

**MINUTES
BOARD OF COMMISSIONERS
WORKSHOP SESSION**

The Board of Commissioners of the City of Burkburnett, Texas met in a Budget Workshop/Meeting on Tuesday, July 3, 2012 at 9:00 a.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; Rodney Roberts, Director of Parks/Recreation and Rodney Ryalls, Fire Chief.

Item 1. Mayor Law called the meeting to order.

Item 2. Invocation was given by Commissioner Hardy.

Item 3. The Pledge of Allegiance was led by Commissioner Love.

Item 4. Tim James, City Manager, addressed the Mayor and Commissioners. He began the discussion of the FY 2013 Budget by explaining the Budget Process and Government Operations.

Mr. James discussed the following:

FY 2012 Budget Highlights

- Property valuation increased \$5,127,079 over FY 2011
- Tax Rate (\$0.5785820/\$100) remained the same as FY 2011
- Utility Rates (Water, Sewer, and Garbage) were increased
- Goals
 - Increase Customer Service
 - Evaluate User Fees

- Develop Capital Improvement plan & costs
- Employee Retention and Recruitment Program
- Evaluate Programs to Improve Efficiency & Reduce Operating Costs
- Equipment Replacement Plan
 - Purchased new mower for street dept
 - Purchased 2 new police vehicles
 - Street Sweeper – funding source approved, sweeper on order, scheduled for July/August
- Wish List
 - Community Center Roof repairs – repairs completed
 - Personal Protective Equipment for Fire Dept (3 sets) – purchased
- Staff Merit Raises- equivalent of 3%

FY 2012 Budget Status

General Government

- Revenues
 - Current - \$3,990,125 (83.9%)
 - Projected - \$4,800,000
- Expenditures
 - Current - \$3,355,226 (70.5%)
 - Projected - \$4,740,000
- Projected Surplus - \$60,000

FY 2013 Budget Projected Conditions

Revenues

- Property Valuation
 - Projected valuation increase of \$3,162,472
 - Projected increase in ad valorem taxes of \$18,297 (based on same tax rate)
- Sales Tax
 - Currently 3.91% increase over FY2011 collections
 - Projected increase of \$48,000

FY 2012 Budget Planning Workshop

Guidance from Budget Workshop conducted on February 20, 2012

- Evaluate Roadway Rehabilitation program – staff is currently evaluating program
- Water System
 - Water Wells - First Phase complete, proposal for second phase will come to Commission in July
 - Water Meters – system is being evaluated
- Facilities – Commission highlighted need to consider

- New Police Station
- Community Center
- Landscaping at City Hall

Other Items Noted for Consideration

- Pool/Splash Park – Commission expressed desire to consider options
- Parks Master Plan
- Parks east of I-44
- Drug Dog
- Continued development I-44 Corridor
- Welcome Signs
- Marquee Sign

Advisory Board Recommendations

Parks and Recreation Board Recommendations

Priorities

1. Increase Operation and Maintenance of existing Parks
2. Improve existing Community Center
3. Fund feasibility study for Ball Field Project
4. Fund pool/splash park project
5. Improve Skelton and Freeman Parks
6. Improve existing Ball Fields
7. Construct/improve bathrooms for parks

Parks and Recreation Board Goals

- Increase Maintenance on Parks
- Enhance Parks and Recreation Experience

Other Recommendations

- Consider Sponsorship Program
- Consider Voluntary Contribution Program

Golf Committee Recommendations

1. Establish Maintenance Budget for infrastructure
2. Create Capital Improvement Plan
3. Evaluate Contract

Cemetery Board Recommendations

Priorities

1. Pavilion Project
2. Staffing- increase staff levels
3. Computer – for record keeping
4. Water faucets – repair/improve system
5. Trees/Shrubs – remove /replace old ones
6. Benches – add benches

Level of Maintenance

- Maintain Cemetery every 2 weeks
- Remove/trim trees & shrubs
- Grade along fences
- Blow off – markers
- Increase fertilizer/weed control

FY 2013 Budget Considerations

Planning Workshop Goals

- Establish Desired Level of Service for City Operations
- Discuss City Operations
- Discuss Goals for FY 2013 Budget
- Prioritize Goals for FY 2013 Budget

General Government

Departments

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

Utilities

Departments

- Water
- Wastewater
- Drainage
- Garbage

FY 2013 Budget Process Schedule

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

No action was taken.

Minutes, July 3, 2012

Item 5. Council comments.

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

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk