

City of Belton, Texas

Annual Budget FY 2013

On the cover: The Bell County Courthouse, circa 1895 and 2012.

Belton is the county seat of Bell County, founded in 1850. The current Bell County Courthouse sits on the square in historic downtown Belton. The Renaissance Revival structure was completed in 1884 at a cost of \$64,965. Renovations in the 1930's and 1950's removed many of the building's rich and historic details. A total restoration of the structure was completed in 1999, returning the dome, clock tower, and statue to the building, and restoring the building to near its original beauty. The Bell County Courthouse is on the National Register of Historic Buildings and on the State Archeological Site Register.



Annual Budget
2012 ~ 2013

City of Belton, Texas



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Belton
Texas**

For the Fiscal Year Beginning

October 1, 2011

Christopher P. Morill

President

Jeffrey R. Egan

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Belton, Texas** for its annual budget for the fiscal year beginning **October 1, 2011**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, 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.

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City of Belton

~ Founded 1850 ~

October 1, 2012

To the Honorable Mayor and Members of the City Council
City of Belton
333 Water Street
Belton, Texas 76513

Mayor and Council Members:

We are pleased to submit the budget for the 2013 fiscal year, beginning October 1, 2012 and ending September 30, 2013. The budget is the means of presenting, in financial terms, the overall plan for accomplishing the City's objectives during the coming year.

This budget represents the combined efforts of the City Council, Management, and Department Heads to allocate the City's financial resources to the functions and responsibilities of municipal government necessary to meet the goals established by the City Council, within the limitations of sound financial policies.

BUDGET THEMES

1. Implement Strategic Plan

First begun in 2000, the Strategic Plan is the City's primary planning document. Each year, the Plan is reviewed, revised and updated as needs and conditions dictate. The revised plan forms the framework upon which the budget is built. Performance of Strategic Plan initiatives are measured using an "implementation scorecard", which is included in the plan document. Additionally, each department measures success and progress by tying both accomplishments for the prior year and goals for the upcoming year to the various Strategic Plan goals and tasks.

In FY 2010, the Council undertook a full-scale strategic planning process, resulting in a refocused and restructured Strategic Plan. The changes involved Council outlining the visions, policies, and objective of each Strategic Plan component, with staff responsible for developing, goals, strategies, and tasks for achievement. The Plan was then reviewed and updated during the budget process for FY 2011, 2012, and 2013. The City's overall Strategic Plan is presented in detail in a separate section of this document. Departmental goals and accomplishments include Plan references, which link department efforts and work plans back to the broader City-wide planning process.

2. Maintain Operations Within a Balanced Budget

The FY 2013 budget is oriented toward sustaining the City's current operating levels while meeting the demands created by growth and the sagging national economy. A balanced approach of focusing on improving levels of service and facilities, while remaining fiscally conservative, served as the basis for this budget. The issues impacting achievement of this goal include:

- Serving citizens' needs;
- Limiting budget growth;
- Maintaining the effective ad valorem tax rate;
- Maintaining utility rates and fees;
- Assessing staff workload/personnel;
- Recognizing available funding limitations; and
- Seeking supplemental funding through grants.

In addition to long-range planning, increasing development activity, and scheduled capital projects, there remains the need to perform the day-to-day operations of municipal government. These operations include among other things, maintaining city streets, repairing sewer lines, putting out fires, responding to emergency situations, maintaining park spaces, and providing library services. These operational duties must be performed on a budget, within the constraints of limited resources. The City has adopted financial and budget policies (see City Information Section) which reinforce the principle that we must live within our means.

3. Maintain the Ad Valorem Tax Rate and Utility Fees

Due to continuing growth in the ad valorem tax base, the City has been able to maintain, and even lower the tax rate over the last decade. Despite increasing operating costs, manpower stressors, and the sluggish economy, the Council made the commitment to adopt a tax rate for FY 2013 at the effective rate of \$0.6598.

In 2008, the City conducted a five-year Water & Sewer rate study, meant to ensure that revenues are adequate to cover ongoing costs, as well as planned infrastructure and capital needs. Due to the recession and the deferral of some system improvements, the City has deferred scheduled rate increases. An update of the rate study will be completed in FY 2013, modifying and extending the original five-year rate plan through FY 2018. It is anticipated that rates may need to be modified during FY 2013 after completion of the study, to pay for re-scheduled infrastructure projects, including construction of an expansion of the Temple-Belton Wastewater Treatment Plant.

4. Provide an Ongoing Capital Improvement Plan (CIP)

In 2007 and 2008, the City took the opportunity to issue additional bonds without a tax or rate increase. This was made possible by growth in the tax base and retirement of outstanding debt. In September of 2007, \$5.365 million in contractual obligations were issued to fund the 2007 CIP program providing funding for:

General Fund projects	\$2,230,000
Water and Sewer projects	1,420,000
TIRZ projects	<u>1,715,000</u>
Total	<u>\$5,365,000</u>

Work on these projects began in early FY 2008, and the last of these projects is expected to be completed in early FY 2013.

A summary of CIP projects appears in the Capital Outlay Section. A new CIP process is slated for FY 2013, and likely projects include both General Fund and Water and Sewer Fund projects.

5. Revitalize and Preserve Neighborhoods

The City of Belton was founded in 1850, and the community treasures its rich history. The Strategic Plan reflects that strong sense of community pride through a comprehensive growth management strategy which includes:

- Neighborhood and historic preservation;
- Downtown revitalization;
- Code enforcement; and
- Strategic annexation.

A comprehensive review and revision of design and historic district standards was begun in FY 2008, and completed in FY 2009. These standards addressed several important development regulations, and established new design and historic guidelines to assist the City in achieving its goals related to land use, site development, and overall community aesthetics. Following implementation and over two years of practical experience with the guidelines, Council directed staff to review and update the design guidelines, a process scheduled to conclude in FY 2013.

Determined to protect Belton’s truly historic properties and establish an appropriate review process for sensitive and high-quality redevelopment, the City engaged a historic preservation consultant to update Belton’s historic districts. Existing conditions were analyzed and new historic district boundaries were proposed. City-wide and district meetings were held to explain the issues, purpose, and effect of creating historic district in Belton. A Historic Preservation Commission was appointed by Council, and received training by the preservation consultant. It was anticipated that the Historic Preservation Districts, with historic overlay zoning, would be established in FY 2013.

The TIRZ fund includes funding for the Downtown Façade Grant Program, which was established to encourage quality exterior rehabilitation in Belton’s historic downtown district. Grants are made on a 50/50 basis, with focus on exterior work on storefronts and commercial properties in the district. The effect of this investment has been dramatic, with upgrades to the facades of numerous downtown structures, and has facilitated private investment in the area as well.

6. Expansion of Citizen Services

In the summer of 2011, the City conducted a recycling pilot program. Four neighborhoods with approximately 250 households were selected for participation in the project. The pilot involved utilizing a containerized system with weekly recycling pickup. At the end of the pilot, the City conducted a survey of participants, made reports to Council, and held a City-wide public hearing on

the expansion of curbside recycling City-wide. It is anticipated the FY 2013 will see implementation of some type of recycling solution.

7. Lena Armstrong Public Library Enhancements

As a result of a Library survey conducted by City staff, Library hours were expanded to standardize opening and closing hours, and to expand evening hours on Tuesdays. In FY 2012, the Library obtained grant funding to purchase public access computers and related furniture. The Friends of the Library provided new furniture for the reading area in the main room, which provides a more warm and welcoming area for patrons to read and study. Other improvements to the Library building focused on the exterior of the building. Those improvements will continue in FY 2013, including new signage and completion of landscaping and sidewalk improvements.

8. Update Parks and Recreation Strategic Master Plan

During 2010, the City embarked on an update of the 2004-2009 Parks Master Plan, since most goals had been completed, and new challenges and opportunities were emerging. The result was the Parks and Recreation Strategic Master Plan 2010-2015, a visionary document intended to guide the development of Belton's park system and services.

The Parks Master Plan outlines park priorities in three categories over a ten year period, with obvious budget implications:

- Recreational programming;
- Facility improvements; and
- Parkland acquisition.

As a direct result of the Plan, a new Recreation division was added to the Parks Department in FY 2011. The Harris Center Manager position was expanded to include recreation duties, and re-titled as Recreation and Events Director. A new staff position, Recreation Coordinator was also funded for FY 2011. Recreation programming began with health and wellness programs, as well as other activities for all age groups. The development of the Recreation division is initially utilizing the Harris Community Center and the City's existing outdoor park facilities. The creation of a recreational guide has helped to educate citizens on all recreation programming offered throughout Belton, and also identified gaps in programming for future programming opportunities. FY 2013 recreation initiatives will see continued development of a volunteer program, implementing an Adopt-A-Park program, and expanding partnerships within the community to enhance recreational programming and special events.

With the population of Belton quickly approaching the important threshold of 20,000 residents, the Parks and Recreation Strategic Master Plan will serve as a guide to meeting the needs of its citizens in a phased and scheduled manner. Currently, Phase II of the Nolan Creek Hike and Bike Trail is underway and the proposed Nolan Creek recreational project is gaining interest and support. As in the past, enhancement of Belton's park facilities will occur as a result of area partnerships, grant funding, and local resources.

9. Provide Tax Increment Reinvestment Zone (TIRZ) Funded Improvements

The FY 2013 TIRZ budget includes funds for a variety of important infrastructure projects including:

- Patriot Plaza;
- Façade grants in downtown Belton; and
- Other public improvements in the TIRZ area.

Previous years' TIRZ funding helped jump-start a variety of projects in the area. The Gin project houses several retail ventures and two restaurants, drawing visitors to the downtown area. The Façade Improvement Grants have made a visible impact on the face of downtown, as more business owners take advantage of the 50/50 grant to improve the curb-appeal of their buildings.

The TIRZ Board has requested refinement of the TIRZ expenditure policies, focusing resources on projects that will expand and enhance development in the TIRZ area. After approval of a formal policy, specific project funding for FY 13 will be presented to the Board for approval.

10. Belton Economic Development Corporation

In 2012, the Belton Economic Development Corporation (BEDC) landed a development agreement with CGI, a leading independent information and technology business processing firm with locations in over 40 countries. The multi-year agreement will provide up to 400 new jobs in the community, and generate an estimated \$61 million of annual economic impact within the first five years of operation. Texas Governor Rick Perry was on hand in April 2012 for the groundbreaking on a 40,000 square-foot, state-of-the-art Onshore IT Services Delivery Center located in the Belton Business Park. CGI will occupy its Belton location in FY 2013, and when fully staffed, this new facility will make CGI the largest private employer in the community.

BUDGET SUMMARY FY 2013

The combined **FY 2013 expenditures for all City of Belton appropriated funds are \$21,300,999**, an increase of \$529,300 or 2.55% from the FY 2012 amended budget. The changes in various expenditure categories and funds are discussed in detail below.

The City's overall financial position is very sound. The reserves in all funds are adequate and will continue to be monitored. This monitoring is accomplished through continued refinement of long-range fund projections and monthly budget performance review.

Tax Rate:

The FY 2013 budget was formulated on the effective **ad valorem tax rate of \$0.6598** per \$100 of taxable valuation, which is an increase from the FY 2012 rate of \$0.6540. The taxable valuation for the City increased \$24.7 million or 3.22% from the FY 2012 roll. New property and improvements added \$24.8 million to the tax rolls, which was partially offset by a net decrease in the values of existing properties, combined with increased exemptions.

The tax rate is comprised of two components - the debt service portion that is dedicated to the payment of principal, interest, and fees on general obligation debt, and the maintenance and operation portion which is utilized in the General Fund for general governmental purposes. The debt service tax rate for FY 2012 is \$0.1110, and the General Fund (operations and maintenance) tax rate is \$0.5488. A discussion of the tax rate and schedules of tax information appear in the Taxes and Debt Section.

General Fund:

The General Fund is the chief operating fund of the City and is used to account for all financial resources except those required to be accounted for in another fund. The General Fund provides traditional local government services, such as public safety, parks, libraries, streets, and administration.

The total **projected revenues for the General Fund in FY 2013 are \$11,123,458**, an increase of \$626,232 or 5.97% from the prior year amended budget. The change in revenues from the prior year budget follows:

<u>Revenue</u>	<u>Increase (Decrease)</u>
Ad valorem taxes	\$ 213,643
Sales tax	226,000
Franchise fees	(13,500)
Permits and licenses	2,750
Municipal court revenues	62,495
Refuse collection revenues and fees	43,608
Ambulance revenues	75,000
Grants and reimbursements	(37,870)
Interest Income	(2,000)
Other revenues	4,130
Interfund transfers	<u>51,976</u>
Total increase	<u>\$ 626,232</u>

A more detailed discussion of projected revenues and the changes from FY 2012 is contained in the General Fund Section.

General fund proposed expenditures total \$11,224,915, an increase of \$240,512 or 2.19% from the prior year. The change in expenditures from the prior year budget follows:

Personnel	\$ 593,182
Supplies	(864)
Repairs & Maintenance	13,903
Services	78,552
Debt Service	4,881
Contingency	50,821
Transfers	(395,237)
Contributions	(12,415)
Capital outlay	(20,396)
Strategic Plan	<u>(71,375)</u>
Total increase	<u>\$ 240,512</u>

The **personnel** budget for FY 2013 increased by 8.53% and includes funding for:

- 5% pay increase for all sworn Police Officers and Firefighters;
- Addition of a new Public Information Officer position;
- Addition of one School Resource Police Officer;
- Addition of one Bailiff/Warrant Officer;
- Addition of one landscaping position in Public Works;
- Addition of one part-time clerk position in Planning;
- Increase in health insurance premiums;
- Retirement plan rate changes;
- Merit pay plan adjustments; and
- Civil service step increases.

The remainder of the increase in personnel costs is the natural growth due to pay plan and step increases, and the related benefits thereon.

The FY 2013 **supplies** budget decreased by 0.18% due to decreased budgets for fuel (based on recent pricing and historical use patterns), elimination of one-time grant supply purchases, and other line item decreases.

Repairs and maintenance are budgeted to increase 3.23% for funding of additional seal-coating and computer maintenance on new IT equipment.

Services are budgeted to increase 3.73%, due to a variety of factors:

- Travel and training budgets increased \$24,660;
- Engineering services increased \$20,000;
- Street and trail lighting increased \$37,620;
- Belton's allocation of the county-wide communications center increased \$32,552;
- County jail and animal shelter costs increased \$23,690; and
- Solid waste collection contract CPI increases of \$34,800.

These increases were partially offset by reductions of \$74,200 for consultants, and other line item fluctuations.

Debt service in this fund represents repayment of an inter-fund loan from the City's Greathouse Trust for ambulances, and a lease payment on the brush truck.

The City Charter provides that the budget shall include a **contingency** amount to be used in case of unforeseen items of expenditures, in an amount not to exceed 3% of total General Fund expenditures. The FY 2013 amount of \$100,000 (0.90%) is well within that limit.

Transfers from the General Fund occur when additional funding for capital projects is needed, or when the Council wants to designate funds to be used for a special purpose over a series of years. The FY 2013 budget includes transfers to the Civil Service Fund to set aside funds for appeals and

sick leave pay for terminating civil service employees, to the Library Book Fund for collection materials, and a transfer to the Capital Equipment Fund, as discussed below.

Contributions are amounts pledged by the City Council to charitable, non-profit, and quasi-governmental agencies. This year's funding allocations include amounts to the Bell County Health District, the Senior Citizens' Center, HOP Public Transportation, Heart of Texas Defense Alliance, Belton Christian Youth Center, and Downtown Belton Merchants' Association. Also included in this category is pass-through funding to BISD for crossing guards.

Capital outlay fluctuates annually depending on the specific needs for equipment replacement and infrastructure requirements. Due to economic conditions, the General Fund budget only includes capital outlay for one replacement patrol vehicle in FY 2013. An allocation of \$100,000 is in the budget for transfer to the Capital Equipment Fund, to be used for equipment needs. However, this transfer will not be made until and unless a mid-year budget review indicates that revenue and expenditures warrant the transfer. A discussion of capital outlay appears in the Capital Outlay Section.

Strategic plan components to be funded from the General Fund total \$15,750. A schedule of strategic plan elements in this year's budget appears in the Strategic Plan Section.

Water & Sewer Fund:

The Water and Sewer Fund accounts for all activities related to the provision of water and sewer services to the residents of Belton, including administration, operations, maintenance, debt service on revenue bonds, billing, and collection.

The total **projected revenues for the Water and Sewer Fund in FY 2013 are \$5,005,400**, a decrease of \$2,881 from the prior year amended budget. A more detailed discussion of projected revenues and the changes from FY 2012 is contained in the Water and Sewer Section.

Water and Sewer Fund proposed expenditures total \$5,873,582, an increase of \$446,477 or 7.39% from the prior year. The change in expenditures from the prior year budget is as follows:

Personnel	\$ 97,741
Supplies	(7,907)
Repairs & Maintenance	(5,198)
Services	(6,827)
Water purchases	34,830
Wastewater treatment	3,060
Contingency	14,500
Transfers	(284,024)
Debt service	(2,534)
Strategic Plan	(10,125)
Capital outlay	<u>570,633</u>
Total increase	<u>\$ 404,149</u>

Personnel costs for FY 2013 reflect increases due to the natural growth from pay plan increases and the related benefits thereon, and an anticipated increase in health insurance. Also, an additional maintenance worker position was added to the Water department for FY 2013.

Fuel budgets, which compose 56% of the **supplies** budget in this fund, were adjusted to reflect the average cost of fuel over the past year. There was also an increase in small equipment funding.

Repairs and maintenance are budgeted to decrease 3.24%, as the prior year budget included one-time funding for tank inspections on all three of the City's water supply tanks.

The **Services** expenditure category includes insurance premiums, professional fees, utilities, dues, and employee training costs. The budget decrease of \$6,827 is due to a reduction in planning consultant services, partially offset by increased funding for engineering professional services, and other small variances spread across line items and departments.

Projected **water purchases** for FY 2013 are based on fixed costs from BCWCID #1 (the District), raw water based on per gallon M&O charges for a normal year water consumption, and election use/option water charges. Fixed costs fluctuate according to the debt requirements for the District.

Wastewater treatment payments are made to the Brazos River Authority (BRA) for Belton's share of the Temple-Belton Regional Sewer System (TBRSS). Each year, the BRA calculates the split of its operating budget based on actual flows from Belton and Temple. Belton's share of the flow decreased this year, from 22.058% to 21.574%. However, the overall TBRSS budget increased by \$69,877, resulting in a net increase in treatment costs to Belton of \$3,060 for FY 2013.

Fixed costs payments for the plant reflect Belton's 25% share of BRA debt for the plant infrastructure. The debt on the existing plant was paid off in FY 2010, reducing the City's fixed payments on the plant to zero, beginning in FY 2011. Fixed payments will resume when the plant expansion is completed sometime in the next five to ten years.

Although not required by the City Charter, a small **contingency fund** of \$25,000 is budgeted for FY 2013, to absorb unanticipated, minor operating expenses.

Transfers to the General Fund are for reimbursement of costs and payment in lieu of franchise fees. The FY 2013 budget includes:

- Franchise transfer to General Fund calculated as approximately 5% of budgeted water and sewer sales; and
- Reimbursement transfer to General Fund for 20% of the Maintenance Department budget, and for 50% of the Finance and Utilities building costs.

Debt service on City revenue bonds fluctuates according to the actual debt service payments to be made during the year. Schedules of outstanding water and sewer revenue bonds and debt service requirements appear in the Taxes and Debt Section.

Strategic plan components to be funded from the Water & Sewer Fund for FY 2013 total \$17,750. A schedule of strategic plan elements in this year's budget appears in the Strategic Plan Section.

A detailed list of **capital outlay** from operating funds is included in the Capital Outlay Section.

Economic Development Fund:

The Economic Development Fund was created in 1991, pursuant to the ½ percent economic development sales tax approved by voters in 1990. This additional sales tax can only be used for economic development purposes.

The budgeted **revenues for FY 2013 are \$2,091,772**, an increase of \$811,742 or 63.42% from the prior year. This large increase is due to the inclusion of pending property sales in the FY 2013 budget. A discussion of economic development revenues is included in the Other Funds Section.

Total **expenditures are \$2,196,328**, a decrease of \$28,338 or 1.27% from the prior year. The change in expenditures from the prior year budget is as follows:

Operations & maintenance	\$ (41,891)
Debt service	(3,047)
Incentives	16,600
Capital projects	20,000
Transfers	<u>(20,000)</u>
Total decrease	<u>\$ (28,338)</u>

The budget for **operations & maintenance** was reduced due to the deletion of one full-time position during FY 2012.

Debt service reflects the interest and principal payments on economic development debt issues (see the Taxes & Debt section of this document). **Incentives** funding reflects current commitments by the BEDC. **Capital projects** funding is for infrastructure improvements in the Business Park. There were no planned **transfers** for FY 2013.

Drainage Fund:

The Drainage Fund made its debut in FY 2009 as the newest budgeted fund in the City's financial structure. The Drainage Fund is operated as a utility fund, with collected revenues used to fund drainage related expenditures and projects.

Budgeted **revenues for FY 2013 are \$35,450**, and are generated by the drainage fee which was effective March 1, 2008. Budgeted **expenditures for FY 2013 total \$270,200**, and include two Maintenance Workers, associated operating and capital costs, public education efforts, lease payments on a street sweeper, and debt service on the Drainage Fund portion of the 2008 CO issue.

Hotel/Motel Fund:

The **Hotel/Motel Fund** accounts for the levy and utilization of the hotel/motel room tax. State law requires that revenues from this tax be used for advertising and promotion of the City.

The Hotel/Motel Fund **FY 2013 budgeted revenues are \$157,600**, a 4.22% increase from FY 2012 revenues. A discussion of Hotel/Motel revenues appears in the Other Funds Section.

The budgeted **expenditures for FY 2013 are \$152,500**, a decrease from the prior year which included one-time funding for the renovation of the Chamber of Commerce building which houses the Visitor's Center. The bulk of Hotel/Motel funding is allocated to the Chamber of Commerce, which submits an annual budget request for funding to the City Council. Details of this year's budgeted expenditures appear in the Other Funds Section.

Debt Service Fund:

The **Debt Service Fund** is used to account for the accumulation of resources for and the payment of, general long-term debt principal and interest. As mentioned earlier in the discussion of the tax rate, the ad valorem rate has a debt service component that is dedicated to the payment of principal, interest and fees on general obligation debt. The debt service tax rate for FY 2013 is \$0.1110 per \$100 of taxable valuation. A discussion of the tax rate and schedules of tax information appear in the Taxes and Debt Section.

TIRZ Fund:

The **TIRZ Fund** is used to account for the accumulation of resources from ad valorem taxes collected in the Tax Increment Reinvestment Zone, created in 2006. These revenues can only be expended on projects within the TIRZ zone, and are first approved by the TIRZ Board, and then by the City Council.

Fund Balances:

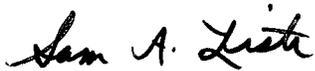
The General Fund, the Water and Sewer Fund, and the Economic Development Fund are budgeted to have a decline in fund balance by the end of FY 2013. This is a planned result, and does not result from operating expenditures exceeding available revenues. Fund balance in all other funds will increase or stay at the same level. The City's policy is to maintain adequate fund balances to handle unexpected decreases in revenues plus extraordinary unbudgeted expenditures. However, it is not the City's intent to retain unusually large reserves. The City Council has therefore decided that it is appropriate to expend excess fund balances (amounts above prudent reserves) on non-recurring expenditures and capital outlay projects.

CONCLUSION

The FY 2013 budget, while continuing prior year commitments to improve services and facilities, reflects a balanced approach to the multi-faceted needs of a growing community. This proposed budget continues to build on the City's successes, moving steadily forward, seeking to meet the dual goal of preserving community character, while prudently planning for future growth.

The leadership of the City Council, as well as your time and attention provided during the development of the FY 2013 budget, is greatly appreciated. Thanks also to Department Heads and all the City staff members, for their attention to detail and focus on meeting community public service needs in the development of this year's budget.

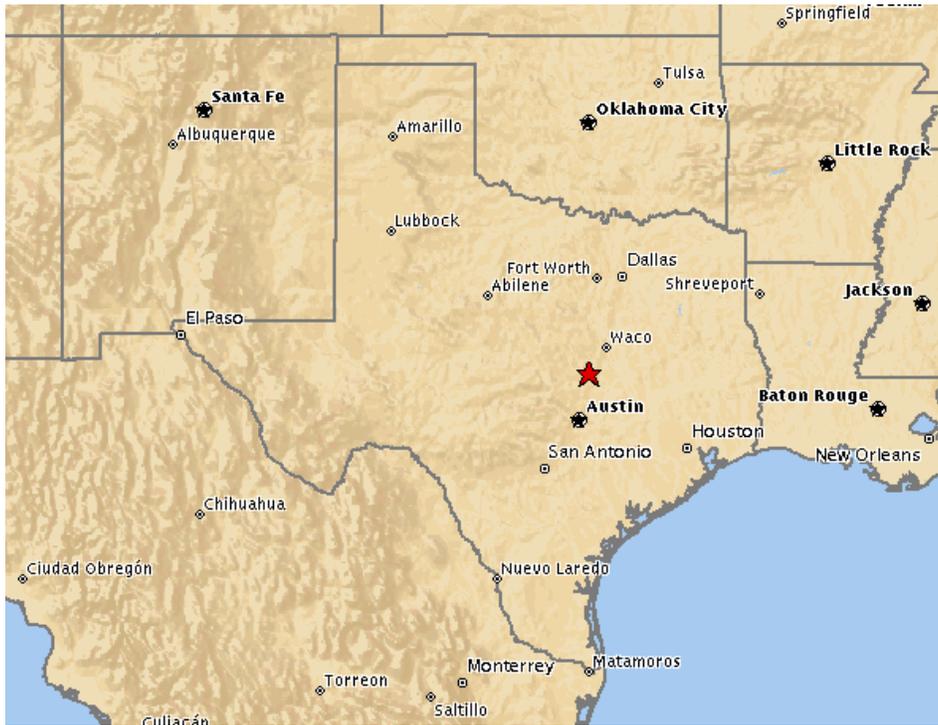
Respectfully submitted,



Sam A. Listi
City Manager



Cristy Daniell
Assistant City Manager
Finance Director



Located along the famous Chisholm Trail, Belton is a unique city with friendly people and a rich history. Founded in 1850 on the banks of Nolan Creek, Belton is the Bell County seat, located a short distance from Fort Hood in one of the fastest growing areas of Texas. Belton's recent new residential and commercial growth is complimented by the preservation and restoration of historic properties in the city.

We are proud of our heritage and show it every day to commuters on Interstate 35 who pass the 80-foot flag pole at Patriot Plaza, a gateway to Central Avenue and our historic downtown. Our annual 4th of July celebration includes a parade through the heart of Belton, a stirring God & Country Concert, three exciting days of PRCA rodeo events in air-conditioned comfort at the Bell County Expo, and a festival on Nolan Creek. Over the years, our 4th of July activities have made state and national top-ten lists for holiday destinations. There is no better event for those who live in this community.

In our historic downtown, the Bell County Courthouse, restored in 1999, is surrounded on the square by new storefronts on historic buildings. Restaurants, the Bell County Museum (housed in the historic Carnegie Library building), Cochran, Blair & Potts (the oldest department store in Texas), as well as numerous antique shops and other retail establishments are all within walking distance. For recreation, the Nolan Creek Hike and Bike Trail is also part of the downtown area.

Belton takes pride in being the home of the University of Mary Hardin Baylor, chartered by the Republic of Texas in 1845 and currently in the midst of a substantial expansion that will bring new educational facilities and a football stadium to campus. The public school system here is also a state leader in the integration of technology into the classroom, and has new or remodeled schools sprinkled throughout the City. Our many churches continue to grow as the number and variety of quality homes increase.

Lake Belton and Lake Stillhouse Hollow offer opportunities for water sports, camping, or just relaxing on the beach. On Lake Belton, you will find the Miller Springs Nature Center, where you can enjoy walking trails and experience nature with a wide variety of flowers, birds and wildlife. Chalk Ridge Falls Park, located on Lake Stillhouse Hollow, also offers walking trails and a lovely 20 foot waterfall.

While this is just a small part of what Belton has to offer, we take great pride in our city and our citizens, and invite you to visit soon. Y'all come visit us on the Chisholm Trail!

Jim Covington
Mayor

CITY OF BELTON

Telephone Directory

CITY HALL

Administration

City Manager	933-5819
Assistant City Manager	933-5808
City Clerk	933-5817
Support Services Coordinator	933-5813
Public Information Officer	933-5889
Executive Secretary to City Manager	933-5818
Fax	933-5822

Development Services

Planning Director	933-5816
Building Official	933-5815
Assistant Building Official	933-5814
Clerk	933-5812

Information Technology

IT Director	933-5878
IT Support Specialist	933-5879
GIS Technician	933-5890

FINANCE DEPARTMENT

Finance Director	933-5800
Assistant Finance Director	933-5808
Accounting Technician	933-5807
Ambulance Billing	933-5806
Cashier	933-5804
Human Resources Director	933-5802
Receptionist	933-5805
Senior Accounting Technician	933-5800
Utility Billing Supervisor	933-5810
Fax	933-5809
	933-5859

ECONOMIC DEVELOPMENT

Executive Director	770-2270
Director of Business Retention	770-2271
	770-2273
Fax	770-2279

FIRE DEPARTMENT

Central Fire Station	933-5880
Fire Station #2	933-5828
Emergency	933-5881
Fire Chief	911
Assistant Fire Chief	933-5885
Central Fire Station Fax	933-5884
Fire Station #2 Fax	933-5826
	933-5887

HARRIS COMMUNITY CENTER

Recreation & Events Director	933-5860
Recreation Coordinator	933-5861
Fax	933-2469

LIBRARY

Library Director	933-5830
Fax	933-5832
	933-5831

PUBLIC WORKS

Public Works Director	933-5823
Building Maintenance	933-5823
Shop	721-6154
Streets	933-5825
Water & Sewer	933-5824
Fax	933-5823
	933-5811

MUNICIPAL COURT

Court Administrator	933-5838
Fax	933-5839
	933-5870

PARKS

Parks Superintendent	933-5834
Fax	933-5833

POLICE DEPARTMENT

Emergency	933-5840
Communications Room	911
	933-5846

Administration

Police Chief	933-5845
Administrative Assistant	933-5844
Emergency Operations Center	933-5856
Fax	933-5835

Support Services

Deputy Chief	933-5854
CID Sergeant	933-5853
Code Enforcement Officer	933-5820
Records Clerk	933-5843
Animal Control	933-5840
<u>Operations</u>	
Deputy Chief	933-5848
Patrol Sergeants	933-5847
Patrol Sergeants	933-5891
Patrol Office	933-5849

CITY INFORMATION

BUDGET CONTENTS

The City of Belton's annual budget is comprised of twelve sections, which can be grouped into three broad categories.

1. INTRODUCTION AND INFORMATION

Table of Contents: Indicates topic and page number location.

Budget Message: This letter contains information about the City's overall plan for accomplishing the City's objectives during the coming year and accomplishments during the past year.

City Information: Descriptions of the budget, the budget process, and the City organization. Also included is a synopsis of the City of Belton's history that was excerpted from "The Story of Bell County" and was written by the City's librarian, Lena Armstrong. This section also contains City and area demographic information compiled by the Belton Economic Development Corporation. This section is intended to give non-technical users basic information to make the budget more "user-friendly".

Strategic Plan: Includes a description of the Strategic Plan purpose and process, current year budget, multi-year budget, and the full plan itself.

Personnel: Includes the City's organizational chart and listings of the City's elected and appointed officials.

2. FINANCIAL

Budget Summaries: Contains summaries of budget totals for all budgeted Funds of the City.

General Fund, Water/Sewer Fund, & Other Funds: These sections contain detailed budget information for the various Funds, Departments, and Divisions of the City. Descriptions, goals, and performance indicators for the various Departments and Divisions are given where applicable.

Taxes & Debt: Displays various data about the City's ad valorem (property) tax. Contains payment schedules and bond information for the City's general obligation (tax supported) debt and revenue debt that are featured in this section.

Capital Outlay & Improvements: Schedules of the capital outlay (equipment, vehicles, etc.) contained in the operating budget. Also includes a schedule of capital outlay and improvements (infrastructure) to be made from capital project funds.

3. SUPPORTING INFORMATION

Reference: Copies of the ordinances generated by the budget process: the ordinance adopting the budget, the ordinance adopting the tax rate, and the ordinance adopting rates for City services which were included in budgeted revenues. Also includes the City's current fee schedule and a glossary of some of the words and acronyms contained in the budget.

THE CITY ORGANIZATION

The City of Belton is a home-rule City operating under a Council-Manager form of government. All powers of the City are vested in an elected Council, consisting of a mayor and six members who are elected by plurality vote from the City at large to serve a term of two years. The Council enacts local legislation, determines City policies, and employs the City Manager.

The City Manager is the Chief Executive Officer and the head of the administrative branch of the City government. He is responsible to the Council for the proper administration of all affairs of the City.

The City government provides a broad range of goods and services to its citizens. The activities and personnel required to provide these goods and services are organized into broad managerial areas called Funds. Funds are separate fiscal and accounting entities with their own resources and budgets necessary to carry on specific activities and attain certain objectives.

Funds are further organized into functional groups called Departments. A Department is a group of related activities aimed at accomplishing a major City service or program (e.g. Police Department).

A Department may be further divided into smaller areas called Divisions. Divisions perform specific functions within the Department (e.g. Animal Control is a Division of the Police Department).

At the head of each Department is a Director who is an officer of the City. Directors have supervision and control of a Department and the Divisions within it, but are subject to the supervision and control of the City Manager. A Department Head may supervise more than one Department.

THE BUDGET PROCESS

The City Charter establishes the fiscal year, which begins October 1 and ends September 30. To have an adopted budget in place by October 1 each year, the budget process must begin months before. In May, Department Heads receive budget request packets from the Finance Department. These packets contain information about the Department, including historical expenditure amounts, current expenditure and budget amounts, and estimated expenditure amounts for the upcoming budget year.

While the Departments are preparing their budget requests, the Finance Department calculates personnel costs, debt service requirements, and revenue projections for the new year. This data combined with the Department requests form a preliminary or "first draft" budget. At this stage, the budget is usually unbalanced; that is departmental requests, personnel costs, and debt service requirements are usually greater than anticipated revenues.

After receiving the first-draft budget from Finance, the City Manager conducts a series of meetings with the individual Department Heads to review and discuss their budget requests. These meetings are held in June and help the City Manager formulate his priorities and work agenda.

A series of City Council budget workshops are held, usually in July and August. These workshops are open to the public and are posted per open meetings law. Information as to date and time can usually be found in the local media coverage.

The workshops allow the City Council to receive input on the budget from the City Manager, the Departments, and Finance. It is through these workshops, as well as discussions with City staff, that the Council forms its priorities and work program for the proposed budget.

With guidance from the Council, the City Manager then formulates a proposed budget that is submitted to Council before August 31. State law and the City Charter require that a public hearing on the proposed budget be held before the Council votes on its adoption. A notice of the public hearing is published in the local newspaper, and the hearing is held during a regular City Council meeting. This hearing provides an opportunity for citizens to express their ideas and opinions about the budget to their elected officials.

After the public hearing, the City Council votes on the adoption of the budget. If the budget is not accepted and formally approved by the City Council before September 28, the budget submitted by the City Manager is deemed to have been finally adopted by the Council until such time as the Council adopts a budget.

After adoption of the budget, the City Manager may approve transfers of any unencumbered (unobligated) budget amount or portion thereof between general classifications of expenditures within a Division or Department. At the request of the City Manager and within the last three months of the fiscal year, the Council may by resolution, transfer any unencumbered appropriation or portion thereof from one Division or Department to another. The City budget may be amended and appropriations altered in accordance therewith in cases of public necessity, after the conduction of a public hearing called for such purpose. This year's budget calendar follows on the next page.

CITY OF BELTON
Budget & Tax Calendar
FY 2013

Date	Event	Requirement/Action
April 23, 2012	Budget Instructions Distributed to Departments	▶ Budget printouts & request forms distributed to departments.
May 21, 2012	Department Budget Requests Due	▶ Departments enter detailed line item requests into budget software & submit other forms electronically
May	Budget Preparation	▶ City Manager & staff review requests; department heads meet w/Manager; staff prepares draft budget.
Last week of May First week of June	Budget meetings with DH	▶ Departments meet with CM, ACM, AFD
June 12, 2012	Regular Council Meeting Budget Workshop	▶ Drainage Fund
July 10, 2012	Regular Council Meeting Budget Workshop	▶ Water & Sewer Fund
July 24, 2012	Regular Council Meeting Budget Workshop	▶ BEDC ▶ General Fund Revenues
August 7	Special Called Meeting Budget Workshop	▶ General Fund – Department Presentations
August	Calculate & Publish Effective and Rollback Tax Rates	▶ By Appraisal District
August 14, 2012	Regular Council Meeting Budget Workshop	▶ Hotel/Motel Fund ▶ TIRZ Fund ▶ Ad Valorem Tax Rate ▶ Debt Service Fund
August 28, 2012	Regular Council Meeting Budget Workshop	▶ Clean-up budget workshop ▶ Call for PH on budget
September 4, 2012 (Tuesday)	Special Called Meeting	▶ Public hearing on budget. ▶ Public input on strategic plan.
September 11, 2012 (Tuesday)	Regular Council Meeting	▶ Adopt strategic plan. ▶ Adopt fee schedule. ▶ Adopt budget (no less than 5 days after hearing). ▶ Adopt tax rate.

CITY FUNDS

As mentioned previously, the City is organized into Funds. For fiscal (financial) purposes, a fund is a separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, residual equities, and the changes therein are segregated and recorded. The budgeted funds for the City include:

Governmental Funds:

- General Fund: Accounts for all financial resources except those required to be accounted for in another Fund. The General Fund of the City of Belton contains the Administration (City Manager), Finance, Municipal Court, Police, Fire, Information Technology Systems, Streets, Parks & Recreation, Development Services, Library, Solid Waste, and Maintenance Departments.
- Belton Economic Development Corporation Fund: Accounts for activities related to the ½ percent economic development sales tax approved by voters in 1990.
- Hotel/Motel Tax Fund: Accounts for activities related to the City's 7 percent hotel/motel occupancy tax. These funds can only be used for purposes designated by the State and further designated by the City Council.
- Debt Service Fund: Accounts for the accumulation of resources for, and the payment of general long-term debt principal and interest.
- Tax Increment Reinvestment Zone Fund: This fund is used to account for projects financed with tax revenues collected in the City's tax increment and reinvestment zone, created pursuant to the state tax code statutes.

Proprietary Funds:

- Water/Sewer Fund: Accounts for operations related to providing water and sewer service to the citizens of Belton. The Water/Sewer Fund contains the Utility Administration, Water, and Sewer Departments.
- Drainage Fund: Accounts for operations related to providing storm drainage service to the citizens of Belton.

The CAFR does include non-budgeted funds, which are not included in this budget document.

BASIS OF BUDGET & ACCOUNTING

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the City prepares its budget. Exceptions are as follows:

- Liabilities for compensated absences that are expected to be liquidated with available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget basis).
- Principal payments on long-term debt are applied to the outstanding liability on a GAAP basis, as opposed to being expended on a Budget basis.
- Capital outlays are recorded as assets on a GAAP basis and expended on a Budget basis.

FINANCIAL AND BUDGET POLICIES

The **General Fund balance** shall be adequate to handle unexpected decreases in revenues plus extraordinary unbudgeted expenditures. The minimum fund balance should be at least 90 days of operating expenditures. The projected fund balance at the end of FY 2013 is 116.0 days.

Investments made by the City shall be in conformity with State law and the City of Belton investment policy, adopted by the City Council on February 28, 2012. All investments shall stress safety, liquidity, public trust, and yield - in that order.

An **independent audit** will be conducted annually.

The City will produce **annual financial statements in accordance with** generally accepted accounting procedures (**GAAP**) as outlined by the Governmental Accounting Standards Board (**GASB**).

The City will produce a Comprehensive Annual Financial Report (**CAFR**) **which meets the requirements for** the Government Finance Officers Association's (**GFOA**) **Certificate of Achievement for Excellence in Financial Reporting**. The City has received twenty-six consecutive Certificates from FY 1986 through FY 2011. We believe the FY 2012 audit will also conform to the standards of the Certificate Program, and it will be submitted to GFOA for award consideration.

The **budget should be balanced** with current revenues plus available unreserved fund balances equal to or greater than current expenditures. All budgeted funds have balanced budgets for FY 2013.

The **tax rate should be adequate** to produce revenues required to pay for City services as approved by the City Council. The City Council has indicated their desire to avoid increasing the tax rate and has actually decreased the rate 7.52 cents over the last decade.

Sales tax revenue projections should be conservative due to the elastic nature of this economically sensitive revenue source. FY 2013 sales tax revenues were projected at the FY 2012 level, plus a 4% growth factor.

The **General Fund should be compensated by other funds for general and administrative services provided**, including management, finance, personnel, and the use of City streets and the City shop. The transfers for FY 2013 are \$380,820.

The City will **not issue debt to finance current operations**. No debt was issued in FY 2012 to finance current operations.

A **contingency amount** shall be included in the annual budget in an amount not to exceed 3% of total General Fund expenditures, to be used in case of unforeseen items of expenditures. The FY 2013 contingency amount is set at \$100,000 or 0.91% of operating expenditures before the contingency amount.

The City will **maintain physical assets** at a level adequate to protect the City's capital investment and minimize future maintenance and replacement costs.

The City will produce an **annual budget document that meets the criteria for GFOA's Distinguished Budget Presentation Award**. The City has received the award for twenty consecutive years, for FY 1993 through FY 2012.

The City's water and sewer **utilities shall operate on a self-supporting basis** so that user charges for services shall fully cover the cost of providing those services. All water and sewer revenue in the FY 2013 budget is generated from user fees and interest thereon.

The City will **not use property taxes** or other General Fund revenues **to subsidize the utility operations**. The FY 2013 budget does not contain any transfers from the General Fund to the Water & Sewer Fund or the Drainage Fund.

Utility rates shall be reviewed annually to ensure that they will generate revenues adequate to cover operating expenditures, meet bond covenants, and allow for adequate capital replacement. A formal water and sewer rate study was conducted in FY 2002 and FY 2008. Scheduled rate increases for FY 2011 and FY 2012 were deferred due to the recession and deferment of capital projects. A full rate study is planned for FY 2013.

The City's **rate structures for water and sewer services will** (to the greatest extent possible) **be fair and equitable** to all customers. The current water and sewer rates per 1,000 gallons are the same for all customers.

The City will **maintain sufficient net revenues to meet the debt coverage** required by existing revenue bond indentures. The projected coverage for FY 2013 exceeds current debt coverage requirements.

The **utility system will maintain a bond rating** of Baa (Moody's) and AA- (Standard & Poor's). The most recent ratings are at this level.

The **utility system will operate in the most efficient manner possible** to keep rates as low as possible while maintaining sufficient revenues for the timely maintenance and replacement of utility system capital assets.

The City will **make timely investment in the expansion of capital assets** to provide adequate levels of service in conformance with State and Federal regulations, and meeting the appropriate health, safety, and environmental standards.

The City will **provide timely and accurate billing to customers**, providing safeguards to ensure prompt payment and minimal financial losses from delinquent customers which have to be passed onto the remaining customers.

PERFORMANCE MEASUREMENT

Performance measurement is a management tool that measures both quantitatively and qualitatively the level of service being provided. This tool seeks to answer the question “How well are we doing?” as well as the question “How well should we be doing?”

Generally, government entities collect volumes of data on a wide variety of services and activities. This data is usually available from existing sources such as financial reports, audits, department reports, and studies. However, data to measure efficiency and effectiveness are less available than information on workload and expenditures. For example, data on the number of streets maintained are usually available, but information on the condition of streets is not. Measurable goals and information on citizen satisfaction is often unavailable. Consequently, managers, elected officials, and the public know how much services cost and the levels of service provided, but know little about the productivity, accomplishments, and quality of those services.¹ A performance measurement and management program seeks to provide that information.

The City of Belton has long collected data on workload demands and service levels; however, the City has just begun to identify performance measurements. The following performance measures were developed by staff and management. Some of the information for the measures was already being collected; some was not. These measures will continue to be refined and expanded in FY 2013.

Department	Performance Measure	Goal	Actual FY 2012
Finance	Maintain a fund balance of at least 25% of operating expenditures (90 days operation).	25%	33%
	Collection rate for current taxes.	97%	98.35%
	Produce an annual budget document that meets GFOA Distinguished Budget criteria.	Yes	Yes
	Produce an annual CAFR that meets GFOA Certificate of Achievement criteria.	Yes	Yes
Police	Average response time to calls for Priority One emergency service within the City.	5 minutes	4.53 minutes
	Percentage of stolen property recovered.	60%	25%
	Percentage of issued Class B and above warrants that are served.	60%	83%

¹ “A Practical Guide for Measuring Program Efficiency and Effectiveness in Local Government”, The Innovations Group, Copyright 1992.

Department	Performance Measure	Goal	Actual FY 2012
	% of investigations due to citizen complaint completed within 30 days of receipt.	95%	100%
	Average time for compliance with code.	7 days	6 days
Fire	Respond to fire calls inside the City within 5 minutes.	98%	90%
	Contain structural fires to confines of building.	98%	98%
Streets	Repair of utility cuts within 5 days.	95%	90%
	Complete work orders within 5 days.	95%	95%
Planning	Complete review of applications within 5 days of receipt.	5 days	5 days
	Issue utility permits within an average of 30 minutes.	30 minutes	30 minutes
Inspections	Average time per inspection.	30 minutes	30 minutes
	% of requests for specialty inspections completed within 4 hours of request (during working hours).	95%	95%
	% of requests for building inspections completed within 4 hours of request (during working hours).	90%	90%
Library	Increase circulation each year.	5%	5.57%
	Average turnover rate	2%	1.18%
Utilities	Bad debts written off as a % of total billed.	0.50%	1%
	10% or less unaccounted for water loss.	10%	13%
	Respond to all main breaks within 3 hour average or less.	3 hours	3 hours
	Respond to all emergency main breaks within 20 minutes (regular working hours).	100%	99%
Maintenance	Repairs returned for corrective action.	2%	2%
	90% of equipment repairs completed within 2 working days.	90%	90%
	Maximum average downtime for fleet repairs.	2 days	2 days
	Respond to service requests within 1 day of receipt.	1 day	1 day

A HISTORICAL PERSPECTIVE

Lena Armstrong, the City Librarian for 54 years and the unofficial historian of Belton, wrote the following synopsis of Belton's history. She penned a longer version of Belton history, which is included in the two-volume edition of "The Story of Bell County" published in 1988 by the Bell County Historical Commission. Lena retired from the City in December of 1998, and subsequently passed away in January of 1999. She is fondly remembered and sorely missed.

In August 1850, the new pioneer town of Belton (first named Nolandville that was changed to Belton in 1851) was laid out in blocks, streets, and lots with the courthouse public square the center. It was designated County seat for the newly organized Bell County. Incorporated in 1852, it was the only town in the County and was the last place of civilization seen by the pioneers heading West by horseback or wagon train.

Within a month after lots were sold, a post office was established and mail was arriving by horseback. But in 1852, a stagecoach route beginning in Tennessee and ending in Brownsville was stopping weekly in Belton to deliver mail, new arrivals and freight. By now, the first courthouse was in use, a log cabin placed high on blocks as safeguard from devastating floods, provided all too frequently by Nolan Creek running very near the public square. In 1853, a two-story log jail was built followed by a school, hotel, church, saloons, stores and other businesses. Most were log buildings or pole shacks, but with a new surge of people, more permanent buildings were built. Stores were erected using native stone and were two-story with the business on the first floor, family quarters on the second. A number of these stores have survived and are still in use. The A.D. Potts building, built in the late 1860's, not only is still in use but is still owned by the Potts family.

Just prior to the Civil War, Sam Houston stumped the State, urging people to not vote for secession. He made two speeches in downtown Belton, but his talks were not well received. He was booed so loudly on one occasion, he took out his two pistols, laid them on the goods box he was using for a podium, and dared anyone to interrupt him. They did not.

In 1858, the County commissioners built a new courthouse, spending \$14,000 for a two-story limestone building replacing the first courthouse which had become completely inadequate for the population the County now served. Bellcountians so opposed the new edifice, they voted out of office every commissioner, replacing them with more conservative men. It was 26 years before a third (and last) courthouse was approved and built.

Over a thousand Bell County and Belton men joined the Confederate Army and Belton women did their part by meeting daily at the courthouse to sew clothing for the soldiers. There was only one sewing machine in Belton, and it saw constant use. As the War progressed, the effects of the War were felt strongly. Supplies and inventories, as well as currency dwindled and many stores were forced to close. War's end, and defeat, saw all elected officials from the Governor to Mayors replaced with Union appointees. Federal troops patrolled the streets of Belton giving little protection to the citizens and their property. Outlaws roamed the area stealing, assaulting

and killing to such an extent that Belton men decided to do something. In the dark of the night, bands of horsemen arrived at the County jail (still standing) where ten prisoners were jailed. The horsemen dismounted, moved into the jail and shot nine men to death. It is said that for decades after, outlaws rode wide around Belton. Sam Bass, on his way to rob a bank, refused to enter Belton, saying "Those Belton men are too tough for me".

The 1870's saw a boom with building, new businesses and new enterprises. A Belton group organized the Belton Telegraph Company that was chartered and extended to Round Rock where it joined Western Union. The telegraph provided daily quotes of the cotton market, necessary for an area where cotton was King. The 1870's also saw the formation of the now famous Belton Woman's Commonwealth, a loosely organized group that in retrospect seems more a battered wives' refuge than a utopian commune.

Belton met its first setback in 1881 when the City fathers, after meeting the demands of Santa Fe railroad representatives and putting up \$75,000, found themselves duped out of a railroad in Belton. They sued, but the company built their own town that they named Temple. After many years, the Supreme Court finally ended the case in favor of Belton. Meanwhile, they contracted with the M.K. & T. and by 1882, the Katy's depot was built a block from the courthouse. In the interim, Belton went "modern" with a water system and mains throughout town, an electric and telephone companies, a fire department, lumber yard, flour mill, plus newspapers, and banks. There was also a brand new college - Baylor Female College, now the University of Mary Hardin Baylor. Two beautiful parks, still maintained by the City of Belton, were acquired during these decades: the Confederate Park, donated to the City by citizens honoring the ex-Confederate Veterans; and the Yettie Tobler Polk Park, commemorating Mrs. Polk and her four children who drowned in a devastating flood that inundated Belton in 1913.

Belton got into severe financial difficulties before the Great Depression, but managed to work its way out by the 1970's. World War II and the arrival of Fort Hood to the County brought economic relief and a surge of growth. Two large lakes built during this time provide tourist attractions and IH-35 makes Belton attractive to industries and businesses.

Lena Armstrong

CITY AND AREA DEMOGRAPHICS

LOCATION

Belton is situated along the banks of the Leon River in the rapidly growing Central Corridor of Texas. It is on Interstate 35 near the geographic center of the state, approximately 127 miles south of Dallas/Fort Worth and 60 miles north of Austin. Local topography varies from rolling plains to wooded hills with two large lakes just ten minutes from downtown. Within a 150 mile radius of Belton is a market of over 9.4 million people, including the Dallas/Fort Worth Metroplex, San Antonio, and much of Houston. This region encompasses 55 percent of the population of Texas.

Distance to:

Austin	57 miles	Denver	734 miles
Dallas	127 miles	Atlanta	785 miles
San Antonio	128 miles	Chicago	925 miles
Houston	153 miles	Los Angeles	1,226 miles
El Paso	534 miles	New York	1,468 miles

CLIMATE

Average Winter Temperature	48.2 ° F
Average Summer Temperature	88.2 ° F
Average Annual Precipitation	35.23"
Average Annual Snowfall	0.82"
Elevation	736 Feet

POPULATION

	<u>2010</u>	<u>2000</u>	<u>1990</u>
Belton	18,216	14,623	12,476
Bell County	310,235	237,974	191,088
Killeen/Temple MSA (Bell, Coryell Counties)	385,623	312,952	255,301

EDUCATION

Belton Independent School District:

- 2 - high schools, 3 - junior high schools, 8 - elementary schools
- Belton High School was recognized in 1991 by the U.S. Department of Education as an exemplary Drug Free School, and was awarded a Silver Medal Recognition in *U.S. News and World Report* in 2011.

Higher Education:

- Belton: University of Mary Hardin Baylor
- Bell County: Texas A & M College of Medicine, Temple
Temple College, Temple
Central Texas College, Killeen
Texas A&M University Central Texas, Killeen
- Area Colleges/Universities: Baylor University, Waco
McLennan Community College, Waco
Texas State Technical College, Waco
Southwestern University, Georgetown
The University of Texas, Austin
St. Edwards University, Austin
Huston-Tillotson College, Austin
Concordia University, Austin
Austin Community College, Austin
Texas A & M University, College Station
Texas State College, San Marcos

TRANSPORTATION

- Highways: Interstate 35, US Highway 190, State Highway 317, Loop 121, State Highway 253, FM 436, FM 439, FM 93, and FM 817.
- Bus Lines: Greyhound/Trailways and Kerrville Bus Lines - 19 departures daily. The HOP public bus line which runs from Copperas Cove to Temple.
- Motor Freight: Eleven local carriers.
- Railroad: Santa Fe Railroad, Georgetown Railroad, AMTRAK passenger service in Temple.
- Air: Killeen-Fort Hood Regional Airport via American Eagle and Continental Airlines.

UTILITIES

Electric Power:

Supplier	Oncor Electric Delivery
Transmission Lines	Numerous retail electric providers
Distribution Voltage	Two 138,000 KV lines 12,000 KV

Natural Gas:

Supplier	Atmos Energy
Transmission Line	One 16-inch line
Transmission Line Pressure	250 - 350 PSI
Heating Value	1,030 BTU per cubic foot

Water Supply:

Supplier	City of Belton
Water Source	Surface water, Lake Belton
Plant Capacity	6.57 Million Gallons Daily
Average Consumption	2.00 Million Gallons Daily

Sewer System:

Operator	Brazos River Authority
Treatment Plant	Activated sludge
Capacity	2.50 Million Gallons Daily
Current Usage	1.50 Million Gallons Daily

Telephone:

Supplier	Southwestern Bell
Digital Switching	Numerous long distance and mobile companies Yes

INDUSTRIES

Belton's business community is diversified, with various sectors comprising the majority of employees - manufacturing, education, healthcare, government, and IT business process service.

The industrial sector is represented by companies manufacturing modular home structures, agriculture equipment, welding gases, fiberglass tanks, roofing material, specialty advertising products, corrugated boxes, exercise equipment, veterinary vaccines, school and office furniture, rapid prototypes, and centrifugal alloy castings. Various warehousing and distribution plants handle snack foods and parcel delivery.

Fort Hood U.S. Army Installation is located 17 miles west of Belton. It is one of the largest United States Army Training Posts, the largest single-site employer in the State of Texas with a force of more than 46,000, and a key economic driver for the area. Land area totals 335 square miles in Bell and Coryell Counties. The Texas Comptroller's office reports that Fort Hood's economic impact to the state was \$25.3 billion in FY 2011.

Health care stands as the largest single industry in Bell County. Over 15,000 people are employed in the medical field with over 700 physicians in the Belton/Temple area alone. There are seven hospitals in Bell County: Scott & White Hospital and Clinic, Scott & White Children's Hospital, Olin E. Teague Veteran's Center, Cedar Crest Hospital & Clinic, Metroplex Hospital, Seton Harker Heights Medical Center, and Darnall Army Medical Center. Scott & White has one of the largest multi-specialty group practices in the U.S., employing 13,000 people.

There are five banks and two credit unions represented in Belton with branch offices located throughout Bell County and Central Texas.

MAJOR EMPLOYERS

<u>Employer</u>	<u>Product</u>	<u>Employees</u>
Belton Independent School District	Education	1,400
Bell County	Government	1,072
Super Wal-Mart	Department Store	450
University of Mary Hardin-Baylor	Education	406
Belco Manufacturing	Fiberglass Tanks	175
Cedar Crest Hospital & Clinic	Counseling & Treatment Center	160
City of Belton	Government	153
Custom Printing	Specialty Advertising Products	151
Central Texas Council of Govt.	Governmental Association	125
HEB Grocery	Grocery store	125
United Parcel Service	Package delivery	120
Park Place Manor	Nursing Home	106
Aspen Air	HVAC Equipment & Services	102
CGI Group	IT Services Delivery	102
American Spincast	Centrifugal Alloy Castings	70
Crestview Manor	Nursing Home	65
Texas Star Security	Security Services	65
Matous Construction	Construction	60
Harvest Technologies, Inc.	Rapid Prototyping and Production Services	54
Scott & White	Clinic, Urgent Care, & Pharmacy	53
Wheeler Coating Asphalt, Inc.	Construction	50
Texas Dept of Transportation	Highway Construction	50
Lhoist North America	Mineral Mining and Processing	50
Tarco of Texas	Roofing Material	48

COMMUNITY AND RECREATION FACILITIES

Newspaper:	Belton Journal (weekly) Temple Daily Telegram (daily)
Radio:	KPLE - Country/Western format KUSJ - Country/Western format KTEM - Talk Radio KNCT - Public Broadcasting System KLOVE - Christian Radio KIIZ/KLFX - Classic Rock format
Television:	KCEN-TV Channel 6 KWTX-TV Channel 10 KXXV-TV Channel 25 35 Cable Channels
Library:	1 Municipal: over 32,000 volumes 1 University - Mary Hardin-Baylor: over 200,000 volumes
Churches:	33 with 12 denominations
Motels:	3 with 158 rooms
Hotels:	1 with 72 rooms
Golf Course:	Within a 10 minute drive: 2 Championship Country Clubs and 1 Public Course
Museums:	Bell County Historical Museum Bell Fine Arts Museum

Harris Community Center: This renovated structure is situated gracefully along Nolan Creek and is an ideal setting for meetings, receptions, and reunions. The original building was constructed in 1936 and housed the Harris School, a historic African American school recognized with a state historical marker for its contribution to African American education. The building and grounds were conveyed from the school district to the City of Belton in 2005 for renovation. The Center was dedicated in July 2006 in conjunction with the West Belton-Harris High Ex-Student's Association annual reunion. The Center has already received numerous awards and accolades, and ensures that the legacy, heritage, and contributions of those who came before us will be remembered.

Bell County Expo Center: Central Texas' newest and best entertainment complex, the Expo Center includes a 9,400 seat main arena, a special events room, an assembly hall, an exposition building, and horse barns.

Lakes: Belton Lake (7,400 acres) and Stillhouse Hollow Lake (6,340 acres) offer outdoor recreation, fishing, boating, skiing, boat rentals, launching ramps, picnic grounds, restrooms, restaurants, snack bars, drinking water, camping areas, RV areas, marinas, and nature trails.

Heritage Park: This 62 acre park along the Leon River includes a baseball/softball complex, 4 soccer fields, picnic areas, jogging paths, fishing dock, playscape area, group pavilion, concession stand, and ample lighted parking.

Chisholm Trail Park: This 34 acre park includes a one mile walking trail, 2 softball fields, soccer field, multipurpose field, in-line hockey rink, multipurpose court, volleyball court, playground, horseshoe pits, picnic areas, amphitheater, pavilion, concessions stand, and parking.

Harris Community Park: This park includes a playground, splash pad, and pavilion with restrooms. It is located near the renovated Harris Community Center and overlooks Nolan Creek and the Hike and Bike Trail.

SummerFun USA: A water amusement park along the banks of the Leon River adjacent to Heritage Park. The park includes a swimming pool, giant water slides, children's area, concessions, and picnic area.

Bell County Museum: One of twelve remaining Carnegie Libraries in Texas, this historic building was restored in 1990 and now stands as the major collection of Bell County history. In 1991, the Bell County Museum was awarded the entire collection of artifacts of Miriam "Ma" Ferguson, the first woman governor of Texas and a native of Bell County.

Independence Day Celebration and PRCA Rodeo: The Annual 4th of July Celebration has been celebrated since the late 1800's and attracts crowds from all over Central Texas. The Celebration includes a kick-off barbecue and old time shoot out on the Courthouse lawn, a four day Professional Rodeo Cowboy's Association Rodeo, a family fun carnival, God and Country concert featuring religious and Texas music, July 4th parade and patriotic program, and a day full of activities in Yettie Polk Park. Festivities in Yettie Polk Park include Children's Day in the Park, Old Fiddler's Contest, gospel singing, arts and crafts festival, and food booths. The Celebration is sponsored by the Belton Area Chamber of Commerce.

Historical Homes Tour: The annual Historical Homes Tour is held the last weekend in April. The tour features private homes and public buildings. The buildings include the Bell County Courthouse, the Bell County Museum, the University of Mary Hardin Baylor Museum, and the Old Church Art Gallery. The Homes Tour is sponsored by the Belton Area Chamber of Commerce and the Historical Homes Tour Committee.



City of Belton Strategic Plan

FY 2013–2018

October 1, 2012

HISTORY OF STRATEGIC PLANNING IN BELTON, TEXAS

In FY 2000, the City Council began an in-depth strategic, long-range planning project. The objective of this project was to identify long-range problems, challenges and opportunities for the City of Belton and to develop and pursue appropriate strategies to address these issues. The process began with two retreats attended by Councilmembers, the City Manager, and a professional facilitator. These retreats resulted in the identification of a set of preliminary goals, which were then ranked by Council priority. City staff then conducted its own strategic planning session, aided by the facilitator. Staff's objective was to review the Council's list and offer input into each goal. Staff also identified which personnel would be primarily responsible for the implementation and oversight of each goal.

Next, Council sought input from community leaders by inviting over 100 individuals from all sectors of the community. This session further refined goals and even added some goals which had not been identified from inside the City organization. The attendance and enthusiastic involvement of attendees testify to the community support for this strategic planning process.

The next step was for citizens to provide their input through a series of public meetings on the strategic plan. Finally, City staff identified barriers, strategies and tasks necessary to achieve each goal. This entire process ended with the initial adoption of a Strategic Plan for the City of Belton on September 11, 2001.

As a prelude to the annual budget process, a review and update of the Strategic Plan has occurred each year since the initial Strategic Plan adoption in 2001. Periodically, due to Councilmember changes, and as significant tasks identified in the Plan are accomplished, the Council conducts comprehensive updates of the Strategic Plan.

With the consistent direction of the City Council over the past decade, the Plan has been reviewed as part of the annual budget process each year. Additionally, the Council has directed that the Plan should be comprehensively reviewed at least every five years. A comprehensive review occurred during 2010, recognizing important long term needs, and in conjunction with adoption of the FY 2011 annual budget.

The City Council instituted a change in process and focus in development of the FY 2011 Strategic Plan Update, which is continued for FY 2013 and for this FY 2013-2018 Update. The City Council redirected the City's task orientation from the previous Plan, which contained numerous unrelated action items, to identification of desired policies linked by purpose. The Council determined it was appropriate to state its VISION through POLICY STATEMENTS, to outline associated OBJECTIVE STATEMENTS, and then to charge Management with the responsibility for developing a GOAL ACHIEVEMENT PLAN for each prioritized element. During each of the five years of the 2013-2018 planning period, this template will be used for annual updates of Belton's Strategic Plan.

The information which follows summarizes the FY 2013-2018 Strategic Plan Definitions and Process.

City of Belton, Texas
Strategic Plan Definitions and Process
2013-2018

Mission Statement: The Mission of the City of Belton is to maintain and enhance the quality of life for our citizens through visionary leadership combined with fiscal responsibility.

Vision Statement: The City’s Vision Statement is comprised of a series of six (6) Policy Statements that, when taken together, indicate how Belton City government will function when fully successful.

Policy Statements: The City’s six (6) Policy Statements, A-F, were crafted by the City Council during a retreat in 2010 to reflect how the Council wishes to see the City operate. The policy statements were reconfirmed in conjunction with the Strategic Plan Update for FY 2013.

Policy A	The City of Belton provides effective and efficient City Government for its Citizens
Policy B	The City of Belton follows prudent growth management practices
Policy C	The City of Belton seeks to protect and improve our quality of life
Policy D	The City of Belton maintains an active role in economic development
Policy E	The City of Belton maintains an effective level of readiness to anticipate and respond to diverse public safety needs
Policy F	The City of Belton provides quality delivery of essential services

Objectives: Objectives derive from each Policy, and reinforce what the Council identified as needed to achieve the stated Policy. Objective A-1, for example, relates to Policy A.

In 2010, 54 Objectives were developed by the Council. In 2012, one objective was added for a total 55. In 2013, the City maintained 55 objectives. Each objective was then rated High, Medium, or Low regarding its importance and each HIGH-ranked Objective was then rated either:

H-OK: High, but presently being done satisfactorily; no immediate additional action needed.

H-N: High, and presently needs more emphasis and immediate action is needed.

YEAR: Priority Year; 1 means 2013.

Listed on the next six (6) pages, in their entirety, are Council determined Policy Statements A-F, with associated Objectives. The priority rankings established by the Council in the Summer of 2012 are also indicated.

STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2013 RANKING

A. The City of Belton provides effective and efficient City Government for its Citizens

	RANK	YEAR
<u>Management</u>		
1. Conducts annual Strategic Planning updates.	H-OK	1
2. Provides appropriate education and training for members of Council, Boards and Commissions, and Staff.	H-N	1
3. Maximizes City, County, State and National resources, to include grants/federal funds as appropriate.	H-OK	1
4. Practices sound fiscal management principles and runs financially efficient operations.	H-OK	
5. Creates and follows sound management practices in leadership succession and manpower planning.	M-OK	
6. Maintains, implements and regularly updates master plans including technology, utility, land use, economic development, thoroughfare, library, parks, drainage, finance and annexation in order to prepare for future service delivery.	H-N	1
7. Delivers municipal services with a customer oriented, well trained and properly compensated staff.	H-N	1
<u>Communications</u>		
8. Provides effective means for handling critical issues and citizen concerns.	H-N	1
9. Encourages elected and appointed officials and staff to communicate and cooperate in the community's best interest.	H-N	1
10. Promotes Belton's assets to Citizens, Visitors, and Clients in a variety of communication formats.	M-N	
11. Practices open government with community involvement, making government accessible to all citizens.	H-OK	
<u>Leadership</u>		
12. Identifies strategic partnerships to expand available services to our citizens.	H-OK	
13. Practices good energy conservation and encourages citizens to follow.	M-N	
14. Applies new and emerging technologies where appropriate to improve services and reduce costs.	H-N	1

STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2013 RANKING

B. The City of Belton Follows Prudent Growth Management Practices

	RANK	YEAR
<u>Land Use/Infrastructure</u>		
1. Creates, maintains and follows a comprehensive land use plan.	H-OK	1
2. Facilitates quality mixed use development while maintaining Belton's unique character.	H-OK	1
3. Develops and implements orderly future annexation planning.	H-N	1
4. Considers emerging technology for infrastructure construction.	H-OK	
<u>Service/Management</u>		
5. Actively implements thoroughfare planning and traffic management.	H-N	1
6. Develops policies to encourage tax base diversity.	H-OK	
7. Considers rapidly changing demographics in future planning.	M-N	
8. Establishes and meets essential environmental goals.	H-N	1
9. Enhances partnerships for regional growth and sustainable development.	H-OK	
10. Balances service and infrastructure expansion and maintenance with available revenues.	H-N	1

STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2013 RANKING

C. The City of Belton Seeks to Protect and improve our Quality of Life.

The City of Belton views Quality of Life as . . . the beauty, safety, livability, sustainability, natural environment, natural resources, historic preservation, recreation, entertainment connection to heritage, cultural development, premier education, friendly neighborhoods, and quality development character, among other factors.

	RANK	YEAR
1. Measures and reviews how well government initiated actions impact quality of life.	H-OK	
2. Seeks to create an atmosphere that will both attract and retain citizens resulting in a friendly, healthy, and vibrant community.	H-OK	
3. Promotes a culture which provides young adults with health and wellness opportunities through recreational programming.	H-N	1
4. Maintains and enforces appropriate building codes in order to assist in beautifying both public and private property.	H-OK	
5. Implements an historic and neighborhood preservation plan with an emphasis on Belton's unique heritage.	H-OK	1
6. Provides and distributes adequate Leisure Services to address the diverse needs of our citizens.	H-OK	1
7. Ensures cultural opportunities exist for all citizens.	M	
8. Seeks to enhance the quality of life for our citizens through strategic partnerships with regional entities.	H-OK	

STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2013 RANKING

D. The City of Belton Maintains an Active Role in Economic Development

	RANK	YEAR
1. Supports implementation of the economic development strategic plan.	H-OK	
2. Works in partnership with local and regional entities to expand and maximize both retail and commercial economic development in Belton.	H-N	1
3. Fosters the development of financial resources to facilitate new business investment.	M-OK	
4. Investigates opportunities to maintain and improve a skilled labor force, with emphasis on young talent.	H-OK	
5. Works in partnership with area educational institutions to enhance training and employment opportunities within Belton.	M-OK	
6. Regularly evaluates the effectiveness of the City's economic development efforts.	H-OK	1
7. Plans for adequate infrastructure to meet the needs of future economic development prospects.	H-OK	1
8. Develops and implements quantifiable thresholds for city participation in private development projects.	H-N	1

STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2013 RANKING

E. The City of Belton Maintains an Effective Level of Readiness to Anticipate and Respond to Diverse Public Safety Needs

	RANK	YEAR
1. Reviews staffing, equipment, training, and facilities on an annual basis and addresses deficiencies.	H-N	1
2. Reviews new public safety technology to evaluate potential benefits.	H-N	1
3. Develops and implements public safety initiatives to promote outreach and prevention programs for citizens.	M	1
4. Utilizes area and regional public safety agencies, private providers, and hospitals to ensure delivery of exemplary public safety services.	H-OK	
5. Implements/updates public safety master plans.	H-N	1
6. Conducts regular threat assessments to measure disaster preparedness.	H-N	1

STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2013 RANKING

F. The City of Belton Provides Quality Delivery of Essential Services

	RANK	YEAR
1. Maintains, implements and regularly updates master plans including technology, utilities, land use, economic development, thoroughfare, library, parks, storm drainage, annexation and finance in order to prepare for future service delivery.	H-OK	1
2. Partners with agencies and service providers to enhance service delivery and assures cost effectiveness for our citizens.	H-N	1
3. The City of Belton provides:		
1) Adequate, dependable water supply and delivery infrastructure	H-N	1
2) Dependable and cost effective wastewater infrastructure and service	H-N	1
3) On-going maintenance of city streets and planning for future growth	H-N	1
4) Waste collection services and recycling	H-N	1
5) Adequate storm drainage infrastructure	M	
6) Pedestrian and bike routes	H-N	1
7) Comprehensive and state of the art information technology services.	H-N	1

Below are the twenty-four (24) H-N priority- ranked Objectives, as identified by City Council, and assigned Coordinators for FY 2013.

POLICY REF	OBJECTIVE	COORDINATOR
A-2	Provides appropriate education and training for member of Council, Boards and Commissions, and Staff.	City Clerk
A-6	Maintains, implements and regularly updates master plans including utility, land use, economic development, thoroughfare, library, parks, drainage, finance and annexation in order to prepare for future service delivery.	Planning Director
A-7	Delivers municipal services with a customer oriented, well trained & properly compensated staff.	Asst. City Manager
A-8	Provides effective means for handling critical issues and citizen concerns.	Asst. City Manager
A-9	Encourages elected and appointed officials and staff to communicate and cooperate in the community's best interest.	City Manager
A-14	Applies new and emerging technologies where appropriate to improve services and reduce costs.	IT Director
B-3	Develops and implements orderly future annexation planning.	Planning Director
B-5	Actively implements thoroughfare planning and traffic management.	Planning Director
B-8	Establishes and meets essential environmental goals.	City Manager
B-10	Balances service and infrastructure expansion and maintenance with available revenues.	Asst. City Manager
C-3	Promotes a culture which provides young adults with health and wellness opportunities through recreational programming.	Rec & Events Dir.
D-2	Works in partnership with local and regional entities to expand and maximize both retail and commercial economic development in Belton.	City Manager BEDC Exec. Dir. Chamber Pres/CEO
D-8	Develops and implements quantifiable thresholds for city participation in private development projects.	City Manager
E-1	Reviews staffing, equipment, training, and facilities on an annual basis and addresses deficiencies.	Police/Fire Chiefs Public Works Dir.
E-2	Reviews new public safety technology to evaluate potential benefits.	(See E-1)
E-5	Implements/updates public safety master plans.	Police/Fire Chiefs Public Works Dir.
E-6	Conducts regular threat assessments to measure disaster preparedness.	Police/Fire Chiefs Public Works Dir.
F-2	Partners with agencies and service providers to enhance service delivery and assures cost effectiveness for our citizens.	City Manager
F-3 F-3-1 F-3-2 F-3-3 F-3-4 F-3-6 F-3-7	The City of Belton provides: Adequate, dependable water supply/delivery infrastructure Dependable and cost effective wastewater infrastructure and service On-going maintenance of city streets & planning for future growth Waste collection services and recycling Pedestrian and bike routes Information Technology Master Plan	Public Works Dir. Public Works Dir. Public Works Dir. Asst. City Manager Planning Director IT Director (See A-14)

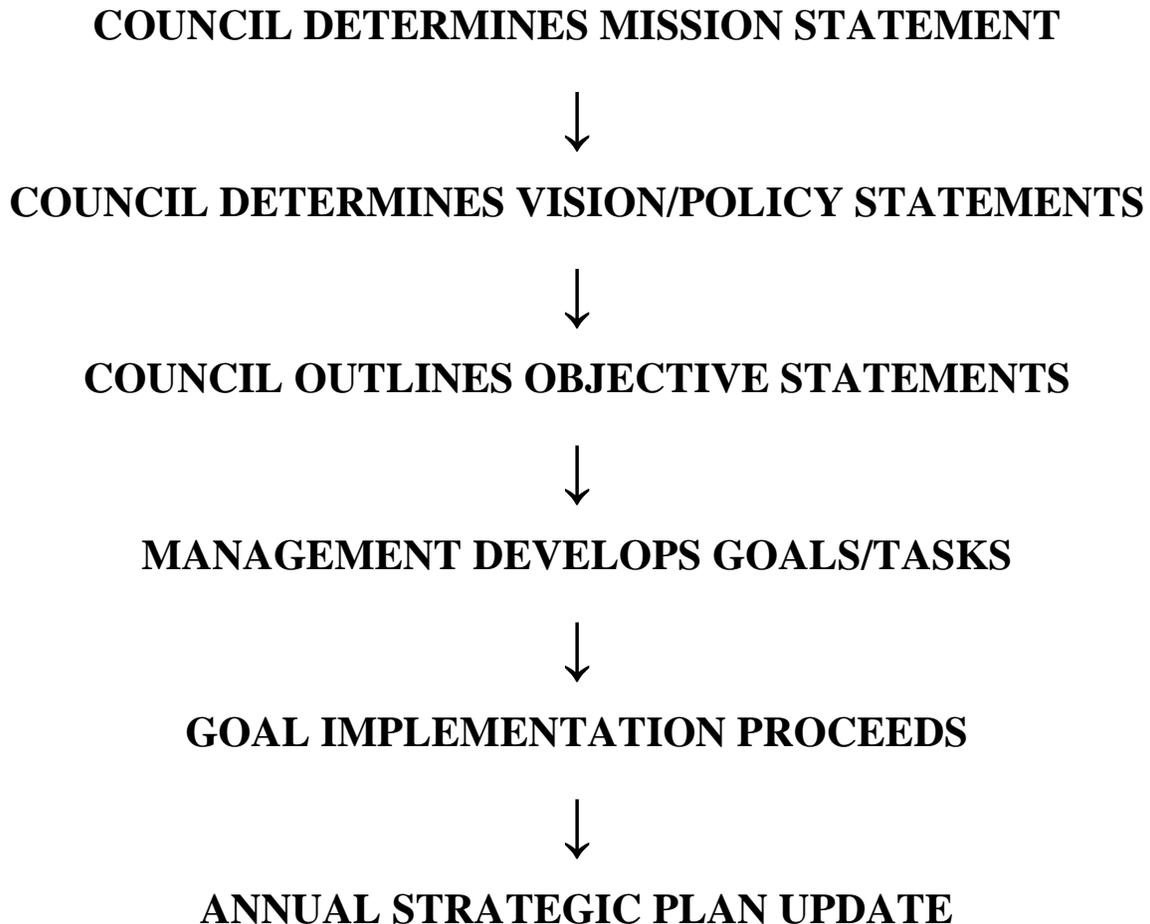
The twenty-four (24) H-N priority-ranked objectives were then given to Management to develop Goals which would move an H-N ranked Objective to the H-OK ranking during the next planning horizon.

Goals Statements: City Staff crafted Goals Statements for the H-N ranked Objectives. Staff also outlined Barriers to goal achievement, Strategies to overcome/remove barriers, and Tasks to achieve stated Goals.

Tasks: For each Task, staff identified a time line for implementation, resources and costs for implementation, and likely funding sources to achieve Goal.

Strategic Plan 2013-2018: Finally, Council reviewed and approved the Staff identified Goals and the target schedules and funding for H-N ranked Objectives, as comprising its Strategic Plan focus for the upcoming year, FY 2013.

