City of Cleburne, Texas
Annual Budget
Fiscal Year 2013-2014
Adopted September 10, 2013

Rick Holden, City Manager

Kim Galvin, Director of Finance

Marcie Freelen, Assistant Director of Finance

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This budget will raise more revenue from property taxes than last year's budget by an amount of $420,784, which is a 3.25% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is $538,161.

The record vote for each member of the governing body by name voting on the adoption of the budget was as follows:

FOR: Mayor Scott Cain, Mayor Pro-Tem Dr. Robert Kelly, Councilman Dale Sturgeon, Councilman John Warren

AGAINST: Councilwoman Gayle White

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:

	Fiscal Year 2013-2014	Fiscal Year 2012-2013
Property Tax Rate	$0.804018	$0.740743
Effective Rate	$0.775212	$0.740743
Effective Maintenance &Operations Tax Rate	$0.652308	$0.623321
Rollback Tax Rate	$0.856202	$0.743306
Debt Rate	$0.151710	$0.117422

The total amount of outstanding municipal debt obligations secured by property taxes is $20,320,413. The total amount of outstanding debt obligations considered self-supporting is $15,115,000. Self-supporting debt is currently secured by 4B Corporation sales tax revenues. In the event such amounts are insufficient to pay debt service, the City will be required to asses an ad valorem tax to pay such obligations.

Fiscal Year 2013-2014 Principal and Interest Requirements for Debt Service are:

Property Tax Supported Debt: $2,630,152
Self-Supporting Debt: $1,176,743

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Cleburne

Texas

For the Fiscal Year Beginning

October 1, 2012

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award for Distinguished Budget Presentation to the City of Cleburne 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 communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and are submitting it to GFOA to determine its eligibility for another award.

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p.o. box 677 10 n. robinson cleburne, texas 76033 (817) 645-0900

Budget Year 2013-2014

Principal Officials
Mayor Scott Cain
Mayor Pro-Tem Dr. Robert O. Kelly, District 1
Councilwoman Gayle White, District 2
Councilman Dale Sturgeon, District 3
Councilman John Warren, District 4
Appointed Officials by Council
City Manager, Rick Holden
Municipal Judge, F. Steve McClure
Division Directors
Assistant City Manager/Public Works Director, David Esquivel
Director of Finance, Kim Galvin
Development Services Director, Jody Butler
Police Chief, Rob Severance
Fire Chief, Clint Ishmael
Human Resources Director, Debra Powledge
City Secretary, Shelly Doty
Economic Development Director, Jerry Cash

Principal Officials

City of Cleburne, Texas

Duties of The Council and Mayor

The municipal government provided by the City Charter shall be known as the "Council-Manager Government". Pursuant to its provisions and subject only to the limitations imposed by the State Constitution and by the City Charter, all power of the City shall be vested in an elective Council, hereafter referred to as "The Council", shall enact local legislation, adopt budgets, determine policies and employ the City Manager, who shall execute the laws and administer the government of the City.

The Council and Mayor shall hold office two (2) years, respectively and until their successors are elected and have been qualified.

Two (2) councilmembers and a mayor shall be elected each even-numbered year. Two (2) councilmembers shall be elected each odd-numbered year.

The City shall divide into districts, with councilmembers elected from their respective districts.

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Principal Officials

City of Cleburne, Texas

Mayor
Scott Cain

Mayor Pro Tem
Councilman, District 1
Dr. Robert Kelly

Councilwoman, District 2
Gayle White

Councilman, District 3
Dale Sturgeon

Councilman, District 4
John Warren

Principal Officials

City of Cleburne, Texas

Economic Development Director
Jerry Cash

Director of Finance
Kim Galvin

Police Chief
Rob Severance

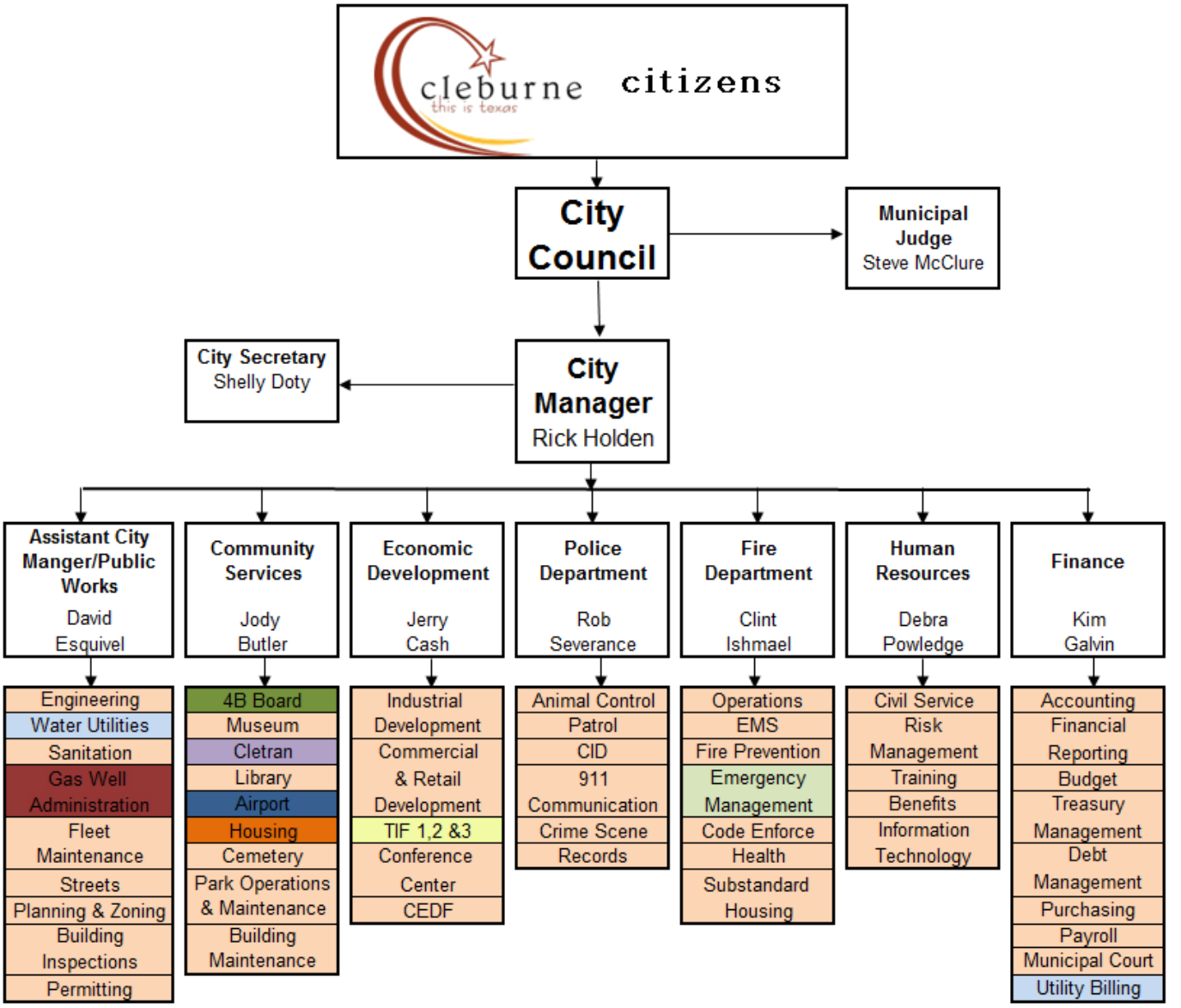
Human Resources Director
Debra Powledge

City Manager
Rick Holden

Assistant City Manager/Public Works Director
David Esquivel

Fire Chief
Clint Ishmael

City Secretary
Shelly Doty



Relationships of the specific funds to the organizational structure are colored coded for ease.

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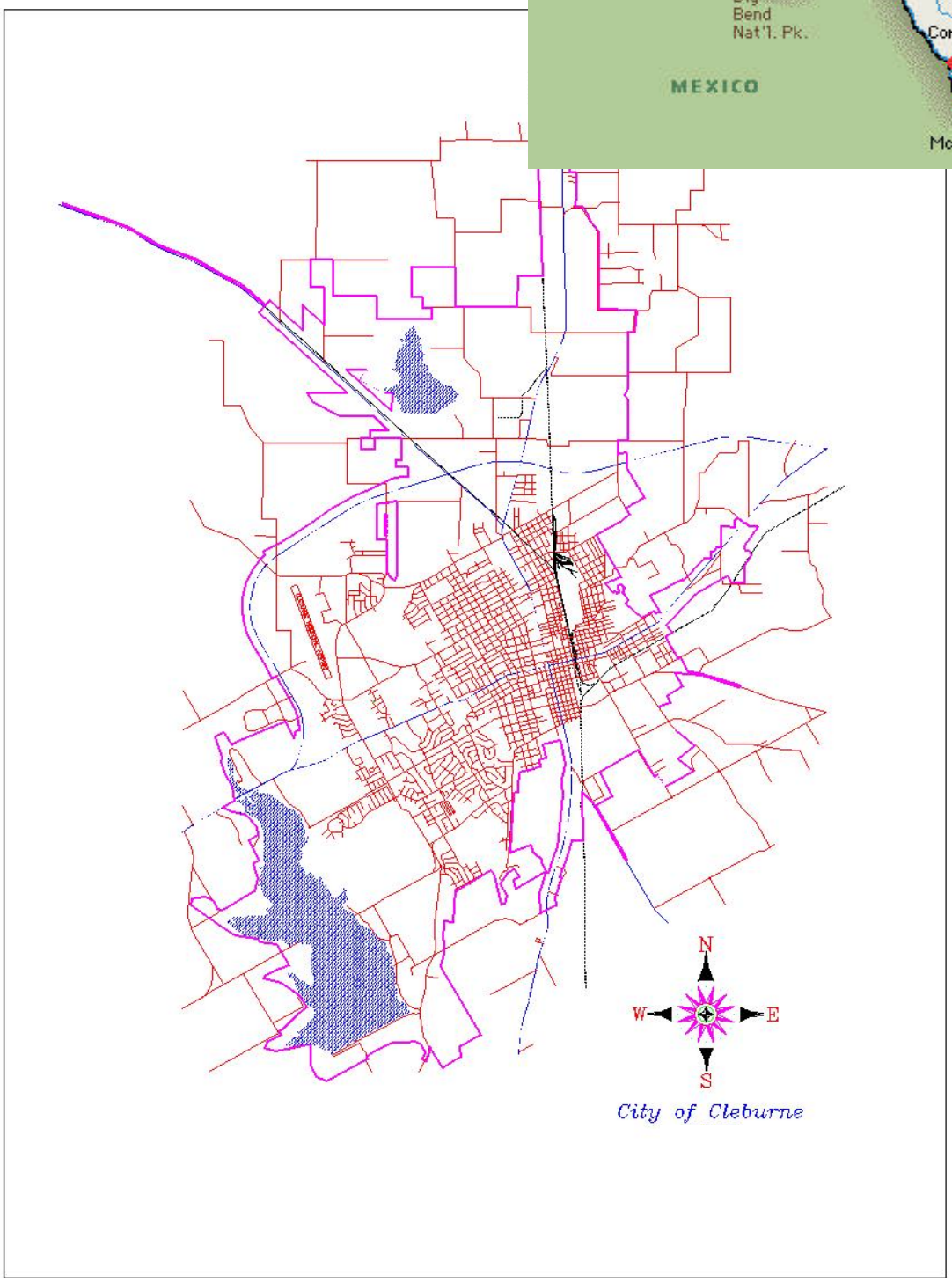
Texas State Map with The City of Cleburne



Cleburne (the blue asterisk above) is located inside the DF/W Metroplex area. The fastest growing area of the state is said to be within the Metroplex Triangle of DF/W, San Antonio-Austin and Houston as shown above.

Budget Message

2013-2014

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Mayor
Scott Cain

Mayor Pro-Tem
Dr. Robert O. Kelly

Councilmembers
Gayle White
Dale Sturgeon
John Warren

City Manager
Rick Holden

Mayor and City Council
City of Cleburne
Cleburne, Texas

Presented herewith is the FY 2013-2014 budget for the City of Cleburne. This budget represents the efforts of the staff and the Council to meet operational and financial needs of the community.

For the third year in row this budget results in neither lay-offs nor curtailments to any service levels. Eligible employees will each receive merit increases and a 2 ½% COLA (cost of living adjustment) for the second year in a row to help make up the deficit in previous years.

Declining sales tax receipts, property devaluation, and a continuing reduction in natural gas royalties have forced staff to do more with less, a trend in recent years. We continue to reassess our processes and have combined some work groups to gain greater synergy.

In spite of best efforts to curb expenses, this budget required a substantial tax increase just to maintain the same levels of revenue from the prior year. Both water and sewer funds also required increases this year.

Finally it appears the opening of SH121 will occur during this budget year. With that, our community continues to look toward a brighter future with new residential, commercial, and industrial growth opportunities. Such growth will add to the tax base and will also add much needed sales tax revenue to the City's financials going forward.

The Mayor and City Council, along with staff, are to be commended for their conservatism, diligence, and future thought in meeting the needs of the residents and taxpayers of Cleburne.

Respectfully submitted,

Rick Holden

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BUDGET OVERVIEW

The city has been branded “Cleburne: This is ….” As the city continues to grow, the needs of the citizens will evolve. Today Cleburne is Texas, growing, exciting, splashy and family. Leaders in the city must be diligent in their quest to remain cognizant of this ever changing environment. With this in mind, the vision is to be a resourceful, safe and vibrant community in which to live, work, play and shop through managed growth and planning. The mission of the City of Cleburne is to facilitate services that enhance “quality of life” and progressive commerce for those who live, work and visit our community through the following core values: to provide responsive, efficient, effective and transparent government, to promote fiscal responsibility, to provide exceptional customer service, and to provide for the health and safety of the general public.

The city is facing tremendous growth opportunity with the completion of Highway 121 in the spring of 2014. While this opportunity is exciting it does provide some challenges; challenges the council and staff have begun to aggressively address. In the summer of 2012, the council directed the staff to begin a charter revision, ordinance review and annexation review. Committees were soon established, town hall meetings attended and the culmination of these meetings resulted in charter revisions that were adopted by the voters in May 2013. An annexation committee was also established and the City annexed approximately 5,000 acres in November 2012. Council also directed the staff to update the comprehensive land use plan and downtown master plan. All of these preparations will provide much needed guidance as growth expectations are realized. This proactive agenda should also provide citizens with some assurance that property values, infrastructure and citizen services will not be diminished. During this current budget process, these challenges guided the council and staff as they prepared to meet current demands and prepare for the future.

The council employed the use of multi-year financial statements during the budget process as a means of forecasting the effects of service changes, revenue changes and future capital needs. These statements were used to provide a simplistic perspective on the effects of growth on the maintenance and operations costs as well as revenue needs and capital assessment. These statements are not included in this year’s document as they were not deemed to add value to the document. However, in future years it is the desire of the council to expand these now simplistic statements so that they reflect a more detailed look at the future needs and expectations of the city and to include these expanded statements in the official budget document.

The budget overview message outlines significant changes and highlights policy issues in the 2013-2014 Budget. This document outlines major budget issues, budgetary information, and provides the City Council and citizens of Cleburne with valuable insight and understanding of the 2013-2014 Budget. This budget reflects the philosophy of retaining the City's fiscal integrity, maintaining existing services, improving the cost-effective delivery of services, while still recommending a conservative balanced budget. With a decline in property values and sales tax, this budget was balanced through increased property tax rate and prudent expenditure forecasts.

The annual budget is submitted Pursuant to Article 689a 13et. Seq., Vernon's Annotated Texas Civil Statutes and the Charter of the City of Cleburne. The available resources and expenditures allocated comprise a plan for financing city services from October 1, 2013 to September 30, 2014.

BUDGET IN GENERAL

The budget is a comprehensive plan expressed primarily in financial terms and performance measurements for services to meet the needs of the citizens of Cleburne. The City's Budget is considered to be a combination of a line item and performance budget. The Budget has two main purposes:

(1) The budget provides the City staff with the opportunity to present recommendations for levels of service and methods for financing those services in the coming year.

(2) Secondly, it provides the most effective control possible for the Mayor and Council. The Council has the opportunity to judge the adequacy of the recommended programs and to set the level of City services by comparing the needs of one service with others. The Budget has been built on conservative financial principles. It reflects staff and Council commitment to maintaining necessary services and improving the quality of operations while keeping expenditures at a minimum.

