



CITY OF BELTON

**City Council Meeting Agenda
Tuesday, March 13, 2018 - 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 CVB/Tourism Manager Judy Garrett.

Texas Pledge. The Pledge of Allegiance to the Texas Flag will be led by Councilmember John R. Holmes, Sr.

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

Invocation. The Invocation will be given by Rebecca Fox-Nuelle, Pastor of First Presbyterian Church.

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. Recognize Daniel Brallier, Juan Martinez and David Londenber for their efforts in thwarting an attempted kidnapping.

CONSENT AGENDA

Items 4-5 under this section are considered to be routine by the City Council and may be enacted by one motion. If discussion is desired by the Council, any item may be removed from the Consent Agenda prior to voting, at the request of any Councilmember, and it will be considered separately.

4. Consider minutes of previous meetings:

- A. February 27, 2018, City Council Workshop Meeting
- B. February 27, 2018, City Council Meeting

5. Consider a resolution approving a reduction in rates charged by Atmos Energy Corporation, Mid-Tex Division, and authorizing consent to a reduction in rates charged by Atmos Pipeline Texas, related to the reduction in the Federal Corporation tax rate.

Regular Agenda

- 6. A. Receive a report on operations of the Belton Christian Youth Center (BCYC); and
B. Consider amendments to the lease agreement between BCYC and the City.
- 7. Receive a report from Aaron Farmer of Retail Coach regarding Belton's Retail Development Strategy.
- 8. Receive a presentation on the Comprehensive Annual Financial Report for Fiscal Year 2017.
- 9. Consider award of bid and authorizing the City Manager to execute a contract for the Sparta Road Pump Station Improvements Project, and any change orders associated with the contract, not to exceed the amount authorized under State law.
- 10. Receive a report on the City's Stormwater Management Plan and Drainage Projects/Programs.
- 11. Consider authorizing the City Manager to enter into a professional services agreement with Kasberg, Patrick and Associates Engineers for the design of the Mesquite Road Drainage Improvements.

Executive Session

- 12. Executive Session pursuant to the provision of the Open Meetings Law, Chapter 551, Govt. Code, Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.076, Deliberation Regarding Security Devices or Security Audits.

13. 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, for a deliberation regarding real property.

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

**City Council Meeting Agenda
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401 N. Alexander, Belton, Texas**

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

Invocation. The Invocation will be given by Rebecca Fox-Nuelle, Pastor of First Presbyterian Church.

1. Call to order.
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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. Recognize Daniel Brallier, Juan Martinez and David Londenberg for their efforts in thwarting an attempted kidnapping.

On January 9, 2018, a lady who had been using the hike and bike trail was getting back into her car near BCYC when she was accosted by a man. The suspect, Nathan Gutierrez, forced the victim into her car in an attempt to take her and the

car. Fortunately, a good Samaritan, Daniel Brallier, saw what was happening and immediately reacted by running to the victim's aid and pulling the suspect away from her. Two other gentlemen, Juan Martinez and David Londenberg, also leaped into action and assisted Daniel with subduing the suspect until police arrived. Gutierrez was arrested and charged with Robbery. He is currently in the Bell County Jail for Robbery and a fugitive warrant out of Arizona. If it were not for these three heroes, the victim would have been kidnapped by this violent criminal. Citizens like, Daniel Brallier, Juan Martinez, and David Londenberg, are examples of the people that make our community a great place. They saved the victim's life with their heroic act and the Belton Police Department will be presenting each of them with a Lifesaving medal.

CONSENT AGENDA

Items 4-5 under this section are considered to be routine by the City Council and may be enacted by one motion. If discussion is desired by the Council, any item may be removed from the Consent Agenda prior to voting, at the request of any Councilmember, and it will be considered separately.

4. Consider minutes of previous meetings:

- A. February 27, 2018, City Council Workshop Meeting**
- B. February 27, 2018, City Council Meeting**

Copies of the minutes are attached. Recommend approval.

5. Consider a resolution approving a reduction in rates charged by Atmos Energy Corporation, Mid-Tex Division, and authorizing consent to a reduction in rates charged by Atmos Pipeline Texas, related to the reduction in the Federal Corporation tax rate.

See Staff Report from Director of Finance Brandon Bozon. Recommend adoption of the resolution allowing rate reductions for Atmos customers in Belton.

Regular Agenda

6. A. Receive a report on operations of the Belton Christian Youth Center (BCYC); and

B. Consider amendments to the lease agreement between BCYC and the City.

See Staff Report from Director of Parks & Recreation Matt Bates. Recommend receive report from BCYC and approve contract amendments.

7. Receive a report from Aaron Farmer of Retail Coach regarding Belton's Retail Development Strategy.

Aaron Farmer of Retail Coach will provide information on Belton's Retail Strategy. No action will be required of the Council.

8. Receive a presentation on the Comprehensive Annual Financial Report for Fiscal Year 2017.

Kristy Davis of Jaynes, Reitmeier, Boyd & Therrell will present the FY2017 CAFR. No action will be required of the Council.

9. Consider award of bid and authorizing the City Manager to execute a contract for the Sparta Road Pump Station Improvements Project, and any change orders associated with the contract, not to exceed the amount authorized under State law.

See Staff Report from Director of Public Works Angellia Points. Recommend award of the contract to Wallace Controls & Electric as presented.

10. Receive a report on the City's Stormwater Management Plan and Drainage Projects/Programs.

Director of Public Works Angellia Points will provide an update on the City's Stormwater Management Plan and Drainage Projects/Programs. No action will be required of the Council.

11. Consider authorizing the City Manager to enter into a professional services agreement with Kasberg, Patrick and Associates Engineers for the design of the Mesquite Road Drainage Improvements.

See Staff Report from Director of Public Works Angellia Points. Recommend award of the contract to Kasberg, Patrick and Associates Engineers as presented.

Executive Session

12. Executive Session pursuant to the provision of the Open Meetings Law, Chapter 551, Govt. Code, Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.076, Deliberation Regarding Security Devices or Security Audits.

13. 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, for a deliberation regarding real property.

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.

**Belton City Council Workshop Meeting
February 27, 2018 – 4:30 P.M.**

The Belton City Council met in workshop session in the Smith Room at the Harris Community Center with the following members present: Mayor Marion Grayson, Mayor Pro Tem Craig Pearson and Councilmembers David K. Leigh, Paul Sanderford, Dan Kirkley, Guy O'Banion and John R. Holmes, Sr. Staff present included Sam Listi, John Messer and Amy Casey. Director of Finance Brandon Bozon and Director of Human Resources Charlotte Walker were present for Item 3.

1. **Call to order.** Mayor Marion Grayson called the meeting to order at 4:32 p.m. The Mayor announced that the City Council would go into Executive Session for the following items:

Executive Session

2. **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, for a deliberation regarding real property.**
3. **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 551.074, Personnel.**
4. **Adjourn.** The Mayor reopened the meeting at 5:27 p.m., and there being no further business, the meeting was adjourned.

Marion Grayson, Mayor

ATTEST:

Amy M. Casey, City Clerk

**Belton City Council Meeting
February 27, 2018 – 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 (arrived 5:43 p.m.), Mayor Pro Tem Craig Pearson and Councilmembers David K. Leigh, Paul Sanderford, Dan Kirkley, Guy O'Banion and John R. Holmes, Sr. Staff present included Sam Listi, John Messer, Gene Ellis, Amy Casey, Brandon Bozon, Chris Brown, Matt Bates, Paul Romer, Bob van Til, Kim Kroll, Angellia Points, Cynthia Hernandez, Judy Garrett, Cheryl Maxwell and Charlotte Walker.

The Pledge of Allegiance to the U.S. Flag was led by Public Information Officer Paul Romer, the Pledge of Allegiance to the Texas Flag was led by Mayor Pro Tem Craig Pearson, and the Invocation was given by Tasha Roberts, Executive Director of Helping Hands Ministry.

1. **Call to order.** Mayor Pro Tem Craig Pearson called the meeting to order at 5:32 p.m.
2. **Public Comments.** There were none.
3. **Recognize City of Temple Public Works employees Steve Picasso and Mike Stokes for their cooperation and assistance in relieving a sewer blockage on February 14, 2018.**

Director of Public Works Angellia Points thanked the City of Temple and two of their Public Works employees, Steve Picasso and Mike Stokes, for their assistance in helping Belton crews with a sewer blockage on February 14, 2018. Mr. Picasso and Mr. Stokes were not able to attend the meeting, so Mrs. Points will mail Certificates of Appreciation to them.

Consent Agenda

Items 4-10 under this section are considered to be routine by the City Council and may be enacted by one motion. If discussion is desired by the Council, any item may be removed from the Consent Agenda prior to voting, at the request of any Councilmember, and it will be considered separately.

4. **Consider minutes of previous meetings:**
 - A. **February 13, 2018, City Council Workshop Meeting**
 - B. **February 13, 2018, City Council Meeting**
5. **Consider a resolution nominating the City's candidate for election to the Board of Directors of the Central Texas Water Supply Corporation.** (Jeremy Allamon)

6. **Consider appointments to the Zoning Board of Adjustment.** (John Gillette replacing Stephanie O'Banion, and Robert Shedore filling a vacant alternate position.)
7. **Consider authorizing the City Manager to execute a two-year renewal to the contract for professional construction materials testing services with Langerman Foster Engineering Company.**
8. **Consider authorizing the City Manager to execute a Mutual Aid Agreement between multiple Bell County agencies.**
9. **Consider authorizing the City Manager to execute a five-year renewal to the Records Management Software Agreement for Police Records with CAPERS North America, LLC.**
10. **Consider approval of a revised employment agreement for the City Manager.**

Upon a motion by Councilmember David K. Leigh, and a second by Councilmember Guy O'Banion, the Consent Agenda including the following captioned resolution was unanimously approved by a vote of 6-0.

Resolution 2018-07-R

Resolution Nominating Candidate for Election to the Board of Directors at Annual Meeting of Central Texas Water Supply Corporation

Regular Agenda

11. **Consider a final plat of Dolores Estates, an 8.98 acre tract of land located east of IH-35 on the south side of Decker Road in the ETJ of the City limits of Belton.**

Director of Planning Cheryl Maxwell said this property is located in the ETJ of the City of Belton, and there is currently one residence on Lot 1 and two on Lot 2. She added that this is a division of property among family members.

This property is located within the Armstrong Water Supply Corporation (WSC) CCN, and Armstrong WSC has provided a letter confirming their ability to serve this subdivision for domestic service. The water line along Decker Road is a 4" line and cannot support a fire hydrant; therefore, a variance is requested and supported by staff.

Mrs. Maxwell stated there is no sanitary sewer service available to this property. Septic systems are proposed which are subject to review by the Bell County Public Health District. She also stated that there are no drainage improvements needed.

Mrs. Maxwell explained that the Thoroughfare Plan identifies Decker Road as a minor collector street with a required ROW width of 60'. Current ROW is 40'. The owners are satisfying their requirement to dedicate half of what is needed by including a 10' ROW dedication on the plat. She added that the developer is required to contribute one half the total cost of paving with curb and gutter for the portion of Decker Road adjacent to this plat. The applicant has requested an exception to this requirement. The Subdivision Ordinance allows waiver of this requirement for single family developments not exceeding three lots. Staff supports the requested variance for the 245' of property fronting Decker Road.

According to the Subdivision Ordinance, the developer is required to construct and install a 5-foot wide sidewalk along the southern side of Decker Road. A variance to this requirement is requested. Staff concurs with the variance request for the following reasons:

- (1) This development consists of only two large lots with existing residential development, so there is no additional impact to the area;
- (2) Properties near this site are already developed which limits the opportunity to acquire funds for a future sidewalk;
- (3) The property is currently in the City's ETJ and improvements to this roadway, including sidewalks, are not scheduled; and
- (4) The County is not requiring sidewalks.

Mrs. Maxwell said that residential subdivisions are required to dedicate parkland and/or make a financial contribution for the acquisition and development of such parkland. A variance to the parkland dedication/fee is requested, and Staff concurs with the variance request since there are no plans to develop a public park in this vicinity at this time, and these two lots are large with ample open space available on each to satisfy the needs of the lot owners.

The Planning and Zoning Commission met on February 19, 2018, and unanimously recommended approval of the final plat of Dolores Estates, subject to the City's Letter to the Applicant's Engineer dated February 16, 2018, with the following variances recommended for approval, and Staff concurs in that recommendation:

- Decker Road perimeter street improvements
- Decker Road sidewalk
- Fire Hydrant
- Parkland dedication/fee

Councilmember David K. Leigh thinks granting the variances is reasonable since it is two lots being split between family members.

Upon a motion by Councilmember John R. Holmes, Sr., to approve the plat with the variances noted, and a second by Councilmember Guy O'Banion, Item 11 was unanimously approved by a vote of 6-0.

12. Consider a preliminary plat of Taylor Subdivision, a 34.535 acre tract of land located west of IH-35 on the east side of FM 1670, south of West Amity Road in the ETJ of the City of Belton.

Director of Planning Cheryl Maxwell said that the west side of this property is located in Belton's ETJ. This is primarily a residential subdivision, containing 47 residential lots and two commercial lots with frontage on FM 1670.

Mrs. Maxwell explained that this property is located within the Salado Water Supply Corporation CCN. An existing 6-inch water line runs along the west side of FM 1670, and the applicant proposes to tap this line to construct an 8-inch line throughout the subdivision. She said that the City of Belton Fire Code requires a minimum water pressure of 1,000 gpm for fire hydrants, but the existing water pressure only provides a flow of 900 gpm. The developer is requesting a variance to this requirement, and Staff supports the request.

There is no sanitary sewer available to serve this subdivision, so individual septic systems are proposed on the lots. Mrs. Maxwell said that an approval letter from the Bell County Public Health District is required with final plat submission.

Mrs. Maxwell said the drainage is proposed to be detained on-site, and the property will be maintained by the subdivision's home owners' association (HOA). She added that detailed drainage calculations will be required with the final plat submission.

[Mayor Grayson arrived at 5:43 p.m.]

Maxwell stated that no ROW dedication is needed for FM 1670. Since it is a TxDOT roadway, the requirement for perimeter street improvements is not applicable. TxDOT approval is required for driveway permits to the commercial lots from FM 1670. TxDOT has approved access for the entrance roadway, Hollow Drive, and the southern commercial lot; however, access to the northern commercial lot was not granted. Access to this lot will have to be via Hollow Drive. The Planning and Zoning Commission recommended establishing an access limitation to Lot 1, Block 1, a minimum distance from FM 1670. She said this issue will be addressed with the final plat. The internal roads in this subdivision will be constructed as local streets, with a 31' pavement width within a 50' wide ROW with curb and gutter.

Since FM 1670 is a minor arterial, the developer is required to install a 6-foot wide sidewalk along the eastern side of FM 1670. Sidewalks are also required on streets adjacent to all schools. There is a Montessori School along the west side of FM 1670, approximately 0.6 mile south of this subdivision. The developer requested a variance to this requirement since there are no sidewalks with which to connect and Bell County does not require sidewalks. Additionally, a variance to this requirement was granted to The Meadows Subdivision for these reasons; however, at that time, the Montessori school was not in its current location. She said it would be desirable for the Council to carefully evaluate this issue because:

- This area is undergoing significant residential development, so if sidewalks are provided with future development, then the opportunity for a connected sidewalk system will increase;
- Salado High School is located just west of the intersection of FM 1670 and FM 2484 to the south, so in the future, there could very well be several students living along FM 1670 that would be traveling to the school;
- There is a Montessori School on the west side of FM 1670 south of this subdivision; this was not in existence in this location until January this year;
- Residents have the ability to walk along local streets, but may choose to walk or run along FM 1670 if a safe path is provided;
- The KTMO Regional Thoroughfare and Pedestrian/Bicycle Plan shows future bicycle/pedestrian improvements along FM 1670.

Mrs. Maxwell explained that given these considerations, Staff feels there is a basis to support application of the sidewalk requirement, and suggested funds be placed in an escrow account with the City. If the funds are not expended within nine years, the funds will be returned with any interest that has been earned. A cost estimate of \$23,000 was prepared by the applicant. She added that the Planning and Zoning Commission considered sidewalks a reasonable recommendation given current and anticipated development conditions.

Since this subdivision is proposed to contain 47 residential lots, a dedication of 0.47 acres of parkland or a \$9,400 fee-in-lieu of land dedication is required according to the Subdivision Ordinance. The developer is requesting a variance to the parkland requirements since the lots in this subdivision are a minimum 0.50 acre and there are no current plans to develop a park in this area. Staff supports the request, but encourages the development of an HOA-owned and maintained neighborhood park for the residents in the subdivision.

The Planning and Zoning Commission met on February 19, 2018 and unanimously recommended approval of the preliminary plat of the Taylor Subdivision, subject to the City's Letter to the Applicant's Engineer dated February 16, 2018, and an access limitation along Hollow Drive for Lot 1, Block 1, with a favorable recommendation for the following variances, and Staff concurs:

1. Water pressure
2. Parkland dedication/fee requirement

The Planning and Zoning Commission unanimously recommended the sidewalk variance request not be granted. Mrs. Maxwell stated that the applicant is willing to construct the sidewalks in lieu of the payment should the Council desire.

Councilmember Leigh said the area is growing at a fast rate, so he thinks there will be a need for sidewalks sooner rather than later. City Manager Sam Listi asked if the Council preferred to have the sidewalks constructed or the money deposited in

escrow. Councilmember Leigh and Mayor Pro Tem Pearson said either would be fine.

Councilmember Leigh made a motion to approve the plat and grant the variance for the water pressure and parkland dedication, as well as requiring either funds to construct sidewalks or the construction of sidewalks. The motion was seconded by Councilmember Dan Kirkley and passed unanimously by a vote of 7-0.

13. **Consider a preliminary plat of the Heart of Texas RV Resort Addition, a 12.0 acre tract of land, located on the east side of South Interstate Highway 35, extending to Toll Bridge Road and approximately 0.45 miles south of Shanklin Road in the City limits of Belton.**

Mayor Pro Tem Pearson announced that he would be abstaining from this item.

Director of Planning Cheryl Maxwell said this is a 1-lot subdivision plat proposed as the Heart of Texas RV Resort Addition. On May 9, 2017, this property was zoned Planned Development Commercial Highway Zoning District for a Recreational Vehicle (RV) park. This property is directly adjacent to both IH-35 (west) and Toll Bridge Road (east).

Mrs. Maxwell said the plat was originally presented to the City Council in September of 2017. There were three issues at that time that needed to be addressed: water extension, sewer extension and perimeter street improvements. The Council did not approve the plat at that time.

The applicant has previously agreed to extend a 14" waterline from the existing 14" waterline stub-out just south of his property along IH-35 to his northern property boundary. Mrs. Maxwell explained that an 8" waterline is required to serve this property, but Staff recommends utilizing approximately \$31,420 in Utility Department funds to oversize the waterline from an 8" to a 14".

City staff previously recommended the developer extend an 8" sewer line to serve this proposed development a distance of 1800 feet (1,000' to connect the proposed sewer line plus 800' linear lot frontage), with the City funding the oversize from 8" to 14". The applicant's engineer has submitted a letter requesting a variance to the sewer extension requirements. Mrs. Maxwell said the applicant is proposing to install an on-site disposal system to serve the RV park's 100 units, and has stated the development will be designed to connect to the sewer when available. A letter has been provided from the Bell County Public Health District allowing on-site disposal. Maxwell added that Staff recommends approval of this variance request.

Mrs. Maxwell stated that Toll Bridge Road functions as a collector street and requires a total of 60 feet of ROW. Existing Toll Bridge Road ROW ranges from 40-48 feet in width adjacent to this proposed subdivision. Staff recommends a ROW dedication of 30 feet from the center of the ROW, which will result in a ROW dedication of

approximately 2 feet on the north side, 10 feet in the middle, and 4 feet on the south side from this property.

Mrs. Maxwell explained that the Subdivision Ordinance requires the developer to build or contribute funds for one half the total cost of paving with curb and gutter for the portion of roadway adjacent to this plat. Originally, the applicant's engineer submitted a letter requesting a variance to the perimeter street improvement requirements, and stated that no access will be provided from this development to Toll Bridge Road. Maxwell explained that the perimeter street improvements to Toll Bridge Road are necessary to develop this property adequately and provide circulation for this development without causing a burden on adjacent properties or the public.

