CITY OF BELTON

City Council Meeting Agenda
Tuesday, July 25, 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 by Fire Chief Bruce Pritchard.

Texas Pledge. The Pledge of Allegiance to the Texas Flag will be led by Councilmember Dan Kirkley.

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

Invocation. The Invocation will be given by Andy Davis, Senior Pastor of First Baptist Church of Belton.

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:

   A. Belton Area Chamber of Commerce Parade Committee presentation to the City.

   B. Recognition of the City of Belton's Finance Department for receiving the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the 25th consecutive year.

Consent Agenda

Items 4-8 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 the minutes of the July 11, 2017, City Council Meeting.

5. Consider appointments to Public Property Finance Corporation Board of Directors

6. Consider a resolution denying Oncor Electric Delivery Company LLC's application to change rates within the City of Belton.

7. Consider adopting the City's Internal Ethics and Compliance Policy.

8. Consider authorizing payment of $75,000 to Bell County for the TIRZ cost participation in the West Central Parking Lot project, as approved in the FY2017 budget.

Planning and Zoning

9. Hold a public hearing and consider a zoning change from Planned Development Office-1 to an amended Planned Development Office-1 Zoning District for a small event venue at 320 South Main Street, located on the northwest corner of West Avenue C and South Main Street.

Budget FY2018

10. Receive a presentation on the proposed Hotel/Motel Fund budget for FY 2018:
    A. Financials
    B. Operations

11. Receive presentations from the following City departments concerning their mission, annual accomplishments and goals:

    A. Parks and Recreation
    B. Library

Executive Session

12. Executive Session pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Govt. Code, Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.072, to discuss real estate transaction.

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:

   A. Belton Area Chamber of Commerce Parade Committee presentation to the City.

   This item will be presented at the meeting.

B. Recognition of the City of Belton's Finance Department for receiving the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the 25th consecutive year.

Director of Finance Brandon Bozon and Assistant Finance Director Susan Allamon will be present to receive the award.

Consent Agenda

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4. Consider the minutes of the July 11, 2017, City Council Meeting.

   A copy of the minutes is attached. Recommend approval.

5. Consider appointments to Public Property Finance Corporation Board of Directors.

   See Staff Report from City Clerk Amy Casey. The terms of the entire Board of Directors for the Public Property Finance Corporation are expiring. Recommend reappointment of Bill Holmes, Joe Pirtle and JoAn Dillard.

6. Consider a resolution denying Oncor Electric Delivery Company LLC's application to change rates within the City of Belton.

   See Staff Report from Director of Finance Brandon Bozon. Recommend adoption of the Resolution denying Oncor's requested rate change as recommended by the Steering Committee of Cities Served by Oncor.

7. Consider adopting the City's Internal Ethics and Compliance Policy.

   See Staff Report from Director of Finance Brandon Bozon. Recommend adoption of the policy as presented.

8. Consider authorizing payment of $75,000 to Bell County for the TIRZ cost participation in the West Central Parking Lot project, as approved in the FY2017 budget.

   See Staff Report from Director of Finance Brandon Bozon. Recommend authorization of the payment to Bell County for the City's cost participation for the West Central Parking Lot project.

Planning and Zoning

9. Hold a public hearing and consider a zoning change from Planned Development Office-1 to an amended Planned Development Office-1 Zoning District for a small event venue at 320 South Main Street, located on the northwest corner of West Avenue C and South Main Street.

   See Staff Report from Director of Planning Erin Smith. Recommend adoption of the ordinance granting the zone change request.

Budget FY2018

10. Receive a presentation on the proposed Hotel/Motel Fund budget for FY 2018:
    A. Financials
    B. Operations

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    B. Library

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    Information on this item will be presented at the meeting.

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.

Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 *fax:* 312.977.4806

July 3, 2017

Sam A. Listi
City Manager
City of Belton
333 Water Street
Belton, TX 76513

Dear Mr. Listi:

We are pleased to notify you that City of Belton, Texas, has received the Distinguished Budget Presentation Award for the current budget from Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. This has been presented to:

Finance Department

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program, and we sincerely hope that your example will encourage others to achieve and maintain excellence in governmental budgeting.

Sincerely,

Todd Buikema
Acting Director, Technical Services Center

Enclosure

Washington, DC Office
Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 *fax:* 202.393.0780
www.gfoa.org

Belton City Council Meeting
July 11, 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 Craig Pearson and Councilmembers David K. Leigh, Paul Sanderford, Dan Kirkley, and John Holmes. Councilmember Guy O'Banion was absent. Staff present included Sam Listi, John Messer, Gene Ellis, Amy Casey, Brandon Bozon, Bruce Pritchard, Chris Brown, Bob Van Til, Angellia Points, Judy Garrett, Matt Bates, Paul Romer, Charlotte Walker, Jen Wesley, Dan Berg, Jeff Booker, Wes Gilbreath, Susan Allamon, Jeremy Allamon, Kelly Trietsch, Cynthia Hernandez and Kim Kroll.

The Pledge of Allegiance to the U.S. Flag was led City Manager Sam Listi, the Pledge of Allegiance to the Texas Flag was led by Councilmember Paul Sanderford, and the Invocation was given by Darren Walker, Pastor of First United Methodist Church.

1. **Call to order.** Mayor Marion Grayson called the meeting to order at 5:30 p.m.

2. **Public Comments.** Mayor Grayson thanked City Staff for their hard work in providing another great 4th of July parade and celebration.

3. **Consider the minutes of the June 27, 2017, City Council Meeting.**

   Upon a motion by Councilmember David K. Leigh and a second by Councilmember Dan Kirkley, the minutes were unanimously approved upon a vote of 6-0.

Miscellaneous

4. **Hold a public hearing and consider a resolution adopting the revised Strategic Drainage Plan regarding the City's policies, guidelines, and standards for public and private drainage.**

   Director of Public Works Angellia Points said that the purpose of the Strategic Drainage Plan is:

   - To protect the welfare and safety of Belton citizen and visitors;
   - To provide orderly, acceptable development of existing drainage basins;
   - To develop drainage management policies that meet Federal, State and Local mandates and goals;
   - To assist the development community with information and guidance during property development; and
   - To organize drainage project priorities for capital improvement programs over the long term.

   She reviewed the history of the Strategic Drainage Plan, and the work that has been accomplished to date, to get these revisions approved. She explained that

there have been three Stakeholder meetings and a Council workshop to review the proposed changes.

Mrs. Points provided an overview of the proposed revisions which include:

1. Describe and acknowledge adherence to Federal, State, and Local Law regarding stormwater issues

2. Creation of stormwater policies, guidelines, and management tools

    - Design and construction shall contain the element of positive overflow
    - Detention and Retention Ponds
        - Identified strategic locations for placement of ponds to serve regional drainage systems
        - Outflow sizing for downstream and upstream conditions
        - Pilot channels
    - Safety measures
        - Outfall structures that are less than 36” in diameter shall be designed using outflow/discharge weirs
        - Conditions may require a 6-foot high perimeter fence
        - Design a shelf inside the detention pond for the 25-year storm to be used as a safety zone
        - Signage

3. Section VI – Identification of appropriate maintenance measures for drainage basins

4. Section VII – Floodplain management and flood damage prevention
    - Flood Plain Cumulative Effects, Executive Order 13690 & Senate Bill 936
    - Establish goal of preparing streamlined methods for demolition procedures, building permits issuance, and property damage assessments in case of flood and tornado catastrophic events.
    - Develop procedures for assessing drainage ways to protect stream beds and stream banks from excessive degradation and aggregation.
    - Establish a goal to research the Buy-Out Program provided and administered by the Texas Water Development Board.
    - Implement Assessment Program for existing drainage features in order to project annual budgets required to provide proper maintenance and needed upgrades to the drainage systems in the City.
    - Include the design considerations outlined in this Strategic Drainage Plan as part of the Belton Design Manual.

5. Exhibits: Updated the map and included a map of privately owned and maintained detention ponds

Mayor Grayson opened the public hearing. Seeing none wishing to speak for or against the item, she closed the public hearing.

Councilmember Leigh asked if language could be added to the signage which lets the public know that this is an EPA requirement, and not a City requirement. Mrs. Points said that can be accomplished.

Councilmember Paul Sanderford asked if the requirements of the policy would apply retroactively. Mrs. Points explained that the requirements are not retroactive except for City-owned drainage structures.

Upon a motion by Councilmember John Holmes, Sr. and a second by Councilmember Leigh, the following captioned resolution was approved upon a vote of 6-0.

RESOLUTION NO. 2017-22-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, ADOPTING A REVISED STRATEGIC DRAINAGE PLAN.

5. **Hold a public hearing and consider an ordinance adopting the 2015 International Fire Code.**

Fire Chief Bruce Pritchard explained that the Fire Department is currently seeking "Best Practices Recognition" through the Texas Fire Chief's Association, and adoption of the latest Fire Code is a requirement. He said he supported the code change that will be presented by Fire Marshal Jeff Booker.

Mr. Booker explained that the International Fire Code (IFC) establishes rules and regulations for fire prevention and safety. The City of Belton currently operates under the 2009 International Fire Code, and he added that area cities have adopted the 2015 International Fire Code. He reviewed three noted changes the Fire Department desires when adopting the 2015 IFC. These include: (1) removal of the requirement for occupant-use hose lines, as the Fire Department will provide its own hoses; (2) artwork and educational materials in classrooms may only cover 50% of the walls unless fire retardant paper is used; and (3) in theaters, auditoriums and similar assemblies, an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency. Booker said that the City updates the Fire Code approximately every six years, and it is time to adopt this update.

Mayor Grayson opened the public hearing. Seeing none wishing to speak for or against the item, she closed the public hearing.

Upon a motion by Mayor Pro Tem Craig Pearson and a second by Councilmember Dan Kirkley, the following captioned ordinance was approved upon a vote of 6-0.

ORDINANCE NO. 2017-17

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, AMENDING CHAPTER 6, ARTICLE II OF THE CODE OF ORDINANCES OF THE CITY OF BELTON DEALING WITH THE "FIRE CODE"; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN OPEN MEETINGS CLAUSE.

Planning and Zoning

6. Continue consideration of a replat for Burnet South Addition, Phase II, a 0.759 acre tract of land, located on the west side of South Burnet Street, generally south of 1st Avenue and north of Avenue B.

Director of Planning Erin Smith said that this 3-lot subdivision is proposed as Burnet South Addition, Phase II. This property is currently one lot, and the applicant is proposing to replat this 0.759 acre lot into three separate lots. The property currently contains a mobile home. The applicant has stated that the mobile home will be moved to one of the lots, and the other two lots will be for additional development.

Mrs. Smith explained that the applicant has submitted a variance letter requesting to waive the perimeter street improvement requirements. She reminded the Council that this item was tabled at their June 27, 2017, meeting, and they requested cost estimates for including ribbon curbing along this development. Smith provided a video view of the street along the proposed development. She said that there is no curb and gutter along the street, and noted that there are portions of the roadway where the edges are deteriorating.

Mrs. Smith stated that Staff has three alternatives for the Council to consider. They are:

Alternative No. 1 – a variance for all perimeter street improvements.

Alternative No. 2 – full compliance with the Subdivision Ordinance's perimeter street improvements which includes 18-inch ribbon curb and mill/overlay on half of the street to the new curb line at an estimated cost of $20,652.

Alternative No. 3 – a partial perimeter street improvement for both Phase I and II, which includes 18-inch ribbon curb with proper base and street edge extension, for a total for both phases of $17,000 (Phase I = $3,905 and Phase II = $13,095).

Mrs. Smith said that Staff is recommending Alternative No. 3.

The applicant's engineer, Lina Chtay of Belton Engineering, said she would answer any questions from the Council. Councilmember Leigh asked her what she thought

of the alternatives. She responded that the applicant would prefer Alternative No.1 because the other alternatives make the project cost prohibitive.

Councilmember Kirkley said that he drove the entire area after the last Council meeting. He said that he is concerned about the lack of affordable housing in Belton, and he added that he's afraid that "we are ordinancing ourselves out of housing that is affordable." He said on his drive in the area, he noticed a very small percentage of streets with curb and gutter. He thinks Alternative No. 1 is the best alternative in this situation.

Mayor Pro Tem Craig Pearson agreed with Councilmember Kirkley. He said that these streets are on a plan for improvement, but that plan is not funded at this time. He said he understands the concern about "who pays" for the improvement, but he does not want to miss the opportunity to develop some affordable housing in infill areas. He added that he thinks it is time to review the City's ordinance to include some stipulation that allows infill housing with reduced requirements.

Councilmember Leigh asked if the properties will be sold or rented. The applicant, Larry Guess of the Better Belton Foundation, said that the properties are being developed to sell. Mr. Leigh said his concern is that the City is adding street improvement costs that must be funded by the City when developers should be paying for those improvements at the time development occurs. He said that, at a minimum, a ribbon curb should be included to protect the edge of the street. Mr. Guess said that if a curb is installed where the curb will need to be when the street is widened, then the street will also need to be paved at this time as well because five feet of roadway will be missing. He said that the Better Belton Foundation will be glad to connect the driveways and clean up the edge of the pavement.

Councilmember Kirkley said the City's inventory of vacant, unused infill properties will continue to grow if developers who desire to build affordable housing are unable to afford to do so.

Mayor Grayson said the ordinance could be changed to say that infill housing that develops on streets with curb and gutter will require curb and gutter, and infill housing that develops on streets without curb and gutter will not require curb and gutter. She said she would be in favor of Alternative No. 1 at this time, and then work on the ordinance.

Councilmember Leigh said there are two reasons the pavement will fail: (1) people drive on the edge, and (2) water runs along the edge. He asked if the improvements can be designed in such a way that this failure is minimized. He added that with the increased number of houses, it puts an increased load on the street, and that becomes a cost burden to the entire city instead of the 2-3 homeowners who utilize the street regularly. Leigh said he struggles with the fairness in that situation, and he does not want to set a precedent.

City Manager Sam Listi asked Director of Public Works Angellia Points to address concerns of City Staff regarding construction of the ribbon curb adjacent to the existing pavement. Mrs. Points said that Staff's general concern is the pavement that currently exists will be removed because the street will be widened when it is reconstructed. She said that Mr. Guess has stated that he is willing to clean-up the edges of the pavement between the driveways, and she felt that would be a good alternative to help with the pavement deterioration.

Councilmember Kirkley made a motion to approve the replat of Burnet South Addition, Phase II, with a variance for perimeter street improvements (Alternative No. 1), but requiring the driveways to be constructed of concrete and for the driveways to be connected with an 8-inch ribbon curb with reinforced steel, adjacent to the existing pavement according to the City of Belton standards. The motion was seconded by Mayor Pro Tem Pearson, and was approved upon a vote of 6-0.

7. Consider an ordinance abandoning a portion of a sanitary sewer easement located within the Red Rock Hills Subdivision and the Law Addition.

Director of Planning Erin Smith explained that, in 2001, a portion of the Red Rock Hills sanitary sewer line easement was abandoned when it was determined that a new alignment was required to prevent conflict with existing trees behind homes in the Red Rock Hills subdivision. When two of the lots were replatted into the Law Addition in 2000, the plat showed that the remaining sanitary sewer easement was "To Be Abandoned," and would be recorded through a separate instrument. She said that after researching files at the County Clerk's Office and the Appraisal District, as well as City files, a recording of such instrument could not be located.

She added that recently, a realtor contacted the Planning Department regarding the sale of one of the lots in the Law Addition. The potential buyer desires to build a pool in the backyard, and the realtor noticed that there is still a sanitary sewer easement across the property reflected on the plat. The Appraisal District could not locate a recording document for the abandoned easement, so Staff believes it did not occur as intended. The proposed ordinance is the instrument necessary to abandon the remaining sanitary sewer easement which is no longer needed by the City since the sewer line was constructed to the south, along the property line.

Upon a motion by Councilmember Leigh and a second by Mayor Pro Tem Pearson, the following captioned ordinance was approved upon a vote of 6-0.

ORDINANCE NO. 2017-18

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, PROVIDING THAT A PORTION OF A CERTAIN SANITARY SEWER EASEMENT IN THE RED ROCK HILLS SUBDIVISION, PHASE 1, AND IN THE LAW ADDITION TO THE CITY OF BELTON, TEXAS, BE CLOSED, ABANDONED AND VACATED.

F2018 Budget

8. **Receive presentations on the proposed Water and Sewer budget for FY 2018, including:**

   A. Financial Summary (see Exhibit "A")
   B. Operations (see Exhibit "B")

A. Director of Finance Brandon Bozon presented a financial summary of the Water and Sewer Fund showing that the beginning fund balance proposed at 10/1/17 is estimated at $6.08M. The proposed FY2018 budget includes a small increase to the fund balance.

The City's Fiscal Policy requires that the City maintain three months of operating expenses in addition to the annual debt service. The projected fund balance in excess of the required minimum is $2,898,396.

Water sales are up, and Mr. Bozon estimates that there will be $4.7M in water sales this year. Sewer revenues are also up from last year and are projected to be on budget as well.

Mr. Bozon presented the proposed FY2018 rates that resulted from the 2015 Utility Rate Study.

Mr. Bozon presented a comparison of City of Belton utility rates to other similar sized entities' rates. Belton's rates are comparable to the rates for cities our size with both the water and sewer rates being slightly below the average. Rates will increase $0.50 in the base rates of both water and sewer for a total impact of $6 per year for water only customers or $12 per year for water and sewer customers.

Councilmember Leigh asked how Belton rates compare with the neighboring cities. Mr. Bozon said he will research that information and provide it to the Council soon.

Mr. Bozon gave an overview of the expenditures for FY2017 and the proposed budget for FY2018. The budget includes replacement of an F-150 and an F-250.

Mr. Bozon said that the Water Meter Replacement Plan is fully funded at $221,688. He added that the FY2018 contribution covers 2018 and the 2017 under contribution. He said that the plan will cost an estimated $153,00 per year moving forward.

Bozon also discussed the following capital outlay expenditures ($950,000):

- Small line replacements/upgrades

- SCADA system upgrade
- "Cushion" for debt funded projects

Debt funded capital projects include:

- Wastewater Treatment Plant – Phase II
- Waco Road Sewer
- Main Lift Main Replacements
- Issuance Cost

The Bell County WCID related debt is nearing retirement, and the FY2018 debt issuance assumptions include:

- $8.625M twenty-year Certificate of Obligation at 4% interest
- Debt service costs to complement existing schedule; increase in FY2029

Councilmember Leigh asked if the sale of effluent water from the Wastewater Treatment Plant to Panda Energy affects the Water and Sewer Fund. Mr. Bozon said that it is considered a sale of City assets, so the revenue from the sale is in the General Fund.

B. Director of Public Works Angellia Points presented the mission, accomplishments and goals for the Public Works Department which includes Utility Administration, Water, Sewer, and Lift Stations in the Water and Sewer Fund.

Councilmember Leigh asked why the water sales were up given the wet spring. Mr. Bozon said that although there have been several rainy days, there have also been several hot, dry days. Mr. Leigh wondered if it could also be higher due to the number of new apartment complexes that have opened. Mr. Bozon offered to research and provide the data.

No action was required by the Council on this item.

