



CITY OF BELTON

City Council Meeting Agenda Tuesday, February 14, 2017 - 5:30 p.m. Wright Room, Harris Community Center 401 N. Alexander, Belton, Texas

Pledge of Allegiance. The Pledge of Allegiance to the U.S. Flag will be led Grants and Special Projects Coordinator Aaron Harris.

Texas Pledge. The Pledge of Allegiance to the Texas Flag will be led by Councilmember Guy O'Banion.

"Honor the Texas flag; I pledge allegiance to thee Texas, one state under God, one and indivisible."

Invocation. The Invocation will be given by Chad McAninch, Pastor of Bethel Assembly of God, West Campus.

1. Call to order.
2. Public Comments.

Citizens who desire to address the Council on any matter may register to do so prior to this meeting and speak during this item. Forms are located on the table outside of the south side entry to the meeting room. Please state your name and address for the record, and limit your comments to three minutes. Also, please understand that while the Council appreciates hearing your comments, State law (Texas Gov't Code §551.042) prohibits them from: (1)engaging in discussion other than providing a statement of specific factual information or reciting existing City policy, and (2) taking action other than directing Staff to place the matter on a future agenda.

3. Presentations and Recognitions:

Presentation of Police Department Annual Report including Annual Racial Profiling Report.

Consent Agenda

Items 4-9 under this section are considered to be routine by the City Council and may be enacted by one motion. If discussion is desired by the Council, any item may be removed from the Consent Agenda prior to voting, at the request of any Councilmember, and it will be considered separately.

4. Consider minutes of previous meetings:
 - A. January 24, 2017, City Council Workshop Meeting
 - B. January 24, 2017, City Council Meeting
5. Consider an appointment to the Library Board of Directors.
6. Receive a report on the annual review of the City's Ethics Ordinance, No. 2015-11, by the Ethics Commission.
7. Consider a resolution ordering the General Election to be held on May 6, 2017.
8. Consider a resolution nominating the City's candidate for election to the Board of Directors of the Central Texas Water Supply Corporation.
9. Consider approving a resolution for the following:
 - A. Authorizing participation in a coalition of similarly situated cities in connection with the Statement of Intent to Change Rate CGS and Rate PT of Atmos Pipeline-Texas (APT) filed on or about January 6, 2017;
 - B. Authorizing participation in related rate proceedings;
 - C. Authorizing the retention of the law firm, Herrera & Boyle, PLLC, to represent the City's interest in matters related to APT's rate proceeding at the Railroad Commission, including any appeals, and to advise the City with regard to APT's application; and
 - D. Requiring the reimbursement of municipal rate case expenses.

Planning and Zoning

10. Hold a public hearing and consider a zoning change from Commercial Highway to Planned Development Commercial Highway Zoning District for a recreational vehicle park on a 12 acre tract of land at 5353 South Interstate Highway 35 Service Road, located on the east side of South Interstate Highway 35, extending to Toll Bridge Road and approximately 0.45 mile south of Shanklin Road.

Recommend rescheduling to February 28, 2017, Council meeting at applicant's request.

The Belton City Council will reconvene to the Smith Room for the following items:

11. Conduct a work session regarding the conceptual design of improvements to N. East Street, generally between Central and 1st Avenue.

Executive Session

12. Executive Session pursuant to the provision of the Open Meetings Law, Chapter 551, Govt. Code, Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.074, Personnel - conduct an evaluation of the City Manager's performance.

The City Council reserves the right to adjourn into Executive Session at any time regarding any issue on this agenda for which it is legally permissible.



CITY OF BELTON

OFFICE OF THE CITY MANAGER

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3. **Presentations and Recognitions:**

Presentation of Police Department Annual Report including Annual Racial Profiling Report.

Assistant City Manager/Chief of Police Gene Ellis will present the annual police report for 2016. A copy is included in the packet.

Consent Agenda

Items 4-9 under this section are considered to be routine by the City Council and may be enacted by one motion. If discussion is desired by the Council, any item may be removed from the Consent Agenda prior to voting, at the request of any Councilmember, and it will be considered separately.

4. **Consider minutes of previous meetings:**

- A. **January 24, 2017, City Council Workshop Meeting**
- B. **January 24, 2017, City Council Meeting**

Copies of the minutes are attached. Recommend approval.

5. **Consider an appointment to the Library Board of Directors.**

See attached Staff Report from City Clerk Amy Casey. Recommend appointment of Regina Miller to the Library Board of Directors.

6. **Receive a report on the annual review of the City's Ethics Ordinance, No. 2015-11, by the Ethics Commission.**

See attached Staff Report from City Clerk Amy Casey. No changes are recommended to the Ethics Ordinance.

7. **Consider a resolution ordering the General Election to be held on May 6, 2017.**

See attached Staff Report from City Clerk Amy Casey. Recommend approval of the proposed resolution ordering the May 6, 2017, General Election.

8. **Consider a resolution nominating the City's candidate for election to the Board of Directors of the Central Texas Water Supply Corporation.**

See enclosed proposed resolution, which will be completed following Council nominations. Director of Public Works Byron Sinclair currently serves in this role, but annual reappointment is required. Recommend approval nominating Director of Public Works Byron Sinclair for election to the Central Texas Water Supply Corporation's Board of Directors.

9. **Consider approving a resolution for the following:**

- A. Authorizing participation in a coalition of similarly situated cities in connection with the Statement of Intent to Change Rate CGS and Rate PT of Atmos Pipeline-Texas (APT) filed on or about January 6, 2017;
- B. Authorizing participation in related rate proceedings;
- C. Authorizing the retention of the law firm, Herrera & Boyle, PLLC, to represent the City's interest in matters related to APT's rate proceeding at the Railroad Commission, including any appeals, and to advise the City with regard to APT's application; and
- D. Requiring the reimbursement of municipal rate case expenses.

See attached Staff Report from Director of Finance Brandon Bozon. Recommend approval of the resolution authorizing participation in this coalition of cities for rate proceedings regarding Atmos Pipeline-Texas.

Planning and Zoning

- 10. Hold a public hearing and consider a zoning change from Commercial Highway to Planned Development Commercial Highway Zoning District for a recreational vehicle park on a 12 acre tract of land at 5353 South Interstate Highway 35 Service Road, located on the east side of South Interstate Highway 35, extending to Toll Bridge Road and approximately 0.45 mile south of Shanklin Road.

The applicant has requested rescheduling this item to the February 28, 2017, Council meeting. Action will be required to table the item until that date. Notices will be sent to affected property owners. Recommend approval of applicant's request.

The Belton City Council will reconvene to the Smith Room for the following items:

- 11. Conduct a work session regarding the conceptual design of improvements to N. East Street, generally between Central and 1st Avenue.

Information on this item will be provided at the meeting.

Executive Session

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Annual Report

2016

Including Annual Racial Profiling Report

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MISSION:

The Belton Police Department is dedicated to providing excellent service through partnerships that build trust, reduce crime, create a safe environment, and enhance the quality of life in our community.

VISION:

Prevention Focused to keep Belton a safe and family friendly community with an excellent quality of life.

VALUES:

- HONESTY and INTEGRITY
- We understand that PUBLIC TRUST is the foundation of our profession
- Building PARTNERSHIPS with our community by empowering them to have a voice in public safety solutions
- EMPLOYEES are our greatest asset and the DIVERSITY of our workforce is the core of our success
- Maintaining Belton's excellent QUALITY of LIFE
- Protecting HUMAN RIGHTS by acting without fear, favor, or prejudice
- Professional EXCELLENCE through a situational leadership model that is flexible and responsive

GUIDING PRINCIPLES:

- Prevention
- Partnerships
- Safety
- Team
- Quality of Life

BELTON, TEXAS



Belton is at the crossroad of two of the busiest highways in Central Texas; Interstate 35 and the newly designated Interstate 14 (formerly U.S. Highway 190). We are a vibrant and growing community of 21,214 residents. Belton is the county seat of Bell County and part of the Temple/Killeen/Fort Hood metropolitan area. Belton is rich in history, dedicated to handling present challenges, and strategically positioned for the future.

The City of Belton is under the guidance of Mayor Marion Grayson and a six-member City Council consisting of Mayor Pro Tem David K. Leigh, Jerri Gauntt, Dan Kirkley, Guy O'Banion, Craig Pearson, and Paul Sanderford. City Manager Sam Listi provides daily leadership to a dedicated City staff supporting a full range of municipal services.

Department Overview and Organization

Gene Ellis ~ Chief of Police

The Belton Police Department serves one of the most dynamic communities in Texas with law enforcement services 24-hours a day, seven days a week. Strong partnerships with the residents and businesses of Belton make it possible for us to accomplish our mission. We operate under a *Prevention Focused* model of Community Policing. Officers are assigned areas of responsibility, known as sectors, as part of a geographic responsibility approach. Prevention is the focus of all police operations. We proactively seek out ways to interact with the community in order to enhance the quality of life in Belton. All members of the Belton Police Department are committed to building partnerships with our citizens, businesses, community groups, and other organizations to reduce crime and solve problems that threaten the excellent quality of life we enjoy in Belton.

Our guiding principles are: prevention of crime; community safety; building partnerships with the community; recruiting and retaining a customer service minded team of professionals; and quality of life enhancement.



Gene Ellis has served as the Belton Police Chief since 2009. He has nearly three decades of experience in law enforcement with 18 years as a Chief of Police. Chief Ellis also serves as Assistant City Manager. He is a native Texan and graduate of the University of Houston. Chief Ellis attended the 217th session of the FBI National Academy program, a prestigious law enforcement management program. He is completing the Certified Public Manager Program through Texas State University.

Operations Division

The Operations Division is made up of Patrol, Fleet Management, School Resource Officer Unit, and Special Operations. Patrol is the workhorse of BPD and is under the direction of Operations Division Commander, Deputy Chief Larry Berg.

Patrol responds to calls for police service, conducts preventive patrol, enforces traffic laws, conducts preliminary investigations into criminal activity, arrests criminal offenders, and seeks proactive interactions with citizens and groups. Currently, Patrol is divided into two teams (A & B) made up of two 12-hour shifts each. A lieutenant commands each team and a sergeant supervises officers assigned to each shift. Patrol is normally the first line of contact the public has with the police department. Officers perform their duties utilizing cars, bicycles, golf carts, and foot patrol. Patrol has an authorized staff of two lieutenants, four sergeants, and sixteen patrol officers.

In 2016, Belton officers responded to 45,688 calls for service (events), issued 3,751 citations, distributed 4,766 traffic warnings, made 1,742 arrests, and completed 3,284 incident reports.



School Resource Officers (SRO)

The School Resource Officer Unit is a partnership between BPD and Belton Independent School District (BISD). A sergeant and three officers are assigned to the 11 BISD campuses in the City of Belton. This collaboration is funded by BISD paying 10 months of salary, benefits, equipment, and training with the City of Belton funding the remaining two months of the cost. The goal of the SRO program is to create safe schools and deter distractions to the learning environment. This is accomplished by proactive interaction with faculty and students, quick response to disruptions, investigation of criminal activity on campuses, and presentation of prevention programs.

Youth Police Academy

The School Resource Officers held the seventh annual Youth Police Academy class in June, 2016 for middle school students. The goals of the Youth Police Academy are:

- To provide the opportunity to learn and understand the workings of the Belton Police Department and the Criminal Justice System
- To provide a better understanding of the training and education needed to pursue a career in Law Enforcement
- To demonstrate how the Criminal Justice System fits into serving the community
- To discuss skills and knowledge necessary to function and succeed in society
- To develop positive attitude development, self-discipline, and motivation both as an individual and as part of a team



Law Enforcement Explorers

A Law Enforcement Explorer Post was established in Belton in 2012. The program is intended for young adults age 14 (who have completed the 8th grade) to age 20 who have expressed a sincere interest in the law enforcement field as a career and who qualify for membership in the organization. Our commitment is to improve relations between the Belton Police Department and the youth in the City of Belton. Explorers learn police work through specialized training, and community service. The program allows young people to serve the community, develop leadership skills, and provides support from peers and adults during the maturing process. The fourth annual Explorer Academy was held in June of 2016. The Belton Police Explorers hosted the annual Central Texas Explorer Competition on June 24, 2016. Our Explorer team placed first overall in the competition and many of our team members placed high in individual contests.



National Night Out

National Night Out 2016 was another record year for Belton with 18 neighborhood block parties. The event was held on Tuesday, October 4, 2016. Awards were given to the most creative block parties and those recognized included:

- ❖ Best Block Party 2016 – Miller Heights/Belle Oaks (Harper-Talasek, Library, Park & Rec)
- ❖ Best Neighborhood Unity – Dunns Canyon Townhomes (Wiley & Mary Shockley)
- ❖ Rookie of the Year – Yettie Polk Park (Brian Kinard)
- ❖ Best Party Theme – Grand Avenue Theater

A special thanks to our block party hosts and National Night Out Coordinator, Sergeant Doug Taylor, Belton Citizens Police Academy Alumni Association, and all of the volunteers for making National Night Out 2016 an exceptional crime prevention night in Belton.



“Badge”, *McGruff*, and the Chisholm Trail Express

Our mascot “Badge,” McGruff, and the BPD Chisholm Trail Express barrel train are the most popular attractions we have at BPD. This would not be possible without the hard work of the CHIPS volunteers. Badge, McGruff, and the Chisholm Trail Express made many stops during 2016.



Citizens Police Academy

The 7th annual Belton Citizens Police Academy class was held January through March, 2016. The mission of this program is to promote understanding through education. We do this by exposing community members to the various facets of law enforcement. This is accomplished through classroom presentations, hands-on demonstrations, role playing, and tours of public safety facilities. Twenty Belton residents attended Citizens Police Academy #7. Class #8 is scheduled for January 26, 2017 through March 30, 2017.



CHIPS (Citizens Helping in Police Service)

The Belton Citizens Helping in Police Service (CHIPS) program was formed in 2011 as a way to expand police resources through the use of volunteers. The primary objective of the CHIPS program is deterrence through a visible presence. CHIPS volunteers supplement department resources by being extra eyes and ears while patrolling parks, shopping centers, or other areas where large groups may gather. Additionally, volunteers help with administrative tasks inside the police building and community outreach events. CHIPS volunteers are the backbone of the RU OK? Program.



Total Hours by CHIPS Volunteers in 2016 = 3,965 hours



RU OK? Program

The “RU OK?” Program was developed in 2012 as a way to check on the welfare of senior adults living alone. Our volunteer program CHIPS (Citizens Helping in Police Service) make personal contact by telephone with registered senior citizens living alone. If the CHIPS volunteer is unable to make contact, a police officer is dispatched to the residence to conduct a welfare check on the resident. For some of these elderly citizens, this is the only personal contact they have with another person all week. A part-time volunteer coordinator was hired to administer this program thanks to a grant from the Central Texas Area Agency on Aging, a division of the Central Texas Council of Governments. The volunteer coordinator works tirelessly alongside our CHIPS volunteers to grow the RU OK? Program to where we served over 130 seniors living alone in 2016. The Silver Santa initiative brings Christmas joy to all of the RU OK? Participants by providing wrapped gifts to each of them. The gifts were delivered a week before Christmas by Belton officers and CHIPS volunteers to make sure all of our seniors who live alone had Christmas gifts.



Support Services Division

The Support Services Division is under the direction of Deputy Chief Jen Wesley. This division is comprised of services that support our delivery of law enforcement response to the citizens of Belton including:

- Criminal Investigations
- Property & Evidence

- Communications
- Animal Control
- Code Enforcement
- Personnel & Training
- Professional Standards
- Warrants
- Accreditation compliance
- Community Outreach



Criminal Investigations

The Criminal Investigations Division is staffed with four detectives and one detective sergeant. Detectives are responsible for the solution of crimes through follow up investigations of criminal offenses that occur in the City of Belton. In 2016, detectives conducted 748 follow-up investigations with a clearance rate of 70%.

One detective is assigned to the Bell County Organized Crime Unit (BCOCU) to represent Belton in this multi-jurisdictional task force. BCOCU investigates narcotics, thefts, and other organized criminal enterprises that cross jurisdictional boundaries. BCOCU members include: Bell County Sheriff's Office; Temple Police Department; Harker Heights Police Department; Copperas Cove Police Department; Killeen Police Department; and the U.S. Marshals Service.

Property and Evidence

One of the most important functions in police operations involves the chain of custody of evidence. A failure in this process will make it possible for a criminal to get away with their crime. The Warrant/Training/Evidence officer serves as the custodian of property and evidence with the assistance of a Detective from the Criminal Investigations Division. In 2016, a total of 4,187 pieces of property and evidence were processed through the evidence room.

K-9 Operations

K-9 Handler, Officer Richard Murray, retired on July 15, 2016, after 21 years of service to the City of Belton. His partner, Chico, was adopted by the Harker Heights Police Department as a member of their K-9 team. Chico is still on patrol in Harker Heights and he comes to Belton to assist with narcotics detection, tracking, apprehension, and handler protection any time we call.



Cross Training

BPD operates under a philosophy that the operation of the department should never be hampered by the absence of any one employee. All non-sworn employees are trained to perform all responsibilities that are critical to maintaining a high level of service for the public.



Communications

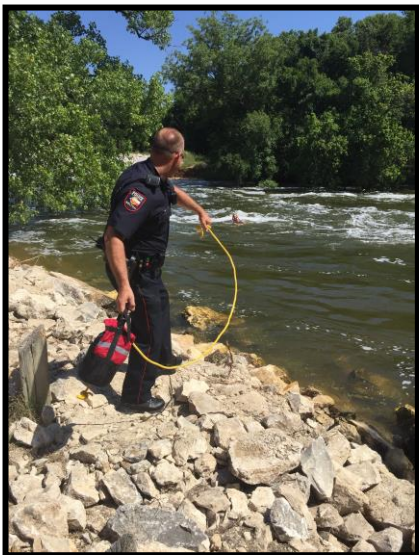
Emergency 911 calls in Belton are answered by the Bell County Communications Center (BCCC), which is located in Belton. BCCC is the public safety answering point (PSAP) for all 911 calls in Bell County and they provide dispatch services to all public safety agencies located in Bell County. Non-emergency calls are answered by Community Service Specialists (CSS)

located at the Belton Police Department. Belton's six (6) CSS Communications personnel staff the front desk of the police building 24 hours a day, seven days a week. They handle all non-emergency calls to the Belton Police Department, walk-in questions and complaints, assist officers with acquiring information, prepare incident reports on low level offenses, and assist with a host of records management functions of the department. Our Communications staff entered 7,073 calls for service into the BPD computer-aided dispatch system (CAPERS).

Personnel and Training

BPD training is coordinated under the Support Services Division by the Warrant/Training Officer, Chris MacDonald, as part of a team concept. The Field Training Supervisor, Lt. Allen Fields and BPD's two firearms instructors, Sgt. Doug Taylor and Sgt. Robert Prestin all play key roles in training. They coordinate continuing education for all Belton Police Department staff in order to meet state licensing and accreditation requirements. Additionally, the training team assists with recruitment of new officers and conduct background investigations on all new employees of the Belton Police Department.

Belton Police personnel are trained in accordance with rules and laws as regulated by the Texas Commission on Law Enforcement (TCOLE). Officers are mandated to have 40 hours of continuing education in addition to mandatory courses required by TCOLE each two-year training cycle. Prior to becoming a certified police officer in the State of Texas, a person must attend a TCOLE approved 20-week training academy and pass a state examination. Belton officers participate in a 14-16-week field training program (FTO) after graduating from the academy and prior to being permitted to work solo patrol.



Records

Police officers spend a good deal of time writing reports or documenting the “action” they were involved in. A full-time records clerk serves as the Department’s custodian of records. The Records Section of the police department is the final repository for all reports generated by Belton police officers and staff. The Records Section is responsible for:

- Maintaining all criminal case files.
- Registering and maintaining records on all Registered Sex Offenders in Belton.
- Keeping the department in compliance with State and Federal reporting laws.
- Reporting crime statistics to the State and FBI.
- Serving as a liaison to the Bell County Attorney’s Office and Bell County District Attorney’s Office.
- Responding to public information requests from citizens, attorneys, and insurance companies.

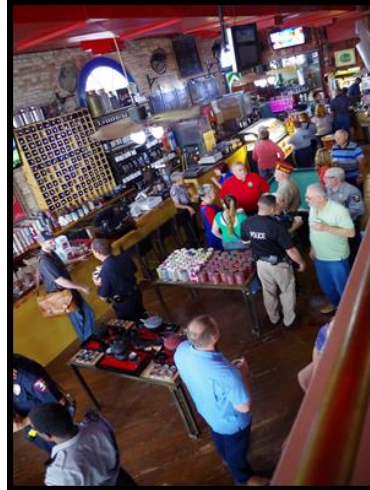
Accreditation



The Belton Police Department became the first Bell County law enforcement agency to be “Recognized” (accredited) by the Texas Police Chiefs Best Practices Recognition Program. In order to maintain recognition, BPD must submit an annual report to the Texas Police Chiefs Recognition Program demonstrating that we have maintained compliance with the 166 standards of the program. Recognition standards were carefully developed by Texas law enforcement professionals to assist agencies in the efficient and effective delivery of service, the reduction of risk, and the protection of individual’s rights. Being “Recognized” means that an agency has proven that it meets or exceeds the “Best Practices” for Texas law enforcement in areas of law enforcement operations including: use of force, protection of individual rights, pursuits, evidence management, and many other areas. Recognition status is for a four-year term and then an agency must go through an intensive re-recognition process. BPD was awarded Re-Recognition status in 2014, putting it among the elite 5% of Texas law enforcement agencies who have met these rigorous standards. For more information on the Recognition program please visit: <http://www.texaspolicechiefs.org/recognition-program>

Coffee with a Cop

BPD hosted six *Coffee with a Cop* events in 2016. *Coffee with a Cop* provides a unique opportunity for community members to ask questions and learn more about the department's work in Belton neighborhoods. *Coffee with a Cop* breaks down barriers and allows for a relaxed, one-on-one interaction. *Coffee with a Cop* is a national initiative. The program aims to advance the practice of community policing through improving relationships between police officers and community members one cup of coffee at a time.



Social Media

BPD utilizes the City website and social media in partnership with the City Public Information Officer (PIO) as a communication tool to provide our community with information on police services. We use Facebook and Twitter to promote BPD and City events, alert citizens on traffic accidents, seek community assistance in solving criminal cases, and provide crime prevention tips. In 2016, we doubled our followers on the official BPD Facebook Page from 7,000 to 14,000. This is thanks in large part to the efforts of Public Safety Social Media Coordinator, Candice Griffin, one of our Community Service Specialists.

E-Watch

E-Watch is a virtual neighborhood watch program. We provide our E-Watch community partners with timely information concerning criminal activity or public safety concerns specific to their neighborhood. E-Watch partners receive a free yard sign as an additional deterrent to criminals. By the end of 2016, we had over 2,000 E-Watch partners throughout Belton.



Family Violence Unit (FVU)

BPD partners with Aware Central Texas to assist victims of family violence. This partnership involves trained volunteers following up with victims of family violence to provide them encouragement, information on resources available to them, and act as a liaison to them as they navigate through the aftermath of a family violence incident. The motto of the program is “From Crisis to Confidence.” In 2016, the FVU telephone hotline received 2,493 calls.



Grants

Grant funds received by BPD for police operations in 2015 included:

- \$70,000 Justice Assistance Grant for a targeting system at the new firearms range
- \$21,000 from the CTCOG-Area Agency on Aging for the RU OK? Program
- \$4,410 to purchase bulletproof vests
- \$3,640 for Selective Traffic Enforcement Program holiday traffic enforcement



Central Texas Regional Law Enforcement Training Center

In March of 2016, the Central Texas Regional Law Enforcement Training Center opened. This firearms and use of force training facility was made possible through a partnership with the Central Texas Council on Government (CTCOG). Grants from the Governors Criminal Justice Division totaling nearly \$150,000 along with the support of the City of Belton made it possible for this facility to include two classroom buildings, an automated targeting system, and a future arena roof over the pistol range. Future enhancements include an arena style roof over the pistol range, a simulation training room, a tactical training house, and a driver training area.



2016 Highlights and Accomplishments

- Achieved Police Department elements of the City of Belton Strategic Plan
- Completed update of BPD Strategic Plan to include succession plan elements
- Maintained accreditation through Texas Recognition Program
- Obtained grant funds for range project, body armor, and the RUOK? program
- Hosted seventh annual Citizen Police Academy and expanded CHIPS volunteer program to over 90 volunteers
- Enhanced the RUOK? senior adult program with over 130 clients
- Held a very successful National Night Out with 18 block parties
- Hosted annual Central Texas Explorer competition with BPD Explorers taking 1st place
- Enhanced quality of life through Prevention Focused Community Policing with an emphasis on aesthetics through compassionate code enforcement
- Reduced Part 1 UCR crimes by 5% and overall crime by 3%
- Successfully transition to new firearms to improve officer proficiency at no cost to the City
- Worked with IT Department to implement new MDT technology with Surface Pro tablets
- Worked with Finance and City Manager to acquire lifesaving equipment for officers after Dallas PD tragedy

- Co-hosted with Morgan's Point PD a nationally recognized Active Shooter training for our region
- Dedicated Police Memorial and sign project thanks to Leadership Belton class and other community donors
- Started the Belton Clergy-Police Partnership program to further enhance community relations
- Continued to work with BISD to enhance the SRO program

2017 Goals

- Implement updated BPD Strategic Plan to include succession planning
- Maintain Police Department Accreditation
- Review and update BPD General Orders Manual
- Continue Citizens Police Academy program
- Enhance the CHIPS program by providing them a vehicle to patrol parks and shopping centers
- Continue to enhance outreach to youth through the Law Enforcement Explorer and Youth Police Academy programs
- Expand programs that reduce crime and improve the quality of life in Belton using our Prevention Focused model of Community Policing
- Grow the Clergy-Police Partnership program and look for other community outreach strategies to enhance police-community relations



Promotions - June 2016
Daniel Aguirre to Lieutenant
Joseph Chapa to Sergeant

Belton Police Strategic Plan

2016-2020



A team made up of all supervisory personnel at the Belton Police Department (BPD) began the process of updating the BPD Strategic Plan in April 2016. The last update to the plan was in 2013, with annual refinements and action plan review over the past three years. The review team looked at several models for plan development and format. The team determined the best course of action was to model the format of the City of Belton Strategic Plan 2016-2020 with one modification - retaining the Guiding Principles terminology, rather than using Goal Categories as used in the City Plan. The overarching guide and foundation for the BPD Strategic Plan is the City of Belton Strategic Plan. The five Guiding Principles for the updated BPD Plan are: Prevention; Safety; Partnerships; Team; and Quality of Life.

The Belton Police Department has an established history of strategic planning. Following the lead of the Belton City Council in 2008, a comprehensive review of BPD was conducted by the International City Management Association (ICMA). The ICMA report became BPD's first strategic plan when it was adopted by the City Council and put into play by the City Manager and Chief of Police. The substantial portions of BPD's first strategic plan were completed by January 2012. BPD immediately began working to update its strategic plan by seeking ways to engage all stakeholders in the process. An updated BPD Strategic Plan was developed in the Fall of 2012 as a companion to the City of Belton's Strategic Plan. BPD's *Prevention Focused Model* of Community Policing began to flourish during this time with the plan's guiding principles: 1) Reduction in crime and the fear of crime; 2) Prevention; 3) Safety; 4) Partnerships; and 5) Quality of Life.

The Belton Police Department sees our role of working with others to improve the quality of life in Belton continuously by being servant guardians of this dynamic community. Prevention is the focus of all police operations, and we know we cannot do it without a strong partnership with members of the community. We are committed to being fair, listening to all involved, and to transparency and impartiality. We consider it an honor to serve Belton and know the foundation of our service is trust.



Belton Police Strategic Plan

2016-2020

Vision Statement

We will remain Prevention Focused to keep Belton a safe and family friendly community with an excellent quality of life

Mission Statement

The Belton Police Department is dedicated to providing excellent service through partnerships that build trust, reduce crime, create a safe environment and enhance the quality of life in our community.

Five Guiding Principles:

1. Prevention
2. Safety
3. Partnerships
4. Team
5. Quality of Life

Outcome Statements

- A. BPD is *Prevention Focused* through proactive community policing.
- B. BPD is dedicated to keeping our community and roadways safe.
- C. BPD maintains strong relationships with our stakeholders built on trust and transparency.
- D. BPD values all members of our team.
- E. BPD is committed to creating an environment whereby our community can enjoy an excellent quality of life.



City of Belton Strategic Plan

FY 2016-2020

The foundation of the Belton Police Strategic Plan is the City of Belton Strategic Plan. The public safety goals of the City Strategic Plan are the overarching goals of the BPD Strategic Plan. In 2015, a comprehensive review of the City's Strategic Plan was conducted. Goals, Vision and Mission Statements, and Outcome Statements were developed from Council and staff input. Governance, Public Safety, Quality of Life, Economic Development, Connectivity, and Parks/Natural Beauty were the six goal categories identified during the strategic planning retreat. On August 25, 2015, the City Council confirmed the Vision Statement, Mission Statement, established the six goal categories, and determined the six outcome statements for the updated 2015-2020 City of Belton Strategic Plan. A three-year action plan with identified goals has been developed and management staff is executing it. The Plan focuses on Belton's Vision of being *the Community of Choice in Central Texas, providing an Exceptional Quality of Life.*

City Vision Statement

Belton is the Community of Choice in Central Texas, providing an Exceptional Quality of Life.

City Mission Statement

Enhance Belton's quality of life through visionary leadership that preserves its character while planning for its future.

City Six Goal Categories

1. Governance
2. Public Safety
3. Quality of Life
4. Economic Development
5. Connectivity
6. Parks/Natural Beauty

City Outcome Statements

- A. Belton's governance is fair, transparent, and fiscally responsible
- B. Belton is a safe and family friendly
- C. Belton has an outstanding quality of life for its citizens
- D. Belton has a vibrant, diverse, and flourishing business community
- E. Belton is a fully connected community with active and engaged citizens
- F. Belton has dynamic recreational opportunities and natural beauty

The City Strategic Plan is a living document with flexible long term goals. Three, one-year Action Plans of near term goals are established annually. Goal worksheets are used to establish how the goal will be achieved. The Action Plan worksheets include:

- Goal
- Goal Category
- Applicable Outcome Statement
- Project Fiscal Year
- Team Leader and Assistant
- Desired Outcome
- Performance Indicators
- Challenges and Barriers
- Partner Agencies
- Timelines
- Cost and Funding Source

The BPD Strategic Plan will use a similar format to achieve the established goals in the plan.



BPD Prevention Focused Policing Model

Goal:

Enhance Belton's quality of life using a *Prevention Focused Policing* model of community policing through narrowly defined areas of responsibility (AOR) focused on PREVENTION of crime and elimination of crime conducive conditions. The ultimate goal will be to partner with the community to reach their expectations of keeping Belton safe.

Strategies:

- Make prevention the focus of all police operations
- Create smaller police sectors as areas of responsibility with an officer assigned to each
- Define specific responsibilities for each sector officer backed up by an accountability system with measurable outcomes and performance expectations
- Require officers to be stakeholders in their sectors by creating partnerships with residents and businesses to seek their assistance in preventing crime
- Use problem solving techniques to prevent repeat calls for the same issue at the same location
- Avoid counter-productive enforcement activities
- Eliminate crime conducive conditions
- Identify opportunities for criminals and educate the community on how to eliminate these opportunities
- Implement programs that support the prevention goal (i.e. E-Watch)
- Emphasize aesthetic concerns in sectors
- Focus uncommitted patrol time on prevention and safety
- Maintain high visibility and quick response by officers remaining in their assigned districts, unless a situation warrants them being needed outside their assigned district

- Limit multiple officer response (more than two) will only be permissible when the nature of the call or officer safety warrants it
- Employ our *Prevention Focused* concept and the BPD way every day, every interaction – no exceptions



Belton Police Department
"Prevention Focused Policing Model Overview"



Objectives/Priorities (What are you interested in?)

- Community Partnering – Combining Community and Police to address the task of Public Safety.
- Pure "Preventive" rather than "Responsive" approach to policing.
- A conversion from "Traditional" (Order Maintenance) to a comprehensive "Community Service Model."
- "Value Based" Daily Activity – Officers achieving tasks that support community/departmental expectations rather than "random" patrol.
- Document Development – We are a TPCA "Recognized" agency.
- Community Education Awareness – Multiple methods for interacting and partnering with our community.

Operations

- Sectors/Areas of Responsibility (AOR's)
- Value Based "Daily" Activity
- District Supervision Program
- Traffic Enforcement Model
 - "Policing with a Purpose"
 - Safety as the focus
- Patrol
 - Bikes
 - Carts
 - CHIPS volunteers
- Use of un-manned marked cars to create deterrence

Community Partnering

- E-Watch Programs
 - Residential
 - Business
 - Construction
- Private Partnerships
- National Night Out
- Citizens Police Academy
- Youth Police Academy
- Explorer Program
- Vacation Watch
- RUOK? Senior Adult Outreach
- Coffee with a Cop

Programs/Projects

- Citizens Police Academy
- Explorers
- Youth Police Academy
- Citizen Ride Program
- New Resident Welcome
- E-Watch -Virtual Neighborhood Watch
- Neighborhood Video Partnership
- Hide, Lock, Take Initiative
- School Resource Officers
- Clergy-Police Partnership

Education Awareness

Share philosophy with all personnel and ensure all personnel understand and embrace the partnering philosophy.

- Newsletters
- Sector Brochures
- Local Media
- E-Watch
- Social Media
- Website
- Information booth at community events

Documents

- Performance Evaluations
- Policy & Procedures (TPCA "Best Practices" Recognized Agency)
- Management/Supervision Reviews
 - Monthly Probationary Review
 - Annual Performance Evaluation
 - Performance Plan Evaluation
 - BPOD (Belton Prevention Oriented Discussions)
 - Regular review of crime statistics

The Belton Model

Our Mission:

To provide excellent service through partnerships that build trust, reduce crime, create a safe environment, and enhance the quality of life in our community

Our Motto: "Prevention Focused"

Resources/Equipment (Force Multipliers!)

Personnel

- CHIPS (90) – Citizen volunteers that provide support and service.
- Police Chaplains Program
- Clergy-Police Partnership

Equipment

- HEB Sub-station
- Radar Trailer
- Ghost Squads
- Mobile Crime Scene Unit
- SRO School Offices



Goals

2016-2020

<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
Prevention	Prevention	Prevention
a) Prevention the focus of all police activities. b) Minimum staffing during peak hours. c) Increase informal contacts with residents.	a) Remain prevention focused. b) Expand crime prevention education using all resources.	a) Remain prevention focused. b) Establish performance measures for informal contacts and problem finding activities.
Safety	Safety	Safety
a) Evaluate need for traffic safety team. b) Promote traffic safety using social media.	a) Develop a plan for a traffic safety team. b) Concentrate traffic enforcement in accident prone areas.	a) Implement traffic safety team. b) Improve traffic alert system.
Partnerships	Partnerships	Partnerships
a) Reach out to DPS for I-35 assistance. b) Educate staff on benefits of Family Violence Unit through AWARE. c) Host 6 Coffee with a Cop events annually.	a) Develop neighborhood video partnership. b) Expand Clergy-Police Partnership.	a) Implement a business and construction E-Watch program.
Team	Team	Team
a) Work with Finance and HR to develop a competitive pay and benefits plan. b) Succession plan for deputy chief retirement. c) Update Field Training program.	a) Add an online incident reporting portal to improve customer service. b) Address PD staffing needs. c) Lieutenants complete LCC. d) Deputy Chief to FBI Academy.	a) Train staff in specialized functions (SWAT, HNT, CRASH).
Quality of Life	Quality of Life	Quality of Life
a) Train staff on RUOK?	a) Certify Animal Control Officer in Code Enforcement. b) Certify Warrant Officer in Code Enforcement.	a) Develop a park patrol plan for peak hours. b) Add an additional FTE to assist ACO-Code Enforcement.



BPD Strategic Plan

Year 1 Goals: FY 2017

Guiding Principle	Goals
1. Prevention	<ul style="list-style-type: none"> a) Prevention is the focus of all police activities. b) Minimum staffing during peak hours. c) Increase informal contacts with residents.
2. Safety	<ul style="list-style-type: none"> a) Evaluate need for traffic safety team. b) Promote traffic safety using social media.
3. Partnerships	<ul style="list-style-type: none"> a) Reach out to DPS for I-35 assistance. b) Educate staff on benefits of Family Violence Unit through AWARE. c) Host 6 Coffee with a Cop events annually.
4. Team	<ul style="list-style-type: none"> a) Work with Finance and HR to develop competitive pay and benefits plan. b) Succession plan for deputy chief retirement. c) Update Field Training Program.
5. Quality of Life	<ul style="list-style-type: none"> a) Train staff on RUOK?



BPD Strategic Plan

Year 2 Goals: FY 2018

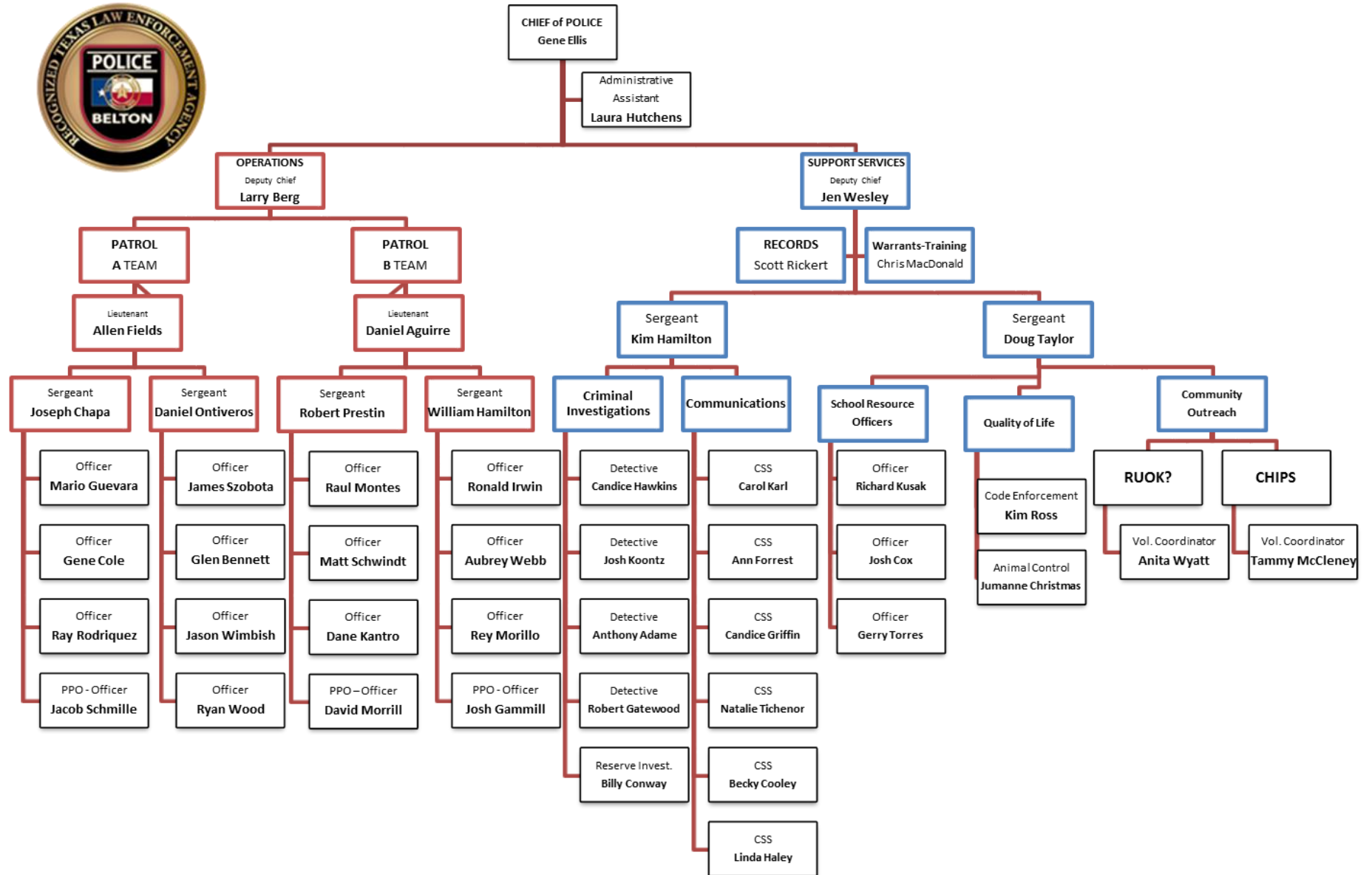
Guiding Principle	Goals
1. Prevention	a) Establish plan for repeat calls for service. b) Expand crime prevention education using all resources.
2. Safety	a) Develop a plan for a traffic safety team. b) Concentrate traffic enforcement in accident prone areas.
3. Partnerships	a) Develop neighborhood video partnership. b) Expand Clergy-Police Partnership.
4. Team	a) Add an online incident reporting portal to improve customer service. b) Address PD staffing needs. c) Lieutenants complete LCC. d) Deputy Chief to FBI Academy.
5. Quality of Life	a) Certify Animal Control Officer in Code Enforcement. b) Certify Warrant Officer in Code Enforcement.



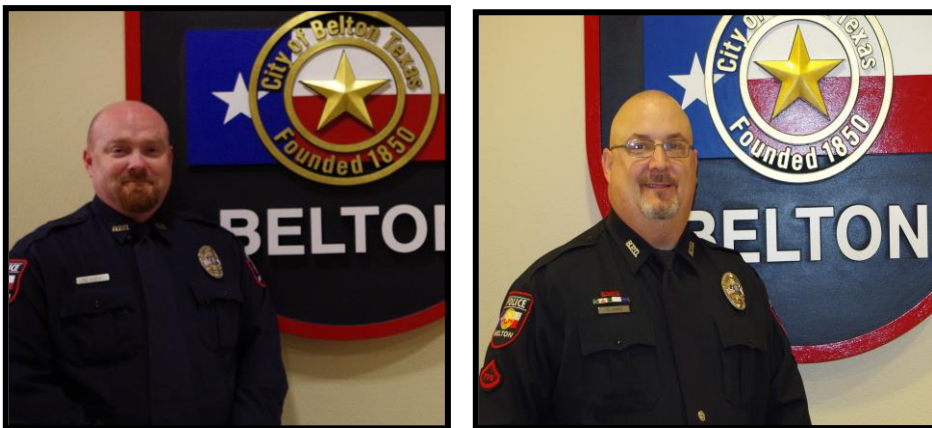
BPD Strategic Plan

Year 3 Goals: FY 2019

Guiding Principle	Goals
1. Prevention	a) Remain prevention focused. b) Establish performance measures for informal contacts and problem finding activities.
2. Safety	a) Implement traffic safety team. b) Improve traffic alert system.
3. Partnerships	a) Implement a business and construction E-Watch program.
4. Team	a) Train staff in specialized functions (SWAT, HNT, CRASH).
5. Quality of Life	a) Develop a park patrol plan for peak hours. b) Add an additional FTE to assist ACO-Code Enforcement.



