



City of Belton, Texas

City Council Meeting Agenda
Tuesday, January 10, 2023 - 5:30 p.m.
Wright Room at the Harris Community Center
401 N. Alexander, Belton, Texas

Pledge of Allegiance. The Pledge of Allegiance to the U.S. Flag will be led by Mayor Wayne Carpenter.

Texas Pledge. The Pledge of Allegiance to the Texas Flag will be led by Director of Library Services Kim Kroll.

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

Invocation. The Invocation will be given by Mayor Pro Tem David K. Leigh.

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 the City of Belton's Finance Department for receiving the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the 31st consecutive year.

Consent Agenda

Items 4-6 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 the December 13, 2022, City Council Meeting.
5. Consider appointments to the following Boards/Commissions:
 - A. Belton Economic Development Corporation Board of Directors
 - B. Bell County Public Health District Board of Directors
 - C. Central Texas Housing Consortium Board of Directors
 - D. Tax Increment Reinvestment Zone Board of Directors
 - E. Ethics Commission
 - F. Building and Standards Commission
6. Consider authorizing the purchase of three (3) pickups from various Purchasing Cooperatives as provided for in the Equipment Replacement Fund:
 - A. Ford F-150/F-250 or equal truck for the Parks Department
 - B. Ford F-150/F-250 or equal truck for the Parks Department
 - C. Ford F-250 or equal 4x4 truck for the Sewer Department
7. Consider a resolution authorizing the execution and delivery of Addendum #5 to the Amended and Restated Water Supply Contract with Bell County Water Control and Improvement District No. 1, in connection with the issuance of the District's Water System Revenue Bonds, Series 2022, concerning Belton's additional cost share in the Standby Power Generation Project at the Water Plant, in the approximate amount of \$135,000.

Miscellaneous

8. Hold a public hearing to receive comments on the Community Development Block Grant funded East Street Waterline Improvements Project.
9. Hold a public hearing and consider an ordinance regulating short-term rentals.
10. Consider authorizing the City Manager to enter into a professional services agreement with Lee Engineering related to the S. Main Street Transportation Study.

Executive Session (The City Council will recess and reconvene in the Smith Room for the following item.)

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

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



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OFFICE OF THE CITY MANAGER

Pledge of Allegiance. The Pledge of Allegiance to the U.S. Flag will be led by Mayor Wayne Carpenter.

Texas Pledge. The Pledge of Allegiance to the Texas Flag will be led by Director of Library Services Kim Kroll.

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

Invocation. The Invocation will be given by Mayor Pro Tem David K. Leigh.

1. Call to order.
2. Public Comments.

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3. **Recognize the City of Belton's Finance Department for receiving the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the 31st consecutive year.**

Director of Finance Mike Rodgers will be present to receive this recognition.

Consent Agenda

Items 4-6 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 the December 13, 2022, City Council Meeting.

A copy of the minutes is attached. Recommend approval.

5. Consider appointments to the following Boards/Commissions:

- A. Belton Economic Development Corporation Board of Directors (replace Matt Wood with Marion Grayson)**
- B. Bell County Public Health District Board of Directors (replace Wayne Carpenter with Charla Peters)**
- C. Central Texas Housing Consortium Board of Directors (reappoint Linda Angel)**
- D. Tax Increment Reinvestment Zone Board of Directors (reappoint David K. Leigh and Craig Pearson, and replace Blair Williams)**
- E. Ethics Commission (replace Khang Duong with Brooke Morrow representing Daniel Bucher)**
- F. Building and Standards Commission (reappoint Ralph Masters as alternate)**

See Staff Report from City Clerk Amy Casey. The Mayor hopes to have a name for the vacancy on TIRZ by the time of the Council meeting. Recommend approval of the appointments/reappointments as presented.

6. Consider authorizing the purchase of three (3) pickups from various Purchasing Cooperatives as provided for in the Equipment Replacement Fund:

- A. Ford F-150/F-250 or equal truck for the Parks Department**
- B. Ford F-150/F-250 or equal truck for the Parks Department**
- C. Ford F-250 or equal 4x4 truck for the Sewer Department**

See Staff Report from Director of Public Works Matt Bates. Recommend approval of the purchases through purchasing cooperatives up to the budgeted amount plus 25%.

7. Consider a resolution authorizing the execution and delivery of Addendum #5 to the Amended and Restated Water Supply Contract with Bell County Water Control and Improvement District No. 1, in connection with the issuance of the District's Water System Revenue Bonds, Series 2022, concerning Belton's

additional cost share in the Standby Power Generation Project at the Water Plant, in the approximate amount of \$135,000.

See Staff Report from City Manager Sam Listi. Recommend adoption of the resolution authorizing Addendum #5.

Miscellaneous

8. Hold a public hearing to receive comments on the Community Development Block Grant funded East Street Waterline Improvements Project.

See Staff Report from Director of Public Works Matt Bates and Grants and Special Projects Coordinator Jo-Ell Guzman. Recommend holding the public hearing following a short presentation.

9. Hold a public hearing and consider an ordinance regulating short-term rentals.

See Staff Report from Director of Planning Bob van Til. Recommend receiving a presentation followed by a public hearing. Following the public hearing, recommend approval of the ordinance if desired.

10. Consider authorizing the City Manager to enter into a professional services agreement with Lee Engineering related to the S. Main Street Transportation Study.

See Staff Report from Director of Planning Bob van Til. Recommend authorizing agreement with Lee Engineering as presented.

Executive Session (The City Council will recess and reconvene in the Smith Room for the following item.)

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

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

December 16, 2022

Michael Rodgers
Director of Finance
City of Belton
P O Box 120
Belton, TX 76513

Dear Mr. Rodgers:

We are pleased to inform you, based on the examination of your budget document by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization. In addition to receiving the award, your entity's budget received the following special recognition:

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. Information about how to submit an application for the Distinguished Budget Program application is posted on GFOA's website.

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

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

Finance Department

Continuing participants will receive a brass medallion that will be mailed separately. First-time recipients will receive an award plaque within eight to ten weeks. Also enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Belton, Texas**, for its Annual Budget for the fiscal year beginning **October 01, 2022**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

Upon request, GFOA can provide a video from its Executive Director congratulating your specific entity for winning the Budget Award.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine
Director, Technical Services Center

Enclosure

FOR IMMEDIATE RELEASE

December 16, 2022

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of Belton, Texas**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

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

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 22,500 members and the communities they serve.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Belton
Texas**

For the Fiscal Year Beginning

October 01, 2022

Christopher P. Morill

Executive Director



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Finance Department
City of Belton, Texas**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Morrill

Date: **December 16, 2022**

BUDGET REVIEW COMPOSITE RATING FORM
GFOA Distinguished Budget Presentation Awards Program
For budgets beginning January 1, 2022 or later

Agency: **City of Belton TX**

Fiscal Year beginning: **10/1/22**

Document number: **B9947414**

At least 2 of the three reviewers must rate the document "proficient" or "outstanding" on all four overall categories and all mandatory criteria in order for the document to receive the award

Information Not Present (1)			Does Not Satisfy (2)			Proficient (3)			Outstanding (4)			
R1	R2	R3	R1	R2	R3	R1	R2	R3	R1	R2	R3	
												Introduction and Overview
									✓	✓	✓	* C1 Table of contents (mandatory)
									✓	✓	✓	* P1 Strategic goals & strategies (mandatory)
						✓	✓	✓				* P2 Priorities and issues (mandatory)
						✓	✓	✓				* C2 Budget overview (mandatory)
												Financial Structure, Policy, and Process
						✓	✓	✓				* O1 Organizational chart (mandatory)
									✓	✓		F1 Fund descriptions and fund structure
									✓			O2 Department/fund relationship
						✓	✓	✓				F2 Basis of budgeting
						✓	✓	✓				* P3 Financial policies (mandatory)
						✓	✓	✓		✓	✓	* P4 Budget process (mandatory)
												Financial Summaries
									✓			* F3 Consolidated financial schedule (mandatory)
						✓	✓	✓				F4 Three (four) year consolidated & fund financial schedules
						✓	✓	✓				* F5 Fund balance (mandatory)
						✓	✓	✓		✓		* F6 Revenues (mandatory)
			✓			✓	✓	✓				F7 Long-range operating financial plans
												Capital & Debt
						✓	✓	✓		✓		* F8 Capital program (mandatory)
						✓	✓	✓				* F9 Debt (mandatory)
												Departmental Information
						✓		✓		✓		* O3 Position summary schedule (mandatory)
						✓		✓		✓		* O4 Departmental/program descriptions (mandatory)
						✓		✓		✓		O5 Departmental/program goals and objectives
						✓		✓		✓		* O6 Performance measures (mandatory)
												Document-wide Criteria
									✓	✓		C3 Statistical/supplemental section
						✓		✓		✓		C4 Glossary
						✓		✓		✓		C5 Charts and graphs
							✓	✓	✓			C6 Understandability and usability
												Overall
						✓		✓		✓		Overall as a policy document
						✓	✓	✓		✓		Overall as a financial plan
						✓		✓		✓		Overall as a operations guide
						✓		✓		✓		Overall as a communications device

- N Special Capital recognition (three "outstanding ratings on F8)
- N Special Performance Measure recognition (three "outstanding" ratings on O6)
- Y Special Strategic Goals and Strategies recognition (three "outstanding" ratings on P1)
- N Special Financial Policies recognition (three "outstanding" ratings on P3)
- N Special Budget Process recognition (three "outstanding" ratings on P4)
- N Special Long Range Financial Plans recognition (three "outstanding" ratings on F7)

Name of Entity: City of Belton
Reviewer ID R 203
Fiscal Year:

State/Province: TX
Document Number B9947414
Record Number 24352005

Introduction and Overview

- C1. **Mandatory:** Include a table of contents that makes it simple to locate information. **4 – outstanding – The budget document includes a good table of contents. Consider including links to relevant parts of the budget.**
- P1. **Mandatory:** Provide a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **4 – outstanding – The budget includes organization wide policy goals for the city. The strategic plan is an effective policy framework.**
- P2. **Mandatory:** Provide a budget message that articulates priorities and issues for the upcoming year. **3 – proficient – The budget describes the challenges, and goals of the city for the budget period and beyond.**
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. **3 – proficient - The budget includes good summary information that compliments the message and leads into the rest of the document.**

Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart for the entire entity. **3 – proficient – The document includes an entity wide organization chart.**
- F1. The document should include and describe all funds that are subject to appropriation. **4 – outstanding – The document describes and illustrates the funds and fund structure clearly.**
- O2. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and non-major funds in the aggregate. **4 – outstanding – The document includes information that makes the relationship between the financial structure and the organizational structure very clear.**
- F2. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **3 – proficient – The budget describes the basis of budgeting and contrast it to the accounting / reporting basis.**
- P3. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. **3 – proficient – the budget includes descriptions of the financial policies.**
- P4. **Mandatory:** The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **3 – proficient – the budget describes the process and includes charts and a schedule to visually illustrate the budget process.**

Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **4 – outstanding – the budget provides a good financial summary of revenues and expenditures by major revenues and major expenditures for the city as a whole. The financial plan for the city is very clear as a result of the combining funds schedule.**

- F4. The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and / or estimated current year actual, and the proposed budget year. **3 – proficient - the budget includes good financial histories in the context of the financial schedules.**
- F5. **Mandatory:** The document shall include projected changes in fund balances for appropriated governmental funds included in the budget presentation. **3 – proficient - the budget includes illustrations of the fund balances including a brief analysis of the uses and expectations for fund balances.**
- F6. **Mandatory:** The document shall describe major revenue, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **3 – proficient – the budget includes descriptions, discussions and analysis of the major revenues.**
- F7. The document should explain long-range plans and its affect upon the budget and the budget process. **2 – does not satisfy - The budget includes a brief discussion about long-range financial plans for operating budget. Consider including forecasts, trends or other data reflective of the city operating budgets for at least three years beyond the budget period.**

Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **3 – proficient – A discussion about the capital needs and plans for the city is included, including descriptions of planned, major capital projects.**
- F9. **Mandatory:** The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **3 – proficient – The budget describes the debt management plan for the city.**

Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **3 – proficient – A personnel summary for the organization as a whole covering at least three years of comparison is included in the document along with descriptions of the personnel issues and changes contemplated.**
- O4. **Mandatory:** Include departmental/program descriptions. **3 – proficient – the budget includes descriptions for each of the major operating units in the budget.**
- O5. The document should include clearly stated goals and objectives of organizational units (*e.g., states, divisions, units or programs*). **3 – proficient – The organizational unit goals are included in the budget.**
- O6. **Mandatory:** Provide objective measures of progress toward accomplishing the government’s mission as well as goals and objectives for specific departments and programs. **3 – proficient – The budget includes good performance information.**

Document-wide Criteria

- C3. The document should include statistical and supplemental data that describe the organization, its community, and population. **4 – outstanding – very good statistical and supplemental information about the community is included in the document.**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **3 – proficient – a glossary of terms unique to budgeting and to the city' budget is included.**
- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **3 – proficient – The document includes good charts and graphs to help provide greater understanding of the budget trends and allocations.**
- C6. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **4 – outstanding – The budget document looks very good and was easy to follow.**

Nice job!

GOVERNMENT FINANCE OFFICERS ASSOCIATION
DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM
BUDGET REVIEWER'S COMMENTS AND SUGGESTIONS

For: CITY OF BELTON, TX

Fiscal Year: 2022-23

Introduction and Overview:

The City of Belton presented a linked table of contents, their core principles, vision, mission, initiatives, goals/focus areas linked to functions with action plans, issues and challenges that guided them in the budget development process and provide a framework for future budgets.

Financial Structure, Policy and Process:

All criteria were rated at least proficient. A funds chart enhanced fund descriptions. The basis of budgeting and accounting and the differences were explained very well. The budget process was enhanced with a detailed calendar.

Financial Summaries:

All criteria were rated at least proficient. Revenues were enhanced with trend charts. To further enhance F3, F4 and F7, see pages 127-129 and 170 of the GFOA publication referenced below.

Capital and Debt:

Each criterion was rated at least proficient. Capital was thoroughly presented. Debt information was provided.

Departmental Information:

Departments were fully described with all elements including multi-year FTEs which enhance O3, goals and action plans linked to the strategic plan, multi-year categorized measures, etc. Nice job overall!!!

Document-Wide Criteria

All criteria were rated at least proficient. Extensive and informative economic and demographic information were provided. Add full-time equivalent to the glossary and list of acronyms. Charts and graphs were effectively presented..

Comments/Suggestions:

The GFOA publication, Building A Better Budget Document, 2nd edition, by John Fishbein and the GFOA website under Best Practices are valuable resources available to assist you in further enhancing your budget document to earn additional outstanding ratings. Staff is to be commended for their efforts.

Control: B9947414

Record #24352005

Reviewer: S411

NOV 2022

1 = Information not present, 2= Does not satisfy criterion, 3=Proficient, 4= Outstanding

Please rate each criterion and each overall category

	<i>Policy</i>	<i>Financial</i>	<i>Operations</i>	<i>Communications</i>	<u>Criteria Description</u>
<u>Introduction and Overview</u>					
* C1				4	Table of contents (mandatory)
* P1	4				Strategic goals & strategies (mandatory)
* P2	3				Priorities and issues (mandatory)
* C2				3	Budget Overview (mandatory)
<u>Financial Structure, Policy, and Process</u>					
* O1			3		Organization chart (mandatory)
F1		3			Fund descriptions and fund structure
O2			3		Department/fund relationship
F2		3			Basis of Budgeting
* P3	3				Financial policies (mandatory)
* P4	4				Budget process (mandatory)
<u>Financial Summaries</u>					
* F3		3			Consolidated financial schedule (mandatory)
F4		3			Three year consolidated and fund financial schedules
* F5		3			Fund balance (mandatory)
* F6		3			Revenues (mandatory)
F7		3			Long-range financial plans
<u>Capital & Debt</u>					
* F8		3			Capital program (mandatory)
* F9		3			Debt (mandatory)
<u>Departmental/Program Information</u>					
* O3			3		Position summary schedule (mandatory)
* O4			3		Departmental/program descriptions (mandatory)
O5			3		Departmental/program goals and objectives
* O6			3		Performance measures (mandatory)
<u>Document-wide Criteria</u>					
C3				3	Statistical/supplemental section
C4				3	Glossary
C5				3	Charts and graphs
C6				3	Understandability and usability
	3				Overall as a policy document
		3			Overall as a financial plan
			3		Overall as an operations guide
				3	Overall as a communications device

Name of Entity: City of Belton
Reviewer ID: S797
Fiscal Year: 2023

State/Province: Texas
Document Number: B9947414
Record Number: 24352005

Introduction and Overview

- C1. **Mandatory:** Include a table of contents that makes it simple to locate information. **Outstanding. The document contains an informative table of contents with hyperlinks to ease navigation.**
- P1. **Mandatory:** Provide a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **Outstanding. The strategic planning section is detailed and informative.**
- P2. **Mandatory:** Provide a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (e.g., transmittal letter, budget summary section). **Proficient.**
- C2. **Mandatory:** An overview of significant budgetary items and trends should be provided. The overview should be presented within the budget as a separate section (e.g., budget-in brief) or integrated within the transmittal letter. **Proficient.**

Financial Structure, Policy, and Process

- O1. **Mandatory:** Provide an organization chart(s) for the entire entity. **Proficient.**
- F1. Describe all funds that are subject to appropriation. **Proficient.**
- O2. Provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate. **Proficient.**
- F2. Explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **Proficient.**
- P3. **Mandatory:** Include a coherent statement of entity-wide long-term financial policies. **Proficient.**
- P4. **Mandatory:** Describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **Outstanding. The budget process section contains an informative flow chart that describes internal and external processes.**

Financial Summaries

- F3. **Mandatory:** Present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **Proficient.**
- F4. Include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year. **Proficient.**
- F5. **Mandatory:** Include projected changes in fund balance/net position for appropriated funds included in the budget presentation. **Proficient.**
- F6. **Mandatory:** Describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **Proficient.**
- F7. Explain long-range operating financial plans and its effect upon the budget and the budget process. **Proficient.**

Capital & Debt

- F8. **Mandatory:** Include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **Proficient.**
- F9. **Mandatory:** Include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **Proficient.**

Departmental/Program Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **Proficient.**
- O4. **Mandatory:** Include departmental/program descriptions. **Proficient.**
- O5. Include clearly stated goals and objectives of the department or program. **Proficient.**
- O6. **Mandatory:** Provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific departments and programs. **Proficient.**

Document-wide Criteria

- C3. Include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **Proficient.**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **Proficient.**
- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **Proficient.**
- C6. The budget information should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **Proficient.**

**Belton City Council Meeting
December 13, 2022 – 5:30 P.M.**

The Belton City Council met in regular session in the Wright Room of the Harris Community Center. Members present included Mayor Wayne Carpenter, Mayor Pro Tem David K. Leigh and Councilmembers Craig Pearson, Dan Kirkley, John R. Holmes, Sr., Daniel Bucher and Stephanie O'Banion. Staff present included Sam Listi, Gene Ellis, John Messer, Amy Casey, Mike Rodgers, Jon Fontenot, Chris Brown, Matt Bates, Paul Romer, Bob van Til, Tina Moore, Cynthia Hernandez, Larry Berg, Judy Garrett, Jo-Ell Guzman and Kim Kroll.

The Pledge of Allegiance to the U.S. Flag was led by Councilmember John R. Holmes, Sr., and the pledge to the Texas Flag was led by Director of Public Works Matt Bates. The Invocation was given by Councilmember Craig Pearson.

1. **Call to order.** Mayor Carpenter called the meeting to order at 5:31 p.m.

Mayor Carpenter thanked City Staff for the well-planned City Christmas Party that was held on Friday, December 9, 2022.

2. **Public Comments.** *(Audio 2:20)*

Bell County Director of Technology Services, Adam Ward, spoke regarding the FCC's broadband map in Belton and Bell County. The map shows that each resident in Belton and Bell County has access to broadband internet. Residents should log onto broadbandmap@fcc.gov and challenge the map provided by the FCC before January 13, 2023, if they do not have access to broadband internet.

Troy Finley spoke about his property at 702 S. Pearl Street.

No other comments were received.

3. **Receive Child Safety funds presented by Bell County.** *(Audio 9:43)*

Bell County Commissioner Russell Schneider (in place of Tax Assessor Collector Shay Luedeke) presented the City with a check for \$25,954.29 which will be given to Belton ISD for their Crossing Guard program.

Consent Agenda

Items 4-9 under this section are considered to be routine by the City Council and may be enacted by one motion. If discussion is desired by the Council, any item may be removed from the Consent Agenda prior to voting, at the request of any Councilmember, and it will be considered separately. *(Audio 11:38)*

4. **Consider minutes of the November 22, 2022, meeting.**
5. **Consider appointment of an alternate to serve on the Buildings and Standards Commission.** (Eric Haugeberg)

6. **Consider authorizing the purchase of a ¾-ton Truck for the Public Works Street Department through the BuyBoard Purchasing Cooperative as provided for in the Capital Equipment Replacement Fund.**
7. **Consider authorizing a license agreement with the Belton Independent School District (BISD) to allow for use of the public right-of-way for student, staff, and visitor safety in the 200-400 blocks of N. Blair Street adjacent to Belton New Tech High School @ Waskow and the Belton Early Childhood School (BECS).**
8. **Consider a resolution adopting the financial policies for the City of Belton.**
9. **Consider a resolution authorizing the award of a contract to RM Quality Construction for the construction of two houses as part of the HOME Program Grant awarded by Texas Department of Housing and Community Affairs.**

Mayor Pro Tem Leigh requested that Item #7 be pulled for discussion.

Upon a motion by Mayor Pro Tem Leigh, and a second by Councilmember Craig Pearson, Consent Agenda Items 4-6 and 8-9, including the following captioned resolutions, was approved upon a vote of 7-0.

RESOLUTION NO. 2022-34-R

A RESOLUTION ATTESTING TO CITY COUNCIL REVIEW AND ADOPTION OF THE FINANCIAL POLICIES FOR THE CITY OF BELTON, TEXAS.

RESOLUTION NO. 2022-35-R

A RESOLUTION OF THE CITY OF BELTON, TEXAS, AUTHORIZING THE AWARD OF A CONTRACT FOR THE BUILDING CONTRACTOR FOR THE HOME PROGRAM THROUGH THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE GRANT PROGRAM.

Assistant City Manager/Chief of Police Gene Ellis presented the License Agreement that is proposed with Belton ISD to close portions of N. Blair Street.

Upon a motion by Councilmember Holmes, and a second by Councilmember O'Banion, Consent Agenda Item #7 was approved upon a vote of 7-0.

Miscellaneous

10. **Consider the following actions related to the proposed River Farm Municipal Utility District (MUD), located east of IH 35, between Shanklin and the Lampasas River,**

north of Elmer King Road and east of Toll Bridge Road, and containing approximately 480 acres: (Audio 18:04)

- A. **Consider approval of the First Amendment to the Development Agreement;**
- B. **Consider an Annexation Consent Resolution superseding and replacing the original Resolution 2021-09-R regarding City Tract 1; and**
- C. **Consider an Annexation Consent Resolution superseding and replacing the original Resolution 2021-09-R regarding City Tract 2.**

This item was presented by City Manager Sam Listi, Brent Murphree of Kimley-Horn (Developer's representative), along with the City's outside legal counsel for this project, Trey Lary, and City Attorney John Messer. Rick Neff also provided comments on behalf of the Developer, Hunt Communities Belton, LLC.

Upon a motion by Mayor Pro Tem Leigh, and a second by Councilmember O'Banion, the First Amendment to the Development Agreement and the following captioned resolutions were approved upon a vote of 7-0.

RESOLUTION NO. 2022-36-R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS
CONSENTING TO THE INCLUSION OF CERTAIN LAND IN A MUNICIPAL UTILITY
DISTRICT.**

RESOLUTION NO. 2022-37-R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS
CONSENTING TO THE INCLUSION OF CERTAIN LAND IN A MUNICIPAL UTILITY
DISTRICT.**

Work Session

- 11. **Hold a work session to discuss Short Term Rentals.** (Audio 39:19)

Director of Planning Bob van Til presented this item. No action, other than discussion, was required of the Council.

Executive Session

At 6:43 p.m., the Mayor announced the Council would go into Executive Session for the following item:

- 12. Executive Session pursuant to the provision of the Open Meetings Law, Chapter 551, Govt. Code, Vernon's Texas Codes Annotated, in accordance with the authority

contained in Section 551.074, Personnel - conduct an evaluation of the City Manager's performance.

The Mayor reopened the meeting at 8:15 p.m., and there being no further business, the meeting was adjourned.

Wayne Carpenter, Mayor

ATTEST:

Amy M. Casey, City Clerk



Staff Report – City Council Agenda Item

Agenda Item #5

Consider appointments/reappointments to the following Boards/Commissions:

- A. Belton Economic Development Corporation's Board of Directors
- B. Bell County Public Health District Board of Directors
- C. Central Texas Housing Consortium Board of Directors
- D. Tax Increment Reinvestment Zone Board of Directors
- E. Ethics Commission
- F. Building and Standards Commission

Originating Department

Administration – Amy M. Casey, City Clerk

Background

- A. BEDC. Matt Wood has resigned from the Belton Economic Development Corporation's Board of Directors effective immediately. Mayor Carpenter is recommending Marion Grayson for appointment to his unexpired term ending November 30, 2025.
- B. Public Health District. Mayor Carpenter desires to resign his position on this Board. He is recommending Charla Peters to fill his unexpired term ending October 16, 2025.
- C. Central Texas Housing Consortium. Linda Angel's term on this Board ends on January 25, 2023. She desires reappointment, and Mayor Carpenter is recommending her for reappointment to another 2-year term.
- D. Tax Increment Reinvestment Zone #1. David K. Leigh's, Craig Pearson's and Blair Williams' terms on this Board end on January 13, 2023. Mr. Leigh and Mr. Pearson have both expressed a desire for reappointment. Blair Williams is no longer eligible to serve as he has moved outside the City limits. Mayor Carpenter hopes to have a person to fill Mr. Williams' position on the Board by the time of the meeting.
- E. Ethics Commission. Khang Duong currently represents Daniel Bucher on the Ethics Commission. Mr. Duong has moved outside the City limits, so he is no longer eligible to serve in this role. Councilmember Bucher is recommending Brooke Morrow as his representative on the Ethics Commission to complete Mr. Duong's unexpired term ending May 24, 2023.
- F. Building and Standards Commission. Ralph Master's term as an alternate on this Commission ends on January 12, 2023. Mayor Carpenter is recommending him for reappointment.

Recommendation: Recommend approval of the appointments/reappointments.

Attachments: None



Staff Report – City Council Agenda Item

Agenda Item #6

Consider authorizing the purchase of three (3) pickups from various Purchasing Cooperatives as provided for in the Capital Equipment Replacement Fund:

- A. Ford F-150/F-250 or equal truck for the Parks Department
- B. Ford F-150/F-250 or equal truck for the Parks Department
- C. Ford F-250 or equal 4x4 truck for the Sewer Department

Originating Department

Public Works – Matt Bates, Director of Public Works

Summary Information

Under Texas State Procurement Law, products that are quoted through BuyBoard, Smart Buy, TIPS, or other cooperatives are not required to be bid, because these organizations have already performed the bidding process.

A. Ford F-150/F-250 or Equal Truck – Parks Department

This new truck will replace V192, a 2013 Ford F-150 Truck that is scheduled to be replaced this fiscal year through the equipment replacement plan. This truck is used to haul equipment from each job site. Acquiring a four-wheel drive would be beneficial to the department and City for difficult terrain areas and winter weather conditions. Budgeted amount: \$35,350

B. Ford F-150/F-250 or Equal Truck – Parks Department

This new truck will replace V149, a 2007 Ford F-150 Truck that is scheduled to be replaced this fiscal year through the replacement plan. This truck is used to haul equipment from each job site. Acquiring a four-wheel drive would be beneficial to the department and City for difficult terrain areas and winter weather conditions. Budgeted amount: \$35,350

C. Ford F-250 or Equal 4x4 Truck – Sewer Department

This new truck will replace V166, a 2009 Ford F-250 4x4 Truck that is scheduled to be replaced this fiscal year through the replacement plan. This truck is used primarily for locates and hauling heavy equipment when needed. Budgeted amount: \$38,380

When the Public Works Staff began trying to obtain quotes for these vehicles through various purchasing cooperatives, we were told that due to continuing microchip shortages

and global supply chain disruptions, fleet vehicles are no longer readily available. Manufacturers have placed allocations on vehicles per entity depending upon their purchase history. The City of Belton has been allocated “1 unit” per Ford (letter attached), and this “1 unit” was utilized in the purchase of a pickup for the Street Department in late 2022. Knowing that we need to purchase more than one vehicle this fiscal year, Staff has been in contact with several purchasing cooperatives about any “excess” inventory available. Staff has been contacted on a couple of occasions regarding trucks being available for purchase; however, the dealers are not able to hold a vehicle for the department to receive Council approval for the purchase. Therefore, we are asking Council for blanket authority to purchase vehicles meeting these specifications as they become available. We are also asking for permission to purchase at an amount up to the budgeted amount plus 25%.

While Staff has tried to standardize to one brand of vehicles for efficiency, we are open to other truck manufacturers as well due to this inventory shortage.

Fiscal Impact

Amount: \$109,080 (Budgeted)

Budgeted: Yes No

Funding Source(s): Capital Equipment Replacement Funds

Recommendation

Recommend Council authorize the purchase of vehicles meeting the desired specifications not to exceed budgeted amount plus 25%. A budget amendment, if necessary, will be provided at a later date.

Attachments

Letter from Ford



Nathan Oscarson
Government Sales

16800 Executive Plaza Dr
Dearborn, MI 48126

CITY OF BELTON

Ford Pro™ is excited to begin taking orders for the all-new 2023 model year (23MY) Super Duty® starting in mid-November. The next-generation 2023 Ford F-Series Super Duty takes our trusted heavy-duty truck to the next level with must-have tech such as Pro Power Onboard™ and our exclusive suite of software and services that help maximize uptime, accelerate productivity and lower the cost of ownership.

Given the shortened model year, continuing microchip shortage and global supply chain disruptions, we anticipate an over-subscribed Super Duty government order bank.

To avoid uncertainty about the quantity of trucks we will be able to supply, I'm pleased to introduce our Super Duty Allocation Program. Under this new program, we will reserve production slots for our best Super Duty state and local government partners. This pilot program will provide transparency, certainty and allow you to better plan for your future fleet needs.

Based on your five-year average Super Duty purchase history, your anticipated allocation for 23MY will be 1 units (the "projected allocation").

While every effort will be made to supply your projected allocation, please remember that orders in the dealer's order banks are no guarantee of future production. In addition, inflation and significant rises in raw material costs are impacting new vehicle pricing. We will not guarantee price protection on unbuilt 22MY orders that are re-entered into the 23MY order bank. However, once a purchase order is submitted to your Ford dealership, we will honor the current price level throughout the entire model year, regardless of when the Super Duty is produced or delivered.

We appreciate your understanding as we work through these challenging times. Please contact your dealership representative for complete details. Thank you again for your loyalty and support of the Ford brand.

Sincerely,

Nathan Oscarson

National Government Sales Manager



Staff Report – City Council Agenda Item

Agenda Item #7

Consider a resolution authorizing the execution and delivery of Addendum #5 to the Amended and Restated Water Supply Contract with Bell County Water Control and Improvement District No. 1, in connection with Belton's cost share in Standby Power Generation Project at the Water Plant, in the approximate amount of \$135,000.

Originating Department

Administration – Sam Listi, City Manager

Summary Information

The Bell County Water Control and Improvement District No. 1 (BCWCID) has provided water to the City of Belton through a Water Supply Contract that was executed in 1997. Amended in 2004 and 2006, the Second Amendment to Amended and Restated Water Supply Contract acknowledges the ownership of the three million gallon ground storage tank and the allocation of its stored water, which is known as the Belton Transmission System. In July 2018, the City of Belton's obligation for its share of water system improvements was fulfilled upon the retirement of all outstanding debt through BCWCID. Without a debt obligation, the City had no right to receive water. The City of Belton worked to extend the term of its Agreement with BCWCID in November 2018 to the later of December 31, 2041, or until any future bonds are issued for modifying or expanding the BCWCID water supply.

In 2022, City Council authorized Belton's cost share in a project at the BCWCID #1 water plant to provide 10MW of backup electric power generation. Based on recent electrical outages at the BCWCID #1 water plant, potential benefits of this project activation include enhanced preparedness to avoid:

- Premature implementation of Drought Contingency Plan for Belton and area cities;
- Cessation of water to car washes, laundromats, and other major users;
- Excessive boil water notices to citizens;
- Loss in water sales to cities; and
- Future customer frustration by addressing a mechanical issue with a readily available solution.

The original project cost estimate was \$12,161,180, which included \$1,200,000 for a natural gas pipeline, \$1,000,000 for a gas metering station, and \$350,000 for a transformer. A \$5,000,000 State DEAAG grant was awarded to pay 100% of Fort Hood's portion of the project with the remainder allocated to the participants. The remaining participants would share the additional cost based upon their portion of the water supply contract. The City of Belton's share is 13.5135%. Approved by City Council on June 14, 2022, Addendum #4

authorized the issuance of bonds not to exceed \$11,330,000 with Belton's share of principal and interest payments totaling \$2,000,000. In August 2022, BCWCID #1 issued Water System Revenue Bonds, Series 2022A, in the amount of \$9,570,000.

After the bonds were issued, total project costs have significantly increased from \$12,161,180 to more than \$14,415,000. There are two primary factors contributing to the cost increase. First, the design-build approach was chosen due to the highly technical nature of the project and the urgency to get the standby generation in place. Inflation, particularly in the high-tech sector, has also risen sharply since proposals were received in January 2022. BCWCID #1 discussed these cost increases with the participants and some options to possibly reduce the cost. In the end, all participants agreed to proceed with the 10MW generation project.

In addition to the amounts available from the proceeds of the bonds, funding in the amount of \$998,512 is necessary to complete the project. Belton's 13.5135% share equals \$134,934.05. Addendum #5 approves a one-time payment to BWCID #1 on or before July 1, 2023. Even with the required additional funding, the total amount paid by the City of Belton would remain below the \$2,000,000 that was initially authorized by City Council in June 2022.

Fiscal Impact

Water and Sewer Fund expenditures will increase by \$134,934.05.

Recommendation

Recommend adoption of the resolution authorizing the execution of Addendum #5 to the Amended and Restated Water Supply Contract with Bell County Water Control and Improvement District No. 1 in connection with Belton's share in the Standby Power Generation Project in the approximate amount of \$135,000.

Attachments

Resolution
Addendum No. 5
Presentation

RESOLUTION NO. 2023-01-R

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, AUTHORIZING THE EXECUTION AND DELIVERY OF AN ADDENDUM NO. 5 TO THE AMENDED AND RESTATED WATER SUPPLY CONTRACT

WHEREAS, the City of Belton, Texas (the "City"), has previously entered into that certain Amended and Restated Water Supply Contract, made and entered into as of April 1, 2004, as amended by a First Amendment to Amended and Restated Water Supply Contract, made and entered into as of May 23, 2006, and by a Second Amendment to Amended and Restated Water Supply Contract, made and entered into as of December 13, 2018 (as amended, the "Water Supply Contract"), each by and between the City and Bell County Water Control and Improvement District No. 1 (the "District"); and

WHEREAS, in connection with the issuance of the District's Water System Revenue Bonds, Series 2022 (the "Bonds"), the City Council of the City considers it to be necessary and desirable to enter into an Addendum No. 5 to the Water Supply Contract ("Addendum No. 5") in order to fund Belton's additional cost share in the Standby Power Generation Project at the BCWCID #1 water plant.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Belton, Texas, that:

- (1) Addendum No. 5, in substantially the form set forth in Exhibit A, between the District and the City, is hereby approved, with such changes as the Mayor or City Manager of the City may approve, with such approval to be evidenced conclusively by the execution thereof;
- (2) the Mayor and City Manager are each hereby separately authorized to execute and deliver, and the City Clerk is authorized to attest to, Addendum No. 5 and the Mayor, City Manager and City Clerk are each authorized to take such further actions and execute such further instruments as may be necessary to implement the provisions and intent of this Resolution and to facilitate the issuance and delivery of the Bonds by the District;
- (3) the meeting at which this Resolution is being adopted is open to the public as required by law and public notice of the date, hour, place and subject of said meeting was given as required by the Texas Open Meetings Act; and
- (4) this Resolution shall take effect immediately upon its passage.

PASSED AND APPROVED THIS 10th day of January, 2023.

Wayne Carpenter, Mayor

ATTEST:

Amy M. Casey, City Clerk

Addendum No. 5
(City of Belton)

This Addendum No. 5 (this “Addendum”) relates to that certain Amended and Restated Water Supply Contract, made and entered into as of April 1, 2004, as amended by that certain First Amendment to Amended and Restated Water Supply Contract, made and entered into as of May 23, 2006, and that certain Second Amendment to Amended and Restated Water Supply Contract, made and entered into as of December 13, 2018 (collectively, the “Water Supply Contract”), each by and between the Bell County Water Control and Improvement District No. 1 (the “District”) and the City of Belton, Texas (the “Purchaser”), and is an addendum to the Water Supply Contract for all purposes, including, particularly, for the purposes of Paragraph 9 and Paragraph 12 of the Water Supply Contract.

Project Description: Construction of modifications to the Lake Belton Water Treatment Plant (the “Plant”), to wit: acquisition and construction of 10MW of standby electric generation facilities and equipment and any related modifications and improvements to the Plant (the “Project”).

Previously Issued Project Bonds: \$9,570,000 Bell County Water Control and Improvement District No. 1 Water System Revenue Bonds, Series 2022A (the “Bonds”).

Additional Funding Requirement: In addition to the amounts available from the proceeds of the Bonds, additional funding in the amount of \$998,512.00 (the “Additional Funding Requirement”) is necessary to complete the Project.

Allocation of Additional Funding Requirement to Customers:

<u>Customer</u>	<u>Additional Funding Percentage⁽¹⁾</u>
City of Killeen	43.2432%
City of Copperas Cove	18.2432
City of Harker Heights	18.2432
City of Belton	13.5135
Bell County Water Control and Improvement District No. 3	2.7027
439 Water Supply Corporation	4.0541
	<hr/> 100.0000%

Based on the Additional Funding Requirement and the Additional Funding set forth above, the Additional Funding Requirement to be allocated to and charged to the Purchaser is \$134,934.05 (the “Purchaser’s Allocated Additional Funding Amount”). The Purchaser’s Allocated Additional Funding Amount shall be charged to the Purchaser as fixed charges in

⁽¹⁾ Reflects, in each case, an allocation of the Additional Funding Requirement to the Customers on substantially the same basis as the allocation of debt service on the Bonds, which was calculated in accordance with Paragraph 9(A)(4)(a)(1) of the Water Supply Contract.

accordance with Paragraph 9 of the Water Supply Contract and shall be payable by the Purchaser to the District on or before July 1, 2023.

If a portion of the Purchaser's Allocated Additional Funding Amount remains unexpended upon completion of the Project, the District shall credit such unexpended amount against other costs payable by the Purchaser under the Water Supply Contract. The District shall provide written notice to the Purchaser of any such application of funds.

[EXECUTION PAGE FOLLOWS]

EXECUTED this the ____ day of _____, 2023, in Bell County, Texas.

BELL COUNTY WATER CONTROL AND
IMPROVEMENT DISTRICT NO. 1

By: _____
President, Board of Directors

ATTEST:

Secretary

CITY OF BELTON, TEXAS (Purchaser)

Sam A. Listi, City Manager

ATTEST:

Amy M. Casey, City Clerk

BELTON CITY COUNCIL MEETING

JANUARY 10, 2023

Consider a resolution authorizing Addendum #5 with BCWCID #1 for Belton's cost share in the standby power generation project at the water plant in the approximate amount of \$135,000.



SUMMARY

- BCWCID provides water to the City of Belton through a water supply contract.
- Contract has been amended several times as needed to ensure water delivery and treatment for our customers.
- In June 2022, Council approved Addendum 4, authorizing Belton's cost share with BCWCID #1 to provide backup electric power generation at water plant with a total project cost estimated at \$12.4 million. Belton's share of the project was approximately \$2.0M plus interest.
- A \$5.0 million state DEAAG grant has since been awarded to pay 100% of Fort Hood's portion of the project with any remainder allocated to the participants.



SUMMARY (CONTINUED)

- In August 2022, BCWCID issued Water System Revenue Bonds, Series 2022A, for \$9,570,000.
- After the bonds were issued, total project costs have significantly increased from \$12,161,180 to more than \$14,415,000.
- In addition to the bonds, funding in the amount of \$998,512 is necessary to complete the project. Belton's 13.5135% share of the shortfall is \$134,934.05.
- Addendum #5 approves a one-time payment to BCWCID #1 on or before July 1, 2023 in the amount of \$134,934.05.
- Even with the additional funding, the total amount paid by the City of Belton would remain below the \$2,000,000 that was initially authorized by City Council in June 2022.



FISCAL IMPACT

The increase to water fund expenditures will be \$134,934.05.

RECOMMENDATION

Recommend adoption of the resolution.





Staff Report – City Council Agenda Item

Agenda Item #8

Hold a public hearing to receive comments on the Community Development Block Grant funded East Street Waterline Improvements Project.

Originating Department

Public Works – Matt Bates, Director of Public Works
Administration – Jo-Ell Guzman, Grants and Special Projects Coordinator

Background

The City of Belton received Grant 7220021 from the Texas Community Development Block Grant (TxCDBG) Program, administered by the Texas Department of Agriculture, for a Water Improvements Project. A public hearing is required to review the performance of the activities completed under this grant which will include an explanation of the actual use of the Texas Community Development Block Grant Program funds.

Project Overview:

Originally designed as part of the 2018 Street and Utility Improvements Project, the N. East Street Water Improvements project included the following work:

- Replaced the existing 6” waterline with a new 8” waterline – approximately 1,426 LF.
- Replaced 3 Fire Hydrants and added 2 new Fire Hydrants with gate valves for a total of 5.
- Installation of 1” service lines to residences.
- Mill and overlay existing streets (N. East & 5th Avenue) – approximately 5,200 SY 2” HMA Type D.

The project was awarded Community Development Block Grant funding (\$275,000) in part because this project benefits ninety-eight (98) persons, of which seventy-four percent (74%) met the requirements of low to moderate income.

Bids were opened on May 26, 2022, at 2:00 p.m. Four (4) qualified bids were received as shown in the following table. The project was awarded to TTG Utilities on June 14, 2022.

Bidder	Total Bid
TTG Utilities, Gatesville, Texas	\$539,004.70
McLean Construction, Killeen, Texas	\$609,200.50
Patin Construction, Taylor, Texas	\$816,456.00
Heavy Roadway Construction Services, Georgetown, Texas	\$826,041.50

The Contractor completed all required elements of the project, and close out occurred on November 30, 2022. We are pleased with Contractor performance in achieving all requirements, and we appreciate this grant funding in helping address utility needs of some of our low to moderate income citizens.

Fiscal Impact

The project was funded from the 2022 Water and Sewer Capital Projects Fund, and the Community Development Block Grant (CDBG) covered \$275,000 of the cost of the project.

Budgeted: Yes No

Recommendation

Recommend Council conduct the public hearing. No other action is required.

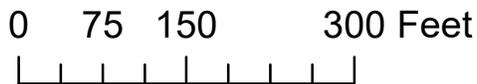
Attachments

Map
Presentation



Legend

-  streets
-  Water Improvements





North East Street & 5th Avenue Water Improvements

* Original cost \$539,004.70

Base bid for water improvements \$405,428.70

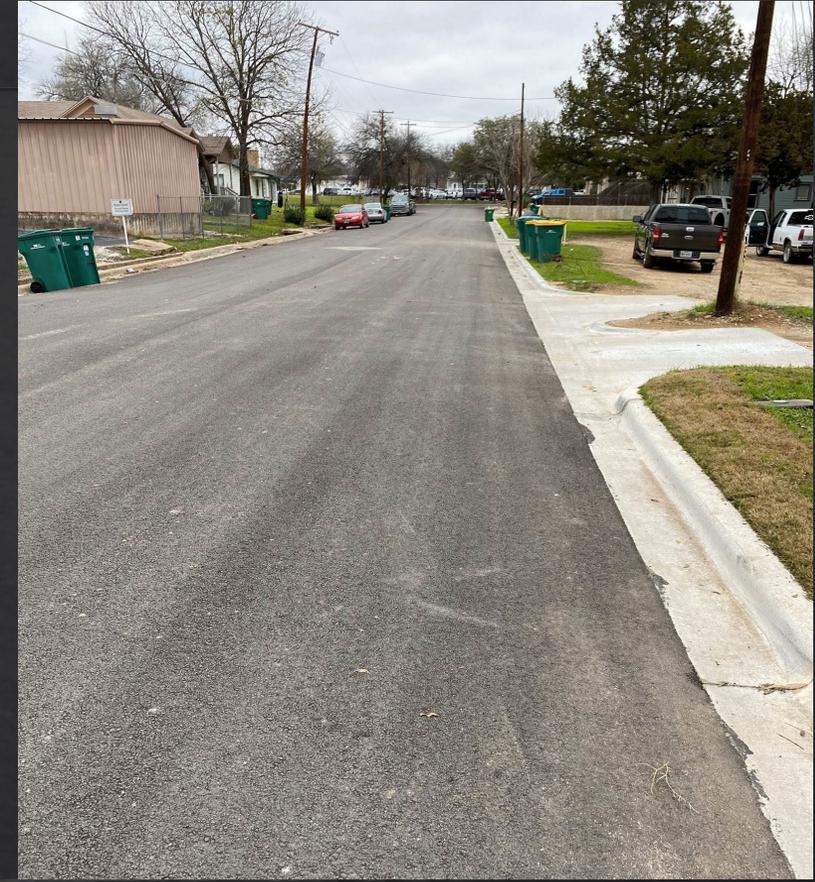
Roadway improvements \$133,576.00

* Contractor: TTG Utilities



Project Overview

- ◆ Replaced the existing 6" waterline with a new 8" waterline - approximately 1,426 LF.
- ◆ Replaced 3 Fire Hydrants and added 2 new Fire Hydrants with gate valves.
- ◆ Installation of 16 X 1" service lines to residences.
- ◆ Mill and overlay existing streets (N. East & 5th Avenue) - Approximately 5,200 SY 2" HMA Type D.



Change Orders #1 & #2

- * **CO#1** - Replacing all 1.5" water parts to 1" water parts (Corps, saddles, and curb stops)
 - * 1.5" water parts deduction of \$31,657.50 (13 services)
 - * 1" water parts added for a total of \$34,255 (16 services)
 - * Total added cost for CO#1 **\$2,597.50**

- * **CO#2** – addition of the curb and gutter and removal of HMAC trench cap
 - * Deduction of the HMAC trench cap \$24,480
 - * Addition of the 435' curb and gutter \$24,294.75
 - * Total **savings for CO#2 of \$185.25**



Final Project Cost

- Project closed out on November 30, 2022
Finished on day 69 of 100 working days
- Original contract amount of \$539,004.70
- Final contract amount with CO's \$541,416.95



Staff Report – City Council Agenda Item

Agenda Item #9

Conduct a public hearing and consider an ordinance regarding short-term rentals.

Originating Department

Planning – Bob van Til, Planning Director

Summary Information

The purpose of this item is to conduct a public hearing and consider an ordinance regarding short-term rentals.

Discussion

In April of 2022, the City received three complaints about STRs. Two were received via email and one at the April 12, 2022, Council meeting. All these locations are in residentially zoned areas. These concerns included parking problems (too many vehicles) and traffic congestion, non-residents in the neighborhood, safety, and trash accumulation.

In July of 2022, staff discussed this issue with the City Council. The Council recognized the challenge of regulating the land use, and yet appeared to focus on licensing and collection of Hotel-Motel Taxes, not on zoning regulations.

Since that time, an Ordinance Review Committee (ORC) worked on a draft ordinance. The Committee consisted of Councilmembers O'Banion and Bucher, City Manager Sam Listi, ACM/Police Chief Gene Ellis, Finance Director Michael Rodgers, City Attorney Neale Potts, City Clerk Amy Casey, CVB and Retail Coordinator Judy Garrett, and Director of Planning Bob van Til. The draft ordinance is attached.

The ORC met four times since July to work on the draft ordinance. In November, the Committee decided to present the draft ordinance to the City Council in December in a work session prior to scheduling a public hearing.

On December 13, 2022, the City Council conducted another work session to discuss the draft STR Ordinance. At the conclusion of the work session, the Council called a public hearing for January 10, 2023.

In preparation of the public hearing, staff sent a public hearing notice to the Temple Daily Telegram. The notice was published on December 23 and 28, 2022. Staff contacted local realtors to circulate the information among their membership and various HOAs. Notice of the public hearing was also published on the City website which pushed the information out

onto Facebook. Finally, addresses of STRs were obtained from the Airbnb and VRBO websites. A letter was sent to the property owners about the public hearing. Unfortunately, finding accurate addresses is challenging. Staff sent approximately 20 letters to suspected STRs.