9. **Receive a presentation on the proposed Drainage budget for FY 2018.**

Director of Finance Brandon Bozon presented a financial summary of the Drainage Fund showing that the beginning fund balance proposed at 10/1/17 is estimated at $267,121. The FY2018 budget proposes to spend into the fund balance by $98,838 in order to cover additional costs needed to replace a street sweeper. The City's Fiscal Policy requires that the City maintain three months of operating expenses in addition to the annual debt service. The projected fund balance in excess of the required minimum is $72,585.

Mr. Bozon said that the budget is not balanced at this time. An increase to the residential drainage fee of $2 is proposed in the FY2018 budget to help fund the street sweeper estimated to cost $250,000. He added that the fee has not been

increased since its inception in 2009. Even with the fee increase, Belton's residential rate is still less than the neighboring cities.

FY2018 goals for Drainage include:

- Reshape the channel and detention pond for Dawson Ranch and Red Rock Hills.
- Adopt a Strategic Drainage Plan.
- Implement the revised Design Manual.

Mayor Grayson clarified that the street sweeper is not to keep Belton beautiful, but it is used to remove debris before it can enter the City's drainage system.

Mayor Pro Tem Pearson said he continues to see landscaping companies and residents blowing grass into the street. He asked if it was just a matter of education that yard clippings do not belong in the street. Mrs. Points said that it is a matter education and monitoring.

Councilmember Sanderford asked if there is an ordinance that Staff can point to for regulating yard clippings. Mrs. Points said that enforcement would be mainly through our permits and the best practices that have been adopted by the department. Chief Ellis said that there is no recourse for enforcement. Councilmember Leigh and Manager Listi both said that the subject was something that has been discussed in the past, but no specific ordinance has been developed.

Councilmember Leigh asked about the personnel portion of the budget. He wondered if the $400 increase in budget for personnel was correct, and if it included a merit increase. He asked for information on how personnel are budgeted. Mr Bozon said three dedicated personnel are budgeted 100% in the Drainage Fund. Other support personnel are budgeted at a percentage of their actual salary costs. He added that there has also been turnover in the department which allows for a smaller increase.

No action was required by the Council on this item.

Councilmember Kirkley left the meeting at 6:40 p.m.

10. **Receive presentations from the following City departments concerning their mission, annual accomplishments and goals:**

    A. Police
    B. Fire
    C. Planning & Inspections
    D. Public Works

    Department Heads presented their mission, FY2017 accomplishments, as well as FY2018 goals and priorities, for their respective departments (see Attachment "C").

A. Police

Assistant City Manager/Chief of Police Gene Ellis presented the mission, accomplishments and goals for the Police Department.

B. Fire

Fire Chief Bruce Pritchard presented the mission, accomplishments and goals for the Fire Department.

C. Planning & Inspections

Director of Planning Erin Smith presented the mission, accomplishments and goals for the Planning Department including Building Inspections and GIS.

D. Public Works

Director of Public Works Angellia Points presented the mission, accomplishments and goals for the Public Works Department which includes Engineering, Streets, Brush Collection, Fleet Maintenance, and Building Maintenance in the General Fund.

Councilmember Leigh asked about the sidewalk maintenance that the City is performing along FM439, a State-owned roadway. Mrs. Points said that the City has an interlocal agreement with TxDOT that establishes sidewalk maintenance as a responsibility of the City.

No action was required by the Council on this item.

There being no further business, the Mayor adjourned the meeting at 7:20 p.m.

_____
Marion Grayson, Mayor

ATTEST:

_____
Amy M. Casey, City Clerk

WATER AND SEWER

FY 2018 Proposed Budget

EXHIBIT A

FY 2017 PROJECTION

- Water & Sewer Fund -

Beginning Fund Balance		**$5,501,614**
Projected Revenues	$ 7,749,966	
Projected Expenditures	$ (7,172,715)	
Net Impact of Budget on Fund Balance		$ 577,251
Projected Ending Fund Balance		**$ 6,078,865**

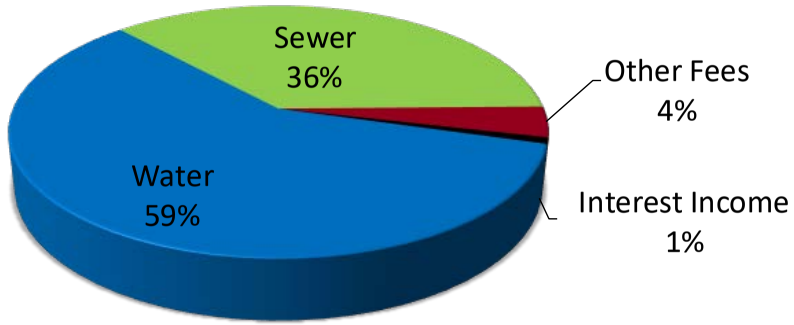
FY 2018 PROJECTIONS

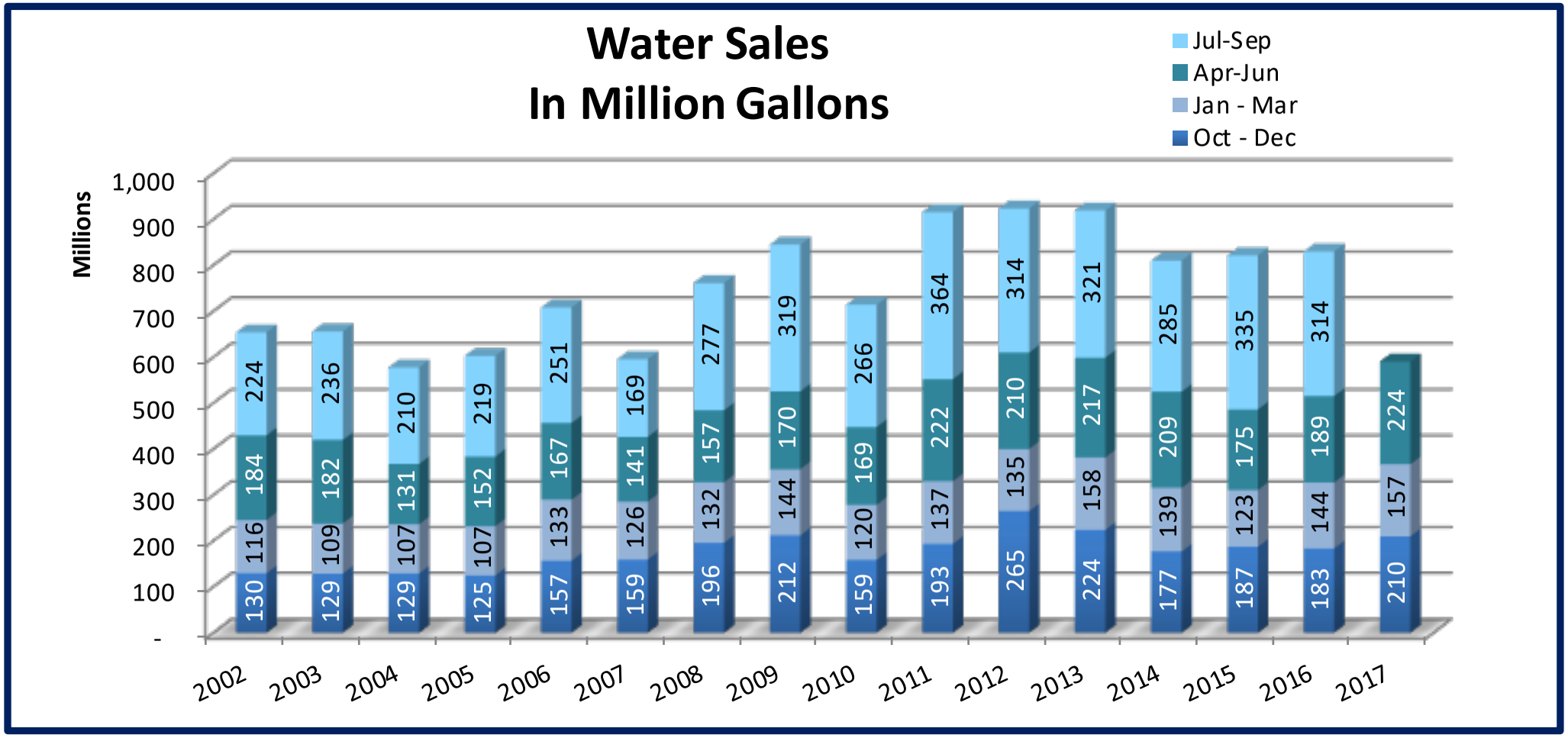
- Water & Sewer Fund -

Estimated Beginning Fund Balance		**$ 6,078,865**
Proposed Revenues	$ 8,026,513	
Proposed Expenditures	$ (8,022,232)	
Net Impact of Proposed Budget		$ 4,281
Proposed Ending Fund Balance		**$ 6,083,146**
Less: Minimum Balance (3 months O&M)		$ (1,144,680)
Less: Annual Debt Service		$ (2,040,070)
Proposed Fund Balance in Excess of Minimum		**$ 2,898,396**

REVENUES

Description	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Proposed	Change from 2017 Budget	
					Amount	%
Water	$4,030,216	$4,174,198	$4,543,937	**$4,710,989**	$536,791	12.9%
Sewer	$2,468,700	$2,744,358	$2,821,629	**$2,936,924**	$192,566	7.0%
Other Fees	$359,081	$267,600	$334,400	**$313,600**	$46,000	17.2%
Misc Income	$45,398	$10,000	$10,000	**$15,000**	$5,000	50.0%
Transfers In	$0	$0	$0	**$0**	$0	0.0%
Interest Income	$15,805	$14,000	$40,000	**$50,000**	$36,000	257.1%
Total Revenues	**$6,919,200**	**$7,210,156**	**$7,749,966**	**$8,026,513**	**$816,357**	**11.3%**




Water Sales
In Million Gallons
Jul-Sep
Apr-Jun
Jan - Mar
Oct - Dec
Millions
1,000
900
800
700
600
500
400
300
200
100
-
2002 130 116 184 224
2003 129 109 182 236
2004 129 107 131 210
2005 125 107 152 219
2006 157 133 167 251
2007 159 126 141 169
2008 196 132 157 277
2009 212 144 170 319
2010 159 120 169 266
2011 193 137 222 364
2012 265 135 210 314
2013 224 158 217 321
2014 177 139 209 285
2015 187 123 175 335
2016 183 144 189 314
2017 210 157 224

FY 2018 PROPOSED RATES

Table 1: Recommended Water Rates

	2015	2016	2017	2018	2019
Minimum Bill	$15.00	$15.50	$16.00	$16.50	$17.00
Volumetric Rate					
(Per Thousand Gallons)	$3.49	$3.49	$3.70	$3.70	$3.70

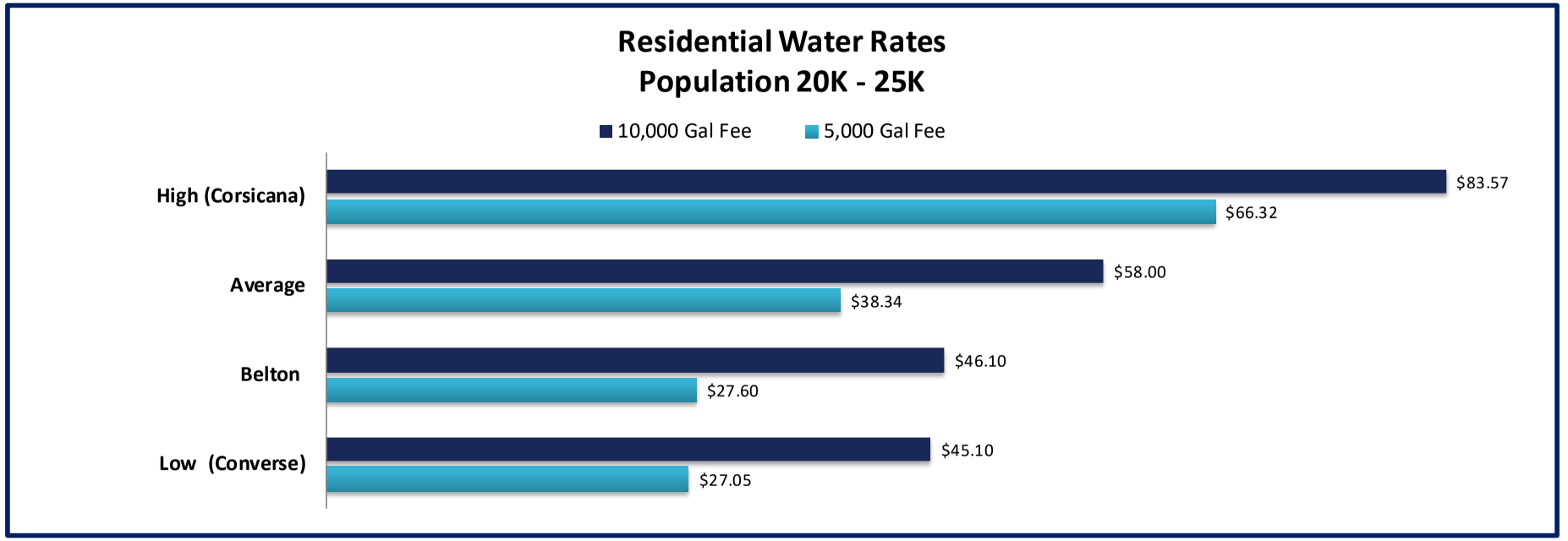
Table 2: Recommended Wastewater Rates

	2015	2016	2017	2018	2019
Minimum Bill	$12.00	$12.50	$13.00	$13.50	$14.00
Volumetric Rate					
(Per Thousand Gallons)	$4.00	$4.50	$5.00	$5.00	$5.00

<u>Customer Impact</u>

$6 per year for water only customers

$12 per year for water and sewer customers





2017 TML Rate Survey

Belton rates reflect implementation of FY 2018 proposed rates

EXPENDITURES BY OBJECT

Description	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Proposed	Change from 2017 Budget	
					Amount	%
Oper & Maint:						
Personnel	$1,372,440	$1,441,990	$1,441,990	**$1,553,647**	$111,657	7.7%
Supplies	$109,445	$87,488	$93,326	**$115,719**	$28,231	32.3%
Repairs & Maint	$197,576	$243,744	$265,363	**$272,774**	$29,030	11.9%
Services	$305,684	$323,293	$315,553	**$325,392**	$2,099	0.6%
Water Purchases	$1,427,315	$1,502,918	$1,496,330	**$1,143,072**	($359,846)	-23.9%
Sewerage Treat	$630,961	$654,563	$553,408	**$619,337**	($35,226)	-5.4%
Contingency	$0	$51,956	$51,956	**$45,000**	($6,956)	-13.4%
Operating Transfers	$359,805	$448,379	$448,379	**$503,779**	$55,400	12.4%
O&M Expenditures	$4,403,225	$4,754,331	$4,666,305	**$4,578,720**	($175,611)	-3.7%
Debt Service	$1,316,225	$1,540,774	$1,540,774	**$1,536,325**	($4,449)	-0.3%
Anticipated Debt Service	$0	$0	$0	**$503,745**	$503,745	
Capital Transfers	$586,200	$790,636	$790,636	**$1,288,442**	$497,806	63.0%
Capital Outlay	$255,607	$124,000	$175,000	**$115,000**	($9,000)	-7.3%
Total Expenditures	**$6,561,257**	**$7,209,741**	**$7,172,715**	**$8,022,232**	**$812,491**	**11.3%**

CAPITAL PLANS & PROJECTS

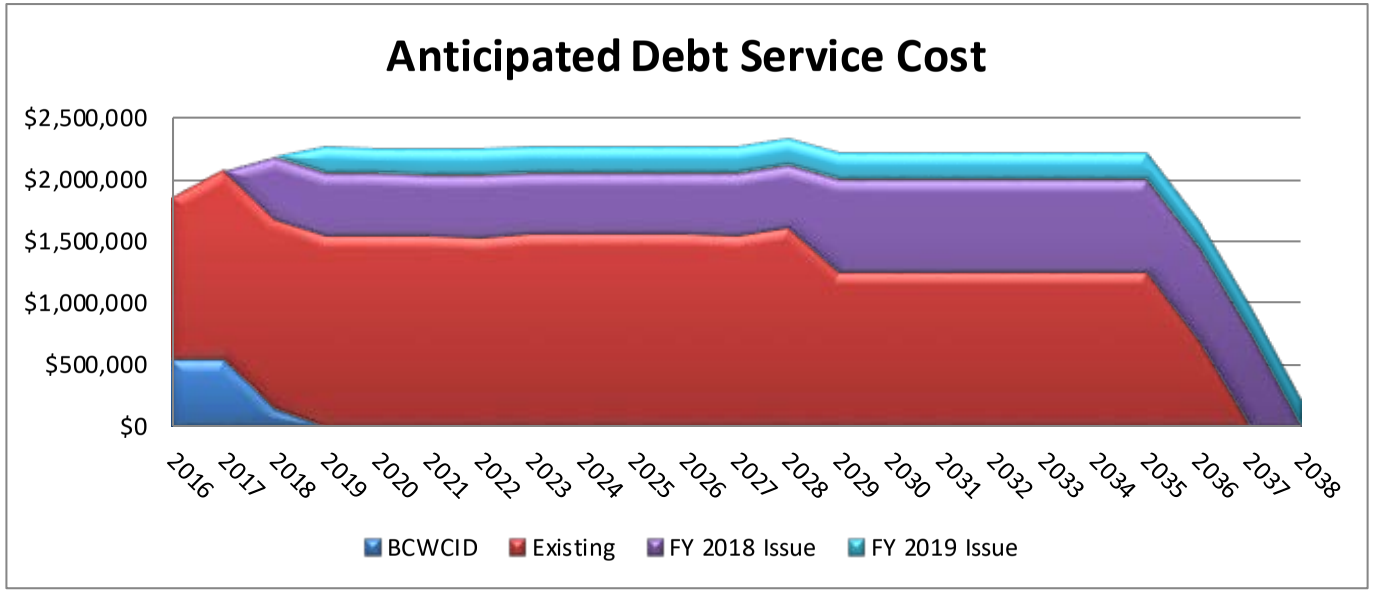
- Vehicle and Equipment Plan Fully Funded ($116,754)
  - Replacing F-150 and F-250 in FY 2018
  - Next significant equipment purchase will be a dump truck in FY 2019

- Water Meter Replacement Plan Fully Funded ($221,688)
  - FY 2018 contribution covers 2018 and 2017 under-contribution
  - Plan will cost an estimated $153,000 per year moving forward

- Capital Projects ($950,000)
  - Small line replacements/upgrades
  - SCADA system upgrade
  - "Cushion" for debt funded projects (TBWWTP, South Belton Sewer Line, Water Tank)

DEBT FUNDED CAPITAL PROJECTS

Debt Funded Projects	Project Cost	FY 2018 Issue	FY 2019 Issue
WWTP Phases II	$ 7,500,000	$ 7,500,000	$ -
WWTP Phases III-IV	$ 3,000,000		$ 3,000,000
Waco Road Sewer	$ 300,000	$ 300,000	
Main Lift Main Replacements	$ 700,000	$ 700,000	
Issue Costs (2018)	$ 125,000	$ 125,000	$ -
Issue Costs (2019)	$ 45,000		$ 45,000
Total	**$ 11,670,000**	**$ 8,625,000**	**$ 3,045,000**



DEBT SERVICE

- BCWCID related debt is nearing retirement
  - $535,750 in FY 2017 ⇨ $139,579 in FY 2018 (final year)
- FY 2018 issue assumptions
  - $8,625,000, twenty year certificate of obligation at 4% interest
  - Debt service costs to complement existing schedule; increase in FY 2029

Issue	Maturity Date	---Interest Rates--- Low	High	Original Issue	Outstanding 10/01/17
2002 CO's - W&S Portion	8/1/2022	4.40%	4.40%	$ 4,360,449	$ 1,650,000
2017 Refunding - W&S Portion	8/1/2027	1.05%	2.10%	$ 1,350,000	$ 1,350,000
2008 CO's - W&S Portion	8/1/2028	4.19%	4.19%	$ 180,000	$ 116,100
2015 CO's - W&S Portion	8/1/2035	2.00%	3.00%	$ 8,595,000	$ 7,900,000
2016 CO's - W&S Portion	8/1/2036	3.00%	3.00%	$ 9,585,000	$ 9,445,000
Total Revenue Debt Outstanding					**$ 20,461,100**

QUESTIONS AND DIRECTION

- Department operations and project presentation by Angellia Points, Director of Public Works/City Engineer, to follow.