Professional Standards



Officers of the Year -2016
Officers the Quarter-1st Quarter 2016
Lifesaving Award
Officer Gene Cole and Officer Ron Irwin
For rescuing a kidnap victim.



Belton Police Department

Annual Report 2016

Internal Complaints / Investigations

Professional Standards

The Belton Police Department thoroughly investigates allegations of employee misconduct or criticism of its services. The Professional Standards Unit under the direction of the Deputy Chief over the Support Services Division is responsible for handling internal investigations. All investigations conducted by Professional Standards are reviewed to ensure that the various allegations have been adequately addressed and a fair investigation conducted. Police involved shootings and certain criminal allegations are referred to the Texas Rangers for investigation.

Texas Law requires that complaints against police employees be in writing and signed by the complainant (Texas Local Government Code 614.022). Furthermore, police employees must be given a copy of the complaint within a reasonable time period after the complaint is made (Texas Local Government Code 614.023).

	2010	2011	2012	2013	2014	2015	2016
Complaints Received	19	23	21	17	17	6	10
Complaints Formalized	12	10	10	8	8	2	4
Complaints from Internal Sources	3	4	4	3	5	0	1
Complaints from Citizens (External)	16	19	17	14	12	6	9

Dispositions (2016 Only)

Not Formalized	4	40%
Not Sustained	1	10%
Unfounded	0	
Exonerated	0	
Sustained	2	20%
Pending	3	

Racial Profiling Annual Report



Officer of the Quarter-2nd Quarter 2016

Officer Raul Montes

For assisting in the apprehension of a theft suspect in Harker Heights.



Racial Profiling
Belton Police Department
Annual Report 2016
TIER 1

As reported to TCOLE pursuant to House Bill 3389, Texas Code of Criminal Procedures Article 2.131 – 2.138. Citations and arrests from traffic stops are the only stops factored. There is no requirement to report traffic warnings for a Tier 1 reporting agency.

Number of motor vehicle stops (does not include warnings):

Citation only	2,798
Arrest only	8
Citation and Arrest	13
Total	2,819

Race or Ethnicity:

African	406	14%
Asian	53	2%
Caucasian	1,742	62%
Hispanic	591	21%
Middle Eastern	18	1%
Native American	9	-1%
Other	0	
Unknown	0	
Total	2,819	

Race or Ethnicity known prior to stop?

Yes	662
No	2,157

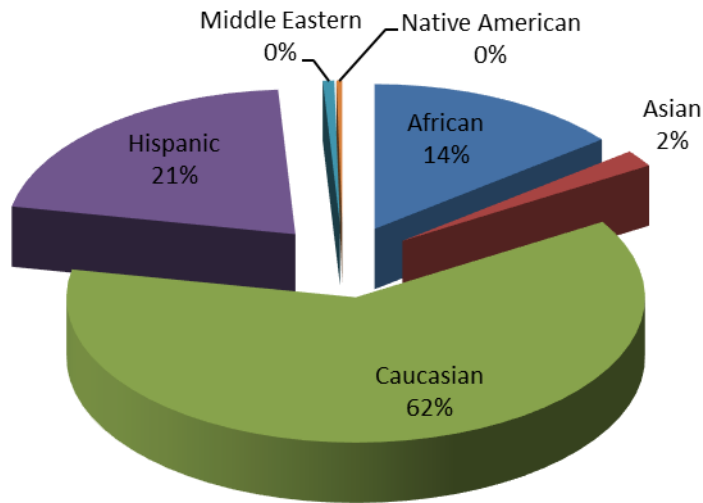
Search conducted?

Yes	55
No	2,764

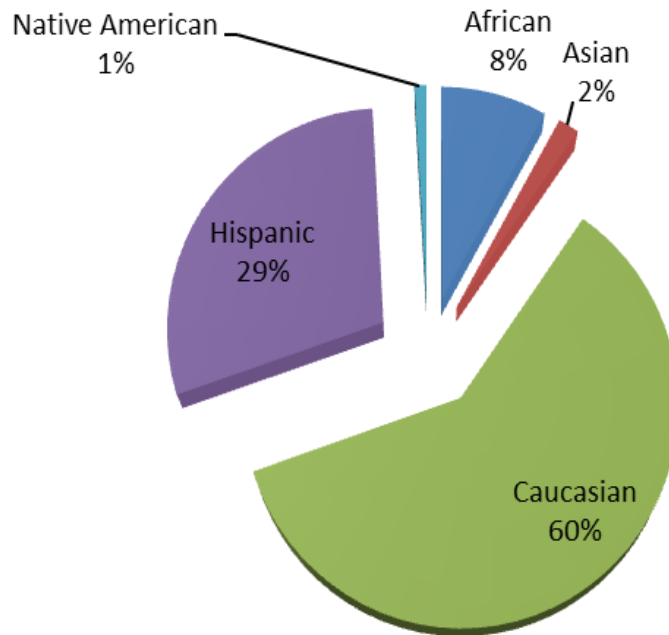
Was search consented?

Yes	28	
No	27	Total 55

Traffic Stops by Race



Belton Demographics



Calls for Service



Officer of the Quarter-3rd Quarter 2016
Temple-Belton Exchange Club Officer of the Year
Elks Lodge Officer of the Year
Officer James Szobota
For apprehending a murder suspect.



Calls for Service

Calls for Service (CFS) can be defined as events reported to the Belton Police Department or the Bell County Communications Center (BCCC) via 9-1-1 where a citizen requests police assistance in Belton. Calls for Service can also be initiated by police officers when they witness an event or come across an incident needing police attention. Due to the structure of the computer-aided dispatch and records management software systems used by the Belton Police Department and the Bell County Communications Center (BCCC), traffic stops by Belton officers and other officer initiated activities are counted as calls for service. The data reported below details the total calls for service including traffic stops and other officer initiated activity. It should be noted that some traffic stops and officer initiated activity do turn into police incidents; therefore, total calls for service including traffic stops and officer initiated activity must be considered when assessing workload demands.

Event descriptions are listed as they are first reported when called in. They do not necessarily represent the actual event type that the investigation into the event may have revealed. Calls for Service may or may not result in a categorized crime or result in an official report.

Call Volumes 2016:

Busiest Day of the Week: **Friday**

Busiest Hour of the Day: **3:00 p.m.**

Busiest Month: **July**

Average CFS per Day: **106**

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Calls for Service	37,905	43,564	50,740	40,443	36,512	38,615

Total Calls for Service comparing 2015 to 2016

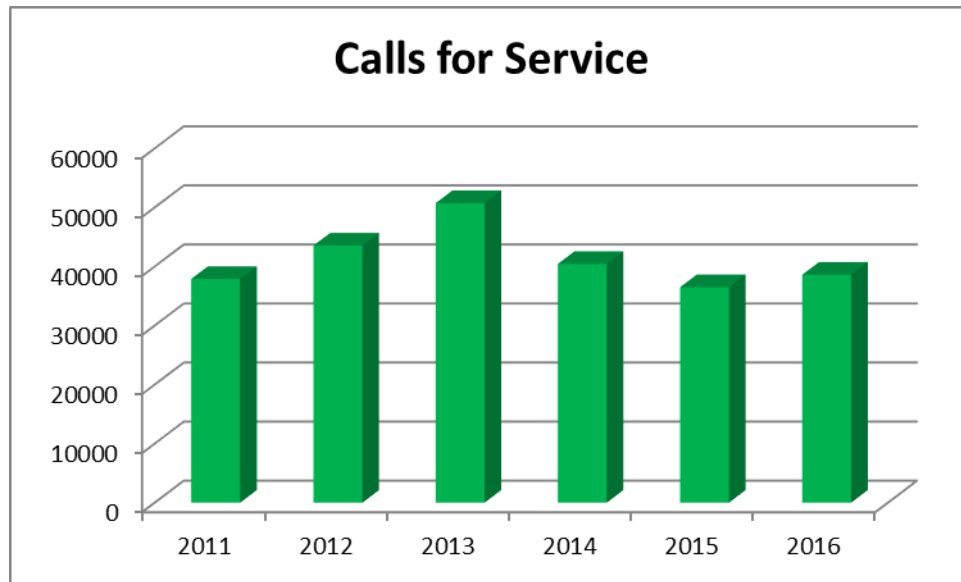
5.8% Increase

Non-Emergency CAPERS Calls for Service

Low Priority Calls handled by BPD Communications Staff = 3,789*

*7,073 CAPERS CAD Calls less 3,284 Incident Number Calls entered

Total Calls for Service BCCC + CAPERS = 42,404



Response Times

The Belton Police Department had an overall average response time of **4.32** minutes on Priority 1 calls for service. Response time is the time from when the call for service is first dispatched by Bell County Communications Center until the first officer arrives on the scene.

Priority	Average Response Time (Minutes)						
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
1	5.18	4.53	4.33	4.64	4.57	3.82	4.32
2	5.22	4.63	4.31	4.06	4.20	3.34	4.04
3	6.14	6.02	5.04	4.46	4.89	4.26	4.44

Call Priority Definitions

Priority 1 Immediate Threat to Life or Property (i.e. major accidents, in-progress crimes)

Priority 2 Potential Threat to Life or Property (i.e. prowlers, alarms)

Priority 3 Report Only Calls (i.e. minor accidents, noise disturbance)

Priority 4 After the Fact Report (i.e. crimes that occurred hours or days before, non-criminal



Calls For Service By Classification and Call Nature

01/01/2016-12/31/2016

Agency: BPD

Event Type	Event Count
911	4,955
AREA CHECK	764
ADMIN DUTIES	352
ALLERGIES(REACTIONS)/ENVENOMATIONS (STINGS,BITES)	2
ALARM	1,095
ANIMAL	864
ABDOMINAL PAIN/PROBLEMS	1
ARCING TRANSFORMER ARCING	41
ARMED SUBJ ARMED W/WEAPON	56
ASSAULT/SEXUAL ASSAULT	965
ASSIST OTHER AGENCY	221
ATTEMPT TO LOCATE	114
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	5
BURGLARY OF A BUILDING	66
BURGLARY OF A HABITATION	123
BOMB INCIDENT	2
BREATHING PROBLEMS	305
BUILDING CHECK	415
BURGLARY OF A VEHICLE	174
CARDIAC OR RESPIRATORY ARREST/DEATH	34
CITIZEN CONTACT	1,957
CHEST PAIN (NON-TRAUMATIC)	278
CHILD ENDANGERED	36
CHOKING	6
CIVIL	571
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	3
CREDIT CARD ABUSE	47
CRIMINAL MISCHIEF	264
CRIMINAL TRESPASS	117
CONVULSIONS/SEIZURES	108
CURFEW VIOLATION	1
DISORDERLY CONDUCT	1
DROWNING(NEAR)/DIVING/SCUBA ACCIDENT	2
DIABETIC PROBLEMS	3
DISTURBANCE	711
DISABLED VEHICLE	1,369
DELIVER MESSAGE	31
ESCORT	146
HEAT/COLD EXPOSURE	3
FALLS	187
FIGHT	64
FORGERY	110
FOUND	117
GAME VIOLATION	1
ODOR OF OR GAS LEAK	19
HARASSMENT-PHONE/WRITING	190
HEART PROBLEMS /A.I.C.D.	1
HEMORRHAGE/LACERATIONS	11
HIGH WATER	6
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT	1
PRIVATE PROPERTY IMPOUND	36
IMPERSONATING A PUBLIC SERVANT	2
KIDNAPPING	2

LOOSE LIVESTOCK	58
LOST PROPERTY	35
LICENSE PLATE INFO	420
MEET WITH COMPLAINANT	709
MENTAL SUBJECT	21
MINOR IN POSSESSION	7
MISSING PERSON	42
NARCOTIC INFORMATION	66
OVERDOSE/POISONING	40
OFFICER NEEDS EMERGENCY ASSISTANCE	1
OPEN DOOR/WINDOW	394
VIOLATION CITY/CNTY ORDNANCE	503
PARKING VIOLATION	424
PUBLIC INTOXICATION	24
PREGNANCY/CHILDBIRTH/MISCARRIAGE	25
PROSTITUTION	1
PROWLER	3
PEDESTRIAN STOP	118
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	155
RECKLESS DRIVER	1,796
REPOSSESSED VEHICLE/ARTICLE	192
ROBBERY	14
RUNAWAY	109
SEX OFFENSE	24
SHOTS FIRED	82
SICK PERSON	41
SOLICITOR	127
SUBJECT PURSUIT	1
SPILL CONTROL	10
STAB/GUNSHOT/PENETRATING TRAUMA	12
STALKING	1
STROKE	60
STRUCTURE FIRE	57
SUSPICIOUS	2,541
STOLEN VEHICLE	111
TAMPERING	2
TRAFFIC CONTROL	92
TERRORISTIC THREAT	79
THEFT	633
TRAUMATIC INJURIES (SPECIFIC)	53
TRAFFIC OFFENSE	1
PURSUIT	10
TRAFFIC HAZARD (DEBRIS ETC)	298
TRAFFIC STOP	8,517
TRAFFIC/TRANSPORTATION ACCIDENTS	1,734
UNCONSCIOUS/FAINTING (NEAR)	176
UNKNOWN TROUBLE	10
UNKNOWN STATUS (MAN DOWN)	73
WEATHER EVENT	5
WELFARE CONCERN	1,169
WARRANT SERVICE	584

TOTAL: 38,615

Criminal Incidents



**Officer of the Quarter-4th Quarter
2016**

Officer Rey Morillo
For apprehension of burglary suspects.

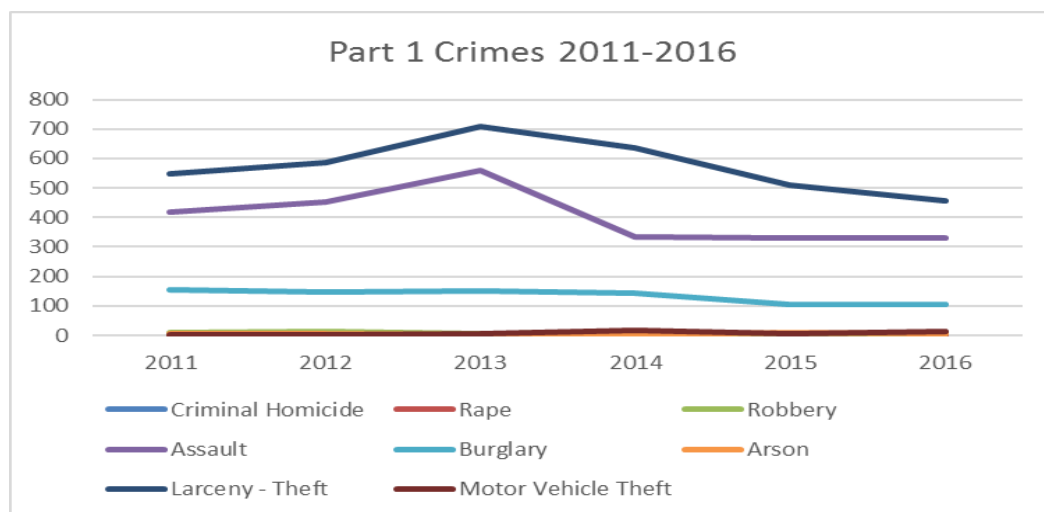


Criminal Incidents

PART I (UCR-Index Crimes)

Part I crimes are the eight criminal offenses defined by the FBI Uniform Crime Reporting (UCR) system reported monthly to the Texas Department of Public Safety. These figures are then forwarded to the FBI and published annually in a catalog titled "Crime in the United States." Part I offenses are the most frequent point of reference when the term "crime rate" is used.

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Criminal Homicide	0	0	0	2	1	1	0	2
Rape-Forcible (Definition changed 1/6/12)	0	0	0	2	3	5	3	1
Robbery	11	10	8	13	7	8	3	9
Assault	351	568	417	453	559	334	332	331
Burglary	156	198	154	147	151	144	104	104
Arson	3	5	5	6	1	2	10	5
Larceny – Theft	576	555	547	588	710	636	511	456
Motor Vehicle Theft	9	31	4	2	6	17	7	13
TOTAL Part I:	1106	1367	1135	1213	1437	1147	970	921



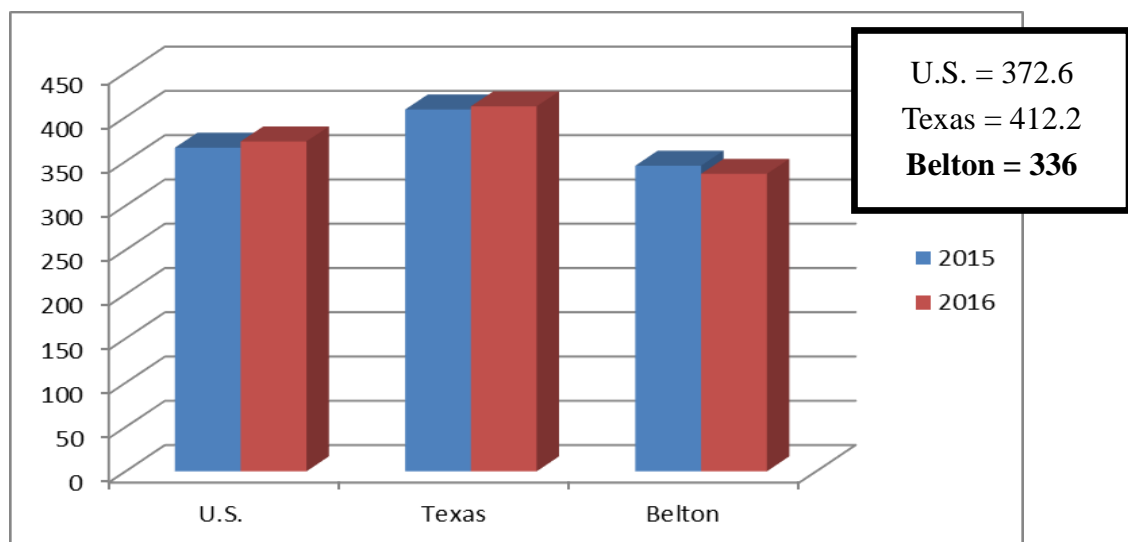
Other Crimes

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Burglary of Motor Vehicle	149	87	96	86	142	164	135	141
Criminal Mischief	219	194	185	178	161	176	149	157
Criminal Trespass	67	81	65	81	98	55	104	63
Harassment	35	74	60	55	78	49	37	30
Sex Offenses (other than forcible rape)	24	18	31	32	29	36	32	26
Other (alcohol, drugs, fraud, other offenses)	1145	1585	1709	2250	2262	2,146	1,972	1,946
Total Other Crimes	1,639	2,039	2,146	2,602	2,833	2,626	2,419	2,363
Total ALL Crimes:	2,745	3,406	3,281	3,815	4,270	3,773	3,389	3,284

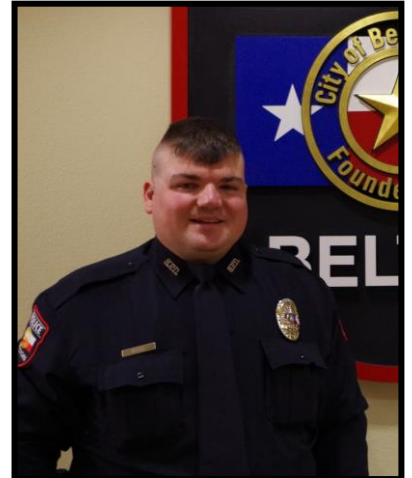
Summary

Part I –Index Crimes Reported to DPS and the FBI resulted in a **5% decrease** and an overall **decrease of 3%** for all crimes. There were noticeable decreases in the areas of burglaries and thefts. We did see increases in arson cases directly related to small fires set by juveniles and criminal trespass offenses. Belton has a relatively low crime rate in comparison with the Texas and National crime rates.