The applicant's engineer has submitted a perimeter street cost estimate for the property frontage of 800 linear feet along Toll Bridge Road that identifies a cost of \$187,073.95. Staff previously recommended eliminating the sidewalk and curb and gutter in effort to reduce the cost burden on the applicant, and continues to recommend this. The alternative cost estimate without sidewalks, curb and gutter is \$119,960. Maxwell said Staff recommends that the applicant upgrade the street or contribute funding for the alternate perimeter street improvement requirements.

City staff worked with the applicant and developed options that satisfy the intent of the Subdivision Ordinance to reconstruct and widen the Toll Bridge Road pavement. The developer's previous proposal did not achieve that, providing only a maintenance treatment. The applicant has now agreed to City Recommended Option 1 as described below:

City Recommended Option 1

Center cut street

Remove 9" of existing pavement and set grade on new 9.5' extension

Add crushed limestone base material per City approved specs over entire 18.5' section (new and existing)

Add 2" HMAc asphalt overlay on entire 18.5' section

Mrs. Maxwell said that the Planning and Zoning Commission met on February 19, 2018 and unanimously recommended approval of the preliminary plat of the Heart of Texas RV Resort Addition, subject to these four essential conditions, and Staff concurs:

1. Provision of a 14" water line with reimbursement by the City for oversize costs over an 8"; construction plans are required.
2. Provision of perimeter street improvement section, as recommended by the Director of Public Works: City Recommended Option 1 - no curb/gutter or sidewalk.
3. ROW dedication to achieve 30' from the center of the current ROW—2' to 10' needed.

4. Approval of a variance for the extension of sanitary sewer service, given the 1,000' distance to proposed sewer, conditioned on providing connection to each RV site for future connection to sewer.

Councilmember Kirkley expressed his appreciation to the City Staff and the Developer for working together to arrive at a compromise. Councilmember Leigh agreed. He said he still has “heartburn” over not installing the sewer line, but he understands the cost involved in doing so. He suggested that Staff look at the ordinance related to RV Parks, and the time allowed to reside therein.

Councilmember O'Banion agreed with Mr. Leigh, and added it would have been better if the compromise with the developer could have been reached sooner.

Upon a motion for approval (subject to the conditions discussed) by Councilmember Holmes, and a second by Councilmember O'Banion, Item 13 was approved by a vote of 6-0-1 with Mayor Pro Tem Pearson abstaining.

14. Consider authorizing the City Manager to enter into a professional services agreement with Halff Associates for redesign of the South Belton Sewer Project Phase II.

Director of Public Works Angellia Points reminded the Council of its decision to reevaluate Phase II of the South Belton Sewer Project with the award of Phase I and Change Order No. 1 on February 13, 2018. The change order increased the line sizes, assuming Phase II would be redesigned to lower the lift station, which will allow additional area to be served by gravity sewer east of Toll Bridge Road. City Staff worked with Halff Associates to develop a scope of services.

Mrs. Points provided the “Big Picture” for the South Belton Sewer project, and that is attached as Exhibit “A.”

Councilmember Leigh thanked the Staff and engineers with Halff Associates for the consideration of the redesign of the sewer line.

Upon a motion by Councilmember Paul Sanderford, and a second by Councilmember Kirkley, item 14 was unanimously approved by a vote of 7-0.

15. Consider authorizing the City Manager to execute a contract with Oldcastle Materials - Wheeler for the construction of 2018 Street Overlay Project, and any change orders associated with the contract, not to exceed the amount authorized under State law.

Director of Public Works Angellia Points said that this contract represents Year 4 of the 5-Year Street Maintenance Plan. The Year 4 project is shown in Exhibit “B.”

Mrs. Points said the project is fully funded, and Staff recommends awarding the contract to Old Castle Materials - Wheeler of Belton in the amount of \$495,112.14.

Upon a motion by Mayor Pro Tem Pearson, and a second by Councilmember Dan Kirkley, item 15 was unanimously approved by a vote of 7-0.

Executive Session

16. **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, for a deliberation regarding real property.**
17. **Executive Session pursuant to the provision of the Open Meetings Law, Chapter 551, Govt. Code, Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.074, Personnel - conduct an evaluation of the City Manager's performance.**

The Mayor announced that the Executive Session is not necessary. There being no further business, the Mayor adjourned the meeting at 6:10 p.m.

Marion Grayson, Mayor

ATTEST:

Amy M. Casey, City Clerk

South Belton Sewer System

Phase II Redesign: Professional Services

February 27, 2018

City Council

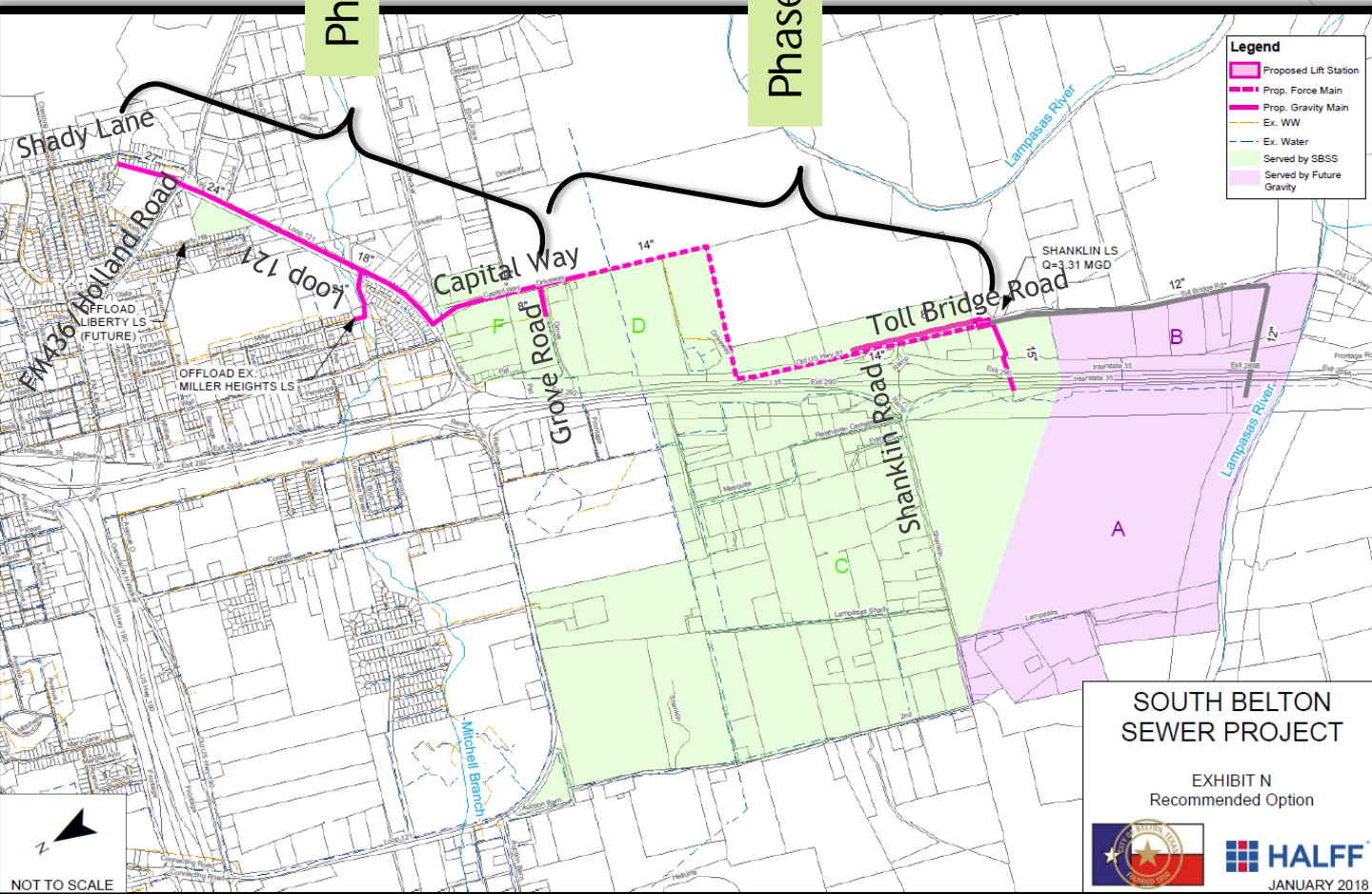
EXHIBIT "A"

Status

- ▶ February 13, 2018 – Phase I Bid Award with Change Order No. 1 to increase line sizes.
- ▶ The change order assumed Phase II would be lowered, which increased the service area and allows for more flow to be sent through the South Belton Sewer System.
- ▶ Staff worked with Halff Associates to develop a scope of services to redesign Phase II.

Phase I

Phase II



Staff Recommendations for the

"Big Picture" of South Belton Sewer

1. Increase service area of South Belton Sewer: Lower lift station and increase sewer line sizes to handle additional flows.
2. Serve BISD by private lift station that discharges to the north into the Mitchell Branch sewer line.
3. Area east of South Belton Sewer area to be served by separate regional lift station, if needed in the future. Consider service in Shady Lane Project.
4. Phase III (**lime green**) of SBSS is southern gravity and bore under IH-35.

Award Phase I and CO No. 1
for Increased Line Sizes

Redesign Phase II: Lower the
Lift Station and Sewer &
Increase line sizes



Add approx. **360** acres (or about **30% more**) that can be served by gravity flow; Increase length of gravity line north of LS toward Cedar Crest to maximize serviceability & increase service between Toll Bridge Road and Lampasas River

Staff Recommendation

1. DONE - Award Phase I with Change Order No. 1
2. TODAY - Redesign and construct Phase II
3. FUTURE - Design Mitchell Branch Sewer

Recent CDBG Project

Design Mitchell Branch Sewer to handle existing dedicated flows and BSD and surrounding properties.

TBWWTTP

Shady Lane Design to handle SBSS flows

BSD Site

Three Creeks

Phase I of SBSS

Recommend Award with Change Order for larger line sizing to account to increased sewer service area to the east and south

Redesign and construct Phase II to serve additional service area; lower lift station and sewer lines; increase line sizes

Phase II Redesign Scope of Services

- ▶ Redesign to lower the lift station and sewer lines, including all geotechnical, structural, electrical, and mechanical implementations
- ▶ Extend the gravity line as far north as possible, north of Shanklin Road
- ▶ OPCCs and review phases
- ▶ TCEQ and TxDOT Permitting Services
- ▶ Bid Phase Services
- ▶ Construction Phase Services – familiar with project scope of work, bidding climate, and contractors interested in the work
- ▶ Total fee = \$96,920

Next Steps and Funding

1. Redesign Phase II of South Belton Sewer System
2. Design Shady Lane Sewer to handle additional flows from SBSS
3. Design IH-35 waterline extension in preparation of growth funded by BEDC
4. Continue design and easement acquisition of North Belton Water Tank and Waterline; construct
5. Coordinate with TxDOT on Loop 121 Utility Relocation costs and prepare for TBWWTP Phase II construction
6. Design Mitchell Branch Sewer for Three Creeks, BIRD property, and potential surrounding development

Available Funding: \$9.7M in 2016 W/S CO

Projected Expenditures:

- ▲ \$2,554,288.90 Phase I + CO No. 1 Construction
- ▲ \$165,700 Shady Lane Sewer Design
- ▲ \$96,920 Redesign Phase II
- ▲ ~\$4.0M North Belton Water Tank and Line
- ▲ ~\$0.3M Mitchell Branch Sewer Design

Approximate Remaining = \$2.5M to fund or partly fund the following:

- ▲ Phase II construction (estimated to be \$2.8M)
- ▲ Shady Lane sewer (estimated to be \$1-\$1.3M)
- ▲ Mitchell Branch sewer construction (\$TBD)

Schedule and Recommendation

- ▶ 3.5 months to redesign Phase II
- ▶ TCEQ Permitting - dependent upon TCEQ review time
- ▶ 1 month for bid phase
- ▶ Council consideration
- ▶ 12 months for construction

Recommendation:

Recommend authorizing the City Manager to enter into a professional services agreement with Half Associates for professional engineering services for the South Belton Sewer Phase II Redesign Project in the amount of \$96,920.

FY2018 – Year 4 Street Maintenance Project

EXHIBIT "B"

Bid Award Recommendation

City Council

February 27, 2018

Project Summary

- 5-Year Street Maintenance Plan (SMP) completed in September 2014 by Lee Engineering
 - A total of \$6.0 million for the 5-year plan (About \$1.2M/year is needed to fully meet the plan)
 - Various treatment types
- FY 2015 Street Maintenance Funds – Year 1
 - \$168,156 to treat 4.2 miles (6.6%)
- FY 2016 Year 2 Funding
 - \$1,437,433 to treat 18.9 miles (30%)
- FY 2017 Year 3 Funding
 - \$926,395.23 to treat 6.5 miles (10.3%)
- Today's Action: FY2018 Year 4 of the SMP
 - \$495,112.14 to treat a proposed 3.3 miles (5.1%)



Proposed FY18



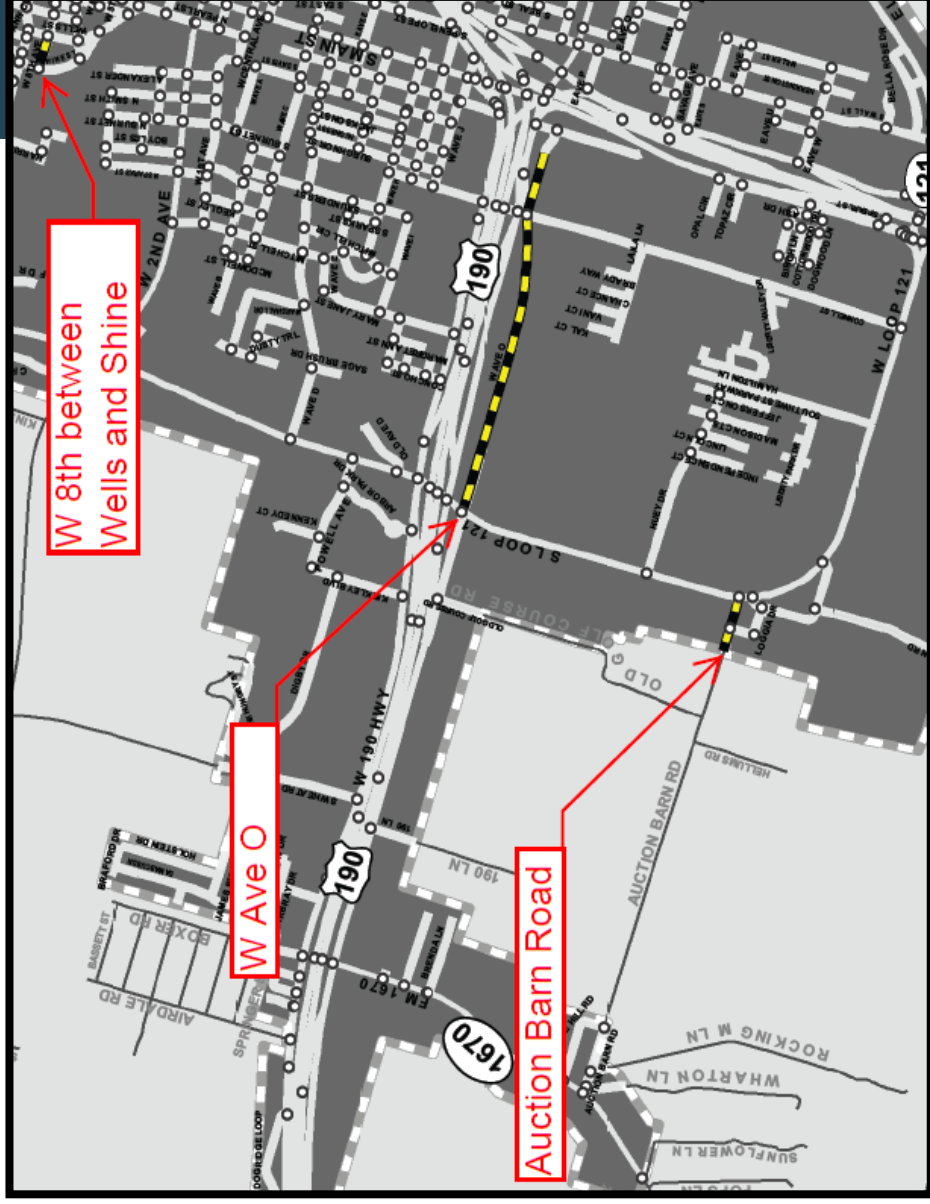
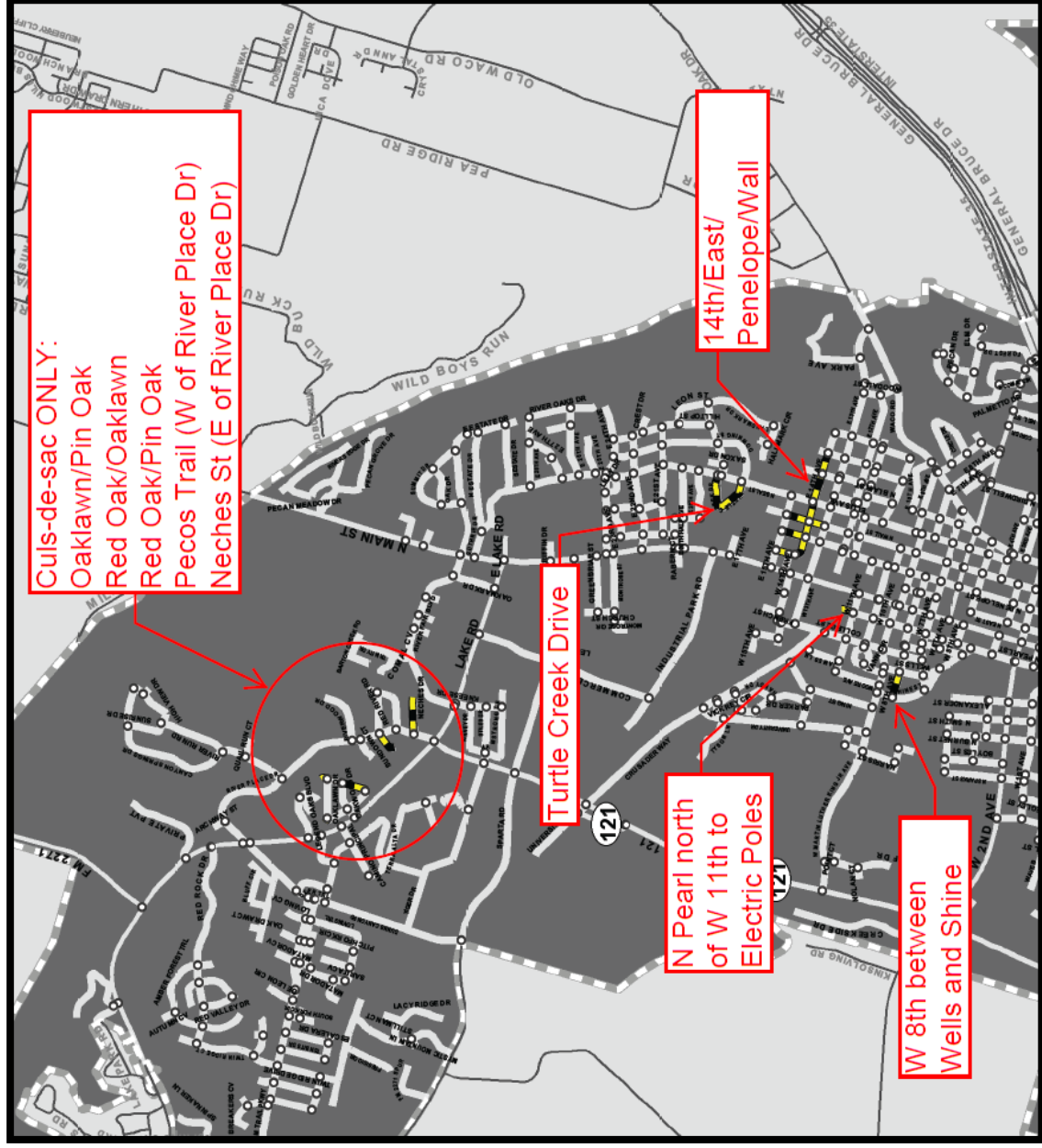
Treatment	2015 ~ Y1	2016 - Y2	2017 – Y3	2018 – Y4	Y5 and Beyond
Chip Seal	2.5 miles	16.2 miles	4.0 miles	-	28 miles Treatment Type is TBD
Double Chip Seal	1.5 miles	1.1 miles	-	-	
HMAC Overlay	-	2.4 miles	2.6 miles	3.3 miles	
Reconstruction	0.37 miles	-	-	-	2.3 miles Approx. \$6M in Design & Construction Costs
Total Length	4.2 miles (6.6%)	18.9 miles (30%)	6.5 miles (10.3%)	3.3 miles (5.1%)	30.3 miles (48%)
Total Cost	Chip Seal: \$168,156 (\$2.72/SY)	Chip Seal: \$968,215 (\$3.36/SY) HMAC Overlay: \$469,218 (\$11.33/SY) Total: \$1,437,433	Chip Seal: \$252,336 (\$4.61/SY) HMAC Overlay: \$674,060 (\$16.02/SY) Total: \$926,396	HMAC Overlay: \$495,112.14 (\$8.82/SY) Funding sources unknown	

Note: 63.3 Total Miles Identified in the 5-Year SMP

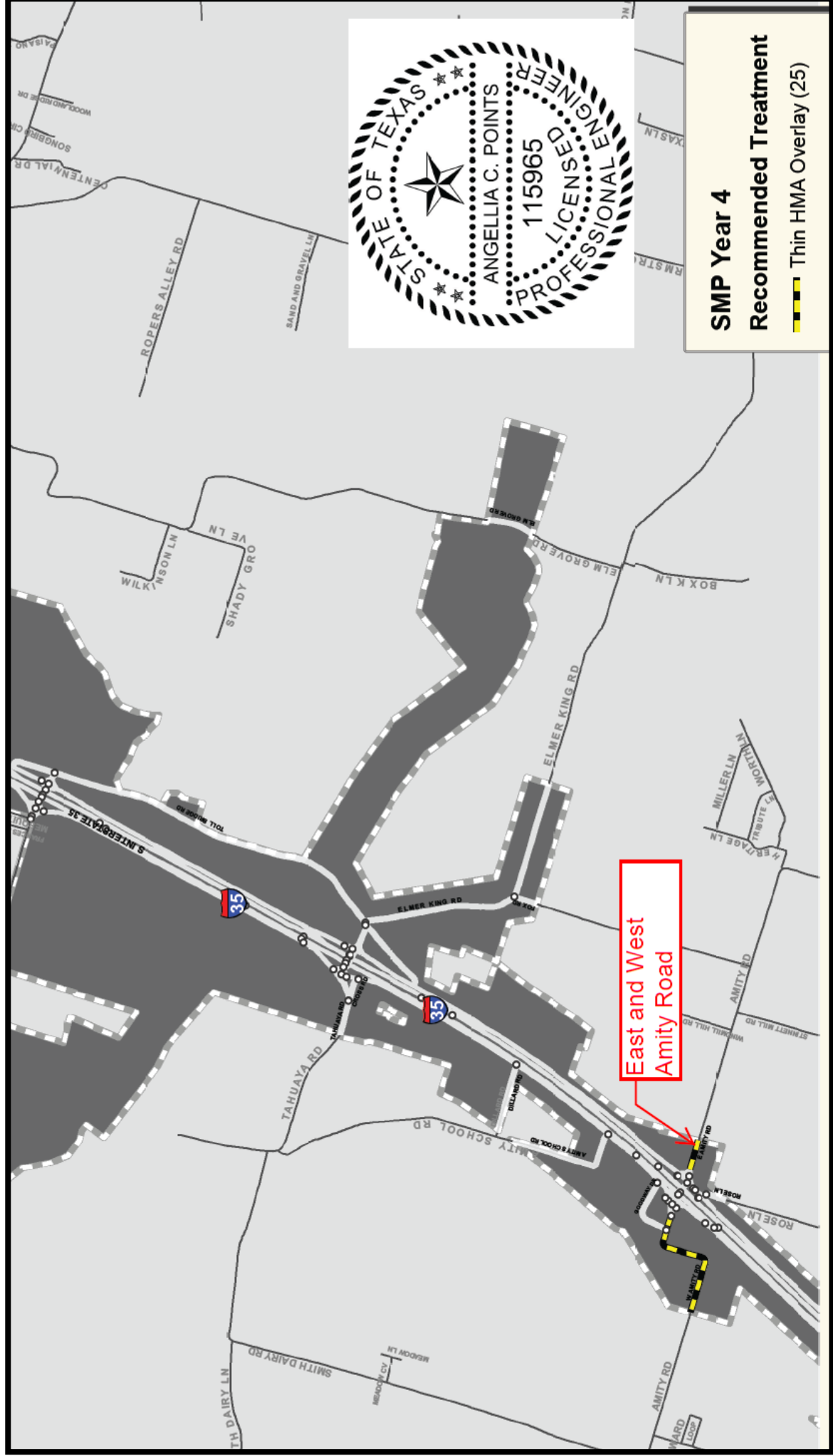
2018 Street Maintenance Plan

- Scope of Work:
 - One type of treatment: Asphalt Overlay
 - Traffic Control
 - ROW Prep (sweeping, blading back grass, level up)
 - Curb reconstruction near 1410 N Penelope
 - 6" Full Mill and Overlay on W 8th Ave between Wells and Shine
 - Adjustments to manholes and valve covers
 - Pavement Milling along edges and pavement intersections
 - 2" HMAC Overlay
 - Pavement Markings
 - Mobilization, bonds, insurance

Year 4 - Proposed



Year 4 - Proposed



Bid Results, Funding, Recommendation

BID RESULTS	
<u>Base Bid</u>	<u>Bid Amount</u>
Old Castle Materials -Wheeler, Belton	\$495,112.14
Lone Star Paving, Austin	\$650,082.95
Alpha Paving, Round Rock	\$720,686.50
Austin Materials, Austin	\$826,470.95

Funding Sources	Amount
Remaining Funds from FY17	\$251,504
FY18 Street Maintenance Funds	\$166,000
FY17 Budget Amendment	\$225,000
“One-time” Boost to Street Maintenance Program in FY18	\$150,000
TOTAL	\$792,504

Schedule

1. Consider award of project: February 27, 2018
2. Project Deadline: August 1, 2018

Recommendation

Award bid and authorize the City Manager to execute the construction contract for the 2018 Street Overlay Project in the amount of \$495,112.14 with Old Castle Materials – Wheeler, and any change orders associated with the contract, not to exceed the amount authorized under state law.

Staff Report – City Council Agenda Item



Agenda Item #5

Consider a resolution approving a reduction in rates charged by Atmos Energy Corporation, Mid-Tex Division, and authorizing consent to a reduction in rates charged by Atmos Pipeline Texas, related to the reduction in the Federal Corporation tax rate.

Originating Department

Finance – Brandon Bozon, Director of Finance

Summary Information

The City is a member of the Atmos Texas Municipalities (ATM). The ATM group was organized by a number of municipalities served by Atmos and has been represented by the law firm of Herrera Law & Associates, PLLC (through Mr. Alfred R. Herrera). ATM also retained the services of a consulting firm, Utilitech, Inc. (Mr. Mike Brosch and Mr. Steve Carver) to assist in reviewing Atmos Energy-Mid-Tex Division (Atmos) and Atmos Pipeline Texas' rate data. Herrera Law & Associates, PLLC and Utilitech, Inc. have participated in prior rate cases involving Atmos and have extensive knowledge and experience in rate matters affecting Atmos' rates, operations, and services.

PASS THROUGH OF REDUCTION IN FEDERAL-INCOME-TAX RATE:

Effective January 1, 2018 the U.S. Congress changed the federal-income-tax ("FIT") laws, by among other things, reducing the corporate tax rate from 35% to 21%.

Atmos MidTex' current rates are based on a FIT expense of 35% and thus, absent a change in its rates, Atmos MidTex would stand to reap a windfall related to the difference in FIT expense between a tax rate of 35% and 21%.

ATMOS MIDTEX: Atmos MidTex seeks to pass through to ratepayers the reduction in FIT expense as expeditiously as possible. To that end, the Utilities Code § 104.111 allows for a utility like Atmos MidTex to reduce its rates without the need to file a full-blown cost-of-service study and allows for administrative approval of the decrease by the appropriate regulatory authority.

The City, under Utilities Code § 103.001 is the appropriate regulatory authority for Atmos MidTex' rates within the City.

Atmos Energy is seeking administrative approval of a reduction rates charged by Atmos MidTex as expeditiously as possible to begin passing through to ratepayers the reduction in Atmos MidTex' rates. The reduction in Atmos MidTex' revenues is about \$29 million.

ATMOS PIPELINE TEXAS (“APT”): Atmos Pipeline Texas (“APT”) is a separate department within Atmos Energy. APT is seeking the City’s consent to a decrease in rates for Atmos Pipeline Texas. APT will employ Utilities Code § 104.111 to implement its proposed decrease in rates.

The Railroad Commission of Texas has exclusive jurisdiction over APT’s rates and the City’ rate-setting authority does not extend to APT. But in order for APT to obtain the Railroad Commission’s approval of the decrease in APT’s rates, all affected parties must agree to the decrease. The City, as part of ATM, participated in APT’s most recent rate case at the Railroad Commission of Texas, Gas Utility Docket No. 10580 (“GUD No. 10580”), and is thus an affected party.

So, APT requires the City’s consent to decrease its rates and to obtain the Railroad Commission’s approval of that decrease in rates. The reduction in Atmos Pipeline Texas’ revenues is about \$29 million.

Fiscal Impact

N/A

Recommendation

After a series of discussions with Atmos Energy and a review of the data Atmos MidTex and Atmos Pipeline Texas provided, ATM’s Special Counsel recommends that the City:

1. *Approve* Atmos MidTex’ reduction in rates by about \$29 million to implement the reduction in the federal-income-tax rate from 35% to 21%, and require to file conforming tariffs and changes to its rates to give effect to the reduction in revenue; and
2. *Consent* to Atmos Pipeline Texas’ reduction in rates, also by about \$29 million, to implement the reduction in the federal-income-tax rate from 35% to 21%; and that the City authorize the City and ATM’s Special Counsel, Mr. Alfred R. Herrera, Herrera Law & Associates, PLLC to sign the consent.

Approving Atmos MidTex’ and Atmos Pipeline Texas’ proposed reduction in revenue will result in a reduction in the rates ultimately paid by Atmos MidTex’ ratepayers.

Attachments

Resolution

Letter from Atmos Energy

RESOLUTION NO. 2018-08-R

A RESOLUTION BY THE CITY OF BELTON, TEXAS (“CITY”), APPROVING A REDUCTION IN RATES CHARGED BY ATMOS ENERGY CORPORATION, MID-TEX DIVISION (“ATMOS”) AND AUTHORIZING CONSENT TO A REDUCTION IN RATES CHARGED BY ATMOS PIPELINE TEXAS (“APT”), ALL RELATED TO THE REDUCTION IN THE FEDERAL CORPORATE TAX RATE; FINDING THE REDUCTION IN ATMOS’ RATES TO BE JUST AND REASONABLE; FINDING THAT THE MEETING COMPLIED WITH THE OPEN MEETINGS ACT; DECLARING AN EFFECTIVE DATE; AND REQUIRING DELIVERY OF THE RESOLUTION TO THE COMPANY AND SPECIAL COUNSEL.

WHEREAS, the City of Belton, Texas (“City”) is a regulatory authority under the Gas Utility Regulatory Act “GURA”) and under § 103.001 of GURA has exclusive original jurisdiction over Atmos Energy Corporation – Mid-Tex Division (“Atmos”) rates, operations, and service of a gas utility within the municipality; and

WHEREAS, the City has participated in prior cases regarding Atmos as part of a coalition of cities known as the Atmos Texas Municipalities (“ATM”); and

WHEREAS, pursuant to the Rate Review Mechanism (“RRM”) for 2017 filed with the City on or around March 1, 2017, the City approved an increase in annual revenue of about \$48 million; and

WHEREAS, the City, as part of ATM participated in APT’s general rate case at the Railroad Commission of Texas in Gas Utility Docket No. 10580 (“GUD No. 10580”); and

WHEREAS, the corporate tax rate on federal income included in Atmos’ current rates and made part of the \$48 million increase in revenue approved via the RRM, was based on a federal-income-tax rate of 35%; and

WHEREAS, the corporate tax rate on federal income included in APT’s current rates and approved by the Railroad Commission of Texas in GUD No. 10580, was based on a federal-income-tax rate of 35%; and

WHEREAS, effective January 1, 2018, the corporate tax rate on income is 21%;
and

WHEREAS, Atmos seeks administrative approval under Utilities Code § 104.111 to reduce its annual revenue by approximately \$29 million; and

WHEREAS, APT seeks the City's consent to a decrease in rates for APT's rates to be approved by the Railroad Commission of Texas, which decrease would reduce APT's annual revenue by about \$29 million; and

WHEREAS, ATM's Special Counsel and consultants engaged to review Atmos' and APT's calculation of the effect of the reduction in the corporate federal-income-tax rate from 35% to 21% has on Atmos' and APT's rates, have confirmed Atmos' and APT's calculation of the reduction in Atmos' and APT's revenue is mathematically accurate; and

WHEREAS, the reduction in Atmos' annual revenue is limited to the tax expense related to the change in the corporate tax rate from 35% to 21% relative to the revenue requirement established in Atmos' RRM in 2017, and to the revenue requirement established in in GUD No. 10580 for APT, and thus will need to be adjusted further in a future proceeding to account for excess deferred income taxes resulting from the Tax Cut and Jobs Act of 2017; and

WHEREAS, by approving the reduction in Atmos' rates, and consenting to the reduction in APT's rates, the City, in future proceedings or in other jurisdictions, is under no obligation to take the same positions with regard to the methodology resulting in a reduction in rates, as the methodology underlying the reduction proposed by Atmos or APT, nor shall the City's approval of the reduction in Atmos' rates or its consent to the

reduction in APT's rates, be used against City in any future proceeding with respect to different positions the City may take with regard to setting Atmos' or APT's rates.

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

Section 1. The findings set forth in this Resolution are hereby in all things approved and incorporated herein.

Section 2. Atmos shall submit to the City within fourteen days from the effective date of this Resolution, amended tariffs reflecting the reduction in revenue noted above.

Section 3. The City's Special Counsel, Mr. Alfred R. Herrera, Herrera Law & Associates, PLLC, is hereby authorized to consent on behalf of the City as part of ATM in proceedings before the Railroad Commission of Texas, to the reduction in APT's revenue noted above.

Section 4. To the extent any Resolution previously adopted by the City Council is inconsistent with this Resolution, it is hereby superseded.

Section 5. The meeting at which this Resolution was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 6. If any one or more sections or clauses of this Resolution is judged to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending section or clause never existed.

Section 7. This Resolution shall become effective from and after its passage.

Section 8. A copy of this Resolution shall be sent to Atmos Mid-Tex, care of Christopher Felan, Vice President of Rates and Regulatory Affairs, Atmos Energy Corporation, 5420 LBJ Freeway, Suite 1600, Dallas, Texas 75240 and to Mr. Alfred R. Herrera, Herrera Law & Associates, PLLC, 816 Congress Avenue, Suite 950, Austin, Texas 78701.

PASSED AND APPROVED this 13th day of March, 2018.

Mayor

ATTEST:

Amy M. Casey, City Clerk



March 5, 2018

To the Honorable Mayor and City Manager

Re: *Atmos Pipeline - Texas' Notice of Intent to Reduce Rates established in GUD Docket No. 10580 pursuant to Section 104.111 of the Gas Utility Regulatory Act; Request to Authorize Consent*

Dear Mayor and City Manager:

On August 1, 2017, the Railroad Commission of Texas established rates for Atmos Pipeline – Texas, a division of Atmos Energy Corporation (“APT” or the “Company”). These rates govern the service by APT to Atmos Energy Corporation, Mid-Tex Division which affects the rates charged to customers within your City.

Effective January 1, 2018, the Tax Cuts and Jobs Act of 2017 (“the Act”) reduced the federal corporate tax rate from 35% to 21%. In order to ensure that customers receive the benefits of this reduction in the federal corporate tax rate, APT will be filing an application with the Railroad Commission to reduce its base rates. The proposed effective date for this rate reduction is April 1, 2018.

The provisions of Section 104.111 of the Gas Utility Regulatory Act require the consent of parties in order to administratively approve the proposed rate reduction in the rates established in GUD Docket No. 10580. If approved, the reduction will reduce revenues by \$29,829,148. APT has discussed this rate decrease filing with Mr. Alfred R. Herrera, counsel for the coalition of Atmos Texas Municipalities of which your city is a member. To give effect to this rate reduction, APT respectfully requests that the City take action to approve the form of resolution providing the needed authorization for your counsel to execute the needed consent. APT urges you to adopt your counsel’s resolution as quickly as possible so that the proposed reduction can be administratively approved as soon as possible and the gas consuming customers in your city can realize the benefits of the reduced rates.

Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles R. Yarbrough, II".

Charles R. Yarbrough, II
Vice President, Rates & Regulatory Affairs

Atmos Pipeline - Texas
5420 LBJ Freeway, Suite 1557
Dallas, TX 75240
P 214-206-2809 F 214-206-2199 Charles.Yarbrough@atmosenergy.com

Staff Report – City Council Agenda Item



Agenda Item #6

- A. Receive a report on operations of the Belton Christian Youth Center (BCYC); and
- B. Consider amendments to the lease agreement between BCYC and the City of Belton.

Originating Department

Parks & Recreation – Matt Bates, Director of Parks & Recreation

Summary Information

- A. The BCYC Community Relations Coordinator will share with City Council the progress and re-vitalization of the Belton Christian Youth Center, which the board and Staff have worked towards the past several months. She will also share some of the exciting events and opportunities that will be happening in the near future.
- B. The City of Belton entered into a 50 year ground lease in 1998 with the Belton Christian Youth Center to occupy a portion of Confederate Park. The principal purpose was to construct and operate a youth center within this Municipal Community Park. Since 1998, the original BCYC building was built, along with a major addition authorized in 2007, and other minor lease amendments followed, including site plan changes for playground additions.

This year, in 2018, BCYC is proposing to make three (3) amendments to the current lease agreement:

- 1. Change BCYC's physical address to 385 IH-35 Service Rd, Belton TX 76513.
- 2. Install approximately 465ft of 4' high Black Vinyl Chain-link fence around the playground, swing set, and play area located on the Southern portion of the premises.
- 3. Assume the responsibility of Landscape Maintenance located inside the proposed fenced area (approximately 0.8 acres).

BCYC has requested to install this fence for added security during their daily daycare/ charter school/and afterschool operations. BCYC will be purchasing the materials required for the fence, along with being responsible for installation. In addition, as stated in the original lease agreement, BCYC is responsible for the maintenance and repair of all

structures that are located inside the BCYC premises. Both parties have agreed that BCYC will take over the landscape maintenance (roughly 0.8 acres) inside the fenced area since accessibility with Parks and Rec mowers will be restricted and the area is now less accessible to the public during BCYC hours of operation. The City will continue to maintain the remaining 16 acres of parkland located adjacent to the Center.

Fiscal Impact

N/A

Recommendation

Recommend approval of Amendment #8 to lease agreement with BCYC.

Attachments

Lease Agreement Amendment #8
Map of proposed 4' Black Vinyl Fence & New Address

**LEASE AGREEMENT – AMENDMENT NO. 8
BETWEEN THE
CITY OF BELTON
AND
BELTON CHRISTIAN YOUTH CENTER**

Amendment No. 8 to the lease agreement is made and entered this 13th day of March, 2018, by and between the CITY OF BELTON, a municipal corporation, referred to in this lease as Lessor, and BELTON CHRISTIAN YOUTH CENTER, a not-for-profit Texas corporation, referred to in this lease as Lessee.

As an amendment to the original lease agreement, Lessor authorizes the following:

1. Change the lessee physical address to 385 IH-35 Service Rd, Belton TX 76513.
2. Install approximately 465ft of 4' high Black Vinyl Chain-link fence around the playground, swing set, and play area located on the Southern portion of the premises.
3. Assume the responsibility of Landscape Maintenance located inside the proposed fence area (approximately 0.8 acres).

THIS LEASE AMENDMENT has been executed by the parties on the date and year first above written.

LESSOR:

IN TESTIMONY WHEREOF the CITY OF BELTON, Bell County, Texas, has caused this Amendment to Lease Agreement to be executed by its City Manager and attested by the City Clerk on this the 13th day of March, 2018.