Public Works Department

WATER AND SEWER FUND

EXHIBIT "B"

Belton Water and Sewer Facts

Belton Water Facts

- Belton water is provided by contract with BCWCID #1 from Lake Belton.
- Belton owns the rights to 8,566 acre feet of water, which is equivalent to approximately 2.8 billion gallons. Over the last five years, Belton has purchased an average of 1 billion gallons per year.
- Average daily water demand is 2.95 MGD (June 1, 2016 to June 30, 2017).
- Peak demand day was August 8, 2016 with a usage of 5.86 MGD.
- A single 21" water transmission line extends from Lake Belton, down Sparta Road, to serve Belton's water customers, and can deliver 8 MGD.
- As we regularly begin using 6 MGD – 7 MGD in water, we will need to plan a second pipeline for delivery of water to Belton.
- Emergency connections are possible with 439 WSC and CTWSC. A feasibility study was performed to determine if an emergency connection to Temple was feasible. Instead of a connection with Temple, a second pipeline for water delivery from BCWCID is recommended.

Belton Sewer Facts

- 100% of Belton's sewer is sent to the Temple-Belton Wastewater Treatment plant, jointly owned with City of Temple.
- Temple contributes 75% of the total flow to the plant and Belton contributes 25%. This determines the cost share between the two cities.
- Plant is permitted to treat 10 MGD on annual average and 30 MGD for peak flows.
- Over the past 12 months, the annual average flow was 1.75 MGD (Belton) & 6.94 MGD (combined) and the highest flow of 6.24 MGD (Belton) and 29.48 MGD (combined) occurred on April 11, 2017.
- The plant is under design to replace the headworks, increase the capacity, and address odor.

Public Works – Water and Sewer Fund

- Utility Administration
- Water Department
- Sewer Department
- Lift Station Department

Utility Administration

Mission: To provide administrative functions, oversight and support of water and sewer department operations.

- Director of Public Works – Angellia Points, P.E.
- Assistant Director of Public Works – Jeremy Allamon
- Administrative Assistant – Marcie Seele
- Part-time Administrative Assistant – Beverly Bingham

- FY18 Request: Environmental Compliance Tech (Backflow Inspections, FOG Inspections, Water Sampling, System mapping, etc.)



Assistant Director of Public Works
Jeremy Allamon



Administrative Assistant
Marcie Seele



Part-time Administrative Assistant
Beverly Bingham

FY17 – Utility Administration Accomplishments

- Designed 3rd elevated water storage tank.
- Begin planning for next sewer main improvements.
- Promoted Belton Water's Mascot.
- Oversaw design and construction of Temple Belton Waste Water Treatment Plant improvements project Phase I.
- Constructed South Main Street Water Main and Sidewalk Project.
- Begin construction of the South Belton Sewer System Project.



FY18 – Utility Admin Goals

- Complete construction of the South Main Street Waterline and Sidewalk Project.
- Complete construction of the South Belton Sewer System Project.
- Planning for next sewer main improvements due to South Belton Sewer System.
- Oversee design and construction of TBWWTP improvements project Phase I and Phase II.
- Begin construction of the North Belton Water Tank.
- Implement backflow device testing and fats, oils, and grease programs.
- Design the Waco Road Sewer Line Replacement.
- Design the Mary Jane Utilities Replacement Project (seeking CDBG funding).
- Replace SCADA system for water and add lift stations.

Water Department

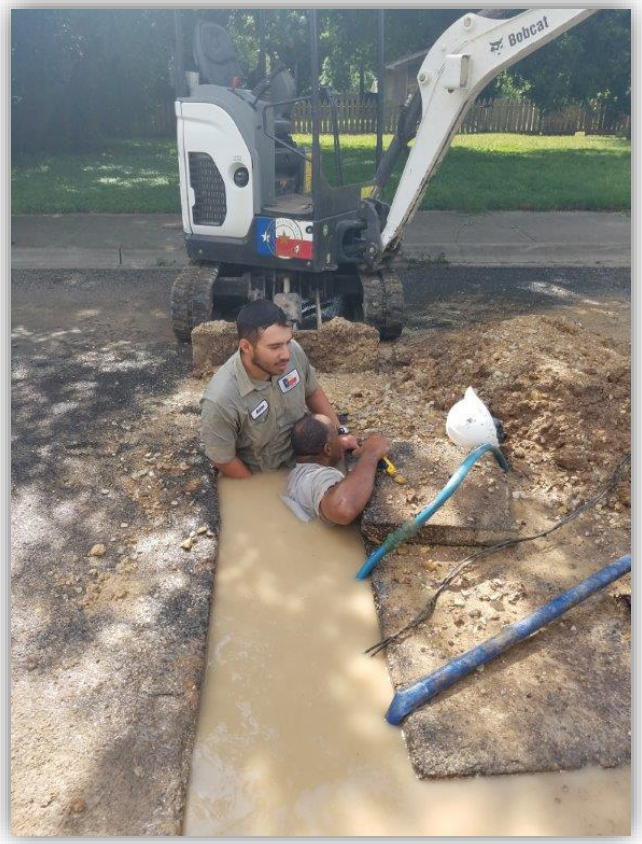
Mission: To provide a safe and adequate potable water supply and distribution system which meets or exceeds the standards for a "superior" water system for the domestic, industrial and fire protection needs of the City's customers in a manner that conserves and best utilizes crucial water resources.

9 Personnel in the Water Department:

- Water/Wastewater Superintendent – Larry Zehr
- 1 Senior Maintenance Worker – Vacant
- 1 Maintenance Worker II – Aldo Aguilar
- 4 Maintenance Worker I – Ashton Milton, Ryan Deeters, Fred Robles, and Jakub Davis
- 2 Meter Readers – Maribel Hernandez and Marcus Guzman

SALUTE TO HOMETOWN HEROES

PUBLIC SERVANT EXHIBITS SUPERPOWERS





LaTouche received his U.S. Citizenship in 1985, the same year he moved to Belton.

"I like simple things and small-er towns, and I like Belton because it's sim-pler, more laid back," LaTouche said. "I'm a small town guy, and I like the people in Belton. It's wonderful."

A few years after mov-ing here, LaTouche began working for the City of Temple reading water meters and becoming an all-around jack-of-all-trades.

"I mainly worked in water metering, cali-brating and installing, but I did a little bit of everything over there," LaTouche said.

After his supervisor, Byron Sinclair, relocat-ed to Belton, Terrence soon followed suit. Now, he is an integral part of the Belton Public Works Department.

"I basically do a little bit of everything," LaTouche said with a smile. "My main job is to look over guys on sewer line install-ments and check the mains. I also drive dump trucks and when needed. If they have any problem with the sewer mains, we work on that. If we have water breaks, we work on easy-going nature makes him an easy target for friendly banter, but he never lets that dampen his mood.

"He's the first one to get his orders and get out the door and the last one to leave," Sinclair said. "I've known him since 1992, and he's been the same way: always a smile, always a leader. He never complains, no matter how bad or how dirty or what the situation is. My daughter worked with him at one of his second jobs, and he never once mentioned he had two jobs. He does what it takes, no matter what it is."

Assistant Director of Public Works Angellia Points couldn't agree more.

"Terrence is amazing," Points said. "I don't work with him every day, but when I see him out in the field, he's just impres-sive. We'll have to have someone about what he's doing and the next step."

But LaTouche says it's all in a day's work.

"They (my crew) always want me to go faster, but I have to slow them down," always been a great dad.

But at the end of t day, LaTouche still ju sees himself as a regul guy.

"I'm not a her LaTouche said. "My loc heroes are military gu It's incredible: they p their lives on the line. Ev cops, you don't realize t difficulty of being a c or firefighter. You see the news 'this cop did th or 'this cop did that,' b you don't think abo what they actua have to go throug Cops shou be heroe Without them, whe would v be? Tho guys a heroes to me Regardles the citizens Belton wouldn't enj the luxuries of flushi toilets or running wat with LaTouche and h crew.

"Terrence is one exar ple of the many dedicat public servants we ha within Public Wor working hard for the ci zens of Belton," Pub Works Director Mi Huber said.

So next time you see superhero in a bright y low vest, be sure to tha themt for all their oft unseen work.



FY17 – Water Department Accomplishments

- Completed water tower inspections and repairs.
- 2 employees obtained basic TCEQ water operator certifications and 1 employee obtained a Class C water distribution certifications.
- All lead and copper water sample results were lower than the TCEQ minimum action levels.
- Installed new waterline along Main Street between 8th and 10th.
- No positive total coliform water sample results.
- Received and complete approximately 3,800 Texas 811 line locate tickets.
- Replaced Sparta Road Pump Station pump drives.

FY18 – Water Department Goals

- Continue training employees so all employees receive TCEQ water distribution/operator licenses.
- Replace SCADA and train two employees.
- Add six additional water sample stations.
- Conduct additional water sampling required by EPA.
- Receive training and updates on standard operating procedures from Texas 811 for locating utilities.
- Replace the pressure reducing valve at 10th and College Street.



Sewer Department

Mission: Provide an efficient sewerage system to protect the public health, safety and water quality of the community.

4 Reporting to Water/Wastewater Superintendent

- 1 Senior Maintenance Worker – Terrence LaTouche
- 2 Maintenance Worker II – James Killion and Russell Kuder
- 1 Maintenance Worker II – Austin Collins



FY17 – Sewer Department Accomplishments

- Replaced sewer main behind Bella Oaks Apartments.
- Received positive recognition from the EPA on treatment plant and lift stations operations and maintenance.
- Managed the wastewater system to minimize overflows.
- Sent four employees to TCEQ training classes for basic certifications.
- Expanded sewer CCN service area to unserved locations.
- Map 10% of the sanitary sewer system.

FY18 – Sewer Department Goals

- Map 25% of the sewer mains and appurtenances.
- Ensure there are no preventable sanitary sewer overflows.
- Redesign and replace the sewer main on Smith and W. 3rd Ave.
- Perform annual audit of residents on septic systems to verify billing is correct.
- Clear and maintain all City sewer easements.
- Replace trouble sewer lines to decrease sewer washing.

Lift Station Department

Mission: To provide for the operation and maintenance of the lift stations which are a vital element of the sewer collection system

Reporting to Water/Wastewater Superintendent

- 1 Lift Station Mechanic – Ray Jordan



FY17 – Lift Station Accomplishments

- Managed and maintained 17 lift stations in compliance with TCEQ standards.
- Installed additional signage with 911 addresses to every lift station site.
- No sewer overflows occurred at the lift stations.
- Added potable water service to 2 lift stations.
- Replaced the fence at Dunns Canyon Lift Station.

FY18 – Lift Station Goals

- Install potable water to 5 lift stations. (7 lift stations remain)
- Replace lift station alert system with new SCADA system.
- Record all the LS performance and operational data into the asset management software and/or SCADA system.
- Research and test alternate pumps and motors in order to find more energy efficient pumps and increased reliability in equipment.
- Eliminate 1 lift station.

DRAINAGE

FY 2018 Proposed Budget

FY 2017 PROJECTION

- Drainage Fund -

Beginning Fund Balance		**$260,326**
Projected Revenues	$391,935	
Projected Expenditures:	($385,140)	
Net Impact of Budget on Fund Balance		$6,795
Projected Ending Fund Balance		**$ 267,121**

FY 2018 PROJECTION

- Drainage Fund -

Estimated Beginning Fund Balance		**$ 267,121**
Proposed Revenues	$ 517,640	
Proposed Expenditures	$ (616,478)	
Net Impact of Proposed Budget		$ (98,838)
Proposed Ending Fund Balance		**$ 168,283**
Less: Minimum Balance (3 months O&M Budget)		$ (70,397)
Less: Annual Debt Service		$ (25,301)
Proposed Fund Balance in Excess of Minimum		**$ 72,585**

REVENUES

Description	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Proposed	Change from 2017 Budget	
					Amount	%
Drainage Fees	$377,991	$384,000	$390,000	**$515,640**	$131,640	34.28%
Interest Income	$930	$800	$1,935	**$2,000**	$1,200	150.00%
Total Revenues	**$378,921**	**$384,800**	**$391,935**	**$517,640**	**$132,840**	**34.52%**

RATE INCREASE DISCUSSION

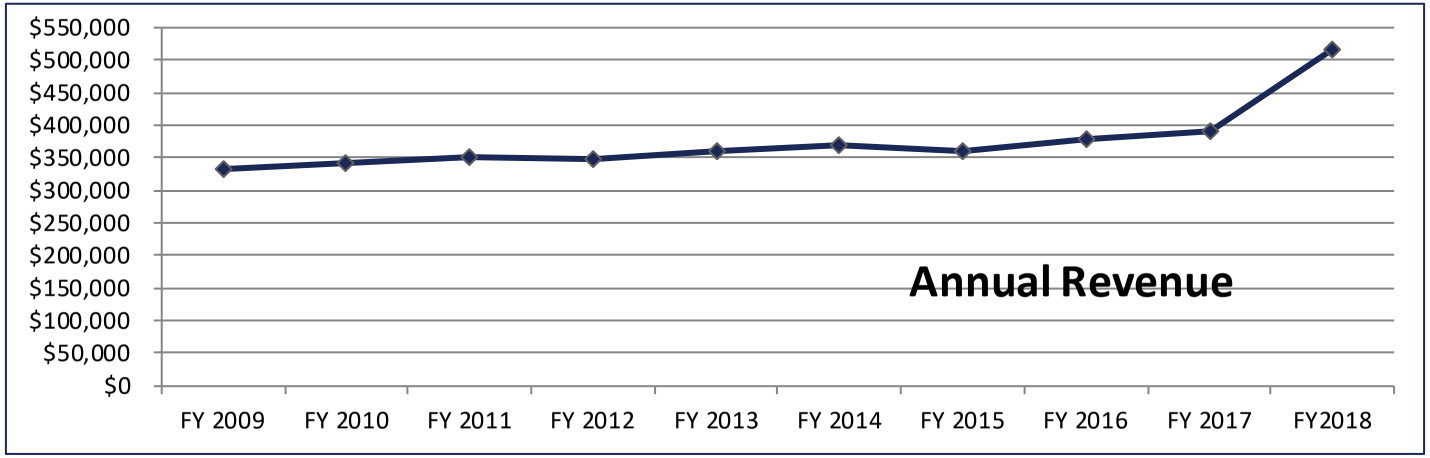
- Street Sweeper
  - No plan currently in place due to funding constraints
  - Street sweeper is near end of life, approximate replacement cost of $250,000
- Significant Projects (FY 2014 – FY 2017)
  - Connell Street: $522,606
  - Sparta Road: $252,077
  - Wheat Road: $193,327
  - Studies (Nolan Creek, Dawson, Red Rock, MS4 Permit, Master Plan): $107,815
  - Development agreements (Dawson, Bella Rose): $30,913
  - Average of approximately $276,000/year in project needs
- Future Projects
  - Red Rock Pond Improvements
  - Liberty Hill Drainage Improvements
  - Mitchell Branch Drainage Study and Improvements downstream of Connell
  - Drainage Improvements to Blair and 4th Ave

RATES

Rate	Belton	Cove	Georgetown	Harker Heights	Killeen	Temple
Residential	$ 5.00	$ 6.00	$ 6.50	$ 6.00	$ 6.00	$ 6.00
Non-Residential						
Min	$ 10.00	$ 6.00	$ 6.50	$ 7.20	$ 8.30	$ 12.00
Max	$ 200.00			$ 60.00	$ 306.59	$ 350.00
Other		$17.86/acre	$6.50/2,808 sf			

REVENUE HISTORY

	Actual FY 2009	Actual FY 2010	Actual FY 2011	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Actual FY 2016	Projected FY 2017	Budget FY2018
Residential	4,212	4,293	4,387	4,438	4,582	4,737	4,782	4,827	4,939	5,087
Non-Residential	457	455	462	472	477	482	489	492	501	501
Total	4,669	4,748	4,849	4,910	5,059	5,219	5,271	5,319	5,440	5,588
Average Monthly Billings	$27,765	$28,578	$29,238	$29,106	$29,966	$30,663	$30,002	$31,499	$32,500	$42,970
Annual Revenue	$333,178	$342,930	$350,856	$349,273	$359,592	$367,956	$360,021	$377,991	$390,000	$515,640
Increase %		2.93%	2.31%	-0.45%	2.95%	2.33%	-2.16%	4.99%	3.18%	32.22%



EXPENDITURES

Description	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Proposed	Change from 2017 Budget Amount	%
Personnel	$172,965	$200,059	$200,059	**$200,554**	$495	0.25%
Supplies	$13,170	$15,580	$15,188	**$24,412**	$8,832	56.69%
Repairs & Maint	$31,669	$30,435	$29,435	**$35,230**	$4,795	15.75%
Services	$19,329	$17,437	$19,231	**$21,391**	$3,954	22.68%
Debt Service	$25,694	$25,062	$25,227	**$25,301**	$239	0.95%
Capital	$0	$0	$0	**$259,590**	$259,590	
Transfers	$110,000	$96,000	$96,000	**$50,000**	($46,000)	-47.92%
Total Expenditures	**$372,826**	**$384,573**	**$385,140**	**$616,478**	**$231,905**	**60.30%**

DRAINAGE FUND

- Mission: To provide and maintain a storm water management system to efficiently convey storm water in a safe manner and prevent flooding

- Dedicated Personnel (3)
  - 1 Senior Maintenance Worker
  - 2 Maintenance Worker I

- Support Personnel
  - Director of Public Works
  - Assistant Director of Public Works
  - Street Superintendent
  - Construction Inspectors
  - GIS Analyst

2017 ACCOMPLISHMENTS

- Complete Year 3 of the Storm Water Management Plan.
- Improve the Dawson Ranch drainage channel.
- Remove gravel and debris from Nolan Creek after major storm events.
- Increase mobilization of street sweeper.
- Revise the Strategic Drainage Plan.
- Improve drainage in the 800 block of Estate Drive.
- Improve the Turtle Creek storm drain (removal of sewer line obstruction and installation of protective grate).
- Install bilingual and no swimming signs on drainage signage.