(Violent crime per 100,000)



Arrests



Lifesaving Award

Officers Montes, Schwindt, and Wood

For rescuing a drowning subject in Lake Belton

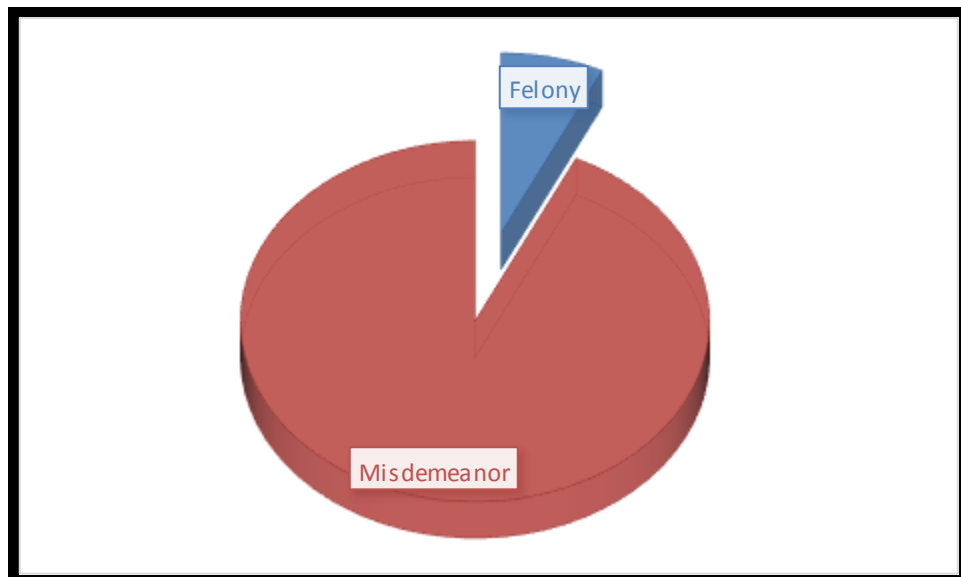
Criminal Arrests

2016

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Total Arrests	979	942	1,350	1,729	1,641	1,719	1,803	1,742
Total Charges	1,356	1,551	2,134	2,521	2,065	1,948	2,073	2,040

Note: Individuals may be arrested on multiple charges.

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Felony Charges	132	126	139	163	103	149	149	190
Misdemeanor Charges	1,224	1,425	1,995	2,358	1,962	1,799	1,799	1,850



Use of Force



Best Representation of Theme
4th of July Parade
CHIPS Parade Float



USE OF FORCE REPORT

ANNUAL ANALYSIS REPORT 2016

The purpose of this report is to review the Belton Police Department Use of Force incidents for the period of October 2015 to October 2016. The timeframe of this report has changed from prior years, due to the change in the re-recognition report date. This annual analysis report contains data obtained from Use of Force Reports, submitted by Belton Police Officers into the Department's CAPERS record management system.

Policy and Training

The Belton Police Department recognizes and respects the value and special integrity of each human life. In vesting Police Officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this department that Police Officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another person.

All Belton Police Officers receive training in the use of their firearms, all non-lethal weapons authorized by the department, hands-on arrest and defensive tactics, and as the use of Force policy prior to performing any law enforcement duties. All Officers train and qualify with their firearms, and receive training in the department's Use of Force policy at least annually. All Officers receive hands-on arrest and defensive tactics training at least every two years.

Analysis

The most common situations where Officers utilized force occurred during the arrest/search/detention of a person (51), followed by Officers conducting high risk traffic stops (17), juvenile disturbances in schools (10), mentally disturbed persons (9), domestic disturbances (6), and armed subjects (4).

The most common force used against officers was reported as resisting arrest (22). Physical force (42) was the primary force utilized by Officers. Physical force consisted of Officers grappling, striking, or taking persons to the ground, as well as handcuffing or utilizing arm locks to place suspects into custody.

Officers reported the highest number of Use of Force Reports in the month of October (2015) with 13 incidents. This is attributed to calls for service where multiple Officers utilized force, and each Officer submitted a separate Use of Force Report.

Overall, there were 97 Use of Force incidents reported from October 2015 to October 2016, which was an increase compared to previous years. There is no clear trend that accounts for the significant increase in Use of Force incidents.

During this period, seven suspects were reported to have sustained minor injuries from incidents involving Taser (4), physical force (2), and OC spray (1). No Officers were injured during any use of force situations, and all Use of Force incidents were determined to be justified.

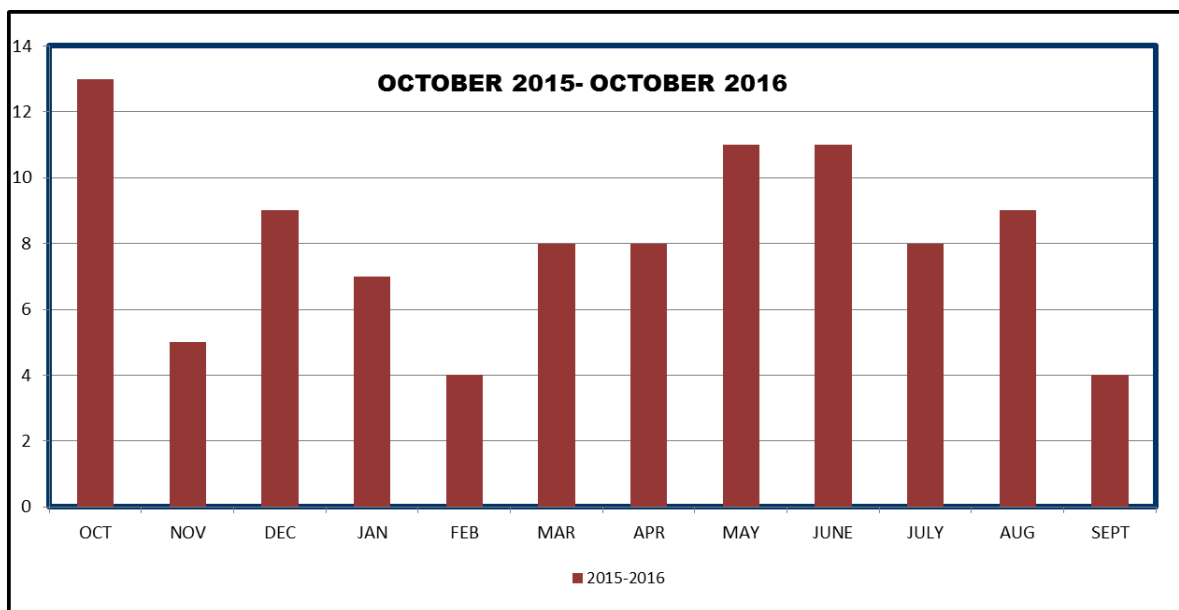
Firearm and Taser

The Belton Police Department had no reported Use of Force incidents where Officers discharged their duty issued firearms. Officers are not required to complete a Use of Force report for discharging their firearms while euthanizing animals. There were 26 reported incidents where Officers displayed their department issued firearms, which is an increase from the previous year.

There were 28 reported incidents where Officers utilized their department issued Tasers. The majority of incidents involved Taser display only (21), followed by Taser drive stun (4) and Taser deployment (3).

Conclusions

There are no apparent equipment needs that would assist Officers in resolving Use of Force situations, and there is no need to revise the department's Use of Force Policy. Officers receive training through Police One Academy (Online), roll call training, and annual in-service training, which prepare Belton Police Officers for resolving Use of Force situations.



Criminal Investigations



Central Texas 100 Club
**Administrative Tech of the Year
Award**
Laura Hutchens

2016
Follow-up Investigations
Criminal Investigation Division

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Total Cases Assigned:	1,296	1,044	770
Cases Cleared by Arrest or Exceptional Means:	276	337	318
Unfounded Cases:	102	62	64
 Clearance Rate 2016	 29%	 38%	 49%
 Inactive Cases:	 536	 474	 414
Cases Still Open at end of 2016:	107	130	196
Value of Property Reported Stolen:	\$709,593	\$376,103	\$407,511
Value of Property Recovered:	\$91,657	\$ 36,992	\$97,054

Property & Evidence Room personnel processed **4,187** pieces of property and evidence in 2016.



Traffic Contacts

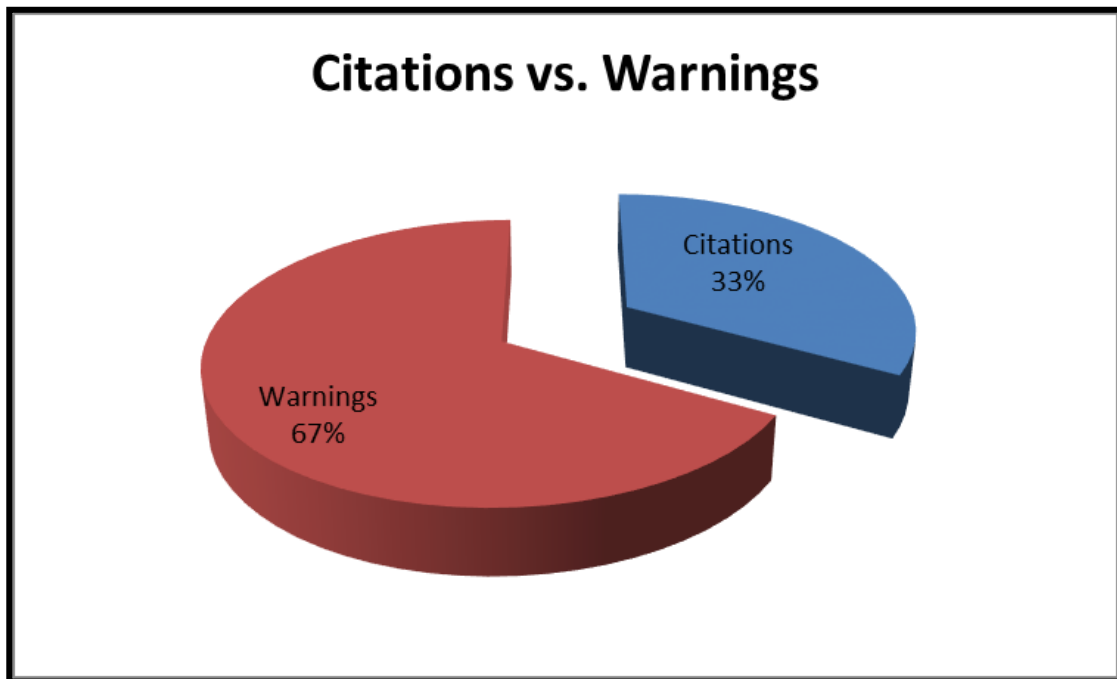


Chief's Award
Belton Rotary Club
For making the BPD Memorial
possible.



2016 Traffic Contacts

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Total Traffic Contacts	4,669	7,732	8,257	9,315	7,669	7,257	8,517
Traffic Citations	1,993	2,942	2,834	3,182	2,878	3,105	3,751
Traffic Warnings (verbal & written)	2,676	4,790	5,423	6,228	4,791	4,152	4,766
% Warnings	57%	62%	66%	66%	62%	57%	56%





Citation Charge Summary Belton Police Department 2016

Violation

*SPEEDING	1,046
*SPEEDING	401
EXPIRED VEHICLE REGISTRATION	274
NO DRIVERS LICENSE	208
FAILURE TO MAINTAIN FINANCIAL RESPONSIBILITY	188
DRIVING WHILE LICENSE INVALID	143
RAN STOP SIGN	133
EXPIRED VEHICLE REGISTRATION	109
NO DRIVERS LICENSE	97
FAILURE TO MAINTAIN FINANCIAL RESPONSIBILITY	79
DRIVING WHILE LICENSE INVALID	71
NO SEAT BELT - DRIVER	69
USE OF WIRELESS COMM. DEVICE IN SCHOOL ZONE	62
FAILURE TO CONTROL SPEED	55
USE OF WIRELESS COMM. DEVICE IN SCHOOL ZONE	51
RAN STOP SIGN	44
DEFECTIVE STOP LAMP(S)	43
NO SEAT BELT - DRIVER	39
RAN RED LIGHT	35
DEFECTIVE HEAD LAMPS	35
FAILURE TO CONTROL SPEED	30
EXPIRED DRIVERS LICENSE	30
FAILURE TO PRESENT DL	28
POSSESSION OF DRUG PARAPHERNALIA	26
DEFECTIVE HEAD LAMPS	22
FAILURE TO STOP AT DESIGNATED POINT (STOP SIGN OR OTHER TRAFFIC SIGN)	22
DEFECTIVE STOP LAMP(S)	21
EXPIRED DRIVERS LICENSE	21
FAILURE TO SIGNAL TURN/INTENT	21
FAILURE TO SIGNAL TURN/INTENT	21
DEFECTIVE TAIL LAMP(S)	20
FAILURE TO STOP AT DESIGNATED POINT (STOP SIGN OR OTHER TRAFFIC SIGN)	19
UNSAFE LANE CHANGE	18
DEFECTIVE TAIL LAMP(S)	15
THEFT UNDER \$100	15
THEFT UNDER \$100	15
FAILURE TO DRIVE IN A SINGLE LANE	14
DEFECTIVE EQUIPMENT	14

DISREGARD OFFICIAL TRAFFIC CONTROL DEVICE	13
FAILURE TO SIGNAL LANE CHANGE	12
FAILURE TO PRESENT DL	11
POSSESSION OF DRUG PARAPHERNALIA	11
FAILURE TO DISPLAY LICENSE PLATE	11
VIOLATE DL RESTRICTION	11
IMPROPER TURN/ U TURN	11
FAILURE TO CONTROL SPEED	10
FAILURE TO YIELD R.O.W. @ STOP SIGN	10
FAILURE TO YIELD ROW TO VEHICLE LEAVING HIGHWAY	10
*SPEEDING	9
THEFT UNDER \$100	9
FAILURE TO DISPLAY LICENSE PLATE	8
FAILURE TO YIELD ROW TURNING RIGHT/LEFT	8
OPEN CONTAINER	8
RAN RED LIGHT	8
MINOR IN CONSUMPTION OF ALCOHOL	8
FIGHTING/AFFRAY	8
ASSAULT BY CONTACT/FAMILY VIOLENCE	8
NO VALID REGISTRATION	8
EXPIRED TEMP TAGS	8
FAILURE TO CONTROL SPEED	8
CRIMINAL TRESPASS	8
NO LICENSE PLATE LIGHT (FRONT/BACK)	8
DISREGARD OFFICIAL TRAFFIC CONTROL DEVICE	7
OBSTRUCTED LICENSE PLATE	7
FAILURE TO REPORT ADDRESS/NAME CHANGE W/IN 90 DAYS	7
FAILURE TO YIELD ROW TURNING RIGHT/LEFT	7
UNRESTRAINED CHILD UNDER 8 & 4 FT 9 IN	7
DRIVING WHILE LICENSE INVALID	6
FAILURE TO YIELD AT YIELD INTERSECTION	6
FAILURE TO CONTROL SPEED	6
NO SEAT BELT - PASSENGER	6
DRIVING W/O HEADLIGHT (S)	6
ASSAULT BY CONTACT/FAMILY VIOLENCE	5
ASSAULT BY CONTACT/FAMILY VIOLENCE	5
EXPIRED VEHICLE INSPECTION	5
FAILURE TO REPORT ADDRESS/NAME CHANGE W/IN 90 DAYS	5
FAILURE TO SIGNAL LANE CHANGE	5
NO LICENSE PLATE LIGHT (FRONT/BACK)	5
THEFT UNDER \$100	5
THEFT UNDER \$100	5
THEFT UNDER \$100	5
OPEN CONTAINER	5
CRIMINAL TRESPASS	4
DEFECTIVE EQUIPMENT	4
DROVE ON IMPROVED SHOULDER	4

FAILURE TO MAINTAIN FINANCIAL RESPONSIBILITY	4
IMPROPER TURN/ U TURN	4
FAILURE TO STOP AT PROPER PLACE (TRAFFIC LIGHT)	4
DROVE WRONG WAY ON ONE-WAY	4
FOLLOWING TOO CLOSELY	4
FAILURE TO YIELD RIGHT OF WAY	4
CHILD NOT SECURE IN BOOSTER/SAFETY SEAT	4
FAILURE TO MAINTAIN FINANCIAL RESPONSIBILITY	4
CURFEW VIOLATION	4
ASSAULT BY CONTACT/FAMILY VIOLENCE	3
CHILD NOT SECURE IN BOOSTER/SAFETY SEAT	3
DROVE ON WRONG SIDE OF ROAD	3
FAILURE TO DRIVE IN A SINGLE LANE	3
FAILURE TO YIELD RIGHT OF WAY	3
NO DRIVERS LICENSE	3
NO VALID REGISTRATION	3
PASS SCHOOL BUS WHILE LOADING/UNLOADING	3
POSSESSION OF DRUG PARAPHERNALIA	3
POSSESSION OF DRUG PARAPHERNALIA	3
UNSAFE LANE CHANGE	3
*SPEEDING	3
SOLICIT WITHOUT PERMIT	3
ASSAULT BY CONTACT/FAMILY VIOLENCE	3
OPERATE VEHICLE WITHOUT LICENSE PLATES/ ONE LICENSE PLATE	3
EXPIRED VEHICLE REGISTRATION	3
NO DRIVERS LICENSE	3
PASS IN NO PASSING ZONE	3
DROVE ON IMPROVED SHOULDER	3
PASS SCHOOL BUS WHILE LOADING/UNLOADING	3
FAILURE TO YIELD R.O.W. @ STOP SIGN	3
DROVE ON SIDEWALK	3
DISPLAY IMPROPER LIGHTS	3
ANIMAL AT LARGE	2
CRIMINAL TRESPASS	2
CRIMINAL TRESPASS	2
DISREGARD FLASHING RED SIGNAL (AT STOP SIGN ETC)	2
EXPIRED TEMP TAGS	2
FAILURE TO CONTROL SPEED	2
FAILURE TO DIM HEADLIGHTS - MEETING	2
FAILURE TO STOP AT PROPER PLACE (TRAFFIC LIGHT)	2
FAILURE TO YIELD R.O.W. @ STOP SIGN	2
FAILURE TO YIELD ROW (PRIVATE DRIVE/ALLEY BUILDING)	2
FIGHTING/AFFRAY	2
FOLLOWING TOO CLOSELY	2
IMPROPER USE OF SEATBELT	2
NO MOTORCYCLE ENDORSEMENT	2
NO SEAT BELT - PASSENGER	2

OBSTRUCTED LICENSE PLATE	2
PASS IN NO PASSING ZONE	2
SPEEDING IN CONSTRUCTION ZONE	2
UNRESTRAINED CHILD UNDER 8 & 4 FT 9 IN	2
VIOLATE DL RESTRICTION	2
MINOR IN CONSUMPTION OF ALCOHOL	2
UNLAWFUL SOLICITATION ON PUBLIC ROADWAY	2
MINOR IN POSSESSION OF TOBACCO	2
FIGHTING/AFFRAY	2
ASSAULT BY CONTACT	2
ASSAULT BY CONTACT/FAMILY VIOLENCE	2
PARKING DOWNTOWN/UMHB	2
ANIMAL AT LARGE	2
OBSCENE LANGUAGE	2
EXPIRED VEHICLE REGISTRATION	2
NO DRIVERS LICENSE	2
DRIVING WHILE LICENSE INVALID	2
ALLOWING UNLICENSED DRIVER TO DRIVE	2
RAN RED LIGHT	2
ILLEGAL PASS ON RIGHT	2
IMPROPER PASS	2
DROVE WRONG WAY IN DESIGNATED LANE	2
TURNED WHEN UNSAFE	2
FAILURE TO YIELD ROW TO VEHICLE IN INTERSECTION	2
FAILURE TO YIELD ROW AT OPEN INTERSECTION	2
NO SEAT BELT - PASSENGER	2
CRIMINAL TRESPASS	2
CUT ACROSS DRIVEWAY TO MAKE TURN	2
FAILURE TO DIM HEADLIGHTS - MEETING	2
BIKE AT NIGHT WITHOUT LIGHT	2
ANIMAL CRUELTY	2
ANIMAL AT LARGE	1
ASSAULT BY CONTACT	1
ASSAULT BY CONTACT	1
ASSAULT BY THREAT	1
BLOCKING DRIVEWAY	1
CHILD 4-17 NO SEATBELT	1
CHILD NOT SECURE IN BOOSTER/SAFETY SEAT	1
DISREGARD OFFICIAL TRAFFIC CONTROL DEVICE	1
DISREGARD POLICE OFFICER/SCHOOL CROSSINGGUARD	1
DRIVING W/O HEADLIGHT (S)	1
DRIVING WHILE LICENSE INVALID	1
DRIVING WHILE LICENSE INVALID	1
DROVE CENTER LANE (NOT PASSING/NOT TURNING LEFT)	1
DROVE WRONG SIDE OF ROAD	1
DROVE WRONG WAY ON ONE-WAY	1
DUTY TO DISPLAY LIGHTS	1

