

Belton City Council Meeting
June 26, 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 Pro Tem Craig Pearson and Councilmembers David K. Leigh, Dan Kirkley, Guy O'Banion and Wayne Carpenter. Mayor Marion Grayson and Councilmember John R. Holmes, Sr., were absent. Staff present included Sam Listi, Gene Ellis, Amy Casey, Brandon Bozon, Chris Brown, Matt Bates, Paul Romer, Bob van Til, Bruce Pritchard, Kim Kroll, Judy Garrett, Angellia Points and Cheryl Maxwell.

The Pledge of Allegiance to the U.S. Flag was led by Fire Chief Bruce Pritchard, the Pledge of Allegiance to the Texas Flag was led by Mayor Pro Tem Craig Pearson, and the Invocation was given by Councilmember Dan Kirkley.

1. **Call to order.** Mayor Pro Tem Craig Pearson called the meeting to order at 5:31 p.m.
2. **Public Comments.** There were none.
3. **Fire Department - Recognize Allen Sirois, Manuel Magadan, Manny Alvarez and Shirley Dickerson for their heroic efforts.**

Fire Chief Bruce Pritchard recognized Shirley Dickerson who helped save a life by applying direct pressure to a wound of a person who was severely bleeding in a separate incident on May 14, 2018. Chief Pritchard also recognized Allen Sirois, Manuel Magadan and Manny Alvarez who helped pull a cement truck driver from his truck when it overturned and caught fire on May 26, 2018.

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. **June 12, 2018, City Council Workshop Meeting**
 - B. **June 12, 2018, City Council Meeting**
5. **Consider a resolution adopting the Central Texas Council of Governments (CTCOG)'s Bell County Regional Hazard Mitigation Plan.**

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 5-0.

RESOLUTION NO. 2018-17-R

**RESOLUTION BY THE CITY OF BELTON, TEXAS, REGARDING THE APPROVAL OF
AND PARTICIPATION IN THE BELL COUNTY REGIONAL HAZARD MITIGATION PLAN**

Planning and Zoning

- 6. Hold a public hearing and consider a zoning change from Planned Development Retail to Amended Planned Development Retail District to allow a reduction in the eastern side yard building setback on a 1.773 acre tract of land at 123 Lake Road, located at the southeast corner of Lake Road (FM439) and Commerce Street, west of Main Street (SH317).**

Director of Planning Cheryl Maxwell explained that this 1.773 acre property was rezoned in January 2018 from Single Family-1 District to Planned Development-Retail with the additional use of a car wash. A conceptual site plan was provided at that time with the requirement of a detailed site plan to follow with the subdivision plat and building permit application.

She said that the applicant is developing a detailed site plan and is requesting a reduction in the eastern side yard setback for the main structure. A 25' side yard setback is required in the Retail Zoning District, which is the base zoning district for this PD. A reduction in the side yard setback to 17' is requested to accommodate a 30' wide passage easement located west of the car wash tunnel. Mrs. Maxwell explained that the passage easement provides a connection to the property to the east, providing needed circulation since this lot is limited to one access point via Commerce Street and no access via Lake Road. She said that even with the proposed reduction, Staff believes the 17' setback provides adequate separation between this property and the property to the east. The eastern side of the building houses equipment and consists of a predominantly solid wall with a single door that will only be used by car wash staff to access the equipment. Therefore, very little activity will occur near the joint property line and landscaping will be provided, enhancing the overall appearance.

After review of the detailed site plan, existing and proposed uses on this tract and the adjacent tract to the east, the requested amendment to the PD appears to be reasonable in this location. For these reasons, staff recommended approval of the proposed PD amendment.

Mrs. Maxwell stated that at the Planning and Zoning Commission meeting on June 19, 2018, the adjacent property owner to the east was present and expressed opposition to the proposed amendment, voicing concern with the potential for increased trash and noise. Screening between the properties was discussed, but it is not required since both properties are zoned for non-residential use.

Mayor Pro Tem Pearson opened the public hearing on this item. The applicant, Tyler Furney, spoke in favor of the zoning change. He explained that this change allows

the passage easement to be increased. Mayor Pro Tem Pearson asked if the noise would be increased with this change. Mr. Furney said that the noise will be concentrated on the other side of the property (Commerce Drive).

Seeing no one else wishing to speak for or against the item, Mayor Pro Tem Pearson closed the public hearing.

Councilmember Leigh expressed concern that the cross access was going through the main part of the business. He likened it to more of a shared use parking lot. He asked if the property to the east will have access to Lake Road, or if TxDOT will refuse them an entrance when the property develops. He does not feel that the proposed cross access easement will allow the neighboring property to have good circulation.

Councilmember Kirkley said that cross access is very important, and he commended the applicant for trying to improve the cross access.

Councilmember Leigh said that proposed site plan looks good, but he wants to ensure that the property sandwiched between the car wash and Bush's has appropriate access to Lake Road.

