



# City of Belton, Texas

## Annual Budget FY 2014

On the cover:

The historic Central Avenue bridge arches over Nolan Creek in Yettie Polk Park. Nolan Creek winds through the length of Downtown Belton, connecting three City parks, and is bordered by the Hike & Bike Trail. Nolan Creek offers scenic views and recreational opportunities, but is prone to flooding. The land for Yettie Polk Park was donated to the City in memory of Mrs. Polk and her children, lost in the great flood of 1913. The Polk family and the 100 year anniversary of the flood are commemorated with storyboard in the Park. A new flood monitoring system will provide data and advance warning of flood events. The Nolan Creek recreation and flood mitigation project will help to alleviate flooding in the area, while providing additional recreation facilities.

1. This budget will raise more revenue from property taxes than last year's budget by an amount of \$297,989, which is a 1.95 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$126,803.

2. The record vote of each member of the governing body, by name, voting on the adoption of the budget is as follows:

FOR: Mayor Jim Covington, John Again, Dan Kirkley, David K. Leigh

AGAINST: Jerri Gauntt

ABSENT: Mayor Pro Tem Marion Grayson, Craig Pearson

3. The municipal property tax rates for the preceding fiscal year, and each municipal property tax rate that has been adopted or calculated for the current fiscal year, include:

	<b>Proposed/Current Fiscal Year 2014</b>	<b>Preceding Fiscal Year 2013</b>
Property Tax Rate	\$0.6598	\$0.6598
Effective Tax Rate	\$0.6472	\$0.6598
Effective M&O Tax Rate	\$0.5269	\$0.5350
Rollback Tax Rate	\$0.6800	\$0.6888
Debt Rate	\$0.1110	\$0.1110

4. The total amount of outstanding municipal debt obligations secured by property taxes is:

	<b>Tax Supported</b>	<b>Self Supported</b>	<b>Totals</b>
<b>Outstanding at 10-01-13:</b>			
Interest	<u>\$4,455,638</u>	<u>\$1,985,074</u>	<u>\$6,440,712</u>
Total	\$4,455,638	\$1,985,074	\$6,440,712
<b>Due in FY 2014:</b>			
Principal	\$509,400	\$825,600	\$1,335,000
Interest	<u>\$436,793</u>	<u>\$325,703</u>	<u>\$762,496</u>
Total	\$946,193	\$1,151,303	\$2,097,496

Self-supporting debt is currently secured by utility revenues and sales tax. In the event such amounts are insufficient to pay debt service, the City will be required to assess an ad valorem tax to pay such obligations.

*This cover page is required pursuant to Section 102.007 of the Texas Local Government Code, as amended by S.B. 656, and effective for fiscal years beginning after 09-01-13.*





Annual Budget  
2013 ~ 2014

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, 2012**

*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, 2012**. 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, 2013

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 2014 fiscal year, beginning October 1, 2013 and ending September 30, 2014. 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 plan update, 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 in subsequent years. 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 2014 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 existing 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 maintain the tax rate for FY 2014 at the existing rate of \$0.6598.

A comprehensive water and sewer rate study is scheduled for FY 2014. It is anticipated that rates may need to be modified after completion of the study, to pay for anticipated infrastructure projects, including construction of an expansion of the Temple-Belton Wastewater Treatment Plant (T-B WWTP).

## **4. Provide an Ongoing Capital Improvement Plan (CIP)**

In 2013, the City established a Capital Improvements Plan committee, consisting of 20 citizens, charged with developing and recommending a Capital Improvement Plan to the City Council for their consideration. The process resulted in a \$6.825 million Certificates of Obligation issue in late FY 2013. The 2013 CO funds will be used for:

Public Safety projects	\$2,900,000
Street projects	\$3,500,000
Sidewalk projects	\$115,000
Parks projects	<u>\$310,000</u>
Total	<u>\$6,825,000</u>

Work on these projects will begin in early FY 2014, with the last of these projects expected to be completed in FY 2016. A summary of CIP projects appears in the Capital Outlay Section. City Council felt strongly that new debt issue should impact the tax rate as little as possible. The existing tax rate was maintained for FY 2014 by leveraging use of Debt Service fund balance and rising tax roll values, with a debt structure that takes advantage of future decreases in debt service.

## **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 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 2014.

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. The Historic Preservation Districts, with historic overlay zoning, were 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 began 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 initial pilot period, 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. As a result of the success of the pilot program, and in response to citizen requests and Council direction, the City of Belton will implement a curbside recycling program in FY 2014. In addition, the existing can and bag based garbage service will move to a cart based system, through a contract with Waste Management. These service

enhancements will improve the appearance of the community, and provide citizens with an affordable and convenient 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 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 2014, 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. FY 2014 recreation initiatives will see continued development of the volunteer program and the Adopt-A-Park program, as well as 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 undergoing final design and will be built in 2014. The proposed Nolan Creek recreation and flood mitigation project was awarded a \$100,000 Texas Parks and Wildlife grant in January 2013. Final project funding, including TIRZ contributions and private donations from CGI Inc. and HEB, will result in project construction in 2014. 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 2014 TIRZ budget includes funds for a variety of important infrastructure projects including:

- Façade grants in downtown Belton;
- South Main Street water line, from Avenue C to J;
- North Main Street/13<sup>th</sup> Avenue intersection study; and
- Street 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 requested refinement of the TIRZ expenditure policies, focusing resources on projects that will expand and enhance development in the TIRZ area. A formal policy, with specific project funding for FY 2013 was presented and approved by both the Board and the City Council. The FY 2014 budget was developed in accordance with the TIRZ expenditure policy.

## **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 occupied its Belton location in 2013, and when fully staffed, this new facility will make CGI the largest private employer in the community.

## **11. Funding Secured for the 9<sup>th</sup> Avenue Extension Over Nolan Creek**

Two important grants were awarded in FY 2013, which complete the required funding for the long planned 9<sup>th</sup> Avenue extension over Nolan Creek, in combination with a previously awarded federal earmark, City funds and UMHB contributions:

- TxDOT Transportation Enhancement Grant, approved July 2013, will contribute \$1,255,800 in funds for the sidewalks and bike lanes along 9<sup>th</sup> Avenue from University Drive to Loop 121.
- KTMPO Category 7 Funds were allocated September 2013, and will provide \$2,990,610 in funds to complete the 9<sup>th</sup> Avenue project.

This project is scheduled to be bid in late FY 2014.

## **BUDGET SUMMARY FY 2014**

The combined **FY 2014 expenditures for all City of Belton appropriated funds are \$20,868,191**, a decrease of \$831,089 or 3.83% from the FY 2013 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 2014 budget was formulated on the existing **ad valorem tax rate of \$0.6598** per \$100 of taxable valuation, the same rate as for FY 2013. The taxable valuation for the City increased \$43.2 million or 5.46% from the FY 2013 roll. New property and improvements added \$29.5 million to the tax rolls, while increases in the values of existing properties, tempered by increased exemptions, provided the balance of the rising tax roll. Although Belton continues to enjoy increasing property values and tax rolls, the amount of exempt property in the City is fairly high at 25% of market values. This is due to the large amount of school, university, county, church, and other exempt property within the City.

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 (M&O) portion which is utilized in the General Fund for general governmental purposes. The debt service tax rate for FY 2014 is \$0.1110, and M&O 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 2014 are \$11,619,770**, an increase of \$434,115 or 3.88% 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	\$ 200,596
Sales tax	292,013
Franchise fees	18,000
Permits and licenses	32,500
Municipal court revenues	0
Refuse collection revenues and fees	10,968
Ambulance revenues	0
Grants and reimbursements	(122,891)
Interest Income	1,000

Other revenues	15,090
Interfund transfers	<u>(13,161)</u>
Total increase	<u>\$ 434,115</u>

A more detailed discussion of projected revenues and the changes from FY 2013 is contained in the General Fund Section.

**General fund proposed expenditures total \$11,812,321**, an increase of \$437,503 or 3.857% from the prior year. The change in expenditures from the prior year amended budget follows:

Personnel	\$ 314,130
Supplies	8,960
Repairs & Maintenance	11,737
Services	93,128
Debt Service	0
Contingency	86,775
Transfers	(187,996)
Contributions	5,582
Capital outlay	(25,880)
Strategic Plan	<u>131,067</u>
Total increase	<u>\$ 437,503</u>

The **personnel** budget for FY 2014 increased by 4.21% and includes funding for:

- Addition of a staff position in Human Resources;
- Addition of a second Police Lieutenant position (elevated from existing ranks, no increase in total police staffing);
- Anticipated increase in health insurance premiums;
- 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 2014 **supplies** budget increased by 1.71% due to increased budgets for fuel (based on recent pricing and historical use patterns) and chemical supplies, partially offset by one-time small equipment purchases in the prior year.

**Repairs and maintenance** are budgeted to increase 2.42% for funding of additional seal-coating and increased facility and computer system maintenance. These increases were partially offset by decreased vehicle maintenance, resulting from non-recurring repairs related to vehicle accidents in the prior year.

**Services** are budgeted to increase 4.21%, due to a variety of factors:

- Insurance budgets increased \$11,000, due to revised values for buildings and contents;
- Equipment leasing and rentals increased by \$6,500;
- Travel and training budgets increased by \$7,500;
- Street and trail lighting increased \$27,000;

- Belton’s allocation of the county-wide communications center increased \$40,000;
- Increased funding of \$2,700 for use of the County jail;
- \$8,500 for Fire Department accreditation; and
- Increase in Medical Director fees of \$4,700.

These increases were partially offset by reductions 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 2014 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 2014 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 the pass-through funding to BISD for crossing guards.

**Capital outlay** fluctuates annually depending on the specific needs for equipment replacement and infrastructure requirements. The General Fund budget only includes capital outlay for one replacement patrol vehicle in FY 2014. 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 \$131,067. 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 2014 are \$5,273,400** an increase of \$29,222 of 0.56% from the prior year amended budget. A more detailed discussion of projected revenues and the changes from FY 2013 is contained in the Water and Sewer Section.

**Water and Sewer Fund proposed expenditures total \$5,382,034**, a decrease of \$730,272 or 11.95% from the prior year. The change in expenditures from the prior year budget is as follows:

Personnel	\$ 89,825
Supplies	14,299
Repairs & Maintenance	(10,281)
Services	(12,278)
Water purchases	(123,003)
Wastewater treatment	0
Contingency	17,730
Transfers	(362,838)
Debt service	27,950
Strategic Plan	74,732
Capital outlay	<u>(446,408)</u>
Total increase	<u>\$ (730,272)</u>

**Personnel costs** for FY 2014 reflect increases due to the natural growth from pay plan increases and the related benefits thereon, and an anticipated increase in health insurance. Also, a portion of the new Human Resources staff position is funded through this fund, and a maintenance worker position was upgraded to an Environmental Specialist position for FY 2014.

Fuel budgets, which compose 50% 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 safety and small equipment funding for 2014.

**Repairs and maintenance** are budgeted to decrease 6.10%, as the prior year budget included anticipated increases for software maintenance that did not occur. Facility maintenance increased slightly and vehicle maintenance decreased slightly for one-time repairs due to vehicle accidents in the prior year budget.

The **Services** expenditure category budget decreased by \$12,278, due to a variety of factors:

- Decrease of \$4,600 for Hepatitis B shots for all Water and Sewer employees in the prior year, but for new hires only in the coming year;
- Utilities for the new Public Works Center in FY 2013 were \$13,000 less than projected;
- Increased travel and training requests of \$3,900;
- \$3,000 additional for insurance premiums on revised values for buildings and contents; and
- Other small variances spread across line items and departments.

Projected **water purchases** for FY 2014 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 Wastewater Treatment Plant (T-B WWTP). 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 21.574% to 21.164%, and the overall TBRSS budget decreased by \$137,000. The contract decrease was due to some components being removed from the BRA contract, to be paid directly by the cities. Despite the decrease in both flow and contract cost, the uncertainty of the total effect of the change in contract methodology resulted in funding for this line item being maintained at the FY 2013 level. Once the full effect of the new contract is known, this budget area will be reviewed and revised if needed.

Although not required by the City Charter, a small **contingency fund** of \$25,000 is budgeted for FY 2014, to absorb unanticipated, minor operating expenses.

**Transfers include** amounts paid to the General Fund for reimbursement of costs and payment in lieu of franchise fees. The FY 2014 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.

Other transfers are made to the Water & Sewer Capital Projects fund for water and sewer projects that cross multiple fiscal years. The FY 2013 amended budget included a large transfer for the renovation of one of the City's two water storage tanks.

**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 2014 total \$92,482. 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. FY 2013 capital outlay included use of fund balance to refurbish the second of the City's two water storage tanks.

### **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 2014 are \$1,489,606**, a decrease of \$602,166 or 28.79% from the prior year. This decrease 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 \$1,202,947**, a decrease of \$993,381 or 45.23% from the prior year. The change in expenditures from the prior year budget is as follows:

Operations & maintenance	\$ 2,116
Debt service	1,203
Incentives	(946,700)
Capital projects	<u>(50,000)</u>
Total decrease	<u><u>\$(993,381)</u></u>

The budget for **operations & maintenance** increased due to the natural growth of salaries and benefits, and increased supplies and consultant fees. These increases were partially offset by the deletion of budgeted funding for the flex-space building, which was sold to a private owner in 2013.

**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 2014.

**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 2014 of \$363,000** are generated by the drainage fee which was effective March 1, 2008. Budgeted **expenditures for FY 2014 total \$496,674**, and include two Maintenance Workers, associated operating and capital costs, public education efforts, Strategic Plan funding for an engineering standards update, 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 2014 budgeted revenues are \$157,525**, which is the same level as FY 2013 revenues. A discussion of Hotel/Motel revenues appears in the Other Funds Section.

The budgeted **expenditures for FY 2014 are \$152,500**, which is also at the FY 2013 level. 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 2014 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 on the incremental tax values in the Tax Increment Reinvestment Zone, which was 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:**

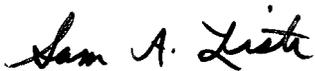
The General Fund, the Water and Sewer Fund, the Drainage Fund, and the Debt Service Fund are budgeted to have a decline in fund balance by the end of FY 2014. This is a planned result, and does not result from operating expenditures exceeding available revenues. Fund balance in all other funds will increase 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 2014 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 2014 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.

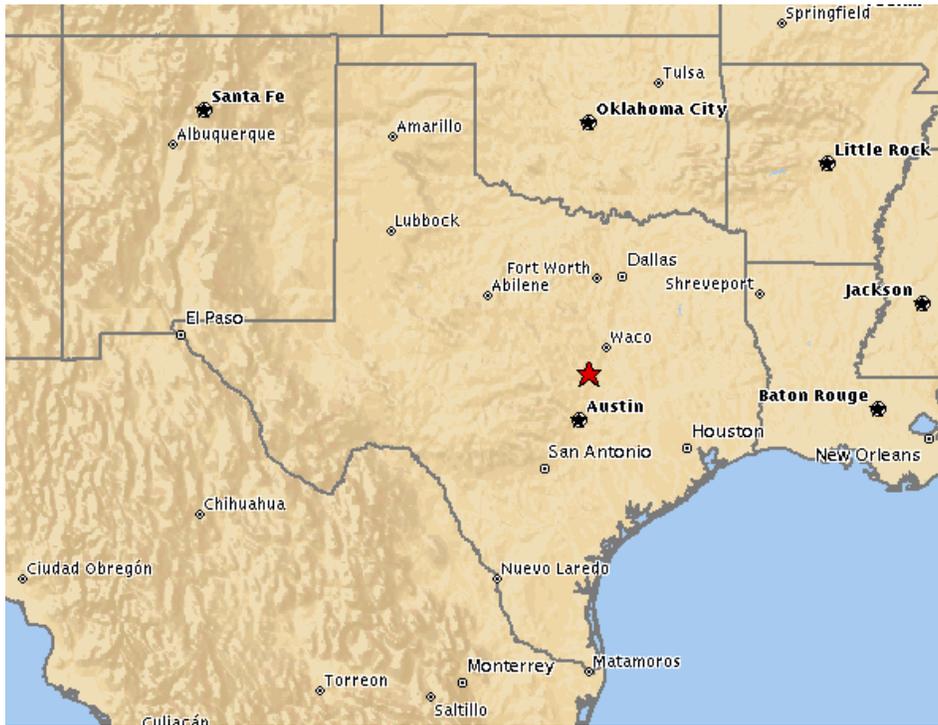
Respectfully submitted,



Sam A. Listi  
City Manager



Cristy Daniell, CPA  
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 4<sup>th</sup> 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
Grants & Special Projects 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
Accounting Technician	933-5808
Ambulance Billing	933-5806
Cashier	933-5804
Human Resources Director	933-5802
Human Resources Assistant	933-5805
Receptionist	933-5803
Senior Accounting Technician	933-5800
Utility Billing Supervisor	933-5810
Fax	933-5809

### **ECONOMIC DEVELOPMENT**

Executive Director	770-2270
Director of Business Retention	770-2271
Fax	770-2273
	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
<b><u>Operations</u></b>	
Deputy Chief	933-5848
Patrol Sergeants	933-5847
Patrol Sergeants	933-5891
Patrol Office	933-5849

# CITY INFORMATION

## BUDGET CONTENTS

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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 schedules 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**

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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 terms 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 Director may supervise more than one Department.

## **THE BUDGET PROCESS**

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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 2014**

<b>Date</b>	<b>Event</b>	<b>Requirement/Action</b>
April 12, 2013	Budget Instructions Distributed to Departments	▶ Budget printouts & request forms distributed to departments.
May 17, 2013	Department Budget Requests Due	▶ Departments enter detailed line item requests into budget software & submit other forms electronically
May/June	Budget Preparation	▶ City Manager & staff review requests; department heads meet w/Manager; staff prepares draft budgets.
June	Budget meetings with DH	▶ Departments meet with CM, ACM, AFD
June 25, 2013	Regular Council Meeting Budget Workshop	▶ Drainage Fund
July 2, 2013	BEDC Board Meeting	▶ BEDC draft budget to Board
July 12, 2013	Certified Tax Roll	▶ BCAD delivers certified ad valorem tax values
July 16, 2013	Special Called Meeting Budget Workshop	▶ Water & Sewer Fund
July 23, 2013	Regular Council Meeting Budget Workshop	▶ Ad Valorem Tax Rate, Debt Service Fund
August	Calculate & Publish Effective and Rollback Tax Rates	▶ By Appraisal District
August 6, 2013	Special Called Meeting Budget Workshop	▶ General Fund Revenues ▶ General Fund – Department Presentations
August 6, 2013	BEDC Board Meeting	▶ 2 <sup>nd</sup> BEDC Board budget workshop
August 8, 2013	TIRZ Board Meeting	▶ TIRZ draft budget to Board
August 13, 2013	Regular Council Meeting Budget Workshop	▶ BEDC, Hotel/Motel Fund, TIRZ Fund ▶ Call for 2 Public Hearings (PH) on Tax Rate (if exceeds effective rate)
August 15, 2013	Notice of Public Hearings	▶ Publish in newspaper and on City website notice of PH's on tax rate (if exceeds effective rate - must be at least 7 days before 1 <sup>st</sup> PH)
August 16, 2013	File proposed budget with City Clerk	▶ Must be at least 30 days before budget adoption (budget may be modified after this date) ▶ Post proposed budget on City website
August 27, 2013	Regular Council Meeting Budget Workshop	▶ 1 <sup>st</sup> PH on tax rate (if exceeds effective rate – at least 3 days before 2 <sup>nd</sup> PH) ▶ Clean-up budget workshop ▶ Call for PH on budget
August 29, 2013	Newspaper Notice	▶ Publish notice of PH on budget (at least 10 days before PH)
September 10, 2013	Regular Council Meeting	▶ 2 <sup>nd</sup> PH on tax rate (if exceeds effective rate - 3 to 14 days before adoption) ▶ PH on budget (at least 15 days after filing with City Clerk ) ▶ Council vote to consider budget at Sept 17 meeting ▶ Public input on strategic plan
September 12, 2013	Newspaper Notice	▶ Publish notice of meeting to vote to increase taxes (if exceeds effective rate – must be after both PH's)
September 17, 2013	Special Called Meeting	▶ Adopt strategic plan ▶ Adopt fee schedule ▶ Adopt budget (no less than 5 days after PH on budget) ▶ Adopt tax rate (at least 3 days after 2 <sup>nd</sup> PH on tax rate)

## **CITY FUNDS**

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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**

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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

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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 2014 is 146.37 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 12, 2013. 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-seven consecutive Certificates from FY 1986 through FY 2012. We believe the FY 2013 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 2014.

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 2014 sales tax revenues were projected at the FY 2013 level, plus a 5% 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 2014 are \$367,659.

The City will **not issue debt to finance current operations**. No debt was issued in FY 2013 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 2014 contingency amount is set at \$100,000 or 0.87% 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-one consecutive years, for FY 1993 through FY 2013.

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 2014 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 2014 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 were deferred due to the recession and deferment of major capital projects. A full rate study is planned for FY 2014.

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 2014 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

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**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.<sup>1</sup> 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 2014.

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<b>Department</b>	<b>Performance Measure</b>	<b>Goal</b>	<b>Actual FY 2013</b>
Finance	Maintain a GF fund balance of at least 25% of operating expenditures (90 days operation).	25%	36.89%
	Collection rate for current taxes.	97%	97.91%
	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	4.33 minutes
	Percentage of stolen property recovered.	25%	12.5%
	Percentage of issued Class B and above warrants that are served.	60%	80%

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

<b>Department</b>	<b>Performance Measure</b>	<b>Goal</b>	<b>Actual FY 2013</b>
	% of investigations due to citizen complaint completed within 30 days of receipt.	95%	100%
	Average time for compliance with code.	7 days	5 days
Fire	Respond to fire calls inside the City within 5 minutes.	98%	98%
	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 building plans within 10 business days of receipt.	10 days	10 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%	18.7%
	Average turnover rate	2%	2.54%
Utilities	Bad debts written off as a % of total billed.	0.50%	0.23%
	10% or less unaccounted for water loss.	10%	4.8%
	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%	100%
Maintenance	Repairs returned for corrective action.	2%	1.5%
	90% of equipment repairs completed within 2 working days.	90%	80%
	Maximum average downtime for fleet repairs.	2 days	3 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.

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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

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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

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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

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	<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

### Population Composition:

Under 18:	33.1%	Female population:	50.9%
18 – 64:	56.0%	Male population:	49.1%
Over 65:	10.9%	Veterans:	1,631

High school graduate or higher, age 25 or older: 82.0%  
Bachelor's degree or higher, age 25 or older: 27.1%

According to the U.S. Census Bureau, Belton's population consists of 59.4% White, 29.1% Hispanic or Latino, 8.1% African American, and 3.4% all other ethnicities.

## **EDUCATION**

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Belton Independent School District:

- 2 - high schools, 3 - junior high schools, 9 - 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**

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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**

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### 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	2.99 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**

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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 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**

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<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
James Construction Group	Construction	350
HEB Grocery	Grocery store	285
Belco Manufacturing	Fiberglass Tanks	175
Cedar Crest Hospital & Clinic	Counseling & Treatment Center	160
City of Belton	Government	153
Custom Printing	Specialty Advertising Products	151

## **PROPERTY & TAXES**

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The top 10 property tax payers within the City limits have a combined taxable value for 2013 of \$97,796,486 and are comprised of the following organizations:

<u>Organization</u>	<u>Taxable Value</u>	<u>Top 10 Percentage</u>
HEB Grocery	\$ 15,227,439	15.57%
Turtle Creek Investments	\$ 14,608,424	14.94%
Wal-Mart	\$ 14,205,576	14.53%
Legacy Landing Group	\$ 11,789,562	12.06%
Oncor Electric Delivery	\$ 11,381,599	11.64%
Chappell Hill	\$ 7,457,563	7.63%
Airgas USA	\$ 7,219,639	7.38%
Tarco of Texas	\$ 5,740,029	5.87%
CMH Manufacturing	\$ 5,675,750	5.80%
Belco Manufacturing	\$ 4,490,905	4.59%

According to the U.S. Census Bureau, there were 5,757 households in Belton from 2008 to 2012, with a homeownership rate of 54.4%. In 2012, the median household income is \$50,066, and per capita income was \$22,563.

## **COMMUNITY AND RECREATION FACILITIES**

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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 2014–2019

October 1, 2013

## **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, with another anticipated in 2015.

The City Council instituted a change in process and focus in development of the FY 2011 Strategic Plan Update, which is continued for FY 2014 and for this FY 2014-2019 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 2014-2019 planning period, this template will be used for annual updates of Belton's Strategic Plan, following a comprehensive review in 2015.

The information which follows summarizes the FY 2014-2019 Strategic Plan Definitions and Process.

**City of Belton, Texas**  
**Strategic Plan Definitions and Process**  
**2014-2019**

**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 2014.

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. In 2014, each objective was 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 2014.

Listed on the next six (6) pages, in their entirety, are Council determined Policy Statements A-F, with associated Objectives. The priority rankings have been updated based on current conditions for FY 2014.

# STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2014 RANKING

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

	RANK	YEAR
<b><u>Management</u></b>		
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, communications, utility, land use, comprehensive economic development, thoroughfares, library, parks, drainage, finance and public safety 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
<b><u>Communications</u></b>		
8. Provides effective means for handling critical issues and citizen concerns.	H-OK	
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-OK	
11. Practices open government with community involvement, making government accessible to all citizens.	H-OK	
<b><u>Leadership</u></b>		
12. Identifies strategic partnerships to expand available services to our citizens.	H-OK	
13. Practices good resource conservation and encourages citizens to follow.	H-N	1
14. Applies new and emerging technologies where appropriate to improve services and reduce costs.	H-N	1

# STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2014 RANKING

## **B. The City of Belton Follows Prudent Growth Management Practices**

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

# STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2014 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.*

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

# STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2014 RANKING

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

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

## STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2014 RANKING

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

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

# STRATEGIC PLAN POLICIES, OBJECTIVES, AND 2014 RANKING

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

	RANK	YEAR
1. Maintains, implements and regularly updates master plans including technology, communications, utility, land use, comprehensive economic development, thoroughfares, library, parks, drainage, finance and public safety in order to prepare for future service delivery.	H-N	1
2. Partners with agencies and service providers to enhance service delivery and assure cost effectiveness for our citizens.	H-OK	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	H-N	1
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-seven (27) H-N-1 priority- ranked Objectives, and assigned Coordinators for FY 2014.

<b>POLICY REF</b>	<b>OBJECTIVE</b>	<b>COORDINATOR</b>
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 technology, communications, utility, land use, comprehensive economic development, thoroughfares, library, parks, drainage, finance and public safety 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-9	Encourages elected and appointed officials and staff to communicate and cooperate in the community's best interest.	City Manager
A-13	Practices good resource conservation and encourages citizens to follow.	PW Director
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-4	Considers emerging technology for infrastructure construction.	PW Director
B-5	Actively implements thoroughfare planning and traffic management.	Planning Director
B-10	Balances service and infrastructure expansion and maintenance with available revenues.	City Manager/ Asst. City Manager
C-3	Promotes a culture which provides young adults with health and wellness opportunities through recreational programming.	Rec & Events Dir.
C-4	Maintains and enforces appropriate building codes in order to assist in beautifying both public and private property and enhancing public safety.	Planning Director
C-6	Implement CIP funded parks projects.	PW Director
D-7	Determine priority areas for infrastructure expansion and initiate final site planning.	BEDC Exec. Dir.
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.	Police/Fire Chiefs/ Public Works Dir.
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-1	Achieves quality delivery of essential services by finalizing select master plan updates.	City Manager
F-3	The City of Belton provides:	
F-3-1	Adequate, dependable water supply/delivery infrastructure	Public Works Dir.
F-3-2	Dependable and cost effective wastewater infrastructure and service	Public Works Dir.
F-3-3	On-going maintenance of city streets & planning for future growth	Public Works Dir.
F-3-4	Waste collection services and recycling	Public Works Dir.
F-3-5	Adequate Storm Drainage infrastructure	Planning Director
F-3-6	Pedestrian and bike routes	IT Director
F-3-7	Information Technology Master Plan	

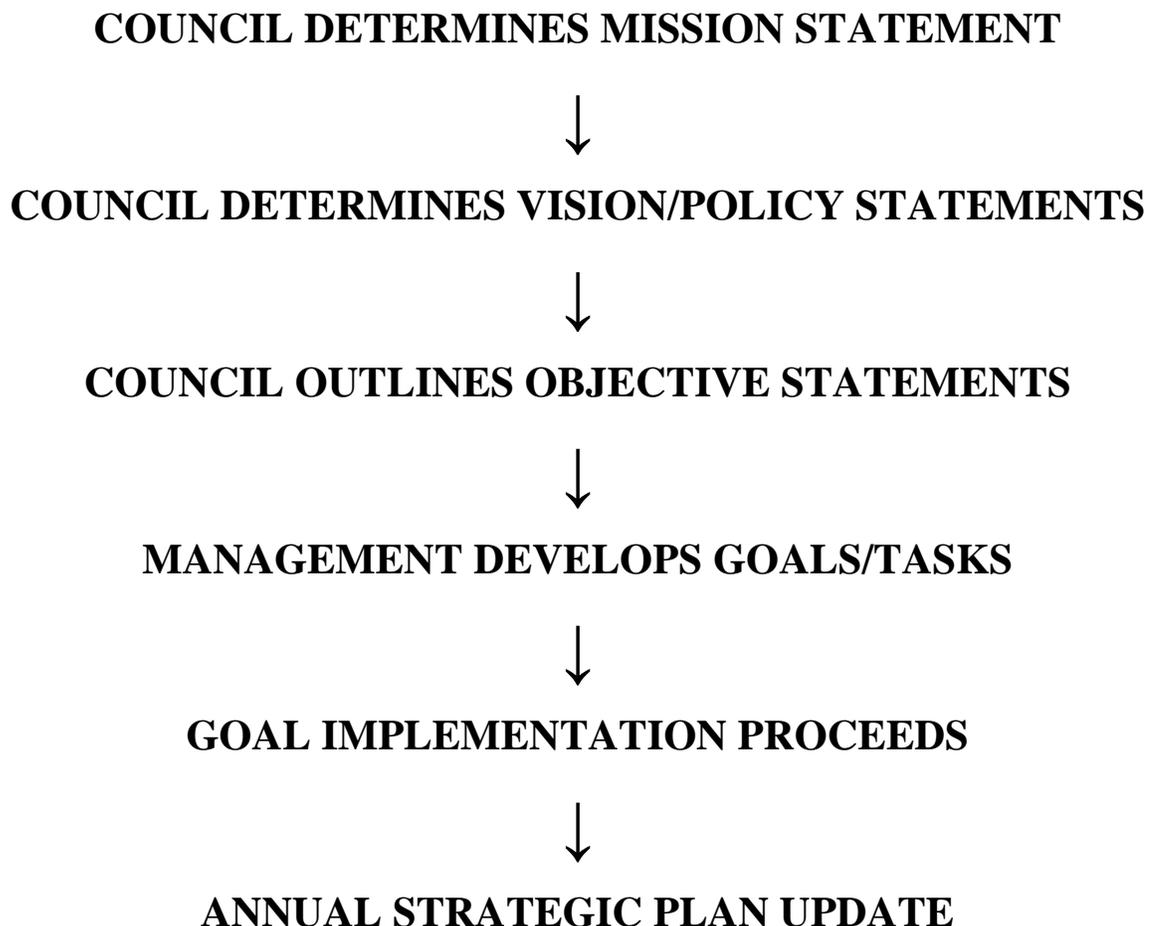
The twenty-seven (27) H-N-1 priority-ranked objectives were then given to Management to develop Goals which would move an H-N ranked Objective to the H-OK ranking during the next planning horizon.

**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 2014-2019:** 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 2014.

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**

Strategic Plan Element	Actual FY 2012	Actual FY 2013	Proposed FY 2014	Estimated FY 2015	Estimated FY 2016
<b>A. Effective and Efficient City Government</b>					
1 Strategic Plan updates	\$ 5,250	In-House	\$ 5,500	\$ 5,750	\$ 6,000
2 Education & training for Council/staff/boards	\$ 117,799	\$ 164,503	\$ 187,252	\$ 196,615	\$ 206,445
3 Maximizes resources, grants	\$ 60,046	\$ 111,053	\$ 1,000	\$ 100,000	\$ 100,000
4 Fiscal management	\$ 278,816	\$ 294,662	\$ 306,486	\$ 309,395	\$ 324,865
5 Leadership and manpower planning	\$ 7,438	FCL	FCL	FCL	FCL
6 Implements & updates master plans	See F3	See F3	See F3	See F3	See F3
7 Service delivery	\$ 32,600	\$ 32,600	\$ 88,400	\$ 40,320	\$ 42,336
8 Critical issues & citizen concerns	FCL	\$ 5,272	\$ 31,500	FCL	FCL
9 Elected officials/staff communications	\$ 12,000	FCL	FCL	FCL	FCL
10 Promote Belton using variety of formats	\$ 161,985	\$ 171,114	\$ 164,120	\$ 172,326	\$ 180,942
11 Open government, community involvement					
12 Strategic partnerships	\$ 67,000	\$ -	FCL	FCL	FCL
13 Good energy conservation			FCL	FCL	FCL
14 Applies new & emerging technology	\$ 66,825	\$ 39,650	\$ 54,744	FCL	FCL
<b>B. Prudent Growth Management</b>					
1 Comprehensive land use plan	FCL	FCL	FCL	FCL	FCL
2 Mixed use development, retain character	\$ 15,000	\$ 13,257	\$ 5,000	FCL	FCL
3 Annexation planning	FCL	\$ -	\$ 5,000	FCL	FCL
4 Technology in construction	FCL	FCL	\$ 87,900	FCL	FCL
5 Thoroughfare planning/traffic management	\$ 20,500	\$ 30,900	\$ 14,175	FCL	FCL
6 Tax base diversity	FCL	FCL	FCL	FCL	FCL
7 Changing demographics	FCL	FCL	FCL	FCL	FCL
8 Essential environmental goals	FCL	FCL	FCL	FCL	FCL
9 Partnerships for regional growth	FCL	FCL	FCL	FCL	FCL
10 Balance service expansion with revenues			\$ 25,000	\$ 5,000	\$ 5,500
<b>C. Quality of Life</b>					
1 Government impact on quality of life	FCL	FCL	FCL	FCL	FCL
2 Attract & retain citizens	FCL	FCL	FCL	FCL	FCL
3 Attract & retain youth/young adults	\$ 47,762	\$ 47,762	FCL	FCL	FCL
4 Appropriate building codes	\$ 183,302	\$ 191,284	\$ 198,059	\$ 200,848	\$ 210,891
5 Historic neighborhood preservation	\$ 40,459	\$ 27,739	\$ 55,000	\$ 57,750	\$ 60,638
6 Adequate leisure services	\$ 15,500	FCL	\$ 15,640	FCL	FCL
7 Cultural opportunities for all citizens	\$ 1,015,882	\$ 1,073,134	\$ 1,161,086	\$ 1,126,791	\$ 1,183,130
8 Strategic partnerships for quality of life	FCL	FCL	FCL	FCL	FCL
<b>D. Economic Development</b>					
1 Economic development strategic plan	FCL	FCL	FCL	FCL	FCL
2 Partnerships for economic development	\$ 15,310	\$ 17,331	\$ 22,400	\$ 23,520	\$ 24,696
3 Facilitate new business investment	\$ 1,280,000	\$ 1,038,256	\$ 575,900	\$ 823,444	\$ 63,000
4 Skilled labor force	FCL	FCL	FCL	FCL	FCL
5 Enhance training and employment	FCL	FCL	FCL	FCL	FCL
6 Evaluate ED efforts	\$ 44,211	\$ 1,650	FCL	FCL	FCL
7 Future infrastructure needs	\$ 111,509	\$ 135,796	\$ 100,000	FCL	FCL
8 City participation thresholds	FCL	FCL	FCL	FCL	FCL
<b>E. Public Safety</b>					
1 Staffing, training, equipment & facilities	\$ 87,818	\$ 297,487	\$ 30,020	FCL	FCL
2 Public safety technology	\$ 57,003	FCL	FCL	FCL	FCL
3 Public safety initiatives & outreach	\$ 2,042	\$ 2,927	\$ 3,500	\$ 3,675	\$ 3,859
4 Public safety partnerships	\$ 183,519	\$ 216,072	\$ 255,730	\$ 268,517	\$ 281,942
5 Public safety master plan	\$ 35,000	\$ -	\$ 8,500	FCL	FCL
6 Threat assessment	\$ 31,331	\$ 30,178	\$ 29,294	\$ 30,000	\$ 30,000
<b>F. Delivery of Essential Services</b>					
1 Master plans		\$ 11,340	\$ 134,600	FCL	FCL
2 Partnerships			FCL	FCL	FCL
3 Service delivery and infrastructure	\$ 1,929,104	\$ 2,149,676	\$ 7,804,558	\$ 9,069,838	\$ 500,000
	\$ 5,925,011	\$ 6,103,643	\$ 11,370,364	\$ 12,433,788	\$ 3,224,244
Strategic Plan Funding	\$ 114,688	\$ 5,272	\$ 196,600	\$ 10,750	\$ 11,500
CIP-Capital Improvments Program	\$ 2,192,905	\$ 2,280,978	\$ 7,977,017	\$ 9,069,838	\$ 500,000
Imbedded in Operating Budgets	\$ 3,617,418	\$ 3,817,393	\$ 3,196,747	\$ 3,353,200	\$ 2,712,744

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 2014**

STRATEGIC PLAN GOAL		FUNDING	ITEM
A1	Strategic Plan Updates	\$5,500	Strategic Plan update
A2	Education & Training	\$187,252	Dues and training budgets in all funds/departments
A3	Maximizes Resources	\$1,000	Grants for all operating funds
A4	Fiscal Management	\$306,486	Finance operating budget
A7	Service Delivery	\$6,600	Online software training, customer online access
A7	Staff Selection & Compensation	\$81,800	Employee benefits consultant, compensation study, interviewing skills
A8	Customer Concerns	\$31,500	Customer service training
A10	Promote Belton	\$14,120	Website update and fees, GIS hosting
A10	Promote Belton	\$150,000	Funding for Convention and Visitors Bureau
A14	New Technology	\$54,744	Technology system upgrades
B2	Retain Belton's Character	\$5,000	Design standards review
B3	Future Annexation Planning	\$5,000	Annexation study, surveys
B4	Technology in Construction	\$56,900	Construction design standards update
B4	Technology in Construction	\$31,000	Asset management/work order software
B5	Thoroughfare Planning	\$14,175	Traffic studies, thoroughfare plan update
B10	Balance Expansion & Revenue	\$25,000	Water & sewer rate study
C4	Appropriate Building Codes	\$198,059	Inspection department operating budget.
C5	Historic Neighborhood	\$55,000	Historic preservation consultant, Façade Improvement Grants & H/M funding
C6	Adequate Leisure Services	\$15,640	Library improvements
C7	Cultural Opportunities	\$1,161,086	Library & Parks operating budgets
D2	Partnerships for ED	\$22,400	BEDC partnership dues
D3	Facilitate Business Investment	\$575,900	BEDC incentives to businesses
D7	ED Infrastructure	\$100,000	Business Park improvements
E1	Public Safety Staffing	\$30,020	Civil Service pay increases, shooting range
E3	Public Safety Initiatives	\$3,500	Citizens' Police Academies, Fire Safety outreach
E4	Public Safety Partnerships	\$255,730	Annual funding for Bell County Comm. Center
E5	Public Safety Plans	\$8,500	Fire department accreditation program
E6	Threat Assessment	\$29,294	Emergency management grant
F1	Utility Planning	\$134,600	Street maintenance plan, water/sewer master plan, drainage master plan update, drought plan update
F3	Service Infrastructure	\$7,804,558	Bond and capital infrastructure projects
<b>TOTAL</b>		<b>\$11,370,364</b>	<b>Total strategic plan elements funded for FY 2014</b>

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

<b>Policy A</b>	The City of Belton provides effective and efficient City Government for its citizens.
<b>Objective A-2</b>	Provides appropriate education and training for members of City Council, Boards, Commissions, and Staff.
<b>Goal</b>	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:** 2014

**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

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
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
Prepare implementation schedule	2013	TBD	TBD
Begin implementation	January 2014	TBD	TBD
Develop process to keep plans up to date and secure approval	Balance 2014	TBD	TBD

**Notes:** \_\_\_\_\_

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

<b>Policy A</b>	The City of Belton provides effective and efficient City Government for its citizens.
<b>Objective A-6</b>	Maintains, implements, and regularly updates Master Plans including technology, communications, utility, land use, comprehensive economic development, thoroughfares, library, parks, drainage, finance and public safety in order to prepare for future service delivery.
<b>Goal</b>	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:** 2014

**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

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Collect recommendations for all existing Master Plans to be included in the total program	Summer 2013	N/A	N/A
Summarize for each Master Plan current date, when update needs to be prepared, and who will be responsible for action	Summer 2013	N/A	N/A
Obtain preliminary Manager, Council approval	October 2013	N/A	N/A
Prepare a list of Master Plans, cost and staffing to meet desired plan qualifications, and schedule to complete	October 2013	TBD	TBD
Obtain City Council approval of list and identify funding to implement	October 2013	TBD	TBD
Create a central data location where all plans are available – in print and digitally – with their status identified	June 2014	TBD	TBD
Develop a schedule for review/update of Plans	September 2014	TBD	TBD

**Notes:** \_\_\_\_\_

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

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

**Year Identified/Revised:** 2014

**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:**

- Secure Council identification of Customer Service Expectations
- 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 compensation review

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Circulate Council survey on expectations	September 2013	N/A	GF & WS
Conduct customer service training with Management, Supervisors, and all employees.	2014 and regularly	\$30,920 2014 Budget	GF/W&S/ Drainage
Conduct essential Interviewing Skills training for Supervisors	Continuously	\$1,776 2014 Budget	GF/W&S/ Drainage
Develop and implement customer service code	2014	N/A	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
Conduct compensation review in order to retain/attract superior employees	2014	\$50,000	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-9**

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

**Year Identified/Revised:** 2014

**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:**

- Provide Council member orientation and worksessions to emphasize communication
- Seek improved ways to communicate, recognizing roles are distinct, formal, and separate
- Involve Department Heads in budget and 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 Council, 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 Fall 2013	N/A	N/A
Schedule Department Head meetings, team building, regularly	Underway	N/A	N/A
Conduct joint workshops between Council and major Boards/Commissions – P&ZC, Parks, BEDC, etc.	Underway	N/A	N/A
Develop/maintain list of topics and conduct quarterly Council worksessions including Department Heads	<del>2013</del> 2014	N/A	N/A
Include Department Heads in budget and 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-13**

<b>Policy A</b>	The City of Belton provides effective and efficient City Government for its citizens.
<b>Objective A-13</b>	Practices good resource conservation and encourages citizens to follow.
<b>Goal</b>	Implement performance contracting and assess City systems.

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** Public Works Director

**Assisted By:** Asst. City Manager/PIO

**Barriers to Achievement:**

- City building infrastructure varies by age/condition; thus, no single solution apparent
- Utility infrastructure and resources (water, sewer, drainage, streets, etc.) vary by age/condition
- IT infrastructure ages quickly and requires maintenance, education/training to stay current
- Vehicle infrastructure wears out quickly and requires maintenance, training
- Citizens may not consider City effort applicable

**Strategies to Overcome or Remove Barriers:**

- Building assessment/survey
- Utility systems and resource assessment/survey/work order system
- IT systems assessment
- Shop assessment and work order system
- Conservation efforts to be highlighted by PIO

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Performance contracting RFQ	2014	TBD	GF/W&S
Evaluate street and utility systems and resources	2014	Street Maint. Plan \$50,000	GF/W&S
Assess IT systems	2014	TBD	GF/W&W
Assess Public Works Shop and implement work order system for all divisions	2014	\$39,000	W&S/Drainage/ Capital Projects
Share City analysis, savings opportunities following assessment through media by PIO	2014, ongoing	N/A	N/A

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

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

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

**Year Identified/Revised:** 2014

**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

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Develop Technology Plan, outline phased implementation schedule, and update Plan	2014	TBD	All Funds
Explore solutions with long term and flexible life	Annually	TBD	All Funds
Provide funding, time for training	Annually	TBD	All Funds

**Notes:** \_\_\_\_\_.

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

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

**Year Identified/Revised:** 2014

**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
- Recognition of existing ETJ boundaries

**Strategies to Overcome or Remove Barriers:**

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

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Map Belton, and area ETJ's, and prospective development	2014	N/A	N/A
Outline jurisdictional issues, such as water CCN's and expansion plans	2014	N/A	N/A
Develop phased annexation strategy based on growth expectations, especially south, along IH 35 and west	2014	N/A	N/A

**Notes:** \_\_\_\_\_

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

<b>Policy B</b>	The City of Belton follows prudent growth management practices.
<b>Objective B-4</b>	Considers emerging technology for infrastructure construction.
<b>Goal</b>	Develop infrastructure plans to maximize emerging technology.

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** Public Works Director

**Assisted By:** IT Director

**Barriers to Achievement:**

- Identifying relevant technology applications early in infrastructure construction
- Cost for new technology application
- Integrating new technology into infrastructure construction

**Strategies to Overcome or Remove Barriers:**

- Develop a Plan for different infrastructure areas
- Update infrastructure construction standards
- Utility rates, city budget, bond issue

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Infrastructure Strategic Plan	2014	TBD	GF/W&S
Fund Construction Standards update	2014	\$56,900	GF/W&S/ Drainage
Implement radio read utility meters	2014	TBD	GF/W&S

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

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

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

**Year Identified/Revised:** 2014

**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 high 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)
- Engage consultant for updating Thoroughfare Plan
- Assess role for consultants, staff, P&ZC, City Council, public, in plan update

<b>Tasks to Achieve Goal</b>	<b>Timeline/Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
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	2013	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	2013	Funded in FY 2013	GF
Complete and implement Thoroughfare Plan Update	2014	\$0	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-10**

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

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** Assistant City Manager

**Assisted By:** PW Dir/IT Dir/Other DH's

**Barriers to Goal Achievement:**

- Securing adequate funding for projects
- Disconnect between project needs and implementation
- 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 and maintain CIP – long range and multi-year
- Assess maintenance software program for operations

<b>Tasks to Achieve Goal</b>	<b>Timeline/Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
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	2013	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	2014	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**

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

**Year Identified/Revised:** 2014

**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.

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
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.	Continuously	TBD	GF/Contributions
Enhance public awareness for the Nolan Creek Recreational Improvement Project and begin Phase I improvements	2014	\$500,000	TIRZ/P&W Grant/Contributions
Implement Parks and Recreation Master Plan/Library Plan	Continuously	TBD	GF
Develop and implement a social media plan to inform citizens of leisure services, including Nolan Creek Recreational Improvement Project	2013	\$0	N/A
Implement Legacy Program	2014	\$0	Donors/Sponsors

**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. C-4**

<b>Policy C</b>	The City of Belton seeks to protect and improve our Quality of Life.
<b>Objective C-4</b>	Maintains and enforces appropriate building codes in order to assist in beautifying both public and private property and enhancing public safety.
<b>Goal</b>	Update building, property codes for maximum effectiveness.

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** Planning Director

**Assisted By:** \_\_\_\_\_

**Barriers to Achievement:**

- Codes fall out of date and take substantial review times; area cities often adopt different code updates ahead of us, complicating permitting process for development community
- Subject expertise needed by local officials to keep codes current
- Cost/time of training; updates

**Strategies to Overcome or Remove Barriers:**

- Review codes on regular basis and compare to other cities in area
- Training/classes for personnel
- Funding to keep codes current, relevant, in city's best interest

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Establish routine update process so as not to fall behind	Every 3 years	TBD	GF
Take advantage of local, regional, state classes	Annually	TBD	GF
Budget adequately for travel, training for personnel and maintain certifications	Annually	TBD	GF

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

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

<b>Policy C</b>	The City of Belton seeks to protect and improve our Quality of Life.
<b>Objective C-6</b>	Provides and distributes adequate Leisure Services to address the diverse needs of our citizens.
<b>Goal</b>	Implement CIP funded parks projects.

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** Public Works Director

**Assisted By:** Recreation/Events Coord.

**Barriers to Achievement:**

- Time schedules for Public Works, Parks Staff
- Other competing projects
- Sports team seasons
- Ordering/installing equipment

**Strategies to Overcome or Remove Barriers:**

- Schedule parks CIP projects
- Recognize sports team seasons
- Order equipment as soon as possible

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Develop master parks CIP schedule and order equipment	January 2014	TBD	CIP
Manage scheduling in light of team play	Spring 2014	TBD	CIP
Install equipment	Spring/Summer 2014	TBD	CIP

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

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

<b>Policy D</b>	The City of Belton maintains an active role in Economic Development.
<b>Objective D-7</b>	Plans for adequate infrastructure to meet the needs of future economic development prospects.
<b>Goal</b>	Determine priority areas for infrastructure expansion and initiate final site planning.

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** BEDC Exec. Director

**Assisted By:** Public Works Director

**Barriers to Achievement:**

- Limited funds for infrastructure expenditure
- Uncertainty about priority need areas
- BEDC Business Park served
- Water CCN boundaries may prevent development expansion

**Strategies to Overcome or Remove Barriers:**

- Sale of BEDC properties will generate funds
- Sales taxes revenue rising
- Evaluation of “next” likely development areas – along US 190, So IH 35, Rockwool
- Market study of needed property
- Discuss revision to CCN boundaries to allow growth of Business Park, other areas

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Identify needed properties	2014	TBD	BEDC/City
Select priority area(s) and begin planning	2014	TBD	BEDC/City
Invest in next area(s)	2014	TBD	BEDC/City
Seek modification of CCN boundaries	2014	TBD	BEDC/City

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

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

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

**Year Identified/Revised:** 2014                      **Priority:** High X Med \_\_\_ Low \_\_\_  
**Team Leader/Coordinator:** City Manager                      **Assisted By:** Public Works Director

**Barriers to Achievement:**

- No ordinance exists that adequately identifies parameters for public/private participation
- The lack of a comprehensive long range infrastructure plan
- 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 comprehensive long range infrastructure plan
- Develop multi-year budget for public/private participation in development projects

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Prepare a comprehensive long range infrastructure plan and update annually	2014	Nominal	WS
Develop estimates of costs for infrastructure projects	2014	Nominal	WS
Develop budgets (dollars and schedules) for infrastructure projects	2014	Nominal	WS
Design formula for participation in private projects including parameters, timing and instructions for use	2014	Nominal	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**

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

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** Police & Fire Chiefs

**Assisted By:** Public Works Director

**Barriers to Achievement:**

- Limited operating 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:**

- Use bond funds for major project needs
- 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

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Adjust salaries for civil service personnel	2013	TBD	GF
Implement Police Department space needs assessment	2014	\$2.5M	Bond Issue
Acquire Pumper Fire Engine	2014	\$0.4M	Bond Issue
Assess coordination among Police, Fire, Public Works Departments and outside agencies	Continually	N/A	N/A
Implement Fire Department Strategic Plan	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
Integrate Medical Director for Effectiveness	2014	Nominal	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**

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

**Year Identified/Revised:** 2014

**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

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Organize a comprehensive assessment of new or additional technology by department	Fall 2014	N/A	N/A
Coordinate ranking of priority needs	Spring 2014	N/A	N/A
Submit recommendation to City Manager	May 2014	N/A	N/A

**Notes:** \_\_\_\_\_

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

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

**Year Identified/Revised:** 2014

**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

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Implement PD building needs assessment	2014	\$2.5M	GF
Implement Fire Department Strategic Plan	Ongoing	\$8,500 for FD Accreditation	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**

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

**Year Identified/Revised:** 2014

**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

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
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:**

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

<b>Policy F</b>	The City of Belton provides quality delivery of essential services.
<b>Objective F-1</b>	Maintains, implements and regularly updates master plans including technology, communications, utility, land use, comprehensive economic development, thoroughfares, library, parks, drainage, finance and public safety in order to prepare for future service delivery.
<b>Goal</b>	Achieves quality delivery of essential services by finalizing select master plan updates.

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** City Manager

**Assisted By:** \_\_\_\_\_

**Barriers to Achievement:**

- Challenges of coordination due to varying interests
- Schedule, funding, variable priorities
- Effective integration of elements

**Strategies to Overcome or Remove Barriers:**

- Coordination needed in light of revenue realities
- Master scheduling of projects
- Focus on strategic planning of key elements in interest of all concerned

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Select items needed this year and finalize for implementation:			
• Thoroughfares	2013/2014	Funded in FY 2013	GF
• Street rating plan	2014	\$50,000	GF
• Water/sewer rate study	2014	\$25,000	W&S
• Drainage	2014	\$35,000	Drainage
• Water/wastewater map update	2013/2014	Funded in FY 2012	W&S

**Notes:** Relates to A-6

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

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

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** Public Works Director

**Assisted By:** \_\_\_\_\_

**Barriers to Goal Achievement:**

- Potential for complacency in current water availability
- Cost for additional water purchased now for future use; water availability vs. treatment
- 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

<b>Tasks to Achieve Goal</b>	<b>Timeline/Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Conduct water and wastewater map update and rate study	2013/2014	Map Update: Funded in FY 2012 Rate Study \$25,000	W/S Fund Balance
Analyze area water supply corporations and their relationship to Belton’s growth	2014	Nominal	W/S Rates
Additional water distribution lines, water storage facilities	2014	TBD	W/S Rates

**Notes:**

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

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

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** Public Works Director

**Assisted By:** \_\_\_\_\_

**Barriers to Achievement:**

- TBWWTP capacity/need for expansion and cost
- 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 TBWWTP 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

<b>Tasks to Achieve Goal</b>	<b>Timeline/Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Complete design and begin phased expansion of TBRSS Plant on FM 93	2014	TBD	W/S Fund Balance/ W/S Bonds
Identify aging water and sewer facilities – mains, manholes, and lift stations – and develop replacement priorities	2014	Unknown	W/S Bonds
Adopt Fats, Oils and Grease (FOG) Ordinance	2014	\$0	N/A
Purchase land and obtain permit for Lampasas River Wastewater Site	2014	\$400,000	W/S Bonds
Implement and enforce FOG Ordinance	2014	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**

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

**Year Identified/Revised:** 2014

**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

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Develop and implement a street preventive maintenance (PM) program for existing streets	2014	\$50,000	GF
Upgrade and replace inadequate existing streets	As needed	Varies	GO Bonds
Utilize TxDOT/Drainage/TIRZ funds to replace Toll Bridge Road Bridge	2014	\$200,000 \$125,000	Drainage FY 2014 & 2015 TIRZ
Prioritize street needs and obtain Council approval to fund future street needs following Thoroughfare Plan Update	2014	Varies	Combination of Funds
Seek funds for the 9 <sup>th</sup> Avenue Extension/ Overpass over Nolan Creek	2014-2015	\$800,000 local match; \$2.9M balance	Federal/State/ KTMPO/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**

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

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** Public Works Director

**Assisted By:** Asst. City Manager/PIO

**Barriers to Goal Achievement:**

- Contracted service presents challenges for customers to understand and staff to manage
- 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
- Implement new contract to include recycling opportunities for City customers

<b>Tasks to Achieve Goal</b>	<b>Timeline/Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Negotiate new contract for residential solid waste collection for 5 year period	2014	N/A	Solid Waste Fees
Provide regular service information to customers through bill message inserts, website	Continuously	Nominal	Solid Waste Fees
Maintain opportunities for alternate services such as household hazardous waste	2014	Nominal	Solid Waste Fees
Implement recycling	2014	TBD	Solid Waste Fees

**Notes:**

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**CITY OF BELTON STRATEGIC PLAN HIGH PRIORITIES  
GOAL ACHIEVEMENT PLAN  
No. F-3-5**

<b>Policy F</b>	The City of Belton provides quality delivery of essential services.
<b>Objective F-3-5</b>	The City of Belton provides adequate storm drainage infrastructure.
<b>Goal</b>	Update storm drainage master plan.

**Year Identified/Revised:** 2014

**Priority:** High X Med \_\_\_ Low \_\_\_

**Team Leader/Coordinator:** Public Works Director

**Assisted By:** \_\_\_\_\_

**Barriers to Achievement:**

- Funding availability
- Drainage projects can be extremely costly
- Construction/long term maintenance costs
- Identification of priority projects

**Strategies to Overcome or Remove Barriers:**

- Drainage Fund Resources
- Schedule priority projects
- Design maintenance into projects
- Use/update storm drainage master plan to guide decisions, as well as built improvements by developers

<b>Tasks to Achieve Goal</b>	<b>Timeline/ Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
Update Storm Drainage Master Plan and establish priorities	2014	\$35,000	Drainage Fund
Update Drought Contingency Plan	2014	\$20,000	Drainage Fund
Build Connell Street drainage improvements	2014/2015	\$200,000	Drainage Fund
Build drainage improvements into street projects	Regularly	Sparta Road Widening \$300,000	TIRZ 2008 Drainage CO's

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

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

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

**Year Identified/Revised:** 2014

**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:**

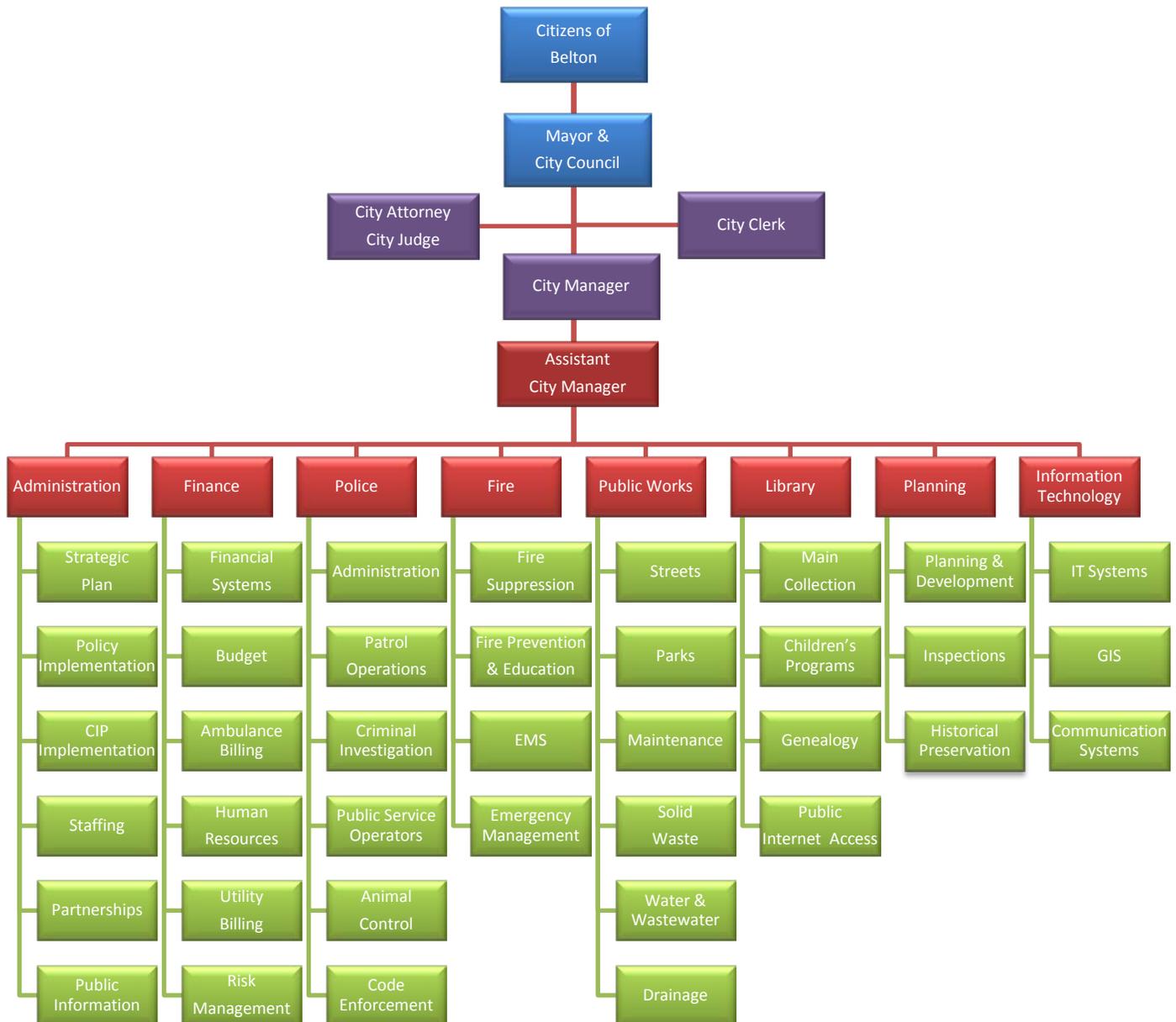
- Awareness of opportunities to plan bike/trail extensions
- Update subdivision regulations/design standards
- Plan for total project costs
- Educate public about importance of open space

<b>Tasks to Achieve Goal</b>	<b>Timeline/Implementation</b>	<b>Cost</b>	<b>Funding Source</b>
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 2014	\$2M grant \$450,000 local match	GF
Design/build Phase 3 of Nolan Creek Trail (Chisholm Trail) in conjunction with 9 <sup>th</sup> Avenue	FY 2015/2016	\$1.8M grant \$313,950 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 2012	FY 2013	FY 2014
Administration	4	5 (a)	5
Finance	7	7	8 (g)
Legal	2	2	2
Police	40	42 (b,c)	42
Fire	33	33	33
Information Technology Systems	3	3	3
Streets	9	9	9
Parks & Recreation	12	12	12
Planning	4	4.5 (d)	4.5
Library	5	5	5
Solid Waste	1	1	1
Maintenance	7	8 (e)	8
Utility Administration	9	9	9
Water	7	8 (f)	8 (h)
Sewer	5	5	5
Economic Development	2	2	2
Drainage	2	2	2
<b>Total</b>	<b>152</b>	<b>157.5</b>	<b>158.5</b>

- (a) Addition of Public Information Officer
- (b) Addition of one School Resource Officer
- (c) Addition of Warrant Officer
- (d) Addition of part-time Planning Clerk
- (e) Addition of Landscaper
- (f) Addition of one Water Maintenance Worker
- (g) Addition of Human Resources Clerk
- (h) Upgrade Maintenance Worker position to Environmental Specialist

# 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
David K. Leigh	May 9, 2015
Craig Pearson	May 9, 2015
John Agan	May 10, 2014
Jerri Gauntt	May 9, 2015
Dan Kirkley	May 9, 2015



## **Belton City Council 2013-2014**

Back row: Mayor Pro Tem Marion Grayson, John Agan, Mayor Jim Covington, Craig Pearson  
Front row: David K. Leigh, Dan Kirkley, Jerri Gauntt

# APPOINTED OFFICIALS

## CITY ADMINISTRATION

<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
Grants & Special Projects Coordinator	Aaron Harris	January 2, 2013
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	Mike Huber	April 1, 2013
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, 2016
Wayne Carpenter, Alternate	October 16, 2016

## BELL COUNTY TAX APPRAISAL DISTRICT

Two-Year Terms

<u>NAME</u>	<u>TERM EXPIRES</u>
Robert Jones	January 1, 2016

## 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>
Rucker Preston	January 28, 2015
Susan Kincannon	January 28, 2015

## **ELECTRICAL BOARD**

Two-Year Terms

Created by Ordinance No. 72881-2

<u>NAME</u>	<u>TERM EXPIRES</u>
Robert Bass	October 23, 2015
Willie Leos (Oncor Rep)	October 23, 2015
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>
Mike Miller	May 10, 2014
Brett Turner	May 10, 2014
Mark Fitzwater	May 10, 2014
Robert Jones	May 10, 2014
James Hill	May 10, 2014
Larry Pointer	May 10, 2014
Dennis Turk	May 10, 2014

## **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
Tammie Baggerly	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, 2015
Mary Ann Clark, Alternate	September 1, 2015

## 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
Cindy Meredith	November 30, 2014

## MUNICIPAL JUDGE & ASSOCIATE JUDGE

<u>NAME</u>	<u>TERM EXPIRES</u>
Steve Lee	Indefinite
Ted Duffield, Associate	Indefinite

## PARKS BOARD

Two-Year Terms

Created by Ordinance No. 51083-3

<u>NAME</u>	<u>TERM EXPIRES</u>
Diane Ring	June 20, 2015
T. R. McLaughlin	June 20, 2015
Josh Pearson	June 20, 2014
Joshua Van Schoik	June 20, 2015
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, 2015
Jason Morgan	June 13, 2015
Ben Pamplin	May 28, 2014
Joel Berryman	May 28, 2014
Nicholas Rabroker	June 13, 2015
Guy O'Banion	May 28, 2014
Rae Schmuck	May 28, 2014
John Holmes	June 13, 2015
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
Jimmy Rowton	September 24, 2016

**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
Blair Williams	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>
Taylor Bailey	September 1, 2014
Tamah Minnis	September 1, 2014
Cooper Ross	September 1, 2014
Mariah Trevino	September 1, 2014
Samantha Waggoner	September 1, 2014
Montana Minnis	September 1, 2014
Austyn Perry	September 1, 2014
Christina Gaw	September 1, 2014
Nishanth Lavendra	September 1, 2014

# ZONING BOARD OF ADJUSTMENTS

Two-Year Terms

Created by City Council April 1971

<u>NAME</u>	<u>TERM EXPIRES</u>
Mat Naegele	August 22, 2015
Luke Potts	August 22, 2015
David Jarratt	June 25, 2014
Tony Gallagher	June 25, 2014
David Fuller	August 22, 2015
Vacancy, Alternate	August 22, 2015
Vacancy, Alternate	August 22, 2015



**CITY OF BELTON**  
**Annual Budget**  
**FY 2014**

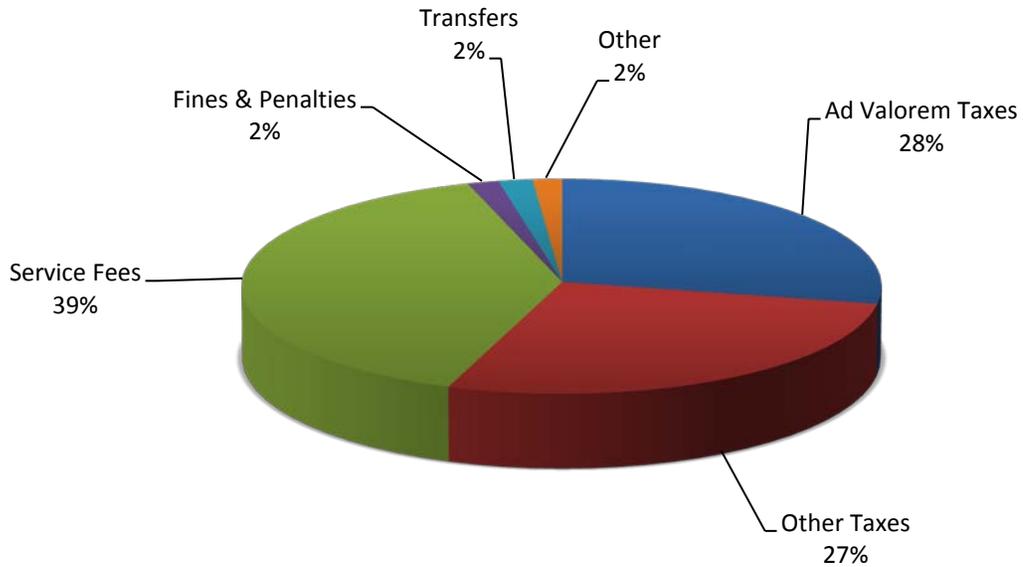
**- Summary of Sources and Uses -**  
**All Funds**

	General Fund	Water & Sewer Fund	Economic Development	Drainage Fund	Hotel/Motel Fund	Debt Service Fund	TIRZ Fund	Totals
<b>Projected Fund/Cash Balance</b>								
<b>October 1, 2013</b>	<b>\$ 4,834,413</b>	<b>\$ 4,236,179</b>	<b>\$ 3,890,005</b>	<b>\$ 416,042</b>	<b>\$ 67,120</b>	<b>\$ 274,764</b>	<b>\$ 184,441</b>	<b>\$ 13,902,964</b>
<b>Sources</b>								
Ad Valorem Taxes	\$ 4,120,013	\$ -	\$ -	\$ -	\$ -	\$ 835,557	\$ 870,678	\$ 5,826,248
Other Taxes	\$ 4,006,013	\$ -	\$ 1,458,506	\$ -	\$ 157,500	\$ -	\$ -	\$ 5,622,019
Service Fees	\$ 2,486,560	\$ 5,262,400	\$ 27,600	\$ 362,700	\$ -	\$ -	\$ -	\$ 8,139,260
Fines & Penalties	\$ 335,525	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,525
Transfers	\$ 367,659	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 367,659
Other	\$ 304,000	\$ 11,000	\$ 3,500	\$ 300	\$ 25	\$ 500	\$ 300	\$ 319,625
<b>Total Sources</b>	<b>\$ 11,619,770</b>	<b>\$ 5,273,400</b>	<b>\$ 1,489,606</b>	<b>\$ 363,000</b>	<b>\$ 157,525</b>	<b>\$ 836,057</b>	<b>\$ 870,978</b>	<b>\$ 20,610,336</b>
<b>Total Available Funds</b>								
<b>Total Available Funds</b>	<b>\$ 16,454,183</b>	<b>\$ 9,509,579</b>	<b>\$ 5,379,611</b>	<b>\$ 779,042</b>	<b>\$ 224,645</b>	<b>\$ 1,110,821</b>	<b>\$ 1,055,419</b>	<b>\$ 34,513,300</b>
<b>Uses</b>								
Maintenance & Operations	\$ 11,113,738	\$ 3,836,280	\$ 949,761	\$ 205,030	\$ 152,500	\$ -	\$ 50,000	\$ 16,307,309
Capital Outlay	\$ 46,850	\$ 98,415	\$ 100,000	\$ 70,000	\$ -	\$ -	\$ -	\$ 315,265
Contingency	\$ 100,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Debt Service	\$ 91,666	\$ 762,198	\$ 153,186	\$ 25,225	\$ -	\$ 950,737	\$ 214,394	\$ 2,197,406
Strategic Plan	\$ 136,817	\$ 92,482	\$ -	\$ 46,419	\$ -	\$ -	\$ -	\$ 275,718
Contributions	\$ 97,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,250
Transfers	\$ 226,000	\$ 567,659	\$ -	\$ 150,000	\$ -	\$ -	\$ 606,584	\$ 1,550,243
<b>Total Uses</b>	<b>\$ 11,812,321</b>	<b>\$ 5,382,034</b>	<b>\$ 1,202,947</b>	<b>\$ 496,674</b>	<b>\$ 152,500</b>	<b>\$ 950,737</b>	<b>\$ 870,978</b>	<b>\$ 20,868,191</b>
<b>Projected Fund/Cash Balances</b>								
<b>September 30, 2014</b>	<b>\$ 4,641,862</b>	<b>\$ 4,127,545</b>	<b>\$ 4,176,664</b>	<b>\$ 282,368</b>	<b>\$ 72,145</b>	<b>\$ 160,084</b>	<b>\$ 184,441</b>	<b>\$ 13,645,109</b>

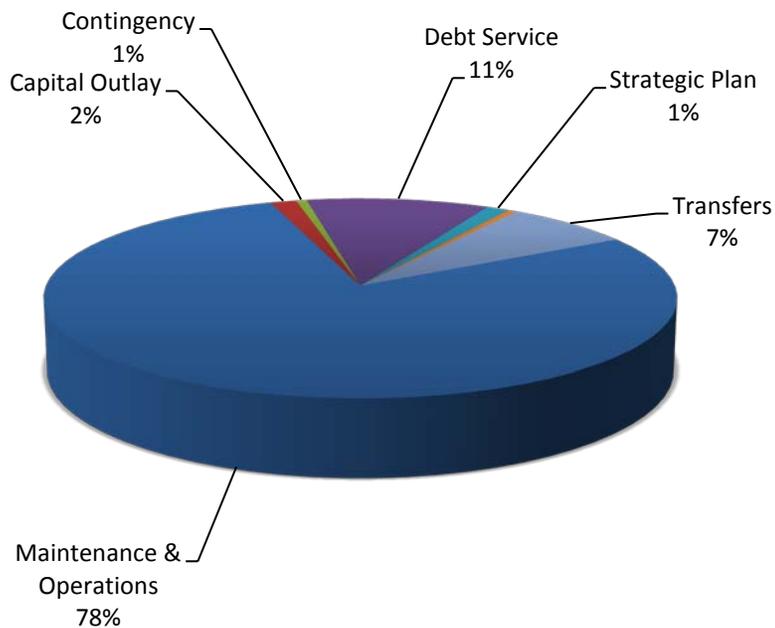
Projected declines in fund and cash balances are an intended result. Instances of expenditures exceeding revenues are the result of major capital projects and non-recurring items, and are not a result of operating expenditures exceeding available revenues.

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 2014



**Revenues by Source**



**Expenditures by Character**

**CITY OF BELTON**  
**Annual Budget**  
**FY 2014**

**- Budget Summary -**

<b>Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Budget</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Budget</b>
General Fund	\$11,220,718	\$ 11,185,655	\$ 11,395,558	\$ 11,619,770
Water & Sewer Fund	\$5,845,045	\$ 5,244,178	\$ 5,676,128	\$ 5,273,400
Development Corporation	\$1,512,276	\$ 2,091,772	\$ 3,725,184	\$ 1,489,606
Drainage Fund	\$349,565	\$ 355,450	\$ 360,375	\$ 363,000
Hotel/Motel Fund	\$151,898	\$ 157,600	\$ 157,525	\$ 157,525
Debt Service Fund	\$787,843	\$ 797,585	\$ 800,056	\$ 836,057
TIRZ Fund	\$667,145	\$ 794,554	\$ 811,463	\$ 870,978
<b>Total Revenues</b>	<b>\$ 20,534,490</b>	<b>\$ 20,626,794</b>	<b>\$ 22,926,289</b>	<b>\$ 20,610,336</b>

<b>Expenditures</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Budget</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Budget</b>
General Fund	\$ 10,668,094	\$ 11,374,818	\$ 11,192,926	\$ 11,812,321
Water & Sewer Fund	\$ 5,481,801	\$ 6,112,306	\$ 6,015,045	\$ 5,382,034
Development Corporation	\$ 1,908,824	\$ 2,196,328	\$ 1,679,961	\$ 1,202,947
Drainage Fund	\$ 283,963	\$ 279,800	\$ 266,635	\$ 496,674
Hotel/Motel Fund	\$ 344,759	\$ 152,500	\$ 152,500	\$ 152,500
Debt Service Fund	\$ 799,686	\$ 796,609	\$ 797,652	\$ 950,737
TIRZ Fund	\$ 610,996	\$ 786,919	\$ 768,409	\$ 870,978
<b>Total Expenditures</b>	<b>\$ 20,098,122</b>	<b>\$ 21,699,280</b>	<b>\$ 20,873,128</b>	<b>\$ 20,868,191</b>

**CITY OF BELTON**  
**Annual Budget**  
**FY 2014**

**- Department Summary -**

	<b>FY 2012 Actual</b>	<b>FY 2013 Budget</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Budget</b>	<b>% of Fund Budget</b>
<b><u>General Fund</u></b>					
City Council	\$ 56,129	\$ 66,647	\$ 54,908	\$ 68,302	0.58%
Administration	\$ 275,850	\$ 349,494	\$ 347,158	\$ 369,430	3.13%
Finance	\$ 395,885	\$ 417,684	\$ 416,420	\$ 465,142	3.94%
Legal	\$ 160,797	\$ 188,977	\$ 187,780	\$ 200,968	1.70%
Police	\$ 2,923,517	\$ 3,197,659	\$ 3,176,431	\$ 3,275,919	27.73%
Fire	\$ 2,323,156	\$ 2,556,996	\$ 2,541,887	\$ 2,591,740	21.94%
Information Tech. Systems	\$ 147,188	\$ 161,661	\$ 157,150	\$ 173,728	1.47%
Streets	\$ 948,955	\$ 1,041,401	\$ 1,042,449	\$ 1,091,366	9.24%
Parks & Recreation	\$ 749,326	\$ 804,023	\$ 794,087	\$ 863,285	7.31%
Planning	\$ 330,726	\$ 352,172	\$ 354,031	\$ 342,212	2.90%
Library	\$ 266,556	\$ 278,461	\$ 279,047	\$ 297,801	2.52%
Other Costs	\$ 743,119	\$ 522,188	\$ 432,646	\$ 639,067	5.41%
Solid Waste	\$ 1,007,505	\$ 1,040,308	\$ 1,020,466	\$ 1,024,833	8.68%
Maintenance	\$ 339,384	\$ 397,147	\$ 388,466	\$ 408,528	3.46%
<b>General Fund Total</b>	<b>\$ 10,668,094</b>	<b>\$ 11,374,818</b>	<b>\$ 11,192,926</b>	<b>\$ 11,812,321</b>	<b>100%</b>
<b><u>Water &amp; Sewer Fund</u></b>					
Utility Administration	\$ 968,425	\$ 985,848	\$ 967,997	\$ 1,042,086	19.36%
Water	\$ 2,329,450	\$ 3,046,724	\$ 2,982,599	\$ 2,300,375	42.74%
Sewer	\$ 1,428,448	\$ 1,290,466	\$ 1,266,624	\$ 1,129,893	20.99%
Other Costs	\$ 755,478	\$ 789,268	\$ 797,825	\$ 909,680	16.90%
<b>Water &amp; Sewer Fund</b>	<b>\$ 5,481,801</b>	<b>\$ 6,112,306</b>	<b>\$ 6,015,045</b>	<b>\$ 5,382,034</b>	<b>100%</b>
<b><u>Development Corporation</u></b>					
Operations	\$ 1,888,766	\$ 2,177,909	\$ 1,667,101	\$ 1,202,947	100.00%
Property Management	\$ 20,058	\$ 18,419	\$ 12,860	\$ -	0.00%
<b>Development Corporation</b>	<b>\$ 1,908,824</b>	<b>\$ 2,196,328</b>	<b>\$ 1,679,961</b>	<b>\$ 1,202,947</b>	<b>100%</b>
<b>Drainage Fund</b>	<b>\$ 283,963</b>	<b>\$ 279,800</b>	<b>\$ 266,635</b>	<b>\$ 496,674</b>	<b>100%</b>
<b>Hotel/Motel Fund</b>	<b>\$ 344,759</b>	<b>\$ 152,500</b>	<b>\$ 152,500</b>	<b>\$ 152,500</b>	<b>100%</b>
<b>Debt Service Fund</b>	<b>\$ 799,686</b>	<b>\$ 796,609</b>	<b>\$ 797,652</b>	<b>\$ 950,737</b>	<b>100%</b>
<b>TIRZ Fund</b>	<b>\$ 610,996</b>	<b>\$ 786,919</b>	<b>\$ 768,409</b>	<b>\$ 870,978</b>	<b>100%</b>
<b>Total All Funds</b>	<b>\$ 20,098,122</b>	<b>\$ 21,699,280</b>	<b>\$ 20,873,128</b>	<b>\$ 20,868,191</b>	

**City of Belton  
Fund Balance Projection  
FY 2014**

**- General Fund -**

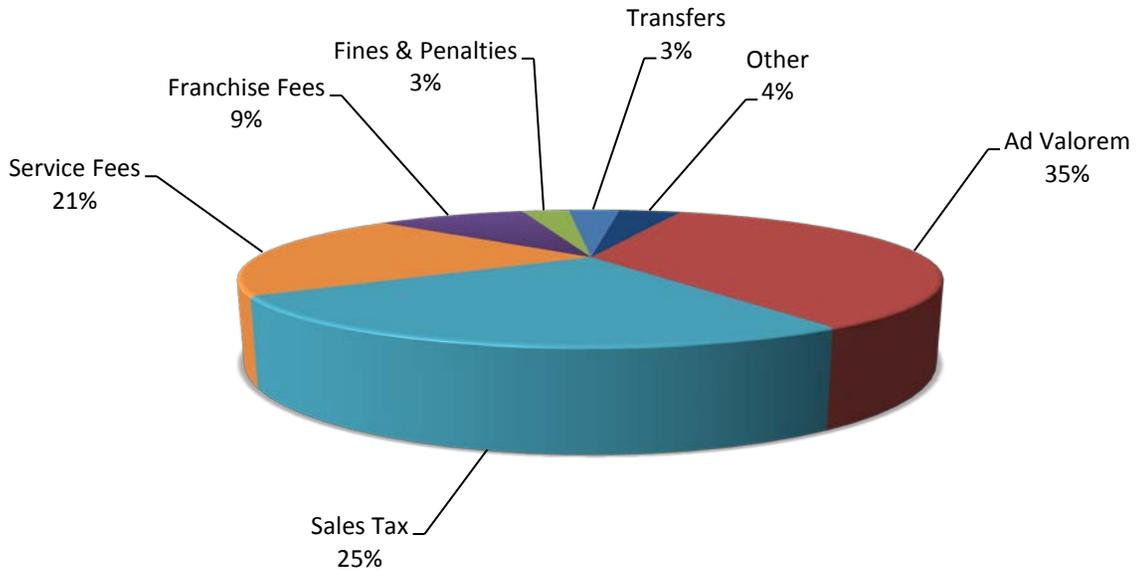
<b>Projected Beginning Fund Balance</b>		<b>\$ 4,834,413</b>
Budgeted Revenues and Transfers In		\$ 11,619,770
Budgeted Expenditures		
Personnel	\$ 7,779,196	
Supplies	\$ 533,018	
Repairs & Maintenance	\$ 497,720	
Services	\$ 2,303,804	
Debt Service	\$ 91,666	
Recurring Capital	\$ 46,850	
Contingency	\$ 100,000	
Contributions	\$ 97,250	
Operating Transfers	<u>\$ 126,000</u>	
Total Operating & Debt Expenditures		<u>\$ (11,575,504)</u>
Revenues in Excess of O&M & Debt Expenditures		\$ 44,266
Transfer to Capital Equipment Fund		\$ (100,000)
Strategic Plan Elements		<u>\$ (136,817)</u>
Net Impact of Budget on Fund Balance		<u>\$ (192,551)</u>
<b>Projected Ending Fund Balance</b>		<b>(b) <u>\$ 4,641,862</u></b>
Minimum Fund Balance (3 months O&M Budget)		(a) \$ (2,893,876)
<b>Projected Fund Balance in Excess of Minimum</b>		<b><u>\$ 1,747,986</u></b>

(a) City policy requires a minimum unreserved cash fund balance equal to at least three months of operating expenditures. For the proposed FY 2014 budget, the minimum fund balance is \$2,893,876. The projected fund balance at the end of FY 2014 is 4.81 months of operating expenditures.

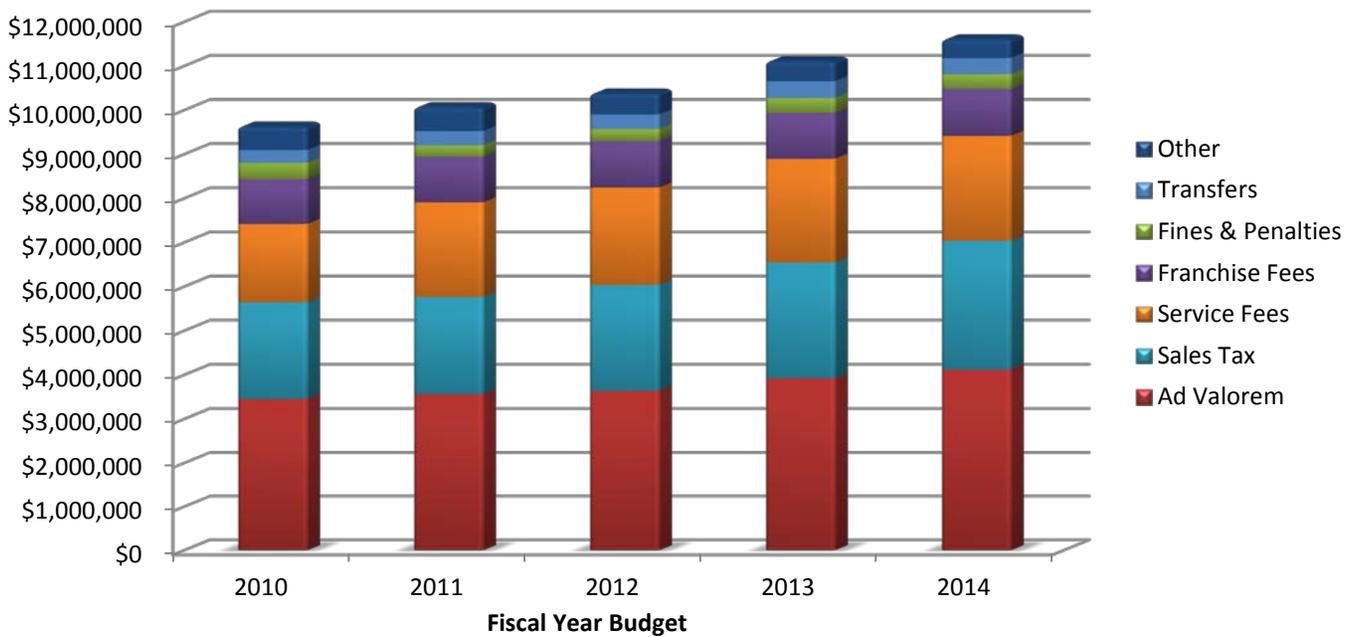
(b) A decrease in fund balance is planned, and results from the use of fund balance for Strategic Plan elements and transfers for capital.

# General Fund

## - Revenues - FY 2014



**Revenues by Source  
FY 2014 Budget**

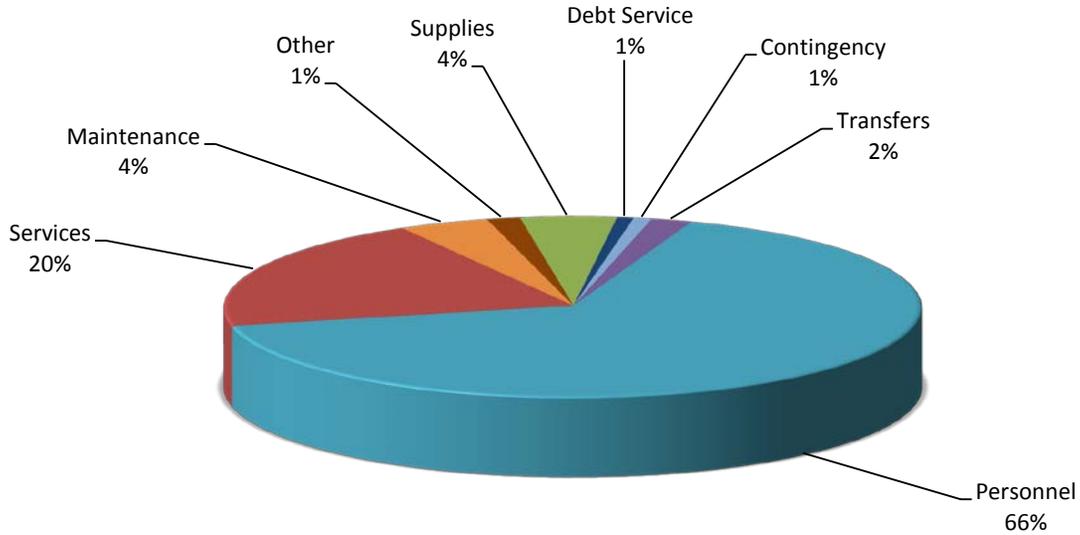


**Revenues by Source  
Last Five Budgets**

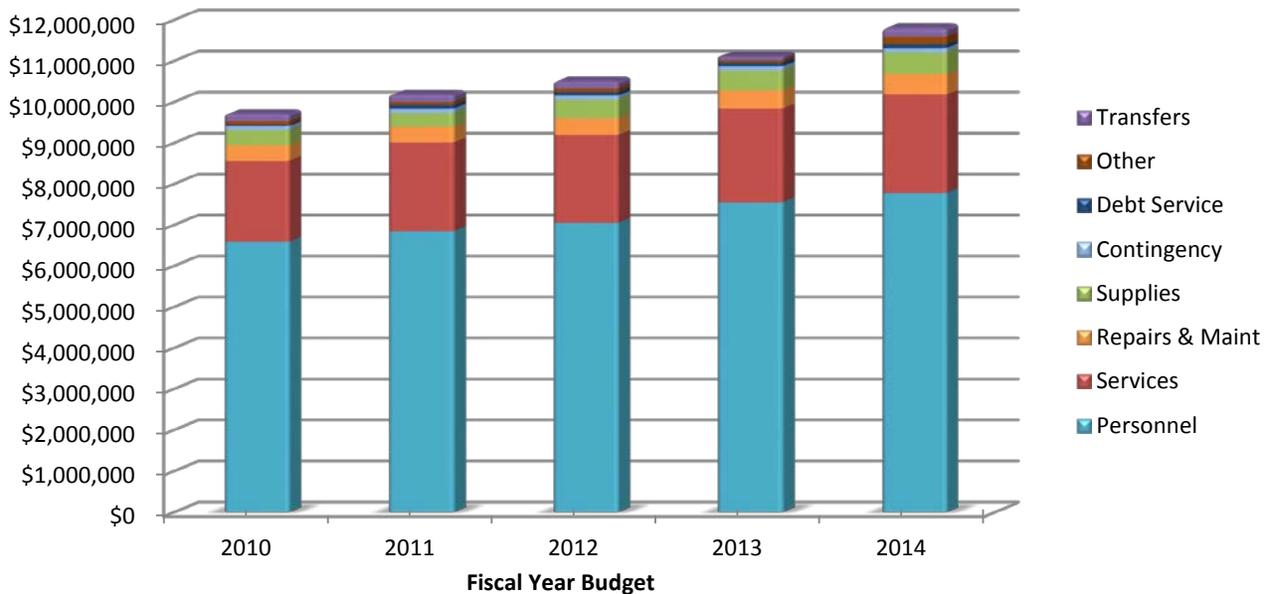
# General Fund

## - Expenditures -

### FY 2014



**Expenditures by Character  
FY 2014 Budget**



**Expenditures by Character  
Last Five Budgets**

General Fund Revenues

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-3-1010	Current Ad Valorem Taxes	\$ 4,063,186	\$ 4,219,566	\$ 4,219,566	\$ 4,449,786
01-3-1020	Tax Discounts	\$ (83,886)	\$ -	\$ -	\$ -
01-3-1030	Delinquent Ad Valorem Taxes	\$ 52,174	\$ 47,500	\$ 60,000	\$ 55,000
01-3-1040	Penalty & Interest	\$ 52,261	\$ 50,350	\$ 52,000	\$ 52,000
01-3-1050	Payment in Lieu of Taxes	\$ 5,220	\$ 5,500	\$ 6,349	\$ 5,500
01-3-1060	Ad Valorem to TIRZ	\$ (339,320)	\$ (403,499)	\$ (412,211)	\$ (442,273)
	<b>Total Ad Valorem Taxes</b>	<b>\$ 3,749,636</b>	<b>\$ 3,919,417</b>	<b>\$ 3,925,704</b>	<b>\$ 4,120,013</b>
01-3-1210	Sales Tax	\$ 2,763,063	\$ 2,625,000	\$ 2,768,791	\$ 2,917,013
	<b>Total Sales Tax</b>	<b>\$ 2,763,063</b>	<b>\$ 2,625,000</b>	<b>\$ 2,768,791</b>	<b>\$ 2,917,013</b>
01-3-1310	Electric Franchise	\$ 686,516	\$ 675,000	\$ 675,000	\$ 680,000
01-3-1320	Telecomm Line Access Fees	\$ 76,022	\$ 70,000	\$ 76,000	\$ 76,000
01-3-1330	Cablevision Franchise	\$ 139,321	\$ 140,000	\$ 134,250	\$ 134,000
01-3-1340	Gas Franchise	\$ 94,895	\$ 90,000	\$ 86,251	\$ 90,000
01-3-1350	Garbage Franchise	\$ 66,204	\$ 67,000	\$ 74,500	\$ 80,000
	<b>Total Franchise &amp; Access Fees</b>	<b>\$ 1,062,958</b>	<b>\$ 1,042,000</b>	<b>\$ 1,046,001</b>	<b>\$ 1,060,000</b>
01-3-1410	Alcoholic Beverage Tax	\$ 28,868	\$ 22,500	\$ 29,000	\$ 29,000
	<b>Total Other Taxes</b>	<b>\$ 28,868</b>	<b>\$ 22,500</b>	<b>\$ 29,000</b>	<b>\$ 29,000</b>
01-3-3010	Building Permits	\$ 75,529	\$ 70,000	\$ 100,625	\$ 90,000
01-3-3020	Electrical Permits	\$ 25,462	\$ 20,000	\$ 31,000	\$ 25,000
01-3-3030	Plumbing Permits	\$ 26,468	\$ 23,000	\$ 31,000	\$ 25,000
01-3-3040	Mechanical, Heat & A/C Permits	\$ 10,790	\$ 12,000	\$ 19,000	\$ 15,000
01-3-3045	Swimming Pool Permits	\$ 825	\$ 1,000	\$ 1,000	\$ 1,000
01-3-3060	Rezoning Fees	\$ 7,009	\$ 5,000	\$ 5,600	\$ 5,000
01-3-3070	Sub-Division Fees	\$ 8,222	\$ 3,500	\$ 6,000	\$ 6,000
	<b>Total Building Permits &amp; Licenses</b>	<b>\$ 154,305</b>	<b>\$ 134,500</b>	<b>\$ 194,225</b>	<b>\$ 167,000</b>
01-3-3130	Beer & Wine Licenses	\$ 1,410	\$ 1,440	\$ 360	\$ 1,260
01-3-3140	Garage Sale Permits	\$ 3,025	\$ 2,800	\$ 3,200	\$ 3,200
01-3-3150	Fire Marshall Inspection Fees	\$ 4,670	\$ 3,900	\$ 5,500	\$ 5,500
	<b>Total Other Permits &amp; Licenses</b>	<b>\$ 9,105</b>	<b>\$ 8,140</b>	<b>\$ 9,060</b>	<b>\$ 9,960</b>
01-3-4010	Municipal Court Fines	\$ 229,090	\$ 225,000	\$ 218,000	\$ 225,000
01-3-4020	Parking Fines	\$ 1,459	\$ 825	\$ 1,800	\$ 825
01-3-4030	Court Administrative Fees	\$ 36,166	\$ 36,000	\$ 36,000	\$ 36,000
01-3-4040	Local Time Payment Fees	\$ 9,840	\$ 9,500	\$ 9,000	\$ 9,500
01-3-4050	Local FTA Fees	\$ 2,576	\$ 2,700	\$ 2,100	\$ 2,700
01-3-4060	Defensive Driving Fees	\$ 3,110	\$ 3,500	\$ 2,700	\$ 3,500
01-3-4070	Warrant & Arrest Fees	\$ 55,183	\$ 55,000	\$ 52,000	\$ 55,000
01-3-4080	Child Safety Fees	\$ 1,440	\$ 1,500	\$ 1,100	\$ 1,500
01-3-4095	Local Judicial Fee	\$ 1,480	\$ 1,500	\$ 1,300	\$ 1,500
	<b>Total Municipal Court Revenues</b>	<b>\$ 340,345</b>	<b>\$ 335,525</b>	<b>\$ 324,000</b>	<b>\$ 335,525</b>

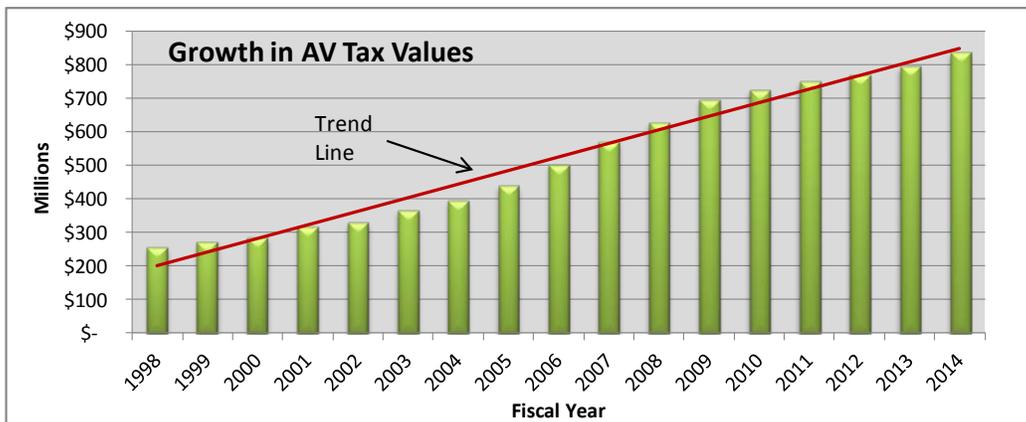
General Fund Revenues Continued

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-3-5010	Refuse Collection Fees	\$ 897,118	\$ 926,100	\$ 925,600	\$ 930,000
01-3-5020	Refuse Contract Fees	\$ 108,011	\$ 111,132	\$ 111,072	\$ 111,600
01-3-5050	Brush Collection Fees	\$ 161,147	\$ 161,400	\$ 165,000	\$ 168,000
01-3-5150	Ambulance Revenues	\$ 1,160,511	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
01-3-5200	Harris Community Center Rental	\$ 24,365	\$ 25,000	\$ 21,000	\$ 25,000
01-3-5210	Rental Income	\$ 9,300	\$ 9,900	\$ 9,900	\$ 9,900
01-3-5220	PPFC/TDFA Finance Fees	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
01-3-5300	Park Permits	\$ 2,285	\$ 2,500	\$ 4,500	\$ 4,500
01-3-5310	Recreation Revenue	\$ 9,462	\$ 24,730	\$ 15,000	\$ 22,000
01-3-5311	Recreation Softball Revenue	\$ 965	\$ -	\$ -	\$ -
	<b>Total Services Provided</b>	<b>\$ 2,383,163</b>	<b>\$ 2,370,762</b>	<b>\$ 2,362,072</b>	<b>\$ 2,381,000</b>
01-3-6010	Grant Revenues	\$ 191,377	\$ 142,181	\$ 141,231	\$ 30,294
01-3-6020	School Reimbursements	\$ 118,572	\$ 144,479	\$ 144,479	\$ 145,806
01-3-6040	Bell County Child Safety Fund	\$ 20,062	\$ 20,000	\$ 21,682	\$ 21,000
01-3-6100	Sale of City Property	\$ 16,280	\$ -	\$ 4,670	\$ -
01-3-6170	Insurance Proceeds	\$ 18,332	\$ 13,331	\$ 7,623	\$ -
01-3-6310	Developer/Owner Contributions	\$ 2,000	\$ -	\$ -	\$ -
	<b>Total Grants &amp; Reimbursements</b>	<b>\$ 366,623</b>	<b>\$ 319,991</b>	<b>\$ 319,685</b>	<b>\$ 197,100</b>
01-3-7010	Miscellaneous Income	\$ 21,144	\$ 15,000	\$ 21,000	\$ 21,000
01-3-7020	Cash Over/Under	\$ 80	\$ -	\$ -	\$ -
01-3-7030	Copies	\$ 6,364	\$ 6,000	\$ 8,200	\$ 7,500
	<b>Total Miscellaneous Income</b>	<b>\$ 27,587</b>	<b>\$ 21,000</b>	<b>\$ 29,200</b>	<b>\$ 28,500</b>
01-3-8001	Interfund Transfer-Franchise	\$ 250,700	\$ 291,192	\$ 291,192	\$ 278,031
01-3-8002	Interfund Transfer-Reimbursement	\$ 78,144	\$ 89,628	\$ 89,628	\$ 89,628
	<b>Total Transfers</b>	<b>\$ 328,844</b>	<b>\$ 380,820</b>	<b>\$ 380,820</b>	<b>\$ 367,659</b>
01-3-9100	Interest Income-Bank	\$ 324	\$ -	\$ -	\$ -
01-3-9120	Interest Income-TexPool	\$ 2,074	\$ 6,000	\$ 7,000	\$ 7,000
01-3-9121	Interest Income-TexStar	\$ 3,822	\$ -	\$ -	\$ -
	<b>Total Interest Income</b>	<b>\$ 6,221</b>	<b>\$ 6,000</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>
	<b>Total General Fund Revenues</b>	<b>\$ 11,220,718</b>	<b>\$ 11,185,655</b>	<b>\$ 11,395,558</b>	<b>\$ 11,619,770</b>

## - GENERAL FUND REVENUES - Revenue Assumptions

<b>01-3-1010</b>	<b>Current Ad Valorem Taxes</b>	<b>\$4,449,786</b>
<b>01-3-1030</b>	<b>Delinquent Ad Valorem Taxes</b>	<b>55,000</b>
<b>01-3-1040</b>	<b>Penalty &amp; Interest</b>	<b>52,000</b>
<b>01-3-1050</b>	<b>Payment in Lieu of Taxes</b>	<b>5,500</b>
<b>01-3-1060</b>	<b>Payments to TIRZ</b>	<b>(442,273)</b>

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 2013 taxable value (for taxation in FY 2014) per the Appraisal District is \$835,898,027, an increase of \$43,247,159 or 5.46% from the 2012 taxable value. New property and improvements added \$29.5 million to the tax rolls, while increases in the values of existing properties, combined with increased exemptions, provided the balance of the increase. 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 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, beginning in FY 2013, early discounts were not offered.

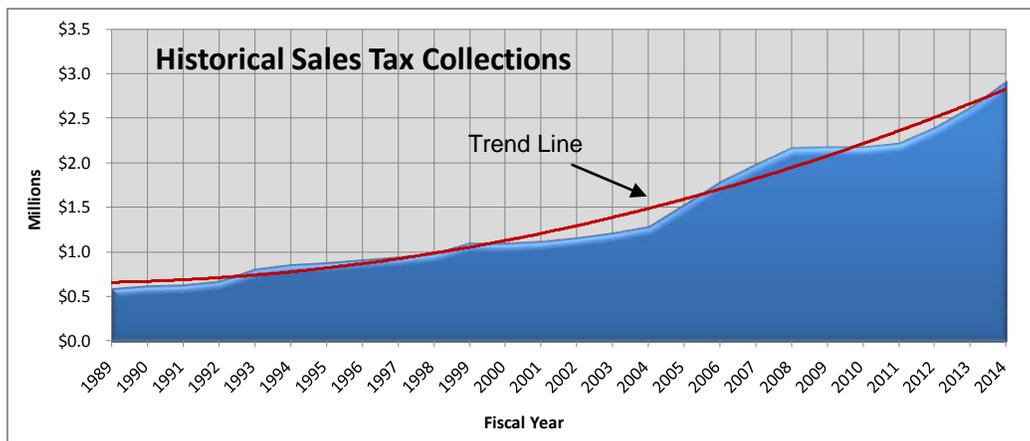
Payments in lieu of tax are paid by the Belton Housing Authority, and are calculated as a percentage of annual revenue after utilities for the tax exempt public housing properties owned by the BHA in Belton.

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                      \$2,917,013**

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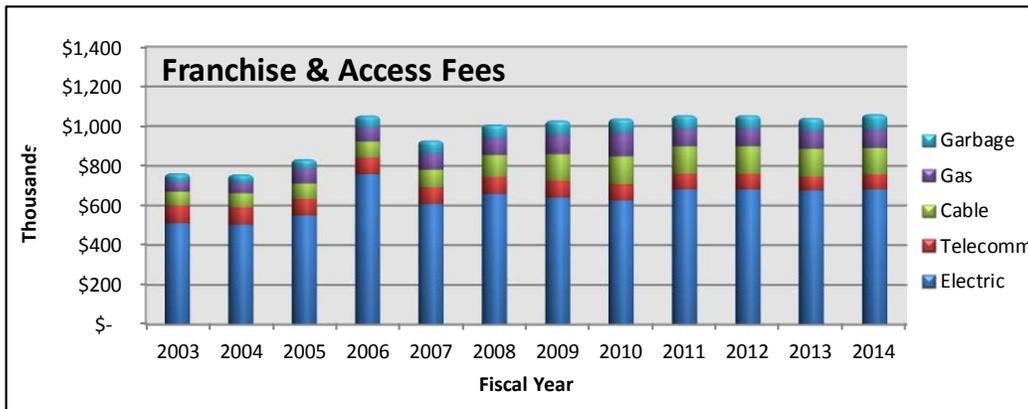
Sales tax revenues are projected using a multi-year trend analysis. Sales tax revenues have increased each fiscal year since 1989. The increases range from 0.69% (FY 2001) to 22.96% (FY 2006), and FY 2013 receipts are projected to be up 12.07% from the prior year. FY 2012 actual revenues included a one-time accounting change, which resulted in 13 months of revenue for that year only. FY 2014 revenues were projected using the estimated collections for FY 2013, with 5% growth due to new retail development. The chart below shows the continued growth in sales tax revenues since 1989.



<b>01-3-1310</b>	<b>Electric Franchise</b>	<b>\$680,000</b>
<b>01-3-1320</b>	<b>Telecomm Line Access Fees</b>	<b>76,000</b>
<b>01-3-1330</b>	<b>Cablevision Franchise</b>	<b>134,000</b>
<b>01-3-1340</b>	<b>Gas Franchise</b>	<b>90,000</b>
<b>01-3-1350</b>	<b>Garbage Franchise</b>	<b>80,000</b>

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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 2014 revenues are projected using FY 2013 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.



<b>01-3-3010</b>	<b>Building Permits</b>	<b>\$90,000</b>
<b>01-3-3020</b>	<b>Electrical Permits</b>	<b>25,000</b>
<b>01-3-3030</b>	<b>Plumbing Permits</b>	<b>25,000</b>
<b>01-3-3040</b>	<b>Mechanical, Heat &amp; A/C Permits</b>	<b>15,000</b>
<b>01-3-3045</b>	<b>Swimming Pool Permits</b>	<b>1,000</b>
<b>01-3-3060</b>	<b>Rezoning Fees</b>	<b>5,000</b>
<b>01-3-3070</b>	<b>Sub-Division Fees</b>	<b>6,000</b>

These revenue streams are elastic in nature and are directly related to the level of construction activity in the community. The Central Texas area did not experience housing market difficulties as significantly as other areas of the country. Construction activity has continued, as evidenced by permit numbers and revenues, which increased slightly in FY 2012, and reached an all-time high in FY 2013. The FY 2014 budget is projected based on anticipated construction activity per the Planning Department.

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

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 several years, FY 2011 and FY 2012 reversed that trend. Although FY 2013 revenues lagged behind the budgeted pace, FY 2014 revenues are projected at the same benchmark used for the 2013 budget. It is anticipated that the assignment of a warrant officer will focus on collection of outstanding warrants and fines, and Warrant Roundup events will also help this revenue stream.

<b>01-3-5010</b>	<b>Refuse Collection Fees</b>	<b>\$930,000</b>
<b>01-3-5020</b>	<b>Refuse Contract Fees</b>	<b>111,600</b>
<b>01-3-5050</b>	<b>Brush Collection Fees</b>	<b>168,000</b>

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Refuse collection revenue is projected using an average monthly billing amount, computed during the budget process with the latest available information. An average monthly billing of \$77,500 was used to project an annual FY 2014 budget amount of \$930,000.

The City's contract with the refuse collector provides that the City retains 12% of refuse collection billings as a collection and franchise fee. Based upon the average billings above, the budget amount for FY 2014 is \$111,600.

Brush collection revenue is also projected using an average monthly billing amount. An average monthly billing of \$14,000 was used to project an annual FY 2014 budget amount of \$168,000.

<b>01-3-5150</b>	<b>Ambulance Revenues</b>	<b>\$1,100,000</b>
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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.

Since 2008, revenues have increased an average of 5.18% annually, with no rate changes during that time period. However, FY 2013 revenues were flat from the prior year and FY 2014 revenues have been projected at that same level.

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

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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. FY 2013 revenues lagged behind both the prior year and budget target. The target revenue for FY 2014 was left at the same level in anticipation that increased marketing efforts will increase revenues.

Since 2007, a local manufacturer has leased the City-owned Rockwool lot. The rent of \$825 per month generates \$9,900 in annual other rental income.

<b>01-3-5300</b>	<b>Park Permits</b>	<b>\$ 4,500</b>
<b>01-3-5310</b>	<b>Recreation Revenue</b>	<b>22,000</b>

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The City's parks generate revenue from the rental of facilities for outdoor events. Revenue for FY 2014 is budgeted at the FY 2013 year-end projected levels.

In 2011, the Recreation department was created to offer recreational programs and events to our citizens. In FY 2013, a new per player recreation fee for league play utilizing City fields was adopted, but implementation was deferred until January 2013. FY 2014 revenue is projected based on a full year of these fees, plus other recreation revenue.

<b>01-3-6010</b>	<b>Grant Revenues</b>	<b>\$30,294</b>
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This account includes funding from grant sources and emergency management funds. Budget projections are based on known grant award amounts for FY 2014 as follows:

<u>Grant Project</u>	<u>Funding Agency</u>	<u>Amount</u>
Emergency Management Assistance	FEMA	\$29,294
Bulletproof Vest Grant	DOJ	<u>1,000</u>
<b>Total</b>		<b>\$30,294</b>

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.

<b>01-3-6020</b>	<b>School Reimbursements</b>	<b>\$145,806</b>
<b>01-3-6040</b>	<b>Child Safety Funds</b>	<b>21,000</b>

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The Belton Independent School District contributes to the cost of School Resource Officers assigned to school campuses in Belton. BISD's contribution for FY 2014 is \$145,806, the cost of three officers for nine months, plus equipment and training.

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. (See contributions detail in General Fund department 120.)

<b>01-3-7010</b>	<b>Miscellaneous Income</b>	<b>\$21,000</b>
<b>01-3-7030</b>	<b>Copies</b>	<b>7,500</b>

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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 2014 budget is based on an average amount received as determined by trend analysis.

Copy 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.

<b>01-3-8001</b>	<b>Interfund Transfer – Franchise</b>	<b>\$278,031</b>
<b>01-3-8002</b>	<b>Interfund Transfer – Reimbursement</b>	<b>89,628</b>

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Transfers from the Water and Sewer Fund are for reimbursement of operating costs and payment in lieu of franchise fees. The FY 2014 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**

**\$7,000**

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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 since then. The projected interest earnings for FY 2014 are \$7,000, based on these lower interest rates.

## Mission

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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

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- 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

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- Maintained property tax rate at effective rate of \$0.6598 per \$100 valuation. (A4, B10)
- Approved Capital Improvement Plan (CIP) project list and funding through Certificates of Obligation.
- Revised Street Renaming/Facility Naming Policy. (A9)
- Coordinated economic developments with BEDC including two Scott & White Clinics. (D2)
- Committed match funding to Ninth Avenue requests, including Transportation Enhancement Grant and KTMPO funding request which resulted in achieving needed project funding. (A3)
- Conducted sunset review of Storm Drainage Ordinance, Fee, and Fund, and re-enacted it. (A6, F1)

## Goals

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- Update and implement Strategic Plan as the framework for the community's future. (A1)
- Maintain stable property tax rate and leverage local revenues. (A4, B10)
- Preserve community character while preparing for future growth in the development of an ongoing growth management strategy and in the implementation of Belton's 2013 Capital Improvement Plan. (B3)
- Continue efforts to revitalize Downtown Belton. (D2)
- Remain vigilant on water resources and continue planning for future wastewater needs through expansion/renovation of the Temple/Belton Wastewater Treatment Plant and planning for a new Lampasas Wastewater Treatment Plant. (B3, F3-1, F3-2)

(Strategic Plan Goal #)

**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 18	\$ 17	\$ 17	\$ 16
Supplies	\$ 2,120	\$ 1,575	\$ 1,040	\$ 1,275
Repairs & Maintenance	\$ 49	\$ 77	\$ 77	\$ 84
Services	\$ 52,943	\$ 63,978	\$ 52,774	\$ 65,927
Transfers	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>Total</b>	<b>\$ 56,129</b>	<b>\$ 66,647</b>	<b>\$ 54,908</b>	<b>\$ 68,302</b>

**Staffing**

Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
Mayor *	1	1	1
Council Member *	6	6	6
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

\* Elected, unpaid positions.



City Council

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-010-101	Salaries-Administrative	\$ 7	\$ 7	\$ 7	\$ 7
01-4-010-124	Workers' Comp. Insurance	\$ 11	\$ 10	\$ 10	\$ 9
	<b>Total Personnel</b>	<b>\$ 18</b>	<b>\$ 17</b>	<b>\$ 17</b>	<b>\$ 16</b>
01-4-010-201	Office Supplies	\$ 598	\$ 810	\$ 350	\$ 650
01-4-010-202	Postage	\$ 228	\$ 310	\$ 240	\$ 240
01-4-010-229	Tools & Other Supplies	\$ 1,293	\$ 455	\$ 450	\$ 385
01-4-010-250	Small Equipment	\$ -	\$ -	\$ -	\$ -
	<b>Total Supplies</b>	<b>\$ 2,120</b>	<b>\$ 1,575</b>	<b>\$ 1,040</b>	<b>\$ 1,275</b>
01-4-010-406	Computer System Maintenance	\$ 49	\$ 77	\$ 77	\$ 84
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 49</b>	<b>\$ 77</b>	<b>\$ 77</b>	<b>\$ 84</b>
01-4-010-501	Advertising & Public Notices	\$ 1,111	\$ 3,400	\$ 2,500	\$ 2,850
01-4-010-510	Dues & Publications	\$ 5,809	\$ 5,300	\$ 5,539	\$ 5,579
01-4-010-513	Travel & Training	\$ 12,223	\$ 12,840	\$ 12,500	\$ 13,840
01-4-010-551	Insurance-Errors & Omissions	\$ -	\$ -	\$ -	\$ -
01-4-010-561	Legal Services	\$ 7,778	\$ 13,000	\$ 7,000	\$ 7,000
01-4-010-562	Professional Services	\$ 1,500	\$ 5,000	\$ 2,500	\$ 5,000
01-4-010-570	Special Services	\$ 1,720	\$ 750	\$ 750	\$ 3,050
01-4-010-571	Election Expenses	\$ 7,880	\$ 3,238	\$ 3,285	\$ 9,108
01-4-010-572	Employee Relations	\$ 14,922	\$ 17,450	\$ 16,000	\$ 16,500
01-4-010-573	Special Events	\$ -	\$ 3,000	\$ 2,700	\$ 3,000
01-4-010-581	Communication Services	\$ -	\$ -	\$ -	\$ -
	<b>Total Services</b>	<b>\$ 52,943</b>	<b>\$ 63,978</b>	<b>\$ 52,774</b>	<b>\$ 65,927</b>
01-4-010-904	Transfer to GF Capital Equip Fund	\$ -	\$ -	\$ -	\$ -
01-4-010-904	Transfer to YAC Fund	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	<b>Transfers</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
	<b>Total City Council</b>	<b>\$ 56,129</b>	<b>\$ 66,647</b>	<b>\$ 54,908</b>	<b>\$ 68,302</b>

City Council

Account Number	Description	Amount
01-4-010-101	<b>Salaries - Administrative</b> - Per the City Charter, Council Members are paid \$1 annually for their civic service	\$ 7
201	<b>Office Supplies</b> - Business cards & stationery \$ 100 - Department share of copy paper \$ 350 - Other \$ 200	\$ 650
229	<b>Tools &amp; Other Supplies</b> - Meeting supplies \$ 50 - Minutes book \$ 225 - Nameplates and proclamation materials \$ 110	\$ 385
501	<b>Advertising &amp; Public Notices</b> - Chamber of Commerce magazine advertisement \$ 350 - Legal advertisements and official recordings \$ 2,500	\$ 2,850
510	<b>Dues &amp; Publications</b> - Association of the United States Army \$ 75 - Belton Chamber of Commerce \$ 500 - Oncor Cities Steering Committee \$ 1,821 - Electric Reliability Council of Texas (ERCOT) \$ 100 - Texas Municipal League \$ 3,083	\$ 5,579
513	<b>Travel &amp; Training</b> - Council members - 6 \$ 4,500 - Mayor \$ 2,000 - AUSA membership meetings \$ 240 - AUSA conference \$ 3,000 - AUSA soldier dinner sponsorship \$ 3,000 - AUSA Board of Governors \$ 400 - Mayor/Mayor Pro Tem meetings \$ 600 - Council workshops \$ 100	\$ 13,840
562	<b>Professional Services</b> - Specialized professional services to include surveying of City boundaries and anticipated growth areas, & appraisal services	\$ 5,000
570	<b>Special Services</b> - Muni Code Ord Link service \$ 200 - Muni Code web host code of ordinances \$ 550 - Supplement No. 7 code of ordinances \$ 2,300	\$ 3,050
571	<b>Election Expenses</b> - Election judges and clerks \$ 930 - Election ballots, forms, & supplies \$ 100 - Election voting equipment & programming \$ 7,400 - Election law update \$ 50 - Publication of order \$ 600 - Lunch for election workers \$ 28	\$ 9,108
572	<b>Employee Relations</b> - Employee benevolence fund \$ 200 - Employee Christmas party and gift \$ 12,700 - Employee appreciation barbecues \$ 1,500 - Awards and plaques \$ 1,500 - Retirement receptions \$ 600	\$ 16,500
573	<b>Special Events</b> - Board Appreciation luncheon \$ 1,700 - Volunteer Firefighter banquet \$ 500 - Soldier Support \$ 800	\$ 3,000
950	<b>Transfer to Youth Advisory Commission Fund</b> - Transfer to YAC fund	\$ 1,000



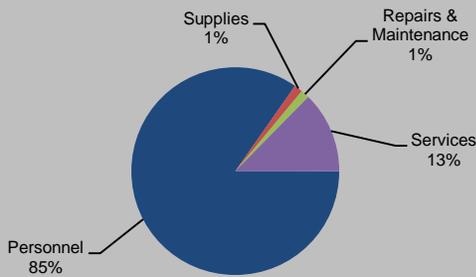
### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 225,944	\$ 288,919	\$ 288,919	\$ 312,986
Supplies	\$ 6,171	\$ 8,690	\$ 8,530	\$ 4,830
Repairs & Maintenance	\$ 6,895	\$ 7,316	\$ 5,003	\$ 4,929
Services	\$ 36,840	\$ 44,569	\$ 44,706	\$ 46,685
<b>Total</b>	<b>\$ 275,850</b>	<b>\$ 349,494</b>	<b>\$ 347,158</b>	<b>\$ 369,430</b>

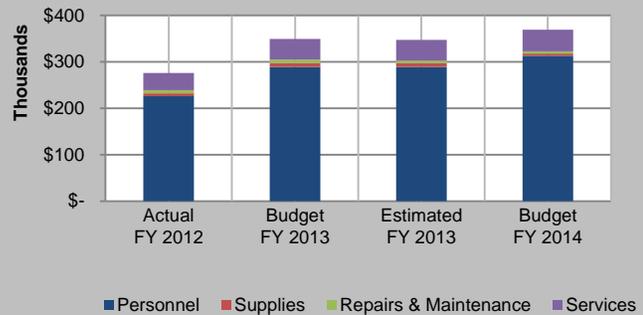
### Staffing

Position	FY 2012 Number	FY 2013 Number	FY 2014 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	1	1
<b>Total</b>	<b>4</b>	<b>5</b>	<b>5</b>

Department Expenditures



Department Expense History



## Mission

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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

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- 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

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- Managed nine month Capital Improvement Plan (CIP) process.
- Received funding for Ninth Avenue through \$1.2M TxDOT Transportation Enhancement grant and \$2.9M award from KTMPO. (A3)
- Secured \$100,000 grant from Texas Parks and Wildlife for Nolan Creek Recreational/Flood Mitigation Project. (A3)
- Negotiated/achieved release of TCEQ lien on former Rockwool property.
- Developed plan for Nolan Creek Flood Monitoring System and secured partnership with Killeen and Harker Heights for complete project funding. (A3, A12, F3-5)
- Secured 100 acre feet of water from Central Texas Water Supply Corporation from Stillhouse Hollow Lake. (F3-1)
- Finalized construction of Texas Dept. of Transportation Safe Routes to School Infrastructure Project. (F3-6)
- Coordinated development of Patriot Plaza, Phase II improvements. (C2)

## Goals

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- Coordinate TBRSS expansion with Temple and the Brazos River Authority on City owned Rockwool land (B10, F3-2)
  - Finalize design and build Phase II of Nolan Creek Hike and Bike Trail Project (F3-6)
  - Implement Nolan Creek Recreation/Flood Mitigation Improvements (C3,C6, F3-5)
  - Implement 2013 Capital Improvement Plan of projects
  - Finalize design and environmental components and bid Ninth Avenue project. (A3, B10)
  - Continue discussions with area water supply corporations in Belton's growth path and plan accordingly. (B3, B9, F3-1)
  - Continue coordination of TBWWTP expansion with Temple. (B10, F3-2)
  - Enhance customer service through training of management and staff personnel. (A2, A7)
- (Strategic Plan Goal #)

**Expenditure Summary**

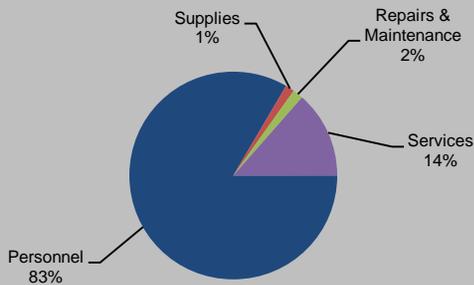
Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 225,944	\$ 227,104	\$ 227,104	\$ 244,940
Supplies	\$ 6,171	\$ 4,190	\$ 4,030	\$ 4,030
Repairs & Maintenance	\$ 6,895	\$ 7,216	\$ 4,903	\$ 4,793
Services	\$ 36,840	\$ 39,424	\$ 39,593	\$ 39,675
<b>Total</b>	<b>\$ 275,850</b>	<b>\$ 277,934</b>	<b>\$ 275,630</b>	<b>\$ 293,438</b>

**Workload/Demand Measures**

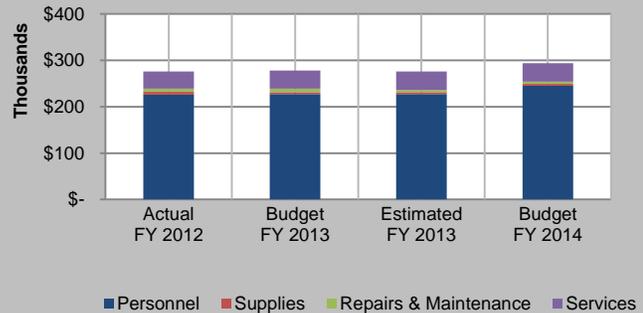
Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Formal Council Meetings	24	24	24
Special Council Meetings	10	4	6
Council Work Sessions	12	16	14
Elections	1	1	1
Proclamations	18	20	18
Official Documents Indexed	180	222	218
Permits	26	**1	26
Open Records Requests	98	147	100

\*\* Beer and wine permits are issued every two years beginning January 2012.

**Department Expenditures**



**Department Expense History**



Administration

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-021-101	Salaries-Administrative	\$ 39,060	\$ 38,105	\$ 38,105	\$ 39,603
01-4-021-102	Salaries-Professional	\$ 86,041	\$ 86,183	\$ 86,183	\$ 93,781
01-4-021-104	Salaries-Operations	\$ 46,532	\$ 47,305	\$ 47,305	\$ 49,427
01-4-021-114	Allowances	\$ 7,588	\$ 7,500	\$ 7,500	\$ 10,500
01-4-021-121	TMRS	\$ 12,657	\$ 12,263	\$ 12,263	\$ 13,165
01-4-021-122	FICA	\$ 12,246	\$ 13,701	\$ 13,701	\$ 14,742
01-4-021-123	Employee Insurance	\$ 15,097	\$ 15,688	\$ 15,688	\$ 17,166
01-4-021-124	Workers' Comp. Insurance	\$ 540	\$ 454	\$ 454	\$ 451
01-4-021-125	Unemployment Compensation	\$ 705	\$ 705	\$ 705	\$ 705
01-4-021-126	Contributions to CM 457(f)	\$ 5,478	\$ 5,200	\$ 5,200	\$ 5,400
01-4-021-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ -
	<b>Total Personnel</b>	<b>\$ 225,944</b>	<b>\$ 227,104</b>	<b>\$ 227,104</b>	<b>\$ 244,940</b>
01-4-021-201	Office Supplies	\$ 2,354	\$ 2,000	\$ 2,000	\$ 2,000
01-4-021-202	Postage	\$ 576	\$ 590	\$ 530	\$ 530
01-4-021-227	Janitorial Supplies	\$ 755	\$ 800	\$ 700	\$ 700
01-4-021-229	Tools & Other Supplies	\$ 1,639	\$ 800	\$ 800	\$ 800
01-4-021-250	Small Equipment	\$ 846	\$ -	\$ -	\$ -
	<b>Total Supplies</b>	<b>\$ 6,171</b>	<b>\$ 4,190</b>	<b>\$ 4,030</b>	<b>\$ 4,030</b>
01-4-021-301	Building Maintenance	\$ 2,125	\$ 6,013	\$ 3,700	\$ 3,685
01-4-021-302	Heat & A/C Maintenance	\$ 4,674	\$ 1,000	\$ 1,000	\$ 1,000
	<b>Total Facility Maintenance</b>	<b>\$ 6,799</b>	<b>\$ 7,013</b>	<b>\$ 4,700</b>	<b>\$ 4,685</b>
01-4-021-406	Computer System Maintenance	\$ 97	\$ 203	\$ 203	\$ 108
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 97</b>	<b>\$ 203</b>	<b>\$ 203</b>	<b>\$ 108</b>
01-4-021-501	Advertising & Public Notices	\$ 513	\$ 524	\$ 540	\$ 524
01-4-021-510	Dues & Publications	\$ 4,170	\$ 3,441	\$ 3,441	\$ 3,316
01-4-021-513	Travel & Training	\$ 5,589	\$ 7,500	\$ 7,500	\$ 6,473
01-4-021-521	Equipment Lease	\$ 9,294	\$ 10,000	\$ 10,300	\$ 10,300
01-4-021-550	Insurance-General Liability	\$ 133	\$ 165	\$ 199	\$ 227
01-4-021-551	Insurance-Errors & Omissions	\$ 285	\$ 354	\$ 435	\$ 497
01-4-021-556	Insurance - Real Property	\$ 1,480	\$ 1,480	\$ 1,488	\$ 2,068
01-4-021-570	Special Services	\$ 558	\$ 600	\$ 600	\$ 600
01-4-021-581	Communication Services	\$ 4,057	\$ 3,910	\$ 3,850	\$ 3,620
01-4-021-583	Electric Service	\$ 10,761	\$ 11,450	\$ 11,240	\$ 12,050
	<b>Total Services</b>	<b>\$ 36,840</b>	<b>\$ 39,424</b>	<b>\$ 39,593</b>	<b>\$ 39,675</b>
	<b>Total Administration</b>	<b>\$ 275,850</b>	<b>\$ 277,934</b>	<b>\$ 275,630</b>	<b>\$ 293,438</b>

**Administration**

Account Number	Description	Amount
01-4-021-201	<b>Office Supplies</b>	
	- Department share of copy paper	\$ 400
	- Letterhead, envelopes, & business cards	\$ 500
	- Printer cartridges	\$ 900
	- General office supplies	\$ 200
		<b>\$ 2,000</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Kitchen supplies/coffee	\$ 500
	- Other operating supplies	\$ 300
		<b>\$ 800</b>
301	<b>Building Maintenance</b>	
	- Pest control	\$ 340
	- Floor service	\$ 1,270
	- 4th of July window painting	\$ 75
	- General maintenance	\$ 2,000
		<b>\$ 3,685</b>
406	<b>Computer System Maintenance</b>	
	- Anti-spam & virus software	
		<b>\$ 108</b>
501	<b>Advertising &amp; Public Notices</b>	
	- Holiday advertisements	\$ 140
	- Phone directory listing charges	\$ 384
		<b>\$ 524</b>
510	<b>Dues &amp; Publications</b>	
	- 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
- 13th COSCOM association	\$ 30	
- Miscellaneous publications	\$ 150	
		<b>\$ 3,316</b>
513	<b>Travel &amp; Training</b>	
	- Online student center	\$ 138
	- TML conference - 3 staff	\$ 1,400
	- TCMA conference	\$ 1,000
	- ICMA conference	\$ 2,000
	- Election law seminar	\$ 225
	- AUSA membership meetings	\$ 60
- Other department travel	\$ 1,650	
		<b>\$ 6,473</b>
521	<b>Equipment Lease</b>	
	- Copier rental & copies	
		<b>\$ 10,300</b>
570	<b>Special Services</b>	
	- Document shredding	
		<b>\$ 600</b>

## **Mission**

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To disseminate information about the City to the public and media, thereby facilitating the accurate description of events and decisions.

## **Description**

---

- Administers City website.
- Manages City social media accounts.
- Communicates and coordinates press coverage with media professionals.
- Generates press releases for newsworthy items.
- Facilitates communication with community stakeholders.

## **Accomplishments**

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- Managed redesign of City website. (A10)
- Developed City's first social media policy and established social media accounts on Facebook and Twitter. The City's social media has since grown to 390 likes on Facebook and 317 followers on Twitter. (A6, A11)
- Documented the progress of the Capital Improvements Plan Committee in advance of City purchasing \$6.8 million in certificates of obligation. (A10)
- Completed first half of TCU Certified Communicator program. (A2, A7)
- Established peer network with professionals from Texas Association of Municipal Information Officers. (A12)

## **Goals**

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- Develop communications plan and supporting communication policies (A2, A9)
- Educate public about website and enhance online options for patrons (A8, A11)
- Monitor and compute value of broadcast media coverage (A14)
- Promote City recycling service (A8, F3-4)
- Organize outreach opportunities (A10)
- Provide severe weather educational safety information (E6)
- Complete Certified Communicator program. (A2, A7)

(Strategic Plan Goal #)

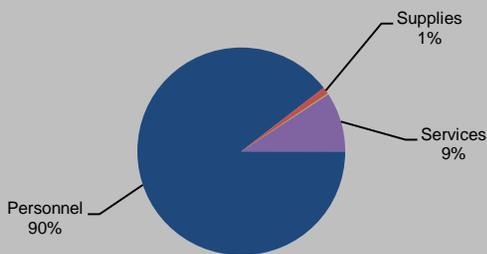
### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ -	\$ 61,815	\$ 61,815	\$ 68,046
Supplies	\$ -	\$ 4,500	\$ 4,500	\$ 800
Repairs & Maintenance	\$ -	\$ 100	\$ 100	\$ 136
Services	\$ -	\$ 5,145	\$ 5,113	\$ 7,010
<b>Total</b>	<b>\$ -</b>	<b>\$ 71,560</b>	<b>\$ 71,528</b>	<b>\$ 75,992</b>

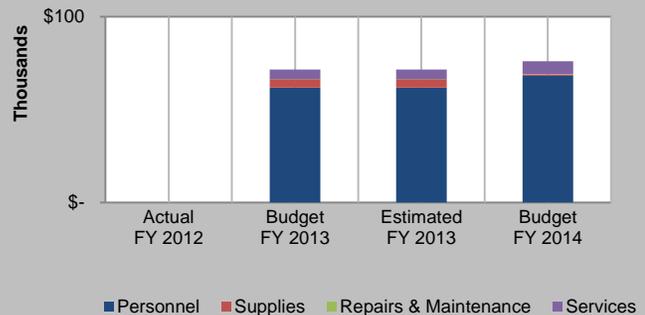
### Workload/Demand Measures

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Website Visits	----	144,286	145,000
Website Pageviews	----	365,618	370,000
Press Releases	----	41	40
Facebook Likes	----	390	450
Twitter Followers	----	319	300
Article Submissions	----	1	1

Department Expenditures



Department Expense History



**Administration - Public Information**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-022-101	Salaries-Administrative	\$ -	\$ -	\$ -	\$ -
01-4-022-102	Salaries-Professional	\$ -	\$ 45,700	\$ 45,700	\$ 49,999
01-4-022-104	Salaries-Operations	\$ -	\$ -	\$ -	\$ -
01-4-022-107	Salaries - Overtime	\$ -	\$ -	\$ -	\$ -
01-4-022-114	Allowances	\$ -	\$ 3,300	\$ 3,300	\$ 3,600
01-4-022-121	TMRS	\$ -	\$ 3,355	\$ 3,355	\$ 3,650
01-4-022-122	FICA	\$ -	\$ 3,749	\$ 3,749	\$ 4,054
01-4-022-123	Employee Insurance	\$ -	\$ 5,326	\$ 5,326	\$ 6,358
01-4-022-124	Workers' Comp. Insurance	\$ -	\$ 124	\$ 124	\$ 124
01-4-022-125	Unemployment Compensation	\$ -	\$ 261	\$ 261	\$ 261
	<b>Total Personnel</b>	<b>\$ -</b>	<b>\$ 61,815</b>	<b>\$ 61,815</b>	<b>\$ 68,046</b>
01-4-022-201	Office Supplies	\$ -	\$ 500	\$ 500	\$ 500
01-4-022-202	Postage	\$ -	\$ 50	\$ 50	\$ 50
01-4-022-229	Tools & Other Supplies	\$ -	\$ 500	\$ 557	\$ 250
01-4-022-250	Small Equipment	\$ -	\$ 3,450	\$ 3,393	\$ -
	<b>Total Supplies</b>	<b>\$ -</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ 800</b>
01-4-022-406	Computer System Maintenance	\$ -	\$ 100	\$ 100	\$ 136
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 136</b>
01-4-022-501	Advertising & Public Notices	\$ -	\$ -	\$ -	\$ 250
01-4-022-510	Dues & Publications	\$ -	\$ 180	\$ 208	\$ 2,829
01-4-022-513	Travel & Training	\$ -	\$ 4,465	\$ 4,465	\$ 3,461
01-4-022-581	Communication Services	\$ -	\$ 500	\$ 440	\$ 470
	<b>Total Services</b>	<b>\$ -</b>	<b>\$ 5,145</b>	<b>\$ 5,113</b>	<b>\$ 7,010</b>
	<b>Total Administration</b>	<b>\$ -</b>	<b>\$ 71,560</b>	<b>\$ 71,528</b>	<b>\$ 75,992</b>

**Administration - Public Information**

Account Number	Description	Amount
01-4-022-201	<b>Office Supplies</b>	
	- Copy paper	\$ 100
	- Ink cartridges	\$ 300
	- Other office supplies	\$ 100
		<b>\$ 500</b>
406	<b>Computer System Maintenance</b>	
	- Anti-spam and virus software	\$ 36
	- Computer repairs and supplies	\$ 100
		<b>\$ 136</b>
501	<b>Advertising &amp; Public Notices</b>	
	- Social media advertising	
		<b>\$ 250</b>
510	<b>Dues &amp; Publications</b>	
	- TAMIO dues	\$ 80
	- City-County Communication & Marketing Association	\$ 390
	- Prezi licensing	\$ 159
	- Critical Mention contract	\$ 1,200
	- Social media monitoring	\$ 1,000
		<b>\$ 2,829</b>
513	<b>Travel &amp; Training</b>	
	- Online student center	\$ 46
	- TAMIO Conference	\$ 650
	- TCU Certified Communicator	\$ 2,265
	- TAMIO Judging	\$ 100
	- Media Outreach	\$ 100
	- Other travel and training	\$ 300
		<b>\$ 3,461</b>



**Description**

The Finance department is comprised of two divisions:

1. Operations
2. Human Resources

The details of these divisions follow.

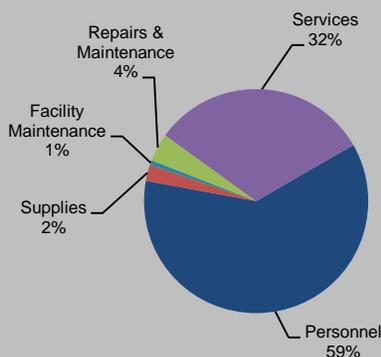
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 244,075	\$ 246,442	\$ 246,442	\$ 284,857
Supplies	\$ 10,697	\$ 10,570	\$ 9,940	\$ 10,799
Facility Maintenance	\$ 5,471	\$ 3,220	\$ 2,810	\$ 3,270
Repairs & Maintenance	\$ 12,957	\$ 17,357	\$ 17,357	\$ 18,778
Services	\$ 122,686	\$ 140,095	\$ 139,871	\$ 147,438
<b>Total</b>	<b>\$ 395,885</b>	<b>\$ 417,684</b>	<b>\$ 416,420</b>	<b>\$ 465,142</b>

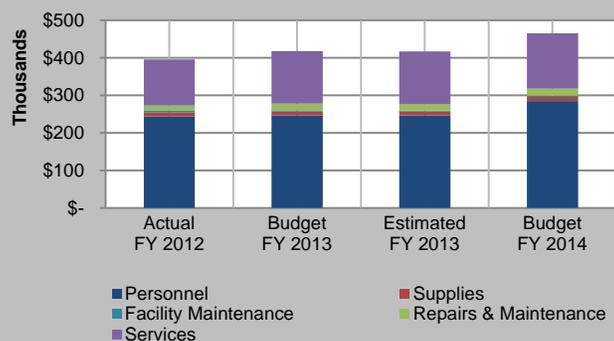
**Staffing**

Position	FY 2012 Number	FY 2013 Number	FY 2014 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
Human Resources Clerk	0	0	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>8</b>

**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 2013 budget document that received the City's twenty-first consecutive GFOA Distinguished Budget Presentation Award. (A4)
- Received the twenty-seventh consecutive GFOA Certificate of Achievement for Excellence in Financial Reporting for the City's FY 2012 Comprehensive Annual Financial Report. (A4)
- Continued use of online property auctions to sell inactive and obsolete City property. (A14)
- Drafted balanced budget for FY 2014. (A4, B10)
- Managed FY 2013 budget compliance. (A4, B10)
- Received FY 2013 Silver Leadership Circle Award from the Texas Comptroller's Leadership Circle Program for the fourth consecutive year. (A4)
- Requested bids and negotiated contract for implementation of first city-wide recycling program. (B8, F3-4)
- Creation and implementation of City's Debt Policy, including implementation of internal procedure for federal tax compliance. (A4)

## Goals

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- Receive GFOA awards for budget and CAFR documents. (A4)
- Implement cash handling internal control measures. (A4)
- Develop customer service policy and continue training for all employees. (A7, A8)
- Manage CIP project funding. (B10, F3)

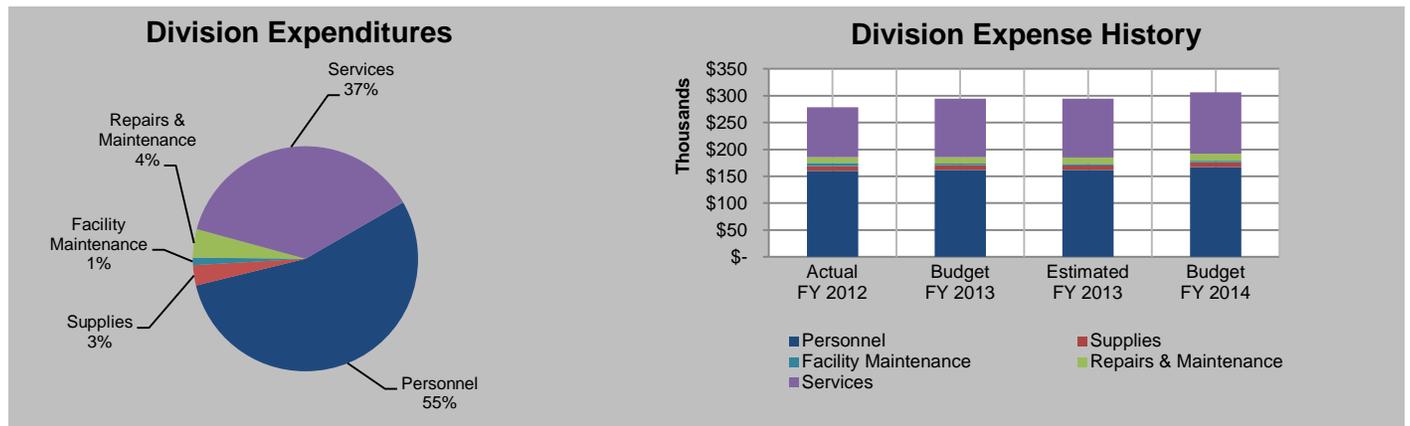
(Strategic Plan Goal #)

**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 159,783	\$ 161,756	\$ 161,756	\$ 167,026
Supplies	\$ 9,343	\$ 8,680	\$ 8,380	\$ 8,970
Facility Maintenance	\$ 5,471	\$ 3,220	\$ 2,810	\$ 3,270
Repairs & Maintenance	\$ 10,958	\$ 11,750	\$ 11,750	\$ 12,545
Services	\$ 93,262	\$ 109,195	\$ 109,966	\$ 114,675
<b>Total</b>	<b>\$ 278,816</b>	<b>\$ 294,601</b>	<b>\$ 294,662</b>	<b>\$ 306,486</b>

**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Budget Prepared	√	√	√
Annual Audit Performed	√	√	√
GFOA Certificate - CAFR	√	√	√
GFOA Certificate - Budget	√	√	√
Purchase Orders Issued	902	850	801
A/P Checks Processed	3,446	3,416	3,386
EMS Runs Billed	2,447	2,483	2,520



Finance - Operations

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-031-101	Salaries-Administrative	\$ 47,182	\$ 46,631	\$ 46,631	\$ 48,607
01-4-031-102	Salaries-Professional	\$ 52,789	\$ 50,925	\$ 50,925	\$ 54,232
01-4-031-104	Salaries-Operations	\$ 21,879	\$ 24,701	\$ 24,701	\$ 23,032
01-4-031-113	Health Insurance Allowance	\$ 48	\$ -	\$ -	\$ -
01-4-031-114	Allowances	\$ 7,442	\$ 7,200	\$ 7,200	\$ 7,200
01-4-031-121	TMRS	\$ 9,107	\$ 8,865	\$ 8,865	\$ 9,062
01-4-031-122	FICA	\$ 8,992	\$ 9,812	\$ 9,812	\$ 10,088
01-4-031-123	Employee Insurance	\$ 11,262	\$ 12,725	\$ 12,725	\$ 13,924
01-4-031-124	Workers' Comp. Insurance	\$ 362	\$ 325	\$ 325	\$ 309
01-4-031-125	Unemployment Compensation	\$ 721	\$ 572	\$ 572	\$ 572
	<b>Total Personnel</b>	<b>\$ 159,783</b>	<b>\$ 161,756</b>	<b>\$ 161,756</b>	<b>\$ 167,026</b>
01-4-031-201	Office Supplies	\$ 2,475	\$ 3,000	\$ 2,500	\$ 3,000
01-4-031-202	Postage	\$ 2,142	\$ 2,080	\$ 2,370	\$ 2,370
01-4-031-227	Janitorial Supplies	\$ 902	\$ 1,100	\$ 1,000	\$ 1,100
01-4-031-229	Tools & Other Supplies	\$ 831	\$ 2,500	\$ 1,500	\$ 2,500
01-4-031-250	Small Equipment	\$ 2,993	\$ -	\$ 1,010	\$ -
	<b>Total Supplies</b>	<b>\$ 9,343</b>	<b>\$ 8,680</b>	<b>\$ 8,380</b>	<b>\$ 8,970</b>
01-4-031-301	Building Maintenance	\$ 2,771	\$ 2,720	\$ 2,310	\$ 2,770
01-4-031-302	Heat & A/C Maintenance	\$ 2,700	\$ 500	\$ 500	\$ 500
	<b>Total Facility Maintenance</b>	<b>\$ 5,471</b>	<b>\$ 3,220</b>	<b>\$ 2,810</b>	<b>\$ 3,270</b>
01-4-031-406	Computer System Maintenance	\$ 10,958	\$ 11,750	\$ 11,750	\$ 12,545
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 10,958</b>	<b>\$ 11,750</b>	<b>\$ 11,750</b>	<b>\$ 12,545</b>
01-4-031-510	Dues & Publications	\$ 1,473	\$ 2,305	\$ 2,905	\$ 2,952
01-4-031-513	Travel & Training	\$ 6,059	\$ 10,979	\$ 10,979	\$ 10,384
01-4-031-521	Equipment Lease	\$ 3,805	\$ 3,616	\$ 4,000	\$ 4,000
01-4-031-550	Insurance-General Liability	\$ 95	\$ 119	\$ 110	\$ 126
01-4-031-551	Insurance-Errors & Omission	\$ 204	\$ 254	\$ 241	\$ 275
01-4-031-552	Insurance-Employee Bond	\$ 888	\$ 388	\$ 859	\$ 892
01-4-031-556	Insurance-Real Property	\$ 818	\$ 818	\$ 746	\$ 1,429
01-4-031-567	Collection Fees	\$ -	\$ -	\$ -	\$ -
01-4-031-570	Special Services	\$ -	\$ -	\$ -	\$ -
01-4-031-572	Tax Appraisal & Collection Fee	\$ 54,586	\$ 60,236	\$ 60,236	\$ 62,606
01-4-031-574	Budget Preparation	\$ 1,366	\$ 1,930	\$ 1,625	\$ 2,030
01-4-031-575	Audit Fees & Expenses	\$ 16,583	\$ 20,490	\$ 20,490	\$ 21,861
01-4-031-581	Communication Services	\$ 2,099	\$ 2,180	\$ 2,380	\$ 2,370
01-4-031-582	Gas Service	\$ 409	\$ 430	\$ 515	\$ 540
01-4-031-583	Electric Service	\$ 4,876	\$ 5,450	\$ 4,880	\$ 5,210
	<b>Total Services</b>	<b>\$ 93,262</b>	<b>\$ 109,195</b>	<b>\$ 109,966</b>	<b>\$ 114,675</b>
	<b>Total Finance - Operations</b>	<b>\$ 278,816</b>	<b>\$ 294,601</b>	<b>\$ 294,662</b>	<b>\$ 306,486</b>

**Finance - Operations**

Account Number	Description	Amount
01-4-031-201	<b>Office Supplies</b>	
	- 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
		<b>\$ 3,000</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Flags	\$ 250
	- Kitchen supplies	\$ 250
	- City logo business card blanks	\$ 1,000
	- Small office equipment	\$ 500
		<b>\$ 2,500</b>
301	<b>Building Maintenance</b>	
	- 4th of July window decoration	\$ 150
	- Security system	\$ 240
	- Pest control	\$ 380
		<b>\$ 2,770</b>
406	<b>Computer System Maintenance</b>	
	- Invision AP application maintenance - 50%	\$ 1,341
	- Invision CL application maintenance - 25%	\$ 555
	- Invision FA application maintenance - 50%	\$ 700
	- Invision GL application maintenance - 50%	\$ 2,215
	- Invision PO application maintenance - 50%	\$ 1,575
	- Invision AR application maintenance - 50%	\$ 996
	- Invision SS application maintenance - 25%	\$ 88
	- Invision TOP maintenance - 25%	\$ 413
	- Incode network support - 33%	\$ 873
	- Anti-spam & virus software	\$ 144
	- Computer system support - 33%	\$ 2,011
	- Cisco Smartnet maintenance	\$ 634
- Computer repairs & supplies	\$ 1,000	
		<b>\$ 12,545</b>
510	<b>Dues &amp; Publications</b>	
	- GASB fee	\$ 500
	- GFOA membership renewal	\$ 250
	- GFOAT membership - 3 staff	\$ 285
	- State CPA licenses - 2 staff	\$ 102
	- SmartData online fees	\$ 600
	- Sam's Club service fee & 2 memberships	\$ 110
	- Texas Co-Op membership	\$ 100
	- Training manuals & GFOA publications	\$ 300
	- Newspaper subscriptions	\$ 220
	- Public Libraries subscription	\$ 65
	- Local community organization dues	\$ 420
		<b>\$ 2,952</b>

**Finance - Operations Continued**

Account Number	Description	Amount
01-4-031-513	<b>Travel &amp; Training</b>	
	- GFOAT spring conference - 3 staff	\$ 2,700
	- GFOAT fall conference - 3 staff	\$ 2,700
	- GAAFR & Auditing update - 2 staff	\$ 1,400
	- Budget I Conference - University of North Texas	\$ 500
	- Budget II Conference - University of North Texas - 2 staff	\$ 1,000
	- Incode online student center	\$ 184
	- Investment training	\$ 700
	- TML Annual Conference - 2 staff	\$ 700
	- Other training and travel	\$ 500
		<b>\$ 10,384</b>
521	<b>Equipment Lease</b>	
	- Copier annual lease - 1/2	\$ 2,416
	- Additional copies	\$ 1,584
		<b>\$ 4,000</b>
572	<b>Tax Appraisal &amp; Collection Fee</b>	
	- Fees to Tax Appraisal District for appraisal, assessment, and collection of ad valorem tax	
		<b>\$ 62,606</b>
574	<b>Budget Preparation</b>	
	- Budget workshops	\$ 500
	- GFOA submission	\$ 280
	- Supplies	\$ 100
	- Public hearing advertisements	\$ 50
	- Budget documents	\$ 1,100
		<b>\$ 2,030</b>
571	<b>Annual Audit Fees &amp; Expense</b>	
	- Annual audit fees	\$ 16,871
	- GFOA submission	\$ 435
	- Audit document printing & preparation	\$ 555
	- Single audit	\$ 4,000
		<b>\$ 21,861</b>



## Mission

---

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

## Description

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- Prepares and processes 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.
- Ensures compliance in all employment law matters.

## Accomplishments

---

- Conducted search and filled vacancy for Public Works Director and Public Information Officer. (A7, C5)
- Conducted several interviews with various department heads to fill vacancies. (A7)
- Conducted Civil Service entry level testing and Oral Boards for Fire and Police. (E1)
- Conducted Police Lieutenant promotional exam and assessment center. (E1)
- Attended various human resources related conferences to increase awareness of human resources trends, developments and legislation. (A2)
- Worked to increase employee awareness of City health benefits program. (A7)
- Updated and added information to the Human Resources page on the City website to include more employee information for employee reference and benefit.
- Implemented exit interview process. (A7)

## Goals

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- Work with staff to conduct City compensation study. (A7)
- Increase efficiencies in the H.R. Department by employing an H.R. Clerk. (A5)
- Continue to audit all personnel files.
- Review and update all job analysis worksheets and job descriptions.
- Update City Personnel Policy Manual with necessary policy changes.
- Conduct quarterly new hire training, and create new hire packet. (A2)
- Promote a user friendly application process via the City website. (A9)
- HR Director work to earn PHR (Professional in Human Resources). (A2)

(Strategic Plan Goal #)

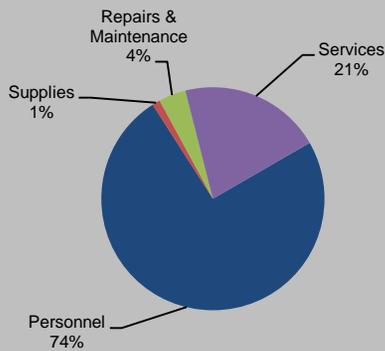
### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 84,292	\$ 84,686	\$ 84,686	\$ 117,831
Supplies	\$ 1,354	\$ 1,890	\$ 1,560	\$ 1,829
Repairs & Maintenance	\$ 1,999	\$ 5,607	\$ 5,607	\$ 6,233
Services	\$ 29,424	\$ 30,900	\$ 29,905	\$ 32,763
<b>Total</b>	<b>\$ 117,070</b>	<b>\$ 123,083</b>	<b>\$ 121,758</b>	<b>\$ 158,656</b>

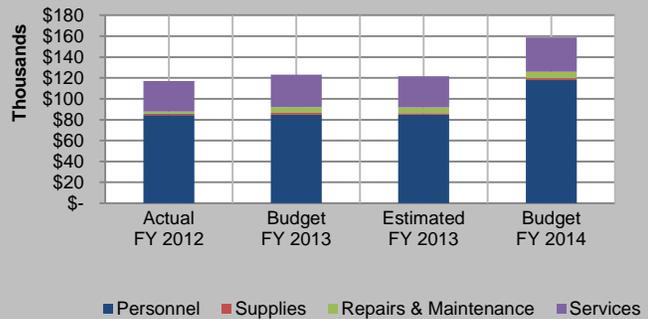
### Workload/Demand Measures

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Payrolls Processed	26	26	26
Payroll Checks Processed	601	529	466
Payroll ACH Employees	135	142	149
Employees Hired	26	34	28
C/S Tests Administered	2	2	2
C/S Promo. Exams Admin.	1	1	2

Division Expenditures



Division Expense History



**Finance - Human Resources**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-032-101	Salaries-Administrative	\$ 16,906	\$ 16,816	\$ 16,816	\$ 17,553
01-4-032-102	Salaries-Professional	\$ 51,705	\$ 51,428	\$ 51,428	\$ 53,956
01-4-032-113	Health Insurance Allowance	\$ 418	\$ -	\$ -	\$ -
01-4-032-114	Allowances	\$ -	\$ -	\$ -	\$ 600
01-4-032-121	TMRS	\$ 5,115	\$ 4,673	\$ 4,673	\$ 4,911
01-4-032-122	FICA	\$ 5,030	\$ 5,221	\$ 5,221	\$ 5,470
01-4-032-123	Employee Insurance	\$ 4,641	\$ 6,101	\$ 6,101	\$ 6,676
01-4-032-124	Workers' Comp. Insurance	\$ 204	\$ 173	\$ 173	\$ 167
01-4-032-125	Unemployment Compensation	\$ 274	\$ 274	\$ 274	\$ 274
01-4-032-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 28,224
	<b>Total Personnel</b>	<b>\$ 84,292</b>	<b>\$ 84,686</b>	<b>\$ 84,686</b>	<b>\$ 117,831</b>
01-4-032-201	Office Supplies	\$ 473	\$ 1,080	\$ 750	\$ 1,052
01-4-032-202	Postage	\$ 219	\$ 210	\$ 210	\$ 210
01-4-032-229	Tools & Other Supplies	\$ 662	\$ 600	\$ 600	\$ 567
	<b>Total Supplies</b>	<b>\$ 1,354</b>	<b>\$ 1,890</b>	<b>\$ 1,560</b>	<b>\$ 1,829</b>
01-4-032-406	Computer System Maintenance	\$ 1,999	\$ 5,607	\$ 5,607	\$ 6,233
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 1,999</b>	<b>\$ 5,607</b>	<b>\$ 5,607</b>	<b>\$ 6,233</b>
01-4-032-510	Dues & Publications	\$ 335	\$ 734	\$ 734	\$ 1,134
01-4-032-513	Travel & Training	\$ 1,936	\$ 2,687	\$ 1,200	\$ 2,051
01-4-032-550	Insurance-General Liability	\$ 48	\$ 60	\$ 58	\$ 66
01-4-032-551	Insurance-Errors & Omissions	\$ 104	\$ 129	\$ 126	\$ 144
01-4-032-561	Legal Services	\$ 790	\$ 1,000	\$ 1,700	\$ 1,700
01-4-032-570	Special Services	\$ 1,162	\$ 1,560	\$ 1,307	\$ 1,308
01-4-032-571	Employee Ads & Testing	\$ 3,769	\$ 3,500	\$ 3,500	\$ 3,500
01-4-032-572	Employee Benefits Consultant	\$ 20,835	\$ 20,800	\$ 20,800	\$ 22,400
01-4-032-581	Communication Services	\$ 447	\$ 430	\$ 480	\$ 460
	<b>Total Services</b>	<b>\$ 29,424</b>	<b>\$ 30,900</b>	<b>\$ 29,905</b>	<b>\$ 32,763</b>
	<b>Total Finance - Human Resources</b>	<b>\$ 117,070</b>	<b>\$ 123,083</b>	<b>\$ 121,758</b>	<b>\$ 158,656</b>
	<b>Total Finance</b>	<b>\$ 395,885</b>	<b>\$ 417,684</b>	<b>\$ 416,420</b>	<b>\$ 465,142</b>

**Finance - Human Resources**

Account Number	Description	Amount
01-4-032-150	<b>New Personnel Requests</b> - Human Resources Clerk - 75%	\$ 28,224
201	<b>Office Supplies</b> - Department share of copy paper \$ 50 - Envelopes - window, plain, & security \$ 100 - Payroll envelopes \$ 200 - Payroll checks - 1,500 \$ 290 - Printer cartridges \$ 200 - W-2 forms & envelopes \$ 107 - Letterhead stationery \$ 30 - General office supplies \$ 75	\$ 1,052
229	<b>Tools &amp; Other Supplies</b> - Leave request forms - 3,500 \$ 517 - Operating supplies \$ 50	\$ 567
406	<b>Computer System Maintenance</b> - Invision PY application maintenance - 85% \$ 3,469 - Invision HR maintenance - 85% \$ 2,454 - Invision SS maintenance - 25% \$ 88 - Invision TOP maintenance - 12% \$ 198 - Anti-spam & virus software \$ 24	\$ 6,233
510	<b>Dues &amp; Publications</b> - 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 - The Payroll Source Book \$ 400	\$ 1,134
513	<b>Travel &amp; Training</b> - TMRS annual seminar \$ 550 - FWHRMA Employment Law \$ 505 - TMHRA annual conference \$ 850 - CTHRMA Fall conference \$ 100 - Incode online student center \$ 46	\$ 2,051
561	<b>Legal Services</b> - Attorney fees for employment and general HR matters	\$ 1,700
570	<b>Special Services</b> - COBRA admin fees	\$ 1,308
571	<b>Employee Ads &amp; Testing</b> - Employment advertisements \$ 2,500 - Pre-employment physicals & drug screens \$ 1,000	\$ 3,500
572	<b>Employee Benefits Consultant</b> - Employee benefits consulting services - 80%	\$ 22,400

## Mission

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- 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

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- Participated in annual State-wide warrant roundup with more than 250 law enforcement agencies and courts across Texas, resulting in 244 warrants cleared and \$40,367 collected. (A3)
- Conducted City warrant amnesty/roundup, resulting in 258 warrants cleared and \$26,085 collected. (A3)
- Security cameras installed in the courtroom and court office/customer service area.
- Implemented Internet option for defendants to request driving safety course on line.
- Conducted quarterly juvenile community service, with defendants providing service to City facilities/departments or other projects.

## Goals

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- Participate in annual Statewide roundup and conduct individual City roundup. (A3)
- Participate in free trial of Incode Notification program to determine if beneficial. (A14)
- Evaluate usefulness and cost benefit of sending defendants e-mail notifications. (A12)
- Develop new court information pamphlet for distribution with citations.
- Host a court tour for students/youth groups during Municipal Court Week in November.
- Continue to seek additional community service alternatives for adults and juveniles.

(Strategic Plan Goal #)

### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 152,306	\$ 180,066	\$ 180,066	\$ 191,828
Supplies	\$ 4,094	\$ 3,872	\$ 3,372	\$ 3,550
Facility Maintenance	\$ 100	\$ 300	\$ 150	\$ 300
Repairs & Maintenance	\$ 500	\$ 500	\$ 925	\$ 425
Services	\$ 3,797	\$ 4,239	\$ 3,267	\$ 4,865
<b>Total</b>	<b>\$ 160,797</b>	<b>\$ 188,977</b>	<b>\$ 187,780</b>	<b>\$ 200,968</b>

### Workload/Demand Measures

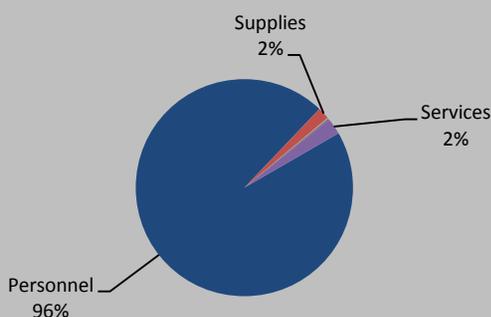
Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Court sessions	44	47	45
Warrants Issued	1,854	1,253	1,600
Warrants Outstanding	1,233	661	700
Warrants Cleared	2,145	2,142	2,400
Warnings Issued	3,769	1,638	2,000
Cases Filed:			
State Law	1,318	1,125	1,200
Traffic	3,093	2,822	3,100
Parking	169	172	140
City Ordinance	<u>178</u>	<u>158</u>	<u>150</u>
<b>Total Cases Filed</b>	<b>4,758</b>	<b>4,277</b>	<b>4,590</b>

### Staffing

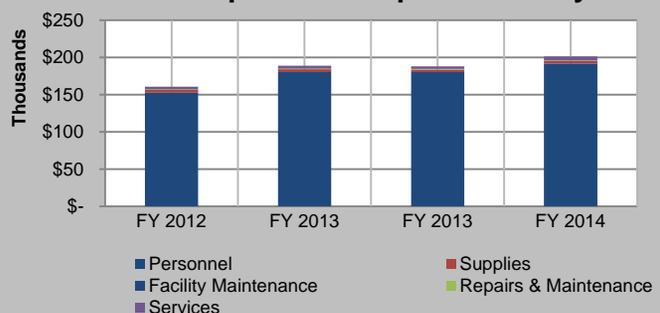
Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
City Attorney - 1*	Part Time	Part Time	Part Time
City Judge - 1*	Part Time	Part Time	Part Time
Court Administrator	1	1	1
Court Clerk	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

\* Appointed, part-time positions.

Department Expenditures



Department Expense History



Legal

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-040-101	Salaries-Administrative	\$ 62,050	\$ 62,050	\$ 62,050	\$ 62,050
01-4-040-102	Salaries-Professional	\$ 7,263	\$ 7,224	\$ 7,224	\$ 7,531
01-4-040-104	Salaries-Operations	\$ 61,074	\$ 81,446	\$ 81,446	\$ 90,079
01-4-040-112	Longevity	\$ -	\$ -	\$ -	\$ 72
01-4-040-121	TMRS	\$ 4,901	\$ 6,072	\$ 6,072	\$ 6,652
01-4-040-122	FICA	\$ 5,014	\$ 6,783	\$ 6,783	\$ 7,473
01-4-040-123	Employee Insurance	\$ 11,069	\$ 15,107	\$ 15,107	\$ 16,530
01-4-040-124	Workers' Comp. Insurance	\$ 358	\$ 705	\$ 705	\$ 762
01-4-040-125	Unemployment Compensation	\$ 576	\$ 679	\$ 679	\$ 679
01-4-040-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ -
	<b>Total Personnel</b>	<b>\$ 152,306</b>	<b>\$ 180,066</b>	<b>\$ 180,066</b>	<b>\$ 191,828</b>
01-4-040-201	Office Supplies	\$ 2,054	\$ 1,330	\$ 1,000	\$ 1,370
01-4-040-202	Postage	\$ 1,990	\$ 2,180	\$ 1,980	\$ 1,980
01-4-040-229	Tools & Other Supplies	\$ 50	\$ 362	\$ 392	\$ 200
01-4-040-250	Small Equipment	\$ -	\$ -	\$ -	\$ -
	<b>Total Supplies</b>	<b>\$ 4,094</b>	<b>\$ 3,872</b>	<b>\$ 3,372</b>	<b>\$ 3,550</b>
01-4-040-301	Building Maintenance	\$ 100	\$ 300	\$ 150	\$ 300
	<b>Total Facility Maintenance</b>	<b>\$ 100</b>	<b>\$ 300</b>	<b>\$ 150</b>	<b>\$ 300</b>
01-4-040-402	Machinery & Equipment Maintenance	\$ 500	\$ 500	\$ 925	\$ 425
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 925</b>	<b>\$ 425</b>
01-4-040-501	Advertising & Public Notices	\$ 558	\$ 785	\$ 405	\$ 825
01-4-040-510	Dues & Publications	\$ 186	\$ 226	\$ 226	\$ 306
01-4-040-513	Travel & Training	\$ 1,548	\$ 1,450	\$ 1,024	\$ 1,925
01-4-040-550	Insurance-General Liability	\$ 91	\$ 114	\$ 123	\$ 140
01-4-040-551	Insurance-Errors & Omissions	\$ 196	\$ 243	\$ 269	\$ 307
01-4-040-552	Insurance-Employee Bond	\$ 97	\$ 97	\$ 90	\$ 98
01-4-040-567	Collection Fees	\$ -	\$ -	\$ -	\$ -
01-4-040-570	Special Services	\$ 180	\$ 344	\$ 180	\$ 344
01-4-040-581	Communication Services	\$ 940	\$ 980	\$ 950	\$ 920
	<b>Total Services</b>	<b>\$ 3,797</b>	<b>\$ 4,239</b>	<b>\$ 3,267</b>	<b>\$ 4,865</b>
	<b>Total Legal</b>	<b>\$ 160,797</b>	<b>\$ 188,977</b>	<b>\$ 187,780</b>	<b>\$ 200,968</b>

**Legal**

Account Number	Description	Amount
01-4-040-201	<b>Office Supplies</b>	
	- Paper	\$ 400
	- Envelopes - plain and window	\$ 350
	- Toner cartridges	\$ 320
	- Other	\$ 300
		<b>\$ 1,370</b>
301	<b>Building Maintenance</b>	
	- Carpet cleaning	\$ 150
	- General building maintenance	\$ 150
		<b>\$ 300</b>
402	<b>Machinery &amp; Equipment Maintenance</b>	
	- Drum cartridge	
		<b>\$ 425</b>
501	<b>Advertising &amp; Public Notices</b>	
	- City warrant round up notices - 2 cycles	\$ 500
	- State warrant round up notices - 1 cycle	\$ 325
		<b>\$ 825</b>
510	<b>Dues &amp; Publications</b>	
	- Texas Court Clerk Association dues - 3 staff	\$ 150
	- Texas Traffic Law update	\$ 40
	- Texas Municipal Justice Court newsletter	\$ 36
	- Texas Court Clerks Association Region dues	\$ 80
		<b>\$ 306</b>
513	<b>Travel &amp; Training</b>	
	- Court Clerk training - 2 staff	\$ 600
	- Judge training	\$ 550
	- Texas Court Clerks Association annual conference	\$ 300
	- Traffic Safety conference	\$ 275
	- Incode regional training	\$ 100
	- Texas Court Clerks Association regional training	\$ 100
		<b>\$ 1,925</b>
570	<b>Special Services</b>	
	- Interpreter services	\$ 200
	- Juror fees	\$ 144
		<b>\$ 344</b>



**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.

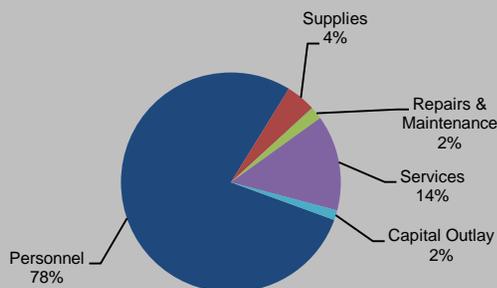
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 2,302,036	\$ 2,501,424	\$ 2,501,424	\$ 2,564,071
Supplies	\$ 145,971	\$ 150,438	\$ 139,673	\$ 142,700
Facility Maintenance	\$ 4,809	\$ 8,705	\$ 9,500	\$ 5,410
Repairs & Maintenance	\$ 37,213	\$ 45,310	\$ 45,323	\$ 55,797
Services	\$ 369,672	\$ 417,052	\$ 404,845	\$ 461,091
Capital Outlay	\$ 63,817	\$ 74,730	\$ 75,666	\$ 46,850
<b>Total</b>	<b>\$ 2,923,517</b>	<b>\$ 3,197,659</b>	<b>\$ 3,176,431</b>	<b>\$ 3,275,919</b>

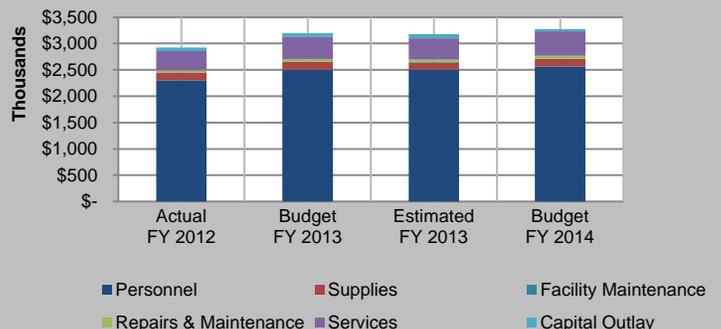
**Staffing**

Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
Chief of Police	1	1	1
Deputy Chief	2	2	2
Sergeant	5	5	5
Lieutenant	0	1	2
Corporal	1	0	0
Investigator	4	4	4
Patrol Officer	15	15	14
School Resource Officer	2	3	3
Warrant Officer	0	1	1
CSS Supervisor	1	1	1
Community Service Specialist	6	6	6
Animal Control Officer	1	1	1
Code Enforcement Officer	1	1	1
Administrative Assistant	1	1	1
Reserve Officers - 6	Volunteers	Volunteers	Volunteers
<b>Total</b>	<b>40</b>	<b>42</b>	<b>42</b>

**Department Expenditures**



**Department Expense History**



## **Mission**

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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**

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- 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**

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- Maintained accreditation through the Texas Recognition program. (A7, E1, E5)
- Recruited and retained a professional staff. (A2, A7, E1)
- Developed Geographic Policing, a prevention-driven community policing model. (E3)
- Hosted the fourth Citizens Police Academy. (A10, A11, E3)
- Continued efforts to cross train all non-sworn employees. (E1)
- Conducted the first annual physical fitness assessment of sworn employees. (A2)
- Completed an update of the police department strategic plan. (A6, E5)

## **Goals**

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- Maintain accreditation through Texas Recognition program and prepare for re-recognition. (A7, E1, E5)
- Implement components of the BPD strategic plan and public safety elements of the City Strategic Plan. (A1, A6, E5)
- Look for grant opportunities that will enhance the delivery of police services. (A3)
- Continue to increase Police Department professionalism, training, and safety. (A2, A7, E1)
- Begin the police building expansion project. (E1, E5)

(Strategic Plan Goal #)

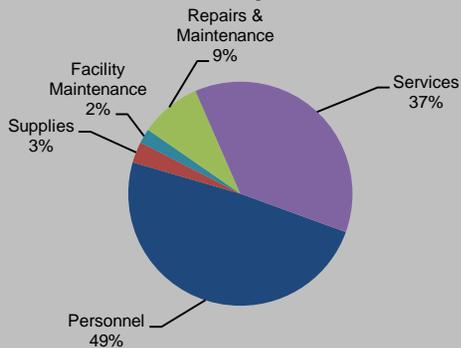
### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 121,487	\$ 120,581	\$ 120,581	\$ 125,800
Supplies	\$ 7,637	\$ 7,717	\$ 7,592	\$ 7,800
Facility Maintenance	\$ 4,809	\$ 8,705	\$ 9,500	\$ 5,410
Repairs & Maintenance	\$ 2,770	\$ 3,776	\$ 3,776	\$ 22,592
Services	\$ 96,471	\$ 90,255	\$ 89,774	\$ 95,402
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 233,174</b>	<b>\$ 231,034</b>	<b>\$ 231,223</b>	<b>\$ 257,004</b>

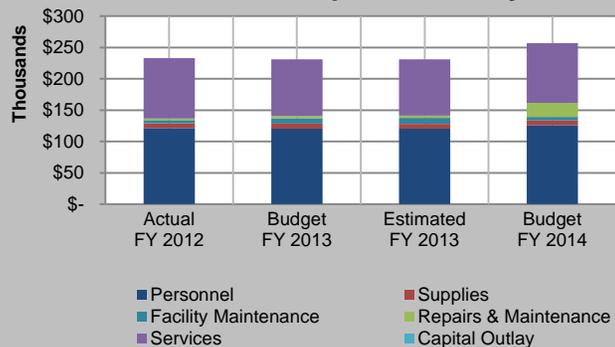
### Workload/Demand Measures

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
In Service Training Hours	330	1,600	1,800
Prof. Standards Investigations	4	8	6
Use of Force Incidents	40	32	35
Community Outreach	0	55	60

**Division Expenditures**



**Division Expense History**



**Police - Administration**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-051-101	Salaries-Administrative	\$ 61,682	\$ 60,934	\$ 60,934	\$ 63,373
01-4-051-104	Salaries-Operations	\$ 28,765	\$ 29,033	\$ 29,033	\$ 30,445
01-4-051-112	Longevity	\$ 70	\$ 72	\$ 72	\$ 96
01-4-051-114	Allowances	\$ 6,677	\$ 6,600	\$ 6,600	\$ 6,600
01-4-051-121	TMRS	\$ 6,888	\$ 6,165	\$ 6,165	\$ 6,396
01-4-051-122	FICA	\$ 6,765	\$ 6,888	\$ 6,888	\$ 7,184
01-4-051-123	Employee Insurance	\$ 8,784	\$ 9,297	\$ 9,297	\$ 10,172
01-4-051-124	Workers' Comp. Insurance	\$ 1,438	\$ 1,174	\$ 1,174	\$ 1,116
01-4-051-125	Unemployment Compensation	\$ 418	\$ 418	\$ 418	\$ 418
	<b>Total Personnel</b>	<b>\$ 121,487</b>	<b>\$ 120,581</b>	<b>\$ 120,581</b>	<b>\$ 125,800</b>
01-4-051-201	Office Supplies	\$ 783	\$ 1,100	\$ 1,100	\$ 1,200
01-4-051-202	Postage	\$ 1,724	\$ 1,440	\$ 2,100	\$ 2,100
01-4-051-205	Educational Supplies	\$ 852	\$ 1,900	\$ 1,400	\$ 1,500
01-4-051-220	Clothing Supplies	\$ 174	\$ 150	\$ 150	\$ 150
01-4-051-222	Fuel	\$ 36	\$ 27	\$ 42	\$ 50
01-4-051-227	Janitorial Supplies	\$ 2,406	\$ 1,750	\$ 1,600	\$ 1,800
01-4-051-229	Tools & Other Supplies	\$ 1,662	\$ 1,350	\$ 1,200	\$ 1,000
01-4-051-250	Small Equipment	\$ -	\$ -	\$ -	\$ -
	<b>Total Supplies</b>	<b>\$ 7,637</b>	<b>\$ 7,717</b>	<b>\$ 7,592</b>	<b>\$ 7,800</b>
01-4-051-301	Building Maintenance	\$ 3,406	\$ 3,705	\$ 4,500	\$ 3,910
01-4-051-302	Heat & A/C Maintenance	\$ 1,403	\$ 5,000	\$ 5,000	\$ 1,500
	<b>Total Facility Maintenance</b>	<b>\$ 4,809</b>	<b>\$ 8,705</b>	<b>\$ 9,500</b>	<b>\$ 5,410</b>
01-4-051-406	Computer System Maintenance	\$ 2,770	\$ 3,776	\$ 3,776	\$ 22,592
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 2,770</b>	<b>\$ 3,776</b>	<b>\$ 3,776</b>	<b>\$ 22,592</b>
01-4-051-501	Advertising & Public Notices	\$ 686	\$ 400	\$ 400	\$ 300
01-4-051-510	Dues & Publications	\$ 3,126	\$ 2,951	\$ 2,951	\$ 2,951
01-4-051-513	Travel & Training	\$ 3,575	\$ 3,100	\$ 3,600	\$ 4,634
01-4-051-521	Equipment Lease	\$ 4,631	\$ 4,812	\$ 5,000	\$ 5,000
01-4-051-553	Insurance-Law Enforcement Liab.	\$ 804	\$ 1,000	\$ 982	\$ 1,122
01-4-051-556	Insurance-Real Property	\$ 2,112	\$ 2,112	\$ 1,926	\$ 2,625
01-4-051-570	Special Services	\$ 64,907	\$ 57,380	\$ 57,380	\$ 60,080
01-4-051-571	Employee Testing	\$ 10	\$ 480	\$ 480	\$ 480
01-4-051-581	Communication Services	\$ 1,318	\$ 1,210	\$ 1,550	\$ 1,560
01-4-051-582	Gas Service	\$ 225	\$ 230	\$ 325	\$ 340
01-4-051-583	Electric Service	\$ 15,076	\$ 16,580	\$ 15,180	\$ 16,310
	<b>Total Services</b>	<b>\$ 96,471</b>	<b>\$ 90,255</b>	<b>\$ 89,774</b>	<b>\$ 95,402</b>
	<b>Total Police - Administration</b>	<b>\$ 233,174</b>	<b>\$ 231,034</b>	<b>\$ 231,223</b>	<b>\$ 257,004</b>

**Police - Administration**

Account Number	Description	Amount
<b>01-4-051-205</b>	<b>Educational Supplies</b>	
	- Citizen Police Academy supplies	\$ 500
	- CHIPS volunteer supplies & uniforms	\$ 500
	- Youth Police Academy supplies	\$ 500
		<b>\$ 1,500</b>
<b>220</b>	<b>Clothing Supplies</b>	
	- Uniform for Chief	
		<b>\$ 150</b>
<b>229</b>	<b>Tools &amp; Other Supplies</b>	
	- Awards & recognition	\$ 500
	- Ice & other supplies	\$ 500
		<b>\$ 1,000</b>
<b>301</b>	<b>Building Maintenance</b>	
	- Floor service	\$ 250
	- Fire extinguishers	\$ 200
	- Pest control	\$ 460
	- General building maintenance	\$ 3,000
		<b>\$ 3,910</b>
<b>406</b>	<b>Computer System Maintenance</b>	
	- Computer system support - 33%	\$ 2,011
	- Cisco Smartnet maintenance	\$ 1,260
	- Incode network support - 33%	\$ 873
	- Anti-spam & virus software	\$ 48
	- CAPERS Law enforcement software support	\$ 18,000
	- Computer repairs & supplies	\$ 400
		<b>\$ 22,592</b>
<b>501</b>	<b>Advertising &amp; Public Notices</b>	
	- Marketing Community Policing	\$ 200
	- Other public notices	\$ 100
		<b>\$ 300</b>
<b>510</b>	<b>Dues &amp; Publications</b>	
	- Texas Police Chiefs Association dues	\$ 320
	- Central Texas Chiefs Association dues	\$ 25
	- International Association of Chiefs of Police dues	\$ 120
	- FBI National Academy Associates dues	\$ 95
	- Newspaper subscription	\$ 141
	- Local community organization dues	\$ 420
	- TCLEDDS annual fee	\$ 630
	- Texas Chief Recognition annual fee	\$ 1,200
		<b>\$ 2,951</b>
<b>513</b>	<b>Travel &amp; Training</b>	
	- Online student center	\$ 184
	- Texas Chiefs of Police quarterly meetings	\$ 300
	- International Association of Chiefs of Police conference	\$ 1,500
	- Texas Police Chiefs conference	\$ 800
	- Chaplain training	\$ 250
	- Texas Citizens Police Academy Alumni training	\$ 1,000
	- Texas Police Chiefs Leadership training	\$ 600
		<b>\$ 4,634</b>
<b>521</b>	<b>Equipment Lease</b>	
	- Copier annual lease	\$ 3,426
	- Additional copies	\$ 1,574
		<b>\$ 5,000</b>
<b>570</b>	<b>Special Services</b>	
	- Bell County Jail fees for City arrests	\$ 60,000
	- Shooting range lease	\$ 80
		<b>\$ 60,080</b>
<b>571</b>	<b>Employee Testing</b>	
	- Random drug screening	
		<b>\$ 480</b>

## Mission

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

## Description

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- 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

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- Added a third school resource officer in coordination with BISD. (C3, E1, E3, E4)
- Implemented Geographic Policing model to improve delivery of police services with a focus on prevention. (A7, C2, E3)
- Hosted annual Youth Police Academy and developed a Law Enforcement Explorer post. (C2, C3, E3)
- Assisted in security related issues involving the Hasan trial in coordination with other area law enforcement agencies and Fort Hood. (E4, E5)
- Hosted annual National Night Out with 14 neighborhood block parties. (C2, E3)
- Reviewed and implemented new police technology including a wireless in-car video system. (E2)

## Goals

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- Expand the National Night Out program so that all areas of the community have a neighborhood block party within walking distance. (C2, E3)
- Fully implement and train staff in new CAPERS records management computer database. (E1, E2)
- Expand Geographic Policing initiatives to build partnerships with residents in each police sector to seek their assistance with prevention efforts. (C2, E3)
- Continue to enhance officer training with a focus on safety, risk management, and customer service. (A7, C2, E1)

(Strategic Plan Goal #)

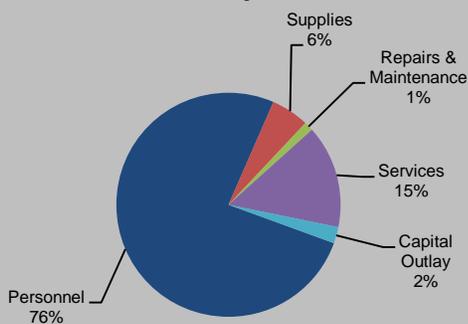
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 1,340,751	\$ 1,495,736	\$ 1,495,736	\$ 1,517,301
Supplies	\$ 109,551	\$ 111,764	\$ 106,940	\$ 108,715
Repairs & Maintenance	\$ 27,410	\$ 32,707	\$ 32,707	\$ 26,621
Services	\$ 213,511	\$ 256,476	\$ 249,080	\$ 296,844
Capital Outlay	\$ 46,868	\$ 74,730	\$ 75,666	\$ 46,850
<b>Total</b>	<b>\$ 1,738,091</b>	<b>\$ 1,971,413</b>	<b>\$ 1,960,129</b>	<b>\$ 1,996,331</b>

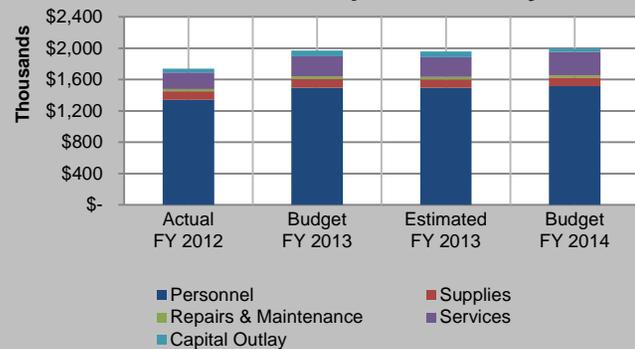
**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Calls for Service	40,829	48,500	44,750
Escorts	347	290	320
Citations Issued	3,248	2,930	3,500
Arrests	1,612	1,430	1,560
Alarms Responded To	1,202	1,100	1,050
Disturbance Calls	641	720	750
Accidents	1,465	1,681	1,525
House Watches	384	950	1,100
Offense Reports	3,458	3,820	3,650

**Division Expenditures**



**Division Expense History**



**Police - Operations**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-052-101	Salaries-Administrative	\$ 24,681	\$ 24,415	\$ 24,415	\$ 25,386
01-4-052-103	Salaries-Supervisory	\$ 295,913	\$ 335,493	\$ 335,493	\$ 354,232
01-4-052-104	Salaries-Operations	\$ 680,184	\$ 736,710	\$ 736,710	\$ 709,688
01-4-052-107	Salaries-Overtime	\$ 27,774	\$ 49,110	\$ 49,110	\$ 53,196
01-4-052-112	Longevity	\$ 5,766	\$ 6,852	\$ 6,852	\$ 7,536
01-4-052-113	Health Insurance Allowance	\$ 11,004	\$ -	\$ -	\$ -
01-4-052-114	Allowances	\$ 2,169	\$ 2,880	\$ 2,880	\$ 2,880
01-4-052-121	TMRS	\$ 76,148	\$ 79,429	\$ 79,429	\$ 78,514
01-4-052-122	FICA	\$ 77,448	\$ 88,516	\$ 88,516	\$ 87,978
01-4-052-123	Employee Insurance	\$ 104,639	\$ 141,002	\$ 141,002	\$ 154,277
01-4-052-124	Workers' Comp. Insurance	\$ 28,618	\$ 25,000	\$ 25,000	\$ 22,671
01-4-052-125	Unemployment Compensation	\$ 6,408	\$ 6,329	\$ 6,329	\$ 6,329
01-4-052-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 14,614
	<b>Total Personnel</b>	<b>\$ 1,340,751</b>	<b>\$ 1,495,736</b>	<b>\$ 1,495,736</b>	<b>\$ 1,517,301</b>
01-4-052-201	Office Supplies	\$ 1,534	\$ 2,000	\$ 2,000	\$ 2,000
01-4-052-205	Educational Supplies	\$ 2,170	\$ 1,700	\$ 1,700	\$ 2,300
01-4-052-220	Clothing Supplies	\$ 6,919	\$ 13,150	\$ 11,000	\$ 7,725
01-4-052-222	Fuel	\$ 84,646	\$ 85,364	\$ 79,240	\$ 87,540
01-4-052-229	Tools & Other Supplies	\$ 5,964	\$ 8,550	\$ 12,000	\$ 8,150
01-4-052-230	K-9 Supplies	\$ 8,319	\$ 1,000	\$ 1,000	\$ 1,000
	<b>Total Supplies</b>	<b>\$ 109,551</b>	<b>\$ 111,764</b>	<b>\$ 106,940</b>	<b>\$ 108,715</b>
01-4-052-402	Equipment & Machinery Maint.	\$ 418	\$ 760	\$ 300	\$ 300
01-4-052-403	Vehicle Maintenance	\$ 26,054	\$ 25,942	\$ 26,402	\$ 22,000
01-4-052-406	Computer System Maintenance	\$ 488	\$ 4,505	\$ 4,505	\$ 2,821
01-4-052-407	Radio Maintenance	\$ 450	\$ 1,500	\$ 1,500	\$ 1,500
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 27,410</b>	<b>\$ 32,707</b>	<b>\$ 32,707</b>	<b>\$ 26,621</b>
01-4-052-510	Dues & Publications	\$ 240	\$ 500	\$ 500	\$ 500
01-4-052-513	Travel & Training	\$ 14,229	\$ 18,800	\$ 12,000	\$ 15,138
01-4-052-553	Insurance-Law Enforcement Liab.	\$ 7,297	\$ 8,997	\$ 8,839	\$ 10,102
01-4-052-554	Insurance-Automobile	\$ 4,991	\$ 5,460	\$ 4,765	\$ 5,316
01-4-052-555	Insurance-Mobile Equipment	\$ 47	\$ 47	\$ 88	\$ 95
01-4-052-557	Insurance-Animal Mortality	\$ 640	\$ 1,280	\$ 916	\$ 1,000
01-4-052-570	Special Services	\$ 143	\$ 500	\$ 250	\$ 250
01-4-052-571	Bell County Communications	\$ 183,519	\$ 216,072	\$ 216,072	\$ 255,730
01-4-052-572	Cadet Training Expenses	\$ 407	\$ 600	\$ 400	\$ 400
01-4-052-581	Communication Services	\$ 1,999	\$ 4,220	\$ 5,250	\$ 8,313
	<b>Total Services</b>	<b>\$ 213,511</b>	<b>\$ 256,476</b>	<b>\$ 249,080</b>	<b>\$ 296,844</b>
01-4-052-802	Machinery & Equipment	\$ 11,500	\$ 30,780	\$ 31,716	\$ -
01-4-052-803	Vehicles	\$ 35,368	\$ 43,950	\$ 43,950	\$ 46,850
	<b>Total Capital Outlay</b>	<b>\$ 46,868</b>	<b>\$ 74,730</b>	<b>\$ 75,666</b>	<b>\$ 46,850</b>
	<b>Total Police - Operations</b>	<b>\$ 1,738,091</b>	<b>\$ 1,971,413</b>	<b>\$ 1,960,129</b>	<b>\$ 1,996,331</b>

**Police - Operations**

Account Number	Description	Amount
01-4-052-150	<b>New Personnel Requests</b>	
	- Promotion to Lieutenant	\$ 7,819
	- Civil Service pay scale adjustment	\$ 6,795
		<b>\$ 14,614</b>
01-4-052-201	<b>Office Supplies</b>	
	- Paper	\$ 500
	- Business cards	\$ 300
	- Printer cartridges	\$ 600
	- Other	\$ 600
		<b>\$ 2,000</b>
205	<b>Educational Supplies</b>	
	- National Night Out handouts	\$ 1,600
	- School and special event handouts	\$ 200
	- E. Watch program signs	\$ 500
		<b>\$ 2,300</b>
220	<b>Clothing Supplies</b>	
	- Uniform inventory - 22	\$ 3,000
	- Protective vests with carriers	\$ 1,250
	- Uniform for new hires	\$ 2,000
	- SWAT Team uniforms	\$ 800
	- SWAT Team tactical holsters	\$ 675
		<b>\$ 7,725</b>
229	<b>Tools &amp; Other Supplies</b>	
	- DPS forms	\$ 250
	- Ammunition and targets	\$ 5,000
	- Printed forms	\$ 400
	- Batteries, audio, & video tapes	\$ 500
	- Fingerprint kits	\$ 200
	- Drug test kits	\$ 500
	- Taser cartridges & batteries	\$ 1,000
	- Shotgun sling	\$ 300
		<b>\$ 8,150</b>
230	<b>K-9 Supplies</b>	
	- Vet services	\$ 500
	- Other supplies	\$ 500
		<b>\$ 1,000</b>
406	<b>Computer System Maintenance</b>	
	- Anti-spam & virus software	\$ 636
	- Citrix license renewal for MDT	\$ 825
	- Vehicle GPS Automatic Vehicle Location System	\$ 360
	- General repairs & maintenance	\$ 1,000
		<b>\$ 2,821</b>
510	<b>Dues &amp; Publications</b>	
	- Local community organization dues	
		<b>\$ 500</b>
513	<b>Travel &amp; Training</b>	
	- Online student center	\$ 138
	- Patrol officer training	\$ 12,000
	- School Resource Officer training	\$ 3,000
		<b>\$ 15,138</b>
570	<b>Special Services</b>	
	- Wrecker fees/seizures	
		<b>\$ 250</b>
571	<b>Bell County Communications</b>	
	- City's share of county-wide radio & dispatch system	
		<b>\$ 255,730</b>
581	<b>Communication Services</b>	
	- Monthly phone and long distance	\$ 2,385
	- Aircards	\$ 5,928
		<b>\$ 8,313</b>
803	<b>Vehicles</b>	
	- Patrol vehicle	
		<b>\$ 46,850</b>

## Mission

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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

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- 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

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- Completed cross-training of all non-sworn staff to prevent gaps in service delivery. (A2, E1)
- Participated in several high profile criminal trials, including two murder convictions. (C2, E4)
- Implemented a new warrant/evidence/training officer position. (A2, E1)
- Developed processes to reduce paperwork and began implementation of new records management database, CAPERS. (E2)

## Goals

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- Fully develop warrant/evidence/training officer position to maximize performance in each area of responsibility. (A2, E1)
- Mentor and train new detectives in CID. (E1)
- Increase crime case clearance rate by detectives. (E3, E5)
- Develop intelligence-led policing initiatives to solve crime. (C2, E2)

(Strategic Plan Goal #)

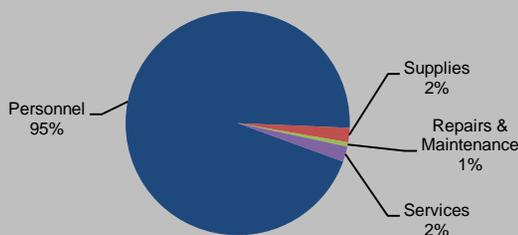
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 735,890	\$ 779,787	\$ 779,787	\$ 811,399
Supplies	\$ 20,562	\$ 20,492	\$ 17,279	\$ 17,670
Repairs & Maintenance	\$ 2,028	\$ 4,916	\$ 4,929	\$ 5,456
Services	\$ 17,345	\$ 19,380	\$ 16,032	\$ 18,643
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 775,824</b>	<b>\$ 824,575</b>	<b>\$ 818,027</b>	<b>\$ 853,168</b>

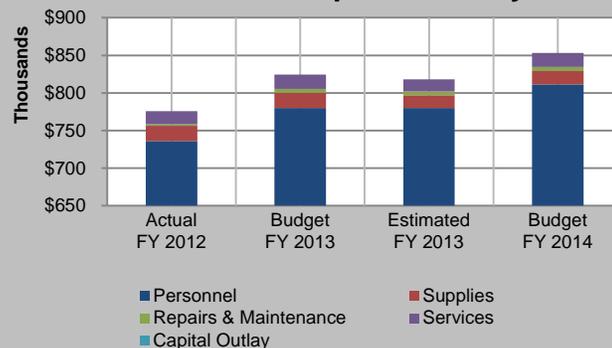
**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Sexual Assault	24	44	32
Attempted Murder/Murder	1	1	0
Robbery	12	8	7
Assault	447	459	450
Auto Theft	9	2	4
Burglaries	208	294	245
Theft Over \$1500	22	33	29
Forgery	51	61	58
Injury to Child/Neglect	13	13	12
Kidnapping	2	2	2
Criminal Mischief	166	209	180
Juvenile Detention	48	59	62
Narcotics	203	186	190
Cases Assigned	938	1,260	1,325
Cases Cleared	796	1,314	1,250

**Division Expenditures**



**Division Expense History**



**Police - Support Services**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-053-101	Salaries-Administrative	\$ 24,681	\$ 24,415	\$ 24,415	\$ 25,386
01-4-053-103	Salaries-Supervisory	\$ 121,414	\$ 126,683	\$ 126,683	\$ 125,586
01-4-053-104	Salaries-Operations	\$ 400,222	\$ 419,329	\$ 419,329	\$ 439,242
01-4-053-107	Salaries-Overtime	\$ 18,108	\$ 24,844	\$ 24,844	\$ 26,625
01-4-053-112	Longevity	\$ 3,279	\$ 2,916	\$ 2,916	\$ 3,000
01-4-053-113	Health Insurance Allowance	\$ 1,668	\$ -	\$ -	\$ -
01-4-053-114	Allowances	\$ 2,602	\$ 2,520	\$ 2,520	\$ 2,520
01-4-053-121	TMRS	\$ 41,790	\$ 41,134	\$ 41,134	\$ 42,383
01-4-053-122	FICA	\$ 42,102	\$ 45,761	\$ 45,761	\$ 47,418
01-4-053-123	Employee Insurance	\$ 69,617	\$ 79,892	\$ 79,892	\$ 87,419
01-4-053-124	Workers' Comp. Insurance	\$ 6,948	\$ 8,704	\$ 8,704	\$ 8,231
01-4-053-125	Unemployment Compensation	\$ 3,458	\$ 3,589	\$ 3,589	\$ 3,589
01-4-053-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ -
	<b>Total Personnel</b>	<b>\$ 735,890</b>	<b>\$ 779,787</b>	<b>\$ 779,787</b>	<b>\$ 811,399</b>
01-4-053-201	Office Supplies	\$ 2,045	\$ 1,900	\$ 1,900	\$ 1,710
01-4-053-220	Clothing Supplies	\$ 3,720	\$ 3,645	\$ 2,400	\$ 1,400
01-4-053-222	Fuel	\$ 12,734	\$ 13,052	\$ 11,479	\$ 12,670
01-4-053-229	Tools & Other Supplies	\$ 2,064	\$ 1,895	\$ 1,500	\$ 1,890
	<b>Total Supplies</b>	<b>\$ 20,562</b>	<b>\$ 20,492</b>	<b>\$ 17,279</b>	<b>\$ 17,670</b>
01-4-053-402	Machinery & Equipment Maintenance	\$ -	\$ -	\$ 13	\$ -
01-4-053-403	Vehicle Maintenance	\$ 1,577	\$ 2,000	\$ 2,000	\$ 2,550
01-4-053-406	Computer System Maintenance	\$ 320	\$ 2,816	\$ 2,816	\$ 2,806
01-4-053-407	Radio Maintenance	\$ 131	\$ 100	\$ 100	\$ 100
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 2,028</b>	<b>\$ 4,916</b>	<b>\$ 4,929</b>	<b>\$ 5,456</b>
01-4-053-510	Dues & Publications	\$ 1,418	\$ 2,008	\$ 2,008	\$ 1,908
01-4-053-513	Travel & Training	\$ 6,167	\$ 7,300	\$ 4,000	\$ 6,468
01-4-053-553	Insurance-Law Enforcement Liab.	\$ 1,910	\$ 2,374	\$ 2,332	\$ 2,666
01-4-053-554	Insurance-Automobile	\$ 2,499	\$ 2,748	\$ 2,182	\$ 2,441
01-4-053-581	Communication Services	\$ 5,350	\$ 4,950	\$ 5,510	\$ 5,160
	<b>Total Services</b>	<b>\$ 17,345</b>	<b>\$ 19,380</b>	<b>\$ 16,032</b>	<b>\$ 18,643</b>
	<b>Total Police - Support Services</b>	<b>\$ 775,824</b>	<b>\$ 824,575</b>	<b>\$ 818,027</b>	<b>\$ 853,168</b>

**Police - Support Services**

Account Number	DESCRIPTION	Amount
01-4-053-201	<b>Office Supplies</b>	
	- Printer cartridges	\$ 300
	- Paper	\$ 300
	- Case file folders	\$ 200
	- Envelopes	\$ 200
	- Pocket file folders	\$ 60
	- CDs and DVDs	\$ 200
	- Other	\$ 450
		<b>\$ 1,710</b>
220	<b>Clothing Supplies</b>	
	- Officer uniform inventory	\$ 250
	- CSS Uniform inventory	\$ 500
	- Protective vest	\$ 650
		<b>\$ 1,400</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Fingerprint supplies	\$ 300
	- Evidence supplies	\$ 1,000
	- Drug test kits	\$ 80
	- Rubber gloves	\$ 50
	- Hazardous waste container	\$ 100
	- Gunshot residue kits	\$ 60
	- Batteries, video & audio tapes	\$ 100
	- Disposable body suits	\$ 200
		<b>\$ 1,890</b>
403	<b>Vehicle Maintenance</b>	
	- General vehicle maintenance	\$ 2,000
	- Emergency Lights for Bell County Organized Crime Unit truck	\$ 550
		<b>\$ 2,550</b>
406	<b>Computer System Maintenance</b>	
	- Anti-spam & virus software	\$ 300
	- Vista Com Recorder annual maintenance	\$ 2,406
	- Other	\$ 100
		<b>\$ 2,806</b>
510	<b>Dues &amp; Publications</b>	
	- Local community organization dues	\$ 708
	- Notary renewal	\$ 100
	- Leads-on-Line subscription	\$ 1,100
		<b>\$ 1,908</b>
513	<b>Travel &amp; Training</b>	
	- Online student center	\$ 368
	- Sex offender seminar	\$ 500
	- Detective training	\$ 4,000
	- CSS Communication training	\$ 600
	- Deputy Chief training	\$ 1,000
		<b>\$ 6,468</b>

## Mission

---

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

## Description

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- 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.
- Cross trained to assist with Code Enforcement and Police Communications.

## Accomplishments

---

- Partnered with Bell County to promote adoption of animals from the Bell County Animal Shelter. (A12, E4)
- Adjusted hours to occasionally work in the evenings and on Saturdays to address animal control issues occurring outside normal business hours. (A7, C2, E3)
- Cross trained in Code Enforcement. (E1)
- Increased community awareness in animal ownership responsibilities and animal control services. (E3)
- Assisted in the development of a new ordinance addressing fowl in densely populated residential areas. (C1, C2, E3)

## Goals

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- Train and cross-train new animal control officer. (A2, E1)
- Maintain control of stray animal population. (C2)
- Continue to promote pet adoption. (A12, C2, E3)

(Strategic Plan Goal #)

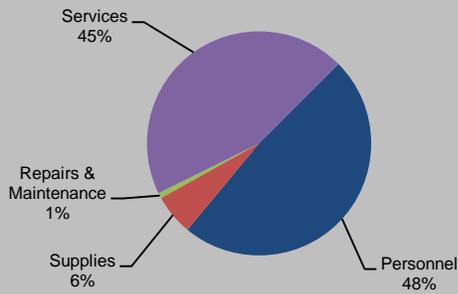
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 44,529	\$ 42,947	\$ 42,947	\$ 44,710
Supplies	\$ 5,131	\$ 6,513	\$ 4,921	\$ 5,405
Repairs & Maintenance	\$ 2,186	\$ 738	\$ 738	\$ 739
Services	\$ 33,685	\$ 41,705	\$ 41,430	\$ 41,290
<b>Total</b>	<b>\$ 85,531</b>	<b>\$ 91,903</b>	<b>\$ 90,036</b>	<b>\$ 92,144</b>

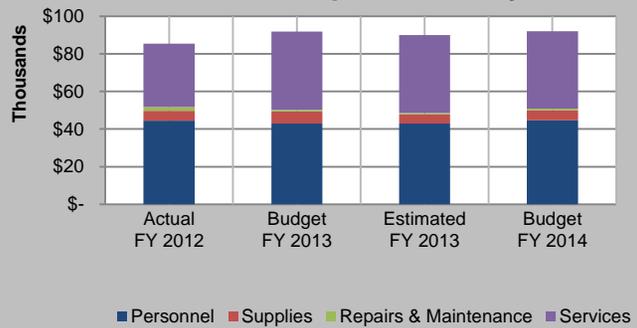
**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Calls Received	2,162	1,740	1,850
Animals Picked Up-Dogs	270	407	365
Animals Picked Up-Cats	376	344	350
Dead Animals Picked Up	246	148	200
Citations Issued	19	33	30
Traps Lent Out	97	108	101
Animals Disposed Of	414	386	375

**Division Expenditures**



**Division Expense History**



**Police - Animal Control**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-054-104	Salaries-Operations	\$ 32,784	\$ 31,200	\$ 31,200	\$ 32,282
01-4-054-113	Health Insurance Allowance	\$ 1,185	\$ -	\$ -	\$ -
01-4-054-114	Allowances	\$ 442	\$ 420	\$ 420	\$ 420
01-4-054-121	TMRS	\$ 2,491	\$ 2,165	\$ 2,165	\$ 2,227
01-4-054-122	FICA	\$ 2,578	\$ 2,387	\$ 2,387	\$ 2,470
01-4-054-123	Employee Insurance	\$ 3,650	\$ 5,810	\$ 5,810	\$ 6,358
01-4-054-124	Workers' Comp. Insurance	\$ 877	\$ 704	\$ 704	\$ 692
01-4-054-125	Unemployment Compensation	\$ 522	\$ 261	\$ 261	\$ 261
	<b>Total Personnel</b>	<b>\$ 44,529</b>	<b>\$ 42,947</b>	<b>\$ 42,947</b>	<b>\$ 44,710</b>
01-4-054-201	Office Supplies	\$ 383	\$ 400	\$ 400	\$ 340
01-4-054-220	Clothing Supplies	\$ 333	\$ 260	\$ 260	\$ 565
01-4-054-221	Chemical Supplies	\$ 42	\$ 400	\$ 400	\$ 395
01-4-054-222	Fuel	\$ 3,672	\$ 4,823	\$ 3,231	\$ 3,570
01-4-054-229	Tools & Other Supplies	\$ 701	\$ 630	\$ 630	\$ 535
	<b>Total Supplies</b>	<b>\$ 5,131</b>	<b>\$ 6,513</b>	<b>\$ 4,921</b>	<b>\$ 5,405</b>
01-4-054-402	Equipment & Machinery Maintenance	\$ -	\$ -	\$ -	\$ -
01-4-054-403	Vehicle Maintenance	\$ 2,167	\$ 600	\$ 600	\$ 600
01-4-054-406	Computer System Maintenance	\$ 19	\$ 38	\$ 38	\$ 39
01-4-054-407	Radio Maintenance	\$ -	\$ 100	\$ 100	\$ 100
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 2,186</b>	<b>\$ 738</b>	<b>\$ 738</b>	<b>\$ 739</b>
01-4-054-513	Travel & Training	\$ -	\$ 800	\$ 800	\$ 600
01-4-054-550	Insurance-General Liability	\$ 17	\$ 22	\$ 21	\$ 24
01-4-054-551	Insurance-Errors & Omissions	\$ 37	\$ 46	\$ 48	\$ 55
01-4-054-553	Insurance-Law Enforcement Liab.	\$ 101	\$ 125	\$ 123	\$ 140
01-4-054-554	Insurance-Automobile	\$ 185	\$ 212	\$ 188	\$ 221
01-4-054-570	Special Services	\$ 33,074	\$ 40,250	\$ 40,250	\$ 40,250
01-4-054-581	Communication Services	\$ 271	\$ 250	\$ -	\$ -
	<b>Total Services</b>	<b>\$ 33,685</b>	<b>\$ 41,705</b>	<b>\$ 41,430</b>	<b>\$ 41,290</b>
	<b>Total Police - Animal Control</b>	<b>\$ 85,531</b>	<b>\$ 91,903</b>	<b>\$ 90,036</b>	<b>\$ 92,144</b>

**Police - Animal Control**

Account Number	Description	Amount
01-4-054-201	<b>Office Supplies</b>	
	- Animal control cards	\$ 250
	- Paper	\$ 40
	- Other supplies	\$ 50
		<b>\$ 340</b>
220	<b>Clothing Supplies</b>	
	- Uniform inventory	\$ 200
	- Reflective jacket/raincoat	\$ 365
		<b>\$ 565</b>
221	<b>Chemical Supplies</b>	
	- Animal tranquilizer	\$ 370
	- Miscellaneous chemical supplies	\$ 25
		<b>\$ 395</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Large bird net	\$ 50
	- Repair materials for traps	\$ 100
	- Micro chip scanner	\$ 300
	- Repair kit for catch pole	\$ 35
	- Bite gloves	\$ 50
		<b>\$ 535</b>
406	<b>Computer System Maintenance</b>	
	- Anti-spam & virus software	\$ 24
	- Other	\$ 15
		<b>\$ 39</b>
570	<b>Special Services</b>	
	- Bell County Animal Shelter	\$ 40,000
	- Vet services	\$ 250
		<b>\$ 40,250</b>

## Mission

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

## Description

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- 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.
- Cross trained to assist with Animal Control and Police Communications

## Accomplishments

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- Cross trained code enforcement officer in Animal Control and Communications. (E1)
- Worked closely with police officers in their assigned sectors to address aesthetic issues. (C2, E3, E4)
- Partnered with the Planning Department on sign ordinance enforcement. (C2, C4, E4)

## Goals

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- Fully implement the “Sector of the Month” program to focus on code enforcement issues in a specific geographic area of the City each month. (C2, C4, E3)
- Train and mentor the new animal control officer in code enforcement. (A2, E1)
- Continue to promote compassionate code enforcement with a focus on quality of life. (C2)

(Strategic Plan goal #)

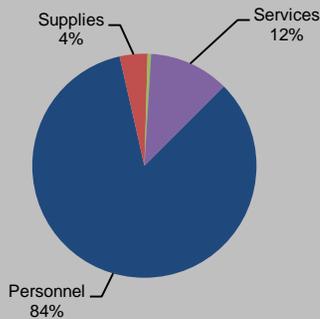
### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 59,379	\$ 62,373	\$ 62,373	\$ 64,861
Supplies	\$ 3,090	\$ 3,952	\$ 2,941	\$ 3,110
Repairs & Maintenance	\$ 2,819	\$ 3,173	\$ 3,173	\$ 389
Services	\$ 8,660	\$ 9,236	\$ 8,529	\$ 8,912
Capital Outlay	\$ 16,948	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 90,896</b>	<b>\$ 78,734</b>	<b>\$ 77,016</b>	<b>\$ 77,272</b>

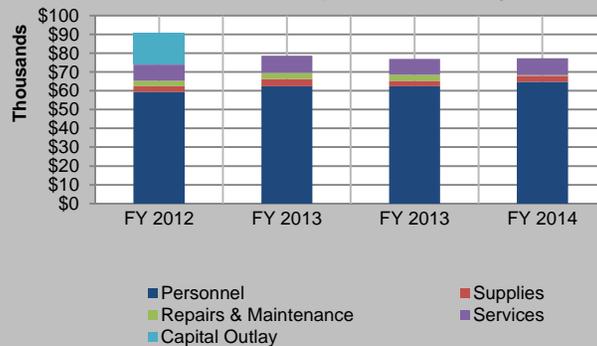
### Workload/Demand Measures

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Abatement of Junk Vehicles	367	243	225
Abatement of Weedy Lots	940	870	890
Dilapidated Structures	7	3	4

Division Expenditures



Division Expense History



**Police - Code Enforcement**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-055-104	Salaries-Operations	\$ 46,822	\$ 48,535	\$ 48,535	\$ 50,259
01-4-055-114	Allowances	\$ 337	\$ 420	\$ 420	\$ 420
01-4-055-121	TMRS	\$ 3,421	\$ 3,352	\$ 3,352	\$ 3,451
01-4-055-122	FICA	\$ 2,915	\$ 3,713	\$ 3,713	\$ 3,845
01-4-055-123	Employee Insurance	\$ 5,304	\$ 5,810	\$ 5,810	\$ 6,358
01-4-055-124	Workers' Comp. Insurance	\$ 319	\$ 282	\$ 282	\$ 267
01-4-055-125	Unemployment Compensation	\$ 261	\$ 261	\$ 261	\$ 261
	<b>Total Personnel</b>	<b>\$ 59,379</b>	<b>\$ 62,373</b>	<b>\$ 62,373</b>	<b>\$ 64,861</b>
01-4-055-201	Office Supplies	\$ 188	\$ 485	\$ 485	\$ 400
01-4-055-202	Postage	\$ 658	\$ 1,000	\$ 600	\$ 600
01-4-055-220	Clothing Supplies	\$ 295	\$ 144	\$ 144	\$ 490
01-4-055-222	Fuel	\$ 1,934	\$ 2,073	\$ 1,462	\$ 1,620
01-4-055-229	Tools & Other Supplies	\$ 15	\$ 250	\$ 250	\$ -
	<b>Total Supplies</b>	<b>\$ 3,090</b>	<b>\$ 3,952</b>	<b>\$ 2,941</b>	<b>\$ 3,110</b>
01-4-055-403	Vehicle Maintenance	\$ -	\$ 250	\$ 250	\$ 250
01-4-055-406	Computer System Maintenance	\$ 2,819	\$ 2,823	\$ 2,823	\$ 39
01-4-055-407	Radio Maintenance	\$ -	\$ 100	\$ 100	\$ 100
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 2,819</b>	<b>\$ 3,173</b>	<b>\$ 3,173</b>	<b>\$ 389</b>
01-4-055-510	Dues & Publications	\$ 106	\$ 216	\$ 106	\$ 110
01-4-055-513	Travel & Training	\$ 439	\$ 800	\$ 500	\$ 846
01-4-055-550	Insurance-General Liability	\$ 37	\$ 46	\$ 42	\$ 49
01-4-055-551	Insurance-Errors & Omissions	\$ 79	\$ 98	\$ 93	\$ 106
01-4-055-554	Insurance-Automobile	\$ 189	\$ 216	\$ 378	\$ 411
01-4-055-561	Legal Services	\$ 280	\$ -	\$ -	\$ -
01-4-055-571	Demolition & Cleanup	\$ 6,614	\$ 7,000	\$ 7,000	\$ 7,000
01-4-055-581	Communication Services	\$ 917	\$ 860	\$ 410	\$ 390
	<b>Total Services</b>	<b>\$ 8,660</b>	<b>\$ 9,236</b>	<b>\$ 8,529</b>	<b>\$ 8,912</b>
01-4-055-803	Vehicles	\$ 16,948	\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>	<b>\$ 16,948</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Police - Code Enforcement</b>	<b>\$ 90,896</b>	<b>\$ 78,734</b>	<b>\$ 77,016</b>	<b>\$ 77,272</b>
	<b>Total Police</b>	<b>\$ 2,923,517</b>	<b>\$ 3,197,659</b>	<b>\$ 3,176,431</b>	<b>\$ 3,275,919</b>

**Police - Code Enforcement**

Account Number	Description	Amount
01-4-055-201	<b>Office Supplies</b>	
	- Copy paper	\$ 50
	- Envelopes	\$ 50
	- Inspection tags	\$ 50
	- Courtesy reminders	\$ 200
	- Other	\$ 50
		<b>\$ 400</b>
220	<b>Clothing Supplies</b>	
	- Uniform inventory	\$ 125
	- Reflective jacket	\$ 365
		<b>\$ 490</b>
406	<b>Computer System Maintenance</b>	
	- Anti-spam & virus software	\$ 24
	- Other	\$ 15
		<b>\$ 39</b>
510	<b>Dues &amp; Publications</b>	
	- Code Enforcement license renewal	
		<b>\$ 110</b>
513	<b>Travel &amp; Training</b>	
	- Online student center	\$ 46
	- Continuing education	\$ 800
		<b>\$ 846</b>
571	<b>Demolition/Cleanup</b>	
	- Demolition of dilapidated structures and cleanup of grassy, junked lots	
		<b>\$ 7,000</b>



**Description**

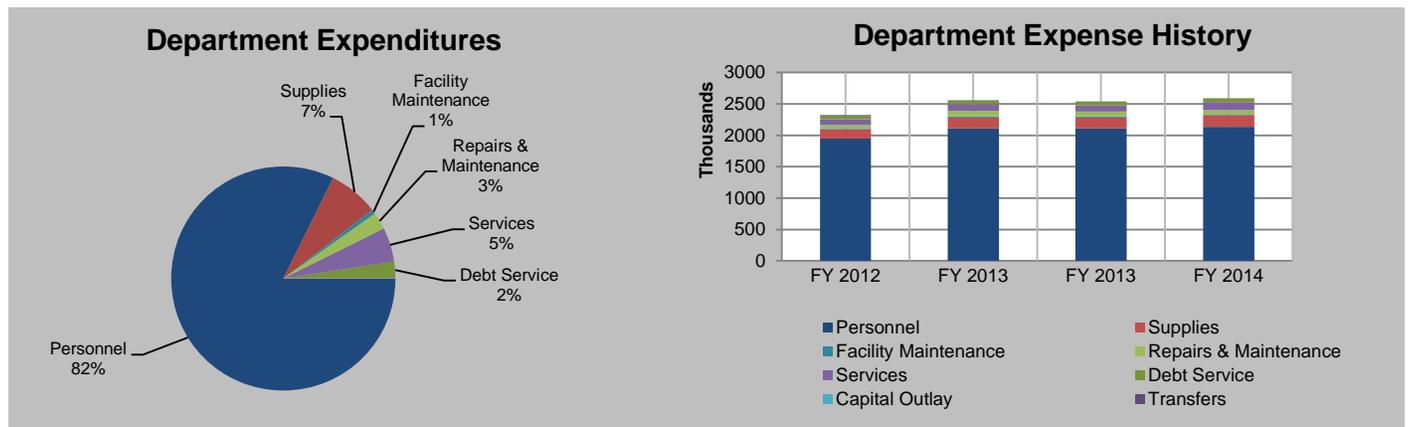
The Fire department is comprised of two divisions:  
 1. Fire Suppression 2. Emergency Medical Services (EMS)  
 The details of these divisions follow.

**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 1,949,592	\$ 2,109,980	\$ 2,109,980	\$ 2,134,132
Supplies	\$ 147,402	\$ 172,008	\$ 173,132	\$ 186,534
Facility Maintenance	\$ 15,138	\$ 21,975	\$ 18,725	\$ 16,800
Repairs & Maintenance	\$ 52,514	\$ 85,302	\$ 78,414	\$ 64,428
Services	\$ 91,027	\$ 103,417	\$ 99,126	\$ 127,336
Debt Service	\$ 57,629	\$ 62,510	\$ 62,510	\$ 62,510
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 9,853	\$ 1,804	\$ -	\$ -
<b>Total</b>	<b>\$ 2,323,156</b>	<b>\$ 2,556,996</b>	<b>\$ 2,541,887</b>	<b>\$ 2,591,740</b>

**Staffing**

Position	FY 2012 Number	FY 2013 Number	FY 2014 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
<b>Total</b>	<b>33</b>	<b>33</b>	<b>33</b>



## Mission

---

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

## Description

---

- Responds to and extinguishes all fires in the City of Belton (primary) and support mutual aid to surrounding rural areas (secondary).
- Responds to emergency situations in conjunction with the Police Department and other emergency agencies.
- Organize and conduct fire prevention activities.
- Serves as liaison to Bell County Communications 911 Center.
- Coordinates emergency management planning and preparedness activities.
- Investigates all fires to determine cause and origin.
- Conducts routine fire safety inspections to ensure the safety of our citizens and responders.
- Conducts annual fire hydrant maintenance program.

## Accomplishments

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- Responded and coordinated emergency responses with other public safety agencies mitigating emergency incidents. (E4)
- Provided and received Mutual Aid for Temple Fire & Rescue, Salado Volunteer Fire Department, and Stillhouse Volunteer Fire Department. (E4)
- Purchased and implemented a new CAPERS Records Management System (E1)
- Obtained approval for the purchase of a new fire engine. (E1, E4)
- Hosted a Fire Prevention Open House, child car seat safety check event, presentations & static display events at BISD schools & other activities. (A11, E3)
- Completed emergency management grant requirements to maintain an *Advance Preparedness Jurisdiction Level*. (A3, E1)
- Investigated and determined cause and origin of all fires. (E3)

## Goals

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- Continue to review staffing, equipment, and facilities needs. (A2, E1)
- Maintain a professionally trained firefighter and administrative workforce. (E1)
- Research and implement new technology to improve firefighter's safety and emergency responses. (E2)
- Host annual Fire Prevention Open House, visit all BISD schools during fire prevention month, and coordinate other fire prevention activities. (A11, E3)
- Support the BISD High school fire class. (E3)
- Conduct emergency management exercises to assess jurisdiction's preparedness (E6)
- Purchase new fire engine (E5)

(Strategic Plan Goal #)

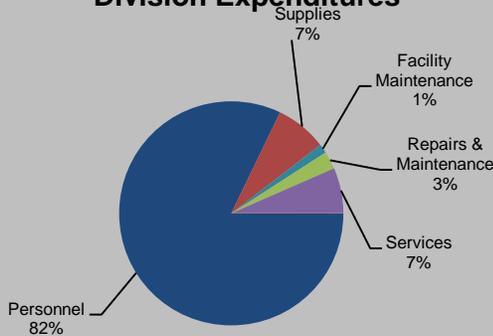
### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 964,383	\$ 1,045,421	\$ 1,045,421	\$ 1,052,993
Supplies	\$ 58,417	\$ 86,564	\$ 85,263	\$ 94,850
Facility Maintenance	\$ 15,138	\$ 21,975	\$ 18,725	\$ 16,800
Repairs & Maintenance	\$ 34,466	\$ 54,931	\$ 53,241	\$ 32,844
Services	\$ 61,704	\$ 73,322	\$ 63,880	\$ 84,039
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ 1,804	\$ -	\$ -
<b>Total</b>	<b>\$ 1,134,108</b>	<b>\$ 1,284,017</b>	<b>\$ 1,266,530</b>	<b>\$ 1,281,526</b>

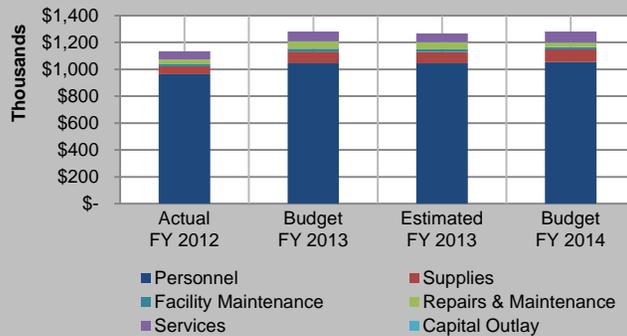
### Workload/Demand Measures

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Residential Fires	44	27	36
Commercial/Industrial Fires	0	0	2
Grass Fires	56	72	64
Car Fires	12	14	13
Good Intent	135	80	108
EMS Assists	1,041	1,043	1,042
False Alarms	86	41	64
Other Calls/Spills/HazMat	227	191	209
Fire Investigations	44	27	51
Fire Inspections	<u>110</u>	<u>143</u>	<u>300</u>
<b>Total Calls</b>	<b>1,755</b>	<b>1,638</b>	<b>1,889</b>

Division Expenditures



Division Expense History



Fire - Suppression

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-061-101	Salaries-Administrative	\$ 35,063	\$ 57,105	\$ 57,105	\$ 59,155
01-4-061-103	Salaries-Supervisory	\$ 204,420	\$ 205,239	\$ 205,239	\$ 208,994
01-4-061-104	Salaries-Operations	\$ 485,659	\$ 510,157	\$ 510,157	\$ 510,425
01-4-061-107	Salaries-Overtime	\$ 14,298	\$ 25,082	\$ 25,082	\$ 24,706
01-4-061-109	Salaries-Other	\$ 1,952	\$ 3,000	\$ 3,000	\$ 3,000
01-4-061-112	Longevity	\$ 4,902	\$ 5,136	\$ 5,136	\$ 5,520
01-4-061-113	Health Insurance Allowance	\$ 2,917	\$ -	\$ -	\$ -
01-4-061-114	Allowances	\$ 3,757	\$ 7,020	\$ 7,020	\$ 1,020
01-4-061-121	TMRS	\$ 54,587	\$ 55,446	\$ 55,446	\$ 55,149
01-4-061-122	FICA	\$ 54,918	\$ 61,867	\$ 61,867	\$ 61,873
01-4-061-123	Employee Insurance	\$ 81,907	\$ 96,452	\$ 96,452	\$ 105,539
01-4-061-124	Workers' Comp. Insurance	\$ 15,453	\$ 14,584	\$ 14,584	\$ 13,279
01-4-061-125	Unemployment Compensation	\$ 4,550	\$ 4,333	\$ 4,333	\$ 4,333
	<b>Total Personnel</b>	<b>\$ 964,383</b>	<b>\$ 1,045,421</b>	<b>\$ 1,045,421</b>	<b>\$ 1,052,993</b>
01-4-061-201	Office Supplies	\$ 1,594	\$ 1,700	\$ 1,700	\$ 1,800
01-4-061-202	Postage	\$ 75	\$ 50	\$ 80	\$ 80
01-4-061-205	Educational Supplies	\$ 1,190	\$ 1,500	\$ 1,500	\$ 2,000
01-4-061-220	Clothing Supplies	\$ 22,376	\$ 28,460	\$ 28,460	\$ 33,640
01-4-061-221	Chemical Supplies	\$ 540	\$ 1,000	\$ 1,000	\$ 1,000
01-4-061-222	Fuel	\$ 19,666	\$ 20,218	\$ 21,387	\$ 22,720
01-4-061-227	Janitorial Supplies	\$ 3,271	\$ 3,700	\$ 3,200	\$ 3,500
01-4-061-229	Tools & Other Supplies	\$ 3,012	\$ 7,720	\$ 5,720	\$ 5,110
01-4-061-250	Small Equipment	\$ 6,694	\$ 22,216	\$ 22,216	\$ 25,000
	<b>Total Supplies</b>	<b>\$ 58,417</b>	<b>\$ 86,564</b>	<b>\$ 85,263</b>	<b>\$ 94,850</b>
01-4-061-301	Building Maintenance	\$ 7,375	\$ 15,025	\$ 11,775	\$ 10,000
01-4-061-302	Heat & A/C Maintenance	\$ 7,494	\$ 6,500	\$ 6,500	\$ 6,500
01-4-061-311	Fire Hydrant Maintenance	\$ 270	\$ 450	\$ 450	\$ 300
	<b>Total Facility Maintenance</b>	<b>\$ 15,138</b>	<b>\$ 21,975</b>	<b>\$ 18,725</b>	<b>\$ 16,800</b>
01-4-061-402	Equipment & Machinery Maint.	\$ 8,417	\$ 8,208	\$ 8,208	\$ 8,700
01-4-061-403	Vehicle Maintenance	\$ 21,454	\$ 43,690	\$ 42,000	\$ 20,450
01-4-061-406	Computer System Maintenance	\$ 2,960	\$ 1,033	\$ 1,033	\$ 1,694
01-4-061-407	Radio Maintenance	\$ 1,635	\$ 2,000	\$ 2,000	\$ 2,000
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 34,466</b>	<b>\$ 54,931</b>	<b>\$ 53,241</b>	<b>\$ 32,844</b>
01-4-061-501	Advertising & Public Notices	\$ 443	\$ 100	\$ 100	\$ 100
01-4-061-510	Dues & Publications	\$ 3,977	\$ 4,525	\$ 4,227	\$ 4,225
01-4-061-513	Travel & Training	\$ 6,485	\$ 15,125	\$ 8,724	\$ 15,750
01-4-061-521	Equipment Lease	\$ 2,502	\$ 2,726	\$ 3,045	\$ 3,307
01-4-061-550	Insurance-General Liability	\$ 806	\$ 1,002	\$ 983	\$ 1,123
01-4-061-551	Insurance-Errors & Omissions	\$ 1,707	\$ 2,121	\$ 2,213	\$ 2,529
01-4-061-554	Insurance-Automobile	\$ 5,112	\$ 5,581	\$ 5,102	\$ 5,653
01-4-061-555	Insurance-Mobile Equipment	\$ 61	\$ 61	\$ 53	\$ 59
01-4-061-556	Insurance-Real Property	\$ 3,486	\$ 3,486	\$ 3,178	\$ 4,238
01-4-061-570	Special Services	\$ -	\$ 3,150	\$ -	\$ 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	\$ 2,313	\$ -	\$ -	\$ -
01-4-061-581	Communication Services	\$ 4,778	\$ 4,700	\$ 4,870	\$ 4,800
01-4-061-582	Gas Service	\$ 3,144	\$ 3,330	\$ 2,325	\$ 2,440
01-4-061-583	Electric Service	\$ 25,015	\$ 25,540	\$ 27,185	\$ 29,440
	<b>Total Services</b>	<b>\$ 61,704</b>	<b>\$ 73,322</b>	<b>\$ 63,880</b>	<b>\$ 84,039</b>

**Fire - Suppression Continued**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-061-802	Machinery & Equipment	\$ -	\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
01-4-061-904	Transfer to Capital Equipment Fund	\$ -	\$ 1,804	\$ -	\$ -
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ 1,804</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Fire - Suppression</b>	<b>\$ 1,134,108</b>	<b>\$ 1,284,017</b>	<b>\$ 1,266,530</b>	<b>\$ 1,281,526</b>

**Fire - Suppression**

Account Number	Description	Amount
01-4-061-205	<b>Educational Supplies</b>	
	- Fire prevention supplies	\$ 1,000
	- October Open House	\$ 500
	- Spring Health & Safety Fair	\$ 500
		<b>\$ 2,000</b>
220	<b>Clothing Supplies</b>	
	- Replacement gear - 4 sets	\$ 8,100
	- Annual gear testing	\$ 6,000
	- Firefighter work uniforms	\$ 6,000
	- Water rescue suits - 2	\$ 2,000
	- Highway reflective winter coats - 32	\$ 9,440
	- Replacement helmets - 5	\$ 1,100
	- Boots, hoods, & gloves	\$ 1,000
		<b>\$ 33,640</b>
221	<b>Chemical Supplies</b>	
	- Fire fighting foam	\$ 250
	- Absorbent	\$ 750
		<b>\$ 1,000</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Ice	\$ 400
	- Flashlights - 15	\$ 750
	- Batteries	\$ 600
	- Twin mattress comforters - 12	\$ 900
	- Water rescue throw bags - 6	\$ 240
	- Flags	\$ 250
	- Rubber mats for workout equipment - 8	\$ 320
	- Office chairs for fire station #2 - 4	\$ 900
	- Miscellaneous hand tools	\$ 750
250	<b>Small Equipment</b>	
	- Annual allocation to be prioritized by Fire Chief and approved by City Manager	
		<b>\$ 25,000</b>
301	<b>Building Maintenance</b>	
	- Carpet cleaning	\$ 500
	- General repair and maintenance	\$ 9,500
		<b>\$ 10,000</b>
302	<b>Heat &amp; A/C Maintenance</b>	
	- AAON unit contract	\$ 3,500
	- General repair and maintenance	\$ 3,000
		<b>\$ 6,500</b>
402	<b>Equipment &amp; Machinery Maintenance</b>	
	- Air cascade system maintenance agreement	\$ 2,150
	- SCBA test & certification	\$ 800
	- Ladder test - NFPA required	\$ 1,300
	- SCBA hydrostatic testing	\$ 100
	- SCBA mask strap testing	\$ 100
	- Apparatus pump testing	\$ 750
	- Hydraulic Rescue Tool Maintenance Contract	\$ 1,500
- General maintenance of other equipment	\$ 2,000	
		<b>\$ 8,700</b>
403	<b>Vehicle Maintenance</b>	
	- General maintenance & repairs	\$ 20,000
	- Hose cover for Engine 1	\$ 450
		<b>\$ 20,450</b>
406	<b>Computer System Maintenance</b>	
	- Anti-spam & virus software	\$ 780
	- General computer maintenance	\$ 500
	- Cisco Smartnet maintenance contract	\$ 414
		<b>\$ 1,694</b>

**Fire - Suppression Continued**

Account Number	Description	Amount
01-4-061-510	<b>Dues &amp; Publications</b>	
	- Texas Fire Chiefs Association dues	\$ 250
	- Texas Commission on Fire Protection Volunteer dues - 15	\$ 450
	- Texas Commission on Fire Protection dues - 32	\$ 2,720
	- State Firemen's and Fire Marshals' Association dues	\$ 175
	- Temple Daily Telegram subscription	\$ 220
	- Belton Journal subscription	\$ 50
	- Central Texas Regional Advisory Council dues	\$ 250
- Bell County Fire Chief dues	\$ 110	
		<b>\$ 4,225</b>
513	<b>Travel &amp; Training</b>	
	- Fire Chief's Conference	\$ 2,500
	- Driver operator certification - 10	\$ 5,000
	- Aerial Operators training - 4	\$ 2,000
	- Fire officer I & II	\$ 4,000
	- Peace Officer training at Temple College	\$ 750
- National Fire Academy	\$ 1,500	
		<b>\$ 15,750</b>
570	<b>Special Services</b>	
	- Agency Accreditation program	
		<b>\$ 8,500</b>
571	<b>Volunteer Pension Fund</b>	
	- Contributions to volunteer retirement fund	
		<b>\$ 1,875</b>

## Mission

---

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

## Description

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- 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 EMS services to assigned county areas and neighboring emergency agencies.
- Coordinate EMS and Injury prevention programs.
- Assists with fire suppression activities.

## Accomplishments

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- Responded and coordinated responses with other emergency responders mitigating medical and rescue emergencies. (E4)
- Provided and received Mutual Aid from neighbor fire and EMS agencies. (E4)
- Participated on Fire and Injury Prevention programs and community presentations. (E3)
- Assisted with fire suppression activities. (E4)
- Purchased 2013 Dodge Ambulance. (E1)

## Goals

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- Maintain a professionally trained EMS workforce. (A2, A7, E1)
- Analyze staffing, equipment, training, and facilities on an annual basis to address any deficiencies. (E1)
- Support medical director with assessment and improvement of EMS delivery services. (E4)
- Provide and receive mutual aid from local fire departments and S&W Medical Transport Services. (E4)
- Coordinate and present community injury prevention programs. (E3)
- Conduct regular threat assessments to better prepare for possible medical disasters. (E6)

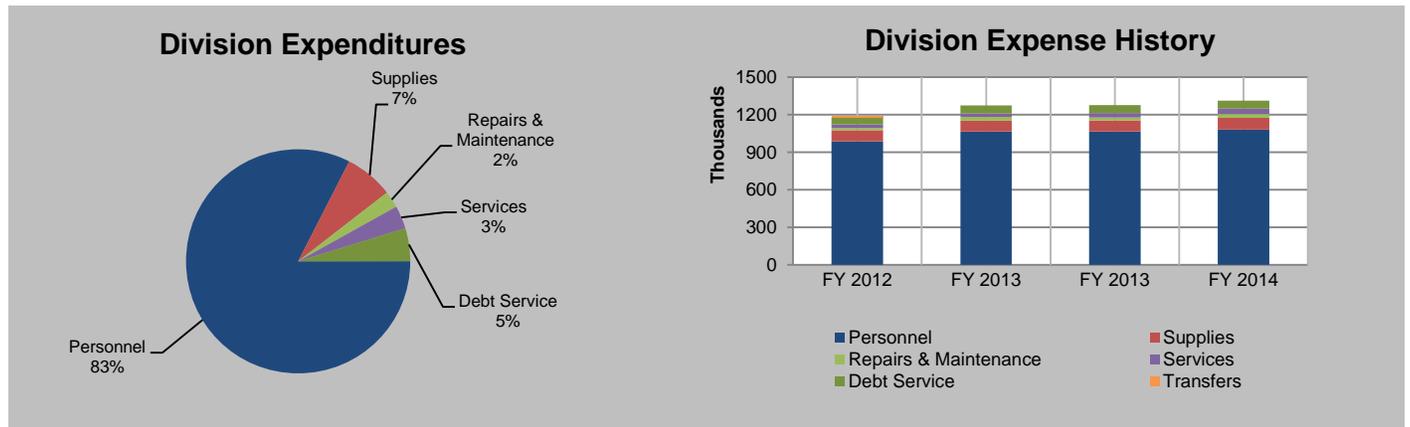
(Strategic Plan Goal #)

**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 985,209	\$ 1,064,559	\$ 1,064,559	\$ 1,081,139
Supplies	\$ 88,985	\$ 85,444	\$ 87,869	\$ 91,684
Repairs & Maintenance	\$ 18,048	\$ 30,371	\$ 25,173	\$ 31,584
Services	\$ 29,323	\$ 30,095	\$ 35,246	\$ 43,297
Debt Service	\$ 57,629	\$ 62,510	\$ 62,510	\$ 62,510
Transfers	\$ 9,853	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 1,189,047</b>	<b>\$ 1,272,979</b>	<b>\$ 1,275,357</b>	<b>\$ 1,310,214</b>

**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Advanced life support	1,169	1,254	1,300
Basic life support	1,064	1,003	1,050
No Transports	<u>970</u>	<u>1,000</u>	<u>1,030</u>
<b>Total Calls</b>	<b>3,203</b>	<b>3,257</b>	<b>3,380</b>



**Fire - Emergency Medical Services**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-062-101	Salaries-Administrative	\$ 22,742	\$ 45,000	\$ 45,000	\$ 46,554
01-4-062-103	Salaries-Supervisory	\$ 204,421	\$ 205,239	\$ 205,239	\$ 208,994
01-4-062-104	Salaries-Operations	\$ 518,612	\$ 543,912	\$ 543,912	\$ 546,016
01-4-062-107	Salaries-Overtime	\$ 14,299	\$ 25,082	\$ 25,082	\$ 24,706
01-4-062-112	Longevity	\$ 4,902	\$ 5,136	\$ 5,136	\$ 5,520
01-4-062-113	Health Insurance Allowance	\$ 5,553	\$ -	\$ -	\$ -
01-4-062-121	TMRS	\$ 56,225	\$ 56,448	\$ 56,448	\$ 56,645
01-4-062-122	FICA	\$ 56,760	\$ 63,064	\$ 63,064	\$ 63,632
01-4-062-123	Employee Insurance	\$ 81,456	\$ 101,681	\$ 101,681	\$ 111,261
01-4-062-124	Workers' Comp. Insurance	\$ 15,454	\$ 14,429	\$ 14,429	\$ 13,243
01-4-062-125	Unemployment Compensation	\$ 4,785	\$ 4,568	\$ 4,568	\$ 4,568
	<b>Total Personnel</b>	<b>\$ 985,209</b>	<b>\$ 1,064,559</b>	<b>\$ 1,064,559</b>	<b>\$ 1,081,139</b>
01-4-062-201	Office Supplies	\$ 1,581	\$ 1,705	\$ 1,705	\$ 1,908
01-4-062-202	Postage	\$ 3,217	\$ 3,070	\$ 3,440	\$ 3,440
01-4-062-221	EMS Meds & Supplies	\$ 38,991	\$ 38,000	\$ 41,000	\$ 45,000
01-4-062-222	Fuel	\$ 34,944	\$ 34,441	\$ 34,880	\$ 38,410
01-4-062-229	Tools & Other Supplies	\$ 1,526	\$ 2,844	\$ 2,844	\$ 2,926
01-4-062-250	Small Equipment	\$ 8,725	\$ 5,384	\$ 4,000	\$ -
	<b>Total Supplies</b>	<b>\$ 88,985</b>	<b>\$ 85,444</b>	<b>\$ 87,869</b>	<b>\$ 91,684</b>
01-4-062-402	Equipment & Machinery Maint.	\$ 8,501	\$ 6,150	\$ 6,150	\$ 8,600
01-4-062-403	Vehicle Maintenance	\$ 6,989	\$ 13,198	\$ 8,000	\$ 8,000
01-4-062-406	Computer System Maintenance	\$ 569	\$ 9,943	\$ 9,943	\$ 13,904
01-4-062-407	Radio Maintenance	\$ 1,990	\$ 1,080	\$ 1,080	\$ 1,080
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 18,048</b>	<b>\$ 30,371</b>	<b>\$ 25,173</b>	<b>\$ 31,584</b>
01-4-062-510	Dues & Publications	\$ 498	\$ 2,530	\$ 2,190	\$ 2,255
01-4-062-513	Travel & Training	\$ 5,938	\$ 5,250	\$ 10,000	\$ 9,496
01-4-062-550	Insurance-General Liability	\$ 945	\$ 1,175	\$ 1,153	\$ 1,318
01-4-062-551	Insurance-Errors & Omissions	\$ 2,002	\$ 2,487	\$ 2,595	\$ 2,965
01-4-062-554	Insurance-Automobile	\$ 2,629	\$ 2,878	\$ 2,526	\$ 2,818
01-4-062-567	Collection Fees	\$ 6,747	\$ 7,000	\$ 7,000	\$ 7,000
01-4-062-570	Special Services	\$ 572	\$ 870	\$ 672	\$ 1,220
01-4-062-571	Employee Testing	\$ 390	\$ 465	\$ -	\$ 465
01-4-062-572	Paramedic Training	\$ 1,425	\$ -	\$ -	\$ 2,100
01-4-062-573	Medical Director Fees	\$ 4,800	\$ 4,800	\$ 4,800	\$ 9,500
01-4-062-581	Communication Services	\$ 3,377	\$ 2,640	\$ 4,310	\$ 4,160
	<b>Total Services</b>	<b>\$ 29,323</b>	<b>\$ 30,095</b>	<b>\$ 35,246</b>	<b>\$ 43,297</b>
01-4-062-601	Debt Service Repayment	\$ 57,629	\$ 62,510	\$ 62,510	\$ 62,510
	<b>Total Debt Service</b>	<b>\$ 57,629</b>	<b>\$ 62,510</b>	<b>\$ 62,510</b>	<b>\$ 62,510</b>
01-4-092-904	Transfer to Capital Equipment Fund	\$ -		\$ -	\$ -
01-4-062-930	Transfer to FD Donations Fund	\$ 9,853		\$ -	\$ -
	<b>Total Transfers</b>	<b>\$ 9,853</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Fire - EMS</b>	<b>\$ 1,189,047</b>	<b>\$ 1,272,979</b>	<b>\$ 1,275,357</b>	<b>\$ 1,310,214</b>
	<b>Total Fire</b>	<b>\$ 2,323,156</b>	<b>\$ 2,556,996</b>	<b>\$ 2,541,887</b>	<b>\$ 2,591,740</b>

**Fire - Emergency Medical Services**

Account Number	Description	Amount
01-4-062-201	<b>Office Supplies</b>	
	- Ambulance bills - 7,500	\$ 478
	- HCFA forms	\$ 55
	- HIPAA forms - 5,000	\$ 475
	- Printer cartridges	\$ 250
	- Other	\$ 650
		<b>\$ 1,908</b>
221	<b>EMS Meds &amp; Supplies</b>	
	- Consumable medical supplies and medications for use on ambulances	
		<b>\$ 45,000</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Head blocks - 6	\$ 480
	- Backboards - 4	\$ 840
	- Immobilization straps - 6	\$ 540
	- Trauma bags - 4	\$ 816
	- Replace Kendrick Extrication Device - 2	\$ 250
		<b>\$ 2,926</b>
402	<b>Equipment &amp; Machinery Maintenance</b>	
	- Defibrillator maintenance contract	\$ 4,900
	- Stretcher maintenance contract	\$ 2,450
	- Cardiac Monitor batteries - 2	\$ 750
	- AED batteries - 2	\$ 500
		<b>\$ 8,600</b>
406	<b>Computer System Maintenance</b>	
	- Anti-spam & virus software	\$ 24
	- ePCR subscription	\$ 5,820
	- TriTech ambulance billing maintenance agreement	\$ 5,460
	- Other	\$ 2,600
		<b>\$ 13,904</b>
407	<b>Radio Maintenance</b>	
	- Batteries	\$ 380
	- Other	\$ 700
		<b>\$ 1,080</b>
510	<b>Dues &amp; Publications</b>	
	- HIPAA Compliance Package	\$ 475
	- ICP code book	\$ 120
	- ICD-9 code book	\$ 110
	- Central Texas Regional Advisory Council	\$ 250
	- EMS & Paramedic license renewals	\$ 800
	- Other	\$ 500
		<b>\$ 2,255</b>
513	<b>Travel &amp; Training</b>	
	- Online student center	\$ 46
	- EMS clerk training	\$ 1,350
	- EMI Net online training - 32	\$ 3,200
	- Advanced Cardiac Life Support recertifications	\$ 1,600
	- Pre-Hospital Trauma Life Support recertifications	\$ 1,600
	- CPR recertifications	\$ 800
	- EMS Conference	\$ 900
		<b>\$ 9,496</b>
567	<b>Collection Fees</b>	
	- Credit bureau fees for collection of delinquent ambulance accounts	
		<b>\$ 7,000</b>
570	<b>Special Services</b>	
	- Medical waste disposal	\$ 720
	- Controlled substance disposal	\$ 500
		<b>\$ 1,220</b>
571	<b>Employee Testing</b>	
	- TB Testing	
		<b>\$ 465</b>
572	<b>Paramedic Training</b>	
	- Paramedic school - 3	
		<b>\$ 2,100</b>
573	<b>Medical Director Fees</b>	
	- Medical director contract	
		<b>\$ 9,500</b>
601	<b>Ambulance Repayment</b>	
	- Payment to Greathouse Trust - ambulance loan payment #4 of 4	\$ 30,010
	- Payment to Greathouse Trust - ambulance loan payment #2 of 4	\$ 32,500
		<b>\$ 62,510</b>



**Description**

The Information Technology department is comprised of two divisions:

1. IT systems
2. GIS

The details of these divisions follow.

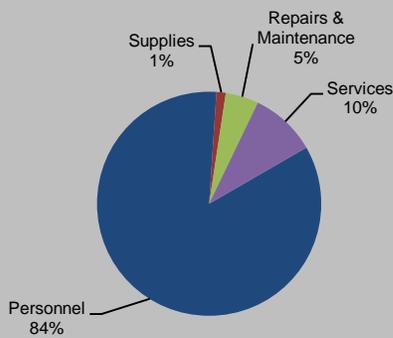
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 133,775	\$ 132,900	\$ 132,900	\$ 146,584
Supplies	\$ 1,439	\$ 3,090	\$ 2,562	\$ 2,320
Repairs & Maintenance	\$ 3,660	\$ 10,577	\$ 8,936	\$ 8,304
Services	\$ 8,314	\$ 15,094	\$ 12,752	\$ 16,520
<b>Total</b>	<b>\$ 147,188</b>	<b>\$ 161,661</b>	<b>\$ 157,150</b>	<b>\$ 173,728</b>

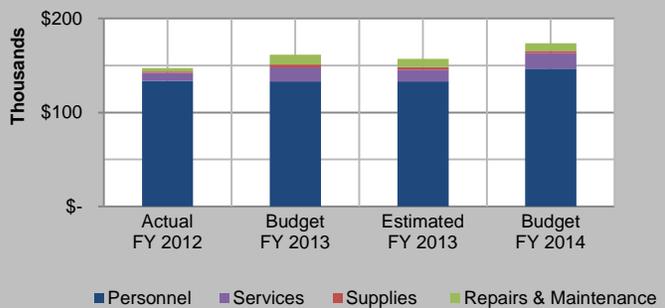
**Staffing**

Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
IT Director	1	1	1
IT Specialist	1	1	1
GIS Technician	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Department Expenditures**



**Department Expense History**



## Mission

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To provide oversight, management, and support of City information technology infrastructure and systems.

## Description

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- 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

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- Formed regional partnership to further develop Nolan Creek Early Flood Warning System. (C8, E4, F3-5, F3-7)
- Installed four additional flood monitoring stations and Point-Tilt-Zoom camera at City Hall. (C8, E4, F3-5, F3-7)
- Deployed wireless upload of in-car video at police department. (A14, E2, F3-7)
- Deployed CAPERS RMS software at police department. (A14, E2, F3-7)
- Implemented new disaster recovery backup hardware and software. (A6, A14, E6, F3-7)
- Implemented remote support software for all PC's and Servers. (A14)
- Integrated LifePak cardiac monitors into ePCR platform. (E2, F2, F3-7)
- Installed security cameras and electronic door access at both fire stations. (E1)

## Goals

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- Continue upgrade of city server infrastructure. (A14)
- Continue to develop Nolan Creek early flood warning system. (C8, E4, F3-5, F3-7)
- Evaluate strategies for migration to electronic agendas by City council and staff. (A14)
- Continue education for City IT staff. (A2, A7)
- Design and deploy a patch management solution. (A14)
- Further development of policies, procedures, and standards for technology use and provisioning. (A2, A6)

(Strategic Plan Goal #)

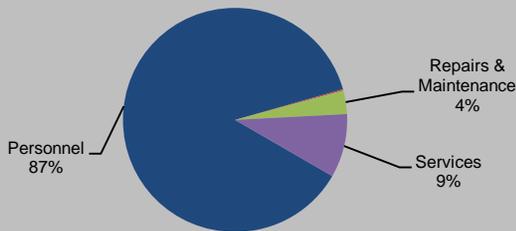
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 115,571	\$ 118,191	\$ 118,191	\$ 128,735
Supplies	\$ 605	\$ 1,070	\$ 917	\$ 300
Repairs & Maintenance	\$ 1,923	\$ 5,754	\$ 4,737	\$ 4,980
Services	\$ 6,396	\$ 11,550	\$ 11,180	\$ 13,535
<b>Total</b>	<b>\$ 124,495</b>	<b>\$ 136,565</b>	<b>\$ 135,025</b>	<b>\$ 147,550</b>

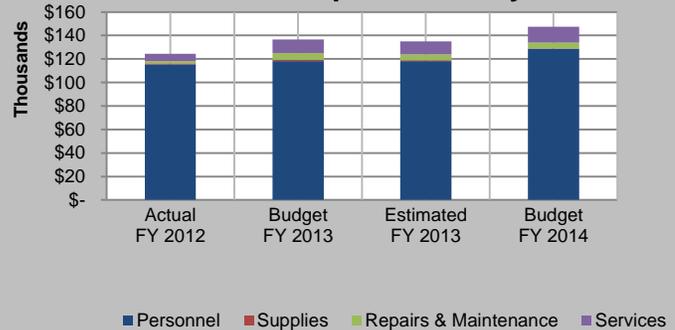
**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Network Uptime	99%	100%	99%
Tickets Open	1,174	1,118	1,150
Tickets Closed	1,157	1,085	1,120

**Division Expenditures**



**Division Expense History**



**Information Technology Systems**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-071-102	Salaries-Professional	\$ 86,680	\$ 87,705	\$ 87,705	\$ 96,229
01-4-071-113	Health Insurance Allowance	\$ 2,635	\$ -	\$ -	\$ -
01-4-071-114	Allowances	\$ 7,588	\$ 7,500	\$ 7,500	\$ 7,500
01-4-071-121	TMRS	\$ 6,864	\$ 6,519	\$ 6,519	\$ 7,064
01-4-071-122	FICA	\$ 7,088	\$ 7,123	\$ 7,123	\$ 7,775
01-4-071-123	Employee Insurance	\$ 4,056	\$ 8,716	\$ 8,716	\$ 9,537
01-4-071-124	Workers' Comp. Insurance	\$ 270	\$ 236	\$ 236	\$ 238
01-4-071-125	Unemployment Compensation	\$ 392	\$ 392	\$ 392	\$ 392
	<b>Total Personnel</b>	<b>\$ 115,571</b>	<b>\$ 118,191</b>	<b>\$ 118,191</b>	<b>\$ 128,735</b>
01-4-071-201	Office Supplies	\$ 295	\$ 300	\$ 200	\$ 300
01-4-071-202	Postage	\$ -	\$ 20	\$ -	\$ -
01-4-071-229	Tools & Other Supplies	\$ 311	\$ 500	\$ 467	\$ -
01-4-071-250	Small Equipment	\$ -	\$ 250	\$ 250	\$ -
	<b>Total Supplies</b>	<b>\$ 605</b>	<b>\$ 1,070</b>	<b>\$ 917</b>	<b>\$ 300</b>
01-4-071-406	Computer System Maintenance	\$ 1,923	\$ 5,754	\$ 4,737	\$ 4,980
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 1,923</b>	<b>\$ 5,754</b>	<b>\$ 4,737</b>	<b>\$ 4,980</b>
01-4-071-510	Dues & Publications	\$ 379	\$ 1,153	\$ 400	\$ 1,461
01-4-071-513	Travel & Training	\$ 28	\$ 4,590	\$ 5,000	\$ 5,492
01-4-071-550	Insurance-General Liability	\$ 68	\$ 85	\$ 80	\$ 92
01-4-071-551	Insurance-Errors & Omissions	\$ 146	\$ 182	\$ 176	\$ 201
01-4-071-570	Special Services	\$ 4,507	\$ 4,200	\$ 4,224	\$ 5,009
01-4-071-581	Communication Services	\$ 1,267	\$ 1,340	\$ 1,300	\$ 1,280
	<b>Total Services</b>	<b>\$ 6,396</b>	<b>\$ 11,550</b>	<b>\$ 11,180</b>	<b>\$ 13,535</b>
	<b>Total Information Technology Systems</b>	<b>\$ 124,495</b>	<b>\$ 136,565</b>	<b>\$ 135,025</b>	<b>\$ 147,550</b>

**Information Technology Systems**

Account Number	Description	Amount
01-4-071-406	<b>Computer Maintenance</b>	
	- Cisco Smartnet maintenance	\$ 2,611
	- GoToAssist - remote support software	\$ 1,242
	- Anti-spam software	\$ 24
	- iBoss	\$ 24
	- Unitrends Silver Support	\$ 1,079
		<b>\$ 4,980</b>
510	<b>Dues &amp; Publications</b>	
	- Technology reference books	\$ 300
	- Experts Exchange	\$ 175
	- DNSStuff Subscription	\$ 79
	-Texas Association of Government IT Managers (TAGITM) dues	\$ 100
	- BeltonTexas.gov domain renewal	\$ 125
	- Microsoft Technet Professional	\$ 599
	- Smart Computing	\$ 33
	- Windows IT Pro publication	\$ 30
	- Maximum PC publication	\$ 20
		<b>\$ 1,461</b>
513	<b>Travel &amp; Training</b>	
	- TAGITM conference	\$ 1,500
	- Online student center	\$ 92
	- Skillsets.com online training	\$ 3,900
		<b>\$ 5,492</b>
570	<b>Special Services</b>	
	- Website maintenance - 1/2	
		<b>\$ 5,009</b>
581	<b>Communication Services</b>	
	- Aircard	\$ 456
	- Telephone & long distance service	\$ 824
		<b>\$ 1,280</b>

## Mission

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

## Description

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

## Accomplishments

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- Continued to maintain GIS web portal. (A10, A11, A14, F3-7)
- Continued to participate in regional 911 addressing community. (F4)
- Built database to track plats and subdivisions. (B3, F1)
- Began comprehensive inventory of water/sewer infrastructure. (F3-1, F3-2)
- Upgraded GIS data collection device and associated software. (A14)
- Continued support of department and presentation requests for maps. (B10)

## Goals

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- Develop and promote a shared GIS system as a resource for staff and citizens. (A14)
- Continue to develop and maintain new GIS web portal. (A10, A11, A14, F3-7)
- Continue to develop 911 addressing maps for Bell County Communications Center. (F4)
- Continue documentation of water/sewer systems and storm water systems. (F3-1, F3-2)
- Continue to identify datasets that can be used by departments.

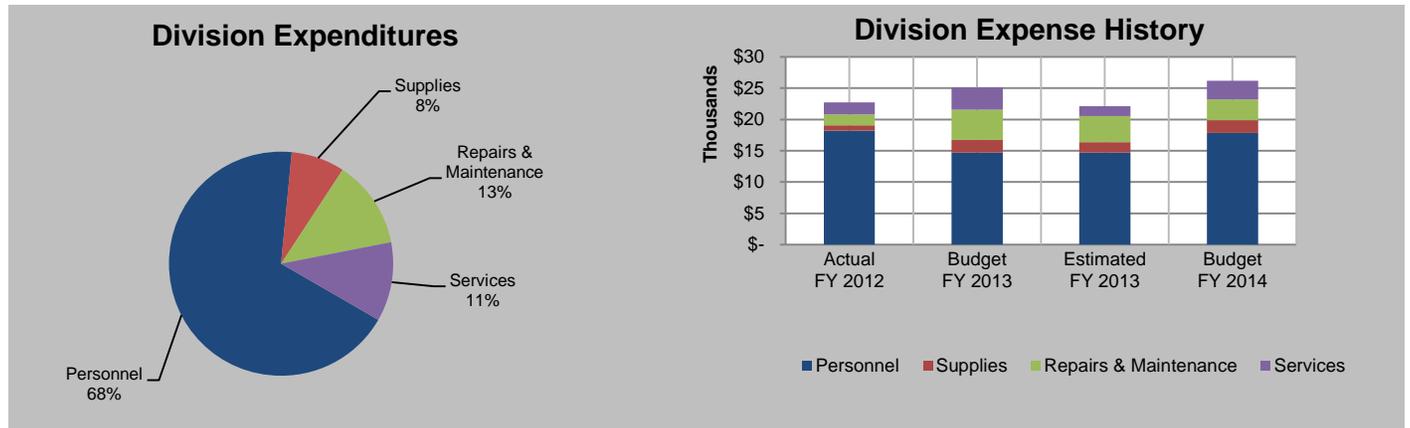
(Strategic Plan Goal #)

**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 18,204	\$ 14,709	\$ 14,709	\$ 17,849
Supplies	\$ 833	\$ 2,020	\$ 1,645	\$ 2,020
Repairs & Maintenance	\$ 1,737	\$ 4,823	\$ 4,199	\$ 3,324
Services	\$ 1,918	\$ 3,544	\$ 1,572	\$ 2,985
<b>Total</b>	<b>\$ 22,693</b>	<b>\$ 25,096</b>	<b>\$ 22,125</b>	<b>\$ 26,178</b>

**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Tickets Open	121	187	242
Tickets Closed	114	179	230



**Information Technology Systems - GIS**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-072-104	Salaries-Operations	\$ 14,191	\$ 10,440	\$ 10,440	\$ 13,600
01-4-072-121	TMRS	\$ 1,030	\$ 1,023	\$ 1,023	\$ 926
01-4-072-122	FICA	\$ 1,082	\$ 1,143	\$ 1,143	\$ 1,040
01-4-072-123	Employee Insurance	\$ 1,804	\$ 1,976	\$ 1,976	\$ 2,162
01-4-072-124	Workers' Comp. Insurance	\$ (3)	\$ 38	\$ 38	\$ 32
01-4-072-125	Unemployment Compensation	\$ 100	\$ 89	\$ 89	\$ 89
	<b>Total Personnel</b>	<b>\$ 18,204</b>	<b>\$ 14,709</b>	<b>\$ 14,709</b>	<b>\$ 17,849</b>
01-4-072-201	Office Supplies	\$ 32	\$ 250	\$ 100	\$ 250
01-4-072-202	Postage	\$ 18	\$ 20	\$ 20	\$ 20
01-4-072-229	Tools & Other Supplies	\$ 783	\$ 1,750	\$ 1,525	\$ 1,750
	<b>Total Supplies</b>	<b>\$ 833</b>	<b>\$ 2,020</b>	<b>\$ 1,645</b>	<b>\$ 2,020</b>
01-4-072-406	Computer System Maintenance	\$ 1,737	\$ 4,823	\$ 4,199	\$ 3,324
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 1,737</b>	<b>\$ 4,823</b>	<b>\$ 4,199</b>	<b>\$ 3,324</b>
01-4-072-510	Dues & Publications	\$ -	\$ -	\$ -	\$ 150
01-4-072-513	Travel & Training	\$ -	\$ 500	\$ -	\$ 1,287
01-4-072-550	Insurance-General Liability	\$ 11	\$ 14	\$ 13	\$ 15
01-4-072-551	Insurance-Errors & Omissions	\$ 24	\$ 30	\$ 29	\$ 33
01-4-072-570	Special Services	\$ 1,559	\$ 2,700	\$ 1,200	\$ 1,200
01-4-072-581	Communication Services	\$ 324	\$ 300	\$ 330	\$ 300
	<b>Total Services</b>	<b>\$ 1,918</b>	<b>\$ 3,544</b>	<b>\$ 1,572</b>	<b>\$ 2,985</b>
	<b>Total IT Systems - GIS</b>	<b>\$ 22,693</b>	<b>\$ 25,096</b>	<b>\$ 22,125</b>	<b>\$ 26,178</b>
	<b>Total IT Systems</b>	<b>\$ 147,188</b>	<b>\$ 161,661</b>	<b>\$ 157,150</b>	<b>\$ 173,728</b>

**Information Technology Systems - GIS**

Account Number	Description	Amount
01-4-072-406	<b>Computer Maintenance</b> - Anti-spam software \$ 12 - iBoss \$ 12 - Plotter maintenance \$ 1,200 - ArcGIS (Esri) Maintenance \$ 1,500 - Other \$ 600	\$ 3,324
510	<b>Dues &amp; Publications</b> - Reference books	\$ 150
513	<b>Travel &amp; Training</b> - Texas Natural Resources Information System Conference	\$ 1,287
570	<b>Special Services</b> - 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

---

- Completed the Patriot Plaza Phase II roadway, drainage and sidewalks. (C7)
- Completed the Miller Heights Safe Routes To School Project. (A3, F3-6)
- Rebuilt various street surfaces, including the intersection of University Drive and West 9<sup>th</sup>, 1500 feet of University Drive, South Pearl Bridge at Yettie Polk Park, and Crusader Way from University Drive to College Street. (F3-3)
- Replaced historic directional signage. (A10)
- Seal-coated 46,251 square yards of roadway. (F3-3)
- Completed layout of new Public Works Service Center. (F3)
- Developed and installed a new school zone on Dunn's Canyon Road. (F3-6)

## Goals

---

- Develop and implement a 5-year road maintenance plan. (F3-3)
- Oversee, inspect, and assist with the expansion of Wheat Road. (F3-3)
- Oversee, inspect and assist with the Sparta Road Reconstruction Project. (F3-3)
- Design and construct various street and sidewalk improvements. (F3-3, F3-6)
- Implement work order and asset management software system. (A14)
- Coordinate with TXDOT for the replacement of Toll Bridge Road Bridge. (F2)
- Remove low water crossing at conclusion of the Nolan Creek Hike and Bike Trail Extension project. (C2)
- Develop a crack sealing maintenance program. (F3-3)
- Continue to develop and train employees in construction and preventive maintenance techniques. (A2)

(Strategic Plan Goal #)

### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 437,559	\$ 504,314	\$ 504,314	\$ 495,665
Supplies	\$ 46,031	\$ 49,116	\$ 56,106	\$ 57,539
Facility Maintenance	\$ 162,431	\$ 185,450	\$ 186,300	\$ 205,350
Repairs & Maintenance	\$ 15,310	\$ 18,826	\$ 19,300	\$ 21,648
Services	\$ 282,506	\$ 283,695	\$ 276,429	\$ 311,164
Capital Outlay	\$ 118	\$ -	\$ -	\$ -
Transfers	\$ 5,000	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 948,955</b>	<b>\$ 1,041,401</b>	<b>\$ 1,042,449</b>	<b>\$ 1,091,366</b>

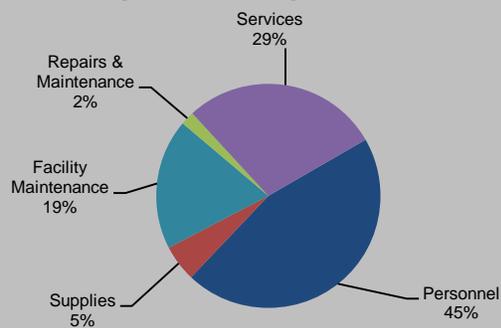
### Workload/Demand Measures

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Miles of Streets	179	181	182
Tons of HMAC for Potholes	270	277	250
Tons of HMAC for Util. Cuts	130	90	140
Utility Cuts Made/Repaired	172	180	185
Street Signs Erected/Replc.	304	492	500
Man-Hours Mowing ROWs	3,000	3,200	3,200
Tons of Base or Surface	1,400	2,404	2,500
Sq. Yds. of Seal Coating	42,439	47,701	60,000

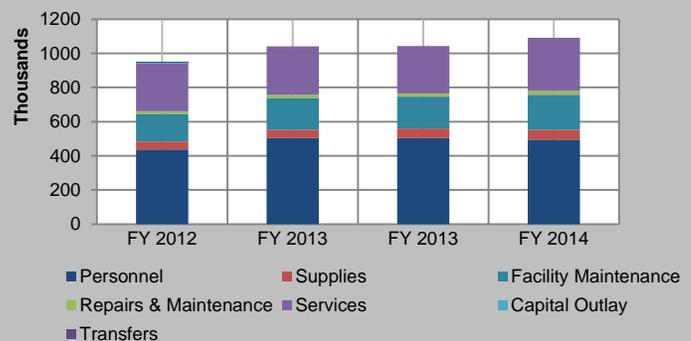
### Staffing

Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
Street Supervisor	1	1	1
Heavy Equip Operator	2	2	2
Maintenance Worker II	3	3	3
Maintenance Worker I	3	3	3
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>

Department Expenditures



Department Expense History



Streets

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-080-101	Salaries-Administrative	\$ 24,525	\$ 24,245	\$ 24,245	\$ 24,495
01-4-080-102	Salaries-Professional	\$ -	\$ 20,176	\$ 20,176	\$ 21,189
01-4-080-103	Salaries-Supervisory	\$ 88,101	\$ 88,944	\$ 88,944	\$ 93,669
01-4-080-104	Salaries-Operations	\$ 204,518	\$ 223,126	\$ 223,126	\$ 207,241
01-4-080-107	Salaries-Overtime	\$ 2,164	\$ 9,362	\$ 9,362	\$ 9,027
01-4-080-108	Salaries-Part Time	\$ 3,312	\$ 5,760	\$ 5,760	\$ 5,760
01-4-080-113	Health Insurance Allowance	\$ 3,290	\$ -	\$ -	\$ -
01-4-080-121	TMRS	\$ 23,564	\$ 25,052	\$ 25,052	\$ 24,218
01-4-080-122	FICA	\$ 24,403	\$ 27,988	\$ 27,988	\$ 27,205
01-4-080-123	Employee Insurance	\$ 41,024	\$ 58,312	\$ 58,312	\$ 63,830
01-4-080-124	Workers' Comp. Insurance	\$ 20,041	\$ 18,718	\$ 18,718	\$ 16,400
01-4-080-125	Unemployment Compensation	\$ 2,616	\$ 2,631	\$ 2,631	\$ 2,631
	<b>Total Personnel</b>	<b>\$ 437,559</b>	<b>\$ 504,314</b>	<b>\$ 504,314</b>	<b>\$ 495,665</b>
01-4-080-201	Office Supplies	\$ 61	\$ 100	\$ 220	\$ 445
01-4-080-202	Postage	\$ 12	\$ 20	\$ 20	\$ 100
01-4-080-220	Clothing Supplies	\$ 4,460	\$ 5,231	\$ 5,231	\$ 6,277
01-4-080-221	Chemical Supplies	\$ 52	\$ 150	\$ 150	\$ 1,117
01-4-080-222	Fuel	\$ 37,770	\$ 35,185	\$ 41,595	\$ 45,820
01-4-080-227	Janitorial Supplies	\$ 210	\$ 500	\$ 460	\$ 350
01-4-080-229	Tools & Other Supplies	\$ 3,465	\$ 3,500	\$ 4,000	\$ 3,430
01-4-080-250	Small Equipment	\$ -	\$ 4,430	\$ 4,430	\$ -
	<b>Total Supplies</b>	<b>\$ 46,031</b>	<b>\$ 49,116</b>	<b>\$ 56,106</b>	<b>\$ 57,539</b>
01-4-080-301	Building Maintenance	\$ 26	\$ 500	\$ 550	\$ 500
01-4-080-302	Heat & A/C Maintenance	\$ 254	\$ 250	\$ 250	\$ 350
01-4-080-333	Street Maintenance	\$ 46,737	\$ 46,500	\$ 45,000	\$ 58,000
01-4-080-334	Sign Maintenance	\$ 16,641	\$ 15,000	\$ 17,000	\$ 16,500
01-4-080-335	Seal Coating	\$ 96,088	\$ 120,000	\$ 120,000	\$ 125,000
01-4-080-336	Sidewalks	\$ 2,685	\$ 3,200	\$ 3,500	\$ 5,000
	<b>Total Facility Maintenance</b>	<b>\$ 162,431</b>	<b>\$ 185,450</b>	<b>\$ 186,300</b>	<b>\$ 205,350</b>
01-4-080-402	Equipment & Machinery Maint.	\$ 9,643	\$ 12,053	\$ 12,000	\$ 11,000
01-4-080-403	Vehicle Maintenance	\$ 5,300	\$ 6,500	\$ 7,000	\$ 10,300
01-4-080-406	Computer System Maintenance	\$ 12	\$ 23	\$ 50	\$ 48
01-4-080-407	Radio Maintenance	\$ 355	\$ 250	\$ 250	\$ 300
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 15,310</b>	<b>\$ 18,826</b>	<b>\$ 19,300</b>	<b>\$ 21,648</b>
01-4-080-501	Advertising & Public Notices	\$ -	\$ -	\$ -	\$ 200
01-4-080-510	Dues & Publications	\$ 169	\$ 173	\$ 300	\$ 458
01-4-080-513	Travel & Training	\$ 745	\$ 1,000	\$ 1,000	\$ 1,048
01-4-080-522	Equipment Rental	\$ -	\$ -	\$ -	\$ 5,000
01-4-080-550	Insurance-General Liability	\$ 494	\$ 372	\$ 2,781	\$ 417
01-4-080-551	Insurance-Errors & Omissions	\$ 634	\$ 787	\$ 821	\$ 939
01-4-080-554	Insurance-Automobile	\$ 4,899	\$ 5,369	\$ 4,892	\$ 5,443
01-4-080-555	Insurance-Mobile Equipment	\$ 2,116	\$ 2,116	\$ 1,934	\$ 2,118
01-4-080-556	Insurance-Real Property	\$ 939	\$ 939	\$ 756	\$ 1,606
01-4-080-562	Engineering	\$ 33,570	\$ 40,000	\$ 40,000	\$ 45,000
01-4-080-570	Traffic Impact Analysis	\$ 12,967	\$ -	\$ -	\$ -
01-4-080-573	Waste Haul Charges	\$ 4,925	\$ 4,500	\$ 3,500	\$ 4,000
01-4-080-581	Communication Services	\$ 35	\$ 40	\$ 30	\$ 500
01-4-080-582	Gas Service	\$ -	\$ 189	\$ 115	\$ 115
01-4-080-583	Electric Service	\$ 7,442	\$ 1,000	\$ 2,865	\$ 3,200
01-4-080-585	Street Lighting	\$ 213,571	\$ 227,210	\$ 217,435	\$ 241,120
	<b>Total Services</b>	<b>\$ 282,506</b>	<b>\$ 283,695</b>	<b>\$ 276,429</b>	<b>\$ 311,164</b>
01-4-080-800	Land	\$ 118	\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>	<b>\$ 118</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
01-4-080-903	Transfer to Capital Projects Fund	\$ 5,000	\$ -	\$ -	\$ -
	<b>Total Transfers</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Streets</b>	<b>\$ 948,955</b>	<b>\$ 1,041,401</b>	<b>\$ 1,042,449</b>	<b>\$ 1,091,366</b>

**Streets**

Account Number	Description	Amount
01-4-080-201	<b>- Office Supplies</b>	
	- Toner cartridges	\$ 180
	- Paper	\$ 120
	- Notebooks, pens, folders	\$ 75
	- Correction tape, pencils	\$ 35
	- Staples, paper clips	\$ 35
		<b>\$ 445</b>
220	<b>Clothing Supplies</b>	
	- Uniform rental - 9 staff	\$ 2,862
	- Tee shirts - 9 staff plus seasonal	\$ 220
	- Cotton and leather gloves	\$ 630
	- Steel toed boots - 9 pair	\$ 1,260
	- Safety vests and glasses - 9 staff	\$ 468
	- Hearing protection & hard hats- 9 staff	\$ 333
	- Face shields	\$ 60
	- Dust masks	\$ 48
	- Foul weather gear - 9 staff	\$ 396
		<b>\$ 6,277</b>
221	<b>Chemical Supplies</b>	
	- Concrete bonding additive	\$ 80
	- Herbicide dye	\$ 130
	- Mosquito control	\$ 195
	- Degreaser	\$ 176
	- Wasp & hornet spray	\$ 180
	- Curing compound	\$ 164
	- Weed control	\$ 192
		<b>\$ 1,117</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Shovels, picks, post hole diggers	\$ 310
	- Chains	\$ 495
	- Asphalt rakes and brooms	\$ 212
	- Hammers, lathes, wood stakes, etc.	\$ 444
	- Propane, chemical sprayer	\$ 304
	- Flags and marking paint	\$ 386
	- Batteries	\$ 140
	- Ice, break room supplies, water coolers	\$ 550
	- Concrete trowels, floats, bull float, & handle	\$ 269
	- Measuring wheels	\$ 160
	- First aid kits	\$ 160
		<b>\$ 3,430</b>
333	<b>Street Maintenance</b>	
	- Materials need for repair and maintenance of City streets	
		<b>\$ 58,000</b>
334	<b>Sign Maintenance</b>	
	- Replacement and maintenance of traffic control and street name signs to include hardware and accessories	
		<b>\$ 16,500</b>
335	<b>Seal Coating</b>	
	- Annual seal coating program to maintain adequate driving surface and eliminate water damage to streets	
		<b>\$ 125,000</b>
336	<b>Sidewalks</b>	
	- Repair and/or replace sidewalks	
		<b>\$ 5,000</b>
403	<b>Vehicle Maintenance</b>	
	- Repaint unit 37	\$ 2,800
	- General vehicle maintenance	\$ 7,500
		<b>\$ 10,300</b>
406	<b>Computer Maintenance</b>	
	- iBoss	\$ 36
	- Anti-spam software	\$ 12
		<b>\$ 48</b>

**Streets**

Account Number	Description	Amount
01-4-080-510	<b>Dues &amp; Publications</b>	
	- APWA dues	\$ 210
	- TWUA dues	\$ 65
	- TCEQ license	\$ 111
	- CDL license renewal	\$ 72
		<b>\$ 458</b>
513	<b>Travel &amp; Training</b>	
	- Online student center	\$ 46
	- APWA Conference	\$ 500
	- 4th of July parade worker lunch	\$ 132
	- Continuing education	\$ 370
		<b>\$ 1,048</b>
522	<b>Equipment Rental</b>	
	- Hot crack seal rental	
		<b>\$ 5,000</b>
562	<b>Engineering</b>	
	- Consulting, platting, surveying, & other related services	
		<b>\$ 45,000</b>
573	<b>Waste Haul Charges</b>	
	- Fees for disposal of brush, trash, & tires from right-of-ways	
		<b>\$ 4,000</b>
585	<b>Street Lighting</b>	
	- Electrical service for City street lights	
		<b>\$ 241,120</b>

**Description**

The Parks & Recreation department is comprised of three divisions:

1. Facilities
2. Community Center
3. Recreation

The details of these divisions follow.

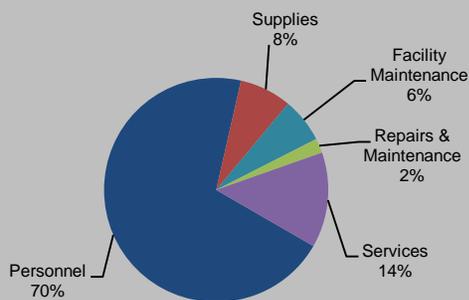
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 544,597	\$ 576,478	\$ 576,478	\$ 606,274
Supplies	\$ 52,488	\$ 50,592	\$ 48,602	\$ 64,681
Facility Maintenance	\$ 42,400	\$ 58,743	\$ 51,598	\$ 55,689
Repairs & Maintenance	\$ 12,434	\$ 17,537	\$ 13,488	\$ 18,154
Services	\$ 95,847	\$ 94,823	\$ 103,921	\$ 118,487
Capital Outlay	\$ 1,560	\$ -	\$ -	\$ -
Transfers	\$ -	\$ 5,850	\$ -	\$ -
<b>Total</b>	<b>\$ 749,326</b>	<b>\$ 804,023</b>	<b>\$ 794,087</b>	<b>\$ 863,285</b>

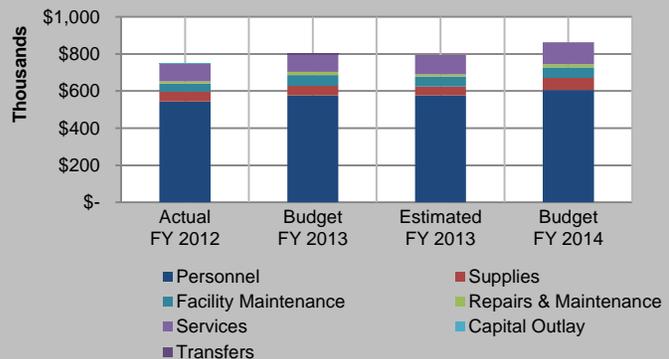
**Staffing**

Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
Recreation & Events Dir.	1	1	1
Recreation Coordinator	1	1	1
Community Center Manager	0	0	0
Parks Superintendent	1	1	1
Asst Parks Superintendant	0	0	0
Sr. Maintenance Worker	3	3	3
Maintenance Worker II	2	2	2
Maintenance Worker I	4	4	4
Student Workers - 2	Part Time	Part Time	Part Time
<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>

**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

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- 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

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- Installed UV disinfection system at splash pads to protect visitors from illnesses. (C2)
- Completed construction of the new Carla Kay Park. (C2)
- Nolan Creek Hike and Bike Trail Extension design and bidding completed. (C6, F3-5)
- Implemented a weekly team park maintenance work methodology. (C2)
- Oversaw Patriot Plaza landscaping and signage construction. (C7)
- Rehabilitated the Chisolm Trail Park entrance sign. (C2)
- Renewed pesticide applicator training and license. (A2, C2)

## Goals

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- Assist with the Nolan Creek Hike and Bike Trail Extension Project construction. (C6, F3-5)
- Design and construct the South Belton Middle School Park and playground. (C2)
- Design and construct the Heritage Park new baseball field and parking lot. (C2)
- Design and construct the Beale Street Park improvements. (C2)
- Install replacement playground equipment at Yettie Polk Park. (C2)

(Strategic Plan Goal #)

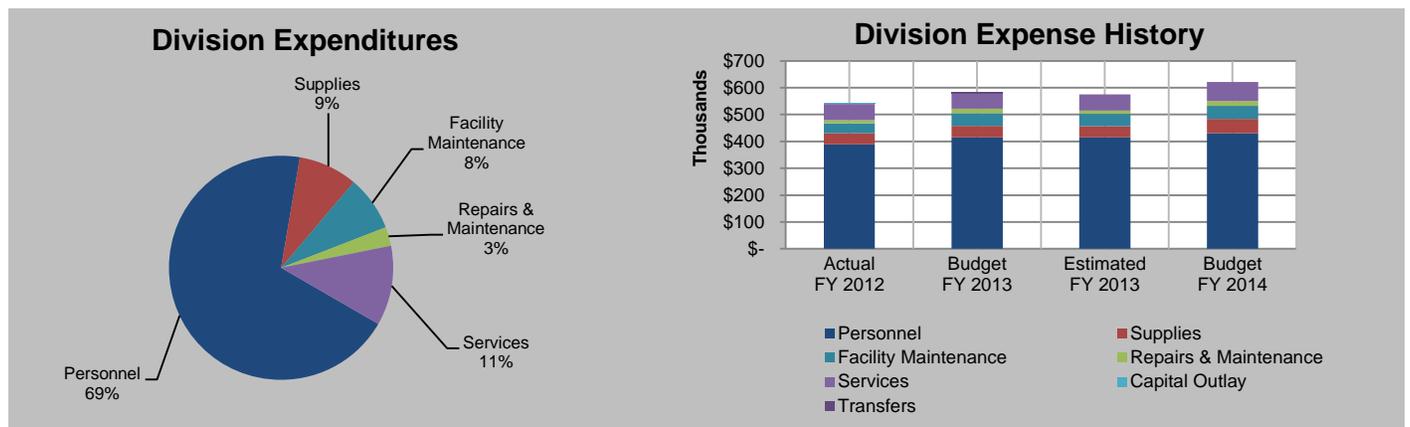
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 389,414	\$ 415,386	\$ 415,386	\$ 430,700
Supplies	\$ 41,683	\$ 42,837	\$ 41,656	\$ 52,926
Facility Maintenance	\$ 36,548	\$ 47,103	\$ 45,298	\$ 49,139
Repairs & Maintenance	\$ 11,487	\$ 16,910	\$ 12,112	\$ 16,920
Services	\$ 60,755	\$ 55,667	\$ 61,081	\$ 71,428
Capital Outlay	\$ 1,560	\$ -	\$ -	\$ -
Transfers	\$ -	\$ 5,850	\$ -	\$ -
<b>Total</b>	<b>\$ 541,448</b>	<b>\$ 583,753</b>	<b>\$ 575,533</b>	<b>\$ 621,113</b>

**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Park Acreage Developed	159	159	163
Park Acreage Undeveloped	31	35	31
Playgrounds	16	17	18
Ball Fields	14	14	15
Sports Courts	11	11	11
Miles of Trails	5	5	5
Mowing Hours	4,600	4,585	4,700
Building Maintenance Hours	200	220	280
Park Repair Hours	122	130	190
Equipment Maint. Hours	406	450	450
Tree & Brush Maint. Hours *	----	550	600
Field Maintenance Hours *	----	2,400	2,800
Irrigation System Repairs *	----	380	450
Trail/Sidewalk Maint. Hours *	----	240	500
Cemetary Maint. Hours *	----	1,700	2,000
Trash Pickup Hours	1,100	1,200	1,400

\* Began tracking in FY 2013



**Parks & Recreation - Facilities**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-091-101	Salaries-Administrative	\$ 15,605	\$ 15,372	\$ 15,372	\$ 15,623
01-4-091-103	Salaries-Supervisory	\$ 54,923	\$ 54,962	\$ 54,962	\$ 57,460
01-4-091-104	Salaries-Operations	\$ 211,197	\$ 214,845	\$ 214,845	\$ 221,397
01-4-091-107	Salaries-Overtime	\$ 171	\$ 5,396	\$ 5,396	\$ 5,577
01-4-091-108	Salaries-Part Time	\$ 6,822	\$ 12,800	\$ 12,800	\$ 12,800
01-4-091-109	Contract Labor	\$ 5,820	\$ 6,000	\$ 6,000	\$ 6,000
01-4-091-113	Health Insurance Allowance	\$ 7,785	\$ -	\$ -	\$ -
01-4-091-121	TMRS	\$ 21,107	\$ 19,897	\$ 19,897	\$ 20,434
01-4-091-122	FICA	\$ 22,555	\$ 23,208	\$ 23,208	\$ 23,934
01-4-091-123	Employee Insurance	\$ 32,679	\$ 53,011	\$ 53,011	\$ 58,020
01-4-091-124	Workers' Comp. Insurance	\$ 8,141	\$ 7,246	\$ 7,246	\$ 6,806
01-4-091-125	Unemployment Compensation	\$ 2,610	\$ 2,649	\$ 2,649	\$ 2,649
	<b>Total Personnel</b>	<b>\$ 389,414</b>	<b>\$ 415,386</b>	<b>\$ 415,386</b>	<b>\$ 430,700</b>
01-4-091-201	Office Supplies	\$ 330	\$ 450	\$ 360	\$ 336
01-4-091-220	Clothing Supplies	\$ 4,484	\$ 5,100	\$ 5,100	\$ 6,130
01-4-091-221	Chemical Supplies	\$ 4,592	\$ 3,500	\$ 1,864	\$ 10,980
01-4-091-222	Fuel	\$ 24,036	\$ 24,356	\$ 25,238	\$ 28,000
01-4-091-227	Janitorial Supplies	\$ 4,420	\$ 3,400	\$ 3,436	\$ 3,500
01-4-091-229	Tools & Other Supplies	\$ 3,518	\$ 3,800	\$ 3,000	\$ 3,980
01-4-091-250	Small Equipment	\$ 304	\$ 2,231	\$ 2,658	\$ -
	<b>Total Supplies</b>	<b>\$ 41,683</b>	<b>\$ 42,837</b>	<b>\$ 41,656</b>	<b>\$ 52,926</b>
01-4-091-301	Building Maintenance	\$ 3,555	\$ 5,500	\$ 5,500	\$ 6,000
01-4-091-302	Heat & A/C Maintenance	\$ 48	\$ 250	\$ 350	\$ 300
01-4-091-332	Splash Pad Maintenance	\$ 6,199	\$ 10,450	\$ 12,150	\$ 11,275
01-4-091-333	Park Maintenance	\$ 26,747	\$ 30,403	\$ 26,798	\$ 31,564
01-4-091-334	Vandalism Maintenance	\$ -	\$ 500	\$ 500	\$ -
01-4-091-339	Flood Repairs	\$ -	\$ -	\$ -	\$ -
	<b>Total Facility Maintenance</b>	<b>\$ 36,548</b>	<b>\$ 47,103</b>	<b>\$ 45,298</b>	<b>\$ 49,139</b>
01-4-091-402	Equipment & Machinery Maint.	\$ 9,155	\$ 11,500	\$ 9,000	\$ 11,000
01-4-091-403	Vehicle Maintenance	\$ 1,550	\$ 4,042	\$ 3,112	\$ 5,200
01-4-091-406	Computer System Maintenance	\$ 625	\$ 1,068	\$ -	\$ 420
01-4-091-407	Radio Maintenance	\$ 158	\$ 300	\$ -	\$ 300
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 11,487</b>	<b>\$ 16,910</b>	<b>\$ 12,112</b>	<b>\$ 16,920</b>
01-4-091-510	Dues & Publications	\$ 275	\$ 660	\$ 500	\$ 1,201
01-4-091-513	Travel & Training	\$ 1,642	\$ 2,500	\$ 1,506	\$ 2,256
01-4-091-550	Insurance-General Liability	\$ 192	\$ 238	\$ 234	\$ 267
01-4-091-551	Insurance-Errors & Omissions	\$ 406	\$ 504	\$ 526	\$ 601
01-4-091-554	Insurance-Automobile	\$ 1,316	\$ 1,454	\$ 1,361	\$ 1,523
01-4-091-555	Insurance-Mobile Equipment	\$ 856	\$ 856	\$ 734	\$ 802
01-4-091-556	Insurance-Real Property	\$ 3,315	\$ 3,315	\$ 3,265	\$ 5,538
01-4-091-572	Grant Consulting Services	\$ 975	\$ -	\$ -	\$ -
01-4-091-573	Park Planning Services	\$ 2,526	\$ 300	\$ -	\$ -
01-4-091-581	Communication Services	\$ 1,418	\$ 1,350	\$ 1,490	\$ 1,900
01-4-091-582	Gas Service	\$ 308	\$ 350	\$ 390	\$ 410
01-4-091-583	Electric Service	\$ 1,863	\$ 2,080	\$ 1,700	\$ 1,820
01-4-091-584	Trail Lighting	\$ 8,884	\$ 8,440	\$ 9,210	\$ 10,070
01-4-091-585	Park Lighting	\$ 36,781	\$ 33,620	\$ 40,165	\$ 45,040
	<b>Total Services</b>	<b>\$ 60,755</b>	<b>\$ 55,667</b>	<b>\$ 61,081</b>	<b>\$ 71,428</b>

**Parks & Recreation - Facilities**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-091-800	Land	\$ 1,560	\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>	<b>\$ 1,560</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
01-4-091-903	Transfer to GF Capital Projects Fund	\$ -	\$ -	\$ -	\$ -
01-4-091-904	Transfer to Capital Equipment Fund	\$ -	\$ 5,850	\$ -	\$ -
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ 5,850</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Parks &amp; Rec. - Facilities</b>	<b>\$ 541,448</b>	<b>\$ 583,753</b>	<b>\$ 575,533</b>	<b>\$ 621,113</b>

**Parks & Recreation - Facilities**

Account Number	Description	Amount
01-4-091-109	<b>Contract Labor</b> - Bell County adult community service program	\$ 6,000
220	<b>Clothing Supplies</b> - Steel toed boots - 9 staff \$ 1,260 - Gloves \$ 252 - Foul weather gear - 9 staff \$ 450 - Safety gear - 9 staff \$ 1,064 - Tee shirts - 9 staff \$ 242 - Uniform rental - 9 staff \$ 2,862	\$ 6,130
221	<b>Chemical Supplies</b> - Fertilizer \$ 4,800 - Herbicide \$ 2,460 - Pesticides \$ 3,720	\$ 10,980
227	<b>Janitorial Supplies</b> - Cleaning and paper supplies for park restrooms and pavilions	\$ 3,500
229	<b>Tools &amp; Other Supplies</b> - Shovels, rakes, & picks \$ 360 - Small hand tools \$ 360 - Electric saws, drills, & grinders \$ 625 - Water hoses & sprinklers \$ 180 - Trash pick up tools \$ 120 - Bolt cutters and C clamps \$ 136 - Trimming & pruning tools \$ 120 - Fire extinguishers \$ 378 - First aid kits \$ 431 - Ice, batteries, water cans, & other miscellaneous supplies \$ 1,270	\$ 3,980
301	<b>Building Maintenance</b> - Repair and maintenance of park buildings & restrooms	\$ 6,000
332	<b>Splash Pad Maintenance</b> - Chlorine & HCL acid \$ 500 - Pumps & motors \$ 3,500 - Testing supplies \$ 200 - Painting \$ 1,000 - Repair/replace signs \$ 250 - Sewer maintenance for backwash \$ 3,000 - Solenoid repair \$ 600 - Repairs for parts & valves \$ 2,000 - Feature repairs & welding \$ 225	\$ 11,275
333	<b>Park Maintenance</b> - Scoreboard repairs \$ 1,000 - Park seating area repairs \$ 3,200 - Playground equipment repairs \$ 4,000 - Irrigation repairs \$ 1,500 - Electrical repairs \$ 3,000 - Tree replacement \$ 1,500 - Fence repairs \$ 8,400 - Sidewalk repairs \$ 3,000 - Grass seed \$ 2,100 - Dog waste bags \$ 264 - Water fountain repairs \$ 3,600	\$ 31,564

**Parks & Recreation - Facilities**

Account Number	Description	Amount
01-4-091-402	<b>Equipment &amp; Machinery Maintenance</b>	
	- Replacement mower parts	\$ 3,500
	- Utility vehicle repairs	\$ 2,000
	- Replace tires on Case Loader	\$ 2,000
	- Replace mower & tractor tires	\$ 3,500
		<b>\$ 11,000</b>
406	<b>Computer Maintenance</b>	
	- Anti-spam software	\$ 12
	- iBoss	\$ 12
	- Cisco Smartnet maintenance	\$ 296
	- Other	\$ 100
		<b>\$ 420</b>
510	<b>Dues &amp; Publications</b>	
	- Texas Turfgrass dues - 2 staff	\$ 300
	- Pest Control license - 2 staff	\$ 250
	- Texas Recreation and Park Society	\$ 75
	- Certified Pool Operator license	\$ 400
	- Backflow license	\$ 111
	- TWUA dues	\$ 65
		<b>\$ 1,201</b>
513	<b>Travel &amp; Training</b>	
	- Online Student Center	\$ 46
	- 4th of July parade worker lunch	\$ 110
	- Texas Turfgrass seminars	\$ 1,200
	- Pesticide training	\$ 300
	- Playground safety seminar	\$ 300
	- Sports Field Seminar	\$ 300
		<b>\$ 2,256</b>
584	<b>Trail Lighting</b>	
	- Electricity for lighting at Hike & Bike trails	
		<b>\$ 10,070</b>
585	<b>Park Lighting</b>	
	- Electricity for lighting of parks and playing fields	
		<b>\$ 45,040</b>

## Mission

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

## Description

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- Manages the Harris Center, including coordinating events, bookings, 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.

## Accomplishments

---

- Developed training plan for Community Center personnel. (A2, A7)
- Continued expansion of recreational programming. (C3)
- Installation of key pad entry system to increase security. (A14, E4)
- Installation of new flooring in Simpson room to update look and facilitate use of facility. (C2)
- Scheduled and implemented Center revitalization including new paint, floor waxing, and landscaping. (C2)
- Updated website for use of new facilities & reservations module on Civic Plus (A10, F3-7)
- Facilitated monitoring of fire panel for added safety. (E4)

## Goals

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- Increase weekday rentals through business networking efforts. (A12)
- Establish and implement online rental options through Civic Plus. (A10, A14,C1)
- Define and begin to develop a volunteer program for Parks and Recreation. (A11)
- Develop referral program to promote Center, through Promo Codes used in online reservations. (A12)
- Continue to manage bookings and coordinating events. (C2)
- Develop new marketing tools and increase use of social media for marketing. (A10, A14)

(Strategic Plan Goal #)

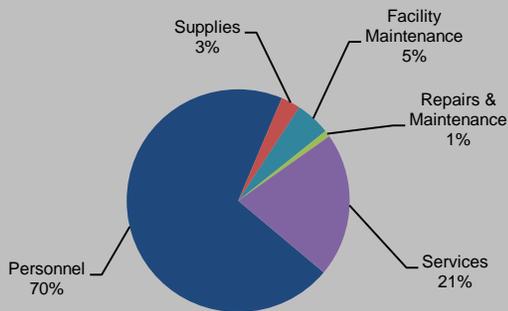
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 79,335	\$ 83,461	\$ 83,461	\$ 91,002
Supplies	\$ 5,684	\$ 4,500	\$ 3,840	\$ 3,685
Facility Maintenance	\$ 5,851	\$ 11,640	\$ 6,300	\$ 6,550
Repairs & Maintenance	\$ 921	\$ 604	\$ 1,354	\$ 1,197
Services	\$ 23,891	\$ 26,714	\$ 25,106	\$ 27,071
<b>Total</b>	<b>\$ 115,682</b>	<b>\$ 126,919</b>	<b>\$ 120,061</b>	<b>\$ 129,505</b>

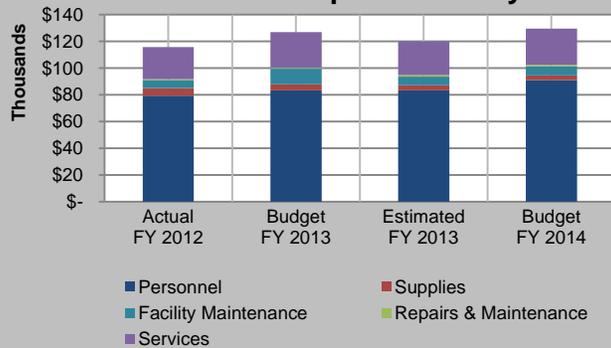
**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Number of Events	400	367	370
Cancellations	10	13	10
Event Retention	62%	68%	72%

**Division Expenditures**



**Division Expense History**



**Parks & Recreation - Community Center**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-092-102	Salaries-Professional	\$ 27,954	\$ 27,804	\$ 27,804	\$ 29,169
01-4-092-104	Salaries-Operations	\$ 31,122	\$ 33,241	\$ 33,241	\$ 35,944
01-4-092-107	Salaries-Overtime	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
01-4-092-114	Allowances	\$ 2,064	\$ 2,040	\$ 2,040	\$ 4,020
01-4-092-121	TMRS	\$ 4,393	\$ 4,469	\$ 4,469	\$ 4,776
01-4-092-122	FICA	\$ 4,520	\$ 4,928	\$ 4,928	\$ 5,287
01-4-092-123	Employee Insurance	\$ 7,958	\$ 8,716	\$ 8,716	\$ 9,537
01-4-092-124	Workers' Comp. Insurance	\$ 932	\$ 871	\$ 871	\$ 877
01-4-092-125	Unemployment Compensation	\$ 392	\$ 392	\$ 392	\$ 392
01-4-092-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ -
	<b>Total Personnel</b>	<b>\$ 79,335</b>	<b>\$ 83,461</b>	<b>\$ 83,461</b>	<b>\$ 91,002</b>
01-4-092-201	Office Supplies	\$ 214	\$ 600	\$ 600	\$ 600
01-4-092-202	Postage	\$ 2	\$ 10	\$ -	\$ 60
01-4-092-220	Clothing Supplies	\$ 295	\$ 350	\$ 120	\$ 220
01-4-092-221	Chemical Supplies	\$ 146	\$ 300	\$ 300	\$ 175
01-4-092-222	Fuel	\$ 89	\$ 90	\$ 120	\$ 130
01-4-092-227	Janitorial Supplies	\$ 1,186	\$ 1,200	\$ 1,200	\$ 1,200
01-4-092-229	Tools & Other Supplies	\$ 3,752	\$ 1,350	\$ 1,500	\$ 1,300
01-4-092-250	Small Equipment	\$ -	\$ 600	\$ -	\$ -
	<b>Total Supplies</b>	<b>\$ 5,684</b>	<b>\$ 4,500</b>	<b>\$ 3,840</b>	<b>\$ 3,685</b>
01-4-092-301	Building Maintenance	\$ 1,963	\$ 9,540	\$ 4,200	\$ 4,450
01-4-092-302	Heat & A/C Maintenance	\$ 3,888	\$ 2,100	\$ 2,100	\$ 2,100
	<b>Total Facility Maintenance</b>	<b>\$ 5,851</b>	<b>\$ 11,640</b>	<b>\$ 6,300</b>	<b>\$ 6,550</b>
01-4-092-402	Machinery & Equipment Maintenance	\$ 183	\$ 80	\$ 830	\$ 730
01-4-092-406	Computer System Maintenance	\$ 738	\$ 524	\$ 524	\$ 467
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 921</b>	<b>\$ 604</b>	<b>\$ 1,354</b>	<b>\$ 1,197</b>
01-4-092-501	Advertising & Marketing	\$ 2,180	\$ 722	\$ 2,700	\$ 3,495
01-4-092-510	Dues & Publications	\$ 23	\$ 53	\$ 240	\$ 78
01-4-092-513	Travel & Training	\$ 48	\$ 2,504	\$ 1,161	\$ 1,092
01-4-092-521	Equipment Lease	\$ 1,402	\$ 1,500	\$ 1,500	\$ 1,500
01-4-092-550	Insurance-General Liability	\$ 48	\$ 60	\$ 57	\$ 65
01-4-092-551	Insurance-Errors & Omissions	\$ 103	\$ 128	\$ 124	\$ 142
01-4-092-556	Insurance-Real Property	\$ 2,297	\$ 2,297	\$ 2,094	\$ 2,509
01-4-092-581	Communication Services	\$ 1,659	\$ 1,790	\$ 1,870	\$ 1,930
01-4-092-582	Gas Service	\$ 1,533	\$ 1,610	\$ 1,505	\$ 1,580
01-4-092-583	Electric Service	\$ 14,599	\$ 16,050	\$ 13,855	\$ 14,680
	<b>Total Services</b>	<b>\$ 23,891</b>	<b>\$ 26,714</b>	<b>\$ 25,106</b>	<b>\$ 27,071</b>
	<b>Total Parks &amp; Rec. - Community Ctr</b>	<b>\$ 115,682</b>	<b>\$ 126,919</b>	<b>\$ 120,061</b>	<b>\$ 129,505</b>

**Parks & Recreation - Community Center**

Account Number	Description	Amount
01-4-092-201	<b>Office Supplies</b>	
	- Paper & envelopes	\$ 300
	- Business cards	\$ 60
	- Other	\$ 240
		<b>\$ 600</b>
220	<b>Clothing Supplies</b>	
	- Boots	\$ 120
	- Staff logo polos	\$ 100
		<b>\$ 220</b>
221	<b>Chemical Supplies</b>	
	- Pesticides	\$ 50
	- Yard chemicals	\$ 125
		<b>\$ 175</b>
229	<b>Tools &amp; Other Supplies</b>	
	- U.S., Texas, & City flags	\$ 180
	- Replacement chair dollies - 2	\$ 400
	- Batteries	\$ 60
	- Coffee supplies for City functions	\$ 400
	- Labor law posters	\$ 40
	- Other	\$ 220
		<b>\$ 1,300</b>
301	<b>Building Maintenance</b>	
	- Floor waxing	\$ 1,500
	- Pest control	\$ 500
	- Light bulbs, floor tile replacement	\$ 200
	- Painting supplies	\$ 1,000
	- Security system repair	\$ 250
	- General repair and maintenance	\$ 1,000
		<b>\$ 4,450</b>
402	<b>Machinery &amp; Equipment Maintenance</b>	
	- Projector bulb replacement	\$ 300
	- Microphone replacement	\$ 250
	- Trimmer line & lawn care tools	\$ 180
		<b>\$ 730</b>
406	<b>Computer System Maintenance</b>	
	- Invision CL maintenance - 5%	\$ 111
	- Anti-spam software	\$ 36
	- Anti-virus software	\$ 24
	- Cisco Smartnet maintenance	\$ 296
		<b>\$ 467</b>
501	<b>Advertising &amp; Marketing</b>	
	- Rack cards	\$ 300
	- Newspaper advertisements	\$ 1,300
	- Promotional postcards for businesses	\$ 200
	- Stand up banner	\$ 375
	- Promotional pens	\$ 320
	- Expositions	\$ 1,000
		<b>\$ 3,495</b>
510	<b>Dues &amp; Publications</b>	
	- Sam's Club - 2 staff	\$ 30
	- Belton Young Professionals	\$ 25
	- Belton Journal subscription	\$ 23
		<b>\$ 78</b>
513	<b>Travel &amp; Training</b>	
	- TML annual conference	\$ 700
	- Online Student Center	\$ 92
	- Mileage for Events Coordinator	\$ 300
		<b>\$ 1,092</b>
521	<b>Equipment Lease</b>	
	- Copier lease - 1/2	\$ 663
	- Additional copies - 1/2	\$ 837
		<b>\$ 1,500</b>

## 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

---

- Developed re-launch of the Belton Legacy Program. (C2)
- Revised field use agreements for functionality and implemented new per player fee process. (C3)
- Coordinated new disc golf and ultimate Frisbee tournaments. (C3)
- Supplied input for park needs for Capital Improvement Plan (CIP). (C6)
- Developed training plan for Recreation personnel. (A2, A7)
- Updated website pages for consistency and added content. (A10, C3)
- Increased Youth Advisory Commission & Task Essential Associate Member (TEAM) to 42 participants (A2, A11, C3)

## Goals

---

- Enhance website Facilities module and implement online reservations. (A10)
- Track Facebook and use social media as marketing tool. (A10, C1)
- Develop marketing plans for special events and programming. (C3)
- Assist in coordination and implementation of CIP projects. (C6)
- Increase partnerships in programming and special events. (A12, C3)
- Define and begin to develop a volunteer program for Parks and Recreation. (A11)
- Develop a structured evaluation system for programming. (C1)
- Coordinate special events in the parks and other locations throughout Belton. (C6)
- Compile research and begin to develop policies for Nolan Creek Recreation (B8, C2, C3)
- Increase event-based programs, including tournaments and corporate challenges. (C2, C3, C6, C7)

(Strategic Plan Goal #)

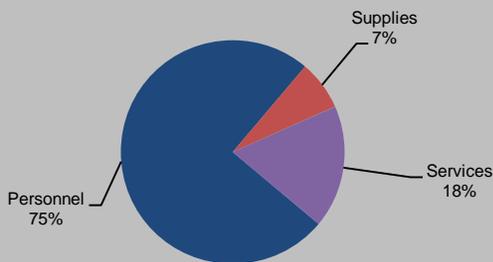
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 75,848	\$ 77,631	\$ 77,631	\$ 84,572
Supplies	\$ 5,121	\$ 3,255	\$ 3,106	\$ 8,070
Repairs & Maintenance	\$ 26	\$ 23	\$ 22	\$ 37
Services	\$ 11,201	\$ 12,442	\$ 17,734	\$ 19,988
Transfers	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 92,196</b>	<b>\$ 93,351</b>	<b>\$ 98,493</b>	<b>\$ 112,667</b>

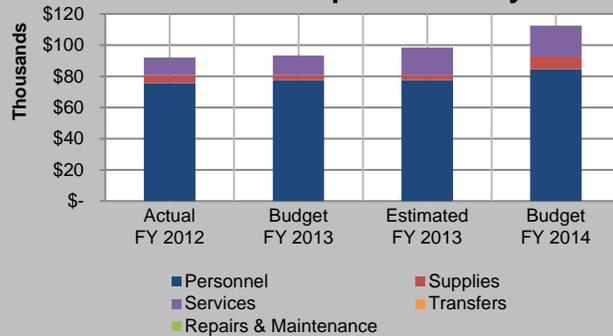
**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Recreation Classes	251	203	250
Park Rentals	105	144	150
Cancellations	7	3	5

**Division Expenditures**



**Division Expense History**



**Parks & Recreation - Recreation**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-093-102	Salaries-Professional	\$ 27,954	\$ 27,804	\$ 27,804	\$ 29,169
01-4-093-104	Salaries-Operations	\$ 29,542	\$ 31,520	\$ 31,520	\$ 35,520
01-4-093-114	Allowances	\$ 390	\$ 420	\$ 420	\$ 420
01-4-093-121	TMRS	\$ 4,328	\$ 4,091	\$ 4,091	\$ 4,434
01-4-093-122	FICA	\$ 4,373	\$ 4,538	\$ 4,538	\$ 4,949
01-4-093-123	Employee Insurance	\$ 7,958	\$ 8,716	\$ 8,716	\$ 9,537
01-4-093-124	Workers' Comp. Insurance	\$ 913	\$ 150	\$ 150	\$ 151
01-4-093-125	Unemployment Compensation	\$ 392	\$ 392	\$ 392	\$ 392
	<b>Total Personnel</b>	<b>\$ 75,848</b>	<b>\$ 77,631</b>	<b>\$ 77,631</b>	<b>\$ 84,572</b>
01-4-093-201	Office Supplies	\$ 557	\$ 560	\$ 560	\$ 460
01-4-093-202	Postage	\$ 174	\$ 250	\$ 150	\$ 150
01-4-093-205	Rec Event Promo/Prizes/Supplies	\$ 1,834	\$ -	\$ -	\$ 970
01-4-093-210	Ball Sports/Officials	\$ 801	\$ 388	\$ 1,388	\$ 5,990
01-4-093-211	Disc Sports	\$ -	\$ 568	\$ 908	\$ 330
01-4-093-220	Clothing Supplies	\$ -	\$ -	\$ -	\$ 50
01-4-093-229	Tools & Other Supplies	\$ 1,755	\$ 500	\$ 100	\$ 120
01-4-093-250	Small Equipment	\$ -	\$ 989	\$ -	\$ -
	<b>Total Supplies</b>	<b>\$ 5,121</b>	<b>\$ 3,255</b>	<b>\$ 3,106</b>	<b>\$ 8,070</b>
01-4-093-406	Computer System Maintenance	\$ 26	\$ 23	\$ 22	\$ 37
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 26</b>	<b>\$ 23</b>	<b>\$ 22</b>	<b>\$ 37</b>
01-4-093-501	Advertising & Marketing	\$ 1,519	\$ 2,425	\$ 4,825	\$ 5,440
01-4-093-510	Dues & Publications	\$ 530	\$ 800	\$ 1,000	\$ 910
01-4-093-513	Travel & Training	\$ 1,989	\$ 1,700	\$ 1,530	\$ 3,446
01-4-093-521	Equipment Lease	\$ 1,402	\$ 1,500	\$ 1,500	\$ 1,500
01-4-093-550	Insurance-General Liability	\$ 45	\$ 56	\$ 53	\$ 60
01-4-093-551	Insurance-Errors & Omissions	\$ 97	\$ 120	\$ 116	\$ 132
01-4-093-570	Special Events	\$ 5,284	\$ 5,531	\$ 8,350	\$ 8,150
01-4-093-581	Communications Services	\$ 335	\$ 310	\$ 360	\$ 350
	<b>Total Services</b>	<b>\$ 11,201</b>	<b>\$ 12,442</b>	<b>\$ 17,734</b>	<b>\$ 19,988</b>
01-4-093-903	Transfer to Cap Projects Fund	\$ -	\$ -	\$ -	\$ -
01-4-093-904	Transfer to Cap Equipment Fund	\$ -	\$ -	\$ -	\$ -
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Parks &amp; Rec. - Recreation</b>	<b>\$ 92,196</b>	<b>\$ 93,351</b>	<b>\$ 98,493</b>	<b>\$ 112,667</b>
	<b>Total Parks &amp; Recreation</b>	<b>\$ 749,326</b>	<b>\$ 804,023</b>	<b>\$ 794,087</b>	<b>\$ 863,285</b>

**Parks & Recreation - Recreation**

Account Number	Description	Amount
01-4-093-201	<b>Office Supplies</b>	
	- Paper, envelopes, & folders	\$ 140
	- Business cards	\$ 30
	- Card stock for recreation flyers	\$ 40
	- Badges & lanyards	\$ 100
	- Other	\$ 150
		<b>\$ 460</b>
205	<b>Rec Event Promo/Prizes/Supplies</b>	
	- T-shirts - 150	\$ 945
	- Set up fee	\$ 25
		<b>\$ 970</b>
210	<b>Ball Sports/Officials</b>	
	- Tournament basketballs	\$ 100
	- Tournament volleyballs	\$ 60
	- Tournament soccer balls	\$ 40
	- Officials	\$ 4,030
	- Prizes	\$ 1,010
	- Adult pinnies	\$ 50
	- Ice, water, gatorade	\$ 300
	- Field paint, chalk, markers	\$ 400
		<b>\$ 5,990</b>
211	<b>Disc Sports</b>	
	- Tournament ultimate discs	\$ 40
	- Prizes	\$ 100
	- Hole marker supplies	\$ 90
	- Ice, water, gatorade	\$ 100
		<b>\$ 330</b>
406	<b>Computer Maintenance</b>	
	- Anti-virus software	\$ 13
	- Anti-spam software	\$ 24
		<b>\$ 37</b>
501	<b>Advertising &amp; Marketing</b>	
	- Student flyers - COTCT, Family, Fishin', & Fun	\$ 525
	- Utility bill inserts	\$ 700
	- Special event banners - 4	\$ 800
	- Recreation & Event advertisements	\$ 1,000
	- League signs	\$ 120
	- Custom Coolies	\$ 500
	- Wristbands	\$ 330
	- Park fans	\$ 790
	- Ball caps	\$ 250
	- Set up fees	\$ 125
	- Legacy program rack cards	\$ 300
		<b>\$ 5,440</b>
510	<b>Dues &amp; Publications</b>	
	- Belton Young Professionals	\$ 25
	- Texas Municipal Parks, Recreation, & Tourism	\$ 30
	- Texas Amateur Athletics Federation	\$ 200
	- Texas Recreation & Parks Society - 2 staff	\$ 255
	- National Recreation & Parks Association	\$ 400
		<b>\$ 910</b>
513	<b>Travel &amp; Training</b>	
	- Online Student Center	\$ 46
	- Mileage for Recreation Coordinator	\$ 300
	- Texas Recreation and Park Society Annual Institute	\$ 1,000
	- Indesign course	\$ 1,150
	- Texas Amateur Athletics Federation Sports Management	\$ 600
	- Certified Parks and Recreation Professional	\$ 350
		<b>\$ 3,446</b>

**Parks & Recreation - Recreation**

Account Number	Description	Amount
01-4-093-521	<b>Equipment Lease</b> - Copier Lease - 1/2 \$ 663 - Additional copies - 1/2 \$ 837	<b>\$ 1,500</b>
570	<b>Special Events</b> - Family, Fishin', & Fun \$ 1,500 - Christmas on the Chisholm Trail \$ 2,000 - Movie in the Park - 4 \$ 2,400 - National Park & Recreation Month \$ 250 - Summerfest \$ 2,000	<b>\$ 8,150</b>

**Description**

The Planning department is comprised of two divisions:

1. Planner
2. Inspections

The details of these divisions follow:

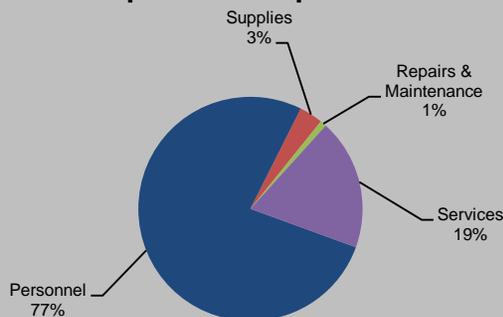
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 219,786	\$ 253,687	\$ 253,687	\$ 262,955
Supplies	\$ 11,175	\$ 9,429	\$ 10,609	\$ 11,594
Repairs & Maintenance	\$ 1,725	\$ 3,004	\$ 3,004	\$ 3,166
Services	\$ 98,040	\$ 86,052	\$ 86,731	\$ 64,497
<b>Total</b>	<b>\$ 330,726</b>	<b>\$ 352,172</b>	<b>\$ 354,031</b>	<b>\$ 342,212</b>

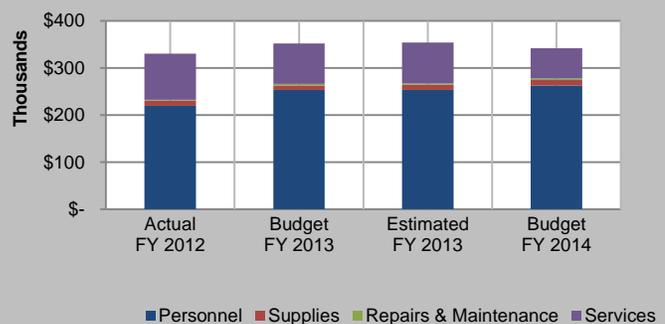
**Staffing**

Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
Planning Director	1	1	1
Building Official	1	1	1
Assistant Building Official	1	1	1
Code Enforcement Officer	0	0	0
Administrative Assistant	1	1	1
Clerk - Part time	0	0.5	0.5
GIS Mapping Technician	0	0	0
<b>Total</b>	<b>4</b>	<b>4.5</b>	<b>4.5</b>

**Department Expenditures**



**Department Expense History**



## Mission

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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

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- 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

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- Completed an updated estimate of the City population.
- Designated five historic districts in the City. (C5)
- Trained new members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission. (A2)
- Created plat and building checklists.
- Represented the City of Belton within the KTMPO. (A12, B9, C8)
- Updated the alcohol standards in the Zoning Ordinance.
- Developed a work plan for the Historic Preservation Commission. (A9)

## Goals

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- Implement Historic District Design Guidelines and designate historic landmarks. (C5)
- Update the Sign Ordinance and develop portable sign standards for downtown.
- Complete sunset review and continue implementation of Design Standards.
- Develop a growth management strategy for the City of Belton. (A6, B7)
- Maintain and update Thoroughfare Plan. (B5)
- Further implement training sessions for Boards and Commissions. (A2)
- Update a future land use plan for Belton and the ETJ. (B1)
- Complete AICP Certification requirements. (A2)
- Update plat requirements in the Subdivision Ordinance to make them more in line with the Local Government Code.
- Update the as-built submittal requirements.

(Strategic Plan Goal #)

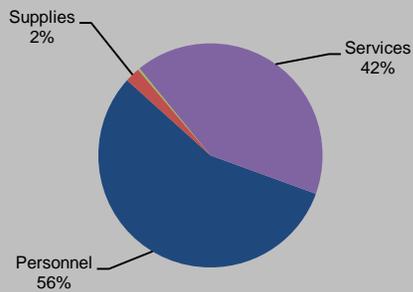
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 48,053	\$ 77,916	\$ 77,916	\$ 80,903
Supplies	\$ 3,226	\$ 2,434	\$ 3,420	\$ 3,134
Repairs & Maintenance	\$ 45	\$ 296	\$ 296	\$ 397
Services	\$ 96,100	\$ 80,725	\$ 81,115	\$ 59,719
<b>Total</b>	<b>\$ 147,424</b>	<b>\$ 161,371</b>	<b>\$ 162,747</b>	<b>\$ 144,153</b>

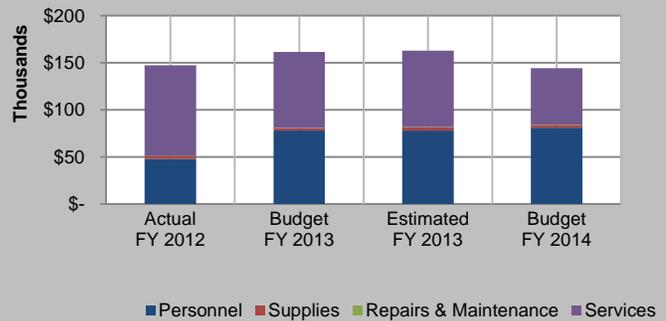
**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Zoning Cases	25	39	45
Plats	21	19	20
Administrative Plats	9	6	9
Re-plats	4	2	5
Plans Reviewed	125	100	125
Variances	5	5	5
Zoning Amendments	3	2	3

**Division Expenditures**



**Division Expense History**



Planning - Planner

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-101-101	Salaries-Administrative	\$ 26,423	\$ 36,500	\$ 36,500	\$ 39,250
01-4-101-104	Salaries-Operations	\$ 11,032	\$ 22,776	\$ 22,776	\$ 22,308
01-4-101-113	Health Insurance Allowance	\$ 186	\$ -	\$ -	\$ -
01-4-101-114	Allowances	\$ 1,992	\$ 3,600	\$ 3,600	\$ 3,600
01-4-101-121	TMRS	\$ 2,808	\$ 4,346	\$ 4,346	\$ 4,437
01-4-101-122	FICA	\$ 2,880	\$ 4,809	\$ 4,809	\$ 4,939
01-4-101-123	Employee Insurance	\$ 2,333	\$ 5,229	\$ 5,229	\$ 5,722
01-4-101-124	Workers' Comp. Insurance	\$ 164	\$ 160	\$ 160	\$ 151
01-4-101-125	Unemployment Compensation	\$ 235	\$ 496	\$ 496	\$ 496
	<b>Total Personnel</b>	<b>\$ 48,053</b>	<b>\$ 77,916</b>	<b>\$ 77,916</b>	<b>\$ 80,903</b>
01-4-101-201	Office Supplies	\$ 827	\$ 1,400	\$ 1,400	\$ 1,400
01-4-101-202	Postage	\$ 1,367	\$ 820	\$ 1,520	\$ 1,520
01-4-101-229	Tools & Other Supplies	\$ 1,032	\$ 214	\$ 500	\$ 214
	<b>Total Supplies</b>	<b>\$ 3,226</b>	<b>\$ 2,434</b>	<b>\$ 3,420</b>	<b>\$ 3,134</b>
01-4-101-406	Computer System Maintenance	\$ 45	\$ 296	\$ 296	\$ 397
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 45</b>	<b>\$ 296</b>	<b>\$ 296</b>	<b>\$ 397</b>
01-4-101-501	Advertising & Public Notices	\$ 494	\$ 350	\$ 530	\$ 500
01-4-101-510	Dues & Publications	\$ 652	\$ 900	\$ 900	\$ 900
01-4-101-513	Travel & Training	\$ 1,030	\$ 4,876	\$ 4,876	\$ 4,236
01-4-101-550	Insurance-General Liability	\$ 46	\$ 57	\$ 53	\$ 60
01-4-101-551	Insurance-Errors & Omissions	\$ 98	\$ 122	\$ 116	\$ 133
01-4-101-562	Engineering	\$ 33,570	\$ 40,000	\$ 40,000	\$ 45,000
01-4-101-563	Planning Consultant Services	\$ 59,244	\$ 33,200	\$ 33,200	\$ 7,500
01-4-101-570	Special Services	\$ -	\$ 500	\$ -	\$ -
01-4-101-581	Communication Services	\$ 965	\$ 720	\$ 1,440	\$ 1,390
	<b>Total Services</b>	<b>\$ 96,100</b>	<b>\$ 80,725</b>	<b>\$ 81,115</b>	<b>\$ 59,719</b>
	<b>Total Planning - Planner</b>	<b>\$ 147,424</b>	<b>\$ 161,371</b>	<b>\$ 162,747</b>	<b>\$ 144,153</b>

**Planning - Planner**

Account Number	Description	Amount
01-4-101-202	<b>Postage</b> - Postage for P&Z notifications and agendas	\$ 1,520
406	<b>Computer Equipment Maintenance</b> - Anti-spam and virus software \$ 72 - General repair & maintenance \$ 325	\$ 397
501	<b>Advertising &amp; Public Notices</b> - Public notices for code changes	\$ 500
513	<b>Travel &amp; Training</b> - Online Student Center \$ 46 - Texas APA conference \$ 1,000 - National APA conference \$ 2,500 - AICP exam \$ 425 - AICP application fee \$ 70 - AICP Exam preparation package \$ 195	\$ 4,236
562	<b>Engineering</b> - Engineering and surveying services	\$ 45,000
563	<b>Design Review</b> - Planning consultant \$ 5,000 - Historic Preservation consultant \$ 2,500	\$ 7,500

## 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

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- 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.
- Investigates complaints from citizens concerning City ordinances.
- Initiates complaints on properties found to be in violation of City ordinances.
- Gather evidence and prepare cases for prosecution purposes in City ordinance cases.
- Removes unsafe structures either through rehabilitation or condemnation.
- Provide explanations of code requirements to the public and contractors.

## Accomplishments

---

- Monitored dilapidated buildings to protect the health and safety of the community. (C2, C4)
- Enforced FEMA regulations within the Belton area.
- Pursued code enforcement issues in municipal court as needed. (C4)
- Continued to provide timely and comprehensive inspection services.
- Completed continuing education for plumbing and code enforcement. (A2)
- Became Vice President of the State Plumbing Inspectors Association. (A2)
- Placed zoning change signage on properties to notify residents of a zoning change request.
- Examined properties with potential electrical and gas defects. (C4)

## Goals

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- Monitor dilapidated buildings to protect the health and safety of the community. (C2, C4)
- Complete additional educational opportunities related to the updated codes. (A2)
- Adopt the 2012 International Building Code and 2012 Existing Building Code. (C2, C4)
- Develop standards for downtown buildings converted to commercial or residential use. (C4)
- Create a standard procedure to determine sizing and pricing of residential and commercial meters and taps in coordination with Public Works.
- Enhance the Building and Inspections webpage to provide a list of guidelines and the opportunity to submit building permits online. (A10, A14)

(Strategic Plan Goal #)

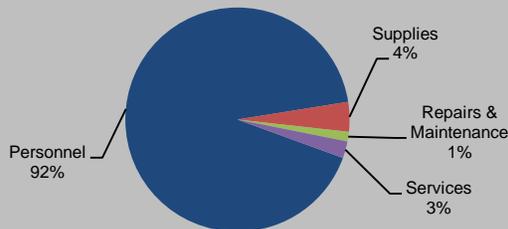
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 171,732	\$ 175,771	\$ 175,771	\$ 182,052
Supplies	\$ 7,949	\$ 6,995	\$ 7,189	\$ 8,460
Repairs & Maintenance	\$ 1,680	\$ 2,708	\$ 2,708	\$ 2,769
Services	\$ 1,940	\$ 5,327	\$ 5,616	\$ 4,778
<b>Total</b>	<b>\$ 183,302</b>	<b>\$ 190,801</b>	<b>\$ 191,284</b>	<b>\$ 198,059</b>

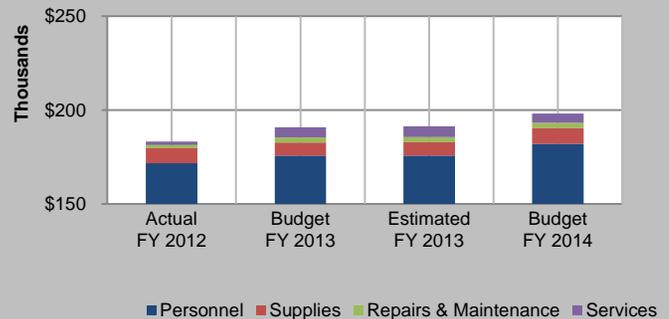
**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
<b>Permits:</b>			
Building	410	395	410
Plumbing	345	160	180
Mechanical	140	62	82
Electrical	254	87	107
Water Taps	74	51	71
Sewer Taps	74	51	71
<b>Inspections:</b>			
Building	610	764	820
Plumbing	585	552	570
Mechanical	240	382	430
Electrical	685	516	540
Other	80	158	210

**Division Expenditures**



**Division Expense History**



**Planning - Inspections**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-102-102	Salaries-Professional	\$ 71,229	\$ 72,421	\$ 72,421	\$ 75,492
01-4-102-104	Salaries-Operations	\$ 67,319	\$ 67,172	\$ 67,172	\$ 68,546
01-4-102-113	Health Insurance Allowance	\$ 286	\$ -	\$ -	\$ -
01-4-102-114	Allowances	\$ 162	\$ 840	\$ 840	\$ 840
01-4-102-121	TMRS	\$ 10,128	\$ 9,616	\$ 9,616	\$ 9,866
01-4-102-122	FICA	\$ 10,607	\$ 10,679	\$ 10,679	\$ 11,019
01-4-102-123	Employee Insurance	\$ 10,478	\$ 13,654	\$ 13,654	\$ 14,941
01-4-102-124	Workers' Comp. Insurance	\$ 910	\$ 776	\$ 776	\$ 735
01-4-102-125	Unemployment Compensation	\$ 613	\$ 613	\$ 613	\$ 613
	<b>Total Personnel</b>	<b>\$ 171,732</b>	<b>\$ 175,771</b>	<b>\$ 175,771</b>	<b>\$ 182,052</b>
01-4-102-201	Office Supplies	\$ 776	\$ 1,400	\$ 800	\$ 1,000
01-4-102-202	Postage	\$ 429	\$ 420	\$ 570	\$ 570
01-4-102-220	Clothing Supplies	\$ 60	\$ -	\$ -	\$ 500
01-4-102-222	Fuel	\$ 4,657	\$ 4,805	\$ 5,449	\$ 6,020
01-4-102-229	Tools & Other Supplies	\$ 2,028	\$ 370	\$ 370	\$ 370
	<b>Total Supplies</b>	<b>\$ 7,949</b>	<b>\$ 6,995</b>	<b>\$ 7,189</b>	<b>\$ 8,460</b>
01-4-102-403	Vehicle Maintenance	\$ 346	\$ 1,000	\$ 1,200	\$ 1,000
01-4-102-406	Computer System Maintenance	\$ 1,335	\$ 1,508	\$ 1,508	\$ 1,569
01-4-102-407	Radio Maintenance	\$ -	\$ 200	\$ -	\$ 200
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 1,680</b>	<b>\$ 2,708</b>	<b>\$ 2,708</b>	<b>\$ 2,769</b>
01-4-102-510	Dues & Publications	\$ 638	\$ 875	\$ 875	\$ 75
01-4-102-513	Travel & Training	\$ 1,774	\$ 2,585	\$ 2,585	\$ 2,584
01-4-102-550	Insurance-General Liability	\$ 144	\$ 178	\$ 175	\$ 200
01-4-102-551	Insurance-Errors & Omissions	\$ 304	\$ 378	\$ 394	\$ 450
01-4-102-554	Insurance-Automobile	\$ 393	\$ 421	\$ 397	\$ 429
01-4-102-563	Inspection Services	\$ -	\$ 110	\$ 110	\$ -
01-4-102-571	Demolition/Cleanup	\$ (2,390)	\$ -	\$ -	\$ -
01-4-102-581	Communication Services	\$ 1,077	\$ 780	\$ 1,080	\$ 1,040
	<b>Total Services</b>	<b>\$ 1,940</b>	<b>\$ 5,327</b>	<b>\$ 5,616</b>	<b>\$ 4,778</b>
01-4-102-903	Transfer to GF Capital Projects Fund	\$ -			\$ -
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Planning - Inspections</b>	<b>\$ 183,302</b>	<b>\$ 190,801</b>	<b>\$ 191,284</b>	<b>\$ 198,059</b>
	<b>Total Planning</b>	<b>\$ 330,726</b>	<b>\$ 352,172</b>	<b>\$ 354,031</b>	<b>\$ 342,212</b>

**Planning - Inspections**

Account Number	Description	Amount
01-4-102-403	<b>Vehicle Maintenance</b>	
	- Tires \$ 400 - Radiator \$ 600	<b>\$ 1,000</b>
406	<b>Computer System Maintenance</b>	
	- Invision CL maintenance - 5% \$ 111	
	- Invision PI maintenance \$ 1,319	
	- Invision TOP maintenance - 4% \$ 66	
	- Anti-spam & virus software \$ 48	
- Other maintenance \$ 25	<b>\$ 1,569</b>	
513	<b>Travel &amp; Training</b>	
	- Online Student Center \$ 184	
	- International Code Council certification \$ 1,000	
	- Other \$ 1,400	<b>\$ 2,584</b>

## 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

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- 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

---

- Updated the microfilm reader/printer with Friends of the Library donations. (A14, C2)
- Provided 2,578 books to children through Friends of the Library donations. (C2, C6, C8)
- Hosted 2 Christmas Polar Express Programs for 160 children. (C6, C7)
- Hosted a Summer Reading program involving 1,049 children. (C6, C7)
- Began a deposit collection of large print books at Chisholm Trail Senior Village. (C6, C7)
- Attended the Texas Library Association annual meeting. (A2, C8)
- Provided 137 items to other Texas Libraries through Inter-Library Loan. (A12, C8)
- Donated withdrawn large print books to the Belton Senior Center. (A12, C6, C8)
- Provided basic and advanced computer classes to 31 Belton citizens. (C6)
- Provided over 200 volunteer hours of service to teens. (C3, C6, C7)

## Goals

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- Utilize Texas State Library and Archives Commission Impact grant to purchase e-readers and electronic books for checkout. (A3, A14, C2)
- Reorganize call number scheme in Children's collection. (C2)
- Develop program for Belton's homeschooling families. (C6, C8)
- Provide afterschool programming for elementary age children. (C6)
- Include literacy skills in preschool story programs and provide (C6)
- Provide early literacy programming for parents and caregivers. (C6)

(Strategic Plan Goal #)

### Expenditure Summary

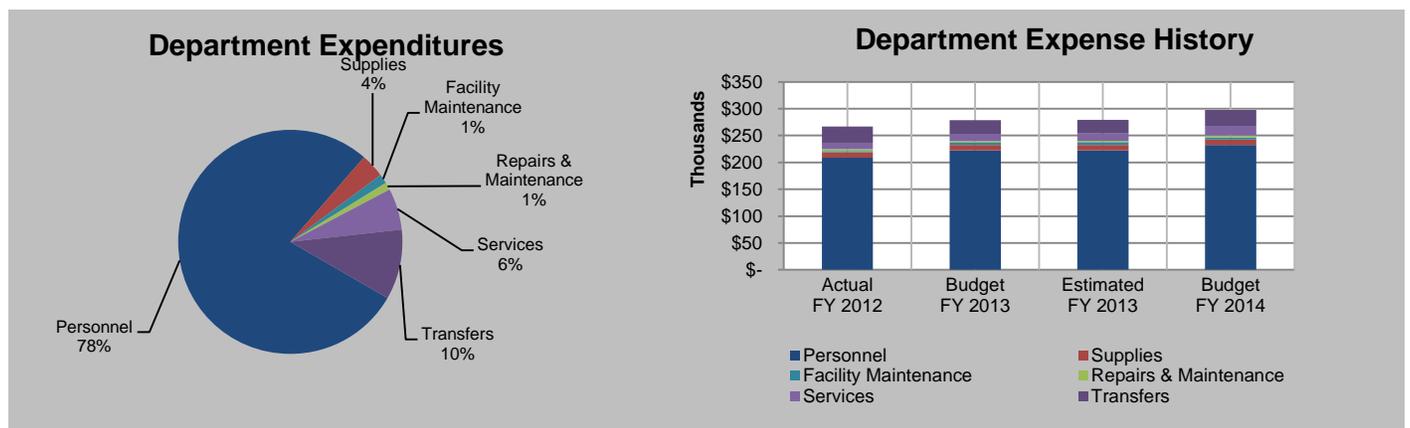
Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 208,520	\$ 222,507	\$ 222,507	\$ 232,465
Supplies	\$ 10,279	\$ 9,945	\$ 9,800	\$ 10,280
Facility Maintenance	\$ 2,501	\$ 4,150	\$ 5,223	\$ 4,000
Repairs & Maintenance	\$ 3,634	\$ 3,029	\$ 2,700	\$ 3,249
Services	\$ 11,623	\$ 13,830	\$ 13,817	\$ 17,807
Transfers	\$ 30,000	\$ 25,000	\$ 25,000	\$ 30,000
<b>Total</b>	<b>\$ 266,556</b>	<b>\$ 278,461</b>	<b>\$ 279,047</b>	<b>\$ 297,801</b>

### Workload/Demand Measures

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Book Stock	30,782	31,922	33,422
Periodical Titles	25	25	30
Videos	356	431	500
Circulation	61,670	65,072	69,000
Genealogy Books	5,000	2,768	2,800
Visitors	43,917	44,123	44,500
Hrs of Patron Computer Use	6,518	13,088	17,000

### Staffing

Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
Library Director	1	1	1
Librarian	1	1	1
Children's Library Clerk	0	1	1
Library Clerk II	3	2	2
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>



Library

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-110-101	Salaries-Administrative	\$ 62,694	\$ 62,358	\$ 62,358	\$ 64,815
01-4-110-102	Salaries-Professional	\$ 33,958	\$ 35,042	\$ 35,042	\$ 35,801
01-4-110-104	Salaries-Operations	\$ 64,868	\$ 70,175	\$ 70,175	\$ 73,295
01-4-110-113	Health Insurance Allowance	\$ 5,064	\$ -	\$ -	\$ -
01-4-110-121	TMRS	\$ 12,080	\$ 11,475	\$ 11,475	\$ 11,843
01-4-110-122	FICA	\$ 12,722	\$ 12,820	\$ 12,820	\$ 13,304
01-4-110-123	Employee Insurance	\$ 15,304	\$ 28,898	\$ 28,898	\$ 31,686
01-4-110-124	Workers' Comp. Insurance	\$ 476	\$ 434	\$ 434	\$ 416
01-4-110-125	Unemployment Compensation	\$ 1,353	\$ 1,305	\$ 1,305	\$ 1,305
	<b>Total Personnel</b>	<b>\$ 208,520</b>	<b>\$ 222,507</b>	<b>\$ 222,507</b>	<b>\$ 232,465</b>
01-4-110-201	Office Supplies	\$ 2,134	\$ 2,025	\$ 1,950	\$ 2,080
01-4-110-202	Postage	\$ 788	\$ 820	\$ 850	\$ 850
01-4-110-205	Educational Supplies	\$ 2,124	\$ 2,100	\$ 2,000	\$ 2,100
01-4-110-227	Janitorial Supplies	\$ 795	\$ 1,000	\$ 1,000	\$ 1,250
01-4-110-229	Tools & Other Supplies	\$ 4,439	\$ 4,000	\$ 4,000	\$ 4,000
	<b>Total Supplies</b>	<b>\$ 10,279</b>	<b>\$ 9,945</b>	<b>\$ 9,800</b>	<b>\$ 10,280</b>
01-4-110-301	Building Maintenance	\$ 2,475	\$ 3,150	\$ 2,669	\$ 3,000
01-4-110-302	Heat & A/C Maintenance	\$ 26	\$ 1,000	\$ 2,554	\$ 1,000
	<b>Total Facility Maintenance</b>	<b>\$ 2,501</b>	<b>\$ 4,150</b>	<b>\$ 5,223</b>	<b>\$ 4,000</b>
01-4-110-406	Computer System Maintenance	\$ 3,634	\$ 3,029	\$ 2,700	\$ 3,249
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 3,634</b>	<b>\$ 3,029</b>	<b>\$ 2,700</b>	<b>\$ 3,249</b>
01-4-110-501	Advertising & Promotion	\$ -	\$ -	\$ -	\$ 850
01-4-110-510	Dues & Publications	\$ 959	\$ 1,775	\$ 1,688	\$ 1,985
01-4-110-513	Travel & Training	\$ 623	\$ 1,614	\$ 1,614	\$ 3,080
01-4-110-550	Insurance-General Liability	\$ 91	\$ 113	\$ 111	\$ 127
01-4-110-551	Insurance-Errors & Omissions	\$ 193	\$ 240	\$ 250	\$ 286
01-4-110-556	Insurance-Real Property	\$ 1,156	\$ 1,156	\$ 1,054	\$ 1,439
01-4-110-581	Communication Services	\$ 815	\$ 902	\$ 1,120	\$ 1,600
01-4-110-582	Gas Service	\$ 485	\$ 510	\$ 595	\$ 620
01-4-110-583	Electric Service	\$ 7,301	\$ 7,520	\$ 7,385	\$ 7,820
	<b>Total Services</b>	<b>\$ 11,623</b>	<b>\$ 13,830</b>	<b>\$ 13,817</b>	<b>\$ 17,807</b>
01-4-110-903	Transfer to GF Capital Projects Fund	\$ -	\$ -	\$ -	\$ -
01-4-110-922	Transfer to Book Fund	\$ 30,000	\$ 25,000	\$ 25,000	\$ 30,000
	<b>Total Transfers</b>	<b>\$ 30,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>
	<b>Total Library</b>	<b>\$ 266,556</b>	<b>\$ 278,461</b>	<b>\$ 279,047</b>	<b>\$ 297,801</b>

**Library**

Account Number	Description	Amount
01-4-110-201	<b>Office Supplies</b>	
	- Letterhead, envelopes, & stationery	\$ 40
	- Archival folders and paper	\$ 250
	- Folders & binders	\$ 200
	- Copier & printer paper	\$ 350
	- Printer cartridges	\$ 950
	- Other	\$ 290
		<b>\$ 2,080</b>
205	<b>Educational Supplies</b>	
	- Summer reading program flyers	\$ 500
	- Summer reading program crafts & other supplies	\$ 400
	- Story hour & outreach program	\$ 750
	- Special programs	\$ 450
		<b>\$ 2,100</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Book processing materials	\$ 2,800
	- Photograph archival supplies	\$ 900
	- USA, Texas, & City flags	\$ 300
		<b>\$ 4,000</b>
301	<b>Building Maintenance</b>	
	- Repair and maintenance of Library building	
		<b>\$ 3,000</b>
406	<b>Computer System Maintenance</b>	
	- Content Café	\$ 300
	- Invision CL application maintenance - 5%	\$ 111
	- Collection software maintenance	\$ 2,000
	- Cisco Smartnet maintenance	\$ 118
	- Anti-spam & virus software	\$ 120
	- Cassie support/updates	\$ 350
- iBose Pro 150	\$ 250	
		<b>\$ 3,249</b>
501	<b>Advertising &amp; Promotion</b>	
	- Library flyers	\$ 500
	- Promotional flyers	\$ 350
		<b>\$ 850</b>
510	<b>Dues &amp; Publications</b>	
	- Online Novel guide	\$ 30
	- 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
- Civic club dues	\$ 240	
		<b>\$ 1,985</b>
513	<b>Travel &amp; Training</b>	
	- Online Student Center	\$ 230
	- Central Texas Library System workshops	\$ 150
	- Texas Library Association annual meeting - 2 staff	\$ 2,000
	- TML annual conference	\$ 700
		<b>\$ 3,080</b>
922	<b>Transfer to Book Fund</b>	
	- Transfer for new and replacement purchases	
		<b>\$ 30,000</b>

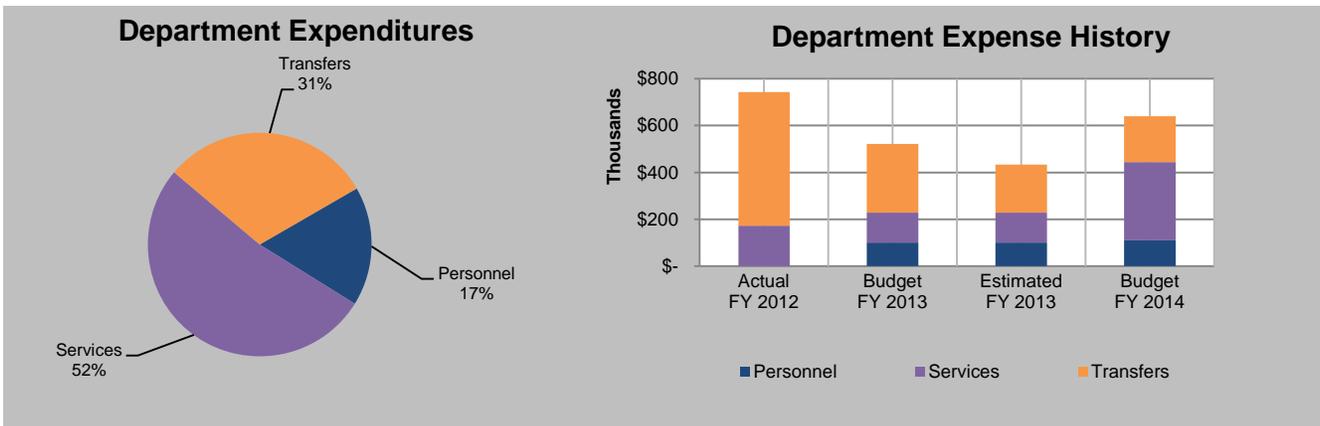
**Description**

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 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ -	\$ 100,003	\$ 100,003	\$ 110,000
Services	\$ 172,735	\$ 127,643	\$ 127,643	\$ 334,067
Transfers	\$ 570,384	\$ 294,542	\$ 205,000	\$ 195,000
<b>Total</b>	<b>\$ 743,119</b>	<b>\$ 522,188</b>	<b>\$ 432,646</b>	<b>\$ 639,067</b>



**Other Costs**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-120-160	Pay Plan Costs	\$ -	\$ 100,003	\$ 100,003	\$ 110,000
	<b>Total Personnel</b>	<b>\$ -</b>	<b>\$ 100,003</b>	<b>\$ 100,003</b>	<b>\$ 110,000</b>
01-4-120-701	Strategic Plan Elements	\$ 82,669	\$ 5,750	\$ 5,750	\$ 136,817
01-4-120-706	Contributions	\$ 90,066	\$ 91,668	\$ 91,668	\$ 97,250
01-4-120-707	Contingency	\$ -	\$ 30,225	\$ 30,225	\$ 100,000
	<b>Total Services</b>	<b>\$ 172,735</b>	<b>\$ 127,643</b>	<b>\$ 127,643</b>	<b>\$ 334,067</b>
01-4-120-903	Transfer to GF Capital Projects Fund	\$ -	\$ 10,000	\$ 10,000	\$ -
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	\$ 95,384	\$ 95,000	\$ 95,000	\$ 95,000
01-4-120-947	Transfer to 2007 CO's Fund	\$ 375,000	\$ -	\$ -	\$ -
01-4-120-961	Transfer to Safe Routes Fund	\$ -	\$ 89,542	\$ -	\$ -
	<b>Total Transfers</b>	<b>\$ 570,384</b>	<b>\$ 294,542</b>	<b>\$ 205,000</b>	<b>\$ 195,000</b>
	<b>Total Other Costs</b>	<b>\$ 743,119</b>	<b>\$ 522,188</b>	<b>\$ 432,646</b>	<b>\$ 639,067</b>

**Other Costs**

Account Number	Description	Amount
<b>01-4-120-160</b>	<b>Pay Plan Costs</b>	
	- Funding for pay plan increases for General Fund employees	\$ 85,000
	- Funding for Civil Service step increases	\$ 25,000
		<b>\$ 110,000</b>
<b>701</b>	<b>Strategic Plan Elements</b>	
	- Strategic plan update	\$ 2,750
	- Essential Interviewing Skills	\$ 1,503
	- Service Culture phase 2	\$ 1,117
	- Service Culture phase 3	\$ 25,047
	- Compensation study	\$ 50,000
	- Street maintenance plan	\$ 50,000
	- Design standards update	\$ 6,400
		<b>\$ 136,817</b>
<b>706</b>	<b>Contributions</b>	
	- HOT Defense Alliance	\$ 5,630
	- Bell County Health District	\$ 41,777
	- Belton Christian Youth Center	\$ 5,000
	- Senior Citizen Center	\$ 10,000
	- HOP Public Transportation	\$ 11,343
	- Downtown Belton Merchants Association	\$ 2,500
	- BISD crossing guard program	\$ 21,000
		<b>\$ 97,250</b>
<b>707</b>	<b>Contingency</b>	
	- 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.	
		<b>\$ 100,000</b>
<b>904</b>	<b>Transfer to Capital Equipment Fund</b>	
	- Transfer to Capital Equipment Fund	
		<b>\$ 100,000</b>
<b>919</b>	<b>Transfer to Civil Service Fund</b>	
	- Sick leave accrual fund	\$ 70,000
	- Civil service costs	\$ 25,000
		<b>\$ 95,000</b>



**Description**

The Solid Waste department is comprised of two divisions:

1. Collection
2. Brush

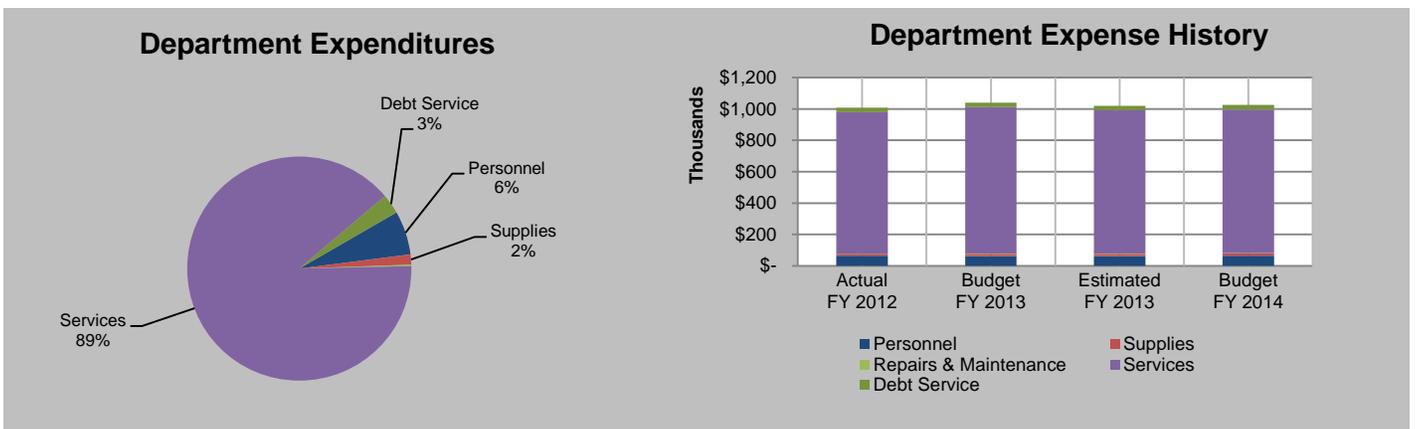
The details of these divisions follow.

**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 63,719	\$ 61,861	\$ 61,861	\$ 64,711
Supplies	\$ 12,983	\$ 14,009	\$ 14,055	\$ 14,944
Repairs & Maintenance	\$ 1,170	\$ 3,300	\$ 3,500	\$ 2,100
Services	\$ 900,477	\$ 931,982	\$ 911,894	\$ 913,922
Debt Service	\$ 29,156	\$ 29,156	\$ 29,156	\$ 29,156
<b>Total</b>	<b>\$ 1,007,505</b>	<b>\$ 1,040,308</b>	<b>\$ 1,020,466</b>	<b>\$ 1,024,833</b>

**Staffing**

Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
Maintenance Worker II	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>



## **Mission**

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To provide efficient, cost effective solid waste collection, disposal, and recycling services.

## **Description**

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- Manage solid waste collection, disposal, and recycling.
- Promote recycling by providing public education materials and information.

## **Accomplishments**

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- Developed RFP for the new solid waste and recycling contract. (A-13)
- Negotiated a new five year contract with Waste Management for solid waste collection, disposal, and recycling services. (A-13)

## **Goals**

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- Implement new method of solid waste collection utilizing polycarts. (F-2)
- Start City-wide residential and institutional recycling program. (A-13)
- Develop a baseline goal for the amount of recycled materials. (A-13)

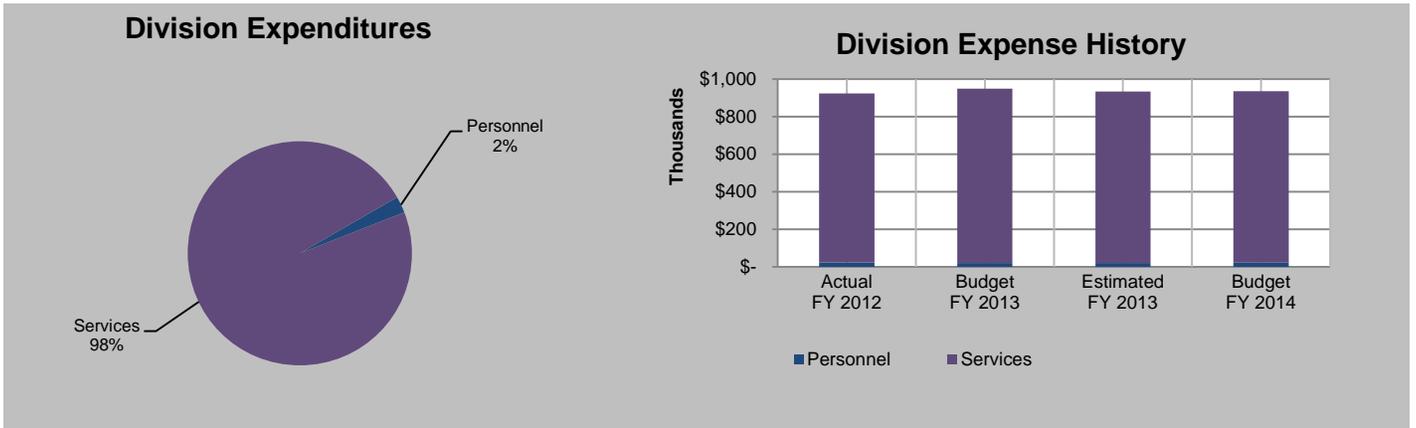
(Strategic Plan Goal #)

**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 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 23,664	\$ 21,315	\$ 21,315	\$ 22,298
Services	\$ 899,870	\$ 927,600	\$ 911,150	\$ 912,300
<b>Total</b>	<b>\$ 923,534</b>	<b>\$ 948,915</b>	<b>\$ 932,465</b>	<b>\$ 934,598</b>



**Solid Waste - Collection**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-131-101	Salaries-Administrative	\$ 5,635	\$ 5,605	\$ 5,605	\$ 5,851
01-4-131-102	Salaries-Professional	\$ 3,734	\$ 3,714	\$ 3,714	\$ 3,887
01-4-131-103	Salaries-Supervisory	\$ 6,964	\$ 4,917	\$ 4,917	\$ 5,136
01-4-131-104	Salaries-Operations	\$ 2,723	\$ 2,752	\$ 2,752	\$ 2,837
01-4-131-113	Health Insurance Allowance	\$ 5	\$ -	\$ -	\$ -
01-4-131-121	TMRS	\$ 1,410	\$ 1,163	\$ 1,163	\$ 1,206
01-4-131-122	FICA	\$ 1,406	\$ 1,300	\$ 1,300	\$ 1,355
01-4-131-123	Employee Insurance	\$ 1,652	\$ 1,743	\$ 1,743	\$ 1,907
01-4-131-124	Workers' Comp Insurance	\$ 57	\$ 43	\$ 43	\$ 41
01-4-131-125	Unemployment Compensation	\$ 78	\$ 78	\$ 78	\$ 78
	<b>Total Personnel</b>	<b>\$ 23,664</b>	<b>\$ 21,315</b>	<b>\$ 21,315</b>	<b>\$ 22,298</b>
01-4-131-561	Legal Expenses	\$ -	\$ -	\$ 350	\$ -
01-4-131-591	Recycling Program	\$ 2,246	\$ 1,500	\$ -	\$ 1,500
01-4-131-592	Refuse Collection Contract	\$ 897,623	\$ 926,100	\$ 910,800	\$ 910,800
	<b>Total Services</b>	<b>\$ 899,870</b>	<b>\$ 927,600</b>	<b>\$ 911,150</b>	<b>\$ 912,300</b>
	<b>Total Solid Waste - Collection</b>	<b>\$ 923,534</b>	<b>\$ 948,915</b>	<b>\$ 932,465</b>	<b>\$ 934,598</b>

**Refuse**

Account Number	Description	Amount
01-4-131-591	<b>Recycling Program</b> - Promotion and supplies for recycling efforts	\$ 1,500
722	<b>Refuse Collection Contract</b> - Contract payments to private vendor for City-wide collection of refuse	\$ 910,800



## **Mission**

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To provide residential brush collection services.

## **Description**

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

## **Accomplishments**

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- Established a zone collection system based on work orders to reduce collection time and fuel consumption. (A13)
- Implemented preventative maintenance program for the brush collection unit. (B10)
- Completed all brush pick up work orders in a timely manner. (B8)

## **Goals**

---

- Continue to improve collection methodology to reduce collection time and fuel consumption. (A13)
- Continue preventative maintenance program. (B10)
- Provide public education regarding the requirements of brush collection program. (A7)

(Strategic Plan Goal #)

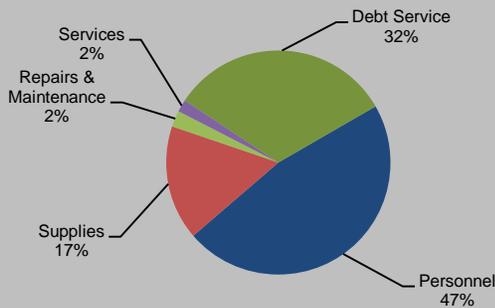
### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 40,054	\$ 40,546	\$ 40,546	\$ 42,413
Supplies	\$ 12,983	\$ 14,009	\$ 14,055	\$ 14,944
Repairs & Maintenance	\$ 1,170	\$ 3,300	\$ 3,500	\$ 2,100
Services	\$ 608	\$ 4,382	\$ 744	\$ 1,622
Debt Service	\$ 29,156	\$ 29,156	\$ 29,156	\$ 29,156
<b>Total</b>	<b>\$ 83,971</b>	<b>\$ 91,393</b>	<b>\$ 88,001</b>	<b>\$ 90,235</b>

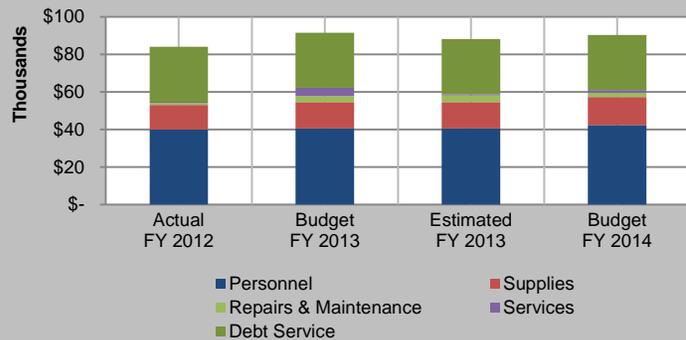
### Workload/Demand Measures

Measurement	2012 Actual	2013 Estimated	FY 2014 Budget
Work Orders Completed	2,338	1,409	1,500

Division Expenditures



Division Expense History



**Solid Waste - Brush**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-132-104	Salaries-Operations	\$ 28,609	\$ 28,816	\$ 28,816	\$ 30,041
01-4-132-121	TMRS	\$ 2,082	\$ 1,973	\$ 1,973	\$ 2,046
01-4-132-122	FICA	\$ 2,129	\$ 2,204	\$ 2,204	\$ 2,298
01-4-132-123	Employee Insurance	\$ 5,284	\$ 5,810	\$ 5,810	\$ 6,358
01-4-132-124	Workers' Comp Insurance	\$ 1,689	\$ 1,482	\$ 1,482	\$ 1,409
01-4-132-125	Unemployment Compensation	\$ 261	\$ 261	\$ 261	\$ 261
	<b>Total Personnel</b>	<b>\$ 40,054</b>	<b>\$ 40,546</b>	<b>\$ 40,546</b>	<b>\$ 42,413</b>
01-4-132-201	Office Supplies	\$ -	\$ -	\$ -	\$ 150
01-4-132-220	Clothing Supplies	\$ 479	\$ 574	\$ 574	\$ 654
01-4-132-222	Fuel	\$ 12,504	\$ 12,935	\$ 12,981	\$ 13,640
01-4-132-229	Tools & Other Supplies	\$ -	\$ 500	\$ 500	\$ 500
	<b>Total Supplies</b>	<b>\$ 12,983</b>	<b>\$ 14,009</b>	<b>\$ 14,055</b>	<b>\$ 14,944</b>
01-4-132-403	Vehicle Maintenance	\$ 1,170	\$ 3,300	\$ 3,500	\$ 2,000
01-4-132-407	Radio Maintenance	\$ -	\$ -	\$ -	\$ 100
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 1,170</b>	<b>\$ 3,300</b>	<b>\$ 3,500</b>	<b>\$ 2,100</b>
01-4-132-501	Advertising & Public Notices	\$ -	\$ 500	\$ 200	\$ 500
01-4-132-513	Travel & Training	\$ -	\$ -	\$ 10	\$ 10
01-4-132-550	Insurance-General Liability	\$ 24	\$ 30	\$ 28	\$ 32
01-4-132-551	Insurance-Errors & Omissions	\$ 51	\$ 64	\$ 60	\$ 69
01-4-132-554	Insurance-Automobile	\$ 533	\$ 588	\$ 446	\$ 511
01-4-132-573	Tipping Fees	\$ -	\$ 3,200	\$ -	\$ 500
	<b>Total Services</b>	<b>\$ 608</b>	<b>\$ 4,382</b>	<b>\$ 744</b>	<b>\$ 1,622</b>
01-4-132-601	Debt Service Payments	\$ 29,156	\$ 29,156	\$ 29,156	\$ 29,156
	<b>Total Debt Service</b>	<b>\$ 29,156</b>	<b>\$ 29,156</b>	<b>\$ 29,156</b>	<b>\$ 29,156</b>
	<b>Total Solid Waste - Brush</b>	<b>\$ 83,971</b>	<b>\$ 91,393</b>	<b>\$ 88,001</b>	<b>\$ 90,235</b>
	<b>Total Solid Waste</b>	<b>\$ 1,007,505</b>	<b>\$ 1,040,308</b>	<b>\$ 1,020,466</b>	<b>\$ 1,024,833</b>

**Solid Waste - Brush**

Account Number	Description	Amount
01-4-132-201	<b>Office Supplies</b>	
	- Toner cartridge	\$ 45
	- Paper	\$ 24
	- Notebooks, pens, folders	\$ 16
	- Correction tape, pencils	\$ 7
	- Staples, paper clips	\$ 8
	- Door knockers	\$ 50
		<b>\$ 150</b>
220	<b>Clothing Supplies</b>	
	- Steel toed boots	\$ 140
	- Tee shirts	\$ 26
	- Uniform rental	\$ 318
	- Safety glasses & gloves	\$ 31
	- Foul weather gear	\$ 45
	- Safety gear and vest	\$ 94
		<b>\$ 654</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Hand tools	\$ 200
	- Ice, Gatorade, etc.	\$ 50
	- Traffic cones, signs	\$ 250
		<b>\$ 500</b>
403	<b>Vehicle Maintenance</b>	
	- Maintenance for brush truck	
		<b>\$ 2,000</b>
501	<b>Advertising &amp; Public Notice</b>	
	- Notices to residential customers concerning brush collection	
		<b>\$ 500</b>
573	<b>Tipping fees</b>	
	- Tipping fees for brush disposal	
		<b>\$ 500</b>
601	<b>Debt Service Payments</b>	
	- Payment to Capital Equipment Fund - brush truck loan payment #5 of 5	
		<b>\$ 29,156</b>





## **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**

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- Relocated fleet maintenance equipment and supplies to the new fleet maintenance facility. (B10)
- Organized fleet maintenance to improve overall performance and service. (B10)

## **Goals**

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- Develop methodology for inventorying supplies and equipment. (A14)
- Utilize proposed Public Works Work Order and Asset Management System to track all service performed. (A14)
- Develop system to notify Departments about routine and preventative maintenance needed on all equipment and vehicles. (A13)
- Minimize the downtime of emergency vehicles by keeping an inventory of common repair parts. (E1)

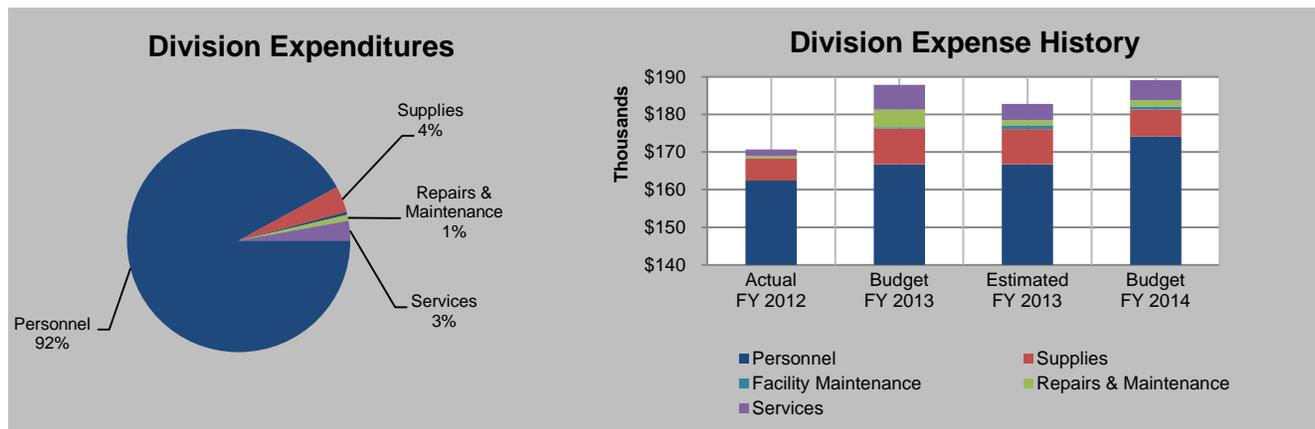
(Strategic Plan Goal #)

### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 162,397	\$ 166,691	\$ 166,691	\$ 174,192
Supplies	\$ 5,915	\$ 9,581	\$ 9,421	\$ 7,162
Facility Maintenance	\$ 53	\$ 400	\$ 1,000	\$ 800
Repairs & Maintenance	\$ 591	\$ 4,608	\$ 1,400	\$ 1,648
Services	\$ 1,742	\$ 6,579	\$ 4,316	\$ 5,391
<b>Total</b>	<b>\$ 170,698</b>	<b>\$ 187,859</b>	<b>\$ 182,828</b>	<b>\$ 189,193</b>

### Workload/Demand Measures

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Work Orders Completed	1,367	1,398	1,400



**Maintenance - Fleet**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-141-101	Salaries-Administrative	\$ 8,920	\$ 8,872	\$ 8,872	\$ 8,872
01-4-141-103	Salaries-Supervisory	\$ 54,391	\$ 54,311	\$ 54,311	\$ 56,613
01-4-141-104	Salaries-Operations	\$ 62,338	\$ 62,866	\$ 62,866	\$ 65,809
01-4-141-107	Salaries-Overtime	\$ 49	\$ 500	\$ 500	\$ 500
01-4-141-113	Health Insurance Allowance	\$ 80	\$ -	\$ -	\$ -
01-4-141-121	TMRS	\$ 9,160	\$ 8,665	\$ 8,665	\$ 8,975
01-4-141-122	FICA	\$ 8,935	\$ 9,681	\$ 9,681	\$ 10,082
01-4-141-123	Employee Insurance	\$ 14,318	\$ 18,012	\$ 18,012	\$ 19,709
01-4-141-124	Workers' Comp. Insurance	\$ 3,397	\$ 2,975	\$ 2,975	\$ 2,823
01-4-141-125	Unemployment Compensation	\$ 809	\$ 809	\$ 809	\$ 809
	<b>Total Personnel</b>	<b>\$ 162,397</b>	<b>\$ 166,691</b>	<b>\$ 166,691</b>	<b>\$ 174,192</b>
01-4-141-201	Office Supplies	\$ 30	\$ 100	\$ 100	\$ 100
01-4-141-220	Clothing Supplies	\$ 1,296	\$ 1,505	\$ 1,505	\$ 1,741
01-4-141-221	Chemical Supplies	\$ 101	\$ 250	\$ 200	\$ 250
01-4-141-222	Fuel	\$ 3,261	\$ 3,173	\$ 2,763	\$ 3,050
01-4-141-227	Janitorial Supplies	\$ 244	\$ 300	\$ 300	\$ 300
01-4-141-229	Tools & Other Supplies	\$ 982	\$ 900	\$ 1,200	\$ 1,721
01-4-141-250	Small Equipment	\$ -	\$ 3,353	\$ 3,353	\$ -
	<b>Total Supplies</b>	<b>\$ 5,915</b>	<b>\$ 9,581</b>	<b>\$ 9,421</b>	<b>\$ 7,162</b>
01-4-141-301	Building Maintenance	\$ 48	\$ 200	\$ 900	\$ 500
01-4-141-302	Heat & A/C Maintenance	\$ 5	\$ 200	\$ 100	\$ 300
	<b>Total Facility Maintenance</b>	<b>\$ 53</b>	<b>\$ 400</b>	<b>\$ 1,000</b>	<b>\$ 800</b>
01-4-141-402	Equipment & Machinery Maint.	\$ 550	\$ 800	\$ 750	\$ 1,000
01-4-141-403	Vehicle Maintenance	\$ 29	\$ 500	\$ 500	\$ 500
01-4-141-406	Computer System Maintenance	\$ 12	\$ 3,208	\$ 50	\$ 48
01-4-141-407	Radio Maintenance	\$ -	\$ 100	\$ 100	\$ 100
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 591</b>	<b>\$ 4,608</b>	<b>\$ 1,400</b>	<b>\$ 1,648</b>
01-4-141-513	Travel & Training	\$ 378	\$ 247	\$ 400	\$ 246
01-4-141-550	Insurance-General Liability	\$ 66	\$ 82	\$ 81	\$ 92
01-4-141-551	Insurance-Errors & Omissions	\$ 140	\$ 174	\$ 181	\$ 207
01-4-141-554	Insurance-Automobile	\$ 441	\$ 469	\$ 439	\$ 504
01-4-141-556	Insurance-Real Property	\$ 90	\$ 90	\$ 200	\$ 1,272
01-4-141-581	Communication Services	\$ 379	\$ 340	\$ 380	\$ 360
01-4-141-582	Gas Service	\$ -	\$ 2,457	\$ 1,500	\$ 1,500
01-4-141-583	Electric Service	\$ 247	\$ 2,720	\$ 1,135	\$ 1,210
	<b>Total Services</b>	<b>\$ 1,742</b>	<b>\$ 6,579</b>	<b>\$ 4,316</b>	<b>\$ 5,391</b>
	<b>Total Maintenance - Fleet</b>	<b>\$ 170,698</b>	<b>\$ 187,859</b>	<b>\$ 182,828</b>	<b>\$ 189,193</b>

**Maintenance - Fleet**

Account Number	Description	Amount
01-4-141-220	<b>Clothing Supplies</b>	
	- Uniform rental - 3 staff	\$ 954
	- Tee shirts - 3 staff	\$ 66
	- Gloves	\$ 100
	- Safety gear	\$ 201
	- Steel toed boots - 3 staff	\$ 420
		<b>\$ 1,741</b>
221	<b>Chemical Supplies</b>	
	- Oxygen, acetylene, & argon gas	\$ 150
	- Kerosene	\$ 50
	- Other	\$ 50
		<b>\$ 250</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Paint	\$ 50
	- Glues & epoxies	\$ 25
	- Hand tools, grease gun, drills	\$ 1,000
	- Tire repair kits	\$ 150
	- Grinding, cutting, & sanding discs	\$ 50
	- Fire extinguishers	\$ 86
	- First aid kits	\$ 60
	- Other	\$ 300
		<b>\$ 1,721</b>
406	<b>Computer System Maintenance</b>	
	- Anti-spam & virus software	
		<b>\$ 48</b>
513	<b>Travel &amp; Training</b>	
	- Online Student Center	\$ 46
	- Continuing education	\$ 200
		<b>\$ 246</b>

## Mission

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

## Description

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

## Accomplishments

---

- Arranged new building maintenance office and organized records, plans, and warranty documents. (B10)
- Evaluated additional electrical meters and services at Yettie Polk Park in response to increasing vendor requests for electricity and added additional electrical feeds and outlets to accommodate increased demand. (C2)
- Developed new building maintenance employee to assist with increased work load demands, including providing tools, truck, and training. (A2, C2)
- Removed and updated the electrical supply and connections on the pavilion and at the corner of the parking lot and Davis St. in Yettie Polk Park. (C2)
- Assisted the IT Department in installing security measures at both fire stations. (F3-7)
- Coordinated with the parks department to develop the new on-call system for park and recreation events. (A7)

## Goals

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- Secure and oversee the contractor installing a new roof on the public works administration building. (A13, A14)
- Develop RFQ for performance contracting. (A13)
- Organize and inventory the storage area at the City storage facility and develop an office furniture exchange system. (A9)
- Develop and implement an inventory control system and storage system for the Public Works Department. (A14)
- Oversee the construction work needed at the Library staff parking area.
- Create landscaper area to store tools and equipment, and create area to store bulk compost and mulch.
- Develop the current Sr. Maintenance Worker to handle the duties and responsibilities of that position, to include training in time management, development of organizational skills, and job knowledge. (A7)

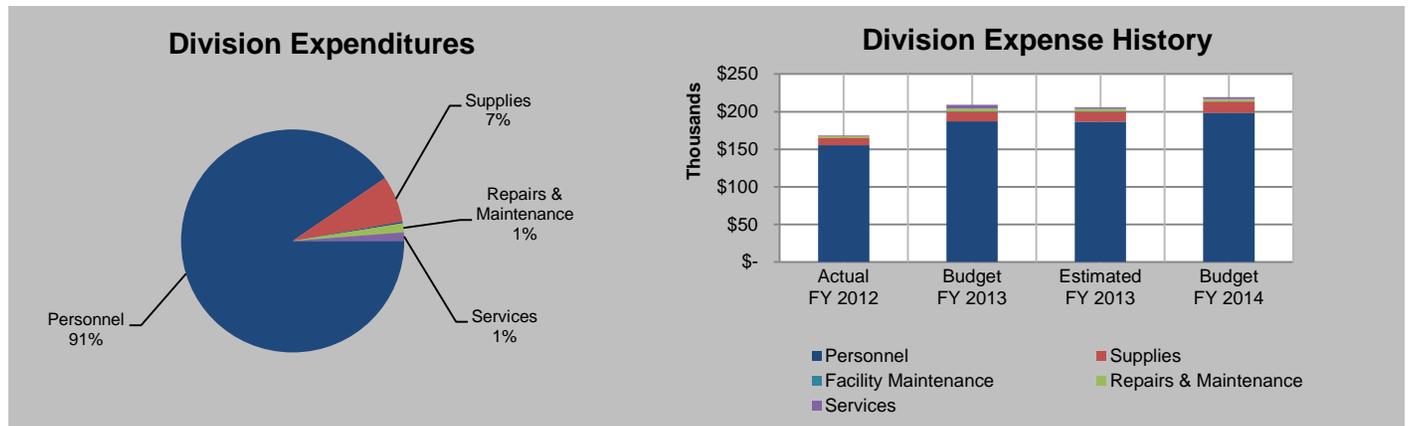
(Strategic Plan Goal #)

**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 155,335	\$ 187,077	\$ 186,877	\$ 198,460
Supplies	\$ 10,011	\$ 12,625	\$ 12,939	\$ 14,810
Facility Maintenance	\$ -	\$ 500	\$ 250	\$ 500
Repairs & Maintenance	\$ 2,119	\$ 3,823	\$ 3,698	\$ 2,891
Services	\$ 1,222	\$ 5,263	\$ 1,874	\$ 2,674
<b>Total</b>	<b>\$ 168,686</b>	<b>\$ 209,288</b>	<b>\$ 205,638</b>	<b>\$ 219,335</b>

**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Sq. Ft. of Bldgs. Cleaned	36,323	40,641	40,641
Work Orders Completed	871	996	1,000
Pocket Parks Maintained	0	41	42
Buildings Landscaped	0	10	10



**Maintenance - Buildings & Grounds**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
01-4-142-103	Salaries-Supervisory	\$ 38,312	\$ 39,302	\$ 39,302	\$ 41,604
01-4-142-104	Salaries-Operations	\$ 73,743	\$ 93,434	\$ 93,434	\$ 99,066
01-4-142-107	Salaries-Overtime	\$ 430	\$ 200	\$ -	\$ 200
01-4-142-114	Allowances	\$ 382	\$ 600	\$ 600	\$ 600
01-4-142-121	TMRS	\$ 8,227	\$ 9,246	\$ 9,246	\$ 9,634
01-4-142-122	FICA	\$ 8,510	\$ 10,284	\$ 10,284	\$ 10,777
01-4-142-123	Employee Insurance	\$ 21,035	\$ 28,898	\$ 28,898	\$ 31,635
01-4-142-124	Workers' Comp. Insurance	\$ 3,652	\$ 3,808	\$ 3,808	\$ 3,639
01-4-142-125	Unemployment Compensation	\$ 1,044	\$ 1,305	\$ 1,305	\$ 1,305
	<b>Total Personnel</b>	<b>\$ 155,335</b>	<b>\$ 187,077</b>	<b>\$ 186,877</b>	<b>\$ 198,460</b>
01-4-142-201	Office Supplies	\$ 97	\$ 100	\$ 140	\$ 326
01-4-142-220	Clothing Supplies	\$ 1,798	\$ 1,905	\$ 1,905	\$ 3,026
01-4-142-222	Fuel	\$ 7,423	\$ 7,820	\$ 8,044	\$ 8,890
01-4-142-227	Janitorial Supplies	\$ 42	\$ 100	\$ 150	\$ 200
01-4-142-229	Tools & Other Supplies	\$ 651	\$ 2,700	\$ 2,700	\$ 2,368
	<b>Total Supplies</b>	<b>\$ 10,011</b>	<b>\$ 12,625</b>	<b>\$ 12,939</b>	<b>\$ 14,810</b>
01-4-142-301	Building Maintenance	\$ -	\$ 250	\$ 250	\$ 250
01-4-142-302	Heat & A/C Maintenance	\$ -	\$ 250	\$ -	\$ 250
	<b>Total Facility Maintenance</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 250</b>	<b>\$ 500</b>
01-4-142-402	Equipment & Machinery Maintenance	\$ 58	\$ 100	\$ 125	\$ 250
01-4-142-403	Vehicle Maintenance	\$ 1,895	\$ 3,400	\$ 3,400	\$ 2,290
01-4-142-406	Computer Maintenance	\$ 19	\$ 23	\$ 23	\$ 51
01-4-142-407	Radio Maintenance	\$ 146	\$ 300	\$ 150	\$ 300
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 2,119</b>	<b>\$ 3,823</b>	<b>\$ 3,698</b>	<b>\$ 2,891</b>
01-4-142-510	Dues & Publications	\$ -	\$ 50	\$ 50	\$ 346
01-4-142-513	Travel & Training	\$ 32	\$ 80	\$ 80	\$ 196
01-4-142-550	Insurance-General Liability	\$ 62	\$ 77	\$ 75	\$ 86
01-4-142-551	Insurance-Errors & Omissions	\$ 131	\$ 162	\$ 169	\$ 194
01-4-142-554	Insurance-Automobile	\$ 582	\$ 637	\$ 820	\$ 917
01-4-142-556	Insurance-Real Property	\$ -	\$ -	\$ 15	\$ 235
01-4-142-581	Communication Services	\$ 353	\$ 340	\$ -	\$ -
01-4-142-582	Gas Service	\$ -	\$ 567	\$ 345	\$ 350
01-4-142-583	Electric Service	\$ 62	\$ 3,350	\$ 320	\$ 350
	<b>Total Services</b>	<b>\$ 1,222</b>	<b>\$ 5,263</b>	<b>\$ 1,874</b>	<b>\$ 2,674</b>
	<b>Total Maint. - Bldgs &amp; Grounds</b>	<b>\$ 168,686</b>	<b>\$ 209,288</b>	<b>\$ 205,638</b>	<b>\$ 219,335</b>
	<b>Total Maintenance</b>	<b>\$ 339,384</b>	<b>\$ 397,147</b>	<b>\$ 388,466</b>	<b>\$ 408,528</b>

**Maintenance - Buildings & Grounds**

Account Number	Description	Amount
01-4-142-201	<b>Office Supplies</b>	
	- Ink cartridges	\$ 160
	- Pens, pencils, file labels	\$ 16
	- Manila folders, hanging files, wall files	\$ 64
	- Paper clips, tape, staples, binder clips	\$ 31
	- Notebooks	\$ 12
	- Binders	\$ 23
	- Paper	\$ 20
		<b>\$ 326</b>
220	<b>Clothing Supplies</b>	
	- Uniform rental - 5 staff	\$ 1,590
	- Tee shirts	\$ 110
	- Gloves	\$ 176
	- Steel toed boots - 4 staff	\$ 560
	- Foul weather gear	\$ 122
	- Safety gear	\$ 468
		<b>\$ 3,026</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Hand tools	\$ 1,022
	- Electrical tools	\$ 206
	- Ladders	\$ 172
	- Mid size truck tool box, tool box storage containers	\$ 215
	- Landscaping tools	\$ 236
	- Gas can, cargo tarp, jumper cables	\$ 109
	- Fire extinguishers, first aid kits	\$ 312
	- Wasp, hornet, & mosquito spray	\$ 96
		<b>\$ 2,368</b>
403	<b>Vehicle Maintenance</b>	
	- Transmission rebuild	\$ 1,250
	- Other	\$ 1,040
		<b>\$ 2,290</b>
406	<b>Computer Maintenance</b>	
	- Anti-spam & virus software	\$ 25
	- Cisco Smartnet Maintenance	\$ 26
		<b>\$ 51</b>
510	<b>Dues &amp; Publications</b>	
	- Sam's Club memberships	\$ 60
	-Pest control license	\$ 110
	-Backflow license	\$ 111
	-TWUA membership	\$ 65
		<b>\$ 346</b>
513	<b>Travel &amp; Training</b>	
	- Online Student Center	\$ 46
	- Pest control continuing education	\$ 100
	- 4th of July parade employee lunch	\$ 50
		<b>\$ 196</b>



# City of Belton Fund Balance Projection FY 2014

## - Water & Sewer Fund -

<b>Projected Beginning Fund Balance</b>		<b>\$ 4,236,179</b>
Budgeted Revenues and Transfers In	\$ 5,273,400	
Budgeted Expenditures		
Personnel	\$ 1,391,577	
Supplies	\$ 133,110	
Repairs & Maintenance	\$ 158,368	
Services	\$ 265,837	
Water Purchases	\$ 1,336,864	
Sewer Treatment	\$ 550,524	
Transfer to GF	\$ 367,659	
Recurring Capital	\$ 98,415	
Contingency	\$ 25,000	
Debt Service	\$ 762,198	
Total Operating & Debt Expenditures	\$ (5,089,552)	
Revenues in Excess of O&M & Debt Expenditures	\$ 183,848	
Transfer to Capital Projects Fund	\$ (200,000)	
Strategic Plan	\$ (92,482)	
Net Impact of Budget on Fund Balance		<b>\$ (108,634)</b>
<b>Projected Ending Fund Balance</b>		<b>(b) \$ 4,127,545</b>
Minimum Fund Balance (3 months O&M Budget)		(a) \$ (1,081,839)
Highest Annual Debt Service		\$ (762,198)
<b>Projected Fund Balance in Excess of Minimum</b>		<b>\$ 2,283,507</b>

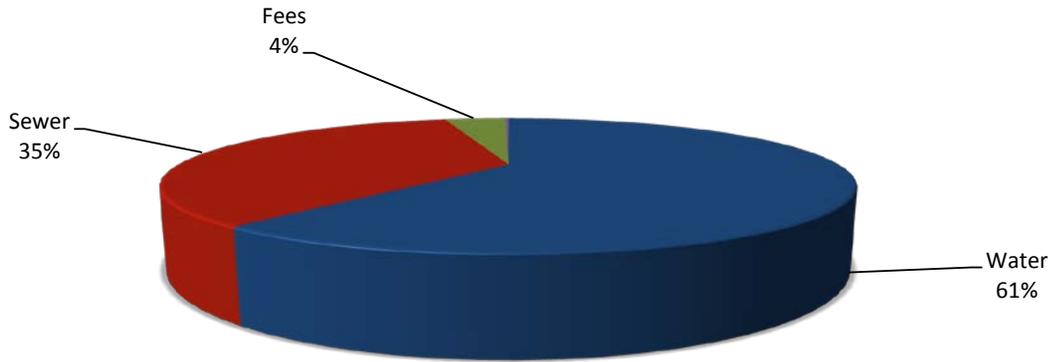
(a) City policy requires a minimum unreserved cash balance equal to at least three months of operating expenditures and one year of annual debt service. For the proposed FY 2014 budget, the minimum cash balance is \$1,844,037. The projected cash balance at the end of FY 2014 is 9.33 months of operating 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.

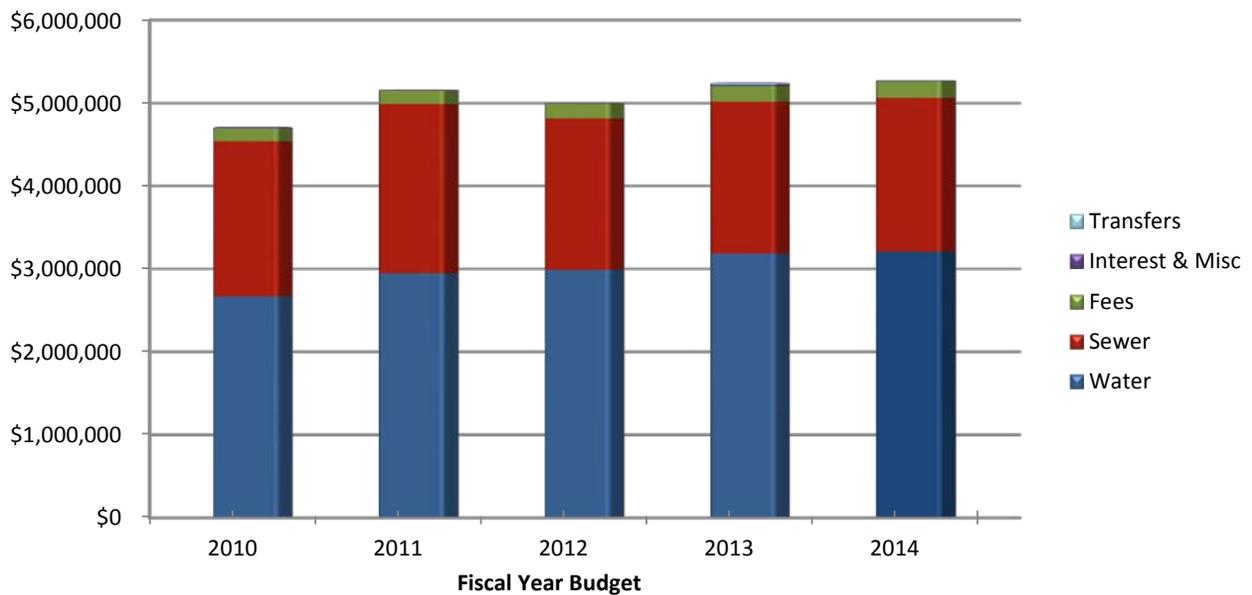
# Water & Sewer Fund

## - Revenues -

### FY 2014



**Revenues by Source  
FY 2014 Budget**

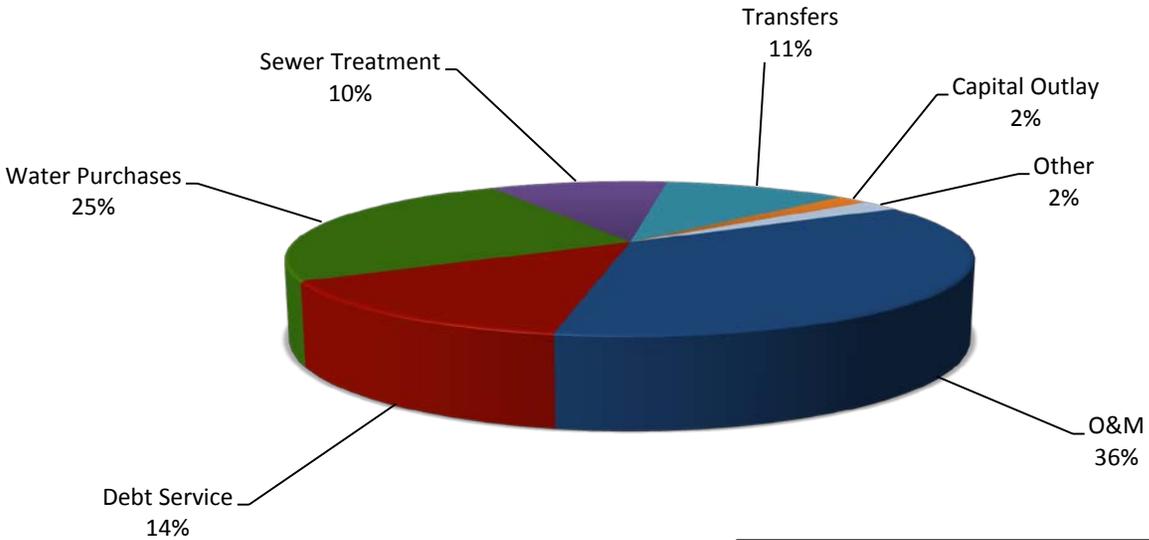


**Revenues by Source  
Last Five Budgets**

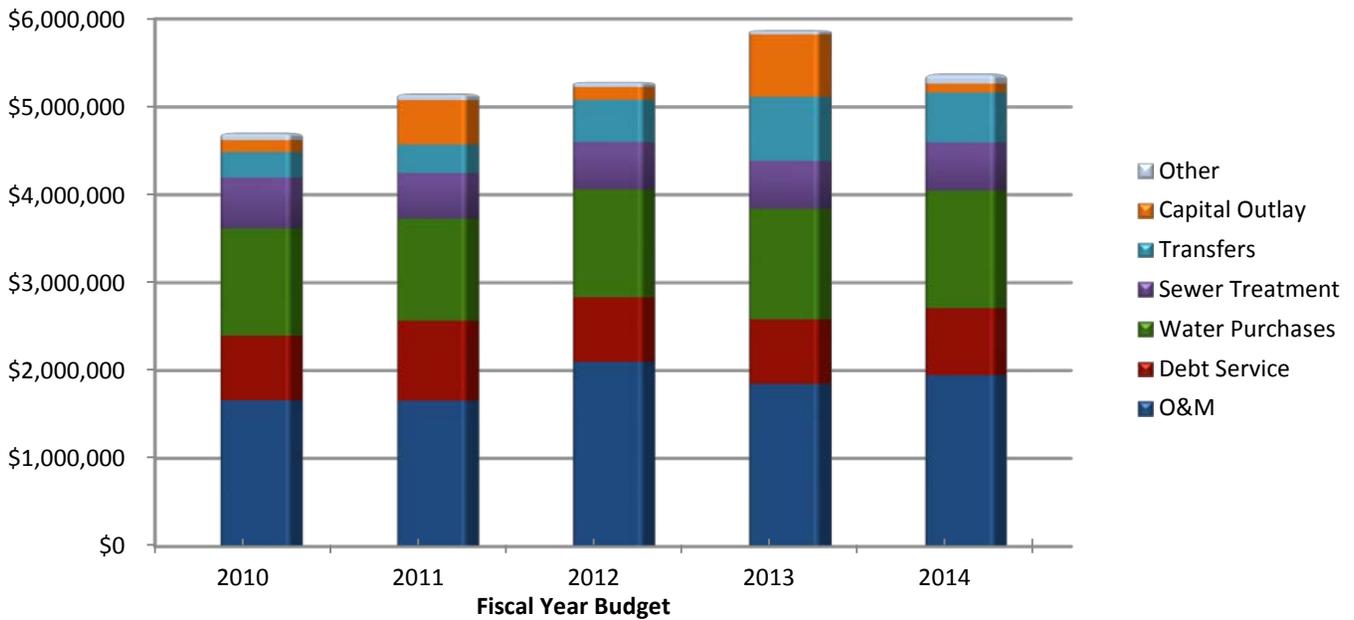
# Water & Sewer Fund

## - Expenditures -

### FY 2014



**Expenditures by Character  
FY 2014 Budget**



**Expenditures by Character  
Last Five Budgets**

**Water & Sewer Fund Revenues**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
02-3-5500	Water Revenue	\$ 3,615,518	\$ 3,177,000	\$ 3,500,000	\$ 3,200,000
02-3-5505	Sale of Bulk Water	\$ 15,901	\$ 10,000	\$ 10,000	\$ 10,000
02-3-5510	Sewer Revenue	\$ 1,929,195	\$ 1,830,000	\$ 1,900,000	\$ 1,850,000
	<b>Total Water/Sewer Revenue</b>	<b>\$ 5,560,613</b>	<b>\$ 5,017,000</b>	<b>\$ 5,410,000</b>	<b>\$ 5,060,000</b>
02-3-5610	Late Payment Fees	\$ 81,160	\$ 79,000	\$ 79,000	\$ 79,000
02-3-5620	Reconnect Fees	\$ 32,055	\$ 31,000	\$ 31,000	\$ 31,000
02-3-5630	New Service Fees	\$ 17,040	\$ 16,000	\$ 16,000	\$ 16,000
02-3-5640	Transfer Fees	\$ 1,500	\$ 1,400	\$ 1,400	\$ 1,400
02-3-5650	Taps & Connections	\$ 122,020	\$ 60,000	\$ 95,000	\$ 75,000
	<b>Total Fees &amp; Other Revenue</b>	<b>\$ 253,775</b>	<b>\$ 187,400</b>	<b>\$ 222,400</b>	<b>\$ 202,400</b>
02-3-5710	Sale of City Property	\$ 8,812	\$ -	\$ 3,950	\$ -
02-3-6110	Insurance Proceeds	\$ 1,781	\$ 7,678	\$ 7,678	\$ -
02-3-7010	Miscellaneous Income	\$ 14,812	\$ 6,000	\$ 6,000	\$ 6,000
	<b>Total Other Income</b>	<b>\$ 25,405</b>	<b>\$ 13,678</b>	<b>\$ 17,628</b>	<b>\$ 6,000</b>
02-3-8109	Transfer from W/S Capital Projects	\$ -	\$ 21,100	\$ 21,100	\$ -
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ 21,100</b>	<b>\$ 21,100</b>	<b>\$ -</b>
02-3-9100	Interest Income-Bank	\$ 230	\$ -	\$ -	\$ -
02-3-9120	Interest Income-TexPool	\$ 1,738	\$ 5,000	\$ 5,000	\$ 5,000
02-3-9121	Interest Income-TexStar	\$ 3,283	\$ -	\$ -	\$ -
	<b>Total Interest Income</b>	<b>\$ 5,251</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
	<b>Total Water/Sewer Revenues</b>	<b>\$ 5,845,045</b>	<b>\$ 5,244,178</b>	<b>\$ 5,676,128</b>	<b>\$ 5,273,400</b>

## - WATER AND SEWER REVENUES - Revenue Assumptions

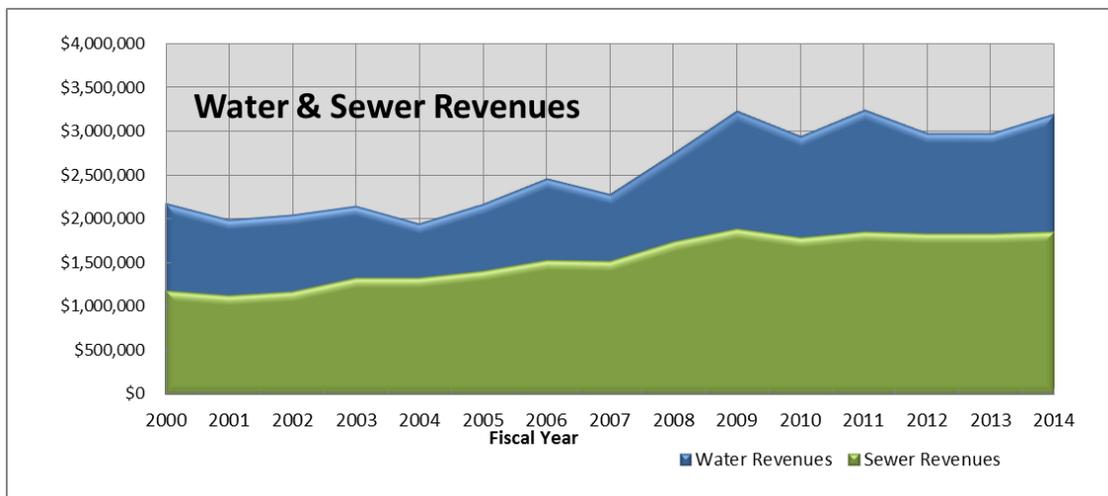
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<b>02-3-5500</b>	<b>Water Revenue</b>	<b>\$3,200,000</b>
<b>02-3-5510</b>	<b>Sewer Revenue</b>	<b>\$1,850,000</b>

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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. A comprehensive rate study is scheduled for FY 2014. It is anticipated that rates may be modified after completion of the study, to pay for anticipated infrastructure projects, including construction of an expansion of the Temple-Belton Wastewater Treatment Plant (T-B WWTP).

Water sales hit record highs in FY 2011, due to extremely hot and dry conditions. While conditions were more temperate in FY 2013, 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.

<b>02-3-5610</b>	<b>Late Payment Fees</b>	<b>\$79,000</b>
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This revenue is generated by a \$10 late fee assessed on past due utility payments. FY 2014 budget projections are based on current average monthly late fees at budget development.

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

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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 2014 revenues are budgeted at the same levels as FY 2013.

<b>02-3-5650</b>	<b>Taps &amp; Connections</b>	<b>\$75,000</b>
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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 2014 budgeted revenues are significantly higher than FY 2013 budget level, based upon FY 2013 year-end projections.

<b>02-3-7010</b>	<b>Miscellaneous Income</b>	<b>\$6,000</b>
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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 2014 budget is based on an average amount received as determined by trend analysis.

<b>02-3-9120</b>	<b>Interest Income</b>	<b>\$5,000</b>
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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 2014 are \$5,000.

**Description**

The Utility Administration Department is comprised of two divisions:

1. Operations
2. Finance

The details of these divisions follow.

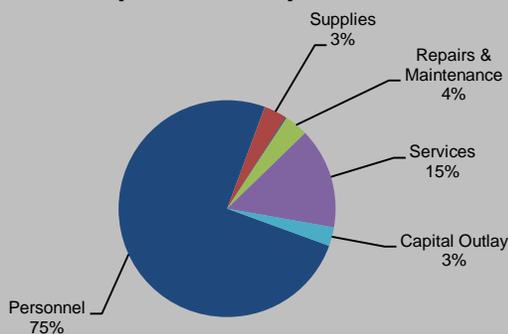
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 703,749	\$ 738,793	\$ 738,793	\$ 782,555
Supplies	\$ 28,504	\$ 32,462	\$ 30,810	\$ 35,500
Facility Maintenance	\$ 34	\$ 1,200	\$ 700	\$ 1,720
Repairs & Maintenance	\$ 29,136	\$ 40,537	\$ 39,183	\$ 36,651
Services	\$ 150,080	\$ 155,956	\$ 141,874	\$ 156,660
Capital Outlay	\$ 15,921	\$ 16,900	\$ 16,637	\$ 29,000
Transfers	\$ 41,000	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 968,425</b>	<b>\$ 985,848</b>	<b>\$ 967,997</b>	<b>\$ 1,042,086</b>

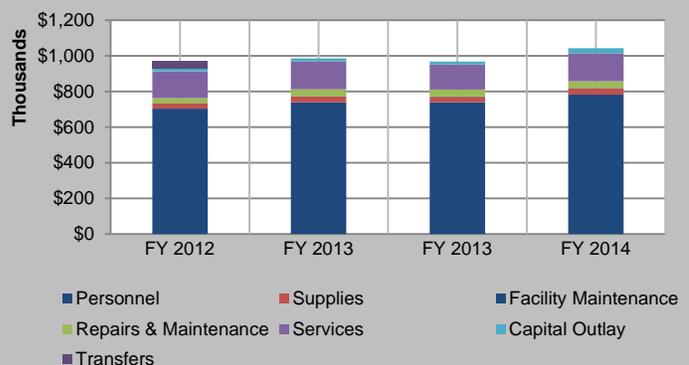
**Staffing**

Position	FY 2012 Number	FY 2013 Number	FY 2014 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
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>

**Department Expenditures**



**Department Expense History**



## Mission

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

## Description

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- 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.
- Reviews proposed development infrastructure for compliance with City Design Standards (Engineering Standards).

## Accomplishments

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- Implemented weekly Superintendent Team meetings. (A7)
- Trained Public Works Department supervisors on storm water protection and the use of storm water best management practices. (A2)
- Drafted and submitted a proposed fats, oils and grease (FOG) ordinance. (F3-2)
- Reviewed all development construction to ensure compliance with current city standards and requirements. (D7)
- Participated in a TCEQ industrial pretreatment program audit. (B8)
- Coordinated with staff and Central Texas Water Supply Corporation (CTWSC) to obtain 100 acre feet of treated water from Stillhouse Lake. (D7)
- Inspected the North Sparks Wastewater Improvements Project. (F3-2)

## Goals

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- Implement a Design Manual (Engineering Standards) update. (B4)
- Coordinate the selection, installation, and implementation of a new work order and asset management system. (B4)(A14)
- Catalog and organize all historical construction project design plans. (A14)
- Recruit, hire, and train an Environmental Compliance Specialist and develop supporting environmental programs. (A13, B8)
- Analyze infrastructure needs and develop a list of projects, cost estimates, and priorities for recommendation to City Council for water and sewer infrastructure projects. (B10, F3)
- Develop response and action plan to address TCEQ industrial pretreatment program audit findings. (B8)
- Conduct a water and wastewater rate study. (F3)
- Develop and deploy a right-of-way construction permit process. (F2)

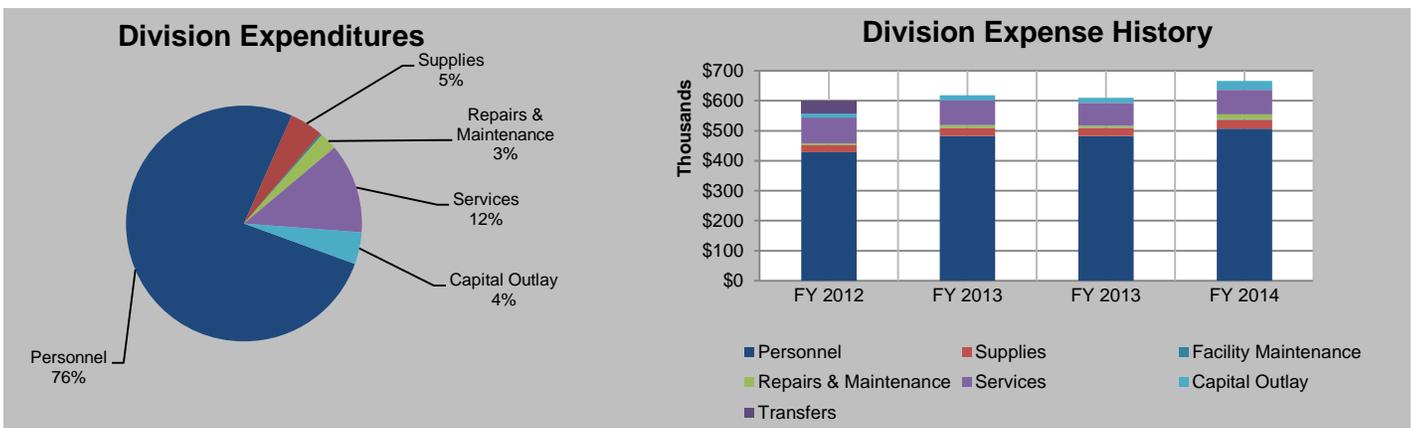
(Strategic Plan Goal #)

**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 428,703	\$ 483,144	\$ 483,144	\$ 506,569
Supplies	\$ 24,646	\$ 26,302	\$ 25,890	\$ 30,580
Facility Maintenance	\$ 34	\$ 1,200	\$ 700	\$ 1,720
Repairs & Maintenance	\$ 4,828	\$ 8,337	\$ 6,983	\$ 16,064
Services	\$ 86,400	\$ 82,619	\$ 76,481	\$ 81,951
Capital Outlay	\$ 15,921	\$ 16,900	\$ 16,637	\$ 29,000
Transfers	\$ 41,000	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$601,532</b>	<b>\$618,502</b>	<b>\$609,835</b>	<b>\$665,884</b>

**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Indust. Pre-Treat. Reports	2	2	2
Indust. Pre-Treat. Inspec.	2	3	2
TCEQ Surveys/Inspections	1	1	1
Total Water Cons.-Gallons	971,148,950	1,070,350,800	1,150,000,000
Gallons - Highest Day	5,486,000	5,117,000	5,500,000
Gallons - Average Day	2,660,682	2,926,420	3,150,684



Utility Administration - Operations

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
02-4-201-101	Salaries-Administrative	\$ 122,740	\$ 135,235	\$ 135,235	\$ 139,738
02-4-201-102	Salaries-Professional	\$ 49,369	\$ 71,187	\$ 71,187	\$ 79,907
02-4-201-103	Salaries-Supervisory	\$ 38,654	\$ 38,910	\$ 38,910	\$ 40,637
02-4-201-104	Salaries-Operations	\$ 124,752	\$ 127,748	\$ 127,748	\$ 129,790
02-4-201-107	Salaries-Overtime	\$ 789	\$ 1,908	\$ 1,908	\$ 1,978
02-4-201-113	Health Insurance Allowance	\$ 4,529	\$ -	\$ -	\$ -
02-4-201-121	TMRS	\$ 25,536	\$ 25,677	\$ 25,677	\$ 26,699
02-4-201-122	FICA	\$ 25,959	\$ 28,687	\$ 28,687	\$ 29,992
02-4-201-123	Employee Insurance	\$ 28,051	\$ 46,206	\$ 46,206	\$ 50,569
02-4-201-124	Workers' Comp. Insurance	\$ 6,193	\$ 5,506	\$ 5,506	\$ 5,179
02-4-201-125	Unemployment Compensation	\$ 2,130	\$ 2,080	\$ 2,080	\$ 2,080
	<b>Total Personnel</b>	<b>\$ 428,703</b>	<b>\$ 483,144</b>	<b>\$ 483,144</b>	<b>\$ 506,569</b>
02-4-201-201	Office Supplies	\$ 1,126	\$ 1,250	\$ 1,000	\$ 1,250
02-4-201-202	Postage	\$ 104	\$ 120	\$ 70	\$ 75
02-4-201-220	Clothing Supplies	\$ 3,151	\$ 3,349	\$ 3,000	\$ 3,360
02-4-201-221	Chemical Supplies	\$ 11	\$ -	\$ 12	\$ 350
02-4-201-222	Fuel	\$ 18,820	\$ 19,873	\$ 18,227	\$ 20,140
02-4-201-227	Janitorial Supplies	\$ 377	\$ 700	\$ 750	\$ 750
02-4-201-229	Tools & Other Supplies	\$ 1,057	\$ 1,010	\$ 1,096	\$ 3,405
02-4-201-250	Small Equipment	\$ -	\$ -	\$ 1,735	\$ 1,250
	<b>Total Supplies</b>	<b>\$ 24,646</b>	<b>\$ 26,302</b>	<b>\$ 25,890</b>	<b>\$ 30,580</b>
02-4-201-301	Building Maintenance	\$ 7	\$ 1,190	\$ 600	\$ 1,220
02-4-201-302	Heat & A/C Maintenance	\$ 27	\$ 10	\$ 100	\$ 500
	<b>Total Facility Maintenance</b>	<b>\$ 34</b>	<b>\$ 1,200</b>	<b>\$ 700</b>	<b>\$ 1,720</b>
02-4-201-402	Equipment & Machinery Maintenance	\$ -	\$ -	\$ -	\$ 2,800
02-4-201-403	Vehicle Maintenance	\$ 4,096	\$ 7,354	\$ 6,000	\$ 8,600
02-4-201-406	Computer System Maintenance	\$ 732	\$ 683	\$ 683	\$ 4,364
02-4-201-407	Radio Maintenance	\$ -	\$ 300	\$ 300	\$ 300
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 4,828</b>	<b>\$ 8,337</b>	<b>\$ 6,983</b>	<b>\$ 16,064</b>
02-4-201-501	Advertising & Public Notices	\$ 34	\$ 25	\$ 25	\$ 100
02-4-201-510	Dues & Publications	\$ 1,223	\$ 1,346	\$ 1,500	\$ 1,975
02-4-201-513	Travel & Training	\$ 3,105	\$ 4,700	\$ 9,819	\$ 7,400
02-4-201-521	Equipment Lease	\$ 2,742	\$ 2,700	\$ 2,950	\$ 2,950
02-4-201-550	Insurance-General Liability	\$ 376	\$ 467	\$ 458	\$ 524
02-4-201-551	Insurance-Errors & Omissions	\$ 796	\$ 989	\$ 1,031	\$ 1,179
02-4-201-554	Insurance-Automobile	\$ 1,312	\$ 1,450	\$ 1,411	\$ 1,573
02-4-201-556	Insurance-Real Property	\$ 537	\$ 537	\$ 632	\$ 1,250
02-4-201-561	Legal Services	\$ 4,023	\$ 5,000	\$ 5,000	\$ 5,000
02-4-201-562	Engineering	\$ 35,570	\$ 48,500	\$ 40,000	\$ 50,000
02-4-201-563	Planning Consultant Services	\$ 25,044	\$ 2,500	\$ 2,500	\$ -
02-4-201-570	Special Services	\$ 1,538	\$ 2,037	\$ 2,200	\$ 1,200
02-4-201-581	Communication Services	\$ 7,043	\$ 6,090	\$ 6,340	\$ 5,870
02-4-201-582	Gas Service	\$ 499	\$ 378	\$ 230	\$ 240
02-4-201-583	Electric Service	\$ 2,560	\$ 5,900	\$ 2,385	\$ 2,690
	<b>Total Services</b>	<b>\$ 86,400</b>	<b>\$ 82,619</b>	<b>\$ 76,481</b>	<b>\$ 81,951</b>
02-4-201-803	Vehicles	\$ 15,921	\$ 16,900	\$ 16,637	\$ 25,000
02-4-201-806	Computer Equipment	\$ -	\$ -	\$ -	\$ 4,000
	<b>Total Capital Outlay</b>	<b>\$ 15,921</b>	<b>\$ 16,900</b>	<b>\$ 16,637</b>	<b>\$ 29,000</b>
02-4-201-909	Transfer to WS Capital Projects Fund	\$ 41,000	\$ -	\$ -	\$ -
	<b>Total Transfers</b>	<b>\$ 41,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Utility Admin. - Operations</b>	<b>\$ 601,532</b>	<b>\$ 618,502</b>	<b>\$ 609,835</b>	<b>\$ 665,884</b>

**Utility Administration - Operations**

Account Number	Description	Amount
02-4-201-201	<b>Office Supplies</b>	
	- Paper	\$ 200
	- Inkjet printer cartridges	\$ 615
	- Other	\$ 435
		<b>\$ 1,250</b>
220	<b>Clothing Supplies</b>	
	- Uniform rental - 5 staff	\$ 1,590
	- Steel toed boots - 6 staff	\$ 840
	- Gloves	\$ 106
	- Safety gear	\$ 550
	- Tee shirts	\$ 154
	- Foul weather gear	\$ 120
		<b>\$ 3,360</b>
221	<b>Chemical Supplies</b>	
	- Mosquito spray	\$ 100
	- Bee and wasp spray	\$ 150
	- Roach spray	\$ 100
		<b>\$ 350</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Meter reader tools	\$ 390
	- Batteries	\$ 45
	- Vacuum for building	\$ 150
	- Ice, coffee, gatorade, water coolers, etc.	\$ 550
	- Camera	\$ 100
	- Hand tools	\$ 810
	- Fire extinguishers & first aid kits	\$ 510
	- Printers - 2 staff	\$ 350
	- Flags	\$ 500
		<b>\$ 3,405</b>
250	<b>Small Equipment</b>	
	- 4 foot Smart Level	\$ 250
	- Computer for meter reader	\$ 1,000
		<b>\$ 1,250</b>
406	<b>Computer Maintenance</b>	
	- Cisco Smartnet maintenance	\$ 296
	- Anti-spam and virus software	\$ 168
	- Meter reading device maintenance	\$ 3,900
		<b>\$ 4,364</b>
510	<b>Dues &amp; Publications</b>	
	- TWUA dues - 3 staff	\$ 195
	- APWA dues - 2 staff	\$ 420
	- Class A license fee	\$ 111
	- Newspaper subscriptions	\$ 222
	- AWWA dues	\$ 187
	- National Society of Professional Engineer dues	\$ 190
	- Texas Engineer license renewal	\$ 200
	- Local community organization dues	\$ 420
	- Sam's Club membership	\$ 30
		<b>\$ 1,975</b>
513	<b>Travel &amp; Training</b>	
	- Online student center	\$ 230
	- APWA conference	\$ 1,800
	- TML conference	\$ 1,100
	- Texas Public Works Association conference	\$ 800
	- Class A license class	\$ 600
	- 4th of July parade worker lunch	\$ 70
	- TWUA Conference - 2 staff	\$ 1,800
	- Regional schools	\$ 1,000
		<b>\$ 7,400</b>

**Utility Administration - Operations**

Account Number	Description	Amount
02-4-201-521	<b>Equipment Lease</b>	
	- Copier lease \$ 2,088 - Additional Copies \$ 862	\$ 2,950
561	<b>Legal Services</b> - Legal consultation & general matters	\$ 5,000
562	<b>Engineering</b> - Engineering and surveying services for water & sewer projects	\$ 50,000
570	<b>Special Services</b> - GIS web hosting - 1/3	\$ 1,200
803	<b>Vehicles</b> - Pickup truck	\$ 25,000
806	<b>Computer Equipment</b> - Asset management system	\$ 4,000



## Mission

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

## Description

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- 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

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- Implemented e-billing for statements and late notices, reducing billing costs. (A13, A14)
- Enhanced employee skills by attending customer service seminars and cash handling seminars. (A2, A7)
- Continued transition to electronic storage for majority of reports, reducing paper costs and increasing accessibility. (A13, A14)
- Performed internal audits of customer accounts to ensure billing accuracy. (A4, B10)
- Extended business hours on service disconnection days to enhance customer service and implemented improved after-hours call out policies and procedures.

## Goals

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- Utilize technology (internet, e-mail, phone, fax) to develop and implement customer-friendly procedures for utility application, transfer, and disconnection. (A8, A11, A14)
- Increase employee training to improve handling of customer issues and customer service skills. (A2, A7)
- Develop and implement improved cash handling procedures and standard operating procedures.
- Research alternative payment locations to offer more customer-friendly payment options.
- Develop service order tracking system and automate service order-driven charges. (A14)
- Educate customers on new city-wide recycling program. (A13, F3-4)

(Strategic Plan goal #)

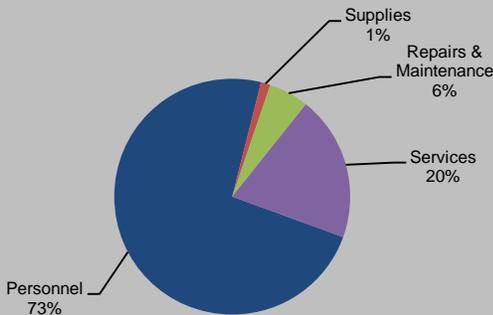
### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 275,047	\$ 255,649	\$ 255,649	\$ 275,986
Supplies	\$ 3,858	\$ 6,160	\$ 4,920	\$ 4,920
Repairs & Maintenance	\$ 24,309	\$ 32,200	\$ 32,200	\$ 20,587
Services	\$ 63,680	\$ 73,337	\$ 65,393	\$ 74,709
<b>Total</b>	<b>\$366,893</b>	<b>\$367,346</b>	<b>\$358,162</b>	<b>\$376,202</b>

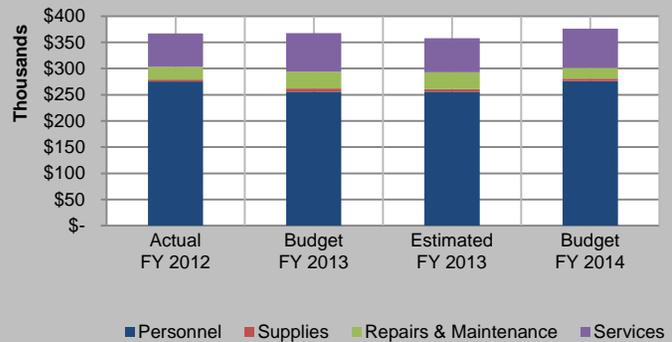
### Workload/Demand Measures

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Number of Customers	5,628	5,770	5,900
ACH Customers	798	895	975
Bills Generated Annually	66,591	61,958	60,000
Late Notices Generated	15,760	17,016	16,500

Division Expenditures



Division Expense History



Utility Administration - Finance

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
02-4-202-101	Salaries-Administrative	\$ 39,447	\$ 39,236	\$ 39,236	\$ 40,957
02-4-202-102	Salaries-Professional	\$ 60,112	\$ 58,211	\$ 58,211	\$ 61,890
02-4-202-103	Salaries-Supervisory	\$ 62,674	\$ 44,256	\$ 44,256	\$ 46,222
02-4-202-104	Salaries-Operations	\$ 55,432	\$ 57,750	\$ 57,750	\$ 57,907
02-4-202-113	Health Insurance Allowance	\$ 144	\$ -	\$ -	\$ -
02-4-202-121	TMRS	\$ 16,014	\$ 13,658	\$ 13,658	\$ 14,095
02-4-202-122	FICA	\$ 15,866	\$ 15,258	\$ 15,258	\$ 15,834
02-4-202-123	Employee Insurance	\$ 23,453	\$ 25,624	\$ 25,624	\$ 28,038
02-4-202-124	Workers' Comp. Insurance	\$ 641	\$ 505	\$ 505	\$ 484
02-4-202-125	Unemployment Compensation	\$ 1,263	\$ 1,151	\$ 1,151	\$ 1,151
02-4-202-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 9,408
	<b>Total Personnel</b>	<b>\$ 275,047</b>	<b>\$ 255,649</b>	<b>\$ 255,649</b>	<b>\$ 275,986</b>
02-4-202-201	Office Supplies	\$ 1,293	\$ 2,250	\$ 2,250	\$ 2,250
02-4-202-202	Postage	\$ 1,497	\$ 1,960	\$ 2,170	\$ 2,170
02-4-202-229	Tools & Other Supplies	\$ 112	\$ 500	\$ 500	\$ 500
02-4-202-250	Small Equipment	\$ 956	\$ 1,450	\$ -	\$ -
	<b>Total Supplies</b>	<b>\$ 3,858</b>	<b>\$ 6,160</b>	<b>\$ 4,920</b>	<b>\$ 4,920</b>
02-4-202-406	Computer System Maintenance	\$ 24,309	\$ 32,200	\$ 32,200	\$ 20,587
02-4-202-407	Radio Maintenance	\$ -	\$ -	\$ -	\$ -
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 24,309</b>	<b>\$ 32,200</b>	<b>\$ 32,200</b>	<b>\$ 20,587</b>
02-4-202-501	Advertising & Public Notices	\$ -	\$ 300	\$ 300	\$ 900
02-4-202-513	Travel & Training	\$ 1,008	\$ 2,059	\$ 2,100	\$ 1,888
02-4-202-521	Equipment Lease	\$ 3,805	\$ 3,616	\$ 4,000	\$ 4,000
02-4-202-550	Insurance-General Liability	\$ 156	\$ 193	\$ 174	\$ 199
02-4-202-551	Insurance-Errors & Omissions	\$ 333	\$ 414	\$ 381	\$ 435
02-4-202-552	Insurance-Employee Bond	\$ 485	\$ 485	\$ 448	\$ 490
02-4-202-567	Collection Fees	\$ 1,404	\$ 2,000	\$ 1,500	\$ 2,000
02-4-202-570	Special Services	\$ 4,192	\$ 4,200	\$ 4,410	\$ 5,009
02-4-202-571	Employee Ads & Testing	\$ 1,515	\$ 1,250	\$ 1,250	\$ 1,250
02-4-202-572	Employee Benefits Consultant	\$ 5,209	\$ 5,200	\$ 5,200	\$ 5,600
02-4-202-573	Bill Processing & Mailing	\$ 36,046	\$ 42,000	\$ 35,000	\$ 42,000
02-4-202-571	Audit Fees	\$ 7,500	\$ 9,500	\$ 8,500	\$ 8,828
02-4-202-581	Communication Services	\$ 2,027	\$ 2,120	\$ 2,130	\$ 2,110
	<b>Total Services</b>	<b>\$ 63,680</b>	<b>\$ 73,337</b>	<b>\$ 65,393</b>	<b>\$ 74,709</b>
	<b>Total Utility Admin. - Finance</b>	<b>\$ 366,893</b>	<b>\$ 367,346</b>	<b>\$ 358,162</b>	<b>\$ 376,202</b>
	<b>Total Utility Administration</b>	<b>\$ 968,425</b>	<b>\$ 985,848</b>	<b>\$ 967,997</b>	<b>\$ 1,042,086</b>

**Utility Administration - Finance**

Account Number	Description	Amount
02-4-202-150	<b>New Personnel Requests</b> - Human Resources Clerk - 50%	\$ 9,408
201	<b>Office Supplies</b> - Envelopes - plain & window \$ 150 - Printout binders \$ 75 - Receipt paper \$ 150 - Application for utilities cards \$ 435 - Printer cartridges \$ 270 - Department share of copy paper \$ 400 - Other \$ 770	\$ 2,250
406	<b>Computer System Maintenance</b> - Invision AP,CL,FA,GL,PO,AR & SS maintenance - 50% \$ 8,113 - Invision SO maintenance \$ 1,816 - Invision CIS maintenance \$ 4,441 - Invision PY & HR maintenance - 15% \$ 1,045 - Anti-spam & virus software \$ 84 - Computer system support - 1/3 \$ 900 - Cisco Smartnet maintenance \$ 634 - Invision TOP maintenance - 45% \$ 743 - Time Warner Cable Network support \$ 2,011 - Other \$ 800	\$ 20,587
501	<b>Advertising &amp; Public Notices</b> - Billing inserts \$ 600 - Abandoned property notices (unclaimed checks) \$ 300	\$ 900
513	<b>Travel &amp; Training</b> - Online student center \$ 138 - Incode Forum - Utility Billing supervisor \$ 1,000 - Customer service training \$ 500 - Website training \$ 250	\$ 1,888
521	<b>Equipment Lease</b> - Copier lease - 1/2 \$ 2,416 - Additional copies - 1/2 \$ 1,584	\$ 4,000
567	<b>Collection Fees</b> - Credit bureau fees for collection of delinquent utility accounts	\$ 2,000
570	<b>Special Services</b> - Website maintenance - 1/2	\$ 5,009
571	<b>Employee Ads &amp; Testing</b> - Employment advertising & pre-employment physicals and drug testing	\$ 1,250
572	<b>Employee Benefits Consultant</b> - Employee Benefits Consultant	\$ 5,600
573	<b>Bill Processing &amp; Mailing</b> - DataProse bill processing \$ 33,000 - DataProse late notice processing \$ 9,000	\$ 42,000
575	<b>Audit Fees</b> - Annual audit fees	\$ 8,828

## Mission

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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

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- 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

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- Installed six new sampling stations to aid in regulatory compliance. (F3-1)
- Relocated the water services for the Hwy 317 relocation project. (F3-1)
- Installed new 8” water main at Heritage Park. (F3-1)
- Assisted in the installation of new 8” and 10” water line on S. Pearl St. from Loop 1221 to W. Ave. O. (F3-1)
- Replaced three fire hydrants over 50 years old. (F3-1)
- Completed Rehabilitation of the Miller Heights. Elevated Storage Tank. (F3-1)
- Relocated and installed a new Pressure Reducing Valve (PRV) from the west side of IH-35 to the east side of IH-35. (F3-1)
- Installed a new altitude valve at the Miller Heights Elevated Storage tank. (F3-1)
- Inspected all PRVs within the city. (F3-1)

## Goals

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- Locate and GPS half of the water mains and isolation valves. (A14, B4, F3-1)
- Coordinate the design and construction of a water main from Sparta Rd. to Chisolm Trail Drive. (F3-1)
- Coordinate design of the replacement water main on S. Main Street from Avenue C to Avenue J. (F3-1)
- Replace the PRV at 10<sup>th</sup> and College Street. (F3-1)
- Develop a plan for periodic PRV maintenance and replacement. (F3-1)
- Rehabilitate the Loop 121 elevated storage tank to comply with TCEQ requirements. (F3-1)
- Continue to replace fire hydrants over 50 years old. (F3-1)
- Develop plan to ensure all staff are certified water operators. (A2, F3-1)

(Strategic Plan Goal #)

### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 323,119	\$ 342,573	\$ 343,973	\$ 366,455
Supplies	\$ 34,032	\$ 37,466	\$ 35,580	\$ 45,296
Facility Maintenance	\$ 74,921	\$ 72,062	\$ 69,512	\$ 72,050
Repairs & Maintenance	\$ 3,179	\$ 12,697	\$ 8,323	\$ 8,424
Services	\$ 77,294	\$ 90,231	\$ 71,744	\$ 75,087
Water Purchases	\$ 1,407,627	\$ 1,459,867	\$ 1,431,639	\$ 1,336,864
Capital Outlay	\$ 129,380	\$ 706,100	\$ 696,100	\$ 55,900
Transfers	\$ 279,896	\$ 325,728	\$ 325,728	\$ 340,299
<b>Total</b>	<b>\$ 2,329,450</b>	<b>\$ 3,046,724</b>	<b>\$ 2,982,599</b>	<b>\$ 2,300,375</b>

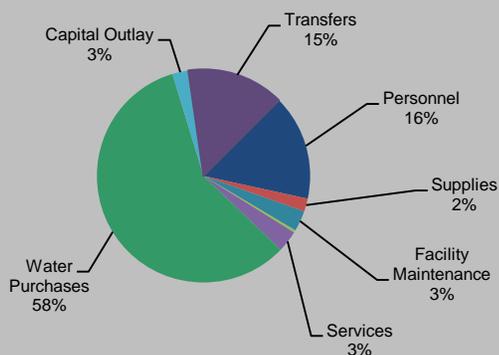
### Workload/Demand Measures

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Miles of Water Mains	116	119	120
Water Pump Stations	2	2	2
# of Fire Hydrants	840	870	880
Meter Change Outs	60	172	180
New Connections	93	94	100
LF of New Lines Installed	1,200	13,420	4,500
Reconnects	960	1,211	1,220
# of Main Breaks Repaired	22	27	30
# of Service Lines Repaired	36	36	40

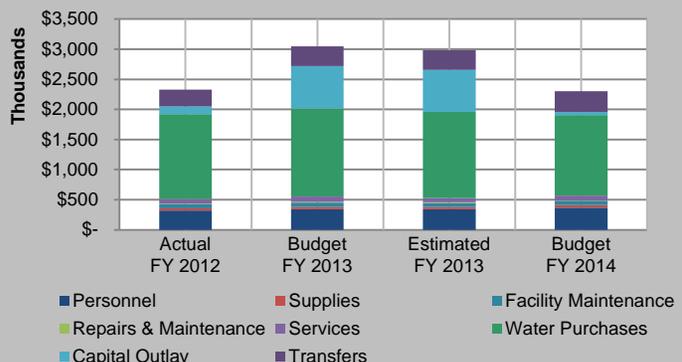
### Staffing

Position	FY 2012 Number	FY 2013 Number	FY 2014 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	3	2
Environmental Specialist	0	0	1
<b>Total</b>	<b>7</b>	<b>8</b>	<b>8</b>

Department Expenditures



Department Expense History



Water

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
02-4-210-103	Salaries-Supervisory	\$ 55,323	\$ 56,337	\$ 56,337	\$ 58,336
02-4-210-104	Salaries-Operations	\$ 179,560	\$ 189,641	\$ 191,041	\$ 185,072
02-4-210-107	Salaries-Overtime	\$ 5,543	\$ 7,080	\$ 7,080	\$ 7,302
02-4-210-121	TMRS	\$ 17,557	\$ 17,424	\$ 17,424	\$ 17,073
02-4-210-122	FICA	\$ 18,115	\$ 19,467	\$ 19,467	\$ 19,179
02-4-210-123	Employee Insurance	\$ 37,345	\$ 43,450	\$ 43,450	\$ 44,453
02-4-210-124	Workers' Comp. Insurance	\$ 7,851	\$ 7,216	\$ 7,216	\$ 6,481
02-4-210-125	Unemployment Compensation	\$ 1,827	\$ 1,958	\$ 1,958	\$ 1,827
02-4-210-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 26,732
	<b>Total Personnel</b>	<b>\$ 323,119</b>	<b>\$ 342,573</b>	<b>\$ 343,973</b>	<b>\$ 366,455</b>
02-4-210-201	Office Supplies	\$ 108	\$ 100	\$ 200	\$ 250
02-4-210-220	Clothing Supplies	\$ 3,882	\$ 4,711	\$ 4,711	\$ 4,666
02-4-210-221	Chemical Supplies	\$ 313	\$ 450	\$ 450	\$ 1,110
02-4-210-222	Fuel	\$ 20,290	\$ 20,385	\$ 19,984	\$ 22,140
02-4-210-227	Janitorial Supplies	\$ 779	\$ 600	\$ 600	\$ 750
02-4-210-229	Tools & Other Supplies	\$ 2,791	\$ 4,185	\$ 4,000	\$ 6,780
02-4-210-250	Small Equipment	\$ 5,868	\$ 7,035	\$ 5,635	\$ 9,600
	<b>Total Supplies</b>	<b>\$ 34,032</b>	<b>\$ 37,466</b>	<b>\$ 35,580</b>	<b>\$ 45,296</b>
02-4-210-301	Building Maintenance	\$ 39	\$ 500	\$ 500	\$ 750
02-4-210-302	Heat & A/C Maintenance	\$ 717	\$ 500	\$ 200	\$ 1,000
02-4-210-333	Water Line Maintenance	\$ 29,323	\$ 33,550	\$ 33,550	\$ 37,000
02-4-210-334	Water Valve Maintenance	\$ 22,827	\$ 8,000	\$ 8,000	\$ 8,000
02-4-210-335	Fire Hydrant Maintenance	\$ 1,291	\$ 8,650	\$ 8,650	\$ 10,000
02-4-210-336	Water Tank Maintenance	\$ 12,997	\$ 7,250	\$ 5,000	\$ 7,300
02-4-210-339	Water Samples & Tank Testing	\$ 7,727	\$ 13,612	\$ 13,612	\$ 8,000
	<b>Total Facility Maintenance</b>	<b>\$ 74,921</b>	<b>\$ 72,062</b>	<b>\$ 69,512</b>	<b>\$ 72,050</b>
02-4-210-402	Equipment & Machinery Maint.	\$ 1,219	\$ 4,758	\$ 2,000	\$ 2,900
02-4-210-403	Vehicle Maintenance	\$ 1,948	\$ 7,616	\$ 6,000	\$ 5,200
02-4-210-406	Computer System Maintenance	\$ 12	\$ 23	\$ 23	\$ 24
02-4-210-407	Radio Maintenance	\$ -	\$ 300	\$ 300	\$ 300
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 3,179</b>	<b>\$ 12,697</b>	<b>\$ 8,323</b>	<b>\$ 8,424</b>
02-4-210-501	Advertising & Public Notices	\$ 2,830	\$ 3,000	\$ 1,000	\$ 1,500
02-4-210-510	Dues & Publications	\$ 2,570	\$ 2,547	\$ 2,547	\$ 3,232
02-4-210-513	Travel & Training	\$ 1,283	\$ 1,750	\$ 1,750	\$ 1,116
02-4-210-550	Insurance-General Liability	\$ 751	\$ 933	\$ 915	\$ 1,046
02-4-210-551	Insurance-Errors & Omissions	\$ 1,590	\$ 1,975	\$ 2,061	\$ 2,355
02-4-210-554	Insurance-Automobile	\$ 1,148	\$ 1,258	\$ 1,127	\$ 1,256
02-4-210-555	Insurance-Mobile Equipment	\$ 286	\$ 286	\$ 555	\$ 609
02-4-210-556	Insurance-Real Property	\$ 5,818	\$ 5,818	\$ 5,245	\$ 6,388
02-4-210-570	Special Services	\$ 4,500	\$ 3,355	\$ 3,355	\$ 600
02-4-210-571	State Water System Fees	\$ 11,776	\$ 12,000	\$ 11,284	\$ 12,000
02-4-210-581	Communication Services	\$ 789	\$ 710	\$ 840	\$ 1,295
02-4-210-582	Gas Service	\$ 1,141	\$ 189	\$ 225	\$ 120
02-4-210-583	Electric Service	\$ 42,812	\$ 56,410	\$ 40,840	\$ 43,570
	<b>Total Services</b>	<b>\$ 77,294</b>	<b>\$ 90,231</b>	<b>\$ 71,744</b>	<b>\$ 75,087</b>
02-4-210-720	Election Use & Option Water	\$ 203,370	\$ 207,639	\$ 207,639	\$ 220,216
02-4-210-721	Water Purchases-Fixed Charges	\$ 537,055	\$ 564,000	\$ 564,000	\$ 516,648
02-4-210-722	Water Purchases-Raw Water	\$ 667,202	\$ 688,228	\$ 660,000	\$ 600,000
	<b>Total Water Purchases</b>	<b>\$ 1,407,627</b>	<b>\$ 1,459,867</b>	<b>\$ 1,431,639</b>	<b>\$ 1,336,864</b>

**Water**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
02-4-210-802	Machinery & Equipment	\$ 85,405	\$ -	\$ -	\$ 6,900
02-4-210-806	Computer Equipment	\$ -	\$ -	\$ -	\$ 4,000
02-4-210-852	Water Meters	\$ 43,975	\$ 55,000	\$ 45,000	\$ 45,000
02-4-210-853	Water Tanks & Towers	\$ -	\$ 651,100	\$ 651,100	\$ -
	<b>Total Capital Outlay</b>	<b>\$ 129,380</b>	<b>\$ 706,100</b>	<b>\$ 696,100</b>	<b>\$ 55,900</b>
02-4-210-901	Transfer to GF-Franchise	\$ 154,800	\$ 192,000	\$ 192,000	\$ 181,571
02-4-210-902	Transfer to GF-Reimbursement	\$ 50,096	\$ 58,728	\$ 58,728	\$ 58,728
02-4-210-909	Transfer to WS Capital Projects Fund	\$ 75,000	\$ 75,000	\$ 75,000	\$ 100,000
02-4-210-956	Transfer to Commerce Street Project	\$ -	\$ -	\$ -	\$ -
	<b>Total Transfers</b>	<b>\$ 279,896</b>	<b>\$ 325,728</b>	<b>\$ 325,728</b>	<b>\$ 340,299</b>
	<b>Total Water</b>	<b>\$ 2,329,450</b>	<b>\$ 3,046,724</b>	<b>\$ 2,982,599</b>	<b>\$ 2,300,375</b>

**Water**

Account Number	Description	Amount
<b>02-4-210-150</b>	<b>New Personnel</b>	
	- Environmental Specialist - 37.5%	\$ 24,432
	- Furniture and computer for Environmental Specialist - 50%	\$ 2,300
		<b>\$ 26,732</b>
<b>220</b>	<b>Clothing Supplies</b>	
	- Uniform rental - 7 staff	\$ 2,226
	- Tee shirts - 7 staff	\$ 154
	- Gloves	\$ 250
	- Steel toed boots - 7 staff	\$ 980
	- Safety vests & gear	\$ 566
	- Foul weather gear	\$ 490
		<b>\$ 4,666</b>
<b>221</b>	<b>Chemical Supplies</b>	
	- HTH for disinfecting of new mains & main breaks	\$ 250
	- DPD Chlorine secondary standard ktis	\$ 160
	- Insect sprays	\$ 450
	- Chlorine reagent pillows	\$ 250
		<b>\$ 1,110</b>
<b>229</b>	<b>Tools &amp; Other Supplies</b>	
	- Small tools	\$ 2,060
	- Marking paint & flags	\$ 800
	- Welding supplies	\$ 250
	- Gatorade, ice, & break room supplies	\$ 500
	- Fire extinguishers	\$ 240
	- First aid supplies & insect repellent	\$ 160
	- Batteries & other misc. supplies	\$ 1,460
	- Steel and rebar	\$ 100
	- Barricade lights, traffic cones, work zone signs	\$ 1,210
		<b>\$ 6,780</b>
<b>250</b>	<b>Small Equipment</b>	
	- Submersible pump	\$ 1,200
	- Porta saw	\$ 1,200
	- Hammer drill	\$ 250
	- Chain saw	\$ 350
	- Trailer for trench box	\$ 1,000
	- GPS unit & unit increase	\$ 5,600
		<b>\$ 9,600</b>
<b>333</b>	<b>Water Line Maintenance</b>	
	- Materials, parts, and supplies for maintenance and repair of water lines	<b>\$ 37,000</b>
<b>334</b>	<b>Water Valve Maintenance</b>	
	- Annual inspection and repair of pressure and altitude valves	<b>\$ 8,000</b>
<b>335</b>	<b>Fire Hydrant Maintenance</b>	
	- Materials and parts for maintenance of fire hydrants	<b>\$ 10,000</b>
<b>336</b>	<b>Water Tank Maintenance</b>	
	- SCADA system maintenance agreement	\$ 1,300
	- Repair of pump station, chlorinators, & water tanks	\$ 6,000
		<b>\$ 7,300</b>
<b>339</b>	<b>Water Samples &amp; Tank Testing</b>	
	Quarterly sampling for Haloacetic acids and trihalomethands	\$ 1,000
	Monthly water lab analysis	\$ 3,600
	Lead and copper testing	\$ 1,200
	Other testing as needed	\$ 2,200
		<b>\$ 8,000</b>
<b>501</b>	<b>Advertising &amp; Public Notices</b>	
	- Consumer Confidence Report (Drinking Water Quality) & other notices	<b>\$ 1,500</b>

**Water Continued**

Account Number	Description	Amount
<b>02-4-210-510</b>	<b>Dues &amp; Publications</b>	
	- TWUA dues - 7 staff	\$ 455
	- TCEQ license renewal - 3 staff	\$ 333
	- New TCEQ licenses - 4 staff	\$ 444
	- American Public Works Association dues	
	- Hosting of Central Texas Water Utility Association meeting	\$ 2,000
		<b>\$ 3,232</b>
<b>513</b>	<b>Travel &amp; Training</b>	
	- Online student center	\$ 46
	- TCEQ required classes	\$ 1,000
	- 4th of July parade worker lunch	\$ 70
		<b>\$ 1,116</b>
<b>571</b>	<b>State Water System Fees</b>	
	- Annual mandated fees for State certification of water system	<b>\$ 12,000</b>
<b>720</b>	<b>Election Use &amp; Option Water</b>	
	- Election use water - BCWCID - 3,206 AF @ \$28.56	\$ 91,563
	- Option water - BCWCID - 1,760 AF @ \$14.28	\$ 25,133
	- Option water - BCWCID - 1,000 AF @ \$66.50	\$ 66,500
	- Option water - BRA - 2,500 AF @ \$14.28	\$ 35,700
	- Option water - CTWSC - 12 AF @ \$110.00	\$ 1,320
		<b>\$ 220,216</b>
<b>721</b>	<b>Water Purchases-Fixed Charges</b>	
	- Monthly debt service portion of BCWCID #1 payments	<b>\$ 516,648</b>
<b>722</b>	<b>Water Purchases-Raw Water</b>	
	- M&O per gallon charges from BCWCID #1	<b>\$ 600,000</b>
<b>802</b>	<b>Machinery &amp; Equipment</b>	
	- Trench Shoring	<b>\$ 6,900</b>
<b>806</b>	<b>Computer Equipment</b>	
	- Asset management system	<b>\$ 4,000</b>
<b>852</b>	<b>Water Meters</b>	
	- New and reconditioned meters, meter change-out program	<b>\$ 45,000</b>
<b>901</b>	<b>Transfer to GF-Franchise</b>	
	- Franchise fee transfer to General fund	<b>\$ 181,571</b>
<b>902</b>	<b>Transfer to GF-Reimbursement</b>	
	- Administrative, street, and shop costs	<b>\$ 58,728</b>
<b>909</b>	<b>Transfer to WS Capital Projects Fund</b>	
	- Capitalized cost of replacing/upgrading water lines	<b>\$ 100,000</b>



**Description**

The Sewer Department is comprised of two divisions:

1. Collection
2. Lift Stations

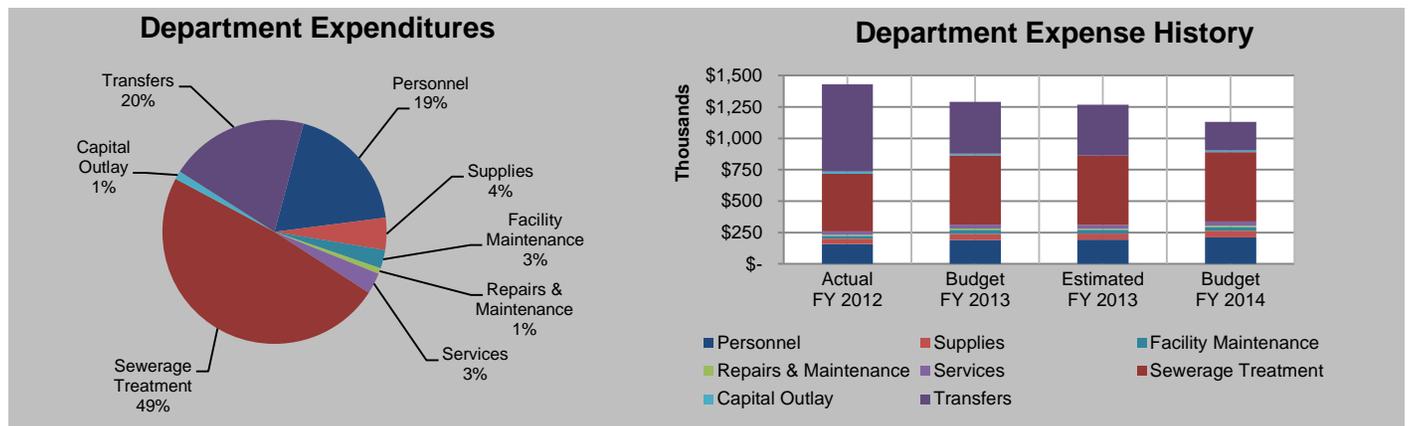
The details of these divisions follow.

**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 157,806	\$ 190,386	\$ 192,986	\$ 212,567
Supplies	\$ 43,522	\$ 48,883	\$ 49,419	\$ 52,314
Facility Maintenance	\$ 23,649	\$ 32,600	\$ 28,616	\$ 30,150
Repairs & Maintenance	\$ 7,448	\$ 9,553	\$ 7,953	\$ 9,373
Services	\$ 28,319	\$ 31,928	\$ 32,034	\$ 34,090
Sewerage Treatment	\$ 457,004	\$ 550,524	\$ 550,524	\$ 550,524
Capital Outlay	\$ 16,752	\$ 14,000	\$ -	\$ 13,515
Transfers	\$ 693,948	\$ 412,592	\$ 405,092	\$ 227,360
<b>Total</b>	<b>\$ 1,428,448</b>	<b>\$ 1,290,466</b>	<b>\$ 1,266,624</b>	<b>\$ 1,129,893</b>

**Staffing**

Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
Sewer Lift Station Mechanic	1	1	1
Sewer Maint. Worker II	1	1	1
Sewer Maint. Worker I	3	3	3
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>



## Mission

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

## Description

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

## Accomplishments

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- Managed wastewater system to ensure no sanitary sewer overflows. (B8, F3-2)
- Identified sewer services with broken or no cleanouts, and repair as needed. (B10, F3-2)
- Researched software products for entering and tracking all maintenance work orders. (A14)
- Completed the sewer main replacement on N. Sparks from the Nolan Creek to University Drive. (F3-2)
- Inspected all new sewer main installations with the Aries Camera System (A14, F3-2)
- Two staff received certification in sewer collection systems. (A2)
- Assisted in the flow monitoring and evaluation of the Nolan Creek Trunk Sewer. (A14, F3-2)
- Continued to improve technical education and safety training for employees through professional courses attended as offered by the Texas Water Utility Association, Texas A&M Engineering Extension, TML and others. (A2)

## Goals

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- Identify and GPS half of the manholes and sewer mains into the GIS system. (A14, B10)
- Coordinate with Temple to hire a third-party engineer to review the phasing plan for the TBWWTP expansion. (F3-2)
- Work with Temple to finalize the Phasing Plan for the TBWWTP expansion. (F3-2)
- Continue to camera sewer mains and services to identify defects. (A14, F3-2)
- Ensure there are no preventable sanitary sewer overflows. (B8, F3-2)
- Develop a plan to have all staff certified within three years. (A2, D4)
- Evaluate new technology for maintenance and replacement of sewer systems. (A14, F3-2)
- Assist in the evaluation of the Nolan Creek Trunk Sewer and Rehabilitation. (A14, F3-2)

(Strategic Plan Goal #)

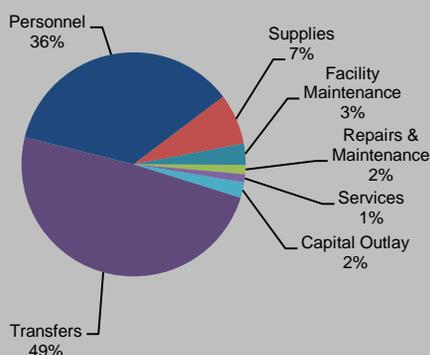
### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 115,002	\$ 146,155	\$ 148,755	\$ 165,965
Supplies	\$ 34,037	\$ 38,960	\$ 34,681	\$ 33,917
Facility Maintenance	\$ 11,011	\$ 13,000	\$ 16,016	\$ 14,150
Repairs & Maintenance	\$ 5,892	\$ 8,323	\$ 6,723	\$ 6,286
Services	\$ 3,427	\$ 6,066	\$ 5,283	\$ 5,382
Capital Outlay	\$ -	\$ -	\$ -	\$ 10,515
Transfers	\$ 253,948	\$ 205,092	\$ 205,092	\$ 227,360
<b>Total</b>	<b>\$ 423,318</b>	<b>\$ 417,596</b>	<b>\$ 416,550</b>	<b>\$ 463,575</b>

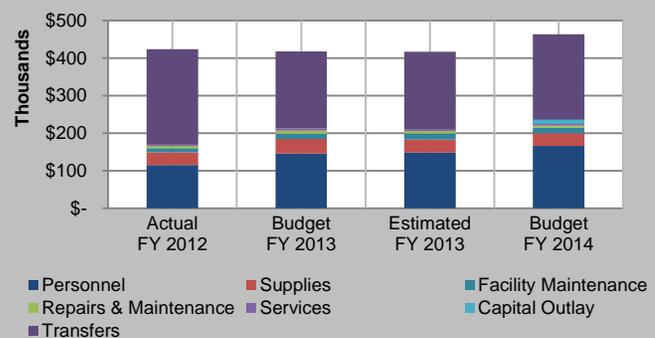
### Workload/Demand Measures

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Miles of Sanitary Sewers	130	133	134
# of Stops-Service Lines	118	101	120
# of Stops-Main Lines	8	7	8
Main Line Repairs	8	5	8
Linear Feet of New Main		14,225	5,500
LF Cleaned-Result of Stops	8,050	4,500	5,000
LF Cleaned-Ongoing	50,200	62,000	70,000
Manholes Cleaned	560	850	950
Manholes Replaced/Repaired	13	9	12
Service Taps Made	124	119	125
Services Replaced	31	15	20
Services Repaired	45	82	70

#### Division Expenditures



#### Division Expense History



**Sewer - Collection**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
02-4-221-104	Salaries-Operations	\$ 80,060	\$ 99,036	\$ 101,636	\$ 94,264
02-4-221-107	Salaries-Overtime	\$ 1,159	\$ 2,708	\$ 2,708	\$ 2,828
02-4-221-121	TMRS	\$ 5,970	\$ 7,145	\$ 7,145	\$ 6,612
02-4-221-122	FICA	\$ 6,197	\$ 7,983	\$ 7,983	\$ 7,428
02-4-221-123	Employee Insurance	\$ 18,387	\$ 25,916	\$ 25,916	\$ 25,277
02-4-221-124	Workers' Comp. Insurance	\$ 1,876	\$ 2,192	\$ 2,192	\$ 1,780
02-4-221-125	Unemployment Compensation	\$ 1,353	\$ 1,175	\$ 1,175	\$ 1,044
02-4-221-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 26,732
	<b>Total Personnel</b>	<b>\$ 115,002</b>	<b>\$ 146,155</b>	<b>\$ 148,755</b>	<b>\$ 165,965</b>
02-4-221-201	Office Supplies	\$ -	\$ 100	\$ 100	\$ 150
02-4-221-220	Clothing Supplies	\$ 2,659	\$ 3,094	\$ 3,000	\$ 2,957
02-4-221-221	Chemical Supplies	\$ 4,112	\$ 7,000	\$ 7,000	\$ 7,000
02-4-221-222	Fuel	\$ 18,779	\$ 20,218	\$ 18,781	\$ 20,590
02-4-221-227	Janitorial Supplies	\$ -	\$ 200	\$ 400	\$ 400
02-4-221-229	Tools & Other Supplies	\$ 1,196	\$ 1,400	\$ 1,400	\$ 2,470
02-4-221-250	Small Equipment	\$ 7,292	\$ 6,948	\$ 4,000	\$ 350
	<b>Total Supplies</b>	<b>\$ 34,037</b>	<b>\$ 38,960</b>	<b>\$ 34,681</b>	<b>\$ 33,917</b>
02-4-221-301	Building Maintenance	\$ -	\$ -	\$ 16	\$ 150
02-4-221-333	Sewer Line Maintenance	\$ 11,011	\$ 13,000	\$ 13,000	\$ 13,000
02-4-221-339	Sewer Discharge Testing	\$ -	\$ -	\$ 3,000	\$ 1,000
	<b>Total Facility Maintenance</b>	<b>\$ 11,011</b>	<b>\$ 13,000</b>	<b>\$ 16,016</b>	<b>\$ 14,150</b>
02-4-221-402	Equipment & Machinery Maint.	\$ 2,208	\$ 3,600	\$ 2,500	\$ 2,500
02-4-221-403	Vehicle Maintenance	\$ 3,672	\$ 4,500	\$ 4,000	\$ 3,500
02-4-221-406	Computer System Maintenance	\$ 12	\$ 23	\$ 23	\$ 36
02-4-221-407	Radio Maintenance	\$ -	\$ 200	\$ 200	\$ 250
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 5,892</b>	<b>\$ 8,323</b>	<b>\$ 6,723</b>	<b>\$ 6,286</b>
02-4-221-510	Dues & Publications	\$ 183	\$ 704	\$ 300	\$ 701
02-4-221-513	Travel & Training	\$ 336	\$ 1,000	\$ 1,000	\$ 1,580
02-4-221-550	Insurance-General Liability	\$ 991	\$ 115	\$ 113	\$ 129
02-4-221-551	Insurance-Errors & Omissions	\$ 196	\$ 244	\$ 254	\$ 290
02-4-221-554	Insurance-Automobile	\$ 1,299	\$ 1,438	\$ 1,088	\$ 1,217
02-4-221-555	Insurance-Mobile Equipment	\$ 243	\$ 243	\$ 215	\$ 236
02-4-221-556	Insurance-Real Property	\$ 100	\$ 100	\$ 91	\$ 99
02-4-221-570	Special Services	\$ -	\$ 2,142	\$ 2,142	\$ 600
02-4-221-581	Communication Services	\$ 79	\$ 80	\$ 80	\$ 530
	<b>Total Services</b>	<b>\$ 3,427</b>	<b>\$ 6,066</b>	<b>\$ 5,283</b>	<b>\$ 5,382</b>
02-4-221-802	Machinery & Equipment	\$ -	\$ -	\$ -	\$ 6,515
02-4-221-806	Computer Equipment	\$ -	\$ -	\$ -	\$ 4,000
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,515</b>
02-4-221-901	Transfer to GF-Franchise	\$ 95,900	\$ 99,192	\$ 99,192	\$ 96,460
02-4-221-902	Transfer to GF-Reimbursement	\$ 28,048	\$ 30,900	\$ 30,900	\$ 30,900
02-4-221-909	Transfer to WS Capital Projects Fund	\$ 75,000	\$ 75,000	\$ 75,000	\$ 100,000
02-4-221-957	Transfer to TxCDBG Fund	\$ 55,000	\$ -	\$ -	\$ -
	<b>Total Transfers</b>	<b>\$ 253,948</b>	<b>\$ 205,092</b>	<b>\$ 205,092</b>	<b>\$ 227,360</b>
	<b>Total Sewer - Collection</b>	<b>\$ 423,318</b>	<b>\$ 417,596</b>	<b>\$ 416,550</b>	<b>\$ 463,575</b>

**Sewer - Collection**

Account Number	Description	Amount
02-4-221-150	<b>New Personnel</b> - Environmental Specialist - 37.5% \$ 24,432 - Furniture & computer for Environmental Specialist - 50% \$ 2,300	\$ 26,732
220	<b>Clothing Supplies</b> - Uniform rental - 4 staff \$ 1,524 - Safety vests & gear - 4 staff \$ 335 - Gloves \$ 150 - Foul weather gear - 4 staff \$ 300 - Tee shirts - 4 staff \$ 88 - Steel toed boots - 4 staff \$ 560	\$ 2,957
221	<b>Chemical Supplies</b> - Root & grease emulsifier \$ 6,750 - Disinfectant supplies \$ 250	\$ 7,000
229	<b>Tools &amp; Other Supplies</b> - Hand and small tools \$ 1,480 - Batteries \$ 100 - Gatorade & ice \$ 300 - First aid kits \$ 160 - Fire extinguishers \$ 180 - Marking paint \$ 250	\$ 2,470
250	<b>Small Equipment</b> - Chain saw	\$ 350
333	<b>Sewer Line Maintenance</b> - Materials, fittings, and supplies for maintenance and repair of sewer lines	\$ 13,000
339	<b>Sewer Discharge Testing</b> - Testing of industrial user effluent	\$ 1,000
510	<b>Dues &amp; Publications</b> - TWUA dues - 4 staff \$ 260 - TCEQ license renewal - 3 staff \$ 333 - CDL license renewal - 3 staff \$ 108	\$ 701
513	<b>Travel &amp; Training</b> - Continuing education \$ 1,500 - Other \$ 80	\$ 1,580
570	<b>Special Services</b> Hepatitis B shots for new employees	\$ 600
802	<b>Machinery &amp; Equipment</b> - Tripod with full body harness	\$ 6,515
806	<b>Computer Equipment</b> - Asset management system	\$ 4,000
901	<b>Transfer to GF-Franchise</b> - Franchise fee transfer to General fund	\$ 96,460
902	<b>Transfer to GF-Reimbursement</b> - Administrative, street, and shop costs	\$ 30,900
909	<b>Transfer to WS Capital Projects Fund</b> - Repair and replacement of sewer mains and manholes	\$ 100,000

## Mission

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

## Description

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

## Accomplishments

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- Installed hour meters to monitor pump run times at all lift stations. (A14, F3-2)
- Upgraded the Pecan Lift Station to accommodate a new type of pumping system. (F3-2)
- Installed an emergency backup generator at the Dunn's Canyon lift station. (B8)
- Installed a new pump motor at the Belton Business Park lift station. (F3-2)
- Relocated the Pearl Street lift station to W. Ave. O to accommodate the IH-35 widening project. (D2, F3-2)
- Installed potable water at the new W. Ave. O lift station. (F3-2)

## Goals

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- Develop cost estimates and project plan for venting required at lift stations. (F3-2)
- Provide potable water at each lift station. (B10)
- 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)
- Train staff on basic electrical and control diagnostics. (A2)
- Train, educate and license staff to meet departmental goals and TCEQ requirements. (A2)
- Install pump hoist at the Pecan Lift Station. (F3-2)

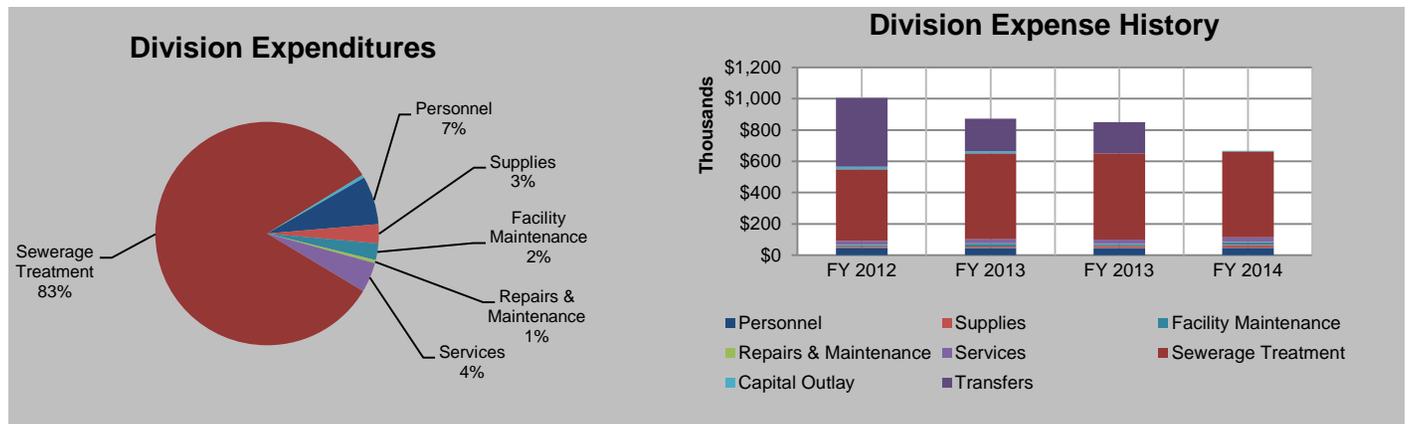
(Strategic Plan Goal #)

**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 42,803	\$ 44,231	\$ 44,231	\$ 46,602
Supplies	\$ 9,485	\$ 9,923	\$ 14,738	\$ 18,397
Facility Maintenance	\$ 12,638	\$ 19,600	\$ 12,600	\$ 16,000
Repairs & Maintenance	\$ 1,556	\$ 1,230	\$ 1,230	\$ 3,087
Services	\$ 24,892	\$ 25,862	\$ 26,751	\$ 28,708
Sewerage Treatment	\$ 457,004	\$ 550,524	\$ 550,524	\$ 550,524
Capital Outlay	\$ 16,752	\$ 14,000	\$ -	\$ 3,000
Transfers	\$ 440,000	\$ 207,500	\$ 200,000	\$ -
<b>Total</b>	<b>\$ 1,005,130</b>	<b>\$ 872,870</b>	<b>\$ 850,074</b>	<b>\$ 666,318</b>

**Workload/Demand Measures**

Measurement	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget
Number of Lift Stations	16	15	15
Grinder Stations	1	1	1
Man-Hours for Servicing	2,120	2,000	2,084
Gallons Discharged to Treatment Plant	430,221,300	477,216,000	480,500,000
Average Discharge per Day	1,178,688	1,307,441	1,316,438



**Sewer - Lift Stations**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
02-4-222-104	Salaries-Operations	\$ 31,558	\$ 31,799	\$ 31,799	\$ 33,330
02-4-222-107	Salaries-Overtime	\$ 175	\$ 954	\$ 954	\$ 1,000
02-4-222-121	TMRS	\$ 2,367	\$ 2,243	\$ 2,243	\$ 2,338
02-4-222-122	FICA	\$ 2,400	\$ 2,506	\$ 2,506	\$ 2,626
02-4-222-123	Employee Insurance	\$ 5,305	\$ 5,810	\$ 5,810	\$ 6,358
02-4-222-124	Workers' Comp. Insurance	\$ 737	\$ 658	\$ 658	\$ 689
02-4-222-125	Unemployment Compensation	\$ 261	\$ 261	\$ 261	\$ 261
	<b>Total Personnel</b>	<b>\$ 42,803</b>	<b>\$ 44,231</b>	<b>\$ 44,231</b>	<b>\$ 46,602</b>
02-4-222-220	Clothing Supplies	\$ 473	\$ 578	\$ 578	\$ 670
02-4-222-221	Chemical Supplies	\$ 1,373	\$ 4,125	\$ 4,125	\$ 4,125
02-4-222-222	Fuel	\$ 4,408	\$ 5,040	\$ 4,355	\$ 4,810
02-4-222-227	Janitorial Supplies	\$ -	\$ -	\$ -	\$ 200
02-4-222-229	Tools & Other Supplies	\$ 109	\$ 180	\$ 180	\$ 905
02-4-222-250	Small Equipment	\$ 3,123	\$ -	\$ 5,500	\$ 7,687
	<b>Total Supplies</b>	<b>\$ 9,485</b>	<b>\$ 9,923</b>	<b>\$ 14,738</b>	<b>\$ 18,397</b>
02-4-222-333	Lift Station Maintenance	\$ 12,638	\$ 19,600	\$ 12,600	\$ 16,000
	<b>Total Facility Maintenance</b>	<b>\$ 12,638</b>	<b>\$ 19,600</b>	<b>\$ 12,600</b>	<b>\$ 16,000</b>
02-4-222-402	Equipment & Machinery Maint.	\$ 103	\$ 500	\$ 500	\$ 2,250
02-4-222-403	Vehicle Maintenance	\$ 1,453	\$ 630	\$ 630	\$ 675
02-4-222-406	Computer System Maintenance	\$ -	\$ -	\$ -	\$ 12
02-4-222-407	Radio Maintenance	\$ -	\$ 100	\$ 100	\$ 150
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 1,556</b>	<b>\$ 1,230</b>	<b>\$ 1,230</b>	<b>\$ 3,087</b>
02-4-222-510	Dues & Publications	\$ 176	\$ 176	\$ 176	\$ 176
02-4-222-513	Travel & Training	\$ 338	\$ 400	\$ 400	\$ 510
02-4-222-550	Insurance-General Liability	\$ 26	\$ 33	\$ 30	\$ 34
02-4-222-551	Insurance-Errors & Omissions	\$ 56	\$ 70	\$ 66	\$ 75
02-4-222-554	Insurance-Automobile	\$ 212	\$ 240	\$ 212	\$ 244
02-4-222-556	Insurance-Real Property	\$ 93	\$ 93	\$ 597	\$ 824
02-4-222-570	Special Services	\$ -	\$ 280	\$ 280	\$ -
02-4-222-581	Communication Services	\$ 4,295	\$ 4,230	\$ 4,950	\$ 4,925
02-4-222-582	Gas Service	\$ 512	\$ 500	\$ 935	\$ 1,200
02-4-222-583	Electric Service	\$ 19,184	\$ 19,840	\$ 19,105	\$ 20,720
	<b>Total Services</b>	<b>\$ 24,892</b>	<b>\$ 25,862</b>	<b>\$ 26,751</b>	<b>\$ 28,708</b>
02-4-222-723	Sewerage Treatment Payments	\$ 457,004	\$ 550,524	\$ 550,524	\$ 550,524
	<b>Total Sewerage Treatment</b>	<b>\$ 457,004</b>	<b>\$ 550,524</b>	<b>\$ 550,524</b>	<b>\$ 550,524</b>
02-4-222-806	Computer Equipment	\$ -	\$ 6,000	\$ -	\$ 3,000
02-4-222-850	Lift Stations	\$ 16,752	\$ 8,000	\$ -	\$ -
	<b>Total Capital Outlay</b>	<b>\$ 16,752</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ 3,000</b>
02-4-222-909	Transfer to WS Capital Projects Fund	\$ 440,000	\$ 207,500	\$ 200,000	\$ -
	<b>Total Transfers</b>	<b>\$ 440,000</b>	<b>\$ 207,500</b>	<b>\$ 200,000</b>	<b>\$ -</b>
	<b>Total Sewer - Lift Stations</b>	<b>\$ 1,005,130</b>	<b>\$ 872,870</b>	<b>\$ 850,074</b>	<b>\$ 666,318</b>
	<b>Total Sewer</b>	<b>\$ 1,428,448</b>	<b>\$ 1,290,466</b>	<b>\$ 1,266,624</b>	<b>\$ 1,129,893</b>

**Sewer - Lift Stations**

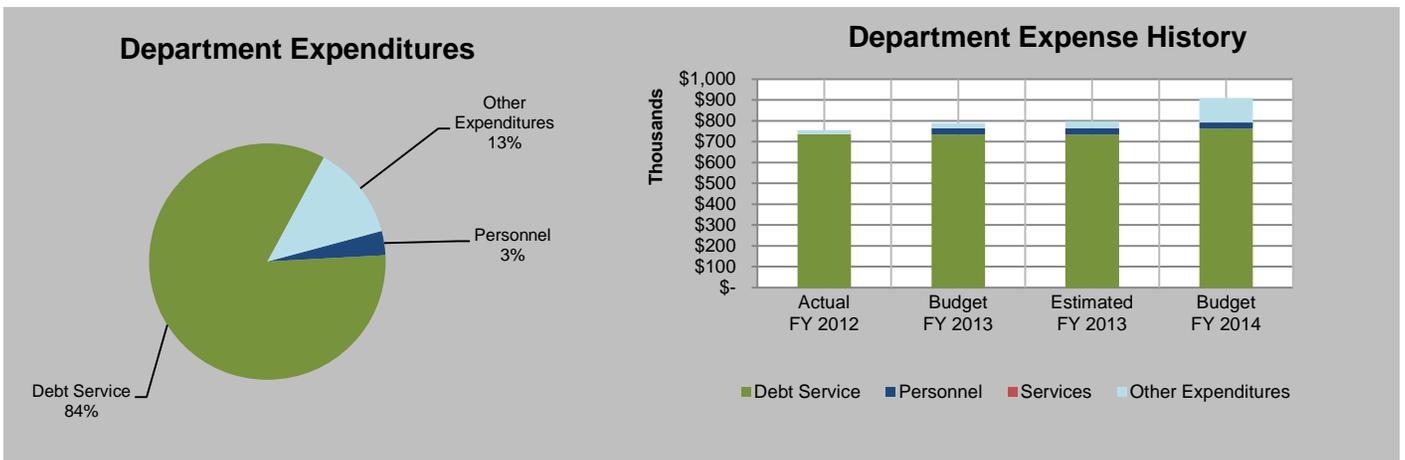
Account Number	Description	Amount
02-4-222-220	<b>Clothing Supplies</b>	
	- Uniform rental	\$ 318
	- Steel toed boots	\$ 140
	- Safety vest & gear	\$ 115
	- Tee shirt	\$ 22
	- Foul weather gear	\$ 75
		<b>\$ 670</b>
221	<b>Chemical Supplies</b>	
	- Root control & grease emulsifier	\$ 2,750
	- Disinfectant supplies	\$ 200
	- Other chemicals	\$ 1,175
		<b>\$ 4,125</b>
229	<b>Tools &amp; Other Supplies</b>	
	- Hand tools & red grease	\$ 225
	- Fire extinguisher & first aid kit	\$ 85
	- Leaf blower & extension cord	\$ 155
	- Ice, gatorade, coffee	\$ 150
	- Batteries	\$ 290
		<b>\$ 905</b>
250	<b>Small Equipment</b>	
	- Push lawn mower	\$ 300
	- Pole saw	\$ 250
	- Hoist for Pecan lift station	\$ 4,737
	- Gas detector & calibration	\$ 2,400
		<b>\$ 7,687</b>
402	<b>Equipment &amp; Machinery Maintenance</b>	
	- Generator maintenance agreements	\$ 2,100
	- Trash pumps	\$ 150
		<b>\$ 2,250</b>
510	<b>Dues &amp; Publications</b>	
	- TWUA dues	\$ 65
	- TCEQ license renewal	\$ 111
		<b>\$ 176</b>
513	<b>Travel &amp; Training</b>	
	- TCEQ courses	\$ 350
	- 4th of July parade worker lunch	\$ 10
	- Other	\$ 150
		<b>\$ 510</b>
581	<b>Communication Services</b>	
	- Phone monitors in lift stations, Omni monitoring service, and pagers	\$ 4,925
		<b>\$ 4,925</b>
583	<b>Electric Service</b>	
	- Electric service for lift stations & pumps	\$ 20,720
		<b>\$ 20,720</b>
723	<b>Sewerage Treatment Payments</b>	
	- Payments to BRA for sewage treatment - 12 @ \$42,591	\$ 511,092
	- Monthly management fees to BRA - 12 @ \$1,331	\$ 15,972
	- Other directly billed and out of contracts costs	\$ 23,460
		<b>\$ 550,524</b>
806	<b>Computer Equipment</b>	
	- Asset management system	\$ 3,000
		<b>\$ 3,000</b>

**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 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
Services	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 735,180	\$ 734,248	\$ 734,305	\$ 762,198
Other Expenditures	\$ 20,298	\$ 25,020	\$ 33,520	\$ 117,482
<b>Total</b>	<b>\$ 755,478</b>	<b>\$ 789,268</b>	<b>\$ 797,825</b>	<b>\$ 909,680</b>



**Other Costs**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
02-4-230-160	Pay Plan Costs	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
	<b>Total Personnel</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
02-4-230-601	Bond Principal Payments	\$ 491,030	\$ 506,020	\$ 506,020	\$ 550,750
02-4-230-602	Bond Interest Payments	\$ 242,190	\$ 225,978	\$ 225,978	\$ 209,098
02-4-230-603	Bond Paying Agent Fees	\$ 154	\$ 250	\$ 250	\$ 250
02-4-230-604	Arbitrage Rebate Calculation Fees	\$ 1,805	\$ 2,000	\$ 2,057	\$ 2,100
	<b>Total Debt Service</b>	<b>\$ 735,180</b>	<b>\$ 734,248</b>	<b>\$ 734,305</b>	<b>\$ 762,198</b>
02-4-230-701	Strategic Plan Elements	\$ 20,298	\$ 17,750	\$ 17,750	\$ 92,482
02-4-230-707	Contingency	\$ -	\$ 7,270	\$ 15,770	\$ 25,000
	<b>Total Other Expenditures</b>	<b>\$ 20,298</b>	<b>\$ 25,020</b>	<b>\$ 33,520</b>	<b>\$ 117,482</b>
	<b>Total Other Costs</b>	<b>\$ 755,478</b>	<b>\$ 789,268</b>	<b>\$ 797,825</b>	<b>\$ 909,680</b>

**Other Costs**

Account Number	Description	Amount
02-4-230-160	<b>Pay Plan</b> - Funding for pay plan increases for W&S Fund employees	\$ 30,000
601	<b>Bond Principal Payments</b> - Principal payments on Water & Sewer revenue bonds	\$ 550,750
602	<b>Bond Interest Payments</b> - Interest payments on Water & Sewer revenue bonds	\$ 209,098
604	<b>Arbitrage Rebate Calculation Fees</b> - Professional services for computation of bond arbitrage requirements pursuant to IRS regulations	\$ 2,100
571	<b>Strategic Plan Elements</b> - Strategic Plan update \$ 2,750 - Essential Interviewing Skills \$ 273 - Service Culture Phase 2 \$ 203 - Service Culture Phase 3 \$ 4,756 - Water & Sewer rate study \$ 25,000 - Drought Plan update \$ 20,000 - Design Standards update \$ 39,500	\$ 92,482
707	<b>Contingency</b> - Amount to be used in case of unforeseen expenditures	\$ 25,000



# **Economic Development Fund**

**City of Belton  
Fund Balance Projection  
FY 2014**

**- Development Corporation -**

<b>Projected Beginning Fund Balance</b>		<b>\$ 3,890,005</b>
Budgeted Revenues and Transfers In	\$ 1,489,606	
Budgeted Expenditures		
Personnel	\$ 159,975	
Supplies	\$ 8,300	
Repairs & Maintenance	\$ 32,500	
Services	\$ 173,086	
Debt Service	\$ 153,186	
Total Operating & Debt Expenditures	\$ (527,047)	
Revenues in Excess of O&M & Debt Expenditures	\$ 962,559	
Capital Outlay	\$ (100,000)	
Incentive Commitments	\$ (575,900)	
Net Impact of Budget on Fund Balance		<b>\$ 286,659</b>
<b>Projected Ending Fund Balance</b>		<b>\$ 4,176,664</b>
Minimum Fund Balance (3 months O&M Budget)		\$ (93,465)
Highest Annual Debt Service		\$ (153,186)
<b>Projected Fund Balance in Excess of Minimum</b>		<b>\$ 3,930,013</b>

**Economic Development Fund Revenues**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
05-3-1210	Economic Development Sales	\$ 1,381,532	\$ 1,312,500	\$ 1,378,562	\$ 1,458,506
	<b>Total Sales Tax</b>	<b>\$ 1,381,532</b>	<b>\$ 1,312,500</b>	<b>\$ 1,378,562</b>	<b>\$ 1,458,506</b>
05-3-5210	Rental Income	\$ 103,143	\$ 141,286	\$ 141,286	\$ 27,600
05-3-6100	Sale of Property	\$ 24,559	\$ 635,986	\$ 2,202,336	\$ -
05-3-7010	Miscellaneous Income	\$ 30	\$ -	\$ -	\$ -
	<b>Total Other Revenue</b>	<b>\$ 127,731</b>	<b>\$ 777,272</b>	<b>\$ 2,343,622</b>	<b>\$ 27,600</b>
05-3-9100	Interest Income-Bank	\$ 130	\$ -	\$ -	\$ -
05-3-9120	Interest Income-TexPool	\$ 997	\$ 2,000	\$ 3,000	\$ 3,500
05-3-9121	Interest Income-TexStar	\$ 1,886	\$ -	\$ -	\$ -
	<b>Total Interest Income</b>	<b>\$ 3,013</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 3,500</b>
	<b>Total Revenues</b>	<b>\$ 1,512,276</b>	<b>\$ 2,091,772</b>	<b>\$ 3,725,184</b>	<b>\$ 1,489,606</b>

**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

FY 2014 sales tax revenues were projected at the FY 2013 level, plus a 5% growth factor. This budgeted amount reflects the same growth projection as in General Fund sales tax revenue.

**Rental Income:**

In FY 2013, the flex-space building in the Belton Business Park was sold, resulting in a reduction in rental income for FY 2014. The BEDC still owns and leases the Micro Distributing building at \$2,300 per month.

**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 2014 was developed with a roll forward of the monthly cash balance and slightly less than current market rates of return.

## Mission

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

## Description

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- 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

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- Sold Belton Business Center, a fully leased 11,400 sq. ft. office warehouse facility in Arbor Park. (D3)
- Sold 9+ acres in the Belton Business Park PUD, for the development of nursing home and rehabilitation center, office warehouse building and an expansion to Valero. (D2, D3)
- Implemented a Small Business and Entrepreneur program consisting of small business counseling and workshops. (D4)
- Executed a development agreement with Belltec to support their recent expansion. (D3)
- Maintained contact and communication with existing industries via company visits, Industry Roundtable Sessions, CHERMA, and continued outreach. (D4)
- Conducted two training sessions in partnership with Temple College for local industries. (D5)
- Recipient of the SEDC 2013 Community Economic Development Award for population category 15,001 – 40,000.

## Goals

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- Establish new relationships with Site Selectors and Brokers, and foster existing relationships. (D2, D6)
- Sale of property in the Belton Business Park for capital investment and job creation. (D3)
- Implementation of Grow Belton initiative to enhance the small business and entrepreneur program. (D3)
- Continue to build and enhance relationships with state economic development allies. (D2)
- Work with educators and encourage collaboration with local businesses and organizations to better prepare students for the workforce. (D4, D5)

(Strategic Plan Goal #)

**Description**

The Economic Development Fund is comprised of two divisions:

1. Operations
2. Property Management

The details of these divisions follow.

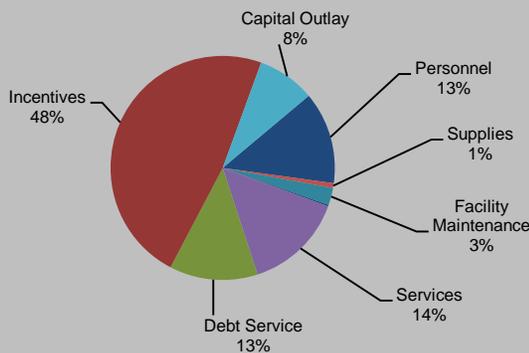
**Expenditure Summary**

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 192,417	\$ 146,194	\$ 149,005	\$ 159,975
Supplies	\$ 3,011	\$ 5,100	\$ 3,712	\$ 8,300
Facility Maintenance	\$ 22,746	\$ 33,750	\$ 21,967	\$ 30,000
Repairs & Maintenance	\$ 1,421	\$ 4,000	\$ 3,194	\$ 2,500
Services	\$ 143,177	\$ 182,701	\$ 176,235	\$ 173,086
Debt Service	\$ 154,543	\$ 151,983	\$ 151,796	\$ 153,186
Incentives	\$ 1,280,000	\$ 1,522,600	\$ 1,038,256	\$ 575,900
Capital Outlay	\$ 91,509	\$ 150,000	\$ 135,796	\$ 100,000
Transfers	\$ 20,000	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 1,908,823</b>	<b>\$ 2,196,328</b>	<b>\$ 1,679,961</b>	<b>\$ 1,202,947</b>

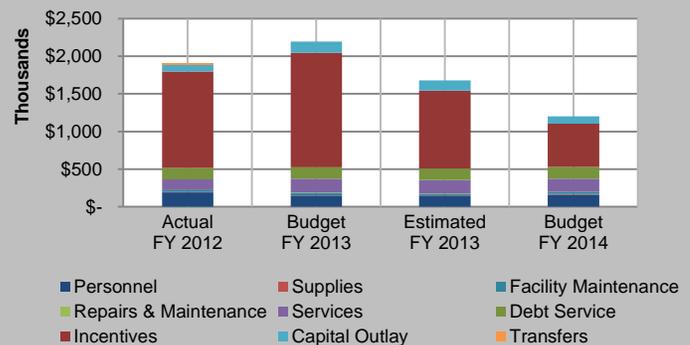
**Staffing**

Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
Economic Development Dir.	1	1	1
Associate Executive Director	0	0	0
Dir. of Business Retention	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Fund Expenditures**



**Fund Expense History**



**Economic Development - Operations**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
05-4-501-101	Salaries-Administrative	\$ 146,888	\$ 108,202	\$ 113,553	\$ 114,088
05-4-501-113	Health Insurance Allowance	\$ 2,535	\$ -	\$ 2,718	\$ -
05-4-501-114	Allowances	\$ 10,602	\$ 8,700	\$ 8,754	\$ 8,700
05-4-501-121	TMRS	\$ 11,801	\$ 8,005	\$ 8,552	\$ 8,362
05-4-501-122	FICA	\$ 11,547	\$ 8,851	\$ 9,088	\$ 9,302
05-4-501-123	Employee Insurance	\$ 7,795	\$ 11,621	\$ 6,029	\$ 12,716
05-4-501-124	Workers' Comp. Insurance	\$ 468	\$ 293	\$ 293	\$ 285
05-4-501-125	Unemployment Compensation	\$ 783	\$ 522	\$ 18	\$ 522
05-4-501-160	Pay Plan Costs	\$ -	\$ -	\$ -	\$ 6,000
	<b>Total Personnel</b>	<b>\$ 192,417</b>	<b>\$ 146,194</b>	<b>\$ 149,005</b>	<b>\$ 159,975</b>
05-4-501-201	Office Supplies	\$ 1,005	\$ 1,600	\$ 1,677	\$ 1,600
05-4-501-202	Postage	\$ 511	\$ 500	\$ 237	\$ 500
05-4-501-229	Tools & Other Supplies	\$ 848	\$ 1,500	\$ 236	\$ 1,500
05-4-501-250	Small Equipment	\$ 646	\$ 1,500	\$ 1,562	\$ 4,700
	<b>Total Supplies</b>	<b>\$ 3,011</b>	<b>\$ 5,100</b>	<b>\$ 3,712</b>	<b>\$ 8,300</b>
05-4-501-333	Business Park Maintenance	\$ 21,032	\$ 31,750	\$ 20,869	\$ 30,000
	<b>Total Facility Maintenance</b>	<b>\$ 21,032</b>	<b>\$ 31,750</b>	<b>\$ 20,869</b>	<b>\$ 30,000</b>
05-4-501-406	Computer System Maintenance	\$ 1,421	\$ 4,000	\$ 3,194	\$ 2,500
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 1,421</b>	<b>\$ 4,000</b>	<b>\$ 3,194</b>	<b>\$ 2,500</b>
05-4-501-501	Advertising & Public Notices	\$ 18,710	\$ 34,000	\$ 25,323	\$ 30,000
05-4-501-510	Dues & Publications	\$ 15,310	\$ 17,200	\$ 17,331	\$ 22,400
05-4-501-513	Travel & Training	\$ 10,034	\$ 16,300	\$ 10,041	\$ 16,300
05-4-501-550	Insurance-General Liability	\$ 83	\$ 103	\$ 101	\$ 116
05-4-501-551	Insurance-Errors & Omissions	\$ 176	\$ 219	\$ 228	\$ 261
05-4-501-556	Insurance-Real Property	\$ -	\$ -	\$ -	\$ 478
05-4-501-561	Legal Services	\$ 18,594	\$ 16,000	\$ 15,969	\$ 15,000
05-4-501-562	Engineering	\$ 14,288	\$ 17,000	\$ 14,086	\$ 17,000
05-4-501-570	Special Services	\$ 10,412	\$ 26,500	\$ 49,559	\$ 33,000
05-4-501-571	Admin. Reimb to General Fund	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
05-4-501-572	Audit Fees	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,301
05-4-501-581	Communication Services	\$ 1,775	\$ 1,720	\$ 1,488	\$ 1,490
05-4-501-585	Business Park Lighting	\$ 1,187	\$ 1,220	\$ 883	\$ 1,220
05-4-501-587	Office Rental	\$ 17,820	\$ 17,820	\$ 17,820	\$ 17,820
05-4-501-588	Water Service	\$ 5,444	\$ 7,200	\$ 644	\$ 7,200
	<b>Total Services</b>	<b>\$ 124,833</b>	<b>\$ 166,282</b>	<b>\$ 164,473</b>	<b>\$ 173,086</b>
05-4-501-601	Bond Principal Payments	\$ 137,350	\$ 137,350	\$ 137,350	\$ 141,450
05-4-501-602	Bond Interest Payments	\$ 17,030	\$ 14,283	\$ 14,283	\$ 11,536
05-4-501-603	Bond Paying Agent Fees	\$ 82	\$ 250	\$ 82	\$ 100
05-4-501-604	Arbitrage Rebate Calculation Fees	\$ 81	\$ 100	\$ 81	\$ 100
	<b>Total Debt Service</b>	<b>\$ 154,543</b>	<b>\$ 151,983</b>	<b>\$ 151,796</b>	<b>\$ 153,186</b>
05-4-501-701	Incentive Commitments	\$ 1,280,000	\$ 1,522,600	\$ 1,038,256	\$ 575,900
	<b>Total Other</b>	<b>\$ 1,280,000</b>	<b>\$ 1,522,600</b>	<b>\$ 1,038,256</b>	<b>\$ 575,900</b>
05-4-501-850	Business Park Improvements	\$ 91,509	\$ 150,000	\$ 135,796	\$ 100,000
	<b>Total Capital Outlay</b>	<b>\$ 91,509</b>	<b>\$ 150,000</b>	<b>\$ 135,796</b>	<b>\$ 100,000</b>
05-4-501-909	Transfer to WS Cap. Projects Fund	\$ 20,000	\$ -	\$ -	\$ -
	<b>Total Transfers</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total - Operations</b>	<b>\$ 1,888,765</b>	<b>\$ 2,177,909</b>	<b>\$ 1,667,101</b>	<b>\$ 1,202,947</b>

**Economic Development**

Account Number	Description	Amount
<b>05-4-501-160</b>	<b>Pay Plan Costs</b> - Funding for pay plan increases for Economic Developemnt employees	\$ 6,000
<b>229</b>	<b>Tools &amp; Other Supplies</b> - U.S. & Texas flags \$ 900 - Gifts/recognition \$ 600	\$ 1,500
<b>250</b>	<b>Small Equipment</b> - Computer \$ 1,500 - Tablets \$ 2,500 - Conference call equipment \$ 700	\$ 4,700
<b>333</b>	<b>Business Park Maintenance</b> - Shredding \$ 7,000 - Monthly mowing \$ 18,000 - Flower bed replacement \$ 1,100 - Sprinkler repair & maintenance \$ 1,400 - Light repair & replacement \$ 2,000 - Tree repair & maintenance \$ 500	\$ 30,000
<b>406</b>	<b>Computer System Maintenance</b> - Server maintenance \$ 1,000 - IT services \$ 500 - Spam & antivirus software \$ 1,000	\$ 2,500
<b>501</b>	<b>Advertising &amp; Marketing</b> - Journal Communications \$ 7,500 - Team Texas Site Selectors Guild \$ 5,000 - Trade show \$ 5,000 - Grow Belton marketing \$ 1,000 - Website license & hosting \$ 3,000 - Community partnerships \$ 2,000 - Special event notices \$ 2,000 - Advertising design \$ 2,000 - E-mail marketing \$ 500 - Business Park signage \$ 1,000 - Marketing materials \$ 1,000	\$ 30,000
<b>510</b>	<b>Dues &amp; Publications</b> - Fort Hood Economic Region membership \$ 10,000 - Team Texas dues \$ 3,000 - Texas One membership \$ 1,000 - TEDC annual dues - 2 staff \$ 900 - Local community organization dues \$ 900 - Texas Association of Business dues \$ 350 - IEDC membership \$ 345 - Cost of Living report \$ 250 - Local newspapers \$ 150 - Perryman Report \$ 150 - Association of the United States Army \$ 150 - CTHRMA membership \$ 55 - Impact Data Source \$ 5,150	\$ 22,400

**Economic Development Continued**

Account Number	Description	Amount
05-4-501-513	<b>Travel &amp; Training</b>	
	- Area development	\$ 3,000
	- Texas Economic Development Council	\$ 3,000
	- Trade Mission	\$ 3,000
	- Trade show	\$ 1,200
	- Team Texas Site Selectors Guild	\$ 1,200
	- Business roundtable meetings	\$ 1,300
	- Sales tax training	\$ 600
	- Other travel & training	\$ 3,000
		<b>\$ 16,300</b>
561	<b>Legal Services</b>	
	- Contract preparation, property acquisition, and negotiation	\$ 15,000
562	<b>Engineering</b>	
	- Soil testing, consulting, platting, surveying, and other related services	\$ 17,000
570	<b>Special Services</b>	
	- Land planning	\$ 7,000
	- Entrepreneurship program	\$ 5,000
	- Economic impact reports	\$ 6,000
	- Property search service	\$ 15,000
		<b>\$ 33,000</b>
571	<b>Administrative Reimbursement to General Fund</b>	
	- Reimbursement to the General Fund for administrative & finance services	\$ 7,500
572	<b>Audit Fees</b>	
	- Annual audit fees	\$ 3,301
585	<b>Business Park Lighting</b>	
	- Electric service	\$ 1,220
587	<b>Office Lease</b>	
	- Lease of office space in CTCOG building	\$ 17,820
588	<b>Water Service</b>	
	- Water service for business park landscaping	\$ 7,200
601	<b>Bond Principal Payments</b>	
	- Principal portion of annual bond payments	\$ 141,450
602	<b>Bond Interest Payments</b>	
	- Interest portion of annual bond payments	\$ 11,536
603	<b>Bond Paying Agent Fees</b>	
	- Fees for bond payment transactions	\$ 100
701	<b>Incentive Commitments</b>	
	- CGI	\$ 515,900
	- Other	\$ 60,000
		<b>\$ 575,900</b>
850	<b>Business Park Improvements</b>	
	- Planned Unit Development (PUD) infrastructure	\$ 100,000

**Economic Development - Property Management**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
05-4-502-301	Building Maintenance	\$ 1,714	\$ 2,000	\$ 1,098	\$ -
	<b>Total Facility Maintenance</b>	<b>\$ 1,714</b>	<b>\$ 2,000</b>	<b>\$ 1,098</b>	<b>\$ -</b>
05-4-502-556	Insurance-Real Property	\$ 1,679	\$ 1,679	\$ 1,531	\$ -
05-4-502-571	Lease Commissions	\$ 8,835	\$ 5,200	\$ 4,924	\$ -
05-4-502-579	Property Taxes				
05-4-502-579	Payment in lieu of taxes	\$ -	\$ -	\$ 1,687	
05-4-502-585	Lighting	\$ 2,839	\$ 3,660	\$ 1,999	\$ -
05-4-502-586	Garbage Service	\$ 1,074	\$ 1,080	\$ 1,004	\$ -
05-4-502-588	Water Service	\$ 3,917	\$ 4,800	\$ 617	\$ -
	<b>Total Services</b>	<b>\$ 18,344</b>	<b>\$ 16,419</b>	<b>\$ 11,762</b>	<b>\$ -</b>
	<b>Total Property Management</b>	<b>\$ 20,058</b>	<b>\$ 18,419</b>	<b>\$ 12,860</b>	<b>\$ -</b>
	<b>Total Economic Development</b>	<b>\$ 1,908,823</b>	<b>\$ 2,196,328</b>	<b>\$ 1,679,961</b>	<b>\$ 1,202,947</b>



# Drainage Fund

**City of Belton  
Fund Balance Projection  
FY 2014**

**- Drainage Fund -**

<b>Projected Beginning Fund Balance</b>		<b>\$</b>	<b>416,042</b>
Budgeted Revenues and Transfers In		\$	363,000
Budgeted Expenditures			
Personnel	\$		151,444
Supplies	\$		21,436
Repairs & Maintenance	\$		19,748
Services	\$		12,402
Capital Outlay	\$		70,000
Debt Service	\$		25,225
Total Operating & Debt Expenditures		<u>\$</u>	<u>(300,255)</u>
Revenues in Excess of O&M & Debt Expenditures		\$	62,745
Strategic Plan		\$	(46,419)
Transfers to Capital Projects		<u>\$</u>	<u>(150,000)</u>
Net Impact of Budget on Fund Balance		<u>\$</u>	<u>(133,674)</u>
<b>Projected Ending Fund Balance</b>		<u><b>\$</b></u>	<u><b>282,368</b></u>
Minimum Fund Balance (3 months O&M Budget)		\$	(68,758)
Highest Annual Debt Service		<u>\$</u>	<u>(25,225)</u>
<b>Projected Fund Balance in Excess of Minimum</b>		<u><b>\$</b></u>	<u><b>188,385</b></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.

**Drainage Fund Revenues**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
07-3-5500	Storm Drainage Fees	\$ 349,273	\$ 355,200	\$ 360,000	\$ 362,700
	<b>Total Utility Revenues</b>	<b>\$ 349,273</b>	<b>\$ 355,200</b>	<b>\$ 360,000</b>	<b>\$ 362,700</b>
07-3-9100	Interest Income-Bank	\$ 13	\$ -	\$ -	\$ -
07-3-9120	Interest Income-TexPool	\$ 96	\$ 250	\$ 375	\$ 300
07-3-9121	Interest Income-TexStar	\$ 183	\$ -	\$ -	\$ -
	<b>Total Interest Income</b>	<b>\$ 292</b>	<b>\$ 250</b>	<b>\$ 375</b>	<b>\$ 300</b>
	<b>Total Revenues</b>	<b>\$ 349,565</b>	<b>\$ 355,450</b>	<b>\$ 360,375</b>	<b>\$ 363,000</b>

**Revenue Assumptions:**

**Utility Revenues:**

The drainage ordinance was adopted in November 2007, and the storm drainage fees became effective. 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 2014 was developed with a roll forward of the monthly cash balance and slightly less than current market rates of return.