2018 GOALS

- Implement FY18 Strategic Drainage Plan priority items.
- Replace the failing drainage pipe on Mesquite Road.
- Implement Year 4 of the Storm Water Management Plan.
- Increase maintenance/mowing of drainage and detention pond areas per increased development.
- Train employees in the use of storm water best management practices on internal projects.

QUESTIONS AND DIRECTION

- Angellia Points, Director of Public Works
- Brandon Bozon, Director of Finance



Prevention Focused

EXHIBIT "C"

FY 2018

Guiding Principles



FY 2017 Goals & Accomplishments

Goals	Status	
Crime Rate Reduction -5%	✓	
Complete remodel of original PD building	In progress	Aug '17
Phase 3 of Central Texas Firearms Training Center	✓	
Training ALL Staff in De-escalation	✓	
Implemented New Fitness Program using Rowers	✓	
Maintain Recognition status (accreditation)	✓	7 years
Expanded Community Outreach *CPA, NNO, CHIPS, Explorer, Coffee with a Cop, RUOK, Youth Police Academy, Clergy-Police Partnership*	✓	CPA 8, NNO=18, CWC=6, CHIPS=100 RUOK=135 Clergy=18
Increase informal contacts with citizens	In progress	Sep '17
Continued Capital Equip. Replacement w/ Finance	✓	4 New Cars
Succession Planning	✓	

FY 2018 Goals

Prevention

1. Remain prevention focused
2. Expand crime prevention education
3. Add an online reporting portal

Safety

1. Develop a plan for Traffic Safety Team
2. Concentrate traffic enforcement in accident or crime prone areas (DDACTS)

Partnerships

1. Expand neighborhood video partnership program
2. Enhance Clergy-Police Partnership
3. Continue community outreach programs

QUALITY Of LIFE

Team

1. Develop a staffing plan
2. Leadership training for command staff
3. Implement succession plan

Challenges

- Succession Plan

- Sufficient Staff to Meet Service Demands
  - Patrol
  - Traffic Safety Team
  - Investigations



- Staff Retention
  - Competitive pay and benefits

- Mobile Crime Scene Unit
  - 93 International (Old Ambulance)

Thank You!!


711
POLICE
BELTON
17-1
POLICE
BRENHAM




BELL
CREAM
ered Pecan
ICE CREAM
BLUE
ICE CR



Belton Fire Department/EMS 2018 Budget

Mission

The mission of the Belton Fire Department is to provide the highest level of fire protection and emergency medical services possible. The citizens of Belton deserve to be protected at all times regardless of the threat or danger. The Fire Department does this through prompt emergency response, advanced personnel training, fire prevention, public education, and code enforcement. The Belton Fire Department stands ready to protect and serve our community and others in our service area, as well as visitors.

2017 Accomplishments

Fire

- Completed necessary documentation for Best Practices Recognition February 2016
- Completed 2011 ICMA Study
- Completed ISO assessment to remain a Class 3
- Completed review of the 2015 IFC for Best Practices
- Completed one Fire Corps class
- All officers completed Fire Officer 1

EMS

- Conducted 3 Take 10 CPR classes (18 students)
- Received AHA Mission Lifeline Award
- Conducted CPR save
- Initiated the new ESO software for EMS/Fire reporting. Showed improved response and travel times by 15% in a six month period

2018 Goals

Fire

- Implement new fire/EMS districts
- Receive Assistance For Firefighters Grant to replace all air packs and two cardiac monitors ($251,307)
- Send two fire officers to attend National Fire Academy
- Utilize Temple Fire and Rescue new Training Facility
- Establish community block parties to promote fire safety and prevention
- Provide fire extinguisher training to corporate facilities and city employees

EMS

- Receive DSHS Provider of the year
- Provide Take 10 CPR and First Aid to city employees
- Establish Continued Quality Improvement plan to analyze personnel performance and benchmarks

1 GOAL


TEXAS FIRE CHIEFS
TFCA
ASSOCIATION
Best Practices
RECOGNITION PROGRAM

Questions?


BELTON
Dedication
Sacrifice
Tradition
Courage
1883
FIRE DEPARTMENT

Planning Department

- Planning
- Building Inspections
- GIS



Accomplishments

- **Planning**
  - Coordinated Loop 121 widening with K
    IH-35
  - Developed and implemented a downto
  - erty
  - ior









Accomplishments

- **Building Inspections**
  - Provided timely and comprehensive inspection services
  - Improved documentation of inspection services
  - Worked with property owners to rehabilitate condemned structures
  - Began review of the 2015 International Building Codes
- **GIS**
  - Obtained 2015 aerial imagery and updated the GIS maps
  - Integrated new City limits/emergency response areas into GIS after annexation
  - Upgraded internal and public mapping access and services
  - Updated and completed Street Maintenance Plan map for Public Works
  - Integrated AMI project inventory into GIS database

Goals

- **Planning**
  - Complete the Comprehensive Plan update
  - Achieve Certified Local Government status
  - Designate historic landmarks in the City
  - Develop ordinance for mobile food vendor, special events, and food trucks
  - Represent the City of Belton in KTMPO
  - Manage annexation Development Agreements
  - Update the 2008 Sign Ordinance
  - Develop code amendments for Recreational Vehicle Parks
  - Achieve action items stated in the Comprehensive Plan

Goals

- **Building Inspections**
  - Adopt 2015 International Building Codes
  - Create code amendments to the Housing Board of Adjustment structure
  - Begin to scan and digitize construction plans and floodplain permits
  - Prepare development process document
  - Obtain additional certifications of adopted codes
- **GIS**
  - Obtain 2016/2017 aerial imagery and update the GIS maps
  - Begin to integrate sewer infrastructure into GIS
  - Integrate scanned construction plans and subdivision plats into GIS
  - Work with BCCC to produce public safety mapping for Fire and Police Departments
  - Develop/Publish TABC, Annexation History, and E-Watch maps online

Interesting Facts

- Population Growth (20,517 to 21,214)
- Single Family Building Permits
  - 2016 – 81 permits
  - 2017 (to date) – 76 permits
- Two Family Permits
  - 2016 – 21 permits (42 units)
  - 2017 (to date) – 28 permits (56 units)
- Three Creeks
  - 2015 – 19 permits
  - 2016 – 114 permits
  - 2017 (to date) – 57 permits
  - Total to date – 190 permits



UNDER CONSTRUCTION:
UMHB Performing Arts Center, Commerce Marketplace, Expo Inn and Suites, Popeyes, NAPA Auto Parts, Bell County Equestrian Center, UMHB Residence Hall, Lake Road office building, Sendero Shooting Range



City of Belton	2015	2016	2017 (to date)
Zoning Changes	27	18	8
Plats	23	32	12
Single Family Permit Valuation	$21,965,729	$16,042,030	$15,269,484
Commercial Permit Valuation	$42,065,455	$16,561,000	$41,050,000

Public Works Department

GENERAL FUND

Public Works – General Fund

- Engineering
- Streets
- Brush Collection
- Fleet Maintenance
- Building Maintenance

Engineering

Mission: To provide administrative functions, enforcement, and oversight on all design, construction, and inspections of the City's Capital Improvement Projects and programs to promote public safety and infrastructure needs while maintaining the quality of design, information, and construction standards.

- City Engineer – Angellia Points, P.E.
- Construction Inspector – Rick Hairston
- Assistant Construction Inspector – Tim Minosky



Construction Inspector
Rick Hairston

Assistant Construction Inspector
Tim Minosky



FY17 – Engineering Accomplishments

- Constructed Industrial and Main Street Improvements.
- Constructed MLK/Main Street Improvements.
- Constructed IH-35 sidewalks along the interstate service road in South Belton.
- Implemented revised design manual.
- Master planned for water, wastewater, streets, drainage, and processes for the next 5 to 10 years.
- Planned enhancements for E. 6th Ave.
- Developed and implemented Year 3 street maintenance plan and street reconstructions.
- Developed plan for downtown beautification improvements for East Street.
- Designed Phase II of the Chisholm Trail Hike and Bike Trail.
- Constructed portions of the Sparta Road improvements and roundabout.

FY18 – Engineering Goals

- Complete construction of the Sparta Road Reconstruction Project.
- Identify funding and develop next cycle of street maintenance plan.
- Complete design and ROW acquisition of Phase II of the Chisholm Trail hike and bike trail.
- Begin preliminary design of the South Connell Reconstruction Project, if funded.
- Design and construct East Street Sidewalks (seeking CDBG grant)
- Design the South Belton hike and bike trail along IH-35, if funded (seeking TIP Grant).
- Continue efforts on E. 6th Ave improvements.
- Participate in TxDOT planning and design of IH-14/US-190 expansion and Loop 121 expansion projects.

Streets

Mission: To provide and maintain a transportation system of streets, alleys, and sidewalks for safe and efficient vehicular and pedestrian traffic.

8 Personnel in the Street Department:

- Streets Superintendent – Jeff Bolton
- 2 Heavy Equipment Operators – Dwade Dalton and Forest Shope
- 1 Senior Maintenance Worker – Juan Dominguez
- 2 Maintenance Worker II – Derrick Flores and Randy Pierluisses
- 2 Maintenance Worker I – Melissa Saunders and a vacancy





Streets – FY17 Accomplishments

- Designed and constructed street/sidewalk improvements (i.e., street maintenance program, South Wall Sidewalks, South Main Street Sidewalks, etc.)
- Continued the street crack sealing maintenance program.
- Provided support for the 4th of July Parade, Market Days, and other community events.
- Constructed IH-35 sidewalks along the service road in South Belton.
- Develop and construct downtown beautification improvements, including parking enhancements and sidewalks (i.e., East Street Project).

Streets – FY18 Goals

- Perform maintenance in preparation of Year Four of the Street Maintenance Plan.
- Repair sections of uneven sidewalk on Lake Road.
- Perform crack sealing of streets.
- Refresh faded pavement striping.



Brush Collection

Mission: To provide residential brush collection services in a timely, professional and efficient manner.

- Senior Maintenance Worker – John Williams



FY17 – Brush Accomplishments

- Placed the new brush truck in service.
- Cross-trained alternate drivers to assist in times of increased amounts of brush collection.
- Participated in One Community One Day in bulk waste collection operations.
- Continued to educate the public on the brush pick up services and requirements.
- Continued to provide quarterly bulky waste drop off events.

FY18 – Brush Collection Goals

- Respond to all brush collection requests.
- Educate public on the brush pick up services and requirements.





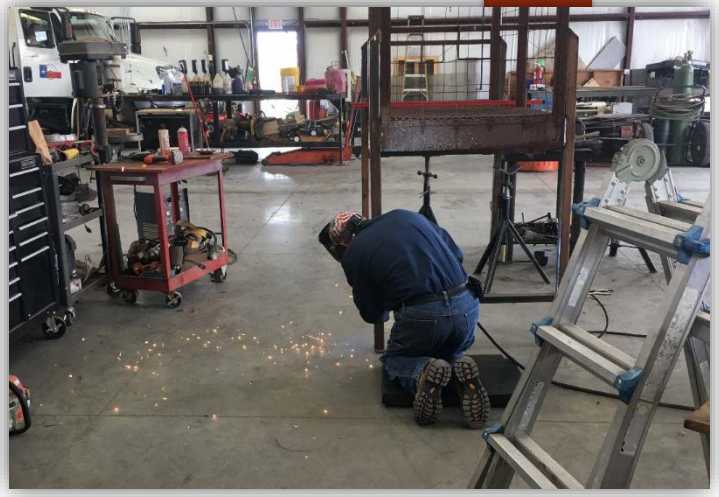
Fleet Maintenance

Mission: To extend the usable life of and ensure the safety of City equipment and vehicles.

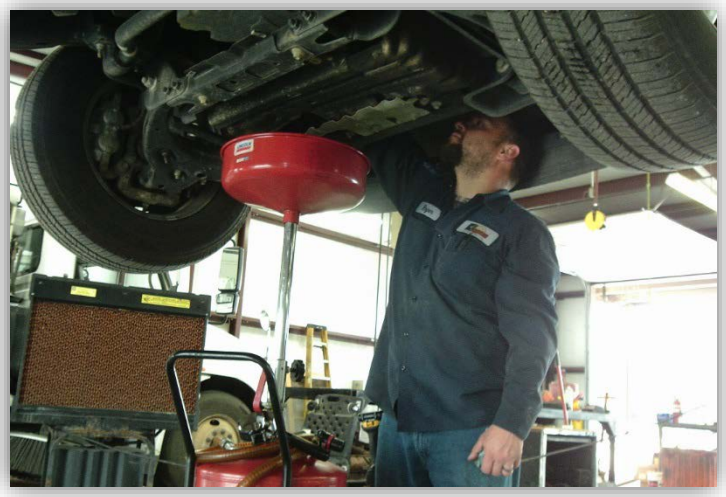
- 4 Staff Members
  - Fleet Superintendent – Gary Barber
  - 2 Mechanic II – John Brewster and Roger Cyr
  - 1 Mechanic I – Derrik Meriovsky – new FY17 position!



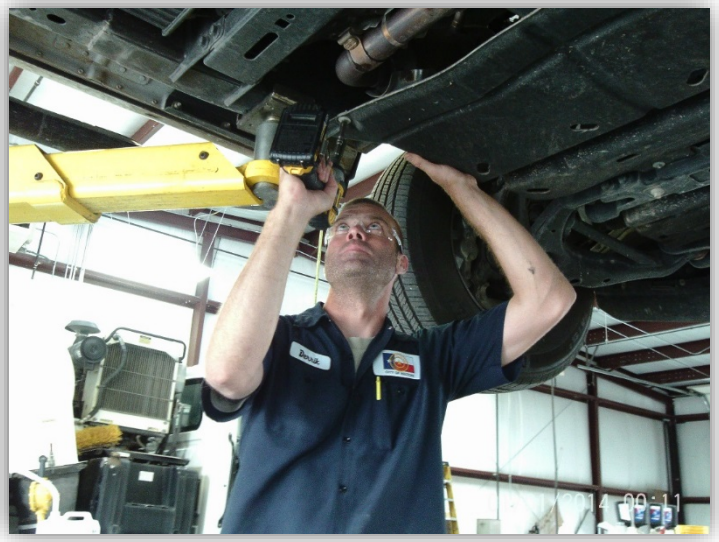
John Brewster,
Using online tool to
read vehicle codes



Gary Barber,
Superintendent
Welding



Roger Cyr
Preventative
maintenance



Derrick Mersiovsky
Preventative
maintenance

FY17 – Fleet Accomplishments

- Hired 4th mechanic to address fleet needs.
- One mechanic received Emergency Vehicle Training Certification in two areas.
- Utilized electronic manuals and diagnostic equipment to keep more maintenance in-house.
- Fully utilized the Public Works Work Order and Asset Management System.
- Assisted supervisors with the appropriate training on new or existing equipment.
- Repaired and shop-fabricated non-fleet items for other departments.
- Maintained and improved the 1957 Police Vehicle for shows and events for the Police Department.

FY18 – Fleet Maintenance Goals

- Continue to implement a Preventative Maintenance program.
- Track and schedule all vehicle inspections.
- Assist supervisors with the appropriate training on new or existing equipment.
- Utilize electronic manuals and diagnostic equipment to keep more repairs and maintenance in-house.
- Add/obtain Emergency Vehicle Training and applicable certifications for at least one additional employee.



Building Maintenance

To maintain and clean City owned buildings and facilities to ensure a safe and attractive environment.

4 Full-Time and 1 Part-Time Staff in Building Maintenance

- Building Maintenance Superintendent – Scott Hodde
- Senior Maintenance Worker – Eddy Bertrand
- 2 Full-Time Custodians – Dora Orellana and Ray Bottoms
- 1 Part-Time Custodian – Bob Netupski

- FY18 Request: Maintenance Worker I Position



Building Maintenance Superintendent
Scott Hodde
2016 Leadership Award



Senior Maintenance Worker
Eddy Bertrand
Employee of the Quarter



Custodian
Ray Bottoms
20 years in October!



Custodian
Dora Orellana



Part-Time Custodian
Bob Netupski

FY17 – Building Maintenance Accomplishments

- Completed all identified building improvements, including portable building remodel at PD Range.
- Evaluated all City facilities for annual capital planning for building improvements.
- Coordinate improvements to the HVAC system at Central Fire Station and Fire Station 2.
- Implement preventative maintenance for HVAC system maintenance.
- Replace or make modifications to frequent maintenance items to increase efficiency of maintenance workers.
- Develop GIS database for park lights and electrical boxes.











FY18 – Building Maintenance Goals

- Continue to assist in implementation and installation of all identified building improvements.
- Utilize manuals, training, and diagnostic equipment to keep more repairs and maintenance in-house.
- Replace or make modifications to frequent maintenance items.
- Evaluate and coordinate improvements to the HVAC system at Central Fire Station, Police Department roof replacements, and window replacements at City Hall and Library.
- Continue annual capital planning for building improvements.

Staff Report – City Council Agenda Item

Agenda Item #5

Consider appointments to the Public Property Finance Corporation Board of Directors.

Originating Department

Administration – Amy M. Casey, City Clerk

Background

The terms of Bill Holmes, Joe Pirtle and JoAn Dillard end on August 12, 2017. Each member has expressed a desire to be reappointed. The Mayor is recommending Bill Holmes, Joe Pirtle and JoAn Dillard be appointed for another six-year term.

Fiscal Impact

None

Recommendation

Recommend approval of the reappointments.

Attachments

None

Staff Report – City Council Agenda Item

Agenda Item #6

Consider a resolution denying Oncor Electric Delivery Company LLC's application to change rates within the City of Belton.

Originating Department

Finance – Brandon Bozon, Director of Finance

Summary Information

Belton, along with 158 other cities served by Oncor Electric Delivery Company LLC, is a member of the Steering Committee of Cities Served by Oncor ("Steering Committee"). The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s when cities served by the former TXU gave up their statutory right to rate case expense reimbursement in exchange for higher franchise fee payments. Empowered by city resolutions, and funded by *per capita* assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, the Courts, and the Legislature on electric utility regulation matters for the last 30 years.

On March 17, 2017, Oncor filed an application to change rates with cities retaining original jurisdiction. In the filing, the Company seeks to increase system-wide transmission and distribution rates by $317 million or approximately 7.5% over present revenues. The Company asks the City to approve an 11.8% increase in residential rates and a 0.5% increase in street lighting rates. If approved, a residential customer using 1000 kWh per month would see a bill increase of about $6.68 per month.

In March, the Steering Committee engaged the services of three consultants, Mr. Lane Kollen, Mr. Richard Baudino, and Mr. Karl Nalepa, to review the Company's filing. The consultants identified numerous unreasonable expenses and propose significant reductions to the Company's request. Accordingly, the Steering Committee's attorneys recommend that all members adopt the Resolution denying the rate change. Once the Resolution is adopted, Oncor will have 30 days to appeal the decision to the Public Utility Commission of Texas where the appeal will be consolidated with Oncor's filing (i.e. PUC Docket No. 46957) currently pending at the Commission.

Under the law, cities with original jurisdiction over this matter have 125 days from the initial filing to take final action on the application. By the agreement of the parties, this deadline was suspended until August 19, 2017. As such, all cities with original jurisdiction will need to adopt the resolution no later than August 19.

Purpose of the Resolution:
The purpose of the Resolution is to deny the rate application and consolidation proposed by Oncor.

Explanation of "Be It Ordained" Paragraphs:

1. This paragraph finds that the Company's application is unreasonable and should be denied.

2. This section states that the Company's current rates shall not be changed.

3. The Company will reimburse the cities for their reasonable rate case expenses. Legal counsel and consultants approved by the Cities will submit monthly invoices that will be forwarded to Oncor for reimbursement.

4. This section merely recites that the resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.
5. This section provides Oncor and counsel for the cities will be notified of the City's action by sending a copy of the approved and signed resolution to counsel.

Fiscal Impact

None

Recommendation

Recommend adoption of the Resolution.

Attachments

Resolution
Oncor Cities

RESOLUTION NO. 2017-23-R

A RESOLUTION OF THE CITY OF BELTON, TEXAS FINDING THAT ONCOR ELECTRIC DELIVERY COMPANY LLC'S ("ONCOR" OR "COMPANY") APPLICATION TO CHANGE RATES WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

WHEREAS, the City of Belton, Texas ("City") is an electric utility customer of Oncor Electric Delivery Company LLC ("Oncor" or "Company"), and a regulatory authority with an interest in the rates and charges of Oncor; and

WHEREAS, the City is a member of the Steering Committee of Cities Served by Oncor ("Steering Committee"), a coalition of similarly situated cities served by Oncor that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in Oncor's service area; and

WHEREAS, on or about March 17, 2017, Oncor filed with the City an application to increase system-wide transmission and distribution rates by $317 million or approximately 7.5% over present revenues. The Company asks the City to approve an 11.8% increase in residential rates and a 0.5% increase in street lighting rates; and

WHEREAS, the Steering Committee is coordinating its review of Oncor's application and working with the designated attorneys and consultants to resolve issues in the Company's filing; and

WHEREAS, through review of the application, the Steering Committee's consultants determined that Oncor's proposed rates are excessive; and

WHEREAS, the Steering Committee's members and attorneys recommend that members deny the Application; and

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

Section 1. That the rates proposed by Oncor to be recovered through its electric rates charged to customers located within the City limits, are hereby found to be unreasonable and shall be denied.

Section 2. That the Company shall continue to charge its existing rates to customers within the City.

Section 3. That the City's reasonable rate case expenses shall be reimbursed in full by Oncor within 30 days of the adoption of this Resolution.

Section 4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

Section 5. That a copy of this Resolution shall be sent to Oncor, Care of Howard Fisher, Oncor Electric Delivery Company, LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202 and to Thomas Brocato, Counsel to the Steering Committee, at Lloyd Gosselink Rochelle & Townsend, P.C., P.O. Box 1725, Austin, Texas 78767-1725.

PASSED AND APPROVED this the **25th day of July, 2017** by the City Council of the City of Belton, Texas.

_____
Marion Grayson, Mayor

ATTEST:

_____
Amy M. Casey, City Clerk

STEERING COMMITTEE CITIES SERVED BY ONCOR (159) (highlighted ceded OJ)

Addison
Allen
Alvarado
Andrews
Anna
Archer City
Argyle
Arlington
Azle
Bedford
Bellmead
Belton
Benbrook
Beverly Hills
Big Spring
Breckenridge
Bridgeport
Brownwood
Buffalo
Burkburnett
Burleson
Caddo Mills
Cameron
Canton
Carrollton
Cedar Hill
Celina
Centerville
Cleburne
Coahoma
Colleyville
Collinsville
Colorado City
Comanche
Commerce
Coppell
Copperas Cove
Corinth
Cross Roads
Crowley
Dallas
Dalworthington Gardens
DeLeon
De Soto
Denison
Duncanville
Early
Eastland
Edgecliff Village
Ennis
Euless
Everman
Fairview
Farmers Branch
Fate
Flower Mound
Forest Hill
Fort Worth
Frisco
Frost
Gainesville
Garland
Glenn Heights
Grand Prairie
Granger
Grapevine
Haltom City
Harker Heights
Haslet
Heath
Henrietta
Hewitt
Highland Park
Honey Grove
Howe
Hurst
Hutto
Iowa Park
Irving
Jolly
Josephine
Justin
Kaufman
Keene
Keller
Kennedale
Kerens
Killeen
Krum
Lake Worth
Lakeside
Lamesa
Lancaster
Lewisville
Lindale
Little Elm
Little River Academy
Malakoff
Mansfield
McKinney
Mesquite
Midland
Midlothian
Murchison
Murphy
New Chapel Hill
North Richland Hills
Northlake
Oak Leaf
Oak Point
Odessa
O'Donnell
Ovilla
Palestine
Pantego
Paris
Plano
Pottsboro
Prosper
Ranger
Red Oak
Rhome
Richardson
Richland
Richland Hills
River Oaks
Roanoke
Robinson
Rockwall
Rosser
Rowlett
Sachse
Saginaw
Sansom Park
Seagoville
Sherman
Snyder
Southlake
Springtown
Stephenville
Sulphur Springs
Sunnyvale
Sweetwater
Temple
Terrell
The Colony
Trophy Club
Tyler
University Park
Venus
Waco
Watauga
Waxahachie
Westover Hills
White Settlement
Wichita Falls
Willow Park
Woodway
Wylie

Staff Report – City Council Agenda Item

Agenda Item #7

Consider adoption of the City's Internal Ethics and Compliance Policy.

Originating Department

Finance – Brandon Bozon, Director of Finance

Summary Information

In order to comply with TXDOT policy and Title 43 of the Texas Administrative Code Section 10.51, the City of Belton is required to adopt an internal Ethics and Compliance Policy. Significant portions of the policy are already in place and documented in other City policies, but TXDOT requirements dictate that a unified policy covering all statutorily required areas be adopted. The Internal Ethics and Compliance Policy will be shared with employees and vendors, as required.

Fiscal Impact

No fiscal impact.

Recommendation

Recommend adoption of the City's Internal Ethics and Compliance Policy.

Attachments

Internal Ethics and Compliance Policy

City of Belton Internal Ethics and Compliance Policy

Introduction and Overview

This policy along with the City's Ethics Ordinance and the other policies referenced herein provides the framework for ethical conduct for all employees of the City of Belton (the City). All employees must familiarize themselves with the City's ethics framework, and must abide by applicable federal and state laws, administrative rules, and said framework. All employees shall perform their official duties in a lawful, professional, and ethical manner, practice responsible stewardship of City resources, and report any conduct or activity that they believe to be in violation of this policy

The City Manager and the Director of Finance are charged with monitoring compliance within the City and taking appropriate action in response to compliance related complaints. The City's Ethics Commission and the City Council will participate in annual reviews of the City's Ethics Ordinance. These employees, along with the Assistant Director of Finance are responsible for oversight of financial reports and establishing and maintaining an adequate internal control structure with appropriate checks and balances.

The Director of Human Resources and the Department of Human Resources play a vital role in ensuring appropriate care is taken to avoid the delegation of substantial discretionary authority to individuals whom the organization knows or should know, have previously engaged in illegal activities. Criminal background checks are conducted as a condition of employment for all future employees.

Further, the Department of Human Resources takes steps to ensure that compliance standards are effectively communicated to all employees by requiring participation in training and by distributing information that explains the requirements of the City's Internal Ethics and Compliance Policy. A copy of the Ethics and Compliance Policy, including any amendments and all related documents will be made available to all employees. Training will be held during orientation and at least annually thereafter. Each employee will sign a document acknowledging their receipt and understanding of the policy's requirements.

Prior to establishing a vendor as eligible to conduct business with the City, screening is done to ensure they are current with all payments owed to the City, that they have active sales and franchise tax permits or certifications, and that they are not on the State of Texas disbarred vendor list nor the federal excluded party list. These requirements are made clear to those seeking to do business with the City through their inclusion in City requests for bids, proposals or qualifications. A written copy of the City's Internal Ethics and Compliance Policy will also be included in the new vendor application provided to any individual or company wishing to conduct business with the City.

The City conducts internal audits and other risk evaluations to monitor compliance and assist in the reduction of identified problem areas. Internal audits are designed to address the following types of risk:

1. Compliance risk: The risk that an action is taken that violates the laws of the City or state, or violates the policies of the City. An example of this would be the purchase of items with City funds without authorization.

2. Asset protection risk: The risks that an action, or lack of action, leaves the assets of the City open to misappropriation or theft. An example of this would be allowing unauthorized personnel into secured areas.
3. Financial reporting risk: The risk that an action taken leads to a misrepresentation of the City's operations in its Comprehensive Annual Financial Report. An example of this would be the misclassification of expenditures.

Testing frequency and sample size determinations are made in accordance with the guidelines published by the AICPA.

Employees are required to immediately report any suspicion of non-compliance with law or unethical behavior to the City Manager or Director of Finance. It is the entity's desire to identify and address incidents of misconduct in an expeditious manner by encouraging employees to spot and report potential compliance issues to management. If uncomfortable in reporting directly, employees can and are encouraged to report suspicion of non-compliance to the City's Ethics Commission using the form included within the City's ethics ordinance The form may be completed in person with the City Clerk or mailed to the City Clerk at PO Box 120, Belton, TX 76513. Employees who report suspected non-compliance with law or unethical behavior can do so without fear of retaliation.

Any employee who violates the entity's ethics policy or Internal Compliance Program shall be subject to disciplinary action, as well as applicable civil or criminal penalties. The City Manager shall be responsible for periodically assessing the risk of criminal misconduct within the organization. The City Manager or assigned supervisor will be primarily responsible for responding to evidence of non-compliance and taking appropriate action to prevent future non-compliances

Code of Conduct

Record Retention

All documents, papers, letters, books, maps, photographs, sound or other video recordings, microfilm, magnetic tape, electronic media or other information regarding media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the City of Belton or any of its officers or employee pursuant to the law or in the transaction of public business are declared to be records of the City of Belton and shall be created, maintained and disposed of in accordance with the provision of the Records Management ordinance and in no other manner. The City Clerk shall serve as the Records Management Officer, and shall implement a plan of records management, retention and destruction that is in compliance with all applicable local, state and federal laws.

Cross Reference – Ordinance 62690-1

Fraud

Fraud is defined as wrongful or criminal deception intended to result in financial or personal gain. Suspected fraud should be reported to employee's supervisor, the City Manager, and/or the City's Ethics Commission. Obtaining materials on fraudulent orders, dishonesty, stealing and other criminal acts can be cause for disciplinary action. Falsifying, destroying or unauthorized use of City records, reports, or data pertaining to the City can be cause for disciplinary action.

Cross Reference – City of Belton Personnel Policy Section 520

Equal Opportunity Employment

The City of Belton is an Equal Employment Opportunity employer. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of political opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, religion, gender, age, disability, sexual orientation, religious affiliation and/or national origin which does not impair the ability to perform the job, is prohibited. Membership or non-membership in any church, society, fraternity, association, union, or other lawful organization will not affect the employee's standing with the City, nor will these factors be considered in the selection of new employees. No person shall be discriminated against, or be subject to harassment, because of such affiliation. Any employee who feels discriminated against may file a complaint in accordance with the City's grievance policy. A copy of the City of Belton Equal Employment Opportunity Plan may be obtained by contacting the Human Resources office or by visiting the City of Belton website.

Cross Reference – City of Belton Personnel Policy Section 050

Sexual Harassment

As described in Ordinance 99-20, the City prohibits any form of sexual harassment defined under Title VII of the Civil Rights Act of 1964. The City will not tolerate any infraction of this policy by its employees, officials, or any outside parties. Sexual harassment on the job is unlawful whether it involves co-worker harassment or harassment by a supervisor, manager or City official. Sexual harassment is also unacceptable when directed toward citizens and customers of City services. Every supervisor is responsible for implementing and monitoring compliance with this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal, visual or physical conduct of a sexual nature, such as patting, pinching or touching, leering and obscene gestures. It also includes any other conduct of a sexual nature including sexually explicit languages, pictures, jokes, etc. This is considered sexual harassment when:

1. submission to such conduct is made a term or condition of employment or appointment; or
2. submission to or rejection of such conduct is used as a basis for employment/appointment decisions affecting an individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an employee's or official's work performance OR creating an intimidating, hostile, or offensive work environment.

Employees who believe they have been sexually harassed on the job or who are aware of the harassment of others must provide written or verbal complaint to their immediate supervisor or Department Head as soon as possible. Employees may also speak directly with the City Manager.

City policy prohibits retaliation against any person, by an employee or by the City, for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a Federal or State enforcement agency.

Cross Reference – City of Belton Personnel Policy Section 610-612

Conflicts of Interest

The statutes governing local government purchasing impose criminal penalties for violating the provisions of the various acts of the Texas State Legislature to oversee purchasing. In addition, the City of Belton Charter contains provisions and prohibitions related to City purchasing and use of City funds. There are certain common standards of ethics that are applicable to all City purchases:

Personal Gain: It shall be a breach of ethics to attempt to realize personal gain through employment or office with the City of Belton by any conduct inconsistent with the proper discharge of the employee's or officer's duties.

Influence: It shall be a breach of ethics to attempt to influence any public employee or officer of the City of Belton to breach the standards of ethical conduct set forth in this code.

Conflicts of Interest: It shall be a breach of ethics for any employee or officer of the City of Belton to participate directly or indirectly in procurement when the employee knows that:

- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
- A business or organization in which the employee, officer, or any member of their immediate family, has a financial interest pertaining to the procurement, and
- Any other person, business, or organization with which the employee, officer, or their immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Charter: The City of Belton Charter includes specific sections regarding purchasing ethics:

- Section 12.03. - Interest in City Contract.

No elected or compensated officer or employee of the City shall have a financial interest direct or indirect, or by reason of ownership of more than ten percent (10%) of the stock in any corporation, in any contract with the City, or be financially interested directly or indirectly in the voluntary sale to

the City of any land, materials, supplies or services except on behalf of the City as an officer or employee. Any violation of this section with the knowledge express or implied of the person or corporation contracting with the City shall render the contract voidable.

Cross Reference – City of Belton Purchasing Policy

Personal Use of City Property

Property or data owned or leased by or provided to the City may only be used for official purposes. Any misuse or unauthorized use of City property is subject to disciplinary action.

Cross Reference – City of Belton Personnel Policy Section 520

Gifts and Honoraria

Gratuities: It shall be a breach of ethics to offer, give, or agree to give any employee or former employee, officer or former officer, of the City of Belton, or for any employee or former employee, officer or former officer, of the City of Belton to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefore pending before this local government.

Kickbacks: It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the City of Belton, or any person associated therewith, as an inducement for the award of a subcontract or order.

Contract Clause: The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation therefore.

Confidential Information: It shall be a breach of ethics for any employee or former employee, officer or former officer, of the City of Belton to knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

Charter: The City of Belton Charter includes specific sections regarding purchasing ethics:

- Section 12.02. - Acceptance of Gifts.

No officer or employee of the City shall accept directly or indirectly, any gift, favor or privilege exceeding a nominal value, or employment, from any utility, corporation, person or entity having or seeking a franchise or contract with, or doing business with, the City. If any utility, corporation, person or entity contracting with the City shall make any gift, or give any favor, privilege or

employment to an officer or employee in violation of this section, such action shall render the contract voidable.

Cross Reference – City of Belton Purchasing Policy

Staff Report – City Council Agenda Item

Agenda Item #8

Consider authorizing payment of $75,000 to Bell County for the TIRZ cost participation in the West Central parking lot project, as approved in the FY 2017 budget.

Originating Department

Finance – Brandon Bozon, Director of Finance

Summary Information

Cost participation in the Bell County Parking lot project in the amount of $75,000 was approved by the TIRZ Board as part of the FY 2017 budget adoption process. The project, which is nearing completion has significantly enhanced parking availability in Downtown Belton, and improved the appearance of the western edge of Downtown.

Fiscal Impact

Amount:
Budgeted: ☐ Yes ☐ No ☒ Capital Project Funds

If not budgeted: ☐ Budget Transfer ☐ Contingency ☐ Amendment Needed

Funding Source(s): TIRZ Capital Projects

Recommendation

Recommend approval of payment to Bell County in the amount of $75,000.

Attachments

None

Staff Report – City Council Agenda Item

Date: July 25, 2017
Case No.: Z-17-09
Request: PD O-1 to Amended PD O-1
Applicant: Ronnie Schoepf

Agenda Item #9

Hold a public hearing and consider a zoning change from Planned Development Office-1 to an amended Planned Development Office-1 Zoning District for a small event venue at 320 South Main Street, located on the northwest corner of West Avenue C and South Main Street.

Originating Department

Planning Department – Erin Smith, Director of Planning

Case Summary

The applicant has submitted this request for a zone change to allow for a proposed small event center on the northwest corner of West Avenue C and South Main Street. To the north are Nolan Creek, Yettie Polk Park, and Bell County offices; to the northeast are Coronas, The Gin, and Weigh Station; to the east are Galligan Law Offices and Miller's Bang and Bow Taxidermy; to the south are Single Family-2 with Conservation and Revitalization Overlay homes and Retail zoning; and to the west are Single Family-2 with Conservation and Revitalization Overlay homes.

Current Zoning	**Proposed Zoning**
Planned Development Office-1	Amended Planned Development Office-1

Design Standards Type Area : 7 **Recommended Type Area: 7**

This property is in the identified Type Area 7 in the Design Standards. If approved, an Office-1 District use, and in addition a small event venue would be required to comply with all the Design Standards for Type Area 7.

Land Use Table/Allowable Uses

The Planned Development Office-1 Zoning District will allow for a small event venue and the following uses:

- Professional, Administrative and General Office Uses

- Drug Store or Pharmacy
- Photography Studio
- Postal Facilities
- Florist (No Outside Storage)

Project Analysis and Discussion

This property is located on the corner of West Avenue C and South Main Street amidst a mixture of residential and office/retail uses. The applicant is proposing this zone change to allow for a small event venue in conjunction with the Future Land Use Plan which identifies this area as medium density residential/mixed use. Currently, this property is zoned Planned Development Office-1 for a home décor store and a zoning change is required for the proposed small event venue. The zoning change to allow for a home décor store was approved by Council in 2013 and the applicant has stated that the home décor store will change to an online store with no products stored at this location. The applicant proposes to utilize both the interior and exterior rear yard adjacent to Nolan Creek for small events, with no more than 30 people present at any one time.

The setbacks for the Office-1 District require a minimum lot size of 7,000 square feet, minimum front yard setback of 25', and minimum side yard setback of 20'. There are no minimum setback requirements for the rear yard because this property does not adjoin a residential zoning district along the rear lot line. The existing structure has a western side yard setback of less than 20'. The Planned Development zoning change to will allow for a reduced western side yard setback of 5', as opposed to the required 20' minimum side yard setback.