This process occurs annually to ensure that these elements are coordinated for implementation:



**City of Belton
Strategic Plan Elements - Five Year Implementation Plan**

Multi-Year Cost Projection	Actual FY 2011	Actual FY 2012	Proposed FY 2013	Estimated FY 2014	Estimated FY 2015
Strategic Plan Element					
A. Effective and Efficient City Government					
1 Strategic Plan updates	\$ 5,000	\$ 5,250	\$ 5,500	\$ 5,500	\$ 5,750
2 Education & training for Council/staff/boards	\$ 148,567	\$ 164,240	\$ 192,108	\$ 201,713	\$ 211,799
		\$ 2,500		FCL	FCL
3 Maximizes resources, grants	\$ 215,415	\$ 191,377	\$ 79,120	\$ 218,669	\$ 218,669
4 Fiscal management	\$ 293,528	\$ 286,373	\$ 292,601	\$ 300,692	\$ 315,726
5 Leadership and manpower planning		\$ 7,438	FCL	FCL	FCL
6 Implements & updates master plans	\$ 42,562	FCL	FCL	FCL	FCL
7 Service delivery	\$ 32,600	\$ 28,520	\$ 28,520	\$ 29,946	\$ 31,443
8 Critical issues & citizen concerns		FCL	\$ 3,000	FCL	FCL
9 Elected officials/staff communications	\$ 7,608	\$ 12,000	FCL	FCL	FCL
10 Promote Belton using variety of formats	\$ 160,854	\$ 161,985	\$ 168,025	\$ 176,426	\$ 185,248
11 Open government, community involvement					
12 Strategic partnerships	\$ 78,379	\$ 67,000	FCL	FCL	FCL
13 Good energy conservation					
14 Applies new & emerging technology	\$ 55,149	\$ 66,825	\$ 64,657	FCL	FCL
B. Prudent Growth Management					
1 Comprehensive land use plan		FCL	FCL	FCL	FCL
2 Mixed use development, retain character	\$ 10,000	\$ 15,000	\$ 10,000	FCL	FCL
3 Annexation planning		FCL	\$ 5,000	FCL	FCL
4 Technology in construction		FCL	\$ 75,000	FCL	FCL
5 Thoroughfare planning/traffic management		\$ 20,500	\$ 10,000	FCL	FCL
6 Tax base diversity		FCL	FCL	FCL	FCL
7 Changing demographics		FCL	FCL	FCL	FCL
8 Essential environmental goals		FCL	FCL	FCL	FCL
9 Partnerships for regional growth		FCL	FCL	FCL	FCL
10 Balance service expansion with revenues			\$ 15,000	\$ 5,000	\$ 5,500
C. Quality of Life					
1 Government impact on quality of life		FCL	FCL	FCL	FCL
2 Attract & retain citizens		FCL	FCL	FCL	FCL
3 Attract & retain youth/young adults		\$ 47,762	FCL	FCL	FCL
4 Appropriate building codes	\$ 255,897	\$ 183,718	\$ 190,691	\$ 192,904	\$ 202,549
5 Historic neighborhood preservation	\$ 52,500	\$ 51,250	\$ 52,500	\$ 55,000	
6 Adequate leisure services	\$ 37,021	\$ 15,500	\$ 20,000	FCL	FCL
7 Cultural opportunities for all citizens	\$ 1,046,353	\$ 1,039,004	\$ 1,080,406	\$ 1,090,954	\$ 1,145,502
8 Strategic partnerships for quality of life		FCL	FCL	FCL	FCL
D. Economic Development					
1 Economic development strategic plan		FCL	FCL	FCL	FCL
2 Partnerships for economic development	\$ 15,200	\$ 16,825	\$ 17,200	\$ 18,060	\$ 18,963
3 Facilitate new business investment	\$ 21,000	\$ 1,506,000	\$ 1,526,000	\$ 451,000	\$ 209,000
4 Skilled labor force		FCL	FCL	FCL	FCL
5 Enhance training and employment		FCL	FCL	FCL	FCL
6 Evaluate ED efforts		\$ 44,211	FCL	FCL	FCL
7 Future infrastructure needs	\$ 929,328	\$ 150,000	\$ 150,000	FCL	FCL
8 City participation thresholds		FCL	FCL	FCL	FCL
E. Public Safety					
1 Staffing, training, equipment & facilities	\$ 25,000	\$ 87,818	\$ 285,697	FCL	FCL
2 Public safety technology	\$ 662,997	\$ 57,003	FCL	FCL	FCL
3 Public safety initiatives & outreach	\$ 500	\$ 2,396	\$ 2,900	\$ 3,045	\$ 3,197
4 Public safety partnerships	\$ 196,330	\$ 183,520	\$ 216,072	\$ 226,876	\$ 238,219
5 Public safety master plan	\$ 45,000	\$ 35,000	\$ 8,500	FCL	FCL
6 Threat assessment	\$ 26,631	\$ 31,331	\$ 31,331	\$ 31,331	\$ 31,331
F. Delivery of Essential Services					
1 Master plans			FCL	FCL	FCL
2 Partnerships			FCL	FCL	FCL
3 Service delivery and infrastructure	\$ 3,284,267	\$ 1,929,104	\$ 291,353	FCL	FCL
	\$ 7,647,686	\$ 6,409,450	\$ 4,821,181	\$ 3,007,116	\$ 2,822,897
Strategic Plan Funding	\$ 170,941	\$ 109,750	\$ 33,500	\$ 10,500	\$ 11,250
CIP-Capital Improvements Program	\$ 4,047,042	\$ 2,200,343	\$ 451,010	FCL	FCL
Imbedded in Operating Budgets	\$ 3,429,703	\$ 4,099,357	\$ 4,336,671	\$ 2,996,616	\$ 2,811,647

Cost imbedded in operating budgets Blank - No direct cost; in-house effort
 CIP - Capital Improvements Program FCL - Future Costs Likely
 Strategic Plan line item
 Identified by City Council as High Priority & Needing Action

City of Belton
Strategic Plan Summary
Elements Recommended in FY 2013

STRATEGIC PLAN GOAL		FUNDING	ITEM
A1	Strategic Plan Updates	\$5,500	Strategic Plan update.
A2	Education & Training	\$192,108	Dues and training budgets in all funds/departments.
A3	Maximizes Resources	\$79,120	Grants for all operating funds.
A4	Fiscal Management	\$292,601	Finance operating budget.
A7	Service Delivery	\$6,600	Online software training, customer online access.
A7	Staff Compensation	\$26,000	Employee benefits consultant.
A8	Customer Concerns	\$3,000	Customer service training
A10	Promote Belton	\$18,025	Website update and fees, GIS hosting.
A10	Promote Belton	\$150,000	Funding for CVB.
A14	New Technology	\$64,657	Technology system upgrades.
B2	Retain Belton's Character	\$10,000	Design standards review.
B3	Future Annexation Planning	\$5,000	Annexation study, surveys.
B4	Technology in Construction	\$75,000	Automated water meter read pilot project.
B5	Thoroughfare Planning	\$10,000	Thoroughfare Plan update.
B10	Balance Expansion & Revenue	\$15,000	Water & sewer rate study.
C4	Appropriate Building Codes	\$190,691	Inspection department operating budget.
C5	Historic Neighborhood	\$52,500	Facade Improvement Grants & H/M funding
C6	Adequate Leisure Services	\$20,000	Library improvements.
C7	Cultural Opportunities	\$1,080,406	Library & Parks operating budgets.
D2	Partnerships for ED	\$17,200	BEDC partnership dues.
D3	Facilitate Business Investment	\$1,526,000	BEDC incentives to businesses.
D7	ED Infrastructure	\$150,000	Business Park improvements.
E1	Public Safety Staffing	\$186,975	Civil Service pay increases.
E1	Public Safety Staffing	\$98,722	Additional Police SRO Officer and new Warrant Officer.
E3	Public Safety Initiatives	\$2,900	Citizens' Police Academies, Fire Safety outreach.
E4	Public Safety Partnerships	\$216,072	Annual funding for Bell County Comm. Center.
E5	Public Safety Plans	\$8,500	Fire department accreditation program.
E6	Threat Assessment	\$31,331	Emergency management grant.
F3	Service Infrastructure	\$291,353	Bond and capital infrastructure projects.
TOTAL		\$4,825,261	Total strategic plan elements funded for FY 2013

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. A-2**

Policy A	The City of Belton provides effective and efficient City Government for its citizens.
Objective A-2	Provides appropriate education and training for members of City Council, Boards, Commissions, and Staff.
Goal	Create a complete list of needed Orientation Plans and Training Plans. Identify the person with lead responsibility for completing each Plan, obtain approval, fund, and implement.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: City Clerk

Assisted By: Departments

Barriers to Goal Achievement:

- Assembling education/training information for variety of needs
- Keeping information up to date
- Securing Manager, Council approval and funding
- Lack of awareness of training needs for staff
- Workloads/staffing issues make training difficult to schedule

Strategies to Overcome or Remove Barriers:

- Breaking down tasks into manageable elements
- Commitment by Management, Boards, Council to train for effective service delivery
- Management Team Training
- Take advantage of low/no cost training opportunities, including area/regional training
- Train the trainer, then conduct training in-house

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Recommendations secured for Orientation/Training Plans for City Council, Boards, and Commissions	Completed	N/A	N/A
Recommendations secured for Orientation & Training Plans for Staff	Completed	N/A	N/A
Plans identified along with staff members with lead responsibility for each plan	Completed	N/A	N/A
Obtain preliminary Manager, Council approval of identified Orientation/Training Plans	November 2012	N/A	N/A
Develop Orientation /Training Plans	March 2013	N/A	N/A
Prepare implementation schedule and obtain approval from Manager	April 2013	TBD	TBD
Begin implementation	April 2013	TBD	TBD
Develop process to keep plans up to date and secure approval	2013	TBD	TBD

Notes: _____

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. A-6**

Policy A	The City of Belton provides effective and efficient City Government for its citizens.
Objective A-6	Maintains, implements, and regularly updates Master Plans including technology, utility, land use, economic development, thoroughfare, library, parks, drainage, finance and annexation in order to prepare for future service delivery.
Goal	Create a complete list of existing Master Plans and required new Master Plans. Identify the person with lead responsibility, obtain approval, fund, and implement each Master Plan.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Planning Director

Assisted By: Departments

Barriers to Achievement:

- Numerous Plans developed at different times
- Lack of integration among City plans and lack of coordination with area and regional plans
- Need funding for Plan development, update, and implementation, including staff as needed

Strategies to Overcome or Remove Barriers:

- Identify status of each plan in detail including cost estimates and proposed timing for action
- Seek Council approval on a plan by plan basis
- Identify prioritized Plan needs and proceed to implement

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Collect recommendations for all existing Master Plans to be included in the total program	December 2012	N/A	N/A
Initiate a call across Staff/Council for any new plans to be included	December 2012	N/A	N/A
Summarize for each Master Plan whether it is complete, up to date, or needs to be prepared, and who will be responsible for any required action	February 2013	N/A	N/A
Obtain preliminary Manager, Council approval	March 2013	N/A	N/A
Prepare a list of Master Plans, cost and staffing to meet desired plan qualifications, and schedule to complete	May 2013	TBD	TBD
Obtain City Council approval of list and identify funding to implement	June 2013	TBD	TBD
Create a central data location where all plans are available – in print and digitally – with their status identified	June 2013	TBD	TBD
Develop a schedule for review/update of Plans	September 2013	TBD	TBD

Notes:

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. A-7**

Policy A	The City of Belton provides effective and efficient City Government for its citizens.
Objective A-7	Delivers municipal services with a customer oriented, well trained and properly compensated staff.
Goal	Create a plan for a customer service oriented workforce that is well trained and properly compensated.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Assistant City Manager

Assisted By: Departments

Barriers to Achievement:

- Variety of personnel, City services, customer service needs – challenging to craft a single response to Goal
- Variety of job training needs, specific to each department – requires coordination
- Dealing with difficult, irate customers
- Limited staffing causes coverage problems when staff attends training
- Compensation Plan is much more than pay, but pay often used as principal benchmark

Strategies to Overcome or Remove Barriers:

- Provide customer service training, including strategies to handle difficult and irate customers
- Ensure that all staff receives job training on an on-going basis, so they are prepared to provide knowledgeable and excellent service
- Conduct manpower and benefit review

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Reinforce practice with department heads and supervisors to hire positive people at each level of organization	Continuously	N/A	N/A
Develop and implement customer service code	2013	TBD	GF & WS
Conduct customer service training	2013 and regularly	\$3,000 (included in FY 2013 budget))	GF & WS
Conduct regular department meetings to brainstorm, prioritize and team-build	Regularly	Staff time	N/A
Utilize on-line training opportunities	Regularly	Nominal	GF & WS
Utilize Incode computer application training subscription; make all departments aware of capabilities	Regularly	\$2,800 annually (included in FY 2013 budget)	GF & WS
Review employee benefits programs annually to provide attractive and competitive benefits in order to retain existing employees and attract highly qualified candidates.	2013	\$26,000 annually for consulting (included in FY 2013 budget)	GF & WS

Notes: Relates to A-6, Develop a Policy to Address Customer Service Needs.

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. A-8**

Policy A	The City of Belton provides effective and efficient City Government for its citizens.
Objective A-8	Provides effective means for handling critical issues and citizen concerns.
Goal	Develop a policy and an associated process to address customer service needs.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Assistant City Manager

Assisted By: Department Heads

Barriers to Goal Achievement:

- No unified complaint/request process; no designated “point person” to address issues
- Public unaware of complaint/request process
- Physical separation of departments/services
- Existing staffing and workload
- Lack of understanding about department functions

Strategies to Overcome or Remove Barriers:

- Hire Public Information Officer and organize response
- Use full capacity of existing Citizen Request Tracker (CRT) on City website
- Train employees about City functions and the process for citizens to address issues
- Enhance use of website to communicate policy & procedure with citizens

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Hire Public Information Officer (PIO)	October 2013	TBD	GF
Develop and implement customer service code	Spring 2013	TBD	GF & WS
Develop decision tree/chart to facilitate resolution of citizen issues	Spring 2013	Existing Staff N/A	N/A
Expand CRT to more citizen issues, not just those submitted on-line	Spring 2013	Existing Staff N/A	N/A
Train and educate employees to manage and correctly route citizen issues and requests to resolution	Regularly	N/A	N/A
Outline resulting customer service policy that flexibly responds to needed adjustments	Summer 2013	Existing Staff N/A	N/A
Utilize customer and citizen surveys to provide opportunities for feedback and service improvement.	Ongoing	Nominal – Use existing utility billing inserts and web based solutions.	GF & WS

Notes: Relates to A-7, Create a Plan for a Customer Service Oriented Work Force

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. A-9**

Policy A	The City of Belton provides effective and efficient City Government for its citizens.
Objective A-9	Encourages elected and appointed officials and staff to communicate and cooperate in the community’s best interest.
Goal	Develop and implement practices that facilitate dialogue and communication – elected/appointed; elected/staff; staff/appointed.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: City Manager

Assisted By: Council/Boards & Commissions

Barriers to Goal Achievement:

- Roles of parties discourage discussion – Council as policy makers, Boards as advisors, Management/Staff as implementers
- Council appoints Boards without regular communication about policy, direction, goals
- Irregular meetings of most Boards
- Volunteer Council/Boards and limited time availability

Strategies to Overcome or Remove Barriers:

- Seek improved ways to communicate, recognizing roles are distinct, formal, and separate
- Involve Department Heads in goal setting sessions with Council
- Conduct regular Department Head briefings – among Staff and with Council
- Find ways to “feed back” Council decisions to effected Boards
- Work with Member schedules

<u>Tasks to Achieve Goal</u>	<u>Timeline/Implementation</u>	<u>Cost</u>	<u>Funding Source</u>
Distribute City Manager FYI Newsletter to major Boards	Boards Added	N/A	N/A
Mayor/City Mgr. to interview Board members at end of service for input on enhancing communication	Begin 2013	N/A	N/A
Schedule Department Head meetings, team building, quarterly	Underway	N/A	N/A
Conduct joint workshops between Council and major Boards/Commissions – P&ZC, Parks, BEDC, etc.	Semi-Annually; 2013	N/A	N/A
Develop/maintain list of topics and conduct quarterly Council worksessions including Department Heads	2013	N/A	N/A
Include Department Heads in Strategic Plan Sessions with Council	Annually	N/A	N/A
Implement after action reports following Council meetings to relay decisions to appropriate Boards/Commissions	Underway to P&ZC	N/A	N/A

Notes: Relates to Goal A-2, Orientation and Training Plans for Council, Boards, Commissions, Staff.

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. A-14**

Policy A	The City of Belton provides effective and efficient City Government for its citizens.
Objective A-14	Applies new and emerging technologies where appropriate to improve services and reduce costs.
Goal	Develop Technology Master Plan and implementation schedule.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: IT Director

Assisted By: Department Heads

Barriers to Goal Achievement:

- Cost for technology enhancements in hardware, software
- Short life for technology hardware, software
- Equipment integration across departments
- Lack of times, resources for training

Strategies to Overcome or Remove Barriers:

- Develop a plan for technology improvements and phase implementation
- Investigate cloud solutions minimizing capital expenditures
- Identify/provide needed training
- Work with department heads to schedule training for personnel

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Develop Technology Plan, outline phased implementation schedule, and update Plan	2013 and annually	TBD	All Funds
Explore solutions with long term and flexible life	Annually	TB D	All Funds
Provide funding, time for training	Annually	TB D	All Funds

Notes: _____.

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. B-3**

Policy B	The City of Belton follows prudent growth management practices.
Objective B-3	Develops and implements orderly future annexation planning.
Goal	Prepare a multi-year annexation study.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Planning Director

Assisted By: Department Heads

Barriers to Goal Achievement:

- Understanding Scope of private development plans in the ETJ (extra territorial jurisdiction)
- Existing water supply corporation constraints due to CCN (Certificates of Convenience and Necessity) boundaries
- Development Agreement requirements under state law
- Projection of municipal services expansion

Strategies to Overcome or Remove Barriers:

- Review of area ETJ development plans
- Analysis of area water CCN's and planned infrastructure extensions
- Assessment of logical growth management strategy and city limit expansion

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Map Belton and area ETJ's and prospective development	November 2013	N/A	N/A
Outline jurisdictional issues, such as water CCN's and expansion plans	December 2013	N/A	N/A
Develop phased annexation strategy based on growth expectations, especially south, along IH 35 and west	December 2013	N/A	N/A

Notes: _____

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. B-5**

Policy B	The City of Belton follows prudent growth management practices.
Objective B-5	Actively implements thoroughfare planning and traffic management.
Goal	Develop a process and schedule to address traffic problem areas and to update the Thoroughfare Plan.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Planning Director

Assisted By: Public Works Director

Barriers to Goal Achievement:

- Traffic bottlenecks need consultant analysis to determine solutions requiring time/money
- Thoroughfare Plan adopted in 2001 and update requires consultant assistance, including funding allocation
- Current planning activity level makes long range planning focus difficult

Strategies to Overcome or Remove Barriers:

- Identify critical traffic locations needing immediate attention through studies, Traffic Impact Analysis (TIA)
- Determine strategy for updating Thoroughfare Plan
- Assess role for consultants, staff, P&ZC, City Council, public, in plan update

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Perform TIA's for selected traffic bottlenecks	As needed	TBD	GF
Develop a schedule for involving staff, consultant, P&ZC, Council in Thoroughfare Plan update	Fall 2012	N/A	N/A
Secure consultant proposal for Thoroughfare Plan update using new ITE (Institute of Traffic Engineers) manual as guide for walking, biking considerations	Fall 2012	TBD	GF
Complete Thoroughfare Plan Update	Spring 2013	\$20,000	GF

Notes: Relates to F-3-4, Plan, Coordinate and Deliver a System of Pedestrian and Bike Routes for our Citizens.

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. B-8**

Policy B	The City of Belton follows prudent growth management practices.
Objective B-8	Establishes and meets essential environmental goals.
Goal	Develop a program for addressing environmental objectives.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: City Manager

Assisted By: _____

Barriers to Goal Achievement:

- Available revenue on an annual basis
- Competing interests in community

Strategies to Overcome or Remove Barriers:

- Identify a reasonable, realistic approach
- Take advantage of grant programs
- Recognize state/federal mandates

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Implement city-wide recycling program	2013	TBD (included in FY 2013 budget)	Sanitation Rates
Use SECO/ONCOR other grants for energy conservation	Continually	TBD	TBD
Implement sidewalk, Trail, requirements in TxDOT grant programs	Continually	TBD	TBD

Notes: _____

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. B-10**

Policy B	The City of Belton follows prudent growth management practices.
Objective B-10	Balances service and infrastructure expansion and maintenance with available revenues.
Goal	Create a plan for ongoing fiscal assessment of projects/programs, systematic infrastructure maintenance and regular Capital Improvement Programming (CIP).

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Assistant City Manager

Assisted By: Departments

Barriers to Goal Achievement:

- Lack of funding for projects
- Disconnect between project needs and implementation
- Ongoing Capital Improvement Program (CIP)
- Lack of systematic maintenance program for infrastructure

Strategies to Overcome or Remove Barriers:

- Rely on bond issues for major funding when possible
- Develop fiscal impact analysis for all projects, services and programs
- Develop policy to discourage ‘leap frog’ development, encouraging infill and use of existing infrastructure for most economical development
- Review all rates for services
- Develop CIP – long range and multi-year
- Assess maintenance software program for operations

Tasks to Achieve Goal	Timeline/Implementation	Cost	Funding Source
Fiscal impact component added for use in all Council agenda items	Complete. Utilization is ongoing.	N/A	N/A
Review and update rates for all City services annually	Annually	N/A	N/A
Develop a multi-year, ongoing CIP, a schedule for implementation, funding options, and update annually	Fall 2012	N/A	N/A
Develop a framework for systematic equipment maintenance program for each component of municipal operations, to provide realistic schedules and budgets for Council review annually	2013	N/A	N/A

Notes: Relates to D-8, Implementation of Thresholds for City Participation in Projects.
Relates to F-3-1, Maintenance of City Streets.

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. C-3**

Policy C	The City of Belton seeks to protect and improve our Quality of Life.
Objective C-3	Promotes a culture which provides young adults with health and wellness opportunities through recreational programming.
Goal	Provide diverse, high quality parks and recreation facilities and opportunities, and communicate these to the public.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Recreation & Events Dir.

Assisted By: Library Director

Barriers to Achievement:

- Education of, and communication with, citizens – particularly youth, young adults
- Funding to develop and maintain new and unique facilities and programming
- Lack of resources and personnel

Strategies to Overcome or Remove Barriers:

- Implement the Parks and Recreation Strategic Master Plan and Library Master Plan
- Maintain Recreation Guide up to date
- Utilize City’s website and other means for distribution of recreational programming, special events and other activities in the City
- Develop partnerships with other entities providing recreational programming, and businesses interested in event sponsorships – BISD, BCYC, UMHB, etc.

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Actively keep youth and young adults involved in progress and decision-making, including UMHB students, YAC, Young Professionals	Continuously	\$0	N/A
Seek sources of programming including partnerships that leverage local resources	Continuously	\$0	N/A
Assess options for development of new park features and grant opportunities.	2013	TBD	GF/Contributions
Enhance public awareness for the Nolan Creek Recreational Improvement Project and begin Phase I improvements	2013/2014	\$100,000	GF/Contributions
Implement Parks and Recreation Master Plan/Library Plan	Continuously	TBD	GF
Implement Adopt a Park Program	Continuously	Sign Cost	GF
Develop and implement a social media plan to inform citizens of leisure services, including Nolan Creek Recreational Improvement Project	2013	\$0	N/A

Notes: Relates to C-6, Define Citizen Leisure Needs, Available Services, and Determine City’s Roles and Responsibilities.

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. D-2**

Policy D	The City of Belton maintains an active role in Economic Development.
Objective D-2	Works in partnership with local and regional entities to expand and maximize both retail and commercial economic development in Belton.
Goal	Explore opportunities identified by Catalyst.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: City Manager

Assisted By: BEDC Exec. Dir./Chamber Pres/CEO

Barriers to Achievement:

- Current economic conditions nationally
- Awareness of Belton’s regional market
- Competition for limited retail investment

Strategies to Overcome or Remove Barriers:

- Communication with regional and national retailers
- Distribution of Catalyst analysis to retailers
- Identify Belton’s recent successes

Tasks to Achieve Goal	Timeline/Implementation	Cost	Funding Source
Refine retailer interest	2013	N/A	N/A
Market Belton to selected group identified by Catalyst	2013	Nominal	GF
Demonstrate expanding market – housing, regional market, CGI	2013	Nominal	GF
Refresh to BEDC website to include a page to showcase new projects.	2012/2013	\$1080	BEDC
ACCRA Membership – capture cost of living index for Belton and compare to national average	2013	\$250	BEDC

Notes: _____

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. D-8**

Policy D	The City of Belton maintains an active role in Economic Development.
Objective D-8	Develops and implements quantifiable thresholds for City participation in private development projects.
Goal	Adopt a formula for City participation in private development projects.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: City Manager

Assisted By: Public Works Dir./Consult. Engineer

Barriers to Achievement:

- No ordinance exists that adequately identifies parameters for public/private participation
- The lack of a combined Comprehensive Infrastructure Plan (CIP)
- Existing budgets limit/reduce ability to participate in a large number of projects

Strategies to Overcome or Remove Barriers:

- Set parameters for public/private participation in private development projects
- Prepare a combined Comprehensive Infrastructure Plan (CIP)
- Develop multi-year budget for public/private participation in development projects

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Prepare a comprehensive infrastructure plan (CIP) and update annually	2012	\$10,000	WS
Develop estimates of costs for infrastructure projects	2012	\$3,000	WS
Develop budgets (dollars and schedules) for infrastructure projects	2012	\$3,000	WS
Design formula for participation in private projects including parameters, timing and instructions for use	2012	\$7,500	WS

Notes:

All Barriers are Removable; All Strategies are Attainable; All Tasks are Reasonable; All Timelines can be Compressed – if so directed.

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. E-1**

Policy E	The City of Belton maintains an effective level of readiness to anticipate and respond to diverse public safety needs.
Objective E-1	Analyzes staffing, equipment, training and facilities on an annual basis to address deficiencies.
Goal	Conduct annual assessments of Police and Fire staffing, equipment, training and facility needs, and coordinate with Public Works.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Police & Fire Chiefs

Assisted By: Public Works Director

Barriers to Achievement:

- Limited budget funds for capital expenses
- Remaining competitive with other cities for recruitment and retention of personnel
- Fast-paced environment of ever-changing technological advances
- Perception that Belton is small town without major public safety challenges

Strategies to Overcome or Remove Barriers:

- Research trends in public safety for local application
- Educate the public about public safety challenges and calls for services
- Coordinate public safety and public works response, as well as outside agencies

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Assess coordination among Police, Fire, Public Works Departments and outside agencies	Continually	N/A	N/A
Implement Fire Department Strategic Plan	2013	TBD	GF
Adjust salaries for civil service personnel	2013	TBD	GF
Use internal committees in the Police and Fire Departments to review existing equipment to determine capabilities and develop replacement and equipment enhancement plans	Annually	Minimal	GF
Assess police and fire training records to insure all state mandated minimum requirements are met and develop a plan to address training deficiencies	Continually	Minimal	GF
Conduct Police Department space needs assessment	Underway Fall 2012	\$35,000	GF

Notes: Relates to Item 2-A, Provides Appropriate Education and Training for Members of City Council, Commissions, and Staff. Relates to Item E-5, Implements/Updates Public Safety Master Plans.

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. E-2**

Policy E	The City of Belton maintains an effective level of readiness to anticipate and respond to diverse public safety needs.
Objective E-2	Reviews new public safety technology to evaluate potential benefits .
Goal	Coordinate comprehensive review and develop recommendations.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Police/Fire Chiefs & Public Works Director **Assisted By:** _____

Barriers to Achievement:

- Multiple large departments with varying needs
- Smaller departments feel overwhelmed
- Available budget to meet equipment, staffing and facilities needs

Strategies to Overcome or Remove Barriers:

- Approaching department needs comprehensively
- Allocating resources to needs of smaller departments
- Looking realistically at annual and multi-year needs

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Organize a comprehensive assessment of new or additional technology by department	Fall 2012	N/A	N/A
Coordinate ranking of priority needs	Spring 2013	N/A	N/A
Submit recommendation to City Manager	May 2013	N/A	N/A

Notes: _____

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. E-5**

Policy E	The City of Belton maintains an effective level of readiness to anticipate and respond to diverse public safety needs.
Objective E-5	Implements/updates public safety Master Plans.
Goal	Continue implementation of Police Department Strategic Plan and Fire Department Strategic Plan.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Police & Fire Chiefs

Assisted By: Public Works Director

Barriers to Achievement:

- Availability of funds to support some ICMA plan objectives
- Availability of time/manpower to meet some ICMA plan objectives while still meeting service demands
- Civil service rules and requirements

Strategies to Overcome or Remove Barriers:

- City funds/grants for plan implementation
- Enhance department leadership and staff training
- Address civil service rules and requirements as needed

Tasks to Achieve Goal	Timeline/Implementation	Cost	Funding Source
Conduct police department building space needs assessment (see E-1)	Underway Fall 2012	\$35,000	GF
Assess implementation of PD building needs assessment	2013	TBD	GF
Implement Fire Department Strategic Plan	2013	TBD	GF

Notes: Relates to E-1, Analyze Staffing, Equipment, Training and Facilities on an Annual Basis to Address Deficiencies. Relates to E-6, Train and Plan for Emergency Conditions Affecting Municipal Operations.

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. E-6**

Policy E	The City of Belton maintains an effective level of readiness to anticipate and respond to diverse public safety needs.
Objective E-6	Conducts regular threat assessments to measure disaster preparedness.
Goal	Train and plan for emergency conditions affecting municipal operations.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Police & Fire Chiefs **Assisted By:** Public Works Director

Barriers to Achievement:

- Time constraints to plan/schedule exercises and schedule staff personnel
- Funds to support training exercises
- Staff and community compliancy, yet need for training
- Council availability

Strategies to Overcome or Remove Barriers:

- Commitment to dedicate time for preparedness exercises
- Commitment to dedicate resources
- Commitment of key staff/Council to secure state funded training

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Commit Management Team, Department Heads, and Council to minimum of 4 hours training, including emergency exercise	Annually	N/A	N/A
Conduct city-wide threat assessment for departments – Police, Fire, Public Works, others	Annually	N/A	N/A
Senior Leadership Team to participate in training to enhance readiness	Annually	Nominal	GF

Notes:

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. F-2**

Policy F	The City of Belton provides quality delivery of essential services.
Objective F-2	Partners with agencies and service providers to enhance service delivery and assures cost effectiveness for our citizens.
Goal	Achieve enhanced services through partnerships.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: City Manager

Assisted By: _____

Barriers to Achievement:

- Challenges of collaboration due to varying interests
- Agency, bureaucratic silos
- Uncertainties

Strategies to Overcome or Remove Barriers:

- Cooperation needed in light of revenue realities
- Overcome bureaucracy in service to our citizens
- Recognize Feds/State will not solve local issues

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Develop final plans for Temple/Belton wastewater plant expansion	2013	TBD	Utility Rates
Finalize agreement with TCEQ for Rockwool property acquisition and redevelopment by BEDC	2013	TBD	TBD
Initiate residential Recycling Program with Waste Management	2013	TBD	Sanitation Rates

Notes: _____

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. F-3-1**

Policy F	The City of Belton provides quality delivery of essential services.
Objective F-3-1	The City of Belton provides: Adequate, dependable water supply/delivery infrastructure.
Goal	Analyze water availability and distribution to meet Belton’s needs for the future.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Public Works Director

Assisted By: _____

Barriers to Goal Achievement:

- Complacency in current water availability
- Cost for additional water purchased now for future use
- Challenges of working with area Water Supply Corporations (WSC)

Strategies to Overcome or Remove Barriers:

- Recognize reality of growth projections and future water needs
- Acknowledge limited supplies make acquisition even more important
- Belton’s growth mandates communication/collaboration with WSC’s

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Conduct water master plan update	2013	\$41,000	W/S Fund Balance
Analyze area water supply corporations and their relationship to Belton’s growth	2013	Nominal	W/S Rates
Obtain additional water supplies	2013	TBD	W/S Rates

Notes:

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. F-3-2**

Policy F	The City of Belton provides quality delivery of essential services.
Objective F-3-2	The City of Belton provides: Dependable and cost effective wastewater infrastructure and service.
Goal	Plan, coordinate, and deliver a municipal wastewater collection system with expansion opportunities.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Public Works Director

Assisted By: _____

Barriers to Achievement:

- TBRSS plant capacity
- Aging water and wastewater system and line locations; water line breaks
- Sewer system bottlenecks need attention
- Future growth needs west and south without sewer collection system
- Lack of adequate land for plant expansion; new plant; TCEQ permitting standards

Strategies to Overcome or Remove Barriers:

- Expand TBRSS plant with Temple
- Budget - set aside dollars for replacement of aging water and wastewater lines
- Grants, CO Bonds, & TIRZ; developer contribution
- Continue planning for future Lampasas River Wastewater Plant

Tasks to Achieve Goal	Timeline/Implementation	Cost	Funding Source
Complete design and begin phased expansion of TBRSS Plant on FM 93	2013-2015	TBD	W/S Fund Balance/ W/S Bonds
Identify aging water and sewer facilities – mains, manholes, and lift stations – and develop replacement priorities	2013	Unknown	W/S Bonds
Adopt Fats, Oils and Grease (FOG) Ordinance	2013	\$0	N/A
Purchase land and obtain permit for Lampasas River Wastewater Site	2013	Unknown	W/S Bonds
Implement and enforce FOG Ordinance	2013	Nominal	Sewer Revenue

Notes: Relates to Item D-8 and development of a Comprehensive Infrastructure Plan (CHIP).

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. F-3-3**

Policy F	The City of Belton provides quality delivery of essential services.
Objective F-3-3	The City of Belton provides: Ongoing maintenance of City streets and planning for future growth.
Goal	Establish and implement program to maintain existing streets and expand transportation system.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Public Works Director

Assisted By: _____

Barriers to Achievement:

- Lack of available resources to fund projects
- Lack of right-of-way
- Identification of street maintenance priorities

Strategies to Overcome or Remove Barriers:

- TIRZ funds, General Fund Revenue, Drainage Funds, Bond Funds, Developer Contribution, TxDOT Funds
- Establish a street rating process and program
- Plan for future streets to relieve pressure on existing streets
- Acquisition of right-of-way by donation, purchase, or acquisition

Tasks to Achieve Goal	Timeline/Implementation	Cost	Funding Source
Develop and implement a street preventive maintenance (PM) program for existing streets	2013	Nominal	GF
Upgrade and replace inadequate existing streets	As needed	Varies	GO Bonds
Utilize TxDOT/City funds to replace Toll Bridge Road Bridge	2013	\$200,000	TIRZ
Prioritize street needs and obtain Council approval to fund future street needs following Thoroughfare Plan Update	2013	Varies	Combination of Funds
Seek funds for the 9 th Avenue Extension/ Overpass over Nolan Creek	2013-2015	\$3.225M balance	Federal/State/local funds

Notes: Relates to Item B-5, Actively Implements Thoroughfare Planning and Traffic Management.
Relates to Item D-8 and development of a comprehensive Capital Infrastructure Plan (CIP).

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. F-3-4**

Policy F	The City of Belton provides quality delivery of essential services.
Objective F-3-4	The City of Belton provides: Solid Waste Collection services.
Goal	Provide efficient, cost effective and conservation-minded residential solid waste collection for Belton citizens.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Assistant City Manager

Assisted By: Public Works Director

Barriers to Goal Achievement:

- Contracted service presents challenges for customers to understand and staff to manage
- Dissatisfaction with some recent aspects of service level
- Lack of current recycling opportunities
- Unsightly trash cans, bags, dumpsters and refuse

Strategies to Overcome or Remove Barriers:

- Enhanced privatized residential solid waste collection service through new contract
- Educate citizens on revised collection standards
- Consider solid waste alternatives, such as automated collection totes and recycling opportunities for City customers

Tasks to Achieve Goal	Timeline/ Implementation	Cost	Funding Source
Negotiated new contract for residential solid waste collection	2011-2013	N/A	Solid Waste Fees
Provide regular service information to customers through bill message inserts, website	Continuously	Nominal	Solid Waste Fees
Include opportunities for alternate services such as recycling, automated collection, and household hazardous waste	Recycling Pilot conducted in 2012	Nominal	Solid Waste Fees
Receive report on recycling pilot and determine implementation schedule if appropriate	2013	TBD	Solid Waste Fees

Notes:

**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES
GOAL ACHIEVEMENT PLAN
No. F-3-6**

Policy F	The City of Belton provides quality delivery of essential services.
Objective F-3-6	The City of Belton provides: Pedestrian and Bike Routes.
Goal	Plan, coordinate, and deliver a system of pedestrian and bike routes for our citizens.

Year Identified/Revised: 2013

Priority: High X Med ___ Low ___

Team Leader/Coordinator: Planning Director

Assisted By: Public Works Director

Barriers to Goal Achievement:

- Pedestrian/bike trails add cost to projects
- Road widening may present ROW challenges, costs
- Construction and long term maintenance costs
- Developers tend to save creek/river edge for lot owners instead of public – once included in lots, typically lost from public domain

Strategies to Overcome or Remove Barriers:

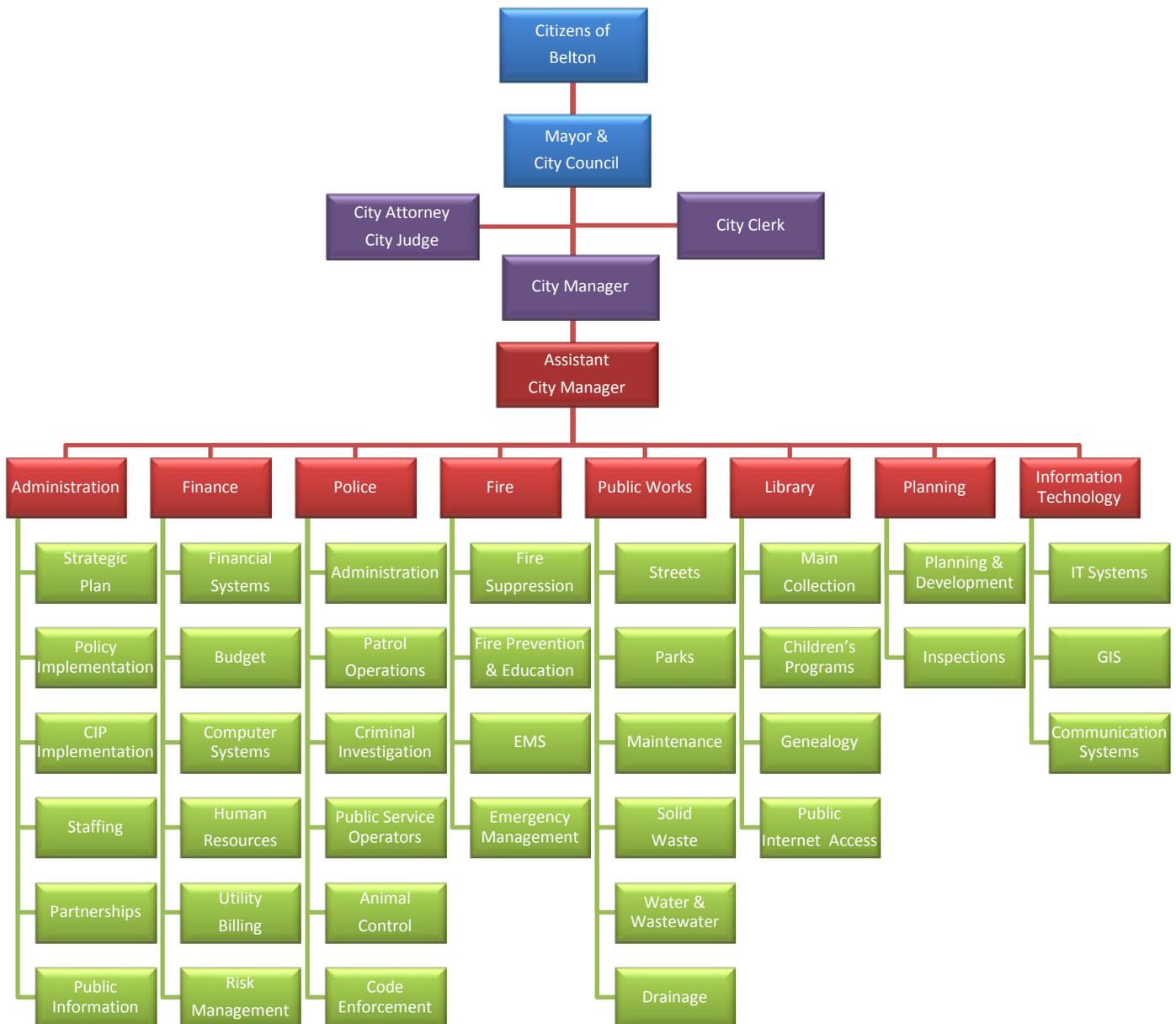
- Awareness of opportunities to plan bike/trail extensions
- Update subdivision regulations/design standards
- Plan for total project costs
- Educate public about importance of open space

Tasks to Achieve Goal	Timeline/Implementation	Cost	Funding Source
Evaluate each public works project – street widening, new street, stormwater line, utility easement, etc. – as it relates to trail/bike lanes, and use new ITE (Institute of Traffic Engineers) Manual as guide for walking, biking considerations	Continuously	TBD	TBD
Coordinate City projects, development review and UMHB plans to ensure Belton connectedness for pedestrians/bikers	Continuously	TBD	TBD
Mark bike/pedestrian routes systematically throughout community	Add some routes each year	TBD	TBD
Develop Phase 2 of Nolan Creek Hike/Bike Trail	FY 2013-2014	\$2M grant \$450,000 local match	GF

Notes: Relates to C-3, Provide Diverse High Quality Parks and Recreation Facilities and Opportunities, and Communicate to Public.

City of Belton

Functional Structure



CITY OF BELTON

- Paid Personnel - In Full Time Equivalents

Department	FY 2011	FY 2012	FY 2013
Administration	4	4	5 (e)
Finance	7	7	7
Legal	2	2	2
Police	38	40 (a,b)	42 (f,g)
Fire	33	33	33
Information Technology Systems	2	3 (c)	3
Streets	9	9	9
Parks & Recreation	12	12	12
Planning	6	4 (b,c)	4.5 (h)
Library	5	5	5
Solid Waste	1	1	1
Maintenance	7	7	8 (i)
Utility Administration	9	9	9
Water	7	7	8 (j)
Sewer	5	5	5
Economic Development	3	2 (d)	2
Drainage	2	2	2
Total	152	152	157.5

- (a) Addition of one Police Officer
- (b) Transfer of Code Enforcement to Police Department
- (c) Transfer of GIS Technician to Information Technology Systems department
- (d) Elimination of Associate Director position
- (e) Addition of Public Information Officer
- (f) Addition of one School Resource Officer
- (g) Addition of Warrant Officer
- (h) Addition of part-time Planning Clerk
- (i) Addition of Landscaper
- (j) Addition of one Water Maintenance Worker

ELECTED OFFICIALS

CITY COUNCIL

Two-Year Terms

<u>NAME</u>	<u>TERM EXPIRES</u>
Jim Covington, Mayor	May 10, 2014
Marion Grayson, Mayor Pro Tem	May 10, 2014
Clifton Peters	May 11, 2013
David K. Leigh	May 11, 2013
Craig Pearson	May 11, 2013
John Agan	May 10, 2014
Wayne Carpenter	May 11, 2013



Belton City Council 2012-2013

Seated left to right: Mayor Pro Tem Marion Grayson, Mayor Jim Covington, David K. Leigh
Standing left to right: Clifton Peters, Craig Pearson, Wayne Carpenter, John Agan

APPOINTED OFFICIALS

CITY STAFF

<u>POSITION</u>	<u>NAME</u>	<u>DATE APPOINTED</u>
City Manager	Sam Listi	March 12, 2001
City Attorney	John Messer	September 1, 1978
City Clerk	Connie Torres	September 9, 1991
Asst. City Manager/Finance Director	Cristy Daniell	February 17, 1992
Economic Development Corp. Director	Cynthia Hernandez	September 27, 2011
Fire Chief	Francisco Corona	February 28, 2012
Police Chief	Gene Ellis	April 20, 2009
Director of Public Works	Les Hallbauer	May 1, 2002
Library Director	Kim Kroll	October 2, 2000
Planning Director	Erin Newcomer	March 26, 2012
Human Resources Director	Charlotte Walker	October 1, 2010
IT Director	Denny Lassetter	November 15, 2010
Recreation/Events Director	Sandy Slade	October 1, 2010
Public Information Officer	Paul Romer	November 1, 2012

BELL COUNTY HEALTH DISTRICT BOARD

Three-Year Terms

<u>NAME</u>	<u>TERM EXPIRES</u>
JoAn Dillard	October 16, 2013
Wayne Carpenter, Alternate	October 16, 2013

BELL COUNTY TAX APPRAISAL DISTRICT

Two-Year Terms

<u>NAME</u>	<u>TERM EXPIRES</u>
Carl Bozon	January 1, 2014

BELTON ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS

Three-Year Terms

Created by Resolution No. 030591-1

<u>NAME</u>	<u>TERM EXPIRES</u>
Griff Lord	November 30, 2014
Joe Shepperd	November 30, 2015
Chris Moore	November 30, 2014
Steve Jones	November 30, 2013
Barry Harper	November 30, 2013

CENTRAL TEXAS HOUSING CONSORTIUM BOARD

Two-Year Terms

<u>NAME</u>	<u>TERM EXPIRES</u>
Griff Lord	January 28, 2013
Susan Kincannon	January 28, 2013

ELECTRICAL BOARD

Two-Year Terms

Created by Ordinance No. 72881-2

<u>NAME</u>	<u>TERM EXPIRES</u>
Robert Bass	October 23, 2013
Willie Leos (Oncor Rep)	October 23, 2013
Jamie Sanderford	October 23, 2014
V. W. (Bill) Barge	October 23, 2014
Francisco Corona, Fire Chief	Virtue of Position

ETHICS COMMISSION

One-Year Terms

Created by Ordinance No. 2005-47

<u>NAME</u>	<u>TERM EXPIRES</u>
Milissa Mondrick	May 11, 2013
Brett Turner	May 11, 2013
Mark Fitzwater	May 11, 2013
Robert Jones	May 11, 2013
Eric Banfield	May 11, 2013
Larry Pointer	May 11, 2013
Dennis Turk	May 11, 2013

HISTORIC PRESERVATION COMMISSION

Two-Year Terms

Created by Ordinance No. 2012-18

<u>NAME</u>	<u>TERM EXPIRES</u>
Shelia Donahue	September 8, 2014
Larry Guess	September 8, 2014
Dan Kirkley	September 8, 2014
Randy Stumberg	September 8, 2015
Nelson Hutchinson	September 8, 2015
Erin Newcomer, Historic Preservation Officer	Virtue of position

HOUSING BOARD OF ADJUSTMENTS & APPEALS

Four-Year Terms

Created by Ordinance No. 72881-2

<u>NAME</u>	<u>TERM EXPIRES</u>
Jack Meredith	August 11, 2015
Kevin Canfield	August 11, 2015
James Neeley	August 11, 2016
Bill West	August 11, 2014
Leo Camden, Jr.	August 11, 2016

LAY REPRESENTATIVES TO CENTRAL TEXAS LIBRARY SYSTEM

Two-Year Terms

<u>NAME</u>	<u>TERM EXPIRES</u>
Kim Kroll	September 1, 2013
Mary Ann Clark, Alternate	September 1, 2013

LIBRARY BOARD OF DIRECTORS

Three-Year Terms

Created by Ordinance February 28, 1933

<u>NAME</u>	<u>TERM EXPIRES</u>
Connie Swinden	November 30, 2013
Lindsay Dubberly	November 30, 2014
Denzel Holmes	November 30, 2015
Nancy Kelsey	November 30, 2013
Melissa Bridges Q-Pek	November 30, 2014

MUNICIPAL JUDGE & ASSOCIATE JUDGE

One-Year Term

<u>NAME</u>	<u>TERM EXPIRES</u>
Steve Lee	October 1, 2013
Ted Duffield, Associate	October 1, 2013

PARKS BOARD

Two-Year Terms

Created by Ordinance No. 51083-3

<u>NAME</u>	<u>TERM EXPIRES</u>
Diane Ring	June 20, 2013
Tyson McLaughlin	June 20, 2013
Josh Pearson	June 20, 2014
Mike Ratliff	June 20, 2013
Daniel Bucher	June 20, 2014
City Manager, Ex Officio	Virtue of Position
Mayor, Ex Officio	Virtue of Position

PLANNING & ZONING COMMISSION

Two-Year Terms

Created by Ordinance No. 52885-1

<u>NAME</u>	<u>TERM EXPIRES</u>
Larry Guess	June 13, 2013
Jason Morgan	June 13, 2013
Dan Kirkley	May 28, 2014
Joel Berryman	May 28, 2014
Nicholas Rabroker	June 13, 2013
Frank Minosky	May 28, 2014
Rae Schmuck	May 28, 2014
John Holmes	June 13, 2013
Matt Wood	May 28, 2014

POLICE & FIRE CIVIL SERVICE COMMISSION

Three-Year Terms

Ordinance No. 96-27

<u>NAME</u>	<u>TERM EXPIRES</u>
Jerry Samu	September 24, 2015
Ron Brown	September 24, 2014
George Musacchio	September 24, 2013

PUBLIC PROPERTY FINANCE CORPORATION BOARD OF DIRECTORS

Six-Year Terms

Created by Ordinance No. 51987-1

<u>NAME</u>	<u>TERM EXPIRES</u>
Bill Holmes	August 12, 2017
Joe Pirtle	August 12, 2017
JoAn Dillard	August 12, 2017

TAX INCREMENT REINVESTMENT ZONE BOARD

Two-Year Terms

Created by Ordinance No. 2004-64

<u>NAME</u>	<u>TERM EXPIRES</u>
David K. Leigh	December 13, 2014
Craig Pearson	December 13, 2014
Blair Williams	December 13, 2014
Jon Burrows	December 13, 2014
Richard Cortese	December 13, 2014
City Manager, Ex Officio	Virtue of Position
Mayor, Ex Officio	Virtue of Position

TEXAS DORMITORY FINANCE AUTHORITY, INC.

Two-Year Terms

Created by Ordinance No. 82289-1

<u>NAME</u>	<u>TERM EXPIRES</u>
Bill Holmes	April 26, 2014
Dan Kirkley	April 26, 2014
Bry Ewan	April 26, 2014
Joe Pirtle	April 26, 2014
Chuck Douglas	April 26, 2014
Danny Dossman	April 26, 2014
Dr. Andy Crowson	April 26, 2014

YOUTH ADVISORY COMMISSION

One-Year Terms

Created by Ordinance No. 2007-20

<u>NAME</u>	<u>TERM EXPIRES</u>
Kendra Emerson	September 1, 2013
Lauren Hutchins	September 1, 2013
Grace Hutchinson	September 1, 2013
Emily Street	September 1, 2013
Samantha Waggoner	September 1, 2013
Montana Minnis	September 1, 2013
Austyn Perry	September 1, 2013
Bharath Lavendra	September 1, 2013
Nishanth Lavendra	September 1, 2013

ZONING BOARD OF ADJUSTMENTS

Two-Year Terms

Created by City Council April 1971

<u>NAME</u>	<u>TERM EXPIRES</u>
Dennis Holle	August 22, 2013
Mat Naegele	August 22, 2013
Roger Peacock	August 22, 2013
Luke Potts	August 22, 2013
David Jarratt	June 25, 2014
Tony Gallagher, Alternate	June 25, 2014
Vacancy, Alternate	August 22, 2013



CITY OF BELTON
Annual Budget
FY 2013

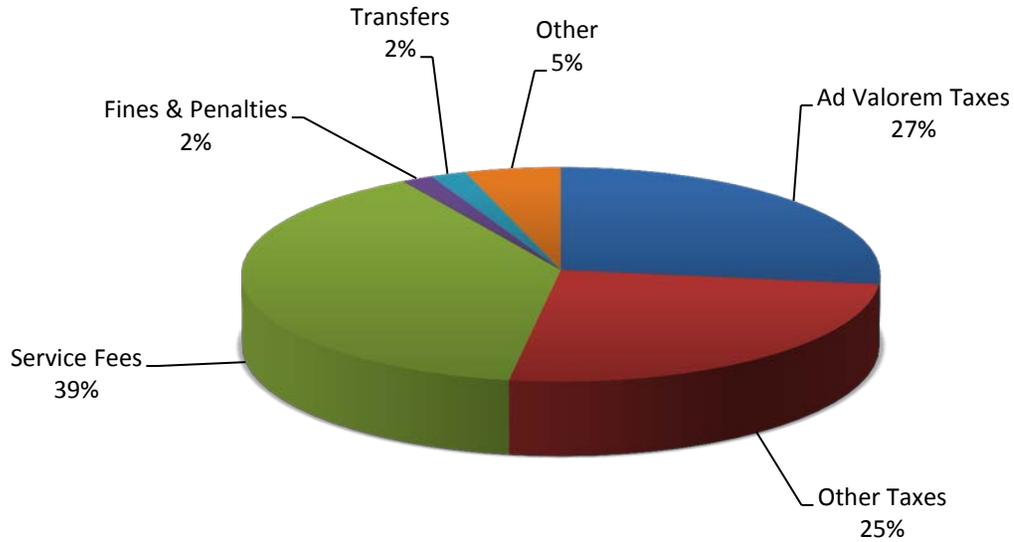
- Summary of Sources and Uses -
All Funds

	General Fund	Water & Sewer Fund	Economic Development	Drainage Fund	Hotel/Motel Fund	Debt Service Fund	TIRZ Fund	Totals
Projected Fund/Cash Balance								
October 1, 2012	\$ 3,631,950	\$ 3,834,975	\$ 1,396,109	\$ 214,595	\$ 60,596	\$ 264,445	\$ 131,302	\$ 9,533,972
Sources								
Ad Valorem Taxes	\$ 3,919,417	\$ -	\$ -	\$ -	\$ -	\$ 796,835	\$ 794,254	\$ 5,510,506
Other Taxes	\$ 3,689,500	\$ -	\$ 1,312,500	\$ -	\$ 157,500	\$ -	\$ -	\$ 5,159,500
Service Fees	\$ 2,424,136	\$ 4,994,400	\$ 141,286	\$ 355,200	\$ -	\$ -	\$ -	\$ 7,915,022
Fines & Penalties	\$ 335,525	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,525
Transfers	\$ 380,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380,820
Other	\$ 374,060	\$ 11,000	\$ 637,986	\$ 250	\$ 100	\$ 750	\$ 300	\$ 1,024,446
Total Sources	\$ 11,123,458	\$ 5,005,400	\$ 2,091,772	\$ 355,450	\$ 157,600	\$ 797,585	\$ 794,554	\$ 20,325,819
Total Available Funds								
Total Available Funds	\$ 14,755,408	\$ 8,840,375	\$ 3,487,881	\$ 570,045	\$ 218,196	\$ 1,062,030	\$ 925,856	\$ 29,859,791
Uses								
Maintenance & Operations	\$ 10,660,881	\$ 3,654,710	\$ 1,894,345	\$ 190,536	\$ 152,500	\$ -	\$ 50,000	\$ 16,602,972
Capital Outlay	\$ 43,950	\$ 711,000	\$ 150,000	\$ 55,000	\$ -	\$ -	\$ 580,000	\$ 1,539,950
Contingency	\$ 100,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Debt Service	\$ 91,666	\$ 734,248	\$ 151,983	\$ 24,664	\$ -	\$ 796,609	\$ 156,919	\$ 1,956,089
Strategic Plan	\$ 15,750	\$ 17,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,500
Contributions	\$ 91,668	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,668
Transfers	\$ 221,000	\$ 730,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 951,820
Total Uses	\$ 11,224,915	\$ 5,873,528	\$ 2,196,328	\$ 270,200	\$ 152,500	\$ 796,609	\$ 786,919	\$ 21,300,999
Projected Fund/Cash Balances								
September 30, 2013	\$ 3,530,493	\$ 2,966,847	\$ 1,291,553	\$ 299,845	\$ 65,696	\$ 265,421	\$ 138,937	\$ 8,558,792

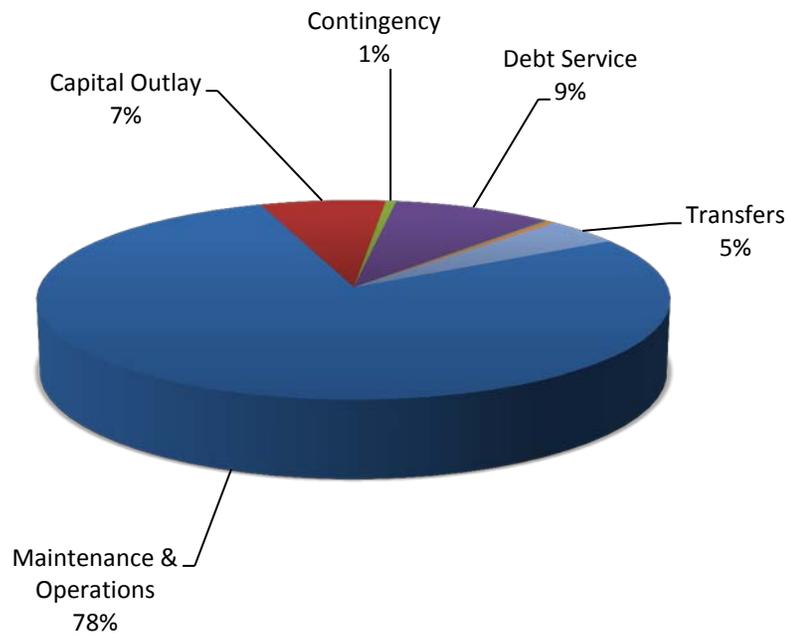
Projected declines in fund and cash balances are an intended result. Instances of expenditures exceeding revenues are the result of major capital projects and non-recurring items, and are not a result of operating expenditures exceeding available revenues.

The City's policy is to maintain adequate fund and cash balances to handle unexpected decreases in revenues plus extraordinary, unbudgeted expenditures. However, it is not the City's intent to retain unusually large reserves. The City Council has therefore decided that any excess reserves should occasionally be used for capital outlay and non-recurring expenditures only.

All Funds FY 2013



Revenues by Source



Expenditures by Character

CITY OF BELTON
Annual Budget
FY 2013

- Budget Summary -

Revenues	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
General Fund	\$ 10,499,168	\$ 10,497,226	\$ 10,802,386	\$ 11,123,458
Water & Sewer Fund	\$ 6,049,542	\$ 5,008,281	\$ 5,658,914	\$ 5,005,400
Development Corporation	\$ 1,233,389	\$ 1,280,030	\$ 1,390,942	\$ 2,091,772
Drainage Fund	\$ 368,147	\$ 352,100	\$ 354,250	\$ 355,450
Hotel/Motel Fund	\$ 154,347	\$ 151,250	\$ 157,600	\$ 157,600
Debt Service Fund	\$ 846,083	\$ 793,492	\$ 782,404	\$ 797,585
TIRZ Fund	\$ 557,435	\$ 659,065	\$ 667,060	\$ 794,554
Total Revenues	\$ 19,708,111	\$ 18,741,444	\$ 19,813,556	\$ 20,325,819

Expenditures	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
General Fund	\$ 10,934,860	\$ 10,984,403	\$ 10,912,482	\$ 11,224,915
Water & Sewer Fund	\$ 4,996,650	\$ 5,469,379	\$ 5,512,896	\$ 5,873,528
Development Corporation	\$ 1,539,525	\$ 2,224,666	\$ 2,186,624	\$ 2,196,328
Drainage Fund	\$ 318,690	\$ 308,103	\$ 306,099	\$ 270,200
Hotel/Motel Fund	\$ 154,466	\$ 344,750	\$ 344,750	\$ 152,500
Debt Service Fund	\$ 797,612	\$ 799,350	\$ 799,716	\$ 796,609
TIRZ Fund	\$ 537,324	\$ 641,048	\$ 620,996	\$ 786,919
Total Expenditures	\$ 19,279,127	\$ 20,771,699	\$ 20,683,563	\$ 21,300,999

CITY OF BELTON
Annual Budget
FY 2013

- Department Summary -

	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% of Fund Budget
<u>General Fund</u>					
City Council	\$ 75,189	\$ 76,371	\$ 61,007	\$ 66,647	0.59%
Administration	\$ 271,700	\$ 269,334	\$ 270,839	\$ 340,569	3.03%
Finance	\$ 406,115	\$ 405,384	\$ 399,236	\$ 415,684	3.70%
Legal	\$ 151,862	\$ 162,597	\$ 159,918	\$ 188,977	1.68%
Police	\$ 2,640,261	\$ 2,886,905	\$ 2,885,694	\$ 3,076,149	27.40%
Fire	\$ 2,322,808	\$ 2,403,093	\$ 2,369,908	\$ 2,444,654	21.78%
Information Tech. Systems	\$ 114,800	\$ 159,023	\$ 152,136	\$ 161,661	1.44%
Streets	\$ 899,783	\$ 965,113	\$ 990,916	\$ 1,039,348	9.26%
Parks & Recreation	\$ 861,925	\$ 803,992	\$ 782,906	\$ 801,945	7.14%
Planning	\$ 410,881	\$ 327,651	\$ 330,876	\$ 326,772	2.91%
Library	\$ 263,034	\$ 272,954	\$ 263,447	\$ 278,461	2.48%
Other Costs	\$ 1,130,772	\$ 929,071	\$ 911,267	\$ 664,393	5.92%
Solid Waste	\$ 1,042,274	\$ 988,104	\$ 1,000,879	\$ 1,025,008	9.13%
Maintenance	\$ 343,456	\$ 334,811	\$ 333,453	\$ 394,647	3.52%
General Fund Total	\$ 10,934,860	\$ 10,984,403	\$ 10,912,482	\$ 11,224,915	100%
<u>Water & Sewer Fund</u>					
Utility Administration	\$ 870,041	\$ 966,772	\$ 928,195	\$ 969,644	16.51%
Water	\$ 2,270,234	\$ 2,132,009	\$ 2,224,013	\$ 2,807,540	47.80%
Sewer	\$ 1,099,617	\$ 1,565,441	\$ 1,557,476	\$ 1,289,346	21.95%
Other Costs	\$ 756,758	\$ 805,157	\$ 803,212	\$ 806,998	13.74%
Water & Sewer Fund	\$ 4,996,650	\$ 5,469,379	\$ 5,512,896	\$ 5,873,528	100%
<u>Development Corporation</u>					
Operations	\$ 1,521,414	\$ 2,203,358	\$ 2,164,147	\$ 2,177,909	99.16%
Property Management	\$ 18,111	\$ 21,308	\$ 22,477	\$ 18,419	0.84%
Development Corporation	\$ 1,539,525	\$ 2,224,666	\$ 2,186,624	\$ 2,196,328	100%
Drainage Fund	\$ 318,690	\$ 308,103	\$ 306,099	\$ 270,200	100%
Hotel/Motel Fund	\$ 154,466	\$ 344,750	\$ 344,750	\$ 152,500	100%
Debt Service Fund	\$ 797,612	\$ 799,350	\$ 799,716	\$ 796,609	100%
TIRZ Fund	\$ 537,324	\$ 641,048	\$ 620,996	\$ 786,919	100%
Total All Funds	\$ 19,279,127	\$ 20,771,699	\$ 20,683,563	\$ 21,300,999	

**City of Belton
Fund Balance Projection
FY 2013**

- General Fund -

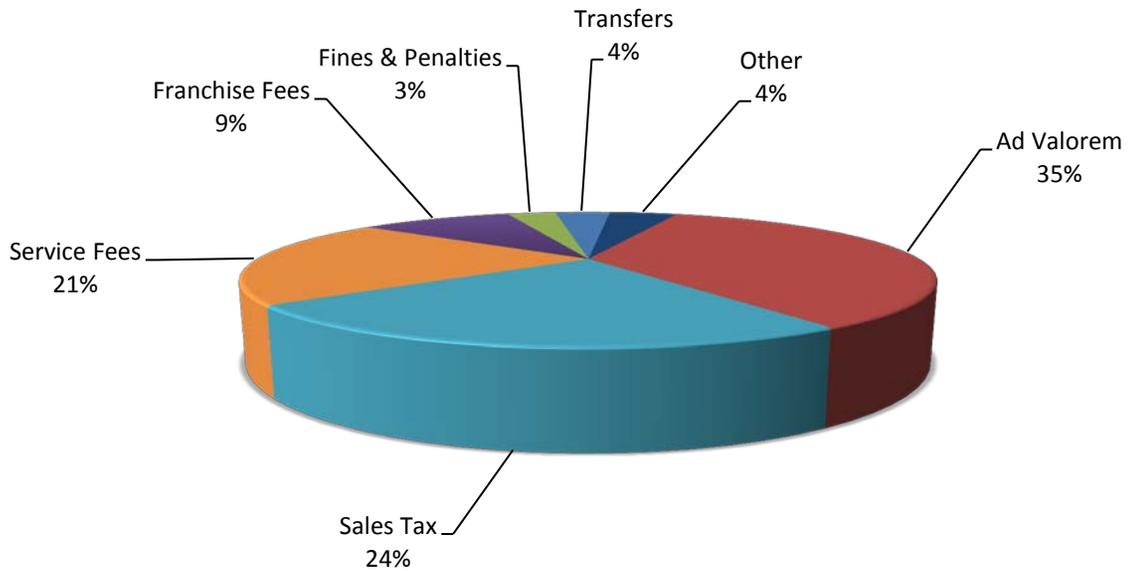
Projected Beginning Fund Balance		\$ 3,631,950
Budgeted Revenues and Transfers In		\$ 11,123,458
Budgeted Expenditures		
Personnel	\$ 7,547,399	
Supplies	\$ 483,621	
Repairs & Maintenance	\$ 444,512	
Services	\$ 2,185,349	
Debt Service	\$ 91,666	
Recurring Capital	\$ 43,950	
Contingency	\$ 100,000	
Contributions	\$ 91,668	
Operating Transfers	<u>\$ 121,000</u>	
Total Operating & Debt Expenditures		<u>\$ (11,109,165)</u>
Revenues in Excess of O&M & Debt Expenditures		\$ 14,293
Transfer to Capital Equipment Fund		\$ (100,000)
Strategic Plan Elements		<u>\$ (15,750)</u>
Net Impact of Budget on Fund Balance		<u>\$ (101,457)</u>
Projected Ending Fund Balance		(b) \$ <u>3,530,493</u>
Minimum Fund Balance (3 months O&M Budget)		(a) \$ (2,777,291)
Projected Fund Balance in Excess of Minimum		<u>\$ 753,202</u>

(a) City policy requires a minimum unreserved cash fund balance equal to at least three months of operating expenditures. For the proposed FY 2013 budget, the minimum fund balance is \$2,777,291. The projected fund balance at the end of FY 2013 is 3.81 months of operating expenditures.

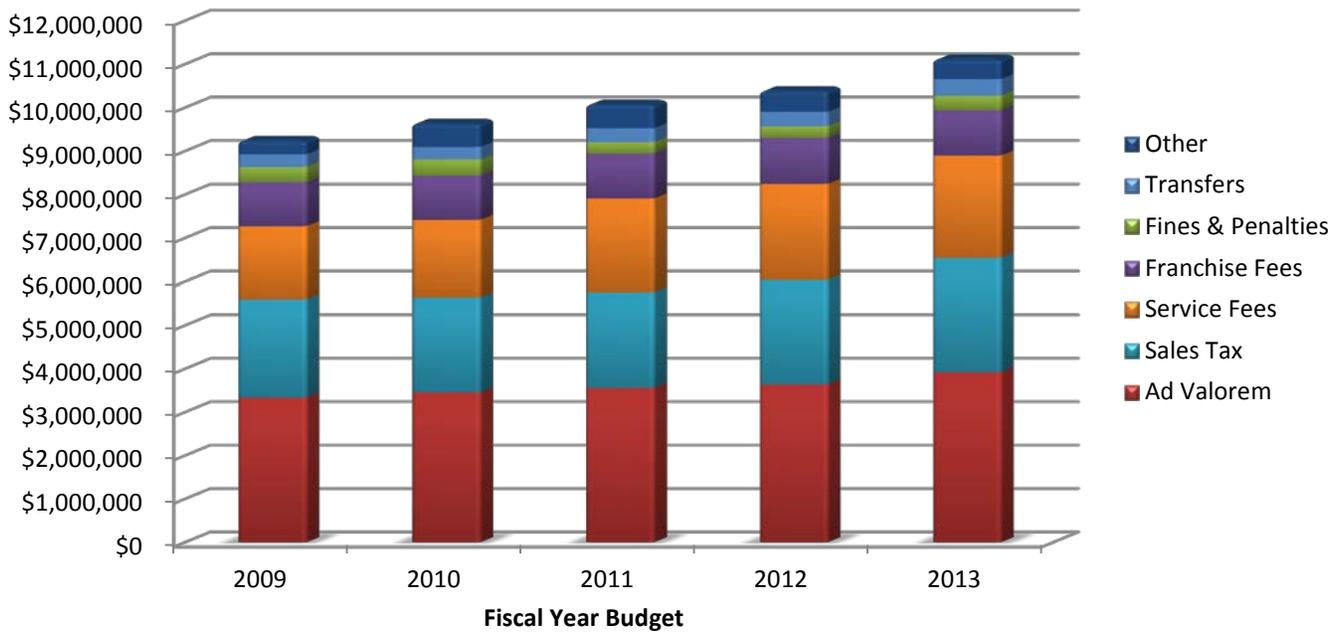
(b) A decrease in fund balance is planned, and results from the use of fund balance for Strategic Plan elements and transfers for capital.

General Fund

- Revenues - FY 2013



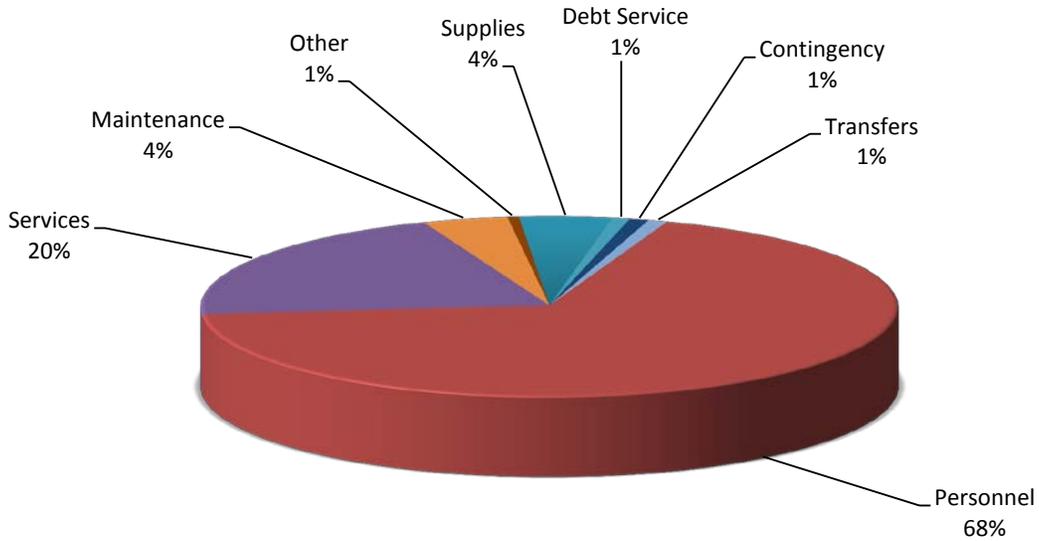
**Revenues by Source
FY 2013 Budget**



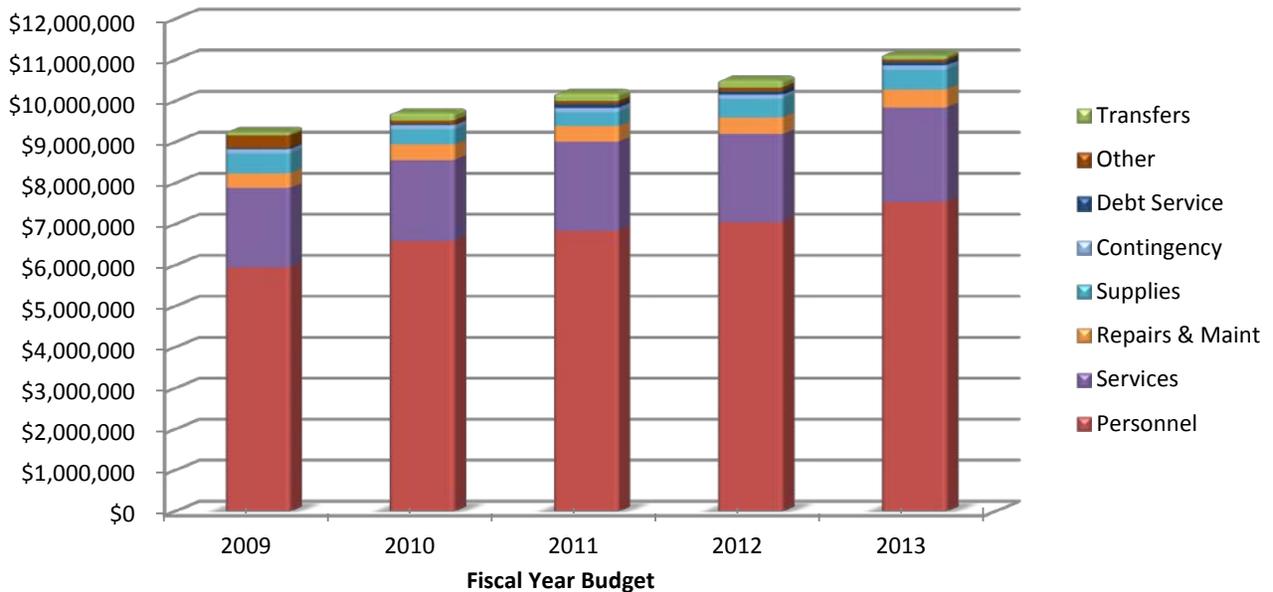
**Revenues by Source
Last Five Budgets**

General Fund

- Expenditures - FY 2013



**Expenditures by Character
FY 2013 Budget**



**Expenditures by Character
Last Five Budgets**

General Fund Revenues

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-3-1010	Current Ad Valorem Taxes	\$ 3,918,426	\$ 4,026,296	\$ 4,026,296	\$ 4,219,566
01-3-1020	Tax Discounts	\$ (82,533)	\$ (84,552)	\$ (83,896)	\$ -
01-3-1030	Delinquent Ad Valorem Taxes	\$ 66,113	\$ 47,500	\$ 47,500	\$ 47,500
01-3-1040	Penalty & Interest	\$ 51,602	\$ 50,350	\$ 50,350	\$ 50,350
01-3-1050	Payment in Lieu of Taxes	\$ 4,646	\$ 5,500	\$ 5,220	\$ 5,500
01-3-1060	Ad Valorem to TIRZ	\$ (352,461)	\$ (339,320)	\$ (339,320)	\$ (403,499)
	Total Ad Valorem Taxes	\$ 3,605,793	\$ 3,705,774	\$ 3,706,150	\$ 3,919,417
01-3-1210	Sales Tax	\$ 2,323,032	\$ 2,399,000	\$ 2,522,000	\$ 2,625,000
	Total Sales Tax	\$ 2,323,032	\$ 2,399,000	\$ 2,522,000	\$ 2,625,000
01-3-1310	Electric Franchise	\$ 731,948	\$ 681,000	\$ 675,000	\$ 675,000
01-3-1320	Telecomm Line Access Fees	\$ 77,669	\$ 79,000	\$ 75,000	\$ 70,000
01-3-1330	Cablevision Franchise	\$ 139,209	\$ 138,000	\$ 140,000	\$ 140,000
01-3-1340	Gas Franchise	\$ 86,736	\$ 87,000	\$ 94,895	\$ 90,000
01-3-1350	Garbage Franchise	\$ 74,502	\$ 70,500	\$ 63,000	\$ 67,000
	Total Franchise & Access Fees	\$ 1,110,064	\$ 1,055,500	\$ 1,047,895	\$ 1,042,000
01-3-1410	Alcoholic Beverage Tax	\$ 29,065	\$ 29,000	\$ 25,750	\$ 22,500
	Total Other Taxes	\$ 29,065	\$ 29,000	\$ 25,750	\$ 22,500
01-3-3010	Building Permits	\$ 52,354	\$ 57,000	\$ 70,000	\$ 70,000
01-3-3020	Electrical Permits	\$ 20,777	\$ 20,000	\$ 20,000	\$ 20,000
01-3-3030	Plumbing Permits	\$ 22,333	\$ 28,000	\$ 23,000	\$ 23,000
01-3-3040	Mechanical, Heat & A/C Permits	\$ 12,970	\$ 20,000	\$ 12,000	\$ 12,000
01-3-3045	Swimming Pool Permits	\$ 1,125	\$ 1,000	\$ 600	\$ 1,000
01-3-3060	Rezoning Fees	\$ 3,559	\$ 4,300	\$ 6,000	\$ 5,000
01-3-3070	Sub-Division Fees	\$ 2,727	\$ 3,500	\$ 6,500	\$ 3,500
	Total Building Permits & Licenses	\$ 115,845	\$ 133,800	\$ 138,100	\$ 134,500
01-3-3130	Beer & Wine Licenses	\$ 720	\$ 690	\$ 1,230	\$ 1,440
01-3-3140	Garage Sale Permits	\$ 3,045	\$ 2,800	\$ 2,800	\$ 2,800
01-3-3150	Fire Marshall Inspection Fees	\$ 2,986	\$ 2,600	\$ 3,900	\$ 3,900
	Total Other Permits & Licenses	\$ 6,751	\$ 6,090	\$ 7,930	\$ 8,140
01-3-4010	Municipal Court Fines	\$ 197,994	\$ 182,000	\$ 225,000	\$ 225,000
01-3-4020	Parking Fines	\$ 735	\$ 750	\$ 825	\$ 825
01-3-4030	Court Administrative Fees	\$ 35,645	\$ 34,000	\$ 36,000	\$ 36,000
01-3-4040	Local Time Payment Fees	\$ 8,819	\$ 8,000	\$ 9,500	\$ 9,500
01-3-4050	Local FTA Fees	\$ 1,764	\$ 1,600	\$ 2,700	\$ 2,700
01-3-4060	Defensive Driving Fees	\$ 3,050	\$ 2,500	\$ 3,500	\$ 3,500
01-3-4070	Warrant & Arrest Fees	\$ 45,820	\$ 43,000	\$ 55,000	\$ 55,000
01-3-4080	Child Safety Fees	\$ 186	\$ 180	\$ 1,500	\$ 1,500
01-3-4095	Local Judicial Fee	\$ 1,233	\$ 1,000	\$ 1,500	\$ 1,500
	Total Municipal Court Revenues	\$ 295,246	\$ 273,030	\$ 335,525	\$ 335,525

General Fund Revenues Continued

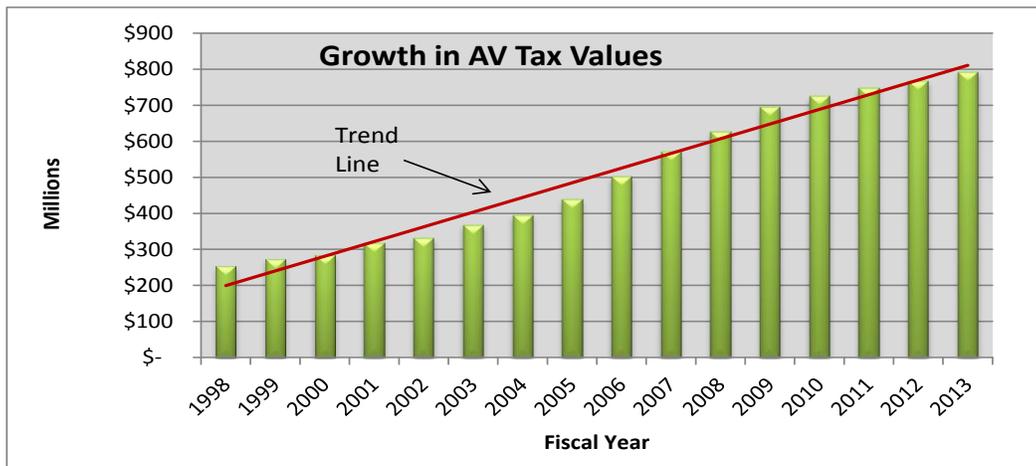
Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-3-5010	Refuse Collection Fees	\$ 865,947	\$ 872,400	\$ 895,954	\$ 910,800
01-3-5020	Refuse Contract Fees	\$ 112,593	\$ 104,688	\$ 107,514	\$ 109,296
01-3-5050	Brush Collection Fees	\$ 158,615	\$ 160,800	\$ 160,800	\$ 161,400
01-3-5150	Ambulance Revenues	\$ 1,050,562	\$ 1,025,000	\$ 1,100,000	\$ 1,100,000
01-3-5200	Harris Community Center Rental	\$ 23,278	\$ 25,000	\$ 25,000	\$ 25,000
01-3-5210	Rental Income	\$ 9,000	\$ 9,000	\$ 9,300	\$ 9,900
01-3-5220	PPFC/TDFA Finance Fees	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
01-3-5300	Park Permits	\$ 3,230	\$ 3,500	\$ 2,100	\$ 2,500
01-3-5310	Recreation Revenue	\$ 8,542	\$ 10,000	\$ 10,000	\$ 24,730
01-3-5710	Sale of City Property	\$ 11,737	\$ -	\$ 12,184	\$ -
	Total Services Provided	\$ 2,253,504	\$ 2,220,388	\$ 2,332,852	\$ 2,353,626
01-3-6010	Grant Revenues	\$ 242,046	\$ 187,531	\$ 187,531	\$ 110,451
01-3-6120	School Reimbursements	\$ 95,125	\$ 90,459	\$ 110,852	\$ 144,479
01-3-6140	Bell County Child Safety Fund	\$ 20,714	\$ 20,500	\$ 20,062	\$ 20,000
01-3-6160	State LEOSE Funding	\$ 2,457	\$ 2,500	\$ -	\$ -
01-3-6170	Insurance Proceeds	\$ 42,821	\$ 11,810	\$ 11,811	\$ -
	Total Grants & Reimbursements	\$ 403,163	\$ 312,800	\$ 330,256	\$ 274,930
01-3-7010	Miscellaneous Income	\$ 21,609	\$ 20,000	\$ 15,000	\$ 15,000
01-3-7020	Cash Over/Under	\$ (9)	\$ -	\$ 84	\$ -
01-3-7030	Copies	\$ 5,752	\$ 5,000	\$ 6,000	\$ 6,000
	Total Miscellaneous Income	\$ 27,352	\$ 25,000	\$ 21,084	\$ 21,000
01-3-8001	Interfund Transfer-Franchise	\$ 256,600	\$ 250,700	\$ 250,700	\$ 291,192
01-3-8002	Interfund Transfer-Reimbursement	\$ 65,500	\$ 78,144	\$ 78,144	\$ 89,628
	Total Transfers	\$ 322,100	\$ 328,844	\$ 328,844	\$ 380,820
01-3-9100	Interest Income-Bank	\$ 333	\$ -	\$ -	\$ -
01-3-9120	Interest Income-TexPool	\$ 2,387	\$ 8,000	\$ 6,000	\$ 6,000
01-3-9121	Interest Income-TexStar	\$ 4,533	\$ -	\$ -	\$ -
	Total Interest Income	\$ 7,253	\$ 8,000	\$ 6,000	\$ 6,000
	Total General Fund Revenues	\$ 10,499,168	\$ 10,497,226	\$ 10,802,386	\$ 11,123,458

- GENERAL FUND REVENUES - Revenue Assumptions

01-3-1010	Current Ad Valorem Taxes	\$4,219,566
01-3-1030	Delinquent Ad Valorem Taxes	47,500
01-3-1040	Penalty & Interest	50,350
01-3-1050	Payment in Lieu of Taxes	5,500
01-3-1060	Payments to TIRZ	(403,499)

Ad valorem tax revenues are projected using a combination of methods. First, the taxable values for properties within the City of Belton are obtained from the Bell County Appraisal District, which appraises value for all property within Bell County. Next, the current tax levy is computed by applying the tax rate set by the City Council to the taxable roll. (A discussion of the development of the tax rate is contained in the “Tax & Bond Information” section of this document.) Finally, collection percentages based on historical experience for the City are applied to the current levy to project the various tax revenues.

The certified 2012 taxable value (for taxation in FY 2013) per the Appraisal District is \$792,650,868, an increase of \$24,691,435 or 3.22% from the 2011 taxable value. New property and improvements added \$24.8 million to the tax rolls, which was partially offset by a net decrease in the values of existing properties and increased exemptions. The chart below shows the change in taxable values over time.



Current tax revenue in the General Fund is calculated using the maintenance and operations tax rate of \$0.5488 per \$100 of taxable value and a collection rate of 97%. Delinquent tax revenues and penalty and interest are calculated as a percentage of the estimated delinquent taxes receivable at the beginning of the fiscal year.

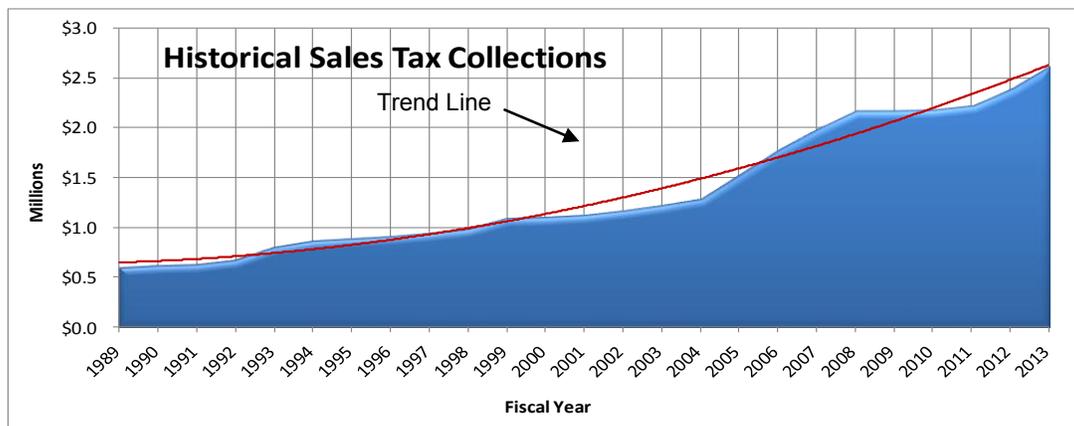
The City of Belton has historically offered early payment discounts on ad valorem taxes paid in October (3%), November (2%), and December (1%). The strategy was that early payments would be in the City’s coffers longer, thereby earning more investment interest. However, due to the extremely low interest rates over the last several years, this strategy no longer makes financial sense. Therefore, for 2012 taxes, early discounts were not offered.

Payments in lieu of tax are paid by the Belton Housing Authority, and are calculated as a percentage of annual revenue after utilities for the tax exempt public housing properties owned by the BHA in Belton.

The TIRZ (Tax Increment Reinvestment Zone) was established in 2004, and a base tax value was established based on property values within the TIRZ boundaries at that time. Subsequent increases in property values within the TIRZ are “captured” and retained as TIRZ values. The City and County tax levies on TIRZ values are dedicated for projects and improvements in the TIRZ zone. The payment to the TIRZ zone represents the City’s taxes levied on the TIRZ values. See the TIRZ fund section of this document for further information.

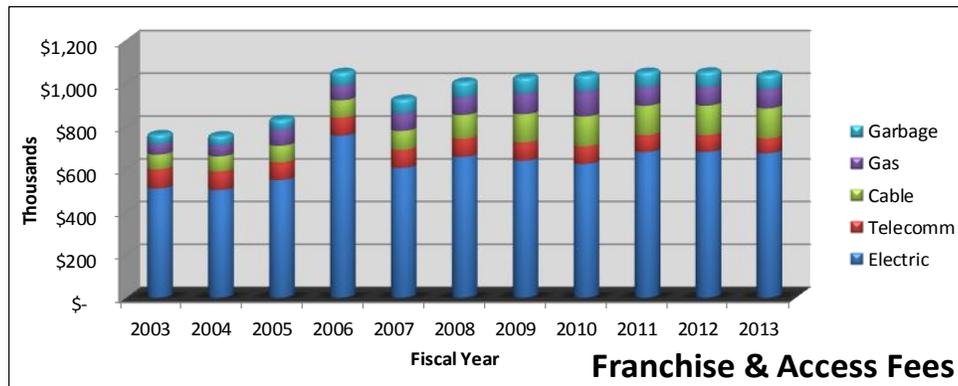
01-3-1210 Sales Tax \$2,625,000

Sales tax revenues are projected using a multi-year trend analysis. Sales tax revenues have increased each year since 1989. The increases range from 0.69% (FY 2001) to 22.96% (FY 2006), and FY 2012 receipts are projected to be up 8.57% from the prior year. FY 2013 revenues were projected using the estimated collections for FY 2012, with 4% growth due to new retail development. The chart below shows the continued growth in sales tax revenues since 1989.



01-3-1310	Electric Franchise	\$675,000
01-3-1320	Telecomm Line Access Fees	70,000
01-3-1330	Cablevision Franchise	140,000
01-3-1340	Gas Franchise	90,000
01-3-1350	Garbage Franchise	67,000

Utility companies that use the City’s streets and rights-of-way in the course of conducting their business pay fees to the City for that use. Franchise and access fees are paid by these companies as a percentage of gross receipts collected from their customers within the City of Belton. FY 2013 revenues are projected using FY 2012 receipts as a benchmark. The chart that follows shows that the bulk of these revenues are generated from electric franchise fees. Telecommunication line access fees have declined steadily since the 2002 level of \$91,000. As the use of cellular devices increase, the number of land lines and related access fee revenue has decreased.



01-3-3010	Building Permits	\$70,000
01-3-3020	Electrical Permits	20,000
01-3-3030	Plumbing Permits	23,000
01-3-3040	Mechanical, Heat & A/C Permits	12,000
01-3-3045	Swimming Pool Permits	1,000
01-3-3060	Rezoning Fees	5,000
01-3-3070	Sub-Division Fees	3,500

These revenue streams are elastic in nature and are directly related to the level of construction activity in the community. The Central Texas area has not experienced housing market difficulties as significantly as other areas of the country. Construction activity has continued, as evidenced by permit numbers and revenues, and even increased slightly in FY 2012. The FY 2013 budget is projected based on FY 2012 levels.

01-3-4010	Municipal Court Fines	\$225,000
01-3-4020	Parking Fines	825
01-3-4030	Municipal Court Admin Fees	36,000
01-3-4040	Local Time Payment Fees	9,500
01-3-4050	Local FTA Fees	2,700
01-3-4060	Defensive Driving Fees	3,500
01-3-4070	Warrant & Arrest Fees	55,000
01-3-4080	Child Safety Fees	1,500
01-3-4095	Local Judicial Fees	1,500

Court fines and fees are levied by the Municipal Judge for violations of State laws and City ordinances. The State also levies fees on municipal fines, which are collected by the City and remitted to the State. The City is allowed to retain 10% of State fees as an administrative fee for collecting and processing the fees.

Court fines and fees are projected using multi-year trend analysis with ticket level and collection activity taken into account. Although the trend for this revenue stream has generally been downward over the last five years, FY 2011 and FY 2012 reversed that trend and year end revenues were projected to be both over budget and prior year levels. Increased focus on collection of outstanding warrants and fines, and Warrant Roundup events has helped this revenue stream. FY 2013 revenues are projected to be above the FY 2012 year end projected levels.

01-3-5010	Refuse Collection Fees	\$910,800
01-3-5020	Refuse Contract Fees	109,296
01-3-5050	Brush Collection Fees	161,400

Refuse collection revenue is projected using an average monthly billing amount, computed during the budget process using the latest available information. An average monthly billing of \$75,900 was used to project an annual FY 2013 budget amount of \$910,800.

The City's contract with the refuse collector provides that the City retains 12% of refuse collection receipts as a collection and franchise fee. Based upon the average billings above, the budget amount for FY 2013 is \$109,296.

Brush collection revenue is also projected using an average monthly billing amount. An average monthly billing of \$13,450 was used to project an annual FY 2013 budget amount of \$161,400.

01-3-5150	Ambulance Revenues	\$1,100,000
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This revenue is dependent on the number of ambulance runs made each year, over which the City has very little control. Ambulance revenue is projected using a multi-year trend analysis, with consideration given for the level of ambulance runs, collection activity, and any rate changes.

FY 2011 and FY 2012 revenues showed slight increases in activity level, with no rate changes. FY 2013 revenues are projected to be at the FY 2012 year end projected levels.

01-3-5200	Harris Center Rentals	\$25,000
01-3-5210	Other Rental Income	9,900

The Harris Community Center generates revenue from the rental of center facilities for private and public events. The Center is a popular venue for wedding receptions, class reunions, family events, and meeting/training events. Revenue for FY 2013 is projected at FY 2012 levels.

Since 2007, a local manufacturer has leased the City-owned Rockwool lot. In FY 2012, the rent increased to \$825 per month, generating \$9,900 in annual rental income.

01-3-5300	Park Permits	\$2,500
01-3-5310	Recreation Revenue	24,730

The City's parks generate revenue from the rental of facilities for outdoor events. Revenue for FY 2013 is budgeted at FY 2012 projected levels.

In 2011, the Recreation department was created to offer recreational programs and events to our citizens. FY 2013 revenue is projected based on a full year of revenue at increased activity levels.

01-3-6010	Grant Revenues	\$110,451
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This account includes funding from grant sources and emergency management funds. Budget projections are based on grant award amounts. The known grants and amounts for FY 2013 are as follows:

<u>Grant Project</u>	<u>Funding Agency</u>	<u>Amount</u>
SAFER – Firefighter Staffing	FEMA	\$78,120
Emergency Management Assistance	FEMA	31,331
Bulletproof Vest Grant	DOJ	<u>1,000</u>
Total		\$110,451

The SAFER grant is a four year grant, which provides funding for six additional firefighters. This grant provides a declining amount each year, and in year five the City assumes 100% of the cost. FY 2013 will be the fourth and final year of this grant, with maximum funding set at \$78,120 or about 26% of the total cost of the additional firefighters.

The Emergency Management grant reimburses the City for a portion of its manpower costs that are devoted to development of emergency management procedures. Funding under this program must be reapplied for each year.

The Department of Justice has awarded the City a grant in the amount of \$1,000 for the purchase of bulletproof vests.

01-3-6120	School Reimbursements	\$144,479
01-3-6140	Child Safety Funds	20,000

The Belton School District contributes to the cost of School Resource Officers assigned to school campuses in Belton. BISD’s contribution for FY 2013 is \$144,479, the cost of three officers for nine months, which includes one additional officer beginning this year.

Pursuant to the State Transportation Code, Bell County collects an additional \$1.50 fee for each vehicle registered in the County, to be used for child safety programs. The City of Belton has chosen to pass on these funds, along with any child safety fees collected on City fines, to BISD to be used in their crossing guard program.

01-3-7010	Miscellaneous Income	\$15,000
01-3-7030	Copies	6,000

Miscellaneous income is generated by items not readily classified to other categories. It includes handling charges for insufficient fund checks written to the City and administrative fees from the Development Corporation. The FY 2013 budget is based on an average amount received as determined by trend analysis.

Copies Revenue is generated from fees from providing copies of City documents and records to citizens and other requestors. These fees are established by City ordinance, and pursuant to State open records laws.

01-3-8001	Interfund Transfer – Franchise	\$291,192
01-3-8002	Interfund Transfer – Reimbursement	89,628

Transfers from the Water and Sewer Fund are for reimbursement of costs and payment in lieu of franchise fees. The FY 2013 budget includes:

- Franchise transfer to General Fund calculated as approximately 5% of budgeted water and sewer sales.
- Reimbursement transfer to General Fund for 20% of the Maintenance Department budget, and for 50% of the Finance and Utilities building costs.

01-3-9120	Interest Income	\$6,000
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Interest income is projected using a cash flow analysis to estimate investable cash balances. Interest rate trends for the current year are also taken into account in developing the projection. The City will invest all idle cash in order to maximize earnings. All of the City’s idle cash funds are invested in the depository bank, TexPool, TexStar, or Treasury securities. While investable cash balances are fairly stable from prior years, interest rates declined sharply in 2009 and have remained low. The projected interest earnings for FY 2013 are \$6,000, based on these lower interest rates.

Mission

The Mayor and six Council members act as the elected representatives of the citizens of Belton to formulate public policy to meet community needs and assure orderly development in the City.

Description

- Appoints the City Manager, City Attorney, City Clerk, Municipal Court Judge and various citizen boards and commissions.
- Adopts and updates the Strategic Plan as a framework for policy direction.
- Adopts the City's annual budget and ad valorem tax rate.
- Reviews/adopts all City ordinances and resolutions.
- Establishes the fees and rates for City goods and services.
- Approves purchases and contracts as prescribed by the City Charter and State Law.

Accomplishments

- Adopted property tax rate at effective rate of \$0.6598 per \$100 valuation. (A2,B10)
- Coordinated economic development successes with BEDC, to include CGI, Aspen Air, ASCO, each with added or retained jobs. (D2)
- Completed Central Avenue Gateway and Patriot Plaza Phase I project; also completed Commerce Drive extension and FM 93 wastewater line. (F3)
- Focused on Downtown Belton revitalization through façade easement grants. (D2)
- Brought new HEB Plus store to a reality in Belton.
- Amended Historic Preservation Ordinance and appointed Commission members. (C5)
- Acquired and renovated former TxDOT facility for Public Works Center.
- Adopted Street Renaming & Facility Naming policy.

Goals

- Update and implement Strategic Plan as the framework for the Community's future. (A1)
- Maintain stable property tax rate and leverage local revenues. (B10)
- Preserve community character while preparing for future growth. (B,C)
- Continue efforts to revitalize Downtown Belton. (D2)
- Remain vigilant on water resources and continue planning for expansion of Temple/Belton Wastewater Plant and Belton Lampasas River Wastewater Plant. (F3-1, F3-2)
- Develop growth management strategy. (B3)
- Implement multi-year capital improvement plan project list and financing plan. (A6,B10)

(Strategic Plan Goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 16	\$ 18	\$ 18	\$ 17
Supplies	\$ 3,056	\$ 2,475	\$ 2,181	\$ 1,575
Repairs & Maintenance	\$ 25	\$ -	\$ 50	\$ 77
Services	\$ 67,815	\$ 72,878	\$ 57,758	\$ 63,978
Transfers	\$ 4,277	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 75,189	\$ 76,371	\$ 61,007	\$ 66,647

Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Mayor *	1	1	1
Council Member *	6	6	6
Total	7	7	7

* Elected, unpaid positions.



City Council

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-010-101	Salaries-Administrative	\$ 7	\$ 7	\$ 7	\$ 7
01-4-010-124	Workers' Comp. Insurance	\$ 9	\$ 11	\$ 11	\$ 10
	Total Personnel	\$ 16	\$ 18	\$ 18	\$ 17
01-4-010-201	Office Supplies	\$ 564	\$ 800	\$ 500	\$ 810
01-4-010-202	Postage	\$ 356	\$ 300	\$ 306	\$ 310
01-4-010-229	Tools & Other Supplies	\$ 24	\$ 1,375	\$ 1,375	\$ 455
01-4-010-250	Small Equipment	\$ 2,112	\$ -	\$ -	\$ -
	Total Supplies	\$ 3,056	\$ 2,475	\$ 2,181	\$ 1,575
01-4-010-406	Computer System Maintenance	\$ 25	\$ -	\$ 50	\$ 77
	Total Repairs & Maintenance	\$ 25	\$ -	\$ 50	\$ 77
01-4-010-501	Advertising & Public Notices	\$ 1,993	\$ 4,600	\$ 1,500	\$ 3,400
01-4-010-510	Dues & Publications	\$ 5,574	\$ 5,946	\$ 6,046	\$ 5,300
01-4-010-513	Travel & Training	\$ 14,736	\$ 12,842	\$ 12,842	\$ 12,840
01-4-010-551	Insurance-Errors & Omissions	\$ 5,871	\$ -	\$ -	\$ -
01-4-010-561	Legal Services	\$ 17,199	\$ 14,680	\$ 7,500	\$ 15,000
01-4-010-562	Professional Services	\$ -	\$ 7,500	\$ 3,000	\$ 5,000
01-4-010-570	Special Services	\$ 6,806	\$ 3,350	\$ 3,350	\$ 750
01-4-010-571	Election Expenses	\$ 15	\$ 8,510	\$ 8,070	\$ 3,238
01-4-010-572	Employee Relations	\$ 15,576	\$ 15,450	\$ 15,450	\$ 15,450
01-4-010-573	Special Events	\$ -	\$ -	\$ -	\$ 3,000
01-4-010-581	Communication Services	\$ 45	\$ -	\$ -	\$ -
	Total Services	\$ 67,815	\$ 72,878	\$ 57,758	\$ 63,978
01-4-010-904	Transfer to GF Capital Equip Fund	\$ 3,950	\$ -	\$ -	\$ -
01-4-010-904	Transfer to YAC Fund	\$ 327	\$ 1,000	\$ 1,000	\$ 1,000
	Transfers	\$ 4,277	\$ 1,000	\$ 1,000	\$ 1,000
	Total City Council	\$ 75,189	\$ 76,371	\$ 61,007	\$ 66,647

City Council

Account Number	Description	Amount
01-4-010-101	Salaries - Administrative - Per the City Charter, Council Members are paid \$1 annually for their civic service	\$ 7
201	Office Supplies - Business cards & stationery \$ 100 - Department share of copy paper \$ 360 - General office supplies \$ 350	\$ 810
229	Tools & Other Supplies - Meeting supplies \$ 80 - Minutes book \$ 225 - Nameplates and proclamation materials \$ 150	\$ 455
501	Advertising & Public Notices - Chamber of Commerce magazine advertisement \$ 400 - Legal advertisements and official recordings \$ 3,000	\$ 3,400
510	Dues & Publications - Association of the United States Army \$ 75 - Belton Chamber of Commerce \$ 500 - Oncor Cities Steering Committee \$ 1,860 - Electric Reliability Council of Texas (ERCOT) \$ 100 - Texas Municipal League \$ 2,765	\$ 5,300
513	Travel & Training - Council members - 6 \$ 4,500 - Mayor \$ 2,000 - AUSA membership meetings \$ 192 - AUSA conference \$ 2,298 - AUSA soldier dinner sponsorship \$ 3,000 - AUSA Board of Governors \$ 400 - Mayor/Mayor Pro Tem meetings \$ 300 - Council workshops \$ 150	\$ 12,840
562	Professional Services - Specialized professional services to include surveying of City boundaries and anticipated growth areas, & appraisal services	\$ 5,000
570	Special Services - Muni Code Ord Link service \$ 200 - Muni Code web host code of ordinances \$ 550	\$ 750
571	Election Expenses - Election judges and clerks \$ 931 - Election ballots, forms, & supplies \$ 335 - Election voting equipment & programming \$ 1,742 - Election law update \$ 50 - Publication of order \$ 150 - Lunch for election workers \$ 30	\$ 3,238
572	Employee Relations - Employee benevolence fund \$ 250 - Employee Christmas party and gift \$ 12,700 - Employee appreciation barbecues \$ 1,500 - Awards and plaques \$ 1,000	\$ 15,450
573	Special Events - Board Appreciation luncheon \$ 1,700 - Volunteer Firefighter banquet \$ 500 - Soldier Support \$ 800	\$ 3,000
950	Transfer to Youth Advisory Commission Fund - Transfer to YAC fund	\$ 1,000

Mission

To provide professional management and administration of the City, implementing City Council policy decisions by directing, coordinating, monitoring, and evaluating all City government activities.

Description

- Executes the policies established by the City Council and administers the affairs of the City consistent with the City Charter.
- Assists Council in the formulation of City goals and long-term planning efforts.
- Provides oversight and management direction to all City departments; monitors City operations to ensure compliance with all rules, policies, regulations and laws.
- Prepares and maintains minutes, ordinances, resolutions, and proclamations.
- Conducts City elections.
- Researches various issues and conducts special projects.

Accomplishments

- Completed Fire Department Needs Assessment with assistance of ICMA. (E5)
- Selected Fire Chief and Planning Director. (A7,E1)
- Completed Catalyst Retail Recruitment Strategy. (D2,D6)
- Coordinated design for the Ninth Avenue extension project. (F3-3)
- Secured donation of Parkland from BISD for neighborhood park adjacent to South Belton Middle School. (F2)
- Submitted Texas Parks and Wildlife Grant for Nolan Creek Recreation. (A3,C3)
- Updated Code of Ordinances with Supplement No. 6
- Implemented election law changes resulting from SB 100, and successfully conducted general election in May 2012.
- Conducted annual comprehensive fee review and revised fee ordinance. (A4)

Goals

- Pursue discussions with water corporations in municipal growth path regarding coordination. (A6,F3-1)
- Coordinate TBRSS expansion with Temple and the Brazos River Authority on city-owned Rockwool land. (B4,B10,F3-2)
- Finalize design and build Phase II of Nolan Creek Hike and Bike Trail Project. (F3-6)
- Finalize construction of TxDOT Safe Routes to School Infrastructure project. (F3-6)
- Coordinate development of Patriot Plaza, Phase II improvements.
- Pursue funding for Ninth Avenue Extension project.(A3,B10)
- Implement Nolan Creek Recreational Improvements, if grant funded. (A3,C3)

(Strategic Plan Goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 216,613	\$ 218,882	\$ 218,882	\$ 292,052
Supplies	\$ 4,148	\$ 5,206	\$ 5,584	\$ 4,190
Repairs & Maintenance	\$ 6,891	\$ 6,475	\$ 8,000	\$ 4,903
Services	\$ 44,048	\$ 38,771	\$ 38,373	\$ 39,424
Total	\$ 271,700	\$ 269,334	\$ 270,839	\$ 340,569

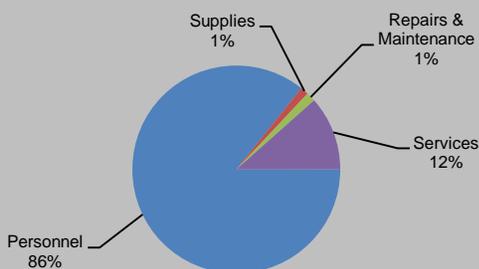
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Formal Council Meetings	22	24	23
Special Council Meetings	2	10	10
Council Work Sessions	13	12	14
Elections	0	1	1
Proclamations	16	18	18
Official Documents Indexed	222	180	194
Permits	23	26	8
Open Records Requests	81	98	85

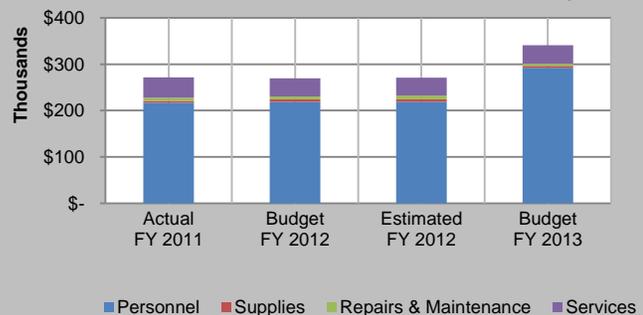
Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
City Manager	1	1	1
City Clerk	1	1	1
City Manager's Secretary	1	1	1
Grants & Special Projects Coord.	1	1	1
Public Information Officer	0	0	1
Total	4	4	5

Department Expenditures



Department Expense History



Administration

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-020-101	Salaries-Administrative	\$ 37,095	\$ 36,980	\$ 36,980	\$ 38,105
01-4-020-102	Salaries-Professional	\$ 81,991	\$ 82,343	\$ 82,343	\$ 86,183
01-4-020-104	Salaries-Operations	\$ 44,296	\$ 45,184	\$ 45,184	\$ 47,305
01-4-020-114	Allowances	\$ 7,188	\$ 7,500	\$ 7,500	\$ 7,500
01-4-020-121	TMRS	\$ 14,234	\$ 12,634	\$ 12,634	\$ 12,263
01-4-020-122	FICA	\$ 12,281	\$ 13,159	\$ 13,159	\$ 13,701
01-4-020-123	Employee Insurance	\$ 13,624	\$ 15,053	\$ 15,053	\$ 15,688
01-4-020-124	Workers' Comp. Insurance	\$ 415	\$ 490	\$ 490	\$ 454
01-4-020-125	Unemployment Compensation	\$ 194	\$ 510	\$ 510	\$ 705
01-4-020-126	Contributions to CM 457(f)	\$ 5,295	\$ 5,029	\$ 5,029	\$ 5,200
01-4-020-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 64,948
	Total Personnel	\$ 216,613	\$ 218,882	\$ 218,882	\$ 292,052
01-4-020-201	Office Supplies	\$ 1,771	\$ 2,000	\$ 2,000	\$ 2,000
01-4-020-202	Postage	\$ 540	\$ 580	\$ 588	\$ 590
01-4-020-227	Janitorial Supplies	\$ 664	\$ 800	\$ 800	\$ 800
01-4-020-229	Tools & Other Supplies	\$ 1,173	\$ 980	\$ 1,350	\$ 800
01-4-020-250	Small Equipment	\$ -	\$ 846	\$ 846	\$ -
	Total Supplies	\$ 4,148	\$ 5,206	\$ 5,584	\$ 4,190
01-4-020-301	Building Maintenance	\$ 5,711	\$ 5,000	\$ 3,500	\$ 3,700
01-4-020-302	Heat & A/C Maintenance	\$ 1,057	\$ 1,100	\$ 4,200	\$ 1,000
	Total Facility Maintenance	\$ 6,768	\$ 6,100	\$ 7,700	\$ 4,700
01-4-020-406	Computer System Maintenance	\$ 123	\$ 375	\$ 300	\$ 203
	Total Repairs & Maintenance	\$ 123	\$ 375	\$ 300	\$ 203
01-4-020-501	Advertising & Public Notices	\$ 433	\$ 513	\$ 550	\$ 524
01-4-020-510	Dues & Publications	\$ 2,634	\$ 3,372	\$ 3,375	\$ 3,441
01-4-020-513	Travel & Training	\$ 8,805	\$ 5,811	\$ 5,811	\$ 7,500
01-4-020-521	Equipment Lease	\$ 8,380	\$ 11,000	\$ 11,000	\$ 10,000
01-4-020-550	Insurance-General Liability	\$ 204	\$ 280	\$ 133	\$ 165
01-4-020-551	Insurance-Errors & Omissions	\$ 5,871	\$ 520	\$ 285	\$ 354
01-4-020-556	Insurance - Real Property	\$ 1,265	\$ 1,495	\$ 1,480	\$ 1,480
01-4-020-570	Special Services	\$ 900	\$ 500	\$ 500	\$ 600
01-4-020-581	Communication Services	\$ 3,921	\$ 3,930	\$ 3,910	\$ 3,910
01-4-020-583	Electric Service	\$ 11,635	\$ 11,350	\$ 11,329	\$ 11,450
	Total Services	\$ 44,048	\$ 38,771	\$ 38,373	\$ 39,424
	Total Administration	\$ 271,700	\$ 269,334	\$ 270,839	\$ 340,569

Administration

Account Number	Description	Amount
01-4-020-201	Office Supplies	
	- Department share of copy paper	\$ 400
	- Letterhead, envelopes, & business cards	\$ 500
	- Printer cartridges	\$ 900
	- General office supplies	\$ 200
		\$ 2,000
229	Tools & Other Supplies	
	- Kitchen supplies/coffee	\$ 500
	- Other operating supplies	\$ 300
		\$ 800
301	Building Maintenance	
	- Pest control	\$ 340
	- Floor service	\$ 1,270
	- 4th of July window painting	\$ 75
	- General maintenance	\$ 2,015
		\$ 3,700
406	Computer System Maintenance	
	- Anti-spam & virus software	\$ 103
	- Computer repairs	\$ 100
		\$ 203
501	Advertising & Public Notices	
	- Holiday advertisements	\$ 140
	- Phone directory listing charges	\$ 384
		\$ 524
510	Dues & Publications	
	- ICMA dues	\$ 1,000
	- TCMA dues & Region 7 dues	\$ 375
	- TMCA dues	\$ 85
	- TABA dues	\$ 345
	- Newspaper subscriptions	\$ 163
	- Texas State Directory	\$ 45
	- APA dues	\$ 425
	- AUSA dues	\$ 75
	- Local community organization dues	\$ 420
	- Local Government Code update	\$ 53
	- Texas Downtown Association	\$ 75
	- Preservation Texas membership	\$ 75
	- Military Relations committee	\$ 125
- 13th COSCOM association	\$ 30	
	- Miscellaneous publications	\$ 150
		\$ 3,441
513	Travel & Training	
	- TML conference - 2 staff	\$ 900
	- TCMA conference	\$ 1,000
	- ICMA conference	\$ 2,000
	- Election law seminar	\$ 225
	- AUSA membership meetings	\$ 60
	- APA conference - Chicago	\$ 2,000
	- Other department travel	\$ 1,315
		\$ 7,500
521	Equipment Lease	
	- Copier rental & copies	\$ 10,000
		\$ 10,000
570	Special Services	
	- Document shredding	\$ 600
		\$ 600



Description

The Finance department is comprised of two divisions:

1. Operations
2. Human Resources

The details of these divisions follow.

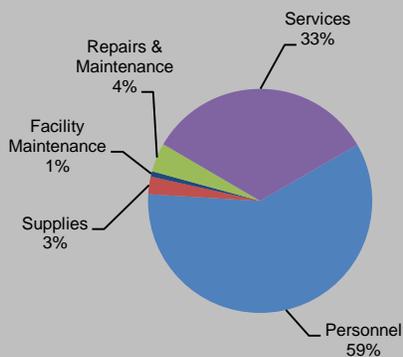
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 233,654	\$ 236,634	\$ 236,634	\$ 246,442
Supplies	\$ 15,216	\$ 12,787	\$ 10,860	\$ 10,570
Facility Maintenance	\$ 6,547	\$ 8,048	\$ 4,650	\$ 3,220
Repairs & Maintenance	\$ 11,605	\$ 13,605	\$ 13,256	\$ 17,357
Services	\$ 139,093	\$ 134,310	\$ 133,836	\$ 138,095
Total	\$ 406,115	\$ 405,384	\$ 399,236	\$ 415,684

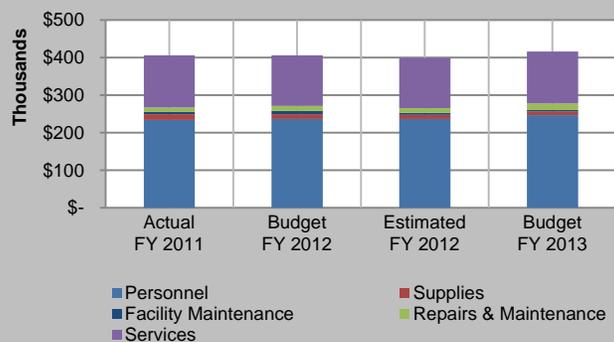
Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Asst. City Mgr./Finance Dir.	1	1	1
Asst. Finance Director	1	1	1
Human Resource Director	1	1	1
Staff Accountant	1	1	1
Accounts Payable Clerk	1	1	1
Ambulance Clerk	1	1	1
Receptionist	1	1	1
Total	7	7	7

Department Expenditures



Department Expense History



Mission

To administer the financial affairs of the City.

Description

- Assists City Manager in the oversight of City operations.
- Provides guidance, assistance and support to Department Heads in the performance of their missions.
- Responsible for the collection, investment, disbursement & documentation of all City funds.
- Prepares and publishes the City's annual budget document and annual comprehensive financial report (audit).
- Monitors and approves all City purchases and expenditures.
- Responsible for all banking and investment transactions.
- Prepares information and forecasts for the budget process; monitors budget appropriations.
- Prepares reports, analysis and information as needed by the City Manager, City Council and other departments.
- Provides oversight/management of risk management services.
- Provides oversight for Utility and EMS billing and collection, Human Resources, and Civil Service functions.

Accomplishments

- Prepared FY 2012 budget document that received the City's twentieth consecutive GFOA Distinguished Budget Presentation Award. (A4)
- Received the twenty-sixth consecutive GFOA Certificate of Achievement for Excellence in Financial Reporting for the City's FY 2011 Comprehensive Annual Financial Report. (A4)
- Implemented online property auctions to sell property seized by the Police Department and inactive and obsolete City property.
- Drafted balanced budget for FY 2013. (A4,B10)
- Managed FY 2012 budget to ensure compliance.
- Received FY 2012 Silver Leadership Circle Award from the Texas Comptroller's Leadership Circle Program for the third consecutive year. (A4)
- Conducted recycling pilot program. (B8,F3-4)

Goals

- Receive GFOA awards for budget and CAFR documents. (A4)
- Update City purchasing policies and develop purchasing manual. (A4)
- Utilize technology (internet, e-mail, phone, and fax) to develop and implement customer friendly procedures. (A8, A9, A10, A11)
- Develop and implement cash handling policy and procedures for employees. (A7, A8)
- Develop customer service code and implement training for all employees. (A7, A8)
- Continue to work toward implementing City-wide recycling solution. (B8,F3-4)

(Strategic Plan goal #)

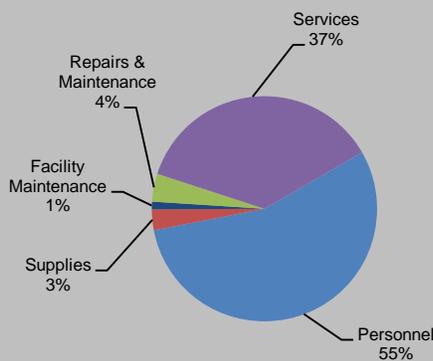
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 155,900	\$ 157,073	\$ 157,073	\$ 161,756
Supplies	\$ 13,231	\$ 10,667	\$ 9,003	\$ 8,680
Facility Maintenance	\$ 6,547	\$ 8,048	\$ 4,650	\$ 3,220
Repairs & Maintenance	\$ 9,742	\$ 11,349	\$ 11,000	\$ 11,750
Services	\$ 104,463	\$ 106,195	\$ 104,647	\$ 107,195
Total	\$ 289,883	\$ 293,332	\$ 286,373	\$ 292,601

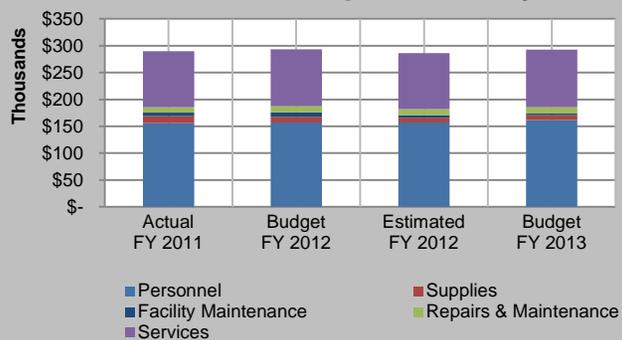
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Budget Prepared	√	√	√
Annual Audit Performed	√	√	√
GFOA Certificate - CAFR	√	√	√
GFOA Certificate - Budget	√	√	√
Purchase Orders Issued	951	902	856
A/P Checks Processed	3,426	3,446	3,466
EMS Runs Billed	2,109	2,447	2,839

Division Expenditures



Division Expense History



Finance - Operations

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-031-101	Salaries-Administrative	\$ 46,005	\$ 45,863	\$ 45,863	\$ 46,631
01-4-031-102	Salaries-Professional	\$ 52,322	\$ 52,770	\$ 52,770	\$ 50,925
01-4-031-104	Salaries-Operations	\$ 24,088	\$ 23,250	\$ 23,250	\$ 24,701
01-4-031-113	Health Insurance Allowance	\$ 1,069	\$ -	\$ -	\$ -
01-4-031-114	Allowances	\$ 3,278	\$ 3,420	\$ 3,420	\$ 7,200
01-4-031-121	TMRS	\$ 10,706	\$ 9,203	\$ 9,203	\$ 8,865
01-4-031-122	FICA	\$ 9,110	\$ 9,586	\$ 9,586	\$ 9,812
01-4-031-123	Employee Insurance	\$ 8,847	\$ 12,210	\$ 12,210	\$ 12,725
01-4-031-124	Workers' Comp. Insurance	\$ 304	\$ 357	\$ 357	\$ 325
01-4-031-125	Unemployment Compensation	\$ 171	\$ 414	\$ 414	\$ 572
	Total Personnel	\$ 155,900	\$ 157,073	\$ 157,073	\$ 161,756
01-4-031-201	Office Supplies	\$ 2,838	\$ 4,000	\$ 2,500	\$ 3,000
01-4-031-202	Postage	\$ 2,068	\$ 2,130	\$ 2,081	\$ 2,080
01-4-031-227	Janitorial Supplies	\$ 687	\$ 1,200	\$ 1,085	\$ 1,100
01-4-031-229	Tools & Other Supplies	\$ 2,782	\$ 2,750	\$ 2,750	\$ 2,500
01-4-031-250	Small Equipment	\$ 4,856	\$ 587	\$ 587	\$ -
	Total Supplies	\$ 13,231	\$ 10,667	\$ 9,003	\$ 8,680
01-4-031-301	Building Maintenance	\$ 6,369	\$ 3,220	\$ 2,150	\$ 2,720
01-4-031-302	Heat & A/C Maintenance	\$ 178	\$ 4,828	\$ 2,500	\$ 500
	Total Facility Maintenance	\$ 6,547	\$ 8,048	\$ 4,650	\$ 3,220
01-4-031-406	Computer System Maintenance	\$ 9,742	\$ 11,349	\$ 11,000	\$ 11,750
	Total Repairs & Maintenance	\$ 9,742	\$ 11,349	\$ 11,000	\$ 11,750
01-4-031-510	Dues & Publications	\$ 1,401	\$ 2,573	\$ 2,373	\$ 2,305
01-4-031-513	Travel & Training	\$ 9,224	\$ 9,192	\$ 9,079	\$ 10,979
01-4-031-521	Equipment Lease	\$ 6,239	\$ 3,616	\$ 3,616	\$ 3,616
01-4-031-550	Insurance-General Liability	\$ 189	\$ 200	\$ 95	\$ 119
01-4-031-551	Insurance-Errors & Omission	\$ -	\$ 375	\$ 204	\$ 254
01-4-031-552	Insurance-Employee Bond	\$ 831	\$ 385	\$ 388	\$ 388
01-4-031-556	Insurance-Real Property	\$ 699	\$ 825	\$ 818	\$ 818
01-4-031-567	Collection Fees	\$ -	\$ 100	\$ -	\$ -
01-4-031-570	Special Services	\$ 4,277	\$ -	\$ -	\$ -
01-4-031-571	Audit Fees	\$ 16,742	\$ 19,722	\$ 19,722	\$ 18,490
01-4-031-572	Tax Appraisal & Collection Fee	\$ 54,135	\$ 57,737	\$ 57,737	\$ 60,236
01-4-031-574	Budget Preparation	\$ 1,771	\$ 2,130	\$ 2,130	\$ 1,930
01-4-031-581	Communication Services	\$ 2,752	\$ 2,790	\$ 2,180	\$ 2,180
01-4-031-582	Gas Service	\$ 401	\$ 470	\$ 405	\$ 430
01-4-031-583	Electric Service	\$ 5,802	\$ 6,080	\$ 5,900	\$ 5,450
	Total Services	\$ 104,463	\$ 106,195	\$ 104,647	\$ 107,195
	Total Finance - Operations	\$ 289,883	\$ 293,332	\$ 286,373	\$ 292,601

Finance - Operations

Account Number	Description	Amount
01-4-031-201	Office Supplies	
	- Department share of copy paper	\$ 250
	- Envelopes - window, plain, & security	\$ 250
	- Business cards	\$ 120
	- A/P checks - 4,000	\$ 500
	- 1099 forms & envelopes	\$ 50
	- Printer cartridges	\$ 760
	- Binders and file folders	\$ 300
	- General office supplies	\$ 770
		\$ 3,000
229	Tools & Other Supplies	
	- Flags	\$ 250
	- Kitchen supplies	\$ 250
	- City logo business card blanks	\$ 1,000
	- Small office equipment	\$ 500
		\$ 2,500
301	Building Maintenance	
	- 4th of July window decoration	\$ 100
	- Security system	\$ 240
	- Pest control	\$ 380
		\$ 2,720
406	Computer System Maintenance	
	- Invision AP application maintenance - 50%	\$ 1,277
	- Invision CL application maintenance - 25%	\$ 529
	- Invision FA application maintenance - 50%	\$ 666
	- Invision GL application maintenance - 50%	\$ 2,110
	- Invision PO application maintenance - 50%	\$ 1,500
	- Invision AR application maintenance - 50%	\$ 996
	- Invision SS application maintenance - 25%	\$ 84
	- Anti-spam& virus software	\$ 92
	- Computer system support - 33%	\$ 2,016
	- Cisco Smartnet maintenance	\$ 1,480
- Computer repairs & supplies	\$ 1,000	
		\$ 11,750
510	Dues & Publications	
	- GASB fee	\$ 500
	- GFOA membership renewal	\$ 250
	- GFOAT membership - 3 staff	\$ 270
	- State CPA licenses - 2 staff	\$ 80
	- Sam's Club service fee & 2 memberships	\$ 100
	- Texas Co-Op membership	\$ 100
	- Training manuals & GFOA publications	\$ 300
	- Newspaper subscriptions	\$ 220
	- Public Libraries subscription	\$ 65
	- Local community organization dues	\$ 420
		\$ 2,305

Finance - Operations Continued

Account Number	Description	Amount
01-4-031-513	Travel & Training	
	- GFOAT spring conference - 3 staff	\$ 2,700
	- GFOAT fall conference - 3 staff	\$ 2,700
	- GAAFR & Auditing update - 2 staff	\$ 1,240
	- TMRS fall conference	\$ 675
	- Incode online student center - 26%	\$ 764
	- Investment training - 2 staff	\$ 700
	- TML Annual Conference - 2 staff	\$ 1,200
	- Other training and travel	\$ 1,000
		\$ 10,979
521	Equipment Lease	
	- Copier annual lease - 1/2	\$ 2,416
	- Additional copies	\$ 1,200
		\$ 3,616
571	Annual Audit Fees & Expense	
	- Annual audit fees	\$ 17,500
	- GFOA submission	\$ 435
	- Audit document printing & preparation	\$ 555
		\$ 18,490
572	Tax Appraisal & Collection Fee	
	- Fees to Tax Appraisal District for appraisal, assessment, and collection of ad valorem tax	
		\$ 60,236
574	Budget Preparation	
	- Budget workshops	\$ 500
	- GFOA submission	\$ 280
	- Supplies	\$ 100
	- Public hearing advertisements	\$ 50
	- Budget documents	\$ 1,000
		\$ 1,930



Mission

- Administer payroll and human resource matters for all City employees.

Description

- Prepares the City employee payroll.
- Administers employee benefit programs.
- Prepares reports, analysis and information as needed by Council, management, and departments.
- Serves as Civil Service Director.
- Oversees the City's employee selection process.

Accomplishments

- Conducted search and filled vacancy for Fire Chief and Planning Director. (A7,C5)
- Conducted Civil Service entry level testing and Oral Boards for Fire and Police. (E1)
- Conducted Police Sergeant promotional exam and assessment center. (E1)
- Conducted several interviews with various department heads to fill vacancies. (A7)
- Worked with benefits consultant to bring new medical insurance program to employees. (A7)
- Attended various human resources related conferences to increase awareness of human resource trends, developments, and legislation. (A2)

Goals

- Implement Incode HR Manager and Time Entry modules. (A14)
- Streamline HR activities, including annual merit review paperwork, payroll processing, and electronic submission of W-2s and W-3s, in order to promote efficiency.
- Audit all personnel files.
- Review and update all job analysis worksheets and job descriptions.
- Create and conduct exit interviews. (A7)
- Update City Personnel Policy Manual with policy changes as needed.
- Increase employee awareness of employee health program benefits. (A7)
- Conduct new hire training. (A2)
- Create and distribute new hire packet.
- Review pay scales and realign positions where needed. (A7)
- Become active in the local CTHRMA (Central Texas Human Resource Management Association). (A2)

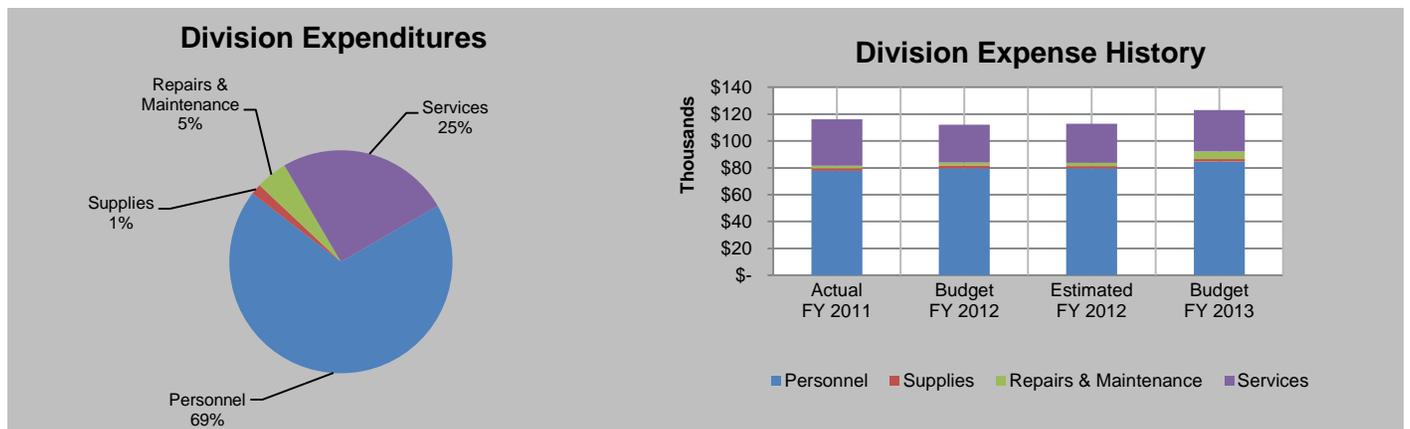
(Strategic Plan goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 77,754	\$ 79,561	\$ 79,561	\$ 84,686
Supplies	\$ 1,985	\$ 2,120	\$ 1,857	\$ 1,890
Repairs & Maintenance	\$ 1,863	\$ 2,256	\$ 2,256	\$ 5,607
Services	\$ 34,630	\$ 28,115	\$ 29,189	\$ 30,900
Total	\$ 116,232	\$ 112,052	\$ 112,863	\$ 123,083

Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Payrolls Processed	26	26	26
Payroll Checks Processed	657	601	550
Payroll ACH Employees	124	135	147
Employees Hired	23	26	22
C/S Tests Administered	2	2	2
C/S Promo. Exams Admin.	0	1	1



Finance - Human Resources

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-032-101	Salaries-Administrative	\$ 16,697	\$ 16,645	\$ 16,645	\$ 16,816
01-4-032-102	Salaries-Professional	\$ 47,189	\$ 47,120	\$ 47,120	\$ 51,428
01-4-032-113	Health Insurance Allowance	\$ 2,075	\$ -	\$ -	\$ -
01-4-032-121	TMRS	\$ 5,643	\$ 4,684	\$ 4,684	\$ 4,673
01-4-032-122	FICA	\$ 4,896	\$ 4,878	\$ 4,878	\$ 5,221
01-4-032-123	Employee Insurance	\$ 1,009	\$ 5,854	\$ 5,854	\$ 6,101
01-4-032-124	Workers' Comp. Insurance	\$ 169	\$ 182	\$ 182	\$ 173
01-4-032-125	Unemployment Compensation	\$ 76	\$ 198	\$ 198	\$ 274
	Total Personnel	\$ 77,754	\$ 79,561	\$ 79,561	\$ 84,686
01-4-032-201	Office Supplies	\$ 1,215	\$ 1,170	\$ 950	\$ 1,080
01-4-032-202	Postage	\$ 189	\$ 250	\$ 207	\$ 210
01-4-032-229	Tools & Other Supplies	\$ 581	\$ 700	\$ 700	\$ 600
	Total Supplies	\$ 1,985	\$ 2,120	\$ 1,857	\$ 1,890
01-4-032-406	Computer System Maintenance	\$ 1,863	\$ 2,256	\$ 2,256	\$ 5,607
	Total Repairs & Maintenance	\$ 1,863	\$ 2,256	\$ 2,256	\$ 5,607
01-4-032-510	Dues & Publications	\$ 502	\$ 595	\$ 595	\$ 734
01-4-032-513	Travel & Training	\$ 2,237	\$ 2,530	\$ 1,800	\$ 2,687
01-4-032-550	Insurance-General Liability	\$ 104	\$ 105	\$ 48	\$ 60
01-4-032-551	Insurance-Errors & Omissions	\$ -	\$ 195	\$ 104	\$ 129
01-4-032-561	Legal Services	\$ 7,050	\$ -	\$ 750	\$ 1,000
01-4-032-570	Special Services	\$ 26	\$ -	\$ 1,162	\$ 1,560
01-4-032-571	Employee Ads & Testing	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
01-4-032-572	Employee Benefits Consultant	\$ 20,800	\$ 20,800	\$ 20,800	\$ 20,800
01-4-032-581	Communication Services	\$ 411	\$ 390	\$ 430	\$ 430
	Total Services	\$ 34,630	\$ 28,115	\$ 29,189	\$ 30,900
	Total Finance - Human Resources	\$ 116,232	\$ 112,052	\$ 112,863	\$ 123,083
	Total Finance	\$ 406,115	\$ 405,384	\$ 399,236	\$ 415,684

Finance - Human Resources

Account Number	Description	Amount
01-4-032-201	Office Supplies	
	- Department share of copy paper	\$ 50
	- Envelopes - window, plain, & security	\$ 200
	- Payroll checks - 1,500	\$ 290
	- Printer cartridges	\$ 200
	- W-2 forms & envelopes	\$ 110
	- Letterhead stationery	\$ 30
	- General office supplies	\$ 200
		\$ 1,080
229	Tools & Other Supplies	
	- Leave request forms - 3,500	\$ 500
	- Operating supplies	\$ 100
		\$ 600
406	Computer System Maintenance	
	- Invision PY application maintenance - 50%	\$ 1,944
	- Invision HR maintenance - 85%	\$ 2,338
	- Invision TE maintenance - 85%	\$ 1,052
	- Anti-spam & virus software	\$ 23
	- Computer repairs & supplies	\$ 250
		\$ 5,607
510	Dues & Publications	
	- TMHRA dues	\$ 90
	- Texas Social Security program administrative fee	\$ 35
	- TML online salary survey membership	\$ 240
	- CTHRMA membership	\$ 40
	- IPMA-HR dues	\$ 149
	- SHRM membership	\$ 180
		\$ 734
513	Travel & Training	
	- TMRS annual seminar	\$ 650
	- TMHRA Nuts & Bolts of Human Resources	\$ 250
	- FWHRMA Employment Law	\$ 453
	- TWC Business Conference	\$ 135
	- TMHRA annual conference	\$ 835
	- CTHRMA Fall conference	\$ 99
	- Incode online student center - 9%	\$ 265
		\$ 2,687
561	Legal Services	
	- Attorney fees for employment and general HR matters	
		\$ 1,000
570	Special Services	
	- COBRA admin fees	
		\$ 1,560
571	Employee Ads & Testing	
	- Employment advertisements	\$ 2,500
	- Pre-employment physicals & drug screens	\$ 1,000
		\$ 3,500
572	Employee Benefits Consultant	
	- Employee benefits consulting services - 80%	
		\$ 20,800

Mission

- To advise the City Council in all legal matters and to ensure compliance with all City codes and ordinances.
- To process violations of City ordinances resulting from citizen complaints, traffic citations, and misdemeanor arrests.

Description

City Attorney:

- Serves as the legal adviser and attorney for the City.
- Serves as legal counsel during meetings of the City Council and as advisor to other City boards and commissions.
- Responsible for preparation of legal documents for the City and for rendering legal opinions to the City Council and staff as required.

City Judge:

- Presides over the City's municipal court proceedings.
- Responsible for the final disposition of all charges and tickets filed under City ordinances and laws.

Court Clerks:

- Process fines and complaints for court proceeding, payment and other disposition.
- Maintains the court records on the computer database.
- Provides clerical services to the City Judge.

Accomplishments

- Participated in annual State-wide warrant roundup with 276 warrants cleared and \$72,242 collected. (A3)
- Conducted City warrant amnesty/roundup, resulting in 48 warrants cleared and \$14,239 collected. (A3)
- Installed security panic buttons to notify Police Department personnel of emergency situations.
- Implemented use of Reality Education for Drivers (RED) Program in partnership with Scott & White Hospital to encourage young drivers to drive sober, silent, and secure. (E4)
- Developed juvenile community service program across the City.

Goals

- Participate in annual State-wide roundup and conduct separate City roundup. (A3)
- Implement Warrant Officer position with Police Department to routinely serve outstanding warrants and provide regular bailiff service for court proceedings. (E1, E3).
- Install security camera system in courtroom, court lobby/office, and install roll-down blinds at the customer service windows. (E1)

(Strategic Plan Goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 140,391	\$ 150,447	\$ 150,447	\$ 180,366
Supplies	\$ 6,571	\$ 5,781	\$ 4,573	\$ 3,872
Facility Maintenance	\$ 157	\$ 300	\$ 160	\$ 300
Repairs & Maintenance	\$ 850	\$ 350	\$ 350	\$ 500
Services	\$ 3,893	\$ 5,719	\$ 4,388	\$ 3,939
Total	\$ 151,862	\$ 162,597	\$ 159,918	\$ 188,977

Workload/Demand Measures

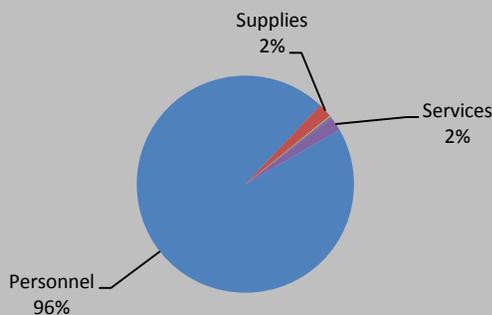
Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Court sessions	41	44	43
Warrants Issued	1,372	1,854	1,700
Warrants Outstanding	997	1,233	900
Cases Filed:			
State Law	981	1,318	1,200
Traffic	2,766	3,093	3,100
Parking	121	169	125
City Ordinance	93	178	150
Total Cases Filed	3,961	4,758	4,575

Staffing

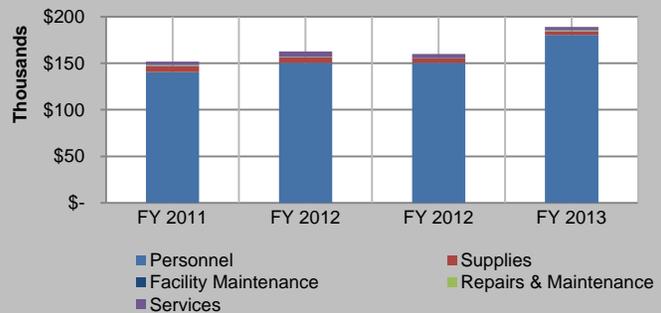
Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
City Attorney - 1*	Part Time	Part Time	Part Time
City Judge - 1*	Part Time	Part Time	Part Time
Court Administrator	1	1	1
Court Clerk	1	1	1
Total	2	2	2

* Appointed, part-time positions.

Department Expenditures



Department Expense History



Legal

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-040-101	Salaries-Administrative	\$ 60,000	\$ 60,000	\$ 60,000	\$ 62,050
01-4-040-102	Salaries-Professional	\$ 6,939	\$ 6,917	\$ 6,917	\$ 7,224
01-4-040-104	Salaries-Operations	\$ 52,793	\$ 60,909	\$ 60,909	\$ 63,796
01-4-040-121	TMRS	\$ 5,087	\$ 4,982	\$ 4,982	\$ 4,863
01-4-040-122	FICA	\$ 4,544	\$ 5,189	\$ 5,189	\$ 5,433
01-4-040-123	Employee Insurance	\$ 10,584	\$ 11,708	\$ 11,708	\$ 12,202
01-4-040-124	Workers' Comp. Insurance	\$ 293	\$ 345	\$ 345	\$ 319
01-4-040-125	Unemployment Compensation	\$ 151	\$ 397	\$ 397	\$ 548
01-4-040-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 23,931
	Total Personnel	\$ 140,391	\$ 150,447	\$ 150,447	\$ 180,366
01-4-040-201	Office Supplies	\$ 1,462	\$ 1,890	\$ 1,890	\$ 1,330
01-4-040-202	Postage	\$ 2,015	\$ 1,910	\$ 2,183	\$ 2,180
01-4-040-229	Tools & Other Supplies	\$ 351	\$ 1,981	\$ 500	\$ 362
01-4-040-250	Small Equipment	\$ 2,743	\$ -	\$ -	\$ -
	Total Supplies	\$ 6,571	\$ 5,781	\$ 4,573	\$ 3,872
01-4-040-301	Building Maintenance	\$ 157	\$ 300	\$ 160	\$ 300
	Total Facility Maintenance	\$ 157	\$ 300	\$ 160	\$ 300
01-4-040-402	Machinery & Equipment Maintenance	\$ 850	\$ 350	\$ 350	\$ 500
	Total Repairs & Maintenance	\$ 850	\$ 350	\$ 350	\$ 500
01-4-040-501	Advertising & Public Notices	\$ 310	\$ 1,000	\$ 1,000	\$ 785
01-4-040-510	Dues & Publications	\$ 310	\$ 226	\$ 186	\$ 226
01-4-040-513	Travel & Training	\$ 1,253	\$ 1,659	\$ 1,659	\$ 1,150
01-4-040-550	Insurance-General Liability	\$ 139	\$ 195	\$ 91	\$ 114
01-4-040-551	Insurance-Errors & Omissions	\$ -	\$ 360	\$ 196	\$ 243
01-4-040-552	Insurance-Employee Bond	\$ 83	\$ 95	\$ 97	\$ 97
01-4-040-567	Collection Fees	\$ -	\$ 900	\$ -	\$ -
01-4-040-570	Special Services	\$ 823	\$ 344	\$ 179	\$ 344
01-4-040-581	Communication Services	\$ 975	\$ 940	\$ 980	\$ 980
	Total Services	\$ 3,893	\$ 5,719	\$ 4,388	\$ 3,939
	Total Legal	\$ 151,862	\$ 162,597	\$ 159,918	\$ 188,977

Legal

Account Number	Description	Amount
01-4-040-201	Office Supplies	
	- Paper	\$ 400
	- Envelopes - plain and window	\$ 350
	- Toner cartridges	\$ 280
	- General office supplies	\$ 300
		\$ 1,330
229	Tools & Other Supplies	
	- Citation receipt paper	\$ 162
	- Operating supplies	\$ 200
		\$ 362
301	Building Maintenance	
	- Carpet cleaning	\$ 150
	- General building maintenance	\$ 150
		\$ 300
402	Machinery & Equipment Maintenance	
	- Copier maintenance	
		\$ 500
501	Advertising & Public Notices	
	- City warrant round up notices - 2 cycles	\$ 460
	- State warrant round up notices - 1 cycle	\$ 325
		\$ 785
510	Dues & Publications	
	- Texas Court Clerk Association dues - 3 staff	\$ 150
	- Texas Traffic Law update	\$ 40
	- Texas Municipal Justice Court newsletter	\$ 36
		\$ 226
513	Travel & Training	
	- Court Clerk training - 2 staff	\$ 600
	- Judge training	\$ 550
		\$ 1,150
570	Special Services	
	- Interpreter services	\$ 200
	- Juror fees	\$ 144
		\$ 344



Description

The Police department is comprised of five divisions:

- 1. Administration 2. Operations 3. Support Services
- 4. Animal Control 5. Code Enforcement

The details of these divisions follow.

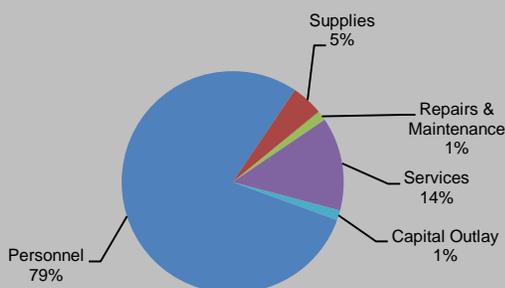
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 2,118,649	\$ 2,277,816	\$ 2,297,816	\$ 2,426,746
Supplies	\$ 126,258	\$ 142,816	\$ 149,633	\$ 142,038
Facility Maintenance	\$ 6,054	\$ 7,305	\$ 7,605	\$ 5,355
Repairs & Maintenance	\$ 30,386	\$ 39,316	\$ 36,038	\$ 39,308
Services	\$ 333,134	\$ 354,766	\$ 367,216	\$ 418,752
Capital Outlay	\$ 25,780	\$ 64,886	\$ 27,386	\$ 43,950
Total	\$ 2,640,261	\$ 2,886,905	\$ 2,885,694	\$ 3,076,149

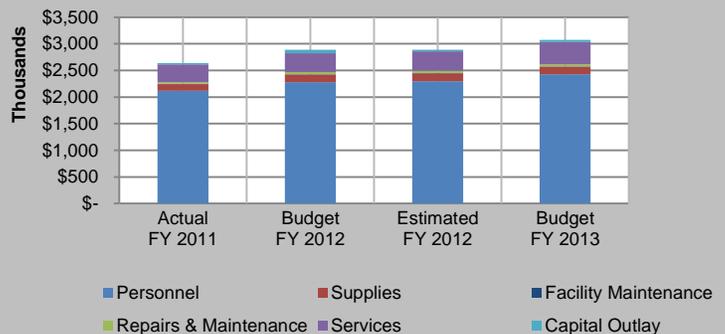
Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Chief of Police	1	1	1
Deputy Chief	2	2	2
Sergeant	5	5	5
Corporal	1	1	1
Investigator	4	4	5
Patrol Officer	14	15	14
School Resource Officer	2	2	3
Warrant Officer	0	0	1
CSS Supervisor	1	1	1
Community Service Specialist	5	6	6
Animal Control Officer	1	1	1
Code Enforcement Officer	0	1	1
Administrative Assistant	2	1	1
Reserve Officers - 6	Volunteers	Volunteers	Volunteers
Total	38	40	42

Department Expenditures



Department Expense History



Mission

The Belton Police Department is dedicated to providing excellent service through partnerships that build trust, reduce crime, create a safe environment, and enhance the quality of life in our community.

Description

- Coordinates law enforcement activities with other law enforcement agencies.
- Develops and implements departmental training programs.
- Initiates and supervises internal investigations when needed.
- Supervises all aspects of the Belton Police Reserve Force.
- Oversees all major criminal investigations undertaken by the Police department.
- Serves as liaison to Bell County Communications 911 Center.
- Develop goals and policies for the Belton Police Department.
- Participate as a member of the board of directors of the Bell County Crime Unit-Task Force

Accomplishments

- Implemented a police volunteer program, CHIPS-Citizens Helping in Police Service. (E1)
- Secured grant funds for bulletproof vest partnership and K-9 program. (A3)
- Implemented a physical fitness program for all police officers hired after January 24, 2012. (A2)
- Hired a consultant to conduct a space needs assessment of police facility. (E1, E5)
- Hosted third Citizens Police Academy class. (A10, A11, E3)
- Completed purchases and implemented equipment acquired with the Congressional Appropriations funding. (A3, E1)
- Successfully passed first annual review of the Texas Recognition accreditation program. (A7, E1, E5)
- Coordinated cross training of all non-sworn employees. (E1)

Goals

- Maintain accreditation through the Texas Recognition program. (A7, E1, E5)
- Retain a well-trained and experienced law enforcement staff. (A2, A7, E1)
- Begin implementation of recommendations of police facility space needs report. (E1, E5)
- Continue to enhance community partnerships and the delivery of police services. (E3)
- Transition to a model of community policing that is prevention driven. (E3)

(Strategic Plan goal #)

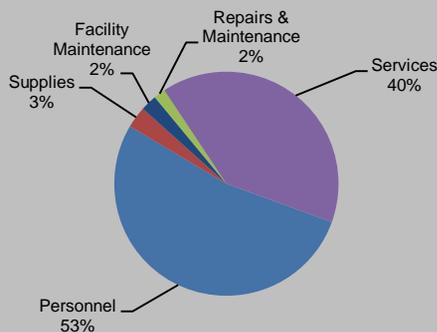
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 116,461	\$ 116,433	\$ 116,433	\$ 120,581
Supplies	\$ 7,905	\$ 6,880	\$ 8,012	\$ 7,067
Facility Maintenance	\$ 6,054	\$ 7,305	\$ 7,605	\$ 5,355
Repairs & Maintenance	\$ 4,629	\$ 3,438	\$ 3,438	\$ 3,776
Services	\$ 74,450	\$ 73,150	\$ 89,671	\$ 90,755
Capital Outlay	\$ 7,595	\$ -	\$ -	\$ -
Total	\$ 217,094	\$ 207,206	\$ 225,159	\$ 227,534

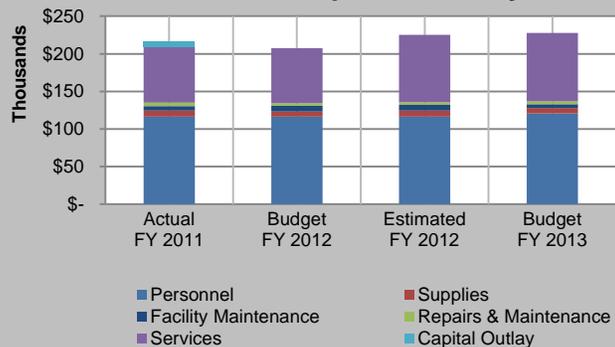
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
In Service Training Hours	2,500	3,300	3,000
Prof. Standards Investigations	12	4	8
Use of Force Incidents	59	40	35
Community Outreach	150	0	0

Division Expenditures



Division Expense History



Police - Administration

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-051-101	Salaries-Administrative	\$ 59,056	\$ 58,721	\$ 58,721	\$ 60,934
01-4-051-104	Salaries-Operations	\$ 27,283	\$ 27,620	\$ 27,620	\$ 29,033
01-4-051-112	Longevity	\$ 44	\$ 48	\$ 48	\$ 72
01-4-051-114	Allowances	\$ 6,325	\$ 6,600	\$ 6,600	\$ 6,600
01-4-051-121	TMRS	\$ 7,747	\$ 6,345	\$ 6,345	\$ 6,165
01-4-051-122	FICA	\$ 6,547	\$ 6,609	\$ 6,609	\$ 6,888
01-4-051-123	Employee Insurance	\$ 8,073	\$ 8,920	\$ 8,920	\$ 9,297
01-4-051-124	Workers' Comp. Insurance	\$ 1,271	\$ 1,268	\$ 1,268	\$ 1,174
01-4-051-125	Unemployment Compensation	\$ 115	\$ 302	\$ 302	\$ 418
	Total Personnel	\$ 116,461	\$ 116,433	\$ 116,433	\$ 120,581
01-4-051-201	Office Supplies	\$ 1,109	\$ 1,200	\$ 1,200	\$ 1,100
01-4-051-202	Postage	\$ 946	\$ 730	\$ 1,442	\$ 1,440
01-4-051-205	Educational Supplies	\$ 1,934	\$ 750	\$ 1,200	\$ 1,400
01-4-051-220	Clothing Supplies	\$ 268	\$ 350	\$ 300	\$ 150
01-4-051-222	Fuel	\$ 12	\$ -	\$ 20	\$ 27
01-4-051-227	Janitorial Supplies	\$ 1,373	\$ 2,300	\$ 2,300	\$ 1,600
01-4-051-229	Tools & Other Supplies	\$ 1,363	\$ 1,550	\$ 1,550	\$ 1,350
01-4-051-250	Small Equipment	\$ 900	\$ -	\$ -	\$ -
	Total Supplies	\$ 7,905	\$ 6,880	\$ 8,012	\$ 7,067
01-4-051-301	Building Maintenance	\$ 5,747	\$ 5,805	\$ 6,105	\$ 3,855
01-4-051-302	Heat & A/C Maintenance	\$ 307	\$ 1,500	\$ 1,500	\$ 1,500
	Total Facility Maintenance	\$ 6,054	\$ 7,305	\$ 7,605	\$ 5,355
01-4-051-402	Equipment Maintenance	\$ 1,237	\$ -	\$ -	\$ -
01-4-051-403	Vehicle Maintenance	\$ 161	\$ -	\$ -	\$ -
01-4-051-406	Computer System Maintenance	\$ 3,231	\$ 3,438	\$ 3,438	\$ 3,776
	Total Repairs & Maintenance	\$ 4,629	\$ 3,438	\$ 3,438	\$ 3,776
01-4-051-501	Advertising & Public Notices	\$ 698	\$ 500	\$ 500	\$ 400
01-4-051-510	Dues & Publications	\$ 1,708	\$ 2,906	\$ 2,906	\$ 2,951
01-4-051-513	Travel & Training	\$ 1,089	\$ 3,000	\$ 5,900	\$ 3,600
01-4-051-521	Equipment Lease	\$ 4,500	\$ 4,309	\$ 4,800	\$ 4,812
01-4-051-553	Insurance-Law Enforcement Liab.	\$ 892	\$ 1,035	\$ 804	\$ 1,000
01-4-051-556	Insurance-Real Property	\$ 1,676	\$ 1,880	\$ 2,112	\$ 2,112
01-4-051-570	Special Services	\$ 45,542	\$ 40,620	\$ 55,000	\$ 57,380
01-4-051-571	Employee Testing	\$ -	\$ -	\$ -	\$ 480
01-4-051-581	Communication Services	\$ 1,147	\$ 1,140	\$ 1,210	\$ 1,210
01-4-051-582	Gas Service	\$ 196	\$ 200	\$ 216	\$ 230
01-4-051-583	Electric Service	\$ 17,002	\$ 17,560	\$ 16,223	\$ 16,580
	Total Services	\$ 74,450	\$ 73,150	\$ 89,671	\$ 90,755
01-4-051-802	Machinery & Equipment	\$ 7,595	\$ -	\$ -	\$ -
	Total Capital Outlay	\$ 7,595	\$ -	\$ -	\$ -
	Total Police - Administration	\$ 217,094	\$ 207,206	\$ 225,159	\$ 227,534

Police - Administration

Account Number	Description	Amount
01-4-051-205	Educational Supplies	
	- Citizen Police Academy supplies	\$ 500
	- CHIPS volunteer supplies & uniforms	\$ 400
	- Youth Police Academy supplies	\$ 500
		\$ 1,400
220	Clothing Supplies	
	- Uniform for Chief	
		\$ 150
229	Tools & Other Supplies	
	- Awards & recognition	\$ 400
	- U.S., Texas, & City flags	\$ 150
	- Ice & other supplies	\$ 800
		\$ 1,350
301	Building Maintenance	
	- Floor service	\$ 230
	- Fire extinguishers	\$ 165
	- Pest control	\$ 460
	- General building maintenance	\$ 3,000
		\$ 3,855
406	Computer System Maintenance	
	- Computer system support - 1/3	\$ 2,016
	- Cisco Smartnet maintenance	\$ 1,259
	- Anti-spam & virus software	\$ 46
	- Computer repairs & supplies	\$ 455
		\$ 3,776
501	Advertising & Public Notices	
	- Marketing Community Policing	\$ 300
	- Other public notices	\$ 100
		\$ 400
510	Dues & Publications	
	- Texas Police Chiefs Association dues	\$ 295
	- Central Texas Chiefs Association dues	\$ 25
	- International Association of Chiefs of Police dues	\$ 120
	- FBI National Academy Associates dues	\$ 95
	- National Association of Town Watch	\$ 25
	- Newspaper subscription	\$ 141
	- Local community organization dues	\$ 420
	- TCLEDDS annual fee	\$ 630
	- Texas Chief Recognition annual fee	\$ 1,200
		\$ 2,951
513	Travel & Training	
	- Texas Chiefs of Police quarterly meetings	\$ 300
	- International Association of Chiefs of Police conference	\$ 1,500
	- Texas Police Chiefs conference	\$ 500
	- National Center for Missing Children	\$ 200
	- Developing Leaders Course	\$ 600
	- Chaplain program - training/support	\$ 500
		\$ 3,600
521	Equipment Lease	
	- Copier annual lease	\$ 3,312
	- Additional copies	\$ 1,500
		\$ 4,812
570	Special Services	
	- Bell County Jail fees for City arrests	\$ 57,300
	- Shooting range lease	\$ 80
		\$ 57,380
571	Employee Testing	
	- Random drug screening	
		\$ 480

Mission

To provide patrol, school resource officers, and crime prevention services to the Community.

Description

- Responds to calls from the public requesting police emergency services.
- Conducts preliminary and follow-up investigations of criminal incidents.
- Responds to traffic-related incidents and accidents.
- Issues citations and warnings for traffic offenses. Responds to parking violations and serves warrants and summonses.
- Files complaints and performs duties related to the processing of misdemeanor and felony criminal offenses.
- Maintains crime scenes in an effort to collect and preserve evidence.
- Works in conjunction with the Bell County Organized Crime Unit in an effort to prevent and intervene in illegal drug activities.
- Conducts random patrols to establish police presence and deter crime.
- Foster a positive learning environment on school campuses by deterring crime, investigating criminal activity and building rapport with students through the School Resource Officer program.
- Build partnerships with the community through innovative community policing programs in order to prevent crime and the fear of crime.