EXCESSIVE FUMES AND SMOKE	1
EXPIRED DRIVERS LICENSE	1
EXPIRED VEHICLE REGISTRATION	1
FAILURE TO DRIVE IN A SINGLE LANE	1
FAILURE TO GIVE INFORMATION/RENDER AID	1
FAILURE TO MAINTAIN FINANCIAL RESPONSIBILITY	1
FAILURE TO OBTAIN TEXAS DL W-IN 30 DAYS	1
FAILURE TO PRESENT DL	1
FAILURE TO STOP (ALLEY DRIVEWAY)	1
FAILURE TO YIELD AT YIELD INTERSECTION	1
FAILURE TO YIELD AT YIELD INTERSECTION	1
FAILURE TO YIELD R.O.W. @ STOP SIGN	1
FAILURE TO YIELD R.O.W. @ STOP SIGN	1
FAILURE TO YIELD ROW (PRIVATE DRIVE/ALLEY BUILDING)	1
FAILURE TO YIELD ROW AT OPEN INTERSECTION	1
FAILURE TO YIELD ROW FROM PRIVATE PROPERTY	1
FAILURE TO YIELD ROW TO VEHICLE IN INTERSECTION	1
FAILURE TO YIELD TO PEDESTRIANS IN CROSSWALK	1
FOLLOWING TOO CLOSELY	1
LITTERING	1
MINOR IN POSSESSION OF ALCOHOL	1
MINOR IN POSSESSION OF TOBACCO	1
OPERATE VEHICLE WITHOUT LICENSE PLATES/ ONE LICENSE PLATE	1
OTHER	1
PARK OR STAND WITHIN 30 FT OF A TRAFFIC CONTROL DEVICE	1
Park Or Stand Within 30 Ft Of A Traffic Control Device	1
PARKED FACING TRAFFIC	1
RACING/DAG RACING/ACCELERATION CONTEST FOR SPEED	1
TURN FROM WRONG LANE	1
TURNED LEFT FROM WRONG LANE	1
TURNED WHEN UNSAFE	1
UNATTENDED CHILD IN VEHICLE	1
UNRESTRAINED CHILD 8YOA OR OLDER	1
UNSAFE LANE CHANGE	1
UNSAFE SPEED/TOO FAST FOR CONDITIONS	1
JUNK VEHICLE(S)	1
JUNKYARD	1
MINOR IN CONSUMPTION OF ALCOHOL	1
MINOR IN POSSESSION OF ALCOHOL	1
MINOR IN POSSESSION OF ALCOHOL	1
NOISE NUISANCES	1
UNLAWFUL SOLICITATION ON PUBLIC ROADWAY	1
URINATING IN PUBLIC	1
MINOR IN POSSESSION OF TOBACCO	1
MINOR IN POSSESSION OF TOBACCO	1
FIGHTING/AFFRAY	1
ASSAULT BY THREAT	1

ASSAULT BY THREAT	1
ASSAULT BY THREAT	1
ANIMAL AT LARGE	1
DANGEROUS OR VICIOUS DOG	1
DISCHARGE FIREWORKS IN CITY LIMITS	1
LITTERING	1
OPEN STORAGE	1
OBSCENE LANGUAGE	1
POSSESSION OF DRUG PARAPHERNALIA	1
OPEN CONTAINER	1
EXPIRED DRIVERS LICENSE	1
DISREGARD POLICE OFFICER/SCHOOL CROSSINGGUARD	1
RAN RED LIGHT	1
FAILURE TO STOP AT DESIGNATED POINT (STOP SIGN OR OTHER TRAFFIC SIGN)	1
DROVE ON WRONG SIDE OF ROAD	1
DROVE WRONG SIDE OF ROAD	1
UNSAFE LANE CHANGE	1
FAILURE TO YIELD ROW CHANGING LANES	1
TURNED LEFT FROM WRONG LANE	1
FAILURE TO YIELD AT YIELD INTERSECTION	1
FAILURE TO YIELD R.O.W. @ STOP SIGN	1
FAILURE TO YIELD ROW FROM PRIVATE PROPERTY	1
FAILURE TO YIELD ROW TO VEHICLE ENTERING HIGHWAY	1
FAILURE TO YIELD ROW TURNING RIGHT/LEFT	1
FAILURE TO YIELD ROW TO EMERGENCY VEHICLE	1
PARKED IN PROHIBITED AREA	1
PARKING/STANDING WITHIN 15 FEET OF A FIRE HYDRANT	1
UNSAFE SPEED/TOO FAST FOR CONDITIONS	1
CRIMINAL ATTEMPT AT WRECKELSS DRIVING	1
CHILD 4-17 NO SEATBELT	1
NO SEAT BELT - DRIVER	1
CHILD IN OPEN BED UNDER 18 YOA	1
BACKED W/O SAFETY/ILLEGALLY	1
EXHIBITION/EXCESSIVE OF ACCELERATION	1
CRIMINAL TRESPASS	1
DEFECTIVE HEAD LAMPS	1
FAILURE TO DIM HEADLIGHTS - FOLLOWING	1
DEFECTIVE EQUIPMENT	1
EXPIRED VEHICLE INSPECTION	1
BURNING TRASH IN CITY LIMITS	1
UNSECURED VEHICLE LOAD	1
FAILURE TO VACCINATE ANIMAL	1
CURFEW VIOLATION	1
OTHER	1

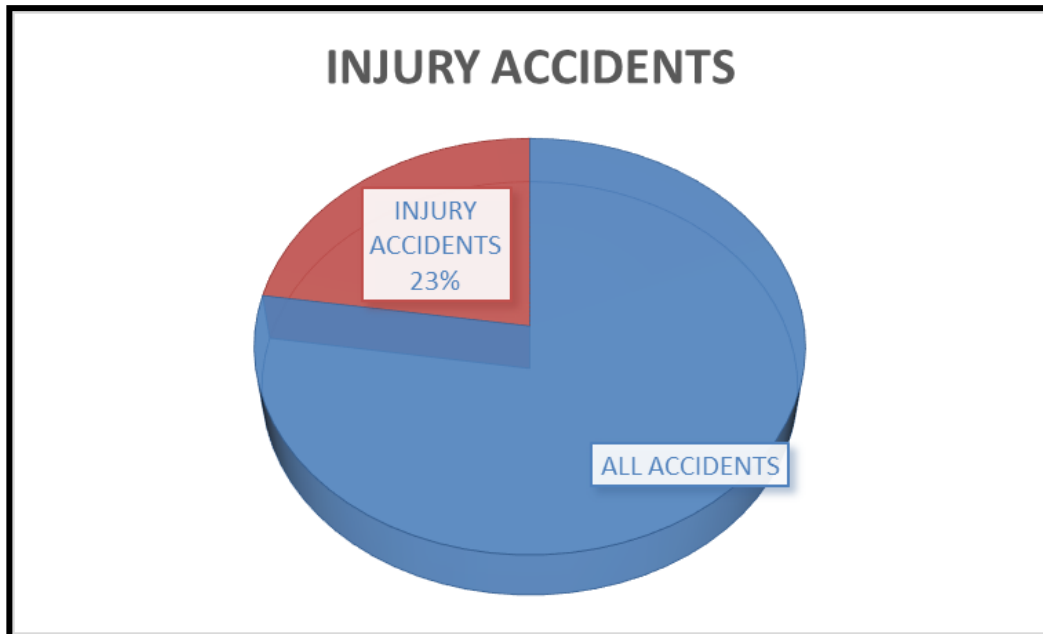
Motor Vehicle Accidents



HEB Salsa Contest
1st Place
Belton PD (2 years in a row)

Motor Vehicle Accidents 2016

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Total Accidents	562	587	641	561	710	622	656	677	702
Accidents with Injuries	186	218	210	178	286	241	170	208	205
Accidents with Injuries %	33%	37%	33%	32%	25%	19%	26%	31%	30%
Accidents Involving DWI	5	15	10	17	17	13	19	16	23
Fatality Accidents	1	0	3	4	3	3	0	2	3



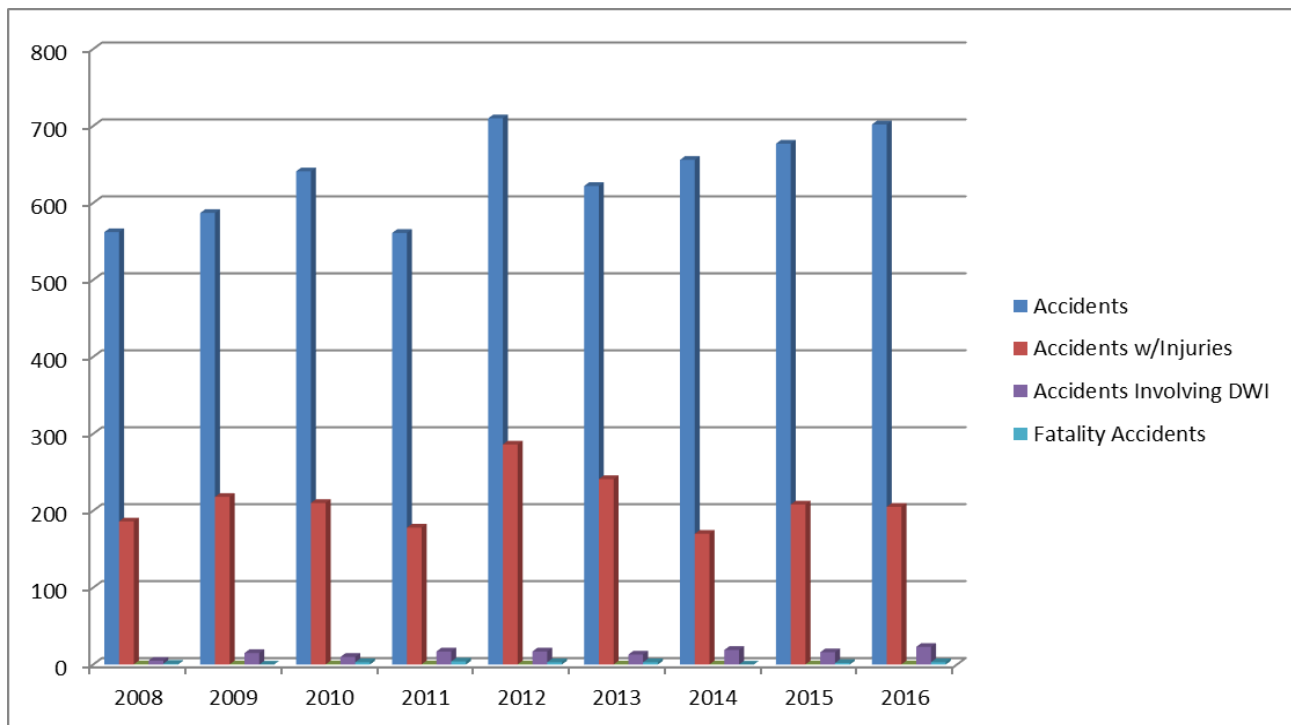
Day of Week with Most Accidents: Friday

Time of Day with Most Accidents: 4:00 p.m.

Most Frequent Accident Locations – 2016

I-35 Merge with US 190
US 190 at Simmons
Main at Sparta
Loop 121 at US 190
N. Main at 6th Ave.
US 190 at FM 1670
I-35 near Shanklin
I-35 near Central Ave.
Loop 121 at 2nd Ave.

Traffic Accidents Injury Status



Training



Chief's Award
Leadership Belton 2016 Class
For leading the effort to build the Police Memorial



2016

Training

Personnel and Training

BPD training is coordinated under the Support Services Division by the Warrant/Training Officer, Chris MacDonald, as part of a team concept. The Field Training Supervisor, Lt. Allen Fields and BPD's two firearms instructors, Sgt. Doug Taylor and Sgt. Robert Prestin all play key roles in training. They coordinate continuing education for all Belton Police Department staff in order to meet state licensing and accreditation requirements. Additionally, the training team assists with recruitment of new officers and conduct background investigations on all new employees of the Belton Police Department.

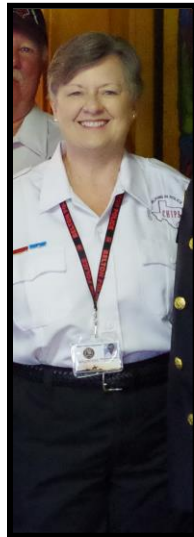
Belton Police personnel are trained in accordance with rules and laws as regulated by the Texas Commission on Law Enforcement (TCOLE). Officers are mandated to have 40 hours of continuing education in addition to mandatory courses required by TCOLE each two-year training cycle. Prior to becoming a certified police officer in the State of Texas, a person must attend a TCOLE approved 20-week training academy and pass a state examination. Belton officers participate in a 14-16-week field training program (FTO) after graduating from the academy and prior to being permitted to work solo patrol. Additionally, Belton officers are required to receive firearms training and qualify with their duty weapon semi-annually. Non-sworn staff are required to attend continuing education courses annually as well. The Texas Recognition program requires annual and semi-annual training on various other topics to include: use of force; defense tactics, first-aid, and racial profiling. BPD conducts an annual "in-service" training consisting of four one-week training sessions. All staff are required to attend at least one of the sessions.

In 2016, Belton Police Department staff attended 8,329 hours of training. This included: 1,179 hours of in-house training; 4,501 hours in basic training for new officers; 720 hours of field training; 348 hours of non-sworn staff training; and 79 hours of FEMA training. In 2016, the Police One Online training system was implemented and staff completed 490 hours of online training.

Course Topics Included:

- De-escalation Techniques
 - Use of Force
 - Physical Fitness
 - Officer Safety
 - Procedural Justice

Animal Control



Chief's Award

Steve and Roxanne Sanders

For making a substantial contribution to the police mission.



Animal Control

2016 Report

Animal Control

The Belton Police Department is responsible for Animal Control services for the city limits of Belton. This includes responding to calls involving stray cats and dogs, wildlife, and loose livestock. Additionally, the animal control officer investigates animal abuse cases and animal bite incidents. Belton has one Community Service Specialist assigned as an Animal Control Officer. The CSS-Code Enforcement Officer is cross-trained in animal control. Belton stray cats and dogs are taken to the Bell County Animal Shelter. Belton Animal Control promotes pet adoption using social media as part of our goal to find a home for all stray animals that are adoptable.

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	
Dogs Impounded	525	417	316	358	
Cats Impounded	368	330	250	248	
Animals handled (Dogs, Cats, and Wildlife)	1,120	953	714	789	
Dead animals picked up	153	138	185	159	
Traps loaned out	85	84	88	40	
Adoptions	306	135	146	228	
Total Animal Complaint Calls	<u>2012</u> 2,443	<u>2013</u> 2,232	<u>2014</u> 2,266	<u>2015</u> 1,699	<u>2016</u> 1,818



Code Enforcement



Commendation Medal

The following CHIPS Members:

David Barrows

John Durisko

James Javens

Ann Locklin

JoAnn Minosky

Ron Mucha

Davis Pruitt

Rie Pruitt

Roxanne Sanders

Maribel Serra

Debbie Smith

Anita Wyatt

Don Wyatt

For Over 100 Hours of Volunteer
Service in 2016

Code Enforcement

2016



Kim Ross – Code Enforcement

Code Enforcement

The Community Service Specialist assigned to Code Enforcement works collaboratively with Sector Officers under the Department's Geographic Policing model to enhance the quality of life in Belton. Studies have shown that neighborhood aesthetics can have an effect on crime and quality of life for neighborhood residents. Poor aesthetics tend to destroy neighborhoods, breeds criminal activity, and can create social disorder problems. A police department that ignores code enforcement is not truly operating under a Community Policing philosophy.

It is the policy of the Belton Police Department that all members of the department be committed to the quality of life in Belton. Belton Police Officers and assigned non-sworn staff seek out innovative ways to improve the quality of life in Belton by confronting issues before they become problems and solving problems by addressing the underlying issues. This will include the use of ordinances and laws to address neighborhood blight, public safety issues, and problems that affect the quality of life in Belton. This is accomplished with a compassionate approach of using "courtesy reminders" to gain voluntary compliance and making enforcement action a last resort.

<u>Complaint Type</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
High Grass	1,042	782	1,286	1,578	1,177
Trash	632	618	643	576	663
Junk Vehicles	305	233	365	466	787
Open Storage	649	498	617	657	615
Other Complaints	710	826	696	1,145	1,119
Total	3,338	2,957	3,607	4,422	4,361



Promoted to Deputy Chief – February 2016
Deputy Chief Larry Berg
C.H.I.P.S. accompany Deputy Chief Berg after Police
Memorial Event

Belton City Council Meeting
January 24, 2017 – 4:30 P.M.

The Belton City Council met in workshop session in the Smith Room at the Harris Community Center with the following members present: Mayor Marion Grayson, Mayor Pro Tem David K. Leigh and Councilmembers Craig Pearson, Jerri Gauntt, Guy O'Banion and Dan Kirkley. Councilmember Paul Sanderford was absent. Staff present included Sam Listi, Gene Ellis, John Messer, Amy Casey, Brandon Bozon, Erin Smith, Chris Brown and Paul Romer.

1. **Call to order.** Mayor Grayson called the meeting to order at 4:32 p.m.
2. **Discuss TDHCA Tax Credit Program proposal for the Commerce Street Apartments by Homestead Development south of the southwest corner of Sparta Road and Commerce Drive.**

City Manager Sam Listi introduced Wade Bienski from Homestead Development. Mr. Bienski said that Homestead Development is proposing a multi-family tax credit project on five acres that is actually the same project that they proposed in 2016. He said that initially Homestead Development wanted to increase from five to six acres in order to increase the number of units being developed under the new application, but after learning of some concerns voiced by staff about the need to retain more retail land at the corner, they returned to the original 64-unit development on five acres.

Mr. Bienski explained that tax credit housing projects are different from Section 8 housing developments. He said that their tax credit properties rent for approximately \$100-150 less than typical developments, and the tax credits make up the difference in the rent.

Mayor Grayson asked what the square footage was for the units. Mr. Bienski said that the sixteen (16) one bedroom apartments are 834 square feet, the forty (40) two bedroom apartments are 1,192 square feet, and the eight (8) three bedroom apartments are 1,359 square feet. He said that these sizes are larger than most apartments.

Councilmember Gauntt asked what the income range is that will be served by the development. Mr. Bienski said that it is 60% of the median income, and he added that 95% of the units will be income-restricted, and a few will be market rate apartments.

Mayor Grayson asked what was the possibility of Belton receiving one of these projects, given numerous previous applications. Mr. Bienski said that it is difficult to determine since the rules have changed again this year. He said that most of the communities will end the application stage in a tie, and it will come down to who is closer to different amenities.

Bienski gave an overview of Homestead Development, and showed the Council other projects developed by Homestead throughout the state. Director of Planning Erin Smith and City Manager Sam Listi reviewed Texas references they checked. Assistant City Manager/Chief of Police Gene Ellis also discussed a development located in a community with which he was familiar. All references were positive.

Councilmember Gauntt asked if some of the housing would be available for seniors. Bienski said that this is a multi-family development, but seniors would be able to rent a unit in this development. He added that Belton needs a senior development as well, but said that a senior development would require about 10-15 acres for development.

Mayor Pro Tem Leigh asked what the incentive is for the developer to do a project like this. Bienski explained how the tax credits work in making funds available to the developer.

Bienski said that tenants have to have good credit, pass a background screening, and have a stable job to be eligible.

Listi explained that Staff is recommending the City's contribution toward the project be a waiver of the first \$5,000 in building permit fees. He reminded the Council that the property is already zoned multi-family, so it is likely apartments will be built on the site. He said that the Council needs to decide if they want to continue supporting a family TDHCA tax credit project at this location.

There being no further business, Mayor Grayson adjourned the meeting at 5:10 p.m.

Marion Grayson, Mayor

ATTEST:

Amy M. Casey, City Clerk

**Belton City Council Meeting
January 24, 2017 – 5:30 P.M.**

The Belton City Council met in regular session in the Wright Room at the Harris Community Center with the following members present: Mayor Marion Grayson, Mayor Pro Tem David K. Leigh and Councilmembers Craig Pearson, Jerri Gauntt, Guy O'Banion and Dan Kirkley. Councilmember Paul Sanderford was absent. Staff present included Sam Listi, Gene Ellis, John Messer, Amy Casey, Brandon Bozon, Erin Smith, Chris Brown, Kim Kroll, Paul Romer, Bruce Pritchard, Byron Sinclair, Judy Garrett, Matt Bates, Cynthia Hernandez, Larry Berg, Charlotte Walker and Aaron Harris.

The Pledge of Allegiance to the U.S. Flag was led by Assistant City Manager/Chief of Police Gene Ellis, and the Pledge of Allegiance to the Texas Flag was led by Mayor Pro Tem David K. Leigh. The Invocation was given by Dr. Bill Carrell, Director of Church Studies at the University of Mary Hardin-Baylor.

1. **Call to order.** Mayor Grayson called the meeting to order at 5:31 p.m.
2. **Public Comments.** Dan Kirkley read a proclamation from Governor Greg Abbott regarding efforts made by groups in Bell County, and in the State of Texas, to eliminate trafficking and to help survivors of human trafficking.

3. **Presentations and Recognitions:**

A. **Recognition of former Bell County Commissioner Richard Cortese and presentation of "Patriot Way Brick" certificate.**

Former Bell County Commissioner Richard Cortese was recognized for his many years of service to Bell County. Mr. Cortese served as Bell County Commissioner Precinct 1 for 24 years. He also served our country in the United States Air Force for 4 years. Mayor Grayson and City Manager Sam Listi presented him with a certificate honoring his military service, and he will also be honored with a brick in his name that will be placed along Patriot Way in 2017.

4. **Consider minutes of January 10, 2017, City Council Meeting.**

Upon a motion by Councilmember Dan Kirkley, and a second by Councilmember Guy O'Banion, the minutes were unanimously approved by a vote of 6-0.

Planning and Zoning

5. **Hold a public hearing and consider a zoning change from Central Business District with a Specific Use Permit for taxidermy to Central Business District with a Specific Use Permit for alcoholic beverage sales with 75% or more revenue from alcohol at 208 North Penelope Street, located on the west side of North Penelope Street, south of East 2nd Avenue and north of East 1st Avenue.**

Mayor Grayson announced that she would be abstaining from item 5. She gave control of the meeting to Mayor Pro Tem Leigh.

Director of Planning Erin Smith said that this property is located on the west side of North Penelope Street, between East 2nd Avenue and East 1st Avenue. The property is currently zoned for taxidermy, and if the zoning change request is approved, the taxidermy SUP zoning will go away. The applicant has submitted this zone change to allow for a proposed winery known as Blends Wine Bar. Smith added that a Specific Use Permit is required for alcoholic beverage sales with 75% or more revenue from alcohol. Blends Wine Bar will contain a retail space for wine bottle purchases in the front area of the lease space facing Penelope, and a second entrance is proposed on the southern façade leading to the wine bar in the rear of the lease space. The applicant has indicated that food will not be served at this time.

Mrs. Smith explained that according to the Zoning Ordinance, required parking in the Central Business District may be reduced by the Planning and Zoning Commission and City Council if it is determined that due to existing space constraints, the requirements of this Ordinance cannot be met. She said that the applicant would like to utilize some of the outdoor space on the south side of the building for an outdoor seating area under the existing canopy.

At its meeting on January 17, 2017, the Planning and Zoning Commission unanimously recommended approval, and Staff concurs with their recommendation.

Mayor Pro Tem Leigh opened the public hearing. Seeing no one wishing to speak for or against the item, he closed the public hearing.

Councilmember Pearson asked Mrs. Smith to explain for the record why this business, with 75% alcohol sales, could not become a saloon or a bar. Mrs. Smith said that a local option election would have to be held in order to allow for a bar in Belton. This business is considered a winery, and therefore other types of alcohol are not allowed to be sold at this business. Director of Finance Brandon Bozon said that the permit this business will receive from TABC will be for a winery because bars are not allowed in Belton. Wineries are regulated by the Agriculture Code, so wine sales are permitted in Belton at a winery.

Councilmember O'Banion stated that Council previously approved a Façade Improvement Grant for this business. He asked why the zoning was not brought to Council before the FIG application. Mrs. Smith said that there is not a standard order, and the applicant requested to proceed this way. She added that if the zoning change is not approved, then the FIG most likely will be cancelled.

Mayor Pro Tem Leigh provided a historical summary of local option elections and the sale of alcohol in Belton.

Upon a motion by Councilmember O'Banion, and a second by Councilmember Craig Pearson, item 5, including the following captioned ordinance, was unanimously approved by a vote of 5-0-1 with Mayor Grayson abstaining.

ORDINANCE NO. 2017-01

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF BELTON BY CHANGING THE DESCRIBED DISTRICT FROM CENTRAL BUSINESS DISTRICT WITH A SPECIFIC USE PERMIT FOR TAXIDERMISTRY TO CENTRAL BUSINESS DISTRICT WITH A SPECIFIC USE PERMIT FOR ALCOHOLIC BEVERAGE SALES WITH 75% OR MORE REVENUE FROM ALCOHOL ZONING DISTRICT ON A 0.19 ACRE TRACT, WITH DEVELOPMENT TO BE REGULATED UNDER TYPE AREA 8 DESIGN STANDARDS.

Mayor Grayson took control of the meeting.

6. Consider a final plat for the Meadows subdivision, a 28.474 acre tract of land, located on the east side of FM 1670 and south of Amity Road, located partially in Belton's Extra Territorial Jurisdiction (ETJ).

Director of Planning Erin Smith said that this residential subdivision, containing 46 lots, is proposed as the Meadows subdivision. There are 24 proposed lots on the eastern side of this subdivision located in Belton's ETJ, and the remaining 22 lots on the western side of this subdivision are located in Bell County. She said that the applicant's engineer has indicated that each lot in this subdivision will contain a septic system and will be served by the Salado Water Supply system.

Mrs. Smith said that there is an existing culvert along FM 1670 just south of this proposed subdivision that captures flow from the western drainage area and leads to an existing drainage channel on the adjacent property to the south. The developer is proposing to create drainage easements within this development and release the drainage onto the property to the south retention/detention pond. Mrs. Smith stated that staff from the City and Bell County has met with the applicant's engineer to discuss the need for a drainage easement and agreement with the southern property owner that states the southern property owner will be responsible for maintenance of the drainage channel and retention/detention pond in perpetuity.

Smith said that the Subdivision Ordinance requires the developer to construct and install a 6 feet wide sidewalk, but the developer is requesting a variance to the sidewalk requirement since there are no sidewalks nearby for a potential future connection. Additionally, Smith explained that this portion of the subdivision is located in Bell County, not the City's ETJ, and Bell County is not requiring sidewalks.

This subdivision will contain 24-lots in Belton's ETJ, so a dedication of 0.24 acres of parkland or a \$4,800 fee-in-lieu of land dedication is required. Smith said that since the lots in this subdivision are 0.50 acres and larger, and one-half of this subdivision

is located outside Belton's ETJ, Staff concurs with the developer's request for a variance.

At its meeting on January 17, 2017, the Planning and Zoning Commission unanimously recommended approval with conditions, and Staff concurs with their recommendation.

Councilmember Pearson asked if the City has signed documentation from the property owner to the south regarding the maintenance in perpetuity of the drainage channel. Mrs. Smith said that the agreement is being developed at this time, and Neale Potts will review the agreement for the City. Mr. Listi said that plat approval is conditioned upon receiving this agreement, and will not be recorded until received.

Councilmember Gauntt said that the City is allowing subdivisions to be built without requiring sidewalks, although the subdivisions are being built in the ETJ or close to the city limits. She said that she preferred to maintain City standards and require sidewalks in all subdivisions. Mrs. Smith said that Bell County did not want sidewalks they would be responsible for maintaining in their portion of the subdivision. Mrs. Gauntt said she understood, but added that in the future the City should require developers to adhere to City standards.

Mayor Grayson asked if the City was able to regulate the type of houses built in this subdivision. Mrs. Smith said that the only authority that the City has in the ETJ is the enforcement of the subdivision ordinance, the division of property.

Upon a motion by Councilmember Kirkley, and a second by Councilmember O'Banion, item 6 was unanimously approved by a vote of 6-0.

7. Consider a resolution supporting Commerce Street Apartments, LLC's Tax Credit Application to the Texas Department of Housing and Community Affairs for a family housing development for low and moderate income persons.

Mayor Grayson explained that the Council held a workshop on this item prior to the regular meeting, and added that the applicant had addressed most of the Council's questions.

City Manager Sam Listi said that Homestead Development is submitting a Tax Credit Application to the Texas Department of Housing and Community Affairs that proposes a family housing development for low and moderate income persons. The application proposes a total of 64 units on 5 acres with a total investment estimated at \$10 million. Homestead Development proposes to use Cambridge Interests as the management company at this development with an on-site property manager and on-site maintenance personnel.

Listi added that the affordable housing tax credit program, administered by TDHCA, is extremely competitive. For consideration in this cycle, a community is required to pass a Resolution of Support, and a "nominal" financial commitment is

recommended. Mr. Listi recommended a reduction in the building permit fee as Belton's local commitment to the project. The Resolution includes a proposed waiver for the first \$5,000 in building permit fees.

Mayor Grayson said that this is the fourth or fifth application for a tax credit project at this location. Staff did a thorough review of Homestead Development and received only positive information from references in other Texas communities.

Councilmember Kirkley said that there is a huge need in Belton for this type of project, and he is looking forward to the success of Homestead Development's application to TDHCA.

Upon a motion by Councilmember Kirkley, and a second by Mayor Pro Tem David K. Leigh, item 7, including the following captioned resolution, was unanimously approved by a vote of 6-0.

RESOLUTION NO. 2017-04-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, REGARDING COMMERCE STREET APARTMENTS AT COMMERCE STREET FOR SUPPORT AND LOCAL POLITICAL SUBDIVISION FUNDING.

- 8. Consider a resolution authorizing the City Manager to take all steps necessary to submit an application for grant funds through the Office of the Governor, Criminal Justice Division for the purchase of new P-25 compatible radios and upgrades to existing P-25 compatible radios for the Police Department.**

Assistant City Manager/Chief of Police Gene Ellis said that this application for \$30,000 in grant funds is to purchase P-25 compliant radios and software upgrades for current PD radios through the Office of Governor, Criminal Justice Division. The Bell County Communications Center is in the process of upgrading the radio "backbone" to a P-25 compliant system. This will require all of the City's public safety radios to be upgraded. Most of the Belton PD radios are capable of being upgraded with new software; however, there are some radios that must be replaced. Chief Ellis added that this grant program does not require a City match.

Upon a motion by Councilmember Jerri Gauntt, and a second by Councilmember Pearson, item 8, including the following captioned resolution, was unanimously approved upon a vote of 6-0.

RESOLUTION 2017-05-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR CRIMINAL JUSTICE DIVISION AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND

AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE GRANT PROGRAM.

9. Consider authorizing an interlocal agreement to participate in the regional Nolan Creek Flood Protection Study funded in part through the Texas Water Development Board (TWDB) and authorizing \$12,578 from the Drainage Capital Projects Fund.

Grants and Special Projects Coordinator Aaron Harris said that in May of 2016, Council supported CTCOG's application for a Flood Protection Planning Grant for the Nolan Creek Watershed. The grant application was successful, and Belton's cost share is \$12,578 of the estimated \$546,700 total project cost.

Harris outlined the scope of services for the project. He explained that the regional partners in the study are Belton, Nolanville, Harker Heights, Killeen, Brazos River Authority and BCWCID#6.

Upon a motion by Mayor Pro Tem Leigh, and a second by Councilmember Pearson, item 9 was unanimously approved upon a vote of 6-0.

Miscellaneous

10. Consider approval of the FY 2016 Annual Report for Belton's Tax Increment Reinvestment Zone.

Director of Finance Brandon Bozon said that the Belton Tax Increment Reinvestment Zone No. 1 (TIRZ) Bylaws state that the City Council must annually review any financial statements of the Zone. He reviewed the FY2016 Annual Report.

FY 2016 highlights included:

- ✓ The construction of sidewalks along North Main Street
- ✓ The payment of a grant to rehabilitate the former HEB into Ace Hardware/Planet Fitness
- ✓ The replacement of Christmas wreaths in Downtown Belton
- ✓ The completion of the Rockwool Property Redevelopment cost-share with BEDC
- ✓ Façade Grants awarded to Camden Enterprises, Cochran Blair and Potts, Liberty Church, and Cedon Realty
- ✓ The completion of design plans for waterline relocation and sidewalk improvements along South Main Street
- ✓ The construction of the Connell Street Drainage Improvements
- ✓ The design for the City's Master Signage Plan
- ✓ The design of the intersection improvements at Main and MLK Jr.
- ✓ The design and beginning of construction of the improvements to the intersection at North Main and River Fair

Projects on the horizon for FY 2017 include:

- ✓ Sparta Road reconstruction and roundabout
- ✓ Construction of South Main sidewalks and waterline
- ✓ Completion of the improvements to the intersection at North Main and River Fair
- ✓ Completion of the Library park
- ✓ Master Signage Plan installation
- ✓ Construction of the County parking lot downtown
- ✓ Construction of the intersection improvements at Main and MLK Jr.

Upon a motion by Councilmember Pearson, and a second by Mayor Pro Tem Leigh, item 10 was unanimously approved by a vote of 6-0.

11. Conduct annual review of City's Investment Policy and consider a resolution attesting to review and re-adoption thereof.

Director of Finance Brandon Bozon explained that the Public Funds Investment Act (PFIA) requires the governing body of an investing entity to review its investment policy and investment strategies (contained in the policy) not less than annually. The governing body is also required to adopt the policy by rule, order or resolution, noting both the annual review and any changes to the policy.

Bozon said that the only modification to the policy in 2016 was to reduce the required amount of continuing education hours from 10 every two years to 8 every two years. This change was made to align the City's policy with the State guidelines as revised by HB 870 in the 2015 legislative session. He added that no changes are recommended to the policy in 2017.

Upon a motion by Mayor Pro Tem Leigh, and a second by Councilmember Pearson, item 11, including the following captioned resolution, was unanimously approved by a vote of 6-0.

RESOLUTION NO. 2017-06-R

A RESOLUTION ATTESTING TO CITY COUNCIL REVIEW OF THE INVESTMENT POLICY OF THE CITY OF BELTON, TEXAS.

12. Conduct annual review of City's Debt Policy and consider a resolution attesting to review and re-adoption thereof.

Director of Finance Brandon Bozon said the City's Debt Policy requires that the City Council conduct an annual review and make any alterations deemed necessary.

Bozon stated that on February 17, 2015, the Council held a workshop to discuss the Debt Policy, and specifically the potential addition of quantifiable debt limits beyond the State Attorney General's limits on the debt service tax rate. Upon review of the analysis, Council opted not to formally alter the Debt Policy, but rather continue the

practice of thoroughly reviewing the impact issuing debt will have on the City's ability to perform necessary services at the time of issuance, and over the life of proposed debt. Based on the February 17, 2015, discussions, no changes were proposed, and a resolution readopting the existing Debt Policy was approved on February 24, 2015.

Mr. Bozon added that the City's Debt Policy served as an effective guide during the 2015 and 2016 CO issuances, and City Staff is recommending no changes to the policy this year.

Upon a motion by Councilmember Pearson, and a second by Councilmember Kirkley, item 12, including the following captioned resolution, was unanimously approved by a vote of 6-0.

RESOLUTION NO. 2017-07-R

A RESOLUTION ATTESTING TO CITY COUNCIL REVIEW AND RE-ADOPTION OF THE DEBT POLICY OF THE CITY OF BELTON, TEXAS.

13. Consider authorizing the procurement of labor and materials to complete Phase 1 of the South Wall Sidewalk Project under the City's annual infrastructure contract with Dixon Paving.

Director of Finance Brandon Bozon said that this is the last project in the 2013 CIP Projects bond issue. He explained that \$100,000 was allocated in the 2013 bond issue to build sidewalks along South Wall Street. Phase 1 begins at FM 436 (Holland Road) and end at E. Avenue W which will connect FM 436 to the Tiger Splash Pad. Mr. Bozon said that Phase 2 will connect the sidewalks from E. Avenue W to the sidewalks currently being built by the developer of the Bella Rose subdivision, which will stretch from South Loop 121 to Bella Rose Drive.

Mr. Bozon said that utilizing the City's Annual Infrastructure Contract with Dixon Paving, the cost for Phase 1 contractor services is estimated to be \$79,386.70. Director of Public Works Byron Sinclair said that additional funds will be utilized by City crews for site work.

Upon a motion by Councilmember Gauntt, and a second by Mayor Pro Tem Leigh, item 13 was unanimously approved by a vote of 6-0.

There being no further business, Mayor Grayson adjourned the meeting at 6:18 p.m.

Marion Grayson, Mayor

ATTEST:

Amy M. Casey, City Clerk

Staff Report – City Council Agenda Item



Agenda Item #5

Consider an appointment to the Library Board of Directors

Originating Department

Administration – Amy M. Casey, City Clerk

Background

Lee Casey's term on the Library Board of Directors ended on November 30, 2016, and he was not eligible to be reappointed. Regina Miller has submitted a Community Service Application and is interested in serving on the Library Board. Mayor Grayson is recommending appointment of Regina Miller to this vacant position.

Fiscal Impact

N/A

Recommendation

Recommend approval of the appointment.

Attachments

None

CITY OF BELTON

P. O. Box 120
333 Water Street
Belton, Texas 76513
Phone: 933-5817

COMMUNITY SERVICE APPLICATION

I am interested in serving on the following boards or commissions: (Provide number order of preference: 1, 2, 3)

- ☐ Economic Development Corporation Board
- ☐ Historic Preservation Commission
- ☐ Housing Board of Adjustments and Appeals
- ☒ Library Board
- ☐ Electrical Board (specific qualifications)

- ☒ 2 Parks Board
- ☐ Planning & Zoning Commission
- ☐ Police & Fire Civil Service Commission
- ☐ Zoning Board of Adjustment

Name: Regina F. Wilson Miller Email: gena3belton@yahoo.com

Home Address: 1709 Shady Lane

Home Phone: (254) 933-8262 Business Phone: _____

Resident of Belton for 4 1/2 years. (Residency is not a requirement for all boards/commissions although it is preferred.)

Occupation: Author - Unemployed

Education (Optional): Baylor University

Special knowledge or experience applicable to City board or commission function: I worked ~~in~~ the school libraries throughout Killeen ISD.

☐ Banking/Finance

☐ Building/Construction

☐ Real Estate/Development

☒ Industrial Training

☒ Business Development

☒ Promotion/Marketing

☒ Manufacturing/Industrial Operations

☒ Law/Contract Administration

Professional and/or community activities: Church choir.

Please list one or more personal and/or professional references from the Belton community, or through participation in other organizations, boards, or service to the community, to assist the Council in matching your interest to a local board or commission:

David Tuma

I have attended one or more meetings of the board or commission for which I have applied. Yes ☒ No ☐

Date: Jan. 12, 2017 Signature: Regina F. Wilson Miller

Return completed form to Amy Casey, City Clerk, at: acasey@beltontexas.gov

Staff Report – City Council Agenda Item



Agenda Item #6

Receive a report on the annual review of the City's Ethics Ordinance, No. 2015-11, by the Ethics Commission.

Originating Department

Amy M. Casey, City Clerk

Summary Information

The Belton Ethics Commission met on February 2, 2017, to satisfy the Ethics Ordinance requirement for an Annual Review. Following approval of minutes, and review of the Ethics Ordinance timeline, no changes to the Ethics Ordinance were proposed.

Fiscal Impact

N/A

Recommendation

Recommend no change to the City's Ethics Ordinance, and express appreciation to the Ethics Commission members for their service.

Attachments

Annual Meeting Minutes February 2, 2017 (unofficial until approved)
Ethics Ordinance Timeline
Ethics Ordinance 2015-11

ETHICS COMMISSION MEETING
February 8, 2016 – 4:00 P.M.

The Belton Ethics Commission met at Belton City Hall with the following members present: Charla Peters, Larry Pointer, Mark Fitzwater, Craig Hammonds, James Hill, and Mike Miller. Denise Whitley was absent. Also present were City Manager Sam A. Listi, City Attorney John Messer, Assistant City Manager/Police Chief Gene Ellis, City Clerk Amy Casey, and Public Information Officer Paul Romer.

1. Call to order.

Chair Larry Pointer called the meeting to order at 4:03 p.m.

2. Consider minutes of January 26, 2015, meeting.

Commissioner Mike Miller made a motion to approve the minutes as presented. The motion was seconded by Commissioner Mark Fitzwater and carried unanimously.

3. Conduct annual review of Ethics Ordinance.

City Manager Sam Listi explained this annual review is required in accordance with the Ethics Ordinance. He distributed an Ethics Ordinance Timeline that outlined how the Ethics Commission and Ordinance have evolved. He stated the Ethics Ordinance was modified slightly to coincide with state law in March 2012 and a typographical error was corrected in February 2015. Mr. Listi stated Staff has no recommended changes to the ordinance at this time.

Commissioner Charla Peters stated that another typographical error existed in Section F-3. A space is needed between “complaint” and “to.” City Attorney John Messer advised that this error could be corrected administratively upon a motion of the Commission.

Commissioner Miller made a motion to correct the typographical error administratively. The motion was seconded by Commissioner Craig Hammonds and carried unanimously.

4. Other business. There was no other business.

5. Adjourn.

Upon motion by Commissioner Miller, seconded by Commissioner Peters, the meeting was adjourned at 4:07 p.m.

Attest:

Chair

Amy M. Casey, City Clerk

ETHICS ORDINANCE TIMELINE

2004 – Charter Review Committee recommended an Ethics Commission as part of a new Charter

May 7, 2005 – Voters approved new Charter containing Ethics Commission

June 29, 2005 – Charter received approval by Department of Justice

Date	Ordinance #	Amending	Content
9/27/2005	2005-47	N/A	Structure and Purpose of Commission
4/25/2006	2006-14	2005-47	<ul style="list-style-type: none">▪ Number of Commissioners▪ Quorum; takes 4 affirmative votes to make recommendation to Council▪ Consent form for criminal background check▪ Voting and abstention▪ Vacancy in Chair or Vice Chair▪ Annual review of Ethics Ordinance
4/25/2006	2006-15	N/A	Ethics Ordinance; providing standards of conduct; disclosure of interest; financial disclosure; disposition of alleged violations
3/27/2012	2012-12	2006-15	<ul style="list-style-type: none">▪ Changed the definition of Family Member to match the definition in the Texas Local Government Code; and▪ Deleted the option to “verbally” provide for disclosure of interest, since a written disclosure statement is required by state law
2/10/2015	2015-11	2012-12	Corrected typographical error on page 7, F.3.; had “compliant” instead of “complaint”
2/8/2016	2015-11		Administratively corrected page 7, F.3. changing “complaintto” to “complaint to”
2/2/2017	2015-11		No changes recommended

ORDINANCE NO. 2015-11

AN ORDINANCE AMENDING ORDINANCE NO. 2012-12 OF THE CITY OF BELTON, TEXAS; PROVIDING AN ETHICS ORDINANCE FOR THE CITY; PROVIDING A POLICY STATEMENT; DEFINING CERTAIN TERMS; PROVIDING FOR STANDARDS OF CONDUCT; PROVIDING FOR DISCLOSURE OF INTEREST; PROVIDING FOR FINANCIAL DISCLOSURE; PROVIDING FOR DISPOSITION OF ALLEGED VIOLATIONS; PROVIDING FOR EFFECTIVE DATES; AND REPEALING CONFLICTING ORDINANCES.

WHEREAS, the conduct of the public business should be accomplished by persons, employees and officers of the City of Belton free of any personal financial interests that are different from the interests of the general public;

WHEREAS, it is important to the employees and officers of the City that they be provided with a process and procedure to provide notice and to refrain from participation in any business of the City in which such employee or officer has a personal financial interest that is different from that of the general public; and

WHEREAS, a reasonable ethics ordinance and disclosure requirements will provide a basis for continuing public confidence in the conduct of the business and affairs of the City;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CITY OF BELTON, TEXAS, THAT:

SECTION 1. Standards of Conduct and Financial Disclosure for City Officials.

A. Policy. It is the policy of the City that the proper operation of democratic government requires that city officials be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a code of ethics for all city officials is adopted.

This code has four purposes: (1) to encourage high ethical standards in official conduct by city officials; (2) to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City; (3) to require disclosure by such officials, candidates, and employees of private financial or other interests in matters affecting the City in accordance with state law; and (4) to serve as a basis for disciplining those who fail to abide by its terms.

The provisions of this Section shall not apply to political contributions, loans, expenditures, reports or regulation of political campaigns, or the conduct of candidates in such campaigns, except as expressly provided herein.

B. Definitions. The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a

different meaning. Words used in the present tense include the future tense. Words used in the plural number include the singular, and words in the singular include the plural. The word "shall" is always mandatory. The word "herein" means in this Ordinance. The word "person" means any human being or legal entity and includes a corporation, a partnership, and an incorporated or unincorporated association.

1. "Appears Before". A person appears before the City Council or commission when such person publicly states his name and address, signs a sheet provided at the podium for that purpose, and addresses the Council or commission.
2. "Business Entity". Any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, or any legal entity organized for profit.
3. "Business Dealings". Any activity involving the exchange of economic benefits.
4. "Candidate". Every person who declares for or files for any office of the City to be filled by election.
5. "City Official". Employees, board and commission members and City Councilmembers of the City, to include candidates for City Council, and any other appointed person.
6. "Commission". The Ethics Commission of the City of Belton.
7. "Compensation". Any economic benefit received in return for labor, services, property, or investment.
8. "Economic Benefit". Any money, real or personal property, purchase, sale, lease, contract, option, credit, loan, discount, service, or other tangible or intangible thing of value, whether similar or dissimilar to those enumerated.
9. "Employee". Any person employed by the City whether under civil service regulations or not, including those individuals on a part-time basis, but such term shall not be extended to apply to any independent contractor.
10. "Family Member". A person related to another person within the first degree by consanguinity or affinity, as defined by Texas State law.
11. "Gift". A favor, hospitality, or economic benefit other than compensation but which does not include campaign contributions reported as required by state law, gifts received from a relative if given on account of kinship, or any value received by will, intestate succession, or as a distribution from an inter vivos or testamentary trust established by a spouse or ancestor.

12. "Identification". For a natural person, the person's name, street address, city and state; for any entity other than a natural person, the name, address, city and state of the entity's principal location or place of business, the type or nature of the entity, the date on which it came into existence, the state of incorporation, if any, the names of the partners or trustees, if any.
13. "Income". Economic benefit received.
14. "Intentionally". A person acts intentionally, or with intent, with respect to the nature of his conduct or to a result of his conduct or to a result of his conduct when it is his conscious objective or desire to engage in the conduct or cause the result.
15. "Knowingly". A person acts knowingly, or with knowledge, with respect to the nature of his conduct or to circumstances surrounding his conduct when he is aware of the nature of his conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of his conduct when he is aware that his conduct is reasonably certain to cause the result.
16. "Source of Income". Any business entity, employment, investment, or activity which earned or produced income, including interest, dividends, royalties or rents, which has been paid to or for the credit of a city official, candidate or family member or which would be taxable to said city official, candidate or family member under the United States Internal Revenue Code, as amended, even though not actually paid or credited.
17. "Substantial Interest". A person has a substantial interest in real property or a business entity if he and/or a family member owns a ten percent (10%) or more interest in the aggregate of said real property or business entity.

C. Standards of Conduct.

1. Gifts.

No city official shall intentionally or knowingly solicit or accept any contribution, gift, or economic benefit with actual or constructive knowledge that same is:

- a. offered or given with intent to influence the judgment or discretion of such employee or official; or
- b. given in consideration of the favorable exercise of such employee or official's judgment or discretion in the past.

2. General Provisions.

- a. No city official shall intentionally or knowingly disclose any confidential information gained by reason of said official or employee's position concerning the property, operations, policies or affairs of the City, or use such confidential information for the pecuniary gain of said official, employee, or others.

- b. No city official shall intentionally or knowingly use one's official position or City owned facilities, equipment, or supplies for the pecuniary gain or advantage of said official, employee, or others for personal reasons, for pecuniary gain or advantage, or in any political campaign.
- c. No city official shall intentionally or knowingly appear before the body of which the official is a member while representing himself, or any other person, group, association, interest, or business entity.
- d. No city official shall intentionally or knowingly represent directly or indirectly any private person, group, or interest other than himself or a family member before any department, agency, commission or board of the City for pay or profit.
- e. No city official shall vote on or participate in any decision making process if the official has a direct financial interest in the outcome of the matter under consideration. No city official shall vote on or participate in any decision making process on any matter concerning real property or a business entity if the official has a substantial interest in the business entity or real property. No city official shall vote on or participate in any decision making process on any matter concerning a business entity with which he or a business entity in which he has a substantial interest has had business dealings involving one or more transactions of five hundred dollars (\$500.00) or more each, for a total of twenty-five hundred dollars (\$2,500) or more, within the immediately preceding twelve (12) month period.
- f. No city official shall intentionally or knowingly accept other employment or engage in outside activities incompatible with the full and proper discharge of official duties and responsibilities, or which would tend to impair independent judgment in the performance of said official duties.
- g. None of the foregoing shall be construed to prohibit a city official from representing his interest in his owner-occupied homestead before the council, board, commission or any department except for the body of which the official is a member, or the department by which the employee is employed.
- h. In any action or proceeding in the municipal court of the City which was instituted by a city official in the course of official duties, no city official shall knowingly represent anyone other than himself or a family member. If a council member elects to have a trial in municipal court, the City Council, without the participation of the affected council member, shall appoint a special judge to preside over the trial.

D. Disclosure of Interest.

- 1. If any city official has a substantial interest in any real property or business entity involved in any decision pending before the body of which the official is a member, the official shall not vote or otherwise participate in the consideration of the matter

2. If any employee has a substantial interest in any real property or business entity involved in any decision pending before the department by which the employee is employed, the employee shall not participate in the consideration of the matter.
3. In the case of a city official, the official shall publicly disclose in writing, the nature and extent of such interest to the body on which the official serves prior to any discussion or determination of the matter to be considered or immediately upon discovery of the conflict of interest.
4. In the case of an employee, the employee shall disclose such information in writing to the employee's supervisor and to the city clerk prior to any consideration of the matter. The city clerk shall keep a file of employee statements of disclosure and said file shall be a public record of the City.

E. Conflict of Interest/Disclosure of Relationships.

All city officials subject to Chapters 171 and 176 of the Texas Local Government Code, as amended from time to time, (the "statutes") shall fully comply with said statutes and other applicable state regulations.

F. Disposition of Alleged Violations.

1. A sworn complaint based on personal knowledge alleging a violation(s) of this ordinance shall specify the provision(s) of this ordinance alleged to have been violated, and shall name the city official being charged. The complaint shall be made in the following form:

[see next page]

THE STATE OF TEXAS

COUNTY OF BELL

TO: THE ETHICS COMMISSION OF THE CITY OF BELTON, TEXAS:

COMES NOW _____ (Complainant), and makes this complaint,
UPON HIS/HER PERSONAL KNOWLEDGE AND UNDER OATH against _____
_____ (name of person complained against), and would show the Commission
that: On or about the _____ day of _____,
_____ (name of person complained against), a/an
_____ (title, i.e. City Councilmember, employee, board member, etc.) of
the City of Belton, violated the following provision(s) of the Ethics Ordinance, of the City of Belton,
Texas, to wit:

(Specify by Section, Subsection and Paragraph number the provision(s) alleged violated)

by committing the following act, or omission, to-wit: _____

(Describe above, the action, or omission, alleged to violate each Code provision cited. You may attach additional pages if more
space is required.)

SIGNED this the _____ day of _____, _____.

(Signature of Complainant)

SWORN TO AND SUBSCRIBED BEFORE ME, by _____ this
the _____ day of _____, _____.

SEAL

Notary Public - State of Texas

Upon the aforesaid sworn complaint of any person being filed with the City Clerk's office, or on its own initiative, the Commission shall consider possible violations of this ordinance by city officials. A complaint shall not be deemed to be filed on the initiative of the Commission, save and except the complaint be signed and sworn to by two members of the Commission, after consultation with the legal counsel for the Commission. A complaint filed by an individual member of the Commission shall be deemed to have been filed in the Commission member's capacity as a private citizen and, in such event, the member of the Commission filing the complaint shall not thereafter participate in a Commission meeting at which such complaint is considered, save and except that the Commissioner filing the complaint may participate as a complainant at such meeting(s).

2. A complaint alleging a violation of this Ordinance must be filed with the City Clerk within two (2) years from the commission of the action alleged as a violation, and not afterward.
3. Not later than three (3) working days after the City Clerk receives a sworn complaint, the City Clerk shall acknowledge the receipt of the complaint to the complainant, and provide a copy of the complaint to the City Attorney, the independent counsel, the Commission and the person complained against. Not later than ten (10) working days after receipt of a complaint, the Commission shall notify in writing the person who made the complaint and the person complained against of a date for a preliminary hearing. If the Commission does not hold a preliminary hearing within twenty (20) working days of receipt of the complaint, it shall notify the person who made the complaint of the reasons for the delay and shall subsequently give him the appropriate notification.
4. After a complaint has been filed and during the pendency of a complaint before the Commission, a member of the Commission may not communicate directly or indirectly with any party or person about any issue of fact or law regarding the complaint, except at a meeting of the Commission; provided that the Chair, or as applicable the Vice-Chair, may consult with the attorney for the Commission as to process, procedure and legal issues.
5. As soon as reasonably possible, but in no event more than forty-five (45) days after receiving a complaint, the Commission shall conduct a preliminary hearing.
 - a. The issue at a preliminary hearing shall be the existence of reasonable grounds to believe that a violation of this Ordinance has occurred. The person filing a complaint, or the independent counsel in cases considered upon the Commission's own initiative, shall state the alleged violation and shall describe in narrative from the testimony and other evidence which would be presented to prove the alleged violation as stated in the written complaint. Statements at a preliminary hearing shall be under oath, but there shall be no cross-examination or requests for persons or evidence issued for the hearing. Members of the Commission may question the complainant, the independent counsel for the Commission, or the city official named in the complaint.
 - b. The city official named in the complaint shall have the opportunity to respond, but is not required to attend or make any statement. The official or employee may describe in narrative form the testimony and other evidence which would be presented to disprove the alleged violation. If the official or employee agrees that a violation has

occurred, he may so state and the Commission may consider the appropriate sanction.

- c. The complainant and the city official named in the complaint shall have the right of representation by counsel.
 - d. At the conclusion of the preliminary hearing, the Commission shall decide whether a final hearing should be held. If the Commission determines that there are reasonable grounds to believe that a violation of this Ordinance has occurred, it shall schedule a final hearing. If the Commission does not determine that there are reasonable grounds to believe that a violation of this Ordinance has occurred, the complaint shall be automatically dismissed. A decision to conduct a final hearing is not a finding that a violation has occurred.
 - e. The Commission, at any time during the preliminary hearing, may also dismiss a complaint if the complaint does not allege conduct which would be a violation of this Ordinance. Before a complaint is dismissed for failure to allege a violation, the complainant shall be permitted one opportunity, within ten (10) days of such preliminary hearing, to revise and resubmit the complaint.
 - f. The complainant, the independent counsel, and the city official named in the complaint may ask the Commission at a preliminary hearing to request certain persons and evidence for a final hearing, if one is scheduled.
6. Final Hearing.
- a. The final hearing shall be held as expeditiously as possible following the determination by the Commission that there are reasonable grounds to believe that a violation of this Ordinance has occurred, but in no event shall it be held more than thirty (30) days after said determination. The Commission may grant two (2) postponements, not to exceed fifteen (15) days each, upon the request of the city official named in the complaint.
 - b. The issue at a final hearing shall be whether a violation of this Ordinance has occurred. The Commission shall make its determination based on clear and convincing evidence in the record. All witnesses shall make their statements under oath. If the Commission determines that a violation has occurred, it shall state its findings in writing, shall identify the particular provision(s) of this Ordinance which have been violated, and within five (5) working days shall deliver a copy of the findings to the complainant, if any, the person named in the complaint and the city clerk.
 - c. If a complaint proceeds to a final hearing, the Commission may request witnesses to attend and testify, administer oaths and affirmations, take evidence and request the production of books, papers, records, or other evidence needed for the performance of the Commission's duties or exercise of its powers, including its duties and powers of investigation.

7. Sanctions. If the Commission determines that a violation of this Ordinance has occurred, it shall proceed directly to determination of the appropriate sanction(s). A violation of this Ordinance shall not be subject to criminal penalties under city ordinances. The Commission may receive additional testimony or statements before considering sanctions, but is not required to do so. If the city official named in the complaint acted in reliance upon a written opinion of the city attorney, the Commission shall consider that fact. If the Commission determines that a violation has occurred, it may impose or recommend the following sanctions:
- a. A letter of notification shall be the appropriate sanction when the violation is clearly unintentional, or when the official or employee's conduct complained of was made in reliance on a written opinion of the city attorney. A letter of notification shall advise the official or employee to whom it is directed of any steps to be taken to avoid future violations. The Commission may direct a letter of notification to any official or employee covered by this Ordinance.
 - b. A letter of admonition shall be the appropriate sanction in those cases in which the Commission finds that the violation is minor and/or may have been unintentional, but calls for a more substantial response than a letter of notification. The Commission may admonish any official or employee covered by this Ordinance.
 - c. A reprimand shall be the appropriate sanction when the Commission finds that a violation has been committed intentionally or through disregard of this Ordinance. The Commission may reprimand any official covered by this Ordinance. A reprimand directed to a city official shall also be sent to the City Council. A reprimand directed to an employee shall be sent to the city manager and included in said employee's personnel file; subject to state law (civil service). A letter of reprimand directed to an elected city official shall be transmitted to the city clerk and published in the official newspaper of the City, and shall be sent to the City Council.
 - d. A recommendation of removal from employment or a recommendation of suspension from employment, as well as a recommendation for length of suspension, shall be the appropriate sanction when the Commission finds that a serious or repeated violation(s) of this Ordinance has been committed intentionally or through culpable disregard of this Ordinance by city employees. A recommendation of suspension of a city employee shall be directed from the Commission to the city manager. In such cases the final authority to carry out such recommendations to suspend from employment and the length of suspension shall be with the city manager. A recommendation dealing with the City Manager shall be forwarded to the City Council for final disposition.
 - e. A letter of censure shall be the appropriate sanction when the Commission finds that a serious or repeated violation(s) of this Ordinance has been committed intentionally or through culpable disregard of this Ordinance by an elected city official. A letter of censure directed to an elected city official shall be transmitted to the city clerk, published in the official newspaper of the City and shall be sent to the city council.

SECTION 2. Reservations and Exceptions. Notwithstanding any other term or provision of this Ordinance, this Ordinance: (a) is not applicable to the performance and behavior of officers, employees and public servants that does not violate a standard or provision set forth in this Ordinance; (b) does not waive the authority and discretion of the City Council to enforce higher standards for, or to supervise, provide oversight, appoint and remove, any officer, employee or public servant that is appointed by the City Council; and (c) does not transfer or limit the authority of the city manager to act in his or her discretion to enforce higher standards for, or to supervise, provide oversight, appoint and remove, all officers, employees and public servants of the City that are not appointed and removed by the Council.


SECTION 3. Amendment of Conflicting Ordinances. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

SECTION 4. Severability. If any provision of this ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

SECTION 5. Effective Date. This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code, and it is accordingly so ordained.

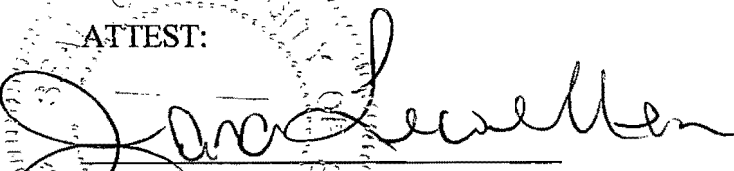
SECTION 6. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

PASSED AND APPROVED on this the 10th day of February, 2015.

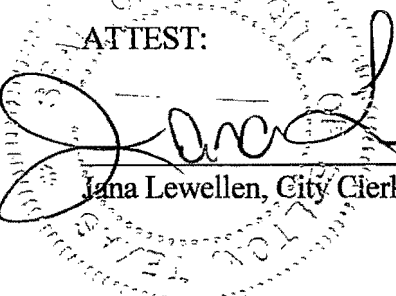


Marion Grayson, Mayor

ATTEST:



Jana Lewellen, City Clerk



Staff Report – City Council Agenda Item



Agenda Item #7

Consider a resolution authorizing General Election to be held on May 6, 2017.

Originating Department

Administration – Amy M. Casey, City Clerk

Summary Information

The general election will be held on May 6, 2017, to elect four persons to serve on the City Council, each to serve two year terms. The terms of Mayor Pro Tem David K. Leigh and Councilmembers Craig Pearson, Dan Kirkley and Jerri Gauntt will expire this year. The filing period for a place on the ballot is January 18, 2017, through 5:00 p.m. on February 17, 2017. The period of filing for a write-in candidate ends at 5:00 p.m. on February 21, 2017. Early voting will be conducted April 24, 2017, to May 2, 2017, with two 12-hour days on May 1st and 2nd. In accordance with State law, the City and BISD share a common polling place on Election Day at the Harris Community Center, following approval of a resolution by both entities regarding joint elections in January 2007.

Fiscal Impact

Annually budgeted item.

Amount: \$5,950

Budgeted: ☒ Yes ☐ No

If not budgeted: ☐ Budget Transfer ☐ Contingency ☐ Amendment Needed ☐ Capital Project Funds

Funding Source(s): General Fund Budget, City Council Election Expenses

Recommendation

Recommend approval of the resolution outlining the election procedures for the May 6th election.

Attachments

Resolution (English and Spanish)

RESOLUTION NO. 2017-08-R

A RESOLUTION CALLING AND ORDERING A GENERAL ELECTION TO BE HELD ON MAY 6, 2017, AND ESTABLISHING PROCEDURES THEREOF.

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

Section 1. Election Date.

In accordance with the general laws of the State of Texas, and the Charter of the City of Belton, an election shall be held in the City of Belton, Texas, on May 6, 2017, at which time there shall be elected four (4) persons to the City Council, who shall each serve for two (2) year terms.

Section 2. Polling Place; Early Voting Place.

(a) Voting on Election Day shall be at the Harris Community Center, 401 N. Alexander, Belton, Texas, and the entire City shall constitute one election precinct for said election.

(b) Early voting shall be conducted at Belton City Hall, 333 Water Street, Belton, Texas. Applications for early voting by mail can be obtained from the City Clerk, (254) 933-5817, 333 Water Street, Belton, Texas. The address for voting by mail at said election shall be City of Belton, Attention: Early Voting Clerk, P.O. Box 120 (333 Water Street), Belton, Texas, 76513.

Section 3. Voting Hours.

(a) On Election Day the polls shall be open from 7:00 A.M. to 7:00 P.M.

(b) The hours designated for early voting by personal appearance shall be the hours that the City Clerk's office is regularly open for business on each day (8:00 a.m.-5:00 p.m.), except Saturdays, Sundays and official State holidays, beginning Monday, April 24, 2017, and ending Tuesday, May 2, 2017. Provided, however, that on Monday, May 1, 2017 and Tuesday, May 2, 2017, the hours shall be 7:00 a.m.-7:00 p.m.

Section 4. Election Officers Appointed.

The City Clerk is hereby appointed Early Voting Clerk and may appoint Deputy Clerks in accordance with the Election Code. Officers shall be appointed to serve on Election Day for said election.

The Presiding Judge shall appoint not less than two nor more than four qualified Clerks to serve and assist in holding said elections; provided that if the Presiding Judge herein appointed actually serves, the Alternate Presiding Judge shall be one of the Clerks.

The Presiding Judge, Alternate Judge and Clerks shall be paid \$10.00 per hour for serving in such capacities, and the Election Judge shall be paid an additional \$25.00 for delivering the returns of such election to the City Clerk for proper tabulation. If workers are shared with another entity, payment shall be \$12.75 per hour and shall be split on a pro-rata basis by the participating entities.

Section 5. Official Ballots.

Optical scan ballots shall be used for early voting by mail and curbside voting, and the ES&S AutoMARK Voter Assist Terminal and ES&S Model 100 Optical Scan Voting System shall be used for early voting by personal appearance and for voting on Election Day. The City Council hereby adopts for use in early and Election Day voting the ES&S AutoMARK Voter Assist Terminal and Model 100 Optical Scan Voting Systems as approved by the Secretary of State.

