

**MINUTES  
BOARD OF COMMISSIONERS  
WORKSHOP SESSION**

The Board of Commissioners of the City of Burkburnett, Texas met in a Budget Workshop/Meeting on Wednesday, May 8, 2013 at 1:00 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meeting Act. The following Commissioners were present:

Carl Law	Mayor
Bill Lindenborn	Mayor Pro-Tem
Josh Andrajack	Commissioner
Randy Brewster	Commissioner
Don Hardy	Commissioner
Marguerite Love	Commissioner
Michael Tugman	Commissioner

Others present: Tim James, City Manager; Trish Holley, Director of Administration, Michael Whaley, Public Works Director; Janelle Dolan, City Clerk; Mike Tracey, Chief of Police; Ed Stahr, Lieutenant Police Department; and Rodney Ryalls, Fire Chief.

Item 1. Mayor Law called the meeting to order.

Item 2. Tim James, City Manager, addressed the Mayor and Commissioners. He began the discussion of the FY 2014 Budget by explaining the Budget Process and Government Operations.

Mr. James discussed the following:

**FY 2013 Budget Highlights**

- Property valuation increased \$8,541,373 over FY 2012
- Tax Rate (\$0.5785820/\$100) remained the same as FY 2012
- Utility Rates (Water, Sewer, and Garbage)
  - Sewer and Garbage rates were increased
  - Water rates were not increased
- Program Goals
  - Enhance Street Rehabilitation Program
  - Increase Water Supply
  - Evaluate Water Meters
  - Evaluate Facilities

- Add Drug Dog
- Pool Feasibility Study
- Ball Field Feasibility Study
- Entry Signs
- Cemetery Pavilion Project
- I-pads for Council
- Increase Customer Service and Efficiency
- Equipment Replacement Plan
  - Purchased new gator for Cemetery dept
  - Purchased 2 new police vehicles
  - Purchased new Loader
  - Purchasing new vehicles for Water, Sewer, and Cemetery
  - Purchased Crack Seal Machine and Stump Grinder
- Staff Merit Raises- equivalent of 3%

## **FY 2014 Budget Considerations**

### **General Government**

#### Departments

- Streets
- Parks
- Cemetery
- Library
- Administration
- Police
- Fire
- EMS
- Municipal Court
- Community Planning

#### Street Dept.

- Street Rehab Program
- In-house mechanic
- Other

#### Parks/Cemetery

- Level of maintenance at Cemetery
- Staff Levels
- Recreation Programs
- Park improvement plan
- Other

#### Police/Fire/EMS

- Structure of emergency services
- Paid Fire Dept

- Ambulance Service
  - Other
- Administration/Library
- Technology improvement plan
  - Other

### **Utilities**

#### Departments

- Water
- Wastewater
- Drainage
- Garbage

#### Water Treatment and Distribution

- Water Supply
- Infrastructure Plan
- Other

#### Sewer

- Infrastructure Plan
- Other

#### Drainage

- Master Plan
- Other

#### Garbage

- Recycling
- Other

### **FY 2014 Budget Planning Process**

1. Budget Planning Workshop – today
2. Budget Workshop (July) – Discuss line item budgets, wish list, program costs, fee structures
3. Budget Workshop (August) – Review budget numbers based on direction of 2<sup>nd</sup> Workshop
4. Budget Adoption (September)

No action was taken.

Item 5. Council comments.

Item 6. Motion was made by Commissioner Tugman, seconded by Commissioner Lindenborn to adjourn. Motion carried unanimously.

Carl Law, Mayor

**ATTEST:**

Janelle Dolan, City Clerk