Councilmember O'Banion said that the cross access is great, but he does not believe that it is wide enough especially in the front. Mr. Furney said the entire reason for the rezoning is to enlarge the access easement. He added that he could continue in the process with the previous site plan, and not have to go through a rezoning, but he felt it was important to make the cross access area as wide as possible. The redesigned lanes are wider than regular lanes.

Councilmember Leigh also expressed concern about what would happen to the cross access during non-business hours stating that most of the applicant's properties are gated when the business is closed. Mr. Furney explained that the entry to the car wash is located at the back of the property, and that is the only area that will be gated when the car wash is closed. That will have no affect on the cross access. He said that the vacuum stations are turned off during non-business hours as well.

Councilmember Carpenter asked if there will be any issues with drainage. Mrs. Maxwell stated that she was not aware of any, and Director of Public Works Angellia Points explained that drainage will be reviewed during the platting stage.

Upon a motion by Councilmember O'Banion, and a second by Councilmember Carpenter, Item #6 including the following captioned ordinance was unanimously approved by a vote of 5-0.

ORDINANCE NO. 2018-19

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF

BELTON BY CHANGING THE DESCRIBED DISTRICT FROM PLANNED DEVELOPMENT-RETAIL TO AMENDED PLANNED DEVELOPMENT-RETAIL ZONING DISTRICT ON A 1.773 ACRE TRACT, WITH DEVELOPMENT TO BE REGULATED UNDER TYPE AREA 5 DESIGN STANDARDS.

7. Consider an ordinance adopting the following:

- **2015 International Building Code**
- **2015 International Existing Building Code**
- **2015 International Residential Code**
- **2015 International Energy Conservation Code**
- **2015 International Mechanical Code**
- **2015 International Plumbing Code**
- **2015 International Fuel Gas Code**
- **2015 International Property Maintenance Code**
- **2015 International Swimming Pool and Spa Code**
- **2014 National Electrical Code**

Director of Planning Cheryl Maxwell explained that Council has received presentations, as well as held two public hearings, for updating Belton's building codes. She added that a one year sunset provision has been included in the ordinance which will require a formal review of the effect of the code updates to development. She recommended adoption of the ordinance for approval of the code updates.

Councilmember O'Banion said that adding the one year review was an important factor.

Councilmember Leigh expressed concern that a large number of buildings in Belton are not in compliance with the codes that are being adopted. He said that it is easier to allow someone else to write the standards and adopt those standards, than it is to write and maintain the codes ourselves. He added that if the code is so onerous City Staff just ends up spot-checking, then the City may end up being inconsistent or even over-regulating. He cautioned the Staff to use wisdom in dealing with code violations and in the implementation of the new codes. Mayor Pro Tem Pearson emphasized "Compassionate code enforcement."

Upon a motion by Councilmember Leigh, and a second by Councilmember O'Banion, Item #7 including the following captioned ordinance was unanimously approved by a vote of 5-0.

ORDINANCE NO. 2018-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, AMENDING CHAPTER 4 OF THE CODE OF ORDINANCES OF THE CITY OF BELTON DEALING WITH 2014/2015 BUILDINGS CODES; PROVIDING A

SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN OPEN MEETINGS CLAUSE

Public Works

8. Hold a public hearing and consider amending Chapter 8, Article II, Section 8-56 and 8-57 of the Code of Ordinances regarding garden trash and brush standards.

Director of Public Works Angellia Points said that the Code of Ordinances needs to be amended to expand the services and address questions regarding brush collection. She explained that the proposed changes include location and placement of brush piles, how much brush is allowed within the monthly brush collection fee, as well as clean up responsibilities following brush pick up. Additionally, the ordinance amendment addresses responsibilities for the use of private companies for brush collection/transportation or personal transportation of brush to the landfill. Mrs. Points added that the ordinance will be presented for action at the July 10, 2018, Council meeting.

Councilmember O'Banion asked where residents were supposed to put brush piles if there were overhead wires close to the street. Street Superintendent Jeff Bolton explained that the employee picking up the brush would make a decision on a case-by-case basis as to whether or not the brush can safely be picked up. If need be, the employee will work with the resident to ensure that the brush gets removed.

Councilmember Leigh commented that as wooded as Belton is, he knows the brush employees are always busy. He asked if brush collection continues to be revenue neutral or revenue positive, or was an increase in fees needed. Mrs Points explained that the full-time employee dedicated to brush pickup struggles to keep up with the volume of brush needing to be picked up. Director of Finance Brandon Bozon responded that the operations continue to remain revenue neutral to revenue positive.

Mr. Leigh said the ordinance needs to address the difference between residential and commercial customers. Mrs. Points said that she will revise the ordinance to address that issue.

