

**Belton City Council Meeting**  
**July 26, 2016 – 5:30 P.M.**

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

The Pledge of Allegiance to the U.S. Flag was led by Councilmember Dan Kirkley, the Pledge of Allegiance to the Texas Flag was led by Director of IT Chris Brown, and the Invocation was given by Mayor Pro Tem David K. Leigh.

1. **Call to order.** Mayor Marion Grayson called the meeting to order at 5:33 p.m.
2. **Public Comments.** Rae Schmuck, 2200 Legacy Lane, announced that her church, First Methodist Church, will be having an ice cream social on July 31, 2016, 5:00 – 6:00 p.m. followed by a gospel singing. She said that the entire community is invited.
3. **Recognitions and Proclamations:**

**A. Recognize Director of Finance Brandon Bozon and Assistant Director of Finance Susan Allamon for receiving the Certified Government Finance Officer designation.**

City Manager Sam Listi recognized and congratulated Director of Finance Brandon Bozon and Assistant Director of Finance Susan Allamon for receiving the designation of Certified Government Finance Officer.

**B. Proclamation – 150<sup>th</sup> Anniversary of the Belton Journal.**

Mayor Marion Grayson read a proclamation honoring the Belton Journal for their 150<sup>th</sup> anniversary. She recognized David Tuma, owner/publisher of the Belton Journal and Starr Platt, the correspondent assigned to the City of Belton.

**Consent Agenda**

**Items 4-7 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.**  
**Consider minutes from previous meetings:**

4. **A. Minutes of June 30, 2016, Joint City Council/BEDC Meeting**  
**B. Minutes of July 12, 2016, City Council Meeting**



5. Consider Amendment No. 1 to the Operation, Maintenance and Management Agreement between the Brazos River Authority, City of Temple and City of Belton related to the allocation of expenses for the Reclaimed Water Facility at the Temple-Belton Wastewater Treatment Plant.
6. Consider an Interlocal Agreement with the Belton Independent School District for operation of a career and technical high school education fire course.
7. Consider an ordinance amending Chapter 23, Article VII, Special Revenue Drainage Fund, Section 23-308 and Section 23-309 of the Code of Ordinances clarifying the application and calculation of drainage fees.

Upon a motion by Councilmember Dan Kirkley and a second by Mayor Pro Tem David K. Leigh, the Consent Agenda items including the following captioned ordinance were unanimously approved upon a vote of 6-0.

**ORDINANCE NO. 2016-32**

**AN ORDINANCE AMENDING CHAPTER 23, ARTICLE VII, SPECIAL REVENUE DRAINAGE FUND, SECTION 23-308 AND SECTION 23-309 OF THE CODE OF ORDINANCES CLARIFYING THE APPLICATION AND CALCULATION OF DRAINAGE FEES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN OPEN MEETINGS CLAUSE.**

**Public Works**

8. Hold a public hearing and consider an ordinance amending Chapter 20, Article VIII, Construction in Public Rights-of-Way, in the Code of Ordinances regarding the City's management of public rights-of-way and permitting process.

Director of Internal Services/City Engineer Angellia Points said that recently non-City facilities have been placed in the rights-of-way (ROW) without City approval or notification, causing deterioration to the public roadways and interruptions in traffic flow. She said that after a lengthy process of drafting a new ordinance based on the TML Model Ordinance, and inviting comments from interested parties, Staff decided to discard the new ordinance and amend the current ordinance regulating ROW management. Staff is recommending the following changes to Chapter 20, Article VIII, Construction in Public Rights-of-Way, of the Code of Ordinances.

1. Section 20-143 Definitions
  - a. Definition of Facilities: Included pipes, sidewalks, landscaping, light poles, temporary construction fencing, barricades, storage of materials such as soil, gravel, etc.
  - b. Clarified mailboxes, irrigation systems, and driveways are not included in this ordinance.



2. Section 20-144 Municipal authorization required
  - a. Clarified that any person wishing for facilities to be placed, reconstructed, demolished, repaired, maintained, or altered within the ROW must receive approval from the Director of Public Works (Director).
  - b. Declared non-City owned or maintained facilities shall not be located within the ROW, unless otherwise approved by the Director.
3. Section 20-145 Administration and enforcement
  - a. A penalty clause was added in order to enforce the ordinance.
4. Section 20-146 Construction obligations
  - a. A traffic control plan may be required by the Director.
  - b. A permit must be obtained at least three (3) business days prior to any work to be done in the ROW.
  - c. The ROW must be restored to at or better than the pre-construction condition.
  - d. In the case of emergency work, the person shall apply for a permit on the first working day after the work has been completed.
5. Section 147 Conditions of public ROW occupancy
  - a. Clarified the City has the first priority over all other uses of the ROW.
  - b. If the City were to obtain new ROW with existing utilities, the existing utilities may be required to be relocated at the direction of the Director.

Mrs. Points also explained that Staff has drafted a Public ROW Construction Permit application to implement along with the ordinance amendments. Mayor Grayson asked if the permit would be available online. Mrs. Points said that it will be once the amendments are approved.

Mayor Pro Tem Leigh asked about situations where the cost to repair is higher than the fine of \$2,000. His concern is if the cost of repairs is greater than the fine, a contractor may decide to pay the fine instead of paying for the repairs. City Manager Sam Listi suggested adding the language "\$2,000 or actual cost of repairs."

Councilmember Guy O'Banion commented on the definition of facilities. He feels that someone may not be aware of where the ROW is located and might accidentally store materials on the ROW. He asked if they would be required to get a permit at that point. Mrs. Points said that Staff would ask the person to remove the materials from the ROW, working with the community as the ordinance is implemented.

Mayor Grayson opened the public hearing. Seeing no one wishing to speak for or against the item, she closed the public hearing.

Mayor Pro Tem Leigh made a motion to approve the amendments as presented including adding additional penalty language as discussed. The motion was seconded by Councilmember O'Banion, and the following captioned ordinance with amendments was unanimously approved upon a vote of 6-0.