Section 34, Off-Street Parking and Loading Requirements, of the Zoning Ordinance, states that a business or professional office requires 1 parking space per 300 square feet of gross floor area. The existing structure is 1,800 square feet; therefore, at least 6 off street parking spaces are required. This Planned Development proposal will allow for 4 off street parking spaces located in the existing parking area on the property adjacent to West Avenue C, a slight reduction from the 6 required in the Zoning Ordinance. West Avenue C is a narrow roadway and no on-street parking will be permitted.

After careful review of the Zoning Ordinance and surrounding uses, this requested zone change appears to be a reasonable request. It is staff's judgment that an office use with a small even center is appropriate in this area.

Recommendation

Recommend approval of the zone change from Planned Development Office-1 to an amended Planned Development Office-1 District for a small events center, with development be regulated under the Design Standards for Type Area 9 standards as follows:

1. The use of this property must conform to the Office-1 Zoning District in all respects, and in addition a small event venue is a permitted use, except for the following:

a. Western side yard setback shall be a minimum of 5', instead of the required 20' minimum side yard setback.
b. Total number of off street parking spaces provided shall be a minimum of 4 spaces to be located on the property adjacent to West Avenue C. No on-street parking on West Avenue C is permitted.

2. All associated operations shall be conducted and contained on the property.

3. The development of the property shall conform to all applicable Type Area 7 Design Standards, as identified in Ordinance 2014-17, Section 7.1 of the Zoning Ordinance, including:

    a. Site Development Standards discussed above
    b. Building Design Standards
    c. Landscape Design Standards

4. Sign Standards shall conform to Ordinance 2008-11.

5. A maximum of 30 occupants are permitted on the property at one time.

Attachments:

Zoning application
Property Location Map
Zoning map
Aerial photo
Map with zoning notice boundary (200')
Zoning notice to owners
P&ZC Minutes Excerpt
Ordinance

CK# 2817

City of Belton
Request for a Zoning Change

To the City Council and the Planning & Zoning Commission

Fee: $250.00

Date Received: 06-14 Date Due: 06-30 **(All plans are to be returned to the Planning Department within 5 working days)**

Applicant: Ronnie/Staci Schoepf Phone Number: 254-421-3423
Mailing Address: 5454 FM 1123 City: Belton State: TX
Email Address: Staci@Schoepfsbbq.com

Owners Name: Ronnie & Staci Schoepf Phone Number: 2544213424(R) 2544213423(S
Mailing Address: 5454 FM 1123 City: Belton State: TX
Email Address: Staci@Schoepfsbbq.com

Applicant's Interest in Property:

Legal Description of Property:

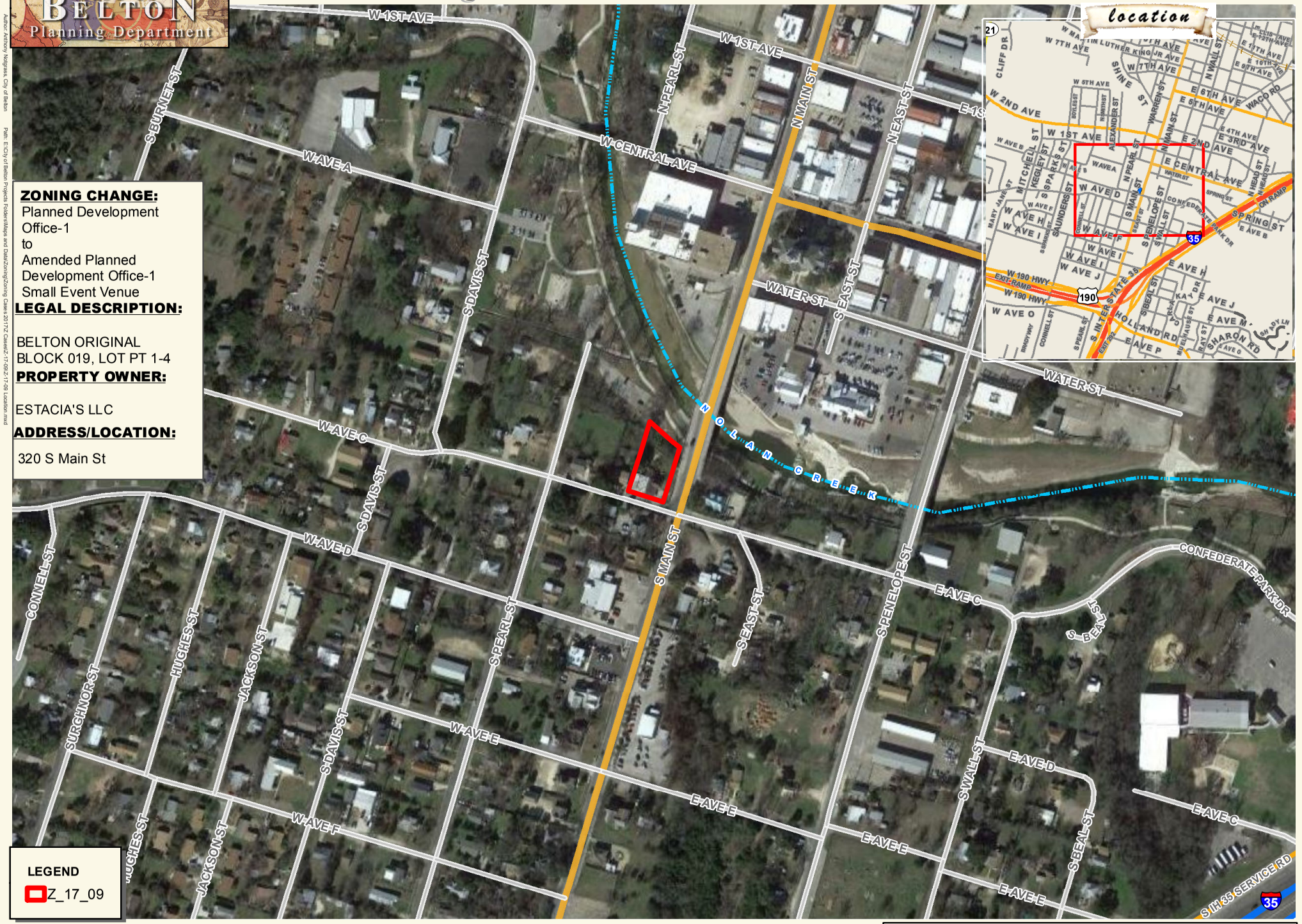
Is this property being simultaneously platted? _____

Street Address: 320 S. Main Belton, TX 76513
Zoning Change From _____ to Planned Development Retail
Signature of Applicant: Staci Schoepf Date: 6/14/17
Signature of Owner (if not applicant): Staci Schoepf Date: 6/14/17

Checklist for Zoning Items to be submitted with application:

- Signed Application
- Fees Paid
- Complete Legal Description of the property to be re-zoned
- Site Plans per Section 32, Planned Development, of the Zoning Ordinance. Please see the back for specific guidelines.
- In the event the request involves more than one lot or irregular tracts or acreage, a drawing of the property must be submitted.

Zoning Case # Z-17-09 Location



ZONING CHANGE:
Planned Development Office-1
to
Amended Planned Development Office-1 Small Event Venue

LEGAL DESCRIPTION:

BELTON ORIGINAL
BLOCK 019, LOT PT 1-4

PROPERTY OWNER:

ESTACIA'S LLC

ADDRESS/LOCATION:

320 S Main St

LEGEND
Z_17_09

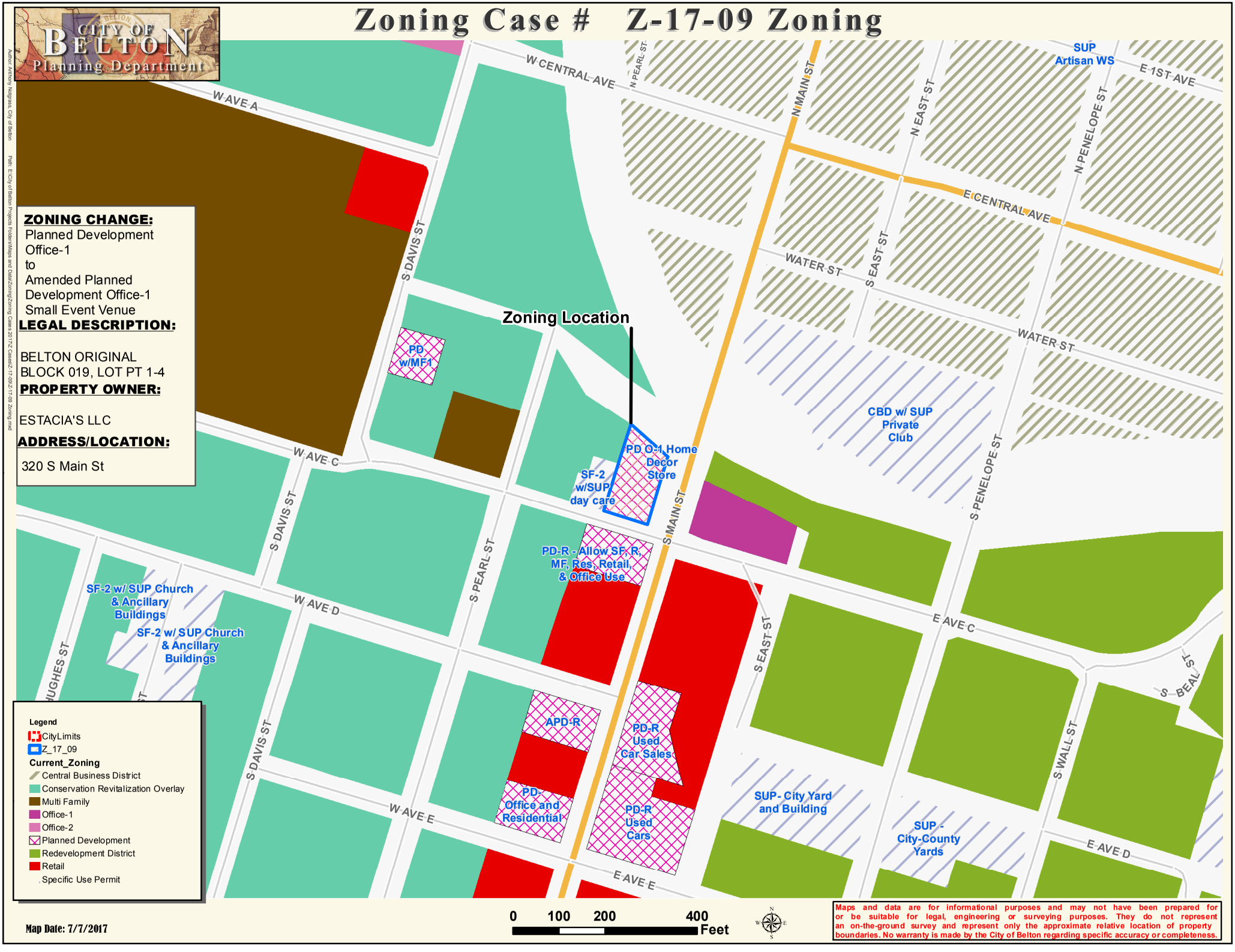
0 130 260 520 Feet

Map Date: 7/7/2017 Aerial Imagery Date: 2015

Maps and data are for informational purposes and may not have been prepared for or be suitable for legal, engineering or surveying purposes. They do not represent an on-the-ground survey and represent only the approximate relative location of property boundaries. No warranty is made by the City of Belton regarding specific accuracy or completeness.

Author: Anthony Nalgyeas, City of Belton
Path: E:\City of Belton Projects Folders\Maps and Data\Zoning\Zoning Cases 2017\Z-Cases\Z-17-09\Z-17-09 Location.mxd

Zoning Case # Z-17-09 Zoning



Zoning Case # Z-17-09 Aerial



ZONING CHANGE:
Planned Development Office-1
to
Amended Planned Development Office-1
Small Event Venue

LEGAL DESCRIPTION:

BELTON ORIGINAL
BLOCK 019, LOT PT 1-4

PROPERTY OWNER:

ESTACIA'S LLC

ADDRESS/LOCATION:

320 S Main St

LEGEND

Z_17_09

0 65 130 260 Feet

Map Date: 7/7/2017 Aerial Imagery Date: 2015

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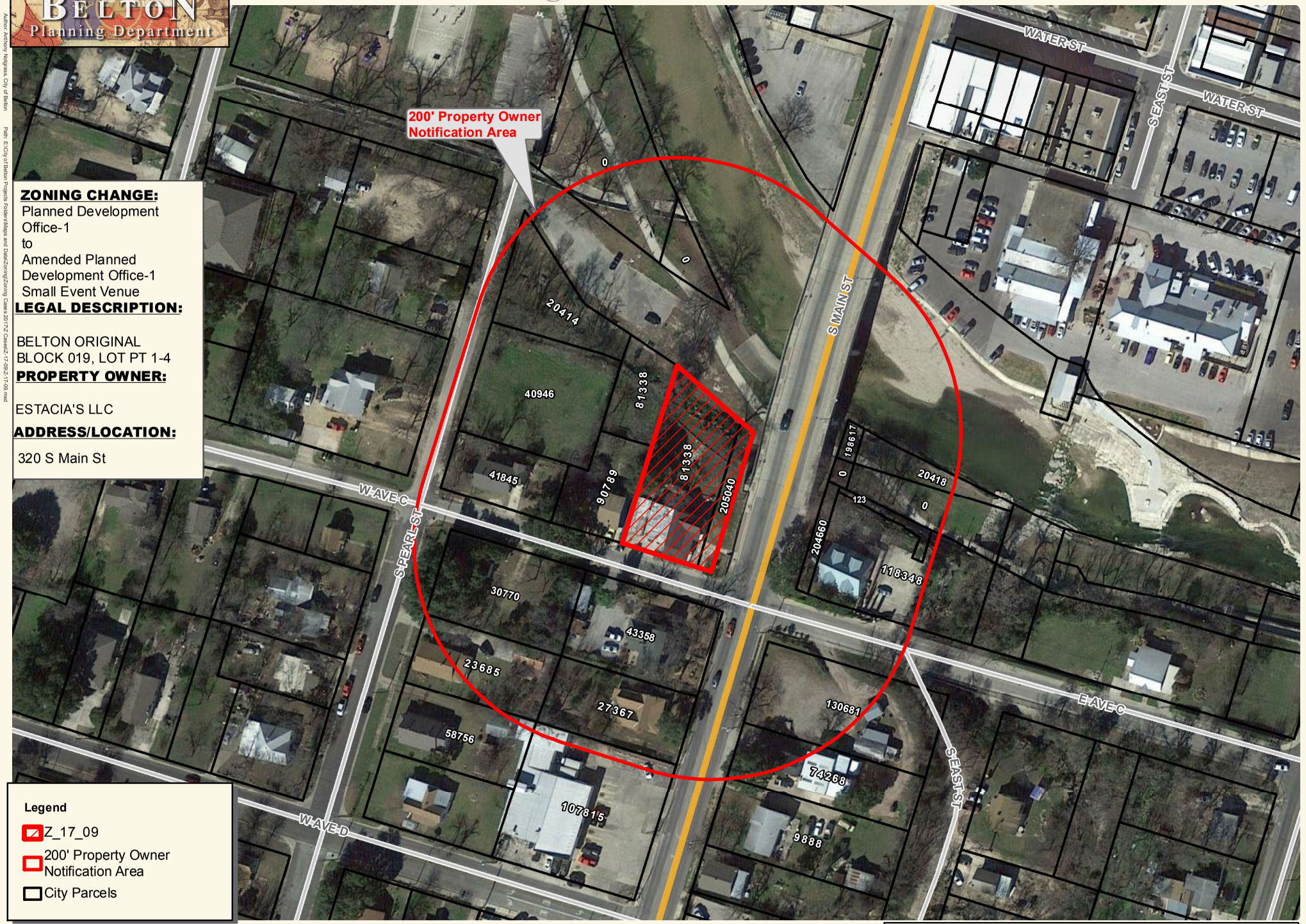
Author: Anthony Notgrass, City of Belton Path: E:\City of Belton Projects Folders\Maps and Data\Zoning\Zoning Cases 2017\Z Cases\Z-17-09\Z-17-09 Aerial.mxd

Zoning Case # Z-17-09



ZONING CHANGE:
Planned Development Office-1
to
Amended Planned Development Office-1 Small Event Venue

LEGAL DESCRIPTION:

BELTON ORIGINAL
BLOCK 019, LOT PT 1-4

PROPERTY OWNER:

ESTACIA'S LLC

ADDRESS/LOCATION:

320 S Main St

Legend

- Z_17_09
- 200' Property Owner Notification Area
- City Parcels

0 50 100 200 Feet

Map Date: 7/7/2017 **Aerial Imagery Date: 2015**

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Author: Anthony Nalgoas, City of Belton
Path: E:\City of Belton Projects Folders\Maps and Data\Zoning\Zoning Cases 2017\Z-Cases\Z-17-09\Z-17-09.mxd

NOTICE OF APPLICATION
FOR AN
AMENDMENT TO THE ZONING ORDINANCE
OF THE
CITY OF BELTON

THE CITY OF BELTON HAS RECEIVED A REQUEST FROM: RONNIE SCHOEPF,
TO CHANGE THE FOLLOWING DESCRIBED PROPERTY: 320 SOUTH MAIN STREET,
FROM A(N) PLANNED DEVELOPMENT-OFFICE-1 FOR OPERATION OF HOME DÉCOR STORE ZONING DISTRICT,
TO A(N) Amended Planned Development-Office-1 for Small Event Venue ZONING DISTRICT.

THE PLANNING & ZONING COMMISSION OF THE CITY OF BELTON, TEXAS WILL HOLD A PUBLIC HEARING PURSUANT TO THIS REQUEST AT **5:30 P.M., Tuesday, July 18, 2017,** IN THE WRIGHT ROOM AT THE T.B. HARRIS CENTER, 401 N. ALEXANDER, BELTON, TEXAS.

IF APPROVED BY THE PLANNING & ZONING COMMISSION, THIS ITEM WILL BE PLACED ON THE AGENDA FOR A PUBLIC HEARING BY THE CITY COUNCIL. THAT MEETING WILL BE AT **5:30 P.M., Tuesday, July 25, 2017**, AT THE T. B. HARRIS COMMUNITY CENTER, 401 ALEXANDER STREET, BELTON, TEXAS.

AS AN INTERESTED PROPERTY OWNER, THE CITY OF BELTON INVITES YOU TO MAKE YOUR VIEWS KNOWN BY ATTENDING THESE HEARINGS. YOU MAY SUBMIT WRITTEN COMMENTS ABOUT THIS ZONING CHANGE BY COMPLETING THIS FORM AND RETURNING IT TO THE ADDRESS BELOW.

IF YOU REQUIRE INTERPRETER SERVICES FOR THE DEAF OR HEARING IMPAIRED, PLEASE CONTACT THE CITY CLERK AT CITY HALL AT LEAST 48 HOURS BEFORE THESE MEETINGS.