Mrs. Points recommended that these changes be effective on October 1st in order to educate citizens on these changes. She asked the Council's desire regarding picking up large amounts of brush. Does the Council prefer that Staff pick up the brush, and then bill the property owner for the overage fees? Mr. Leigh said he felt that was the best strategy. Once someone receives the bill for overage, they will be more likely to follow the guidelines about brush pickup in the future.

Councilmember O'Banion expressed concern about the City not picking up brush placed at the curb if a professional had been hired to cut the brush. He explained that he sometimes hires someone to trim the trees at his house. The brush is

stacked neatly on the curb ready for pickup. He doesn't think it is fair to refuse to pick up the brush because a professional tree trimming company was used. Mrs. Points said she would review the proposed ordinance to determine a better way to address professional companies dumping loads of brush on the side of the road for pickup by the City instead of taking the brush to the composting facility.

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

No action was required of the Council at this time.

9. Consider authorizing the City Manager to renew the hot mix asphalt concrete contract for the annual construction materials for infrastructure projects for one year, 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 the City enters into an annual contract with a construction company or materials provider to have access to items such as hot mix asphaltic concrete (HMAC), construction of sidewalks, bedding materials, and crushed limestone road base. The materials are used for typical maintenance work, internal capital improvement projects, and other miscellaneous work that the City participates in. In addition to these materials, Public Works provides the excavation, preparation of right-of-way, preparation of subgrade, processing of limestone base, traffic control, and final site restoration.

Mrs. Points explained that on May 9, 2017, contracts were awarded to the following firms, with two one-year extensions possible:

- Concrete – Dixon Paving
- HMAC – Oldcastle-Wheeler
- Pipe Bedding – Lonestar Grading and Materials
- Road Base - Lonestar Grading and Materials

She said that the Council authorized renewal contracts for Pipe Bedding and Road Base on May 22, 2018. Staff wishes to renew the contract for HMAC with Oldcastle-Wheeler.

She explained that materials are ordered on an as-needed basis. The City reserves the right to reduce quantities and/or the total contract amount at the sole discretion of the City. Due to this stipulation, the approved amounts do not represent the absolute cost of the contract, but are guaranteed unit prices from the company for stated quantities.

Upon a motion by Councilmember Carpenter, and a second by Councilmember O'Banion, Item #9 was unanimously approved by a vote of 5-0.

Finance

10. Consider adopting an Ordinance Authorizing the Issuance of City of Belton, Texas Combination Tax and Limited Revenue Certificates of Obligation, Series 2018; Levying an Ad Valorem Tax and Pledging Certain Surplus Revenues in Support of the Certificates; Authorizing Execution of a Paying Agent/Registrar Agreement and Other Agreements Related to the Sale and Issuance of the Certificates; and Ordaining Other Matters Relating to the Issuance of the Certificates.

Director of Finance Brandon Bozon reviewed the schedule regarding the purchase and financing of 85.82 acres of parkland for the expansion of Heritage Park. He reviewed bids received for the issuance of Certificates of Obligation as shown in Exhibit "A."

Councilmember Leigh asked how this interest rate compares to previous bonds. Mr. Bozon said that this is a good rate and believes that it is competitive with previous issues. Mr. Leigh asked why the rates were so low. Jennifer Ritter, the City's financial advisor, said that there are not a lot of bonds being offered in the market right now, so they were pleasantly surprised by the number of bids and the competitive rates.

Mayor Pro Tem Pearson announced that Glen Colby of 2170 Dunn's Hollow had requested to address the Council on this item. Mr. Colby stated that he was late to the discussion as he was going to ask the Council to consider a 10-year bond length instead of the 12-year since it costs approximately \$130,000 less. However, he realized that the decision had already been made for 12 years. The Council thanked Mr. Colby for his input. Mr. Pearson explained that the City had an option to refund the bonds for up to eight years at no penalty.

Upon a motion by Councilmember O'Banion, and a second by Councilmember Carpenter, the following captioned ordinance was unanimously approved by a vote of 5-0.

ORDINANCE NO. 2018-21

ORDINANCE AUTHORIZING THE ISSUANCE OF CITY OF BELTON, TEXAS, COMBINATION TAX AND LIMITED REVENUE CERTIFICATES OF OBLIGATION, SERIES 2018; LEVYING AN AD VALOREM TAX AND PLEDGING CERTAIN SURPLUS REVENUES IN SUPPORT OF THE CERTIFICATES; AUTHORIZING EXECUTION OF A PAYING AGENT/REGISTRAR AGREEMENT AND OTHER AGREEMENTS RELATED TO THE SALE AND ISSUANCE OF THE CERTIFICATES; AND ORDAINING OTHER MATTERS RELATING TO THE ISSUANCES OF THE CERTIFICATES.

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

- A. Council and Administration**
- B. Public Information Officer**
- C. Finance and Legal**
- D. Human Resources**
- E. Information Technology**

Department Heads presented their mission, FY2018 accomplishments, as well as FY2019 goals and priorities, for their respective departments (see Attachment “B”).