**ORDINANCE NO. 2016-30**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, AMENDING CHAPTER 20, ARTICLE VIII, OF THE CODE OF ORDINANCES ESTABLISHING UNIFORM RULES AND REGULATIONS GOVERNING THE CONSTRUCTION AND USE OF CITY RIGHTS-OF-WAY, AND MAY BE KNOWN AS THE "CONSTRUCTION IN THE PUBLIC RIGHTS-OF-WAY ORDINANCE;" PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE; PROVIDING A PENALTY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN OPEN MEETINGS CLAUSE.**

**Planning and Zoning**

- 9. Hold a public hearing and consider a zoning change from Agricultural to Commercial Highway Zoning District on a 3.679 acre tract of land and from Agricultural to Light Industrial Zoning District on a 8.984 acre tract of land located at 3360 South Interstate Highway 35, located on the east side of South Interstate Highway 35 and south of Grove Road.**

Director of Planning Erin Smith explained that this request is to rezone a 12.663 acre property that is currently vacant. She said that the applicant is proposing these zone changes to allow for development of a tent manufacturing building on 8.984 acres and future commercial development on the 3.679 acre remainder of this property. The property is currently zoned Agricultural, and a zoning change to Commercial Highway and Light Industrial is proposed to allow for the future development. She added that Commercial Highway District use along the IH-35 frontage and a Light Industrial use in the rear of the property are compatible with existing and future development in this area.

At their July 19, 2016, meeting, the Planning and Zoning Commission unanimously recommended approval with conditions, and Staff concurs with their recommendation.

Mayor Pro Tem Leigh asked about Capitol Way Street extension. Mrs. Smith explained that the Thoroughfare Plan shows Capitol Way needs to be extended, and it abuts the subject property. She said that Staff is working with the developer to obtain ROW for the Capitol Way extension.

Mayor Grayson opened the public hearing. Seeing no one wishing to speak for or against the item, she closed the public hearing.

Upon a motion by Councilmember Paul Sanderford and a second by Councilmember Kirkley, the following captioned ordinance was unanimously approved upon a vote of 6-0.



**ORDINANCE NO. 2016-31**

**AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF BELTON BY CHANGING THE DESCRIBED DISTRICT FROM AGRICULTURAL TO COMMERCIAL HIGHWAY ZONING DISTRICT ON A 3.679 ACRE TRACT OF LAND, AND FROM AGRICULTURAL TO LIGHT INDUSTRIAL ZONING DISTRICT ON A 8.984 ACRE TRACT OF LAND, WITH DEVELOPMENT TO BE REGULATED UNDER TYPE AREA 2 DESIGN STANDARDS.**

- 10. Hold a public hearing and consider a re-plat for Red River subdivision, a 7.037 acre tract of land, located on the north side of Red River Road and east of Riverwood Drive.**

Director of Planning Erin Smith said that this 3-lot plat is proposed as Red River subdivision, and it is zoned Single Family-1. Lot 2 contains a single family home, and Lots 1 and 3, which are proposed for the development of single family homes, are currently vacant. She added that the proposed lots comply with the Single Family-1 area requirements in all respects.

Mrs. Smith explained that Red River Road extends to this property, and Lots 1 and 3 have frontage along this road. There is an existing asphalt driveway extending from Red River Road to proposed Lot 1 with the existing home. The replat includes a 20 feet access easement over the existing driveway to provide access to Lot 2. She added that driveways for proposed Lots 1 and 3 will extend from the existing asphalt driveway. Lot 2 has a water meter in an existing utility easement adjacent to Red River ROW. Lots 1 and 3 contain a 10' public utility easement along the south side of the lots where the water meters will be located. Mrs. Smith pointed out that Lot 2 contains a septic system, and Lots 1 and 3 will also contain septic systems since there are no existing sewer lines nearby to service them.

Mrs. Smith said that this subdivision requires parkland dedication of 0.02 acres or a \$400 parkland fee for the additional two lots. Staff is recommending payment of the parkland fee which would most likely be used at Quail Meadows Park. She said that Staff has reviewed the plat and finds it acceptable, subject to conditions contained in the letter to the applicant's engineer.

At their meeting on July 19, 2016, the Planning and Zoning Commission unanimously recommended approval with conditions, and Staff concurs in their recommendation.

Mayor Pro Tem Leigh asked if the gate would remain making it a gated subdivision. Mrs. Smith said that is correct. Mr. Leigh said that roads typically are wider than 16 feet and include the requirement of curb and gutter. He asked what the likelihood is of the road being serviceable in the future since the road doesn't meet City standards. Mrs. Smith said that the Fire Marshal reviewed the pavement and determined that it is acceptable for the largest fire equipment. Additionally the owner will put in a "knox" lock to help with access through the gate. Mrs. Smith said



that an HOA will also be created which will be responsible for the maintenance of the road.

Mayor Grayson opened the public hearing. Seeing no one wishing to speak for or against the item, she closed the public hearing.

Mayor Pro Tem Leigh said he is not comfortable with the dedication of an easement instead of the dedication of a road that meets City standards. There will be very nice homes built here, and the owners will have some expectation of quality of roads. He is fine with subdividing the property, however he is not comfortable with a private gate on a private road. City Attorney John Messer said there is another subdivision with a private road that has created several issues for the City.

Councilmember Gauntt said that she is okay with what has been presented as long as the City is not required to maintain the road. She stated that there will only be three homeowners served by this road. Councilmember Paul Sanderford said he is fine with it as well, and it appears that Staff has worked through the difficult issues to come up with a workable solution. Councilmember O'Banion said if there were more lots, then he would want a street dedicated that met City standards. He agreed that it would be cost prohibitive for the proposed two lots.

City Attorney John Messer suggested that a cul-de-sac inside the gate could solve the problem. He cautioned the Council that approving variances can cause unintended consequences such as this one. In his opinion, a cul-de-sac should have been required when the original plat was approved by a prior Council.

Upon a motion by Councilmember Kirkley and a second by Councilmember Sanderford, item 10 was approved upon a vote of 5-1. Mayor Pro Tem Leigh cast the dissenting vote.

**11. Hold a public hearing and consider a re-plat for Forrest Hill, Phase V, a 0.717 acre tract of land, located on the north side of Armstrong Drive and east of Kneese Drive.**

Director of Planning Erin Smith said this 1-lot subdivision plat is proposed as Forrest Hill, Phase V subdivision, and it is currently zoned Single Family-2 Zoning District. She explained that the property is currently vacant, and the applicant would like to construct a single family home on Lot 1. The proposed lot and tract comply with the Single Family-2 area requirements in all respects.