Accomplishments

- Trained patrol officers to play an active role in code enforcement issues. (C2, E3)
- Started an annual one-week in-service training program for all officers to improve job knowledge, address mandated training requirements, and enhance officer safety. (E1)
- Trained in and expanded the uses of police technology acquired through the BJA Congressional Appropriations funding. (E2)
- Created a Special Operations Unit (SOU) in patrol to address traffic safety and provide additional patrol resources during peak call volume hours. (E4, E5, E6)
- Assisted in security related issues involving the Hasan trial through our partnership with Bell County Sheriff's Office in a joint SWAT team. (E4, E5)
- Hosted annual National Night Out event with a record 14 community block parties. (C2, E3)
- Hosted the second and third classes of the annual Youth Police Academy program. (E3)

Goals

- Coordinate with BISD in the addition of a third school resource officer. (C3, E1, E3, E4)
- Continue to promote community partnerships by promoting crime prevention programs.(E3)
- Implement a prevention based philosophy of community policing. (C2, C3, E1, E3)
- Review new law enforcement technology while maintaining existing technology. (E2)
- Enhance officer training with a focus on risk management and safety. (E1)

(Strategic Plan goal #)

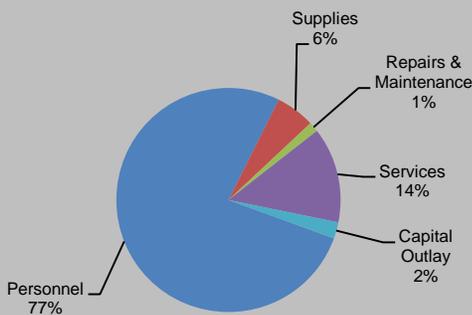
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 1,272,074	\$ 1,326,734	\$ 1,339,234	\$ 1,438,095
Supplies	\$ 95,355	\$ 106,444	\$ 112,850	\$ 105,114
Repairs & Maintenance	\$ 22,296	\$ 26,635	\$ 25,735	\$ 26,705
Services	\$ 223,435	\$ 218,170	\$ 214,913	\$ 257,676
Capital Outlay	\$ -	\$ 47,800	\$ 11,500	\$ 43,950
Total	\$ 1,613,160	\$ 1,725,783	\$ 1,704,232	\$ 1,871,540

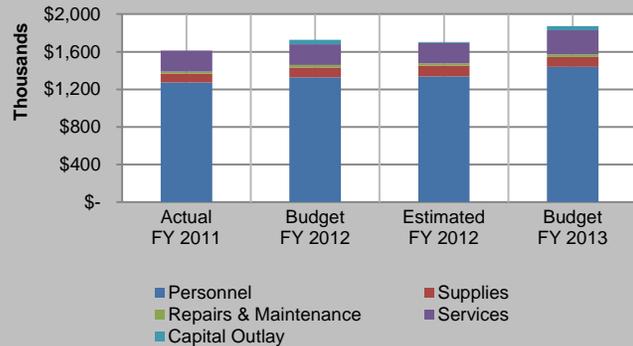
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Calls for Service	36,740	40,829	42,000
Escorts	431	347	400
Citations Issued	3,019	3,248	3,500
Arrests	1,248	1,612	1,700
Alarms Responded To	1,222	1,202	1,250
Disturbance Calls	692	641	680
Accidents	1,303	1,465	1,500
Ambulance Assists	467	0	0
House Watches	620	384	450
Offense Reports	3,019	3,458	3,550

Division Expenditures



Division Expense History



Police - Operations

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-052-101	Salaries-Administrative	\$ 23,592	\$ 23,443	\$ 23,443	\$ 24,415
01-4-052-103	Salaries-Supervisory	\$ 303,840	\$ 318,535	\$ 318,535	\$ 319,517
01-4-052-104	Salaries-Operations	\$ 634,671	\$ 634,394	\$ 632,394	\$ 701,952
01-4-052-107	Salaries-Overtime	\$ 17,868	\$ 45,145	\$ 45,145	\$ 51,073
01-4-052-112	Longevity	\$ 4,428	\$ 5,064	\$ 5,064	\$ 6,852
01-4-052-113	Health Insurance Allowance	\$ 14,880	\$ -	\$ -	\$ -
01-4-052-114	Allowances	\$ 1,533	\$ 1,620	\$ 1,620	\$ 2,880
01-4-052-121	TMRS	\$ 85,146	\$ 75,375	\$ 75,375	\$ 75,781
01-4-052-122	FICA	\$ 74,243	\$ 78,504	\$ 78,504	\$ 84,441
01-4-052-123	Employee Insurance	\$ 85,227	\$ 115,227	\$ 129,727	\$ 141,002
01-4-052-124	Workers' Comp. Insurance	\$ 24,602	\$ 25,033	\$ 25,033	\$ 23,853
01-4-052-125	Unemployment Compensation	\$ 2,044	\$ 4,394	\$ 4,394	\$ 6,329
	Total Personnel	\$ 1,272,074	\$ 1,326,734	\$ 1,339,234	\$ 1,438,095
01-4-052-201	Office Supplies	\$ 2,055	\$ 2,330	\$ 1,500	\$ 2,000
01-4-052-205	Educational Supplies	\$ 2,700	\$ 2,250	\$ 2,250	\$ 1,700
01-4-052-220	Clothing Supplies	\$ 14,745	\$ 7,744	\$ 7,100	\$ 6,500
01-4-052-222	Fuel	\$ 66,657	\$ 79,750	\$ 83,500	\$ 85,364
01-4-052-229	Tools & Other Supplies	\$ 9,198	\$ 6,100	\$ 7,500	\$ 8,550
01-4-052-230	K-9 Supplies	\$ -	\$ 8,270	\$ 11,000	\$ 1,000
	Total Supplies	\$ 95,355	\$ 106,444	\$ 112,850	\$ 105,114
01-4-052-402	Equipment & Machinery Maint.	\$ 277	\$ 300	\$ 300	\$ 300
01-4-052-403	Vehicle Maintenance	\$ 20,192	\$ 25,035	\$ 23,435	\$ 20,400
01-4-052-406	Computer System Maintenance	\$ 1,371	\$ 825	\$ 1,000	\$ 4,505
01-4-052-407	Radio Maintenance	\$ 456	\$ 475	\$ 1,000	\$ 1,500
	Total Repairs & Maintenance	\$ 22,296	\$ 26,635	\$ 25,735	\$ 26,705
01-4-052-510	Dues & Publications	\$ 317	\$ 525	\$ 525	\$ 500
01-4-052-513	Travel & Training	\$ 10,278	\$ 15,430	\$ 15,000	\$ 20,000
01-4-052-553	Insurance-Law Enforcement Liab.	\$ 8,028	\$ 9,285	\$ 7,240	\$ 8,997
01-4-052-554	Insurance-Automobile	\$ 5,111	\$ 6,085	\$ 4,991	\$ 5,460
01-4-052-555	Insurance-Mobile Equipment	\$ 13	\$ 15	\$ 47	\$ 47
01-4-052-557	Insurance-Animal Mortality	\$ -	\$ -	\$ 640	\$ 1,280
01-4-052-570	Special Services	\$ 1,304	\$ 800	\$ 400	\$ 500
01-4-052-571	Bell County Communications	\$ 196,330	\$ 183,520	\$ 183,520	\$ 216,072
01-4-052-572	Cadet Training Expenses	\$ 414	\$ 600	\$ 800	\$ 600
01-4-052-581	Communication Services	\$ 1,640	\$ 1,910	\$ 1,750	\$ 4,220
	Total Services	\$ 223,435	\$ 218,170	\$ 214,913	\$ 257,676
01-4-052-802	Machinery & Equipment	\$ -	\$ 11,500	\$ 11,500	\$ -
01-4-052-803	Vehicles	\$ -	\$ 36,300	\$ -	\$ 43,950
	Total Capital Outlay	\$ -	\$ 47,800	\$ 11,500	\$ 43,950
	Total Police - Operations	\$ 1,613,160	\$ 1,725,783	\$ 1,704,232	\$ 1,871,540

Police - Operations

Account Number	Description	Amount
01-4-052-201	Office Supplies	
	- Paper	\$ 500
	- Business cards	\$ 300
	- Printer cartridges	\$ 600
	- Other	\$ 600
		\$ 2,000
205	Educational Supplies	
	- National Night Out handouts	\$ 1,500
	- School and special event handouts	\$ 200
		\$ 1,700
220	Clothing Supplies	
	- Uniform inventory - 22	\$ 3,300
	- Protective vests with carriers	\$ 2,600
	- Uniform for new hires	\$ 600
		\$ 6,500
229	Tools & Other Supplies	
	- DPS forms	\$ 250
	- Ammunition and targets	\$ 5,000
	- Printed forms	\$ 400
	- Batteries, audio, & video tapes	\$ 600
	- Fingerprint kits	\$ 200
	- Drug test kits	\$ 600
	- Taser cartridges	\$ 1,000
	- Tactical first aid kits	\$ 180
	- Flex cuffs	\$ 120
	- Pepper spray	\$ 200
		\$ 8,550
230	K-9 Supplies	
	- Vet services	\$ 500
	- Other supplies	\$ 500
		\$ 1,000
403	Vehicle Maintenance	
	- General fleet maintenance	\$ 20,000
	- Rear window light bars - Tahoe	\$ 400
		\$ 20,400
406	Computer System Maintenance	
	- Anti-spam & virus software	\$ 563
	- VISIO License for MDT	\$ 2,192
	- Citrix license renewal for MDT	\$ 750
	- General repairs & maintenance	\$ 1,000
		\$ 4,505
510	Dues & Publications	
	- Local community organization dues	\$ 500
		\$ 500
513	Travel & Training	
	- Patrol officer training - 22 staff	\$ 16,400
	- Developing Leaders course	\$ 3,600
		\$ 20,000
570	Special Services	
	- Wrecker fees/seizures	\$ 500
		\$ 500
571	Bell County Communications	
	- City's share of county-wide radio & dispatch system	
		\$ 216,072
581	Communication Services	
	- Monthly phone and long distance	\$ 1,750
	- Aircards	\$ 2,470
		\$ 4,220
803	Vehicles	
	- Patrol unit	
		\$ 43,950

Mission

To investigate all criminal cases reported to the Police Department, answer non-emergency calls for service, coordinate training for all staff, and serve as the custodian of police records and evidence.

Description

- Completes and maintains all file records regarding each case submitted for investigation.
- Presents cases before the grand jury.
- Acts with the County and District Attorneys in the prosecution and trial of criminals.
- Follows up on information received from Crime Stoppers and citizens in regard to criminal activities.
- Coordinates with other law enforcement agencies regarding information on similar cases and suspects.
- Works with the Department of Human Services to investigate all child abuse cases.
- Manage and control all found, recovered, and seized property in order to maintain the integrity of evidence for criminal prosecution.
- Provides assistance to victims of crime.
- Serves as custodian of police records.
- Answers all non-emergency calls for service and handles walk-in customer service.
- Coordinates training for all police department staff and maintains training records in compliance with TCLEOSE rules.
- Maintains accreditation records and ensures the departments remain in compliance with Texas Recognition standards.

Accomplishments

- Completed the cross-training of all non-sworn staff to prevent gaps in service. (A2, E1)
- Conducted and solved many complex criminal investigations, including a homicide. (C2)
- Coordinated with Finance to participate in an online property auction system to sell off seized and found property from the evidence room. (E1, E4)
- Trained and mentored two new detectives as part of personnel changes in CID. (E1)
- Enhanced training of sworn and non-sworn staff, resulting in many staff members achieving a higher TCLEOSE certification level. (E1)
- Increased the clearance rate of cases investigated by detectives. (E3, E5)

Goals

- Develop the newly created warrant officer position. (A2, E1)
- Continue to enhance service delivery by providing compassionate and professional response to calls for service and effective follow-up investigations. (E3)
- Promote electronic formats for data and paperwork reduction. (E2)

(Strategic Plan goal #)

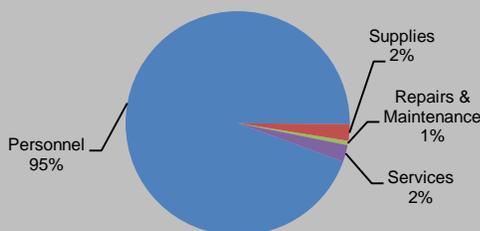
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 690,390	\$ 733,794	\$ 741,294	\$ 762,750
Supplies	\$ 16,848	\$ 18,805	\$ 19,187	\$ 19,392
Repairs & Maintenance	\$ 1,056	\$ 3,575	\$ 2,825	\$ 4,916
Services	\$ 14,933	\$ 17,173	\$ 18,702	\$ 19,380
Capital Outlay	\$ 18,185	\$ -	\$ -	\$ -
Total	\$ 741,412	\$ 773,347	\$ 782,008	\$ 806,438

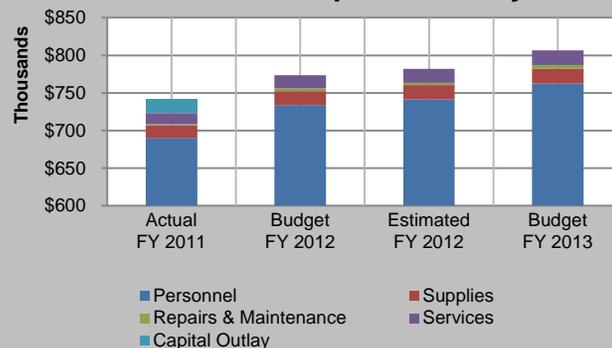
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Sexual Assault	26	24	25
Attempted Murder/Murder	0	1	0
Robbery	8	12	10
Assault	479	447	480
Auto Theft	6	9	10
Burglaries	156	208	226
Theft Over \$1500	24	22	24
Forgery	109	51	55
Injury to Child/Neglect	12	13	14
Kidnapping	2	2	2
Criminal Mischief	295	166	170
Juvenile Detention	41	48	49
Narcotics	88	203	221
Cases Assigned	927	938	1,023
Cases Cleared	415	796	868

Division Expenditures



Division Expense History



Police - Support Services

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-053-101	Salaries-Administrative	\$ 23,592	\$ 23,443	\$ 23,443	\$ 24,415
01-4-053-103	Salaries-Supervisory	\$ 115,286	\$ 119,432	\$ 119,432	\$ 120,650
01-4-053-104	Salaries-Operations	\$ 383,003	\$ 397,094	\$ 397,094	\$ 392,904
01-4-053-107	Salaries-Overtime	\$ 4,401	\$ 18,845	\$ 23,845	\$ 24,104
01-4-053-112	Longevity	\$ 3,659	\$ 4,008	\$ 4,008	\$ 2,916
01-4-053-113	Health Insurance Allowance	\$ 15	\$ -	\$ -	\$ -
01-4-053-114	Allowances	\$ 2,415	\$ 2,340	\$ 2,340	\$ 2,520
01-4-053-121	TMRS	\$ 45,414	\$ 41,879	\$ 41,879	\$ 38,860
01-4-053-122	FICA	\$ 39,322	\$ 43,617	\$ 43,617	\$ 43,222
01-4-053-123	Employee Insurance	\$ 65,644	\$ 71,373	\$ 73,873	\$ 76,987
01-4-053-124	Workers' Comp. Insurance	\$ 6,685	\$ 9,259	\$ 9,259	\$ 7,983
01-4-053-125	Unemployment Compensation	\$ 954	\$ 2,504	\$ 2,504	\$ 3,458
01-4-053-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 24,731
	Total Personnel	\$ 690,390	\$ 733,794	\$ 741,294	\$ 762,750
01-4-053-201	Office Supplies	\$ 2,337	\$ 2,000	\$ 2,200	\$ 1,900
01-4-053-220	Clothing Supplies	\$ 2,424	\$ 2,840	\$ 2,840	\$ 2,545
01-4-053-222	Fuel	\$ 11,047	\$ 11,710	\$ 12,442	\$ 13,052
01-4-053-229	Tools & Other Supplies	\$ 1,040	\$ 2,255	\$ 1,705	\$ 1,895
	Total Supplies	\$ 16,848	\$ 18,805	\$ 19,187	\$ 19,392
01-4-053-403	Vehicle Maintenance	\$ 736	\$ 2,000	\$ 2,000	\$ 2,000
01-4-053-406	Computer System Maintenance	\$ 320	\$ 1,475	\$ 825	\$ 2,816
01-4-053-407	Radio Maintenance	\$ -	\$ 100	\$ -	\$ 100
	Total Repairs & Maintenance	\$ 1,056	\$ 3,575	\$ 2,825	\$ 4,916
01-4-053-510	Dues & Publications	\$ 1,871	\$ 1,843	\$ 1,843	\$ 2,008
01-4-053-513	Travel & Training	\$ 5,809	\$ 7,058	\$ 7,500	\$ 7,300
01-4-053-553	Insurance-Law Enforcement Liab.	\$ 2,119	\$ 2,450	\$ 1,910	\$ 2,374
01-4-053-554	Insurance-Automobile	\$ 1,317	\$ 1,450	\$ 2,499	\$ 2,748
01-4-053-570	Special Services	\$ -	\$ 442	\$ -	\$ -
01-4-053-581	Communication Services	\$ 3,817	\$ 3,930	\$ 4,950	\$ 4,950
	Total Services	\$ 14,933	\$ 17,173	\$ 18,702	\$ 19,380
01-4-053-803	Vehicles	\$ 18,185	\$ -	\$ -	\$ -
	Total Capital Outlay	\$ 18,185	\$ -	\$ -	\$ -
	Total Police - Support Services	\$ 741,412	\$ 773,347	\$ 782,008	\$ 806,438

Police - Support Services

Account Number	DESCRIPTION	Amount
01-4-053-201	Office Supplies	
	- Printer cartridges	\$ 300
	- Paper	\$ 500
	- Case file folders	\$ 200
	- Envelopes	\$ 200
	- Pocket file folders	\$ 50
	- CDs and DVDs	\$ 200
	- Other	\$ 450
		\$ 1,900
220	Clothing Supplies	
	- Officer uniform inventory	\$ 180
	- CSS Uniform inventory	\$ 1,065
	- Protective vests	\$ 1,300
		\$ 2,545
229	Tools & Other Supplies	
	- Fingerprint supplies	\$ 150
	- Ninhydrin spray	\$ 100
	- Evidence supplies	\$ 500
	- Drug test kits	\$ 80
	- Rubber gloves	\$ 75
	- Hazardous waste container	\$ 100
	- Gunshot residue kits	\$ 55
	- Batteries, video & audio tapes	\$ 100
	- Handheld laser measuring devices	\$ 400
	- Flash drives 32 gig	\$ 200
	- Flashlight	\$ 135
		\$ 1,895
406	Computer System Maintenance	
	- Anti-spam & virus software	\$ 310
	- Vista Com Recorder annual maintenance	\$ 2,406
	- Other	\$ 100
		\$ 2,816
510	Dues & Publications	
	- Local community organization dues	\$ 708
	- Notary renewal - 2 staff	\$ 200
	- Leads-on-Line subscription	\$ 1,100
		\$ 2,008
513	Travel & Training	
	- Sex offender seminar	\$ 500
	- Detectives training & travel - 5 staff	\$ 5,000
	- CSS training & travel - 6 staff	\$ 1,200
	- Developing Leaders course	\$ 600
		\$ 7,300

Mission

To control the animal population of the City in a caring and compassionate manner through enforcement and community education.

Description

- Provides pickup and transport of stray animals within the City limits.
- Provides disposal of dead animals within the City limits.
- Follows through on all animal bite reports and ensures that animal owners follow State quarantine laws.
- Completes and maintains information for reporting to City management and State agencies.
- Provides information for prosecution of cases involving criminality.

Accomplishments

- Transitioned to sheltering dogs and cats at the new Bell County Animal Shelter. (A12, E4)
- Partnered with Bell County to assist with adoptions during the construction of the new animal shelter, which resulted in 150 pet adoptions. (A12, E4)
- Acquired a more modern animal control box for the animal control vehicle. (E1)
- Cross trained code enforcement employee in animal control to serve as a backup when animal control officer is off. (E1)

Goals

- Increase community awareness in animal ownership responsibilities. (A10)
- Maintain control of the stray animal population. (C2)
- Train animal control officer in code enforcement. (C2, C4, E1)

(Strategic Plan goal #)

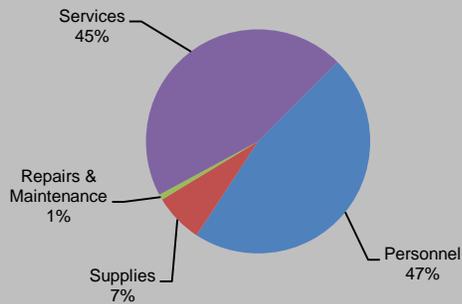
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 39,724	\$ 40,455	\$ 40,455	\$ 42,947
Supplies	\$ 6,150	\$ 5,675	\$ 5,477	\$ 6,513
Repairs & Maintenance	\$ 2,405	\$ 2,675	\$ 1,007	\$ 738
Services	\$ 20,316	\$ 34,210	\$ 34,110	\$ 41,705
Total	\$ 68,595	\$ 83,015	\$ 81,049	\$ 91,903

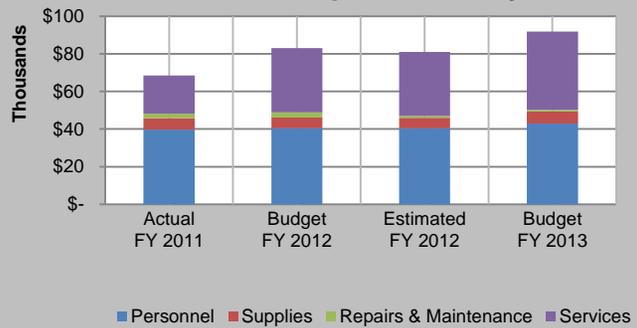
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Calls Received	1,854	2,162	2,320
Animals Picked Up-Dogs	321	270	270
Animals Picked Up-Cats	420	376	400
Dead Animals Picked Up	295	246	260
Citations Issued	15	19	25
Traps Lent Out	117	97	100
Animals Disposed Of	171	414	465

Division Expenditures



Division Expense History



Police - Animal Control

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-054-104	Salaries-Operations	\$ 28,822	\$ 29,099	\$ 29,099	\$ 31,200
01-4-054-114	Allowances	\$ 403	\$ 420	\$ 420	\$ 420
01-4-054-121	TMRS	\$ 2,488	\$ 2,168	\$ 2,168	\$ 2,165
01-4-054-122	FICA	\$ 2,224	\$ 2,258	\$ 2,258	\$ 2,387
01-4-054-123	Employee Insurance	\$ 5,046	\$ 5,575	\$ 5,575	\$ 5,810
01-4-054-124	Workers' Comp. Insurance	\$ 669	\$ 746	\$ 746	\$ 704
01-4-054-125	Unemployment Compensation	\$ 72	\$ 189	\$ 189	\$ 261
	Total Personnel	\$ 39,724	\$ 40,455	\$ 40,455	\$ 42,947
01-4-054-201	Office Supplies	\$ 227	\$ 150	\$ 400	\$ 400
01-4-054-220	Clothing Supplies	\$ -	\$ 350	\$ 350	\$ 260
01-4-054-221	Chemical Supplies	\$ 460	\$ 300	\$ 425	\$ 400
01-4-054-222	Fuel	\$ 5,015	\$ 4,230	\$ 3,707	\$ 4,823
01-4-054-229	Tools & Other Supplies	\$ 448	\$ 645	\$ 595	\$ 630
	Total Supplies	\$ 6,150	\$ 5,675	\$ 5,477	\$ 6,513
01-4-054-402	Equipment & Machinery Maintenance	\$ 1,405	\$ 500	\$ -	\$ -
01-4-054-403	Vehicle Maintenance	\$ 1,000	\$ 2,075	\$ 900	\$ 600
01-4-054-406	Computer System Maintenance	\$ -	\$ -	\$ 7	\$ 38
01-4-054-407	Radio Maintenance	\$ -	\$ 100	\$ 100	\$ 100
	Total Repairs & Maintenance	\$ 2,405	\$ 2,675	\$ 1,007	\$ 738
01-4-054-513	Travel & Training	\$ -	\$ 200	\$ 200	\$ 800
01-4-054-550	Insurance-General Liability	\$ -	\$ 30	\$ 17	\$ 22
01-4-054-551	Insurance-Errors & Omissions	\$ -	\$ 50	\$ 37	\$ 46
01-4-054-553	Insurance-Law Enforcement Liab.	\$ 106	\$ 130	\$ 101	\$ 125
01-4-054-554	Insurance-Automobile	\$ 172	\$ 220	\$ 185	\$ 212
01-4-054-570	Special Services	\$ 19,783	\$ 33,320	\$ 33,320	\$ 40,250
01-4-054-581	Communication Services	\$ 255	\$ 260	\$ 250	\$ 250
	Total Services	\$ 20,316	\$ 34,210	\$ 34,110	\$ 41,705
	Total Police - Animal Control	\$ 68,595	\$ 83,015	\$ 81,049	\$ 91,903

Police - Animal Control

Account Number	Description	Amount
01-4-054-201	Office Supplies	
	- Animal control cards	\$ 250
	- Paper	\$ 100
	- Other	\$ 50
		\$ 400
220	Clothing Supplies	
	- Uniform inventory	
		260
221	Chemical Supplies	
	- Tranquilizer darts	\$ 175
	- Chemicals for tranquilizing animals	\$ 200
	- Miscellaneous chemical supplies	\$ 25
		\$ 400
229	Tools & Other Supplies	
	- Cat traps	\$ 110
	- Canine catch pole	\$ 100
	- Bat net	\$ 75
	- Cleaning supplies	\$ 100
	- Cat net	\$ 110
	- Bite gloves	\$ 65
	- Small animal crates	\$ 70
		\$ 630
406	Computer System Maintenance	
	- Anti-spam & virus software	\$ 23
	- Other	\$ 15
		\$ 38
570	Special Services	
	- Bell County Animal Shelter	\$ 40,000
	- Vet services	\$ 250
		\$ 40,250

Mission

To enforce City ordinances in order to ensure safe residential and commercial structures, and create a healthy, safe environment for citizens.

Description

- Investigates complaints from citizens concerning City ordinances.
- Initiates complaints on properties found to be in violation of City ordinances.
- Provides abatement of junked vehicles within the jurisdiction of the City.
- Gathers evidence and prepares cases for prosecution purposes in junked vehicle, and other City ordinance cases.
- Removes unsafe structures either through rehabilitation or condemnation.

Accomplishments

- Transitioned code enforcement into the police department. (C2, E3)
- Trained police officers in code enforcement and quality of life issues. (C2, E1)
- Created a “Sector of the Month” to focus on a specific police sector each month for code enforcement violations. (C2, E3)
- Purchased a new code enforcement truck that is more fuel efficient. (E1)
- Implemented a more compassionate code enforcement response that included seeking voluntary compliance with “Courtesy Reminders” before more stern enforcement notices are utilized. (C2, E3)
- Cross trained code enforcement officer in communications and animal control positions to serve as a backup. (E1)

Goals

- Continue to partner with patrol officers to focus on quality of life issues in their assigned police sector. (C2, E3, E4)
- Continue to promote a compassionate code enforcement response that focuses first on the most flagrant violations that affect quality of life. (C2)
- Cross train the animal control officer in code enforcement so that he can assist in identifying issues while out performing his regular duties. (C2, E1)

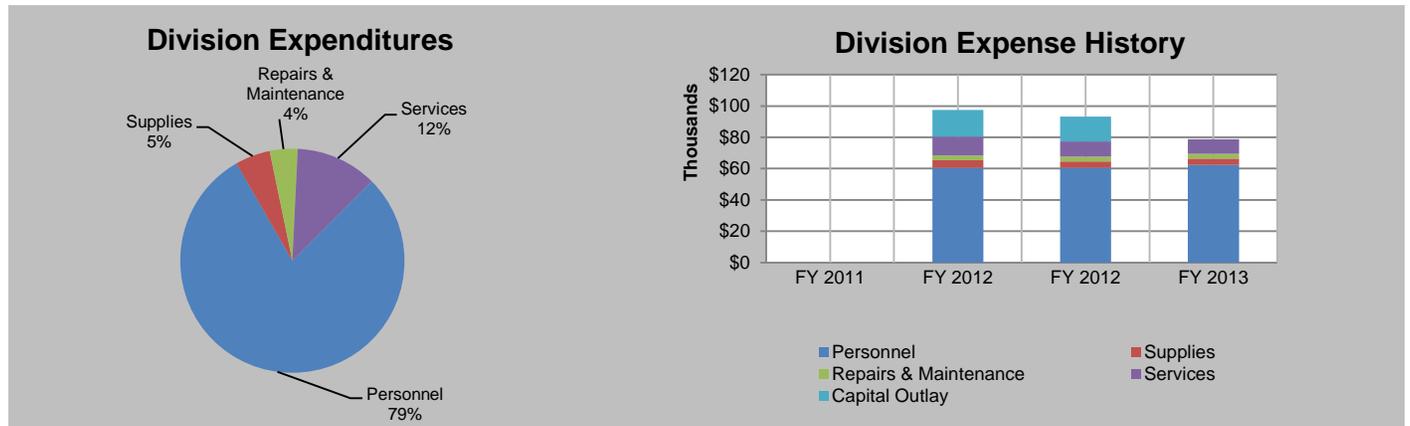
(Strategic Plan goal #)

Expenditure Summary

Classification	FY 2011 Actual *	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ -	\$ 60,400	\$ 60,400	\$ 62,373
Supplies	\$ -	\$ 5,012	\$ 4,107	\$ 3,952
Repairs & Maintenance	\$ -	\$ 2,993	\$ 3,033	\$ 3,173
Services	\$ -	\$ 12,063	\$ 9,820	\$ 9,236
Capital Outlay	\$ -	\$ 17,086	\$ 15,886	\$ -
Total	\$ -	\$ 97,554	\$ 93,246	\$ 78,734

Workload/Demand Measures

Measurement	FY 2011 Actual *	FY 2012 Estimated	FY 2013 Budget
Abatement of Junk Vehicles	211	367	396
Abatement of Weedy Lots	1,164	940	1,000
Dilapidated Structures	4	7	5



* Prior to FY 2012, Code Enforcement was included in the Planning - Inspection budget.

Police - Code Enforcement

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-055-104	Salaries-Operations	\$ -	\$ 47,243	\$ 47,243	\$ 48,535
01-4-055-114	Allowances	\$ -	\$ -	\$ -	\$ 420
01-4-055-121	TMRS	\$ -	\$ 3,470	\$ 3,470	\$ 3,352
01-4-055-122	FICA	\$ -	\$ 3,614	\$ 3,614	\$ 3,713
01-4-055-123	Employee Insurance	\$ -	\$ 5,575	\$ 5,575	\$ 5,810
01-4-055-124	Workers' Comp. Insurance	\$ -	\$ 309	\$ 309	\$ 282
01-4-055-125	Unemployment Compensation	\$ -	\$ 189	\$ 189	\$ 261
	Total Personnel	\$ -	\$ 60,400	\$ 60,400	\$ 62,373
01-4-055-201	Office Supplies	\$ -	\$ 600	\$ 600	\$ 485
01-4-055-202	Postage	\$ -	\$ 1,280	\$ 1,000	\$ 1,000
01-4-055-220	Clothing Supplies	\$ -	\$ 300	\$ 300	\$ 144
01-4-055-222	Fuel	\$ -	\$ 2,652	\$ 2,027	\$ 2,073
01-4-055-229	Tools & Other Supplies	\$ -	\$ 180	\$ 180	\$ 250
	Total Supplies	\$ -	\$ 5,012	\$ 4,107	\$ 3,952
01-4-055-403	Vehicle Maintenance	\$ -	\$ 10	\$ 50	\$ 250
01-4-055-406	Computer System Maintenance	\$ -	\$ 2,900	\$ 2,900	\$ 2,823
01-4-055-407	Radio Maintenance	\$ -	\$ 83	\$ 83	\$ 100
	Total Repairs & Maintenance	\$ -	\$ 2,993	\$ 3,033	\$ 3,173
01-4-055-510	Dues & Publications	\$ -	\$ 216	\$ 216	\$ 216
01-4-055-513	Travel & Training	\$ -	\$ 440	\$ 439	\$ 800
01-4-055-550	Insurance-General Liability	\$ -	\$ -	\$ 37	\$ 46
01-4-055-551	Insurance-Errors & Omissions	\$ -	\$ -	\$ 79	\$ 98
01-4-055-554	Insurance-Automobile	\$ -	\$ 227	\$ 189	\$ 216
01-4-055-561	Legal Services	\$ -	\$ 500	\$ -	\$ -
01-4-055-571	Demolition & Cleanup	\$ -	\$ 9,500	\$ 8,000	\$ 7,000
01-4-055-581	Communication Services	\$ -	\$ 1,180	\$ 860	\$ 860
	Total Services	\$ -	\$ 12,063	\$ 9,820	\$ 9,236
01-4-055-803	Vehicles	\$ -	\$ 17,086	\$ 15,886	\$ -
	Total Capital Outlay	\$ -	\$ 17,086	\$ 15,886	\$ -
	Total Police - Code Enforcement	\$ -	\$ 97,554	\$ 93,246	\$ 78,734
	Total Police	\$ 2,640,261	\$ 2,886,905	\$ 2,885,694	\$ 3,076,149

Police - Code Enforcement

Account Number	Description	Amount
01-4-055-201	Office Supplies	
	- Copy paper	\$ 40
	- Envelopes	\$ 120
	- Inspection tags	\$ 25
	- Red Cards	\$ 250
	- Other	\$ 50
		\$ 485
220	Clothing Supplies	
	- Uniform inventory	\$ 120
	- Rubber gloves	\$ 24
		\$ 144
229	Tools & Other Supplies	
	- Camera	\$ 100
	- Measuring wheel	\$ 50
	- Other	\$ 100
		\$ 250
406	Computer System Maintenance	
	- iWorks annual software license	\$ 2,800
	- Anti-spam software	\$ 11
	- iBoss	\$ 12
		\$ 2,823
510	Dues & Publications	
	- Code Enforcement license renewal	\$ 106
	- Other	\$ 110
		\$ 216
513	Travel & Training	
	- Continuing education	\$ 800
		\$ 800
571	Demolition/Cleanup	
	- Demolition of dilapidated structures and cleanup of grassy, junked lots	
		\$ 7,000



Description

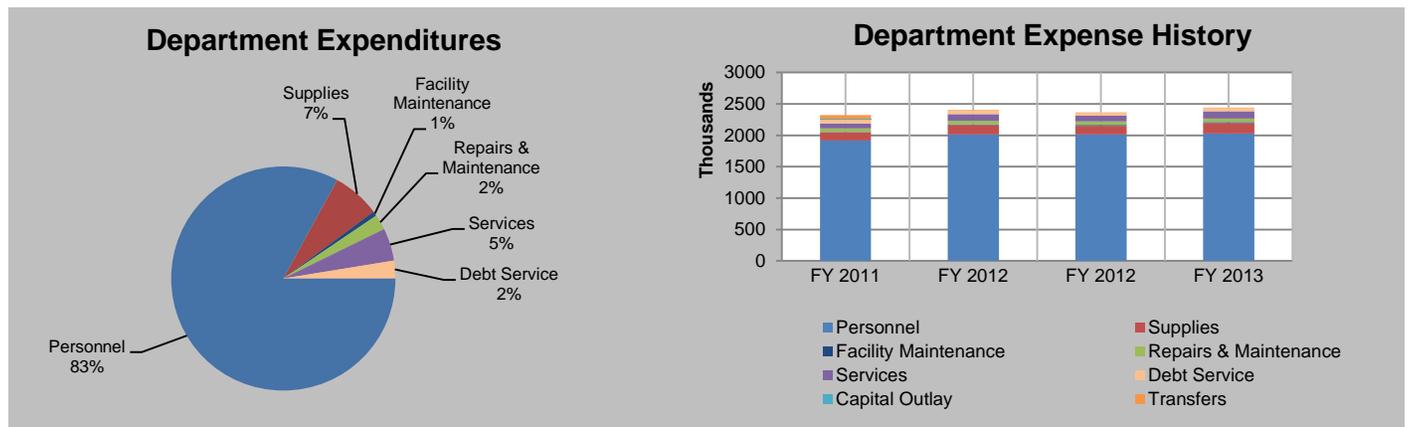
The Fire department is comprised of two divisions:
 1. Fire Suppression 2. Emergency Medical Services (EMS)
 The details of these divisions follow.

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 1,917,460	\$ 2,012,933	\$ 2,012,933	\$ 2,028,286
Supplies	\$ 129,570	\$ 150,538	\$ 139,097	\$ 168,408
Facility Maintenance	\$ 7,447	\$ 14,180	\$ 14,280	\$ 16,325
Repairs & Maintenance	\$ 54,048	\$ 55,597	\$ 53,278	\$ 54,458
Services	\$ 83,143	\$ 102,363	\$ 92,691	\$ 114,667
Debt Service	\$ 57,629	\$ 57,629	\$ 57,629	\$ 62,510
Capital Outlay	\$ 10,011	\$ -	\$ -	\$ -
Transfers	\$ 63,500	\$ 9,853	\$ -	\$ -
Total	\$ 2,322,808	\$ 2,403,093	\$ 2,369,908	\$ 2,444,654

Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Captain	3	3	3
Lieutenant	3	3	3
Firefighter/EMS	24	24	24
Administrative Assistant	1	1	1
Total	33	33	33



Mission

To provide effective and efficient fire protection and emergency service through prompt emergency response, fire prevention, code enforcement, public education, training, and community involvement.

Description

- Responds to and extinguishes structure, vehicle, grass and brush fires in the City of Belton (primary) and surrounding rural areas (secondary).
- Responds to other emergency situations in conjunction with the Police department and other emergency agencies.
- Provides mutual aid to neighboring emergency agencies.
- Assists in fire prevention activities.
- Serves as liaison to Bell County Communications 911 Center.
- Coordinates all planning and preparedness activities for emergency management.
- Investigates fires to determine cause and origin.
- Conducts routine fire safety inspections of public buildings, private industry and residential homes to ensure the safety of the public, employees and citizens.
- Conducts annual fire hydrant maintenance throughout the City.

Accomplishments

- Responded to calls and coordinated with associated responders, including Belton Police Department, Bell County Sheriff's office, and Scott & White Medical Transport, to mitigate emergency incidents. (E4)
- Provided mutual aid to Temple Fire & Rescue, Salado Volunteer Fire Department, Central Bell Volunteer Fire Department, Stillhouse Volunteer Fire Department, and other agencies. (E4)
- Implemented fire prevention activities by participating in static displays, smoke detector drives, and providing fire safety information on the department's webpage. (E3)
- Completed Emergency Management Performance Grant training and exercise requirements.(A3, E1)
- Fire marshal and fire investigator determine the cause and original of all fires.

Goals

- Maintain an effective and efficient level of readiness to mitigate fire and emergency service needs.
- Provide adequate facilities, equipment, training and other resources necessary to perform fire and emergency services. (A2, E1)
- Research and implement new technology to improve firefighter safety and emergency response. (E2)

(Strategic Plan goal #)

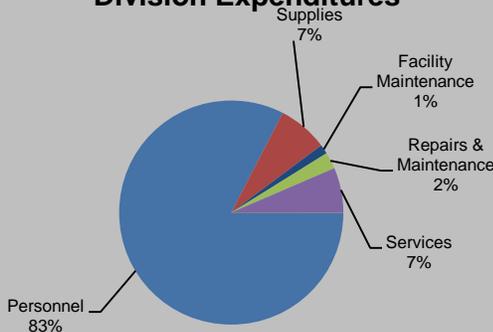
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 947,252	\$ 993,205	\$ 993,205	\$ 1,004,574
Supplies	\$ 54,592	\$ 61,456	\$ 55,526	\$ 87,348
Facility Maintenance	\$ 7,447	\$ 14,180	\$ 14,280	\$ 16,325
Repairs & Maintenance	\$ 38,955	\$ 35,161	\$ 33,904	\$ 29,285
Services	\$ 62,528	\$ 70,378	\$ 64,125	\$ 78,672
Capital Outlay	\$ 10,011	\$ -	\$ -	\$ -
Transfers	\$ 30,500	\$ -	\$ -	\$ -
Total	\$ 1,151,285	\$ 1,174,380	\$ 1,161,040	\$ 1,216,204

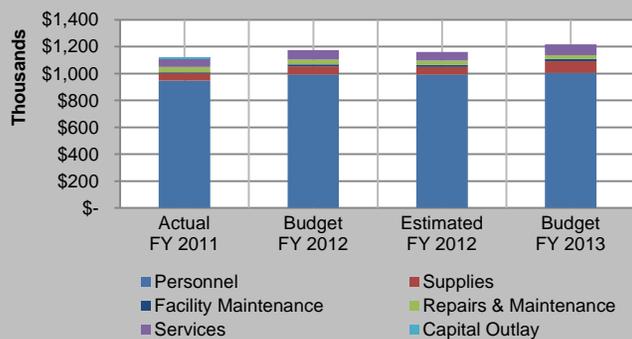
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Residential Fires	25	27	30
Commercial/Industrial Fires	1	0	1
Grass Fires	108	27	75
Car Fires	28	12	25
Good Intent	45	70	85
EMS Assists	760	595	770
False Alarms	160	147	120
Other Calls/Spills/HazMat	11	37	45
Fire Investigations	31	53	70
Fire Inspections	57	120	150
Courtesy Inspections	<u>214</u>	<u>235</u>	<u>250</u>
Total Calls	1,440	1,323	1,621

Division Expenditures



Division Expense History



Fire - Suppression

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-061-101	Salaries-Administrative	\$ 30,360	\$ 48,155	\$ 48,155	\$ 57,105
01-4-061-103	Salaries-Supervisory	\$ 204,065	\$ 194,641	\$ 194,641	\$ 195,466
01-4-061-104	Salaries-Operations	\$ 482,026	\$ 491,026	\$ 491,026	\$ 486,488
01-4-061-107	Salaries-Overtime	\$ 15,464	\$ 23,500	\$ 23,500	\$ 23,410
01-4-061-109	Salaries-Other	\$ 2,000	\$ 4,000	\$ 4,000	\$ 3,000
01-4-061-112	Longevity	\$ 4,431	\$ 4,632	\$ 4,632	\$ 5,136
01-4-061-113	Health Insurance Allowance	\$ 3,393	\$ -	\$ -	\$ -
01-4-061-114	Allowances	\$ 403	\$ 420	\$ 420	\$ 7,020
01-4-061-121	TMRS	\$ 63,043	\$ 56,581	\$ 56,581	\$ 53,042
01-4-061-122	FICA	\$ 54,631	\$ 58,930	\$ 58,930	\$ 59,181
01-4-061-123	Employee Insurance	\$ 72,777	\$ 92,550	\$ 92,550	\$ 96,452
01-4-061-124	Workers' Comp. Insurance	\$ 13,340	\$ 15,633	\$ 15,633	\$ 13,941
01-4-061-125	Unemployment Compensation	\$ 1,319	\$ 3,137	\$ 3,137	\$ 4,333
	Total Personnel	\$ 947,252	\$ 993,205	\$ 993,205	\$ 1,004,574
01-4-061-201	Office Supplies	\$ 1,273	\$ 1,500	\$ 1,500	\$ 1,700
01-4-061-202	Postage	\$ 69	\$ 140	\$ 40	\$ 50
01-4-061-205	Educational Supplies	\$ 1,877	\$ 1,196	\$ 1,196	\$ 1,500
01-4-061-220	Clothing Supplies	\$ 21,120	\$ 21,394	\$ 20,294	\$ 23,960
01-4-061-221	Chemical Supplies	\$ 948	\$ 560	\$ 560	\$ 1,000
01-4-061-222	Fuel	\$ 18,026	\$ 23,980	\$ 19,520	\$ 20,218
01-4-061-227	Janitorial Supplies	\$ 3,523	\$ 3,200	\$ 3,000	\$ 3,200
01-4-061-229	Tools & Other Supplies	\$ 4,637	\$ 2,420	\$ 2,350	\$ 5,720
01-4-061-250	Small Equipment	\$ 3,119	\$ 7,066	\$ 7,066	\$ 30,000
	Total Supplies	\$ 54,592	\$ 61,456	\$ 55,526	\$ 87,348
01-4-061-301	Building Maintenance	\$ 4,364	\$ 6,250	\$ 6,000	\$ 9,375
01-4-061-302	Heat & A/C Maintenance	\$ 2,952	\$ 7,480	\$ 8,180	\$ 6,500
01-4-061-311	Fire Hydrant Maintenance	\$ 131	\$ 450	\$ 100	\$ 450
	Total Facility Maintenance	\$ 7,447	\$ 14,180	\$ 14,280	\$ 16,325
01-4-061-402	Equipment & Machinery Maint.	\$ 7,061	\$ 8,336	\$ 7,836	\$ 8,208
01-4-061-403	Vehicle Maintenance	\$ 29,230	\$ 22,500	\$ 22,500	\$ 16,240
01-4-061-406	Computer System Maintenance	\$ 1,366	\$ 3,325	\$ 2,568	\$ 2,837
01-4-061-407	Radio Maintenance	\$ 1,298	\$ 1,000	\$ 1,000	\$ 2,000
	Total Repairs & Maintenance	\$ 38,955	\$ 35,161	\$ 33,904	\$ 29,285
01-4-061-501	Advertising & Public Notices	\$ -	\$ -	\$ 443	\$ 100
01-4-061-510	Dues & Publications	\$ 3,287	\$ 3,815	\$ 3,815	\$ 3,650
01-4-061-513	Travel & Training	\$ 10,894	\$ 7,488	\$ 9,658	\$ 16,000
01-4-061-521	Equipment Lease	\$ 2,573	\$ 2,726	\$ 2,726	\$ 2,726
01-4-061-550	Insurance-General Liability	\$ 1,292	\$ 1,255	\$ 806	\$ 1,002
01-4-061-551	Insurance-Errors & Omissions	\$ -	\$ 2,330	\$ 1,707	\$ 2,121
01-4-061-554	Insurance-Automobile	\$ 4,873	\$ 5,630	\$ 5,112	\$ 5,581
01-4-061-555	Insurance-Mobile Equipment	\$ 22	\$ 30	\$ 61	\$ 61
01-4-061-556	Insurance-Real Property	\$ 2,825	\$ 3,285	\$ 3,486	\$ 3,486
01-4-061-570	Special Services	\$ -	\$ -	\$ -	\$ 8,500
01-4-061-571	Volunteer Pension Fund	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875
01-4-061-572	FF Training w/Agreement	\$ -	\$ 2,414	\$ 2,414	\$ -
01-4-061-581	Communication Services	\$ 5,524	\$ 5,850	\$ 4,700	\$ 4,700
01-4-061-582	Gas Service	\$ 3,284	\$ 3,400	\$ 3,174	\$ 3,330
01-4-061-583	Electric Service	\$ 26,079	\$ 30,280	\$ 24,148	\$ 25,540
	Total Services	\$ 62,528	\$ 70,378	\$ 64,125	\$ 78,672

Fire - Suppression Continued

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-061-802	Machinery & Equipment	\$ 10,011	\$ -	\$ -	\$ -
	Total Capital Outlay	\$ 10,011	\$ -	\$ -	\$ -
01-4-061-904	Transfer to Capital Equipment Fund	\$ 30,500	\$ -	\$ -	\$ -
	Total Transfers	\$ 30,500	\$ -	\$ -	\$ -
	Total Fire - Suppression	\$ 1,151,285	\$ 1,174,380	\$ 1,161,040	\$ 1,216,204

Fire - Suppression

Account Number	Description	Amount
01-4-061-201	Office Supplies - Inspection forms \$ 200 - Other \$ 1,500	\$ 1,700
205	Educational Supplies - Fire Prevention supplies \$ 1,500	\$ 1,500
220	Clothing Supplies - Emergency replacement of turnout gear - 3 \$ 6,600 - Annual turnout gear testing and repair \$ 6,000 - Water rescue suits - 3 \$ 3,000 - Winter coats - 3 \$ 360 - Firefighter work uniforms \$ 8,000	\$ 23,960
221	Chemical Supplies - Fire fighting foam \$ 250 - Absorbent \$ 750	\$ 1,000
229	Tools & Other Supplies - Ice \$ 400 - Flashlights - 19 \$ 950 - Batteries \$ 600 - Twin mattress with comforter - 12 \$ 3,000 - Water rescue throw bags - 6 \$ 240 - Flags \$ 240 - Miscellaneous hand tools \$ 290	\$ 5,720
250	Small Equipment - Annual allocation to be prioritized by Fire Chief and approved by City Manager	\$ 30,000
301	Building Maintenance - Replace station 2 entry door key pad \$ 1,000 - Replace station 1 bay lifter/motors \$ 3,375 - Carpet cleaning \$ 500 - General repair and maintenance \$ 4,500	\$ 9,375
302	Heat & A/C Maintenance - AAON unit contract \$ 3,500 - General repair and maintenance \$ 3,000	\$ 6,500
402	Equipment & Machinery Maintenance - Air cascade system maintenance agreement \$ 2,150 - SCBA test & certification \$ 800 - Ladder test - NFPA required \$ 1,300 - SCBA hydro testing \$ 60 - SCBA mask straps \$ 228 - Pump test certification - ISO required \$ 370 - Hydraulic Rescue Tool Maintenance Contract \$ 1,500 - General maintenance of other equipment \$ 1,800	\$ 8,208
403	Vehicle Maintenance - General maintenance & repairs \$ 16,000 - Vehicle wash brushes \$ 240	\$ 16,240
406	Computer System Maintenance - Anti-spam & virus software \$ 495 - Fire program maintenance agreement \$ 1,804 - Cisco Smartnet maintenance contract \$ 538	\$ 2,837
501	Advertising & Promotion - First Call \$ 100	\$ 100

Fire - Suppression Continued

Account Number	Description	Amount
01-4-061-510	Dues & Publications	
	- Texas Fire Chiefs Association dues	\$ 250
	- Texas Commission on Fire Protection Volunteer dues - 15	\$ 300
	- Texas Commission on Fire Protection dues - 32	\$ 2,720
	- Temple Daily Telegram subscription	\$ 220
	- Belton Journal subscription	\$ 50
	- Bell County Fire Chief dues	\$ 110
		\$ 3,650
513	Travel & Training	
	- Inspector training - 3 staff	\$ 3,500
	- Driver operator certification	\$ 4,500
	- International Association of Fire Chiefs conference	\$ 2,500
	- Fire officer I & II	\$ 4,000
	- National Fire Academy	\$ 1,500
		\$ 16,000
570	Special Services	
	- Agency Accreditation program	\$ 8,500
		\$ 8,500
571	Volunteer Pension Fund	
	- Contributions to volunteer retirement fund	\$ 1,875
		\$ 1,875

Mission

To protect and preserve lives by responding promptly and professionally to emergency medical calls.

Description

- Renders patient care and transportation to area hospitals.
- Responds to emergency situations and disasters in conjunction with the Police department and other emergency agencies.
- Provides mutual aid to neighboring emergency agencies.
- Assists with EMS and fire prevention education.
- Assists with fire suppression activities.

Accomplishments

- Implemented an Electronic Patient Care Report (ePCR) system to assist paramedics in recording and reporting ambulance service call details. (A14, E2)
- Coordinated with Belton Police Department, Texas Department of Public Safety, Bell County Sheriff's office, University of Mary Hardin-Baylor Police, and other responders to mitigate emergency incidents. (E4)
- Provided and received mutual aid with area Bell County emergency responders. (E4)
- Participated in community awareness events, static displays, and Belton High School fire class. (E3)
- Assisted with fire suppression activities.

Goals

- Maintain an effective and efficient level of readiness to mitigate fire and emergency service needs. (E1)
- Provide adequate facilities, equipment, training, and other resources necessary to perform fire and emergency services. (A2, E1)
- Research and implement new technology to improve firefighter safety and emergency response. (E2)

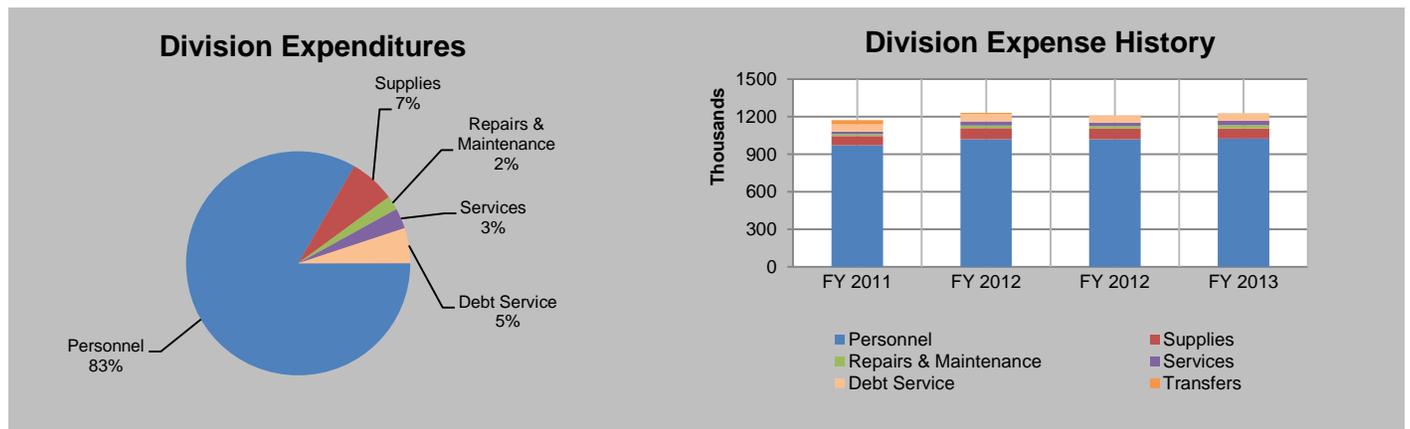
(Strategic Plan goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 970,208	\$ 1,019,728	\$ 1,019,728	\$ 1,023,712
Supplies	\$ 74,978	\$ 89,082	\$ 83,571	\$ 81,060
Repairs & Maintenance	\$ 15,093	\$ 20,436	\$ 19,374	\$ 25,173
Services	\$ 20,615	\$ 31,985	\$ 28,566	\$ 35,995
Debt Service	\$ 57,629	\$ 57,629	\$ 57,629	\$ 62,510
Transfers	\$ 33,000	\$ 9,853	\$ -	\$ -
Total	\$ 1,171,523	\$ 1,228,713	\$ 1,208,868	\$ 1,228,450

Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Advanced life support	943	1,168	1,275
Basic life support	969	1,064	1,100
No Transports	<u>988</u>	<u>969</u>	<u>900</u>
Total Calls	2,900	3,201	3,275



Fire - Emergency Medical Services

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-062-101	Salaries-Administrative	\$ 18,488	\$ 38,434	\$ 38,434	\$ 45,000
01-4-062-103	Salaries-Supervisory	\$ 204,066	\$ 194,641	\$ 194,641	\$ 195,466
01-4-062-104	Salaries-Operations	\$ 513,619	\$ 523,555	\$ 523,555	\$ 520,243
01-4-062-107	Salaries-Overtime	\$ 15,464	\$ 23,500	\$ 23,500	\$ 23,410
01-4-062-112	Longevity	\$ 4,431	\$ 4,632	\$ 4,632	\$ 5,136
01-4-062-113	Health Insurance Allowance	\$ 5,783	\$ -	\$ -	\$ -
01-4-062-121	TMRS	\$ 64,885	\$ 58,070	\$ 58,070	\$ 54,044
01-4-062-122	FICA	\$ 56,387	\$ 60,481	\$ 60,481	\$ 60,378
01-4-062-123	Employee Insurance	\$ 72,375	\$ 97,568	\$ 97,568	\$ 101,681
01-4-062-124	Workers' Comp. Insurance	\$ 13,326	\$ 15,539	\$ 15,539	\$ 13,786
01-4-062-125	Unemployment Compensation	\$ 1,384	\$ 3,308	\$ 3,308	\$ 4,568
	Total Personnel	\$ 970,208	\$ 1,019,728	\$ 1,019,728	\$ 1,023,712
01-4-062-201	Office Supplies	\$ 1,490	\$ 1,650	\$ 1,650	\$ 1,705
01-4-062-202	Postage	\$ 2,743	\$ 2,880	\$ 3,073	\$ 3,070
01-4-062-221	EMS Meds & Supplies	\$ 36,530	\$ 38,000	\$ 38,000	\$ 38,000
01-4-062-222	Fuel	\$ 30,588	\$ 40,350	\$ 34,646	\$ 35,441
01-4-062-229	Tools & Other Supplies	\$ 2,487	\$ 1,800	\$ 1,800	\$ 2,844
01-4-062-250	Small Equipment	\$ 1,140	\$ 4,402	\$ 4,402	\$ -
	Total Supplies	\$ 74,978	\$ 89,082	\$ 83,571	\$ 81,060
01-4-062-402	Equipment & Machinery Maint.	\$ 4,523	\$ 8,008	\$ 8,008	\$ 6,150
01-4-062-403	Vehicle Maintenance	\$ 7,982	\$ 8,000	\$ 8,000	\$ 8,000
01-4-062-406	Computer System Maintenance	\$ 2,588	\$ 2,750	\$ 2,666	\$ 9,943
01-4-062-407	Radio Maintenance	\$ -	\$ 1,678	\$ 700	\$ 1,080
	Total Repairs & Maintenance	\$ 15,093	\$ 20,436	\$ 19,374	\$ 25,173
01-4-062-510	Dues & Publications	\$ 1,438	\$ 1,035	\$ 1,035	\$ 1,030
01-4-062-513	Travel & Training	\$ 1,419	\$ 5,750	\$ 6,000	\$ 10,550
01-4-062-550	Insurance-General Liability	\$ 1,222	\$ 1,470	\$ 945	\$ 1,175
01-4-062-551	Insurance-Errors & Omissions	\$ -	\$ 2,735	\$ 2,002	\$ 2,487
01-4-062-554	Insurance-Automobile	\$ 3,569	\$ 4,100	\$ 2,629	\$ 2,878
01-4-062-567	Collection Fees	\$ 5,096	\$ 7,150	\$ 6,900	\$ 7,000
01-4-062-570	Special Services	\$ 777	\$ 915	\$ 615	\$ 870
01-4-062-571	Employee Testing	\$ -	\$ -	\$ -	\$ 465
01-4-062-572	Paramedic Training	\$ (233)	\$ 1,500	\$ 1,000	\$ 2,100
01-4-062-573	Medical Director Fees	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800
01-4-062-581	Communication Services	\$ 2,527	\$ 2,530	\$ 2,640	\$ 2,640
	Total Services	\$ 20,615	\$ 31,985	\$ 28,566	\$ 35,995
01-4-062-601	Ambulance Repayment	\$ 57,629	\$ 57,629	\$ 57,629	\$ 62,510
	Total Debt Service	\$ 57,629	\$ 57,629	\$ 57,629	\$ 62,510
01-4-092-904	Transfer to Capital Equipment Fund	\$ 33,000	\$ -	\$ -	\$ -
01-4-062-930	Transfer to FD Donations Fund	\$ -	\$ 9,853	\$ -	\$ -
	Total Transfers	\$ 33,000	\$ 9,853	\$ -	\$ -
	Total Fire - EMS	\$ 1,171,523	\$ 1,228,713	\$ 1,208,868	\$ 1,228,450
	Total Fire	\$ 2,322,808	\$ 2,403,093	\$ 2,369,908	\$ 2,444,654

Fire - Emergency Medical Services

Account Number	Description	Amount
01-4-062-201	Office Supplies	
	- Ambulance bills - 5,500	\$ 350
	- HCFA forms	\$ 55
	- HIPAA forms - 3500	\$ 400
	- Printer cartridges	\$ 250
	- Other	\$ 650
		\$ 1,705
221	EMS Meds & Supplies	
	- Consumable medical supplies and medications for use on ambulances	
		\$ 38,000
229	Tools & Other Supplies	
	- Head blocks - 6	\$ 480
	- Backboards - 4	\$ 840
	- Immobilization straps - 6	\$ 540
	- Trauma bags - 4	\$ 816
	- Replace Kendrick Extrication Device - 2	\$ 168
		\$ 2,844
402	Equipment & Machinery Maintenance	
	- Defibrillator maintenance contract	\$ 4,900
	- Cardiac Monitor batteries - 2	\$ 750
	- AED batteries - 2	\$ 500
		\$ 6,150
406	Computer System Maintenance	
	- Anti-spam & virus software	\$ 23
	- ePCR subscription	\$ 4,560
	- TriTech ambulance billing maintenance agreement	\$ 2,760
	- Other	\$ 2,600
		\$ 9,943
407	Radio Maintenance	
	- Batteries	\$ 380
	- Other	\$ 700
		\$ 1,080
510	Dues & Publications	
	- ICP code book	\$ 120
	- ICD-9 code book	\$ 110
	- Other	\$ 800
		\$ 1,030
513	Travel & Training	
	- EMS clerk training	\$ 1,350
	- EMI Net online training - 32	\$ 3,200
	- Advanced Cardiac Life Support recertifications	\$ 3,120
	- Pre-Hospital Trauma Life Support recertifications	\$ 2,380
	- CPR recertifications	\$ 500
		\$ 10,550
567	Collection Fees	
	- Credit bureau fees for collection of delinquent ambulance accounts	
		\$ 7,000
570	Special Services	
	- Medical waste disposal	\$ 370
	- Controlled substance disposal	\$ 500
		\$ 870
571	Employee Testing	
	- TB Testing	
		\$ 465
572	Paramedic Training	
	- Paramedic school - 3	
		\$ 2,100
573	Medical Director Fees	
	- Medical director contract	
		\$ 4,800
601	Ambulance Repayment	
	- Payment to Greathouse Trust - ambulance loan payment #3 of 4	\$ 30,010
	- Payment to Greathouse Trust - new ambulance loan payment #1 of 4	\$ 32,500
		\$ 62,510



Description

The Information Technology department is comprised of two divisions:

1. IT systems
2. GIS

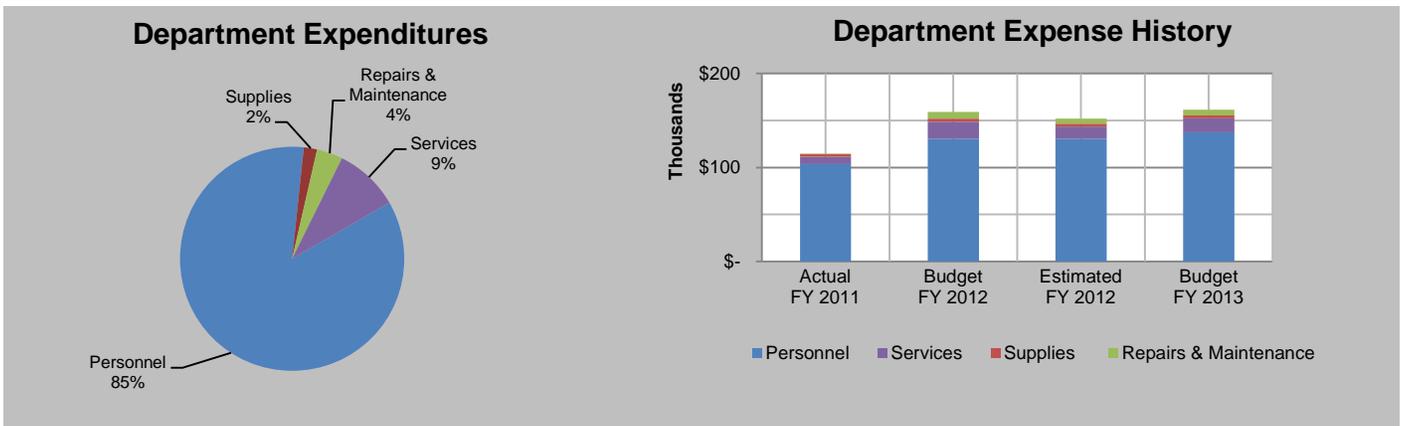
The details of these divisions follow.

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 103,448	\$ 130,821	\$ 130,821	\$ 137,400
Supplies	\$ 2,660	\$ 3,511	\$ 3,194	\$ 3,090
Repairs & Maintenance	\$ 632	\$ 6,912	\$ 5,475	\$ 6,077
Services	\$ 8,060	\$ 17,779	\$ 12,646	\$ 15,094
Total	\$ 114,800	\$ 159,023	\$ 152,136	\$ 161,661

Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
IT Director	1	1	1
IT Specialist	1	1	1
GIS Technician	0	1	1
Total	2	3	3



Mission

To provide an enterprise-focused approach in overseeing, managing, and supporting the City's information technology infrastructure and systems.

Description

- Provides trouble-shooting and repair of hardware, software, and network systems.
- Provides support and management of City telephony systems and devices.
- Procures IT system components.
- Manages City copier systems and programs.
- Recommends IT system improvements, upgrades, and replacements.
- Advises and assists Departments in the upgrade and maintenance of departmental IT systems.
- Provides training for City staff on computer systems and software.

Accomplishments

- Migrated ambulance billing to cloud solution. (A14, F3-7)
- Deployed electronic patient care reporting (ePCR) to ambulances using cloud solution. (A14, F3-7)
- Migrated City accounting software to new dedicated hardware. (A14)
- Replaced all public internet stations at Library using virtual strategy. (C2)
- Utilized SECO grant to purchase and allocate 27 new personal computers across seven departments. (A3, B10)
- Further developed Nolan Creek early flood warning system. (A12, E2, E3, F3-5)
- Upgraded presentation equipment in City Council Chambers.(A14)
- Deployed new Avaya phone system to Public Works. (A14, F3-7)
- Implemented standardized distribution method of electronic agendas. (A14)

Goals

- Implement remote support software for all City computers. (A14)
- Continue to develop Nolan Creek Early Food Warning System. (A12, E2, E3, F3-5)
- Evaluate strategies for migration to electronic City Council agendas. (A14)
- Design and implement a software patch management and distribution system. (A14, F3-7)
- Continue to develop policies, procedure, and standards for technology use.

(Strategic Plan goal #)

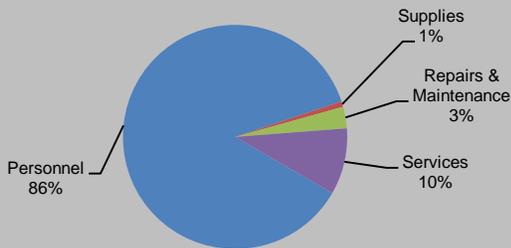
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 103,448	\$ 112,399	\$ 112,399	\$ 118,191
Supplies	\$ 2,660	\$ 1,398	\$ 1,311	\$ 1,070
Repairs & Maintenance	\$ 632	\$ 4,275	\$ 3,475	\$ 4,254
Services	\$ 8,060	\$ 14,829	\$ 9,856	\$ 13,050
Total	\$ 114,800	\$ 132,901	\$ 127,041	\$ 136,565

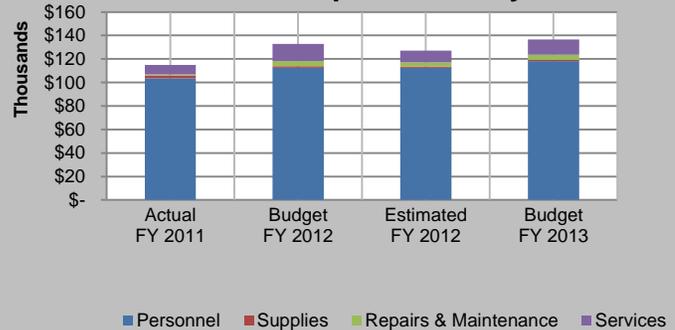
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Network Uptime	100%	99%	99%
Tickets Open	1,214	1,174	1,100
Tickets Closed	1,199	1,157	1,065

Division Expenditures



Division Expense History



Information Technology Systems

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-071-102	Salaries-Professional	\$ 76,370	\$ 82,501	\$ 82,501	\$ 87,705
01-4-071-113	Health Insurance Allowance	\$ 742	\$ -	\$ -	\$ -
01-4-071-114	Allowances	\$ 6,508	\$ 7,500	\$ 7,500	\$ 7,500
01-4-071-121	TMRS	\$ 7,007	\$ 6,611	\$ 6,611	\$ 6,519
01-4-071-122	FICA	\$ 6,282	\$ 6,885	\$ 6,885	\$ 7,123
01-4-071-123	Employee Insurance	\$ 6,039	\$ 8,363	\$ 8,363	\$ 8,716
01-4-071-124	Workers' Comp. Insurance	\$ 229	\$ 255	\$ 255	\$ 236
01-4-071-125	Unemployment Compensation	\$ 271	\$ 284	\$ 284	\$ 392
	Total Personnel	\$ 103,448	\$ 112,399	\$ 112,399	\$ 118,191
01-4-071-201	Office Supplies	\$ 116	\$ 587	\$ 500	\$ 300
01-4-071-202	Postage	\$ 20	\$ 20	\$ 20	\$ 20
01-4-071-229	Tools & Other Supplies	\$ 1,759	\$ 791	\$ 791	\$ 500
01-4-071-250	Small Equipment	\$ 765	\$ -	\$ -	\$ 250
	Total Supplies	\$ 2,660	\$ 1,398	\$ 1,311	\$ 1,070
01-4-071-406	Computer System Maintenance	\$ 632	\$ 4,275	\$ 3,475	\$ 4,254
	Total Repairs & Maintenance	\$ 632	\$ 4,275	\$ 3,475	\$ 4,254
01-4-071-510	Dues & Publications	\$ 619	\$ 2,349	\$ 1,849	\$ 1,153
01-4-071-513	Travel & Training	\$ 6,305	\$ 6,800	\$ 2,000	\$ 6,090
01-4-071-550	Insurance-General Liability	\$ 140	\$ 140	\$ 68	\$ 85
01-4-071-551	Insurance-Errors & Omissions	\$ -	\$ 260	\$ 146	\$ 182
01-4-071-570	Special Services	\$ -	\$ 4,000	\$ 4,453	\$ 4,200
01-4-071-581	Communication Services	\$ 996	\$ 1,280	\$ 1,340	\$ 1,340
	Total Services	\$ 8,060	\$ 14,829	\$ 9,856	\$ 13,050
	Total Information Technology Systems	\$ 114,800	\$ 132,901	\$ 127,041	\$ 136,565

Information Technology Systems

Account Number	Description	Amount
01-4-071-250	Small Equipment - Voltage meter	\$ 250
406	Computer Maintenance - Cisco Smartnet maintenance \$ 1,888 - GoToAssist - remote support software \$ 1,320 - Anti-spam software \$ 22 - iBoss \$ 24 - Network supplies and repairs \$ 1,000	\$ 4,254
510	Dues & Publications - Technology reference books \$ 500 - Experts Exchange \$ 179 - DNSStuff Subscription \$ 99 - Texas Association of Government IT Managers (TAGITM) dues \$ 100 - beltontexas.gov domain renewal \$ 125 - Technology magazine subscriptions \$ 150	\$ 1,153
513	Travel & Training - TAGITM conference \$ 1,400 - Online training pass \$ 4,490 - Host region IT management meeting \$ 200	\$ 6,090
570	Special Services - Website maintenance - 1/2	\$ 4,200
581	Communication Services - Aircard \$ 456 - Telephone & long distance service \$ 884	\$ 1,340

Mission

To efficiently and effectively provide geo-spatial information and applications to all City departments and the public in order to enhance operations, improve decision making, and provide better public service.

Description

- Maintains and updates GIS data.
- Prepares graphical illustrations for presentation.
- User training and support.

Accomplishments

- Migrated GIS website to a new host, improving overall design and presentation. (A12, A10, A14, F3-7)
- Participated in completion of regional 911 addressing project. (C8, E4)
- Rebuilt the City's current zoning layers, parcels, and subdivisions to align with aerial imagery. (F3-7)
- Redesigned the zoning case maps for City Council and created a feature to track the cases in GIS. (A14)
- Compiled all City data into a single centralized database to be used as a foundation for future enhancements. (A14)
- Assisted the Police and Fire departments with the Nolan Creek Floodway notification. (A12, E3, E3, F3-5)
- Assisted the Fire department in establishing new response zones for each fire station.

Goals

- Continue to implement and integrate GIS into City business processes. (A14)
- Continue to develop and maintain new GIS web portal. (F3-7)
- Identify and GPS all Heritage trees in City.
- Identify and GPS all street lights in City.

(Strategic Plan Goal #)

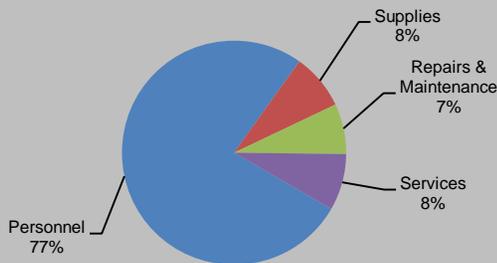
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ -	\$ 18,422	\$ 18,422	\$ 19,209
Supplies	\$ -	\$ 2,113	\$ 1,883	\$ 2,020
Repairs & Maintenance	\$ -	\$ 2,637	\$ 2,000	\$ 1,823
Services	\$ -	\$ 2,950	\$ 2,790	\$ 2,044
Total	\$ -	\$ 26,122	\$ 25,095	\$ 25,096

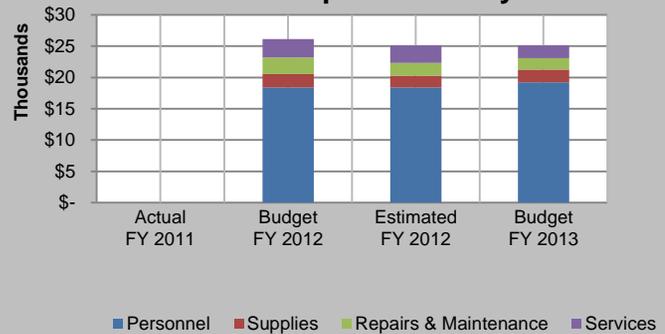
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Tickets Open	----	121	110
Tickets Closed	----	114	100

Division Expenditures



Division Expense History



Information Technology Systems - GIS

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-072-104	Salaries-Operations	\$ -	\$ 14,280	\$ 14,280	\$ 14,940
01-4-072-121	TMRS	\$ -	\$ 1,049	\$ 1,049	\$ 1,023
01-4-072-122	FICA	\$ -	\$ 1,092	\$ 1,092	\$ 1,143
01-4-072-123	Employee Insurance	\$ -	\$ 1,896	\$ 1,896	\$ 1,976
01-4-072-124	Workers' Comp. Insurance	\$ -	\$ 41	\$ 41	\$ 38
01-4-072-125	Unemployment Compensation	\$ -	\$ 64	\$ 64	\$ 89
	Total Personnel	\$ -	\$ 18,422	\$ 18,422	\$ 19,209
01-4-072-201	Office Supplies	\$ -	\$ 500	\$ 250	\$ 250
01-4-072-202	Postage	\$ -	\$ -	\$ 20	\$ 20
01-4-072-229	Tools & Other Supplies	\$ -	\$ 1,613	\$ 1,613	\$ 1,750
	Total Supplies	\$ -	\$ 2,113	\$ 1,883	\$ 2,020
01-4-072-406	Computer System Maintenance	\$ -	\$ 2,637	\$ 2,000	\$ 1,823
	Total Repairs & Maintenance	\$ -	\$ 2,637	\$ 2,000	\$ 1,823
01-4-072-513	Travel & Training	\$ -	\$ 995	\$ 750	\$ 500
01-4-072-550	Insurance-General Liability	\$ -	\$ -	\$ 11	\$ 14
01-4-072-551	Insurance-Errors & Omissions	\$ -	\$ -	\$ 24	\$ 30
01-4-072-570	Special Services	\$ -	\$ 1,705	\$ 1,705	\$ 1,200
01-4-072-581	Communication Services	\$ -	\$ 250	\$ 300	\$ 300
	Total Services	\$ -	\$ 2,950	\$ 2,790	\$ 2,044
	Total IT Systems - GIS	\$ -	\$ 26,122	\$ 25,095	\$ 25,096
	Total IT Systems	\$ 114,800	\$ 159,023	\$ 152,136	\$ 161,661

Information Technology Systems - GIS

Account Number	Description	Amount
01-4-072-229	Tools & Other Supplies - Plotter supplies \$ 1,250 - Miscellaneous supplies \$ 500	\$ 1,750
406	Computer Maintenance - Anti-spam software \$ 11 - iBoss \$ 12 - Plotter maintenance \$ 1,200 - Other \$ 600	\$ 1,823
513	Travel & Training - Texas GIS forum	\$ 500
570	Special Services - GIS web hosting - 1/3	\$ 1,200

Mission

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

Description

- Repairs potholes and patches utility cuts.
- Repairs streets for damage caused by water line breaks and failure of road base material.
- Prepares street driving surfaces for annual seal coating program.
- Reconstructs streets to upgrade driving surface and drainage.
- Inspects and makes repairs to City bridges and sidewalks.
- Performs annual crack sealing of streets to prevent water damage.
- Installs and maintains traffic control signs and paving markers.
- Responds to emergency conditions by barricading, sandbagging, and clearing debris.
- Performs sanding of streets during icing conditions.
- Mows rights-of-way and maintains street and alley shoulders.
- Installs and maintains street name signs.

Accomplishments

- Constructed the building pad for the new maintenance shop at the service center. (B10)
- Rebuilt US Hwy 190 lane. (F3-3)
- Rebuilt islands located at Central Avenue and Davis Street intersection. (B10)
- Began construction of Patriot Plaza Phase II. (C2)
- Modified the entrance of River Fair Boulevard at Hwy 317/Main Street. (B5)
- Installed pedestrian bridge at Miller Park. (C6)
- Completed annual seal coating project. (F3-3)

Goals

- Complete construction of Patriot Plaza Phase II. (C2)
- Complete the layout of the new Public Works center yard.
- Develop a crack sealing procedure program. (F3-3)
- Research software products for entering and tracking all maintenance work orders. (A14)
- Continue to develop and train employees in construction and preventative maintenance techniques. (A2)

(Strategic Plan Goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 436,578	\$ 477,748	\$ 477,748	\$ 504,314
Supplies	\$ 39,188	\$ 50,270	\$ 43,036	\$ 48,816
Facility Maintenance	\$ 156,161	\$ 167,255	\$ 163,675	\$ 185,750
Repairs & Maintenance	\$ 21,562	\$ 17,750	\$ 15,855	\$ 16,773
Services	\$ 242,233	\$ 252,090	\$ 290,602	\$ 283,695
Capital Outlay	\$ 1,211	\$ -	\$ -	\$ -
Transfers	\$ 2,850	\$ -	\$ -	\$ -
Total	\$ 899,783	\$ 965,113	\$ 990,916	\$ 1,039,348

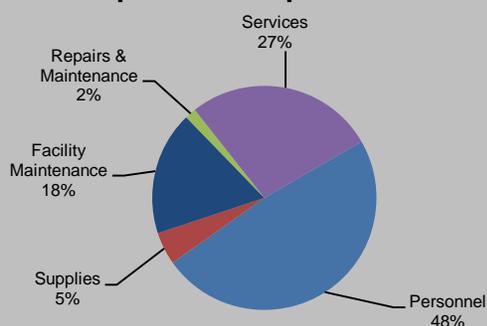
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Miles of Streets	119	121	122
Tons of HMAC for Potholes	290	270	280
Tons of HMAC for Util. Cuts	155	130	140
Utility Cuts Made/Repaired	125	172	180
Street Signs Erected/Replc.	910	304	320
Man-Hours Mowing ROWs	2,600	3,000	3,200
Tons of Base or Surface	1,000	1,400	1,500
Sq. Yds. of Seal Coating	58,280	42,439	60,000

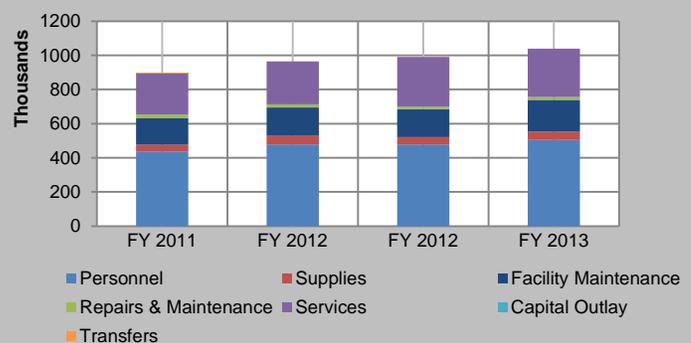
Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Street Supervisor	1	1	1
Heavy Equip Operator	1	2	2
Maintenance Worker II	4	3	3
Maintenance Worker I	3	3	3
Total	9	9	9

Department Expenditures



Department Expense History



Streets

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-080-101	Salaries-Administrative	\$ 23,327	\$ 23,254	\$ 23,254	\$ 24,245
01-4-080-102	Salaries-Professional	\$ -	\$ -	\$ -	\$ 20,176
01-4-080-103	Salaries-Supervisory	\$ 74,597	\$ 85,217	\$ 85,217	\$ 88,944
01-4-080-104	Salaries-Operations	\$ 222,331	\$ 225,782	\$ 225,782	\$ 223,126
01-4-080-107	Salaries-Overtime	\$ 2,587	\$ 9,330	\$ 9,330	\$ 9,362
01-4-080-108	Salaries-Part Time	\$ -	\$ 5,760	\$ 5,760	\$ 5,760
01-4-080-113	Health Insurance Allowance	\$ 4,058	\$ -	\$ -	\$ -
01-4-080-121	TMRS	\$ 27,947	\$ 25,236	\$ 25,236	\$ 25,052
01-4-080-122	FICA	\$ 24,505	\$ 26,284	\$ 26,284	\$ 27,988
01-4-080-123	Employee Insurance	\$ 39,154	\$ 54,154	\$ 54,154	\$ 58,312
01-4-080-124	Workers' Comp. Insurance	\$ 17,262	\$ 20,888	\$ 20,888	\$ 18,718
01-4-080-125	Unemployment Compensation	\$ 810	\$ 1,843	\$ 1,843	\$ 2,631
	Total Personnel	\$ 436,578	\$ 477,748	\$ 477,748	\$ 504,314
01-4-080-201	Office Supplies	\$ 27	\$ 25	\$ 75	\$ 100
01-4-080-202	Postage	\$ -	\$ -	\$ 15	\$ 20
01-4-080-220	Clothing Supplies	\$ 4,179	\$ 4,905	\$ 4,500	\$ 5,231
01-4-080-221	Chemical Supplies	\$ -	\$ 160	\$ 100	\$ 150
01-4-080-222	Fuel	\$ 30,917	\$ 41,480	\$ 34,646	\$ 35,185
01-4-080-227	Janitorial Supplies	\$ 309	\$ 200	\$ 200	\$ 200
01-4-080-229	Tools & Other Supplies	\$ 2,616	\$ 3,500	\$ 3,500	\$ 3,500
01-4-080-250	Small Equipment	\$ 1,140	\$ -	\$ -	\$ 4,430
	Total Supplies	\$ 39,188	\$ 50,270	\$ 43,036	\$ 48,816
01-4-080-301	Building Maintenance	\$ 45	\$ 100	\$ 50	\$ 500
01-4-080-302	Heat & A/C Maintenance	\$ 110	\$ 280	\$ -	\$ 250
01-4-080-333	Street Maintenance	\$ 42,802	\$ 43,625	\$ 43,625	\$ 45,000
01-4-080-334	Sign Maintenance	\$ 14,896	\$ 18,250	\$ 15,000	\$ 16,500
01-4-080-335	Seal Coating	\$ 93,899	\$ 100,000	\$ 100,000	\$ 120,000
01-4-080-336	Sidewalks	\$ 4,409	\$ 5,000	\$ 5,000	\$ 3,500
	Total Facility Maintenance	\$ 156,161	\$ 167,255	\$ 163,675	\$ 185,750
01-4-080-402	Equipment & Machinery Maint.	\$ 16,266	\$ 10,000	\$ 10,000	\$ 10,000
01-4-080-403	Vehicle Maintenance	\$ 5,139	\$ 7,500	\$ 5,500	\$ 6,500
01-4-080-406	Computer System Maintenance	\$ -	\$ -	\$ -	\$ 23
01-4-080-407	Radio Maintenance	\$ 157	\$ 250	\$ 355	\$ 250
	Total Repairs & Maintenance	\$ 21,562	\$ 17,750	\$ 15,855	\$ 16,773
01-4-080-501	Advertising & Public Notices	\$ 74	\$ -	\$ -	\$ -
01-4-080-510	Dues & Publications	\$ 36	\$ 169	\$ 169	\$ 173
01-4-080-513	Travel & Training	\$ 12	\$ 801	\$ 801	\$ 1,000
01-4-080-550	Insurance-General Liability	\$ 1,974	\$ 465	\$ 419	\$ 372
01-4-080-551	Insurance-Errors & Omissions	\$ -	\$ 865	\$ 634	\$ 787
01-4-080-554	Insurance-Automobile	\$ 4,741	\$ 5,495	\$ 4,899	\$ 5,369
01-4-080-555	Insurance-Mobile Equipment	\$ 1,904	\$ 2,245	\$ 2,116	\$ 2,116
01-4-080-556	Insurance-Real Property	\$ 861	\$ 990	\$ 939	\$ 939
01-4-080-562	Engineering	\$ 33,590	\$ 30,000	\$ 37,000	\$ 40,000
01-4-080-570	Traffic Impact Analysis	\$ -	\$ 13,700	\$ 13,700	\$ -
01-4-080-572	Grant Consulting Services	\$ -	\$ -	\$ 5,000	\$ -
01-4-080-573	Waste Haul Charges	\$ 3,023	\$ 3,500	\$ -	\$ 4,500
01-4-080-581	Communication Services	\$ 53	\$ 60	\$ 40	\$ 40
01-4-080-582	Gas Service	\$ -	\$ -	\$ -	\$ 189
01-4-080-583	Electric Service	\$ 7,689	\$ 8,130	\$ 7,885	\$ 1,000
01-4-080-585	Street Lighting	\$ 188,276	\$ 185,670	\$ 217,000	\$ 227,210
	Total Services	\$ 242,233	\$ 252,090	\$ 290,602	\$ 283,695
01-4-080-800	Land	\$ 1,211	\$ -	\$ -	\$ -
	Total Capital Outlay	\$ 1,211	\$ -	\$ -	\$ -
01-4-080-904	Transfer to Capital Equipment Fund	\$ 2,850	\$ -	\$ -	\$ -
	Total Transfers	\$ 2,850	\$ -	\$ -	\$ -
	Total Streets	\$ 899,783	\$ 965,113	\$ 990,916	\$ 1,039,348

Streets

Account Number	Description	Amount
01-4-080-220	Clothing Supplies	
	- Uniform rental - 9 staff	\$ 2,853
	- Tee shirts - 9 staff	\$ 198
	- Cotton and leather gloves	\$ 290
	- Steel toed boots - 9 pair	\$ 1,260
	- Safety gear and vests - 9 staff	\$ 270
	- Foul weather gear - 9 staff	\$ 360
		\$ 5,231
221	Chemical Supplies	
	- Herbicide dye	\$ 25
	- Mosquito control	\$ 40
	- Weed control	\$ 85
		\$ 150
229	Tools & Other Supplies	
	- Asphalt and concrete saw blades	\$ 500
	- Shovels, picks, & loppers	\$ 800
	- Asphalt rakes and brooms	\$ 780
	- Hammers, lathes, wood stakes, etc.	\$ 160
	- Propane	\$ 216
	- Flags and marking paint	\$ 300
	- Batteries	\$ 140
	- Ice, break room supplies, and other supplies	\$ 604
		\$ 3,500
250	Small Equipment	
	- Cut off saws - 2	\$ 2,400
	- Weedeaters - 2	\$ 600
	- 36" chainsaw	\$ 1,050
	- Hammer drill	\$ 380
		\$ 4,430
333	Street Maintenance	
	- Materials need for repair and maintenance of City streets	
		\$ 45,000
334	Sign Maintenance	
	- Replacement and maintenance of traffic control and street name signs to include hardware and accessories	
		\$ 16,500
335	Seal Coating	
	- Annual seal coating program to maintain adequate driving surface and eliminate water damage to streets	
		\$ 120,000
336	Sidewalks	
	- Repair and/or replace sidewalks	
		\$ 3,500
406	Computer Maintenance	
	- iBoss	\$ 12
	- Anti-spam software	\$ 11
		\$ 23
510	Dues & Publications	
	- American Public Works Association dues	\$ 137
	- CDL license renewal	\$ 36
		\$ 173
513	Travel & Training	
	- Continuing education	
		\$ 1,000
562	Engineering	
	- Consulting, platting, surveying, & other related services	
		\$ 40,000
573	Waste Haul Charges	
	- Fees for disposal of brush, trash, & tires from right-of-ways	
		\$ 4,500
585	Street Lighting	
	- Electrical service for City street lights	
		\$ 227,210



Description

The Parks & Recreation department is comprised of three divisions:

1. Facilities
2. Community Center
3. Recreation

The details of these divisions follow.

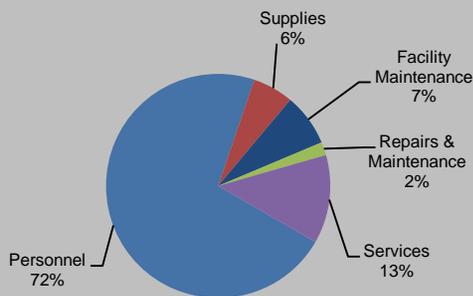
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 518,623	\$ 552,704	\$ 552,704	\$ 576,478
Supplies	\$ 41,460	\$ 52,770	\$ 49,281	\$ 47,140
Facility Maintenance	\$ 125,940	\$ 61,137	\$ 52,614	\$ 60,550
Repairs & Maintenance	\$ 11,922	\$ 14,580	\$ 13,044	\$ 15,245
Services	\$ 83,790	\$ 122,801	\$ 114,069	\$ 102,532
Capital Outlay	\$ 6,690	\$ -	\$ 1,194	\$ -
Transfers	\$ 73,500	\$ -	\$ -	\$ -
Total	\$ 861,925	\$ 803,992	\$ 782,906	\$ 801,945

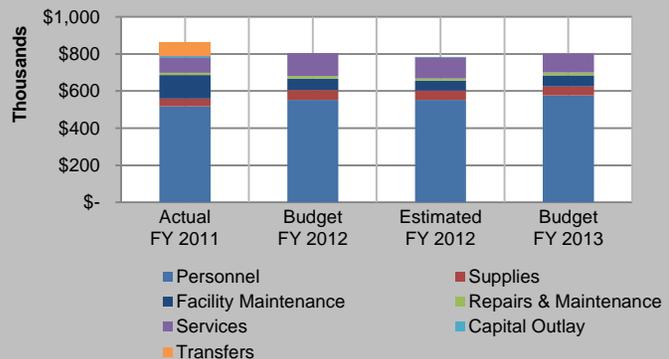
Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Recreation & Events Dir.	0	1	1
Recreation Coordinator	1	1	1
Community Center Manager	1	0	0
Parks Superintendent	1	1	1
Asst Parks Superintendant	1	0	0
Sr. Maintenance Worker	1	3	3
Maintenance Worker II	2	2	2
Maintenance Worker I	5	4	4
Student Workers - 2	Part Time	Part Time	Part Time
Total	12	12	12

Department Expenditures



Department Expense History



Mission

To provide clean, safe and well-maintained outdoor recreation space and park lands to the citizens of Belton.

Description

- Mows all City parks and recreation areas.
- Picks up trash and debris within City parks and recreation areas.
- Maintains and repairs City park facilities and playground equipment as needed.
- Maintains athletic fields.
- Provides pest and weed control within City parks and facilities.

Accomplishments

- Installed a privacy fence at the Finance building.
- Installed safety nets on four Heritage Park baseball fields.(C3, C6)
- Planted three trees at Heritage Park. (C2)
- Installed 10 dog waste stations throughout the City parks. (C6)
- Built a horseshoe pit at South Miller Park. (C6)

Goals

- Install metal siding on Heritage Park concession stand.
- Add parking spaces at Heritage and Chisholm Trail parks. (C6)
- Add lighting to the walking trail along the Leon River at Heritage Park. (C3, C6)
- Install wireless scoreboard at Jaycee field. (C3)
- Repair Quail Meadows and Heritage Park trails. (F3-6)

(Strategic Plan Goal #)

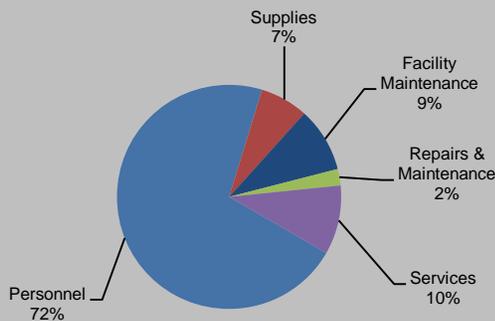
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 368,288	\$ 399,605	\$ 399,605	\$ 415,386
Supplies	\$ 35,021	\$ 39,693	\$ 39,710	\$ 40,304
Facility Maintenance	\$ 120,215	\$ 55,135	\$ 45,750	\$ 54,250
Repairs & Maintenance	\$ 11,514	\$ 13,400	\$ 11,850	\$ 13,868
Services	\$ 48,376	\$ 84,012	\$ 73,336	\$ 57,867
Capital Outlay	\$ 6,690	\$ -	\$ 1,194	\$ -
Transfers	\$ 52,100	\$ -	\$ -	\$ -
Total	\$ 642,204	\$ 591,845	\$ 571,445	\$ 581,675

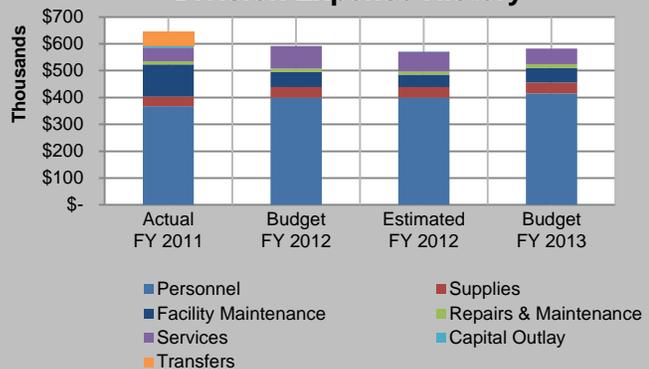
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Park Acreage Developed	158.2	158.2	158.2
Park Acreage Undeveloped	30.5	30.5	31.0
Playgrounds	16	16	16
Ball Fields	14	14	14
Sports Courts	11	11	11
Pavilions	7	7	7
Amphitheaters	1	1	1
Miles of Trails	4.25	4.25	4.25
Mowing Hours	4,600	4,600	4,620
Building Maintenance Hours	200	220	250
Park Repair Hours	122	122	135
Equipment Maint. Hours	406	430	450
Trash Pickup Hours	1,100	1,100	1,100

Division Expenditures



Division Expense History



Parks & Recreation - Facilities

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-091-101	Salaries-Administrative	\$ 14,816	\$ 14,770	\$ 14,770	\$ 15,372
01-4-091-103	Salaries-Supervisory	\$ 78,204	\$ 52,464	\$ 52,464	\$ 54,962
01-4-091-104	Salaries-Operations	\$ 172,613	\$ 205,292	\$ 205,292	\$ 214,845
01-4-091-107	Salaries-Overtime	\$ 120	\$ 5,155	\$ 5,155	\$ 5,396
01-4-091-108	Salaries-Part Time	\$ 8,768	\$ 12,800	\$ 12,800	\$ 12,800
01-4-091-109	Contract Labor	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
01-4-091-113	Health Insurance Allowance	\$ 6,983	\$ -	\$ -	\$ -
01-4-091-121	TMRS	\$ 23,271	\$ 20,396	\$ 20,396	\$ 19,897
01-4-091-122	FICA	\$ 21,381	\$ 22,222	\$ 22,222	\$ 23,208
01-4-091-123	Employee Insurance	\$ 28,758	\$ 50,860	\$ 50,860	\$ 53,011
01-4-091-124	Workers' Comp. Insurance	\$ 6,533	\$ 7,728	\$ 7,728	\$ 7,246
01-4-091-125	Unemployment Compensation	\$ 841	\$ 1,918	\$ 1,918	\$ 2,649
	Total Personnel	\$ 368,288	\$ 399,605	\$ 399,605	\$ 415,386
01-4-091-201	Office Supplies	\$ 265	\$ 220	\$ 300	\$ 250
01-4-091-220	Clothing Supplies	\$ 4,519	\$ 4,782	\$ 4,782	\$ 5,100
01-4-091-221	Chemical Supplies	\$ 2,421	\$ 4,200	\$ 3,000	\$ 3,500
01-4-091-222	Fuel	\$ 17,817	\$ 22,180	\$ 23,317	\$ 24,356
01-4-091-227	Janitorial Supplies	\$ 3,397	\$ 5,006	\$ 5,006	\$ 3,000
01-4-091-229	Tools & Other Supplies	\$ 2,843	\$ 3,000	\$ 3,000	\$ 3,000
01-4-091-250	Small Equipment	\$ 3,759	\$ 305	\$ 305	\$ 1,098
	Total Supplies	\$ 35,021	\$ 39,693	\$ 39,710	\$ 40,304
01-4-091-301	Building Maintenance	\$ 11,723	\$ 5,500	\$ 5,500	\$ 5,500
01-4-091-302	Heat & A/C Maintenance	\$ -	\$ 150	\$ 250	\$ 250
01-4-091-332	Splash Pad Maintenance	\$ 10,377	\$ 18,000	\$ 10,000	\$ 18,000
01-4-091-333	Park Maintenance	\$ 26,207	\$ 29,195	\$ 30,000	\$ 30,000
01-4-091-334	Vandalism Maintenance	\$ -	\$ -	\$ -	\$ 500
01-4-091-339	Flood Repairs	\$ 71,908	\$ 2,290	\$ -	\$ -
	Total Facility Maintenance	\$ 120,215	\$ 55,135	\$ 45,750	\$ 54,250
01-4-091-402	Equipment & Machinery Maint.	\$ 8,088	\$ 8,900	\$ 9,000	\$ 9,000
01-4-091-403	Vehicle Maintenance	\$ 3,401	\$ 3,500	\$ 2,000	\$ 3,500
01-4-091-406	Computer System Maintenance	\$ 25	\$ 700	\$ 700	\$ 1,068
01-4-091-407	Radio Maintenance	\$ -	\$ 300	\$ 150	\$ 300
	Total Repairs & Maintenance	\$ 11,514	\$ 13,400	\$ 11,850	\$ 13,868
01-4-091-510	Dues & Publications	\$ 297	\$ 632	\$ 632	\$ 660
01-4-091-513	Travel & Training	\$ 817	\$ 2,200	\$ 1,000	\$ 2,500
01-4-091-550	Insurance-General Liability	\$ 223	\$ 300	\$ 192	\$ 238
01-4-091-551	Insurance-Errors & Omissions	\$ -	\$ 555	\$ 406	\$ 504
01-4-091-554	Insurance-Automobile	\$ 1,261	\$ 1,485	\$ 1,316	\$ 1,454
01-4-091-555	Insurance-Mobile Equipment	\$ 633	\$ 730	\$ 856	\$ 856
01-4-091-556	Insurance-Real Property	\$ 2,913	\$ 3,270	\$ 3,315	\$ 3,315
01-4-091-573	Park Planning Services	\$ 312	\$ 25,000	\$ 25,000	\$ 2,500
01-4-091-581	Communication Services	\$ 1,283	\$ 1,290	\$ 1,350	\$ 1,350
01-4-091-582	Gas Service	\$ 401	\$ 410	\$ 336	\$ 350
01-4-091-583	Electric Service	\$ 2,033	\$ 2,160	\$ 1,999	\$ 2,080
01-4-091-584	Trail Lighting	\$ 5,157	\$ 7,840	\$ 7,050	\$ 8,440
01-4-091-585	Park Lighting	\$ 33,046	\$ 38,140	\$ 29,884	\$ 33,620
	Total Services	\$ 48,376	\$ 84,012	\$ 73,336	\$ 57,867

Parks & Recreation - Facilities

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-091-800	Land	\$ 6,690	\$ -	\$ 1,194	\$ -
	Total Capital Outlay	\$ 6,690	\$ -	\$ 1,194	\$ -
01-4-091-903	Transfer to GF Capital Projects Fund	\$ 49,400	\$ -	\$ -	\$ -
01-4-091-904	Transfer to Capital Equipment Fund	\$ 2,700	\$ -	\$ -	\$ -
	Total Transfers	\$ 52,100	\$ -	\$ -	\$ -
	Total Parks & Rec. - Facilities	\$ 642,204	\$ 591,845	\$ 571,445	\$ 581,675

Parks & Recreation - Facilities

Account Number	Description	Amount
01-4-091-109	Contract Labor - Bell County adult community service program	\$ 6,000
220	Clothing Supplies - Steel toed boots - 9 staff \$ 1,260 - Gloves \$ 150 - Foul weather gear - 9 staff \$ 360 - Safety gear & vest - 9 staff \$ 270 - Tee shirts - 9 staff \$ 198 - Uniform rental - 9 staff \$ 2,862	\$ 5,100
221	Chemical Supplies - Fertilizer \$ 1,100 - Herbicide \$ 1,200 - Pesticides \$ 1,200	\$ 3,500
227	Janitorial Supplies - Cleaning and paper supplies for park restrooms and pavilions	\$ 3,000
229	Tools & Other Supplies - Shovels, rakes, & picks \$ 600 - Small hand tools \$ 660 - Electric saws, drills, & grinders \$ 720 - Water hoses & sprinklers \$ 450 - Trash pick up tools \$ 120 - Trimming & pruning tools \$ 240 - Ice & other miscellaneous supplies \$ 210	\$ 3,000
250	Small Equipment - Trimmers - 2 \$ 540 - Tool kits - 2 \$ 558	\$ 1,098
301	Building Maintenance - Repair and maintenance of park buildings & restrooms	\$ 5,500
332	Splash Pad Maintenance - Chlorine & HCL acid \$ 1,600 - Pumps & motors \$ 6,000 - Testing supplies \$ 100 - Painting \$ 1,000 - Repair/replace signs \$ 250 - Sewer main for backwash \$ 2,700 - Solenoid repair \$ 500 - UV system \$ 5,850	\$ 18,000
333	Park Maintenance - Tree trimming & brush clearing \$ 6,000 - Playground equipment repairs \$ 2,600 - Irrigation repairs \$ 1,000 - Electrical repairs \$ 3,000 - Tree replacement \$ 1,900 - Fence repairs \$ 8,500 - Sidewalk repairs \$ 1,500 - Grass seed \$ 2,700 - Graffiti removal \$ 1,000 - Water fountain repairs \$ 1,800	\$ 30,000

Parks & Recreation - Facilities

Account Number	Description	Amount
01-4-091-406	Computer Maintenance	
	- Anti-spam software	\$ 11
	- iBoss	\$ 12
	- Cisco Smartnet maintenance	\$ 372
	- Other	\$ 673
		\$ 1,068
510	Dues & Publications	
	- Texas Structural Pest Control - 3	\$ 360
	- Texas Turf & Grass dues - 2	\$ 300
		\$ 660
513	Travel & Training	
	- Texas Turfgrass & Sportsfield seminar - 2	\$ 1,000
	- Pesticide training - 4	\$ 700
	- Playground safety seminar	\$ 500
	- Other	\$ 300
		\$ 2,500
573	Park Planning Services	
	- Professional services for the planning and design of park facilities	
		\$ 2,500
584	Trail Lighting	
	- Electricity for lighting at Hike & Bike trails	
		\$ 8,440
585	Park Lighting	
	- Electricity for lighting of parks and playing fields	
		\$ 33,620
801	Buildings	
	- Metal siding on parks office	\$ 5,500
	- Renovate Heritage Park restrooms	\$ 6,500
		\$ 12,000
802	Machinery & Equipment	
	- Top dresser machine	\$ 10,400
	- Zero turn mower	\$ 7,200
		\$ 17,600

Mission

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

Description

- Manages the Harris Center, including coordinating events, bookings, lease agreements, and marketing.
- Ensures condition of facilities for events by working with City staff and outside contractors.
- Oversight and scheduling of maintenance and custodial functions at Harris Center.
- Schedules and coordinates leasing of other City park facilities.

Accomplishments

- Implemented year two goals in the Parks & Recreation Strategic Master Plan. (A6, F1)
- Attended expo events in the surrounding community and hosted Belton Bridal Showcase to increase awareness of the Center. (A10)
- Worked closely with staff and contractors on scheduled HVAC renovations at the Center.
- 8% growth over FY '11 in events scheduled at the Center. (A10)
- Cancellations down 17% from FY '11.
- Enhanced webpage for the Center. (A10)

Goals

- Increase private rental at facility by 5% over FY '12. (A10)
- Develop and implement a training plan for Community Center personnel. (A2, A7)
- Work with PIO to develop social media outlets and stronger marketing materials to enhance awareness of Center. (A10, A14)
- Research the viability of a volunteer "after hours" program for the Harris Center. (C8)
- Expand use of the Harris Center for recreational programs. (C3, C6)
- Develop a referral program to promote Center and increase rentals. (C6)

(Strategic Plan Goal #)

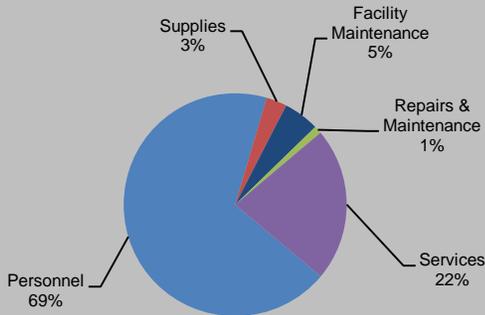
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 76,347	\$ 78,904	\$ 78,904	\$ 83,461
Supplies	\$ 3,101	\$ 6,301	\$ 3,424	\$ 3,630
Facility Maintenance	\$ 5,725	\$ 6,002	\$ 6,864	\$ 6,300
Repairs & Maintenance	\$ 383	\$ 1,180	\$ 1,180	\$ 1,354
Services	\$ 23,684	\$ 23,794	\$ 27,546	\$ 27,154
Total	\$ 109,240	\$ 116,181	\$ 117,918	\$ 121,899

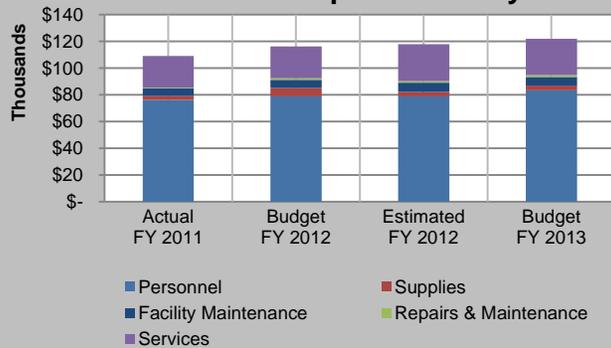
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Number of Events	371	400	420
Cancellations	12	10	10
Event Retention	66%	62%	65%

Division Expenditures



Division Expense History



Parks & Recreation - Community Center

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-092-102	Salaries-Professional	\$ 27,113	\$ 26,440	\$ 26,440	\$ 27,804
01-4-092-104	Salaries-Operations	\$ 29,519	\$ 30,801	\$ 30,801	\$ 32,332
01-4-092-107	Salaries-Overtime	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
01-4-092-114	Allowances	\$ 1,955	\$ 2,040	\$ 2,040	\$ 2,040
01-4-092-121	TMRS	\$ 4,946	\$ 4,428	\$ 4,428	\$ 4,326
01-4-092-122	FICA	\$ 4,399	\$ 4,611	\$ 4,611	\$ 4,769
01-4-092-123	Employee Insurance	\$ 7,569	\$ 8,363	\$ 8,363	\$ 8,716
01-4-092-124	Workers' Comp. Insurance	\$ 765	\$ 937	\$ 937	\$ 866
01-4-092-125	Unemployment Compensation	\$ 81	\$ 284	\$ 284	\$ 392
01-4-092-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 1,216
	Total Personnel	\$ 76,347	\$ 78,904	\$ 78,904	\$ 83,461
01-4-092-201	Office Supplies	\$ 696	\$ 350	\$ 600	\$ 600
01-4-092-202	Postage	\$ 10	\$ 300	\$ 3	\$ 10
01-4-092-220	Clothing Supplies	\$ 380	\$ 350	\$ 350	\$ 350
01-4-092-221	Chemical Supplies	\$ -	\$ 175	\$ 140	\$ 300
01-4-092-222	Fuel	\$ 105	\$ 380	\$ 85	\$ 90
01-4-092-227	Janitorial Supplies	\$ 823	\$ 1,200	\$ 1,200	\$ 1,200
01-4-092-229	Tools & Other Supplies	\$ 752	\$ 3,546	\$ 1,046	\$ 1,080
01-4-092-250	Small Equipment	\$ 335	\$ -	\$ -	\$ -
	Total Supplies	\$ 3,101	\$ 6,301	\$ 3,424	\$ 3,630
01-4-092-301	Building Maintenance	\$ 3,096	\$ 2,030	\$ 3,000	\$ 4,200
01-4-092-302	Heat & A/C Maintenance	\$ 2,629	\$ 3,972	\$ 3,864	\$ 2,100
	Total Facility Maintenance	\$ 5,725	\$ 6,002	\$ 6,864	\$ 6,300
01-4-092-402	Machinery & Equipment Maintenance	\$ -	\$ 230	\$ 230	\$ 830
01-4-092-406	Computer System Maintenance	\$ 383	\$ 950	\$ 950	\$ 524
	Total Repairs & Maintenance	\$ 383	\$ 1,180	\$ 1,180	\$ 1,354
01-4-092-501	Advertising & Marketing	\$ 2,860	\$ 2,525	\$ 4,100	\$ 2,700
01-4-092-510	Dues & Publications	\$ 456	\$ 240	\$ 240	\$ 240
01-4-092-513	Travel & Training	\$ 628	\$ 129	\$ 100	\$ 779
01-4-092-521	Equipment Lease	\$ 1,017	\$ 2,000	\$ 1,500	\$ 1,500
01-4-092-550	Insurance-General Liability	\$ -	\$ -	\$ 48	\$ 60
01-4-092-551	Insurance-Errors & Omissions	\$ -	\$ -	\$ 103	\$ 128
01-4-092-556	Insurance-Real Property	\$ 2,013	\$ 2,320	\$ 2,297	\$ 2,297
01-4-092-581	Communication Services	\$ 1,171	\$ 1,830	\$ 1,790	\$ 1,790
01-4-092-582	Gas Service	\$ 2,467	\$ 2,580	\$ 1,536	\$ 1,610
01-4-092-583	Electric Service	\$ 13,072	\$ 12,170	\$ 15,832	\$ 16,050
	Total Services	\$ 23,684	\$ 23,794	\$ 27,546	\$ 27,154
	Total Parks & Rec. - Community Ctr	\$ 109,240	\$ 116,181	\$ 117,918	\$ 121,899

Parks & Recreation - Community Center

Account Number	Description	Amount
01-4-092-201	Office Supplies	
	- Paper & envelopes	\$ 300
	- Business cards	\$ 60
	- Other	\$ 240
		\$ 600
220	Clothing Supplies	
	- Boots	\$ 120
	- Uniform	\$ 230
		\$ 350
221	Chemical Supplies	
	- Pesticides	\$ 50
	- Professional yard spray - 2	\$ 250
		\$ 300
229	Tools & Other Supplies	
	- U.S., Texas, & City flags	\$ 180
	- Pipe & draping for Bridal Showcase	\$ 400
	- First aid kit	\$ 20
	- Coffee supplies for City functions	\$ 400
	- Other	\$ 80
		\$ 1,080
301	Building Maintenance	
	- Floor waxing	\$ 1,500
	- Pest control	\$ 500
	- Light bulbs	\$ 100
	- Floor tile - replacement	\$ 100
	- Painting supplies	\$ 1,000
	- General repair and maintenance	\$ 1,000
		\$ 4,200
402	Machinery & Equipment Maintenance	
	- Projector bulb replacement	\$ 300
	- Microphone replacement	\$ 250
	- Chair dolly wheels	\$ 100
	- Trimmer line & lawn care tools	\$ 180
		\$ 830
406	Computer System Maintenance	
	- Invision CL maintenance - 5%	\$ 106
	- Anti-spam software	\$ 22
	- iBoss	\$ 24
	- Cisco Smartnet maintenance	\$ 372
		\$ 524
501	Advertising & Marketing	
	- Rack cards	\$ 300
	- Belton Journal advertisements	\$ 300
	- Temple Day for Women	\$ 500
	- Promotional items for shows	\$ 100
	- Texas Engagements Guide advertisement	\$ 1,500
		\$ 2,700
510	Dues & Publications	
	- Sam's Club	\$ 15
	- Newspaper subscriptions	\$ 225
		\$ 240
513	Travel & Training	
	- TML annual conference	\$ 650
	- Incode online student center - 1%	\$ 29
	- Other area meetings	\$ 100
		\$ 779
521	Equipment Lease	
	- Copier lease - 1/2	\$ 663
	- Additional copies - 1/2	\$ 837
		\$ 1,500

Mission

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

Description

- Ensures condition of facilities for events by working with City staff and outside contractors.
- Coordinates recreation events within the City parks.
- Schedules and coordinates leasing of other City park facilities.

Accomplishments

- Implemented year two goals in the Parks & Recreation Strategic Master Plan. (A6, F1)
- Developed and implemented the Adopt-A-Park program. (C3)
- Assisted in planning Phase 1 of the Nolan Creek Recreational Improvement Project, including working with consultant on cost estimates and support from outside sources. (C3, F3-6)
- Enhanced Parks website pages. (A10)
- Developed new partnerships to enhance recreational programming and special events. (C6, C8)
- Coordinated with sports league to clarify and restructure league agreements. (C3)
- Continue to update and publish the City's Recreation Guide online. (A10)

Goals

- Work with PIO to develop social media outlets and stronger marketing materials to enhance awareness of programs, classes, and park facilities. (A10, A14)
- Develop partnerships in the community to enhance recreational programming and special events. (C6, C8)
- Define and begin development of the V.I.P. (Volunteer in Parks) program. (A10, C8)
- Collect and compile data for the Legacy program and begin production of marketing materials for citizen information. (C5)
- Increase recreational programming at the Harris Community Center. (C6)
- Manage field use agreements and scheduling with leagues and associations utilizing Belton facilities. (C3)
- Research grant funding and other outside funding sources for recreational programming and facilities. (C3, C6, C8, F3)
- Develop and implement a training plan for Recreation personnel. (A2, A7)

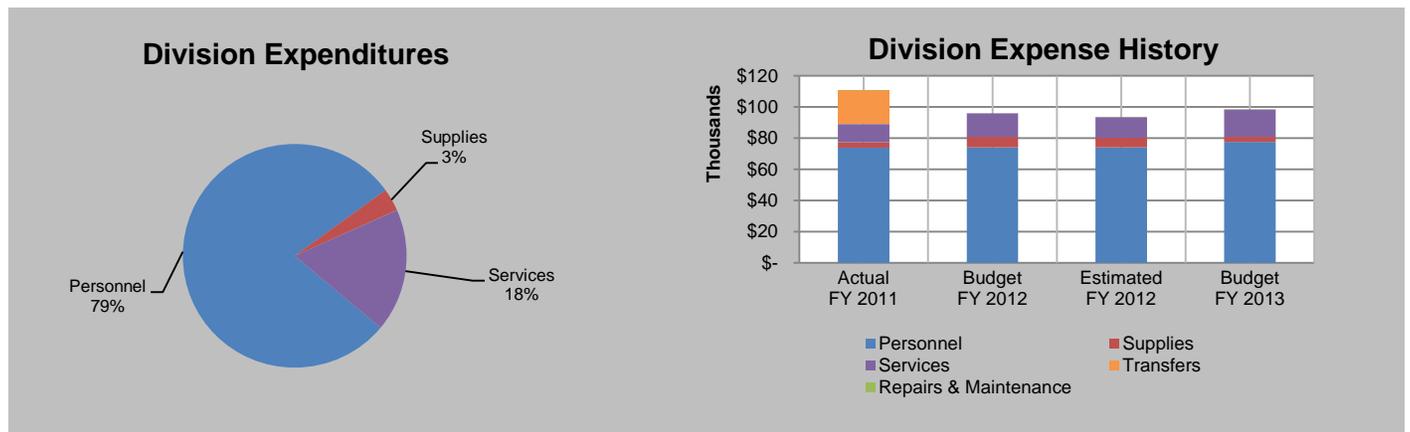
(Strategic Plan goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 73,988	\$ 74,195	\$ 74,195	\$ 77,631
Supplies	\$ 3,338	\$ 6,776	\$ 6,147	\$ 3,206
Repairs & Maintenance	\$ 25	\$ -	\$ 14	\$ 23
Services	\$ 11,730	\$ 14,995	\$ 13,187	\$ 17,511
Transfers	\$ 21,400	\$ -	\$ -	\$ -
Total	\$ 110,481	\$ 95,966	\$ 93,543	\$ 98,371

Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Park Rentals	116	105	110
Cancellations	6	7	5



Parks & Recreation - Recreation

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-093-102	Salaries-Professional	\$ 26,020	\$ 26,440	\$ 26,440	\$ 27,804
01-4-093-104	Salaries-Operations	\$ 30,714	\$ 30,000	\$ 30,000	\$ 31,520
01-4-093-114	Allowances	\$ 367	\$ 420	\$ 420	\$ 420
01-4-093-121	TMRS	\$ 4,905	\$ 4,176	\$ 4,176	\$ 4,091
01-4-093-122	FICA	\$ 4,356	\$ 4,350	\$ 4,350	\$ 4,538
01-4-093-123	Employee Insurance	\$ 6,704	\$ 8,363	\$ 8,363	\$ 8,716
01-4-093-124	Workers' Comp. Insurance	\$ 729	\$ 162	\$ 162	\$ 150
01-4-093-125	Unemployment Compensation	\$ 193	\$ 284	\$ 284	\$ 392
	Total Personnel	\$ 73,988	\$ 74,195	\$ 74,195	\$ 77,631
01-4-093-201	Office Supplies	\$ 406	\$ 666	\$ 500	\$ 560
01-4-093-202	Postage	\$ 182	\$ 300	\$ 247	\$ 250
01-4-093-205	Rec Event Promotional Items	\$ 1,465	\$ 2,000	\$ 2,000	\$ -
01-4-093-210	Softball Supplies	\$ -	\$ -	\$ 600	\$ 1,388
01-4-093-211	Kickball Supplies	\$ -	\$ -	\$ -	\$ 908
01-4-093-220	Clothing Supplies	\$ 139	\$ 710	\$ 700	\$ -
01-4-093-229	Tools & Other Supplies	\$ 1,146	\$ 3,100	\$ 2,100	\$ 100
	Total Supplies	\$ 3,338	\$ 6,776	\$ 6,147	\$ 3,206
01-4-093-406	Computer System Maintenance	\$ 25	\$ -	\$ 14	\$ 23
	Total Repairs & Maintenance	\$ 25	\$ -	\$ 14	\$ 23
01-4-093-501	Advertising & Marketing	\$ 1,753	\$ 3,500	\$ 1,500	\$ 4,825
01-4-093-510	Dues & Publications	\$ 630	\$ 885	\$ 885	\$ 1,000
01-4-093-513	Travel & Training	\$ 1,251	\$ 2,500	\$ 2,100	\$ 1,350
01-4-093-521	Equipment Lease	\$ 1,017	\$ 1,100	\$ 1,500	\$ 1,500
01-4-093-550	Insurance-General Liability	\$ -	\$ -	\$ 45	\$ 56
01-4-093-551	Insurance-Errors & Omissions	\$ -	\$ -	\$ 97	\$ 120
01-4-093-570	Special Events	\$ 6,811	\$ 6,750	\$ 6,750	\$ 8,350
01-4-093-581	Communications Services	\$ 268	\$ 260	\$ 310	\$ 310
	Total Services	\$ 11,730	\$ 14,995	\$ 13,187	\$ 17,511
01-4-093-903	Transfer to Cap Projects Fund	\$ 20,550	\$ -	\$ -	\$ -
01-4-093-904	Transfer to Cap Equipment Fund	\$ 850	\$ -	\$ -	\$ -
	Total Transfers	\$ 21,400	\$ -	\$ -	\$ -
	Total Parks & Rec. - Recreation	\$ 110,481	\$ 95,966	\$ 93,543	\$ 98,371
	Total Parks & Recreation	\$ 861,925	\$ 803,992	\$ 782,906	\$ 801,945

Parks & Recreation - Recreation

Account Number	Description	Amount
01-4-093-201	Office Supplies	
	- Paper	\$ 100
	- Business cards	\$ 30
	- Envelopes, folders, & calendar	\$ 80
	- Badges & lanyards	\$ 200
	- Other	\$ 150
		\$ 560
210	Softball Supplies/Umpires	
	- Umpires - 2	\$ 960
	- Field prep helper	\$ 128
	- Field chalk/paint	\$ 50
	- T-shirts - winners	\$ 250
		\$ 1,388
211	Kickball Supplies/Umpires	
	- Umpire	\$ 480
	- Field prep helper	\$ 128
	- Field chalk/paint	\$ 50
	- T-shirts - winners	\$ 250
		\$ 908
501	Advertising & Marketing	
	- Student flyers - COTCT, Family, Fishin', & Fun	\$ 350
	- Utility bill inserts	\$ 800
	- Special event banners - 4	\$ 380
	- Recreation & Event advertisements	\$ 500
	- League signs	\$ 120
	- Giveaways for Kids Expo	\$ 40
	- Wristbands	\$ 400
	- Park fans	\$ 790
	- T-shirts	\$ 690
	- Ball caps	\$ 250
	- Cups	\$ 430
	- Set up	\$ 75
		\$ 4,825
510	Dues & Publications	
	- Belton Young Professionals	\$ 25
	- Texas Municipal Parks, Recreation, & Tourism	\$ 30
	- Texas Amateur Athletics Federation	\$ 200
	- Texas Recreation & Parks Society - 2 staff	\$ 170
	- National Recreation & Parks Association	\$ 575
		\$ 1,000
513	Travel & Training	
	- Texas Recreation and Park Society Annual Institute	\$ 1,000
	- Other regional meetings & webinars	\$ 350
		\$ 1,350
521	Equipment Lease	
	- Copier Lease - 1/2	\$ 663
	- Additional copies - 1/2	\$ 837
		\$ 1,500
570	Special Events	
	- Family, Fishin', & Fun	\$ 1,500
	- Christmas on the Chisholm Trail	\$ 2,500
	- Movie in the Park - 2	\$ 3,600
	- National Park & Recreation Month	\$ 100
	- Special event supplies	\$ 650
		\$ 8,350



Description

The Planning department is comprised of two divisions:

1. Planner
2. Inspections

The details of these divisions follow:

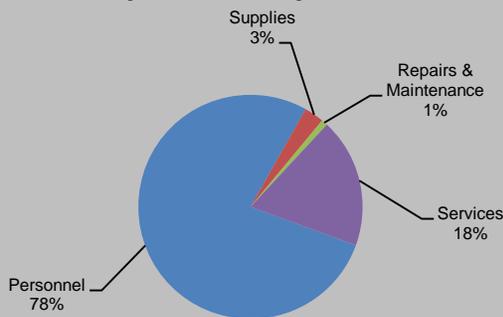
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 319,790	\$ 214,481	\$ 214,481	\$ 253,687
Supplies	\$ 15,646	\$ 12,310	\$ 10,687	\$ 9,215
Repairs & Maintenance	\$ 5,508	\$ 2,762	\$ 2,383	\$ 3,004
Services	\$ 68,437	\$ 98,098	\$ 103,325	\$ 60,866
Total	\$ 410,881	\$ 327,651	\$ 330,876	\$ 326,772

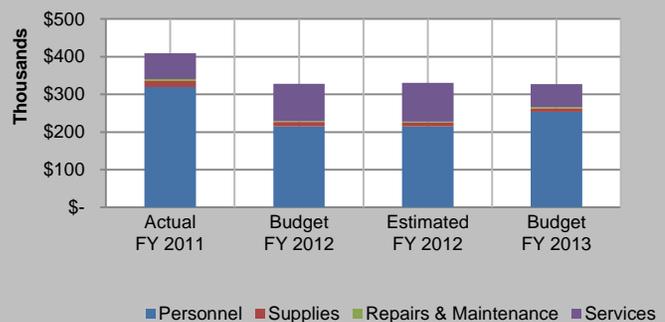
Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Planning Director	1	1	1
Building Official	1	1	1
Assistant Building Official	1	1	1
Code Enforcement Officer	1	0	0
Administrative Assistant	1	1	1
Clerk - Part time	0	0	0.5
GIS Mapping Technician	1	0	0
Total	6	4	4.5

Department Expenditures



Department Expense History



Mission

To address the immediate and long-term needs of the community by enhancing the quality of the City's natural and built environments through implementation of the comprehensive plan, zoning ordinance, and design standards/guidelines.

Description

- Reviews subdivision plats and Design Standards application requests in relation to City Master Plans.
- Reviews plans and specifications for subdivisions and building projects within the city.
- Monitors development in the City's one (1) mile extra territorial jurisdiction (ETJ).
- Represents the City staff and keeps records and minutes for the Planning and Zoning Commissions, Zoning Board of Adjustments, and Heritage Preservation Board.
- Maintains records of land use decisions within the City.
- Provides addressing of all properties in the City.
- Monitors development within the flood plain.
- Monitors stormwater management requirements.

Accomplishments

- Completed an updated estimate of the City population. (B7)
- Created Historic Preservation Ordinance for significant historic structures in the City. (C2,C5)
- Created Street Renaming and Facility Naming Policy.
- Adequately reviewed a high number of complex plan submittals.
- Trained new members of the Planning and Zoning Commission and Zoning Board of Adjustment. (A2)
- Maintained and enhanced quality development by closely working with developers and builders. (C4)
- Represented the City of Belton within the Killeen-Temple Metropolitan Planning (KTMPO) Organization. (A12,B9,C8)

Goals

- Continue implementation of Design Standards/Design Guidelines in all developments and develop any necessary refinements. (C4)
- Develop a growth management strategy for the City of Belton. (B2)
- Maintain and update Thoroughfare Plan and coordinate with KTMPO. (A12,B5,B9,C8)
- Further implement training sessions for Boards and Commissions. (A2)
- Maintain and update a future land use plan that implements the Comprehensive Plan for Belton and the ETJ. (B1)

(Strategic Plan Goal #)

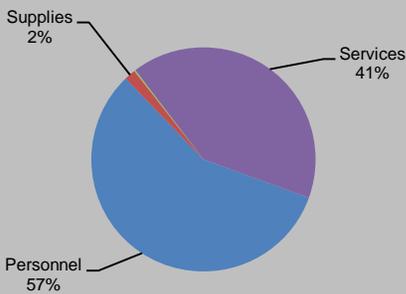
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 96,974	\$ 45,948	\$ 45,948	\$ 77,916
Supplies	\$ 2,513	\$ 2,850	\$ 2,606	\$ 2,220
Repairs & Maintenance	\$ 49	\$ 500	\$ 200	\$ 296
Services	\$ 52,545	\$ 92,765	\$ 99,014	\$ 55,649
Total	\$ 152,081	\$ 142,063	\$ 147,768	\$ 136,081

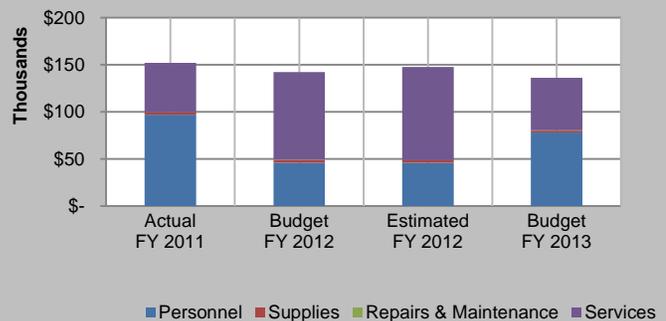
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Zoning Cases	17	25	30
Plats	3	21	30
Administrative Plats	7	9	15
Re-plats	1	4	5
Plans Reviewed	100	125	150
Variances	3	5	5
Zoning Amendments	2	3	5

Division Expenditures



Division Expense History



Planning - Planner

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-101-101	Salaries-Administrative	\$ 57,646	\$ 24,872	\$ 24,872	\$ 36,500
01-4-101-104	Salaries-Operations	\$ 18,890	\$ 10,343	\$ 10,343	\$ 10,879
01-4-101-113	Health Insurance Allowance	\$ 837	\$ -	\$ -	\$ -
01-4-101-114	Allowances	\$ 2,500	\$ 1,250	\$ 1,250	\$ 3,600
01-4-101-121	TMRS	\$ 6,757	\$ 2,815	\$ 2,815	\$ 3,491
01-4-101-122	FICA	\$ 6,001	\$ 2,933	\$ 2,933	\$ 3,854
01-4-101-123	Employee Insurance	\$ 4,036	\$ 3,392	\$ 3,392	\$ 5,229
01-4-101-124	Workers' Comp. Insurance	\$ 203	\$ 173	\$ 173	\$ 128
01-4-101-125	Unemployment Compensation	\$ 104	\$ 170	\$ 170	\$ 235
01-4-101-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 14,000
	Total Personnel	\$ 96,974	\$ 45,948	\$ 45,948	\$ 77,916
01-4-101-201	Office Supplies	\$ 1,044	\$ 1,400	\$ 1,000	\$ 1,400
01-4-101-202	Postage	\$ 941	\$ 1,450	\$ 1,200	\$ 820
01-4-101-229	Tools & Other Supplies	\$ 528	\$ -	\$ 406	\$ -
	Total Supplies	\$ 2,513	\$ 2,850	\$ 2,606	\$ 2,220
01-4-101-406	Computer System Maintenance	\$ 49	\$ 500	\$ 200	\$ 296
	Total Repairs & Maintenance	\$ 49	\$ 500	\$ 200	\$ 296
01-4-101-501	Advertising & Public Notices	\$ 231	\$ 350	\$ 350	\$ 350
01-4-101-510	Dues & Publications	\$ 853	\$ 900	\$ 900	\$ 900
01-4-101-513	Travel & Training	\$ 905	\$ 2,500	\$ 1,400	\$ 3,000
01-4-101-550	Insurance-General Liability	\$ 82	\$ 130	\$ 46	\$ 57
01-4-101-551	Insurance-Errors & Omissions	\$ -	\$ 235	\$ 98	\$ 122
01-4-101-562	Engineering	\$ 32,790	\$ 30,000	\$ 37,000	\$ 40,000
01-4-101-563	Planning Consultant Services	\$ 13,974	\$ 42,500	\$ 42,500	\$ 10,000
01-4-101-570	Special Services	\$ 2,801	\$ -	\$ 500	\$ 500
01-4-101-571	Historical Preservation Services	\$ -	\$ 15,500	\$ 15,500	\$ -
01-4-101-581	Communication Services	\$ 909	\$ 650	\$ 720	\$ 720
	Total Services	\$ 52,545	\$ 92,765	\$ 99,014	\$ 55,649
	Total Planning - Planner	\$ 152,081	\$ 142,063	\$ 147,768	\$ 136,081

Planning - Planner

Account Number	Description	Amount
01-4-101-201	Office Supplies	
	- Copy paper	\$ 300
	- Toner and ink cartridges	\$ 300
	- Other	\$ 800
		\$ 1,400
202	Postage	
	- Postage for P&Z notifications and agendas	
		\$ 820
406	Computer Equipment Maintenance	
	- Anti-spam software	\$ 46
	- General repair & maintenance	\$ 250
		\$ 296
501	Advertising & Public Notices	
	- Public notices for code changes	
		\$ 350
510	Dues & Publications	
	- American Planning Association dues	\$ 355
	- Zoning & land use bulletins	\$ 160
	- Historic preservation	\$ 150
	- Other dues & publications	\$ 235
		\$ 900
513	Travel & Training	
	- Texas American Planning Association conference	\$ 1,000
	- Zoning & Land Use Laws	\$ 475
	- P&Z & HPC training	\$ 1,000
	- Other travel & training	\$ 525
		\$ 3,000
562	Engineering	
	- Engineering and surveying services	
		\$ 40,000
563	Design Review	
	- Consultant review of plans	\$ 7,500
	- Design guidelines	\$ 2,500
		\$ 10,000
570	Special Services	
	- Appraisals & broker's opinions	
		\$ 500

Mission

Enforce the City's building, plumbing, electrical and mechanical codes and City ordinances to ensure the construction and maintenance of safe residential and commercial structures.

Description

- Reviews plans for building, zoning, and code requirements.
- Issues permits for building, plumbing, electrical and mechanical construction.
- Inspects construction work within the City to verify compliance with adopted codes and standards.
- Issues/checks licenses to insure all construction work is done by qualified personnel.
- Maintains records of construction activity and related matters.

Accomplishments

- Monitored dilapidated buildings to protect the health and safety of the community. (C2,C4)
- Enforced FEMA regulations within the Belton area.
- Recommended changes and adopted the 2011 Electrical Code. (C4)
- Continued to provide timely and comprehensive inspection services.
- Completed continuing education for plumbing and code enforcement. (A2)

Goals

- Complete a business overview of existing software to determine efficiency of the system. (A14)
- Monitor dilapidated buildings to protect the health and safety of the community. (C2,C4)
- Coordinate more effectively with other entities during plan review.
- Take advantage of additional educational opportunities related to the updated codes. (A2)
- Adopt the 2012 Building Code and 2012 Plumbing Code. (C2,C4)

(Strategic Plan Goal #)

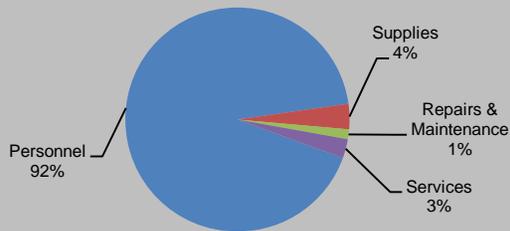
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 222,816	\$ 168,533	\$ 168,533	\$ 175,771
Supplies	\$ 13,133	\$ 9,460	\$ 8,081	\$ 6,995
Repairs & Maintenance	\$ 5,459	\$ 2,262	\$ 2,183	\$ 2,708
Services	\$ 15,892	\$ 5,333	\$ 4,311	\$ 5,217
Total	\$ 258,800	\$ 185,588	\$ 183,108	\$ 190,691

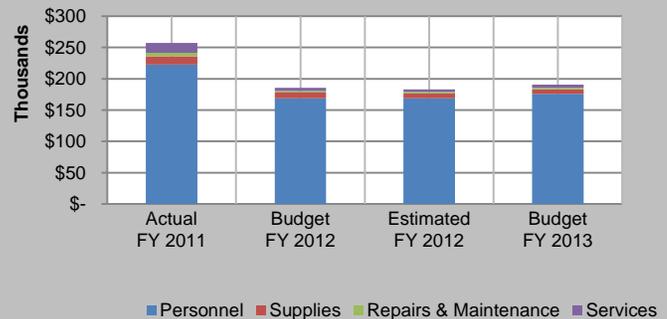
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Permits:			
Building	653	410	471
Plumbing	289	345	396
Mechanical	150	140	161
Electrical	250	254	292
Water Taps	95	74	90
Sewer Taps	95	74	90
Inspections:			
Building	620	610	701
Plumbing	547	585	672
Mechanical	255	240	276
Electrical	689	685	787
Other	94	80	92

Division Expenditures



Division Expense History



Planning - Inspections

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-102-102	Salaries-Professional	\$ 67,997	\$ 69,351	\$ 69,351	\$ 72,421
01-4-102-104	Salaries-Operations	\$ 109,480	\$ 64,696	\$ 64,696	\$ 67,172
01-4-102-113	Health Insurance Allowance	\$ 930	\$ -	\$ -	\$ -
01-4-102-114	Allowances	\$ -	\$ -	\$ -	\$ 840
01-4-102-121	TMRS	\$ 15,191	\$ 9,846	\$ 9,846	\$ 9,616
01-4-102-122	FICA	\$ 13,023	\$ 10,255	\$ 10,255	\$ 10,679
01-4-102-123	Employee Insurance	\$ 14,959	\$ 13,102	\$ 13,102	\$ 13,654
01-4-102-124	Workers' Comp. Insurance	\$ 995	\$ 839	\$ 839	\$ 776
01-4-102-125	Unemployment Compensation	\$ 241	\$ 444	\$ 444	\$ 613
	Total Personnel	\$ 222,816	\$ 168,533	\$ 168,533	\$ 175,771
01-4-102-201	Office Supplies	\$ 2,387	\$ 1,400	\$ 900	\$ 1,400
01-4-102-202	Postage	\$ 3,551	\$ 100	\$ 419	\$ 420
01-4-102-220	Clothing Supplies	\$ -	\$ -	\$ 60	\$ -
01-4-102-222	Fuel	\$ 6,682	\$ 5,720	\$ 4,462	\$ 4,805
01-4-102-229	Tools & Other Supplies	\$ 513	\$ 2,240	\$ 2,240	\$ 370
	Total Supplies	\$ 13,133	\$ 9,460	\$ 8,081	\$ 6,995
01-4-102-403	Vehicle Maintenance	\$ 1,149	\$ 500	\$ 505	\$ 1,000
01-4-102-406	Computer System Maintenance	\$ 4,133	\$ 1,595	\$ 1,595	\$ 1,508
01-4-102-407	Radio Maintenance	\$ 177	\$ 167	\$ 83	\$ 200
	Total Repairs & Maintenance	\$ 5,459	\$ 2,262	\$ 2,183	\$ 2,708
01-4-102-510	Dues & Publications	\$ 457	\$ 1,360	\$ 600	\$ 875
01-4-102-513	Travel & Training	\$ 2,377	\$ 2,320	\$ 1,500	\$ 2,585
01-4-102-550	Insurance-General Liability	\$ 212	\$ 225	\$ 144	\$ 178
01-4-102-551	Insurance-Errors & Omissions	\$ -	\$ 415	\$ 304	\$ 378
01-4-102-554	Insurance-Automobile	\$ 560	\$ 423	\$ 393	\$ 421
01-4-102-570	Special Services	\$ 350	\$ -	\$ -	\$ -
01-4-102-571	Demolition/Cleanup	\$ 10,154	\$ -	\$ -	\$ -
01-4-102-581	Communication Services	\$ 1,782	\$ 590	\$ 1,370	\$ 780
	Total Services	\$ 15,892	\$ 5,333	\$ 4,311	\$ 5,217
01-4-102-903	Transfer to GF Capital Projects Fund	\$ 1,500	\$ -	\$ -	\$ -
	Total Transfers	\$ 1,500	\$ -	\$ -	\$ -
	Total Planning - Inspections	\$ 258,800	\$ 185,588	\$ 183,108	\$ 190,691
	Total Planning	\$ 410,881	\$ 327,651	\$ 330,876	\$ 326,772

Planning - Inspections

Account Number	Description	Amount
01-4-102-201	Office Supplies	
	- Copy paper	\$ 300
	- Letterhead and business cards	\$ 300
	- Ink cartridges	\$ 300
	- Other	\$ 500
		\$ 1,400
229	Tools & Other Supplies	
	- Inspection tags	\$ 250
	- Other supplies	\$ 120
		\$ 370
403	Vehicle Maintenance	
	- Tires	\$ 500
	- Other vehicle maintenance	\$ 500
		\$ 1,000
406	Computer System Maintenance	
	- Invision CL maintenance - 5%	\$ 106
	- Invision PI maintenance	\$ 1,256
	- Anti-spam & virus software	\$ 46
	- Other maintenance	\$ 100
		\$ 1,508
510	Dues & Publications	
	- BOAT membership dues - 2 staff	\$ 200
	- SBCCI membership dues - 2 staff	\$ 300
	- State plumbing license renewal - 2 staff	\$ 200
	- US Green Building Council	\$ 50
	- International Code Council membership	\$ 125
		\$ 875
513	Travel & Training	
	- Inspector & code training	\$ 2,320
	- Incode online student center - 9%	\$ 265
		\$ 2,585

Mission

To encourage and promote literacy, love of reading and lifelong learning opportunities by providing access to a dynamic collection of historical and current materials in a variety of formats.

Description

- Provides books and other materials for two-week loans with renewal privileges.
- Provides public access computers for internet access, job searches, and distance learning.
- Maintains for the visually impaired a collection of large print books, audio books, and applications for the Talking Book program that is sponsored by the Texas State Library.
- Provides age appropriate collection of books and materials for pre-school through high school.
- Responds to telephone and e-mail information queries.
- Assists patrons searching for information in a wide range of subjects.
- Serves in an archival capacity by collecting and preserving local history.
- Supplements the local history collection with a renowned genealogy collection of over 3,200 books, 3,000 photographs and early Texas material.
- Provides inter-library loan service.

Accomplishments

- Expanded community services to include providing free books to area children at local events, increasing the number of pre-school story times to 3 events per week, and continued outreach programs to Head Start Daycare centers. (C2,C3,C6)
- Completed cataloging the materials housed in the Genealogy Room. (C5)
- Utilized BTOP grant funds to purchase new computers, update the Library server, and purchase new computer furniture. (A3,C8)
- Increased the Library hours from 40 hours a week to 47 hours. (C2,C6)
- Utilized donated funds to purchase furniture for the adult and young adult rooms. (C2,C8)
- Redesigned the workroom to provide a more efficient work space.

Goals

- Increase the number of programs offered for preschool and elementary children. (C7,C8)
- Provide beginner computer classes for adults. (C2)
- Add monthly program for middle school children. (C7,C8)
- Provide materials in electronic format to include e-books for checkout and databases. (C2)
- Add display area in young adult section for teen artwork and writing projects. (C2)

(Strategic Plan Goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 209,060	\$ 213,002	\$ 215,082	\$ 222,507
Supplies	\$ 7,959	\$ 10,055	\$ 9,696	\$ 9,945
Facility Maintenance	\$ 3,350	\$ 4,074	\$ 3,574	\$ 4,150
Repairs & Maintenance	\$ 2,565	\$ 3,921	\$ 3,920	\$ 3,029
Services	\$ 13,100	\$ 11,902	\$ 11,175	\$ 13,830
Transfers	\$ 27,000	\$ 30,000	\$ 20,000	\$ 25,000
Total	\$ 263,034	\$ 272,954	\$ 263,447	\$ 278,461

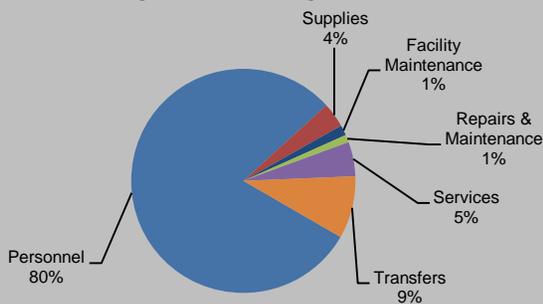
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Book Stock	28,575	30,782	32,000
Periodical Titles	14	25	27
Videos	581	356	400
Circulation	58,415	61,670	63,000
Genealogy Books	4,900	5,000	5,100
Visitors	40,429	43,917	45,000
Hrs of Patron Computer Use	6,076	6,518	8,500

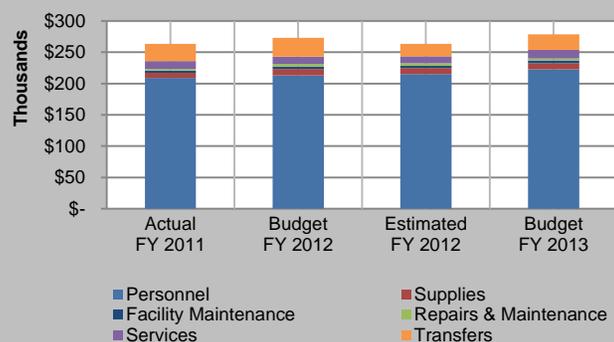
Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Library Director	1	1	1
Librarian	1	1	1
Library Clerk II	2	2	2
Library Clerk I	1	1	1
Total	5	5	5

Department Expenditures



Department Expense History



Library

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-110-101	Salaries-Administrative	\$ 60,088	\$ 59,902	\$ 59,902	\$ 62,358
01-4-110-102	Salaries-Professional	\$ 32,414	\$ 33,141	\$ 33,141	\$ 35,042
01-4-110-104	Salaries-Operations	\$ 66,077	\$ 68,609	\$ 68,609	\$ 68,405
01-4-110-108	Salaries-Part Time	\$ 2,148	\$ -	\$ -	\$ -
01-4-110-113	Health Insurance Allowance	\$ 2,355	\$ -	\$ -	\$ -
01-4-110-121	TMRS	\$ 13,704	\$ 11,873	\$ 11,873	\$ 11,354
01-4-110-122	FICA	\$ 12,431	\$ 12,366	\$ 12,366	\$ 12,684
01-4-110-123	Employee Insurance	\$ 18,972	\$ 25,694	\$ 27,774	\$ 28,898
01-4-110-124	Workers' Comp. Insurance	\$ 406	\$ 472	\$ 472	\$ 430
01-4-110-125	Unemployment Compensation	\$ 465	\$ 945	\$ 945	\$ 1,305
01-4-110-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 2,031
	Total Personnel	\$ 209,060	\$ 213,002	\$ 215,082	\$ 222,507
01-4-110-201	Office Supplies	\$ 1,977	\$ 2,075	\$ 2,075	\$ 2,025
01-4-110-202	Postage	\$ 811	\$ 870	\$ 821	\$ 820
01-4-110-205	Educational Supplies	\$ 1,767	\$ 2,250	\$ 2,150	\$ 2,100
01-4-110-227	Janitorial Supplies	\$ 1,007	\$ 900	\$ 900	\$ 1,000
01-4-110-229	Tools & Other Supplies	\$ 2,397	\$ 3,960	\$ 3,750	\$ 4,000
	Total Supplies	\$ 7,959	\$ 10,055	\$ 9,696	\$ 9,945
01-4-110-301	Building Maintenance	\$ 2,724	\$ 3,074	\$ 3,074	\$ 3,150
01-4-110-302	Heat & A/C Maintenance	\$ 626	\$ 1,000	\$ 500	\$ 1,000
	Total Facility Maintenance	\$ 3,350	\$ 4,074	\$ 3,574	\$ 4,150
01-4-110-406	Computer System Maintenance	\$ 2,565	\$ 3,921	\$ 3,920	\$ 3,029
	Total Repairs & Maintenance	\$ 2,565	\$ 3,921	\$ 3,920	\$ 3,029
01-4-110-510	Dues & Publications	\$ 160	\$ 963	\$ 959	\$ 1,775
01-4-110-513	Travel & Training	\$ 1,121	\$ 629	\$ 596	\$ 1,614
01-4-110-521	Equipment Lease	\$ 2,350	\$ -	\$ -	\$ -
01-4-110-550	Insurance-General Liability	\$ 131	\$ 145	\$ 91	\$ 113
01-4-110-551	Insurance-Errors & Omissions	\$ -	\$ 265	\$ 193	\$ 240
01-4-110-556	Insurance-Real Property	\$ 1,014	\$ 1,170	\$ 1,156	\$ 1,156
01-4-110-570	Special Services	\$ -	\$ 300	\$ -	\$ -
01-4-110-581	Communication Services	\$ 773	\$ 780	\$ 780	\$ 902
01-4-110-582	Gas Service	\$ 570	\$ 590	\$ 477	\$ 510
01-4-110-583	Electric Service	\$ 6,981	\$ 7,060	\$ 6,923	\$ 7,520
	Total Services	\$ 13,100	\$ 11,902	\$ 11,175	\$ 13,830
01-4-110-903	Transfer to GF Capital Projects Fund	\$ 7,000	\$ -	\$ -	\$ -
01-4-110-922	Transfer to Book Fund	\$ 20,000	\$ 30,000	\$ 20,000	\$ 25,000
	Total Transfers	\$ 27,000	\$ 30,000	\$ 20,000	\$ 25,000
	Total Library	\$ 263,034	\$ 272,954	\$ 263,447	\$ 278,461

Library

Account Number	Description	Amount
01-4-110-201	Office Supplies	
	- Letterhead, envelopes, & stationery	\$ 50
	- Archival folders and paper	\$ 500
	- Copier & printer paper	\$ 275
	- Printer cartridges	\$ 900
	- Other	\$ 300
		\$ 2,025
205	Educational Supplies	
	- Summer reading program flyers	\$ 500
	- Summer reading program performers	\$ 350
	- Summer reading program crafts & other supplies	\$ 500
	- Story hour & outreach program	\$ 750
		\$ 2,100
229	Tools & Other Supplies	
	- Book processing materials	\$ 2,800
	- Photograph archival supplies	\$ 900
	- USA, Texas, & City flags	\$ 300
		\$ 4,000
301	Building Maintenance	
	- Repair and maintenance of Library building	
		\$ 3,150
406	Computer System Maintenance	
	- Content Café	\$ 300
	- Invision CL application maintenance - 5%	\$ 106
	- Collection software maintenance	\$ 1,800
	- Cisco Smartnet maintenance	\$ 166
	- Anti-spam software	\$ 66
	- iBoss	\$ 216
- Cassie support/updates	\$ 375	
		\$ 3,029
510	Dues & Publications	
	- Sparks magazine subscription	\$ 60
	- TexShare database fee	\$ 500
	- Texas Municipal Library Director Association dues	\$ 50
	- Texas Library Association dues	\$ 100
	- Public Libraries Journal	\$ 325
	- School Library Journal	\$ 140
- Central Texas Library System membership	\$ 600	
		\$ 1,775
513	Travel & Training	
	- Incode online student center - 1%	\$ 29
	- Central Texas Library System workshops	\$ 150
	- Texas Library Association annual meeting - 2 staff	\$ 1,435
		\$ 1,614
581	Communication Services	
	- Monthly telephone and long distance	\$ 780
	- Internet service	\$ 122
		\$ 902
922	Transfer to Book Fund	
	- Transfer for new and replacement purchases	
		\$ 25,000

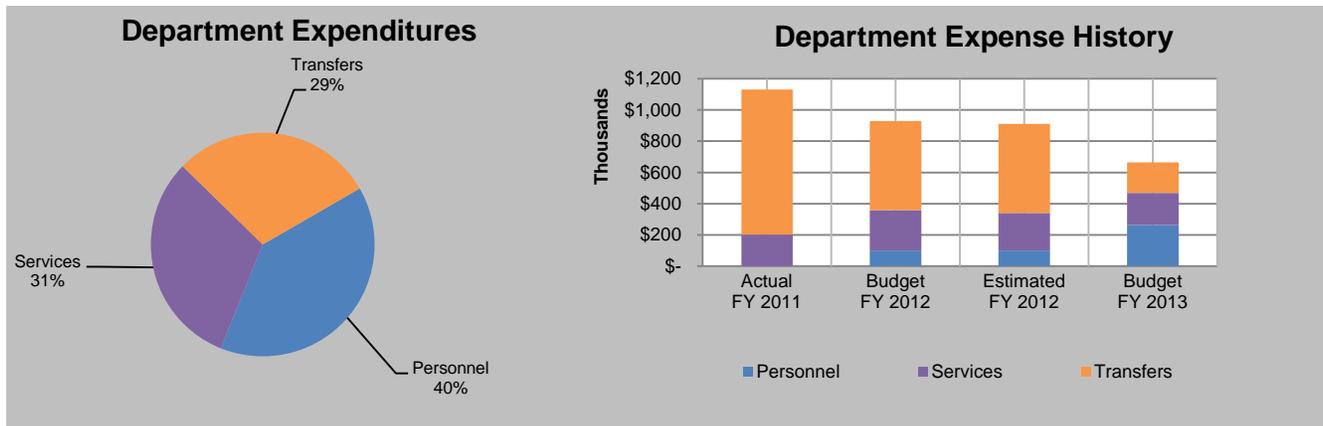
Description

This department contains funding for several non-departmental budget items:

- The employee merit pay plan was adopted in 1992. As employees receive pay increases, which are based on supervisor evaluations, funding is moved from the pay plan line item to departmental personnel line items.
- Funding for non-recurring or non-departmental items related directly to the City's Strategic Plan
- Costs directly related to the civil service system for police and fire sworn personnel are accounted for in this department.
- Several non-profit organizations as approved by City Council during the budget process.
- A contingency amount which allows the City to adjust for unbudgeted situations which may occur during the fiscal year. As these situations occur, funding is moved from the contingency line item to the departmental line item incurring the expense.
- Transfers to other funds.

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ -	\$ 100,000	\$ 100,000	\$ 261,975
Services	\$ 202,229	\$ 258,687	\$ 240,883	\$ 207,418
Transfers	\$ 928,543	\$ 570,384	\$ 570,384	\$ 195,000
Total	\$ 1,130,772	\$ 929,071	\$ 911,267	\$ 664,393



Other Costs

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-120-160	Pay Plan Costs	\$ -	\$ 100,000	\$ 100,000	\$ 261,975
	Total Personnel	\$ -	\$ 100,000	\$ 100,000	\$ 261,975
01-4-120-571	Strategic Plan Elements	\$ 53,204	\$ 87,125	\$ 87,125	\$ 15,750
01-4-120-572	Fire Study & Fire Chief Search	\$ 42,562	\$ -	\$ -	\$ -
01-4-120-705	Civil Service Costs	\$ 11,620	\$ -	\$ -	\$ -
01-4-120-706	Contributions	\$ 94,843	\$ 104,083	\$ 103,758	\$ 91,668
01-4-120-707	Contingency	\$ -	\$ 67,479	\$ 50,000	\$ 100,000
	Total Services	\$ 202,229	\$ 258,687	\$ 240,883	\$ 207,418
01-4-120-903	Transfer to GF Capital Projects Fund	\$ 207,843	\$ -	\$ -	\$ -
01-4-120-904	Transfer to Capital Equipment Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
01-4-120-919	Transfer to Civil Service Fund	\$ 70,000	\$ 95,384	\$ 95,384	\$ 95,000
01-4-120-931	Transfer to H&B Trail Grant	\$ 550,700	\$ -	\$ -	\$ -
01-4-120-947	Transfer to 2007 CO's Fund	\$ -	\$ 375,000	\$ 375,000	\$ -
	Total Transfers	\$ 928,543	\$ 570,384	\$ 570,384	\$ 195,000
	Total Other Costs	\$ 1,130,772	\$ 929,071	\$ 911,267	\$ 664,393

Other Costs

Account Number	Description	Amount
01-4-120-160	Pay Plan Costs	
	- Funding for pay plan increases for General Fund employees	\$ 75,000
	- Funding for Civil Service step increases	\$ 25,000
	- Funding for Civil Service percentage increases	\$ 161,975
		\$ 261,975
571	Strategic Plan Elements	
	- 1A General Fund FY 2013 strategic plan update	\$ 2,750
	- Customer Service training (A7,A8)	\$ 3,000
	- Thoroughfare plan update (B5)	\$ 10,000
		\$ 15,750
706	Contributions	
	- HOT Defense Alliance	\$ 5,630
	- Bell County Health District	\$ 38,801
	- Belton Christian Youth Center	\$ 5,000
	- Senior Citizen Center	\$ 10,000
	- HOP Public Transportation	\$ 8,737
	- Downtown Belton Merchants Association	\$ 2,500
	- BISD crossing guard program	\$ 21,000
		\$ 91,668
707	Contingency	
	- This appropriation is provided for in the City Charter, in an amount not to exceed 3% of total General fund expenditures. The contingency amount is to be used in case of unforeseen items of expenditures.	
		\$ 100,000
904	Transfer to Capital Equipment Fund	
	- Transfer to Capital Equipment Fund	
		\$ 100,000
919	Transfer to Civil Service Fund	
	- Sick leave accrual fund	\$ 70,000
	- Civil service costs	\$ 25,000
		\$ 95,000



Description

The Solid Waste department is comprised of two divisions:

1. Collection
2. Brush

The details of these divisions follow.

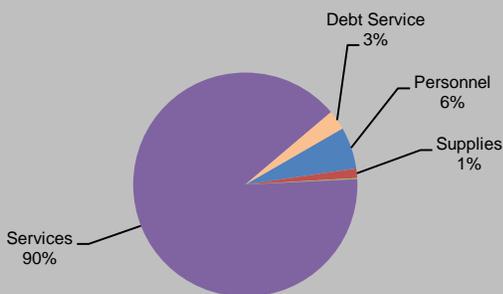
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 59,866	\$ 60,733	\$ 60,733	\$ 61,861
Supplies	\$ 11,670	\$ 13,255	\$ 12,882	\$ 14,009
Repairs & Maintenance	\$ 1,566	\$ 1,500	\$ 1,000	\$ 1,500
Services	\$ 940,016	\$ 883,460	\$ 897,108	\$ 918,482
Debt Service	\$ 29,156	\$ 29,156	\$ 29,156	\$ 29,156
Total	\$ 1,042,274	\$ 988,104	\$ 1,000,879	\$ 1,025,008

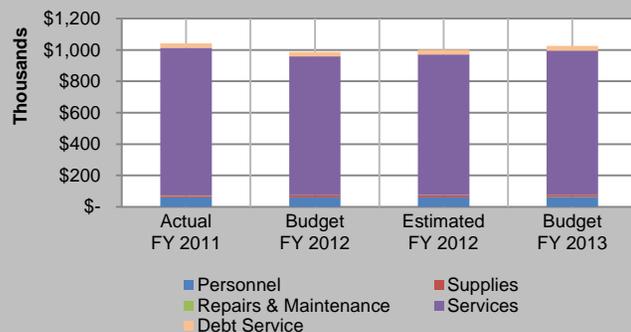
Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Maintenance Worker II	1	1	1
Total	1	1	1

Department Expenditures



Department Expense History

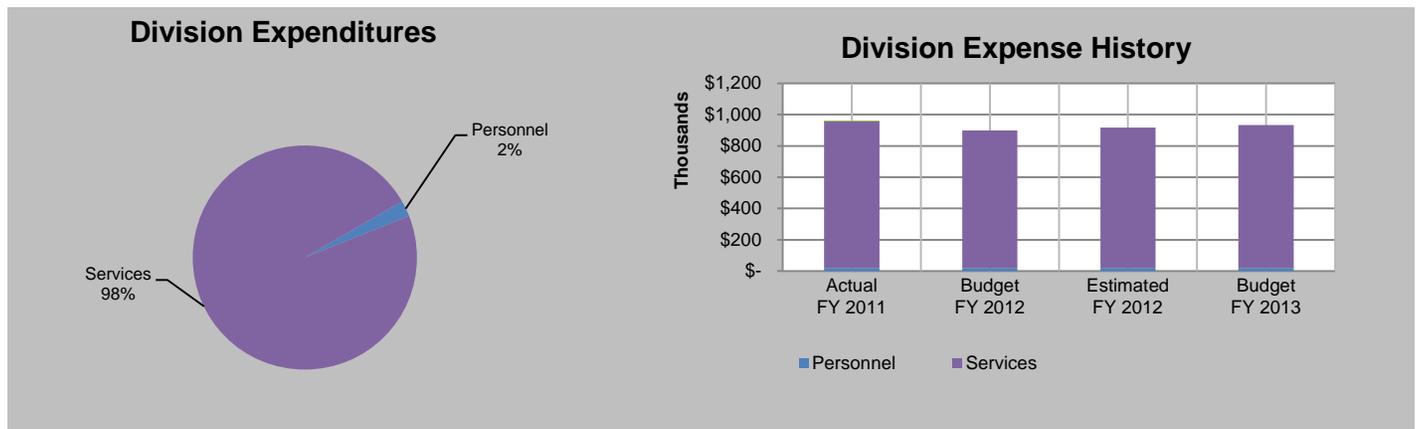


Description

Since 1992, the City has contracted with a private firm for garbage collection services. The Solid Waste department contains the funding for this contract as well as funding for a portion of billing and administrative personnel costs.

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 21,100	\$ 21,275	\$ 21,275	\$ 21,315
Supplies	\$ 301	\$ -	\$ -	\$ -
Services	\$ 939,187	\$ 877,250	\$ 896,500	\$ 912,300
Total	\$ 960,588	\$ 898,525	\$ 917,775	\$ 933,615



Solid Waste - Collection

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-131-101	Salaries-Administrative	\$ 5,566	\$ 5,548	\$ 5,548	\$ 5,605
01-4-131-102	Salaries-Professional	\$ 3,572	\$ 3,561	\$ 3,561	\$ 3,714
01-4-131-103	Salaries-Supervisory	\$ 5,161	\$ 5,178	\$ 5,178	\$ 4,917
01-4-131-104	Salaries-Operations	\$ 2,632	\$ 2,668	\$ 2,668	\$ 2,752
01-4-131-113	Health Insurance Allowance	\$ 119	\$ -	\$ -	\$ -
01-4-131-121	TMRS	\$ 1,461	\$ 1,245	\$ 1,245	\$ 1,163
01-4-131-122	FICA	\$ 1,256	\$ 1,297	\$ 1,297	\$ 1,300
01-4-131-123	Employee Insurance	\$ 1,269	\$ 1,673	\$ 1,673	\$ 1,743
01-4-131-124	Workers' Comp Insurance	\$ 43	\$ 48	\$ 48	\$ 43
01-4-131-125	Unemployment Compensation	\$ 21	\$ 57	\$ 57	\$ 78
	Total Personnel	\$ 21,100	\$ 21,275	\$ 21,275	\$ 21,315
01-4-131-229	Tools & Other Supplies	\$ 301	\$ -	\$ -	\$ -
	Total Supplies	\$ 301	\$ -	\$ -	\$ -
01-4-131-501	Advertising & Public Notices	\$ 807	\$ -	\$ -	\$ -
01-4-131-513	Travel & Training	\$ 106	\$ -	\$ -	\$ -
01-4-131-721	Recycling Program	\$ -	\$ 1,250	\$ 500	\$ 1,500
01-4-131-722	Refuse Collection Contract	\$ 938,274	\$ 876,000	\$ 896,000	\$ 910,800
	Total Services	\$ 939,187	\$ 877,250	\$ 896,500	\$ 912,300
	Total Solid Waste - Collection	\$ 960,588	\$ 898,525	\$ 917,775	\$ 933,615

Refuse

Account Number	Description	Amount
01-4-131-721	Recycling Program - Promotion and supplies for recycling efforts	\$ 1,500
722	Refuse Collection Contract - Contract payments to private vendor for City-wide collection of refuse	\$ 910,800

Mission

To provide residential brush collection services.

Description

- Pick up brush and limbs from residential properties throughout the City as requested.

Accomplishments

- Completed all brush pick up work orders in a timely manner. (C2, F3-4)
- Performed preventative maintenance on brush truck to reduce equipment repair time. (B10)

Goals

- Establish an improved route system to reduce collection pick up time and fuel consumption. (C2, F3-4)
- Continue preventative maintenance program. (B10)
- Provide public education about the requirements regarding brush and bulky waste pick up. (A10)

(Strategic Plan Goal #)

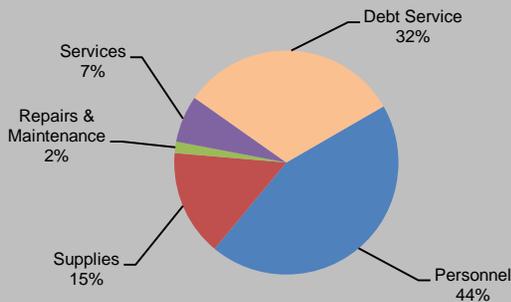
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 38,766	\$ 39,458	\$ 39,458	\$ 40,546
Supplies	\$ 11,369	\$ 13,255	\$ 12,882	\$ 14,009
Repairs & Maintenance	\$ 1,566	\$ 1,500	\$ 1,000	\$ 1,500
Services	\$ 829	\$ 6,210	\$ 608	\$ 6,182
Debt Service	\$ 29,156	\$ 29,156	\$ 29,156	\$ 29,156
Total	\$ 81,686	\$ 89,579	\$ 83,104	\$ 91,393

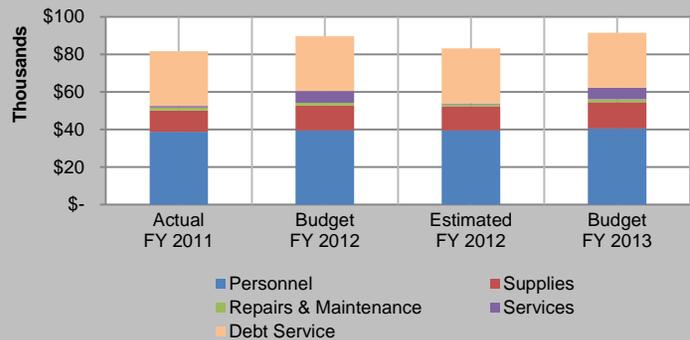
Workload/Demand Measures

Measurement	2011 Actual	2012 Estimated	FY 2013 Budget
Work Orders Completed	2,338	1,409	1,500

Division Expenditures



Division Expense History



Solid Waste - Brush

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-132-104	Salaries-Operations	\$ 27,385	\$ 27,897	\$ 27,897	\$ 28,816
01-4-132-107	Salaries-Overtime	\$ 339	\$ -	\$ -	\$ -
01-4-132-121	TMRS	\$ 2,361	\$ 2,049	\$ 2,049	\$ 1,973
01-4-132-122	FICA	\$ 2,065	\$ 2,134	\$ 2,134	\$ 2,204
01-4-132-123	Employee Insurance	\$ 5,046	\$ 5,575	\$ 5,575	\$ 5,810
01-4-132-124	Workers' Comp Insurance	\$ 1,498	\$ 1,614	\$ 1,614	\$ 1,482
01-4-132-125	Unemployment Compensation	\$ 72	\$ 189	\$ 189	\$ 261
	Total Personnel	\$ 38,766	\$ 39,458	\$ 39,458	\$ 40,546
01-4-132-220	Clothing Supplies	\$ 462	\$ 515	\$ 500	\$ 574
01-4-132-222	Fuel	\$ 10,905	\$ 12,240	\$ 12,132	\$ 12,935
01-4-132-229	Tools & Other Supplies	\$ 2	\$ 500	\$ 250	\$ 500
	Total Supplies	\$ 11,369	\$ 13,255	\$ 12,882	\$ 14,009
01-4-132-403	Vehicle Maintenance	\$ 1,566	\$ 1,500	\$ 1,000	\$ 1,500
	Total Repairs & Maintenance	\$ 1,566	\$ 1,500	\$ 1,000	\$ 1,500
01-4-132-501	Advertising & Public Notices	\$ -	\$ 500	\$ -	\$ 500
01-4-132-550	Insurance-General Liability	\$ -	\$ -	\$ 24	\$ 30
01-4-132-551	Insurance-Errors & Omissions	\$ -	\$ -	\$ 51	\$ 64
01-4-132-554	Insurance-Automobile	\$ 708	\$ 710	\$ 533	\$ 588
01-4-132-573	Tipping Fees	\$ 121	\$ 5,000	\$ -	\$ 5,000
	Total Services	\$ 829	\$ 6,210	\$ 608	\$ 6,182
01-4-132-601	Debt Service Payments	\$ 29,156	\$ 29,156	\$ 29,156	\$ 29,156
	Total Debt Service	\$ 29,156	\$ 29,156	\$ 29,156	\$ 29,156
	Total Solid Waste - Brush	\$ 81,686	\$ 89,579	\$ 83,104	\$ 91,393
	Total Solid Waste	\$ 1,042,274	\$ 988,104	\$ 1,000,879	\$ 1,025,008

Solid Waste - Brush

Account Number	Description	Amount
01-4-132-220	Clothing Supplies	
	- Steel toed boots	\$ 140
	- Tee shirts	\$ 22
	- Uniform rental	\$ 318
	- Safety glasses & gloves	\$ 26
	- Foul weather gear	\$ 40
	- Safety gear and vest	\$ 28
		\$ 574
229	Tools & Other Supplies	
	- Chainsaw	\$ 100
	- Traffic cones	\$ 50
	- Hand tools	\$ 200
	- Insect repellent & first aid kit	\$ 50
	- Ice, Gatorade, etc.	\$ 100
		\$ 500
403	Vehicle Maintenance	
	- Maintenance for brush truck	
		\$ 1,500
501	Advertising & Public Notice	
	- Notices to residential customers concerning brush collection	
		\$ 500
573	Tipping fees	
	- Tipping fees for brush disposal	
		\$ 5,000
601	Debt Service Payments	
	- Payment to Capital Equipment Fund - brush truck loan payment #4 of 5	
		\$ 29,156



Mission

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

Description

- Provides major and minor repairs of vehicles and motorized equipment as needed.
- Provides preventive and routine maintenance of vehicles and motorized equipment.
- Maintains records of maintenance and repair of all City vehicles and motorized equipment.
- Provides major and minor repairs of heavy equipment and heavy vehicles as needed.
- Provides welding services as needed.
- Performs the fabrication of steel products for use by other departments.
- Provides machined parts for equipment when parts are no longer available.
- Constructs special use trailers for the Public Works departments.
- Modifies equipment for special use as needed.

Accomplishments

- Assisted in the design and completion of the new fleet maintenance facility. (B10)
- Kept all equipment and vehicles in good working condition. (B10)
- Purchased new equipment for the new fleet maintenance facility. (B10)
- Modified an existing trailer to handle transporting the new street patch roller. (F3-3)
- Modified an existing trailer to handle the new street crack sealing equipment. (F3-3)
- Attended pump and motor maintenance training. (A2)

Goals

- Decrease the emergency service fleet downtime. (B10)
- Organize the shop to improve overall performance and service. (B10)
- Attend street sweeper maintenance training. (A2)
- Research software products for entering and tracking all maintenance work orders. (A14)

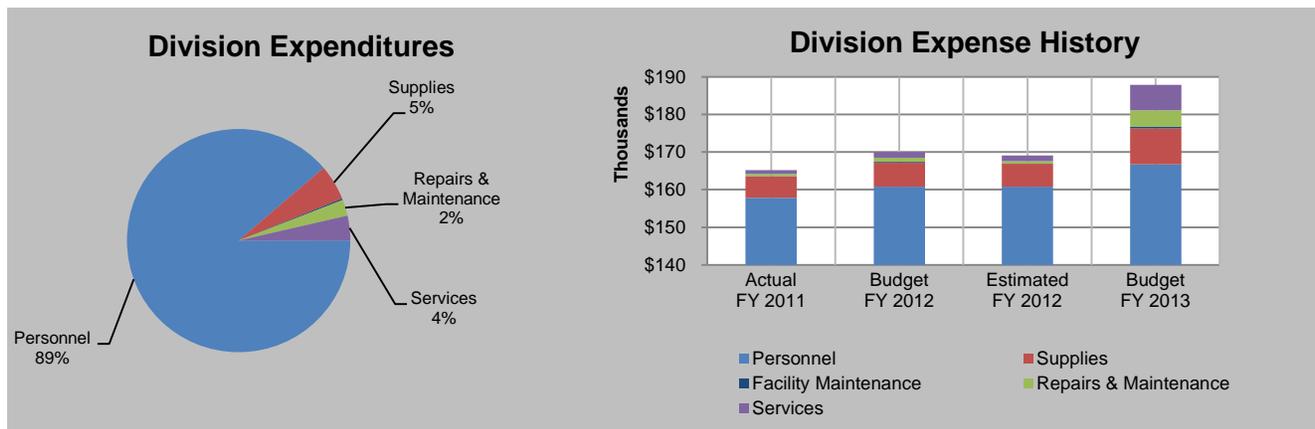
(Strategic Plan Goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 157,833	\$ 160,777	\$ 160,777	\$ 166,691
Supplies	\$ 5,666	\$ 6,339	\$ 6,080	\$ 9,628
Facility Maintenance	\$ 83	\$ 310	\$ 3	\$ 400
Repairs & Maintenance	\$ 645	\$ 1,100	\$ 750	\$ 4,408
Services	\$ 1,018	\$ 1,480	\$ 1,455	\$ 6,732
Total	\$ 165,245	\$ 170,006	\$ 169,065	\$ 187,859

Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Work Orders Completed	1,235	1,367	1,450



Maintenance - Fleet

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-141-101	Salaries-Administrative	\$ 8,510	\$ 8,484	\$ 8,484	\$ 8,872
01-4-141-103	Salaries-Supervisory	\$ 51,958	\$ 52,008	\$ 52,008	\$ 54,311
01-4-141-104	Salaries-Operations	\$ 59,799	\$ 60,488	\$ 60,488	\$ 62,866
01-4-141-107	Salaries-Overtime	\$ 71	\$ 500	\$ 500	\$ 500
01-4-141-121	TMRS	\$ 10,253	\$ 8,923	\$ 8,923	\$ 8,665
01-4-141-122	FICA	\$ 8,575	\$ 9,293	\$ 9,293	\$ 9,681
01-4-141-123	Employee Insurance	\$ 15,638	\$ 17,283	\$ 17,283	\$ 18,012
01-4-141-124	Workers' Comp. Insurance	\$ 2,806	\$ 3,212	\$ 3,212	\$ 2,975
01-4-141-125	Unemployment Compensation	\$ 223	\$ 586	\$ 586	\$ 809
	Total Personnel	\$ 157,833	\$ 160,777	\$ 160,777	\$ 166,691
01-4-141-201	Office Supplies	\$ -	\$ 25	\$ 50	\$ 100
01-4-141-220	Clothing Supplies	\$ 1,401	\$ 1,464	\$ 1,464	\$ 1,505
01-4-141-221	Chemical Supplies	\$ 283	\$ 250	\$ 250	\$ 250
01-4-141-222	Fuel	\$ 2,764	\$ 3,400	\$ 3,116	\$ 3,373
01-4-141-227	Janitorial Supplies	\$ 295	\$ 300	\$ 300	\$ 300
01-4-141-229	Tools & Other Supplies	\$ 923	\$ 900	\$ 900	\$ 900
01-4-141-250	Small Equipment	\$ -	\$ -	\$ -	\$ 3,200
	Total Supplies	\$ 5,666	\$ 6,339	\$ 6,080	\$ 9,628
01-4-141-301	Building Maintenance	\$ 83	\$ 110	\$ -	\$ 200
01-4-141-302	Heat & A/C Maintenance	\$ -	\$ 200	\$ 3	\$ 200
	Total Facility Maintenance	\$ 83	\$ 310	\$ 3	\$ 400
01-4-141-402	Equipment & Machinery Maint.	\$ 596	\$ 500	\$ 500	\$ 600
01-4-141-403	Vehicle Maintenance	\$ 49	\$ 500	\$ 250	\$ 500
01-4-141-406	Computer System Maintenance	\$ -	\$ -	\$ -	\$ 3,208
01-4-141-407	Radio Maintenance	\$ -	\$ 100	\$ -	\$ 100
	Total Repairs & Maintenance	\$ 645	\$ 1,100	\$ 750	\$ 4,408
01-4-141-513	Travel & Training	\$ 176	\$ 390	\$ 378	\$ 400
01-4-141-550	Insurance-General Liability	\$ 103	\$ 105	\$ 66	\$ 82
01-4-141-551	Insurance-Errors & Omissions	\$ -	\$ 195	\$ 140	\$ 174
01-4-141-554	Insurance-Automobile	\$ 432	\$ 480	\$ 441	\$ 469
01-4-141-556	Insurance-Real Property	\$ -	\$ -	\$ 90	\$ 90
01-4-141-581	Communication Services	\$ 307	\$ 310	\$ 340	\$ 340
01-4-141-582	Gas Service	\$ -	\$ -	\$ -	\$ 2,457
01-4-141-583	Electric Service	\$ -	\$ -	\$ -	\$ 2,720
	Total Services	\$ 1,018	\$ 1,480	\$ 1,455	\$ 6,732
	Total Maintenance - Fleet	\$ 165,245	\$ 170,006	\$ 169,065	\$ 187,859

Maintenance - Fleet

Account Number	Description	Amount
01-4-141-220	Clothing Supplies	
	- Uniform rental - 3 staff	\$ 954
	- Tee shirts - 3 staff	\$ 66
	- Safety glasses	\$ 65
	- Steel toed boots - 3 staff	\$ 420
		\$ 1,505
221	Chemical Supplies	
	- Oxygen & acetylene	
		\$ 250
229	Tools & Other Supplies	
	- Grease guns & grease	\$ 160
	- Soapstone	\$ 150
	- Wire, washers, ties, couplers, etc.	\$ 160
	- Break room supplies	\$ 100
	- Fuses, spray paint, adhesives	\$ 170
	- Shop towels	\$ 160
		\$ 900
250	Small Equipment	
	- Welder	
		\$ 3,200
406	Computer System Maintenance	
	- iBoss	\$ 12
	- Anti-spam software	\$ 11
	- Fleet Maintenance Pro software	\$ 3,185
		\$ 3,208
513	Travel & Training	
	- Continuing education	
		\$ 400

Mission

To maintain and clean City owned buildings and grounds surrounding the buildings to ensure a safe and attractive environment.

Description

- Performs daily janitorial services in City buildings.
- Performs minor repairs to City buildings.
- Mows, edges and waters grounds surrounding City buildings.
- Monitors pest control and floor finishing contracts for City buildings.

Accomplishments

- Researched and recommended contractor for preventative maintenance on the AAON units located at both Fire stations.
- Developed and implemented a monthly air conditioner filter change form and maintenance program.
- Developed and implemented new cleaning schedules for the Police department building and Parks restrooms.
- Designed and built a secure storage area in the records storage facility for the Police department record storage. (B10)
- Managed energy efficient upgrades to the new Public Works buildings, to include energy efficient lighting and HVAC upgrades. (A13)
- Oversaw the relocation of conduit in Library to eliminate exposed wiring on floors and walls.

Goals

- Arrange new Building Maintenance office and organize records, plans, and warranty documents. (B10)
- Develop additional Building Maintenance employee to assist with increasing work load demands. (A2, C2)
- Organize and inventory storage area at records storage facility.
- Evaluate additional electrical meters and services at Yettie Polk Park in response to increasing vendor requests for electricity. (C2)
- Develop and implement an inventory control system for the Building Maintenance department to increase efficiency in tool and material purchasing and distribution.

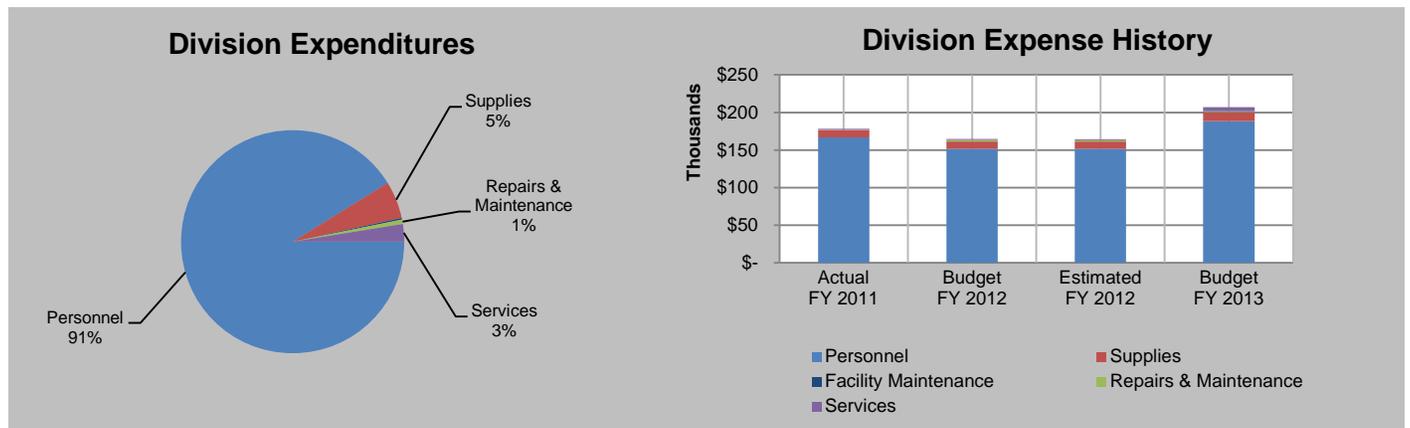
(Strategic Plan Goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 166,746	\$ 151,721	\$ 151,721	\$ 188,577
Supplies	\$ 9,909	\$ 9,697	\$ 9,532	\$ 11,125
Facility Maintenance	\$ -	\$ -	\$ -	\$ 500
Repairs & Maintenance	\$ 375	\$ 1,982	\$ 1,857	\$ 1,323
Services	\$ 1,181	\$ 1,405	\$ 1,278	\$ 5,263
Total	\$ 178,211	\$ 164,805	\$ 164,388	\$ 206,788

Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Sq. Ft. of Bldgs. Cleaned	32,149	36,323	40,641
Work Orders Completed	619	871	996
Pocket Parks Maintained	0	0	41



Maintenance - Buildings & Grounds

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
01-4-142-103	Salaries-Supervisory	\$ 52,510	\$ 36,999	\$ 36,999	\$ 39,302
01-4-142-104	Salaries-Operations	\$ 70,900	\$ 71,758	\$ 71,758	\$ 74,121
01-4-142-107	Salaries-Overtime	\$ 776	\$ 200	\$ 200	\$ 200
01-4-142-114	Allowances	\$ -	\$ -	\$ -	\$ 600
01-4-142-121	TMRS	\$ 10,573	\$ 8,002	\$ 8,002	\$ 7,821
01-4-142-122	FICA	\$ 9,438	\$ 8,335	\$ 8,335	\$ 8,692
01-4-142-123	Employee Insurance	\$ 18,729	\$ 22,199	\$ 22,199	\$ 23,139
01-4-142-124	Workers' Comp. Insurance	\$ 3,508	\$ 3,472	\$ 3,472	\$ 3,218
01-4-142-125	Unemployment Compensation	\$ 312	\$ 756	\$ 756	\$ 1,044
01-4-142-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 30,440
	Total Personnel	\$ 166,746	\$ 151,721	\$ 151,721	\$ 188,577
01-4-142-201	Office Supplies	\$ 96	\$ 75	\$ 100	\$ 100
01-4-142-220	Clothing Supplies	\$ 1,674	\$ 1,692	\$ 1,692	\$ 1,905
01-4-142-222	Fuel	\$ 6,738	\$ 7,230	\$ 7,015	\$ 7,820
01-4-142-227	Janitorial Supplies	\$ 47	\$ 50	\$ 75	\$ 100
01-4-142-229	Tools & Other Supplies	\$ 1,084	\$ 650	\$ 650	\$ 1,200
01-4-142-250	Small Equipment	\$ 270	\$ -	\$ -	\$ -
	Total Supplies	\$ 9,909	\$ 9,697	\$ 9,532	\$ 11,125
01-4-142-301	Building Maintenance	\$ -	\$ -	\$ -	\$ 250
01-4-142-302	Heat & A/C Maintenance	\$ -	\$ -	\$ -	\$ 250
	Total Facility Maintenance	\$ -	\$ -	\$ -	\$ 500
01-4-142-402	Equipment & Machinery Maintenance	\$ -	\$ 200	\$ 100	\$ 100
01-4-142-403	Vehicle Maintenance	\$ 350	\$ 1,557	\$ 1,557	\$ 900
01-4-142-406	Computer Maintenance	\$ 25	\$ 75	\$ 50	\$ 23
01-4-142-407	Radio Maintenance	\$ -	\$ 150	\$ 150	\$ 300
	Total Repairs & Maintenance	\$ 375	\$ 1,982	\$ 1,857	\$ 1,323
01-4-142-510	Dues & Publications	\$ 45	\$ 125	\$ 125	\$ 130
01-4-142-513	Travel & Training	\$ 29	\$ -	\$ 25	\$ -
01-4-142-550	Insurance-General Liability	\$ 96	\$ 100	\$ 62	\$ 77
01-4-142-551	Insurance-Errors & Omissions	\$ -	\$ 180	\$ 131	\$ 162
01-4-142-554	Insurance-Automobile	\$ 560	\$ 650	\$ 582	\$ 637
01-4-142-581	Communication Services	\$ 451	\$ 350	\$ 353	\$ 340
01-4-142-582	Gas Service	\$ -	\$ -	\$ -	\$ 567
01-4-142-583	Electric Service	\$ -	\$ -	\$ -	\$ 3,350
	Total Services	\$ 1,181	\$ 1,405	\$ 1,278	\$ 5,263
	Total Maint. - Bldgs & Grounds	\$ 178,211	\$ 164,805	\$ 164,388	\$ 206,788
	Total Maintenance	\$ 343,456	\$ 334,811	\$ 333,453	\$ 394,647

Maintenance - Buildings & Grounds

Account Number	Description	Amount
01-4-142-220	Clothing Supplies	
	- Uniform rental - 4 staff	\$ 1,272
	- Tee shirts	\$ 88
	- Gloves	\$ 125
	- Steel toed boots - 3 staff	\$ 420
		\$ 1,905
229	Tools & Other Supplies	
	- Electrical tools	\$ 500
	- Plumbing tools	\$ 400
	- Other tools	\$ 300
		\$ 1,200
403	Vehicle Maintenance	
	- Truck tool box	\$ 300
	- Other	\$ 600
		\$ 900
510	Dues & Publications	
	- Sam's Club membership	\$ 30
	- Pest control license renewal	\$ 100
		\$ 130



**City of Belton
Fund Balance Projection
FY 2013**

- Water & Sewer Fund -

Projected Beginning Fund Balance		\$ 3,834,975
Budgeted Revenues and Transfers In	\$ 5,005,400	
Budgeted Expenditures		
Personnel	\$ 1,305,752	
Supplies	\$ 122,310	
Repairs & Maintenance	\$ 155,321	
Services	\$ 260,936	
Water Purchases	\$ 1,259,867	
Sewer Treatment	\$ 550,524	
Transfer to GF	\$ 380,820	
Contingency	\$ 25,000	
Debt Service	<u>\$ 734,248</u>	
Total Operating & Debt Expenditures	<u>\$ (4,794,778)</u>	
Revenues in Excess of O&M & Debt Expenditures	\$ 210,622	
Capital Outlay	\$ (711,000)	
Transfer to Capital Projects Fund	\$ (350,000)	
Strategic Plan	<u>\$ (17,750)</u>	
Net Impact of Budget on Fund Balance		<u>\$ (868,128)</u>
Projected Ending Fund Balance		(b) \$ <u>2,966,847</u>
Minimum Fund Balance (3 months O&M Budget)		(a) \$ (1,015,133)
Highest Annual Debt Service		<u>\$ (759,848)</u>
Projected Fund Balance in Excess of Minimum		<u>\$ 1,191,866</u>

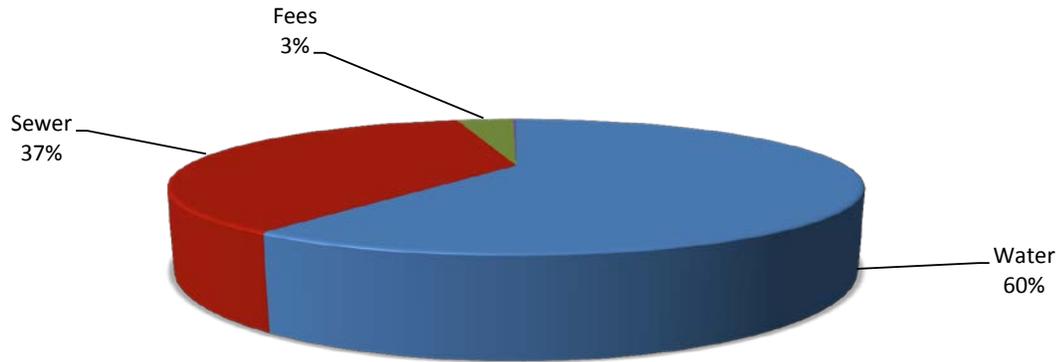
(a) City policy requires a minimum unreserved cash balance equal to at least three months of operating expenditures and one year of annual debt service. For the proposed FY 2013 budget, the minimum cash balance is \$1,774,981. The projected cash balance at the end of FY 2013 is 6.52 months of operating expenditures plus one year of annual debt service.

(b) A decrease in fund balance is planned, and results from the use of fund balance for Strategic Plan elements and transfers for capital.

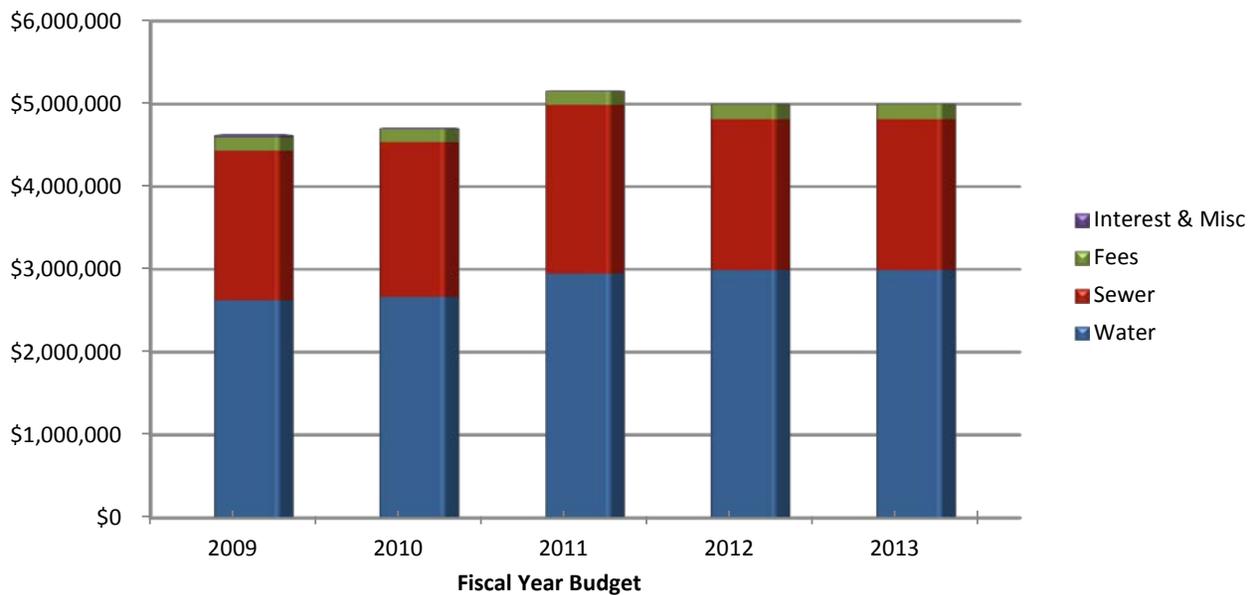
Water & Sewer Fund

- Revenues -

FY 2013



**Revenues by Source
FY 2013 Budget**

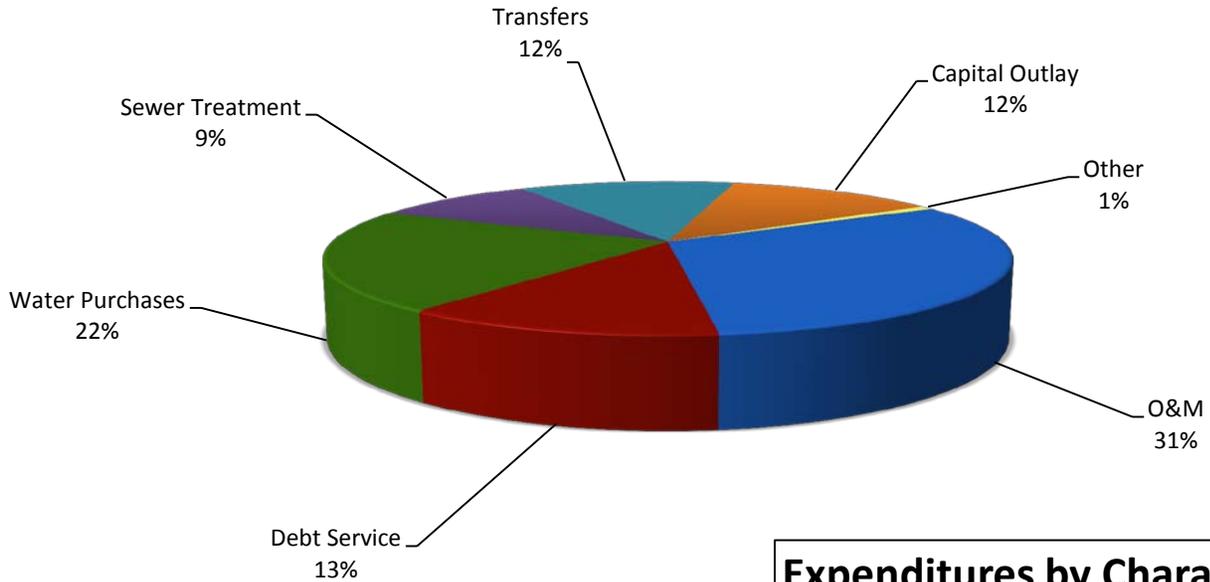


**Revenues by Source
Last Five Budgets**

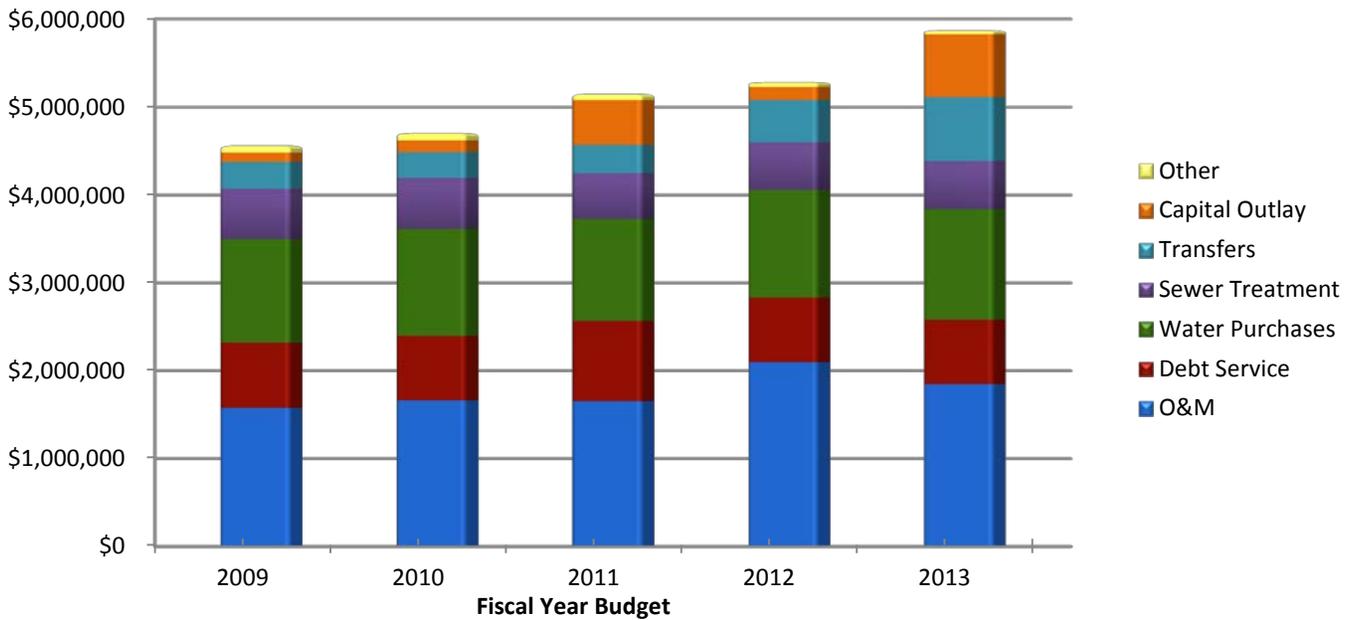
Water & Sewer Fund

- Expenditures -

FY 2013



**Expenditures by Character
FY 2013 Budget**



**Expenditures by Character
Last Five Budgets**

Water & Sewer Fund Revenues

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
02-3-5500	Water Revenue	\$ 3,799,093	\$ 2,977,000	\$ 3,500,000	\$ 2,977,000
02-3-5505	Sale of Bulk Water	\$ 41,528	\$ 10,000	\$ 12,500	\$ 10,000
02-3-5510	Sewer Revenue	\$ 1,983,925	\$ 1,830,000	\$ 1,900,000	\$ 1,830,000
	Total Water/Sewer Revenue	\$ 5,824,546	\$ 4,817,000	\$ 5,412,500	\$ 4,817,000
02-3-5610	Late Payment Fees	\$ 79,640	\$ 79,000	\$ 79,000	\$ 79,000
02-3-5620	Reconnect Fees	\$ 31,826	\$ 30,000	\$ 31,000	\$ 31,000
02-3-5630	New Service Fees	\$ 17,560	\$ 16,000	\$ 16,000	\$ 16,000
02-3-5640	Transfer Fees	\$ 1,394	\$ 1,500	\$ 1,400	\$ 1,400
02-3-5650	Taps & Connections	\$ 64,306	\$ 50,000	\$ 106,000	\$ 50,000
02-3-5710	Sale of City Property	\$ 10,286	\$ -	\$ 2,061	\$ -
02-3-6110	Insurance Proceeds	\$ 1,316	\$ 1,781	\$ 453	\$ -
02-3-7010	Miscellaneous Income	\$ 13,974	\$ 8,000	\$ 6,000	\$ 6,000
	Total Other Income	\$ 220,302	\$ 186,281	\$ 241,914	\$ 183,400
02-3-9100	Interest Income-Bank	\$ 194	\$ -	\$ -	\$ -
02-3-9120	Interest Income-TexPool	\$ 1,515	\$ 5,000	\$ 4,500	\$ 5,000
02-3-9121	Interest Income-TexStar	\$ 2,985	\$ -	\$ -	\$ -
	Total Interest Income	\$ 4,694	\$ 5,000	\$ 4,500	\$ 5,000
	Total Water/Sewer Revenues	\$ 6,049,542	\$ 5,008,281	\$ 5,658,914	\$ 5,005,400

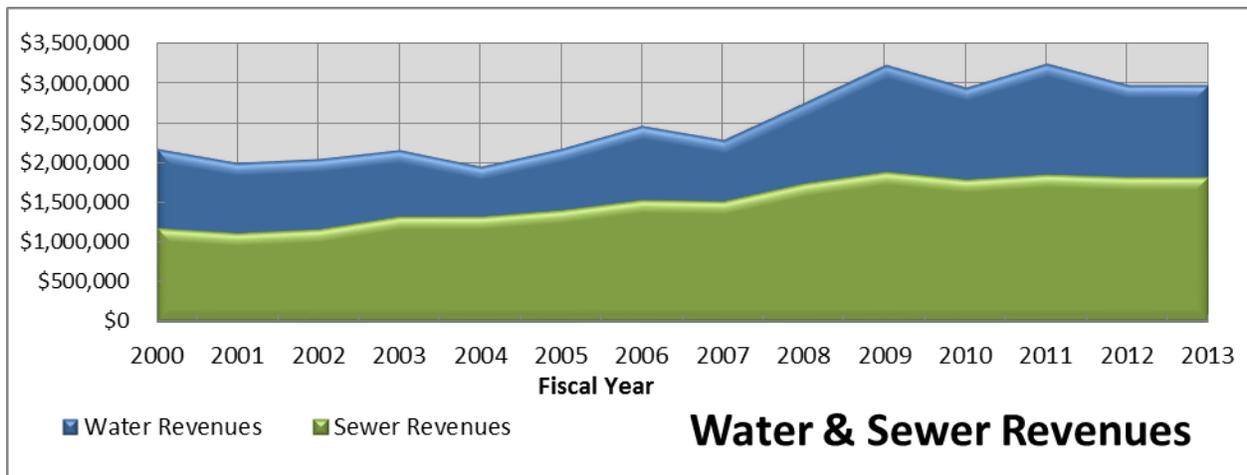
- WATER AND SEWER REVENUES - Revenue Assumptions

02-3-5500	Water Revenue	\$2,977,000
02-3-5510	Sewer Revenue	\$1,830,000

In FY 2008, the City contracted with an outside engineering firm to perform a water and sewer rate study update, using information from Belton’s water and sewer customer base. The City Council adopted the five year water and sewer rate structure contained within the study. Due to the recession, the City chose to defer some system improvements and associated rate increases scheduled for FY 2011 and FY 2012. An update of the rate study will be completed in FY 2013, modifying and extending the original five-year rate plan through FY 2018. It is anticipated that rates may be modified during FY 2013 after completion of the study, to pay for re-scheduled infrastructure projects, including construction of an expansion of the Temple-Belton Regional Sewer System plant.

Water and sewer revenues are projected using average consumption based on a five-year historical consumption trend, with a cushion to allow adequate revenue even during a wet weather year. Water and sewer rates appear in the reference section of this document.

Water sales hit record highs in FY 2011, due to extremely hot and dry conditions. While conditions were more temperate in FY 2012, water sales still exceeded budget by a substantial margin. Similarly, sewer revenues also exceeded budget.



The above chart shows the elasticity of **water revenues** which are highly dependent on the weather – the hotter and dryer the weather, the more water is consumed. The chart shows a flatter trend for **sewer revenues**, because not all sewer charges are billed on total water consumption. Residential customers are billed for sewer based on their water consumption, but the maximum sewer consumption is capped at 15,000 gallons per month. Non-residential customers are billed for sewer service based on 100% of their water consumption. The general upward trend of this graph also illustrates growth in the number of customers, as well as rate increases over the years.

02-3-5610	Late Payment Fees	\$79,000
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This revenue is generated by a \$10 late fee assessed on past due utility payments. FY 2013 budget projections are based on current average monthly late fees at budget development.

02-3-5620	Reconnect Fees	\$31,000
02-3-5630	New Service Fees	\$16,000
02-3-5640	Transfer Fees	\$ 1,400

These revenue sources are generated from the connection, disconnection, and transfer of utility accounts. The amount of revenue generated by these fees normally remains stable. FY 2013 revenues are budgeted at a slight increase from the FY 2012 budget, based on year-end projected levels.

02-3-5650	Taps & Connections	\$50,000
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Tap fees are charged to new customers who "tap" into the City's water and sewer systems. This revenue is highly dependent on building and construction activity within the City that is difficult to forecast. The revenue projection is based on trend analysis, taking into account predicted construction levels. FY 2012 revenues were significantly above budget. FY 2013 budgeted revenues are projected at the FY 2012 budget level, in anticipation of slow housing activity.

02-3-7010	Miscellaneous Income	\$6,000
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Miscellaneous income is generated by items not readily classified to other categories. It includes copy fees and fire hydrant meter rentals. The FY 2013 budget is based on an average amount received as determined by trend analysis.

02-3-9120	Interest Income	\$5,000
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Interest income is projected using a cash flow analysis to estimate investable cash balances. Interest rate trends for the current year are also taken into account in developing the projection. Interest rates are expected to remain low during the coming year. The City will however, invest all idle cash in order to maximize earnings. All of the city's idle cash funds are invested in the depository bank, TexPool, TexStar, or Treasury securities. The projected interest earnings for FY 2013 are \$5,000.

Description

The Utility Administration Department is comprised of two divisions:

1. Operations
2. Finance

The details of these divisions follow.

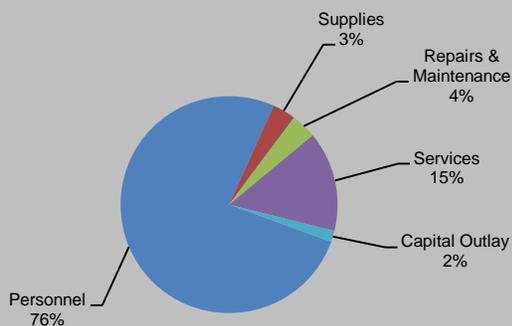
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 698,062	\$ 688,721	\$ 688,721	\$ 738,793
Supplies	\$ 34,849	\$ 34,363	\$ 30,433	\$ 31,764
Facility Maintenance	\$ 660	\$ 900	\$ 750	\$ 1,500
Repairs & Maintenance	\$ 27,576	\$ 29,979	\$ 29,229	\$ 37,033
Services	\$ 108,894	\$ 155,809	\$ 163,062	\$ 144,554
Capital Outlay	\$ -	\$ 16,000	\$ 16,000	\$ 16,000
Transfers	\$ -	\$ 41,000	\$ -	\$ -
Total	\$ 870,041	\$ 966,772	\$ 928,195	\$ 969,644

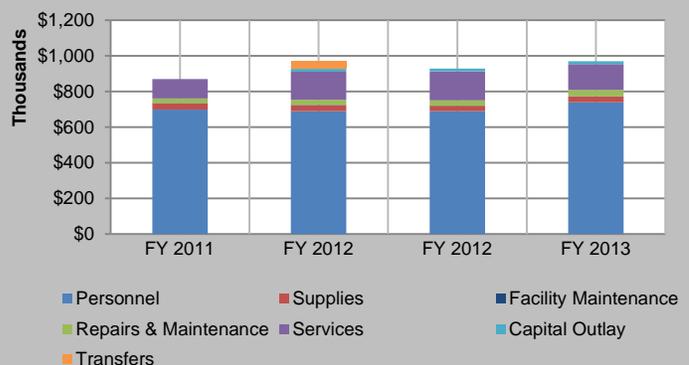
Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Director of Public Works	1	1	1
Assistant Director of PW	1	1	1
Construction Inspector	1	1	1
Utility Billing Supervisor	1	1	1
Cashier	1	1	1
Administrative Assistant	1	1	1
Meter Readers	3	3	3
Total	9	9	9

Department Expenditures



Department Expense History



Mission

To provide administrative functions, oversight and support of Water and Sewer departmental operations.

Description

- Administers the City's sewer pre-treatment program.
- Administers the City's water conservation program.
- Performs new customer connections, transfer of services, cutoffs and reconnections.
- Reads all City water meters on a monthly basis.
- Provides supervision and administrative support for the staff of the Water and Sewer departments.
- Oversight and inspection of City infrastructure projects.

Accomplishments

- Continued inspection of all new subdivisions. (C4)
- Inspected FM 93 and Loop 121 sewer expansion project. (F3-2)
- Educated contractors and public regarding storm water protection and best management practices. (F3-5)
- Replaced aging water meters to ensure accuracy and reduce water loss. (F3-1)
- Submitted pretreatment ordinance to TCEQ for final approval. (F3-1)

Goals

- Provide public education and materials regarding water conservation. (A13)
- Educate the public on the Fats, Oils, and Grease Ordinance requirements. (F3-2)
- Educate City employees on storm water management and best practices. (A2)
- Develop a cross connection ordinance. (F3-1)
- Establish weekly meetings with all department supervisors. (A7)
- Research software products for entering and tracking all maintenance work orders. (A14)

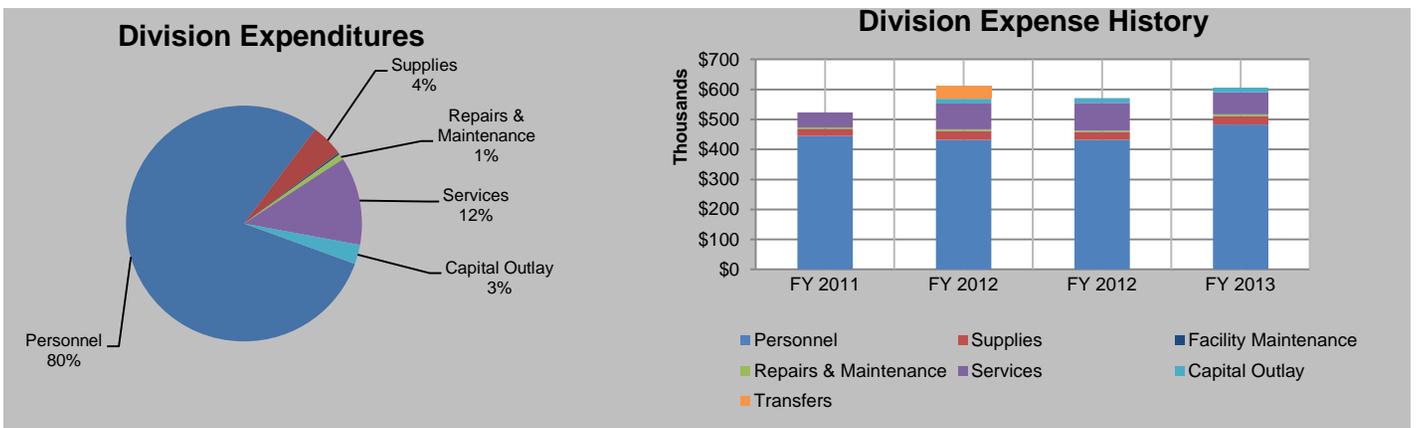
(Strategic Plan Goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 444,854	\$ 432,555	\$ 432,555	\$ 483,144
Supplies	\$ 23,484	\$ 28,508	\$ 25,376	\$ 27,054
Facility Maintenance	\$ 660	\$ 900	\$ 750	\$ 1,500
Repairs & Maintenance	\$ 4,578	\$ 5,278	\$ 4,528	\$ 4,833
Services	\$ 49,693	\$ 85,454	\$ 92,278	\$ 73,217
Capital Outlay	\$ -	\$ 16,000	\$ 16,000	\$ 16,000
Transfers	\$ -	\$ 41,000	\$ -	\$ -
Total	\$523,269	\$609,695	\$571,487	\$605,748

Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Indust. Pre-Treat. Reports	2	1	2
Indust. Pre-Treat. Inspec.	2	1	2
TNRCC Surveys	1	1	1
Total Water Cons.-Gallons	971,148,950	1,086,028,760	1,194,631,636
Gallons - Highest Day	5,486,000	5,401,000	5,000,000
Gallons - Average Day	2,660,682	3,056,594	2,500,000



Utility Administration - Operations

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2011 Estimated	FY 2012 Budget
02-4-201-101	Salaries-Administrative	\$ 151,569	\$ 119,900	\$ 119,900	\$ 135,235
02-4-201-102	Salaries-Professional	\$ 42,609	\$ 47,588	\$ 47,588	\$ 71,187
02-4-201-103	Salaries-Supervisory	\$ 36,833	\$ 37,182	\$ 37,182	\$ 38,910
02-4-201-104	Salaries-Operations	\$ 118,250	\$ 127,735	\$ 127,735	\$ 127,748
02-4-201-107	Salaries-Overtime	\$ 615	\$ 1,899	\$ 1,899	\$ 1,908
02-4-201-113	Health Insurance Allowance	\$ 4,671	\$ -	\$ -	\$ -
02-4-201-121	TMRS	\$ 30,826	\$ 24,554	\$ 24,554	\$ 25,677
02-4-201-122	FICA	\$ 26,843	\$ 25,575	\$ 25,575	\$ 28,687
02-4-201-123	Employee Insurance	\$ 26,879	\$ 40,811	\$ 40,811	\$ 46,206
02-4-201-124	Workers' Comp. Insurance	\$ 5,097	\$ 5,869	\$ 5,869	\$ 5,506
02-4-201-125	Unemployment Compensation	\$ 662	\$ 1,442	\$ 1,442	\$ 2,080
	Total Personnel	\$ 444,854	\$ 432,555	\$ 432,555	\$ 483,144
02-4-201-201	Office Supplies	\$ 1,051	\$ 1,300	\$ 1,300	\$ 1,400
02-4-201-202	Postage	\$ 108	\$ 80	\$ 123	\$ 120
02-4-201-220	Clothing Supplies	\$ 2,776	\$ 2,983	\$ 2,983	\$ 3,349
02-4-201-221	Chemical Supplies	\$ -	\$ -	\$ 25	\$ -
02-4-201-222	Fuel	\$ 18,615	\$ 22,570	\$ 19,670	\$ 20,710
02-4-201-227	Janitorial Supplies	\$ 25	\$ 500	\$ 200	\$ 400
02-4-201-229	Tools & Other Supplies	\$ 909	\$ 1,075	\$ 1,075	\$ 1,075
	Total Supplies	\$ 23,484	\$ 28,508	\$ 25,376	\$ 27,054
02-4-201-301	Building Maintenance	\$ 240	\$ 400	\$ 500	\$ 1,000
02-4-201-302	Heat & A/C Maintenance	\$ 420	\$ 500	\$ 250	\$ 500
	Total Facility Maintenance	\$ 660	\$ 900	\$ 750	\$ 1,500
02-4-201-403	Vehicle Maintenance	\$ 4,008	\$ 4,053	\$ 3,453	\$ 4,000
02-4-201-406	Computer System Maintenance	\$ 408	\$ 925	\$ 925	\$ 533
02-4-201-407	Radio Maintenance	\$ 162	\$ 300	\$ 150	\$ 300
	Total Repairs & Maintenance	\$ 4,578	\$ 5,278	\$ 4,528	\$ 4,833
02-4-201-501	Advertising & Public Notices	\$ 50	\$ -	\$ 3	\$ 25
02-4-201-510	Dues & Publications	\$ 1,145	\$ 1,259	\$ 1,259	\$ 1,281
02-4-201-513	Travel & Training	\$ 1,629	\$ 3,750	\$ 4,150	\$ 4,700
02-4-201-521	Equipment Lease	\$ 2,084	\$ 1,250	\$ 2,700	\$ 2,700
02-4-201-550	Insurance-General Liability	\$ 552	\$ 585	\$ 376	\$ 467
02-4-201-551	Insurance-Errors & Omissions	\$ -	\$ 1,090	\$ 796	\$ 989
02-4-201-554	Insurance-Automobile	\$ 1,329	\$ 1,510	\$ 1,312	\$ 1,450
02-4-201-556	Insurance-Real Property	\$ 407	\$ 460	\$ 537	\$ 537
02-4-201-561	Legal Services	\$ 748	\$ 5,000	\$ 2,500	\$ 5,000
02-4-201-562	Engineering	\$ 32,790	\$ 30,000	\$ 37,000	\$ 40,000
02-4-201-563	Planning Consultant Services	\$ -	\$ 27,500	\$ 27,500	\$ 2,500
02-4-201-570	Special Services	\$ 2,801	\$ 6,700	\$ 6,700	\$ 1,200
02-4-201-581	Communication Services	\$ 5,319	\$ 5,030	\$ 6,090	\$ 6,090
02-4-201-582	Gas Service	\$ 219	\$ 610	\$ 337	\$ 378
02-4-201-583	Electric Service	\$ 620	\$ 710	\$ 1,018	\$ 5,900
	Total Services	\$ 49,693	\$ 85,454	\$ 92,278	\$ 73,217
02-4-201-803	Vehicles	\$ -	\$ 16,000	\$ 16,000	\$ 16,000
	Total Capital Outlay	\$ -	\$ 16,000	\$ 16,000	\$ 16,000
02-4-201-909	Transfer to WS Capital Projects Fund	\$ -	\$ 41,000	\$ -	\$ -
	Total Transfers	\$ -	\$ 41,000	\$ -	\$ -
	Total Utility Admin. - Operations	\$ 523,269	\$ 609,695	\$ 571,487	\$ 605,748

Utility Administration - Operations

Account Number	Description	Amount
02-4-201-201	Office Supplies	
	- Paper	\$ 350
	- Inkjet printer cartridges	\$ 600
	- Other	\$ 450
		\$ 1,400
220	Clothing Supplies	
	- Uniform rental - 6 staff	\$ 2,009
	- Steel toed boots - 5 staff	\$ 700
	- Gloves	\$ 96
	- Safety vests	\$ 150
	- Tee shirts	\$ 154
	- Foul weather gear	\$ 240
		\$ 3,349
229	Tools & Other Supplies	
	- Meter reading tubes	\$ 150
	- Pipe wrenches	\$ 150
	- Shovels & sharpshooters	\$ 120
	- Hand pumps	\$ 90
	- Other	\$ 565
		\$ 1,075
406	Computer Maintenance	
	- Cisco Smartnet maintenance	\$ 372
	- iBoss	\$ 84
		\$ 533
510	Dues & Publications	
	- Central Texas Water Utility Association dues - 2 staff	\$ 130
	- American Public Works Association dues	\$ 411
	- Local community organization dues	\$ 710
	- Sam's Club membership	\$ 30
		\$ 1,281
513	Travel & Training	
	- American Public Works Association conference	\$ 1,750
	- TML conference	\$ 500
	- Texas Public Works Association conference	\$ 1,000
	- Class A licenses - 2 staff	\$ 600
	- Regional schools	\$ 850
		\$ 4,700
521	Equipment Lease	
	- Copier lease	\$ 2,081
		\$ 2,700
561	Legal Services	
- Legal consultation & general matters		\$ 5,000
562	Engineering	
- Engineering and surveying services for water & sewer projects		\$ 40,000
563	Planning Consultant Services	
- Design guidelines		\$ 2,500
570	Special Services	
- GIS web hosting - 1/3		\$ 1,200
803	Vehicles	
- Pickup truck		\$ 16,000

Mission

To provide timely billing and collection of City provided water, sewer, refuse, and drainage services in a courteous and responsive manner.

Description

- Maintains deposit, billing and payment information for all City utility customers.
- Performs billing of customer utility accounts on a two-cycle per month basis.
- Processes requests for utility service connections, disconnections, and transfers.
- Handles customer inquiries and complaints about utility accounts.
- Includes funding for debt service payments on all Water/Sewer revenue bonded debt.

Accomplishments

- Prepared, published, and distributed the City's annual water Consumer Confidence Report (CCR). (A8,B8)
- Performed internal audits of customer accounts to ensure billing accuracy. (A4,B10)
- Reviewed written-off accounts to pursue collection opportunities. (A4,B10)
- Transitioned to electronic storage for many reports, reducing paper usage. (A14)

Goals

- Utilize technology (internet, e-mail, phone, fax) to develop and implement customer-friendly procedures for utility application, transfer, and disconnection. (A8,A11,A14)
- Continue to perform internal audits of customer database to ensure billing accuracy. (A4,B10)
- Increase employee training to improve handling of customer issues. (A2,A7,A8)
- Develop and implement improved cash handling procedures. (A7)
- Research ways to lower cost of collecting unpaid utility accounts. (A14)
- Revise and implement improved after-hours callout policies and procedures. (B10)

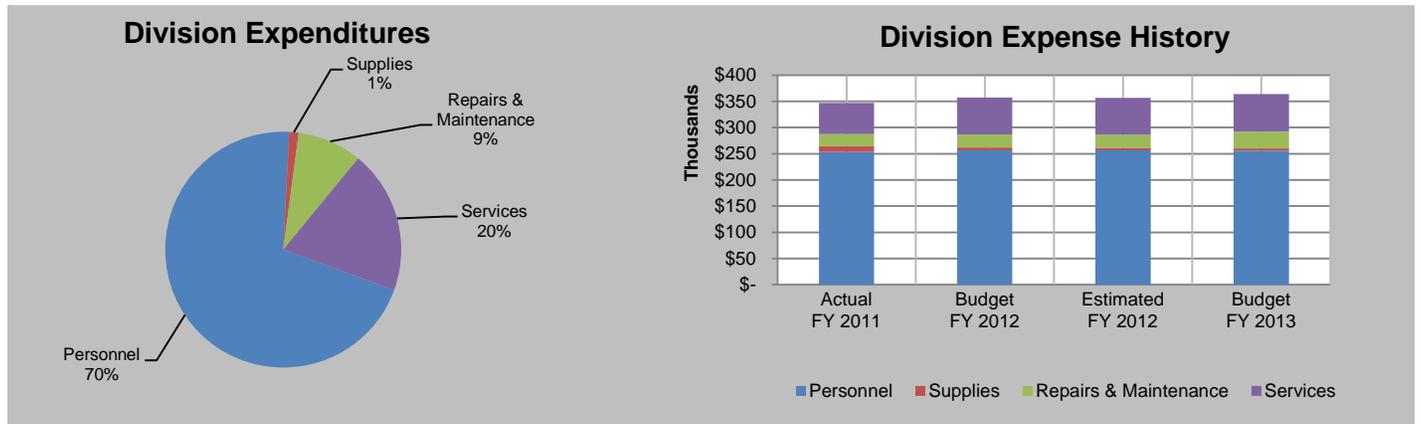
(Strategic Plan goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 253,208	\$ 256,166	\$ 256,166	\$ 255,649
Supplies	\$ 11,365	\$ 5,855	\$ 5,057	\$ 4,710
Repairs & Maintenance	\$ 22,998	\$ 24,701	\$ 24,701	\$ 32,200
Services	\$ 59,201	\$ 70,355	\$ 70,784	\$ 71,337
Total	\$346,772	\$357,077	\$356,708	\$363,896

Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Number of Customers	5,483	5,628	5,797
ACH Customers	753	798	838
Bills Generated Annually	65,556	66,591	67,923
Late Notices Generated	15,463	15,760	16,233



Utility Administration - Finance

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
02-4-202-101	Salaries-Administrative	\$ 38,959	\$ 38,838	\$ 38,838	\$ 39,236
02-4-202-102	Salaries-Professional	\$ 48,751	\$ 59,209	\$ 59,209	\$ 58,211
02-4-202-103	Salaries-Supervisory	\$ 46,456	\$ 46,602	\$ 46,602	\$ 44,256
02-4-202-104	Salaries-Operations	\$ 65,552	\$ 55,512	\$ 55,512	\$ 57,750
02-4-202-113	Health Insurance Allowance	\$ 1,410	\$ -	\$ -	\$ -
02-4-202-121	TMRS	\$ 17,189	\$ 14,702	\$ 14,702	\$ 13,658
02-4-202-122	FICA	\$ 14,723	\$ 15,312	\$ 15,312	\$ 15,258
02-4-202-123	Employee Insurance	\$ 19,343	\$ 24,587	\$ 24,587	\$ 25,624
02-4-202-124	Workers' Comp. Insurance	\$ 498	\$ 571	\$ 571	\$ 505
02-4-202-125	Unemployment Compensation	\$ 327	\$ 833	\$ 833	\$ 1,151
	Total Personnel	\$ 253,208	\$ 256,166	\$ 256,166	\$ 255,649
02-4-202-201	Office Supplies	\$ 4,295	\$ 2,755	\$ 2,000	\$ 2,250
02-4-202-202	Postage	\$ 5,773	\$ 2,000	\$ 1,957	\$ 1,960
02-4-202-229	Tools & Other Supplies	\$ 753	\$ 500	\$ 500	\$ 500
02-4-202-250	Small Equipment	\$ 544	\$ 600	\$ 600	\$ -
	Total Supplies	\$ 11,365	\$ 5,855	\$ 5,057	\$ 4,710
02-4-202-406	Computer System Maintenance	\$ 22,789	\$ 24,701	\$ 24,701	\$ 32,200
02-4-202-407	Radio Maintenance	\$ 209	\$ -	\$ -	\$ -
	Total Repairs & Maintenance	\$ 22,998	\$ 24,701	\$ 24,701	\$ 32,200
02-4-202-501	Advertising & Public Notices	\$ 286	\$ 625	\$ 625	\$ 300
02-4-202-513	Travel & Training	\$ 1,103	\$ 1,558	\$ 2,313	\$ 2,059
02-4-202-521	Equipment Lease	\$ -	\$ 3,616	\$ 3,616	\$ 3,616
02-4-202-550	Insurance-General Liability	\$ 328	\$ 330	\$ 156	\$ 193
02-4-202-551	Insurance-Errors & Omissions	\$ -	\$ 610	\$ 333	\$ 414
02-4-202-552	Insurance-Employee Bond	\$ 413	\$ 480	\$ 485	\$ 485
02-4-202-567	Collection Fees	\$ 1,247	\$ 2,000	\$ 2,000	\$ 2,000
02-4-202-570	Special Services	\$ 4,277	\$ 4,056	\$ 4,056	\$ 4,200
02-4-202-571	Employee Ads & Testing	\$ 814	\$ 1,000	\$ 1,500	\$ 1,250
02-4-202-572	Employee Benefits Consultant	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200
02-4-202-573	Bill Processing & Mailing	\$ 35,688	\$ 41,100	\$ 41,100	\$ 42,000
02-4-202-571	Audit Fees	\$ 7,563	\$ 7,500	\$ 7,500	\$ 7,500
02-4-202-581	Communication Services	\$ 2,282	\$ 2,280	\$ 1,900	\$ 2,120
	Total Services	\$ 59,201	\$ 70,355	\$ 70,784	\$ 71,337
	Total Utility Admin. - Finance	\$ 346,772	\$ 357,077	\$ 356,708	\$ 363,896
	Total Utility Administration	\$ 870,041	\$ 966,772	\$ 928,195	\$ 969,644

Utility Administration - Finance

Account Number	Description	Amount
02-4-202-201	Office Supplies	
	- Envelopes - plain & window	\$ 150
	- Printout binders	\$ 100
	- Receipt paper	\$ 100
	- Application for utilities cards	\$ 435
	- Printer cartridges	\$ 320
	- Department share of copy paper	\$ 400
	- Other	\$ 745
		\$ 2,250
406	Computer System Maintenance	
	- Invision AP,CL,FA,GL,PY,PO,AR & SS maintenance - 50%	\$ 8,356
	- Invision SO maintenance	\$ 1,730
	- Invision UB maintenance	\$ 4,230
	- Invision TE & HR maintenance - 15%	\$ 598
	- Anti-spam & virus software	\$ 69
	- Computer system support - 1/3	\$ 2,016
	- Meter reading device maintenance agreement	\$ 3,700
	- Insite web hosting and support	\$ 2,700
	- Forms overlay and Tyler Output Processor	\$ 8,001
	- Other	\$ 800
		\$ 32,200
501	Advertising & Public Notices	
	- Abandoned property notices (unclaimed checks)	
		\$ 300
513	Travel & Training	
	- Incode online student center - 36%	\$ 1,059
	- Cash handling seminar	\$ 500
	- Customer service training	\$ 500
		\$ 2,059
521	Equipment Lease	
	- Copier lease - 1/2	\$ 2,416
	- Additional copies - 1/2	\$ 1,200
		\$ 3,616
567	Collection Fees	
	- Credit bureau fees for collection of delinquent utility accounts	
		\$ 2,000
570	Special Services	
	- Website maintenance - 1/2	
		\$ 4,200
571	Employee Ads & Testing	
	- Employment advertising & pre-employment physicals and drug testing	
		\$ 1,250
572	Employee Benefits Consultant	
	- Employee Benefits Consultant - 20%	
		\$ 5,200
573	Bill Processing & Mailing	
	- DataProse bill processing	\$ 33,000
	- DataProse late notice processing	\$ 9,000
		\$ 42,000
575	Audit Fees	
	- Annual audit fees	
		\$ 7,500
581	Communication Services	
	- Monthly phone & long distance	\$ 1,620
	- Annual pole rent for fiber - 1/2	\$ 500
		\$ 2,120

Mission

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

Description

- Maintains the City’s water distribution system, to include mains, lines, booster pumps, storage facilities, fire hydrants, and water meters.
- Maintains and installs fire hydrants, valves and other fittings as required.
- Makes service taps and installs new services.
- Constructs new and replacement water mains and service lines.
- Provides timely repair of water leaks to minimize impairment of service to customers and minimize the loss of water.

Accomplishments

- Purchased altitude valve for the Miller Elevated Storage Tank.
- Installed a water main and services for Aspen Air in Business Park. (B10,F3-1)
- Assisted UMHB in the water line construction on King Street. (F3-1)
- Attended TWUA training school. (A2)
- Installed three new sampling stations. (F3-1)
- Obtained two pool operator’s licenses to meet requirements for maintaining splash pads. (A2)

Goals

- Install ten new sampling stations. (F3-1)
- Identify all isolation valves and enter into the GIS system. (B4)
- Evaluate and plan new water main for South Main Street and for Golf Course Road.
- Rehabilitate Miller Heights and Loop 121 elevated tank to improve operation and comply with TCEQ requirements. (F3-1)
- Continue to replace all fire hydrants over 50 years old.
- Identify highest priority water main replacement projects. (F3-1,B10)

(Strategic Plan Goal #)

Expenditure Summary

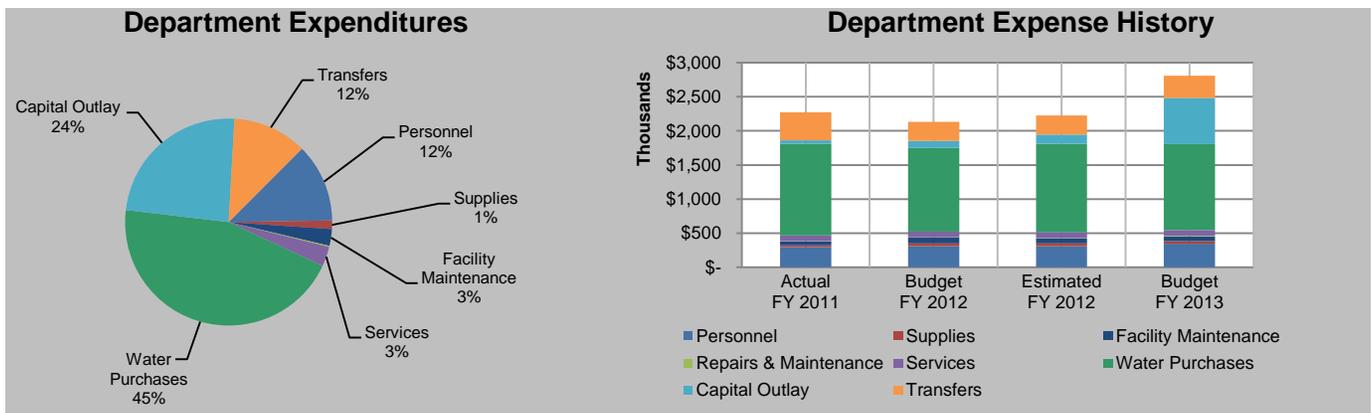
Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 294,415	\$ 309,936	\$ 309,936	\$ 343,973
Supplies	\$ 25,875	\$ 39,131	\$ 41,300	\$ 37,461
Facility Maintenance	\$ 58,948	\$ 86,157	\$ 72,912	\$ 73,512
Repairs & Maintenance	\$ 4,337	\$ 4,975	\$ 4,650	\$ 5,123
Services	\$ 82,820	\$ 82,212	\$ 83,949	\$ 86,876
Water Purchases	\$ 1,345,938	\$ 1,225,037	\$ 1,295,965	\$ 1,259,867
Capital Outlay	\$ 48,601	\$ 104,665	\$ 135,405	\$ 675,000
Transfers	\$ 409,300	\$ 279,896	\$ 279,896	\$ 325,728
Total	\$ 2,270,234	\$ 2,132,009	\$ 2,224,013	\$ 2,807,540

Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Miles of Water Mains	116	117	118
Water Pump Stations	2	2	2
# of Fire Hydrants	840	843	850
Meter Change Outs	60	117	120
New Connections	93	166	175
LF of New Lines Installed	1,200	3,400	3,400
Reconnects	960	1,281	1,300
# of Main Breaks Repaired	22	31	35
# of Service Lines Repaired	36	42	45
# of Fire Hydrants Replaced	2	2	2

Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Water Supervisor	1	1	1
Sr. Water Maint. Worker	2	2	2
Water Maint. Worker II	2	2	2
Water Maint. Worker I	2	2	3
Total	7	7	8



Water

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
02-4-210-103	Salaries-Supervisory	\$ 52,893	\$ 54,338	\$ 54,338	\$ 56,337
02-4-210-104	Salaries-Operations	\$ 161,641	\$ 167,251	\$ 167,251	\$ 179,675
02-4-210-107	Salaries-Overtime	\$ 3,116	\$ 6,648	\$ 6,648	\$ 7,080
02-4-210-121	TMRS	\$ 18,598	\$ 16,764	\$ 16,764	\$ 16,646
02-4-210-122	FICA	\$ 16,406	\$ 17,460	\$ 17,460	\$ 18,597
02-4-210-123	Employee Insurance	\$ 35,169	\$ 38,873	\$ 38,873	\$ 40,570
02-4-210-124	Workers' Comp. Insurance	\$ 6,052	\$ 7,279	\$ 7,279	\$ 6,891
02-4-210-125	Unemployment Compensation	\$ 540	\$ 1,323	\$ 1,323	\$ 1,827
02-4-210-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 16,350
	Total Personnel	\$ 294,415	\$ 309,936	\$ 309,936	\$ 343,973
02-4-210-201	Office Supplies	\$ 26	\$ 100	\$ 100	\$ 100
02-4-210-220	Clothing Supplies	\$ 3,925	\$ 4,291	\$ 4,291	\$ 4,711
02-4-210-221	Chemical Supplies	\$ 205	\$ 450	\$ 450	\$ 450
02-4-210-222	Fuel	\$ 17,436	\$ 17,850	\$ 19,869	\$ 21,780
02-4-210-227	Janitorial Supplies	\$ 648	\$ 800	\$ 750	\$ 600
02-4-210-229	Tools & Other Supplies	\$ 3,635	\$ 4,300	\$ 4,500	\$ 4,500
02-4-210-250	Small Equipment	\$ -	\$ 11,340	\$ 11,340	\$ 5,320
	Total Supplies	\$ 25,875	\$ 39,131	\$ 41,300	\$ 37,461
02-4-210-301	Building Maintenance	\$ 94	\$ 300	\$ 150	\$ 500
02-4-210-302	Heat & A/C Maintenance	\$ 23	\$ 500	\$ 500	\$ 500
02-4-210-333	Water Line Maintenance	\$ 37,675	\$ 31,000	\$ 31,000	\$ 35,000
02-4-210-334	Water Valve Maintenance	\$ 2,829	\$ 21,500	\$ 4,000	\$ 8,000
02-4-210-335	Fire Hydrant Maintenance	\$ 6,328	\$ 6,650	\$ 8,650	\$ 8,650
02-4-210-336	Water Tank Maintenance	\$ 5,229	\$ 15,000	\$ 15,000	\$ 7,250
02-4-210-339	Water Samples & Tank Testing	\$ 6,770	\$ 11,207	\$ 13,612	\$ 13,612
	Total Facility Maintenance	\$ 58,948	\$ 86,157	\$ 72,912	\$ 73,512
02-4-210-402	Equipment & Machinery Maint.	\$ 2,414	\$ 2,800	\$ 2,000	\$ 2,800
02-4-210-403	Vehicle Maintenance	\$ 1,736	\$ 1,800	\$ 2,500	\$ 2,000
02-4-210-406	Computer System Maintenance	\$ 25	\$ 75	\$ -	\$ 23
02-4-210-407	Radio Maintenance	\$ 162	\$ 300	\$ 150	\$ 300
	Total Repairs & Maintenance	\$ 4,337	\$ 4,975	\$ 4,650	\$ 5,123
02-4-210-501	Advertising & Public Notices	\$ 2,109	\$ 3,000	\$ 3,000	\$ 3,000
02-4-210-510	Dues & Publications	\$ 1,752	\$ 2,482	\$ 2,482	\$ 2,547
02-4-210-513	Travel & Training	\$ 707	\$ 1,750	\$ 1,750	\$ 1,750
02-4-210-550	Insurance-General Liability	\$ 2,505	\$ 1,170	\$ 751	\$ 933
02-4-210-551	Insurance-Errors & Omissions	\$ -	\$ 2,170	\$ 1,590	\$ 1,975
02-4-210-554	Insurance-Automobile	\$ 1,144	\$ 1,325	\$ 1,148	\$ 1,258
02-4-210-555	Insurance-Mobile Equipment	\$ 283	\$ 325	\$ 286	\$ 286
02-4-210-556	Insurance-Real Property	\$ 5,405	\$ 5,890	\$ 5,818	\$ 5,818
02-4-210-562	Engineering	\$ -	\$ 4,500	\$ -	\$ -
02-4-210-571	State Water System Fees	\$ 11,880	\$ 12,910	\$ 11,776	\$ 12,000
02-4-210-581	Communication Services	\$ 723	\$ 710	\$ 710	\$ 710
02-4-210-582	Gas Service	\$ 1,344	\$ 980	\$ 1,188	\$ 189
02-4-210-583	Electric Service	\$ 54,968	\$ 45,000	\$ 53,450	\$ 56,410
	Total Services	\$ 82,820	\$ 82,212	\$ 83,949	\$ 86,876
02-4-210-720	Election Use & Option Water	\$ 195,256	\$ 211,657	\$ 211,657	\$ 207,639
02-4-210-721	Water Purchases-Fixed Charges	\$ 552,436	\$ 537,060	\$ 537,060	\$ 564,000
02-4-210-722	Water Purchases-Raw Water	\$ 598,246	\$ 476,320	\$ 547,248	\$ 488,228
	Total Water Purchases	\$ 1,345,938	\$ 1,225,037	\$ 1,295,965	\$ 1,259,867
02-4-210-802	Machinery & Equipment	\$ 7,784	\$ 85,405	\$ 85,405	\$ -
02-4-210-852	Water Meters	\$ 40,817	\$ 19,260	\$ 50,000	\$ 45,000
02-4-210-853	Water Tanks & Towers	\$ -	\$ -	\$ -	\$ 630,000
	Total Capital Outlay	\$ 48,601	\$ 104,665	\$ 135,405	\$ 675,000
02-4-210-901	Transfer to GF-Franchise	\$ 151,600	\$ 154,800	\$ 154,800	\$ 192,000
02-4-210-902	Transfer to GF-Reimbursement	\$ 43,700	\$ 50,096	\$ 50,096	\$ 58,728
02-4-210-909	Transfer to WS Capital Projects Fund	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000
02-4-210-956	Transfer to Commerce Street Project	\$ 164,000	\$ -	\$ -	\$ -
	Total Transfers	\$ 409,300	\$ 279,896	\$ 279,896	\$ 325,728
	Total Water	\$ 2,270,234	\$ 2,132,009	\$ 2,224,013	\$ 2,807,540

Water

Account Number	Description	Amount
02-4-210-220	Clothing Supplies	
	- Uniform rental - 7 staff	\$ 2,667
	- Tee shirts - 7 staff	\$ 154
	- Gloves	\$ 225
	- Steel toed boots - 7 staff	\$ 980
	- Safety vests & gear	\$ 210
	- Foul weather gear	\$ 280
	- Safety glasses & hard hats	\$ 195
		\$ 4,711
221	Chemical Supplies	
	- HTH for disinfecting of new mains & main breaks	\$ 250
	- Chlorine reagent pillows	\$ 200
		\$ 450
229	Tools & Other Supplies	
	- Small tools	\$ 2,200
	- Marking paint & flags	\$ 550
	- Welding supplies	\$ 250
	- Gatorade, ice, & break room supplies	\$ 700
	- First aid supplies & insect repellent	\$ 100
	- Batteries & other misc. supplies	\$ 100
	- Steel and rebar	\$ 300
- 2 cycle oil & trimmer string	\$ 300	
		\$ 4,500
250	Small Equipment	
	- Leak finder & tuner	\$ 4,370
	- Submersible pump	\$ 950
		\$ 5,320
333	Water Line Maintenance	
	- Materials, parts, and supplies for maintenance and repair of water lines	
		\$ 35,000
334	Water Valve Maintenance	
	- Annual inspection and repair of pressure and altitude valves	
		\$ 8,000
335	Fire Hydrant Maintenance	
	- Materials and parts for maintenance of fire hydrants	
		\$ 8,650
336	Water Tank Maintenance	
	- SCADA system maintenance agreement	\$ 1,000
	- Repair of pump station, chlorinators, & water tanks	\$ 6,250
		\$ 7,250
501	Advertising & Public Notices	
	- Consumer Confidence Report (Drinking Water Quality) & other notices	
		\$ 3,000
510	Dues & Publications	
	- TCEQ license renewal - 2 staff	\$ 222
	- Central Texas Water Utility Association dues - 4 staff	\$ 325
	- Hosting of Central Texas Water Utility Association meeting	\$ 2,000
		\$ 2,547
513	Travel & Training	
	- Water license renewal	\$ 777
	- Continuing education	\$ 973
		\$ 1,750
571	State Water System Fees	
	- Annual mandated fees for State certification of water system	
		\$ 12,000
720	Election Use & Option Water	
	- Election use water - BCWCID - 3,206 AF @ \$27.20	\$ 87,203
	- Option water - BCWCID - 1,760 AF @ \$13.60	\$ 23,936
	- Option water - BCWCID - 1,000 AF @ \$62.50	\$ 62,500
	- Option water - BRA - 2,500 AF @ \$13.60	\$ 34,000
		\$ 207,639
721	Water Purchases-Fixed Charges	
	- Monthly debt service portion of BCWCID #1 payments	
		\$ 564,000

Water Continued

Account Number	Description	Amount
02-4-210-722	Water Purchases-Raw Water - M&O per gallon charges from BCWCID #1	\$ 488,228
852	Water Meters - New and reconditioned meters, meter change-out program	\$ 45,000
853	Water Tanks & Towers - Rehabilitation of two water tanks	\$ 630,000
901	Transfer to GF-Franchise - Franchise fee transfer to General fund	\$ 192,000
902	Transfer to GF-Reimbursement - Administrative, street, and shop costs	\$ 58,728
909	Transfer to WS Capital Projects Fund - Capitalized cost of replacing/upgrading water lines	\$ 75,000

Description

The Sewer Department is comprised of two divisions:

1. Collection
2. Lift Stations

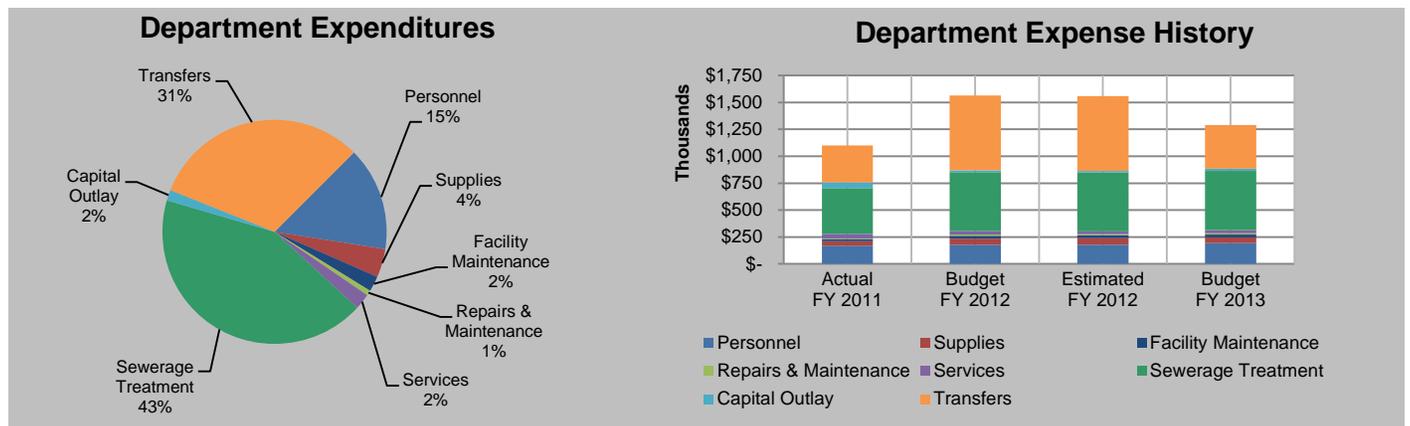
The details of these divisions follow.

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 171,152	\$ 179,354	\$ 179,354	\$ 192,986
Supplies	\$ 40,936	\$ 56,723	\$ 62,169	\$ 53,085
Facility Maintenance	\$ 19,338	\$ 26,600	\$ 25,100	\$ 28,600
Repairs & Maintenance	\$ 7,788	\$ 11,908	\$ 8,730	\$ 9,553
Services	\$ 41,374	\$ 29,742	\$ 27,711	\$ 29,506
Sewerage Treatment	\$ 425,356	\$ 547,464	\$ 547,464	\$ 550,524
Capital Outlay	\$ 52,873	\$ 19,702	\$ 13,000	\$ 20,000
Transfers	\$ 340,800	\$ 693,948	\$ 693,948	\$ 405,092
Total	\$ 1,099,617	\$ 1,565,441	\$ 1,557,476	\$ 1,289,346

Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Sewer Lift Station Mechanic	1	1	1
Sewer Maint. Worker II	1	1	1
Sewer Maint. Worker I	3	3	3
TOTAL	5	5	5



Mission

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

Description

- Maintains the City's sewer collection system, to include mains, manholes and clean-outs.
- Installs and repairs sewer taps as needed.
- Replaces deteriorated sections of mains and service lines.

Accomplishments

- Cleaned 45,000 feet of sewer mains. (B10,F3-2)
- Purchased trailer to protect and house the sewer camera system. (A14)
- Systematically cleaned areas prone to grease stoppages. (B10,F3-2)
- Experienced no sanitary sewer main overflows. (B8)
- Installed 60 new cleanouts with cast iron covers. (B10,F-3-2)
- Installed sewer main and services for Aspen Air in Business Park. (B10,F3-2)

Goals

- Continue to improve technical education and safety training for employees. (A2)
- Identify and enter 10% of the manholes into the GIS system. (A14,B10)
- Experience no sanitary sewer overflows. (B8)
- Continue to identify sewer services with broken or no cleanouts, and repair as needed. (B10,F3-2)
- Research software products for entering and tracking all maintenance work orders. (A14)

(Strategic Plan Goal #)

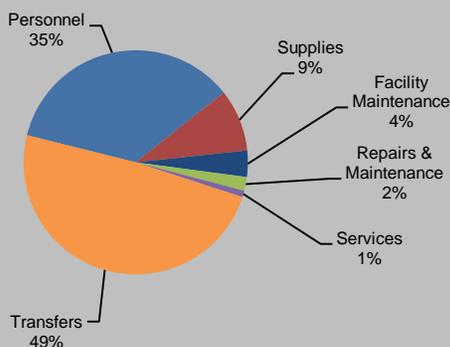
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 129,976	\$ 136,297	\$ 136,297	\$ 148,755
Supplies	\$ 33,082	\$ 46,109	\$ 49,200	\$ 37,662
Facility Maintenance	\$ 12,944	\$ 13,500	\$ 12,500	\$ 16,000
Repairs & Maintenance	\$ 7,493	\$ 9,628	\$ 6,700	\$ 8,323
Services	\$ 2,205	\$ 3,147	\$ 3,492	\$ 3,924
Capital Outlay	\$ 52,873	\$ -	\$ -	\$ -
Transfers	\$ 340,800	\$ 253,948	\$ 253,948	\$ 205,092
Total	\$ 579,373	\$ 462,629	\$ 462,137	\$ 419,756

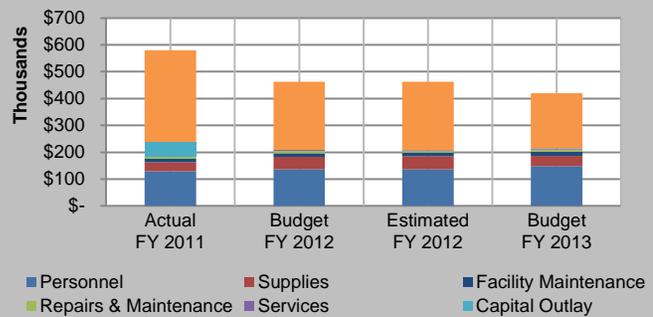
Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Miles of Sanitary Sewers	108	130	140
# of Stops-Service Lines	100	118	130
# of Stops-Main Lines	12	8	12
Main Line Repairs	5	7	10
LF Cleaned-Result of Stops	7,050	8,020	9,000
LF Cleaned-Ongoing	42,870	50,100	51,000
Manholes Cleaned	500	550	600
Manholes Replaced/Repaired	9	14	17
Service Taps Made	80	124	130
Services Replaced	10	30	30
Services Repaired	25	45	45

Division Expenditures



Division Expense History



Sewer - Collection

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
02-4-221-104	Salaries-Operations	\$ 91,687	\$ 93,891	\$ 93,891	\$ 90,270
02-4-221-107	Salaries-Overtime	\$ 1,901	\$ 2,817	\$ 2,817	\$ 2,708
02-4-221-121	TMRS	\$ 8,033	\$ 7,103	\$ 7,103	\$ 6,367
02-4-221-122	FICA	\$ 7,122	\$ 7,398	\$ 7,398	\$ 7,113
02-4-221-123	Employee Insurance	\$ 18,862	\$ 22,147	\$ 22,147	\$ 23,036
02-4-221-124	Workers' Comp. Insurance	\$ 1,845	\$ 2,185	\$ 2,185	\$ 1,867
02-4-221-125	Unemployment Compensation	\$ 526	\$ 756	\$ 756	\$ 1,044
02-4-221-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 16,350
	Total Personnel	\$ 129,976	\$ 136,297	\$ 136,297	\$ 148,755
02-4-221-201	Office Supplies	\$ 12	\$ -	\$ -	\$ 100
02-4-221-220	Clothing Supplies	\$ 2,546	\$ 2,836	\$ 2,836	\$ 3,094
02-4-221-221	Chemical Supplies	\$ 6,875	\$ 4,225	\$ 7,025	\$ 7,000
02-4-221-222	Fuel	\$ 20,239	\$ 20,180	\$ 20,471	\$ 21,520
02-4-221-227	Janitorial Supplies	\$ -	\$ -	\$ -	\$ 200
02-4-221-229	Tools & Other Supplies	\$ 1,570	\$ 1,368	\$ 1,368	\$ 1,400
02-4-221-250	Small Equipment	\$ 1,840	\$ 17,500	\$ 17,500	\$ 4,348
	Total Supplies	\$ 33,082	\$ 46,109	\$ 49,200	\$ 37,662
02-4-221-333	Sewer Line Maintenance	\$ 12,921	\$ 11,000	\$ 11,000	\$ 13,000
02-4-221-339	Sewer Discharge Testing	\$ 23	\$ 2,500	\$ 1,500	\$ 3,000
	Total Facility Maintenance	\$ 12,944	\$ 13,500	\$ 12,500	\$ 16,000
02-4-221-402	Equipment & Machinery Maint.	\$ 5,603	\$ 3,600	\$ 3,600	\$ 3,600
02-4-221-403	Vehicle Maintenance	\$ 1,890	\$ 5,828	\$ 3,000	\$ 4,500
02-4-221-406	Computer System Maintenance	\$ -	\$ -	\$ -	\$ 23
02-4-221-407	Radio Maintenance	\$ -	\$ 200	\$ 100	\$ 200
	Total Repairs & Maintenance	\$ 7,493	\$ 9,628	\$ 6,700	\$ 8,323
02-4-221-510	Dues & Publications	\$ 154	\$ 219	\$ 482	\$ 704
02-4-221-513	Travel & Training	\$ 186	\$ 438	\$ 1,000	\$ 1,000
02-4-221-550	Insurance-General Liability	\$ 68	\$ 145	\$ 92	\$ 115
02-4-221-551	Insurance-Errors & Omissions	\$ -	\$ 270	\$ 196	\$ 244
02-4-221-554	Insurance-Automobile	\$ 1,283	\$ 1,505	\$ 1,299	\$ 1,438
02-4-221-555	Insurance-Mobile Equipment	\$ 307	\$ 360	\$ 243	\$ 243
02-4-221-556	Insurance-Real Property	\$ 101	\$ 100	\$ 100	\$ 100
02-4-221-581	Communication Services	\$ 106	\$ 110	\$ 80	\$ 80
	Total Services	\$ 2,205	\$ 3,147	\$ 3,492	\$ 3,924
02-4-221-802	Machinery & Equipment	\$ 52,873	\$ -	\$ -	\$ -
	Total Capital Outlay	\$ 52,873	\$ -	\$ -	\$ -
02-4-221-901	Transfer to GF-Franchise	\$ 105,000	\$ 95,900	\$ 95,900	\$ 99,192
02-4-221-902	Transfer to GF-Reimbursement	\$ 21,800	\$ 28,048	\$ 28,048	\$ 30,900
02-4-221-909	Transfer to WS Capital Projects Fund	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000
02-4-221-956	Transfer to Commerce St Project	\$ 164,000	\$ -	\$ -	\$ -
02-4-221-957	Transfer to TxCDBG Fund	\$ -	\$ 55,000	\$ 55,000	\$ -
	Total Transfers	\$ 340,800	\$ 253,948	\$ 253,948	\$ 205,092
	Total Sewer - Collection	\$ 579,373	\$ 462,629	\$ 462,137	\$ 419,756

Sewer - Collection

Account Number	Description	Amount
02-4-221-220	Clothing Supplies	
	- Uniform rental - 4 staff	\$ 1,524
	- Safety vests & gear - 4 staff	\$ 120
	- Gloves	\$ 530
	- Foul weather gear - 4 staff	\$ 160
	- Tee shirts - 4 staff	\$ 88
	- Steel toed boots - 4 staff	\$ 560
	- Safety glasses & hard hats	\$ 112
		\$ 3,094
221	Chemical Supplies	
	- BEF enzymes	\$ 6,850
	- Odor control chemicals	\$ 150
		\$ 7,000
229	Tools & Other Supplies	
	- Hand tools	\$ 900
	- Batteries	\$ 100
	- 2 cycle oil	\$ 100
	- Gatorade & ice	\$ 100
	- Marking paint	\$ 200
		\$ 1,400
250	Small Equipment	
	- Zip tube	\$ 1,148
	- Ejection for grease emulsifier	\$ 2,000
	- 14' Porta saw	\$ 1,200
		\$ 4,348
333	Sewer Line Maintenance	
	- Materials, fittings, and supplies for maintenance and repair of sewer lines	
		\$ 13,000
339	Sewer Discharge Testing	
	- Testing of industrial user effluent	
		\$ 3,000
510	Dues & Publications	
	- TCEQ license renewal - 4 staff	\$ 444
	- Central Texas Water Utility Association dues - 4 staff	\$ 260
		\$ 704
513	Travel & Training	
	- CEU classes for TCEQ license renewal - 4 staff	
		\$ 1,000
901	Transfer to GF-Franchise	
	- Franchise fee transfer to General fund	
		\$ 99,192
902	Transfer to GF-Reimbursement	
	- Administrative, street, and shop costs	
		\$ 30,900
909	Transfer to WS Capital Projects Fund	
	- Repair and replacement of sewer mains and manholes	
		\$ 75,000

Mission

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

Description

- Maintains and repairs sixteen lift stations.
- Inspects and monitors the operational status of the lift stations.

Accomplishments

- Purchased a new pump for Pecan Lift Station. (B10,F3-2)
- Purchased and installed a new generator for Dunn's Canyon Lift Station. (B10,F3-2)
- Installed a new fence at Liberty Hill Lift Station to meet TCEQ requirements. (B10,F3-2)
- Attended pump and motor maintenance training. (A2)
- Installed new lift station on West Avenue O. (B10,F3-2)
- Demolished the Pearl Street Lift Station. (F3-2)

Goals

- Continue to improve technical education and safety training for employees. (A2, A7)
- Develop installation plan for vents needed at lift stations and manholes. (F3-2)
- Research software products for entering and tracking all maintenance work orders. (A14)
- Install aesthetically pleasing signs with improved verbiage at all lift stations. (B10,F3-2)
- GPS all lift stations and enter into the GIS system. (A14, B10)
- Provide access to usable water at each lift station. (B10)

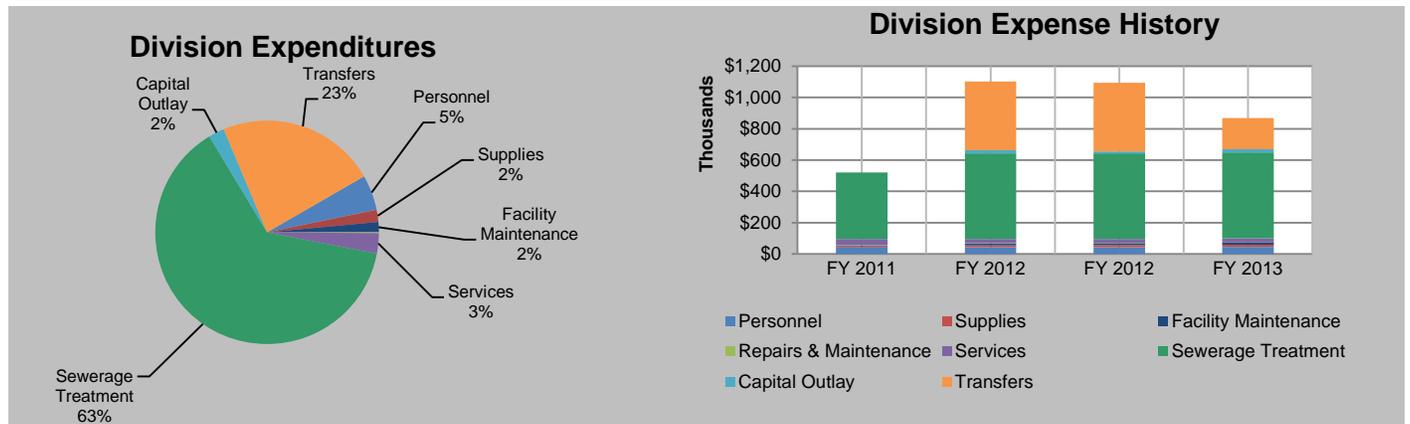
(Strategic Plan Goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 41,176	\$ 43,057	\$ 43,057	\$ 44,231
Supplies	\$ 7,854	\$ 10,614	\$ 12,969	\$ 15,423
Facility Maintenance	\$ 6,394	\$ 13,100	\$ 12,600	\$ 12,600
Repairs & Maintenance	\$ 295	\$ 2,280	\$ 2,030	\$ 1,230
Services	\$ 39,169	\$ 26,595	\$ 24,219	\$ 25,582
Sewerage Treatment	\$ 425,356	\$ 547,464	\$ 547,464	\$ 550,524
Capital Outlay	\$ -	\$ 19,702	\$ 13,000	\$ 20,000
Transfers	\$ -	\$ 440,000	\$ 440,000	\$ 200,000
Total	\$ 520,244	\$ 1,102,812	\$ 1,095,339	\$ 869,590

Workload/Demand Measures

Measurement	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Number of Lift Stations	16	16	16
Man-Hours for Servicing	2,120	2,000	2,000
Gallons Discharged to Treatment Plant	430,221,300	477,216,000	529,344,109
Average Discharge per Day	1,178,688	1,307,441	1,450,258



Sewer - Lift Stations

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
02-4-222-104	Salaries-Operations	\$ 30,364	\$ 30,880	\$ 30,880	\$ 31,799
02-4-222-107	Salaries-Overtime	\$ 114	\$ 926	\$ 926	\$ 954
02-4-222-121	TMRS	\$ 2,662	\$ 2,336	\$ 2,336	\$ 2,243
02-4-222-122	FICA	\$ 2,305	\$ 2,433	\$ 2,433	\$ 2,506
02-4-222-123	Employee Insurance	\$ 5,046	\$ 5,575	\$ 5,575	\$ 5,810
02-4-222-124	Workers' Comp. Insurance	\$ 613	\$ 718	\$ 718	\$ 658
02-4-222-125	Unemployment Compensation	\$ 72	\$ 189	\$ 189	\$ 261
	Total Personnel	\$ 41,176	\$ 43,057	\$ 43,057	\$ 44,231
02-4-222-220	Clothing Supplies	\$ 471	\$ 514	\$ 514	\$ 578
02-4-222-221	Chemical Supplies	\$ 2,750	\$ 1,375	\$ 3,075	\$ 4,125
02-4-222-222	Fuel	\$ 4,451	\$ 5,470	\$ 4,748	\$ 5,040
02-4-222-229	Tools & Other Supplies	\$ 182	\$ 132	\$ 132	\$ 180
02-4-222-250	Small Equipment	\$ -	\$ 3,123	\$ 4,500	\$ 5,500
	Total Supplies	\$ 7,854	\$ 10,614	\$ 12,969	\$ 15,423
02-4-222-333	Lift Station Maintenance	\$ 6,394	\$ 13,100	\$ 12,600	\$ 12,600
	Total Facility Maintenance	\$ 6,394	\$ 13,100	\$ 12,600	\$ 12,600
02-4-222-402	Equipment & Machinery Maint.	\$ 60	\$ 500	\$ 300	\$ 500
02-4-222-403	Vehicle Maintenance	\$ 235	\$ 1,680	\$ 1,680	\$ 630
02-4-222-407	Radio Maintenance	\$ -	\$ 100	\$ 50	\$ 100
	Total Repairs & Maintenance	\$ 295	\$ 2,280	\$ 2,030	\$ 1,230
02-4-222-510	Dues & Publications	\$ 65	\$ 65	\$ 65	\$ 176
02-4-222-513	Travel & Training	\$ 1	\$ 250	\$ 338	\$ 400
02-4-222-550	Insurance-General Liability	\$ -	\$ -	\$ 26	\$ 33
02-4-222-551	Insurance-Errors & Omissions	\$ -	\$ -	\$ 56	\$ 70
02-4-222-554	Insurance-Automobile	\$ 199	\$ 245	\$ 212	\$ 240
02-4-222-556	Insurance-Real Property	\$ 68	\$ 95	\$ 93	\$ 93
02-4-222-570	TBRSS Expansion Costs	\$ 14,470	\$ -	\$ -	\$ -
02-4-222-581	Communication Services	\$ 4,871	\$ 4,970	\$ 4,230	\$ 4,230
02-4-222-582	Gas Service	\$ 395	\$ 370	\$ 464	\$ 500
02-4-222-583	Electric Service	\$ 19,100	\$ 20,600	\$ 18,735	\$ 19,840
	Total Services	\$ 39,169	\$ 26,595	\$ 24,219	\$ 25,582
02-4-222-723	Sewerage Treatment Payments	\$ 425,356	\$ 547,464	\$ 547,464	\$ 550,524
	Total Sewerage Treatment	\$ 425,356	\$ 547,464	\$ 547,464	\$ 550,524
02-4-222-850	Lift Stations	\$ -	\$ 19,702	\$ 13,000	\$ 20,000
	Total Capital Outlay	\$ -	\$ 19,702	\$ 13,000	\$ 20,000
02-4-222-909	Transfer to WS Capital Projects Fund	\$ -	\$ 440,000	\$ 440,000	\$ 200,000
	Total Transfers	\$ -	\$ 440,000	\$ 440,000	\$ 200,000
	Total Sewer - Lift Stations	\$ 520,244	\$ 1,102,812	\$ 1,095,339	\$ 869,590
	Total Sewer	\$ 1,099,617	\$ 1,565,441	\$ 1,557,476	\$ 1,289,346

Sewer - Lift Stations

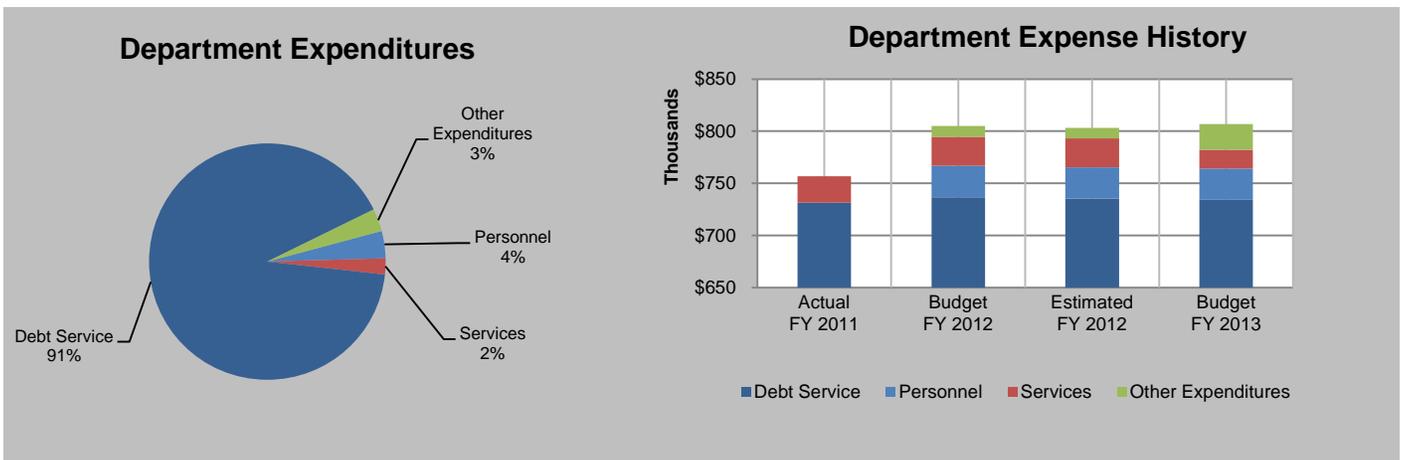
Account Number	Description	Amount
02-4-222-220	Clothing Supplies	
	- Uniform rental	\$ 318
	- Steel toed boots	\$ 140
	- Safety vest & gear	\$ 30
	- Tee shirt	\$ 22
	- Foul weather gear	\$ 40
	- Safety glasses & hard hats	\$ 28
		\$ 578
221	Chemical Supplies	
	- BEF enzymes	\$ 4,125
229	Tools & Other Supplies	
	- Hand tools & red grease	\$ 150
	- Batteries	\$ 30
		\$ 180
250	Small Equipment	
	- Fence at Dunns Canyon lift station	\$ 5,500
333	Lift Station Maintenance	
	- Pump replacement and repairs	\$ 10,000
	- Sensaphone batteries	\$ 144
	- Motors & chain to lift motors	\$ 500
	- Other repairs	\$ 1,956
		\$ 12,600
510	Dues & Publications	
	- Central Texas Water Utilities Association dues	\$ 65
	- TCEQ license renewal	\$ 111
		\$ 176
513	Travel & Training	
	- CEU classes for licensing	\$ 400
581	Communication Services	
	- Phone monitors in lift stations, Omni monitoring service, and pagers	\$ 4,230
583	Electric Service	
	- Electric service for lift stations & pumps	\$ 19,840
723	Sewerage Treatment Payments	
	- Payments to Brazos River Authority for sewage treatment-12 @ \$45,877	\$ 550,524
850	Lift Stations	
	- Grinder pump for Pecan Street lift station	\$ 20,000
909	Transfer to WS Capital Projects Fund	
	- TBRSS Headworks design	\$ 200,000

Description

This department contains funding for the employee pay plan which was adopted in 1992. As employees receive pay increases, which are based on supervisor evaluations, funding is moved from the pay plan line item to the departmental personnel line items.

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
Services	\$ 25,310	\$ 27,875	\$ 27,875	\$ 17,750
Debt Service	\$ 731,448	\$ 736,782	\$ 735,337	\$ 734,248
Other Expenditures	\$ -	\$ 10,500	\$ 10,000	\$ 25,000
Total	\$ 756,758	\$ 805,157	\$ 803,212	\$ 806,998



Other Costs

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
02-4-230-160	Pay Plan Costs	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
	Total Personnel	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
02-4-230-571	Strategic Plan Elements	\$ 25,310	\$ 27,875	\$ 27,875	\$ 17,750
	Total Services	\$ 25,310	\$ 27,875	\$ 27,875	\$ 17,750
02-4-230-601	Bond Principal Payments	\$ 471,730	\$ 491,030	\$ 491,030	\$ 506,020
02-4-230-602	Bond Interest Payments	\$ 257,743	\$ 242,252	\$ 242,252	\$ 225,978
02-4-230-603	Bond Paying Agent Fees	\$ 236	\$ 1,000	\$ 250	\$ 250
02-4-230-604	Arbitrage Rebate Calculation Fees	\$ 1,739	\$ 2,500	\$ 1,805	\$ 2,000
	Total Debt Service	\$ 731,448	\$ 736,782	\$ 735,337	\$ 734,248
02-4-230-707	Contingency	\$ -	\$ 10,500	\$ 10,000	\$ 25,000
	Total Other Expenditures	\$ -	\$ 10,500	\$ 10,000	\$ 25,000
	Total Other Costs	\$ 756,758	\$ 805,157	\$ 803,212	\$ 806,998

Other Costs

Account Number	Description	Amount
02-4-230-160	Pay Plan - Funding for pay plan increases for W&S Fund employees	\$ 30,000
571	Strategic Plan Elements - Water/Sewer Fund FY 2013 strategic plan elements - A1 Strategic plan update \$ 2,750 - B10 W&S rate study update \$ 15,000	\$ 17,750
601	Bond Principal Payments - Principal payments on Water & Sewer revenue bonds	\$ 506,020
602	Bond Interest Payments - Interest payments on Water & Sewer revenue bonds	\$ 225,978
604	Arbitrage Rebate Calculation Fees - Professional services for computation of bond arbitrage requirements pursuant to IRS regulations	\$ 2,000
707	Contingency - Amount to be used in case of unforeseen expenditures	\$ 25,000



Economic Development Fund

**City of Belton
Fund Balance Projection
FY 2013**

- Development Corporation -

Projected Beginning Fund Balance		\$ 1,396,109
Budgeted Revenues and Transfers In	\$ 2,091,772	
Budgeted Expenditures		
Personnel	\$ 146,194	
Supplies	\$ 5,100	
Repairs & Maintenance	\$ 36,250	
Services	\$ 184,201	
Debt Service	<u>\$ 151,983</u>	
Total Operating & Debt Expenditures	<u>\$ (523,728)</u>	
Revenues in Excess of O&M & Debt Expenditures	\$ 1,568,044	
Capital Outlay	\$ (150,000)	
Other Costs	<u>\$ (1,522,600)</u>	
Net Impact of Budget on Fund Balance	(a) \$	<u>(104,556)</u>
Projected Ending Fund Balance		<u>\$ 1,291,553</u>
Minimum Fund Balance (3 months O&M Budget)		\$ (92,936)
Highest Annual Debt Service		<u>\$ (152,986)</u>
Projected Fund Balance in Excess of Minimum		<u>\$ 1,045,631</u>

(a) Projected declines in fund are an intended result. Instances of expenditures exceeding revenues are the result of major capital projects and non-recurring items, and are not a result of operating expenditures exceeding available revenues.

Economic Development Fund Revenues

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
05-3-1210	Economic Development Sales Tax	\$ 1,161,516	\$ 1,199,500	\$ 1,261,000	\$ 1,312,500
	Total Sales Tax	\$ 1,161,516	\$ 1,199,500	\$ 1,261,000	\$ 1,312,500
05-3-5210	Rental Income	\$ 68,532	\$ 77,814	\$ 102,683	\$ 141,286
05-3-5710	Sale of Property	\$ -	\$ -	\$ 24,559	\$ 635,986
	Total Other Revenue	\$ 68,532	\$ 77,814	\$ 127,242	\$ 777,272
05-3-9100	Interest Income-Bank	\$ 134	\$ -	\$ -	\$ -
05-3-9120	Interest Income-TexPool	\$ 1,092	\$ 2,716	\$ 2,700	\$ 2,000
05-3-9121	Interest Income-TexStar	\$ 2,115	\$ -	\$ -	\$ -
	Total Interest Income	\$ 3,341	\$ 2,716	\$ 2,700	\$ 2,000
	Total Revenues	\$ 1,233,389	\$ 1,280,030	\$ 1,390,942	\$ 2,091,772

Revenue Assumptions:

Sales Tax:

The Economic Development Fund was created in 1991 to account for the 1/2% economic development sales tax approved by voters in 1990. This additional sales tax can only be used for economic development purposes.

FY 2013 sales tax revenues were projected at the FY 2012 level, plus a 4% growth factor. This budgeted amount reflects the same growth projection as in General Fund sales tax revenue.

Rental Income:

In FY 2011, the Corporation completed construction of a flex-space building in the Belton Business Park. Rental income is the lease income from that building. Related expenditures are accounted for in division 502 of this fund.

Interest Income:

All of the Development Corporation's idle, investable cash is invested in the depository bank, TexPool, or TexStar. The projected revenue for FY 2013 was developed with a roll forward of the monthly cash balance and slightly less than current market rates of return.

Mission

To promote, assist and enhance economic development activities within the City of Belton with a special emphasis towards assistance to base line industry.

Description

- Serves as a liaison between the local business community and the City.
- Plans, acquires and develops additional industrial projects within the community.
- Markets the community of Belton to business and industry with a goal of new business investment.
- Develops and administers financial assistance programs that provide incentives to base line industry to locate, expand, or retain operations and facilities in Belton and broaden the community's tax base and employment opportunities for the citizens.
- Provides materials and programs that will enhance community awareness of the value of manufacturing / distributing operations within the community.
- Develops competitive incentive programs to entice business expansion in Belton.

Accomplishments

- Secured two tenants in the Belton Business Center.
- Sold five acres to Aspen Air in the Business Park, retaining 100 jobs in Belton.
- Recruited CGI Technologies, creating 80 jobs this FY, and up to 400 in five years. (D3,D8)
- Secured a contract for sale of property in Planned Unit Development for two S&W Clinics. (D3)
- Began construction on sub-regional detention pond for Arbor Park East. (D7)
- Ongoing business retention & expansion (BR&E) efforts to include 14 company visits and four Business Roundtable Sessions, and sponsorship of Lean Manufacturing training for local industries at no cost. (D4)
- Tracked cost of living index for Belton to compare to the State and National averages. (D6)
- Recipient of IEDC Excellence in Economic Development Gold Award for mobile website.
- Recipient of TEDC Community Economic Development Award for population category.

Goals

- Establish new relationships with site selectors and brokers, and foster existing relationships. (D2,D6)
- Update website and marketing materials to reflect new demographics, developments and opportunities. (D6)
- Sale of property in the 25 acre Planned Unit Development within the Business Park. (D3)
- Sale of property in the Belton Business Park for capital investment and job creation. (D3)
- Implementation of partnership with the BRC for a small business/entrepreneurship program. (D2,D4)

(Strategic Plan Goal #)

Description

The Economic Development Fund is comprised of two divisions:

1. Operations
2. Property Management

The details of these divisions follow.

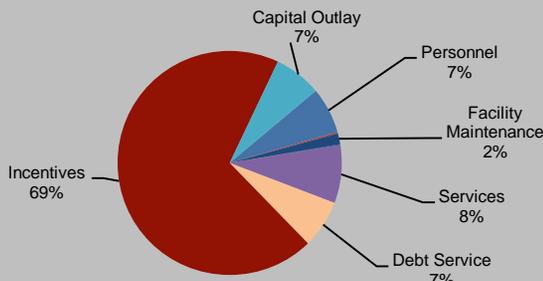
Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 224,180	\$ 228,093	\$ 190,431	\$ 146,194
Supplies	\$ 5,055	\$ 5,200	\$ 4,400	\$ 5,100
Facility Maintenance	\$ 46,523	\$ 27,550	\$ 30,500	\$ 33,750
Repairs & Maintenance	\$ 989	\$ 1,200	\$ 1,900	\$ 2,500
Services	\$ 175,387	\$ 151,593	\$ 148,682	\$ 184,201
Debt Service	\$ 150,890	\$ 155,030	\$ 154,711	\$ 151,983
Incentives	\$ 21,000	\$ 1,506,000	\$ 1,506,000	\$ 1,522,600
Capital Outlay	\$ 370,501	\$ 130,000	\$ 130,000	\$ 150,000
Transfers	\$ 545,000	\$ 20,000	\$ 20,000	\$ -
Total	\$ 1,539,525	\$ 2,224,666	\$ 2,186,624	\$ 2,196,328

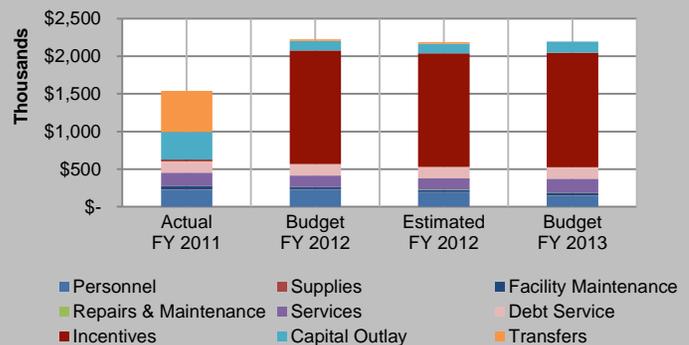
Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Economic Development Dir.	1	1	1
Associate Executive Director	1	0	0
Dir. of Business Retention	1	1	1
Total	3	2	2

Fund Expenditures



Fund Expense History



Economic Development - Operations

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
05-4-501-101	Salaries-Administrative	\$ 176,972	\$ 178,059	\$ 145,728	\$ 108,202
05-4-501-113	Health Insurance Allowance	\$ 2,297	\$ -	\$ 2,400	\$ -
05-4-501-114	Allowances	\$ 4,963	\$ 4,800	\$ 10,138	\$ 8,700
05-4-501-121	TMRS	\$ 15,686	\$ 13,431	\$ 11,034	\$ 8,005
05-4-501-122	FICA	\$ 13,197	\$ 13,989	\$ 12,107	\$ 8,851
05-4-501-123	Employee Insurance	\$ 10,388	\$ 16,726	\$ 7,796	\$ 11,621
05-4-501-124	Workers' Comp. Insurance	\$ 461	\$ 521	\$ 445	\$ 293
05-4-501-125	Unemployment Compensation	\$ 216	\$ 567	\$ 783	\$ 522
	Total Personnel	\$ 224,180	\$ 228,093	\$ 190,431	\$ 146,194
05-4-501-201	Office Supplies	\$ 1,847	\$ 1,600	\$ 1,000	\$ 1,600
05-4-501-202	Postage	\$ 284	\$ 250	\$ 500	\$ 500
05-4-501-229	Tools & Other Supplies	\$ 707	\$ 1,300	\$ 1,000	\$ 1,500
05-4-501-250	Small Equipment	\$ 2,217	\$ 2,050	\$ 1,900	\$ 1,500
	Total Supplies	\$ 5,055	\$ 5,200	\$ 4,400	\$ 5,100
05-4-501-333	Business Park Maintenance	\$ 46,523	\$ 25,550	\$ 28,500	\$ 31,750
	Total Facility Maintenance	\$ 46,523	\$ 25,550	\$ 28,500	\$ 31,750
05-4-501-406	Computer System Maintenance	\$ 989	\$ 1,200	\$ 1,900	\$ 2,500
	Total Repairs & Maintenance	\$ 989	\$ 1,200	\$ 1,900	\$ 2,500
05-4-501-501	Advertising & Public Notices	\$ 54,699	\$ 21,370	\$ 21,370	\$ 34,000
05-4-501-510	Dues & Publications	\$ 15,878	\$ 16,825	\$ 16,875	\$ 17,200
05-4-501-513	Travel & Training	\$ 13,918	\$ 13,500	\$ 13,500	\$ 16,300
05-4-501-550	Insurance-General Liability	\$ 286	\$ 130	\$ 83	\$ 103
05-4-501-551	Insurance-Errors & Omissions	\$ 240	\$ 240	\$ 176	\$ 219
05-4-501-561	Legal Services	\$ 12,556	\$ 15,000	\$ 15,000	\$ 15,000
05-4-501-562	Engineering	\$ 10,328	\$ 14,400	\$ 13,500	\$ 17,000
05-4-501-570	Special Services	\$ 12,815	\$ 12,000	\$ 9,000	\$ 29,000
05-4-501-571	Admin. Reimb to General Fund	\$ 7,938	\$ 7,500	\$ 7,500	\$ 7,500
05-4-501-572	Audit Fees	\$ 2,200	\$ 3,500	\$ 3,500	\$ 3,500
05-4-501-581	Communication Services	\$ 2,655	\$ 2,620	\$ 1,720	\$ 1,720
05-4-501-585	Business Park Lighting	\$ 1,399	\$ 1,380	\$ 1,161	\$ 1,220
05-4-501-587	Office Rental	\$ 16,951	\$ 17,820	\$ 17,820	\$ 17,820
05-4-501-588	Water Service	\$ 5,413	\$ 6,000	\$ 7,000	\$ 7,200
	Total Services	\$ 157,276	\$ 132,285	\$ 128,205	\$ 167,782
05-4-501-601	Bond Principal Payments	\$ 131,200	\$ 137,350	\$ 137,350	\$ 137,350
05-4-501-602	Bond Interest Payments	\$ 19,654	\$ 17,030	\$ 17,030	\$ 14,283
05-4-501-603	Bond Paying Agent Fees	\$ -	\$ 500	\$ 250	\$ 250
05-4-501-604	Arbitrage Rebate Calculation Fees	\$ 36	\$ 150	\$ 81	\$ 100
	Total Debt Service	\$ 150,890	\$ 155,030	\$ 154,711	\$ 151,983
05-4-501-701	Incentive Commitments	\$ 21,000	\$ 1,506,000	\$ 1,506,000	\$ 1,522,600
	Total Other	\$ 21,000	\$ 1,506,000	\$ 1,506,000	\$ 1,522,600
05-4-501-800	Land	\$ 57,490	\$ -	\$ -	\$ -
05-4-501-801	Speculative Building IV	\$ 3,688	\$ -	\$ -	\$ -
05-4-501-802	Buildings	\$ 36,723	\$ -	\$ -	\$ -
05-4-501-850	Business Park Improvements	\$ 272,600	\$ 130,000	\$ 130,000	\$ 150,000
	Total Capital Outlay	\$ 370,501	\$ 130,000	\$ 130,000	\$ 150,000
05-4-501-909	Transfer to WS Cap. Projects Fund	\$ -	\$ 20,000	\$ 20,000	\$ -
05-4-501-948	Transfer to 2007 CO's - WS	\$ 45,000	\$ -	\$ -	\$ -
05-4-501-956	Transfer to Commerce Drive Fund	\$ 500,000	\$ -	\$ -	\$ -
	Total Transfers	\$ 545,000	\$ 20,000	\$ 20,000	\$ -
	Total - Operations	\$ 1,521,414	\$ 2,203,358	\$ 2,164,147	\$ 2,177,909

Economic Development

Account Number	Description	Amount
05-4-501-229	Tools & Other Supplies	
	- U.S. & Texas flags \$ 900 - Gifts/recognition \$ 600	\$ 1,500
250	Small Equipment - Computer	\$ 1,500
333	Business Park Maintenance	
	- Shredding \$ 8,750	
	- Monthly mowing \$ 18,000	
	- Flower bed replacement \$ 1,100	
	- Sprinkler repair & maintenance \$ 1,400	
	- Light repair & replacement \$ 2,000	
	- Tree repair & maintenance \$ 500	\$ 31,750
406	Computer System Maintenance	
	- Server maintenance \$ 1,000	
	- IT services \$ 500	
	- Spam & antivirus software \$ 1,000	\$ 2,500
501	Advertising & Marketing	
	-Texas Wide Open for Business advertisement \$ 7,600	
	- Team Texas Site Selectors Guild \$ 5,000	
	- Trade show \$ 5,000	
	- Industry programs \$ 5,000	
	- Real Estate magazine \$ 2,400	
	- Community partnerships \$ 2,000	
	- Special event notices \$ 2,000	
	- Advertising design \$ 2,000	
	- E-mail marketing \$ 1,000	
	- Business Park signage \$ 1,000	
		- Printing cost \$ 1,000
510	Dues & Publications	
	- Fort Hood Economic Region membership \$ 10,000	
	- Team Texas dues \$ 3,000	
	- Texas One membership \$ 1,000	
	- Texas Economic Development Council annual dues - 2 staff \$ 900	
	- Local community organization dues \$ 900	
	- Texas Association of Business dues \$ 300	
	- International Economic Development Council \$ 345	
	- Cost of Living report \$ 250	
	- Local newspapers \$ 150	
	- Perryman Report \$ 150	
	- Association of the United States Army \$ 150	
		- Central Texas Human Resource Management Association \$ 55
513	Travel & Training	
	- Industrial Asset Management Council \$ 3,000	
	- Texas Economic Development Council - 2 staff \$ 3,000	
	- Trade Mission \$ 3,000	
	- Trade show \$ 1,200	
	- Team Texas Site Selectors Guild \$ 1,200	
	- Business roundtable meetings \$ 800	
	- Sales tax training - 2 staff \$ 600	
	- Industry programs \$ 500	
		- Other travel & training \$ 3,000

Economic Development Continued

Account Number	Description	Amount
05-4-501-561	Legal Services - Contract preparation, property acquisition, and negotiation	\$ 15,000
562	Engineering - Soil testing, consulting, platting, surveying, and other related services	\$ 17,000
570	Special Services - Land planning \$ 7,000 - Entrepreneurship program \$ 5,000 - Economic impact reports \$ 2,000 - Property search service \$ 15,000	\$ 29,000
571	Administrative Reimbursement to General Fund - Reimbursement to the General Fund for administrative & finance services	\$ 7,500
572	Audit Fees - Annual audit fees	\$ 3,500
585	Business Park Lighting - Electric service	\$ 1,220
587	Office Lease - CTCOG lease	\$ 17,820
588	Water Service - Water service for business park landscaping	\$ 7,200
601	Bond Principal Payments - Principal portion of annual bond payments	\$ 137,350
602	Bond Interest Payments - Interest portion of annual bond payments	\$ 14,283
603	Bond Paying Agent Fees - Fees for bond payment transactions	\$ 250
701	Incentive Commitments - CGI \$ 1,462,600 - Other \$ 60,000	\$ 1,522,600
850	Business Park Improvements - Planned Unit Development (PUD) infrastructure	\$ 150,000

Economic Development - Property Management

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
05-4-502-301	Building Maintenance	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
	Total Facility Maintenance	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
05-4-502-556	Insurance-Real Property	\$ 1,453	\$ 1,480	\$ 1,679	\$ 1,679
05-4-502-571	Lease Commissions	\$ 7,417	\$ 8,838	\$ 8,835	\$ 5,200
05-4-502-585	Lighting	\$ 2,499	\$ 2,510	\$ 3,483	\$ 3,660
05-4-502-586	Garbage Service	\$ 960	\$ 1,080	\$ 1,080	\$ 1,080
05-4-502-588	Water Service	\$ 5,782	\$ 5,400	\$ 5,400	\$ 4,800
	Total Services	\$ 18,111	\$ 19,308	\$ 20,477	\$ 16,419
	Total Property Management	\$ 18,111	\$ 21,308	\$ 22,477	\$ 18,419
	Total Economic Development	\$ 1,539,525	\$ 2,224,666	\$ 2,186,624	\$ 2,196,328

Economic Development - Property Management

Account Number	Description	Amount
05-4-502-556	Insurance - Real Property	
	- 620 Kennedy Court	\$ 460
	- Arbor Park	\$ 1,219
		\$ 1,679
571	Lease Commissions	
	- 1010 Arbor Park	
		\$ 5,200
585	Lighting	
	- Arbor Park lighting	
		\$ 3,660
586	Garbage Service	
	- Arbor Park dumpster service	
		\$ 1,080
588	Water Service	
	- Arbor Park water	
		\$ 4,800



Drainage Fund

**City of Belton
Fund Balance Projection
FY 2013**

- Drainage Fund -

Projected Beginning Fund Balance		\$ 214,595
Budgeted Revenues and Transfers In	\$ 355,450	
Budgeted Expenditures		
Personnel	\$ 129,517	
Supplies	\$ 24,371	
Repairs & Maintenance	\$ 16,100	
Services	\$ 20,548	
Debt Service	<u>\$ 24,664</u>	
Total Operating & Debt Expenditures	<u>\$ (215,200)</u>	
Revenues in Excess of O&M & Debt Expenditures	\$ 140,250	
Capital Outlay	<u>\$ (55,000)</u>	
Net Impact of Budget on Fund Balance		<u>\$ 85,250</u>
Projected Ending Fund Balance		<u><u>\$ 299,845</u></u>
Minimum Fund Balance (3 months O&M Budget)		\$ (47,634)
Highest Annual Debt Service		<u>\$ (25,392)</u>
Projected Fund Balance in Excess of Minimum		<u><u>\$ 226,819</u></u>

Drainage Fund Revenues

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
07-3-5500	Storm Drainage Fees	\$ 350,856	\$ 351,600	\$ 354,000	\$ 355,200
	Total Utility Revenues	\$ 350,856	\$ 351,600	\$ 354,000	\$ 355,200
07-3-8123	Transfer from TIRZ fund	\$ 16,954	\$ -	\$ -	\$ -
	Total Transfers	\$ 16,954	\$ -	\$ -	\$ -
07-3-9100	Interest Income-Bank	\$ 14	\$ -	\$ -	\$ -
07-3-9120	Interest Income-TexPool	\$ 110	\$ 500	\$ 250	\$ 250
07-3-9121	Interest Income-TexStar	\$ 213	\$ -	\$ -	\$ -
	Total Interest Income	\$ 337	\$ 500	\$ 250	\$ 250
	Total Revenues	\$ 368,147	\$ 352,100	\$ 354,250	\$ 355,450

Revenue Assumptions:

Utility Revenues:

The drainage ordinance was adopted in November 2007, and the storm drainage fees became effective February 1, 2008. Budgeted revenues were projected using current monthly billings at the time of budget development.

Interest Income:

All of the Drainage Fund's idle, investable cash is invested in the depository bank, TexPool, or TexStar. The projected revenue for FY 2013 was developed with a roll forward of the monthly cash balance and slightly less than current market rates of return.

Mission

To provide and maintain a storm water management system to efficiently convey storm water and prevent flooding.

Description

- Constructs, maintains, and repairs drainage services within the City.
- Addresses a categorical hierarchy of storm drainage priorities based on priority of flooding.
- Complies with water quality mandates indentified by the Texas Commission on Environmental Quality.

Accomplishments

- Surveyed all existing storm water systems and structures. (A14,F3-5)
- Completed the GPS of all the storm water drainage systems and entered the data into the GIS system. (A14,B10,F3-5)
- Created and submitted storm water ordinance proposal to City Manager. (F3-5)
- Installed a double barrel 30” reinforced concrete pipe with slope end treatment at Loop 121 and new road. (F3-5)

Goals

- Continue to monitor storm water protection and compliance issues. (F3-5)
- Continue to sweep all streets on a regular schedule. (F3-3)
- GPS all new storm water systems and structures (A14,F3-5)
- Train all public works employees on best management practices for storm water protection. (A2)

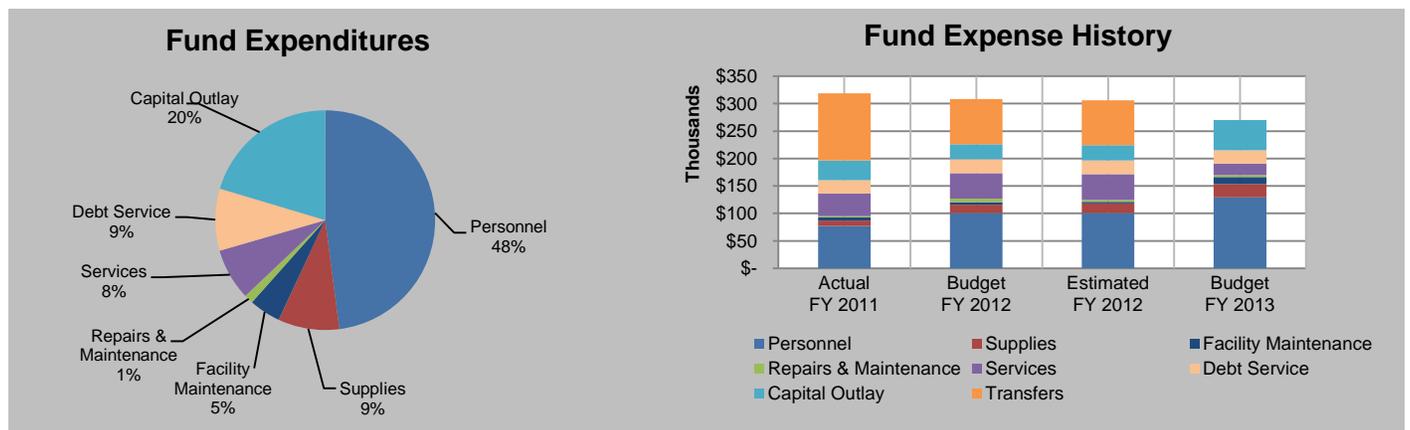
(Strategic Plan Goal #)

Expenditure Summary

Classification	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Personnel	\$ 77,245	\$ 101,032	\$ 101,032	\$ 129,517
Supplies	\$ 9,447	\$ 15,170	\$ 16,942	\$ 24,371
Facility Maintenance	\$ 6,116	\$ 4,500	\$ 3,250	\$ 12,500
Repairs & Maintenance	\$ 1,993	\$ 6,050	\$ 3,600	\$ 3,600
Services	\$ 41,191	\$ 46,642	\$ 46,566	\$ 20,548
Debt Service	\$ 24,812	\$ 25,190	\$ 25,190	\$ 24,664
Capital Outlay	\$ 35,886	\$ 27,719	\$ 27,719	\$ 55,000
Transfers	\$ 122,000	\$ 81,800	\$ 81,800	\$ -
Total	\$ 318,690	\$ 308,103	\$ 306,099	\$ 270,200

Staffing

Position	FY 2011 Number	FY 2012 Number	FY 2013 Number
Sr. Maintenance Worker	2	2	2
Total	2	2	2



Drainage Fund

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
07-4-080-102	Salaries-Professional	\$ -	\$ -	\$ -	\$ 20,176
07-4-080-104	Salaries-Operations	\$ 54,045	\$ 68,188	\$ 68,188	\$ 70,972
07-4-080-107	Salaries-Overtime	\$ 234	\$ 1,630	\$ 1,630	\$ 1,694
07-4-080-121	TMRS	\$ 4,622	\$ 5,128	\$ 5,128	\$ 6,357
07-4-080-122	FICA	\$ 3,905	\$ 5,341	\$ 5,341	\$ 7,102
07-4-080-123	Employee Insurance	\$ 10,083	\$ 12,990	\$ 12,990	\$ 15,455
07-4-080-124	Workers' Comp. Insurance	\$ 4,212	\$ 4,815	\$ 4,815	\$ 4,567
07-4-080-125	Unemployment Compensation	\$ 144	\$ 440	\$ 440	\$ 694
07-4-080-160	Pay Plan Costs	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
	Total Personnel	\$ 77,245	\$ 101,032	\$ 101,032	\$ 129,517
07-4-080-220	Clothing Supplies	\$ 807	\$ 1,092	\$ 1,092	\$ 1,221
07-4-080-221	Chemical Supplies	\$ -	\$ 1,088	\$ 500	\$ 1,300
07-4-080-222	Fuel	\$ 8,590	\$ 8,820	\$ 11,205	\$ 12,350
07-4-080-229	Tools & Other Supplies	\$ 50	\$ 470	\$ 470	\$ 450
07-4-080-250	Small Equipment	\$ -	\$ 3,700	\$ 3,675	\$ 9,050
	Total Supplies	\$ 9,447	\$ 15,170	\$ 16,942	\$ 24,371
07-4-080-333	Drainage Facilities Maintenance	\$ 6,116	\$ 4,500	\$ 2,000	\$ 10,000
07-4-080-339	Storm Water Testing	\$ -	\$ -	\$ 1,250	\$ 2,500
	Total Facility Maintenance	\$ 6,116	\$ 4,500	\$ 3,250	\$ 12,500
07-4-080-403	Vehicle Maintenance	\$ 1,993	\$ 6,050	\$ 3,600	\$ 3,600
	Total Repairs & Maintenance	\$ 1,993	\$ 6,050	\$ 3,600	\$ 3,600
07-4-080-510	Dues & Publications	\$ 120	\$ 200	\$ 200	\$ 200
07-4-080-513	Travel & Training	\$ 3	\$ 50	\$ 250	\$ 500
07-4-080-521	Lease Payments	\$ 39,104	\$ 39,104	\$ 39,104	\$ -
07-4-080-522	Equipment Rental	\$ -	\$ -	\$ 1,000	\$ 5,000
07-4-080-550	Insurance-General Liability	\$ -	\$ -	\$ 61	\$ 76
07-4-080-551	Insurance-Errors & Omissions	\$ -	\$ -	\$ 132	\$ 163
07-4-080-554	Insurance-Automobile	\$ 914	\$ 1,095	\$ 826	\$ 909
07-4-080-561	Legal Services	\$ -	\$ 500	\$ 500	\$ 1,000
07-4-080-562	Engineering	\$ 1,050	\$ 2,000	\$ 1,500	\$ 2,500
07-4-080-563	Consultant Services	\$ -	\$ -	\$ -	\$ 5,000
07-4-080-570	Special Services	\$ -	\$ 2,700	\$ 1,500	\$ 1,200
07-4-080-571	Public Education	\$ -	\$ 993	\$ 1,493	\$ 4,000
	Total Services	\$ 41,191	\$ 46,642	\$ 46,566	\$ 20,548
07-4-080-601	Bond Principal Payments	\$ 11,725	\$ 12,562	\$ 12,562	\$ 12,563
07-4-080-602	Bond Interest Payments	\$ 13,020	\$ 12,528	\$ 12,528	\$ 12,001
07-4-080-603	Bond Paying Agent Fees	\$ 67	\$ 100	\$ 100	\$ 100
	Total Debt Service	\$ 24,812	\$ 25,190	\$ 25,190	\$ 24,664
07-4-080-802	Machinery & Equipment	\$ -	\$ 11,719	\$ 11,719	\$ -
07-4-080-850	Drainage Projects	\$ 18,512	\$ 16,000	\$ 16,000	\$ 50,000
07-4-080-860	Nolan Creek Storm Drainage	\$ 17,374	\$ -	\$ -	\$ 5,000
	Total Capital Outlay	\$ 35,886	\$ 27,719	\$ 27,719	\$ 55,000
07-4-080-953	Transfer to 2008 CO's-Drainage	\$ -	\$ 81,800	\$ 81,800	\$ -
07-4-080-956	Transfer to Commerce Drive Ext.	\$ 122,000	\$ -	\$ -	\$ -
	Total Transfers	\$ 122,000	\$ 81,800	\$ 81,800	\$ -
	Total Expenditures	\$ 318,690	\$ 308,103	\$ 306,099	\$ 270,200

Drainage Fund

Account Number	Description	Amount
07-4-080-220	Clothing Supplies	
	- Uniform rental - 2 staff	\$ 636
	- Steel toed boots - 2 staff	\$ 280
	- Gloves	\$ 65
	- Safety gear	\$ 60
	- Tee shirts	\$ 44
	- Foul weather gear	\$ 80
	- Safety glasses & hard hats	\$ 56
		\$ 1,221
221	Chemical Supplies	
	- Herbicides for weed/grass control in drainage structures	\$ 1,300
229	Tools & Other Supplies	
	- Hand tools and operating supplies	\$ 450
250	Small Equipment	
	- Locator	\$ 950
	- Handheld radio/cell phone	\$ 3,600
	- Pan/Tilt/Zoom (PTZ) camera - creek monitoring	\$ 1,500
	- Repeater for storm monitoring	\$ 3,000
		\$ 9,050
333	Drainage Facilities Maintenance	
	- Repair and maintenance of drainage facilities	\$ 10,000
339	Stormwater Samples & Testing	
	- Quarterly testing for bacteria	\$ 2,500
403	Vehicle Maintenance	
	- Brooms for street sweeper	\$ 2,000
	- Truck repairs and maintenance	\$ 1,600
		\$ 3,600
522	Equipment Rental	
	- Backhoe & other equipment rental	\$ 5,000
562	Engineering	
	- Consulting, platting, surveying, & other related services	\$ 2,500
563	Consultant Services	
	- Fund's share of design guidelines review/revision	\$ 5,000
570	Special Services	
	- GIS web hosting - 1/3	\$ 1,200
571	Public Education	
	- Storm water education	\$ 4,000
601	Bond Principal Payments	
	- Principal portion of annual bond payments	\$ 12,563
602	Bond Interest Payments	
	- Interest portion of annual bond payments	\$ 12,001
850	Drainage Projects	
	- Small drainage projects	\$ 50,000
860	Nolan Creek Storm Drainage	
	- Flood monitoring station	\$ 5,000



Hotel ~ Motel Fund

**City of Belton
Fund Balance Projection
FY 2013**

- Hotel/Motel Fund -

Projected Beginning Fund Balance		\$ 60,596
Budgeted Revenues	\$ 157,600	
Budgeted Expenditures		
Chamber	\$ 150,000	
City	<u>\$ 2,500</u>	
	<u>\$ (152,500)</u>	
Net Impact of Budget on Fund Balance		<u>\$ 5,100</u>
Projected Ending Fund Balance		<u>\$ 65,696</u>
Less: Minimum Fund Balance (4 months revenue)		\$ (52,533)
Projected Fund Balance in Excess of Minimum		<u>\$ 13,163</u>

City policy requires a minimum unreserved cash fund balance equal to at least three months of operating expenditures. For the Hotel/Motel Fund, an additional month's reserve is necessary to cash-flow payments to the Chamber, which are made in advance of tax receipt.

Hotel/Motel Fund Revenues

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
14-3-1400	Hotel/Motel Tax Revenue	\$ 154,070	\$ 151,000	\$ 157,500	\$ 157,500
	Total Hotel/Motel Tax	\$ 154,070	\$ 151,000	\$ 157,500	\$ 157,500
14-3-9100	Interest Income-Bank	\$ 11	\$ -	\$ -	\$ -
14-3-9120	Interest Income-TexPool	\$ 90	\$ 250	\$ 100	\$ 100
14-3-9121	Interest Income-TexStar	\$ 176	\$ -	\$ -	\$ -
	Total Interest Income	\$ 277	\$ 250	\$ 100	\$ 100
	Total Hotel/Motel Revenues	\$ 154,347	\$ 151,250	\$ 157,600	\$ 157,600

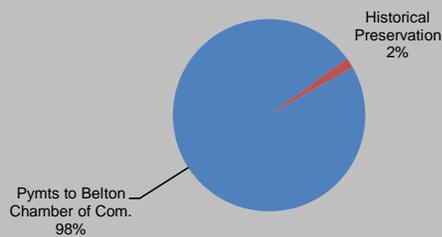
Revenue Assumptions:

Hotel/Motel Fund revenues consist primarily of hotel room taxes. The current City hotel occupancy tax rate is 7%. This revenue stream is projected for each ensuing year using trend analysis and current quarterly receipts.

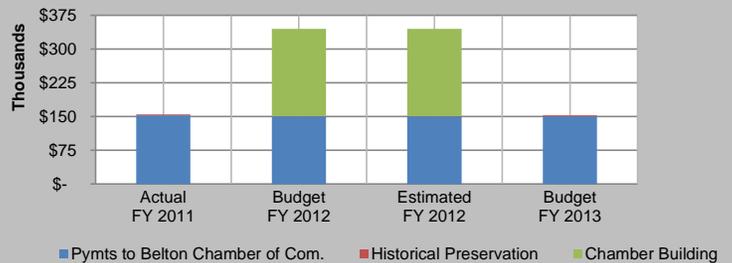
Hotel/Motel Fund Expenditures

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
14-4-014-700	Pymts to Belton Chamber of Com.	\$ 152,300	\$ 150,000	\$ 150,000	\$ 150,000
14-4-014-701	Chamber Building	\$ -	\$ 193,500	\$ 193,500	\$ -
14-4-014-715	Historical Preservation	\$ 2,166	\$ 1,250	\$ 1,250	\$ 2,500
	Total Hotel/Motel Expenditures	\$154,466	\$344,750	\$344,750	\$152,500

Fund Expenditures



Fund Expense History



Hotel/Motel

Account Number	Description	Amount
14-4-014-700	<p>Payments to Belton Chamber of Commerce</p> <p>Special Events</p> <ul style="list-style-type: none"> - Event sales & group support \$ 27,100 - July 4th celebration \$ 8,000 - Bell County Museum \$ 7,000 - Expo events \$ 5,000 <p style="text-align: right;">\$ 47,100</p> <p>Convention & Visitor Services</p> <ul style="list-style-type: none"> - Staff support \$ 50,000 - Operations support \$ 8,700 - Convention service \$ 3,000 - Visitor service supplies \$ 4,500 - Audit fees \$ 1,000 - Association dues \$ 1,200 - Professional development \$ 2,500 <p style="text-align: right;">\$ 70,900</p> <p>Marketing & Advertising</p> <ul style="list-style-type: none"> - General advertising \$ 17,000 - Co-op trade show advertising \$ 1,000 - Visitor guides - 25,000 \$ 9,000 - Website fees \$ 1,000 - Promotional items \$ 4,000 <p style="text-align: right;">\$ 32,000</p>	<p style="text-align: right;">\$ 150,000</p>
715	<p>Historical Preservation</p> <ul style="list-style-type: none"> - Flags/banners & visitor signage in historical downtown area 	<p style="text-align: right;">\$ 2,500</p>

Debt Service Fund

**City of Belton
Fund Balance Projection
FY 2013**

- Debt Service Fund -

Projected Beginning Fund Balance		\$ 264,445
Budgeted Revenues	\$ 797,585	
Budgeted Expenditures		
Principal	\$ 479,067	
Interest	\$ 315,342	
Fees	\$ 2,200	
	<u> </u>	<u>\$ (796,609)</u>
Net Impact of Budget on Fund Balance		<u>\$ 976</u>
Projected Ending Fund Balance		<u><u>\$ 265,421</u></u>

Debt Service Fund Revenues

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
15-3-1010	Current Ad Valorem Taxes	\$ 837,122	\$ 845,525	\$ 845,525	\$ 853,447
15-3-1020	Tax Discounts	\$ (17,632)	\$ (16,910)	\$ (17,617)	\$ -
15-3-1030	Delinquent Ad Valorem Taxes	\$ 14,529	\$ 19,813	\$ 14,000	\$ 14,000
15-3-1040	Penalty & Interest	\$ 11,195	\$ 15,568	\$ 11,000	\$ 11,000
15-3-1060	Ad Valorem to TIRZ	\$ -	\$ (71,254)	\$ (71,254)	\$ (81,612)
	Total Ad Valorem Taxes	\$ 845,214	\$ 792,742	\$ 781,654	\$ 796,835
15-3-9100	Interest Income-Bank	\$ 35	\$ -	\$ -	\$ -
15-3-9120	Interest Income-TexPool	\$ 292	\$ 750	\$ 750	\$ 750
15-3-9121	Interest Income-TexStar	\$ 542	\$ -	\$ -	\$ -
	Total Interest Income	\$ 869	\$ 750	\$ 750	\$ 750
	Total Debt Service Revenue	\$ 846,083	\$ 793,492	\$ 782,404	\$ 797,585

Revenue Assumptions:

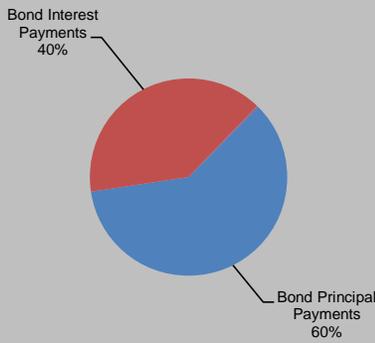
Revenues for the Debt Service Fund are generated by ad valorem taxes and related penalties, interest, and discounts. The ad valorem tax rate is comprised of two components: (1) The operations and maintenance (M&O) rate, used to fund activities of the General Fund; and (2) the debt service rate. The debt service rate is computed according to the truth-in-taxation computations established by the State of Texas. The debt service tax rate is basically the amount of payments on general obligation bonds for the coming year divided by the taxable value for the coming year.

Current tax revenue for the Debt Service Fund was computed using a debt service rate of \$.1110 per \$100 of taxable value and a collection rate of 97%. Delinquent tax revenues (40%), and penalty and interest (30%) are calculated as a percentage of the delinquent taxes receivable at the beginning of the fiscal year.

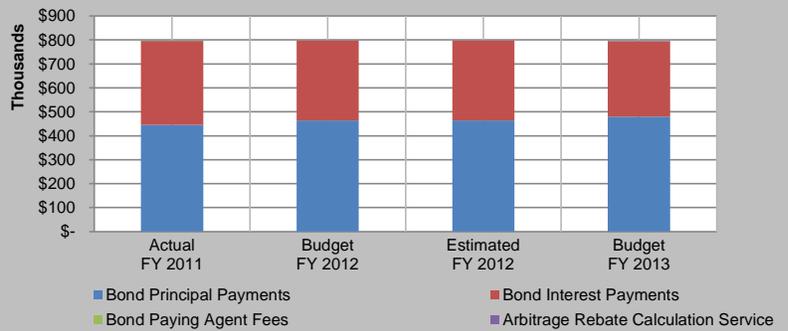
Debt Service Fund Expenditures

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
15-4-015-601	Bond Principal Payments	\$ 445,345	\$ 464,058	\$ 464,058	\$ 479,067
15-4-015-602	Bond Interest Payments	\$ 350,767	\$ 333,492	\$ 333,492	\$ 315,342
15-4-015-603	Bond Paying Agent Fees	\$ 297	\$ 300	\$ 300	\$ 300
15-4-015-604	Arbitrage Rebate Calculation Service	\$ 1,203	\$ 1,500	\$ 1,866	\$ 1,900
Total Debt Service Expenditures		\$ 797,612	\$ 799,350	\$ 799,716	\$ 796,609

Fund Expenditures



Fund Expense History



TIRZ Fund

**City of Belton
Fund Balance Projection
FY 2013**

- TIRZ Fund -

Projected Beginning Fund Balance		\$ 131,302
Budgeted Revenues	\$ 794,554	
Budgeted Expenditures		
Debt Service	\$ 156,919	
Transfers for Projects	\$ 580,000	
Façade Grants	<u>\$ 50,000</u>	
	<u>\$ (786,919)</u>	
Net Impact of Budget on Fund Balance		<u>\$ 7,635</u>
Projected Ending Fund Balance		<u><u>\$ 138,937</u></u>

TIRZ Fund Revenues

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
23-3-1010	City TIRZ	\$ 352,461	\$ 405,482	\$ 410,574	\$ 485,111
23-3-1011	County TIRZ	\$ 204,814	\$ 253,383	\$ 256,186	\$ 309,143
	Total Ad Valorem Tax	\$ 557,275	\$ 658,865	\$ 666,760	\$ 794,254
23-3-9100	Interest Income-Bank	\$ 8	\$ -	\$ -	\$ -
23-3-9120	Interest Income-TexPool	\$ 50	\$ 200	\$ 300	\$ 300
23-3-9121	Interest Income-TexStar	\$ 102	\$ -	\$ -	\$ -
	Total Interest Income	\$ 160	\$ 200	\$ 300	\$ 300
	Total Revenues	\$ 557,435	\$ 659,065	\$ 667,060	\$ 794,554

Revenue Assumptions:

Ad Valorem Tax:

TIRZ ad valorem taxes are generated through the taxation of increased property values in the TIRZ zone. The TIRZ property valuations for both the City and County portions for TIRZ revenues are prepared by the Bell County Appraisal District. The tax levy is then computed by applying the tax rate, set by each governing body, to the TIRZ taxable values. (A discussion of the development of the City tax rate is contained in the "Tax and Bond Information" section of this document.)

Interest Income:

Interest income is projected using a cash flow analysis to estimate investable cash balances. Interest rate trends for the current year are also taken into account in developing the projection. All of the City's idle cash funds are invested in the depository bank, TexPool, or TexStar.

TIRZ Fund Expenditures

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
23-4-023-601	Bond Principal Payments	\$ 95,000	\$ 100,000	\$ 100,000	\$ 105,000
23-4-023-602	Bond Interest Payments	\$ 59,461	\$ 55,548	\$ 55,548	\$ 51,419
23-4-023-604	Arbitrage Rebate Calculation Fees	\$ 448	\$ 500	\$ 448	\$ 500
	Total Debt Service	\$ 154,909	\$ 156,048	\$ 155,996	\$ 156,919
23-4-023-703	Façade Grants	\$ 50,461	\$ 50,000	\$ 30,000	\$ 50,000
	Total Other	\$ 50,461	\$ 50,000	\$ 30,000	\$ 50,000
23-4-023-903	Transfer to GF Cap Projects Fund	\$ 115,000	\$ -	\$ -	\$ -
23-4-023-907	Transfer to Drainage Fund	\$ 16,954	\$ -	\$ -	\$ -
23-4-023-916	Transfer to Park Contribution Fund	\$ -	\$ 50,000	\$ 50,000	\$ 100,000
23-4-023-954	Transfer to Central Ave Fund	\$ 50,000	\$ -	\$ -	\$ -
23-4-023-956	Transfer to Commerce Drive Fund	\$ 150,000	\$ -	\$ -	\$ -
23-4-023-965	Transfer to TIRZ Cap Projects Fund	\$ -	\$ 385,000	\$ 385,000	\$ 480,000
	Total Transfers	\$ 331,954	\$ 435,000	\$ 435,000	\$ 580,000
	Total Expenditures	\$ 537,324	\$ 641,048	\$ 620,996	\$ 786,919

TIRZ

Account Number	Description	Amount
23-4-023-601	Bond Principal Payments - Principal payments on TIRZ bonds	\$ 105,000
602	Bond Interest Payments - Interest payments on TIRZ bonds	\$ 51,419
604	Arbitrage Rebate Calculation Fees - Arbitrage rebate calculation fees on TIRZ bonds	\$ 500
703	Façade Grants - Grants for façade improvements made in the historic downtown area	\$ 50,000
916	Transfer to Park Contributions Fund - Patriot Plaza	\$ 100,000
965	Transfer to TIRZ Capital Projects Fund - Public improvements - to be finalized by TIRZ Board recommendation	\$ 480,000

TAX INFORMATION

TAX RATE

All taxable property within the City is subject to the assessment, levy, and collection of a continuing, direct annual ad valorem tax sufficient to provide for the payment of principal and interest on all general obligation tax debt within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City and limits its maximum ad valorem tax rate to \$2.50 per \$100 assessed valuation for all City purposes. The City Charter limits the tax rate to \$1.90 per \$100 of assessed valuation for all City purposes. The City's FY 2013 rate is well below both of these limits.

By each September 1, or as soon thereafter as practicable, the City Council adopts a tax rate per \$100 assessed valuation for the current year. The tax rate consists of two components: (1) a rate for funding of maintenance and operations expenditures, and (2) a rate for debt service.

STATE REQUIREMENTS

Under the State Tax Code, the City must annually calculate and publicize its "effective tax rate" and "rollback tax rate". The City Council may not adopt a tax rate that produces more revenue than in the prior year until it has held a public hearing on the proposed revenue increase. The hearing is held following a published notice to the taxpayers and otherwise complying with the Tax Code. If the adopted tax rate exceeds the rollback tax rate, the qualified voters of the City by petition, may require that an election be held to determine whether or not to reduce the tax rate adopted for the current year to the rollback rate.

"Effective tax rate" means the rate that will produce last year's maintenance and operation tax levy (adjusted) from this year's values (adjusted). "Adjusted" means lost values are not included in the calculation of last year's taxes and new values are not included in this year's taxable values.

"Rollback tax rate" means the rate that will produce last year's maintenance and operation tax levy (adjusted) multiplied by 1.08 plus a rate that will produce this year's debt service from this year's values (unadjusted) divided by the anticipated tax collection rate.

PAYMENT OF TAXES

Current tax notices are mailed out in early October of each year. Current taxes are due by January 31 of each year and incur penalty and interest after that date. There is a 15% attorney fee added after July 1. The penalty and interest rates are as follows:

<u>Month of Payment</u>	<u>Penalty</u>	<u>Interest</u>	<u>Total</u>
February	6%	1%	7%
March	7%	2%	9%
April	8%	3%	11%
May	9%	4%	13%
June	10%	5%	15%
July	12%	6%	18%

CITY OF BELTON Annual Budget FY 2013

- Tax Structure -

		<u>% of Appraised</u>	<u>Taxes Lost</u>
Total Appraised Value	\$ 1,113,098,626		
Less: Totally Exempt Property	\$ (279,207,009)	25.08%	(\$1,842,208)
Abatements	\$ (11,173,211)	1.00%	(\$73,721)
Over 65 Exemptions	\$ (9,918,011)	0.89%	(\$65,439)
Ag Value Loss	\$ (8,248,950)	0.74%	(\$54,427)
Veterans' 100% HS Exemption	\$ (7,337,002)	0.66%	(\$48,410)
Veterans' Partial Exemptions	\$ (2,374,730)	0.21%	(\$15,668)
Cap on Homestead Increases	\$ (1,087,801)	0.10%	(\$7,177)
Disability Exemptions	\$ (992,676)	0.09%	(\$6,550)
Charitable Organizations	<u>\$ (108,368)</u>	<u>0.01%</u>	<u>(\$715)</u>
 Total Reductions in Value	 \$ (320,447,758)	 28.79%	 (\$2,114,314)
 Taxable Value	 <u>\$ 792,650,868</u>	 71.21%	
 Tax Rate per \$100 Valuation	 \$ 0.6598		
 Estimated Tax Levy	 <u>\$ 5,229,910</u>		
 Estimated Collections at 97%	 <u>\$ 5,073,013</u>		

- Comparison of Taxable Value, Levy and Rates -

	FY 2010	FY 2011	FY 2012	FY 2013
Taxable Value	\$ 719,733,740	\$ 747,923,436	\$ 767,959,433	\$ 792,650,868
Maint & Oper Tax Rate	\$ 0.5360	\$ 0.5397	\$ 0.5405	\$ 0.5488
Debt Service Tax Rate	\$ 0.1190	\$ 0.1153	\$ 0.1135	\$ 0.1110
Total Tax Rate	\$ 0.6550	\$ 0.6550	\$ 0.6540	\$ 0.6598
Tax Levy	\$ 4,714,256	\$ 4,898,899	\$ 5,022,455	\$ 5,229,910



Each \$1,000,000 of taxable valuation at 97% collection produces \$ 6,400



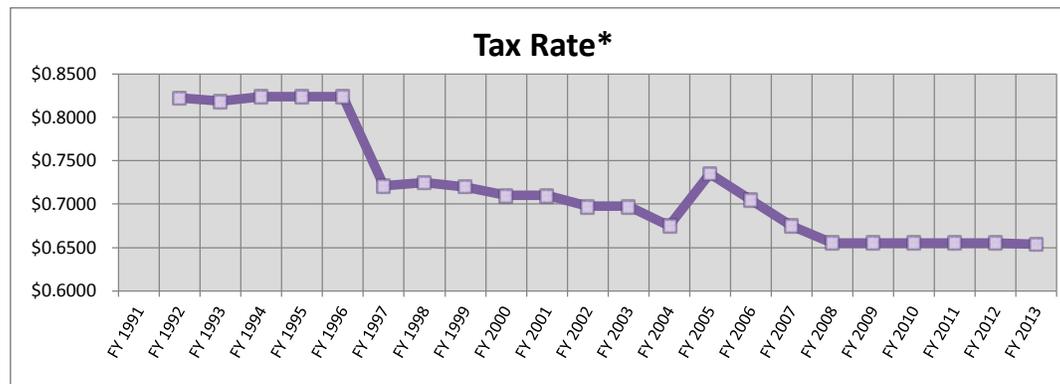
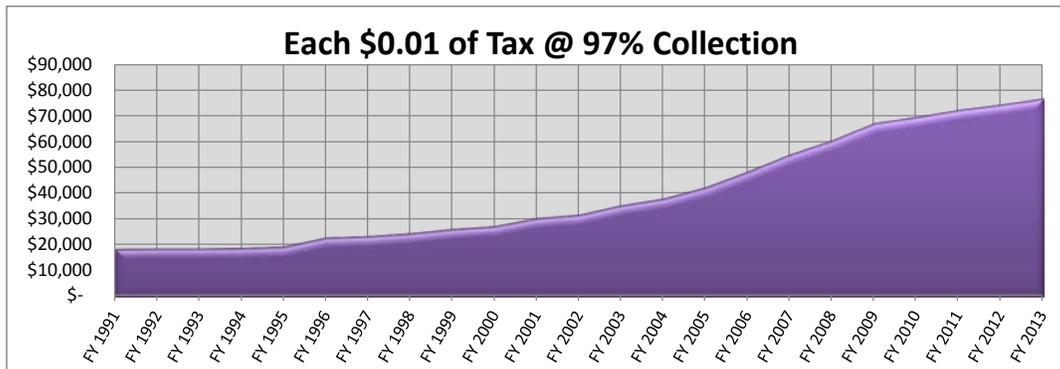
Each \$0.01 of tax at 97% collection produces \$ 76,887

CITY OF BELTON Annual Budget FY 2013

- HISTORICAL TAX DATA -

Fiscal Year	Tax Year	Tax Rate*	Appraised Value	Taxable Value	Tax Levy	Each \$0.01 of tax @ 97% collection	Each \$1M of taxable valuation @ 97% collection
FY 1991	1990	\$ 0.8225	\$ 261,130,395	\$ 192,204,459	\$ 1,580,882	\$ 18,644	\$ 7,978
FY 1992	1991	\$ 0.8185	\$ 264,076,603	\$ 193,946,188	\$ 1,587,450	\$ 18,813	\$ 7,939
FY 1993	1992	\$ 0.8239	\$ 265,669,769	\$ 193,800,269	\$ 1,596,720	\$ 18,799	\$ 7,992
FY 1994	1993	\$ 0.8239	\$ 286,972,981	\$ 196,779,138	\$ 1,621,263	\$ 19,088	\$ 7,992
FY 1995	1994	\$ 0.8239	\$ 295,089,159	\$ 202,417,839	\$ 1,667,721	\$ 19,635	\$ 7,992
FY 1996	1995	\$ 0.7214	\$ 333,615,927	\$ 237,681,604	\$ 1,714,635	\$ 23,055	\$ 6,998
FY 1997	1996	\$ 0.7252	\$ 341,527,581	\$ 243,996,112	\$ 1,769,460	\$ 23,668	\$ 7,034
FY 1998	1997	\$ 0.7200	\$ 354,346,497	\$ 254,733,472	\$ 1,834,081	\$ 24,709	\$ 6,984
FY 1999	1998	\$ 0.7100	\$ 371,900,738	\$ 272,590,935	\$ 1,935,396	\$ 26,441	\$ 6,887
FY 2000	1999	\$ 0.7100	\$ 385,634,427	\$ 283,736,431	\$ 2,014,529	\$ 27,522	\$ 6,887
FY 2001	2000	\$ 0.6975	\$ 428,138,739	\$ 315,721,359	\$ 2,202,156	\$ 30,625	\$ 6,766
FY 2002	2001	\$ 0.6975	\$ 447,228,046	\$ 329,915,935	\$ 2,301,164	\$ 32,002	\$ 6,766
FY 2003	2002	\$ 0.6750	\$ 520,863,662	\$ 366,357,119	\$ 2,472,911	\$ 35,537	\$ 6,548
FY 2004	2003	\$ 0.7350	\$ 553,603,186	\$ 394,021,318	\$ 2,896,057	\$ 38,220	\$ 7,130
FY 2005	2004	\$ 0.7050	\$ 612,116,361	\$ 439,678,942	\$ 3,099,737	\$ 42,649	\$ 6,839
FY 2006	2005	\$ 0.6750	\$ 681,292,912	\$ 502,019,398	\$ 3,388,631	\$ 48,696	\$ 6,548
FY 2007	2006	\$ 0.6550	\$ 750,068,830	\$ 569,777,215	\$ 3,732,041	\$ 55,268	\$ 6,354
FY 2008	2007	\$ 0.6550	\$ 821,610,708	\$ 626,671,977	\$ 4,104,701	\$ 60,787	\$ 6,354
FY 2009	2008	\$ 0.6550	\$ 885,807,551	\$ 694,953,743	\$ 4,551,947	\$ 67,411	\$ 6,354
FY 2010	2009	\$ 0.6550	\$ 970,295,495	\$ 719,733,740	\$ 4,746,286	\$ 69,814	\$ 6,354
FY 2011	2010	\$ 0.6550	\$ 1,003,315,239	\$ 747,923,436	\$ 4,898,899	\$ 72,549	\$ 6,354
FY 2012	2011	\$ 0.6540	\$ 1,057,699,156	\$ 767,959,433	\$ 5,022,455	\$ 74,492	\$ 6,344
FY 2013	2012	\$ 0.6598	\$ 1,104,849,676	\$ 792,650,868	\$ 5,229,910	\$ 76,887	\$ 6,400

* Per \$100 of taxable value.



BONDED DEBT

The cost of acquisition for large capital items and the construction of infrastructure sometimes exceed the amount of funding available from operating revenues and resources. When this occurs, the City may issue long-term debt obligations, typically bonds and certificates of obligation. These issues require greater legal formality than bank loans and some may also require voter approval.

TYPES OF DEBT

The City of Belton has three types of debt outstanding. **General obligation debt** is backed by the full faith and credit of the City; in other words, the debt is guaranteed by a pledge of ad valorem taxes.

Revenue debt is payable from a specific source of revenue and does not affect the ad valorem tax rate. Revenue debt typically has a "coverage" requirement pursuant to the particular debt covenants. Coverage is the ratio of net pledged revenues to related debt service for a specific year. The Economic Development Sales Tax Bonds have a coverage ratio of 1.5 for issuance of parity debt.

Combination debt is backed by a cross-pledge of taxes and revenues from a specific source of revenue. The City's combination debt is repaid with a combination of ad valorem taxes, water and sewer revenues, and sales tax revenues.