A. Administration

City Manager Sam Listi presented the mission, accomplishments and goals for the City Council and the City Manager. City Clerk Amy Casey presented the City Clerk’s mission, accomplishments and goals. Grants/Special Projects Coordinator, Bob Van Til, presented the mission, accomplishments and goals for his areas as well.

B. Public Information Officer

Public Information Officer Paul Romer presented the mission, accomplishments and goals for the PIO Office.

C. Finance and Legal

Director of Finance Brandon Bozon presented the mission, accomplishments and goals for the Finance Department, Human Resources, Legal and Municipal Court.

D. Information Technology

Director of IT Services Chris Brown presented the mission, accomplishments and goals for the IT Department.

No action was required by the Council on this item.

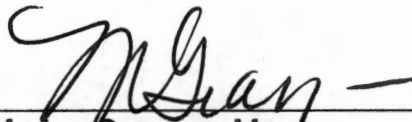
Mayor Pro Tem Pearson announced that the Council would not need the Executive Session items.

Executive Session

12. Executive Session pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Govt. Code, Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.072, for a deliberation regarding real property.
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 551.071, for consultation with attorney concerning pending litigation.

Since Items 12 and 13 were not needed, and since there was no further business, Mayor Pro Tem Pearson adjourned the meeting at 7:25 p.m.



Marion Grayson, Mayor

ATTEST:



Amy M. Casey, City Clerk

2018 Certificates of Obligation

Heritage Park Land Acquisition





Heritage Park Land Acquisition and Reimbursement Resolution

- 85.82 acres of land, north and adjacent to existing Heritage Park
- Closing occurred on May 30, 2018
- Total acquisition cost, including survey and appraisal was \$2,167,699
- Funding for the purchase came from the fund balance of the General Fund
- Reimbursement resolution adopted by Council on May 8, 2018

Schedule

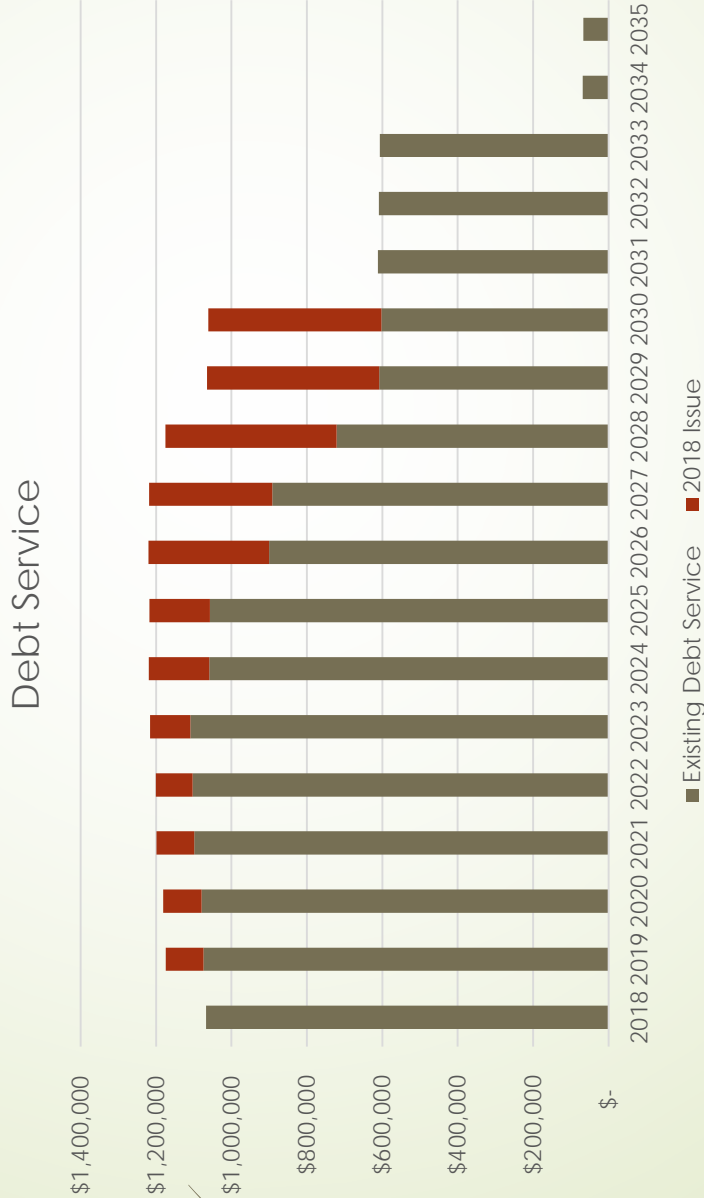
- May 8, 2018
 - City Council adopted a resolution directing publication of notice of the City's intention to issue Certificates of Obligation (COs)
 - City Council adopted a resolution expressing official intent to reimburse certain expenditures
 - City Council authorized the City Manager to execute land purchase
- May 13 – May 27, 2018
 - Publication of public hearing notice in the local papers
- June 12, 2018
 - Public hearing for debt issuance
- June 26, 2018
 - COs are priced by financial advisor through competitive sale
 - COs are awarded by City Council to winning underwriter(s)
- July 19, 2018
 - COs are delivered and proceeds received