Mrs. Smith said that the Forrest Hill, Phase IV plat proposed Armstrong Drive to terminate in a cul-de-sac; however, it currently terminates in a dead-end. The cul-de-sac was proposed to be constructed when the subject property develops. The applicant is proposing to divide this property into a lot for a single family home and dedicate Tract A, containing 0.425 acres, to the City of Belton for expansion of and improved access to the existing Quail Meadows Park. The development agreement to accomplish this is item 12 on this agenda. It includes the developer's obligation



to dedicate parkland, and the City's obligation to construct the cul-de-sac and install a water meter and sewer tap for proposed Lot 1.

Mrs. Smith said that Staff has reviewed the plat and finds it acceptable, subject to conditions contained in the letter to the applicant's engineer. At their meeting on July 19, 2016, the Planning and Zoning Commission unanimously recommended approval with conditions, and Staff concurs in their recommendation.

Mayor Grayson opened the public hearing. Seeing no one wishing to speak for or against the item, she closed the public hearing.

Mayor Pro Tem Leigh said that, should the area around the Goodwill develop, it would be nice to tie it in at either Sparta Road or Commerce Drive and create internal circulation, including pedestrian traffic, within the property.

Upon a motion by Mayor Pro Tem Leigh and a second by Councilmember O'Banion, item 11 was unanimously approved upon a vote of 6-0.

**12. Consider a resolution authorizing the City Manager to execute a Development Agreement between the City of Belton and Edanbra Development LC, regarding the Forrest Hill, Phase V Subdivision, a 0.717 acre tract, located on the north side of Armstrong Drive and east of Kneese Drive.**

Director of Planning Erin Smith said that this item would authorize a development agreement between the City and Edanbra Development LC, concerning the Forrest Hill, Phase V Subdivision. The Forrest Hill, Phase IV plat proposed Armstrong Drive to terminate in a cul-de-sac and right-of-way was identified; however, the street currently terminates in a dead-end. The cul-de-sac was proposed to be constructed when the subject property develops. Mrs. Smith said that the applicant is proposing to divide this property into one lot for a single family home and to convey Tract A containing 0.425 acres to the City of Belton for expansion of, and improved access to, the existing Quail Meadows Park.

The agreement includes:

Developer obligations

- Final Plat Forrest Hill, Phase V
- Convey Tract A, 0.425 acres, to the City for expansion of the existing Quail Meadows Park

City obligations

- Construct a cul-de-sac with a 40' radius and curb and gutter
- Install a water meter and sewer tap for Lot 1, Block 1 of the Forrest Hill, Phase V subdivision



Mrs. Smith said that the land is valued at approximately \$8,500, and the cost for the cul-de-sac, water meter and sewer tap is approximately \$8,505.

Upon a motion by Councilmember Gauntt and a second by Councilmember Kirkley, the following captioned resolution was unanimously approved upon a vote of 6-0.

**RESOLUTION NO. 2016-24-R**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF BELTON AND EDANBRA DEVELOPMENT, LC, FOR CUL-DE-SAC CONSTRUCTION, WATER METER, SEWER TAP AND CONVEYANCE OF TRACT A ASSOCIATED WITH THE FORREST HILL, PHASE V, SUBDIVISION LOCATED ON THE NORTH SIDE OF ARMSTRONG DRIVE AND EAST OF KNEESE DRIVE; PROVIDING FOR DEVELOPER AND CITY OBLIGATIONS; AND PROVIDING AN OPEN MEETINGS CLAUSE.**

**Budget**

**13. Receive a presentation on the proposed Hotel/Motel budget for FY 2017**

Director of Finance Brandon Bozon presented the proposed FY2017 Hotel/Motel budget. He said the beginning fund balance is approximately \$83,000. He reviewed revenues, indicating that they have been down for the last couple of years. He also reviewed the expenditures, and said that the proposed budget of \$155,000 represents a decrease from last year. \$152,000 is allocated to the Chamber for the Convention and Visitor's Bureau.

The budget includes an expenditure of \$750 for flags, antique-style light poles, directional signage, flag maintenance and replacement on Patriot Plaza and costs of \$2,250 associated with the 4<sup>th</sup> of July parade. Mr. Bozon explained that State law allows the use of Hotel/Motel tax revenues for signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality. He said the proposed Signage Plan under development is estimated to cost \$150,000. Staff is proposing to use \$25,000 from Hotel/Motel Fund Balance to fund a portion with the balance being funded by TIRZ.

Judy Garrett, Director of Marketing and Tourism Sales at the Belton Area Chamber of Commerce, explained that the Chamber has two criteria for the use of local hotel occupancy tax revenues. Criteria #1: Every expenditure must directly enhance and promote tourism and the convention and hotel industry. Criteria #2: Every expenditure of the hotel occupancy tax must clearly fit into one of the nine statutorily provided categories for expenditure of the local hotel occupancy tax revenues.



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

Ms. Garrett stated that the Chamber's strategic areas of focus include:

1. Marketing and Advertising – internet, social media and Texas travel sites.
2. Sales and Support – lead generation, partnerships and support for qualifying events.
3. Services – convention services, visitor services and hospitality training.

She gave an overview of Belton hotel data which shows the revenues are down from prior years. She explained that Belton is not able to meet the criteria desired for rates and hotel brands for events hosted by Bell County Expo. She said a majority of events are lost because the event promoters want a conference hotel.

Ms. Garrett also discussed partnerships that the Convention and Visitor's Bureau maintains. Destination Central Texas, which includes Belton, Salado, Temple, Killeen and Harker Heights, partners with the Bell County Expo Center to bring events to the Expo Center. The website is [destinationcentraltexas.com](http://destinationcentraltexas.com), and she said that Belton has a lot of good information on this website.

Mayor Pro Tem Leigh asked if Staff has data for "heads in beds" so that we can show hotel owners we are providing business to them. He asked if there was a way to show them how many we lost out on due to the rates that are being charged. Mr. Garrett said that she was working on that issue.

Mother Earth News brought in about 17,000 people in 2016, and they will return to Belton in 2017. Additionally, Ms. Garrett said that she has secured the regional Texas Hog Rally and Comic Con in 2017.

**14. Receive presentations on annual goals and priorities from the following departments:**

- A. Parks and Recreation**
- B. Library**



**C. Internal Services and Engineering**

Department Heads presented FY2016 accomplishments, as well as FY2017 goals and priorities, for their respective departments. They also discussed specific departmental needs including long term plans for service improvement, capital needs and personnel needs.