---

circle one

AS AN INTERESTED PROPERTY OWNER, I (PROTEST) (APPROVE) THE REQUESTED ZONING AMENDMENT PRESENTED IN THE APPLICATION ABOVE FOR THE REASONS EXPRESSED BELOW:

1. _____

2. _____

3. _____

(FURTHER COMMENTS MAY BE EXPRESSED ON A SEPARATE SHEET OF PAPER)

DATE: _____ SIGNATURE: _____

PLANNING DEPARTMENT
CITY OF BELTON
P. O. BOX 120
BELTON, TEXAS 76513
254-933-5812

9888
BIGGS, CHARLES W
415 S MAIN ST
BELTON, TX 76513-3459

20414
CITY OF BELTON
PO BOX 120
BELTON, TX 76513-0120

20418
CITY OF BELTON
PO BOX 120
BELTON, TX 76513-0120

23685
RODRIGUEZ, ELODIA
408 S PEARL ST
BELTON, TX 76513-3468

27367
RODRIGUEZ, ELODIA
408 S PEARL ST
BELTON, TX 76513-3468

30770
DUCKENS, EDDY
8606 OAK HILLS DR
TEMPLE, TX 76502-5258

40946
GILLIAM, DAVID W
3827 VILLAGE HILL RD
BELTON, TX 76513-7388

41845
CORONA, LORENZO GUZMAN ETUX MARIA GUZMAN GUILLAN
105 W AVENUE C
BELTON, TX 76513-3405

43358
KELSEY, MICHAEL W ETUX NANCY E
400 S MAIN ST
BELTON, TX 76513-3460

58756
KELTON, BOB EST
PO BOX 2347
PRAIRIE VIEW, TX 77446-2347

74268
MILLER, DOUGLAS D & DIRK D
PO BOX 801
BELTON, TX 76513-0801

81338
ESTACIA'S LLC
1302 NOLAN CREEK CT
BELTON, TX 76513

81338
ESTACIA'S LLC
1302 NOLAN CREEK CT
BELTON, TX 76513

90789
PRUNEDA, JOSE C CUEVAS & MARIA GUADALUPE PEREZ
103 W AVENUE C
BELTON, TX 76513-3405

107815
IQBAL, ANSAR
707 EAST LOOP 121
BELTON, TX 76513

118348
GALLIGAN, JOHN P ETUX HARRIETT M
5731 DENMANS LOOP
BELTON, TX 76513-4868

130681
MILLER, DIRK DOUGLAS
216 E 21ST AVE
BELTON, TX 76513-2018

198617
STATE OF TEXAS
100 S LOOP DR
WACO, TX 76704-2858

204660
STATE OF TEXAS
100 S LOOP DR
WACO, TX 76704-2858

205040
STATE OF TEXAS
100 S LOOP DR
WACO, TX 76704-2858

8040
BELL COUNTY
P O BOX 768
BELTON, TX 76513

NOTICE OF APPLICATION
FOR AN
AMENDMENT TO THE ZONING ORDINANCE
OF THE
CITY OF BELTON

THE CITY OF BELTON HAS RECEIVED A REQUEST FROM: RONNIE SCHOEPF,
TO CHANGE THE FOLLOWING DESCRIBED PROPERTY: 320 SOUTH MAIN STREET,
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---

circle one

AS AN INTERESTED PROPERTY OWNER, I (PROTEST) (APPROVE) THE REQUESTED ZONING AMENDMENT PRESENTED IN THE APPLICATION ABOVE FOR THE REASONS EXPRESSED BELOW:

1. _____

2. _____

3. _____

(FURTHER COMMENTS MAY BE EXPRESSED ON A SEPARATE SHEET OF PAPER)

DATE: 12 Jul 17 SIGNATURE: _____

PLANNING DEPARTMENT
CITY OF BELTON
P. O. BOX 120
BELTON, TEXAS 76513
254-933-5812

118348
GALLIGAN, JOHN P ETUX HARRIETT M
5731 DENMANS LOOP
BELTON, TX 76513-4868

Minutes of the meeting of the
Planning and Zoning Commission (P&ZC)
City of Belton
333 Water Street
Tuesday, July 18, 2017

The Planning and Zoning Commission met at 5:30 P.M. in the Wright Room at the Harris Community Center. The following members were present: Chair Brett Baggerly, Rae Schmuck, Dave Covington, Joel Berryman and David Fuller. The following members were absent: Eloise Lundgren, Ben Pamplin, Jason Morgan and David Jarratt. The following staff members were present: Director of Planning, Erin Smith, Planner, Kelly Trietsch, and Planning Clerk, Laura Livingston.

3. Z-17-09 Hold a public hearing and consider a zoning change from Planned Development Office-1 to an amended Planned Development Office-1 Zoning District for a small event venue at 320 South Main Street, located on the northwest corner of West Avenue C and South Main Street.

Ms. Smith presented the staff report.

Chair Baggerly opened the public hearing. Ronnie Schoepf, the applicant/owner of Schoepf's Barbecue, said Staff knows how excited they were when they came with the idea of Estacia's retail store and they received a lot of good feedback. It was exciting, he said. With the restaurant, we are able to see the needs in the city, we really don't have another place to meet, Mr. Schoepf said. The City itself is looking at bringing in a hotel to have meeting space because we don't have any. We don't have a venue that allows for that type of thing, Mr. Schoepf said. No, it may not be ideal, he said, and it may not have a parking lot like we have outside of this building here but there is some parking there. Based on the guidelines that have been presented, Mr. Schoepf said there are some other opportunities in that area, that if needed, they could park in the area and still attend the venue. There are some stairs, different things, and parking lots around it, he said. Hopefully it will offer something and get used and often. Or if not, we will be looking to do something else, Mr. Schoepf said. He said he believed based on the restaurant and the response we have had, there are a lot of people coming into the community for rehearsal dinners and similar gatherings which are around that size (30-person capacity), where the food may not even be included it could just be a meeting space. Mr. Schoepf offered to answer any questions that the Commission may have. Chair Baggerly closed the public hearing to start discussion between the Commission and applicant

Mr. Covington asked if the neighbors had any concerns about if there might be loud music or things such as that. Mr. Schoepf said he did not speak to any neighbors about this. In the past at Schoepf's Barbecue they have not gone around to the neighbors to ask about live music. When they first opened with the Chamber of Commerce they brought in a loud mariachi band and no neighbors came over to say "that's bothering us," Mr. Schoepf said. He agreed and said, you're right, it could be a concern but because of its location near the creek and all the other things that go on across the creek, he didn't believe it would create any more disturbance to anybody who might be bothered by what might be going on at his location, especially with a small group. Mr. Covington said he's trying to predict what they might run into and fortunately for Mr. Schoepf, no one responded to the letter that was sent out. Mr. Schoepf said it wouldn't be the first time he would have to address questions from

someone who might be disturbed. Hopefully, the advantage to the community might be bigger. Mr. Schoepf said, and hopefully we will have to expand and do something different which might include the property owners in the area. Mr. Schoepf said you never know what's going to happen. If there was an issue, he said they would address it based on how the property is classified by the City and utilize the rights given to them, but they would also be respectful to their neighbors, Mr. Schoepf said.

Ms. Schmuck said four parking spaces just seems like very little. Mr. Schoepf said he agrees. Ms. Schmuck asked if people will be parking on Avenue C. According to what was just read to him, Mr. Schoepf said, they are not supposed to park on Avenue C. In the past, the neighbors across the street have a large, paved parking space and have allowed us at times to park there if that was available, he said. There might be an opportunity, because many of these events will be taking place in the evening time for gatherings such as a wedding rehearsal or birthday party, and so the map shows a very large parking area that's hardly, or never, ever used much except for special events that are going on, Mr. Schoepf said. There is a staircase that leads up the side of the bridge, he said; it's a lot of stairs, there's no doubt about it, but it is an avenue they could walk up. In addition, there is also a gate, for the adventurous ones, Mr. Schoepf said, in the back of their property about 20 yards from the picnic table that is next to the parking lot, but that's not the general idea. To address Ms. Schmuck's question, he said there are opportunities and there are people who park up and down the street but that wouldn't be what they suggest, he said. Ms. Schmuck said OK, she was just curious. Mr. Schoepf said Ms. Schmuck is right, there is not a lot (of parking). If they were located in the downtown area on the other side of the creek, it wouldn't be a discussion about parking because certain businesses have zero parking, and they are a lot bigger business than what is proposed. Mr. Covington said that is different zoning as well, not requiring parking.

Mr. Covington asked if across Avenue C, just to the south, if that is that the location of the little parking lot they are thinking about using? Mr. Schoepf said yes. In the past, he has spoken to the owners about it, and he doesn't know that anything has changed. Mr. Covington asked if it's zoned Residential? Or is it zoned Office? What is there? Ms. Smith said it is zoned Retail, but it is a residence. Mr. Schoepf said he believed the gentlemen who lived there had been ill. Ms. Smith said he had passed away. Mr. Schoepf said he had thought that had happened and that they wrote books there. The building is classified as an historical building, but they would not be solely dependent on that parking area, Mr. Schoepf said. Depending on the type of event, we would encourage more use of the parking at the bottom of the hill in the park if the city isn't using the area at the same time, he said, calling it a good idea. And if there are opportunities to acquire things in the area to use for parking based on their finances, they would try to do that, Mr. Schoepf said. We have inquired about that already, Mr. Schoepf said, but one has to acquire the properties and that requires funds and the right opportunity, so hopefully they are able to set themselves up for that by creating a demand for the product.

Chair Baggerly said he noticed in the notes it mentioned a taxi/shuttle system they are thinking about doing. Mr. Schoepf said yes sir, there are several different ideas. He needs to speak with Belton Police Chief Ellis to maybe discuss and completely understand all the methods we could use in that condensed area to transport people up and down the hill. There are certain things he thinks he is

aware of but he will confirm with Chief Ellis. For example, on a slow-moving vehicle you can place a triangle sign and it gives you the right, or the opportunity, to drive something that wouldn't be considered the right vehicle to drive up and down I-35. So, we are going to see what Chief Ellis has to say about those ideas to be able to transport folks from there to there to help make parking not really a question, Mr. Schoepf said. But you are correct, he said. That resource is there and if it's not being used during that time then he said he feels it would be in an opportunity for the community to use for parking, Mr. Schoepf said.

Mr. Covington asked if there would be signage on the back of the fence facing the public parking to direct people to the staircase. Perhaps something like that could help with getting some foot traffic instead of walking back to Pearl Street. If someone is going to park in Yettie Polk Park to come to your event at your place, instead of wandering back the way they drove on foot, there could be a sign back there directing them to the staircase, Mr. Covington said. Mr. Schoepf said with the groups being so small, because of the criteria that was set forth, if they can focus on a few phone calls to those people when they're setting that up, they might be able to make sure everyone is aware of it. They could definitely put a sign, Mr. Schoepf said, or something to show them where to park. Mr. Schoepf said hopefully they have such a demand for the use of the venue that all is something they have to develop and get further into and they haven't tried to rent it or told anyone about it, so he said he can't tell the Commission the demand and he wouldn't do that until they received the OK and not take the position and just assume the Commission would approve it.

Mr. Covington suggested lighting along the staircase. During the day it's fine, but at night – if you're going to transport people with a golf cart – but if people are using the staircase your property is close enough you could cast some light there from your property, Mr. Covington said. The city does have some light poles there and along the creek, Staci Schoepf said. The plan, she said, is to wrap the trees with white lights and she has illuminated balls to hang. Mr. Schoepf said it will be enhanced even more than it already is, but Mr. Covington is correct there are opportunities to improve that walkway.

Ms. Smith answered Mr. Schoepf that the bridge is owned by TxDOT, so any approval of lighting would need to come from TxDOT. Mr. Schoepf said the suggestion was that they would shine lights from their property in that direction. Mr. Covington asked if they could put lights on their property, then they wouldn't have to worry about getting TxDOT involved? Ms. Smith said yes. Mr. Schoepf said he doesn't see that being an issue.

Mr. Covington said the limited on-site parking is concerning to him especially with on-street parking not being an option, but he would like to see stuff start to happen on the south side of Nolan Creek. If there's anyone who can pull off a venue like this, it's the Schoepfs, Mr. Covington said. With the Yettie Polk parking in the proximity there, he said he thinks he can be OK with just the four on-site parking spots. Mr. Schoepf said they agree with him; they are not ignorant to the limitations or the hurdles they may have to overcome in getting folks to use the venue, but until they have traveled that road it's hard to say how difficult it will be. It may be really easy, he said, people may dig walking up the creek but hopefully it will give people a chance to see the park too, Mr. Schoepf said.

Mr. Fuller asked about handicap accessibility? Mr. Schoepf said with the four parking spaces up front that would allow for people to be dropped off at the front. There are cement sidewalks and stairs and a ramp there, he said. Because the venue will be for a small party, Mr. Schoepf thought those conversations will come up right off the bat. As soon as we know we can, we will make adjustments to make sure they get right up front, Mr. Schoepf said. It's a neat venue with a lot of different uses and we will only know when people start asking, and we hope we have another meeting and add more property and do different things on that side of the creek because you're right there's many things that could be done there, Mr. Schoepf said. He said he hopes the changes in Downtown Belton over the last few years continue to benefit the community and the businesses.

Ms. Schmuck made the motion to approve Z-17-09. Mr. Covington seconded the motion, which was approved unanimously with 5 ayes, 0 nays.

ORDINANCE NO. 2017-19

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF BELTON BY CHANGING THE DESCRIBED DISTRICT FROM PLANNED DEVELOPMENT OFFICE-1 TO AN AMENDED PLANNED DEVELOPMENT OFFICE-1 ZONING DISTRICT ON A 0.382 ACRE TRACT, WITH DEVELOPMENT TO BE REGULATED UNDER TYPE AREA 7 DESIGN STANDARDS.

WHEREAS, Ronnie Schoepf, owner of the following described property has presented a petition duly signed, to the City Planning & Zoning Commission and filed said petition with the City Clerk of the City of Belton, and due notice of filing of said petition and hearing on said petition has been given as required by the City Zoning Ordinance and by law, and a hearing on said petition before the City Planning & Zoning Commission of the City of Belton was set for the 18th day of July, 2017, at 5:30 p.m. for hearing and adoption, said district being described as follows:

320 South Main Street, 0.382 acre, Belton, Texas
(location map attached as Exhibit "A")

WHEREAS, said application for such amendment was duly recommended by the said City Planning & Zoning Commission and the date, time and place of the hearing on said application by the City Council of the City of Belton was set for the 18th day of July, at 5:30 p.m. at the Harris Community Center and due notice of said hearing was given as required by ordinances and by law; and

WHEREAS, a hearing was held upon the application by the City Council of the City of Belton at the time, place and date herein before set forth and no valid objection to said amendments was presented.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Belton, Texas, that the said district located on a tract of land as more fully and completely described above, be and is hereby changed from a Planned Development Office-1 Zoning District to an Amended Planned Development Office-1 Zoning District, in accordance with Section 17 – Office-1 Zoning District, and the Design Standards in Ordinance No. 2014-17, Section 7.1 of the Zoning Ordinance. The Zoning Ordinance of the City of Belton is hereby amended, subject to the following conditions:

1. The use of this property must conform to the Office-1 Zoning District in all respects, and in addition a small event venue is a permitted use, except for the following:

    a. Western side yard setback shall be a minimum of 5'; instead of the required 20' minimum side yard setback.
    b. Total number of off street parking spaces provided shall be a minimum of 4 spaces to be located on the property adjacent to West Avenue C. No on-street parking on West Avenue C is permitted.

2. All associated operations shall be conducted and contained on the property.

3. The development of the property shall conform to all applicable Type Area 7 Design Standards, as identified in Ordinance 2014-17, Section 7.1 of the Zoning Ordinance, including:

    a. Site Development Standards discussed above
    b. Building Design Standards
    c. Landscape Design Standards

4. Sign Standards shall conform to Ordinance 2008-11.

5. A maximum of 30 occupants are permitted on the property at one time.

This ordinance was presented at the stated meeting of the City Council of the City of Belton and upon reading was passed and adopted by the City Council on the 25th day of July, 2017, by a vote of _____ ayes and _____ nays.

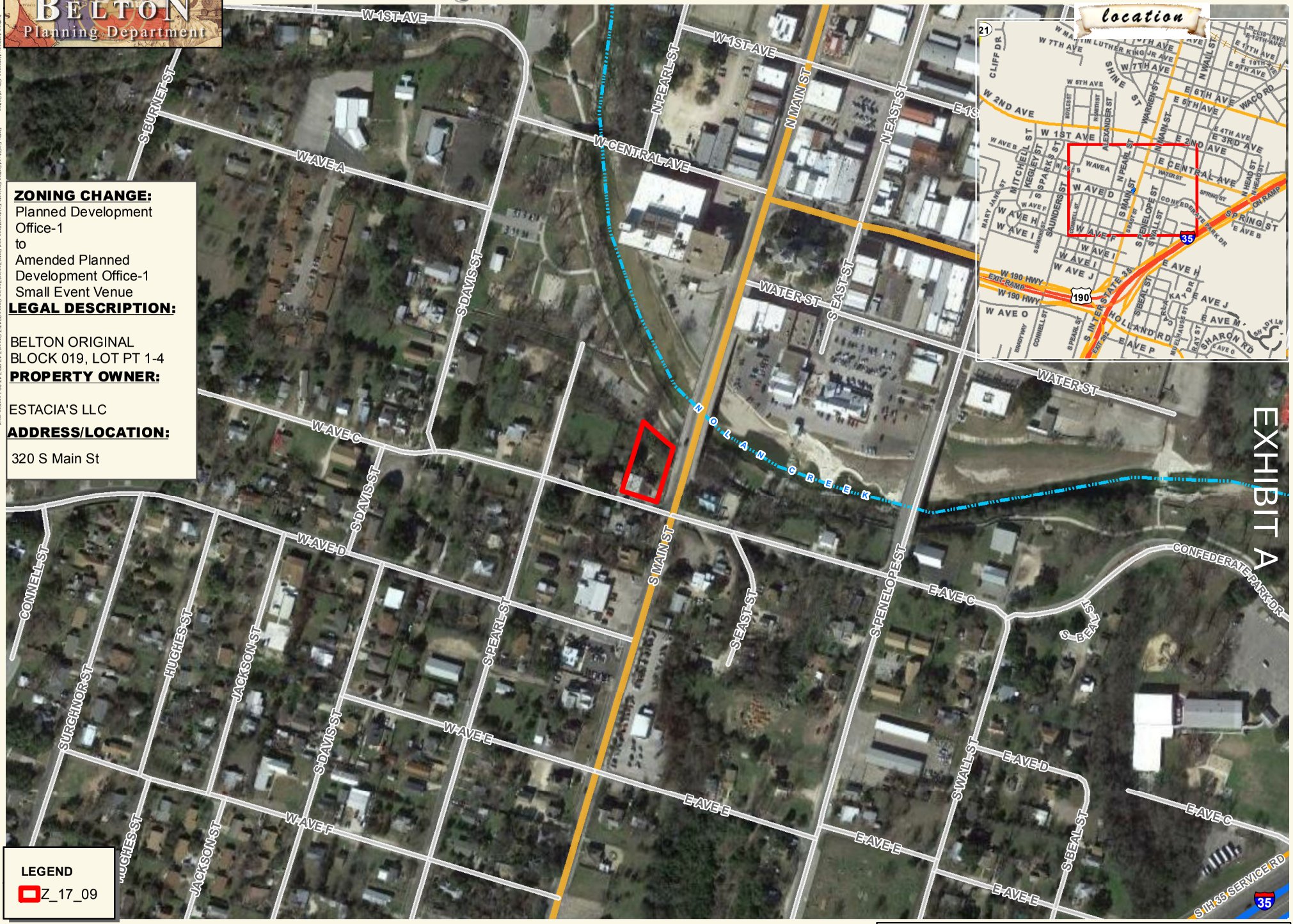
SIGNED AND APPROVED by the Mayor and attested by the City Clerk on this the 25th day of July, 2017.