Sale

- Bids due this morning by 10:30 AM
- 9 bids were received – SAMCO was the lowest
- True Interest Cost of 2.98% / Net Interest Cost of 3.00%
- Total proceeds of \$2,249,644.60
- \$2,185,000 par amount sold with an average coupon of 3.17%
- Reoffering premium of \$64,644.60
- \$2,167,881.49 net proceeds after issuance costs and underwriter's discount
- 12 year repayment structured to complement existing debt service

General Obligation Debt Service

FY	Existing Debt Service	2018 Issue	Total
2018	\$1,067,553		\$1,067,553
2019	\$1,074,169	\$99,968	\$1,174,137
2020	\$1,079,530	\$101,300	\$1,180,830
2021	\$1,098,632	\$99,800	\$1,198,432
2022	\$1,102,544	\$98,300	\$1,200,844
2023	\$1,108,986	\$106,800	\$1,215,786
2024	\$1,058,967	\$159,800	\$1,218,767
2025	\$1,057,527	\$160,050	\$1,217,577
2026	\$900,092	\$320,050	\$1,220,142
2027	\$891,629	\$327,100	\$1,218,729
2028	\$721,290	\$453,700	\$1,174,990
2029	\$608,615	\$456,250	\$1,064,865
2030	\$602,652	\$458,350	\$1,061,002
2031	\$611,382		\$611,382
2032	\$609,349		\$609,349
2033	\$606,855		\$606,855
2034	\$68,900		\$68,900
2035	\$66,950		\$66,950





Recommendation

- Approve the ordinance authorizing the issuance of the City of Belton Texas Tax and Limited Revenue Certificates of Obligation, Series 2018



City Council and Administration

FY 2019 Mission/Accomplishments/Goals Presentation

June 26, 2018

City Council - Mission

- Formulates public policy to meet community needs
- Gathers input from Boards/Commissions and citizens
- Approves City Strategic Plan Update
- Adopts Annual Budget and CIP

Mayor Marion Grayson

Mayor Pro-Tem Craig Pearson

Councilmember Guy O'Banion

Councilmember David K. Leigh

Councilmember Dan Kirkley

Councilmember Wayne Carpenter

Councilmember John R. Holmes, Sr.

FY 2018 Accomplishments

- Adopted 2018-2022 Strategic Plan Update
- Maintained City operations within balanced budget, with unchanged tax rate
- Continued to implement CIP Program
- Conducted Growth Management Study, annexed 120 acres
- Aquired 85 acre addition to Heritage Park



City Council

FY 2019 Goals/Priorities

- Analyze principal City Funding Sources – sales tax, property tax, and fees. Achieve consensus on balancing resources and needs.
- Determine a permanent, ongoing funding source for street maintenance.
- Implement Updated Comprehensive Plan, integrate Plan Elements, and update Codes as needed.
- Continue CIP IH 35 Sewer, Water Project Implementation.
- Plan Enhancements for East Street and 6th Ave from IH 35 to Main Street.
- Continue Downtown Revitalization efforts.
- Expand Hike/Bike Trail by building Phase IV (University/Crusader/Sparta) and design Phase V (IH 35/Confederate Park to FM 436).
- Work with TxDOT/KTMPO on Loop 121 widening.
- Resolve Lake to Lake Road alignment with US Army Corps of Engineers.
- Implement Parks & Recreation Strategic Master Plan and plan for Heritage Park.
- Implement results of Retail and Hotel/Conference Center Assessments.



City Manager - Mission

Provides professional city management by implementing City Council policy decisions through municipal departments.

Sam A. Listi, City Manager

Michelle Garcia, Admin. Exec. Assistant to City Manager

FY 2018 Accomplishments

- Updated 2018-2022 Strategic Plan
- Coordinated Growth Management Study and analyzed limited Annexation.
- Coordinated acquisition of Heritage Park expansion.
- Coordinated City economic development efforts.
- Coordinated communication with State Reps. before, during, and after Legislative Session.
- Selected Management Team Members – Angellia Points, Director of Public Works and Cheryl Maxwell, Director of Planning.



City Manager

FY 2019 Goals/Priorities

- Implement the updated Strategic Plan.
- Construct South IH-35 Sewer, Water.
- Continue to facilitate Downtown Redevelopment.
- Identify permanent funding source for street maintenance.
- Update Code of Ordinances.
- Prepare for 2019 Legislative Term.
- Implement enhanced Tourism Program.
- Implement Retail and Hotel/Conference Center Assessments.
- Manage loss of County EMS revenue.
- Plan for improvements/funding at Heritage Park.