A schedule of outstanding debt issues and debt service requirements appears on the immediately following pages.

DEBT LIMIT

No direct funded debt limitation is imposed on the City under current State law or the City Charter. Article XI, Section 5, of the Texas Constitution is applicable to the City, and limits its maximum ad valorem rate to \$2.50 per \$100 of assessed valuation for all City purposes. The City Charter limits the tax rate to \$1.90 per \$100 of assessed valuation for all City purposes. Administratively, the Attorney General of the State of Texas will permit allocation of \$1.25 of the maximum tax rate for general obligation debt service. The City's FY 2013 tax rate is well below all of the aforementioned limits.

Assessed Value, 2012 (FY 2013) Tax Roll	\$792,650,868
Limit on Amount Designated for Debt Service	<u> x 1.25%</u>
Legal Debt Limit	\$ 9,908,136
General Obligation Debt Service FY 2013	\$ 794,409

City of Belton Annual Budget FY 2013

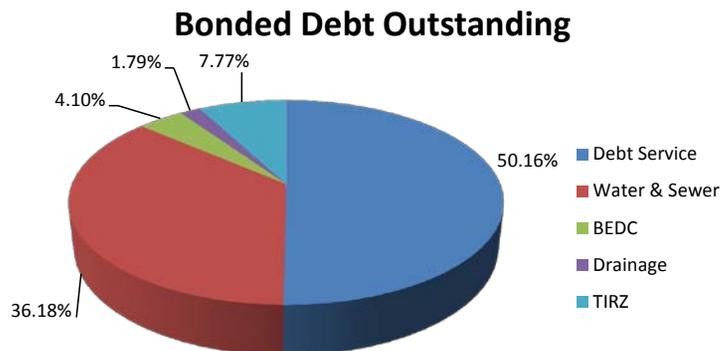
City Wide Bonded Debt

By Issue:

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding 10/01/12
		Low	High		
2002 Refunding - W/S	02/01/2016	3.35%	3.35%	\$ 2,301,140	\$ 275,000
2002 CO's - GO & W/S	08/01/2022	4.40%	4.40%	\$ 4,644,159	\$ 3,080,000
2003 GO's	08/01/2023	4.15%	4.15%	\$ 2,480,000	\$ 1,750,000
2005 GO's	08/01/2025	3.54%	3.54%	\$ 4,500,000	\$ 2,985,000
2007 CO's - GO, W/S, & TIRZ	08/01/2027	4.13%	4.13%	\$ 5,365,000	\$ 4,615,000
2008 CO's - GO, W/S, & Drainage	08/01/2028	4.19%	4.19%	\$ 2,000,000	\$ 1,710,000
2009 Refunding - W/S & BEDC	08/01/2017	2.00%	2.50%	\$ 2,320,000	\$ 1,600,000
Total Bonded Debt Outstanding					\$ 16,015,000

By Fund:

Issue	Last Maturity Date	---Interest Rates---		Original Issues	Outstanding 10/01/12
		Low	High		
GO Debt	08/01/2028	3.54%	4.40%	\$ 10,978,710	\$ 8,033,055
Water & Sewer	08/01/2028	2.00%	4.40%	\$ 9,629,461	\$ 5,794,520
BEDC	08/01/2017	2.00%	2.50%	\$ 952,128	\$ 656,000
Drainage	08/01/2028	4.19%	4.19%	\$ 335,000	\$ 286,425
TIRZ	08/01/2022	4.13%	4.13%	\$1,715,000	\$ 1,245,000
Total Bonded Debt Outstanding					\$ 16,015,000



CITY OF BELTON
Annual Budget
FY 2013

City Wide Debt
- Schedule of Requirements -

Fiscal Year	2002 Refunding		2002 CO's		2003 GO's		2005 GO's	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
FY 2013	\$ 65,000	\$ 8,124	\$ 255,000	\$ 135,520	\$ 125,000	\$ 72,625	\$ 195,000	\$ 105,669
FY 2014	\$ 70,000	\$ 5,863	\$ 260,000	\$ 124,300	\$ 130,000	\$ 67,438	\$ 225,000	\$ 98,766
FY 2015	\$ 70,000	\$ 3,518	\$ 275,000	\$ 112,860	\$ 135,000	\$ 62,043	\$ 230,000	\$ 90,801
FY 2016	\$ 70,000	\$ 1,173	\$ 280,000	\$ 100,760	\$ 145,000	\$ 56,440	\$ 230,000	\$ 82,659
FY 2017			\$ 360,000	\$ 88,440	\$ 150,000	\$ 50,423	\$ 240,000	\$ 74,517
FY 2018			\$ 320,000	\$ 72,600	\$ 155,000	\$ 44,198	\$ 250,000	\$ 66,021
FY 2019			\$ 310,000	\$ 58,520	\$ 165,000	\$ 37,765	\$ 255,000	\$ 57,171
FY 2020			\$ 325,000	\$ 44,880	\$ 175,000	\$ 30,918	\$ 260,000	\$ 48,144
FY 2021			\$ 340,000	\$ 30,580	\$ 180,000	\$ 23,655	\$ 270,000	\$ 38,940
FY 2022			\$ 355,000	\$ 15,620	\$ 190,000	\$ 16,185	\$ 275,000	\$ 29,382
FY 2023					\$ 200,000	\$ 8,300	\$ 265,000	\$ 19,647
FY 2024							\$ 140,000	\$ 10,266
FY 2025							\$ 150,000	\$ 5,310
FY 2026								
FY 2027								
FY 2028								
Totals	\$ 275,000	\$ 18,678	\$ 3,080,000	\$ 784,080	\$ 1,750,000	\$ 469,990	\$ 2,985,000	\$ 727,293

Fiscal Year	2007 CO's		2008 CO's		2009 Refunding		Annual Totals		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
FY 2013	\$ 190,000	\$ 190,600	\$ 75,000	\$ 71,648	\$ 335,000	\$ 34,837	\$ 1,240,000	\$ 619,023	\$ 1,859,023
FY 2014	\$ 205,000	\$ 182,753	\$ 80,000	\$ 68,507	\$ 345,000	\$ 28,137	\$ 1,315,000	\$ 575,764	\$ 1,890,764
FY 2015	\$ 215,000	\$ 174,286	\$ 85,000	\$ 65,154	\$ 350,000	\$ 21,237	\$ 1,360,000	\$ 529,899	\$ 1,889,899
FY 2016	\$ 230,000	\$ 165,407	\$ 90,000	\$ 61,593	\$ 355,000	\$ 13,363	\$ 1,400,000	\$ 481,395	\$ 1,881,395
FY 2017	\$ 235,000	\$ 155,907	\$ 90,000	\$ 57,822	\$ 215,000	\$ 5,375	\$ 1,290,000	\$ 432,484	\$ 1,722,484
FY 2018	\$ 390,000	\$ 146,202	\$ 95,000	\$ 54,052			\$ 1,210,000	\$ 383,073	\$ 1,593,073
FY 2019	\$ 400,000	\$ 130,095	\$ 100,000	\$ 50,070			\$ 1,230,000	\$ 333,621	\$ 1,563,621
FY 2020	\$ 415,000	\$ 113,575	\$ 105,000	\$ 45,880			\$ 1,280,000	\$ 283,397	\$ 1,563,397
FY 2021	\$ 430,000	\$ 96,435	\$ 110,000	\$ 41,481			\$ 1,330,000	\$ 231,091	\$ 1,561,091
FY 2022	\$ 445,000	\$ 78,677	\$ 110,000	\$ 36,871			\$ 1,375,000	\$ 176,735	\$ 1,551,735
FY 2023	\$ 275,000	\$ 60,298	\$ 115,000	\$ 32,263			\$ 855,000	\$ 120,508	\$ 975,508
FY 2024	\$ 285,000	\$ 48,941	\$ 120,000	\$ 27,445			\$ 545,000	\$ 86,652	\$ 631,652
FY 2025	\$ 290,000	\$ 37,170	\$ 125,000	\$ 22,416			\$ 565,000	\$ 64,896	\$ 629,896
FY 2026	\$ 300,000	\$ 25,193	\$ 130,000	\$ 17,178			\$ 430,000	\$ 42,371	\$ 472,371
FY 2027	\$ 310,000	\$ 12,802	\$ 135,000	\$ 11,732			\$ 445,000	\$ 24,534	\$ 469,534
FY 2028			\$ 145,000	\$ 6,076			\$ 145,000	\$ 6,076	\$ 151,076
Totals	\$ 4,615,000	\$ 1,618,341	\$ 1,710,000	\$ 670,188	\$ 1,600,000	\$ 102,949	\$ 16,015,000	\$ 4,391,519	\$ 20,406,519

**City of Belton
Annual Budget
FY 2013**

**General Obligation Debt
- Schedule of Bonded Debt -**

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding 10/01/12
		Low	High		
2002 CO's - GO Portion	08/01/2013	4.40%	4.40%	\$ 283,710	\$ 28,380
2003 GO's	08/01/2023	4.15%	4.15%	\$ 2,480,000	\$ 1,750,000
2005 GO's	08/01/2025	3.54%	3.54%	\$ 4,500,000	\$ 2,985,000
2007 CO's - GO Portion	08/01/2027	4.13%	4.13%	\$ 2,230,000	\$ 2,000,000
2008 CO's - GO Portion	08/01/2028	4.19%	4.19%	<u>\$ 1,485,000</u>	<u>\$ 1,269,675</u>
				\$ 10,978,710	
Total General Obligation Debt Outstanding					<u>\$ 8,033,055</u>

CITY OF BELTON
Annual Budget
FY 2013

General Obligation Debt
- Schedule of Requirements -

Fiscal Year	2002 CO's GO Portion		2003 GO's		2005 GO's	
	Principal	Interest	Principal	Interest	Principal	Interest
FY 2013	\$ 28,380	\$ 1,249	\$ 125,000	\$ 72,625	\$ 195,000	\$ 105,669
FY 2014			\$ 130,000	\$ 67,438	\$ 225,000	\$ 98,766
FY 2015			\$ 135,000	\$ 62,043	\$ 230,000	\$ 90,801
FY 2016			\$ 145,000	\$ 56,440	\$ 230,000	\$ 82,659
FY 2017			\$ 150,000	\$ 50,423	\$ 240,000	\$ 74,517
FY 2018			\$ 155,000	\$ 44,198	\$ 250,000	\$ 66,021
FY 2019			\$ 165,000	\$ 37,765	\$ 255,000	\$ 57,171
FY 2020			\$ 175,000	\$ 30,918	\$ 260,000	\$ 48,144
FY 2021			\$ 180,000	\$ 23,655	\$ 270,000	\$ 38,940
FY 2022			\$ 190,000	\$ 16,185	\$ 275,000	\$ 29,382
FY 2023			\$ 200,000	\$ 8,300	\$ 265,000	\$ 19,647
FY 2024					\$ 140,000	\$ 10,266
FY 2025					\$ 150,000	\$ 5,310
FY 2026						
FY 2027						
FY 2028						
Totals	\$ 28,380	\$ 1,249	\$ 1,750,000	\$ 469,990	\$ 2,985,000	\$ 727,293

Fiscal Year	2007 CO's GO Portion		2008 CO's GO Portion		Annual Totals		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
FY 2013	\$ 75,000	\$ 82,600	\$ 55,687	\$ 53,199	\$ 479,067	\$ 315,342	\$ 794,409
FY 2014	\$ 85,000	\$ 79,503	\$ 59,400	\$ 50,866	\$ 499,400	\$ 296,573	\$ 795,973
FY 2015	\$ 95,000	\$ 75,992	\$ 63,112	\$ 48,377	\$ 523,112	\$ 277,213	\$ 800,325
FY 2016	\$ 105,000	\$ 72,069	\$ 66,825	\$ 45,733	\$ 546,825	\$ 256,901	\$ 803,726
FY 2017	\$ 105,000	\$ 67,732	\$ 66,825	\$ 42,933	\$ 561,825	\$ 235,605	\$ 797,430
FY 2018	\$ 115,000	\$ 63,395	\$ 70,538	\$ 40,133	\$ 590,538	\$ 213,747	\$ 804,285
FY 2019	\$ 120,000	\$ 58,646	\$ 74,250	\$ 37,177	\$ 614,250	\$ 190,759	\$ 805,009
FY 2020	\$ 125,000	\$ 53,690	\$ 77,963	\$ 34,066	\$ 637,963	\$ 166,818	\$ 804,781
FY 2021	\$ 135,000	\$ 48,527	\$ 81,675	\$ 30,800	\$ 666,675	\$ 141,922	\$ 808,597
FY 2022	\$ 150,000	\$ 42,952	\$ 81,675	\$ 27,377	\$ 696,675	\$ 115,896	\$ 812,571
FY 2023	\$ 170,000	\$ 36,757	\$ 85,387	\$ 23,955	\$ 720,387	\$ 88,659	\$ 809,046
FY 2024	\$ 175,000	\$ 29,736	\$ 89,100	\$ 20,378	\$ 404,100	\$ 60,380	\$ 464,480
FY 2025	\$ 175,000	\$ 22,508	\$ 92,812	\$ 16,644	\$ 417,812	\$ 44,462	\$ 462,274
FY 2026	\$ 180,000	\$ 15,281	\$ 96,525	\$ 12,755	\$ 276,525	\$ 28,036	\$ 304,561
FY 2027	\$ 190,000	\$ 7,847	\$ 100,238	\$ 8,711	\$ 290,238	\$ 16,558	\$ 306,796
FY 2028			\$ 107,663	\$ 4,511	\$ 107,663	\$ 4,511	\$ 112,174
Totals	\$ 2,000,000	\$ 757,235	\$ 1,269,675	\$ 497,615	\$ 8,033,055	\$ 2,453,382	\$10,486,437

**City of Belton
Annual Budget
FY 2013**

**Water & Sewer Debt
- Schedule of Bonded Debt -**

Issue	Maturity Date	Interest Rates		Original Issue	Outstanding 10/01/12
		Low	High		
2002 Refunding - W&S Portion	02/01/2016	3.35%	3.35%	\$ 2,301,140	\$ 275,000
2002 CO's - W&S Portion	08/01/2022	4.40%	4.40%	\$ 4,360,449	\$ 3,051,620
2007 CO's - W&S Portion	08/01/2027	4.13%	4.13%	\$ 1,420,000	\$ 1,370,000
2008 CO's - W&S Portion	08/01/2028	4.19%	4.19%	\$ 180,000	\$ 153,900
2009 Refunding - W&S Portion	08/01/2017	2.00%	2.50%	<u>\$ 1,367,872</u>	<u>\$ 944,000</u>
				\$ 9,629,461	
Total Revenue Debt Outstanding					<u>\$ 5,794,520</u>

**CITY OF BELTON
Annual Budget
FY 2013**

**Water & Sewer Debt
- Schedule of Requirements -**

Fiscal Year	2002 Refunding Revenue Portion		2002 CO's Revenue Portion		2007 CO's Revenue Portion	
	Principal	Interest	Principal	Interest	Principal	Interest
FY 2013	\$ 65,000	\$ 8,124	\$ 226,620	\$ 134,271	\$ 10,000	\$ 56,581
FY 2014	\$ 70,000	\$ 5,863	\$ 260,000	\$ 124,300	\$ 10,000	\$ 56,168
FY 2015	\$ 70,000	\$ 3,518	\$ 275,000	\$ 112,860	\$ 10,000	\$ 55,755
FY 2016	\$ 70,000	\$ 1,173	\$ 280,000	\$ 100,760	\$ 10,000	\$ 55,342
FY 2017			\$ 360,000	\$ 88,440	\$ 10,000	\$ 54,929
FY 2018			\$ 320,000	\$ 72,600	\$ 150,000	\$ 54,516
FY 2019			\$ 310,000	\$ 58,520	\$ 150,000	\$ 48,321
FY 2020			\$ 325,000	\$ 44,880	\$ 150,000	\$ 42,126
FY 2021			\$ 340,000	\$ 30,580	\$ 150,000	\$ 35,931
FY 2022			\$ 355,000	\$ 15,620	\$ 150,000	\$ 29,736
FY 2023					\$ 105,000	\$ 23,541
FY 2024					\$ 110,000	\$ 19,205
FY 2025					\$ 115,000	\$ 14,662
FY 2026					\$ 120,000	\$ 9,912
FY 2027					\$ 120,000	\$ 4,955
FY 2028						
Totals	\$ 275,000	\$ 18,678	\$ 3,051,620	\$ 782,831	\$ 1,370,000	\$ 561,680

Fiscal Year	2008 CO's Revenue Portion		2009 Refunding		Annual Totals		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
FY 2013	\$ 6,750	\$ 6,448	\$ 197,650	\$ 20,554	\$ 506,020	\$ 225,978	\$ 731,998
FY 2014	\$ 7,200	\$ 6,166	\$ 203,550	\$ 16,601	\$ 550,750	\$ 209,098	\$ 759,848
FY 2015	\$ 7,650	\$ 5,864	\$ 206,500	\$ 12,530	\$ 569,150	\$ 190,527	\$ 759,677
FY 2016	\$ 8,100	\$ 5,543	\$ 209,450	\$ 7,884	\$ 577,550	\$ 170,702	\$ 748,252
FY 2017	\$ 8,100	\$ 5,204	\$ 126,850	\$ 3,171	\$ 504,950	\$ 151,744	\$ 656,694
FY 2018	\$ 8,550	\$ 4,865			\$ 478,550	\$ 131,981	\$ 610,531
FY 2019	\$ 9,000	\$ 4,506			\$ 469,000	\$ 111,347	\$ 580,347
FY 2020	\$ 9,450	\$ 4,129			\$ 484,450	\$ 91,135	\$ 575,585
FY 2021	\$ 9,900	\$ 3,733			\$ 499,900	\$ 70,244	\$ 570,144
FY 2022	\$ 9,900	\$ 3,318			\$ 514,900	\$ 48,674	\$ 563,574
FY 2023	\$ 10,350	\$ 2,904			\$ 115,350	\$ 26,445	\$ 141,795
FY 2024	\$ 10,800	\$ 2,470			\$ 120,800	\$ 21,675	\$ 142,475
FY 2025	\$ 11,250	\$ 2,017			\$ 126,250	\$ 16,679	\$ 142,929
FY 2026	\$ 11,700	\$ 1,546			\$ 131,700	\$ 11,458	\$ 143,158
FY 2027	\$ 12,150	\$ 1,056			\$ 132,150	\$ 6,011	\$ 138,161
FY 2028	\$ 13,050	\$ 547			\$ 13,050	\$ 547	\$ 13,597
Totals	\$ 153,900	\$ 60,316	\$ 944,000	\$ 60,740	\$ 5,794,520	\$ 1,484,245	\$ 7,278,765

**City of Belton
Annual Budget
FY 2013**

**Economic Development Debt
- Schedule of Bonded Debt -**

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding 10/01/12
		Low	High		
2009 Refunding - ED Portion	08/01/2017	2.00%	2.50%	\$ 952,128	<u>\$ 656,000</u>
Total Revenue Bonds Outstanding					<u>\$ 656,000</u>

**CITY OF BELTON
Annual Budget
FY 2013**

**Economic Development Debt
- Schedule of Requirements -**

Fiscal Year	2009 Refunding DC Portion		Total
	Principal	Interest	
FY 2013	\$ 137,350	\$ 14,283	\$ 151,633
FY 2014	\$ 141,450	\$ 11,536	\$ 152,986
FY 2015	\$ 143,500	\$ 8,707	\$ 152,207
FY 2016	\$ 145,550	\$ 5,479	\$ 151,029
FY 2017	\$ 88,150	\$ 2,204	\$ 90,354
Totals	\$ 656,000	\$ 42,209	\$ 698,209

**City of Belton
Annual Budget
FY 2013**

**Drainage Debt
- Schedule of Bonded Debt -**

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding 10/01/12
		Low	High		
2008 CO's - Drainage Portion	08/01/2028	4.19%	4.19%	\$ 335,000	<u>\$ 286,425</u>
Total General Obligation Debt Outstanding					<u>\$ 286,425</u>

**CITY OF BELTON
Annual Budget
FY 2013**

**Drainage Debt
- Schedule of Requirements -**

Fiscal Year	2008 CO's GO Portion		Annual Totals
	Principal	Interest	Total
FY 2013	\$ 12,563	\$ 12,001	\$ 24,564
FY 2014	\$ 13,400	\$ 11,475	\$ 24,875
FY 2015	\$ 14,238	\$ 10,913	\$ 25,151
FY 2016	\$ 15,075	\$ 10,317	\$ 25,392
FY 2017	\$ 15,075	\$ 9,685	\$ 24,760
FY 2018	\$ 15,912	\$ 9,054	\$ 24,966
FY 2019	\$ 16,750	\$ 8,387	\$ 25,137
FY 2020	\$ 17,587	\$ 7,685	\$ 25,272
FY 2021	\$ 18,425	\$ 6,948	\$ 25,373
FY 2022	\$ 18,425	\$ 6,176	\$ 24,601
FY 2023	\$ 19,263	\$ 5,404	\$ 24,667
FY 2024	\$ 20,100	\$ 4,597	\$ 24,697
FY 2025	\$ 20,938	\$ 3,755	\$ 24,693
FY 2026	\$ 21,775	\$ 2,877	\$ 24,652
FY 2027	\$ 22,612	\$ 1,965	\$ 24,577
FY 2028	\$ 24,287	\$ 1,018	\$ 25,305
Totals	\$ 286,425	\$ 112,257	\$ 398,682

**City of Belton
Annual Budget
FY 2013**

**TIRZ Debt
- Schedule of Bonded Debt -**

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding 10/01/12
		Low	High		
2007 CO's - TIRZ Portion	08/01/2022	4.13%	4.13%	\$ 1,715,000	<u>\$ 1,245,000</u>
Total Revenue Bonds Outstanding October 1, 2010					<u><u>\$ 1,245,000</u></u>

**CITY OF BELTON
Annual Budget
FY 2013**

**TIRZ Debt
- Schedule of Requirements -**

Fiscal Year	2007 CO's TIRZ Portion		
	Principal	Interest	Total
FY 2013	\$ 105,000	\$ 51,419	\$ 156,419
FY 2014	\$ 110,000	\$ 47,082	\$ 157,082
FY 2015	\$ 110,000	\$ 42,539	\$ 152,539
FY 2016	\$ 115,000	\$ 37,996	\$ 152,996
FY 2017	\$ 120,000	\$ 33,246	\$ 153,246
FY 2018	\$ 125,000	\$ 28,291	\$ 153,291
FY 2019	\$ 130,000	\$ 23,128	\$ 153,128
FY 2020	\$ 140,000	\$ 17,759	\$ 157,759
FY 2021	\$ 145,000	\$ 11,977	\$ 156,977
FY 2022	\$ 145,000	\$ 5,989	\$ 150,989
Totals	\$ 1,245,000	\$ 299,426	\$ 1,544,426



CAPITAL OUTLAY

Capital outlay is the expenditure of funds for the acquisition of or addition to a government's fixed assets. **Fixed assets** are long-lived tangible assets including buildings and improvements, equipment, vehicles, land, and infrastructure. **Infrastructure assets** are public domain fixed assets such as roads, bridges, streets, drainage systems, water mains, and similar assets that are immovable and of value only to the government.

The City of Belton capital outlay requirements can be grouped into three broad categories:

1. Those of a recurring or repetitive nature;
2. Those of a one-time or non-recurring nature; and
3. Infrastructure.

An example of recurring capital outlay would be vehicles, which must be regularly replaced. This type of capital outlay is scheduled according to a rolling replacement list developed by staff and the maintenance shop. The schedule is reviewed and revised each year during the budget process to determine which items will be funded in the budget.

One-time or non-recurring capital outlay expenditures are requested by department heads and must be justified on the basis of need, cost, and improvement of service level or operations. Department heads must rank these types of items in order of importance in making their budget request. A list of capital outlay budgeted out of operating funds for FY 2013 appears on the immediately following pages.

Infrastructure outlays are developed using long-range plans for streets, water, sewer, and drainage. Staff, council, and the City's engineers developed these long-range plans. The list of slated infrastructure projects is reviewed and revised each year during the budget process. Some projects must wait until sufficient funding is available. Other projects are of such magnitude that they require a bond issue to provide funding. Certificates of Obligation were issued in 2007 to fund street, water, sewer, and building projects. Details of this CO issue are contained in this section.

The City utilizes **capital project funds** to account for resources to be used for the acquisition and construction of major capital outlay, or projects that extend over more than one fiscal year. This serves to improve scheduling while avoiding the difficulties encountered with re-appropriation of partially completed projects in the annual budget cycle. The capital project funds are detailed later in this section.

For FY 2013, the proposed capital expenditures will not require additional manpower or significant operating costs. The larger infrastructure projects are either replacement items with operating costs already built into the operating budget, or new construction not materially affecting operational costs due to their new condition.

CITY OF BELTON
Capital Outlay from Operating Funds
FY 2013

Department/Division	Amount	New	Replacement	Impact on Operating Budget
GENERAL FUND				
<u>01-052: Police - Operations</u>				
Patrol unit	\$ 43,950		✓	
<u>01-110: Library</u>				
Transfer to Book Fund	\$ 25,000			
<u>01-120: Other Costs</u>				
Transfer to Capital Equipment Fund (Transfer will only be made based on the results of the mid-year budget review)	\$ 100,000	✓	✓	
Total General Fund	\$ 168,950			\$ -
WATER & SEWER FUND				
<u>02-201: Util Admin - Operations</u>				
Pickup truck	\$ 16,000		✓	
<u>02-210: Water</u>				
Rehab two water tanks	\$ 630,000		✓	Future R&M
Water meters	\$ 45,000	✓	✓	\$ -
<u>02-222: Sewer - Lift Stations</u>				
Grinder pump for Pecan Street lift station	\$ 20,000		✓	
Total Water & Sewer Fund	\$ 711,000			\$ -
ECONOMIC DEVELOPMENT FUND				
<u>05-501: Operations</u>				
PUD Infrastructure	\$ 150,000	✓		Future R&M
Total Economic Development Fund	\$ 150,000			\$ -
DRAINAGE FUND				
<u>07-080: Drainage</u>				
Flood monitoring station	\$ 5,000	✓		
Drainage projects	\$ 50,000	✓		Future R&M
Total Drainage Fund	\$ 55,000			\$ -

CITY OF BELTON
- General Capital Equipment Fund -
FY 2013

Department	Description	Amount	New	Replacement	Impact on Operating Budget
Estimated Balance 10/01/2012		\$ 386,603			
Administration	Computer Equipment	\$ 2,500	✓		\$ 200
Finance	HR Software - 75%	\$ 34,000	✓		\$ -
Fire	Extrication/rescue tool	\$ 30,727		✓	\$ (1,000)
Fire	RMS Software	\$ 5,600		✓	\$ -
Police	AVL System	\$ 8,000	✓		\$ 500
Info Technology	Rackmount tape library	\$ 6,364	✓		\$ 100
Info Technology	Symantec Backup Exec	\$ 2,193	✓		\$ -
Info Technology	Website Redesign	\$ 5,625		✓	\$ -
Parks-Maintenance	Pickup with tool box	\$ 20,000		✓	\$ (500)
Parks-Comm Center	Stacking chairs	\$ 5,570			\$ -
Library	Exterior renovations	\$ 20,000		✓	\$ -
Total General Capital Equipment		\$ 140,579			\$ (700)
Estimated Balance September 30, 2013		\$ 246,024			

The General Fund Capital Equipment Fund is used to accumulate funds for large equipment purchases, not able to be funded in one budget year, or for equipment that may have funding from several different sources. Additionally, department managers are encouraged to be frugal with their operating budgets, and are allowed to request transfer of operating budget balances at year end into this fund for equipment needs.

CITY OF BELTON

- General Capital Projects Fund -

FY 2013

Estimated Balance October 1, 2012 \$ **407,839**

Projects:		Description
Liberty Valley	\$ 20,000	City share of street extension
Lake-to-Lake Road ROW	\$ 10,000	ROW for future road
Courtroom Remodel	\$ 5,000	Replace worn carpeting
BEDC Website	\$ 13,520	Revamp of website
TIRZ Sidewalk Project	\$ 26,109	Sidewalks along Sparta Road & downtown area
East Street Alley Paving	\$ 11,426	Paving alleyway between First & Central
Spring Street Project	\$ 47,455	City share of street extension
Auction Barn Road	\$ 18,500	Driveway and ROW
Legacy Landing	<u>\$ 38,750</u>	City share of street extension

Total General Capital Projects \$ 190,760

Unallocated \$ **217,079**

The General Fund Capital Projects Fund is used to account for projects that may have funding from several different sources and projects that are funded in an operating budget and expected to extend beyond the funding year. Additionally, department managers are encouraged to be frugal with their operating budgets, and are allowed to request usage of operating budget balances at year end for equipment needs.

CITY OF BELTON
- Water & Sewer Capital Projects -
FY 2013

Estimated Balance October 1, 2012 \$ **774,924**

Sources:

Transfer from W&S Fund	\$	150,000
UMHB Repayment	\$	200,000

Projects:

		Description
HR Software	\$	8,500 25% of HR software project
Automated Meter Reading	\$	75,000 Pilot project
UMHB Wastewater Project	\$	339,100 To be reimbursed by UMHB
TBRSS Expansion Costs	<u>\$</u>	<u>186,188</u> Land & engineering for plant expansion

Net Activity for Fiscal Year 2013 \$ (258,788)

Unallocated \$ **516,136**

The Water & Sewer Fund Capital Projects Fund is used to account for projects that may have funding from several different sources and projects that are funded in an operating budget and expected to extend beyond the funding year. Additionally, department managers are encouraged to be frugal with their operating budgets, and are allowed to request usage of operating budget balances at year end for equipment needs.

CITY OF BELTON
- 2007 Certificates of Obligation -
FY 2013

	<u>Water & Sewer</u>	<u>General Fund</u>	<u>TIRZ</u>
Estimated Balance October 1, 2012	\$ 327,985	\$ 47,413	\$ 193,940
<u>Commitments/Estimates:</u>			
Rehab Water Tanks	\$ 210,000	\$ -	\$ -
Lampasas River WWT Plant Study	\$ 24,900	\$ -	\$ -
Piazza Development Agreement	\$ 43,085	\$ -	\$ -
Unallocated Balance	<u>\$ 50,000</u>	<u>\$ 47,413</u>	<u>\$ 193,940</u>

Water & Sewer Projects

Project Description: Replacing and extending existing water and sewer lines and mains.

Benefit:

- The inspection and rehabilitation of the Miller Heights and Loop 121 water tanks will extend the life of these vital structures, and ensure the safe potable water system in Belton.
- Lampasas River Wastewater Treatment Plant project will provide the preliminary design study for a sewer plant in the Lampasas River basin.
- The Piazza development agreement will fund the upsizing of a water line for future expansion and ultimate area development.

Impact on Operating Budget:

The rehabilitation of the Miller Heights and Loop 121 water tanks are routine projects that will extend the life of these vital structures. The project will consist of thorough inspection to develop a rehabilitation plan for both tanks to include patching, welding, and painting of the tanks.

The Lampasas River Wastewater Treatment Plant project will not affect current operational budgets, but could have a significant impact on future operations if and when built.

The Piazza development agreement provides that the City will pay to oversize a water line from 8" to 12", to provide for future extension and ultimate area development. This project will marginally increase operating costs, as utility services expand to these areas. These increases will be offset by increasing revenues from these new services.

CITY OF BELTON - 2007 Certificates of Obligation - FY 2013

General Fund

All of the original projects funded by the 2007 TIRZ funds have been completed. Staff will develop a list of potential projects for consideration by the City Council. Eligible projects include streets, parks, and buildings.

TIRZ Projects

All of the original projects funded by the 2007 TIRZ funds have been completed. Staff will develop a list of potential projects for consideration by the TIRZ Board and City Council. All TIRZ projects must be within the boundaries of the TIRZ zone.



ORDINANCE NO. 2012-31

AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE CITY OF BELTON FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND ENDING SEPTEMBER 30, 2013.

WHEREAS, the budget for the fiscal year beginning October 1, 2012, and ending September 30, 2013, and containing expenditures as follows: General Fund - \$11,224,915 Water & Sewer Fund - \$5,873,528, Economic Development Fund - \$2,196,328, Drainage Fund - \$270,200, Hotel/Motel Fund - \$152,500, Debt Service Fund - \$796,609, and TIRZ Fund - \$786,919, was duly presented to the City Council by the City Manager, and a Public Hearing was ordered by the City Council of the City of Belton and public notice of said Hearing was caused to be given by the City Council and said notice was published in the Belton Journal, and said Public Hearing was held according to notice.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Belton, Texas, that said budget for the City of Belton for the fiscal year beginning October 1, 2012, be, and the same is hereby adopted, and it is ordered that a true copy of the budget as approved be filed with the office of the County Clerk of Bell County, Texas, the State Comptroller at Austin, Texas and attached to this ordinance.

PASSED AND APPROVED this the 11th day of September, 2012.



Jim Covington, Mayor

ATTEST:



Connie Torres, City Clerk

TAX ORDINANCE NO. 2012-32

AN ORDINANCE LEVYING AD VALOREM TAX FOR PAYMENT OF OUTSTANDING DEBTS OF THE CITY OF BELTON FOR THE FISCAL YEAR 2013 (TAX YEAR 2012), TOGETHER WITH INTEREST THEREON, LEVYING TAXES FOR GENERAL FUND PURPOSES, AS PROVIDED BY THE STATUTES OF TEXAS; PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID; PROVIDING FOR A PENALTY AND INTEREST ON ALL DELINQUENT AD VALOREM TAXES; AND PROVIDING THAT IF ANY PART OF THIS ORDINANCE BE HELD INVALID BY COURT, SUCH FINDING SHALL NOT AFFECT ANY OTHER PART OF THIS ORDINANCE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELTON:

SECTION ONE: That there shall be and is hereby levied a City Ad Valorem Tax for the fiscal year 2013 (tax year 2012), on all property, real and personal, with the exception of personal vehicles, within the Corporation Limits of the City of Belton, not exempt from taxation by the laws of the State of Texas, as follows, to wit:

1. For the purpose of paying the general current expenses of the City Government the sum of \$.5488 on the \$100.00 assessed valuation.
2. For the purpose of paying interest and creating a Sinking Fund to pay all outstanding indebtedness of the City of Belton, at maturity, as required by the Constitution and Statutes of the State of Texas, the sum of \$.1110 on the \$100.00 valuation of property assessed in the City of Belton.

SECTION TWO: That all taxes levied herein shall be due and payable on the 1st day of October, 2012.

SECTION THREE: That taxes permitted under this ordinance shall be due on October 1, 2012 and if not paid on or before January 31, 2013 shall immediately become delinquent, and there shall be and is hereby assessed against each such person and property, a penalty as provided by State statutes.

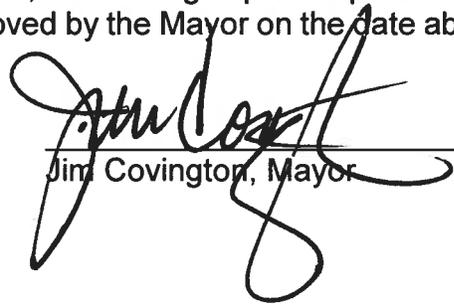
SECTION FOUR: All taxes shall become a lien upon the property against which assessed, and the City Assessor and Collector of the City of Belton is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City of Belton, shall by virtue of the tax

rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest. All delinquent taxes shall bear interest from date of delinquency at the rate prescribed by State Statute.

SECTION FIVE: All taxes herein levied are made payable in current moneys of the United States of America.

SECTION SIX: IT IS FURTHER ORDERED AND PROVIDED that in case any section, phrase or sentence of this ordinance shall be declared invalid for any reasons by a court of competent jurisdiction, such holding or finding shall not have the effect or result of invalidating any other section or part of this ordinance.

PASSED AND APPROVED this the 11th day of September, 2012, at a regular meeting of the City Council of the City of Belton, there being a quorum present, by the vote of 5 ayes and 0 nays, and approved by the Mayor on the date above set out.



Jim Covington, Mayor

ATTEST:



Connie Torres, City Clerk

AN ORDINANCE ADOPTING THE STRATEGIC PLAN UPDATE, FY 2013-2018, FOR THE CITY OF BELTON, TEXAS.

WHEREAS, the City Council recognizes the need for a Strategic Plan to establish a Community mission statement and a vision for its success; and

WHEREAS, the City's objective is to update the Strategic Plan each year as a component of the City's budget process to maintain its vitality as a framework for decision making; and

WHEREAS, the Plan identifies 55 objectives derived from the following six Policy Statements:

- Policy A The City of Belton provides effective and efficient City Government for its Citizens.
- Policy B The City of Belton follows prudent growth management practices.
- Policy C The City of Belton seeks to protect and improve our quality of life.
- Policy D The City of Belton maintains an active role in economic development.
- Policy E The City of Belton maintains an effective level of readiness to anticipate and respond to diverse public safety needs.
- Policy F The City of Belton provides quality delivery of essential services.

WHEREAS, the Strategic Plan further ranks 24 High Priority and Needed Objectives for special attention during FY 2013 for which a goal and team coordinator is assigned, as well as barriers, strategies, tasks, timeline for completion, cost and funding sources are identified, based on the best information available at this time; and

WHEREAS, the City of Belton values the task of developing and updating the Strategic Plan, and fully intends to use it as a guide for the Community's future, with flexibility for changing conditions; and

WHEREAS, the City Council, having taken into consideration the results of this update process and recommendations from the City's management team, and the opportunity for comments from citizens, the Council has determined that the proposed Strategic Plan is reasonable; and

WHEREAS, the Strategic Plan is reviewed and updated annually, with comprehensive updates as needed.

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

I.

That the 2013-2018 Strategic Plan for the City of Belton, Texas, attached hereto at Exhibit "A" and incorporated herein for all intents and purposes, is hereby officially adopted.

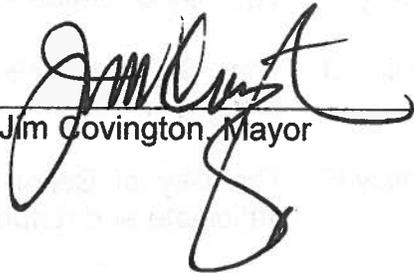
II.

The Strategic Plan shall serve as a reference guide for Belton's future and shall be updated annually, with a comprehensive update as needed.

III.

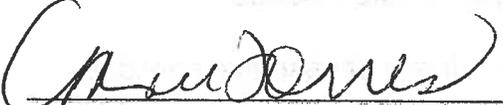
The Strategic Plan shall serve as the framework for decision-making, continuing numerous elements of Plan implementation, while maintaining the flexibility for adjustment as needed based upon changing conditions.

PRESENTED AND ADOPTED on this the 11th day of September, 2012, at a regular meeting of the City Council of the City of Belton, Texas.



Jim Covington, Mayor

ATTEST:



Connie Torres, City Clerk

ORDINANCE NO. 2012-30

AN ORDINANCE AMENDING THE FEE SCHEDULE ESTABLISHING RATES AND FEES FOR CERTAIN ITEMS, SERVICES AND PERMITS PROVIDED FOR IN THE CODE OF ORDINANCES OF THE CITY OF BELTON, TEXAS.

WHEREAS, the Code of Ordinances of the City of Belton, Bell County, Texas, in various chapters and sections, provides for certain rates and fees to be charged for certain items, services and permits; and

WHEREAS, the Code provides that those said rates and fees shall be set by ordinance and kept on file with the office of the City Clerk of the City of Belton.

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

I.

The attached schedule of fees, rates and permits, described as Exhibit "A" and incorporated herein for all purposes and containing 18 pages, is hereby adopted in its entirety and the amounts set forth for fees, rates and permits therein shall stand until changed by Ordinance of the City Council of the City of Belton, Texas.

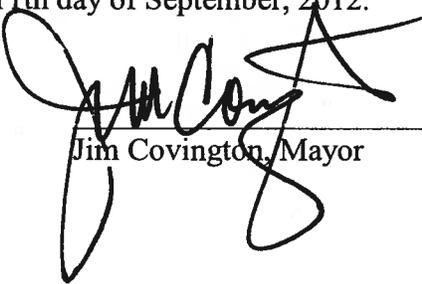
II.

This Ordinance, together with its Exhibit "A", shall at all times be available for public viewing in the office of the City Clerk of the City of Belton, Texas.

III.

This Ordinance shall take effect and be in full force and effect following passage.

PASSED AND APPROVED this the 11th day of September, 2012.



Jim Covington, Mayor

ATTEST:



Connie Torres, City Clerk

CITY OF BELTON
FEE & RATE SCHEDULE
(Effective 10-01-12)

Sec. 2-29

Lena Armstrong Public Library Fees (Fee Ordinance #2012-30)

Book Sales	\$0.25-\$5.00 or donation; older books market value
Books:	
Late	\$0.10 per book per day, plus cost for mailing late notice (\$1.00)
Late Audio	\$0.50 per book per day, plus cost for mailing late notice (\$1.00)
Lost/damaged	
Adult Books	Replacement cost plus processing fee (\$1.00 for materials)
Children's Books	Replacement cost plus processing fee (\$1.00 for materials)
Copies/prints:	
Black & white	\$0.20 per page
Color	\$0.50 per page
Fax service	
Local	\$0.10 per page
Long distance, same area code	\$0.15 per page
Long distance, different area code	\$0.20 per page
Scanning:	
Print/e-mail	\$0.50 per page
Edit	\$2.00 per page
Interlibrary Loan	Postage cost
Library Card	First one is free, additional cards \$3.00 each
Proctor Exams (print/fax)	\$5.00 each
Publication of Information	Library provided complimentary copy of publication
Publication of Photographs	Library provided complimentary copy of publication in which photograph appears
Research	Fees for copies, actual postage cost, and personnel cost
DVDs:	
Late	\$0.50/day
Damaged	Replacement cost

Sec. 3-29

Limitation of Number of Animals (Fee Ordinance #2007-26)

Permit fee for animals in excess of limitation shall be \$25.00 annual fee.

Sec. 3-42

Fees for Impounding Dogs (Fee Ordinance #2010-38)

1st occurrence	\$25.00
2nd occurrence	\$35.00
3rd occurrence	\$50.00

Sec. 4-33

Building Permit Fees (Fee Ordinance #2012-30)

New Residential Construction	\$.10 per sq. foot
New Commercial Construction	\$.15 per sq. ft.
GIS fee (inputting subdivision, utilities, infrastructure)	\$25.00
Multiple units (2 or more units)	\$10.00 per unit fee additional

Residential/Commercial Remodel/Additions

0-1,000 sq. feet \$75.00
Each additional 1,000 sq. feet \$25.00 per additional 1,000 sq. foot or portion thereof

Demolition by Owner (Fee Ordinance #2003-35)

Basic permit \$50.00 plus \$300.00 cash deposit or \$1,000.00 surety bond

Demolition by City (Fee Ordinance #2010-38)

Equipment cost \$200.00/hour per piece of City equipment (includes operator) +
20% of disposal costs – 2 hour minimum

Additional personnel cost \$50.00/hour per City employee

Fence Permits (Fee Ordinance #2009-48)

Basic permit \$25.00

House Moving Permits (Fee Ordinance #2004-40)

Basic Permit \$100.00 plus \$300.00 cash deposit or \$1,000.00 surety bond

Moving In Permits (Mobile Home Installation) (Fee Ordinance #2004-40)

\$100.00

Contractor Registration (Fee Ordinance #2004-40)

\$50.00

Sign Permits (Fee Ordinance #2004-40)

On premises \$50.00

Off premises \$1,000.00

Portable/temporary \$50.00

Commercial Vent Hood Inspections \$25.00

Sec. 4-144

Electrical Permit Fees (Fee Ordinance #2012-30)

Basic Permit Fee \$25.00 + fees below

Up to 200 amps \$10.00

Additional 100 amps \$10.00 each 100 amps

110 Circuits \$4.00

220 Circuits	\$5.00
Equipment Motors (½ to 50 HP)	\$12.00
Equipment Motors (Over 50 HP)	\$25.00
Signs	\$15.00
Temporary Pole	\$20.00
Pool Bonding/Grounding	\$10.00
Mobile Home	\$20.00
Meter Loop/Service Charge	\$20.00
Reinspection Fee	\$50.00

Sec. 4-206 **Plumbing Permit Fees** (Fee Ordinance #2012-30)

Basic Permit Fee	\$25.00 + fees below
Per Fixture	\$5.00
Backflow Prevention Assembly	\$10.00
Water Heater	\$5.00
Gas System (up to 5 outlets)	\$6.00
Per Added Outlet	\$1.00
Grease Recovery Device	\$15.00
Lawn Sprinkler System (per head)	\$1.00
Sewer/Water Yard Line	\$5.00
Gas Test	\$5.00
LPG Tank (propane) installation	\$25.00 per tank
Water Heater Replacement (base fee only)	\$15.00
Reinspection Fee	\$50.00

Sec. 4-227 **Swimming Pools** (Fee Ordinance #2002-41)

Above ground	\$25.00
In ground	\$75.00
Commercial/Institutional	\$100.00

Sec. 4-351 **Mechanical Permits** (Fee Ordinance #2012-30)

Basic Permit Fee	\$25.00 + fees below
Each heating unit	\$20.00
Each refrigeration unit	\$20.00
Replacement of heating or refrigeration unit	\$20.00
Modification of system, per air opening	\$1.00
Each commercial vent hood	\$7.00
Each commercial refrigeration system	\$7.00
Any commercial work requiring inspection but not listed above	\$15.00
Any residential work requiring inspection but not listed above	\$15.00
Reinspection Fee	\$50.00

Sec. 5-3 **Hazardous Material & Major Incident Response Fees** (Fee Ordinance #2012-30)

Pumper Truck	\$100.00 per hour, minimum 1 hour
Support Vehicle	\$100.00 per hour, minimum 1 hour
Police Vehicle	\$100.00 per hour, minimum 1 hour
Other (public works, barricades, etc.)	\$25.00
Additional personnel	\$25.00 per hour, minimum 1 hour
City supplied water (per 1,000 gallons as determined by calculation pumping time and rate)	\$5.50 per 1,000 gallons
Ambulance Standby	\$100.00 per hour
Bulldozer (includes operator)	\$100.00 per hour, 2 hour minimum

Backhoe (includes operator)	\$100.00 per hour, 2 hour minimum
Dump truck (includes operator)	\$100.00 per hour, 2 hour minimum
Sand (per cubic yard)	\$15.00, minimum 3 yards
Other approved absorbent as needed/required	Actual cost + 10%
Other items necessary to control/contain incident	Actual cost + 10%
Disposal of debris	Actual cost + 10%
Damaged Fire Hose	\$500.00 per 100' section plus S&H

Sec. 6-16 **Fire Inspection Fees** (Fee Ordinance #2012-30)

Blasting permit (per job/address)	
One day permit	\$50.00
Each additional day	\$25.00
Bond/insurance requirement	\$1,000,000
Fireworks	
Outdoor public display	\$50.00
Repeat performance (same location)	\$10.00
Insurance requirement	\$300,000
Indoor public display (ground burst)	\$50.00
Repeat performance (same location)	\$10.00
Insurance requirement	\$300,000
Fuel Tanks	
Installation	\$40.00 per tank
Removal	\$20.00 per tank
Tank test	\$20.00 per tank
Line Test	\$20.00 per tank
Hospital/Nursing Homes	\$150.00 annual fee
Day Care Centers	
Less than 25 children	\$50.00 annual fee
26 to 49 children	\$75.00 annual fee
50 to 100 children	\$150.00 annual fee
Foster Home, Family Care, Boarding Home, Other, etc.	\$25.00
Pre-inspection Permits for Open Burning	\$25.00
Carnival/Circus Safety Inspection	\$250.00
Tent Inspections	

Up to 100 occupants	\$25.00
Over 100 occupants	\$50.00
Fire Alarm Certification	
12,000 sf and under	\$100.00
Over 12,001 sf	\$200.00
Fire Flow Certification	\$100.00
Sprinkler Certification	
12,000 sf and under	\$100.00
Over 12,001 sf	\$200.00
Commercial Vent Hood Inspection	\$25.00
Reinspection Fee	\$50.00
*Other permits	\$25.00
*Other inspections	\$25.00
Reinspection fee (separate)	\$50.00

*Other permits or inspections not listed above required by the 2003 National Fire Code or its references. Other permit/inspection charges will be assessed a minimum charge of \$25.00 plus total amount of time utilized in plan review, code research, inspection(s) and documentation.

Sec. 8-71 **Solid Waste Collection Rates - Residential** (February 1, 2012 CPU)

Curbside	\$15.48 per month
Back Door	\$26.23 per month

For multiple residential units (apartments, duplexes, etc.), the monthly charge shall be the number of residential dwelling units time the rate for the type of service provided.

Sec. 8-72 **Solid Waste Collection Rates – Cart Collection** (February 1, 2012 CPU)

Once per week	\$25.71 per cart
Twice per week	\$36.00 per cart

Sec. 8-74 **Brush Collection** (Ordinance #2011-01)

Residential Garbage Customers	\$3.00 per month
Non-Residential As-Called	\$50.00 per 18 CY load (one load minimum)

Sec. 10-40 **Vehicle Towing, Impoundment, and Wrecker Rotation List** (Ordinance #2012-10)

Annual Tow Service Permit and Inspection	\$50.00
Each Additional Wrecker Permit	\$25.00/annually
Annual Storage Facility Permit and Inspection	\$50.00
<u>Maximum fees allowed to be charged by tow companies</u>	
Non-consent tow	\$130.00
Incident management tow	\$130.00
Winching/overturn fee	\$75.00
Dolly use fee	\$50.00
Deep-water recovery fee	\$200.00
Storage fee	\$20.00 per day
Cleanup fee for large debris	\$25.00 per hour
Waiting fee	\$65.00 per hour
Fuel surcharge	10% of total fees excluding storage and waiting fees
Driveshaft removal fee	\$50.00
Specialized equipment fees for towing and cleanup	Reasonable hourly rates per industry standard or actual rates paid by tow service to third party vendor plus 10%

Sec. 11-17 **Alcoholic Beverage Permits** (Ordinance #70687-1)

Fees equal to ½ of the State fee

Sec. 11-60 **Massage Establishment License Fee** (Fee Ordinance #2002-41)

Annual fee for each establishment \$1,000.00

Sec. 11-61 **Massagist Business Permit Fee** (Fee Ordinance #2002-41)

Annual fee \$500.00

Sec. 11-108 **Peddlers, Solicitors, Itinerant Merchants Permit Fees** (Fee Ordinance #2012-30)

12 month license fee \$50.00
 One or more agents - license fee above plus \$10.00
 for each agent or employee so engaged

30 day license fee \$25.00
 One or more agents - license fee above plus \$5.00
 for each agent or employee so engaged.

Sec. 11-117 **Garage Sale Permit Fee** (Ordinance #081391-1)

\$5.00. (Limited to three times per year.)

Sec. 15-50 **Park Permit /Reservation Fees** (Fee Ordinance #2012-30)

Park Facilities (resident in city limits) \$25.00 per day + clean-up deposit*
 Park Facilities (non-resident) \$50.00 per day + clean-up deposit*
 Park Attendant Fee (park events with vendors) \$25.00 per hour, per attendant
 1 attendant for 11-40 vendors
 2 attendants for 41 vendors and more

Available Facilities

Yettie Polk Park Gazebo
 Confederate Park Pavilion
 Heritage Park HEB Pavilion
 Chisholm Trail Park Amphitheater
 With electricity \$10.00 additional (limited to two outlets)
 Each additional outlet \$10.00 additional
 *Clean-up deposit (for each facility)\$25.00 refundable deposit

Park Event

Confederate Park, Yettie Polk Park, Heritage Park, Chisholm Trail Park
 Commercial/ticketed events \$250.00 per day + \$100.00 clean-up deposit
 Non-ticketed events \$100.00 per day + \$100.00 clean-up deposit
 With electricity \$10.00 additional (limited to two outlets)
 Each additional outlet \$10.00 additional (i.e. for vendors' use)

Playing Fields (day use only; no concessions)***

Resident in city limits \$25.00 per field per day + clean-up deposit**
 Non-resident \$50.00 per field per day + clean-up deposit**

Available Facilities

Jaycee baseball field
 Heritage Park baseball fields
 Heritage Park soccer field (no lights)
 Chisholm Trail Park softball fields
 Chisholm Trail Park soccer fields (no lights)
 With electricity (lights/scoreboards) \$25.00 additional per field

**Clean-up deposit (for each field) \$25.00 refundable deposit

***Fields available for reservation only during non-league play.

Practice Play

Heritage Park Baseball Complex	Not available
Heritage Park Soccer Complex	Not available
Chisholm Trail Park Softball Complex	Not available
Jaycee Baseball Field	Not available
Chisholm Trail Park Soccer Fields	No fee, first come first served (Not available M-F, 7-7 during school year, BISD interlocal agreement; or when utilized under separate agreement.)
Continental Baseball Field	No fee, first come first served
Griggs Baseball Field	No fee, first come first served
Heritage Park Practice Baseball Field	No fee, first come first served

Recreational Play

Lions Softball Field	No fee, by reservation only
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Youth League Play

The following facilities are available for league play for youth sports organizations through a separate agreement with the City:

Heritage Park Baseball Complex	Chisholm Trail Park Softball Complex
Heritage Park Soccer Complex	Jaycee Baseball Field

\$500.00 clean-up deposit per organization

\$5.00 per player fee per organization per season (effective January 1, 2013)

Adult League Play

The following facilities are available for adult league play through a separate agreement with the City, subject to availability and maintenance requirements of the requested facilities:

Chisholm Trail Park Soccer Complex
Chisholm Trail Park Softball Complex
Heritage Park Soccer Complex

\$375.00 fee per registered league team per season + 500.00 clean-up deposit

\$5.00 per player fee per organization per season (effective January 1, 2013)

Tournament Play

Tournaments may be held by organizations that do not have a separate agreement with the City, from Friday afternoons at 5:00 p.m. to Sunday evenings at 8:00 p.m. Applicants are limited to 3 events per year, per complex. Requests must be submitted at least two weeks prior to proposed event. All field rentals are at the discretion of the City based on field conditions and availability. All field preparations will be the responsibility of the renter.

Heritage Park Baseball Complex (4 fields, bleacher seating, restrooms, concession)	\$1,000.00 + \$500.00 clean-up deposit
Heritage Park Soccer Complex (4 fields, restrooms, concession)	\$750.00 + \$500.00 clean-up deposit
Chisholm Trail Park Softball Complex (3 fields, bleacher seating, restrooms, concession)	\$750.00 + \$500.00 clean-up deposit
Jaycee Baseball Field (1 field, bleacher seating, restrooms, concession)	\$250.00 + \$500.00 clean-up deposit
Light Fee	\$25.00 per hour, per complex

Harris Community Center (Fee Ordinance #2012-30)

Belton residents and businesses located inside the Belton city limits may contract the Center at 90% of the below listed regular rates.)

	Evans Room	Simpson Room	Smith Room	Mcgee Room	Kinchion Room	Kitchen	Complete Center
Capacity Seated	220	40	32	17	55	N/A	364
Up to 2 Hours	\$200	\$75	\$50	\$50	\$100	\$50	N/A
2 to 4 Hours	\$300	\$100	\$75	\$75	\$125	\$75	\$675
4 to 8 Hours	\$425	\$150	\$125	\$125	\$175	\$125	\$1,025
All Day (8 Hours or more)	\$625	\$225	\$175	\$175	\$275	\$175	\$1,350

\$100 deposit for audio/visual equipment in the Evans Room Only

Damages/ Cleaning/ Key Return Deposit	\$300	\$175	\$150	\$150	\$200	\$150	\$1,000
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Recreational class fees 30% to City, 70% to Instructor (Fee Ordinance 2012-30)

Sec. 20-78

Driveway Permit Fee (Fee Ordinance #2012-30)

\$50.00 basic permit/inspection + \$25.00 per additional approach

\$50.00 Reinspection Fee

Sec. 20-81 **Construction Fees for Underground Facilities** (Ord. #2004-27)

Base Plan review fee:	\$250.00
Drive Bore, each:	\$15.00
Street Bore, each:	\$20.00
Street cut, if approved:	\$10.00 per linear foot
Location fee: (Length of project within city limit)	\$2.00 per linear foot
Bond Required:	8% of Engineer's Estimate of Probable Cost

Sec. 22-132 **Parade Permit Fee** (Fee Ordinance #2005-41)

\$50.00

Sec. 23-136 **Water Deposits** (Fee Ordinance #2010-38)

Meter Size

3/4" & 5/8"	\$75.00
1"	\$75.00
1½"	\$100.00
2"	\$150.00
3"	\$200.00
4"	\$250.00
6"	\$350.00
8"	\$500.00

Outside City limits	1¼ times the in-City rate
Construction Meters	\$50.00/month rental + \$1,000.00 refundable deposit
Tampering with water meter	\$150.00
Tampering with fire hydrant	\$1,250.00

Sec. 23-137 **Water Tapping Fees** (Fee Ordinance #2012-30)

5/8"-3/4" meter	
Laid in place type connected at main	\$350.00
Not laid in place type (no street cut)	\$900.00
Not laid in place type connected at service line	\$550.00
5/8"-3/4" meter - street cut	\$1,250.00
Over 5/8"-3/4" up to 1" meter	Appropriate fee above + \$100.00 additional
Over 1" meter	Actual cost material + equipment/labor
Equipment	\$100.00 per hour per piece of equipment
Labor	\$25.00 per employee per hour

Sewer Tapping Fees (Fee Ordinance #2010-38)

Laid in place type – 4" sewer tap	\$300.00
Not laid in place type	\$850.00
4" sewer tap - no street cut	
Not laid in place type	\$1,200.00
4" sewer tap - street cut	
Sewer taps larger than 4"	Actual cost (\$800.00 minimum) + equipment/labor
Equipment	\$100.00 per hour per piece of equipment
Labor	\$25.00 per employee per hour

Sec. 23-139 **Utility Reconnect Fees** (Fee Ordinance #2008-32)

Normal hours	\$20.00
After hours	\$30.00
Irrigation meter reactivation/deactivation	\$20.00

Sec. 23-140 **Transfer of Utility Service Fee** (Ordinance #2008-32)

\$20.00

Sec. 23-141 **New Service Fee** (Fee Ordinance #2008-32)

\$20.00

Sec. 23-151 **Water Rates** (Fee Ordinance #2008-32)

0 - 2,000 gallons	\$14.00 minimum
Over 2,000 gallons	\$3.25 per thousand gallons

Bulk Water Rates (Fee Ordinance #2011-15)

\$3.25 per 1,000 gallons purchased in bulk from City facilities.

Sec. 23-152 **Water and Sewer Rates Outside the City** (Ordinance #2004-25)

1¼ times the prevailing rate within the City

Sec. 23-154 **Leak Rate** (Fee Ordinance #2012-30)

One-half the per 1,000 gallons rate in excess of the prior 12 months average consumption, or comparable historical use for a particular month(s).

Sec. 23-171 **Sewer Rates** (Fee Ordinance #2008-32)

Class A	
0 – 2,000 gallons	\$11.00 minimum
2,001 – 15,000 gallons	\$3.50 per thousand gallons
Classes B, C & D	
0 – 2,000 gallons	\$11.00 minimum
Over 2,000 gallons	\$3.50 per thousand gallons

Sec. 23-186 **Late Fee** (Fee Ordinance #2002-41)

\$10.00

Sec. 23-187 **Returned Check Fee** (Fee Ordinance #2004-40)

\$30.00

Sec. 23-308 **Drainage Fee** (Ordinance #2007-39)

Residential Property
(1-4 dwelling units on one parcel)

# of Units	Monthly Fee
1	\$3.00 per monthly billing cycle per single family dwelling unit
2	\$3.00 per unit, \$6.00 total per monthly billing cycle
3	\$3.00 per unit, \$9.00 total per monthly billing cycle
4	\$3.00 per unit, \$12.00 total per monthly billing cycle

Other Property

Non-residential and developed residential properties with more than four (4) dwelling units will be imposed a flat fee based on the impervious cover of the parcel, as follows:

Sq. Ft. Range of Impervious Cover	Monthly Fee
250,000 sq. ft. and over	\$200.00
100,000 – 249,999 sq. ft.	\$100.00
50,000 – 99,999 sq. ft.	\$50.00
10,000 – 49,999 sq. ft.	\$20.00
0 – 9,999 sq. ft.	\$10.00

Sec. 23-TBD **Irrigation System Permits** (Ordinance #2010-38)

Installation permit	\$30.00 + fees below
Per sprinkler head	\$1.00
Backflow prevention assembly	\$10.00
Reinspection Fee	\$50.00

Sec. 24-22 **Taxicab Permit Fees** (Ordinance #51348)

Annual license fee	\$20.00 per vehicle per year
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Sec. 24-27 **Taxicab Fares and Charges** (Ordinance #21280-1)

Fares	\$.90 first 1/16 mile and portion thereof \$.10 per 1/16 mile and portion thereof additional
Airport Cab Service	Same basis except \$.25 each added passenger

Emergency Medical Services Rates (Fee Ordinance #2009-48)

EMS Transports:		
Service Level:	City	Rural
Basic Life Support (BLS): Emergency pre-hospital care that uses non-invasive medical acts.	\$ 500.00	\$ 800.00
Advanced Life Support 1 (ALS1): Emergency pre-hospital care that uses invasive medical acts; includes IV, oxygen and EKG monitoring.	\$ 600.00	\$ 800.00
Advanced Life Support 2 (ALS2): Emergency pre-hospital care that uses invasive medical acts; includes IV, oxygen, EKG monitoring and drug therapy.	\$ 700.00	\$ 800.00
No Transport Calls:		
A call for EMS which may include BLS, ALS1 or ALS2 treatment and/or patient evaluation, but no transportation of the individual is made in a City of Belton ambulance.		
Service Level:	City	Rural
Non Transport Level 1: Calls which result in no BLS, ALS1 or ALS2 treatment other than patient evaluation and non-transportation. <i>* If in the opinion of the Fire Chief or his representative, the frequency of no transport calls constitutes an abuse of public service, the City reserves the right to charge the BLS rate for such service.</i>	No Charge *	\$ 800.00
Non Transport Level 2: Calls which result in BLS treatment and non-transportation.	\$ 500.00	\$ 800.00
Non Transport Level 3: Calls which result in ALS1 or ALS2 treatment and non-transportation.	\$ 600.00	\$ 800.00
Mileage:		
City: Per mile beginning from where the EMS vehicle picks up the patient and ending at the point of patient delivery.	\$ 10.00	
Rural: Per mile beginning from where the EMS vehicle leaves the City of Belton and ending where the EMS vehicle re-enters the City of Belton.		\$ 10.00

Zoning (Fee Ordinance #2012-30)

Rezoning	\$250.00
Specific use permit	\$250.00
Variance request	\$200.00

Subdivisions (Fee Ordinance #2012-30)

General Development Plan review	\$200.00
Administrative plat	\$200.00
Preliminary subdivision plat	\$250.00 + \$3.00 per lot
Final subdivision plat	\$250.00 + \$3.00 per lot
Preliminary 1-lot subdivision plat	\$250.00 + \$10.00 per acre
Final 1-lot subdivision plat	\$250.00 + \$10.00 per acre
Placing traffic control devices and street name signs	\$250.00 for each sign assembly (typically includes pole, stop or yield sign and street name sign). Applies to replacement signs due to accidents or vandalism.
Inspection/Testing Fees	Actual Costs + 10%
Park Land Dedication (Ord. #2005-05)	\$200 per dwelling unit, as provided for in Section 517.05 of the Subdivision Ordinance.

Miscellaneous Fees

Publications (Fee Ordinance #2010-38)

Budget	\$20.00
Audit	\$15.00
Charter	\$15.00
Parks Master Plan	\$50.00 (hard copy); \$10.00 (CD version)
Code of Ordinances	\$100.00
Design Manual	\$50.00 (hard copy); \$10.00 (CD version)
Design Standards	\$50.00 (hard copy); \$10.00 (CD version)
Historic Preservation Ordinance	\$25.00

Comprehensive Plan	\$20.00
Subdivision Ordinance	\$25.00
Zoning Ordinance	\$50.00
Zoning Map (Large)	\$25.00
Zoning Map Set	\$20.00
Zoning Map CD	\$15.00
Plotted Maps	\$10.00/sheet

Public Information Requests (Fee Ordinance #2011-15)

Fire/Ambulance Reports	\$5.00 per report
Accident/Police Reports	\$5.00 per report (in person/by mail) \$9.00 per report (on line/automated)

Other requests (in accordance with current guidelines adopted by the Attorney General's Office)

Standard copy (up to 8½x14)

Black & white copies	\$.10 per page
Color copies	\$.25 per page
(each side that has recorded information is considered a page)	

Nonstandard copy

Oversized paper (11x17, greenbar, bluebar)	\$.50 per page
Color copies, oversized paper	\$.75 per page
CD ROM	\$1.00 each
Magnetic tape	actual cost
Data cartridge	actual cost
Tape cartridge	actual cost
VHS video cassette	\$1.00 each
Digital video disc (DVD)	\$3.00 each
Audio cassette	\$1.00 each
Specialty paper (mylar, blueprint, blue line, map, photographic)	Actual cost
Other electronic media	Actual cost
Microfiche/microfilm	
Paper copy	\$.10 per page
Fiche or film copy	actual cost

<u>Personnel charge</u>	
Programming personnel	\$28.50/hour
Other personnel (labor to locate, compile, and reproduce)	\$15.00/hour (see City Clerk)
Overhead charge	20% of personnel charge (see City Clerk)
<u>Computer resource charge</u>	
Mainframe	\$10.00/minute
Midsized	\$1.50/minute
Client/server	\$2.20/hour
PC or LAN	\$1.00/hour
Miscellaneous supplies (labels, boxes, etc.)	actual cost
Remote document retrieval	actual cost
Postage/shipping	actual cost
Credit card transaction fee (if applicable)	actual cost
<u>Fax</u>	
Local	\$.10/page
Long distance, same area code	\$.15/page
Long distance, different area code	\$.20/page

Court fees (amounts retained by City) (Fee Ordinance #2010-38)

Teen court fee	\$50.00
Community service fee (adult/juvenile)	\$50.00

Nuisance Abatement (Fee Ordinance #2012-17)

By City:

Grass mowing/lot cleanup (includes personnel)	\$100.00/hour (2 hour minimum)
Debris removal/haul costs	\$100.00/hour per piece of City equipment (includes operator) + disposal cost + 20% of disposal cost
Additional personnel	\$25.00/hour

By Vendor:

Grass mowing, lot cleanup, and debris removal	Actual cost + 20%
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Credit Card Payments (Fee Ordinance #2004-40)

Credit Card Payments	4%
Internet Payments	4%
Refused Credit Card	\$30.00
Returned Check Fee	\$30.00

Other (Fee Ordinance #2012-30)

Historic Preservation Certificate of Appropriateness Application	\$150.00
Street Renaming Policy Application	\$150.00
City Facility Naming Application	\$75.00
Fingerprinting	\$5.00 per card
Vehicle Title Inspections (68A)	\$40.00 per vehicle
Vehicle Impound Fee	\$10.00/day
*Off-Duty Police and Reserve Officers	\$25.00 per hour (two hour minimum)
*Off-Duty Fire Fighters and Volunteers	\$25.00 per hour (two hour minimum)
*Ambulance Standby	\$100.00/hour
*Patrol Unit Escorts:	
Educational institutions domiciled in Belton	Per mile at prevailing City mileage rate
Other institutions and entities	\$25.00/hour + actual personnel costs

*Employment and use of all off-duty public safety employees and vehicles shall be pursuant to the "Special Public Safety Services Policy" approved by the City Council.

BUDGET GLOSSARY

Account Number: A code made up of numbers used to classify how specific dollar amounts come into the City or how they are being spent.

Accounting System: The methods and records established to identify, assemble, analyze, classify, record and report the City's transactions and to maintain accountability for the related assets and liabilities.

Accounts Payable: A short-term (one year or less) liability reflecting amounts owed for goods and services received by the City.

Accounts Receivable: An asset reflecting amounts due from other persons/organizations for goods and services furnished by the City.

Accrual Accounting: A basis of accounting in which revenues and expenses are recorded at the time they occur, rather than at the time cash is received or paid by the City.

Ad Valorem Taxes: Commonly referred to as property taxes. The charges levied on all real, and certain personal property according to the property's assessed value and the tax rate. Also known as property taxes.

Appropriation: An authorization made by the City Council which permits the City to make expenditures and incur obligations.

Assessed Value: A valuation set upon real estate or other property as a basis for levying property taxes. All property values within the City of Belton are assessed by the Bell County Appraisal District.

Asset: The resources and property of the City that can be used or applied to cover liabilities.

Audit: An examination or verification of the financial accounts and records. The City is required to have an annual audit conducted by qualified certified public accountant, concluding in a written report called the Comprehensive Annual Financial Report (CAFR).

Available Cash: Unobligated cash and cash equivalents.

Basis of Accounting: Refers to when revenues, expenditures, expenses and transfers (and the related assets and liabilities) are recorded and reported in the financial statements.

Bond: A written promise to pay a specified sum of money (called the principal amount) at a specified date or dates in the future (called the maturity dates), and carrying interest at a specified rate, usually paid periodically. The difference between a bond and a note is that a bond is issued for a longer period and requires greater legal formality. The most common types of bonds are general obligation and revenue bonds. Bonds are usually used for construction of large capital projects, such as buildings, streets, and water/sewer system improvements.

Bonded Debt: The portion of indebtedness represented by outstanding (unpaid) bonds.

Bonds Issued: Bonds sold by the City.

Bonds Payable: The face value of bonds issued and unpaid.

Budget: A financial plan for a specified period of time (fiscal year for the City) that includes an estimate of proposed expenditures and the means for financing them.

Capital Improvements: Expenditures for the construction, purchase or renovation of City facilities or property.

CIP: Capital Improvement Plan. A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

Capital Outlay: Expenditures resulting in the acquisition of or addition to the City's fixed assets.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities or equipment.

Cash: Currency on hand and demand deposits with banks or other financial institutions.

Cash Basis: A basis of accounting in which transactions are recorded on when cash is received or disbursed.

Cash Equivalents: Short-term, highly liquid investments that are readily convertible to known amounts of cash.

Certificate of Obligation (C.O.): Legal debt instruments used to finance capital improvement projects. Certificates of obligation are backed by the full faith and credit of the government entity and are fully payable from a property tax levy. Certificates of obligation differ from general obligation debt in that they are approved by the City Council and are not voter approved.

Contingency: The appropriation of funds for future allocation in the event specified budget allocations are insufficient and additional funding is required.

Current Taxes: Taxes that are levied and due within the ensuing fiscal year.

Debt Service Fund: A fund established to account for funds needed to make principal and interest payments on outstanding bonds when due. Also referred to as an Interest and Sinking Fund.

Debt Service Requirements: The amount of money required to pay interest and principal for a specified period on outstanding debt.

Delinquent Taxes: Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.

Department: A functional group of the City with related activities aimed at accomplishing a major City service or program.

Depreciation: The proration of the cost of a fixed asset over the estimated service life of the asset. Each period is charged with a portion of such cost, and through this process, the entire cost of the asset is ultimately charged off as an expense.

Division: A grouping of related activities within a particular department. For example, Animal Control is a division of the Police Department.

Effective Tax Rate: The rate that produces the same effect in terms of the total amount of taxes as compared to the prior year. The computation of the effective rate is governed by the State of Texas.

Encumbrance: The commitment of appropriated funds to purchase an item or service. An encumbrance differs from an account payable in that a commitment is referred to as an encumbrance before goods or services are received. After receipt, the commitment is referred to as an account payable.

Enterprise Fund: See Proprietary Fund.

Expenditure: If accounts are kept on the accrual basis, this term designates total charges incurred, whether paid or unpaid. If they are kept on the cash basis, the term covers only actual disbursements for these purposes. (Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended.)

Expense: Charges incurred, whether paid or unpaid, for operation, maintenance, interest and other charges which are presumed to benefit the current fiscal period.

Equity: The difference between assets and liabilities of the fund.

Fiscal Year (Period): The time period designated by the City signifying the beginning and ending period for recording the financial transactions of the City. The City of Belton's fiscal year begins each October 1st and ends the following September 30th.

Fixed Assets: Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture and equipment.

Full Faith and Credit: A pledge of the City's taxing power to repay debt obligations. Bonds carrying such pledges are referred to as general obligation bond or tax-supported debt.

Fund: Separate fiscal and accounting entities with their own resources and budgets necessary to carry on specific activities and attain certain objectives.

Fund Balance: The difference between fund assets and fund liabilities of governmental & trust funds. Fund balance for general fund types using modified accrual accounting closely equates to available cash.

General Fund: The largest fund within the City. Accounts for all financial resources except those required to be accounted for in another fund. The General Fund contains the activities commonly associated with municipal government, such as police and fire protection, libraries, streets, and parks and recreation.

General Obligation Bonds: Bonds that finance a variety of public projects such as streets, buildings, and capital improvements. The repayment of these bonds is usually made from the Debt Service Fund. They are backed by the full faith and credit of the City. Voter approved.

Goals: Department/division objectives intended to be accomplished or begun within the coming fiscal year.

Grant: Contributions or gifts of cash or other assets from another government to be used for a specific purpose, activity or facility.

Infrastructure: Long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, drainage systems, and water and sewer systems.

Interest and Sinking Fund: See Debt Service Fund.

Interfund Transfers: Amount transferred from one fund to another.

Intergovernmental Revenue: Revenues received from another governmental entity, such as county, state or federal governments.

Machinery & Equipment: Property that does not lose its identity when removed from its location and is not changed materially or consumed immediately by use.

Maintenance: The act of keeping assets in a state of good repair. It includes preventive maintenance; normal periodic repairs; part replacement and so forth needed to maintain the asset so that it continues to provide normal service.

Mission: The basic purpose of a department/division - the reason for its existence.

Modified Accrual Basis: This method of governmental accounting recognizes revenues when they are measurable and available and expenditures when goods or services are received (except for principal and interest on long-term debt, which is recognized when paid).

Operating Budget: Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing activities of the City are controlled.

Operating Expenses: Proprietary fund expenses related directly to the Fund's primary activities.

Operating Income: The excess of proprietary fund operating revenues over operating expenses.

Operating Revenues: Proprietary fund revenues directly related to the fund's primary

activities. They consist primarily of user charges for goods and services.

Ordinance: A formal legislative enactment by the City Council.

Paying Agent: An entity responsible for paying of bond principal and interest on behalf of the City.

Principal: The face value of a bond, payable on stated dates of maturity.

Property Taxes: See Ad Valorem Taxes.

Proprietary Fund: Also referred to as an Enterprise Fund. A governmental accounting fund in which the services provided, such as water and sewer service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges (e.g. water/sewer bills).

Refunding: The issuance of new debt whose proceeds are used to repay previously issued debt. The proceeds may be used immediately for this purpose (a current refunding), or they may be placed with an escrow agent and invested until they are used to pay principal and interest on the old debt at a future time (an advanced refunding).

Reimbursements: Interfund transactions that constitute reimbursements to a fund for expenditures or expenses initially made from it, but that properly apply to another fund.

Resolution: A special or temporary order of the City Council. Requires less formality than an ordinance.

Retained Earnings: An equity account reflecting the accumulated earning of a proprietary fund.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of a proprietary fund.

Special Revenue Fund: Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Taxable Value: The assessed value of property less any exemptions available on that specific property. The tax rate is applied to the taxable value to arrive at a tax levy.

Tax Base: The total taxable value of all real and personal property in the City as of January 1st of each year, as certified by the Tax Appraisal District, less any exemptions.

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit.

Tax Levy: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Tax Rate: The amount of tax levied for each \$100 of taxable value.

Tax Roll: The official list showing the amount of taxes levied against each taxpayer or property.

TML: The Texas Municipal League is a voluntary coalition of Texas municipalities created for the purpose of furthering and enhancing causes of mutual interest to Texas cities. The League offers educational and training opportunities, legislative activities and legal advisement to its members. Additionally, the League has intergovernmental risk pools that offer insurance coverage on an elective basis.

TMRS: The Texas Municipal Retirement System provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information. The City of Belton currently offers its employees a retirement plan with 2:1 matching, 5 year vesting and retirement eligibility at age 60 with 10 years of service and at any age with 20 years of service.

Unencumbered Balance: The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

User Charges: The payment of a fee for direct receipt of a public service by the party benefiting from the service (e.g. water and sewer fees).

ACRONYMS:

ALS: Advanced Life Support
AMCC: Association of Mayors, Council members & Commissioners
AP: Accounts Payable
APA: American Planning Association
APWA: American Public Works Association
AWWA: American Water Works Association
BCCC: Bell County Communication Center
BCWCID: Bell County Water Control and Improvement District
BEDC: Belton Economic Development Corporation
BISD: Belton Independent School District
BLS: Basic Life Support
BOAT: Building Official Association of Texas
BRA: Brazos River Authority
CAFR: Comprehensive Annual Financial Report (audit)
CAPS: Community Awareness Policing Services (grant)
CID: Criminal Investigation Division
COBRA: Consolidated Omnibus Budget Reconciliation Act
COPS: Community Oriented Policing Services (grant)
CSS: Community Service Specialist
CTCOG: Central Texas Council of Governments
CTHRMA: Central Texas Human Resource Management Association
CTLS: Central Texas Library System
CY: Cubic yard
EMS: Emergency Medical Services
EPCR: Electronic Patient Care Reporting
ERCOT: Electric Reliability Council of Texas
FEMA: Federal Emergency Management Association
FICA: Federal Insurance Contribution Act (commonly referred to as Social Security)
FY: Fiscal Year
GAAFR: Governmental Accounting, Auditing, and Financial Reporting
GAAP: Generally Accepted Accounting Procedures
GASB: Governmental Accounting Standards Board
GF: General Fund
GFOA: Government Finance Officers Association
GFOAT: Government Finance Officers Association of Texas
GIS: Geographic Information System
HCFA: Health Care Financing Administration
HIPAA: Health Insurance Portability and Accountability Act
HMAC: Hot Mixed Asphalted Concrete
ICMA: International City/County Management Association
IEDC: International Economic Development Council
IPMA: International Public Management Association
ISO: International Organization for Standardization
KTMPO: Killen-Temple Metropolitan Planning Organization
LETS: Law Enforcement Teaching Students
LF: Linear foot
NAIOP: National Association of Industrial & Office Properties
NFPA: National Fire Protection Association

NLC: National League of Cities
NTCAR: North Texas Commercial Association of Realtors
O&M: Operations and maintenance
P/R: Payroll
P&Z: Planning and Zoning
PC: Personal Computer
PRCA: Professional Rodeo Cowboys Association
PSO: Public Service Officer
PW: Public Works
R&M: Repair and maintenance
ROW: Right of way
RV: Recreational Vehicle
SBCCI: Southern Building Code Congress International
SCBA: Self-Contained Breathing Apparatus
SHRM: Society for Human Resource Management
SIDC: Southern Industrial Development Council
SRT: Special Response Team
TABAA: Temple Area Builders Association
TBRSS: Temple-Belton Regional Sewerage System
TCCA: Texas Court Clerks Association
TCEQ: Texas Commission on Environmental Quality
TCFP: Texas Commission on Fire Protection
TCLEDDS: Texas Commission on Law Enforcement Data Distributions System
TCLEOSE: Texas Commission on Law Enforcement Officer Standards & Education
TCMA: Texas City Managers Association
TEDC: Texas Economic Development Council
TIDC: Texas Industrial Development Council
TIRZ: Tax Increment Reinvestment Zone
TLETS: Texas Law Enforcement Telecommunications System
TMCA: Texas Municipal Clerks Association
TMHRA: Texas Municipal Human Resource Association
TML: Texas Municipal Leagues
TMPA: Texas Municipal Personnel Association
TMRS: Texas Municipal Retirement System
TPWA: Texas Public Works Association
TWUA: Texas Water Utilities Association
TXU: Texas Utilities
W&S: Water and Sewer
YAC: Youth Advisory Committee