CITY OF BELTON, TEXAS

By: _____
SAM A. LISTI, City Manager

ATTEST:

AMY M. CASEY, City Clerk

STATE OF TEXAS §
COUNTY OF BELL §

BEFORE ME, the undersigned authority, on this day personally appeared SAM A. LISTI, City Manager of the CITY OF BELTON, TEXAS, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same as the act and deed of said City and for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 13th day of March 2018.

Notary Public, State of Texas

LESSEE:

BELTON CHRISTIAN YOUTH CENTER

By: _____

ACKNOWLEDGMENT

STATE OF TEXAS §
COUNTY OF BELL §

This instrument was acknowledged before me on _____, 2018 by _____, _____ of Belton Christian Youth Center, a not-for-profit organization, on behalf of said organization.

Notary Public, State of Texas

**Belton Christian Youth Center
BCYC
385 S IH 35 SVC RD**

217ft

53ft

195ft

4' BLACK VINYL FENCE

CONFEDERATE PARK DR

S IH 35 SVC RD

S INTERSTATE 35

7 MIN

VFD TO 6TH (4.00)

E AVE D

E AVE C

S BEAL ST

Legend

— Proposed 4' BCYC Fence

⊕ Hydrants



AGENDA ITEM # 6



Belton Christian Youth Center

Christ Centered • Mission Driven

PROPOSED AMENDMENTS TO THE CURRENT LEASE

1. Change BCYC's physical address to: **385 IH-35 Service Rd, Belton TX 76513.**
2. Install approximately 465ft of 4' high Black Vinyl Chain-link fence around the playground, swing set, and play area located on the Southern portion of the premises.
3. Assume the responsibility of landscape maintenance located inside the proposed fenced area (approximately 0.8 acres).





Belton Christian Youth Center
BCYC
385 S IH 35 SVC RD

Legend

- Proposed 4' BCYC Fence
- Hydrants

RECOMMENDATION

- Staff recommends approval of Amendment #8 to the lease agreement with BCYC.



Belton, Texas

Retail Economic Development Plan (Update)

March 2018



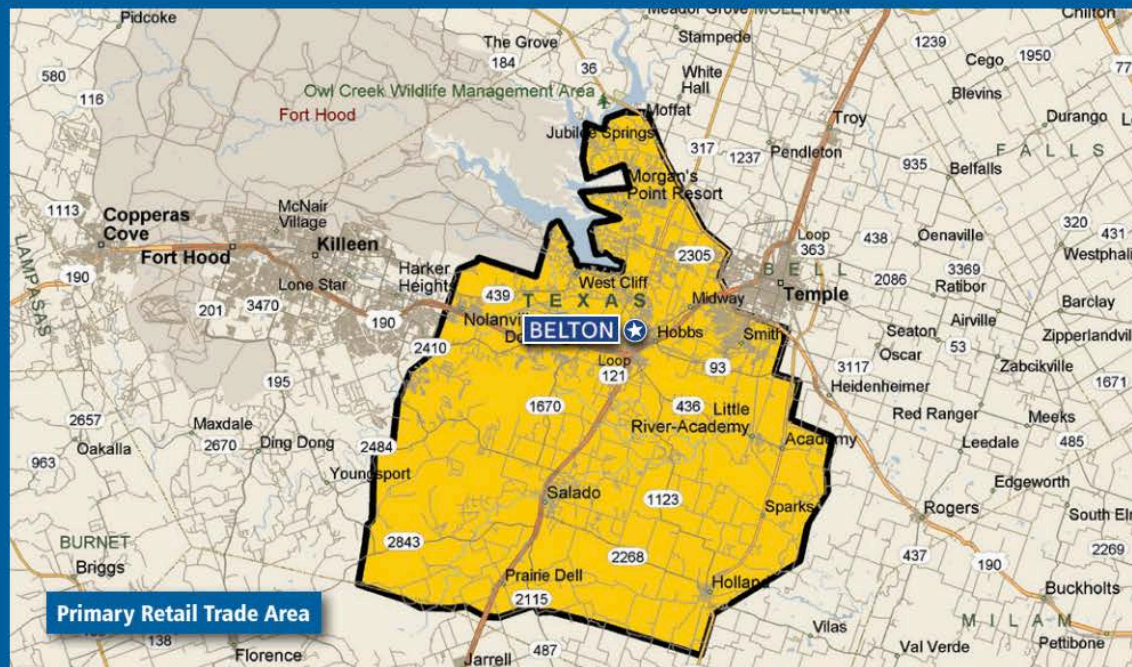
Phase 1 and 2 Research and Community Core Analysis

The Retail Trade Area is the geographical area from which a community's retailers derive a majority (85%) of their business.

Retail Trade Areas

The map displays three distinct geographical regions. A large, irregularly shaped area in the center is shaded in a medium blue and labeled 'RETAIL TRADE AREA'. Within this blue area, there is a smaller, roughly circular region shaded in a darker green, labeled 'Primary RTA'. To the left of the Primary RTA, there is another region shaded in a lighter blue, labeled 'Secondary RTA'. The background of the map shows various streets and landmarks, including labels like 'Mustang', 'Celina', 'Prosper', 'Gunter', 'Howe', and 'Point'. Road shields for highways 275, 435, and 120 are also visible.

Retail Market Profile 2017



Contact Information

Judy Garrett, CVB & Tourism Manager

City of Belton
412 East Central Avenue
P.O. Box 120
Belton, Texas 76513

Phone 254.933.5849

jgarrett@beltontexas.gov
www.beltontexas.gov

May 2017. All information furnished is from sources deemed reliable and is submitted subject to errors, omissions, change of terms and/or conditions. Prepared by The Retail Coach, LLC, a national retail consulting and market research firm. 800.851.0962.

Population

	2000	2010	2017 ESTIMATE	2022 PROJECTION
Primary Retail Trade Area	61,299	82,533	91,901	99,214

Income

	2017 ESTIMATE
Average Household	\$84,251
Median Household	\$62,997
Per Capita	\$32,913

Educational Attainment

	2017 ESTIMATE
Graduate or Professional	12.07%
Bachelor's Degree	18.88%
Associate Degree	8.32%
Some College, No Degree	23.61%
High School Graduate	26.54%
Some High School, No Degree	6.44%
Less than 9th Grade	4.15%

Race Distribution

	2017 ESTIMATE
White	75.74%
Black or African American	9.38%
American Indian/Alaskan	0.73%
Asian	2.56%
Native Hawaiian/Islander	0.19%
Other Race	7.78%
Two or More Races	3.61%
Hispanic or Latino (of any race)	21.85%

Age

GROUPS	2017 ESTIMATE
9 Years and Under	13.89%
10-17 Years	10.90%
18-24 Years	10.20%
25-34 Years	13.42%
35-44 Years	12.14%
45-54 Years	11.93%
55-64 Years	11.95%
65 Years and Over	15.56%
DISTRIBUTION	2017 ESTIMATE
Median Age	36.3
Average Age	38.1

Demographic Reports



TheRetailer

PRIMARY RETAIL TRADE AREA DEMOGRAPHIC PROFILE Belton, Texas

Prepared for
City of Belton
May 2017



PRIMARY RETAIL TRADE AREA • DEMOGRAPHIC PROFILE Belton, Texas

DESCRIPTION	DATA	%
Population		
2022 Projection	99,214	
2017 Estimate	91,901	
2010 Census	82,533	
2000 Census	61,299	
Growth 2017 - 2022		7.96%
Growth 2010 - 2017		11.35%
Growth 2000 - 2010		34.64%
2017 Est. Population by Single-Classification Race	91,901	
White Alone	69,607	75.74%
Black or African American Alone	8,622	9.38%
Amer. Indian and Alaska Native Alone	672	0.73%
Asian Alone	2,354	2.56%
Native Hawaiian and Other Pac. Isl. Alone	171	0.19%
Some Other Race Alone	7,153	7.78%
Two or More Races	3,322	3.61%
2017 Est. Population by Hispanic or Latino Origin	91,901	
Not Hispanic or Latino	71,823	78.15%
Hispanic or Latino	20,078	21.85%
Mexican	16,660	82.98%
Puerto Rican	1,166	5.81%
Cuban	109	0.54%
All Other Hispanic or Latino	2,142	10.67%

DESCRIPTION	DATA	%
2017 Est. Hisp. or Latino Pop by Single-Class. Race	20,078	
White Alone	10,837	53.97%
Black or African American Alone	387	1.93%
American Indian and Alaska Native Alone	293	1.46%
Asian Alone	82	0.41%
Native Hawaiian and Other Pacific Islander Alone	42	0.21%
Some Other Race Alone	7,095	35.34%
Two or More Races	1,342	6.68%
2017 Est. Pop by Race, Asian Alone, by Category	2,354	
Chinese, except Taiwanese	98	4.15%
Filipino	209	8.86%
Japanese	134	5.71%
Asian Indian	718	30.51%
Korean	476	20.21%
Vietnamese	269	11.42%
Cambodian	0	0.00%
Hmong	7	0.31%
Laotian	5	0.21%
Thai	24	1.04%
All Other Asian Races Including 2+ Category	414	17.58%

DESCRIPTION	POTENTIAL SALES	ACTUAL SALES	LEAKAGE/SURPLUS
Total Retail Sales Incl Eating and Drinking Places	\$1,820,375,848	\$340,379,919	\$1,479,995,929
Motor Vehicle and Parts Dealers	\$405,883,079.94	\$18,839,297.00	\$387,043,782.94
Automotive Dealers	\$349,341,688.50	\$4,589,112.00	\$344,752,576.50
Other Motor Vehicle Dealers	\$22,698,379.90	\$2,678,288.00	\$20,020,091.90
Automotive Parts/Accsrs, Tire Stores	\$33,843,011.54	\$11,571,897.00	\$22,271,114.54
Furniture and Home Furnishings Stores	\$41,412,344.00	\$1,860,442.00	\$39,551,902.00
Furniture Stores	\$23,801,974.68	\$520,573.00	\$23,281,401.68
Home Furnishing Stores	\$17,610,369.32	\$1,339,869.00	\$16,270,500.32
Electronics and Appliance Stores	\$65,619,548.42	\$8,316,896.00	\$57,302,652.42
Appliances, TVs, Electronics Stores	\$32,809,774.21	\$6,180,003.00	\$26,629,771.21
Household Appliances Stores	\$4,227,482.40	\$1,356,890.00	\$2,870,592.40
Electronics Stores	\$28,582,291.81	\$780,003.00	\$27,802,288.81
Building Material, Garden Equip Stores	\$179,792,701.20	\$22,261,410.00	\$157,531,291.20
Building Material and Supply Dealers	\$165,045,519.54	\$21,368,139.00	\$143,677,380.54
Home Centers	\$64,013,013.81	\$4,851,763.00	\$59,161,250.81
Paint and Wallpaper Stores	\$4,588,093.25	\$758,361.00	\$3,829,732.25
Hardware Stores	\$15,181,108.32	\$1,509,168.00	\$13,671,940.32
Other Building Materials Dealers	\$81,263,304.16	\$14,248,847.00	\$67,014,457.16
Building Materials, Lumberyards	\$30,319,520.09	\$3,047,297.00	\$27,272,223.09
Lawn, Garden Equipment, Supplies Stores	\$14,747,181.66	\$893,271.00	\$13,853,910.66
Outdoor Power Equipment Stores	\$2,179,360.78	\$595,900.00	\$1,583,460.78
Nursery and Garden Centers	\$12,567,820.88	\$297,371.00	\$12,270,449.88

DESCRIPTION	POTENTIAL SALES	ACTUAL SALES	LEAKAGE/SURPLUS
Food and Beverage Stores	\$229,853,323.39	\$62,975,043.00	\$166,878,280.39
Grocery Stores	\$209,112,963.19	\$61,165,574.00	\$147,947,389.19
Supermarkets, Grocery (Ex Conv) Stores	\$192,100,317.06	\$58,181,698.00	\$133,918,619.06
Convenience Stores	\$17,012,646.13	\$2,983,876.00	\$14,028,770.13
Specialty Food Stores	\$9,008,408.30	\$72,324.00	\$8,936,084.30
Beer, Wine and Liquor Stores	\$11,731,951.91	\$1,737,145.00	\$9,994,806.91
Health and Personal Care Stores	\$112,257,271.79	\$17,370,345.00	\$94,886,926.79
Pharmacies and Drug Stores	\$89,531,213.13	\$16,523,175.00	\$73,008,038.13
Cosmetics, Beauty Supplies, Perfume Stores	\$11,085,894.13	\$0.00	\$11,085,894.13
Optical Goods Stores	\$3,618,713.81	\$711,111.00	\$2,907,602.81
Other Health and Personal Care Stores	\$8,021,450.72	\$136,059.00	\$7,885,391.72
Gasoline Stations	\$140,167,197.91	\$27,373,098.00	\$112,794,099.91
Gasoline Stations With Conv Stores	\$76,354,965.65	\$20,545,481.00	\$55,809,484.65
Other Gasoline Stations	\$63,812,232.25	\$6,827,617.00	\$56,984,615.25
Clothing and Clothing Accessories Stores	\$78,827,387.41	\$6,410,614.00	\$72,416,773.41
Clothing Stores	\$57,803,259.01	\$5,564,380.00	\$52,238,879.01
Men's Clothing Stores	\$2,260,310.54	\$0.00	\$2,260,310.54
Women's Clothing Stores	\$12,457,317.50	\$3,410,529.00	\$9,046,788.50
Childrens, Infants Clothing Stores	\$2,735,265.44	\$0.00	\$2,735,265.44
Family Clothing Stores	\$32,674,275.79	\$1,558,734.00	\$31,115,541.79
Clothing Accessories Stores	\$2,975,463.79	\$82,268.00	\$2,893,195.79
Other Clothing Stores	\$4,700,625.95	\$512,849.00	\$4,187,776.95
Shoe Stores	\$11,707,919.61	\$0.00	\$11,707,919.61
Jewelry, Luggage, Leather Goods Stores	\$9,316,208.79	\$846,234.00	\$8,469,974.79
Jewelry Stores	\$8,449,723.11	\$846,234.00	\$7,603,489.11
Luggage and Leather Goods Stores	\$866,485.69	\$0.00	\$866,485.69

DESCRIPTION	POTENTIAL SALES	ACTUAL SALES	LEAKAGE/SURPLUS
Sporting Goods, Hobby, Book, Music Stores	\$36,183,062.47	\$1,927,610.00	\$34,255,452.47
Sportng Goods, Hobby, Musical Inst Stores	\$30,699,403.39	\$919,133.00	\$29,780,270.39
Sporting Goods Stores	\$21,942,808.02	\$0.00	\$21,942,808.02
Hobby, Toys and Games Stores	\$6,000,254.90	\$844,564.00	\$5,155,690.90
Sew/Needlework/Piece Goods Stores	\$1,115,819.92	\$74,569.00	\$1,041,250.92
Musical Instrument and Supplies Stores	\$1,640,520.55	\$0.00	\$1,640,520.55
Book, Periodical and Music Stores	\$5,483,659.08	\$1,008,477.00	\$4,475,182.08
Book Stores and News Dealers	\$5,483,659.08	\$1,008,477.00	\$4,475,182.08
Book Stores	\$4,895,392.44	\$1,008,477.00	\$3,886,915.44
News Dealers and Newsstands	\$588,266.64	\$0.00	\$588,266.64
General Merchandise Stores	\$206,514,922.47	\$113,728,232.00	\$92,786,690.47
Department Stores Excl Leased Depts	\$135,429,562.66	\$107,015,749.00	\$28,413,813.66
Other General Merchandise Stores	\$71,085,359.81	\$6,712,483.00	\$64,372,876.81
Miscellaneous Store Retailers	\$46,055,868.09	\$5,929,314.00	\$40,126,554.09
Florists	\$2,155,641.64	\$396,088.00	\$1,759,553.64
Office Supplies, Stationery, Gift Stores	\$15,890,222.50	\$378,275.00	\$15,511,947.50
Office Supplies and Stationery Stores	\$9,015,764.68	\$189,125.00	\$8,826,639.68
Gift, Novelty and Souvenir Stores	\$6,874,457.82	\$189,150.00	\$6,685,307.82
Used Merchandise Stores	\$7,116,869.47	\$622,810.00	\$6,494,059.47
Other Miscellaneous Store Retailers	\$20,893,134.47	\$4,532,141.00	\$16,360,993.47
Non-Store Retailers	\$81,147,379.59	\$4,781,035.00	\$76,366,344.59

DESCRIPTION	POTENTIAL SALES	ACTUAL SALES	LEAKAGE/SURPLUS
Foodservice and Drinking Places	\$196,661,761.63	\$48,606,583.00	\$148,055,178.63
Special Foodservices	\$11,832,048.43	\$961,473.00	\$10,870,575.43
Drinking Places -Alcoholic Beverages	\$6,530,215.15	\$578,245.00	\$5,951,970.15
Full Service Restaurants	\$87,394,259.59	\$13,345,025.00	\$74,049,234.59
Limited Service Eating Places	\$80,803,205.62	\$32,464,283.00	\$48,338,922.62
Cafeterias, Grill Buffets, and Buffets	\$3,313,094.13	\$0.00	\$3,313,094.13
Snack and Non-alcoholic Beverage Bars	\$6,788,938.71	\$1,257,557.00	\$5,531,381.71



LEASE SPACE AVAILABLE | 1,000 Sq Ft 203 N IH 35 Belton, Texas 76513



AVAILABLE SPACE

1,000 Sq Ft

RATES | NNN & PRICE

\$22/SF/YR

PROPERTY INFORMATION

- Located directly off of IH 35
- Great location and visibility
- Retailers in close proximity include Jimmy John's, Burger King, and Starbucks

DEMOGRAPHICS

Variable	Community	Primary RTA
2017 Population	19,605	91,901
Average HH Income	\$71,949	\$84,251
Median Age	31.7	36.3

* RTA – Retail Trade Area; the geographic area from which retailers derive approximately 80-85% of their business.

CONTACT

Aaron Farmer, Senior Vice President
The Retail Coach
afarmer@theretailcoach.net
662.231.0608

Judy Garrett
City of Belton
jgarrett@beltontexas.gov
254.721.3180

 **TheRetailCoach** P.O. Box 7272 | Tupelo, MS 38802 | 800.851.0962 | www.theretailcoach.net

The information contained herein was obtained from sources believed to be reliable; however, The Retail Coach makes no guarantees, warranties, or representations as to the completeness or accuracy thereof. The presentation of this property is submitted subject to errors, omissions, change of price or conditions, prior sale or lease, or withdrawal without notice.



LEASE SPACE AVAILABLE | Multiple Spaces Belton Oak Village, Belton, Texas



AVAILABLE SPACE

Multiple Spaces

RATES | NNN & PRICE

\$12-\$13/SF/YR

PROPERTY INFORMATION

- 1/8 mile from Walmart and HEB Plus
- Traffic counts on Main St. -21,000 VPD
- Excellent visibility, access and signage

DEMOGRAPHICS

Variable	Community	Primary RTA
2017 Population	19,605	91,901
Average HH Income	\$71,949	\$84,251
Median Age	31.7	36.3

** RTA – Retail Trade Area; the geographic area from which retailers derive approximately 80-85% of their business.*

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Phase 3 – Urban (Downtown) Retail Revitalization

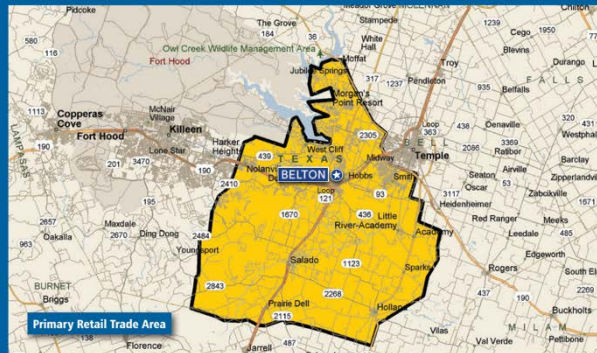
March 13 – Downtown Retail Workshop

- Distribution of Reports
- Tips on how to be success in today's retail market
- Understanding the Belton Consumer

Phase 4 – Marketing and Branding

Retail Market Profile Flier

Retail Market Profile 2017



Contact Information

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City of Belton
412 East Central Avenue
P.O. Box 120
Belton, Texas 76513
Phone 254.933.5849
jgarrett@belontexas.gov
www.belontexas.gov

May 2017. All information furnished is from sources deemed reliable and is submitted subject to errors, omissions, change of terms and/or conditions. Prepared by The Retail Coach, LLC, a national retail consulting and market research firm. 800.851.0962.

Population

	2000	2010	2017 ESTIMATE	2022 PROJECTION
Primary Retail Trade Area	61,299	82,533	91,901	99,214

Income

	2017 ESTIMATE
Average Household	\$84,251
Median Household	\$62,997
Per Capita	\$32,913

Educational Attainment

	2017 ESTIMATE
Graduate or Professional	12.07%
Bachelor's Degree	18.88%
Associate Degree	8.32%
Some College, No Degree	23.61%
High School Graduate	26.54%
Some High School, No Degree	6.44%
Less than 9th Grade	4.15%

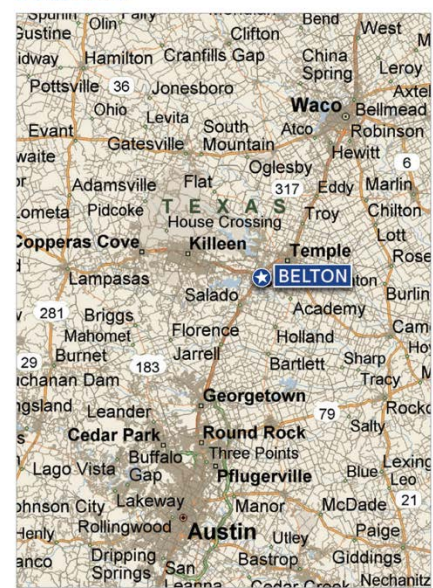
Race Distribution

	2017 ESTIMATE
White	75.74%
Black or African American	9.38%
American Indian/Alaskan	0.73%
Asian	2.56%
Native Hawaiian/Islander	0.19%
Other Race	7.78%
Two or More Races	3.61%
Hispanic or Latino (of any race)	21.85%

Age

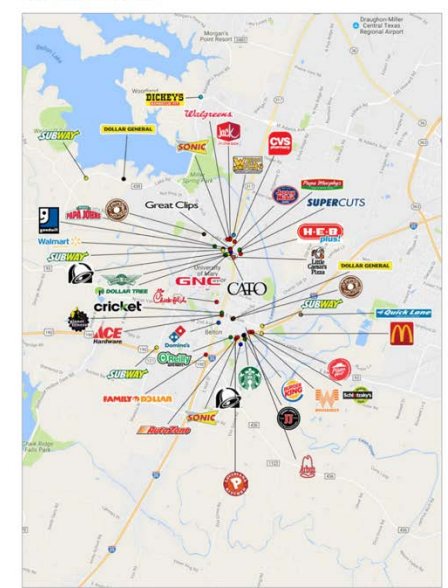
GROUPS	2017 ESTIMATE
9 Years and Under	13.89%
10-17 Years	10.90%
18-24 Years	10.20%
25-34 Years	13.42%
35-44 Years	12.14%
45-54 Years	11.93%
55-64 Years	11.95%
65 Years and Over	15.56%
DISTRIBUTION	2017 ESTIMATE
Median Age	36.3
Average Age	38.1

LOCATION MAP



Information provided is for illustrative purposes only and is deemed to be correct as of publish date of this document. Data sources used may include ESRI, AGS, Nielsen, RegInfo, StreetUSA, TxDOT and/or Microsoft Corporation.

EXISTING RETAIL



Retailer and Developer Recruitment



TheRetailCoach®



RETAIL FEASIBILITY STUDY
Belton, Texas

Prepared for
City of Belton
June 2017



TheRetailCoach®

DEVELOPER FEASIBILITY STUDY
Belton, Texas

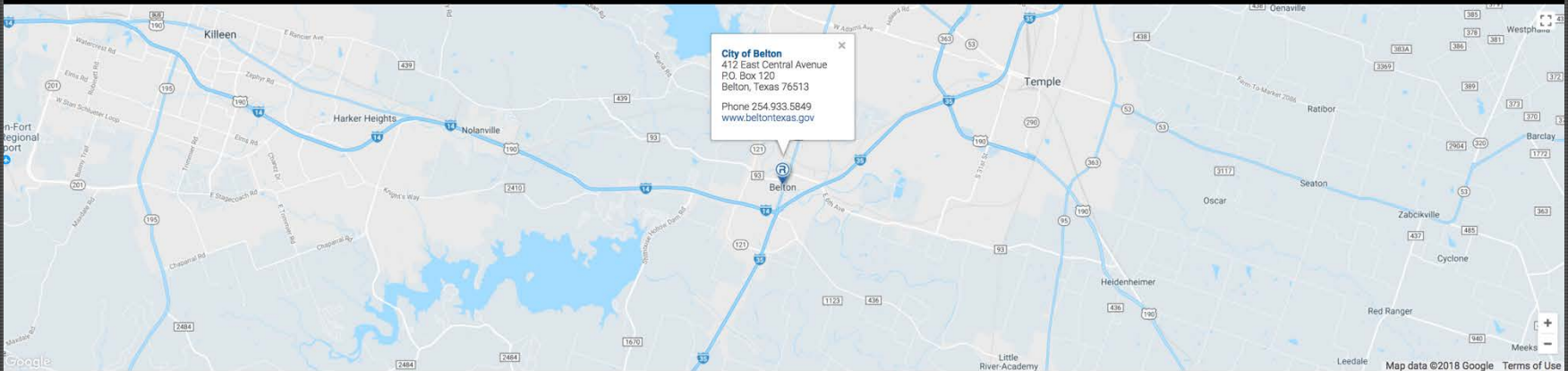
Prepared for
City of Belton
June 2017



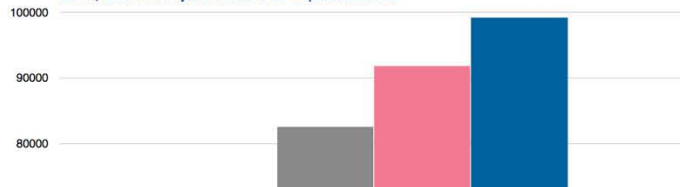
Phase 5 – GIS Data Platform

BELTON, TEXAS – COMMUNITY RETAIL DASHBOARD

Powered by The Retail Coach



Belton, Texas - Primary Retail Trade Area - Population Growth



RETAIL SALES/LEAKAGE

POTENTIAL

\$1,820,375,848

ESTIMATED ACTUAL

\$340,379,919

\$0,000,000,000

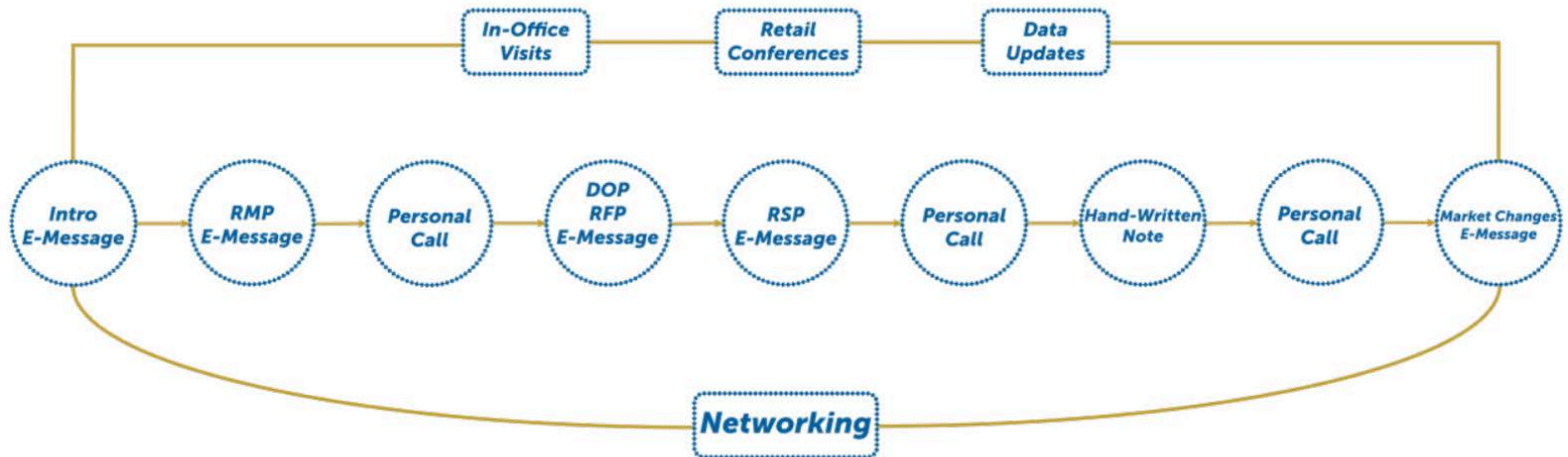
TOTAL RETAIL OPPORTUNITY



































Data-driven Retail Website with: Available Sites, a Dashboard, and Geo-Retail Interactive Mapping

Phase 6 and 7 – Retailer and Developer Recruitment

Retail/Developer Recruitment Process



Retail Recruitment Tracking Spreadsheet

 Belton Texas Retail Recruitment Tracking ☆ 📁		File Edit View Insert Format Tools Table Add-ons Help See new changes		 SHARE	
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Developer Recruitment Tracking Spreadsheet

BeltonDeveloperList (3)									
Home Insert Page Layout Formulas Data Review View									
Calibri (Body) 11 A A Wrap Text General \$ % .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format									
H27 X ✓ fx (972) 233-5300									
	C	D	E	F	G	H	I	J	K
2	Aqualand Development	103 E 5th St, Suite 204	Austin	TX	78701	(512) 382-1876		matt@aqualanddevelopment.com	www.aqualanddevelopment.com
3	Armstrong Development Properties, Inc.	222 W. Las Colinas Blvd., Suite 1610	Irving	TX	75039	(972) 869-8055	(972) 869-8063	rhendrix@agoc.com	
4	AVG Partners	3220 Audley St	Houston	TX	77098	(713) 807-8902	(713) 523-3015	greg@ebd-tx.com	www.avgpartners.com
5	Baker Katz, LLC	3700 Buffalo Speedway, Ste 1020	Houston	TX	77098	(713) 629-2100		jbaker@bakerkatz.com	www.bakerkatz.com
6	Caliber Companies	14301 Caliber Drive	Oklahoma City	OK	73134	(405) 702-1570			www.calibercompanies.com
7	Catellus Development Corporation	4550 Mueller Blvd	Austin	TX	78723	(512) 703-9204	(512) 287-2604	ttucker@catellus.com	www.catellus.com
8	Conifer Real Estate, Inc	260 Miron Drive, Suite 108	Southlake	TX	76092	(817) 552-7778	(817) 552-7788	jim@coniferre.com	
9	Corinth Properties	4645 North Central Expwy., Ste 200	Dallas	TX	75205	(214) 219-5600	(214) 219-5616	frank@corinthprop.com	www.corinthproperties.com
10	DHK Development Inc.	5005 Riverway Ste 160	Houston	TX	77056	(713) 761-0033	(713) 961-2634	dougk@dhddev.com	
11	Dorado Development Co., LLC	12500 Network Blvd., Suite 103	San Antonio	TX	78249	(210) 732-5335	(210) 732-5445	david@doradodev.com	
12	DWC Commercial Properties, L.C.	P.O. Box 797424	Dallas	TX	75379	(972) 960-1550	(972) 248-1705	rdwoodbury@sbcglobal.net	
13	Excel Commercial Real Estate	6363 Woodway Ste 950	Houston	TX	77057	(713) 458-5151	(713) 458-5152	rainer@excelcommerical.com	
14	Frankel Development Group Inc	6130 Annapolis Street	Houston	TX	77005	(713) 661-0440	(713) 661-0486	bfrankel@sbcglobal.net	
15	Fritz Duda Company	13355 Noel Road, Suite 1315	Dallas	TX	75240	(972) 934-2244	(972) 991-5184	mduda@fritzduda.com	
16	GFR Development Services LLC	9100 IH 10 West, Suite 205	San Antonio	TX		(210) 593-9100	(210) 592-9101	granados@gfrdevelopment.com	
17	Greenway Enterprises Inc.	1313 Hardage Ln	Colleyville	TX	76034	(817) 442-5220	(817) 481-9498	john@ge-development.com	www.ge-development.com
18	GT First Development	2511 Reva Dr.	Houston	TX	77019	(713) 899-0043	(713) 520-1007	glen@gtfirst.net	www.falconegroup.info
19	Hermansen Land Development, Inc.	5944 Luther Lane, Suite 725	Dallas	TX	75225	(214) 373-4202	(214) 373-0737	mitch@hermansenlanddevelopment.com	www.hermansenlanddevelopment.com
20	Houston Commercial Development	1525 Lakeville Drive, Suite 232	Kingwood	TX	77339	(713) 609-9200		mwimberly@houstonscomdev.com	www.houstonscomdev.com
21	Ironwood Real Estate	207 San Jacinto Blvd., Suite 300	Austin	TX	78701	(512) 477-2225	(512) 477-2220	mhooks@ironwoodre.com	
22	J A Billip Company	6925 Portwest Drive, Ste 130	Houston	TX	77024	(713) 426-5000	(713) 426-5050	abillipp@jabillipp.com	www.jabillipp.com
23	Jackson-Shaw	4890 Alpha Road Ste 100	Dallas	TX	75244	(972) 628-7423	(972) 628-7444	jridnour@jacksonshaw.com	jacksonshaw.com
24	Jefco Development	2001 Ross Avenue, Ste 4601	Dallas	TX	75201	(214) 891-3225		dwatson@ddevelopment.com	www.ddevelopment.com
25	JLL	1703 W 5th St #850	Austin	TX	78703	(512) 225-2700		barry.haydon@am.jll.com	www.jll.com
26	Klein Equities	6602 Spring Cypress Road	Spring	TX	77379	(281) 374-9392	281-374-9395	dklein@klein-equities.com	www.klein-equities.com
27	Lockard Development, Inc.	14228 Midway Road, Suite 204	Dallas	TX	75244	(972) 233-5300	(972) 233-7800	david@hardestyrealty.net	www.lockardonline.com
28	Mallick Group	3715 Camp Bowie Blvd.	Fort Worth	TX	76107	(817) 763-0700	(817) 763-9155	michael@mallickgroup.com	www.mallickgroup.com
29	Malouf Interests, Inc.	3811 Turtle Creek Blvd Ste 1800	Dallas	TX	75219	(214) 219-4900	(214) 219-4901	matt@maloufinterests.com	
30	Margauw Development Company	14801 Quorum Drive, Ste 160	Dallas	TX	75254	(972) 980-8806		dsilverman@margauxrealty.com	www.margauxrealty.com
31	Means Knaus Partners	2000 West Loop South, Suite 1920	Houston	TX	77027	(713) 366-3138		nowak@meansknaus.com	meansknaus.com
32	Merritt Capital Partners	8235 Douglas Ave Ste 1030	Dallas	TX	75225	(214) 987-9808	(214) 987-1679	marshall@merritt-capital.com	www.merritt-capital.com
33	Moran Capital, LLC	2828 Routh Street, Suite 500	Dallas	TX	75201	(214) 520-9000	(214) 520-9003	rparks@morancap.com	
34	N3 Real Estate	620 E. Southlake Blvd.	Southlake	TX	76092	(817) 348-8748		JDavidson@n3realestate.com	www.n3realestate.com
35	NewQuest Properties	8827 W. Sam Houston Pkwy N., Ste 200	Houston	TX	77040	(817) 477-4300	(281) 477-4390	salvis@newquest.com	www.newquest.com
36	NorthStar Properties, Inc.	4200 S. Hulen Street, Suite 525	Fort Worth	TX	76109	(817) 336-8700	(817) 336-8792	scott@northstarpropertiesinc.com	
37	Planned Community Developers	15958 City Walk #250	Sugar Land	TX	77479	(281) 242-2000		lesn@pcdlt.com	www.pcdlt.com
38	Pure Development Company, LLC	PO Box 92454	Southlake	TX	76092	(214) 365-2747		rob@puredevco.com	www.puredevco.com
39	RLand Properties	P.O. Box 699	Colleyville	TX	76034	(817) 571-9800	(817) 540-4459	kwhitman@randrproperties.com	
40	Rubicon Realty Group	3281 Rocky Creek Drive, Suite 100	Missouri City	TX	77459	(281) 313-0000	(281) 969-7316	lmaio@aol.com	www.rubiconrealty.com
41	Sandler Southwest Corp.	Preston Park Financial Ctr-E Tower 5405 Kilgore Dr	Plano	TX	75093	(972) 816-1602	(972) 985-2315	ncukerbaum@sandlersw.com	sandler southwest.com

2017 Retail Trade Shows

- ICSC Deal Making Dallas – November 2017
- Retail Live Austin – August 2017



Phase 8 – Retail Action Plan

Action Plan



Next Steps

- Continued retailer/restaurant/developer recruitment
- Representation at retail conferences
- Continued Site Identification and Marketing

2018/2019 Retail Trade Shows

- Retail Live Austin – August 2018
- ICSC Red River States – January 2019





www.theretailcoach.net
afarmer@theretailcoach.net

AUSTIN, TX
Ph. 662.231.0608

Aaron Farmer 662.231.0608





March 13, 2018

The Honorable Mayor and Members of the City Council
City of Belton, Texas:

We have substantially completed our audit of the financial statements of City of Belton, Texas (the “City”) as of and for the year ended September 30, 2017, and plan to issue our report thereon dated March 8, 2018. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated August 10, 2017, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team; others in our firm, as appropriate; and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements. There has been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2017. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- Valuation allowance for doubtful accounts – Management's estimate of the allowance for doubtful accounts is based upon historical collections. We evaluated the key factors and assumptions used to develop the valuation allowance for doubtful accounts and determined that it is reasonable in relation to the basic financial statements.
- Carrying amounts of capital assets – Management's estimate of carrying amounts of capital assets are the result of historical cost and useful lives of assets estimated based upon historical experience and industry suggested standards. We evaluated the key factors and assumptions used to develop the carrying amounts of capital assets and determined that it is reasonable in relation to the basic financial statements.
- Net pension liability and related deferred outflows and inflows of resources – Management's estimate of net pension liability and related deferred outflows and inflows of resources are based on actuarial assumptions and calculations as of the measurement date. We evaluated the key factors and assumptions used to develop the net pension liability and determined that it is reasonable in relation to the basic financial statements.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. The attached schedules summarize uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were no such misstatements noted.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the letter dated March 8, 2018.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

Other Matters

We applied certain limited procedures to management's discussion and analysis, the schedule of the changes in net pension liability and related ratios, and the schedule of contributions, which are required supplementary information ("RSI") that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

This report is intended solely for the information and use of the Mayor, the City Council and management of City of Belton, Texas and is not intended to be and should not be used by anyone other than these specified parties.

March ___, 2018

Jaynes, Reitmeier, Boyd & Therrell, P.C.
P.O. Box 7616
Waco, Texas 76714-7616

This representation is provided in connection with your audit of the financial statements of the City of Belton, Texas (the "City") as of September 30, 2017 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the various opinion units of the City in accordance with accounting principles generally accepted for governments in the United States of America ("U.S. GAAP").

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of March ___, 2018:

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated August 10, 2017, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- 2) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 4) We acknowledge our responsibility for compliance with laws, regulations, and provisions of contracts and grant agreements.
- 5) We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- 6) We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

- 7) Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- 8) Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- 9) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 10) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
- 11) The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- 12) All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
- 13) All funds and activities are properly classified.
- 14) All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- 15) All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- 16) Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- 17) All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 18) All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- 19) All interfund and intra-entity transactions and balances have been properly classified and reported.
- 20) Deposits and investment risks have been properly and fully disclosed.
- 21) Capital assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated.

- 22) All required supplementary information is measured and presented within the prescribed guidelines.
- 23) With regard to investments and other instruments reported at fair value:
- a) The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - b) The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - c) The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
 - d) There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.

Information Provided

- 24) We have provided you with:
- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements of the various opinion units, such as records, documentation, meeting minutes and other matters;
 - b) Additional information that you have requested from us for the purpose of the audit; and
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- 25) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 26) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 27) We have no knowledge of any fraud or suspected fraud that affects the City and involves:
- a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 28) We have no knowledge of any allegations of fraud, or suspected fraud, affecting the City's financial statements communicated by employees, former employees, vendors, regulators, or others.
- 29) There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- 30) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.

- 31) We have disclosed to you the identity of the City's related parties and all the related party relationships and transactions of which we are aware.
- 32) The City has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- 33) We have disclosed to you all guarantees, whether written or oral, under which the City is contingently liable.
- 34) We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- 35) We are identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on the financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- 36) There are no:
- a) Violations or possible violations of laws or regulations, or provisions of contracts and grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - b) Unasserted claims or assessments that our lawyer has advised are probably of assertion and must be disclosed in accordance with GASB-62.
 - c) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
- 37) The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 38) We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 39) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

- 40) With respect to the management's discussion and analysis, schedule of changes in the net pension liability and related ratios, and schedule of contributions (collectively, "RSI"), we acknowledge our responsibility for presenting the RSI in accordance with accounting principles generally accepted in the United States of America, and we believe the RSI, including their form and content, are fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the RSI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- 41) With respect to the combining financial statements and the individual fund financial statements and schedules:
- a) We acknowledge our responsibility for presenting the combining financial statements and the individual fund financial statements and schedules in accordance with accounting principles generally accepted in the United States of America, and we believe the combining financial statements and the individual fund financial statements and schedules, including their form and content, are fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the combining financial statements and the individual fund financial statements and schedules have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the combining financial statements and the individual fund financial statements and schedules are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Very truly yours,

CITY OF BELTON, TEXAS

Sam Listi, City Manager

Brandon Bozon, CPA, Finance Director

Summary of Uncorrected Misstatements - General Fund

		<i>Financial Statement Effect of Uncorrected Misstatements: Over (Under) Statement</i>					
		<i>Total Assets and Deferred Outflows</i>	<i>Total Liabilities and Deferred Inflows</i>	<i>Fund Balance</i>	<i>Revenues</i>	<i>Expenditures</i>	<i>Net Change in Fund Balance</i>
Amounts Per Financial Statements		\$ 7,427,704	1,180,184	6,247,520	13,994,568	13,769,163	225,405
Effect of Current Period Uncorrected Misstatements		\$ -	17,623	(17,623)	(17,623)	-	(17,623)
Effect of Prior Period Uncorrected Misstatements					12,845	-	12,845
Net Effect of Uncorrected Misstatements		\$ -	17,623	(17,623)	(4,778)	-	(4,778)
<i>No.</i>	<i>Description</i>						
1	To properly record property taxes receivable which are measurable and available. Client has historically reported on a cash basis.	\$ -	17,623	(17,623)	(17,623)	-	(17,623)

Summary of Uncorrected Misstatements - Debt Service Fund

		<i>Financial Statement Effect of Uncorrected Misstatements: Over (Under) Statement</i>					
		<i>Total Assets and Deferred Outflows</i>	<i>Total Liabilities and Deferred Inflows</i>	<i>Fund Balance</i>	<i>Revenues</i>	<i>Expenditures</i>	<i>Net Change in Fund Balance</i>
Amounts Per Financial Statements		\$ 196,990	27,050	169,940	1,110,122	1,098,867	11,255
Effect of Current Period Uncorrected Misstatements		\$ -	3,953	(3,953)	(3,953)	-	(3,953)
Effect of Prior Period Uncorrected Misstatements					2,912	-	2,912
Net Effect of Uncorrected Misstatements		\$ -	3,953	(3,953)	(1,041)	-	(1,041)
<i>No.</i>	<i>Description</i>						
1	To properly record property taxes receivable which are measurable and available. Client has historically reported on a cash basis.	\$ -	3,953	(3,953)	(3,953)	-	(3,953)

Summary of Uncorrected Misstatements - Component Unit

		<i>Financial Statement Effect of Uncorrected Misstatements: Over (Under) Statement</i>					
		<i>Total Assets and Deferred Outflows</i>	<i>Total Liabilities and Deferred Inflows</i>	<i>Net Position</i>	<i>Revenues</i>	<i>Expenses</i>	<i>Change in Net Position</i>
Amounts Per Financial Statements		\$ 10,282,495	312,322	9,970,173	1,735,673	804,344	931,329
Effect of Current Period Uncorrected Misstatements		\$ -	(12,679)	12,679	-	(12,679)	12,679
Effect of Prior Period Uncorrected Misstatements					-	6,437	(6,437)
Net Effect of Uncorrected Misstatements		\$ -	(12,679)	12,679	-	(6,242)	6,242
<i>No.</i>	<i>Description</i>						
1	To properly adjust compensated absences payable at year-end. Client does not typically record liability for compensated absences for the component unit.	\$ -	(12,679)	12,679	-	(12,679)	12,679



The Honorable Mayor, Members of the
City Council and Management
City of Belton, Texas:

In planning and performing our audit of the basic financial statements of City of Belton, Texas (the "City") as of and for the year ended September 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting ("internal control") as a basis for designing audit procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

Reasonable possible. The chance of the future event or events occurring is more than remote but less than likely.

Probable. The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, the City Council, and others within the City and is not intended to be, and should not be, used by anyone other than these specified parties.

March 8, 2018

Staff Report – City Council Agenda Item



Agenda Item #9

Consider award of bid and authorizing the City Manager to execute a contract for the Sparta Road Pump Station Improvements Project, and any change orders associated with the contract, not to exceed the amount authorized under State law.

Originating Department

Public Works – Angellia Points, Director of Public Works/City Engineer

Background

The City of Belton currently operates two water pump stations to maintain water pressure for all of Belton's water system. Constructed in 2001, the Sparta Road Pump Station (pump station) is located along Sparta Road in Belton's ETJ at Sparta Loop. Treated water from the Bell County WCID No. 1 water treatment plant on Waterworks Road travels from the treatment plant to the pump station, where the pump station pumps the water into Belton at the necessary pressure. The pump station contains two variable frequency drive pumps, which allows the pumps to ramp up and down as needed. The pump station has not had any significant maintenance since its installation in 2001. Overtime, the pump drives have required minor maintenance on the pump motor and the motor control center. The parts for the drives and motor control centers have been increasingly difficult to find. Therefore, Staff worked with McCreary & Associates for professional engineering services to provide electrical design for the upgrades needed to the pump drives. The proposed improvements designed by McCreary & Associates will lengthen the life of the drives and motor control centers, and allow for maintenance parts to be readily available. The improvements will also add an interlocked breaker and a docking station for a connection to a portable generator, if power were to fail at the pump station.

The design was completed in January 2018. The design of the pump station updates was opened for bids on February 27, 2018. Four (4) qualified bids were received for the construction of the pump station improvements, as shown in the following table.

Contractor	Bid Amount
Wallace Controls & Electric, Meridian	\$183,311
T Morales Company, Florence	\$186,540
AC Electrical Services, Roger	\$188,000
R. K. Bass Electric, Harker Heights	\$214,385

The Director of Public Works/City Engineer, Assistant Director of Public Works, and Project Engineer at McCreary & Associates evaluated the bids and determined Wallace Controls & Electric, Inc. of Meridian, Texas, the low bidder, has the capability and experience to perform to the requirements of the contract.

After the Notice to Proceed is issued, the contractor will be allowed up to five (5) months to complete the project.

If the project is awarded to Wallace Controls, there should minimal to no impact to water service during construction. There are two pumps at the pump stations, which are intended to run at separate times under normal water demand conditions. The schedule of the work will be coordinated between the contractor and Staff to ensure security and continuity of water service.

Fiscal Impact

The fiscal impact of the action for this item is \$183,311. The funding for the project is allocated in the Water & Sewer Capital Project Fund.

Budgeted: ☐ Yes ☐ No ☒ Capital Project Funds

Recommendation

Authorize the City Manager to execute a contract with Wallace Controls & Electric, Inc. for the implementation of the Sparta Road Pump Station Improvements.

Attachments

Engineer's Letter of Recommendation
Bid Tabulation

McCREARY & ASSOCIATES, INC.

CONSULTING ENGINEERS 972/458-8745
6310 LBJ FREEWAY SUITE 217 DALLAS, TEXAS 75240

March 2, 2018

Ms. Angellia Points, P.E.
City Engineer
City of Belton
P.O. Box 934
Belton, Texas 76513

Re: City of Belton
Sparta Road Pump Station VFD Repacement
Bid #41-09-16

Dear Angellia,

On February 27, 2018, the City of Belton received competitive bids from four (4) contractors for the Sparta Road Pump Station VFD Replacement Project. A Bid Tabulation is attached.

The bids received was for installation of two new VFDs and modifications to the MCC to add a portable generator docking station. The project also consists of installation of associated harmonic filters and concrete pads for the harmonic filters.

The attached Bid Tabulation shows Wallace Controls & Electric, Inc., of Meridian, Texas as the low bidder with a bid of \$183,311.00. Other bidders were T Morales Company, AC Electric, and Robert Bass Electric. The three lowest bidders were within 3% of the low bidder.

The budget for the project was \$175,000 to \$200,000 and was based on a cost estimate performed by our office and experience with similar projects. The bid price is within the budget.

We recommend that the contract amount of \$183,311.00 be awarded to Wallace Controls for this project. Wallace Controls has performed well on numerous waterworks projects that we engineered for the City of Waco, Johnson County SUD, City of Alvarado, and the City of Cleburne, and is well qualified to complete this project.

Sincerely,



Joseph Kotrla, P.E.
McCreary & Associates, Inc.
Firm Registration No. F-338



Attachments: Tabulation of Bids
Wallace Electric Bid

BID TABULATION Sparta Road Pump Station VFD Replacement Project Bid Opening: February 28, 2018				Wallace Controls, Meridian, Texas		T Morales Company, Florence, Texas		AC Electrical Services, Roger, Texas		R. K. Bass Electric, Harker Heights, Texas	
Item No.	Description	Unit	Proposal Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
BASE BID											
1	Mobilization, Bonds and Insurance, not-to-exceed 5% of the Total Bid Amount, Complete For	LS	100%	6,704.00	\$ 6,704.00	9,300.00	\$ 9,300.00	8,700.00	\$ 8,700.00	10,209.00	\$ 10,209.00
2	Furnish and install all conduit complete and in place for	LS	100%	20,935.00	\$ 20,935.00	14,800.00	\$ 14,800.00	9,000.00	\$ 9,000.00	11,444.00	\$ 11,444.00
3	Furnish and install wiring as required to accommodate the new work for	LS	100%	8,963.00	\$ 8,963.00	8,500.00	\$ 8,500.00	17,000.00	\$ 17,000.00	9,712.00	\$ 9,712.00
4	Furnish and install new VFDs for Pump No. 1 and No. 2 complete and in place for	LS	100%	52,774.00	\$ 52,774.00	51,000.00	\$ 51,000.00	55,000.00	\$ 55,000.00	59,654.00	\$ 59,654.00
5	Furnish and install new harmonic filters for VFDs for Pump No. 2 complete and in place for	LS	100%	27,842.00	\$ 27,842.00	26,000.00	\$ 26,000.00	25,000.00	\$ 25,000.00	39,353.00	\$ 39,353.00
6	Furnish and install MCC modifications complete and in place for	LS	100%	27,886.00	\$ 27,886.00	38,450.00	\$ 38,450.00	37,000.00	\$ 37,000.00	42,027.00	\$ 42,027.00
7	Furnish and install docking station and portable cables complete and in place for	LS	100%	4,230.00	\$ 4,230.00	4,800.00	\$ 4,800.00	5,500.00	\$ 5,500.00	6,372.00	\$ 6,372.00
8	Furnish and install programming modifications for SCADA system to accommodate the new work, complete and in place for	LS	100%	27,868.00	\$ 27,868.00	28,850.00	\$ 28,850.00	27,000.00	\$ 27,000.00	30,502.00	\$ 30,502.00
9	Furnish and install concrete pads for harmonic filters and antenna tower, complete and in place for	LS	100%	4,825.00	\$ 4,825.00	4,050.00	\$ 4,050.00	3,000.00	\$ 3,000.00	1,613.00	\$ 1,613.00
10	Provide Project Record Drawings (As Buils), Complete For	LS	100%	1,284.00	\$ 1,284.00	790.00	\$ 790.00	800.00	\$ 800.00	3,500.00	\$ 3,500.00
TOTAL - BASE BID					\$ 183,311.00		\$ 186,540.00		\$ 188,000.00		\$ 214,386.00

BID SUMMARY				Wallace Controls, Meridian, Texas		T Morales Company, Florence, Texas		AC Electrical Services, Roger, Texas		R. K. Bass Electric, Harker Heights, Texas	
BASE BID \$				183,311.00		\$		186,540.00		\$	
Did the Bidder Acknowledge Addendum No. 1 and No. 2?				Yes		Yes		Yes		Yes	
Did Bidder Provide 5% Bid Security?				Yes		Yes		Yes		Yes	

I hereby certify that this is a correct and true tabulation of all bids received for the Sparta Road Pump Station VFD Replacement Project.



Angellia C. Points
Director of Public Works/City Engineer
City of Belton

Sparta Road Pump Station Improvements

Bid Award

March 13, 2018

Project Summary

- Sparta Pump Station was constructed in 2001.
- The pump station receives treated water from BCWCID No. 1, and is located in Belton's ETJ along Sparta Road at Sparta Loop.
- The pump station maintains water pressure in Belton's water system.
- It contains two variable frequency drive pumps and a large motor control center.
- Maintenance parts are getting difficult to find. It is time for an upgrade to the pump motors and motor control center.
- Staff worked with McCreary Associates to design electrical upgrades to the motors, including an interlocked breaker and a docking station for a connection to a portable generator.
- Project bid opening was February 27, 2018.

Bid Results

- | Contractor | Bid Amount |
|---------------------------------------|-------------------|
| • Wallace Controls, Meridian | \$183,311 |
| • T Morales Company, Florence | \$186,540 |
| • AC Electrical Services, Roger | \$188,000 |
| • R. K. Bass Electric, Harker Heights | \$214,385 |
- Staff and Project Engineer reviewed the bids and determined Wallace Controls & Electric, Inc. has the capability and experience to perform the requirements of the Sparta Road Pump Station Improvements Project.

Schedule & Details

- After the Notice to Proceed is issued, the project will be completed in five (5) months.
- There should be minimal to no impact to water service during construction.
- There are two pumps at the pump stations, which are intended to run at separate times under normal water demand conditions.
- The schedule of the work will be coordinated between the contractor and Staff to ensure security and continuity of water service.
- The project is funded by the Water & Sewer Capital Project Fund.

Recommendation

Authorize the City Manager to execute a contract with Wallace Controls & Electric, Inc. for the implementation of the Sparta Road Pump Station Improvements for the amount of \$183,311.

Item No. 10 Stormwater & Drainage Updates



Overview

Stormwater Management

- TCEQ Requirement; managed and enforced by the City
- MS4 Requirements
- Best Management Practices
- Stormwater Ordinance
- Nolan Creek Flood Protection Study

Drainage Capital Projects

- Strategic Drainage Plan
- Master Planning
- Prioritization
- Funding

Stormwater Management

TCEQ
MS4
Best Management Practices
Stormwater Ordinance
Flood Protection Study

Purpose of Stormwater Management

- Under the Texas Pollutant Discharge Elimination System (TPDES) General Permit, Cities are required to obtain a stormwater discharge permit (MS4), develop a 5-year stormwater management plan, and provide annual reports.
- TCEQ's Municipal Separate Storm Sewer System (MS4) General Permit. Belton's MS4 permit expires on December 13, 2018, which we will apply to renew.
- Purpose: Reduce the discharge of pollutants to Waters of the United States to the Maximum Extent Practicable in order to protect water quality.

Best Management Practices

1. Public Education – Social media, flyers to specific businesses, etc.
2. Illicit Discharge Detection and Elimination – Develop program and guidelines to detect and eliminate harmful discharges by training employees and working with customers to correct the issue.
3. Construction Site Runoff Control – Enforce stormwater erosion control measures during construction.
4. Post-construction Stormwater Management – Address runoff from new developments by plan review and enforcement of erosion control measures.
5. Pollution Prevention and Good Housekeeping for City Operations – Implement an operations and maintenance program to preventing/reducing runoff.

Best Management Practices

Years 1 – 3 Completed Examples

- Educated residents by social media and businesses with flyers
- Diligent and thorough plan review for stormwater management
- Continuous street sweeping to remove debris from roadway
- GIS stormwater infrastructure
- Implemented a work order system to track complaints or concerns
- Minimized sewer overflows
- Installed signs at the City's detention areas to bring attention to safety
- Adopted Strategic Drainage Plan

Year 4 To-Do List

- Adopt drainage revisions in proposed design manual
- Develop a business recognition program
- Employee training in stormwater control and maintenance
- Develop stormwater ordinance regarding stormwater protection (including grass clippings in roadways), construction runoff, illicit discharges, maintenance agreements, etc.
- Flyers, brochures, information in water bills
- Misc. operations and maintenance standard operating procedures for municipal stormwater activities

Stormwater Ordinance

- Belton currently does not have a stormwater ordinance.
- However, a stormwater master plan was adopted and the City operates under a MS4 permit, which gives the City authority to enforce stormwater quality activities.
- A new stormwater ordinance is in development. It will mirror typical practices in area cities and include the following:
 - Erosion and sediment control
 - Post construction stormwater control
 - Illicit Discharges
 - Yard waste contamination control

Nolan Creek Flood Protection Study & Early Warning System Update

- May 2016 – Council supported CTCOG's application to TWDB for a Flood Protection Grant for the Nolan Creek Watershed. Belton's cost share was \$12,578, with other area cities along Nolan Creek participating.
- Purpose: Develop base flood map, identification of flood enhancement to early warning systems and flood response strategies, develop models, evaluate flood mitigation alternatives, prepare implementation plan and phasing, prepare the final report.
- Stakeholders meet quarterly to discuss the study. Two public meetings were held in August 2017. Staff met with the engineers to discuss a variety of drainage issues, concerns, and the flood monitoring system.
- Final report is expected in early 2019.

Drainage Capital Projects

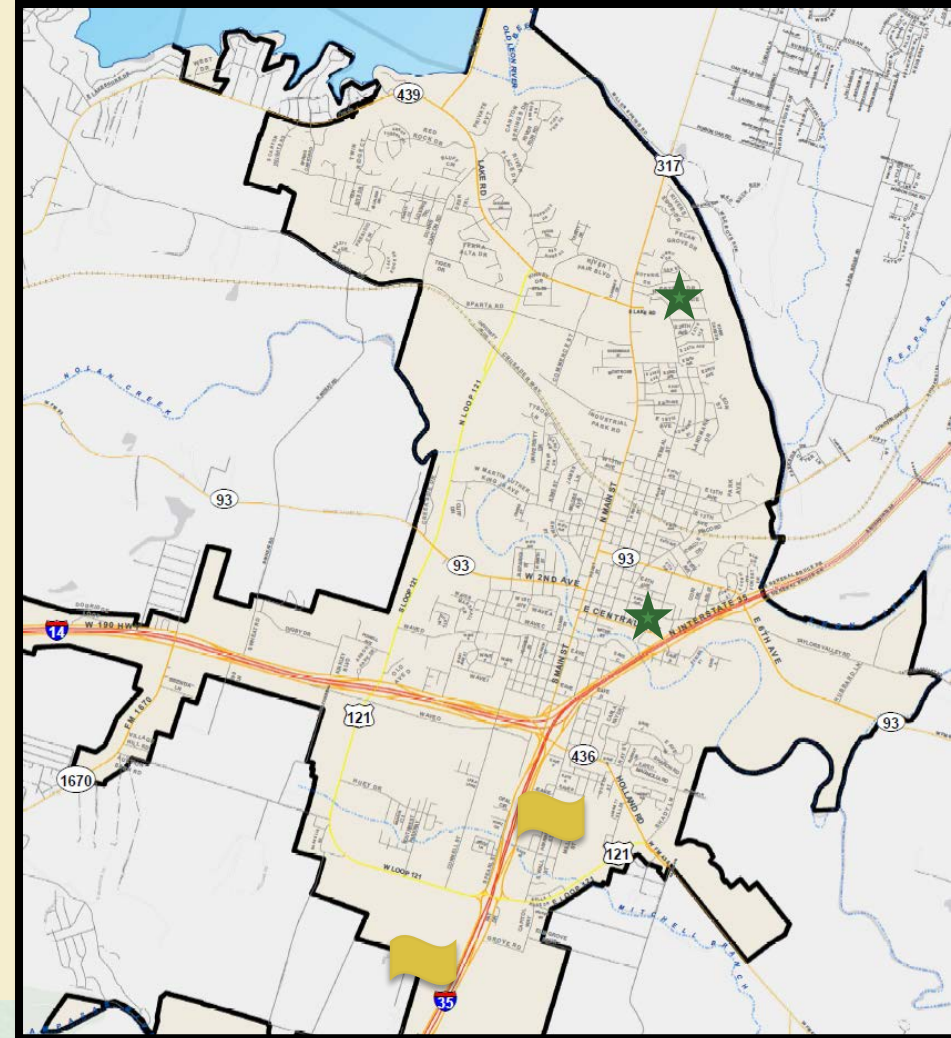
Strategic Drainage Plan
Master Planning
Prioritization
Funding

Strategic Drainage Plan and Prioritization

- Adopted on July 11, 2017
- Purpose: To protect the welfare and safety of citizens and visitors, provide orderly, acceptable development of existing drainage basins, develop drainage management policies that meet regulations, assist the development community with info and guidance during development, organize drainage project priorities for capital improvement programs over the long term in accordance with this hierarchy of priorities.
 1. Loss of Life.
 2. Loss of residential or non-residential buildings, structures, utilities, improvements or other personal physical investments.
 3. Inundation of roadways proper and inundation of roadways at stream crossings that could cause vehicular/pedestrian accidents or that prevent emergency equipment access/response to accidents or disaster events.
 4. Erosion to public or private improvements or property which cause an array of maintenance issues.
 5. Nuisance stormwater runoff or flooding.
 6. Citizen complaints that are considered “not in my back yard” issues.