## Mission

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

## Description

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- 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

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- Monitored storm water for protection and compliance issues. (F3-5)
- Swept all streets on a regular schedule. (F3-3)
- Completed survey of the entire storm water system and appurtenances and entered into the GIS system (A14, F3-5)
- Provided training of all public works employees on best management practices for storm water pollution prevention. (A2)
- Installed a drainage flume on Sparta Rd. in front of Belton Middle School. (F3-5)
- Installed 12" rip rap rock in various locations along Nolan creek from Main Street to 2nd Avenue in order to prevent erosion on the banks. (F3-5)
- Installed slope end treatments to Mary Jane Street and Hwy 190 Service Road to prevent erosion and to protect the road. (F3-3, F3-5)
- Constructed drainage improvements at Fire Station #2 to prevent water and mud from standing in the driveway. (F3-5).
- Assisted in the installation of flood warning devices along Nolan Creek. (A14, F3-5)

## Goals

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- Update the Storm Water Mater Plan and establish project priorities. (F3-5)
- Update the Drought Contingency and Water Conservation Plan. (F3-5)
- Design Connell Street drainage improvements. (F3-5)
- GPS all new storm water systems and structures. (A14,F3-5)
- Update the Engineering Standards (Design Manual) for drainage. (F3-5)
- Continue to sweep all streets on a regular schedule. (F3-3)
- Review and update the Storm Water Management Program. (F3-5)
- Implement drainage improvements into road projects. (F3-5)

(Strategic Plan Goal #)

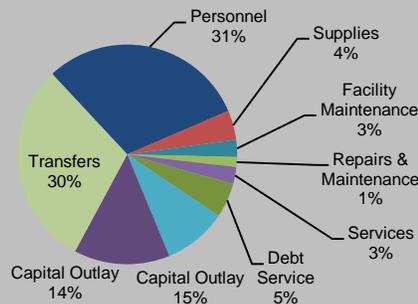
### Expenditure Summary

Classification	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
Personnel	\$ 98,763	\$ 129,517	\$ 129,517	\$ 151,444
Supplies	\$ 15,417	\$ 25,371	\$ 22,150	\$ 21,436
Facility Maintenance	\$ 1,464	\$ 27,000	\$ 24,500	\$ 12,500
Repairs & Maintenance	\$ 5,760	\$ 6,350	\$ 6,350	\$ 7,248
Services	\$ 4,727	\$ 17,298	\$ 9,656	\$ 12,402
Debt Service	\$ 64,261	\$ 24,664	\$ 24,912	\$ 25,225
Strategic Plan	\$ -	\$ -	\$ -	\$ 46,419
Capital Outlay	\$ 11,771	\$ 40,000	\$ 40,000	\$ 70,000
Transfers	\$ 81,800	\$ 9,600	\$ 9,550	\$ 150,000
<b>Total</b>	<b>\$ 283,963</b>	<b>\$ 279,800</b>	<b>\$ 266,635</b>	<b>\$ 496,674</b>

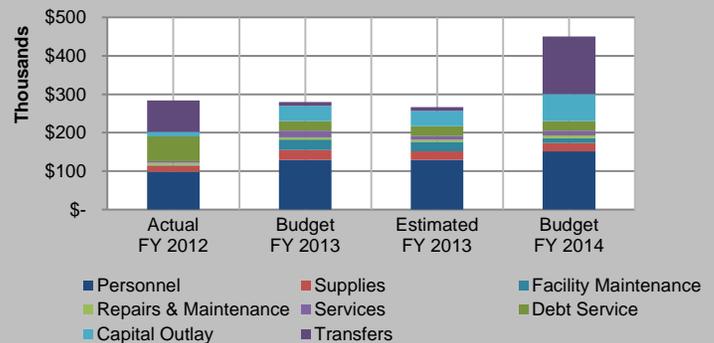
### Staffing

Position	FY 2012 Number	FY 2013 Number	FY 2014 Number
Sr. Maintenance Worker	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

Fund Expenditures



Fund Expense History



Drainage Fund

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
07-4-080-102	Salaries-Professional	\$ -	\$ 20,176	\$ 20,176	\$ 21,189
07-4-080-104	Salaries-Operations	\$ 70,115	\$ 70,972	\$ 70,972	\$ 72,428
07-4-080-107	Salaries-Overtime	\$ 209	\$ 1,694	\$ 1,694	\$ 1,777
07-4-080-121	TMRS	\$ 5,116	\$ 6,357	\$ 6,357	\$ 6,496
07-4-080-122	FICA	\$ 5,314	\$ 7,102	\$ 7,102	\$ 7,298
07-4-080-123	Employee Insurance	\$ 12,361	\$ 15,455	\$ 15,455	\$ 16,912
07-4-080-124	Workers' Comp. Insurance	\$ 5,029	\$ 4,567	\$ 4,567	\$ 4,362
07-4-080-125	Unemployment Compensation	\$ 619	\$ 694	\$ 694	\$ 694
07-4-080-150	New Personnel Requests	\$ -	\$ -	\$ -	\$ 16,288
07-4-080-160	Pay Plan Costs	\$ -	\$ 2,500	\$ 2,500	\$ 4,000
	<b>Total Personnel</b>	<b>\$ 98,763</b>	<b>\$ 129,517</b>	<b>\$ 129,517</b>	<b>\$ 151,444</b>
07-4-080-220	Clothing Supplies	\$ 1,088	\$ 1,221	\$ 1,200	\$ 1,412
07-4-080-221	Chemical Supplies	\$ 436	\$ 1,300	\$ 500	\$ 1,528
07-4-080-222	Fuel	\$ 9,847	\$ 12,350	\$ 10,000	\$ 12,500
07-4-080-229	Tools & Other Supplies	\$ 372	\$ 1,450	\$ 1,450	\$ 3,636
07-4-080-250	Small Equipment	\$ 3,675	\$ 9,050	\$ 9,000	\$ 2,360
	<b>Total Supplies</b>	<b>\$ 15,417</b>	<b>\$ 25,371</b>	<b>\$ 22,150</b>	<b>\$ 21,436</b>
07-4-080-333	Drainage Facilities Maintenance	\$ 1,464	\$ 24,500	\$ 24,500	\$ 10,000
07-4-080-339	Storm Water Testing	\$ -	\$ 2,500	\$ -	\$ 2,500
	<b>Total Facility Maintenance</b>	<b>\$ 1,464</b>	<b>\$ 27,000</b>	<b>\$ 24,500</b>	<b>\$ 12,500</b>
07-4-080-403	Vehicle Maintenance	\$ 5,760	\$ 5,600	\$ 5,600	\$ 6,400
07-4-080-406	Computer System Maintenance	\$ -	\$ 750	\$ 750	\$ 748
07-4-080-407	Radio Maintenance	\$ -	\$ -	\$ -	\$ 100
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ 5,760</b>	<b>\$ 6,350</b>	<b>\$ 6,350</b>	<b>\$ 7,248</b>
07-4-080-501	Advertising	\$ -	\$ -	\$ -	\$ 100
07-4-080-510	Dues & Publications	\$ 100	\$ 200	\$ 200	\$ 200
07-4-080-513	Travel & Training	\$ -	\$ 500	\$ 500	\$ 506
07-4-080-522	Equipment Rental	\$ -	\$ 1,750	\$ 1,750	\$ 1,750
07-4-080-550	Insurance-General Liability	\$ 299	\$ 76	\$ 88	\$ 101
07-4-080-551	Insurance-Errors & Omissions	\$ 132	\$ 163	\$ 193	\$ 221
07-4-080-554	Insurance-Automobile	\$ 826	\$ 909	\$ 686	\$ 783
07-4-080-556	Insurance-Real Property	\$ -	\$ -	\$ 15	\$ 17
07-4-080-561	Legal Services	\$ 123	\$ 1,000	\$ -	\$ 1,000
07-4-080-562	Engineering	\$ 1,710	\$ 2,500	\$ 2,500	\$ 2,500
07-4-080-563	Consultant Services	\$ -	\$ 5,000	\$ 2,500	\$ -
07-4-080-570	Special Services	\$ 1,538	\$ 1,200	\$ 1,224	\$ 1,224
07-4-080-571	Public Education	\$ -	\$ 4,000	\$ -	\$ 4,000
	<b>Total Services</b>	<b>\$ 4,727</b>	<b>\$ 17,298</b>	<b>\$ 9,656</b>	<b>\$ 12,402</b>
07-4-080-601	Bond Principal Payments	\$ 12,562	\$ 12,563	\$ 12,563	\$ 13,400
07-4-080-602	Bond Interest Payments	\$ 12,528	\$ 12,001	\$ 12,001	\$ 11,475
07-4-080-603	Bond Paying Agent Fees	\$ 67	\$ 100	\$ 100	\$ 100
07-4-080-605	Lease Payments - Sweeper	\$ 39,104	\$ -	\$ 248	\$ 250
	<b>Total Debt Service</b>	<b>\$ 64,261</b>	<b>\$ 24,664</b>	<b>\$ 24,912</b>	<b>\$ 25,225</b>
07-4-080-701	Strategic Plan Elements	\$ -	\$ -	\$ -	\$ 46,419
	<b>Total Other Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,419</b>

**Drainage Fund**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
07-4-080-800	Land	\$ 52	\$ -	\$ -	\$ -
07-4-080-802	Machinery & Equipment	\$ 11,719	\$ -	\$ -	\$ 56,000
07-4-080-806	Computer Equipment	\$ -	\$ -	\$ -	\$ 8,000
07-4-080-850	Drainage Projects	\$ -	\$ 35,000	\$ 35,000	\$ -
07-4-080-860	Nolan Creek Storm Monitoring	\$ -	\$ 5,000	\$ 5,000	\$ 6,000
	<b>Total Capital Outlay</b>	<b>\$ 11,771</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 70,000</b>
07-4-080-953	Transfer to 2008 CO's-Drainage	\$ 81,800	\$ 9,600	\$ 9,550	\$ -
07-4-080-956	Transfer to Commerce Drive Ext.	\$ -	\$ -	\$ -	\$ -
07-4-080-967	Transfer to Drainage Capital Proj	\$ -	\$ -	\$ -	\$ 150,000
	<b>Total Transfers</b>	<b>\$ 81,800</b>	<b>\$ 9,600</b>	<b>\$ 9,550</b>	<b>\$ 150,000</b>
	<b>Total Expenditures</b>	<b>\$ 283,963</b>	<b>\$ 279,800</b>	<b>\$ 266,635</b>	<b>\$ 496,674</b>

**Drainage Fund**

Account Number	Description	Amount
07-4-080-150	<b>New Personnel Requests</b> - Environmental Specialist - 25%	\$ 16,288
160	<b>Pay Plan Costs</b> - Funding for pay plan increases for Drainage Fund employees	\$ 4,000
220	<b>Clothing Supplies</b> - Uniform rental - 2 staff \$ 760 - Steel toed boots - 2 staff \$ 280 - Gloves \$ 14 - Safety gear \$ 234 - Tee shirts \$ 44 - Foul weather gear \$ 80	\$ 1,412
221	<b>Chemical Supplies</b> - Concrete bonding adhesive & curing compound \$ 114 - Degreaser \$ 176 - Herbicide dye \$ 132 - Weed control \$ 710 - Mosquito control, wasp & hornet spray \$ 396	\$ 1,528
229	<b>Tools &amp; Other Supplies</b> - Hand tools and operating supplies \$ 1,449 - Flags and marking paint \$ 386 - Batteries, ice, etc. \$ 432 - Signs and safety cones \$ 1,239 - Fire extinguishers \$ 90 - First aid kits \$ 40	\$ 3,636
250	<b>Small Equipment</b> - Pruning chain saw \$ 320 - Spectra grade laser set \$ 2,040	\$ 2,360
333	<b>Drainage Facilities Maintenance</b> - Repair and maintenance of drainage facilities	\$ 10,000
339	<b>Stormwater Samples &amp; Testing</b> - Quarterly testing for bacteria	\$ 2,500
403	<b>Vehicle Maintenance</b> - Brooms for street sweeper \$ 2,000 - Tires for unit 61 \$ 400 - Sweeper repairs and maintenance \$ 3,000 - Truck repairs and maintenance \$ 1,000	\$ 6,400
406	<b>Computer System Maintenance</b> - Anti-spam & virus software \$ 48 - Other \$ 700	\$ 748
513	<b>Travel &amp; Training</b> - Online Student Center \$ 46 - 4th of July parade employee lunch \$ 20 - Other \$ 440	\$ 506
562	<b>Engineering</b> - Consulting, platting, surveying, & other related services	\$ 2,500
570	<b>Special Services</b> - COBRA administration fees \$ 24 - GIS web hosting - 1/3 \$ 1,200	\$ 1,224
571	<b>Public Education</b> - MS-4 Permitting required	\$ 4,000

**Drainage Fund**

Account Number	Description	Amount
07-4-080-601	<b>Bond Principal Payments</b> - Principal portion of annual bond payments	\$ 13,400
602	<b>Bond Interest Payments</b> - Interest portion of annual bond payments	\$ 11,475
701	<b>Strategic Plan Elements</b> - Essential interviewing skills \$ 23 - Service Culture phase 2 \$ 17 - Service Culture phase 3 \$ 379 - Design standards updated \$ 11,000 - Drainage master plan update \$ 35,000	\$ 46,419
802	<b>Machinery &amp; Equipment</b> - Skid steer	\$ 56,000
806	<b>Computer Equipment</b> - Asset management and Work Order Software System	\$ 8,000
860	<b>Nolan Creek Storm Monitoring</b> - Monitoring Station	\$ 6,000
967	<b>Transfer to Drainage Capital Projects</b> - Small drainage projects \$ 50,000 - Connell Street - year 1 of 2 \$ 100,000	\$ 150,000



# Hotel ~ Motel Fund

**City of Belton  
Fund Balance Projection  
FY 2014**

**- Hotel/Motel Fund -**

<b>Projected Beginning Fund Balance</b>		<b>\$ 67,120</b>
Budgeted Revenues	\$ 157,525	
Budgeted Expenditures		
Chamber	\$ 150,000	
City	\$ 2,500	
	\$ (152,500)	
Net Impact of Budget on Fund Balance		\$ 5,025
<b>Projected Ending Fund Balance</b>		<b>\$ 72,145</b>
Less: Minimum Fund Balance (4 months revenue)		\$ (52,508)
<b>Projected Fund Balance in Excess of Minimum</b>		<b>\$ 19,637</b>

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**

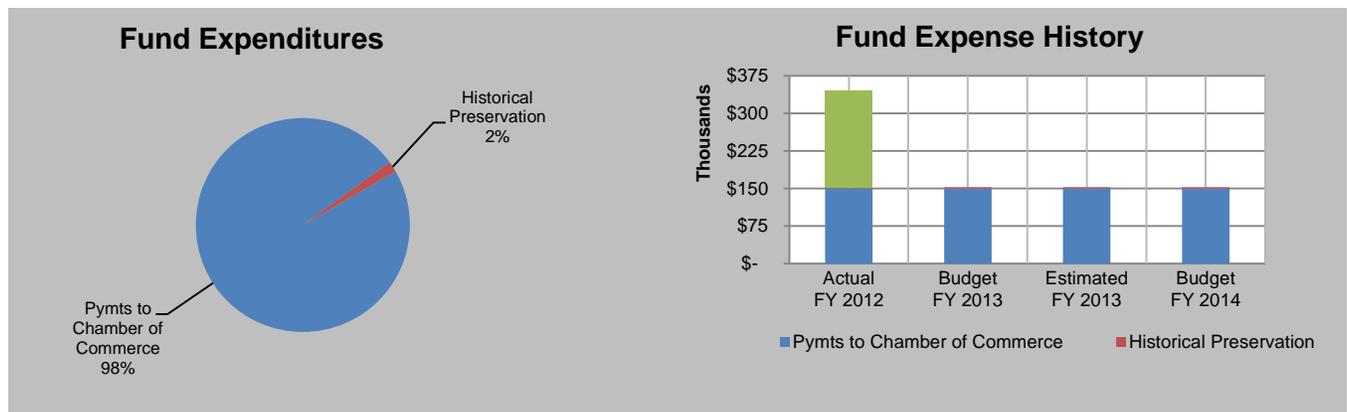
Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
14-3-1400	Hotel/Motel Tax Revenue	\$ 151,802	\$ 157,500	\$ 157,500	\$ 157,500
	<b>Total Hotel/Motel Tax</b>	<b>\$ 151,802</b>	<b>\$ 157,500</b>	<b>\$ 157,500</b>	<b>\$ 157,500</b>
14-3-9100	Interest Income-Bank	\$ 5	\$ -	\$ -	\$ -
14-3-9120	Interest Income-TexPool	\$ 32	\$ 100	\$ 25	\$ 25
14-3-9121	Interest Income-TexStar	\$ 59	\$ -	\$ -	\$ -
	<b>Total Interest Income</b>	<b>\$ 96</b>	<b>\$ 100</b>	<b>\$ 25</b>	<b>\$ 25</b>
	<b>Total Hotel/Motel Revenues</b>	<b>\$ 151,898</b>	<b>\$ 157,600</b>	<b>\$ 157,525</b>	<b>\$ 157,525</b>

**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 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
14-4-014-700	Pymts to Chamber of Commerce	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
14-4-014-701	Chamber Building	\$ 193,500	\$ -	\$ -	\$ -
14-4-014-715	Historical Preservation	\$ 1,259	\$ 2,500	\$ 2,500	\$ 2,500
	<b>Total Hotel/Motel Expenditures</b>	<b>\$344,759</b>	<b>\$152,500</b>	<b>\$152,500</b>	<b>\$152,500</b>



Hotel/Motel

Account Number	Description	Amount	
14-4-014-700	<b>Payments to Belton Chamber of Commerce</b>		
	<b>Special Events</b>		
	- Convention/Group sales & support		\$ 27,100
	- July 4th celebration		\$ 8,000
	- Bell County Museum		\$ 7,000
	- Expo events		\$ 5,000
			\$ 47,100
	<b>Convention &amp; Visitor Services</b>		
	- 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
	\$ 70,900		
<b>Marketing &amp; Advertising</b>			
- General advertising	\$ 17,000		
- Central Texas Tourism Council	\$ 1,000		
- Visitor guides	\$ 9,000		
- Website fees	\$ 1,000		
- Promotional items	\$ 4,000		
	\$ 32,000		
		\$ 150,000	
715	<b>Historical Preservation</b> - Flags/banners & visitor signage in historical downtown area	\$ 2,500	

# Debt Service Fund

**City of Belton  
Fund Balance Projection  
FY 2014**

**- Debt Service Fund -**

<b>Projected Beginning Fund Balance</b>		<b>\$ 274,764</b>
Budgeted Revenues	\$ 836,057	
Budgeted Expenditures		
Principal	\$ 509,400	
Interest	\$ 436,793	
Fees	\$ 4,544	
	\$ (950,737)	
Net Impact of Budget on Fund Balance		\$ (114,680)
<b>Projected Ending Fund Balance</b>		<b><u>\$ 160,084</u></b>

**Debt Service Fund Revenues**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
15-3-1010	Current Ad Valorem Taxes	\$ 853,231	\$ 853,447	\$ 857,630	\$ 900,011
15-3-1020	Tax Discounts	\$ (17,615)	\$ -	\$ -	\$ -
15-3-1030	Delinquent Ad Valorem Taxes	\$ 11,398	\$ 14,000	\$ 14,000	\$ 14,000
15-3-1040	Penalty & Interest	\$ 11,277	\$ 11,000	\$ 11,000	\$ 11,000
15-3-1060	Ad Valorem to TIRZ	\$ (71,254)	\$ (81,612)	\$ (83,374)	\$ (89,454)
	<b>Total Ad Valorem Taxes</b>	<b>\$ 787,038</b>	<b>\$ 796,835</b>	<b>\$ 799,256</b>	<b>\$ 835,557</b>
15-3-9100	Interest Income-Bank	\$ 34	\$ -	\$ -	\$ -
15-3-9120	Interest Income-TexPool	\$ 279	\$ 750	\$ 800	\$ 500
15-3-9121	Interest Income-TexStar	\$ 493	\$ -	\$ -	\$ -
15-3-9130	Interest Income-Investments				
	<b>Total Interest Income</b>	<b>\$ 806</b>	<b>\$ 750</b>	<b>\$ 800</b>	<b>\$ 500</b>
	<b>Total Debt Service Revenue</b>	<b>\$ 787,843</b>	<b>\$ 797,585</b>	<b>\$ 800,056</b>	<b>\$ 836,057</b>

**Revenue Assumptions:**

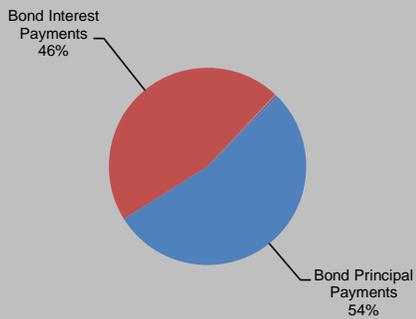
Revenues for the Debt Service Fund are generated by ad valorem taxes and related penalties, interest, and discounts. The ad valorem tax rate is comprised of two components: (1) The operations and maintenance (M&O) rate, used to fund activities of the General Fund; and (2) the debt service rate. The debt 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.

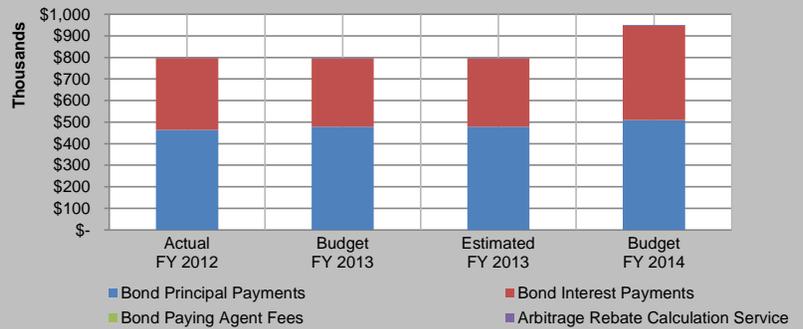
**Debt Service Fund Expenditures**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
15-4-015-601	Bond Principal Payments	\$ 464,058	\$ 479,067	\$ 479,067	\$ 509,400
15-4-015-602	Bond Interest Payments	\$ 333,465	\$ 315,342	\$ 315,342	\$ 436,793
15-4-015-603	Bond Paying Agent Fees	\$ 297	\$ 300	\$ 300	\$ 672
15-4-015-604	Arbitrage Rebate Calculation Service	\$ 1,866	\$ 1,900	\$ 2,943	\$ 3,872
<b>Total Debt Service Expenditures</b>		<b>\$ 799,686</b>	<b>\$ 796,609</b>	<b>\$ 797,652</b>	<b>\$ 950,737</b>

**Fund Expenditures**



**Fund Expense History**



# TIRZ Fund

**City of Belton  
Fund Balance Projection  
FY 2014**

**- TIRZ Fund -**

<b>Projected Beginning Fund Balance</b>		<b>\$ 197,003</b>
Budgeted Revenues		\$ 870,978
Budgeted Expenditures		
Debt Service	\$ 214,394	
Transfers for Projects	\$ 606,584	
Façade Grants	\$ 50,000	
	<u>                    </u>	<u>\$ (870,978)</u>
Net Impact of Budget on Fund Balance		<u>\$ -</u>
<b>Projected Ending Fund Balance</b>		<b><u><u>\$ 197,003</u></u></b>

**TIRZ Fund Revenues**

Account Number	Account Name	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
23-3-1010	City TIRZ	\$ 410,574	\$ 485,111	\$ 495,585	\$ 531,727
23-3-1011	County TIRZ	\$ 256,186	\$ 309,143	\$ 315,578	\$ 338,951
	<b>Total Ad Valorem Tax</b>	<b>\$ 666,760</b>	<b>\$ 794,254</b>	<b>\$ 811,163</b>	<b>\$ 870,678</b>
23-3-9100	Interest Income-Bank	\$ 15	\$ -	\$ -	\$ -
23-3-9120	Interest Income-TexPool	\$ 131	\$ 300	\$ 300	\$ -
23-3-9121	Interest Income-TexStar	\$ 238	\$ -	\$ -	\$ 300
	<b>Total Interest Income</b>	<b>\$ 385</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>
	<b>Total Revenues</b>	<b>\$ 667,145</b>	<b>\$ 794,554</b>	<b>\$ 811,463</b>	<b>\$ 870,978</b>

**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 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
23-4-023-601	Bond Principal Payments	\$ 100,000	\$ 105,000	\$ 105,000	\$ 120,000
23-4-023-602	Bond Interest Payments	\$ 55,548	\$ 51,419	\$ 51,419	\$ 93,594
23-4-023-604	Arbitrage Rebate Calculation Fees	\$ 448	\$ 500	\$ 427	\$ 800
	<b>Total Debt Service</b>	<b>\$ 155,996</b>	<b>\$ 156,919</b>	<b>\$ 156,846</b>	<b>\$ 214,394</b>
23-4-023-703	Façade Grants	\$ 20,000	\$ 50,000	\$ 31,563	\$ 50,000
	<b>Total Other</b>	<b>\$ 20,000</b>	<b>\$ 50,000</b>	<b>\$ 31,563</b>	<b>\$ 50,000</b>
23-4-023-916	Transfer to Park Contribution Fund	\$ 50,000	\$ 100,000	\$ 100,000	\$ -
23-4-023-965	Transfer to TIRZ Cap Projects Fund	\$ 385,000	\$ 480,000	\$ 480,000	\$ 606,584
	<b>Total Transfers</b>	<b>\$ 435,000</b>	<b>\$ 580,000</b>	<b>\$ 580,000</b>	<b>\$ 606,584</b>
	<b>Total Expenditures</b>	<b>\$ 610,996</b>	<b>\$ 786,919</b>	<b>\$ 768,409</b>	<b>\$ 870,978</b>

**TIRZ**

Account Number	Description	Amount
23-4-023-601	<b>Bond Principal Payments</b> - Principal payments on TIRZ bonds	\$ 120,000
602	<b>Bond Interest Payments</b> - Interest payments on TIRZ bonds	\$ 93,594
604	<b>Arbitrage Rebate Calculation Fees</b> - Arbitrage rebate calculation fees on TIRZ bonds	\$ 800
703	<b>Façade Grants</b> - Grants for façade improvements made in the historic downtown area	\$ 50,000
965	<b>Transfer to TIRZ Capital Projects Fund</b> - South Main Water - Ave C to J \$ 200,000 - North Main/13th Intersection \$ 150,000 - TIRZ Street Improvements \$ 100,000 - Capital Contingency \$ 156,584	\$ 606,584

# TAX INFORMATION

## TAX RATE

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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 2014 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

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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**

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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 2014

## - Tax Structure -

		<u>% of Appraised</u>	<u>Taxes Lost</u>
Total Appraised Value	\$ 1,175,639,416		
Less: Totally Exempt Property	\$ (295,667,671)	25.15%	(\$1,950,815)
Abatements	\$ (10,232,078)	0.87%	(\$67,511)
Over 65 Exemptions	\$ (10,109,240)	0.86%	(\$66,701)
Ag Value Loss	\$ (1,156,054)	0.10%	(\$7,628)
Veterans' 100% HS Exemption	\$ (8,842,092)	0.75%	(\$58,340)
Veterans' Partial Exemptions	\$ (2,409,666)	0.20%	(\$15,899)
Cap on Homestead Increases	\$ (9,586,725)	0.82%	(\$63,253)
Disability Exemptions	\$ (994,738)	0.08%	(\$6,563)
Charitable Organizations	\$ (314,169)	0.03%	(\$2,073)
Pollution Control	<u>\$ (428,956)</u>	<u>0.04%</u>	<u>(\$2,830)</u>
.			
Total Reductions in Value	\$ (339,741,389)	28.90%	(\$2,241,614)
Taxable Value	<u>\$ 835,898,027</u>	71.10%	
Tax Rate per \$100 Valuation	\$ 0.6598		
Estimated Tax Levy	<u>\$ 5,515,255</u>		
<b>Estimated Collections at 97%</b>	<b><u>\$ 5,349,797</u></b>		

## - Comparison of Taxable Value, Levy and Rates -

	FY 2011	FY 2012	FY 2013	FY 2014
Taxable Value	\$ 747,923,436	\$ 767,959,433	\$ 792,650,868	\$ 835,898,027
Maint & Oper Tax Rate	\$ 0.5397	\$ 0.5405	\$ 0.5488	\$ 0.5488
Debt Service Tax Rate	<u>\$ 0.1153</u>	<u>\$ 0.1135</u>	<u>\$ 0.1110</u>	<u>\$ 0.1110</u>
Total Tax Rate	\$ 0.6550	\$ 0.6540	\$ 0.6598	\$ 0.6598
Tax Levy	\$ 4,898,899	\$ 5,022,455	\$ 5,229,910	\$ 5,515,255



Each \$1,000,000 of taxable valuation at 97% collection produces \$ 6,400



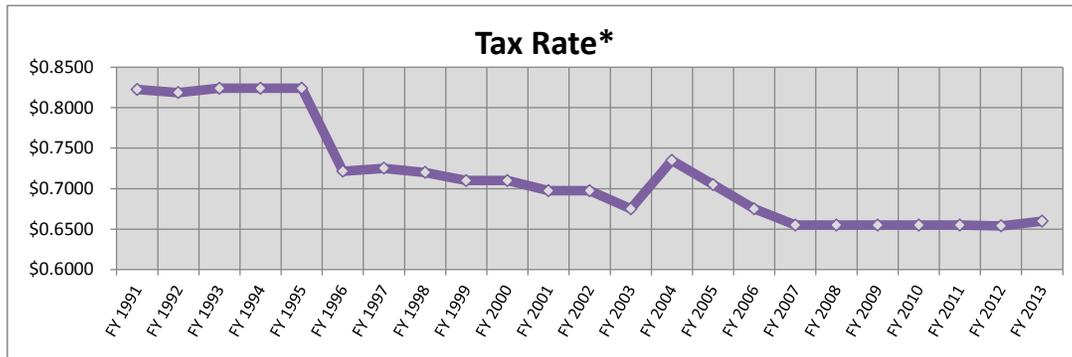
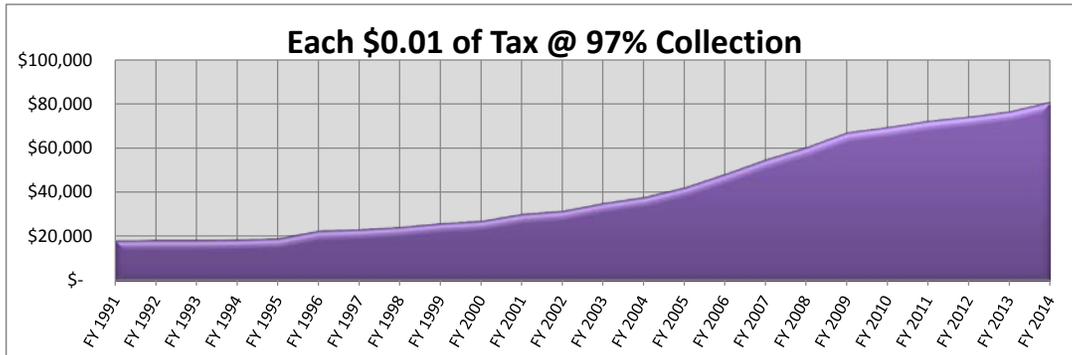
Each \$0.01 of tax at 97% collection produces \$ 81,082

# CITY OF BELTON Annual Budget FY 2014

## - 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 Tax Value @ 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
FY 2014	2013	\$ 0.6598	\$ 1,175,639,416	\$ 835,898,027	\$ 5,515,255	\$ 81,082	\$ 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

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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

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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 2014 tax rate is well below all of the aforementioned limits.

Assessed Value, 2013 (FY 2014) Tax Roll	\$ 835,898,027
Limit on Amount Designated for Debt Service	<u>        x 1.25%</u>
Legal Debt Limit	\$ 10,448,725
 General Obligation Debt Service FY 2014	 \$ 12,678,988

# City of Belton Annual Budget FY 2014

## City Wide Bonded Debt

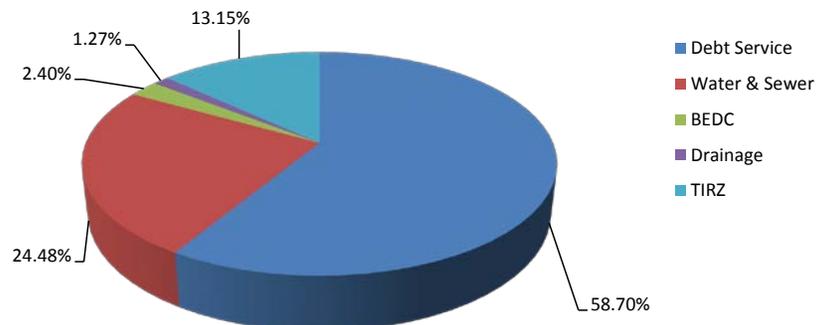
**By Issue:**

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding 10/01/13
		Low	High		
2002 Refunding - W/S	02/01/2016	3.35%	3.35%	\$ 2,301,140	\$ 210,000
2002 CO's - W/S	08/01/2022	4.40%	4.40%	\$ 4,360,449	\$ 2,825,000
2003 GO's	08/01/2023	4.15%	4.15%	\$ 2,480,000	\$ 1,625,000
2005 GO's	08/01/2025	3.54%	3.54%	\$ 4,500,000	\$ 2,790,000
2007 CO's - GO, W/S, & TIRZ	08/01/2027	4.13%	4.13%	\$ 5,365,000	\$ 4,425,000
2008 CO's - GO, W/S, & Drainage	08/01/2028	4.19%	4.19%	\$ 2,000,000	\$ 1,635,000
2009 Refunding - W/S & BEDC	08/01/2017	2.00%	2.50%	\$ 2,320,000	\$ 1,265,000
2013 CO's - GO & TIRZ	08/01/2033	3.078%	3.078%	\$ 6,825,000	\$ 6,825,000
<b>Total Bonded Debt Outstanding</b>					<b>\$ 21,600,000</b>

**By Fund:**

Issue	Last Maturity Date	---Interest Rates---		Original Issues	Outstanding 10/01/13
		Low	High		
GO Debt	08/01/2033	3.54%	4.40%	\$ 15,820,000	\$ 12,678,988
Water & Sewer	08/01/2028	2.00%	4.40%	\$ 9,629,461	\$ 5,288,500
BEDC	08/01/2017	2.00%	2.50%	\$ 952,128	\$ 518,650
Drainage	08/01/2028	4.19%	4.19%	\$ 335,000	\$ 273,862
TIRZ	08/01/2023	4.13%	4.13%	\$3,415,000	\$ 2,840,000
<b>Total Bonded Debt Outstanding</b>					<b>\$ 21,600,000</b>

### Bonded Debt Outstanding



**CITY OF BELTON  
Annual Budget  
FY 2014**

**City Wide Debt  
- Schedule of Requirements -**

Fiscal Year	2002 Refunding		2002 CO's		2003 GO's		2005 GO's		2007 CO's	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
FY 2014	\$ 70,000	\$ 5,863	\$ 260,000	\$ 124,300	\$ 130,000	\$ 67,438	\$ 225,000	\$ 98,766	\$ 205,000	\$ 182,753
FY 2015	\$ 70,000	\$ 3,518	\$ 275,000	\$ 112,860	\$ 135,000	\$ 62,043	\$ 230,000	\$ 90,801	\$ 215,000	\$ 174,286
FY 2016	\$ 70,000	\$ 1,173	\$ 280,000	\$ 100,760	\$ 145,000	\$ 56,440	\$ 230,000	\$ 82,659	\$ 230,000	\$ 165,407
FY 2017			\$ 360,000	\$ 88,440	\$ 150,000	\$ 50,423	\$ 240,000	\$ 74,517	\$ 235,000	\$ 155,907
FY 2018			\$ 320,000	\$ 72,600	\$ 155,000	\$ 44,198	\$ 250,000	\$ 66,021	\$ 390,000	\$ 146,202
FY 2019			\$ 310,000	\$ 58,520	\$ 165,000	\$ 37,765	\$ 255,000	\$ 57,171	\$ 400,000	\$ 130,095
FY 2020			\$ 325,000	\$ 44,880	\$ 175,000	\$ 30,918	\$ 260,000	\$ 48,144	\$ 415,000	\$ 113,575
FY 2021			\$ 340,000	\$ 30,580	\$ 180,000	\$ 23,655	\$ 270,000	\$ 38,940	\$ 430,000	\$ 96,435
FY 2022			\$ 355,000	\$ 15,620	\$ 190,000	\$ 16,185	\$ 275,000	\$ 29,382	\$ 445,000	\$ 78,677
FY 2023					\$ 200,000	\$ 8,300	\$ 265,000	\$ 19,647	\$ 275,000	\$ 60,298
FY 2024							\$ 140,000	\$ 10,266	\$ 285,000	\$ 48,941
FY 2025							\$ 150,000	\$ 5,310	\$ 290,000	\$ 37,170
FY 2026									\$ 300,000	\$ 25,193
FY 2027									\$ 310,000	\$ 12,802
<b>Totals</b>	<b>\$ 210,000</b>	<b>\$ 10,554</b>	<b>\$ 2,825,000</b>	<b>\$ 648,560</b>	<b>\$ 1,625,000</b>	<b>\$ 397,365</b>	<b>\$ 2,790,000</b>	<b>\$ 621,624</b>	<b>\$ 4,425,000</b>	<b>\$ 1,427,741</b>

Fiscal Year	2008 CO's		2009 Refunding		2013 CO's		Annual Totals		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
FY 2014	\$ 80,000	\$ 68,507	\$ 345,000	\$ 28,137	\$ 20,000	\$ 186,732	\$ 1,335,000	\$ 762,496	\$ 2,097,496
FY 2015	\$ 85,000	\$ 65,154	\$ 350,000	\$ 21,237	\$ 100,000	\$ 209,458	\$ 1,460,000	\$ 739,357	\$ 2,199,357
FY 2016	\$ 90,000	\$ 61,593	\$ 355,000	\$ 13,363	\$ 135,000	\$ 206,380	\$ 1,535,000	\$ 687,775	\$ 2,222,775
FY 2017	\$ 90,000	\$ 57,822	\$ 215,000	\$ 5,375	\$ 180,000	\$ 202,225	\$ 1,470,000	\$ 634,709	\$ 2,104,709
FY 2018	\$ 95,000	\$ 54,052			\$ 220,000	\$ 196,685	\$ 1,430,000	\$ 579,758	\$ 2,009,758
FY 2019	\$ 100,000	\$ 50,070			\$ 265,000	\$ 189,913	\$ 1,495,000	\$ 523,534	\$ 2,018,534
FY 2020	\$ 105,000	\$ 45,880			\$ 305,000	\$ 181,756	\$ 1,585,000	\$ 465,153	\$ 2,050,153
FY 2021	\$ 110,000	\$ 41,481			\$ 325,000	\$ 172,368	\$ 1,655,000	\$ 403,459	\$ 2,058,459
FY 2022	\$ 110,000	\$ 36,871			\$ 340,000	\$ 162,365	\$ 1,715,000	\$ 339,100	\$ 2,054,100
FY 2023	\$ 115,000	\$ 32,263			\$ 360,000	\$ 151,899	\$ 1,215,000	\$ 272,407	\$ 1,487,407
FY 2024	\$ 120,000	\$ 27,445			\$ 400,000	\$ 140,818	\$ 945,000	\$ 227,470	\$ 1,172,470
FY 2025	\$ 125,000	\$ 22,416			\$ 410,000	\$ 128,506	\$ 975,000	\$ 193,402	\$ 1,168,402
FY 2026	\$ 130,000	\$ 17,178			\$ 425,000	\$ 115,887	\$ 855,000	\$ 158,258	\$ 1,013,258
FY 2027	\$ 135,000	\$ 11,732			\$ 435,000	\$ 102,805	\$ 880,000	\$ 127,339	\$ 1,007,339
FY 2028	\$ 145,000	\$ 6,076			\$ 450,000	\$ 89,416	\$ 595,000	\$ 95,492	\$ 690,492
FY 2029					\$ 465,000	\$ 75,565	\$ 465,000	\$ 75,565	\$ 540,565
FY 2030					\$ 475,000	\$ 61,252	\$ 475,000	\$ 61,252	\$ 536,252
FY 2031					\$ 490,000	\$ 46,632	\$ 490,000	\$ 46,632	\$ 536,632
FY 2032					\$ 505,000	\$ 31,549	\$ 505,000	\$ 31,549	\$ 536,549
FY 2033					\$ 520,000	\$ 16,005	\$ 520,000	\$ 16,005	\$ 536,005
<b>Totals</b>	<b>\$ 1,635,000</b>	<b>\$ 598,540</b>	<b>\$ 1,265,000</b>	<b>\$ 68,112</b>	<b>\$ 6,825,000</b>	<b>\$ 2,668,216</b>	<b>\$ 21,600,000</b>	<b>\$ 6,440,712</b>	<b>\$ 28,040,712</b>

**City of Belton  
Annual Budget  
FY 2014**

**General Obligation Debt  
- Schedule of Bonded Debt -**

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding 10/01/13
		Low	High		
2003 GO's	08/01/2023	4.15%	4.15%	\$ 2,480,000	\$ 1,625,000
2005 GO's	08/01/2025	3.54%	3.54%	\$ 4,500,000	\$ 2,790,000
2007 CO's - GO Portion	08/01/2027	4.13%	4.13%	\$ 2,230,000	\$ 1,925,000
2008 CO's - GO Portion	08/01/2028	4.19%	4.19%	\$ 1,485,000	\$ 1,213,988
2013 CO's - GO Portion	08/01/2033	3.078%	3.078%	<u>\$ 5,125,000</u>	<u>\$ 5,125,000</u>
				\$ 15,820,000	
<b>Total General Obligation Debt Outstanding</b>					<b><u>\$ 12,678,988</u></b>

**CITY OF BELTON**  
**Annual Budget**  
**FY 2014**

**General Obligation Debt**  
**- Schedule of Requirements -**

Fiscal Year	2003 GO's		2005 GO's		2007 CO's GO Portion	
	Principal	Interest	Principal	Interest	Principal	Interest
FY 2014	\$ 130,000	\$ 67,438	\$ 225,000	\$ 98,766	\$ 85,000	\$ 79,503
FY 2015	\$ 135,000	\$ 62,043	\$ 230,000	\$ 90,801	\$ 95,000	\$ 75,992
FY 2016	\$ 145,000	\$ 56,440	\$ 230,000	\$ 82,659	\$ 105,000	\$ 72,069
FY 2017	\$ 150,000	\$ 50,423	\$ 240,000	\$ 74,517	\$ 105,000	\$ 67,732
FY 2018	\$ 155,000	\$ 44,198	\$ 250,000	\$ 66,021	\$ 115,000	\$ 63,395
FY 2019	\$ 165,000	\$ 37,765	\$ 255,000	\$ 57,171	\$ 120,000	\$ 58,646
FY 2020	\$ 175,000	\$ 30,918	\$ 260,000	\$ 48,144	\$ 125,000	\$ 53,690
FY 2021	\$ 180,000	\$ 23,655	\$ 270,000	\$ 38,940	\$ 135,000	\$ 48,527
FY 2022	\$ 190,000	\$ 16,185	\$ 275,000	\$ 29,382	\$ 150,000	\$ 42,952
FY 2023	\$ 200,000	\$ 8,300	\$ 265,000	\$ 19,647	\$ 170,000	\$ 36,757
FY 2024			\$ 140,000	\$ 10,266	\$ 175,000	\$ 29,736
FY 2025			\$ 150,000	\$ 5,310	\$ 175,000	\$ 22,508
FY 2026					\$ 180,000	\$ 15,281
FY 2027					\$ 190,000	\$ 7,847
<b>Totals</b>	<b>\$ 1,625,000</b>	<b>\$ 397,365</b>	<b>\$ 2,790,000</b>	<b>\$ 621,624</b>	<b>\$ 1,925,000</b>	<b>\$ 674,635</b>

Fiscal Year	2008 CO's GO Portion		2013 CO's GO Portion		Annual Totals		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
FY 2014	\$ 59,400	\$ 50,866	\$ 10,000	\$ 140,220	\$ 509,400	\$ 436,793	\$ 946,193
FY 2015	\$ 63,112	\$ 48,377	\$ 20,000	\$ 157,440	\$ 543,112	\$ 434,653	\$ 977,765
FY 2016	\$ 66,825	\$ 45,733	\$ 30,000	\$ 156,824	\$ 576,825	\$ 413,725	\$ 990,550
FY 2017	\$ 66,825	\$ 42,933	\$ 40,000	\$ 155,901	\$ 601,825	\$ 391,506	\$ 993,331
FY 2018	\$ 70,538	\$ 40,133	\$ 50,000	\$ 154,670	\$ 640,538	\$ 368,417	\$ 1,008,955
FY 2019	\$ 74,250	\$ 37,177	\$ 60,000	\$ 153,131	\$ 674,250	\$ 343,890	\$ 1,018,140
FY 2020	\$ 77,963	\$ 34,066	\$ 70,000	\$ 151,284	\$ 707,963	\$ 318,102	\$ 1,026,065
FY 2021	\$ 81,675	\$ 30,800	\$ 80,000	\$ 149,129	\$ 746,675	\$ 291,051	\$ 1,037,726
FY 2022	\$ 81,675	\$ 27,377	\$ 90,000	\$ 146,667	\$ 786,675	\$ 262,563	\$ 1,049,238
FY 2023	\$ 85,387	\$ 23,955	\$ 100,000	\$ 143,897	\$ 820,387	\$ 232,556	\$ 1,052,943
FY 2024	\$ 89,100	\$ 20,378	\$ 400,000	\$ 140,818	\$ 804,100	\$ 201,198	\$ 1,005,298
FY 2025	\$ 92,812	\$ 16,644	\$ 410,000	\$ 128,506	\$ 827,812	\$ 172,968	\$ 1,000,780
FY 2026	\$ 96,525	\$ 12,755	\$ 425,000	\$ 115,887	\$ 701,525	\$ 143,923	\$ 845,448
FY 2027	\$ 100,238	\$ 8,711	\$ 435,000	\$ 102,805	\$ 725,238	\$ 119,363	\$ 844,601
FY 2028	\$ 107,663	\$ 4,511	\$ 450,000	\$ 89,416	\$ 557,663	\$ 93,927	\$ 651,590
FY 2029			\$ 465,000	\$ 75,565	\$ 465,000	\$ 75,565	\$ 540,565
FY 2030			\$ 475,000	\$ 61,252	\$ 475,000	\$ 61,252	\$ 536,252
FY 2031			\$ 490,000	\$ 46,632	\$ 490,000	\$ 46,632	\$ 536,632
FY 2032			\$ 505,000	\$ 31,549	\$ 505,000	\$ 31,549	\$ 536,549
FY 2033			\$ 520,000	\$ 16,005	\$ 520,000	\$ 16,005	\$ 536,005
<b>Totals</b>	<b>\$ 1,213,988</b>	<b>\$ 444,416</b>	<b>\$ 5,125,000</b>	<b>\$ 2,317,598</b>	<b>\$12,678,988</b>	<b>\$ 4,455,638</b>	<b>\$17,134,626</b>

**City of Belton  
Annual Budget  
FY 2014**

**Water & Sewer Debt  
- Schedule of Bonded Debt -**

<b>Issue</b>	<b>Maturity Date</b>	<b>Interest Rates</b>		<b>Original Issue</b>	<b>Outstanding 10/01/13</b>
		<b>Low</b>	<b>High</b>		
2002 Refunding - W&S Portion	02/01/2016	3.35%	3.35%	\$ 2,301,140	\$ 210,000
2002 CO's - W&S Portion	08/01/2022	4.40%	4.40%	\$ 4,360,449	\$ 2,825,000
2007 CO's - W&S Portion	08/01/2027	4.13%	4.13%	\$ 1,420,000	\$ 1,360,000
2008 CO's - W&S Portion	08/01/2028	4.19%	4.19%	\$ 180,000	\$ 147,150
2009 Refunding - W&S Portion	08/01/2017	2.00%	2.50%	<u>\$ 1,367,872</u>	<u>\$ 746,350</u>
				\$ 9,629,461	
<b>Total Revenue Debt Outstanding</b>					<b><u>\$ 5,288,500</u></b>

**CITY OF BELTON**  
**Annual Budget**  
**FY 2014**

**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 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						
<b>Totals</b>	<b>\$ 210,000</b>	<b>\$ 10,554</b>	<b>\$ 2,825,000</b>	<b>\$ 648,560</b>	<b>\$ 1,360,000</b>	<b>\$ 505,099</b>

Fiscal Year	2008 CO's Revenue Portion		2009 Refunding		Annual Totals		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
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
<b>Totals</b>	<b>\$ 147,150</b>	<b>\$ 53,868</b>	<b>\$ 746,350</b>	<b>\$ 40,186</b>	<b>\$ 5,288,500</b>	<b>\$ 1,258,267</b>	<b>\$ 6,546,767</b>

**City of Belton  
Annual Budget  
FY 2014**

**Economic Development Debt  
- Schedule of Bonded Debt -**

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding 10/01/13
		Low	High		
2009 Refunding - ED Portion	08/01/2017	2.00%	2.50%	\$ 952,128	\$ <u>518,650</u>
<b>Total Revenue Bonds Outstanding</b>					<b>\$ <u>518,650</u></b>

**CITY OF BELTON**  
**Annual Budget**  
**FY 2014**

**Economic Development Debt**  
**- Schedule of Requirements -**

Fiscal Year	2009 Refunding DC Portion		Total
	Principal	Interest	
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
<b>Totals</b>	<b>\$ 518,650</b>	<b>\$ 27,926</b>	<b>\$ 546,576</b>

**City of Belton  
Annual Budget  
FY 2014**

**Drainage Debt  
- Schedule of Bonded Debt -**

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding 10/01/13
		Low	High		
2008 CO's - Drainage Portion	08/01/2028	4.19%	4.19%	\$ 335,000	<u>\$ 273,862</u>
<b>Total General Obligation Debt Outstanding</b>					<b><u>\$ 273,862</u></b>

**CITY OF BELTON  
Annual Budget  
FY 2014**

**Drainage Debt  
- Schedule of Requirements -**

Fiscal Year	2008 CO's GO Portion		Annual Totals
	Principal	Interest	Total
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
<b>Totals</b>	<b>\$ 273,862</b>	<b>\$ 100,256</b>	<b>\$ 374,118</b>

**City of Belton  
Annual Budget  
FY 2014**

**TIRZ Debt  
- Schedule of Bonded Debt -**

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding 10/01/13
		Low	High		
2007 CO's - TIRZ Portion	08/01/2022	4.13%	4.13%	\$ 1,715,000	\$ 1,140,000
2013 CO's - TIRZ Portion	08/01/2023	3.078%	3.078%	\$ 1,700,000	<u>\$ 1,700,000</u>
<b>Total Revenue Bonds Outstanding October 1, 2013</b>					<b><u><u>\$ 2,840,000</u></u></b>

**CITY OF BELTON  
Annual Budget  
FY 2014**

**TIRZ Debt  
- Schedule of Requirements -**

Fiscal Year	2007 CO's TIRZ Portion		2013 CO's TIRZ Portion		Annual Totals		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
FY 2014	\$ 110,000	\$ 47,082	\$ 10,000	\$ 46,512	\$ 120,000	\$ 93,594	\$ 213,594
FY 2015	\$ 110,000	\$ 42,539	\$ 80,000	\$ 52,018	\$ 190,000	\$ 94,557	\$ 284,557
FY 2016	\$ 115,000	\$ 37,996	\$ 105,000	\$ 49,556	\$ 220,000	\$ 87,552	\$ 307,552
FY 2017	\$ 120,000	\$ 33,246	\$ 140,000	\$ 46,324	\$ 260,000	\$ 79,570	\$ 339,570
FY 2018	\$ 125,000	\$ 28,291	\$ 170,000	\$ 42,015	\$ 295,000	\$ 70,306	\$ 365,306
FY 2019	\$ 130,000	\$ 23,128	\$ 205,000	\$ 36,782	\$ 335,000	\$ 59,910	\$ 394,910
FY 2020	\$ 140,000	\$ 17,759	\$ 235,000	\$ 30,472	\$ 375,000	\$ 48,231	\$ 423,231
FY 2021	\$ 145,000	\$ 11,977	\$ 245,000	\$ 23,239	\$ 390,000	\$ 35,216	\$ 425,216
FY 2022	\$ 145,000	\$ 5,989	\$ 250,000	\$ 15,698	\$ 395,000	\$ 21,687	\$ 416,687
FY 2023			\$ 260,000	\$ 8,002	\$ 260,000	\$ 8,002	\$ 268,002
<b>Totals</b>	<b>\$ 1,140,000</b>	<b>\$ 248,007</b>	<b>\$ 1,700,000</b>	<b>\$ 350,618</b>	<b>\$ 2,840,000</b>	<b>\$ 598,625</b>	<b>\$ 3,438,625</b>



# CAPITAL OUTLAY

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**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 2014 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 2013 to fund public safety, street, sidewalks, and parks 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 2014, 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. The addition to the Police Station will increase operating costs in future years, beginning in FY 2015.

**CITY OF BELTON**  
**Capital Outlay and Transfers from Operating Funds**  
**FY 2014**

Department/Division	Amount	New	Replacement	Impact on Operating Budget
<b>GENERAL FUND</b>				
<b>01-052: Police - Operations</b>				
Patrol unit	\$ 46,850		✓	
<b>01-110: Library</b>				
Transfer to Book Fund	\$ 30,000			
<b>01-120: Other Costs</b>				
Transfer to Capital Equipment Fund (Transfer will only be made based on the results of the mid-year budget review)	\$ 100,000	✓	✓	
<b>Total General Fund</b>	<b>\$ 176,850</b>			<b>\$ -</b>
<b>WATER &amp; SEWER FUND</b>				
<b>02-201: Utility Admin - Operations</b>				
Pickup truck	\$ 25,000		✓	\$ (500)
Asset management system	\$ 4,000	✓		\$ 200
<b>02-210: Water</b>				
Asset management system	\$ 4,000	✓		\$ 200
Trench shoring	\$ 6,900	✓		\$ 200
Water meters	\$ 45,000	✓	✓	\$ -
Transfer to W&S Capital Project Fund	\$ 100,000	✓	✓	Future R&M
<b>02-221: Sewer - Collection</b>				
Tripod w/full body harness	\$ 6,515			\$ 200
Asset management system	\$ 4,000	✓		\$ 200
Transfer to W&S Capital Project Fund	\$ 100,000	✓	✓	Future R&M
<b>02-222: Sewer - Lift Stations</b>				
Asset management system	\$ 3,000	✓		\$ 150
<b>Total Water &amp; Sewer Fund</b>	<b>\$ 298,415</b>			<b>\$ 600</b>
<b>ECONOMIC DEVELOPMENT FUND</b>				
Business Park Improvements	\$ 100,000	✓		Future R&M
<b>Total Drainage Fund</b>	<b>\$ 100,000</b>			<b>\$ 1,150</b>
<b>DRAINAGE FUND</b>				
Asset management system	\$ 8,000	✓		\$ 400
Skid steer	\$ 56,000	✓		\$ 500
Storm monitoring station	\$ 6,000	✓		\$ 100
Drainage projects	\$ 150,000	✓		Future R&M
<b>Total Drainage Fund</b>	<b>\$ 220,000</b>			<b>\$ 2,150</b>

**CITY OF BELTON**  
**- General Capital Equipment Fund -**  
**FY 2014**

Department	Description	Amount	New	Replacement	Impact on Operating Budget
<b>Estimated Balance 10/01/2013 \$ 479,248</b>					
Police	Patrol Vehicles	\$ 96,850		✓	\$ -
Police	Data Backup & Drive	\$ 10,544	✓	✓	\$ -
Fire	Computers	\$ 6,000		✓	\$ -
Fire	SCBA Airpacks	\$ 22,600		✓	\$ -
Fire	SCBA Masks	\$ 18,000		✓	\$ -
Info Technology	Server, Software & Laptops	\$ 36,573	✓	✓	\$ 1,000
Streets	Thermoplastic Line Striper	\$ 15,500		✓	\$ 1,000
Planning	Tablet Device	\$ 1,627	✓		\$ 456
Harris Center	Flooring & Fan	\$ 9,096		✓	\$ -
<b>Total General Capital Equipment \$ 216,790</b>					<b>\$ 2,456</b>
<b>Estimated Balance September 30, 2014 \$ 262,458</b>					

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 2014**

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**Estimated Balance October 1, 2013 \$ 251,975**

<b>Projects:</b>		<b>Description</b>
Police Firearms Training Center	\$ 5,020	Assessment and improvements
Police Expansion Site	\$ 67,403	Property acquisition
9th Avenue ROW	\$ 14,734	ROW for future road
Lake-to-Lake Road ROW	\$ 10,000	ROW for future road
Liberty Valley Street Extension	\$ 20,000	City share of street extension
Chisholm Trail H&B Trail	\$ 38,976	City share of trail improvements
Piazza Sidewalks	\$ 2,500	City share of sidewalks
Library Improvements	<u>\$ 15,640</u>	Security and signage

Total General Capital Projects \$ 174,273

**Unallocated \$ 77,702**

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The General Fund Capital Projects Fund is used to account for projects that may have funding from several different sources, and for 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 Fund -**  
**FY 2014**

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**Estimated Balance October 1, 2013**      \$      **951,095**

**Transfer from W&S Fund**                      \$      200,000

<b>Projects:</b>		<b>Description</b>
Water & Sewer Master Plan	\$      29,600	Update of master plan
Water Tank Rehab	\$      226,830	Renovation of Loop 121 water tank
Water Line - Sparta to CT Parkway	\$      35,190	Engineering study for water extension
Water Line - Wheat Road	\$      17,300	In conjunction with street project
Sewer Line - Wheat Road	\$      20,100	In conjunction with street project
Sewer Flow Monitor - Nolan Creek Trunk	\$      55,174	Engineering study for sewer replace
Temple-Belton WWTP	\$      103,069	Balance of preliminary engineering

Total Water & Sewer Capital Projects    \$      487,263

**Unallocated**    \$      **663,832**

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The Water & Sewer Fund Capital Projects Fund is used to account for projects that may have funding from several sources, and for projects that are funded in an operating budget and expected to extend beyond the funding year. Additionally, departments managers are encouraged to be frugal with their operating budgets, and are allowed to request usage of operating budget balances at year end for operating equipment needs.

**CITY OF BELTON**  
**- TIRZ Capital Projects Fund -**  
**FY 2014**

**Estimated Balance October 1, 2013**      \$      **813,079**

**Transfer from TIRZ Fund**                      \$      606,584

<b>Projects:</b>		<b>Description</b>
Spring Street	\$ 48,050	Street improvements, IH 35 to Head St.
Toll Bridge Road Bridge Replacement	\$ 125,000	City share of State bridge project
Sparta Road Project	\$ 5,575	Engineering design, Commerce to Loop 121
Southwest Parkway	\$ 40,000	Engineering, Loop 121 to Huey Road
Downtown Beautification	\$ 100,000	Landscaping and parking lot improvements
Sidewalks	\$ 145,000	Sidewalks on Main Street and South Main
Commerce/Sparta Signal	\$ 150,000	Traffic light
SH 317/River Fair Widening	\$ 60,000	Engineering study for widening of SH 317
SH 317/24th Street Widening	\$ 50,000	Engineering study for future street project
Rockwool Property Development	\$ 20,000	Costs for potential resale of property
TIRZ Street Improvements	\$ 150,000	As identified
South Main Water Line	\$ 200,000	Replace aging water line
North Main/13th Intersection	\$ 150,000	Engineering study and modifications
Capital Contingency	<u>\$ 175,660</u>	As needed for identified projects

Total TIRZ Capital Projects    \$ 1,419,285

**Unallocated**    \$ 378

The TIRZ Capital Projects Fund is used to account for projects that may have funding from several sources, and for projects that are funded in an operating budget and expected to extend beyond the funding year. TIRZ Capital Projects must be for public improvements within the TIRZ boundaries, and are approved by both the TIRZ Board and the City Council.

**CITY OF BELTON**  
**– 2013 Capital Improvement Plan Projects –**  
**FY 2014**

	2013 CO's		Other Funding
	GO Purposes	TIRZ	
Estimated Balance October 1, 2013			
<b><u>Commitments/Estimates:</u></b>			
Public Safety Center Expansion	\$ 2,500,000		
Fire Engine Pumper	\$ 400,000		
Sparta Road Project	\$ -	\$ 1,700,000	\$ 300,000 (a)
Wheat Road Project	\$ 800,000		
Major Street Maintenance	\$ 1,000,000		\$ 500,000 (b)
Sidewalks	\$ 115,000		\$ 75,000 (c)
Heritage Park Enhancements	\$ 165,000		
Yettie Polk Park Enhancements	\$ 25,000		
Beal Park Enhancements	\$ 50,000	\$ -	\$ -
<b>Totals</b>	<b><u>\$ 5,055,000</u></b>	<b><u>\$ 1,700,000</u></b>	<b><u>\$ 875,000</u></b>

Other Funding Sources:

(a) Drainage Capital Projects Fund; (b) 2008 CO Street funds; (c) TIRZ Capital Projects Fund.

**Public Safety**

**Public Safety Center Expansion:**

The current Police and Municipal Court building was constructed in 1990 and has inadequate space for both the immediate needs and future growth of Belton Police Department (BPD) and the City. A needs assessment was conducted in 2012, with several recommendations and options presented. Expansion of the existing building on the current site was selected as the most affordable and feasible option. The goal is to construct an estimated 10,000 square foot addition, and to renovate the existing structure to create a modern facility. The project is estimated to begin construction in 2014, and be completed in 2015.

The current operating budget will not be impacted, but future operating budgets will be due to the increased building space.

**Fire Engine Pumper:**

The Belton Fire Department (BFD) operates out of two fire stations. The primary response fire vehicle at Station 1 is a 1997 model pumper. This vehicle will be placed in reserve status with the purchase of a new fire pumper truck with a 1,000 gallon water tank. The current reserve vehicle is a 1987 model, and it will be retired from service.

The current operating budget should be reduced, as an aging vehicle is retired, and another aging vehicle is placed in reserve status. The new vehicle will be under warranty and should also be more fuel efficient than the older vehicles.

## **Streets and Sidewalks**

### **Sparta Road:**

This project will widen the existing Sparta Road from Loop 121 to just west of Main Street. This road improvement project will facilitate traffic flow through the area, and enhance access to the City's prime retail area.

### **Wheat Road:**

This project will widen the existing Wheat Road from Highway 190 to the City limits. This road abuts the site of a new BISD elementary school, and road improvements are necessary to accommodate the anticipated increase in traffic in the area.

### **Major Street Maintenance:**

Specific projects for this funding will be identified after the completion of a street inventory and ranking project is completed. Projects will then be prioritized and presented to Council for its approval.

### **Sidewalks:**

There is significant need for sidewalks in many locations in the City. Priority areas needing sidewalks include schools, parks, office and shopping areas, and streets and trails linking these important community facilities with residential neighborhoods.

Although none of these infrastructure improvements will directly impact operating costs in the short term, they will place stress on existing manpower and equipment. Street projects will increase future electricity costs as additional street lights are added on new street sections. New sidewalks and streets will require some maintenance as they age.

## **Parks and Recreation**

### **South Belton Middle School Park:**

This project will involve development of a new neighborhood park, on land donated by BISD, adjacent to the new South Belton Middle School.

### **Heritage Park Enhancements:**

Planned improvements include new playground equipment, additional parking, and the addition of a 5<sup>th</sup> baseball field. The Belton Youth Baseball Association has contributed \$75,000 toward the ball field project.

### **Yettie Polk Park Enhancements:**

Planned improvements include the addition of playground equipment, picnic tables, and park benches.

### **Beal Park Enhancements:**

Planned improvements include replacing playground equipment, and adding parking and a pavilion.

Most of these improvements will not directly impact operating costs in the short term, however they will place stress on existing manpower and equipment. The additional ball field will increase operating costs for electricity, chemicals, and turf care. Maintenance cost can be expected as these facilities age.

**ORDINANCE NO.** 2013-28

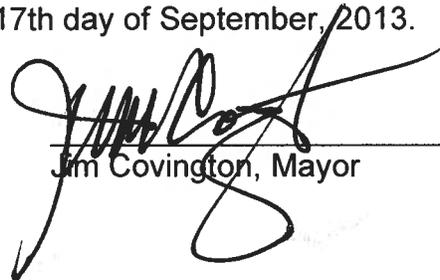
**AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE CITY OF BELTON FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014.**

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**WHEREAS**, the budget for the fiscal year beginning October 1, 2013, and ending September 30, 2014, and containing expenditures as follows: General Fund - \$11,812,321 Water & Sewer Fund - \$5,382,034, Economic Development Fund - \$1,202,947, Drainage Fund - \$496,674, Hotel/Motel Fund - \$152,500, Debt Service Fund - \$950,737, and TIRZ Fund - \$870,978, 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, 2013, 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 17th day of September, 2013.

  
\_\_\_\_\_  
Jim Covington, Mayor

ATTEST:

  
\_\_\_\_\_  
Connie Torres, City Clerk

## **TAX ORDINANCE NO. 2013-29**

**AN ORDINANCE LEVYING AD VALOREM TAX FOR PAYMENT OF OUTSTANDING DEBTS OF THE CITY OF BELTON FOR THE FISCAL YEAR 2014 (TAX YEAR 2013), 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 2014 (tax year 2013), 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:**

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 4.156386 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$22.00.**

**SECTION THREE:** That all taxes levied herein shall be due and payable on the 1st day of October, 2013.

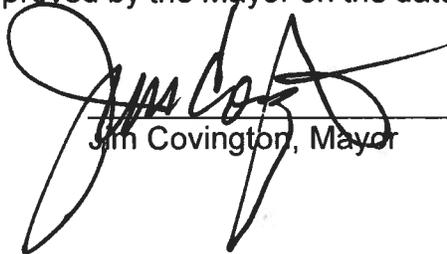
**SECTION FOUR:** That taxes permitted under this ordinance shall be due on October 1, 2013 and if not paid on or before January 31, 2014 shall immediately become delinquent, and there shall be and is hereby assessed against each such person and property, a penalty as provided by State statutes.

**SECTION FIVE:** 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 SIX:** All taxes herein levied are made payable in current moneys of the United States of America.

**SECTION SEVEN:** 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 17th day of September, 2013, 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

## **ORDINANCE NO. 2013-30**

### **AN ORDINANCE ADOPTING THE STRATEGIC PLAN UPDATE, FY 2014-2019, FOR THE CITY OF BELTON, TEXAS.**

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**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 27 High Priority and Needed Objectives for special attention during FY 2014 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 2014-2019 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.

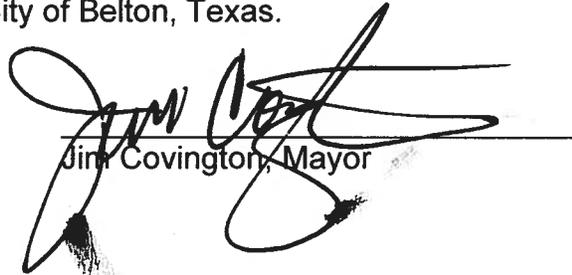
**II.**

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 17th day of September, 2013, at a regular meeting of the City Council of the City of Belton, Texas.

  
Jim Covington, Mayor

ATTEST:

  
\_\_\_\_\_  
Connie Torres, City Clerk

**ORDINANCE NO. 2013-27**

**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 20 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.

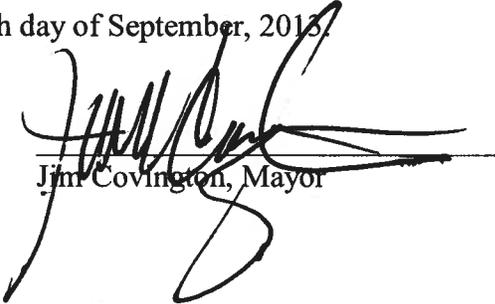
II.

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 17th day of September, 2013.

  
Jim Covington, Mayor

ATTEST:



Connie Torres, City Clerk

**CITY OF BELTON**  
**FEE & RATE SCHEDULE**  
(Effective 10-01-13)

Sec. 2-29

**Lena Armstrong Public Library Fees** (Fee Ordinance #2013-27)

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	
Notary Service		
Taking acknowledgements of proofs		
For the first signature		\$6.00
For each additional signature		\$1.00
Administering oath or affirmation		\$6.00
Swearing a witness for a deposition		\$6.00
Taking a deposition of a witness (for each 100 words)		\$ .50
Certifying a photocopy		\$6.00
Providing an uncertified copy of an entry from a notary's record book (per page)		\$.50
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 #2013-27)

New Residential Construction	\$ .10 per sq. foot
New Commercial Construction	\$ .15 per sq. ft.
Certificate of Occupancy	No fee
GIS fee (inputting subdivision, utilities, infrastructure)	\$25.00
Multiple units (2 or more units)	\$10.00 per unit fee additional
<u>Residential/Commercial Remodel/Additions</u>	
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 #2013-27)

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	\$25.00
Reschedule Inspection Fee	\$25.00

Sec. 4-206 **Plumbing Permit Fees** (Fee Ordinance #2013-27)

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
	Reinspection Fee	\$25.00
	Reschedule Inspection Fee	\$25.00
Sec. 4-227	<b><u>Swimming Pools</u></b> (Fee Ordinance #2002-41)	
	Above ground	\$25.00
	In ground	\$75.00
	Commercial/Institutional	\$100.00
Sec. 4-351	<b><u>Mechanical Permits</u></b> (Fee Ordinance #2013-27)	
	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	\$25.00
	Reschedule Inspection Fee	\$25.00

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)  
(Through December 31, 2013)

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)  
(Through December 31, 2013)

Once per week	\$25.71 per cart
Twice per week	\$36.00 per cart

Sec. 8-71 **Solid Waste Collection Rates - Residential** (Ordinance #2013-25)  
(Effective January 1, 2014)

Curbside	\$14.76 per month
Curbside Additional Container	\$5.50 per month per additional container
Door-to-Truck Service	\$25.60 per month
Door-to-Truck Service Additional Container	\$10.00 per month additional container
Residential Recycling Service Additional Container	\$5.00 per month additional container

The monthly charge for multiple residential units (apartments, duplexes, etc.), shall be the number of residential dwelling units multiplied by the rate for the type of service provided.

Sec. 8-72 **Solid Waste Collection Rates – Commercial Cart Collection** (Ordinance #2013-25)  
(Effective January 1, 2014)

Once per week service	\$25.00 per cart
Commercial Cart Collection Additional Cart	\$15.00 per additional cart
Commercial Recycling Cart	\$8.00 per month
Institutional Recycling	\$8.00 per month

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

**Maximum fees allowed to be charged by tow companies**

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
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Sec. 11-61 **Massagist Business Permit Fee** (Fee Ordinance #2002-41)

Annual fee	\$500.00
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Sec. 11-108 **Peddlers, Solicitors, Itinerant Merchants Permit Fees** (Fee Ordinance #2013-27)

30 day license fee \$100.00  
One or more agents - license fee above plus \$10.00  
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. 11-134 **Commercial False Alarm Service Fees** (Ordinance #2013-26)

False alarms within 12-month period  
5-7 \$50.00  
8-10 \$75.00  
11 or more \$100.00

Sec. 15-50 **Park Permit /Reservation Fees** (Fee Ordinance #2013-27)

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

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
Lions Park Softball Field	Not available
Jaycee Baseball Field	Not available
Chisholm Trail Park Soccer Fields	No fee, first come first served (Not available 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

Neighborhood Recreational or Scrimmage Play

Lions Park Softball Field	No fee, by reservation only (Limit 1 scrimmage per 7 days, 3-hour maximum)
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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  
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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***Off-duty officer(s) will be required at events with alcohol present. Rates will be based from current fee & rate schedule regarding off-duty police and reserve officers (page 20).***

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** (Fee Ordinance #2013-27)

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: \$2.00 per linear foot  
(Length of project within city limit)

Bond Required: 8% of Engineer's Estimate of Probable Cost

Right-of-Way Construction Permit No Fee

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 #2013-27)

5/8"-3/4" meter Laid in place type	\$400.00
Not laid in place type (no street cut)	\$950.00
Not laid in place type connected at service line	\$600.00
5/8"-3/4" meter - street cut	\$1,300.00
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 4" sewer tap - no street cut	\$850.00
Not laid in place type 4" sewer tap - street cut	\$1,200.00
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 #2012-42)

**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. 23-337 **Irrigation System Permits** (Ordinance #2013-27)

Installation permit	\$30.00 + fees below
Per sprinkler head	\$1.00
Backflow prevention assembly	\$10.00
Reinspection Fee	\$25.00
Reschedule Inspection Fee	\$25.00

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)

<b>EMS Transports:</b>		
<b>Service Level:</b>	<b>City</b>	<b>Rural</b>
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
<b>No Transport Calls:</b>		
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.		
<b>Service Level:</b>	<b>City</b>	<b>Rural</b>
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
<b>Mileage:</b>		
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 #2013-27)

Rezoning	\$250.00
Specific use permit	\$250.00
Variance request	\$250.00

**Subdivisions** (Fee Ordinance #2013-27)

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.
Tree Replacement Fee	\$200 per caliper inch

**Miscellaneous Fees**

**Publications** (Fee Ordinance #2013-27)

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
Thoroughfare Plan	\$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 #2013-27)

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	\$2.50 each
Digital video disc (DVD)	\$3.00 each
JAZ drive	actual cost
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

Personnel charge

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 per CPU minute
Midsize	\$1.50 per CPU 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 #2013-06)

Historic Preservation Certificate of Appropriateness Application	\$50.00
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	\$28.00 per hour minimum (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

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**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.

**Arbitrage:** The reinvestment of the proceeds of tax-exempt securities in materially higher-yielding taxable securities.

**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.

**Balanced Budget:** A balanced budget occurs when the total sources of revenues a government collects in a year is equal to the amount it spends on goods, services, and debt service. In Texas, municipalities are allowed to use available fund balance as sources.

**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.

**Governmental Funds:** Funds generally used to account for tax-supported activities. These include the General Fund, Debt Service Fund, and Capital Projects Funds.

**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 1<sup>st</sup> 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:**

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AICP: American Institute of Certified Planners  
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  
TAMIO: Texas Association of Municipal Information Officers  
T-B WWTP: Temple-Belton Waste Water Treatment Plant  
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