The 2013-2014 Budget has been enhanced by using more charts, graphs and trend information. This format will allow the reader to obtain a better understanding of how their tax dollars and user fees are being spent. The budget document is also available on the internet for all citizens via the city homepage at www.cleburne.net.

Steps taken in preparing the 2013-2014 Budget included:

(1) Each department manager was given directions to submit a budget that reduced costs to the minimum level necessary to maintain current service levels.

(2) The Capital Improvement Program includes a Leased Equipment Improvement Program and a five-year Capital Improvement Program. All rolling stock and recurring equipment for the General Fund will be purchased through the Leased Equipment Improvement Fund. The five year Capital Improvement Program includes projects which have been approved by Council for the current year as well as departmental projections for the next four years which are used for planning purposes only. All projects will be considered in the appropriate budget year.

Procedures followed in budget preparation were:

(1) Prepared a budget calendar in January 2013.

(2) Reviewed budget with City Manager concerning highlights, issues and recommendations from June 2013 to August 2013.

(3) Submitted and discussed the City Manager's Balanced Budget to the City Council in August 2013.

(4) Held a public hearing and adopted the budget on September 10, 2013.

Important Features of Budget Administration:

(1) The City of Cleburne's budget can be amended by the City Council in any of the following methods: through line item changes at the departmental level, changes between departments or programs, and changes in the total appropriation. The City Manager may start this process at any time, with the approval of the Council, in order to transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department or agency. Another provision in the Charter states that at the request of the City Manager and within the last three months of the budget year, the Council may, by resolution, transfer any unencumbered appropriation balance or portion thereof from one office, department or agency to another.

In addition to the above amendments, staff presents a report of revenue and expenditures to the Council each month. This provides the opportunity for adjustments, if needed, to budgeted revenues and expenditures based on actual results during the fiscal year.

(2) Appropriations lapse at the end of the fiscal period requiring a budget amendment to account for expenditures budgeted in one fiscal period, but expended in the next fiscal period. If these items are known in advance, the expenditures will be properly allocated in the new Budget.

THE BUDGETARY PROCESS

The City of Cleburne's budgeting process, maintained at the departmental level, began February 12, 2013 with the Director of Finance issuing instructions and dates for the submission of revenue projections, operating budget requests and capital improvement requests. Revenue projections were due on February 28, 2013, with the analysis of projected resources for the coming year. Capital Project Request forms were also due on March 1, 2013. Budget requests were to be entered into the City budget software by May 3, 2013. The City continues to utilize mBudget, a web based budgeting program by McLain Decision Support Systems. The Director of Finance compiled the department's data and presented it to the City Manager on July 9, 2013. The City Manager reviewed the department requests, and presented the budget to the Council on August 6, 2013. On September 10, 2013 a public hearing on the budget was held with copies of the proposed document available to the public. Ordinances for the budget and water and sewer rates were on the agenda for approval. The ordinance for the tax rate was on the agenda for approval on September 10, 2013. See the Management and Budget Policies Section for the complete budget process and calendar used for the Fiscal Year 2013-2014 Budget.

OVERVIEW OF ALL CITY FUNDS

This budget reflects funds available in the amount of $106,944,336 ($60,809,515 current revenue and $46,134,821 beginning balances). Total expenditures amounted to $81,048,038. This will result in an ending balance of $7,639,052 in all funds, as compared to $12,238,348 budgeted the previous year. This decrease in fund balance is due to increased capital project funding with current funds.

The budget has funded 323 full time positions and 127 part time and seasonal positions in all departments, as compared to 327 and 142 in the previous year. The step plan increase (2 ½%) is utilized in this year's budget, along with a cost of living increase of 2 ½%.

Major facilities additions and upgrades in this budget include: Miscellaneous Street Improvements, Airport Runway Lighting, Railroad Museum, Sewer System Rehabilitation, Whitney Water Treatment Plant, and Water Line Rehabilitation, and Mulberry Street Elevated Tank Replacement.

GENERAL FUND

The General Fund is used to account for all the general revenues of the City not specifically levied or collected for other City funds and for the expenditures relating to the rendering of general services by the City. The General Fund's projected unreserved undesignated ending balance is $8,225,249. The fund balance policy provides for a 90 day reserve, or $7,866,046. This minimum unreserved undesignated balance may be used to finance any emergencies such as the September 1993 and May 2013 tornado. We will continue to maintain a 90 day reserve to ensure there are funds to accommodate any unforeseen capital or operational expenditures. The operating expenditures are proposed at $32,326,583 and will be covered by current receipts of $34,881,823.

Capital outlay for the 2013-2014 fiscal year totals $77,500

- Time Keeping Software Solution
- Major Water Feature for Splash Station
- Library Books
- Artifacts

Ad valorem taxes for General Fund maintenance and operations will account for $.652308 (81.13%) of the total tax rate of $.804018 per $100 valuation, while general debt service will account for $.151710 (18.87%). This tax rate reflects an increase over the prior year. The effective tax rate is $.775212. The approved tax rate will fund the 2013-2014 Budget and the current level of services. The net appraised value, less exemptions for the 2013 tax roll, was $1,662,510,133 compared to $1,725,310,746 for the previous year. This amounted to a $62,800,613 decrease in the appraised value of property after tax abatements. New improvements amounted to $20,258,726, and total tax abatement exemptions were $45,758,332.

Of the largest revenue sources in the General Fund, the property tax category accounts for 48.9% (46.17% 2012-2013) of all General Fund estimated revenue while the Charges for Service category accounted for 21.7% (21.36% 2012-2013). The non-property tax and fees category accounts for 25.6% (27.81% 2012-2013). Sales tax receipts are budgeted to remain steady. We have collected 98% or more of the total ad valorem tax receivable for the last ten years.

Total personnel costs for the 2013-2014 General Fund budget will be 72.87% of the total budgeted expenditures as compared to 70.61% last year.

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for revenues that are legally restricted to expenditures for specified purposes. The following are the main special revenue funds.

Housing and Urban Development (H.U.D.) Fund (06)

This fund is used to account for the funds received from the Department of Housing and Urban Development that are legally restricted to subsidize rental and utility expenses of low income families. Grant revenue and interest is estimated at $1,513,737. This program currently has two employees.

Hotel/Motel Occupancy Tax Fund (07)

This fund is used to account for the receipt of the Hotel/Motel Occupancy Tax of 7% levied against occupants of all motels in the City. The Chamber of Commerce receives 5 ½% of the 7% total, this 5 ½% is used in the following areas:

- Chamber of Commerce
- Tourism promotions
- Whistle-stop Christmas
- Public relations as related to hotel and tourism promotion

Receipts and interest are estimated at $300,200, with expenditures of $302,210 in the following areas: $235,710 to the Cleburne Chamber of Commerce and $66,500 for City promotions. The ending balance is projected to be $46,121.

Cleburne Transportation (CLETRAN) System Fund (08)

This fund is used to account for the revenues and expenses for the operation of the City's transportation system, Cletran. Cletran is funded by federal grants, state grants and local funds that are specifically restricted to capital improvement, administration and operation of the program. Cletran includes City, County and Urbanized transportation systems for Johnson County – total population 195,272 and 746 square miles. Current operating hours are Monday through Friday 7:00 AM through 6:00 PM, and Saturdays 8:00 AM through 5:00 PM. Revenues are estimated at $1,605,716 ($88,000 from fares, $1,419,908 from federal and state grant revenue, $97,808 from County and City contributions). Expenditures are estimated at $1,639,182, which includes 9 full time employees. The fee of a one-way trip is $3.00. There are other payment plans available for frequent riders, senior citizens, and customers with disabilities.

4B Sales Tax Fund (09)

This fund is used to account for the proceeds of the 4B sales tax. On August 11, 2001 the citizens of Cleburne approved a ½ cent sales tax increase, which brought the city rate to 1.5%. The state collection rate is currently 6.25%. Approved projects included a sports complex, aquatics center, community center, railroad museum, park improvements, performing arts center and new convention center. The aquatics center, Splash Station, completed its tenth year of operation and the Sports complex completed its eighth year of operation this fall. The community center, Booker T Washington Community Center, completed its fourth full year of

operation in 2013, while the Convention Center & Theatre Arts facility completed its third year of operations. The remaining project, the railroad museum, is planned to be completed as sales tax collections allow for funding. All maintenance and operation expenses of the completed projects are supported with revenue from this fund.

All Other Special Revenue Funds

These funds are used to track various activities of the City that need to be accounted for separately. These include projects where citizens have donated funds for specific purposes. These Special Revenue Funds include:

- Law Enforcement Officer Standards and Education Fund (10)
- T.I.F. District #1 Fund (11)
- T.I.F. District #2 Fund (12)
- T.I.F. District #3 Fund (13)
- Emergency Management Fund (14)
- Certificate Franchise Fund (15)
- Mineral Leases And Royalties Fund (21)
- Disposal Well Fund (22)
- Gas Well Administration Fund (23)
- Development Fee Fund (27)
- Miscellaneous Grant Fund (39)
- Court Technology Fund (41)
- Court Fine Fee Fund (42)
- Public Safety Fund (43)
- Child Safety Fund (45)
- Court Security Fund (46)
- Abandoned Vehicle Fund (47)
- Police Forfeiture Fund (48)
- Fire Protection Fund (49)
- Museum Board Fund (81)
- Museum Donation Fund (82)
- Police Donation Fund (83)
- Parks Donation Fund (84)
- Library Board Fund (85)
- Library Donation Fund (86)
- Public Works Donations (87)
- Fire Donation Fund (88)
- Miscellaneous Donation Fund (89)

CAPITAL PROJECT FUNDS

Capital project funds account for the resources used for the construction and acquisition of capital facilities by the City except for those financed by the enterprise funds.

General Capital Projects Fund (53)

This fund accounts for general capital projects funded primarily through mineral lease and royalty revenues and excess General Fund balance.

Performance Contract Fund (55)

This fund accounts for proceeds from the State Energy Conservation Office, LoanSTAR program, and bonds secured to fund city wide energy conservation measures. This fund will be used to account for energy savings associated with these projects and repayment of the financing methods secured for funding. Energy savings and revenue recapture associated with this project are guaranteed by Siemens Building Technologies, thereby guaranteeing funds for all financing repayment. At a minimum this project as well as the funding will be budget neutral. All additional savings and recaptured revenue will be absorbed into the associated fund balances.

Capital Improvement Plans

The Capital Improvement Plans account for the resources used for the construction and acquisition of capital facilities and equipment by the City. These programs will be used by the staff and Council to plan for current and future needs of the City. It is set up as two separate plans: The Leased Equipment Improvement Program and the Five Year Capital Improvement Program. The Leased Equipment Improvement Program will fund all General Fund vehicle and equipment replacements of the City. With the Leased Equipment Improvement Program, we will now be able to know, in advance, what the future needs for capital equipment and vehicles will be. The Leased Equipment Improvement Program has a projected beginning balance of $1,693,269. Capital purchases in this fund are funded through General Fund department lease payments for vehicles. The City will fund the new equipment purchases in the current year of police patrol units, Fleet truck and dump bed and a refuse wheel loader, with $100,000 as a reserve for a fire defibrillator and $1,050,000 as a reserve for fire truck and equipment. This will result in an anticipated ending balance of $683,842 at September 30, 2014.

The effect of the Leased Equipment Improvement Program on the General Fund has been a leveling out of capital equipment expenditures. The funding of equipment purchases will allow the City to replace equipment as the end of its useful life is reached. The ad valorem tax rate will not fluctuate as much from year to year because the city will be spending approximately the same amount each year through the lease payments.

The second plan is the Five Year Capital Improvement Program that is used to develop future capital projects of the City. This program is funded only in the current year and is used only as a planning tool in future years. This plan includes everything not in the Leased Equipment Improvement Program that will be funded by current and future revenues. Funding for this program includes bond funds, mineral and lease royalties and general funds available after the cost of maintaining existing services has been projected.

GENERAL AND REVENUE DEBT SERVICE FUNDS

General debt service funds are used to account for the payment of principal and interest on the general obligation and certificate of obligation bonds. Revenue debt service funds are used to account for the payment of principal and interest on the revenue bonds of the City. The rate mitigation and capital improvement trust reserve, a reserve fund in the Water-Wastewater Fund, may be used to make up for a severe shortfall in funds due to the volatility of water needs because of weather, pay for catastrophic repair events and to insure payment of principal and interest of the revenue bonds.

Summary Table of Debt Disclosures

	Principal Balance 10-01-2013	Principal and Interest Due 2014	2015	2016	2017
General Obligation Bonds	$ 18,023,413	$ 2,522,193	$ 2,523,133	$ 2,522,720	$ 2,522,580
Certificates of Obligation	2,297,000	107,959	107,959	107,959	107,959
Self-Supporting Certificates of Obligation	15,115,000	1,176,743	1,180,043	1,182,343	1,183,643
Revenue Bonds	65,210,000	6,217,801	6,211,906	6,213,535	6,210,902
Total principal to be Repaid	$ 100,645,413				
Total Due by Year End (Principal and Interest)		$ 10,024,696	$ 10,023,041	$ 10,026,557	$ 10,025,084

General Debt Service Funds

The General Debt Service Fund, which is the interest and sinking fund for the payment of principal and interest on outstanding debt, will require $3,820,000 for principal, interest and agent fee payments during the 2013-2014 fiscal year. The outstanding balance at October 1, 2013 of all seven issues is $35,435,413 with an original balance of $41,795,413. The 2007 Refunding and Improvement Bonds are self-supported taxable issues that are paid for by the 4B Sales Tax. The balance of this issue is $15,115,000 at October 1, 2013. All debt issues, except the self-supported issue, will require a tax distribution of $.151710 or 18.87% of the current tax rate of $.804018 per $100 valuation. As a Home Rule Texas City, the City of Cleburne is not limited by law in the amount of debt it may issue.

The Debt Service Fund is composed of the following outstanding issues:

Year	Title	Original Issue	Balance 10-01-2013
2004	General Obligation Refunding Bond	3,825,000	1,985,000
2008	General Obligation Refunding Bond	10,890,000	7,800,000
2009	Certificates of Obligation	2,297,000	2,297,000
2010	General Obligation Refunding Bonds	5,848,413	5,813,413
2011	General Obligation Refunding Bonds	2,655,000	2,425,000
	SUB-TOTAL TAX SUPPORTED	25,515,413	20,320,413
2007	Refunding Certificates of Obligation	16,280,000	15,115,000
	SUB-TOTAL SELF-SUPPORTED DEBT	16,280,000	15,115,000
	TOTAL	$ 41,795,413	$ 35,435,413

The 2004 General Obligation Refunding Bonds were issued to refund the taxable Brazos Electric Effluent Water Line Improvement Bonds. The 2008 General Obligation Refunding Bonds were issued to refund the 1998 general improvement bonds. The 2009 issue was issued to complete funding for a Energy Conservation Project. This project has guaranteed savings and revenue recapture each year through the Performance Contractor, Siemens Building Technologies, to pay for all associated State Energy Conservation Office LoneSTAR revolving loans and this bond issue. The 2010 Series Refunding Bonds were issued to refund the 2001 General Improvement Bonds. The 2011 Series Refunding Bonds were issued to refund the 2004 Certificates of Obligation.

The self-supporting 2007 Refunding Certificates of Obligation Bonds were a partial refunding of the 2002 issue with an additional 5 million in bond proceeds. These proceeds were used to fund the quality of life projects included in the 4B referendum. This debt will be solely supported by the 4B Sales Tax. The 2010 issue funded the purchase of the new police and municipal court building. This issue is funded with mineral and lease royalty revenues.

The policy of the City has been not to issue any debt that has not been necessary in order to maintain existing services, and when issued to hold the term as short as possible. This policy has allowed the City to issue debt without affecting other City services. The City has maintained an Aa 3 (General and Revenue) from Moody's Investors Service and an AA- (General and Revenue) rating from Fitch, IBCA. The City's general obligation bonded debt issuances are not subject to any legal limitation; however, the property tax rate is limited to $2.50 per $100 of assessed value of real personal property. The current tax rate of $.804018 per $100 valuation is broken down as follows: $.151710 per $100 valuation for Debt Service (Interest & Sinking) and $.652308 per $100 valuation for General Fund (Maintenance & Operating) which is well below the $2.50 per $100 valuation limit.

Revenue Debt Service Fund

The Revenue Debt Service Fund will require an expenditure of $6,217,802 for the year. The outstanding balance at October 1, 2013 of all six issues is $65,210,000 with an original balance of $80,125,000.

The Revenue Debt Service Fund is composed of the following outstanding issues:

Year	Title	Original Issue	Principal Balance 10-01-2013
2005	Water & Sewer Refunding Bond	41,960,000	31,915,000
2006	Water & Sewer Refunding Bond	12,875,000	9,470,000
2009A	Water & Sewer Revenue Bond	1,180,000	1,115,000
2009B	Water & Sewer Revenue Bond	4,750,000	4,495,000
2010	Water & Sewer Revenue Bond	14,500,000	14,500,000
2010	Water & Sewer Refunding Bond	4,860,000	3,715,000
	TOTAL	$ 80,125,000	$ 65,210,000

The 2005 bonds were issued to refund parts of the 1997, 1999, and 2001 debt issues and to pay for costs associated with the refunding. The net present value benefit of the refunding amounted to $1,787,278. In June 2006 bonds were issued to refund the Series 1997 Waterworks and Sewer System Refunding and Improvement Revenue Bonds in the amount of $6,595,000. An additional $6,300,000 was also issued to fund the construction of the infrastructure for three new Cleburne Schools. In 2009 the Texas Water Development Board awarded the City of Cleburne financial assistance through its Water Infrastructure Fund (WIF). This fund enables the city to issue bonds at a more favorable interest rate and defer interest and principal payments for up to ten years or one year after project construction completion. Subsequent to this award the City of Cleburne issued Series 2009A, 2009B, and 2010 bonds for infrastructure improvements to the water delivery system. Series 2009A will fund the design and permitting for a 5.0 MG expansion to the City's existing water treatment plant. Series 2009B will fund the design and permitting for the development of the Lake Whitney Water Supply including the deep water intake valve, a scalping station and water pipe line that will intersect with the existing Lake Aquilla pipe line. Series 2010 will fund the 5.0 MG water treatment plant

expansion construction, aluminum domes for the clear wells, and a 20 inch water line from the water treatment plant to the upper pressure plane. Series 2010 Refunding Bonds were issued to refund the Series 2001 System Improvement Bonds.

ENTERPRISE FUNDS

Enterprise funds are used to account for operations of the City where the intent is to finance or recover through user charges the cost (expenses including depreciation) of providing goods or services to the general public on a continuing basis. The Water/Wastewater Fund, the Airport Fund and the Drainage Utility Fund make up the enterprise fund group.

Water/Wastewater Fund (60)

Receipts for the Water/Wastewater Fund are estimated at $19,527,066. Current expenditures for the Water/Wastewater Fund are estimated at $21,596,162 which includes $9,534,000 in one-time capital expenditures. Debt service interest payments of $2,456,000 are also included in this estimate. Additionally, a debt service principal payment of $3,945,000 and a $1,896,250 reimbursement for General Fund administrative services is included in this budget.

The City Council has mandated a minimum of three months (90 days) operating expenditures or $2,374,031 in the projection or rate mitigation reserve for this fund. This policy will help to ensure there are adequate funds to operate, on a temporary basis, even if emergency conditions existed. A senior lien debt reserve was established in 2010-2011. The ending cash balance of the fund is estimated at $117,498, and the Water/Wastewater Rate Mitigation Reserve ending balance is estimated at $2,870,994. The senior lien debt reserve will have a balance of $656,952. The TWDB payment reserve will have a balance of $803,803. An additional $100,000 contingency reserve is also included. The combined rate mitigation and ending fund balances provide the city with a total estimated reserve of $4,549,247 or 140.36 days.

A waste water rate increase of six percent (6%) is included in the 2013-2014 Budget. The service demand charge was increased to $11.87 per month, a $0.67 increase over last year's service demand charge of $11.20. The rate per gallon up to 13,500 gallons will be $3.64 with a residential maximum of $61.02. Wastewater revenue is projected to increase from $7,268,024 in 2012-2013 to $7,354,077 in 2013-2014.

Water revenues are budgeted to increase from $11,576,679 in 2012-2013 to $11,850,389 in 2013-2014. The annual water rate review led to the adoption of six percent (6%) water rate increase. The service demand charge will increase to $21.25 per month, a $1.20 increase over last year's service demand charge of $20.05. The rate per 1,000 gallons will be $5.66.

This increase in rates will provide adequate revenue to cover expenditures and to obtain the necessary water and waste water revenue bond coverage. This increase is consistent with our past history of increases. Future increases are expected to average approximately 1.5% to fund our water system delivery and wastewater system improvements.

Capital expenditures amount to $7,034,000. The current capital improvements include:

- Water System Maintenance truck
- Water Distribution 2 trucks and the Mulberry Street Water Tank replacement
- Water Treatment system expansion, 2 trucks and a skid steer
- Wastewater Collection Vac Truck

- Wastewater Treatment 2 mowers, utility vehicle, and a truck

System Rehabilitation expenditures amount to $2,500,000.

- Water System $1,250,000
- Wastewater System $1,250,000

Airport Fund (61)

The Airport Fund was created in order to make the airport self-sustaining. We have continued to make improvements to the Airport with Airport revenue and grant funds. With recent gas well development on Airport property and the opening of a fuel station, receipts have begun to increase. Receipts for the Airport Fund are estimated at $1,146,500. Revenue estimates include charges for services at $164,000, fuel revenue at $950,000 and Mineral and Lease Royalty revenue of $24,000. Expenditures for the Airport Fund operations are estimated at $1,447,362 and $100,000 being transferred to the General Fund to pay for administrative costs.

Capital expenditures amount to $183,500

- Runway lighting

Drainage Utility Fund (63)

The Drainage Utility Fund was created in order to have a separate user fee to pay for the drainage needs of the City. This program is charged with the operation and maintenance of the flood management program in accordance with the storm water master plan. Through proper management and adherence to state and federal regulations we strive to operate and maintain an effective drainage water system to protect the citizens against flooding. This fund provides for minor drainage installation, maintenance, and operation of the water drainage systems, creek maintenance, and cleaning along the major and lesser water sheds throughout Cleburne. Drainage Utility revenue is budgeted at $521,000. The minimum residential lot is charged $2.75/ month. All employees were eliminated through attrition in 2010-2011 to allow for additional funds to be utilized for rehabilitation and improvements to the drainage system. Expenditures are budgeted at $233,320. A reserve for future projects of $800,000 was allocated in this budget. The ending balance is estimated to be $129,351.

LONG TERM ISSUES

Since the year 2000, the State of Texas has seen recession, robust growth, national and coastal disaster, drought, and skyrocketing fuel prices. Through these ever-changing economic conditions, the City of Cleburne has remained strong and viable. Mineral and lease royalties have provided funding for capital improvements without increasing taxes since 2004. In 2001 the City created a Tax Increment Finance District (TIF) in our industrial park in order to attract new commercial and industrial businesses. An additional TIF has been added in the northwestern portion of the community to fund infrastructure and service improvements as the city prepares for the growth associated with the completion of U.S. Highway 121. The city also employs tax abatements and Local Government Code 380 agreements to further stimulate the economy. By continually reviewing our infrastructure, we hope to ensure future economic success in Cleburne. We are in the process of revisiting the 20 year water and wastewater master plan for the City, as well as implementing previous plans to ensure industrial, residential, and retail customers access to water remains adequate.

The effects of the gas exploration and development in Cleburne have had a profound effect on the entire city. Royalties have gone from $1,000,000 to $10,000 a month. This change has resulted in decreased revenues for one-time capital expenditures in the city special revenue funds. Gas exploration will continue to have a profound effect on the Cleburne economy. We have seen how it has dramatically affected property values, sales tax and commercial business as the drilling and production cycles came and went. As we enter a sustained production cycle we do not anticipate the return to million dollar royalties, but we do anticipate that this industry will continue to impact Cleburne's economy.

Transportation systems to and from the Dallas/Fort Worth Metroplex will directly impact the growth in Cleburne. The extension of U.S. Highway 121 connecting to Highway 67 will give citizens direct access to south Fort Worth. This project is expected to be completed in mid 2014. The City of Cleburne, with participation from other cities in the county, has expanded its public bus transportation system to include all of Johnson County. The City of Cleburne must be ready for the growth that the completion of Highway 121 and additional public transportation will provide. We feel that the infrastructure improvements necessary to meet the needs of these additional residential, industrial and retail customers are being currently planned for or implemented.

CONCLUSIONS

The annual budget represents the single most important series of decisions made by the City Council in any year. The conclusions reached during the budget process will determine the quality of public service to be provided and, to a significant extent, the quality of life for Cleburne residents. The annual budget is a policy document, a financial plan, an operations guide and a communications device that is intended to give the citizens of Cleburne a better understanding of the services available to them and the cost of those services.

ORDINANCE

NO. OR09-2013-50

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLEBURNE, TEXAS ADOPTING AND APPROVING AN ANNUAL BUDGET FOR THE CITY OF CLEBURNE FOR FISCAL YEAR OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2014; PROVIDING AN EFFECTIVE DATE.

WHEREAS, an annual budget for the fiscal year October 1, 2013 to September 30, 2014 has been prepared by Rick Holden, City Manager for the City of Cleburne, Texas; and

WHEREAS, said budget has been presented by the City Manager along with his budget message in accordance with the City Charter; and

WHEREAS, public notices of the public hearing upon this budget have been duly and legally made as required by law; and

WHEREAS, this proposed budget has been filed with the City Secretary at least sixty days prior to the beginning of budget year or no later than 15 days after the tax role was submitted to the City; and

WHEREAS, the financial condition and comparative expenditure as filed were duly considered; and

WHEREAS, the budget has been considered at workshops on August 13, 27, and 30, 2013; and

WHEREAS, after a full and final consideration, the public hearing has been held upon said budget and it is the consensus of opinion that the budget as filed should be approved;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLEBURNE, TEXAS, THAT:

SECTION ONE. The budget, as filed for fiscal year from October 1, 2013 to September 30, 2014, is hereby ratified, adopted and approved.

SECTION TWO. This Ordinance shall be passed and it shall have effect and be in full force on October 1, 2013.

PASSED AND APPROVED this the 10th day of September, 2013 at a Regular Meeting of the City Council of the City of Cleburne, Texas.

CITY OF CLEBURNE

BY: _____
Scott Cain, Mayor

ATTEST:

_____
Shelly Doty, City Secretary

or4 - budget adoption ordinance

ORDINANCE

NO. OR09-2013-51

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLEBURNE, TEXAS SETTING THE 2013 TAX RATE AND LEVYING A TAX UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CITY OF CLEBURNE, TEXAS FOR FISCAL YEAR 2013-2014; THIS TAX LEVY WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE; THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.72 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $28.99; APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED; ASSESSING PENALTY AND INTEREST FOR THE NON-PAYMENT OF SUCH TAXES WITHIN THE TIME SET; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council finds that a tax for the year 2013, hereinafter levied for current expenses of the City levied to provide the revenue requirements of the budget for the fiscal year 2013-2014; and

WHEREAS, all required publications and requirements have been met according to the Open Meetings Act and Section 26.05(b) of the Property Tax Code;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLEBURNE, TEXAS, THAT:

SECTION ONE. For the current expenses of the City and for the general improvement of the City and its property, there is hereby levied and ordered to be assessed and collected for the year 2013 on all property situated within the limits of said City, and not exempt from taxation by valid laws, an Ad Valorem tax at the rate of $.804018 on the $100.00 assessed valuation of such property, which is a rate that exceeds the effective tax rate; the debt portion of the tax rate being $.15171 and the maintenance and operations portion of the tax rate being $.652308. This year's tax levy to fund maintenance and operations expenditures does not exceed last year's maintenance and operations tax levy. This ordinance setting this year's tax rate does not require the statements about "tax increase" as specified in Section 26.05 of Property Tax Code.

SECTION TWO. That all ad valorem taxes shall be paid before the 1st day of February, 2014, and taxes not paid by that date shall be delinquent and all persons or property owners failing to pay any taxes owing on or before its delinquent date shall be charged interest at the rate of one percent (1%) for each month or fraction thereof; and in addition, shall be charged a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent plus one percent (1%) for each additional month or fraction thereof the tax remains unpaid prior to July 1st of the year in which it becomes delinquent. However, a tax delinquent on July 1st incurs a total penalty of twelve percent (12%) of the amount of the delinquent tax without regard to the number of months the tax has been delinquent. Such penalties shall not bear interest.

SECTION THREE. The City Council passed and approved this Ordinance with a majority vote (4 ayes and 1 nay).

SECTION FOUR. This Ordinance shall become effective and be in full force from October 1, 2013 forward, and it is so ordained.

PASSED AND APPROVED this the 10th day of September, 2013 at a Regular Meeting of the City Council of the City of Cleburne, Texas.

CITY OF CLEBURNE

BY: _____
Scott Cain, Mayor

ATTEST:

_____
Shelly Doty, City Secretary

or5 - tax rate ordinance

ORDINANCE

NO. OR09-2013-52

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLEBURNE, TEXAS AMENDING TITLE V - PUBLIC WORKS, CHAPTER 51 - WATER AND SEWER, SECTION 51.030 - RATES FOR TREATED WATER SERVICE, SUBSECTIONS (C), (F) AND (H) OF THE CODE OF ORDINANCES; PROVIDING FOR A PENALTY NOT TO EXCEED $500.00 FOR EACH OFFENSE; PROVIDING FOR PUBLICATION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the current water rates for the City of Cleburne are based on usage at that particular location each month; and

WHEREAS, the City Council of the City of Cleburne, Texas deems that the amendment of the water and wastewater ordinances hereinafter described is in the best interest of the public in order to reflect actual usage of water;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLEBURNE, TEXAS, THAT:

SECTION ONE. Section 51.030 - Rates for Treated Water Service, of the Code of Ordinances, City of Cleburne, Texas is hereby amended to read as follows for subsections (C), (F) and (H):

(C) *Rate Tables.* The Utility Manager shall charge customers for treated water service in accordance with the following tables:

(1) For utility accounts inside city limits.

Water Usage	***Rate per Month***
0 gallons & over	$5.66 per 1,000 gallons
Service Demand Charge	$21.25 per month

(2) For utility accounts outside city limits.

Water Usage	***Rate per Month***
0 gallons & over	$7.05 per 1,000 gallons
Service Demand Charge	$27.49 per month

(F) *Multi-family dwelling units.* All multi-family dwelling units of five or more units which are not separately metered shall be charged for services based on meter size and rates in the following tables.

For utility accounts inside city limits:	
Service Demand Charge Each Month	
¾" Meter	$ 21.25
1" Meter	35.93
1 ½" Meter	119.88
2" Meter	359.62
2 ½" Meter	359.62
3" Meter and larger	359.62

For utility accounts inside city limits:	
Per 1000 Gallons Charge Each Month	
0 gallons and over, per 1,000 gallons	$ 5.66

(H) *Reuse Water.* All reuse water will be billed at 75% of the potable water rates as shown in (C) *Rate Tables* above.

SECTION TWO. All other Sections and Subsections of said ordinance shall remain in full force and effect and are not waived, amended or changed in any manner.

SECTION THREE. Any person, firm, corporation, agent or employee thereof who violates any of the provisions of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be fined not to exceed Five Hundred and No/100 dollars ($500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION FOUR. The caption of this Ordinance shall be published twice within ten (10) days of its passage in a newspaper of general circulation in the City of Cleburne, in compliance with the provisions of Article III, Section 51, of the City Charter.

SECTION FIVE. This Ordinance shall become effective and in full force on October 1, 2013 and upon its publication as required by law.

PASSED AND APPROVED this the 10th day of September, 2013 at a Regular Meeting of the City Council of the City of Cleburne, Texas.

CITY OF CLEBURNE

BY: _____
Scott Cain, Mayor

ATTEST:

_____
Shelly Doty, City Secretary

or6 - water rates ordinance

ORDINANCE

NO. OR09-2013-53

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLEBURNE, TEXAS AMENDING TITLE V - PUBLIC WORKS, CHAPTER 51 - WATER AND SEWER, SECTION 51.031 - RATES FOR WASTEWATER SERVICE, SUBSECTIONS (C) AND (D) AND SECTION 51.033 - INDUSTRIAL WASTE CHARGE RATE FORMULA OF THE CODE OF ORDINANCES; PROVIDING FOR A PENALTY NOT TO EXCEED $500.00 FOR EACH OFFENSE; PROVIDING FOR PUBLICATION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the current wastewater rates for the City of Cleburne are based on water consumption at that particular location each month; and

WHEREAS, the City Council of the City of Cleburne, Texas deems that the amendment of the water and wastewater ordinances hereinafter described is in the best interest of the public;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLEBURNE, TEXAS, THAT:

SECTION ONE. Subsections (C) and (D) of Section 51.031- Rates for Wastewater Service of the Code of Ordinances, City of Cleburne, Texas are hereby amended to read as follows:

(C) *Rate tables.* The utility manager shall charge a customer for wastewater service based on water used in accordance with the following tables:

(1) *Residential accounts.* There shall be a maximum of thirteen thousand five hundred (13,500) gallons of water usage used to compute a residential wastewater bill.