_____
Marion Grayson, Mayor

ATTEST:

_____
Amy M. Casey, City Clerk

Zoning Case # Z-17-09 Location



ZONING CHANGE:
Planned Development Office-1
to
Amended Planned Development Office-1 Small Event Venue

LEGAL DESCRIPTION:

BELTON ORIGINAL
BLOCK 019, LOT PT 1-4

PROPERTY OWNER:

ESTACIA'S LLC

ADDRESS/LOCATION:

320 S Main St

Map Date: 7/7/2017 Aerial Imagery Date: 2015

Maps and data are for informational purposes and may not have been prepared for or be suitable for legal, engineering or surveying purposes. They do not represent an on-the-ground survey and represent only the approximate relative location of property boundaries. No warranty is made by the City of Belton regarding specific accuracy or completeness.

Author: Anthony Notgrass, City of Belton Path: E:\City of Belton Projects Folders\Maps and Data\Zoning\Zoning Cases 2017\Z Cases\Z-17-09\Z-17-09 Location.mxd

HOTEL-MOTEL

FY 2018 Proposed Budget

TRANSITION: JANUARY 1, 2017

- Conclusion of contract between City of Belton and Belton Chamber of Commerce
- Transfer of tourism management to the City of Belton
- Transition of Judy Garrett to City of Belton

FY 2017 PROJECTION

- Hotel/Motel Fund -

Beginning Fund Balance		**$75,461**
Projected Revenues	$173,759	
Projected Expenditures:	($180,207)	
Net Impact of Proposed Budget		($6,448)
Projected Fund Balance		**$69,013**

FY 2018 PROJECTION

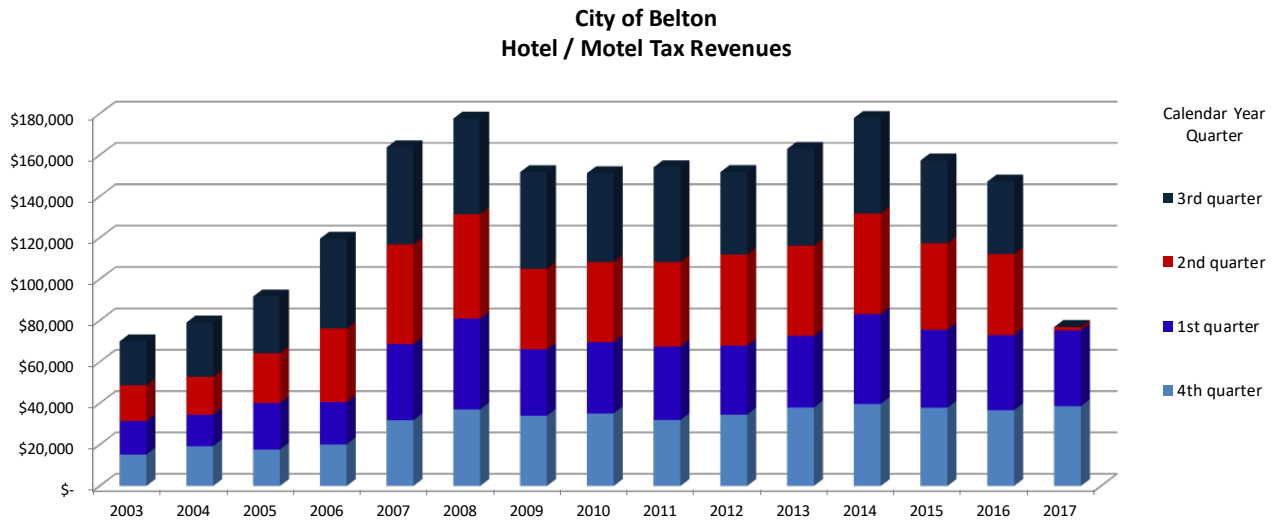
- Hotel/Motel Fund -

Beginning Fund Balance		**$69,013**
Proposed Revenues	$174,706	
Proposed Expenditures:	($175,836)	
Net Impact of Proposed Budget		($1,130)
Projected Fund Balance		**$67,883**

REVENUES

Description	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Proposed	Change from 2017 Budget Amount	Change from 2017 Budget %
Hotel/Motel Taxes	$ 147,230	$ 154,900	$ 150,000	**$ 164,706**	$ 9,806	6.33%
Prior Year Refund	$ 9,482	$ -	$ 15,206	**$ -**	$ -	
County Hotel/Motel Tax	$ -	$ -	$ 8,192	**$ 9,500**	$ 9,500	
Interest Income	$ 145	$ 100	$ 361	**$ 500**	$ 400	400.00%
Total Revenues	**$ 156,857**	**$ 155,000**	**$ 173,759**	**$ 174,706**	**$ 19,706**	**12.71%**

- Expo Inn & Suites
- Winter 2017



EXPENDITURES

Description	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Proposed	Change from 2017 Budget Amount	Change from 2017 Budget %
Chamber	$ 162,200	$ 152,000	$ 38,000	**$ -**	$ (152,000)	-100.00%
Personnel	$ -	$ -	$ 19,205	**$ 27,555**	$ 27,555	
Supplies	$ -	$ -	$ 2,595	**$ 1,269**	$ 1,269	
Repairs & Maint	$ -	$ -	$ 775	**$ 775**	$ 775	
Services	$ -	$ -	$ 28,278	**$ 73,237**	$ 73,237	
Sponsorships	$ -	$ -	$ 25,000	**$ 50,000**	$ 50,000	
Bell County Expo	$ -	$ -	$ -	**$ 9,500**	$ 9,500	
City Support	$ -	$ 3,000	$ 3,450	**$ 3,500**	$ 500	16.67%
Transfers	$ -	$ 52,904	$ 62,904	**$ 10,000**	$ (42,904)	-81.10%
Total Expenditures	**$162,200**	**$ 207,904**	**$ 180,207**	**$ 175,836**	**$ (32,068)**	**-15.42%**

- Services: Advertising, Signage, Dues & Publications, Travel & Training
- Sponsorships: Funding for events that boost the hotel industry
- Bell County Expo: Funding for Expo Center efforts to bring in events to boost the hotel industry
- City Support: July 4th Celebration
- Transfers: Establish City Special Events Funding for multi-day designed to promote tourism

USE OF LOCAL HOTEL OCCUPANCY TAX REVENUES

TEXAS TAX CODE TITLE 3 – SUBTITLE D – CHAPTER 351

Criteria #1: Every expenditure must DIRECTLY enhance and promote tourism AND the convention and hotel industry.

Criteria #2: Every expenditure of the hotel occupancy tax must clearly fit into one of the 9 statutorily provided categories for expenditure of the local hotel occupancy tax revenues.

1. Funding the establishment, improvement, or maintenance of a convention center or visitor center.
2. Paying the administrative costs for facilitating convention registration.
3. Paying for advertising, solicitations, and promotions that attract tourists and convention delegates to the city or its vicinity.
4. Expenditures that promote the arts.
5. Funding historical restoration or preservation programs.
6. Funding certain expenses, including promotional expenses, directly related to a sporting event, within counties with a population of under 1 million.
7. Funding the enhancement or upgrading of the existing sports facilities or sports fields for certain municipalities.
8. Funding transportation systems for tourists.
9. Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the city.

TOURISM MANAGER/RETAIL COORDINATOR

- Mission: Promote Tourism & Retail/Commercial Development in the City of Belton
- FY 2017 Accomplishments
  - Transitioned CVB function from the Chamber to City
  - Restructured CVB Grant Application Packet
  - Provided support to events that brought tourists to Belton
    - Mother Earth News
    - HOG Rally
    - American Pool Cue Tournament
    - 4th of July Rodeo and Parade

FY 2018 GOALS

- Liaison with Destination Central Texas, Bell County Expo Center, UMHB, and hoteliers to increase hotel room inventory
- Educate event planners and hosts on the City's grant application requirements
- Establish multi-day events and festivals to drive overnight tourism to Belton
- Continue to support events that bring people to Belton!

Parks and Recreation



Mission

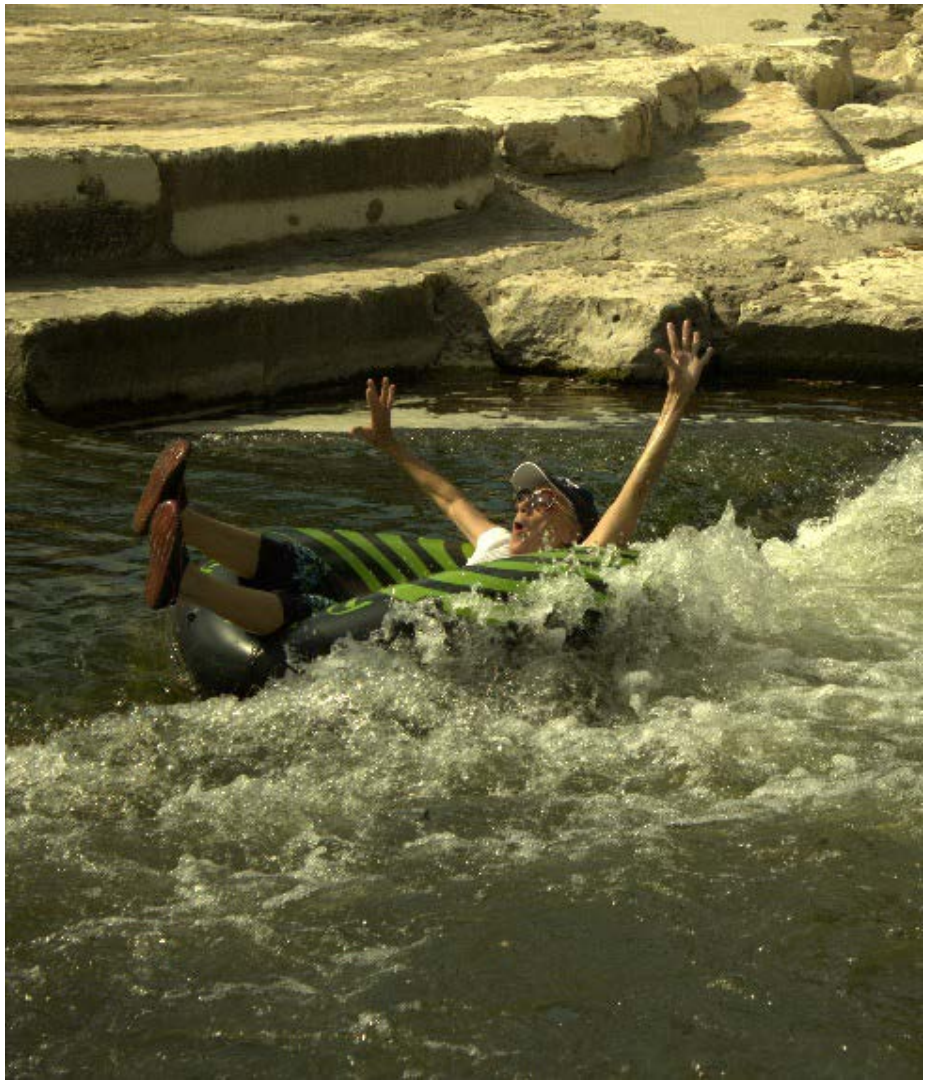
Parks and Recreation: To enhance quality of life through the maintenance, development, implementation, and oversight of recreation and leisure activities at City park facilities.




CITY OF BELTON
RECREATION

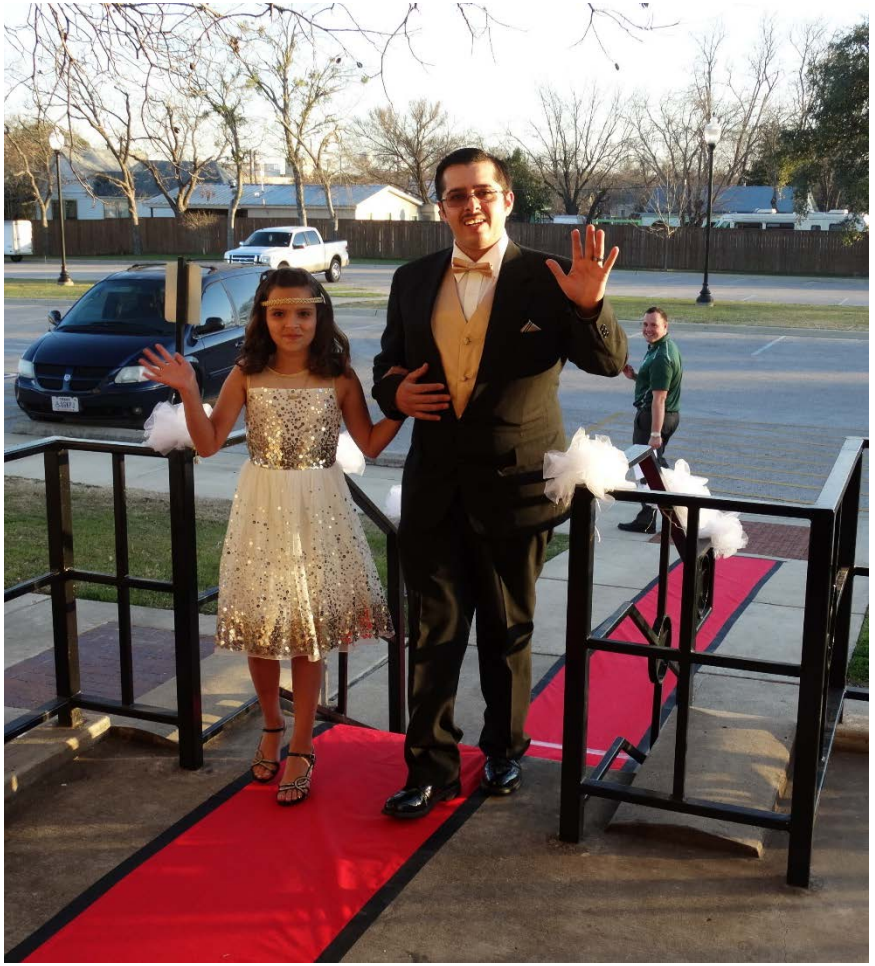
Accomplishments- Parks 2017

- Expanded the current Parks yard at Heritage Park.
- Built a sustainable greenhouse.
- Implemented upgrades to our circulation pump at Harris and Tiger Splash Pads.
- Completed construction of Jeff Hamilton Park.
- Installed the new park at the rear of the Library.
- Numerous upgrades to our Athletic facilities to include new handrails, backstops, covered seating at Jace Jefferson Baseball Complex, including upgrades and cosmetic improvements to Jaycee & Heritage concessions
- Installed 2 covered equipment storage bays.



Accomplishments- Harris 2017

- Increased number of Harris Center Rentals
- Increased revenue from Harris Center rentals.
- Launched new Harris Center website.
- Installed Christmas lights for first time at Harris Center.
- Installed new projectors in Evans Room.
- Re- Landscaped the Harris Center flower beds/shrubs.



Accomplishments- Rec & Events

- Christmas on the Chisholm Trail- 158 Vendors!..... Rained Out ☹
- Daddy Daughter Dance -2 nights.
- Family Fishin' and Fun
- Offered Open Gym basketball, Ultimate Frisbee, and Disc Golf.
- Successfully ran the 10th annual OCOD. A record of 23 homes and 4 parks were served.
- Each plot at the Community Garden has been claimed.
- Hosted NNO Party at Belle Oaks and won 'Best Block Party'.
- Movie in the Park, Tubing, National Parks and Rec month.



Goals for FY 2018

- Increase HCC Rentals.
- Provide outstanding customer service.
- Continue to improve facility and yard aesthetics.
- Continue to expand and grow the number of events offered through the Parks and Recreation Department.
- Increase the number of recreational programs offered by the Parks and Recreation Department.
- Manage field use agreements and scheduling with leagues and associations.
- Develop plans for property next to Harris Splash Pad



Goals for FY 2018

- Enhance the use of social media and increased website content to expand services.
- Continue to Implement Updated Parks and Recreation Strategic Master Plan.
- Continue to explore parkland acquisition and development.
- Explore final phases of Parks Yard expansion to include new office building/training center, and storage building.
- Explore retrofitting existing light poles at athletic facilities with LED lighting.
- Design phase II of Jeff Hamilton Park.

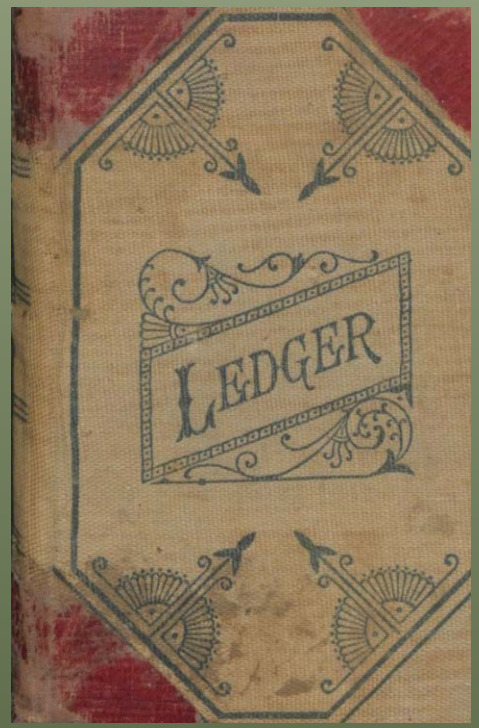


Thank You/Questions?



LENA ARMSTRONG PUBLIC LIBRARY

The Lena Armstrong Public Library exists to enrich the community of Belton by providing quality materials and services of informational, educational, leisure and cultural value in order to encourage patrons, particularly children, to become lifelong readers and library users which can lead to success in school and life.



ACCOMPLISHMENTS 2017



- Awarded the 2016 TML Achievement of Library Excellence Award
- Bilingual Story time – March 2017 94 children
- 1000 Books Before Kindergarten – April 6, 2017 BECS
- Friends of the Library Book Give Away – 12,909 books, $29,059
- Completed Painting project, minor decorating items in progress
- Toured 3 Model Central Texas Libraries in preparation for planning future of the Library
- Outreach programs – HeadStart Daycare Centers, Senior Expo, National Night Out, Harker Heights Early Literacy Fair
- Online registration for reading programs
- Summer Reading Program off to a good start
- Serve the citizens of Belton and City Staff in meeting their information and computing needs

GOALS FOR 2018

- Analyze/benchmark need for expanded Library Services (City Strategic Plan)
- Increase Outreach Programing Efforts
- Continue Partnering with BISD particularly BECS with the 1000 Books Before Kindergarten program
- Upgrade the Public Access Computer network with new server and thin clients
- Continue partnership with Friends of the Library to give away free books to children
- Expand continuing education opportunities for Library Clerks
- Continue to serve City staff and community to meet information and computing needs.



Fun Stuff