In response to notice of the public hearing, Mr. Dave Covington provided comments about the draft ordinance. His letter is attached.

Draft Ordinance Highlights

The Belton ordinance is outlined below.

1. Requires the registration and permitting of STRs
 - The address of the STR
 - Property owner
 - Provides for a local contact in the event of emergencies
 - Site plan showing parking
 - The payment of the annual permit fee (recommended \$1,000)
 - No STR allowed within 500 feet of another existing one
 - Notification sent to property owners within 200 feet of an STR within five business days **after** approval of a permit to operate or renew. No advance written notifications.
2. Establishes minimum safety requirements
 - Requires an inspection by the Building Inspector and the Fire Marshal
 - Exit routes
 - Smoke alarms
 - Carbon Monoxide detectors
 - GFCIs
 - Exit ladders from second story bedrooms
 - Fire extinguishers
 - Distance requirements for outdoor cooking devices from the main structure
 - First aid kits
3. Establishes operating requirements
 - The emergency contact must respond within an hour and must be available 24 hours per day.
 - Emergency contact information must also be provided to guests.
 - Owner must provide information to the guests about
 - Parking
 - Trash collections
 - Guests will be held responsible for the activities and use of the property.
 - Noise restrictions
4. Requires annual inspections with the renewal of the permit
 - Annual inspections with the renewal of the permit
 - Payment of the annual permit fee (recommended \$1,000 per year)
5. Requires the payment of Hotel Motel Taxes (HOT)
6. Provides for existing STRs

- All existing STRs are required to apply for permits as if they were new STRs.
- 7. Provides for the revocation of the STR permit
 - Nonpayment of HOT
 - One or more violations of the ordinance within a year
- 8. Provides for an appeals process
 - Applications will be processed through the Planning Department
 - Appeals for the denial of the permit applications are made to the City Manager, whose decision is final.
- 9. Provides for exemptions
 - Hotels, motels, RV parks (except cabins), hospitals, retirement homes, and boarding homes, among others
 - Bed and Breakfasts are covered in the Zoning Ordinance.
- 10. Provides for an effective date
 - Recommended 90 days after the passage of the ordinance.

Fiscal Impact

The anticipated permit revenue is not expected to recover entirely the anticipated staff time required to administer the ordinance, but would mitigate use of staff resources. Currently, STR HOT are not being collected. In any event, staff will pursue the collection of Hotel Occupancy Taxes.

Recommendation

Conduct the public hearing and, if ready, consider approval of the STR Ordinance. If changes are needed, recommend action be postponed to a future meeting.

Attachments

[Draft Ordinance from 12-16-2022](#)

[Dave Covington's Comments from 12-16-2022](#)

Contents

1. Applicability
2. Purpose and Intent
3. Definitions
4. Short Term Rental Permit Required
5. Short Term Rental Permit Application
6. Short Term Rental Permit Requirements and Inspections
7. Short Term Rental Operating Requirements
8. Short Term Rental Permit Denial and Revocation
9. Short Term Rental Permit Renewal
10. Appeal
11. Exemptions
12. Violations and Penalties

1. Applicability

This ordinance applies to all short-term rental properties and operators unless expressly provided otherwise herein.

2. Purpose and Intent

The purpose of this ordinance is to safeguard the life, health, safety, welfare, and property of the occupants of residential dwelling units, the neighbors of said occupants, and the general public, through the registration and regulation of short-term rentals and to ensure the collection and payment of hotel occupancy taxes.

The intent of this ordinance is to preserve the neighborhood character of residential subdivisions within the City of Belton and to minimize adverse impacts to residential subdivisions caused by short-term rentals.

3. Definitions

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

City shall mean the City of Belton, Texas

Dwelling unit means any building or portion thereof, which is designed or used as living quarters for one or more families.

Hotel occupancy tax means the hotel occupancy tax required to be assessed and collected for the operation of any short-term rental and paid pursuant to V.T.C.A., Texas Tax Code Ch. 351.

Emergency contact means an individual or company located within thirty (30) miles of the Belton City Hall who has access to the property and is authorized to make decisions regarding the property while a short-term rental is being rented.

Operator means any person, firm, or corporation who operates a short-term rental.

Owner means any person, firm, trust, corporation, partnership, or any other legal entity who has a legal or equitable interest in the property.

Short Term Rental Property. A privately owned dwelling or unit, including but not limited to, a single-family dwelling, multiple family attached dwelling, apartment house, condominium, duplex, mobile home, or any portion of such dwellings,

including an accessory dwelling unit, rented to members of the public for consideration, where the owner, host, or operator is either present on site or is not present on site during the rental period, and used by guests for dwelling, lodging or sleeping purposes for any period less than 30 consecutive days.

Short-term rental permit means a permit issued by the City as required herein.

4. Short-Term Rental Permit Required.

(a) It shall be unlawful for any person or entity to rent, or offer to rent, any short-term rental without a valid short-term rental permit issued under this ordinance.

(b) A permit issued under this ordinance may not be transferred and does not convey with the property upon sale. Each new owner of a permitted or previously permitted dwelling unit must apply for a short-term rental permit to rent property under the short-term rental guidelines.

(c) A separate Short Term Rental Permit application and permit fee must be submitted for each individual Short-Term Rental Unit. Each individual Short Term Rental Unit shall be assigned a unique permit number upon permit issuance by the City.

(d) A Short-Term Rental Permit issued under this Ordinance shall be valid for a period of one calendar year from the date of issuance.

(e) The Owner has a duty to notify the City within 30 calendar days, in writing, of any changes to information submitted as part of a Short-Term Rental Permit application under this Ordinance.

(f) An application for Short Term Rental Permit may be denied if the Owner has had a Short-Term Rental Permit suspended or revoked during the previous 365 calendar days and may be renewed by applying in accordance with this ordinance.

(g) Each short-term rental location shall be issued a permit with a unique permit number. The permit number must be included in any and all advertisements for the short-term rental including internet booking sites.

5 Short Term Rental Permit Application

A person seeking a short-term rental permit shall submit an application to the Belton Planning Department. Said application shall be in writing, on a form provided by the City, and shall include at least the following information:

- (a) The zoning of the property;

- (b) The name, address, email address, and telephone number, of the property owner or operator. If the applicant or owner is a partnership, a corporation, or limited liability company, the application shall list the registered agent;
- (c) The physical address of the short-term rental;
- (d) Proof that the property has no outstanding property taxes due or outstanding city utility bills. The City shall verify that there are no outstanding property taxes and city utility balances.
- (e) The name, address, email, and twenty-four (24) hour telephone number of an emergency contact person;
 - (1) The emergency contact person is the person designated by the Operator who shall be available twenty-four (24) hours per day, seven (7) days per week for the purpose of: (A) responding in person within one (1) hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit; and (B) taking remedial action to resolve such complaints. The owner may be listed as the emergency contact if all conditions above are satisfied.
- (f) A statement that the Operator of the short-term rental will comply with the requirements of this ordinance and understands that the Operator is responsible and liable for any violations on the property;
- (h) The name of the Short-Term Rental, if applicable.
- (i) Indicate the number of bedrooms.
- (j) A site plan showing the location of the house on the lot, and any on-site parking available for the Short-Term Rental.
- (k) A general description of any food service to be offered to guests of the Short-Term Rental.
- (l) An applicant for a Short-Term Rental Permit shall pay to the City a permit fee as indicated in the City's Fees Ordinance.
- (m) No Short-Term Rental Property shall be located within 500 feet of another Short-Term Rental Property measured from the nearest property line to the nearest property line.
- (n) Previously existing Short-Term Rentals. A previously existing short-term rental that was in continuous use for the twelve (12) months preceding

the effective date of this ordinance is allowed to continue, subject to the following:

- (1) An owner/operator must provide a sworn affidavit and demonstrate to the satisfaction of the City Manager or their designee that the short-term rental was being used as a short-term rental on a continuous basis for the twelve (12) months preceding the effective date of this ordinance; and
 - (2) An owner/operator of a short-term rental provides proof in establishing that the short-term rental meets all requirements of this section; and
 - (3) An owner/operator shows proof of remitted State and local hotel occupancy taxes due for a period that covers at least 12 months immediately preceding the effective date of this ordinance; and
 - (4) An owner/operator, within sixty (60) days of the effective date of this section, must apply for a Previously Existing Short-Term Rental Exemption on an application provided for by the City; and
 - (5) An owner/operator pays the permit fee as required by this ordinance.
 - (6) Such other information as the City Manager, or designee, deems reasonably necessary to administer this ordinance.
- (p) Within five business days of approving an application for a permit to operate or renew a Short-Term Rental, a notification shall be sent to property owners within 200 feet of the subject property applying for a Short-Term Rental permit.

6. Short Term Rental Permit Requirements and Inspections

- (a) *Life safety inspection.* Prior to issuance of a short-term rental permit, the Operator shall allow, with reasonable notice, an on-site inspection of the short-term rental unit by the City Building Official or designee and the Fire Marshall to ensure compliance with minimum health and safety requirements for use and occupancy. If a premises fails to pass an inspection, a re-inspection fee may be charged for each subsequent inspection in accordance with the fee established by the City. If, upon completion of an inspection, the premises are found to be in violation of the provisions of this ordinance, the city shall provide written notice of such violation and shall set a re-inspection

date for a violation to be corrected prior to its occupancy. The applicant shall pay a reinspection in accordance with the City's Fees ordinance.

- (b) *Hotel occupancy tax.* It is a condition of the initial and continued validity of a short-term rental permit that the operator has paid and remains current on the payment of all hotel occupancy taxes owed to the City under the Texas Tax Code and Section 21-48 of the City of Belton Code of Ordinances.

7. Short Term Rental Operating Requirements

The Operator shall operate a Short-Term Rental in compliance with the following:

- (a) *Emergency Contact Information (written or digital).* Each operator shall provide guests information that at a minimum includes:
- (1) The operator's 24-hour contact information;
 - (2) During any period when a Short-Term Rental is occupied or intended to be occupied by guests, the Emergency Contact Person shall be available 24 hours per day for the purpose of responding to concerns or requests for assistance related to the condition, operation, or conduct of Guests of the Short-Term Rental. The Emergency Contact Person shall respond within 60 minutes of being notified of concerns or requests for assistance regarding the condition, operation, or conduct of Guests of the Short-Term Rental, and shall take immediate remedial action as needed to resolve such concerns or requests for assistance.
 - (3) Information shall be provided to assist guests in the case of emergencies posing threats to personal safety or damage to property, including emergency and non-emergency telephone numbers for police, fire, and emergency medical services providers and instructions for obtaining severe weather, natural or manmade disaster alerts.
- (b) The Operator shall post the following information in a prominent location within the Short-Term Rental Unit, using a form promulgated by the City:
- (1) The unique Short Term Rental Permit number assigned to the Short-Term Rental Unit;
 - (2) The location of any on-site parking spaces available for guests;
 - (3) A note indicating the overnight and daytime occupancy limits;

- (4) Instructions to Guests concerning disposal of garbage and handling of garbage containers; and
 - (5) Notification that the Guests are responsible for compliance with all applicable laws, rules and regulations pertaining to the use and occupancy of the Short-Term Rental, and that Guests may be fined by the City for violations of this Ordinance.
- (c) *Minimum fire and life safety requirements for single family and duplex Short-Term Rentals.* Each operator shall ensure these minimum standards are met:
1. Exit routes and building site plan posting in common area and bedrooms
 2. Interconnected smoke alarm and in every bedroom, common areas, and cooking areas.
 3. Carbon Monoxide (CO) detectors mounted on each floor
 4. GFCI's as required by the current International Residential Code.
 5. Exit ladders installed in each upstairs bedroom (minimum of 1 window per room).
 6. Every door and window that leads to the outside is operational.
 7. 5# Dry-Chem fire extinguisher mounted in full sight in common area of each floor.
 8. Class K fire extinguisher mounted in full sight within the kitchen area
 9. Wood, Charcoal, or Pellet fueled outdoor cooking or burning devices shall be a minimum of 10 ft. away from the structure when in use. A water source (water hose) shall be located within 20 unobstructed ft. of the fire source.
 - ~~10.~~ First Aid Kit (mounted in easily accessible area).
- (d) Collect and remit the hotel occupancy tax in accordance with V.T.C.A., Texas Tax Code Ch. 351 and Section 21-48 of the Code of Ordinances. The operator shall remit to the City of Belton fiscal services department, or designee, all city hotel occupancy taxes collected pursuant to law by the last business day of each quarter.
- (e) A minimum of one off-street parking space per bedroom
- (f) City of Belton Sign Ordinance, as applicable.