**A. Parks and Recreation** (see attached Exhibit "A")

Director of Parks and Recreation Matt Batts presented accomplishments and goals for Parks and Recreation as well as the Harris Center and Parks Facilities.

**B. Library** (see attached Exhibit "B")

Director of Library Services Kim Kroll presented the Lena Armstrong Public Library's Accomplishments and goals.

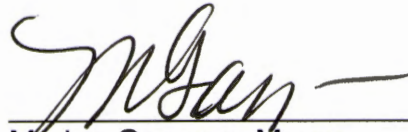
Mayor Grayson asked how many computers the Library had. Mrs. Kroll said the Library has 13 public access computers.

Councilmember Gauntt complimented Staff Librarian, Lauren Grommett. She said that Lauren is a great asset for the Library.

**C. Internal Services and Engineering** (see attached Exhibit "C")

Director of Internal Services/City Engineer Angellia Points presented accomplishments and goals for Buildings and Facilities Maintenance, Fleet Maintenance and Engineering.

There being no further business, the Mayor adjourned the meeting at 7:16 p.m.

  
\_\_\_\_\_  
Marion Grayson, Mayor

ATTEST:

  
\_\_\_\_\_  
Amy M. Casey, City Clerk



# Parks and Recreation

EXHIBIT "A"



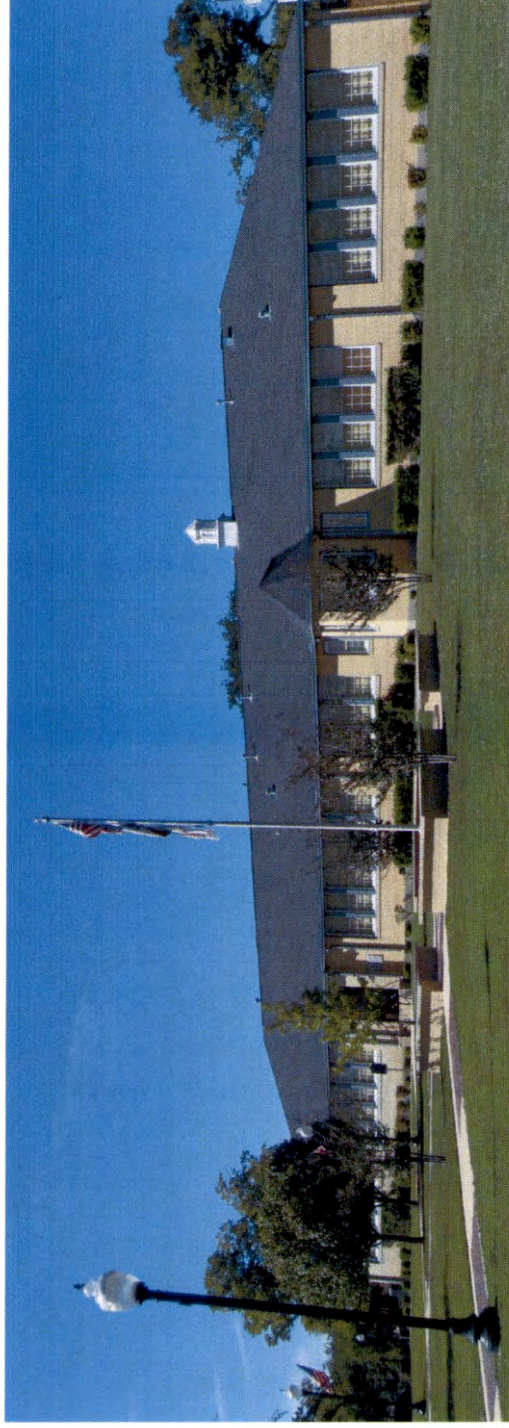


# Mission

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

**Harris:** To enhance quality of life through the management, maintenance, and scheduling of events and recreational programs at the T.B. Harris Community Center.

**Parks Facilities:** To provide clean, safe and well maintained outdoor recreation space and parklands to the citizens of Belton





# Department Overview





# Goal/Priorities 2016

- Increase Harris Rentals. ✓
- Continue facility updates to the Harris Community Center ✓
- Continued development of the Youth Advisory Commission program. ✓
- Continue and grow the 'Adopt A Park' program. ✓
- Manage field use agreements with leagues and associations. ✓
- Assist with logistical planning for new playground installations from the CIP. ✓
- Oversee and manage the Belton Community Garden. ✓
- Update the Parks and Recreation Strategic Master Plan ✓
- Assist in the development and awareness of the Nolan Creek Recreational Improvement Project. ✓





# Goal/Priorities 2017

- Implement updated Parks and Recreation Strategic Master Plan
- Expand and develop current Parks yard at Heritage Park.
- Build a sustainable greenhouse.
- Develop more sustainable parks by planting trees and installing irrigation in our parks.
- Complete construction of SBMS Park.
- Explore updates to Splash Pad features
- Create new Heritage Park sign and implement new security measures.
- Explore and develop a plan for additional parking at Chisholm Trail Park.





# Goal/Priorities 2017

- Increase HCC Rentals.
- Provide outstanding customer service.
- Continue to improve facility and yard aesthetics.
- Maintain and operate and exceptionally clean facility.
- Continue to develop the Youth Advisory Commission.
- Continue to expand and grow the number of events offered through the Parks and Recreation Department.
- Increase the number of recreational programs offered by the Parks and Recreation Department.
- Manage field use agreements and scheduling with leagues and associations.
- Enhance the use of social media and increased website content to expand services.