The official ballots for said election shall be prepared in accordance with the Election Code, in substantially the following form:

FOR COUNCILMEMBER

Vote for None, One, Two, Three or Four

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Section 6. Persons Qualified to Vote.

All resident qualified voters of the City shall be eligible to vote in said election.

Section 7. Bilingual Election Materials.

The election materials enumerated in Sections 272.001, et seq., V.T.C.A. Election Code, shall be printed and furnished in both English and Spanish for use at the polling place on Election Day and for early voting.

Section 8. Notice of Election.

Notice of said election shall be given in accordance with the terms and provisions of the Election Code, and the City Clerk is hereby instructed to have said notice posted and published in accordance with state law.

PASSED AND APPROVED THIS THE 14TH DAY OF FEBRUARY, 2017.

Marion Grayson, Mayor

ATTEST:

Amy M. Casey, City Clerk

RESOLUCIÓN NO. 2017-08-R

RESOLUCIÓN CONVOCANDO ELECCIONES GENERALES A REALIZARSE EL 6 DE MAYO DEL 2017 Y LOS PROCESOS A CUMPLIRSE.

EL CONSEJO MUNICIPAL DE LA CIUDAD DE BELTON, TEXAS, RESUELVE QUE:

Cláusula 1. Fecha de los comicios.

Como exigen las leyes del estado de Texas y los Estatutos de la ciudad de Belton, el día 6 de mayo del 2017 se elegirán las personas que desempeñarán el cargo de Alcalde y dos puestos en el Consejo municipal de la misma ciudad. Dichas personas desempeñarán estos cargos por un plazo de dos (2) años.

Cláusula 2. Urnas electorales

(a) El día de los comicios, las urnas electorales estarán disponibles en Harris Community Center, 401 N. Alexander Street en la ciudad de Belton, Texas, y para propósitos de estos comicios, la ciudad entera formará parte de un distrito electoral único.

(b) La votación por anticipado también se realizará en Edificio del Ayuntamiento (Belton City Hall) ubicado 333 Water Street en la ciudad de Belton, Texas. Las solicitudes necesarias para participar en dicha votación por anticipado por correo podrán obtenerse de parte de la Oficina de la Secretaría municipal (City Clerk) ubicada en 333 Water Street de la ciudad de Belton, Texas, o por teléfono, llamando al (254) 933-5817. El domicilio al cual deberá enviarse las papeletas electorales es: *City of Belton, Attention: Early Voting Clerk, P.O. Box 120 (333 Water Street), Belton, Texas, 76513.*

Cláusula 3. Horario.

(a) El día de los comicios, las urnas estarán abiertas desde las 7:00 de la mañana hasta las 7:00 de la tarde.

(b) Si desea votar por anticipado en persona, el horario será, a partir del día lunes, 24 de abril del 2017 hasta martes, 2 de mayo del 2017 durante las horas de trabajo de las oficinas de la Secretaría municipal, o sea desde las 8:00 de la mañana hasta las 5:00 de la tarde todo día de semana, excluyendo los días sábado, domingo y los días de festejos oficial. Pero, el día lunes 1 de mayo del 2017 y martes, 2 de mayo del 2017, las urnas estarán abiertas desde las 7:00 de la mañana hasta las 7:00 de la tarde.

Cláusula 4. Nombramiento de funcionarios electorales.

Por medio de la presente, se le asigna a la Secretaria municipal el cargo de Secretaría de votación por anticipado y ésta podrá, acatándose siempre al Código

Electoral, nombrar todo secretario suplente necesario. También se nombran los siguiente funcionarios quienes presidirán sobre los comicios a realizarse el 6 de mayo del 2017.

El Juez presidente nombrará por lo menos dos pero no más de cuatro secretarios que se encargarán de asegurar que los comicios se lleven acabo. Debe quedar claro que si el juez presidente nombrado por medio de la presente acepta y desempeña su cargo, el juez suplente será uno de los secretarios.

Mientras estén desempeñando sus cargos, al juez presidente, el juez suplente y los secretarios se les pagará \$10.00 por hora. Adicionalmente, al Juez presidente de estas elecciones se le pagará otros \$25.00 por cumplir la responsabilidad de entregar toda papeleta a las oficinas de la Secretaría municipal para que se pueda realizar el conteo apropiado de las mismas.

Cláusula 5. Papeletas electorales oficiales.

Las papeletas a utilizarse en la votación por anticipado por correo y a distancia serán las de lectura óptica y el sistema a usarse en dicha lectura óptica será el terminal *ES&S AutoMARK Voter Assist Terminal*. El equipo de lectura óptica a usarse en cuanto a toda votación por anticipado realizada en persona y en el día de los comicios será el *ES&S Model 100 Optical Scan Voting System*. Por medio de esta resolución, el Consejo municipal aprueba y autoriza el uso de los equipos de lectura óptica de papeletas electorales *ES&S AutoMARK Voter Assist Terminal* y *Model 100 Optical Scan Voting Systems* durante el proceso de votación por anticipado y los comicios en sí, constatando que ambos ya cuentan con la aprobación de la Secretaría de Estado de Texas.

La papeleta electoral autorizada para uso en estos comicios acatará a las disposiciones del Código Electoral estatal y esencialmente cumplirá con lo siguiente:

EL CONSEJO MUNICIPAL

Vote por uno, dos, tres, cuatro o ninguno

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Cláusula 6. Electores calificados.

Todo residente de esta ciudad que reúna los requisitos necesarios para ser elector calificado podrá participar en estas elecciones.

Cláusula 7. Materiales electorales bilingües.

Todo material de carácter electoral enumerado a partir del artículo 272.001 del Código Electoral de Texas, vigente se publicará en inglés y español y estará disponible en las urnas tanto durante el proceso de votación por anticipado como en el día de los comicios.

Cláusula 8. Aviso de convocación de comicios.

Se cumplirá todo requisito en cuanto los Avisos de convocación de comicios que imponga el Código Electoral y por medio de la presente, se le ordena e instruye a la Secretaría municipal que haga publicar dicho aviso y que éste acate a toda disposición incluida en el derecho estatal.

APROBADO HOY EL DÍA 14 DE FEBRERO del 2017.

Marion Grayson, Alcalde

DOY FE:

Amy M. Casey, Secretaria municipal

CENTRAL TEXAS WATER SUPPLY CORPORATION
ANNUAL MEETING APRIL 25, 2017

TIME LINE FOR EVENTS LEADING UP TO ANNUAL MEETING

120 DAYS PRIOR

President of the Board verifies that there are three (3) directors appointed to the standing Credentials Committee. The Secretary of the Board will be the Chairperson of the Credentials Committee.

90 DAYS PRIOR

January 25, 2017

Voting procedure changes, as needed, are submitted by the Credentials Committee as an agenda item for the board to consider at the next Monthly Meeting.

90 DAYS PRIOR

January 25, 2017

Resolution forms to membership are mailed by the Corporation Office.

30 DAYS PRIOR

March 26, 2017

Resolution forms are due in Corporation Office by **membership.** Verification forms mailed to **nominees.**

30 DAYS PRIOR

March 26, 2017

Verification forms are returned to Corporation Office by **nominees.**

15 - 25 DAY PRIOR

March 31 - April 10, 2017

Membership and Board of Directors Annual Meeting packets are mailed by the Corporation Office.

15 DAYS PRIOR

April 10, 2017

Verification forms are due in Corporation Office by **nominees.**

10 - 15 DAYS PRIOR

April 10 - April 15, 2017

Credentials Committee meets to verify the Resolutions submitted by the membership and verifications submitted by the nominees.

DAY OF ANNUAL MEETING

April 25, 2017

30 minutes prior to the Annual Meeting, Credentials Committee meets to resolve any issues pertaining to the resolutions submitted by the membership and verifications submitted by the nominees.

2017-09-R

RESOLUTION NOMINATING CANDIDATE FOR ELECTION
TO THE BOARD OF DIRECTORS AT ANNUAL MEETING
OF CENTRAL TEXAS WATER SUPPLY CORPORATION

WHEREAS, the City of Belton
(Name of the Water System)

is a Regular Member of the Central Texas Water Supply Corporation as a direct result of entering into a water sales and purchase contract or raw water treatment contract with the Central Texas Water Supply Corporation; and

WHEREAS, the By-Laws of the Central Texas Water Supply Corporation stipulate that, at the Annual meeting of the members, each Regular Member shall be entitled to nominate an individual to serve on the Board of Directors of Central Texas Water Supply Corporation, provided that the nominee is not in violation of the Central Texas Water Supply Corporation Conflict of Interest Policy; and

WHEREAS, the City of Belton
(Name of the Water System)

has determined that it would be to its best interest to have such a voting member on the Central Texas Water Supply Corporation Board of Directors and does desire to have such a Board Member elected at the 4/25/2017
(Date)

Annual Meeting of the members of Central Texas Water Supply Corporation.

NOWHEREFORE, be it resolved by the City Council
(Governing Body)

of the City of Belton that
(Name of the Water System)

Byron Sinclair be and is hereby nominated for
(Name of Candidate)

election to the Board of Directors of Central Texas Water Supply Corporation at the 4/25/2017 Annual Meeting of the members
(Date)

of Central Texas Water Supply Corporation.

THIS resolution passed by the City Council
(Name of the Governing Body)

of City of Belton on the 14th day of
(Name of the Water System) (Date)
February, 20 17.
(Month)

Signed: _____
(President/Mayor)

ATTEST:

(Secretary)

(Name of Water System)

Verification of Qualification

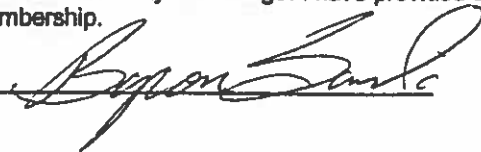
To Serve as a Director on the Central Texas Water Supply Corporation Board of Directors

Please answer the following questions with a Yes or No in the space provided. More detailed explanations are found in the referenced portions of the enclosed copies of the Corporation By-Laws and the Corporation's Conflict of Interest Policy.

<u>Reference</u>	<u>Required Qualification</u>	<u>Your Answer</u>
Conflict of Interest Policy:		
Item 1A	Are you a Customer or a Member in the Member Corporation?	<u>Yes</u>
Item 1B	Are you representing more than one regular member as a Director?	<u>No</u>
Item 1C	Are you a developer of property within the Corporation's service area?	<u>No</u>
Item 1D	Are you an employee of a developer of property within the corporation's service area?	<u>No</u>
Item 1E	Are you an employee of any director, manager, engineer, or attorney for the corporation?	<u>No</u>
Item 1F	Are you serving as a consultant, engineer, attorney, manager, or in any other professional capacity for the corporation or for a developer or in any other professional capacity for the corporation or for a developer of property within the service area of the corporation?	<u>No</u>
Item 1G	Are you party to a contract with the corporation, other than a contract or purchase of water services furnished by the corporation to the corporation's members generally or	<u>No</u>
Item 1H	Are you party to a contract with any developer of property within the service area of the corporation or conveying real property within the service area of the corporation for the purpose of establishing a residence or commercial business within the corporation's service area?	<u>No</u>
Item 1I	Are you an immediate family member of any Director of the corporation or any person serving in a managerial capacity, attorney, accountant, engineer on the behalf of the corporation, or officer, or director of any banking institution retained as a depository for the funds of or on behalf of the corporation or any savings and loan association which holds any indebtedness of the corporation.	<u>No</u>

I, the undersigned nominee, declare that the above answers on this form were completed by me and are accurate to the best of my knowledge. I have provided document(s) to validate my self as a customer and/or membership.

Signed: _____



Date: _____

February 9, 2017

Staff Report – City Council Agenda Item



Agenda Item #9

Consider approving a resolution for the following:

- A. Authorizing participation in a coalition of similarly situated cities in connection with the Statement of Intent to Change Rate CGS and Rate PT of Atmos Pipeline-Texas (APT) filed on or about January 6, 2017;
- B. Authorizing participation in related rate proceedings;
- C. Authorizing the retention of the law firm, Herrera & Boyle, PLLC, to represent the City's interest in matters related to APT's rate proceeding at the Railroad Commission, including any appeals, and to advise the City with regard to APT's application; and
- D. Requiring the reimbursement of municipal rate case expenses.

Originating Department

Finance – Brandon Bozon, Director of Finance

Background

On or about January 6, 2017, Atmos Pipeline Texas ("APT" or "Atmos") submitted a Statement of Intent with the Railroad Commission of Texas to raise "Rate CGS" ("city gate service") and Rate PT ("pipeline transportation"). This request represents an increase in revenue of approximately \$72.9 million or a 17.38% increase over current revenues.

The proposed increase directly affects the following firm transportation customers: Atmos Energy Corp., Mid-Tex Division; Co-Serv Gas Ltd.; the City of Rising Star; the City of Navasota; Corix Utilities, Inc.; Terra Gas Supply; Terra Gas Service, Co.; and WTG Marketing, Inc. In addition, there are 70 interruptible customers who take service under "Rate PT – Pipeline Transportation" and that will be affected by this rate increase request.

It is expected that Atmos MidTex (the distribution gas-utility company) will pass along to its customers, APT's proposed increase in rates. Thus, the rates that the City's citizens and businesses, and the City as a consumer of gas-utility services pay Atmos Texas MidTex (the distribution gas-utility company), will likely be affected by APT's proposed rate increase.

On a rate schedule basis, the impact is as follows:

Capacity Charges

Rate Schedule	Current Capacity Charge per MMBtu of MDQ	Proposed Capacity Charge per MMBtu of MDQ	Difference	Percentage Increase
Rate CGS ("City Gate Service") – MidTex	\$9.1275	\$11.24146	\$2.11396	23%
Rate CGS – Other	\$9.1275	\$11.24146	\$2.11396	23%
Rate PT ("Pipeline Transportation")	\$4.8331	\$7.70001	\$2.86691	59%

The customer charge in a customer's bill is the "Maximum Daily Quantity" ("MDQ"), multiplied by the capacity charges shown in the table above.

Usage Charge

Rate Schedule	Current Usage Charge per MMBtu	Proposed Usage Charge per MMBtu	Difference	Percentage Increase
Rate CGS – Mid-Tex	\$0.0276	\$0.02785	\$0.00025	1%
Rate CGS – Other	\$0.0276	\$0.02785	\$0.00025	1%
Rate PT	\$0.0163	\$0.01325	(\$0.00305)	-19%

APT seeks a Return on Equity (ROE) of 13.5% and a capital structure weighted toward equity – 59.83% Equity and 40.17% Debt. More recently the ROE the Railroad Commission has approved have been materially lower than APT is requesting.

APT also seeks to revise its depreciation rates for its capital assets.

REPRESENTATION

The law firm of Herrera & Boyle, PLLC (through Mr. Alfred R. Herrera) has previously represented the Atmos Texas Municipalities ("ATM") in rate matters involving APT as well as other Texas cities in rate case matters. Thus, the law firm of Herrera & Boyle, PLLC has substantial experience in rate case matters generally and specifically in dealings with APT and the Railroad Commission of Texas ("Commission").

INTERVENTION AT THE RAILROAD COMMISSION OF TEXAS AND COURT PROCEEDINGS, IF ANY

Atmos Pipeline Texas filed its Statement of Intent to raise rates with the Railroad Commission of Texas. It is important to participate in the Commission's proceedings related to APT's rate application because its final decision will impact rates within the City. Thus, the accompanying Resolution authorizes intervention in proceedings at the Railroad Commission including any related commission and court proceedings.

ACTION: INTERVENTION IN THE RAILROAD COMMISSION PROCEEDING PERTAINING TO APT'S RATE CASE

Unlike proceedings brought by gas distribution utilities to increase rates, Texas municipalities do not have jurisdiction over the rates of gas pipeline companies. Under Texas law, the Railroad Commission of Texas has exclusive original jurisdiction over the rates of gas pipeline companies. Therefore, the City's opportunity to evaluate and affect APT's proposed rate increase is to intervene as a party in the pending APT rate proceeding at the Railroad Commission of Texas.

Fiscal Impact

RATE CASE EXPENSES: Cities, by statute, are entitled to reimbursement of their reasonable rate case expenses from the utility. Legal counsel and consultants approved by the City will submit monthly invoices to a member ATM city that will be forwarded to APT for reimbursement.

Recommendation

Recommend approval of the resolution.

Attachments

Resolution

RESOLUTION NO. 2017-10-R

RESOLUTION BY THE CITY OF BELTON; AUTHORIZING PARTICIPATION IN A COALITION OF SIMILARLY SITUATED CITIES IN CONNECTION WITH THE STATEMENT OF INTENT TO CHANGE RATE CGS AND RATE PT OF ATMOS PIPELINE—TEXAS FILED ON OR ABOUT JANUARY 6, 2017; AUTHORIZING PARTICIPATION IN RELATED RATE PROCEEDINGS; AUTHORIZING THE RETENTION OF SPECIAL COUNSEL; REQUIRING THE REIMBURSEMENT OF MUNICIPAL RATE CASE EXPENSES; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; AND MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT

WHEREAS, Atmos Pipeline—Texas (“APT”) filed a Statement of Intent with the Railroad Commission of Texas on or about January 6, 2017 to increase Rate CGS and Rate PT; and

WHEREAS, APT plans to increase its revenue requirement by approximately \$72.9 million, representing an increase of approximately 17.38%; and

WHEREAS, the impact on customers, on a rate-schedule basis, is as follows:

Capacity Charges

Rate Schedule	Current Capacity Charge per MMBtu of MDQ	Proposed Capacity Charge per MMBtu of MDQ	Difference	Percentage Increase
Rate CGS (“City Gate Service”) – MidTex	\$9.1275	\$11.24146	\$2.11396	23%
Rate CGS – Other	\$9.1275	\$11.24146	\$2.11396	23%
Rate PT (“Pipeline Transportation”)	\$4.8331	\$7.70001	\$2.86691	59%

The customer charge in a customer’s bill is the “Maximum Daily Quantity” (“MDQ”), multiplied by the capacity charges shown in the table above.

Usage Charge

Rate Schedule	Current Usage Charge per MMBtu	Proposed Usage Charge per MMBtu	Difference	Percentage Increase
Rate CGS – Mid-Tex	\$0.0276	\$0.02785	\$0.00025	1%
Rate CGS – Other	\$0.0276	\$0.02785	\$0.00025	1%
Rate PT	\$0.0163	\$0.01325	(\$0.00305)	-19%

WHEREAS, APT seeks a Return on Equity (ROE) of 13.5%; a capital structure weighted toward equity – 59.83% Equity and 40.17% Debt; and

WHEREAS, APT’s rate request consists of a voluminous amount of information including APT’s rate-filing package, exhibits, schedules, and workpapers; and

WHEREAS, in order to maximize the efficient use of resources and expertise in reviewing, analyzing and investigating APT’s rate request and its changes in tariffs it is prudent to coordinate the City’s efforts with a coalition of similarly situated municipalities; and

WHEREAS, the City, in matters regarding applications by APT to change rates, has in the past joined with other local regulatory authorities to form the Atmos Texas Municipalities (“ATM”) and hereby continues its participation in ATM; and

WHEREAS, the City will require the assistance of specialized legal counsel and rate experts to review the merits of APT’s application to increase rates; and

WHEREAS, APT filed a statement of intent to increase rates with the Railroad Commission of Texas, and therefore the decision of the Railroad Commission of Texas will have an impact on the rates paid by the City and its citizens who are customers of APT, and in order for the City’s participation to be meaningful, it is important that the City promptly intervene in such proceedings at the Railroad Commission of Texas.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELTON THAT:

Section 1. The findings set out in the preamble are in all things approved and incorporated herein as if fully set forth.

Section 2. The City authorizes intervention in proceedings related to APT's Statement of Intent before the Railroad Commission of Texas and related proceedings, including in courts of law, as part of the coalition of cities known as the Atmos Texas Municipalities ("ATM").

Section 3. The City hereby orders APT to reimburse the City's rate case expenses as provided in the Gas Utility Regulatory Act and that APT shall do so on a monthly basis and within 30 days after submission of the City's invoices for the City's reasonable costs associated with the City's activities related to this rate review or to related proceedings involving APT before the Railroad Commission of Texas or any court of law.

Section 4. Subject to the right to terminate employment at any time, the City retains and authorizes the law firm of Herrera & Boyle, PLLC to act as Special Counsel with regard to rate proceedings involving APT before the Railroad Commission of Texas or any court of law and to retain such experts as may be reasonably necessary for review of APT's rate application subject to approval by the City.

Section 5. The City, or its designee member city in the Atmos Texas Municipalities, shall review the invoices of the lawyers and rate experts for reasonableness before submitting the invoices to APT for reimbursement.

Section 6. A copy of this resolution shall be sent to APT, care of Mr. Charles R. Yarbrough, II, 5420 LBJ Freeway, Suite 1557, Dallas, Texas, 75240; and to Mr. Alfred

R. Herrera, Herrera & Boyle, PLLC, 816 Congress Ave., Suite 1250, Austin, Texas 78701.

Section 7. The meeting at which this resolution was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 8. This resolution shall become effective from and after its passage.

PASSED AND APPROVED this 14th day of February, 2017.

Marion Grayson, Mayor

ATTEST:

Amy M. Casey, City Clerk