- (h) City of Belton Hotel Occupancy Tax Ordinance.
- (i) City of Belton Noise and Sound Level Regulation Ordinance.
- (j) City of Belton Garbage Collection Ordinance.
- (k) Each Short-Term Rental shall have a minimum of two trash carts and one (1) recycling cart as required by the City of Belton Solid Waste Ordinance and Fees Ordinance.
- (m) Any advertisement that promotes the availability of a Short-Term Rental, listed in any medium, including but not limited to newspaper, magazine, brochure, website, or mobile application, shall include the current Short Term Rental Permit number assigned by the City.

8. Short Term Rental Permit Renewal

Renewing a permit. An Operator shall file an application for the renewal of a permit on an annual basis within twelve (12) months from the issuance of the previous permit in order to continue to operate a Short-Term Rental property.

9. Short Term Rental Permit Denial and Revocation

- (a) *Denial of permit.* The permit application shall be denied, and no permit shall be issued if the City finds that:
 - (1) Any statement made in the application is incomplete, inaccurate, misleading, or false;
 - (2) The operator, its partners, officers, owners, and other principals have not paid to the City all fees and taxes due under this ordinance; or
 - (3) The applicant has had a short-term rental permit revoked within the preceding twelve (12) months.
- (b) *Revocation of permit.* Should the owner or operator of a Short-Term Rental property fail to remit Hotel Occupancy Texas the permit will be revoked immediately. Should the owner or operator of a Short-Term Rental Property have three or more violations within a 12-month period, the City may revoke a permit for one (1) or more of the following reasons:
 - (1) The applicant fails to comply with or is in violation of any provision of the permit, City ordinances, or any other applicable law;
 - (2) The application contains a false or misleading statement of material fact;

- (3) The authorized City official determines that the rental poses a serious threat to the public health, safety or welfare; or
- (c) *Notice of denial or revocation.* The City shall provide written notice within ten (10) business days of the denial or revocation of a permit to operator, which shall state the reason(s) for the decision and inform the operator of its right to appeal the decision in writing including when and to whom it must be delivered.

10. Appeal

- (a) The applicant may appeal a denial of a permit by submitting in writing a notice to appeal, delivered to the City Manager's office no later than five (5) business days after the denial or revocation decision.
- (b) The notice of appeal must be in writing and state the grounds for the appeal and why the determination should be reversed or modified. If the applicant makes a timely, written request for appeal, the City Manager or designee shall consult with city staff, the owner, operator, applicant, or host within ten (10) business days.
- (c) The City Manager or designee shall make a determination concerning approval, denial, or modification of the permit within five (5) business days from the consultation required in 10 (b). The decision of the City Manager is final.

11. Exemptions

- (a) The following are **exempt** from the regulations under this Ordinance: hotel, motel, dormitory, public or private club, recreational vehicle park, hospital and medical clinic, nursing home or convalescent home, foster home, halfway house, transitional housing facility, boarding home, any housing operated or used exclusively for religious, charitable or educational purposes, and any housing owned by a governmental agency and used to house its employees or for governmental purposes.

11. Effective Date.

The initial effective date of the ordinance shall be 90 days following the approval date.

12. Violation; Penalties

- (a) It shall be unlawful for a short-term rental operator to operate, maintain or conduct within the City a short-term rental without first securing a permit, and complying with all the provisions of this ordinance or any other law.
- (b) Any person, firm, or corporation that fails to collect and pay hotel occupancy taxes or fails to file or falsely files the required report shall be guilty of a misdemeanor punishable by fine. A penalty plus interest shall be added to the amount due, and the short-term rental permit shall be immediately revoked.
- (c) Any person, firm or corporation in violation of any provision of this ordinance, other than the non-payment of Hotel Occupancy Taxes, shall be guilty of a misdemeanor, which shall be punishable by a fine of not more than five hundred dollars (\$500) per day, for each day the violation persists.

This Ordinance was approved by the City Council at a regularly scheduled meeting duly posted in accordance with the Texas Open Meeting Act and at which a quorum was present and voting.

Severability: In the event that one or more of the provisions contained in this Ordinance shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability of this Ordinance shall be construed as if such invalid, illegal or unenforceable provision has never been contained herein, but shall not affect the remaining provisions of this Resolution, which shall remain in full force and effect.

Effective Date: This Ordinance shall be and become effective immediately upon its adoption.

PASSED AND APPROVED this the _____ day of _____, 202___ by the City Council of Belton, Texas.

Wayne Carpenter, Mayor

Attest:

Amy Casey

December 16, 2022

Honorable Councilmembers and Staff

City of Belton

I'm writing regarding the proposed Short Term Rental Ordinance that's up for consideration. I don't have a Short Term Rental, though I have in the past. I don't intend to have an STR. I don't have any skin in the game, so to speak. My perspective is primarily two-fold: as a real estate broker who works with investors and as someone who has owned historic homes. Often times the squeaky wheel gets the grease, so I think it's important to make a few suggestions in support of Short Term Rentals.

There have been 3 complaints about Short Term Rentals in Belton, but that really doesn't seem like that many. How many complaints, code violations, and police calls have there been at long term rentals? Or at owner-occupied properties? My guess would be that STRs actually cause fewer problems than these other categories. Well-run STRs will naturally be better maintained than many properties because the STR market will require it. If a property is poorly maintained, it will get bad reviews, and it will go out of business. STRs will have owners or managers checking on them multiple times a week, cleaning, mowing, checking on things, etc. If the reason for the new STR ordinance is a few complaints, then I think we should make sure we aren't coming up with a solution without a problem.

I do think requiring payment of the Hotel Occupancy Tax is a good & necessary provision. That's very reasonable, and should be the primary provision of the ordinance, in my opinion.

I also feel that the "minimum fire and life safety requirements" are excessive and will eliminate properties near UMHB and downtown from qualifying for STR permits. Many of the proposed requirements would be nearly impossible to find in homes built more than a decade ago. I think the following fire & life safety requirements should be removed from the proposed ordinance:

-Interconnected smoke alarms. I do think it's important to have smoke alarms in any rental, whether long or short term, and it's required by the Texas Property Code, regardless of the age of the property. However, installing *interconnected* smoke alarms is often cost-prohibitive, and it's beyond the Texas Property Code's requirements for retrofitting rentals.

-GFCI's as required by the IRC. GFCI's are almost non-existent in the areas around downtown & UMHB. In my real estate experience, most properties that are more than 20 years old are not in compliance with electrical code, including GFCI protection. Many older homes aren't even grounded, so what seems like a simple fix (adding some GFCI plugs) would actually require a complete rewire of the home to achieve. Side note: a client of mine recently got a bid to rewire a 2 bedroom, 1 bath, 60+ year old home, and it was over \$10,000.

-Exit ladders installed in each upstairs bedroom. This isn't even a requirement in hotels. I think you'd be hard-pressed to find more than a couple houses in the entire city that have exit ladders.

-Every door and window that leads to the outside is operational. I think it's important to have one primary means of egress and one secondary means of egress. That could be a window, but it could also be another door (picture a bedroom that has one door leading to a hallway and another door that leads to a Jack-n-Jill bathroom and on into another bedroom). But requiring every door and window to be operational will be cost-prohibitive when it comes to many historic homes where windows have been painted shut with multiple coats of paint over the years.

-Class K fire extinguisher. A dry-chem fire extinguisher is more than most homes have, and is suitable for putting out most fires. I understand that there are better options, but this is just another example of a costly requirement for the property owner.

Another proposal in the ordinance that seems unnecessary in most cases is requiring two trash carts for every STR. For most STRs, one trash cart will be sufficient. Perhaps if there are complaints regarding trash at a particular STR, then at that point it could trigger a requirement for an extra trash cart. But I think it's an unnecessary expense initially.

The \$1,000 per year STR permitting fee is excessive for most STRs. Many STRs are one or two bedroom properties or even just an extra room in a house and not even the entire property. I have friends who used to rent out a room in their house for \$40 per night. They had many folks come stay for a couple days who were interviewing for jobs at Scott & White and at UMHB. For an STR like this, \$1,000 per year is equivalent to 25 nights of rent...before HOT tax. Could there be a graduated scale for permitting fees? A 5 bedroom palace that overlooks the lake could probably swing \$1,000 per year pretty easily. But for the 1 bedroom places, maybe \$150 is more appropriate. Also, what if the city uses this as an opportunity to reward STR owners who are good neighbors? For example, if you have no complaints or code enforcement violations in your first year, then your permit renewal is good for 2 years at that point? That would also lessen the work load for staff.

The 500-ft rule seems excessive and unfair to other neighbors a block or two away, who may want to rent out a room in their house. I understand not wanting to be overrun with STRs, but I think there's some middle ground, less than 500 feet. And I think it might be appropriate to abandon the 500-ft rule altogether in some areas such as downtown and near UMHB, where we might want to encourage a higher concentration of STRs. Maybe you could use the Imagine Belton areas as a guide, perhaps extending north to the railroad tracks or 13th Avenue.

I think there's an important exception that should be considered, and that is temporary lease backs in real estate transactions. Sometimes a seller agrees to sell their house to a buyer, and part of the deal is that the buyer gets to move in before closing and lease the house from the seller for a week or two. (Or the seller stays after closing and leases back from the buyer.) Would a situation like this trigger the STR ordinance? I know that's not the intention of the ordinance, but I think these situations could be unintended consequences and should be carved out as exceptions.

Logically, it seems impossible to guarantee that you'll be able to reach a single emergency contact 24/7, and that they'll be able to report to the property in person within 60 minutes. What if you're traveling? Therefore, I think the emergency contact provision of the ordinance should allow for a list of multiple emergency contacts.

I think that previously existing STRs should be grandfathered in regarding the 500-ft rule. And if they don't meet the qualifications of permitting, they should be given more than 90 days to come into compliance. The repairs and modifications required by this ordinance take time and money to execute, especially if the property is rented some or most of the time, and the owner & repair personnel must work around that schedule.

I think there should be a sunset review included with the ordinance. Let's revisit the ordinance in 3 years and see how it's going. What permits have been issued? How are those properties performing? What permits have been declined or revoked, and for what reasons? Because this is a brand new type of ordinance, and we're figuring it out as we go, I would expect there to be a learning curve. Maybe there will be other unintended consequences that aren't foreseen. Without a sunset review scheduled, the ordinance could turn out to be problematic, but never be scheduled to be revised.

Finally, I think adding "hospice home" to the list of exemptions is appropriate. That use is parallel in nature to several of the other uses listed.

In conclusion, I'm not opposed to an ordinance permitting and regulating Short Term Rentals in Belton. But I do think some of the proposals are probably too aggressive and will result in shutting down most if not all existing STRs, as well as preventing any new ones. I think we should recognize that STRs are a way to attract tourism to the city, and we should find a way to welcome them in a way that is cohesive to our neighborhoods and the character of our city.

Thank you for your consideration of these suggestions and for your service to our home town.

Sincerely,



Dave Covington

Short Term Rentals

City Council Meeting
January 10, 2023



Purpose

- The purpose of this item is to conduct a public hearing and consider an ordinance regarding Short-Term Rentals (STRs)



Background

- In April 2022, the City received three complaints about STRs: two via email and one at the April 12, 2022, Council meeting.
- Concerns included over-parking and traffic congestion, non-residents in neighborhoods, safety, and trash accumulation.
- All locations are in residentially zoned areas.
- Staff researched ordinances, literature on STRs regarding land use, licensing, and the payment of Hotel Occupancy Taxes.