# Accomplishments

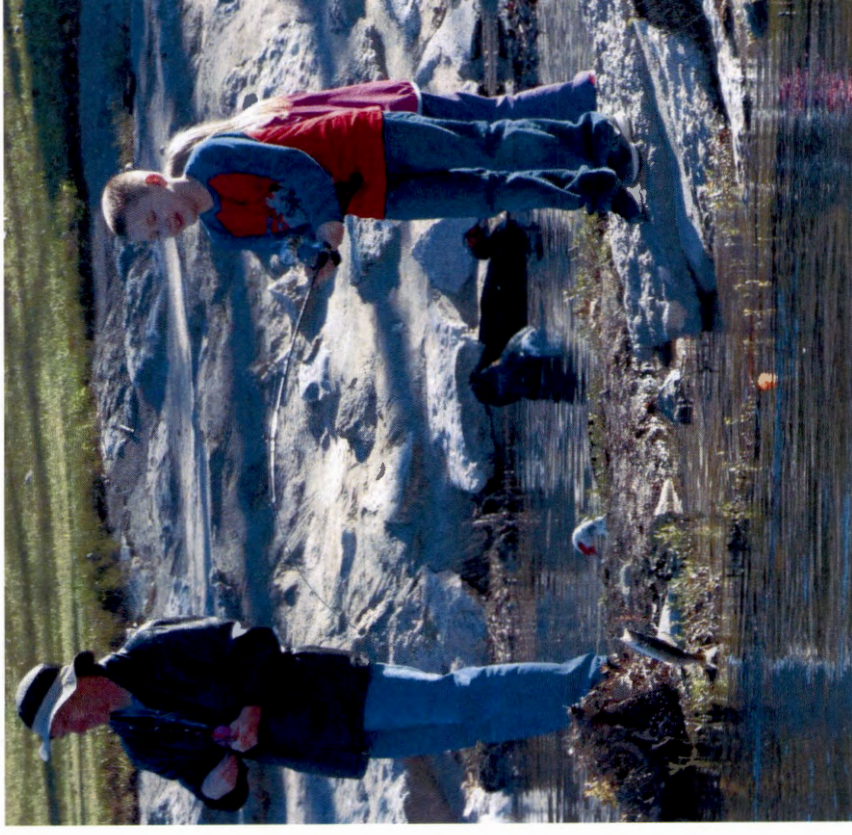
- Christmas on the Chisholm Trail- 123 Vendors!
- Daddy Daughter Dance -2 nights.
- Continued Open Gym Basketball and Volleyball.
- Youth Advisory Commission raised a record \$1,085.00.
- Implemented ability for tournaments to be held at Chisholm Trail Park.
- Successfully ran the 9<sup>th</sup> annual OCOD. A record of 23 homes were served.
- Each plot at the Community Garden has been claimed.





# Accomplishments 2016

- Increased number of Harris Community Center rentals.
- Increased revenue from Harris Center rentals.
- Purchased new banquet chairs.
- Continued yard improvements to HCC
- Increase in weekday and entire center rentals due to new deposit rules.
- Installed irrigation and 30 trees to date at Chisholm Trail Park.
- Security bar doors have been installed on all park restrooms.
- Completed the construction of the Beall Park.
- Construction underway of the new Nolan Creek Nature Trail. Completion set for 8/15/16
- Heritage Park concession stand makeover was completed.
- Several new landscape projects have been completed.





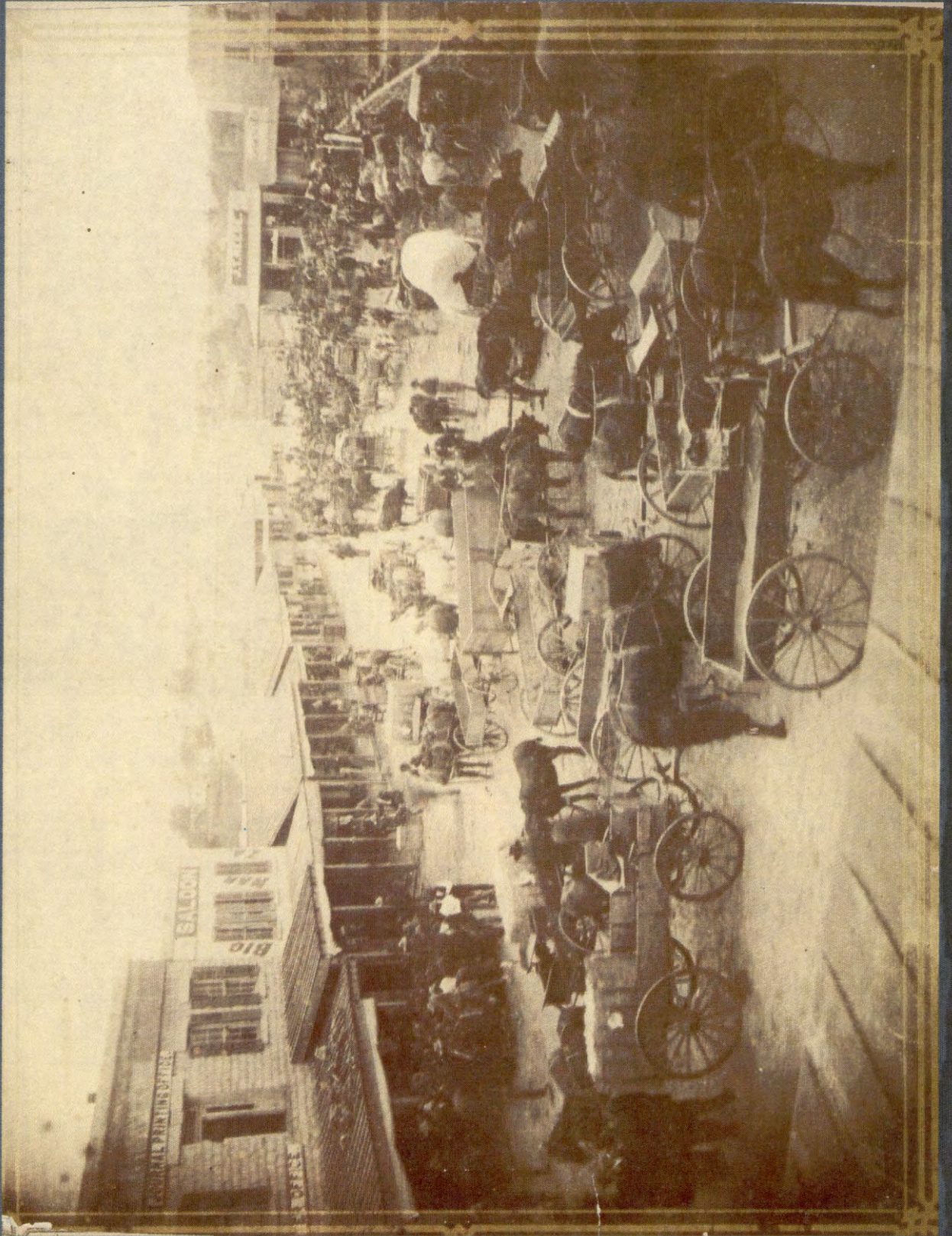
# Thank You/Questions?