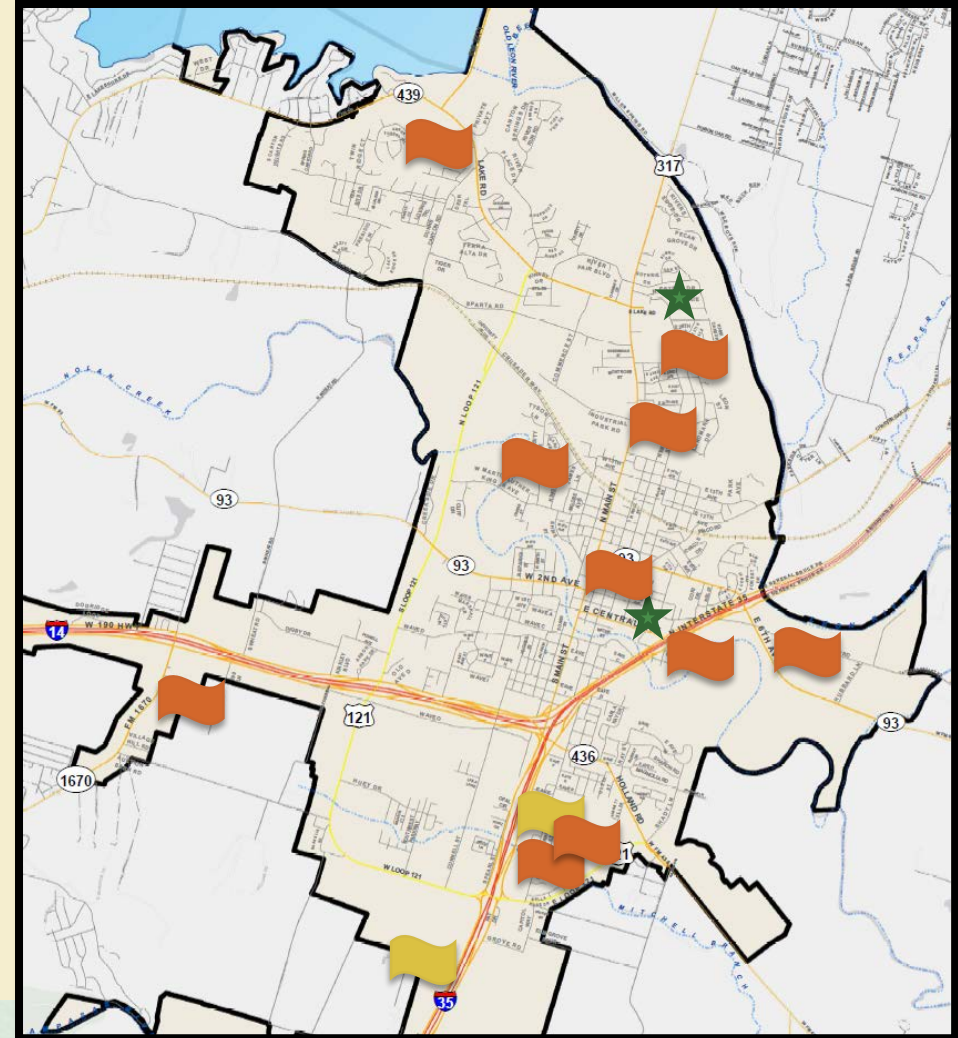
Planned Drainage Projects and Status

- Done: Estate Drive Culvert Replacement, 2nd and Muelhouse Concrete Wall Replacement
- Mesquite Road Culvert Replacement and Street Widening: Preliminary study done; KPA design services proposed in the following agenda item
- Liberty Hill Drainage Improvements: Study and design pending downstream development activity to determine best course of action



Planned Drainage Projects and Status

- Red Rock Drainage Improvements: Preliminary design completed
- Shirttale Bend
- 4th/Blair/Beal
- Turtle Creek Maintenance
- Beal/27th/26th/24th
- 7th and Wells
- Taylor's Valley Road
- Mitchell Branch east of Connell
- Herrington/Miller Street
- Brenda Lane

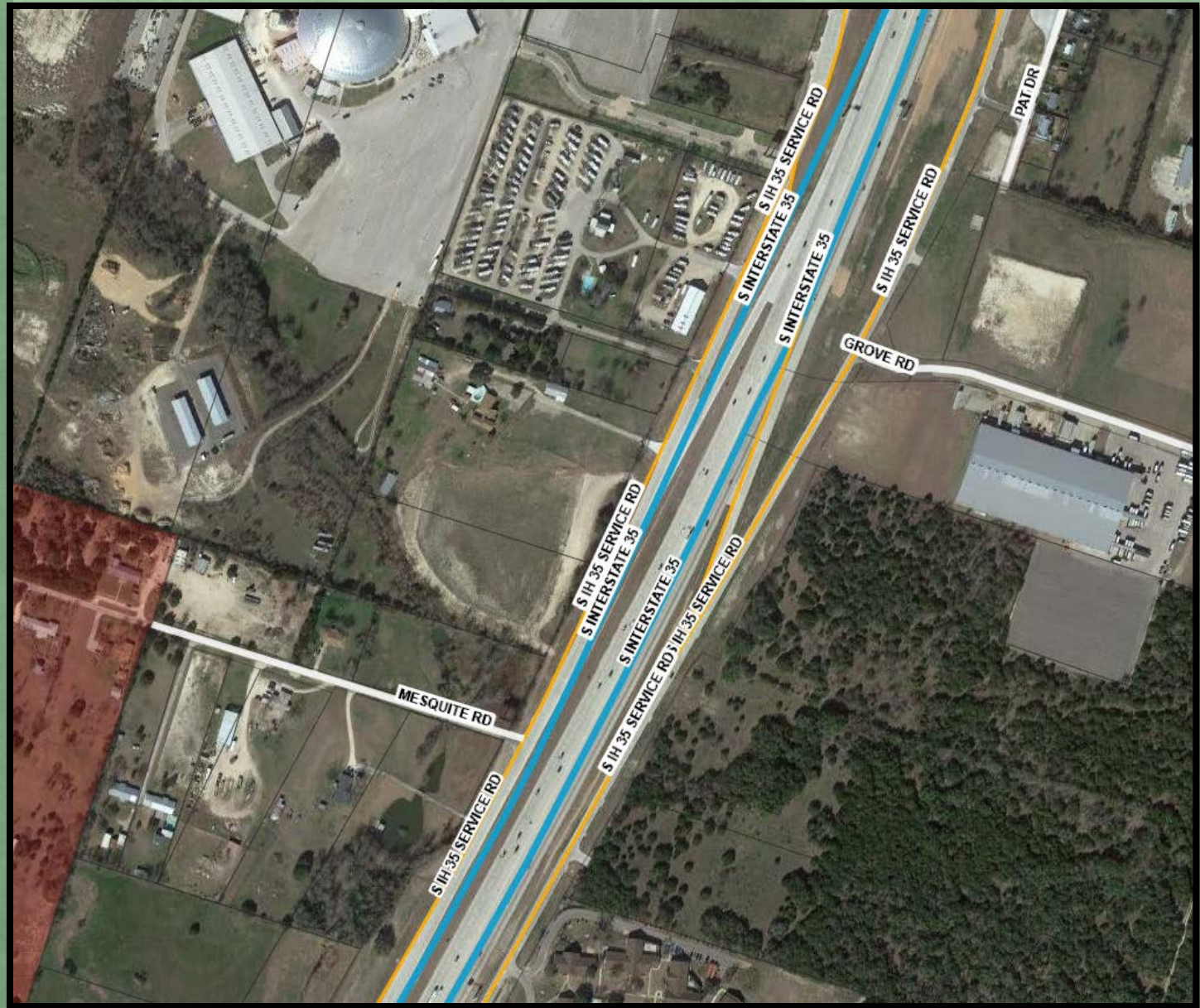


Project Priorities and Funding

1. Liberty Hill Drainage Project = Pending downstream development; Costs unknown.
2. Mesquite Road Drainage Improvements = \$400,000 Design & Construction.
3. Shirtale Bend – Possibly evaluated in Nolan Creek Flood Protection Study.
4. 4th/Beal/Blair Drainage Issues.
5. Herrington and Miller Street, Red Rock Drainage Improvements, 7th and Wells, Brenda Lane, Beal at 24th through 27th, Mitchell Branch Study, Taylor's Valley, and Turtle Creek.

Item No. 11 Mesquite Road Drainage Improvements Project

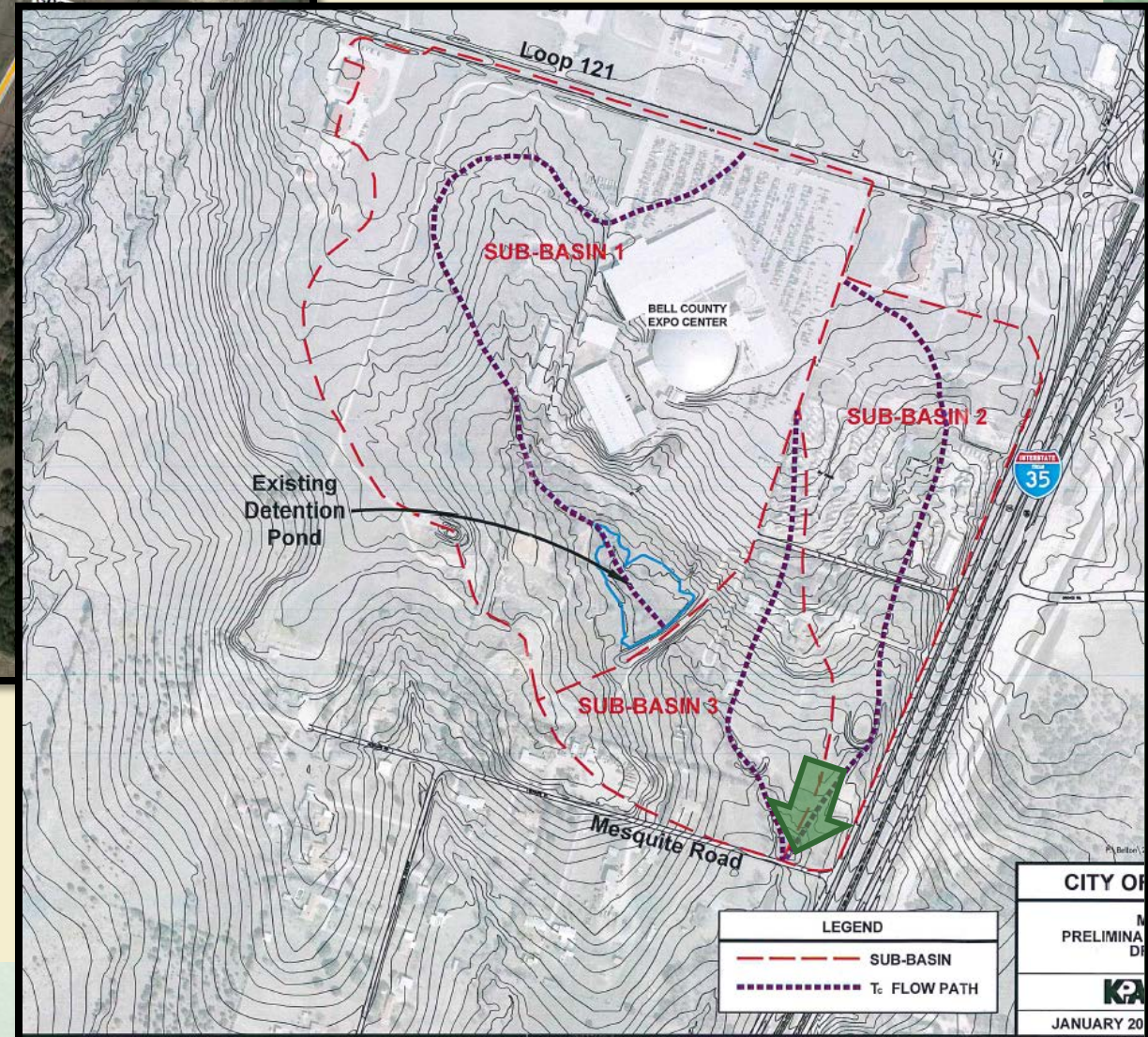
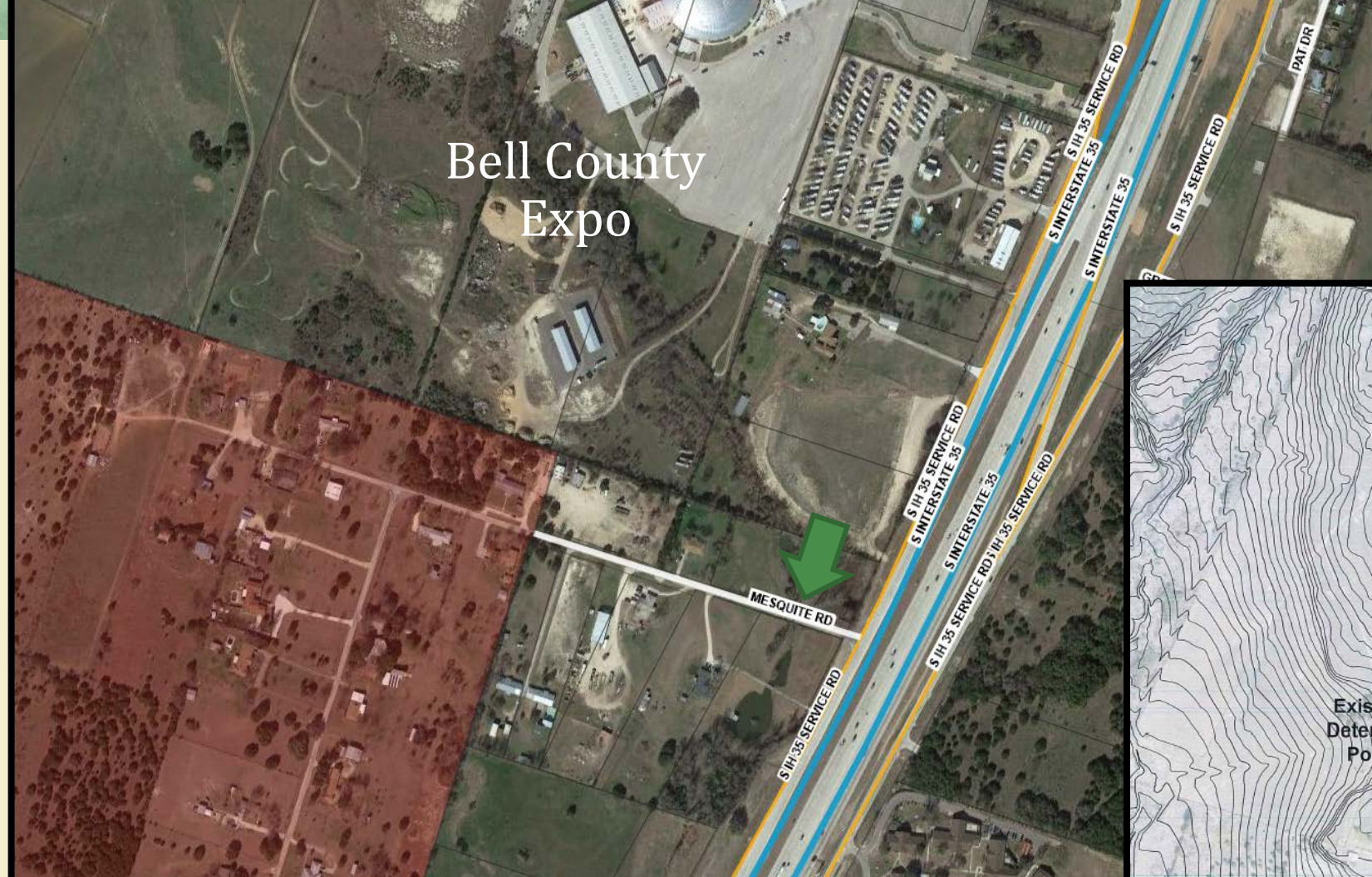
Professional Services for Design

