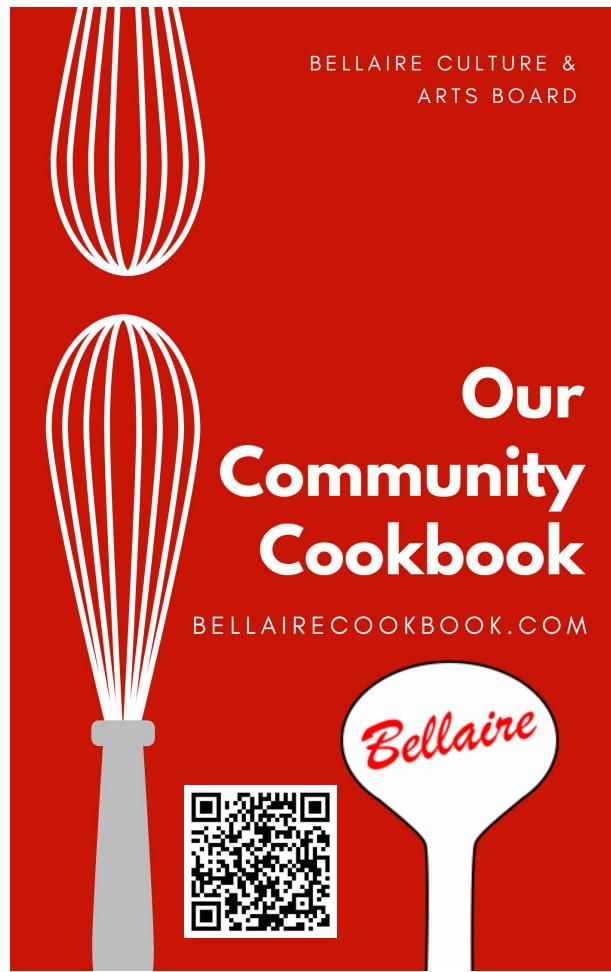
# Community Relations

## Roles and Responsibilities

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



**Cheryl Bright**  
Community Relations  
Administrator



# Questions?

# Trivia

What form of government is the City of Bellaire?

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

# Trivia

What form of government is the City of Bellaire?

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

# Trivia

What is the current adopted tax rate?

- A: 0.4333
- B: 0.4888
- C: 0.6543
- D: 0.5422

# Trivia

What is the current adopted tax rate?

**A: 0.4333**

B: 0.4888

C: 0.6543

D: 0.5422

# Trivia

When was the City of Bellaire incorporated?

- A: 1903
- B: 1909
- C: 1918
- D: 1936

# Trivia

When was the City of Bellaire incorporated?

- A: 1903
- B: 1909
- C: 1918**
- D: 1936

# Trivia

What is the City of Bellaire app?

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

# Trivia

What is the City of Bellaire app?

- A: MyBellaire
- B: YourBellaire
- C: OnTopofBellaire
- D: OneBellaire**