# Lena Armstrong Public Library

EXHIBIT "B"



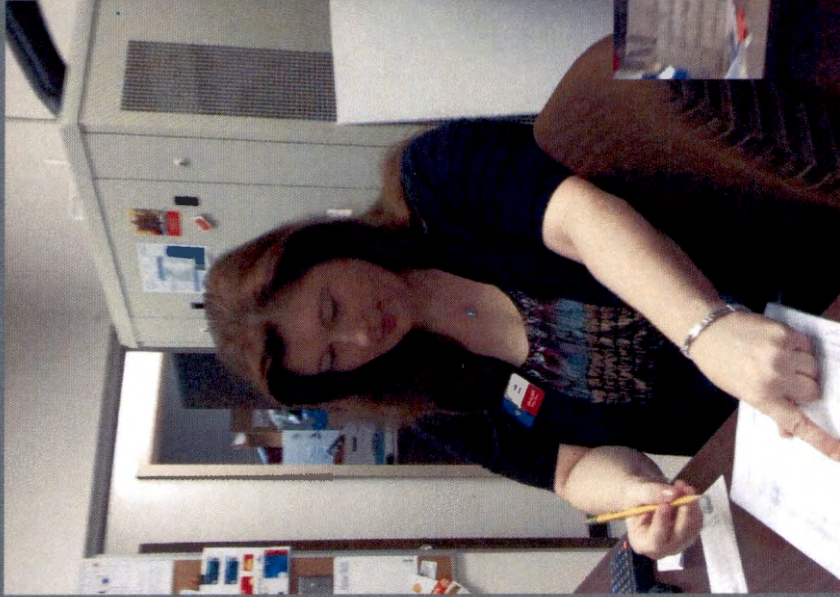


# Mission

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



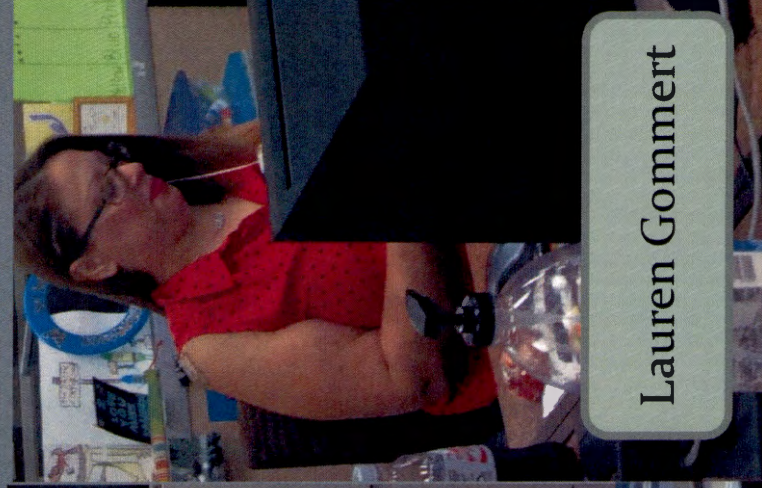
# Library Staff



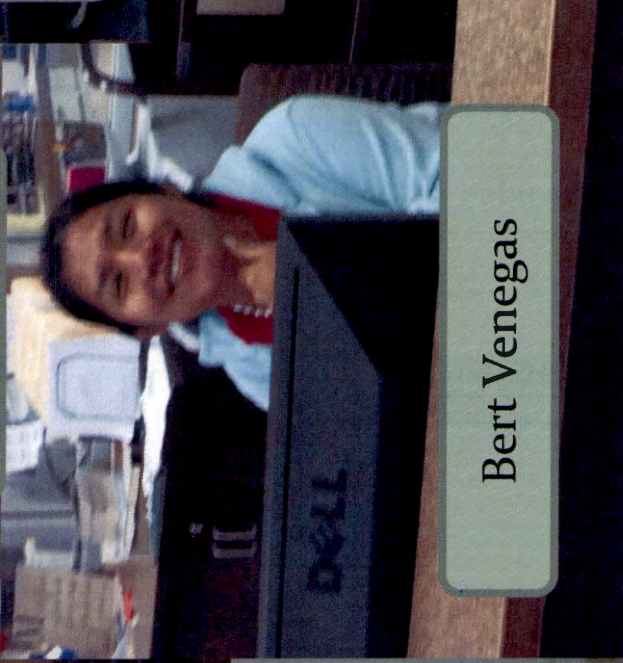
Julie Neal



Sarah  
Maddaford



Lauren Gommert



Bert Venegas



# Accomplishments: Library Stats

Collection	#Materials	Circulation	Turnover Rate
• Adult	• 10,886	• 42,931	• 3.94
• Children	• 12,752	• 78,075	• 6.12
• Young Adult	• 2,443	• 11,158	• 4.57
• A/V	• 2,429	• 16,624	• 6.84

8,192  
Computer users

1,352  
faxes

77% of Library Cards  
Belton Citizens



# Accomplishments

**Goal: Continue to build a strong professional relationship with BISD:**

- **“The Butterfly Effect”: What happens when kids can’t read? (New Tech senior English )**
- **Electronic Library Card Program for High School & Middle School Students**
- **Signature Library Card Program for Southwest and Miller Heights Elementary School Students**
- **Provide copies of Summer Reading Materials for High School Students**
- **Provide Volunteer Opportunities for Students**



# Accomplishments

**Goal: Increase awareness of electronic resources and the Talking Book Program**

- Partner with R-U-OK program to provide applications for Talking Book Program
- Flyers for TexShare Card
- Educate local Nursing facilities about Talking Book Program

**Goal: Write procedure for Homebound library services, in progress**

**Goal: Add educational programs for homeschooled children, will be continued in FY 2017**

**Goal: Partner with the Park & Recreation Dept. to host a National Night Out event.**



# Accomplishments: Interior of Library and Landscaping

- New Carpet and paint project, in progress
- Monarch Butterfly Garden – grant from the Native Plant society of Texas, in progress
- Create a park like setting behind Library, in progress



# **Fiscal Year 2017**

- **Complete Certified Public Library Administrator Program**
- **Add Educational Programs for Homeschooled Children**
- **Continue building relationships with Local organizations to provide services**
  - **BISD**
  - **Nursing Facilities**
  - **HeadStart DayCare Facilities**



# Fiscal Year 2017

- 1,000 Books Before Kindergarten
- Utilize Outside areas for Programs
- Continue support of Bell County Writer's Guild and Live Poet's Society



# Questions





EXHIBIT "C"

# INTERNAL SERVICES AND ENGINEERING

GENERAL FUND BUDGETS FY2017



## Internal Services

Building &  
Facilities  
Maintenance

Fleet  
Maintenance

## Engineering Department

Engineering  
Professional  
Services

Project  
Management

Construction  
Inspection



# BUILDINGS AND FACILITIES MAINTENANCE

## Mission

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

## Personnel (5)

Superintendent (Scott Hodde)

1 Senior Maintenance Worker (Eddy Bertrand)

2 Custodians (Dora Orellana & Ray Bottoms)

1 Part-time Custodian for PD (Bob Netupski)





# BUILDINGS AND FACILITIES MAINTENANCE

## FY2016 Goals

- ✓ Complete renovations of Public Works portable buildings.
- ✓ Implement preventative maintenance schedule and create log/history for repairs done for HVAC system maintenance.
- ✓ Maximize efficiency of cleaning schedules for custodian positions with an emphasis to attention to detail.
- Defer to FY2017: Transition all building maintenance work order requests to an Internal Online Service Request System.
  - ✓ Transitioned to the Work Order and Asset Management System for service request tracking and work order scheduling.

## FY2016 Accomplishments

- ✓ Managed building improvements and corrected/improved maintenance items at all City buildings (i.e., Central Fire Station bunker, AC replacements, PW ice machine, etc.)
- ✓ Coordinating carpet replacement and painting at the Library.
- ✓ Assisted in the completion of the security measures at the Public Works Facility.
- ✓ Hired and developed the Senior Maintenance Worker.
- ✓ Assisted in developing HVAC Replacement Program.







# BUILDING AND FACILITIES MAINTENANCE

## FY2017 Goals

- ☐ Transition all building maintenance work order requests to an internal Online Service Request system.
- ☐ Continue to assist in implementation and installation of all identified building improvements.
- ☐ Implement preventative maintenance schedule and create log/history for repairs done for HVAC system maintenance.
- ☐ Replace or make modifications to frequent maintenance items to increase efficiency of maintenance workers.
- ☐ Coordinate improvements to the HVAC system at Central Fire Station.



# FLEET MAINTENANCE

## Mission

Extend the usable life of and ensure the safety of City equipment and vehicles.

## Personnel (3)

Superintendent (Gary Barber)

2 Mechanic II Positions (John Brewster & Roger Cyr)





# FLEET MAINTENANCE

## FY2016 Goals

- ✓ Develop and maintain an inventory of stock parts to minimize downtime of assets, focused on emergency vehicles.
- ✓ Develop and implement a preventative maintenance program for specialized public safety equipment.

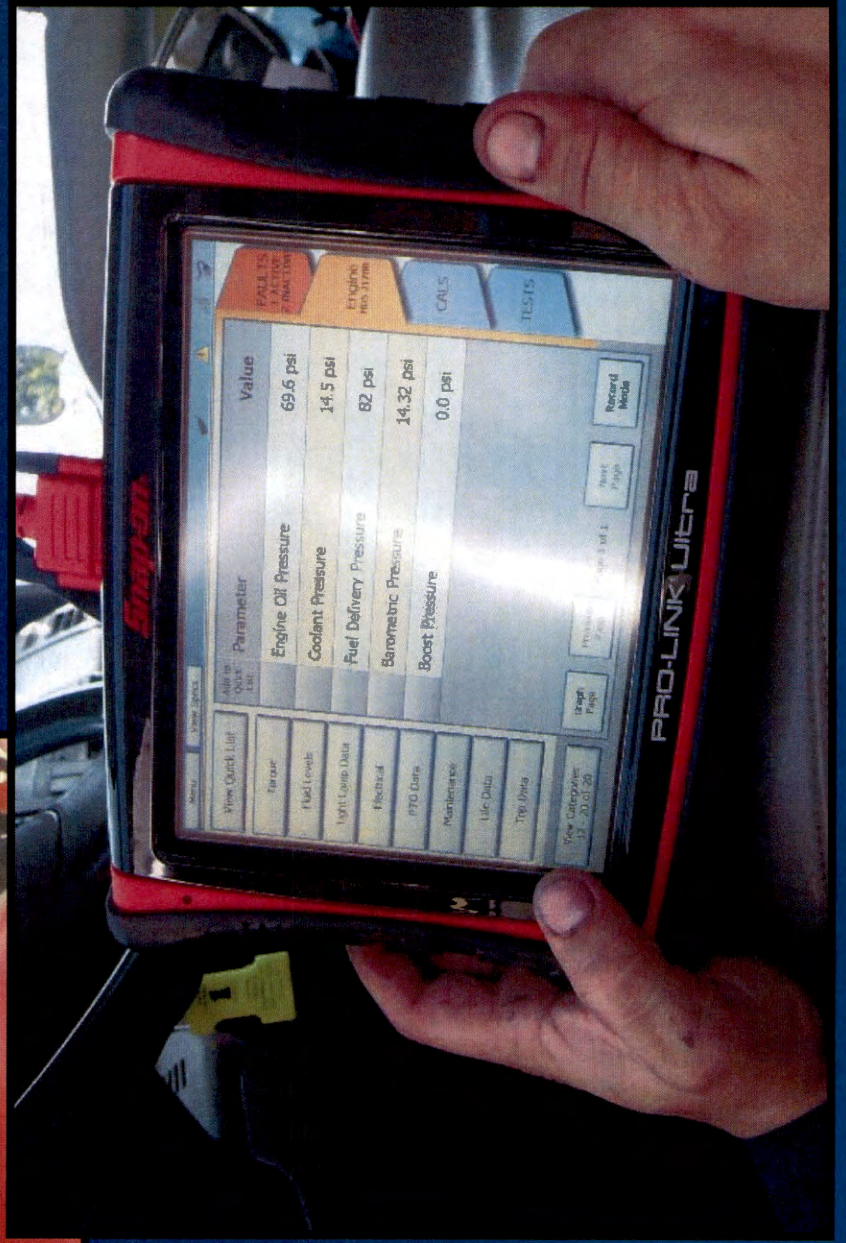
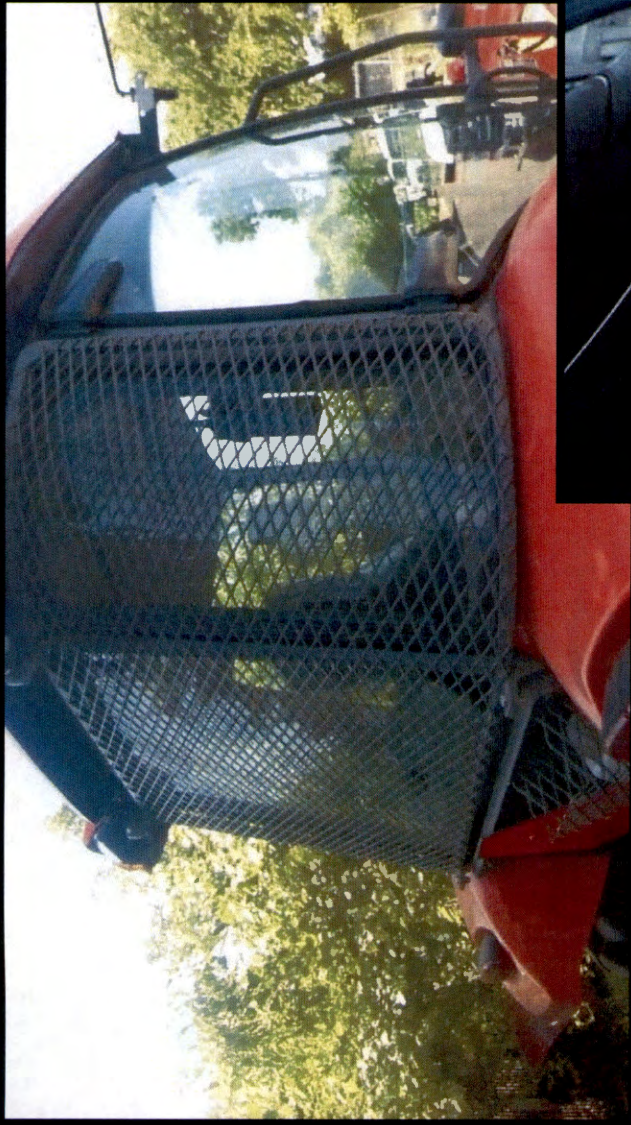
Pump	Fire Water Pump Yearly Service
FF6M	Fuel filter 6 months
HOC500	Hydraulic oil change 500hrs
OC100	Oil Change 100 hrs
OC250	Oil Change 250 hrs
OC400	Oil Change 400 hrs
OC50	Oil Change 50 Hrs
OC500	Oil Change 500 hrs
OC5000	Oil Change 5000 miles
OC7500	Oil Change 7500 miles
OC-year	Oil Change Yearly
STINSP	State Inspection
VAL500	Valve Adjustment 500 hrs