City Clerk - Mission

Provides professional administrative support to the Council and City Manager. Responsible for Agendas, Code of Ordinances, Resolutions, Ordinances, Proclamations, Elections, Open Records, Records Management, Boards/Commissions, and Alcohol Permitting.

City Clerk: Amy Casey

FY 2018 Accomplishments

- Codified approved ordinances through MuniCode (Supplement 10).
- Obtained Texas Registered Municipal Clerk certification.
- Prepared agendas and minutes for numerous meetings including:
 - Regular City Council Meetings
 - Special Council Meetings & Workshops
 - Joint City Council/BEDC Meetings
 - Annual Meetings of Ethics Commission, TIRZ, and Employee Benefits Trust
 - Posted all City Board Meetings
- Conducted May 5, 2018, City of Belton General Election



City Clerk

FY 2019 Goals/Priorities

- Prepare for possible November 2018 or May 2019 Local Option election.
- Prepare for/Conduct May 2019 General Election for four Council seats.
- Prepare Code of Ordinances – Supplement No. 11.
- Continue entering digital records into Records Management System and organizing physical records.
- Continue destruction of physical records as allowed by City records management guidelines.
- Continue seeking International Municipal Clerk Certification while simultaneously working on TRMC recertification through the University of North Texas.
- Complete Procedures Manual for City Clerk duties.
- Update/Revise City of Belton Off-Premise Beer/Wine Permit/Application.



Grants/Special Projects Coordinator - Mission

Provides professional administrative support to the City Manager and manages multiple grants/contracts with outside agencies and consultants.

Grants/Special Projects Coordinator: Bob van Til

FY 2018 Accomplishments

- Assisted with City grant programs including the HOME Program, S. Main Sidewalk Project, Public Safety grants, Chisholm Trail II Project, and the S. Belton SUP Project.
- Provided administrative support for City projects as needed.
- Assisted in property, easement and right-of-way transactions.
- Served as Co-Coordinator for United Way campaign with Director of Parks & Recreation Matt Bates.
- Completed Leadership Belton.



Grants/Special Projects Coordinator

FY 2019 Goals/Priorities

- Assist with applications to Texas Parks and Wildlife.
- Assist with the completion of the 2018 HOME Program projects.
- Assist with the implementation of the TxDOT TAP Projects.
- Assist with the submittal of projects to KTMO.
- Continue to monitor public and private funding sources to help implement the City's Strategic Plan.
- Assist with property or easement acquisition.
- Assist in preparing reports to funding agencies.
- Participate in the local United Way Campaign.
- Continue to participate in local and regional initiatives as needed.
- Provide research and administrative assistance as needed.



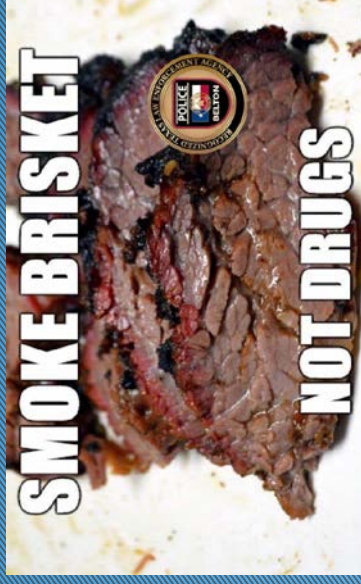
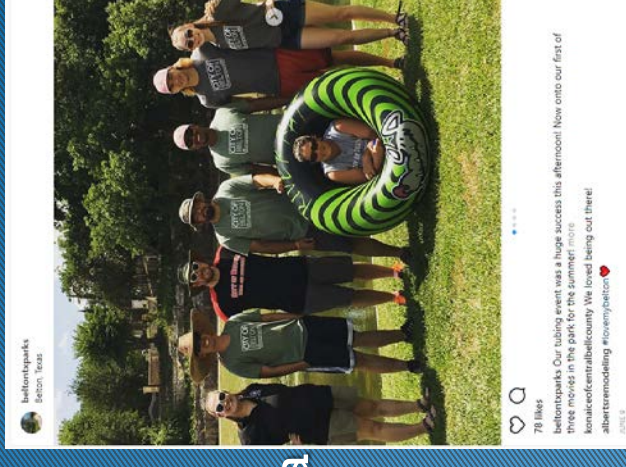
Public Information Office

Foster *open* and *honest* communication
to establish and maintain *trust* and
credibility.