Water Usage	***Rate per Month***
0 gallons & over	$3.64 per 1,000 gallons
Residential maximum at 13,500 gallons $61.02	
Service Demand Charge	$11.87 per month

(2) *Commercial Accounts.* There shall be no maximum water usage used to compute a commercial sewer account.

Water Usage	***Rate per Month***
0 gallons & over	$3.64 per 1,000 gallons
Service Demand Charge	$11.87 per month

(3) *Sprinkler accounts.* No sewage charge shall be placed on accounts that strictly use water for a sprinkler system.

(D) *Multi-family dwelling units - rate calculation.* All multi-family dwelling units of five or more units which are not separately metered shall be charged for sewer service based on water meter size and rates in the following tables.

For utility accounts inside and outside city limits:	
Service Demand Charge Each Month	
3/4" Meter	$ 11.87
1" Meter	20.51
1 ½" Meter	46.21
2" Meter	82.10
2 ½" Meter	128.33
3" Meter and larger	192.50

For utility accounts inside and outside city limits:	
Per 1,000 Gallons Charge Each Month	
0 gallons and over, per 1,000 gallons	$ 3.64
There shall be no maximum water usage used to compute a Multi-Family unit wastewater account.	

SECTION TWO. Section 51.033 - Industrial Waste Charge Rate Formula of the Code of Ordinances, City of Cleburne, Texas is hereby amended to read as follows:

The person responsible for industrial waste discharge is responsible for the following charges: Service Demand Charge, Volume biological oxygen demand (BOD), total suspended solids (TSS), and total dissolved solids (TDS) in accordance with the following rate table:

Service Demand Charge, per month	$ 11.87
Volume Charge, per month, per 1,000 gallons	4.88
BOD, per lb., per month	0.46
TSS, per lb., per month	0.42
TDS, per lb., per month	0.23

SECTION THREE. All other Sections and Subsections of said ordinance shall remain in full force and effect and are not waived, amended or changed in any manner.

SECTION FOUR. Any person, firm, corporation, agent or employee thereof who violates any of the provisions of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be fined not to exceed Five Hundred and No/100 Dollars ($500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION FIVE. The caption of this Ordinance shall be published twice within ten (10) days of its passage in a newspaper of general circulation in the City of Cleburne, in compliance with the provisions of Article III, Section 51, of the City Charter.

SECTION SIX. This Ordinance shall become effective and in full force on October 1, 2013 and upon its publication as required by law.

PASSED AND APPROVED this the 10th day of September, 2013 at a Regular Meeting of the City Council of the City of Cleburne, Texas.

CITY OF CLEBURNE

BY: _____
Scott Cain, Mayor

ATTEST:

_____
Shelly Doty, City Secretary

or7 - wastewater rates ordinance

Budget Summary

2013-2014

City of Cleburne
Budget Summary

- The 2013-2014 budget for the City of Cleburne is the fiscal plan for this City for the next fiscal year. In this budget, city goals and objectives are set forth, including capital improvement projects.

- The 2013-2014 budget includes funding for the following municipal services
  - Police & Fire Protection
  - Street Maintenance
  - Water & Sewer Services
  - Parks Services
  - Cemetery Services
  - Library & Museum Services
  - Sanitation Services

- The budget includes anticipated revenues and the expenditures for all City departments.

- Revenues are received from a number of sources including property taxes, sales tax, franchise fees, user fees, grants from other governmental entities, water sales, sewer services, and bond proceeds.
  - Total available funds are projected to be $106,944,336

- Expenditures include personnel costs, supplies, equipment, contractual services, debt service, and capital improvements.
  - Expenditures and disbursements are projected to be $81,048,038

- Capital Improvements include:
  - Water-Wastewater line improvements & expansion
  - Street Program
  - Downtown Improvements
  - Railroad Museum
  - Leased Equipment Improvement Program
  - Facility Improvements
    - Splash Station Enhancements
    - Booker T Washington Repairs
    - Airport Runway Lighting

CITY OF CLEBURNE

ALL FUNDS

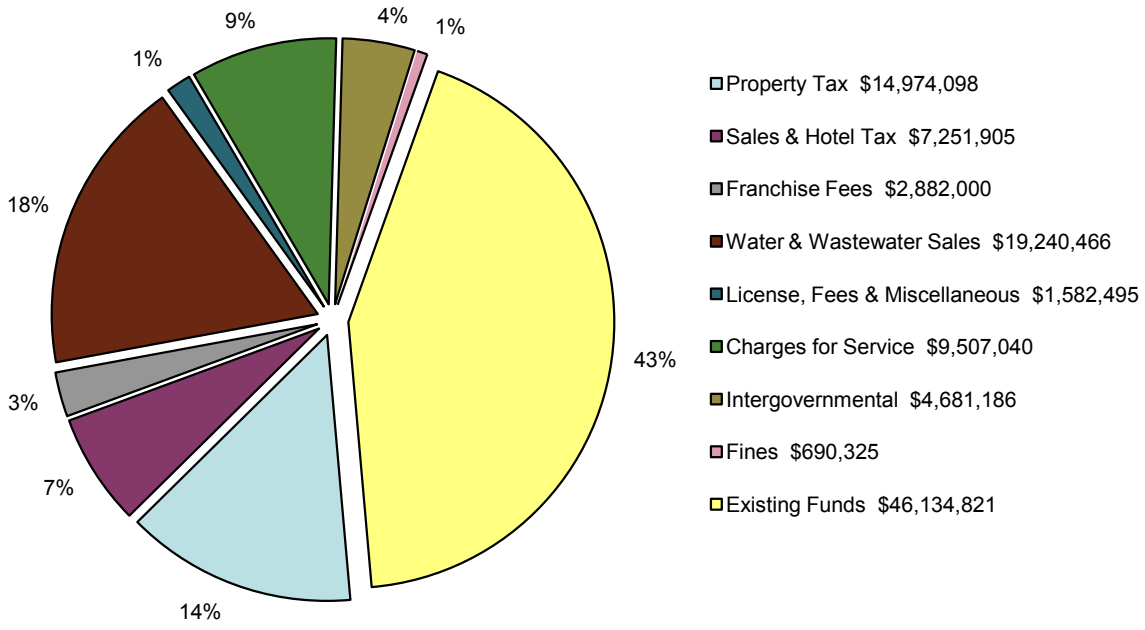
Summary of Receipts & Disbursements

2013-2014

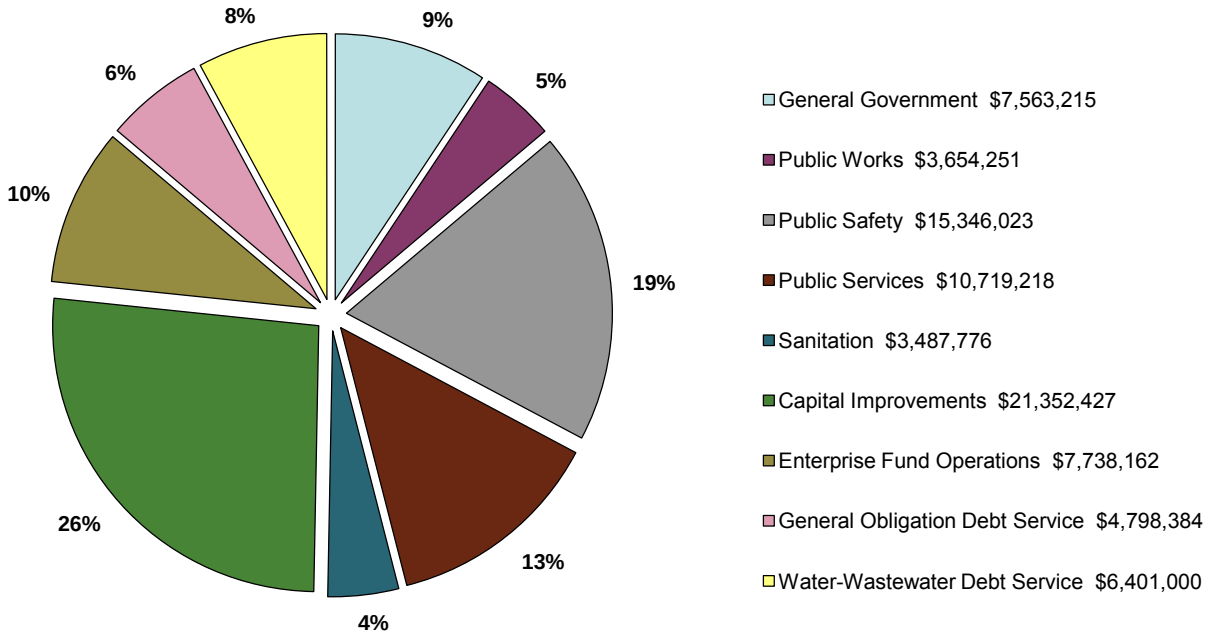
	General & Leased Improvement Funds	Special Revenue Funds	Debt Service Fund	Enterprise Fund	Capital Projects Fund	Total All Fund Types
Revenues	$ 30,826,219	$ 8,448,230	$ 1,000	$ 21,231,066	$ 303,000	$ 60,809,515
Transfers In	4,707,177	668,949	5,080,127	-	2,941,524	13,397,777
Total Receipts	35,533,396	9,117,179	5,081,127	21,231,066	3,244,524	74,207,292
Expenditures	32,795,083	6,082,769	5,000,055	34,807,713	2,362,418	81,048,038
Transfers Out	5,071,556	4,387,928	-	2,949,909	988,384	13,397,777
Total Disbursements	37,866,639	10,470,697	5,000,055	37,757,622	3,350,802	94,445,815
Revenues Over/(Under) Expenditures	(2,333,243)	(1,353,518)	81,072	(16,526,556)	(106,278)	(20,238,523)
Beginning Fund Balance	12,392,333	7,706,629	69,012	22,723,306	3,243,541	46,134,821
Projection Reserve	(9,266,046)	(3,741,752)	-	(5,231,749)	(17,700)	(18,257,247)
Ending Fund Balance	$ 793,045	$ 2,611,359	$ 150,084	$ 965,001	$ 3,119,563	$ 7,639,052

Current Revenue, Expenditures & Capital

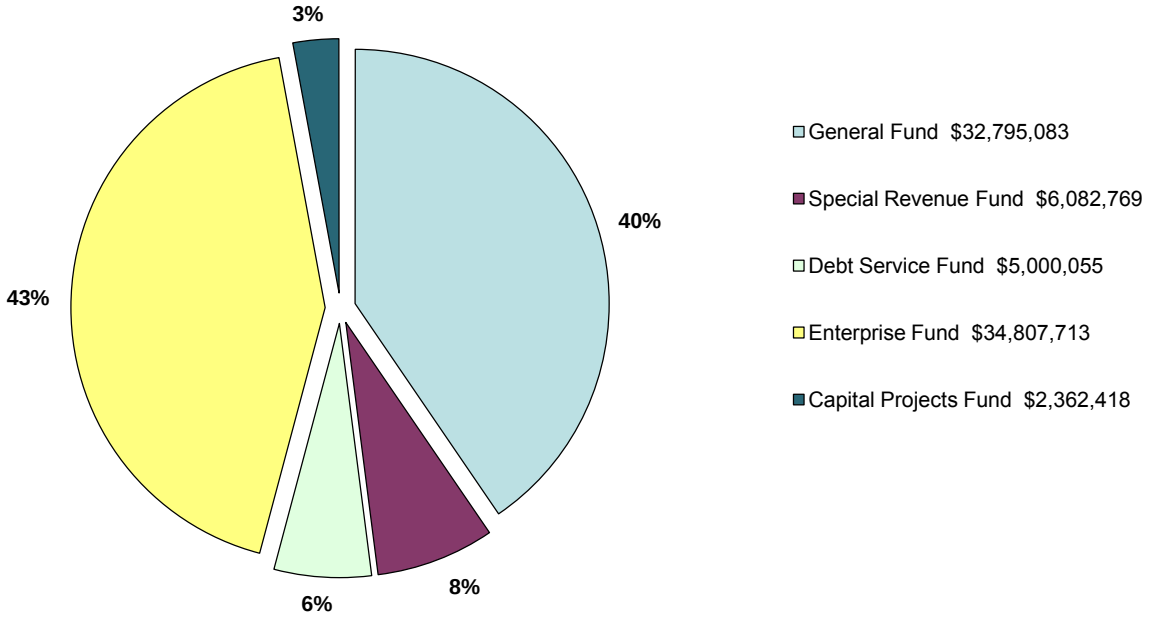
Current Revenue $106,944,336



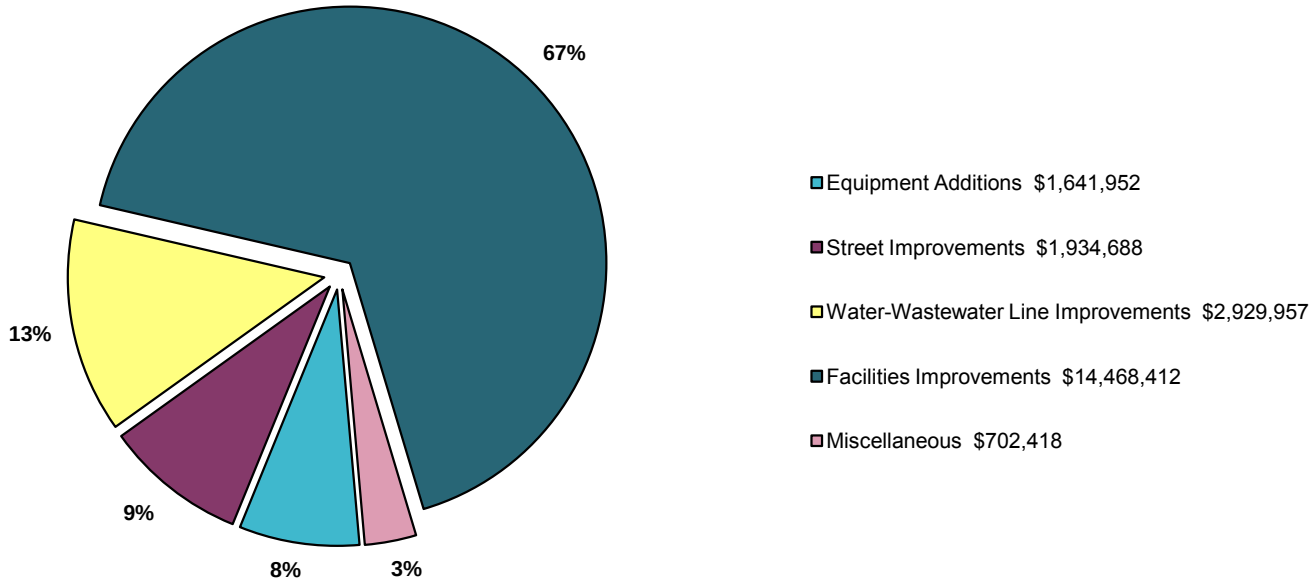
Current Expenditures $83,078,156



Current Expenditures by Fund $81,048,038



Current Capital Expenditures & Current M&R Streets & Water Lines $21,677,427



State of the City. . .Budget Year 2013-2014

FINANCIAL	
OPERATING BUDGET	
General Fund (Government Services)	$ 32,795,083
Enterprise Funds (Utilities)	34,807,713
Debt Service Fund (Principal & Interest on Debt)	5,000,055
Special Revenue Fund (Specific Projects)	6,082,769
Capital Projects Funds	2,362,418
TOTAL	81,048,038
BONDED INDEBTEDNESS	
General Obligation Bonds (Partially Self-Supported), Section E	35,435,413
Bond Ratings: **Moody's:** Aa 3 **Standard & Poor's:** A+ **Fitch:** AA-	
Water and Sewer Bonds, Section H	65,210,000
Bond Ratings: **Moody's:** Aa 3 **Standard & Poor's:** AA- **Fitch:** AA-	
EMPLOYEES	
MUNICIPAL EMPLOYEES (Fiscal Year 2012-2013 had 327 Filled Positions)	
Uniformed (Police & Fire)	108
Technical/Skill Labor	139
Management/Clerical	75
TOTAL FULL TIME EMPLOYEES	322
DEPARTMENTAL ACTIVITIES	
AIRPORT	
Airport Arrivals & Departures/Year	34,000
CEMETERIES	
Cemetery Sites (Developed Acres)	101
Cemetery Sites (Undeveloped Acres)	30
Grave Openings & Closings	-
Grave Spaces Sold	100
CITY SECRETARY'S OFFICE	
Agenda packets prepared for Council, Directors and Press	48
Official documents scanned, indexed and filed	15,000
Elections held	3
Calls and citizen inquiries handled by receptionist	24,000
Open records requests processed	475
CIVIC CENTER	
Events Held	1,350