Council Discussion and Establishment of the ORC

- At the July City Council work session
 - Recognized the challenge of regulating the land use and zoning
 - Appeared to focus on licensing and collection of Hotel-Motel Taxes, not on zoning regulations.
- Ordinance Review Committee (ORC) Established
 - Council members O'Banion and Bucher, City Manager Sam Listi, ACM/Police Chief Gene Ellis, Finance Director Michael Rodgers, City Attorney Neale Potts, City Clerk Amy Casey, Retail Coordinator Judy Garrett, and Planning Director Bob van Til.
- ORC met four times since July
 - At November meeting, Committee agreed to present draft ordinance to the City Council in December in a work session prior to scheduling a public hearing.
- December 2022 Council work session
 - Proceed with calling the public hearing for January 10, 2023



Ordinance Outline

1. Requires the registration and permitting of STRs
2. Establishes minimum safety requirements
3. Establishes operating requirements
4. Requires annual inspections with the renewal of the permit
5. Requires the payment of Hotel-Motel Taxes (HOT)
6. Provides for existing STRs
7. Provides for the revocation of the STR permit
8. Provides for an appeals process
9. Provides for exemptions
10. Provides for an effective date



Ordinance Highlights

1 - Requires the registration and permitting of STRs

- The address of the STR
- Property owner
- Provides for a local contact in the event of emergencies
- Site plan showing parking
- The payment of the annual permit fee (recommended \$1,000)
- No STR allowed within 500 feet of another existing one
- Notification sent to property owners within 200 feet of an STR within five business days **after** the approval of a permit to operate or renew. No advance written notifications.



Ordinance Highlights

2 - Establishes minimum safety requirements

- Requires an inspection by the Building Inspector and the Fire Marshal
 - Exit routes
 - Smoke alarms
 - Carbon Monoxide detectors
 - GFCI's
 - Exit ladders from second story bedrooms
 - Fire extinguishers
 - Distance requirements for outdoor cooking devices from the main structure.
 - First aid kits



Ordinance Highlights

3 - Establishes operating requirements

- The emergency contact must respond within an hour and must be available 24 hours per day
- Emergency contact information must also be provided to guests
- Owner must provide information to the guests about
 - Parking
 - Trash collections
 - That guests will be held responsible for the activities and use of the property
 - Noise restrictions

4 - Requires annual inspections with the renewal of the permit

Annual inspections with the renewal of the permit

Payment of the annual permit fee (recommended \$1,000 per year)



Ordinance Highlights

5 - Requires the payment of Hotel-Motel Taxes (HOT)

- STRs are required to collect and remit the hotel occupancy tax in accordance with V.T.C.A., Texas Tax Code Ch. 351 and Section 21-48 of the Code of Ordinances. The operator shall remit to the City of Belton Finance Department, or designee, all city hotel occupancy taxes collected pursuant to law by the last business day of each quarter.

6 - Provides for existing STRs

All existing STRs are required to apply for permits as if they were new STRs.



Ordinance Highlights

7 - Provides for the revocation of the STR permit

- Nonpayment of HOT, or
- One or more violations of the ordinance within a year

8 - Provides for an appeals process

Applications will be processed through the Planning Department

Appeals for the denial of the permit applications are made to the City Manager, whose decision is final.



Ordinance Highlights

9 - Provides for exemptions

- Hotels, motels, RV parks (except cabins), hospitals, retirement homes, and boarding homes, among others
- Bed and Breakfasts are covered in the Zoning Ordinance

10 - Provides for an effective date

Recommended 90 days after the passage of the ordinance



Recommendation

- Conduct the public hearing and, if ready, consider approval of the STR Ordinance.
- If changes are needed, recommend action be postponed to a future meeting.

Thank you!





Staff Report – City Council Agenda Item

Agenda Item #10

Consider authorizing the City Manager to enter into a professional services agreement with Lee Engineering related to the S. Main Street Transportation Study.

Originating Department

Planning – Bob van Til, Planning Director

Summary Information

The S. Main Street Transportation Study will evaluate and recommend strategies to address traffic congestion, and facilitate traffic flow, while preserving the objectives identified in the Imagine Belton Marketing Plan.

Discussion

There are numerous compelling reasons for the study:

S. Main experiences **congestion** during normal daily traffic conditions. This reflects our growing community and the need for more efficient traffic movement in the corridor. Severe congestion is intensified when there is an accident on IH35 or IH14. Traffic diverts to S. Main, and it experiences severe congestion, which also has an impact on nearby streets, essentially gridlocking traffic. Staff has advocated for improvements to the intersection of IH14 and IH35 for many years to alleviate the number of accidents experienced at that intersection. Improvements to this intersection would also have a positive effect on S. Main Street and surrounding streets. Public safety vehicles also experience challenges and delays during times of congestion, whether caused by accidents on the interstate or during everyday activities. While future improvements to the intersection of IH35 and IH14 will improve the traffic flow on S. Main, the S. Main study will look at the facility in the context of everyday activities and the Imagine Belton Plan.

Imagine Belton Plan. The Imagine Belton Marketing Plan was unanimously adopted in July 2022 by the City Council, County Commissioners, and the Belton Economic Development Corporation Board. The Plan also addresses S. Main Street and how important it is to the vibrancy and success of the Belton Downtown.

The Plan highlights the **challenges of S. Main Street in Downtown Belton**. It acknowledges that the area is auto-oriented and may have limited opportunities for streetscape improvements and that it has a narrow right-of-way that will constrain on-street parking (see p. 54 “Challenges”). In the Action Plan, Action Initiative #3 states: “Reconstruct Main Street in Central Downtown to be more pedestrian friendly and activity focused.” In

addition, Action Initiative #12 states: “Design and reconstruct South Main to improve vehicle and pedestrian experience as well as better connections back into the surrounding neighborhood. Consider access management, enhanced landscaping, signage, and branding.”

Imagine Belton Plan Implementation. Since the adoption of the Plan, the City hired Covey Planning and Landscape Architecture to develop the regulatory refinements needed to implement the code aspects recommended in the Plan. Lee Engineering will help us to study and implement improvements recommended in the Action Initiatives for S. Main.

Future of E. 6th Avenue. For several years, the City has had plans to redevelop E. 6th Avenue from S. Main to IH 35, like E. Central Avenue. Water line replacements and sidewalks on the south side of the road are almost complete, and staff has had discussions with TXDOT about an overlay for the road. Evaluating improvements at the intersection of S. Main and E. 6th Avenue will help further the redevelopment plans for this area. The current Transportation Improvement Plan (TIP) includes future sidewalks on E. 6th Avenue.

FM 93 / W. 2nd Avenue Project. TXDOT recently engaged a consultant to begin the design of FM 93 / W. 2nd Avenue from S. Main to Wheat Rd. Staff has had numerous discussions with the Planning Division of TXDOT to express local preferences for the intersection of 2nd Avenue and S. Main, as well as preferred alternative cross sections west of S. Main.

Future UMHB Redevelopment Plans. UMHB has acquired the First Baptist Church property. Staff anticipates the University will develop plans for the property. Staff will engage the University during the development of the S. Main Study to ensure that the interests of the University and the City are complementary.

Future Main Street Project Submission to KTMPO. Finally, the study will help the City to prepare a funding proposal to KTMPO for improvements to S. Main. The study will provide objective data to justify the submittal of a project when the call for projects occurs in the Fall of 2023.

Finally, all these projects will affect S. Main in some way. The study will take a more comprehensive view of the impact that these projects will have on S. Main and enable the City to “get out in front of” these projects, to be proactive and thoughtfully develop strategies that will accommodate them all as much as possible.

During the **City Council Tour in May 2022**, numerous areas were visited and discussed throughout the City, including S. Main. During the tour, mobility and congestion on S. Main were highlighted, and the need for action to address these challenges was reiterated.

Staff met with TXDOT during the development of the proposal. TXDOT is in support the work. Unfortunately, they are not willing to participate in the funding of the project.

The study area is from IH35 to 13th Avenue. The study will stop at 13th Avenue because Main Street north to the city limit line is a four-lane divided facility. The study will include an analysis of numerous intersections along S. Main Street, such as 13th Avenue, E. 6th Avenue, E. 2nd Avenue, and others, including parallel streets such as Pearl and Penelope. The consultant will collect traffic counts and perform traffic analysis, consult traditional planning documents including the Imagine Belton Plan and any plans underway by UMHB, if available. The consultant will also include an analysis of roadway links, historical traffic operations, crash data, and provide recommendations for improvements.

The study will be completed in 60 days.

Fiscal Impact

The cost of the study is \$46,500. Funding is available in the City Manager Contingency account 101-4-021-7700.

Recommendation

Recommend authorizing the City Manager to enter into a professional services agreement with Lee Engineering related to the S. Main Street Transportation Study.

Attachments

[Lee Engineering Proposal](#)
[Project map with limits of the study](#)
[Presentation](#)



December 20, 2022

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

Re: *Proposal – Main Street Operations Study*

Dear Mr. Listi:

Lee Engineering is pleased to submit this agreement to provide professional traffic engineering services for the City of Belton. Based on our discussions with you, the City is interested in an evaluation of traffic operations on the section of Main Street (SH 317) between 13th Avenue and IH 35 to help identify options to mitigate the congestion on this roadway. If accepted, this letter will be an agreement between the City of Belton and Lee Engineering, LLC (LEE) to provide the services outlined in the Scope of Services below.

SCOPE OF SERVICES

Task 1 - Confirm Study Area and Scope

LEE will discuss and confirm with City of Belton staff the study area for this project and preliminary roadway and growth issues within the study area. Based on our preliminary discussions, the study area for this study will include Main Street (SH 317) from 13th Avenue to IH 35 and the ten (10) existing intersections below:

- 1) 13th Avenue at Main Street (SH 317) - unsignalized
- 2) Martin Luther King, Jr. Avenue at Main Street (SH 317)
- 3) 6th Avenue at Main Street (SH 317)
- 4) 2nd Avenue at Main Street (SH 317)
- 5) Central Avenue at Main Street (SH 317)
- 6) Avenue D at Main Street (SH 317) - unsignalized
- 7) 2nd Avenue at Penelope Street - unsignalized
- 8) Central Avenue at Penelope Street – unsignalized
- 9) 6th Avenue at Penelope Street - unsignalized
- 10) 2nd Avenue at Pearl Street - unsignalized

The traffic counts at the Pearl Street and Penelope Street intersections are proposed as a method to identify the existing traffic volumes at these intersections and whether any excess capacity is available on these parallel roadways for potential relief to traffic volumes on Main Street (SH 317).

We would also be able to attend a Kick-off Meeting, if necessary. The Kick-off Meeting would occur during our visit to the site (Task 2).

Task 2 - Data Collection

LEE will visit the study area and observe traffic operations during normal weekday peak hours. During the field visit, we will collect data on existing roadway configurations and existing heavy traffic generators within the study area. We will perform travel time runs during each of the AM, Midday and PM peak periods and perform an inventory of signal operations (vehicular and pedestrian detection) and presence of pedestrian accommodations along the Main Street (SH 317) corridor. We will also gather any turning movement and 24-hour traffic volumes previously collected in the area by the City of Belton and/or TxDOT. This field visit will be performed on the same trip as the Kick-off Meeting (if held).

We will collect bi-directional 7-day traffic volumes at one (1) location on Main Street (SH 317) and bi-directional 24-hour classification traffic volumes at two (2) locations. We will also collect weekday AM, Midday and PM period turning movement counts at the ten (10) intersections identified in Task 1.

LEE will obtain the following documents/information from the City of Belton, TxDOT and/or others related to the Main Street (SH 317) corridor:

- Thoroughfare Plan
- Zoning Map
- Future Land Use Plan
- Downtown Master Plan
- Sidewalk, Trails & Shared Use Path Master Plan
- Imagine Belton Plan
- ROW maps (for Main Street and the study Intersections)
- Historical traffic volumes on Main Street (SH 317) and selected parallel and intersecting roadways
- UMHB Master Plan
- KTMPO Dashboard
- Traffic signal timing sheets
- Known future development plans in the area
- Any other necessary documents

We will also discuss any future roadway improvements along the corridor and near the study area with the City and TxDOT and their proposed implementation schedules.

Task 3 - Traffic Volumes

LEE will review historic and projected traffic volume data for the study area roadways. Based on this review, we will develop an estimated growth rate for traffic in the area to estimate Background traffic volumes for the area roadway and intersections under the Horizon Year (assumed to be 2028) during the weekday AM, Midday and PM peak hours.

Task 4 - Traffic Analysis

Intersection Capacity Analysis

LEE will perform weekday AM, Midday and PM peak hour capacity analyses for the study area intersections identified in Task 1 under Existing and Horizon Year conditions.

Roadway Link Capacity Analysis

LEE will perform roadway link capacity analyses for the six (6) segments of Main Street (SH 317) north of the IH 35 Southbound Frontage Road between the study area intersections under Existing and Horizon Year conditions.