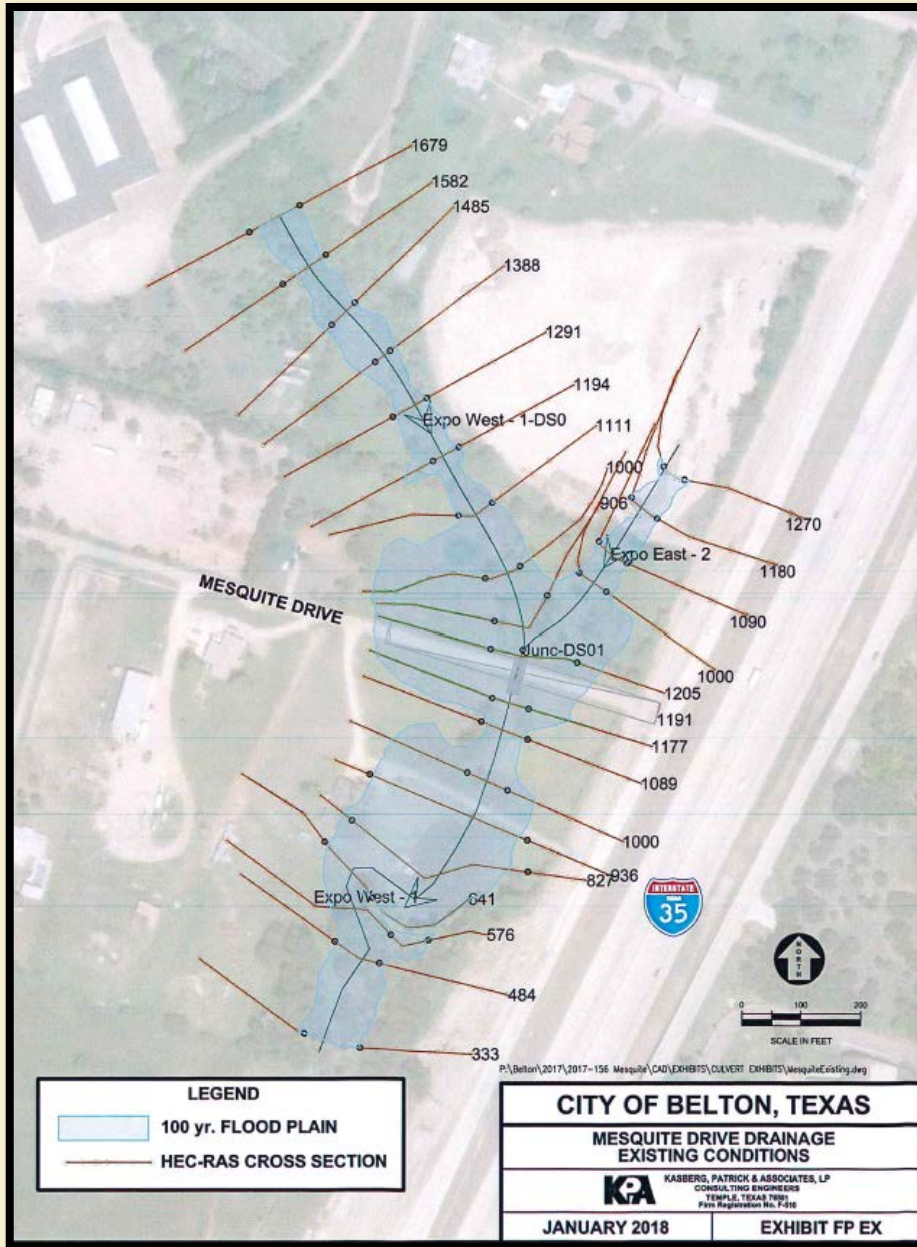


Status of Mesquite Road Project

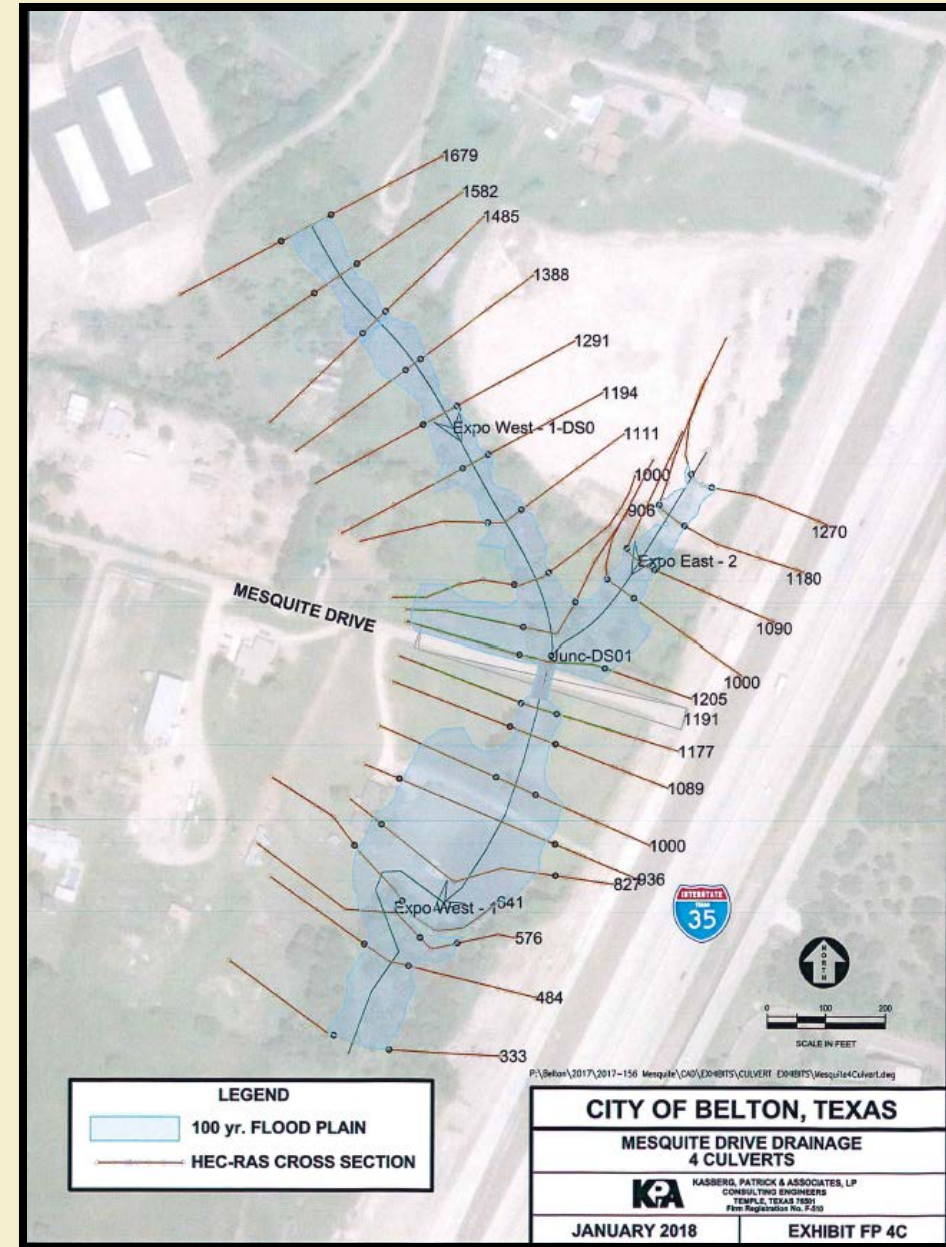
- Identified as a project due to flooding concerns upstream and deterioration of the roadway.
- Staff worked with KPA to study the crossing to determine what size culverts needed to pass the stormwater. KPA completed a preliminary design and analysis.
- Today's Action: Consider approving a professional services contract with KPA to design the culvert crossing and widened roadway.

Bell County Expo





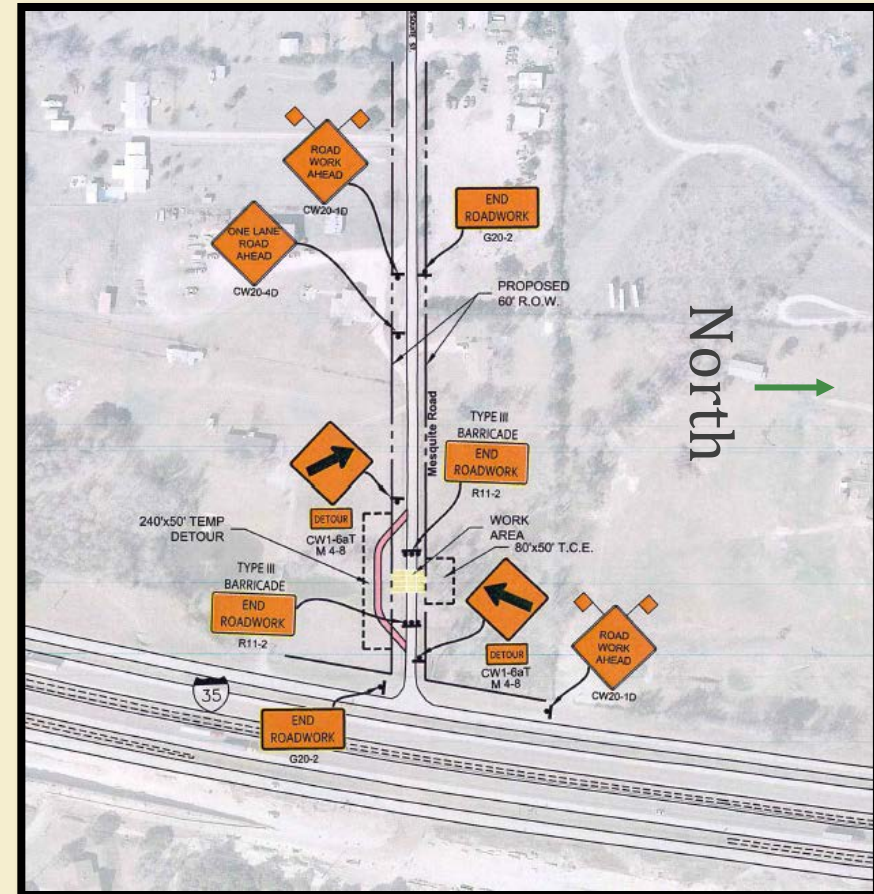
Existing Conditions



Proposed Conditions

Scope of the Project

- Design a detour road either to the south or to the north of Mesquite Road
- Design four 6' by 3' concrete box culverts
- Widen Mesquite Road from TxDOT ROW to just west of the culvert crossings
- ROW and Easement field notes
- Bid Phase
- KPA Scope of Services = \$52,900
- Estimated construction costs = \$350,000-\$375,000



Schedule and Recommendation

- Task I – Field survey, geotechnical investigation, easement field notes
- Task II – Design the project (30%, 60%, 95% stages)
- Task III – TxDOT and Federal permitting process
- Task IV – Bid Phase Services, if & when we proceed with bidding
- Total time = 150 days (5 months)

Recommendation: Recommend authorizing the City Manager to enter into a professional services agreement with Kasberg, Patrick and Associates for professional engineering services for the Mesquite Road Drainage Improvement Project in the amount of \$52,900.

Staff Report – City Council Agenda Item



Agenda Item #11

Consider authorizing the City Manager to enter into a professional services agreement with Kasberg, Patrick & Associates for professional engineering services for the Mesquite Road Drainage Improvements Project.

Originating Department

Public Works – Angellia Points, P.E., Director of Public Works/City Engineer

Summary Information

The drainage culverts under Mesquite Road within the city limits of Belton are failing, causing a drainage issue. The existing two 24" reinforced concrete culverts are undersized, which causes the stormwater in large rain events to overtop the roadway. Mesquite Road is the only point of access for the approximately 25 properties in the Mesquite Road and Mesquite Lane area.

Staff worked with KPA to complete a preliminary engineering report to determine the improvements needed to the drainage under Mesquite Road. The area is delineated as floodplain Zone A per the 2008 FEMA map. Multiple options were explored in order to improve the stormwater conveyance at the crossing. Drainage calculations for the 25-year and 100-year storm events showed the peak water surface elevations decreased when four 6' by 3' concrete box culverts were modeled. Using four box culverts also contains the stormwater water surface elevation to below the roadway.

In addition to the drainage improvements, the design will also include widening Mesquite Road to its designated classification: a minor collector. Between TxDOT ROW and just west of the culvert crossings, Mesquite Road is proposed to be widened from its existing 18' of pavement to 37' wide, back-of-curb to back-of-curb, with a right-of-way of 60'. The current right-of-way width is between 32' and 37'. Additional right-of-way will need to be obtained during the design process.

Because Mesquite Road is the only means of ingress/egress, a preliminary construction plan was developed with the preliminary engineering report. Two options were considered:

1. Option 1 – Utilize a single lane road while the downstream third of the new culverts were constructed. Then, switch traffic to the downstream culverts while the remaining sections of the culverts were constructed.
2. Option 2 – Construct a temporary detour and low culvert crossing prior to beginning construction of the permanent structure. The detour would be used while the entire crossing would be reconstructed.

After much evaluation, Option 2 is the preferred option. The estimated costs for both Option 1 and Option 2 are nearly the same. Option 2 allows for faster construction time, safer environment for the contractor, and possibly a more favorable approach for the residents. Although the construction of the temporary detour increases the project costs, the costs are likely offset by the savings in traffic control and increased time to perform Option 1.

The funding for the redesign is proposed to come from the Drainage Capital Projects fund.

Fiscal Impact

The proposed engineering services contract of **\$52,900** is proposed to be funded out of the Drainage Capital Projects fund.

Amount: **\$52,900**

Budgeted: ☒ Yes ☐ No ☒ Capital Project Fund

Estimated construction cost is \$350,000. Funding for construction is unknown at this time.

Recommendation

Recommend authorizing the City Manager to enter into a professional services agreement with Kasberg, Patrick & Associates for professional engineering services for the Mesquite Road Drainage Improvements Project.

Attachments

KPA Proposal



KASBERG, PATRICK & ASSOCIATES, LP
CONSULTING ENGINEERS
Texas Firm F-510

Temple
One South Main Street
Temple, Texas 76501
(254) 773-3731

RICK N. KASBERG, P.E.
R. DAVID PATRICK, P.E., CFM
THOMAS D. VALLE, P.E.
GINGER R. TOLBERT, P.E.
ALVIN R. "TRAE" SUTTON, III, P.E., CFM
JOHN A. SIMCIK, P.E., CFM

Georgetown
1008 South Main Street
Georgetown, Texas 78626
(512) 819-9478

February 27, 2018

Ms. Angellia Points, P.E.
City Engineer
City of Belton
P.O. 120
Belton, Texas 76513

RE: City of Belton
Mesquite Road Drainage Improvements
Professional Services Proposal
Belton, Texas

Ms. Points:

This is a letter proposal that addresses your request for Kasberg, Patrick & Associates, LP (KPA) to provide professional engineering and surveying services to the City of Belton for the Mesquite Road Drainage Improvements Project within the City of Belton. The projects are hereby identified:

- A. TASK I – Project Start-Up Activities, Data Collection, Field Surveys, and Geotechnical Investigation.
- B. TASK II – Final Design.
- C. TASK III – State and Federal Agency Permitting.
- D. TASK IV – Bid Phase Services.

The limits of the project will follow the recommendations provided in the Mesquite Road Drainage Improvements Preliminary Engineering Report. Additionally, attached is Exhibit A which outlines the proposed Scope of Services and Exhibit B which is a fee rate sheet that shows hourly and material costs that will apply for work authorized by the City of Belton outside the original Scope of Services. Otherwise, this is a lump sum proposal. KPA will prepare monthly invoices and forward those to you for work completed through the 25th day of each month including descriptions of what was accomplished each month.

The lump sum fees for the Design Tasks based on the Scope of Services as detailed in Exhibit A for each project are as follows:

A. TASK I:	\$	8,600
B. TASK II:	\$	25,000
C. TASK III:	\$	14,300
D. TASK IV:	\$	5,000
TOTAL:	\$	52,900

Ms. Angellia Points, P.E.
February 27, 2018
Page Two

The Final Design for this project is anticipated to have a 150 calendar day duration. Final clearance for bidding this project is contingent upon submittal and approval of any required permits from State and Federal Agencies.

If you have questions or comments regarding this proposal, please let us know. We will answer all inquiries in a timely manner.

Please execute the acceptance of this proposal in the spaces provided and return one copy to our office.

Sincerely,



John A. Simcik, P.E., C.F.M.
Principal

APPROVED AND ACCEPTED THIS _____ DAY OF _____, 2018.

City of Belton:

ATTEST

Sam A Listi
City Manager

Angellia Points, P.E.
City Engineer

Authorized Signature
City of Belton

EXHIBIT A

SCOPE OF SERVICES MESQUITE ROAD DRAINAGE IMPROVEMENTS PROJECT CITY OF BELTON, TEXAS

The professional services for the Mesquite Road Drainage Improvements Project will include the following tasks:

TASK I. Project Start-Up Activities, Data Collection, Field Surveys and Geotechnical Investigation

- A. Meet with appropriate Public Works Department Staff to develop final project goals, objectives and parameters before beginning work.
- B. Initiate project site design surveys and plot the results on project strip maps for review by City Staff and for beginning the design process.
- C. Prepare metes and bounds and surveyor's sketch for additional ROW and easement parcels and stake boundaries. Note: Fees for TASK 1 include the aforementioned services for one (1) ROW parcel and one (1) easement. Additional ROW parcels can be prepared for \$1,100/parcel and additional easement parcels can be prepared for \$900/parcel.
- D. Contact the franchise utility providers for each project location and ask each entity:
 - To identify respective improvements within project boundaries and locate those improvements.
 - Ask each entity regarding any pending improvement upgrades within the project boundaries.
 - Provide each entity with preliminary design information and location of pending improvements by the City of Belton in an attempt to reveal any potential conflicts.
- E. Conduct geotechnical investigations to determine an appropriate pavement design for Mesquite Road. Includes two (2) bores onsite at 7-foot depth each.
- F. The City of Belton will provide copies of any existing mapping or as-built drawings for infrastructure in City of Belton right-of-way or easements.
- G. The City of Belton will pot hole any existing waterline and/or wastewater line as requested by the Design Engineer during the design process which may be in conflict with the proposed improvements. Also, any existing wastewater lines that need to be investigated by video or excavation will be performed by the City of Belton.
- H. KPA will meet with the Public Works Staff at 30%, 60% and 95% stages of construction plan development to review the progress and project goals.

TASK II. Design Phase

- A. Develop 30% drawings, data and strip maps for review by the Public Works Department that include preliminary OPCCs. This 30% stage will include only proposed horizontal alignment for each improvement. A very general performance

time for a contractor to complete any given project will be provided at the 30% meeting. Also included in the 30% meeting will be accompanied by one (1) site visit to the project location.

- B. Achieve 60% design milestone that will include the full, basic set of plan-profile sheets with construction details and draft specifications as required. Participate in a design review meeting with Public Works Staff to discuss design specifics, updated OPCCs, project special considerations and expected duration of construction. This 60% design review will be accompanied by one (1) site visit to the project location.
- C. Achieve 95% design milestone that will include near final drawings, specifications, including front end contract documents, updated OPCCs and expected duration of construction. One (1) site visit to the project location will be included in this 95% design meeting.
- D. Achieve 100% final design. Provide final plans and specs ready for bidding with the plans signed and sealed. Provide five (5) half sized copies of the plans and one (1) PDF of the project set.
- E. KPA will produce a complete set of construction drawings and Contract Documents for the project complete with a Bid Form, Bid Schedule and Notice to Bidders.

TASK III. State and Federal Agency Permitting

- A. Meet with the TxDOT AREA ENGINEER to make that office aware of the project under design and obtain preliminary approval of the proposed traffic control plan during construction inasmuch as some of the signage will be placed within TxDOT ROW.
- B. Submit construction drawings and specifications for the final design for review by TxDOT and receive acceptance of the final design.
- C. Prepare documents and submittal data acceptable for submission to the TxDOT UIR system for input by the City of Belton Public Works Department.
- D. Conduct onsite investigations for identification of cultural resources, waters of the U.S., and threatened and endangered species habitat assessment. Prepare a report with recommendations and submit documentation and permitting requests to the appropriate governing agencies for consideration approval prior to construction.
- E. Prepare and forward letter to the respective agencies (USACE, THC, TCEQ, Etc.) requesting approval letter/permit to begin construction.

TASK IV. Bid Phase Services

- A. Bid Phase Services will include the following tasks:
 - 1. Prepare the Bid Documents including the Bid Form & Bid Schedule calculating the quantities to be bid.
 - 2. Prepare the Notice to Bidders and provide the Notice to the City of Belton City Engineer for coordination with the City Clerk and the local newspapers for the bidding process.
 - 3. Design Engineer will release Construction Drawings and Contract Documents to potential bidders from the Design Engineer's office and keep a tabulation of documents released using normal bidding phase procedures.

4. Design Engineer to answer questions and inquiries about the project during the bidding process.
5. Design Engineer will issue any addenda required during the bidding process.
6. Design Engineer will coordinate and conduct one (1) pre-bid conference for the project.
7. Design Engineer will provide Receipt of Bid Summary Sheet for use on the day and time of the bid opening.
8. Design Engineer will evaluate the bids, prepare a bid tabulation of all bids received, evaluate the bidders and provide a bid award recommendation letter to the City Engineer.
9. Design Engineer will incorporate any addenda in the construction drawings before the project drawings are released for construction.
10. Design Engineer will provide 5 half sized sets of the construction drawings and one 22" by 34" set of the construction drawings to the City Engineer for use during the construction process.
11. Design Engineer will provide four (4) sets of Contract Documents to the City Engineer for execution.

SPECIAL NOTES:

- THIS SCOPE OF SERVICES DOES NOT INCLUDE ROW/EASEMENT ACQUISITION, CONSTRUCTION MANAGEMENT SERVICES, SITE VISITS DURING CONSTRUCTION, CONSTRUCTION SURVEYING, BOUNDARY SURVEYING OR CONSTRUCTION SURVEYING FOR FRANCHISED UTILITY COMPANIES FOR RELOCATION OR ADJUSTMENTS TO THEIR INFRASTRUCTURE OR FOR NEW INSTALLATIONS OF THEIR INFRASTRUCTURE, CONSTRUCTION TESTING, OR ON-SITE CONSTRUCTION INSPECTION.
- THIS SCOPE OF SERVICES DOES NOT INCLUDE MEETING WEEKLY AT BELTON CITY HALL TO GIVE UPDATES OR REPORTS ON THE DESIGN PROCESS FOR THIS PROJECT.

EXHIBIT B

**CHARGES FOR ADDITIONAL SERVICES
MESQUITE ROAD DRAINAGE IMPROVEMENTS PROJECT
CITY OF BELTON, TEXAS**

<u>POSITION</u>	<u>SALARY COST/RATES</u>	
Principal	\$	160.00/hour
Project Manager/Professional Engineer	\$	150.00/hour
Engineer-in-Training	\$	110.00/hour
CAD Technician	\$	95.00/hour
On-Site Construction Representation	\$	80.00/hour
Clerical	\$	45.00/hour
Mileage		0.55/mile
Direct Expenses		Cost plus 10%
Professional Surveyor		Cost plus 10%
Surveyor CAD Technician		Cost plus 10%
Survey Crew		Cost plus 10%