- ✓ Assist supervisors with the appropriate training on new or existing equipment.

## FY2016 Accomplishments

- ✓ Developed equipment and vehicle replacement plans.
- ✓ Fully utilized the Public Works Work Order and Asset Management System.
- ✓ Implementation and tracking of vehicle inspections.
- ✓ Scheduled and implemented preventative maintenance on nearly all of **City of Belton's 240+ vehicles and equipment.**
- ✓ Repaired and shop-fabricated non-fleet items for other departments as needed, such as assets at the Police Firing Range.
- ✓ Acquired software and tools to diagnose maintenance needs on heavy and light duty equipment to minimize outsourcing maintenance and repairs.
- ✓ IT has provided a portable laptop and wireless data availability for mechanics.







# FLEET MAINTENANCE

## FY2017 Goals

- ☐ Track and maintain an inventory of key stock parts to minimize downtime of assets, focused on emergency vehicles.
- ☐ Implement a Preventative Maintenance program for all City owned fleet and equipment, when applicable.
- ☐ Track and schedule vehicle inspections using the Public Works Work Order and Asset Management system.
- ☐ Assist supervisors with the appropriate training on new or existing equipment.
- ☐ Utilize electronic manuals and diagnostic equipment to keep more repairs and maintenance in-house.

## FY2017 Budget Requests

- ❖ 1 Additional Mechanic Position
- ❖ Hydraulic Lift
- ❖ Online subscription to manuals/codes
- ❖ Training





# ENGINEERING DEPARTMENT – NEW!

## **Mission**

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

## **Personnel (5)**

City Engineer (Angellia Points, P.E.)

Construction Inspector (Rick Hairston)

Assistant Construction Inspector (Tim Minosky)

Administrative Assistant (Marcie Seele)

Part-time Administration Assistant (Beverly Bingham)



# ENGINEERING DEPARTMENT 2016 ACCOMPLISHMENTS

Completed	To be Constructed	In Progress	Other
<ul style="list-style-type: none"> <li>• Connell Street Drainage and Widening Project</li> <li>• Miller Heights Trunk Sewer</li> <li>• Nolan Creek Trunk Sewer</li> <li>• AMI Meter Project</li> <li>• W MLK Jr. Ave Overpass</li> </ul>	<ul style="list-style-type: none"> <li>• 2016 Street Maintenance Plan</li> <li>• River Fair Widening</li> <li>• South Main Street Waterline and Sidewalk Improvements</li> <li>• Sparta Road Phase I (SH317 to Walmart)</li> </ul>	<ul style="list-style-type: none"> <li>• Conceptual design of Downtown Revitalization Improvements</li> <li>• In progress: Sparta Road &amp; Roundabout</li> <li>• Temple-Belton WWTP Phase I and Phase II</li> <li>• South Belton Sewer System</li> <li>• Main Street/MLK Intersection</li> <li>• Revised Design Manual</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Stormwater Public Information</li> <li>• Proposed ROW Management Ordinance</li> <li>• 4<sup>th</sup> of July Coordination</li> </ul>



# ENGINEERING DEPARTMENT

## FY2017 Goals

- ❑ Manage and construct FY2017 capital improvement

# FY2017 Goals

- ☐ Manage and construct FY2017 capital improvement projects.
- ☐ Construct Sparta Road improvements and roundabout.
- ☐ Develop next cycle of street maintenance plan and street reconstructions.
- ☐ Develop and construct downtown beautification improvements.
- ☐ Implement revised design manual.
- ☐ Begin master planning for water, wastewater, streets, drainage, and processes for the next five to ten years.
- ☐ Plan enhancements for E 6th Ave and if funded, design Phase II of the Hike and Bike Trail.