PIO 2018 Accomplishments

- Awards
 - 2018 Chief's Award
 - Award of Honor, TAMIO, Best Use of Social Media
- Social Media
 - Facebook
 - Two 100K posts
 - FD: 85 percent increase
 - Instagram
 - beltontxparks
 - beltontx_police
- Belton 101
- Website
 - Revize – Intro Video



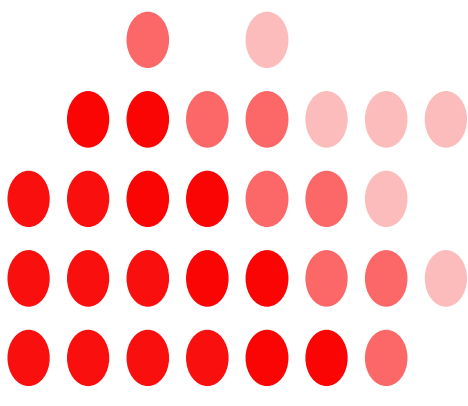
PIO FY2019 Goal/Priorities

- Increase website/social media statistics by 10 percent
- Bi-monthly *get to know you* feature on Facebook
- Customer Service Crisis Playbook
- Review/Amend Social Media Policy
- Mentor/Train Staff on TV interviews



Finance Department

Mission: To administer the financial affairs of the City





Accomplishments & Goals

FY 2018 Accomplishments

- Received 26th consecutive GFOA Distinguished Budget Presentation Award
- Received 32nd consecutive GFOA Certificate of Achievement for Excellence in Financial Reporting
- Received Texas Comptroller Transparency Star for Debt Obligations
- Issued Certificates of Obligation to fund the purchase of Heritage Park
- Began scanning utility records for digital storage

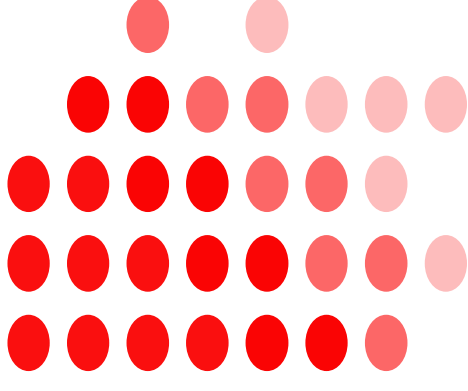
FY 2019 Goals

- Develop a long-term recommendation for the TIRZ
- Upgrade accounting software
- Issue Water and Sewer Certificates of Obligation to finance the expansion of the Temple-Belton Wastewater Plant, Phase II and other key utility projects.
- Explore online forms and bill presentation for utility bills

Legal

Mission – Attorney: To advise the City Council in all legal matters and to ensure compliance with all City codes and ordinances

Mission – Operations: To process violations of City ordinances resulting from citizen complaints, traffic citations, and misdemeanor arrests





Accomplishments & Goals

FY 2018 Accomplishments

- Implemented drivers license hold process
- Began automated reminder calls for missed payments
- Developed online court docket and calendar

FY 2019 Goals

- Achieve Court Clerk III certification for Utility Billing Supervisor and Court Administrator
- Achieve Court Clerk I certification for Customer Service Representatives
- Increase pre-trial meeting hours

Human Resources

Charlotte Walker – Director of HR

Megan Odiorne – Staff Accountant

Provide effective human resource management by developing and implementing policies, programs and services that result in recruiting and retaining the most effective, productive, and empowered employees.



Accomplishments

- **Employee Satisfaction Survey** – Conducted this past April, with 86% participation.
- **Personnel Policy Manual** – Review and update the City of Belton Personnel Policy Manual.
- **Civil Service** – Review and update the Local Civil Service rules.
- **Training** – Enhanced training opportunities for employees.
 - **Sexual Harassment/Civility Training** – Conducted by TMLIRP for all employees
 - **TML Leadership Academy** – Attended by Director of HR
- **Wellness Program** – Enhanced Wellness initiatives to include focus on:
“Belton 360–Mental, Physical Fitness, Financial, and Nutritional Health”
 - **Lunch ‘n Learns** – Quarterly lunch meetings for all interested employees.
 - **Gym Reimbursement** – Bi-Annual gym membership reimbursements continue.
- **Employee Appreciation/Recognition Program**
 - **Department Head Appreciation** – Serve their employees
 - **Round Rock Express** – City wide employee/family fun at Dell Diamond!
- **Belton 101 / Belton News** – Enhancements to new hire orientation.