Any improvements planned for the area roadways will be utilized for the Horizon Year analyses. These analyses will help identify the roadway and intersection improvements needed under current and future conditions.

Historical Traffic Operations

LEE will also evaluate the existing traffic operations along the study section of Main Street (SH 317) using available INRIX and/or Replica data (big data web applications). We have assumed that INRIX access would be obtained using TxDOT's INRIX agreement through the City of Belton. The INRIX data will be used to provide a summary of travel times along the corridor during the weekday AM, Midday and PM peak periods over a historical period, assumed to be 2 weeks/year over the previous 3-year period. If used, Replica data will be used to focus on an origin-destination evaluation through the study area.

The historical data could potentially be useful in identifying any impacts to Main Street (SH 317) as a result of the current Loop 121 construction project, as well as the impacts of a completed Loop 121.

Crash Analysis

LEE will obtain and review crash data for the previous 3-year period along the Main Street (SH 317) study corridor and the study intersections using information in the KTMPO Dashboard, as available, and TxDOT's Crash Records Information System (C.R.I.S.), if necessary. The crash data will be reviewed to screen for and identify any trends along the study corridor.

Interim Document

LEE will submit an interim document that summarizes the results of the four (4) analyses identified above to City staff for review. We will schedule a virtual meeting to discuss these results to identify trends/patterns, issues and help identify potential alternatives/mitigations.

Improvement Analyses

LEE will identify potential mitigation measures and perform analyses under the Horizon Year for measures as discussed in the Interim Document meeting. We have assumed these analyses will include intersection improvements (turn lanes or lane configuration changes), signal timing modifications and conversion to roundabout control (up to four intersections). The roundabout analyses will primarily include an assessment of traffic operations with an initial, preliminary assessment of design considerations (inscribed circle diameter requirements). Detailed roundabout design evaluations are not included as part of this analysis. These analyses will be performed during the AM, Midday and PM peak hours under Horizon Year conditions only. Any additional analyses identified beyond that identified here will be billed as additional services.

Task 5 - Documentation

Based on the results of the tasks described above, LEE will identify recommendations to accommodate the projected traffic volumes within the Main Street (SH 317) study area. Using the review of existing pedestrian accommodations (Task 2) and proposed mitigations, recommendations for bicycle and pedestrian users will also be provided. We will incorporate these recommendations into a Draft report documenting the study procedures and results for your review. After incorporating any minor review comments you may have, we

will provide you an electronic version and up to five (5) copies of the Final report. We will present and discuss the results of this study in a virtual meeting with the City of Belton.

Task 6 – Meetings / Additional Services

Other than three (3) meetings identified in the Scope of Services above (Kick-off, Interim Document (virtual), and Project Summary (virtual)), we have not assumed attendance at any other meetings as part of this project but would be able to meet concerning this project, when necessary. Any meetings concerning this project with the City and/or TxDOT, other than the three (3) meetings identified, or any additional analyses not identified in this proposal will be considered additional work and will be billed according to our standard hourly rates.

FEE AND SCHEDULE

LEE will perform the work included in Tasks 1 through 5 above and provide a draft report to you within sixty (60) working days from receiving notice to proceed for a lump sum fee of \$46,500. Any meetings or additional work (Task 6) not identified in the Scope of Services above will be performed on an hourly basis according to the attached terms and conditions dated March 31, 2022 and will not exceed \$5,000 without your approval.

If you have any questions, please contact me at (972) 456-9033. We appreciate the opportunity to submit this proposal and look forward to working with you on this project. We can begin work upon receipt of a signed copy of this letter.

Sincerely,



Kelly D. Parma, P.E., PTOE
Senior Project Manager
Lee Engineering, LLC

Accepted:

City of Belton

Date

Lee Engineering
Terms and Conditions
March 31, 2022

Hourly and additional services as authorized by you will be performed at the following rates:

Principal	\$285.00 per hour
Senior Project Manager	\$240.00 per hour
Project Manager	\$185.00 per hour
Senior Program Manager	\$240.00 per hour
Program Manager	\$185.00 per hour
Senior Engineer	\$175.00 per hour
Project Engineer	\$150.00 per hour
Sr. Engineering Designer	\$125.00 per hour
Engineering Designer	\$115.00 per hour
Engineering Designer I	\$ 75.00 per hour
Senior ITS System Designer	\$185.00 per hour
ITS System Designer	\$130.00 per hour
CAD Designer	\$ 95.00 per hour
Senior Technician	\$120.00 per hour
Technician	\$ 75.00 per hour
Data Collector	\$ 80.00 per hour
Accountant	\$ 75.00 per hour
Admin Assistant	\$ 50.00 per hour
Intern	\$ 60.00 per hour
Highway travel	IRS Allowable Rate
Meals, lodging, air fares	out-of-pocket costs
Other Direct Expenses	at cost

TERMS AND CONDITIONS:

1. This proposal is valid for 60 days. After 60 days we reserve the right to modify the proposed fee and/or schedule.
2. Invoices will be submitted monthly and are due and payable when received.
3. Interest at the rate of 1.5% per month will be applied to invoices not paid within 30 days of initial billing date.
4. We reserve the right to cease work on delinquent accounts.
5. We reserve the right to bill for expenses related to delays caused by contracting party.
6. Contracting party is responsible for paying all fees and expenses associated with all activities related to an engagement, regardless of the outcome of the project. Credit will be given for payments received directly from clients of the contracting party or from others.
7. The retainer fee will be credited against fee with the final invoice.
8. In addition to invoices rendered and interest thereon, contracting party agrees to pay any and all legal fees and costs incurred in collecting overdue accounts.
9. Rates are subject to change annually. Work performed in subsequent years will be charged at the adjusted rates.
10. Draft reports are for review purposes only and are not to be released to any entity that is not party to this agreement.
11. Extra copies of reports will be billed at \$10.00 per copy.
12. All contracts shall be subject to the laws of the State of Arizona.

South Main Street Transportation Study

City Council Meeting
January 10, 2023



Agenda Item

Consider authorizing the City Manager to enter into a professional services agreement with Lee Engineering related to the S. Main Street Transportation Study.



Summary

The S. Main Street Transportation Study will evaluate and recommend strategies to address traffic congestion, and facilitate traffic flow, while preserving the objectives identified in the Imagine Belton Marketing Plan.



Compelling Reasons for the Study

- Congestion Mitigation
- Imagine Belton Plan
- Future E 6th Avenue
- FM 93 / W. 2nd Avenue
- Future UMHB Plans
- KTMPO Call for Projects



Congestion Mitigation

- Growing population
- Imagine Belton Plan
- Accidents on IH35 and IH14
- Everyday traffic
- Public safety vehicles



Imagine Belton Plan – S. Main Downtown

- Identified as pedestrian friendly, activity focused, improved vehicle and pedestrian experience, access management, and enhanced landscaping, signage and branding.
- Identified Challenges: limited opportunities for streetscape improvements, landscaping and on street parking, and narrow ROW.
- Implementation:
 - Covey – design criteria and development regulations;
 - Lee Engineering – study and recommend improvements that will complement the Plan.



Imagine Belton Plan – S. Main Downtown



**Graphics from Imagine Belton Plan
Vision for S. Main at Central Avenue**

Main Street Re-envisioned
Central Downtown Subdistrict



Future of E. 6th Avenue

- S. Main to IH35
- Redevelopment Plans
- Improvements in 2022:
 - Old Waco Rd to IH 35 - water lines and sections of sidewalks
- S. Main and E. 6th Intersection
- UMHB's Future Plans
- KTMPO TIP – Funding for sidewalks on both sides of the road
 - Letting scheduled for 2026
- TXDOT – planned overlay



FM 93 / W. 2nd Avenue

- TXDOT - Design Underway
 - S. Main to Wheat Rd.
- Possible Design Variations:
 - S. Main to Sparks Str. (2L- Divided; deceleration lane at S. Main)
 - Sparks Str. to Wheat Rd. (4L – Divided)
 - Sidewalks; Shared Use Paths
- Key - Intersection of S. Main and 2nd Avenue



Future of UMHB Plans

- No plans revealed yet for the FBC property at E. 6th Avenue
- Major entry point into the City
- Significant amount of traffic:
 - North and Southbound; East and Westbound
- Coordinate the S. Main Study with UMHB
- Complement each other
- Early communication – maximize cooperation and mutually agreeable outcomes



Future Main Street Project Submission to KTMPO

- Anticipate a call for projects in the Fall of 2023
- Select a project, or projects, to enhance S. Main.
 - Implement this portion of the Imagine Belton Plan
- Supported by the S. Main Study.
 - Data driven and objective

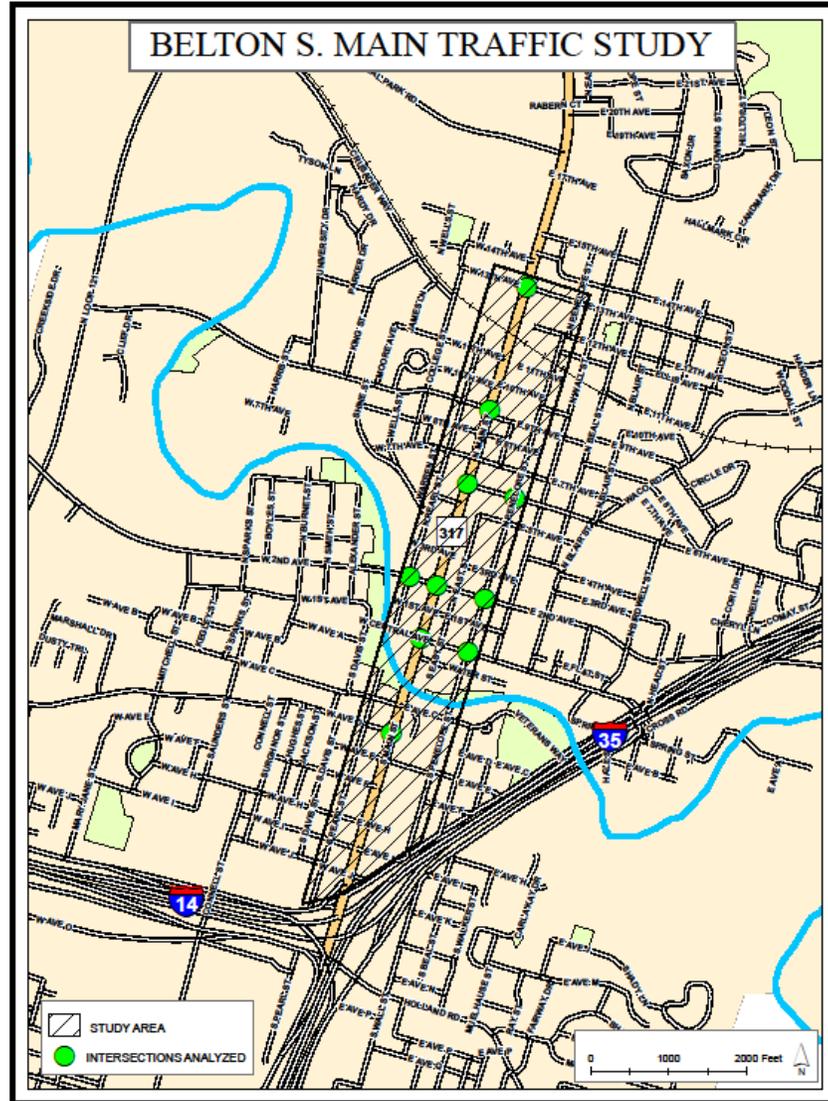


Conclusion

- Finally, all these projects will affect S. Main in some way.
- The study will take a more comprehensive view of the impact that these projects will have on S. Main.
- Enable the City to “get out in front of” these projects, to be proactive and thoughtfully develop strategies that will accommodate them all as much as possible.
- “Common thread” between all the projects



Plan Components and Structure



Plan Components and Structure

- The study will analyze numerous intersections along S. Main Street, such as 13th Avenue, E. 6th Avenue, E. 2nd Avenue, and others, including parallel streets such as Pearl and Penelope.
- The consultant will collect traffic counts and perform traffic analysis, consult traditional planning documents including the Imagine Belton Plan and any plans underway by UMHB, if available.
- The consultant will also include an analysis of roadway links, historical traffic operations, crash data, and provide recommendations for improvements.
- The study will be completed in 60 days.



Recommendation

- Recommend authorizing the City Manager to enter into a professional services agreement with **Lee Engineering** related to the **S. Main Street Transportation Study**.

Thank you!