Goals & Priorities

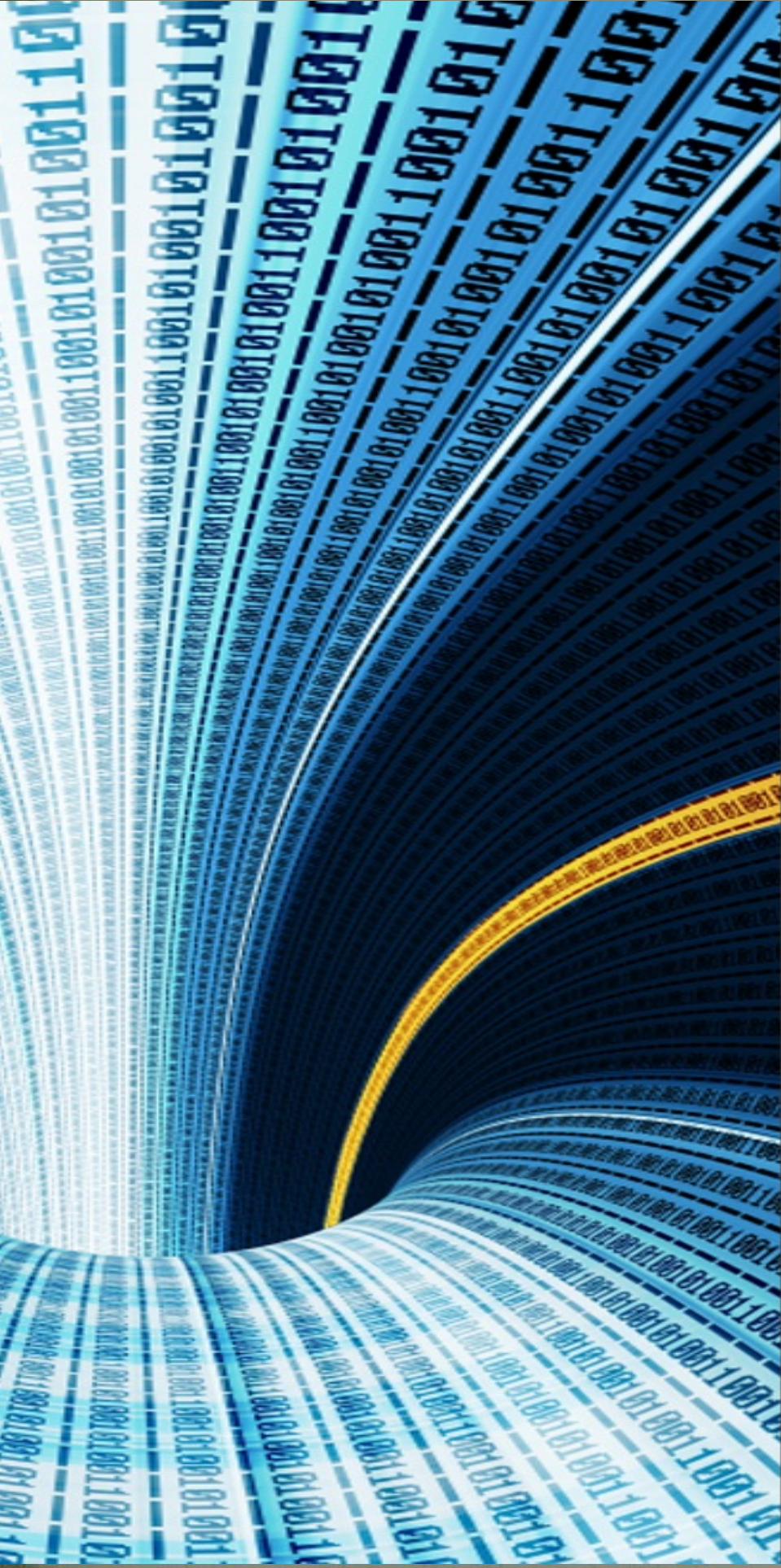
- **Employee Time Reporting** – Enhance efficiencies in payroll processing.
- **Wellness Program** – Continue to brand our Wellness initiative: *“Belton 360-Mental, Physical Fitness, Financial and Nutritional Health”*
- **Employee Recognition Program** – Broaden this program in FY19.
- **Training** - HR for Supervisors, and continued training from TMLIRP for Police, Fire and Public Works employees.
- **Desk Manual** – Prepare desk manuals for both positions in HR.
- **E-Verify** – Enroll in E-Verify to confirm employment eligibility.

“Belton 360 – Mental, Physical Fitness, Financial and Nutritional Health”



Questions?





Information Technology

Accomplishments

- Upgraded audio system in Evans Room
- Upgraded audio system in Council Chambers
- Installed new PTZ cameras on Pavillion
- Renovated gun range classroom
- Replaced aging server at Library and upgrade software
- Migrated PD to cell phone ticket writers
- Installed wireless tower at Parks office
- Upgraded tablets at FD and implemented AVL dispatching
- Upgraded wireless infrastructure at PD
- Replaced all equipment in accordance with Capital Replacement Plan
- Completed all IT related items for PD Remodel

Goals

- Migrate Incode Financial software from Incode 9 to Incode 10
- Replace aging Thin Client Terminals at Library
- Complete certification courses for professional growth
- Continue to replace hardware in accordance with the Capital Replacement policy
- Install Video Surveillance system at Harris Community Center
- Continue to provide training for Staff and Department Heads
- Move PD to AVL dispatching
- Install security cameras along the Hike & Bike trail

Thank you

Questions?