State of the City. . .Budget Year 2013-2014

DEPARTMENTAL ACTIVITIES (CONTINUED)	
COMMUNITY DEVELOPMENT	
Building Permits Issued (thru September 2013)	259
Building Standards Inspections	117
Food Service Establishments Inspections	391
Average Number of Houses Per Residential Sanitation Route	800
Tons of Waste Transferred	50,000
Animal Control Service Calls	3,600
HUMAN RESOURCES	
Training Sessions	24
INFORMATION TECHNOLOGY	
Number of Helpdesk Requests	5,000
LIBRARY	
Circulation	128,000
PARKS AND RECREATION	
Park Sites	15
Public rounds of golf played	26,605
Basketball Courts	4
Swimming Pool Visitors	44,918
PLANNING	
Plats Reviewed	24
Rezoning Applications Reviewed	12
PUBLIC SAFETY	
Calls for Service - Police	34,827
Arrests	2,175
Traffic Citations Issued	7,041
Response Time after Dispatch (Minutes)	
Police	5.00
Fire & Squad #1 Emergency Medical	5.01
SUPPORT SERVICES	
Number of Vehicles and Equipment Maintained	266

Summary of Personnel by Department

(Full Time and Part Time Positions)

	Department	2011-2012 Budget Full	2011-2012 Budget Part	2012-2013 Budget Full	2012-2013 Budget Part	2013-2014 Budget Full	2013-2014 Budget Part
0131	City Council	0	0	0	0	0	0
0132	City Manager	3	0	3	0	3	0
0133	City Attorney	0	0	0	0	0	0
0134	City Secretary	4	2	4	2	4	2
0135	Finance	7	0	7	0	7	0
0136	Human Resources	4	0	4	0	4	0
0137	Municipal Court	4	0	4	0	3	0
0138	Information Technology	5	0	5	0	4	0
0139	Non-Departmental	1	0	1	0	1	0
0140	Economic Development	2	0	2	0	2	0
0141	Police Services	73	1	73	1	72	1
0143	Animal Services	4	0	4	0	4	0
0147	Fire Services	55	0	55	0	55	0
0148	Health	5	0	5	0	4	0
0150	Community Recreation Center	2	2	3	3	3	2
0152	Cemetery	7	0	5	1	1	0
0153	Parks and Recreation	8	4	8	4	10	1
0155	Municipal Golf	9	7	8	8	8	8
0156	Municipal Swimming Pools	2	99	2	99	2	98
0157	Sports Complex	6	5	6	5	7	1
0161	Building Services	3	0	4	0	3	0
0162	Civic Center	0	0	0	0	0	0
0163	Library	6	1	6	1	6	1
0165	Museum	2	1	2	1	2	1
0171	Public Works	1	1	1	1	1	1
0172	Engineering	2	1	2	1	3	0
0174	Planning & Zoning	1	0	1	0	1	0
0176	Inspections	3	0	3	0	4	0
0177	Gas Well Administration	5	0	5	0	5	0
0178	Fleet Maintenance	5	1	5	1	5	1
0179	Street Maintenance	13	0	13	0	13	0
0191	Sanitation	14	0	13	0	12	0
SUBTOTAL - General Fund		256	125	254	128	249	117
6039	Water/WWater Non-Depart.	0	0	0	0	0	0
6081	Utility Billing & Revenue	5	0	5	0	5	0
6083	Water Distribution	14	0	10	0	10	0
6084	Water Treatment	12	0	12	0	12	0
6090	Treatment Plant Maintenance	4	0	8	0	8	0
6096	Wastewater Collection	6	0	6	0	6	0
6097	Wastewater Treatment	13	0	13	0	13	0
6154	Airport Fund	3	2	3	2	3	2
6398	Drainage Utility	0	0	0	0	0	0
SUBTOTAL - Enterprise Funds		57	2	57	2	57	2
0668	Housing	3	0	2	0	2	0
0858	Cletran County	1	8	1	8	0	0
0859	Cletran	9	0	9	0	14	8
0860	Urbanized	1	4	4	4	0	0
SUBTOTAL - Special Funds		14	12	16	12	16	8
GRAND TOTAL		327	139	327	142	322	127

See the department detail in each fund for position descriptions within each department.

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CITY OF CLEBURNE

GENERAL, SPECIAL REVENUE, & DEBT SERVICE FUND

Summary of Receipts & Disbursements

2013-2014

	General Fund		Special Revenue Funds	
	General Operating Fund 01	Leased Equipment Improvement Program Fund 03	HUD Housing Fund 06	Hotel/Motel Occupancy Tax Fund 07
Revenue:				
Taxes	$ 22,314,496	$ -	$ -	$ 300,000
License & Fees	300,400	-	-	-
Intergovernmental	-	529,073	1,513,437	-
Fines	663,500	-	-	-
Charges for Service	6,589,250	-	-	-
Miscellaneous	427,000	2,500	300	200
Total Revenues	30,294,646	531,573	1,513,737	300,200
Expenditures:				
Current				
General Government	5,322,344	-	203,468	-
Public Safety	15,069,378	138,000	-	-
Public Service - Community	1,671,132	-	1,375,100	302,210
Public Service - Parks	3,621,792	40,000	-	-
Public Works	3,231,661	63,000	-	-
Sanitation	3,487,776	150,000	-	-
Debt Service:				
Principal Retirement	-	-	-	-
Interest and Fiscal Fees	-	-	-	-
Total Expenditures	32,404,083	391,000	1,578,568	302,210
Excess of Revenues Over/(Under) Expenditures	(2,109,437)	140,573	(64,831)	(2,010)
Other Financing Sources (Uses):				
Operating Transfers In	4,587,177	120,000	20,000	-
Operating Transfers Out	(4,951,556)	(120,000)	-	-
	(364,379)	-	20,000	-
Excess of Revenues and Other Sources Over/Under Expenditures and Other Sources	(2,473,816)	140,573	(44,831)	(2,010)
Beginning Fund Balance	10,699,064	1,693,269	178,568	48,131
Reserves	(8,116,046)	(1,150,000)	-	
Projected Ending Fund Balance	$ 109,203	$ 683,842	$ 133,737	$ 46,121

CITY OF CLEBURNE

GENERAL, SPECIAL REVENUE, & DEBT SERVICE FUND

Summary of Receipts & Disbursements

2013-2014

Special Revenue Funds (Continued)			Debt Service	Capital Projects	Total Funds
Cleburne Transit System Fund 08	4B Sales Tax Fund 09	All Other Special Revenue Funds	General Debt Service Fund 02	All Capital Project Funds 53 & 55	Total Funds
$ -	$ 2,317,507	$ 170,000	$ -	$ -	$ 25,102,003
-	-	44,000	-	-	344,400
1,357,802	-	949,374	-	300,000	4,649,686
-	-	26,725	-	-	690,225
189,040	-	783,750	-	-	7,562,040
-	2,500	793,595	1,000	3,000	1,230,095
1,546,842	2,320,007	2,767,444	1,000	303,000	39,578,449
-	40,000	194,200	10,000	50,000	5,820,012
-	-	403,761	-	125,000	15,736,139
1,639,182	-	30,100	-	-	5,017,724
-	700,500	21,520	51,671	-	4,435,483
-	-	1,172,728	1,008,384	2,187,418	7,663,191
-	-	-	120,000	-	3,757,776
					-
-	-	-	2,420,000	-	2,420,000
-	-	-	1,390,000	-	1,390,000
1,639,182	740,500	1,822,309	5,000,055	2,362,418	46,240,325
(92,340)	1,579,507	945,135	(4,999,055)	(2,059,418)	(6,661,876)
60,000		588,949	5,080,127	2,941,524	13,397,777
(1,126)	(2,401,471)	(1,985,331)		(988,384)	(10,447,868)
58,874	(2,401,471)	(1,396,382)	5,080,127	1,953,140	2,949,909
(33,466)	(821,964)	(451,247)	81,072	(106,278)	(3,711,967)
207,020	2,021,309	5,251,601	69,012	3,243,541	23,411,515
	(741,752)	(3,000,000)	-	(17,700)	(13,025,498)
$ 173,554	$ 457,593	$ 1,800,354	$ 150,084	$ 3,119,563	$ 6,674,051

CITY OF CLEBURNE

ALL ENTERPRISE FUNDS

Summary of Receipts & Disbursements
2013-2014

	Water and Wastewater Utilities Operating Fund 60	Water and Wastewater Capital Project Funds 71 and 72	Airport Fund 61	Drainage Utility Fund 63	Total Enterprise Funds
Operating Revenues					
Charges for Service	$ 19,511,066	$ -	$ 1,120,000	$ 518,500	$ 21,149,566
Interest & Non-Operating Income	16,000	6,500	26,500	2,500	51,500
Total Operating Revenues	19,527,066	6,500	1,146,500	521,000	21,201,066
Operating Expenditures					
Salaries	2,902,296		143,226	-	3,045,522
Benefits	1,502,864		73,169	-	1,576,033
Supplies	2,064,190		34,850	12,000	2,111,040
Maintenance - Building	407,000		38,100	150,000	595,100
Maintenance - Equipment	466,320		17,600	7,000	490,920
Services	2,263,492		956,917	64,320	3,284,729
Capital - Structures/Improvements	9,100,000	7,585,869	183,500	-	16,869,369
Capital - Equipment	434,000		-	-	434,000
Total Operating Expenditures	19,140,162	7,585,869	1,447,362	233,320	28,406,713
Operating Income	386,904	(7,579,369)	(300,862)	287,680	(7,205,647)
Debt Service					
Principal	(3,945,000)	-	-	-	(3,945,000)
Interest and Fiscal Fees	(2,456,000)	-	-	-	(2,456,000)
Income (Loss) Before Operating Transfers	(6,014,096)	(7,579,369)	(300,862)	287,680	(13,606,647)
Grants	-	-	30,000	-	30,000
Transfer In	-	-	-	-	-
Transfer to Debt Service 02 (Out)	-	-	-	-	-
Payment for Services In (Out)	(2,814,909)	-	(100,000)	(35,000)	(2,949,909)
Net Income (Loss)	(8,829,005)	(7,579,369)	(370,862)	252,680	(16,526,556)
Beginning Fund Balance	13,378,252	7,974,302	694,081	676,671	22,723,306
Reserves	(4,431,749)			(800,000)	(5,231,749)
Ending Fund Balance	$ 117,498	$ 394,933	$ 323,219	$ 129,351	$ 965,001

CITY OF CLEBURNE
ALL ENTERPRISE FUNDS
Summary of Receipts & Disbursements
2013-2014

	General & Lease Equipment Fund			Special Revenue Funds		
	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
Revenue						
Taxes	$ 22,393,507	$ 21,954,317	$ 22,314,496	$ 3,183,686	$ 2,856,573	$ 2,787,507
License & Fees	359,372	666,250	300,400		-	44,000
Intergovernmental	511,565	529,073	529,073	2,542,797	3,498,768	3,820,613
Fines	650,527	584,500	663,500	47,536	42,488	26,725
Charges for Services	6,790,682	6,769,850	6,589,250	2,406,717	2,111,964	972,790
Miscellaneous	793,476	599,747	429,500	102,521	173,215	796,595
				-		
Total Revenue	31,499,129	31,103,737	30,826,219	8,283,257	8,683,008	8,448,230
Expenditures						
General Government	5,213,086	4,654,583	5,322,344	701,085	695,763	437,668
Public Safety	13,774,919	14,025,860	15,097,378	552,736	73,782	403,761
Public Service	5,658,942	5,533,531	5,590,924	3,266,087	3,519,897	4,068,612
Public Works	2,402,223	2,351,661	3,266,661	27,376	952,204	1,172,728
Sanitation	3,631,296	3,363,814	3,637,776		-	
Debt Service:						
Principal	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-
Total Expenditures	30,680,466	29,929,449	32,915,083	4,547,284	5,241,646	6,082,769
Excess Revenue Over/(Under) Expenditures	818,663	1,174,288	(2,088,864)	3,735,973	3,441,362	2,365,461
Other Financing Sources (Uses)						
Operating Transfers in	4,924,873	3,509,387	4,707,177	311,458	318,500	668,949
Operating Transfers (out)	(3,527,148)	(4,361,745)	(4,951,556)	(4,800,966)	(4,786,400)	(4,387,928)
Prior Period Adjustment	-	-	-	-	-	-
Contingency Reserve	-	-	(250,000)	-	(250,000)	(250,000)
Total Other Sources (Uses)	1,397,725	(852,358)	(494,379)	(4,489,508)	(4,717,900)	(3,968,979)
Beginning Fund Balance	9,854,015	12,070,403	12,392,333	9,090,196	8,336,661	7,706,629
Projection Reserve	(7,429,541)	(8,402,667)	(9,016,046)		(491,752)	(3,491,752)
Projected Ending Fund Balance	$ 4,640,862	$ 3,989,666	$ 793,045	$ 8,336,661	$ 6,568,371	$ 2,611,359

CITY OF CLEBURNE
ALL ENTERPRISE FUNDS
Summary of Receipts & Disbursements
2013-2014

	Debt Service Funds			Enterprise Funds & Revenue Capital Projects		
	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
Revenue						
Taxes	$ -	$ -	$ -	$ -	$ -	$ -
License & Fees	-	-	-	-	-	-
Intergovernmental	-	-	-	18,786	30,000	30,000
Fines	-	-	-	-	-	-
Charges for Services	-	-	-	20,914,732	21,274,814	20,902,966
Miscellaneous	1,661	1,000	1,000	608,251	439,360	298,100
Total Revenue	1,661	1,000	1,000	21,541,769	21,744,174	21,231,066
Expenditures						
General Government	674,405	988,384	988,384	-	-	-
Public Safety	850,000	870,000	-	-	-	-
Public Service	49,703	34,489	51,671	1,218,720	1,413,353	1,447,362
Public Works	-	20,435	20,000	15,706,243	11,150,485	26,959,351
Sanitation	-	120,000	120,000	-	-	-
Debt Service:						
Principal	2,288,523	2,325,000	2,420,000	2,690,000	3,830,000	3,945,000
Interest & Fees	1,881,419	1,500,000	1,400,000	1,700,473	2,561,000	2,456,000
Total Expenditures	5,744,050	5,858,308	5,000,055	21,315,436	18,954,838	34,807,713
Excess Revenue Over/(Under) Expenditures	(5,742,389)	(5,857,308)	(4,999,055)	226,333	2,789,336	(13,576,647)
Other Financing Sources (Uses)						
Operating Transfers in	5,892,169	5,532,266	5,080,127	-	-	-
Operating Transfers (out)	-	-	-	(3,105,696)	(2,903,659)	(2,949,909)
Prior Period Adjustment	-	-	-	-	-	-
Contingency Reserve	-	-	-	-	-	(100,000)
Total Other Sources (Uses)	5,892,169	5,532,266	5,080,127	(3,105,696)	(2,903,659)	(3,049,909)
Beginning Fund Balance	244,274	394,054	69,012	25,716,992	22,837,629	22,723,306
Projection Reserve	-	-	-	(13,008,209)	(13,718,140)	(5,131,749)
Projected Ending Fund Balance	$ 394,054	$ 69,012	$ 150,084	$ 9,829,420	$ 9,005,166	$ 965,001

CITY OF CLEBURNE
ALL ENTERPRISE FUNDS
Summary of Receipts & Disbursements
2013-2014

	Capital Project Funds			Total All Funds		
	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
Revenue						
Taxes	$ -	$ -	$ -	$ 25,577,193	$ 24,810,890	$ 25,102,003
License & Fees	-	-	-	359,372	666,250	344,400
Intergovernmental	17,567	145,814	300,000	3,090,715	4,203,655	4,679,686
Fines	-	-	-	698,063	626,988	690,225
Charges for Services	-	-	-	30,112,131	30,156,628	28,465,006
Miscellaneous	3,364	2,570	3,000	1,509,273	1,215,892	1,528,195
Total Revenue	20,931	148,384	303,000	61,346,747	61,680,303	60,809,515
Expenditures						
General Government	168,199	100,000	50,000	6,756,775	6,438,730	6,798,396
Public Safety	-	-	125,000	15,177,655	14,969,642	15,626,139
Public Service		-	-	10,193,452	10,501,270	11,158,569
Public Works	601,751	168,663	2,187,418	18,737,593	14,643,448	33,606,158
Sanitation	-	-	-	3,631,296	3,483,814	3,757,776
Debt Service:						
Principal	-	-	-	4,978,523	6,155,000	6,365,000
Interest & Fees	-	-	-	3,581,892	4,061,000	3,856,000
Total Expenditures	769,950	268,663	2,362,418	63,057,186	60,252,904	81,168,038
Excess Revenue Over/(Under) Expenditures	(749,019)	(120,279)	(2,059,418)	(1,710,439)	1,427,399	(20,358,523)
Other Financing Sources (Uses)						
Operating Transfers in	1,323,588	2,949,224	2,941,524	12,452,088	12,309,377	13,397,777
Operating Transfers (out)	(988,983)	(988,384)	(988,384)	(12,422,793)	(13,040,188)	(13,277,777)
Prior Period Adjustment	-	-	-	-	-	-
Contingency Reserve	-		-	-	(250,000)	(600,000)
Total Other Sources (Uses)	334,605	1,960,840	1,953,140	29,295	(980,811)	(480,000)
Beginning Fund Balance	2,241,280	1,826,866	3,243,541	47,146,757	45,465,613	46,134,821
Projection Reserve	-	(423,886)	(17,700)	(20,437,750)	(23,036,445)	(17,657,247)
Projected Ending Fund Balance	$ 1,826,866	$ 3,243,541	$ 3,119,563	$ 25,027,863	$ 22,875,756	$ 7,639,052

Management & Budget Policies

2013-2014

City of Cleburne’s Budget Process

The fiscal budget for the City of Cleburne is a document that outlines the services that the City will provide to its residents. Although the budget is usually expressed in terms of costs, the key ingredient is the output or levels of service that will be provided as a result of those costs. In brief, the budget is a public information document which provides the residents of Cleburne with information on the levels and types of service which they can expect for their tax dollars.

The budget process has been devised to provide information that will assist all managers, directors, the City Manager, and the City Council in making important decisions that will ensure the accomplishment of the City's basic priorities: fiscal integrity, continuity of operations and policies, and the providing of a quality environment for our citizens.

The City of Cleburne's budgeting process, maintained at the departmental level, began on February 12, 2013 with the Director of Finance issuing preliminary instructions and dates for submission of budget requests with forms for revenue projections. Revenue projections were due on March 1 and the analysis of projected resources for the coming year was presented to the City Manager on April 12. Budget operational requests and capital projects requests were to be entered into mBudget no later than May 3. The Director of Finance compiled the department's data and presented it to the City Manager on July 9. The City Manager reviewed the department’s requests, presented, and discussed the budget with the Council during the month of August. On August 27, 2013 a public hearing on the budget was held with copies of the proposed document available to the public. The budget, tax rate, water rate, sewer rate, and drainage rate ordinances were approved by the City Council at the meeting on September 10, 2013. The City Council was involved intermittently throughout the planning process.

budget calendar

February 12th	Request revenue variances from all Directors.
February 28th	Revenue variances are due in the Budget Department.
March 1st	Request Capital Improvement Project Request Forms and department budgets from all Directors.
April 12th	Budget Department completes revenue analysis and projects resources for the coming year.
May 3rd	All department budget requests, department narratives, and Leased Equipment Improvement requests must be entered into the mBudget software. Capital Improvement Request forms are due in the Budget Department.
May 3rd	Divisions and Departments will be locked out of mBudget at 5:00 PM
July 9th	Budget Department presents budget requests to the City Manager and Directors with highlights, issues and recommendations.
July 10th – July 30th	City Manager reviews & prepares his budget to go to Council.
July 31st	File City Managers Budget with the City Secretary.
August 6th (Special Council Meeting)	City Manager, Director of Finance and Budget Manager will present proposed 2013-2014 Budget & Five Year Capital Improvements Plan to the City Council at a budget workshop.
August 7th – August 27th	Additional budget workshops – as needed
August 27th	Date of Public Hearing on proposed 2013-2014 Budget
September 10th	Approval of 2013-2014 Budget, tax rate, water rate, sewer rate, and drainage rate
October 1st	New fiscal year begins for the 2013-2014 Budget Year

SUMMARY OF SIGNIFICANT ACCOUNTING, FISCAL, OPERATIONAL AND BUDGETARY POLICIES

As stewards of the City's revenues, including the citizen's tax dollars, staff has the responsibility of accounting for all public funds and managing those funds wisely. All while ensuring that services continue to be provided and that ever growing infrastructure needs are met. The following summary of accounting policies, which conform to GAAP, GASB and GFOA 'Best Practices,' provide the framework through which these responsibilities are fulfilled.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Fund Accounting

The basic accounting and reporting entity is a "fund". A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording resources, related liabilities, obligations, reserves, and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The accounting records of the City are organized on the basis of funds classified for reporting purposes as follows:

Governmental Fund Types

General Fund

The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in the fund. From this fund are paid the general operating expenditures and capital improvement costs which are not paid elsewhere. Some of the departments included in this fund are Police, Fire, City Secretary, Finance, Parks, Inspections, and Sanitation.

Special Revenue Funds

The special revenue funds are used to account for the proceeds from other than general revenue sources, some of which are legally restricted to expenditures for specified purposes. Special revenue funds are not used for special assessments, or expendable trusts. The Mineral Lease & Royalties Fund, the Child Safety Fund, and Transportation Fund are just a few of our special revenue funds.

Debt Service Fund

The Debt Service Fund is used to account for the accumulation of resources, and the payment of general fund long-term debt principal, interest, and related costs from governmental resources.

Capital Projects Funds

The capital projects funds account for financial resources used to fund major capital improvement projects. These funds account for bond funds as well as pay-as-you-go project funding.

Proprietary Fund Types

Enterprise Funds

The enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. This occurs where the intent of the City Council is that the cost of providing goods or services to the general public on a continuing basis be

financed or recovered primarily through user charges. Our enterprise funds include the Water-Wasterwater Fund, the Airport Fund, and the Drainage Utility Fund.

Measurement Focus and Basis of Accounting

The City's accounting and budgeting records for governmental fund type (General, Special Revenue, Enterprise, Debt Service, and Capital Projects) operations are maintained and the financial statements are prepared on the modified accrual basis of accounting except for depreciation, compensated absences, and bad debt expense in the enterprise funds. Under the modified accrual basis revenues are recorded when measured and available, expenditures are recorded when the liability is incurred. Governmental fund types are accounted for on a current financial resources measurement focus. Accordingly, only current assets and current liabilities are included on their balance sheets. The reported fund balance provides an indication of available, spendable resources. Operating statements for governmental fund types report increases (revenues) and decreases (expenditures) in available spendable resources. The basis of budgeting aligns with the basis of accounting for each fund.

Financial accounting and reporting are done in accordance with methods prescribed by the Governmental Accounting Standards Board and the Government Finance Officers Association. Our reports are available to bond rating agencies and other interested organizations.

Property taxes, hotel/motel occupancy taxes, traffic fines, special assessments, and entitlements held at year-end by an intermediary collecting government are recognized as revenue under the modified accrual basis of accounting. Revenues from the use of money and property are recorded when earned.

Fines other than traffic fines, fees, permits, charges for services, and miscellaneous revenues are recorded as governmental fund revenues when received in cash because they are generally not measurable until actually received.

Internal Accounting Controls

The internal accounting controls are designed to provide reasonable assurance regarding:

(1) the safeguarding of assets against loss from unauthorized use or disposition, and

(2) the reliability of financial records for preparation of financial statements and maintaining asset accountability.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived. The evaluation of costs and benefits requires estimates and judgments by management. Budgetary control is maintained at the department level by the commitment of estimated amounts prior to releasing purchase orders to vendors.

Compensated Absences

In accordance with GASB, a liability is recorded for unused vacation and similar compensatory leave balances since the employees' entitlement to these balances are attributable to services already rendered. Virtually all of these balances will be liquidated by either paid time off or payments upon termination or retirement.

Also under GASB, a liability is recorded for unused sick leave balances only to the extent that it is probable that the unused balances will result in termination payments. Other amounts of unused sick leave are excluded from the liability since their payment is contingent solely upon the occurrence of a future event (illness) which is outside the control of the City and the employee.

In governmental funds, compensated absences (unpaid vacation and sick leave) are recorded as expenditures in the year they are paid. The balance of unpaid vacation and vested sick leave at year-end is recorded in the annual audit, as these amounts will be liquidated from future resources.

Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in governmental funds. Encumbrances outstanding at year-end are reported as fund balance reserves since they do not constitute expenditures or liabilities. The City tries to minimize encumbrances and will only book encumbrances for a major item.

Accounting for Self-Insurance Activities

The City records a liability for litigation, judgments, and claims (including claims incurred, but not reported) when it is probable that an asset has been impaired or a liability has been incurred prior to year-end and the probable amount of loss (net of any insurance recovery) can be reasonably estimated. Liabilities resulting from self-insurance activities are recorded in the annual audit, since they are funded on a “pay-as-you-go” basis and are not payable from currently available financial resources.

SUMMARY OF SIGNIFICANT OPERATIONAL POLICIES

General Operational Policies

It is City policy to provide sufficient working capital in all funds necessary to meet current operating needs.

It is the City's intent to pass a share of the cost of extending utilities and improvements in subdivisions to property owners of the subdivisions rather than to the general public.

The City will strive to use “pay-as-you-go” financing of capital improvements where feasible while planning for capital improvements on a five year basis updated annually. The Leased Equipment Improvement Plan, also on a five year basis, will be funded at the required levels in order to maintain the financial integrity of the fund.

Population Growth

As the population continues to grow, it is important to foster economic development, make available quality of life opportunities, as well as improve, sustain and expand infrastructure and services. The development of TIF districts and other incentives continue to assist with commercial and industrial development. The 4B Corporation remains at the forefront of sustaining and developing quality of life projects important to the citizens. Mineral royalties have been appropriated for quality of life development as well as infrastructure expansion and

improvement. Operating funds continue to be appropriated for existing services and infrastructure maintenance while continuing to maintain healthy fund balances.

Drainage Utility

To stop the continued flooding problems the City experienced in the 80's and 90's, the City implemented a Drainage Utility Fund. Through this fund, dedicated revenues are collected from property owners to fund drainage projects throughout the City.

Water Fund and Supply

In 1964, Lake Pat Cleburne was constructed and served as the City's sole water supply. In 1997, the City engaged an engineering firm to provide a master water supply plan that would ensure the City would be prepared to meet future demand. This study is updated regularly. Each year, as part of the budget, the staff prepares a five to seven year planning budget. This planning document provides the Council with the information necessary to keep the impact to the rate structure at a minimum, while ensuring that bond coverage covenants will be met. While the system expansion will result in some new debt issues, some system improvements will be financed through the current revenues rate increases will create in preparation for the larger supply expansions.

Vehicle and Equipment Replacement

The Leased Equipment Improvement Plan was established in 1991 to systematically replace vehicles and equipment in the General Fund. In 2010 the Council established a special fund for this plan to ensure funds would continue to be available for these replacements. This plan has allowed the city to provide for the timely replacement of vehicles and equipment, through yearly lease payments, without adversely affecting the tax rate when larger equipment replacements are necessary.

SUMMARY OF SIGNIFICANT FISCAL POLICIES

The City of Cleburne adheres to these financial policies to ensure prudent financial management. The established long-range policies regarding financial management are as follows:

1. Exercise a discipline which allows the City to retain a sound financial condition
2. Strive to retain the best possible rating on bonds
3. Provide future generations with the ability to borrow capital for the construction of facilities without severe financial burden
4. Give recognition to the community's needs and ability to pay

General Fund Reserves

The City Council established a 90 day fund balance policy in 2011. Later in the year, the policy was amended to reflect GASB 54. This 90 day policy should be adequate to handle unexpected decreases in revenues and provide for extraordinary unbudgeted expenditures. Achieving and maintaining this fund balance should provide for unanticipated contingencies such as lawsuits, natural disasters, severe fluctuations in sales tax, and other fiscal emergencies. The fund balance for 2012-2013 and 2013-2014 is estimated to be $10,699,064 and $8,225,249 respectively.

Enterprise Funds

The enterprise funds will compensate the General Fund for the general and administrative services thereby provided such as management, finance, and personnel. All management personnel are paid from the General Fund.

The City will adopt annual utility and drainage rates which will generate revenues sufficient to cover operating expenses and meet the legal requirements of bond covenants. Rates will also fund adequate capital replacement of water distribution, sewage collection and drainage systems.

Capital Financing and Debt Management

The following is established to provide for the basis of when debt financing may be appropriate for the City of Cleburne and the management of the debt.

1. The City will consider the use of debt financing only for one time capital improvement projects and only under the following circumstances:
    a. When the projects useful life will exceed the term of the financing.
    b. When the project revenues or specific resources will be sufficient to service the long term debt.
2. Debt financing will not be considered for any recurring purpose such as current operating and maintenance expenditures. The issuance of short term instruments such as loans or notes is excluded from this limitation.
3. Capital improvements will be financed primarily through user fees, service charges, assessments and developer agreements when the benefits can be specifically attributed to users of the facility. Accordingly, community development permits have been created and implemented at levels sufficient to ensure that new development pays its fair share of the cost of constructing necessary community facilities.
4. The City will use the following criteria to evaluate “pay-as-you-go” vs. long term financing in funding capital projects:
    a. Factors favoring “pay-as-you-go” financing:
        1) Current revenues and adequate fund balances are available or project phasing can be accomplished.
        2) Increasing debt levels would adversely affect the City’s credit rating.
        3) Market conditions are unstable or present difficulties in marketing.
    b. Factors favoring long term financing:
        1) Revenues available for debt service are deemed sufficient and reliable so that long term financings can be marketed with investment grade credit ratings.
        2) The project securing the financing is of the type which will support an investment grade credit rating.
        3) Market conditions present favorable interest rates and demand for City financing.
        4) A project is mandated by state or federal requirements and resources are insufficient or unavailable.
        5) The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
5. Debt Management:

a. The City will not obligate the General Fund to secure long term financings except when marketability can be significantly enhanced.
b. An internal analysis will be prepared for each long term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
c. The City will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.
d. The City will seek an investment grade rating on any direct debt and will seek credit enhancements such as insurance when necessary for marketing purposes and cost effectiveness.
e. The City will monitor all forms of debt annually with the preparation of the annual budget.
f. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
g. The City will maintain ongoing communications with bond rating agencies regarding its financial condition and follow a policy of full disclosure on every financial report and official statement.

6. Debt Capacity:
    a. General Purpose Debt Capacity. The City will carefully monitor its level of general purpose debt. Even though general purpose debt capacity is not subject to any legal limitation, issuing of debt will only be used for high priority projects where other financing methods cannot be reasonably used.
    b. Enterprise Fund Debt Capacity. The City will set enterprise fund rates at levels needed to fully cover debt service requirements as well as operations, maintenance, administration and capital improvements costs. The ability to afford new debt for enterprise operations will be evaluated as an integral part of the City's rate review and setting process.
7. The City has and will continue to retain a financial advisor in connection with any debt issuance.

Financial Reporting and Budget Administration

The City of Cleburne uses the following policies to set procedures for monitoring the financial status of the City's various funds and cash flow.

1. Annual Reporting. The City will prepare annual financial statements as follows:
    a. The City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an unqualified auditor's opinion.
    b. The city will use generally accepted accounting principles in preparing the annual financial statements and will strive to meet the requirements of the GFOA's Award for Excellence in Financial Reporting program.
    c. The City will issue audited financial statements within 150 days after year-end.
2. Interim Reporting. The city will prepare and issue timely reports on the City's fiscal status to the Council and staff. This includes the following;
    a. Monthly budget status reports to all department heads.
    b. Quarterly investment report to the City Council.
    c. Monthly budget status and balance sheet to the City Manager and Council.
    d. Mid year status report of major funds.

3. Budget Administration. The City is required by its Charter to submit to the City Council a proposed budget and an explanatory budget message to be adopted no later than the first regular Council meeting of the last month of the current fiscal year.
    a. A balanced budget must be presented to the Council for adoption.
    b. A budget is deemed balanced when the anticipated revenues exceed or equal the anticipated expenditures for the budget period.
    c. Per the Charter a line item budget for all functions will be developed. This allows for effective management and budgetary control of assets and assists in achieving the objectives that have been decided by the community.
    d. Each department director is held accountable for meeting program objectives and monitoring the use of budget allocations to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the City Council.
    e. The City of Cleburne's budget can be amended by the City Council in any of the following methods: through line item changes at the departmental level, changes between departments or programs, and changes in the total appropriation. The City Manager may start this process at any time, with the approval of the Council, in order to transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department or agency. Another provision in the Charter states that at the request of the City Manager and within the last three months of the budget year, the Council may, by resolution, transfer any unencumbered appropriation balance or portion thereof from one office, department or agency to another.
    f. Generally, appropriations lapse at year-end to the extent they have not been expended or encumbered. Certain expenditures are re-appropriated as part of the following year's budget. Unfinished capital improvement projects are the most significant example of re-appropriated expenditure.

In Conclusion

The City Council and staff take the stewardship of public funds seriously. The budget document serves as a "blueprint" of the City's plan for expenditure of public funds. It identifies what services are to be delivered to the residents during the upcoming fiscal year. The manner in which these services are provided to the City residents is described by this document in that it establishes daily operational funds, staffing levels, and capital improvement expenditures. The goals and objectives for fiscal year 2013-2014 are identified in the narrative sections of the budget document for each department. The accomplishments of the prior years, 2011-2012 and 2012-2013, objectives are also included in those sections.

INVESTMENT POLICIES

The purpose of this document is to set forth-specific investment policy and strategy guidelines for the City of Cleburne (the “City”) in order to achieve the goals of safety, liquidity, public trust, and yield for all investment activity. This policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act, Chapter 2256, Subchapter A (the “Act") to define, adopt and review a formal investment strategy and policy.

INVESTMENT STRATEGY

The City maintains portfolios, which utilize four specific investment strategy considerations, designed to address the unique characteristics of the fund groups represented in the portfolios:

A. Investment strategies for operating funds and commingled pools containing operating funds have as their primary objectives to protect principal and to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure, which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short- to medium-term securities, which will complement each other in a laddered or barbell maturity structure. The maximum stated final maturity date of any individual investment shall not exceed two years. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date of each security.

B. Investment strategies for debt service funds shall have as the primary objectives to protect principal and to assure investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall be of high quality and not have a stated final maturity date, which exceeds the next unfunded debt service payment date.

C. Investment strategies for debt service reserve funds shall have as the primary objectives to protect principal and to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be of high quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. Volatility shall be further controlled through the purchase of securities carrying the highest coupon available, within the desired maturity and quality range, without paying a premium, if at all possible. Such securities will tend to hold their value during economic cycles. The maximum stated final maturity date of any individual investment shall not exceed the lesser of three years or the final maturity date of the underlying bond issue.

D. Investment strategies for special projects or special purpose fund portfolios will have as their primary objectives to protect principal and to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should be of high quality securities and include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates

of securities held shall not exceed the lesser of the anticipated cash flows, or the estimated project completion date.

INVESTMENT POLICY

I. SCOPE

This investment policy applies to all financial assets of the City. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

* General Fund
* Special Revenue Funds
* Debt Service Funds
* Capital Projects Funds
* Enterprise Funds

II. OBJECTIVES

The City shall manage and invest its cash with four objectives, listed in order of priority: Safety, Liquidity, Public Trust, and Yield. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and Local law.

The City shall maintain a comprehensive cash management program, which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

Safety

The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they are from securities defaults or erosion of market value.

Liquidity

The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by maintaining liquid balances, matching investment maturities with forecasted cash flow requirements, and by investing in securities with active secondary market.

Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction which might impair public confidence in the City's ability to govern effectively.

Yield

The City's cash management portfolio shall be designed with the objective of regularly exceeding the average rate of return on three-month U. S. Treasury Bills. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

III. RESPONSIBILITY AND CONTROL

Investment Committee

An Investment Committee, consisting of the City Manager, Assistant City Manager, Director of Finance and Assistant Director of Finance/Chief Accountant shall meet at least quarterly to determine operational strategies and to monitor results. The Investment Committee shall include in its deliberation such topics as: performance reports, economic outlook, portfolio diversification, maturity structure, potential risk to the City's funds, authorized brokers and dealers, independent training sources, and the target rate of return on the investment portfolio.

Delegation of Authority and Training

Authority to manage the City's investment program is derived from this Investment Policy. The City Manager, Assistant City Manager, Director of Finance and Assistant Director of Finance/Chief Accountant are designated as Investment Officers of the City and are responsible for investment decisions and activities. The Director of Finance and Assistant Director of Finance/Chief Accountant shall establish written procedures for the operation of the investment program, consistent with this Investment Policy. To ensure qualified and capable investment management, each Investment Officer shall attend at least one training session and receive not less than 10 hours relating to the Officer's responsibility under the Act within 12 months after assuming duties, and, thereafter, receive not less than 10 hours of additional instruction every two years. The training provider must be an independent source approved by the City's Investment Committee. Investment training shall include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act.

Internal Controls

The Chief Accountant and Director of Finance are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management. Accordingly, the Chief Accountant and Director of Finance shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

A. Control of collusion.

B. Separation of transaction authority from accounting and record keeping.

C. Custodial safekeeping.

D. Avoidance of physical delivery securities.

E. Clear delegation of authority to subordinate staff members.

F. Written confirmation for telephone (voice) transactions for investments and wire transfers.

G. Development of a wire transfer agreement with the depository bank or third party custodian.

Prudence

The standard of prudence to be applied by the Investment Officer(s) shall be the "prudent investor" rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital as well as the probable income to be derived." In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

A. The investment of all funds, or funds under the City's control, over which the Officer had responsibility rather than a consideration as to the prudence of a single investment.

B. Whether the investment decision was consistent with the written investment policy of the City.

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest

City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City and they shall further disclose positions that could be related to the performances of the City's portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to timing of purchases and sales.

An Investment Officer of the City who has a personal business relationship or who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

An Officer or employee involved in the investment process has a personal business relationship with a business organization if:

a) The Officer or employee owns 10 percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;
b) Funds received by the officer or employee from the business organization exceed 10 percent of his/her gross income for the previous year; or
c) The Officer or employee has acquired from the business organization during the previous year investments with a book value of $2,500 or more for his/her personal account.

IV. REPORTING

Quarterly Reporting

The Investment Officer(s) shall submit a signed quarterly investment report that summarizes current market conditions, economic developments and anticipated investment conditions. The report shall comply with the Act and summarize investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and shall explain the total investment return for the quarter.

Annual Report

Within 60 days of the end of the fiscal year, the Director of Finance shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Manager and City Council.

Methods

The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner, which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be provided to the City Manager and City Council. The report will include, but not be limited to, the following:

A. A listing of individual securities held at the end of the reporting period.

B. Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.

C. Additions and changes to the market value during the period.

D. Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks.

E. Listing of investments by maturity date.

F. The percentage of the total portfolio which each type of investment represents.

G. Statement of compliance of the City's investment portfolio with State Law and the investment strategy and policy approved by the City Council.

H. Fully accrued interest payable at the end of the reporting period.

Audit Requirement
As part of the annual audit, if the City places funds in any investment other than investment pools or accounts offered by its depository bank, the above reports shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the City Council by that auditor.

Portfolio Pricing
The portfolio shall be valued, at a minimum, on a quarterly basis. Market prices for securities may be provided by an Investment Advisor, or any independent market pricing source including, but not limited to, Bloomberg, the Wall Street Journal or any broker/dealer that is not responsible for selling the security being priced to the City.

V. INVESTMENT PORTFOLIO

Active Portfolio Management
The City shall pursue an active versus a passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The investment officer will routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments, and will adjust the portfolio accordingly.

Investments
Assets of the City may be invested in the following instruments; provided, however, that at no time shall assets of the City be invested in any instrument or security not authorized for investment under this Investment Policy and the Act, as the Act may from time to time be amended. In the event an authorized investment loses its required minimum credit rating, all prudent measures will be taken to liquidate said investment. Additionally, the City is not required to liquidate investments that were authorized at the time of purchase.

I. Authorized

A. Obligations of the United States of America, its agencies and instrumentalities.

B. Direct obligations of the State of Texas and agencies thereof.

C. Other obligations, the principal of and interest on which are unconditionally guaranteed by the State of Texas or United States of America.

D. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than "A" or its equivalent.

E. Deposits in state and national banks with a main office or branch office in Texas guaranteed or insured by the Federal Deposit Insurance or its successor or secured by obligations described in VII. SAFEKEEPING AND CUSTODY. Or, deposits placed through a depository institution that has its main office or branch office in Texas that participates in the Certificate of Deposit Account Registry Service (CDARS) and meets the requirements of the Act.

F. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities pledged with a third party, selected by the Director of Finance, other than an agency for the pledgor. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas and governed by a master repurchase agreement acceptable to the City.

G. Joint pools of political subdivisions in the State of Texas, which invest in instruments and follow practices required by the Act.

H. Money Market Mutual Funds with an AAAm, or equivalent-rating, without sales load, registered with the Securities and Exchange Commission, having a dollar weighted average maturity of 90 days or less, and with a stable $1 per share net asset value objective.

II. Not Authorized

The City's authorized investments options are more restrictive than those allowed by State law. State law specifically prohibits investment in the following investment securities:

A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pay no principal.

B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

C. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.

D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Holding Period

The City of Cleburne intends to match the holding periods of investment funds with liquidity needs of the City. The maximum final stated maturity of any investment shall not exceed three years.

Investments in all funds shall be managed in such a way that the market price losses resulting from interest rate volatility would be offset by coupon income and current income received from the volume of the portfolio during a twelve-month period.

Risk and Diversification

The City of Cleburne recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification, which shall be achieved by the following general guidelines:

A. Risk of issuer default is controlled by limiting investments to those instruments allowed by the Act, which are described herein.

B. Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector, limitation of average maturity of operating funds investments to one year, and avoidance of over-concentration of assets in specific instruments other than U. S. Treasury Securities, insured or collateralized certificates of deposits, or joint pools of political subdivisions in the State of Texas.

VI. SELECTION OF BANKS AND DEALERS

Depository

In accordance with State law, a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). In selecting a depository, the credit worthiness of institutions shall

be considered, and the Director of Finance shall conduct a comprehensive review of prospective depository's credit characteristics and financial history.

Certificates of Deposit

Banks seeking to establish eligibility for the City's competitive certificate of deposit purchase program shall submit for review annual financial statements, evidence of federal insurance and other information as required by the Director of Finance.

Securities Dealers

For broker/dealers of investment securities, the City shall select only those dealers reporting to the Market Reports Division of the Federal Reserve Board of New York, also known as the "Primary Government Security Dealers", unless an analysis reveals that other firms are qualified to conduct public business. All Securities dealers shall provide the City with references from public entities, which they are currently serving. All broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- Audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read the City's investment policy in compliance with the Act and acknowledgement that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

VII. SAFEKEEPING AND CUSTODY

Insurance or Collateral

All deposits of City funds shall be secured by pledged collateral or letters of credit issued by an agency or instrumentality of the United States. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be a minimum pledged security market value of 102% of the principal and accrued interest on the deposits, less an amount insured by the FDIC. Evidence of the pledged collateral shall be maintained by the Director of Finance. Letters of credit shall be for 100% of the principal and accrued interest on the deposits, less an amount insured by the FDIC, with an expiration date at least two business days after anticipated withdrawal of the deposit. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement and maintain a minimum purchased security market value of 102% of the principal and accrued interest on the investment. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

Safekeeping Agreement

Collateral pledged to secure deposits of the City shall be held by a custodian institution in accordance with a Custodial Agreement which clearly defines the

procedural steps for gaining access to the collateral should the City determine that the City's funds are in jeopardy. The custodian institution, or Custodian, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral.

Collateral Defined

The City of Cleburne shall accept only the following securities as collateral:

A. FDIC insurance coverage.

B. A bond, certificate of indebtedness, or note of the United States and its agencies and instrumentalities, or other evidence of indebtedness of the United States agencies and instrumentalities that is guaranteed as to principal and interest by the United States agencies and instrumentalities.

C. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.

D. A bond of the State of Texas or of a county, city or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.

Subject to Audit

All collateral shall be subject to inspection and audit by the Director of Finance or the City's independent auditors.

Delivery vs. Payment

All securities shall be purchased using the delivery vs. payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the safekeeping agent. The security shall be held in the name of the City or held on behalf of the City. The safekeeping agent’s records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

VIII. INVESTMENT POLICY ADOPTION

The City investment policy shall be adopted by resolution of the City Council, at least annually. The policy shall be reviewed for effectiveness on at least annually by the Investment Committee and any modifications will be recommended for approval to the City Council.

General Fund

2013-2014

GENERAL FUND

Operating Budget

2013-2014

Where it comes from. . . . .Where it goes

It comes from. . . .

Taxes Current & Delinquent Taxes, Franchise Fees and Sales Taxes	63.97%
License & Fees All Permits, Fees & Community Development Licenses	0.86%
Fines & Forfeitures	1.90%
Charge For Services Sanitation, Golf, Cemetery, Civic Center, Rent & Leases, Aquatics Facility & Miscellaneous	18.89%
Miscellaneous	1.22%
Transfers From Special Revenue, Water & Sewer, Airport, & Drainage Utility Funds	13.15%
	100.00%

It goes to. . . .

Public Safety Police & Fire Protection	46.50%
Public Service Golf, Pools, Library, Museum, Civic Center, Cemetery, Community Services, Building Services & Parks & Recreation	16.33%
Public Works Street, Inspection, Fleet Maintenance, Engineering, Sanitation, Public Works & Health	20.74%
Administration Council, City Manager, City Attorney, Human Resources, Finance, MIS, City Secretary, Municipal Court & Economic Development	16.42%
	100.00%

GENERAL FUND

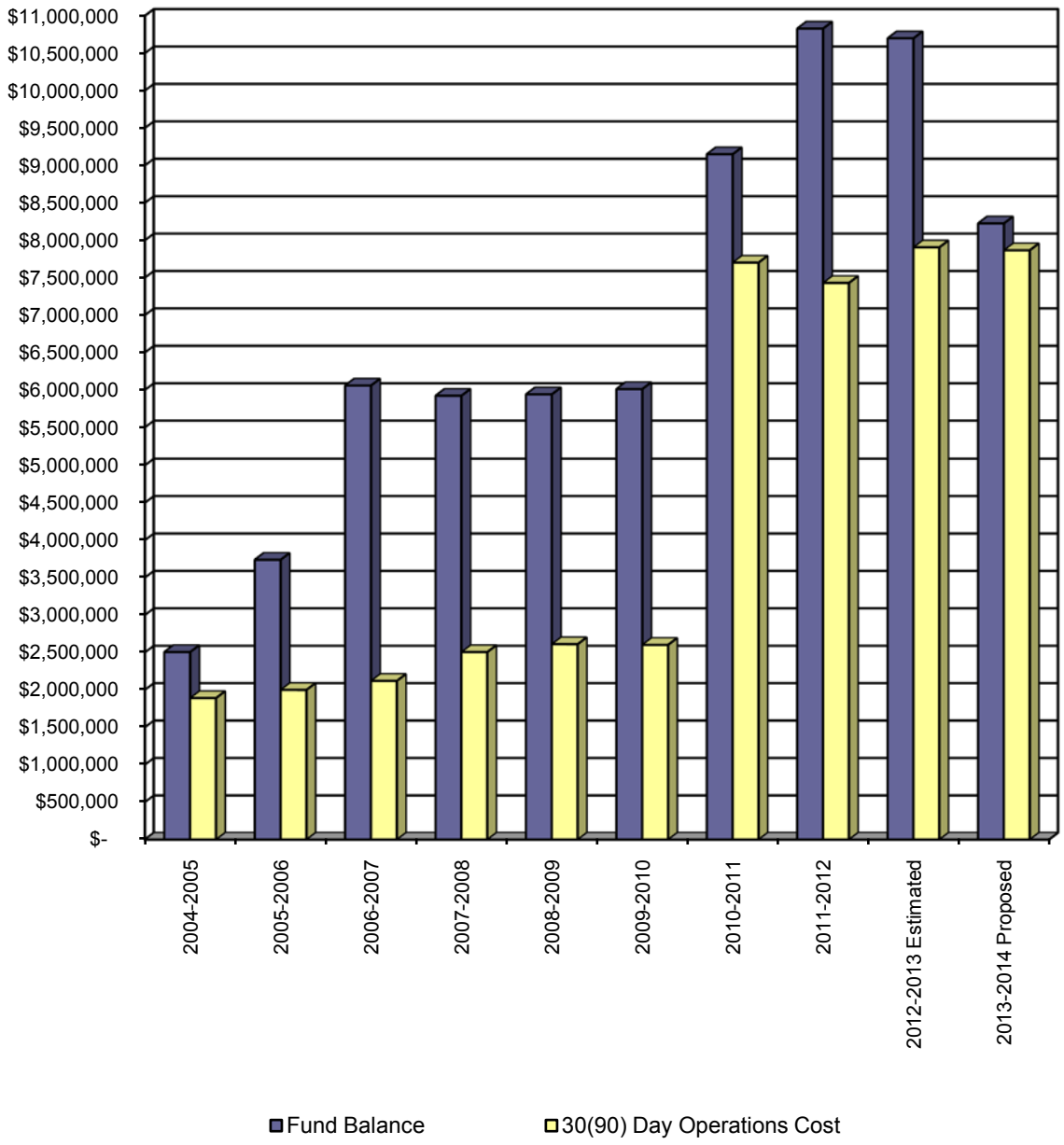
Summary of Receipts & Disbursements

2013-2014

	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	APPROVED 2013-2014
Beginning Unreserved Fund Balance	$ 6,486,962	$ 9,149,662	$ 10,828,897	$ 10,828,897	$ 10,699,064
Receipts:					
Ad Valorem Taxes	13,783,888	13,850,024	14,150,000	14,223,437	14,804,098
Non-Property Taxes & Fees	8,922,006	8,543,483	8,522,355	7,730,880	7,510,398
Licenses & Fees	279,005	359,372	258,000	666,250	300,400
Charges for Service	6,883,772	6,790,682	6,547,100	6,769,850	6,589,250
Fines	777,285	650,527	743,500	584,500	663,500
Miscellaneous	41,075	134,512	425,000	438,046	427,000
Total Receipts:	30,687,031	30,328,600	30,645,955	30,412,963	30,294,646
Payment for Services Provided for by General Fund:					
Enterprise Funds	1,797,421	2,204,537	2,417,500	2,002,500	2,048,750
Mineral Leases and Royalties	1,500,000	900,000	-	-	-
Special Rev. Funds	1,109,767	1,478,680	1,456,886	1,386,887	2,538,427
Total Transfer In:	4,407,188	4,583,217	3,874,386	3,389,387	4,587,177
Total Current Receipts	35,094,219	34,911,817	34,520,341	33,802,350	34,881,823
TOTAL FUNDS AVAILABLE	41,581,181	44,061,479	45,349,238	44,631,247	45,580,887
Expenditures:					
Salaries and Wages	15,445,387	14,760,900	15,117,160	14,475,900	15,946,760
Benefits	6,847,318	6,443,966	7,278,896	6,635,000	7,667,428
Supplies and Materials	2,065,843	2,017,935	2,067,448	1,866,465	1,910,835
Maintenance - Building	800,705	520,664	998,543	485,250	476,900
Maintenance - Equipment	589,051	751,096	727,222	697,976	769,550
Contractual and Misc. Services	4,868,321	5,096,272	5,260,081	5,209,228	5,388,760
Miscellaneous Charges	196,883	127,330	172,850	160,850	166,350
Capital - Structures	-	-	-	-	-
Capital - Equipment	41,655	230,717	97,500	48,100	77,500
Total Expenditures:	30,855,163	29,948,880	31,719,700	29,578,769	32,404,083
Housing Fund	195,199	40,685	20,000	20,000	20,000
Cletrans Fund	121,653	60,000	60,000	60,000	60,000
Transfer to Performance Capital Fund	86,174	86,174	89,239	89,239	89,239
Sale of Assets	(5,428)	(21,618)	-	(8,331)	-
Transfer to Fund 03	117,855	119,828	120,000	120,000	120,000
Transfer from Fund 26	-	(75,658)	-	-	-
Transfer to Fund 39 - Grant Match	-	3,081	59,404	46,120	9,260
Transfer to Fund 40 - Grant Match	-	-	45,000	45,000	-
Transfer to 60 & 61 - Prepaid Ins	52,349	3,791	-	-	-
Transfer to 53 - General Capital	-	-	423,886	423,886	-
Transfer To General Capital	-	-	-	1,000,000	750,000
Transfer to 53 - Street Maint Program	-	-	-	-	775,000
Transfers from 03 & Capital Lease	(2,573,304)	(146,170)	-	-	-
Debt Service Fund	3,146,512	3,005,122	2,350,000	2,350,000	2,765,000
TIF Fund	428,734	180,773	201,000	201,000	356,557
Public Safety Fund	6,612	27,694	6,500	6,500	6,500
Projection Reserve - 90 Days	7,701,031	7,429,541	7,905,550	7,382,667	7,866,046
Total Transfer Out:	9,277,387	10,713,243	11,280,579	11,736,081	12,817,602
Contingency Reserve	-	-	250,000	-	250,000
TOTAL BUDGETED EXPENDITURES	40,132,550	40,662,123	43,250,279	41,314,850	45,471,685
Ending Unreserved Fund Balance	$ 1,448,631	$ 3,399,356	$ 2,098,959	$ 3,316,397	$ 109,203

General Fund Projection Reserve & Fund Balance

2005-2014

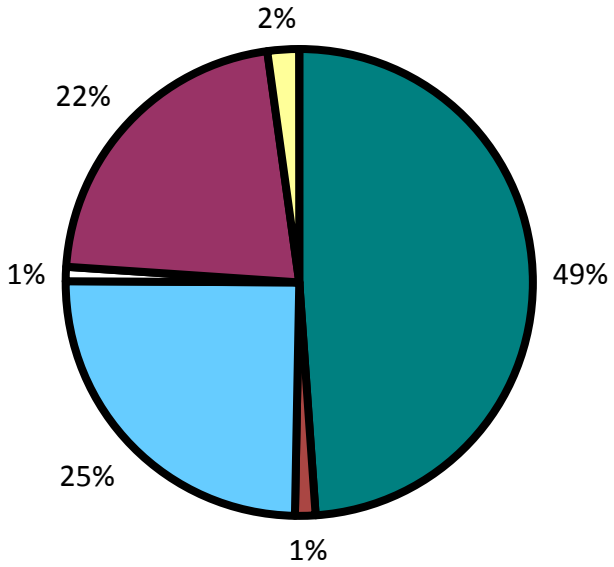


Historical fund balance data was collected from 2004-2011 Annual Financial Reports. The 2013 and 2014 estimated and budgeted data was taken from the current budget document. The projection reserve was established in 1993 to enable the General Fund to continue operations during times of crisis and/or significantly reduced revenue . The level was established to provide 30 days of operations. The projection reserve was changed during the 2010-2011 fiscal year to maintain funds at a level which would provide 90 days of operations.

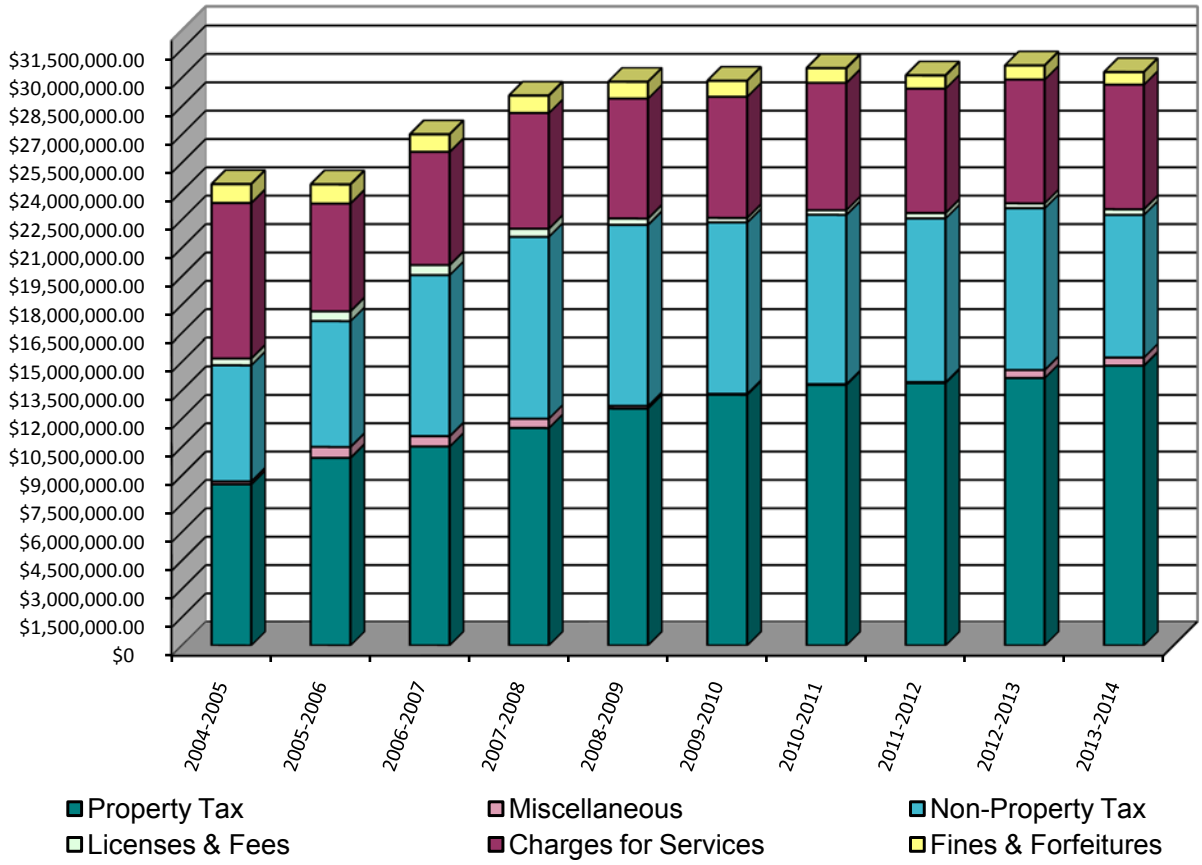
General Fund Revenues

2013-2014

$30,294,646



2005-2013



See General Fund-Revenue By Source for related data.

2003-2004 was the first year property taxes were not reported as a receipt in the General Debt Service Fund. Beginning with the 2003-2004 fiscal year all property taxes were reported as a receipt in the General Fund.

GENERAL FUND

Revenue By Source

2013-2014

Source	ACTUAL 2010-2011	ACTUAL 2011-2012	AMENDED BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
PROPERTY TAXES					
AD VALOREM TAXES - CURRENT					
0111-6101 Current Taxes	$ 13,345,628	$ 13,479,979	$ 13,880,000	$ 13,880,000	$ 14,524,098
0111-6102 Delinquent Taxes	195,975	75,407	125,000	172,200	125,000
0111-6103 Penalty & Interest on Taxes	172,063	239,410	110,000	110,000	110,000
0111-6104 Collection Fees	60,667	47,833	35,000	45,000	45,000
0111-6107 Vehicle Inventory Overage	9,555	7,395	-	16,237	-
Total Property Taxes	13,783,888	13,850,024	14,150,000	14,223,437	14,804,098
NON-PROPERTY TAXES					
0111-6110 City Sales Tax	5,879,484	5,506,751	5,741,355	4,849,380	4,634,398
0111-6121 Bingo Franchise Tax	47,570	40,347	30,000	36,000	36,000
0111-6122 Cable TV Franchise Fee	225,153	179,687	160,000	160,000	160,000
0111-6123 Electrical Franchise Fee	1,663,884	1,720,292	1,495,000	1,550,000	1,550,000
0111-6125 Gas Franchise Fee	752,065	784,693	800,000	855,500	850,000
0111-6127 Sanitation Franchise Tax	92,174	100,255	90,000	90,000	90,000
0111-6128 Telephone Franchise Fee	223,841	173,458	170,000	160,000	160,000
0111-6140 Mixed Beverage Tax	37,835	38,000	36,000	30,000	30,000
Total Non-Property Taxes	8,922,006	8,543,483	8,522,355	7,730,880	7,510,398
LICENSES & PERMITS & GRANTS					
0113-6305 Garage Sale Permits	13,245	13,282	12,000	12,000	12,000
0113-6306 Contractor Registration Fees	37,100	28,300	26,000	40,000	27,300
0113-6308 Building Permits	84,421	118,819	80,000	96,000	96,000
0113-6311 Community Development Permits	1,755	2,654	-	1,000	5,000
0113-6318 Electrical Inspection Permits	18,686	18,447	16,000	19,200	19,200
0113-6329 Health Permits	28,602	34,918	35,000	41,000	39,000
0113-6349 Mechanical Permits	16,305	8,192	10,000	12,000	10,200
0113-6351 Moving Permits	300	-	-	50	-
0113-6362 Plumbing & Gas Permits	20,059	20,068	18,000	15,000	24,000
0113-6397 Zoning Permits	10,073	7,860	8,500	12,000	10,200
0113-6399 Miscellaneous Licenses & Permits	4,105	16,361	2,500	7,500	7,500
0114-64XX Grants	11,354	90,471	50,000	410,500	50,000
Total Licenses and Fees	246,005	359,372	258,000	666,250	300,400
CHARGES FOR SERVICE					
0115-6501 Administrative Fees	95,025	97,964	95,000	250,000	260,000
0115-6502 Additional Trash Carts	-	9,135	-	14,000	4,000
0115-6503 Extra Sanitation Pick Up	30,443	21,940	-	1,000	1,000
0115-6504 Golf Alcohol Sales	47,353	45,829	37,400	42,000	42,000
0115-6505 Golf Restaurant	77,454	75,780	68,600	70,000	70,000
0115-6506 Golf Course Pro Shop	77,701	78,998	74,400	74,400	74,400
0115-6507 Golf Course Revenues	551,193	651,276	518,900	518,900	518,900
0115-6509 Cemetery	225,434	272,990	225,000	250,000	100,000
0115-6531 Ambulance	24,455	46,527	20,000	40,000	40,000
0115-6533 BTW Gift Shop	1,121	1,510	1,800	1,500	1,500
0115-6534 BTW Admissions	12,134	14,668	14,000	14,500	14,000
0115-6535 BTW Classes/Programs	2,184	217	500	200	200
0115-6536 BTW Rentals	4,907	5,567	5,000	5,100	5,000

GENERAL FUND

Revenue By Source

2013-2014

Source		ACTUAL 2010-2011	ACTUAL 2011-2012	AMENDED BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
CHARGES FOR SERVICE (CONTINUED)						
0115-6537	Rental - Civic Center	$ 140,009	$ 159,639	$ 150,000	$ 150,000	$ 100,000
0115-6538	Rental - Senior Center	1,315	190	250	250	250
0115-6539	Rental - Other	102,253	77,941	85,000	85,000	85,000
0115-6551	Sani. - Commercial Collection	2,360,714	2,358,483	2,350,000	2,350,000	2,350,000
0115-6552	Sani. - Residential Collection	1,811,318	1,814,548	1,835,000	1,835,000	1,835,000
0115-6556	Transfer Station	599,939	528,011	560,000	560,000	560,000
0115-6559	Landfill	48,790	50,010	48,000	48,000	48,000
0115-6561	Pool Admission	209,690	181,591	197,500	181,500	181,500
0115-6562	Pool Rentals	12,669	9,190	13,000	9,000	9,000
0115-6563	Pool Concession	68,325	58,798	66,100	58,800	58,800
0115-6564	Pool Gift Shop	14,684	11,715	14,650	11,700	11,700
0115-6565	Pool Classes & Programs	19,137	19,404	19,000	19,000	19,000
0115-6568	Sports Complex Fees	28,422	42,020	25,000	40,000	30,000
0115-6599	Other Services	166,079	156,741	123,000	140,000	170,000
Total Charges for Service		6,732,748	6,790,682	6,547,100	6,769,850	6,589,250
FINES AND FORFEITURES						
0116-6611	Municipal Court Fines	733,425	599,420	700,000	540,000	620,000
0116-6647	Library Fines & Fees	14,625	15,999	15,500	15,500	15,500
0116-6683	Animal Shelter	24,637	26,395	23,000	23,000	23,000
0116-6699	Other Restitution	4,598	8,713	5,000	6,000	5,000
Total Fines		777,285	650,527	743,500	584,500	663,500
MISCELLANEOUS						
0117-6735	Interest - Investments	12,375	27,514	18,000	20,000	20,000
0117-6755	Interest - Notes	-	-	-	-	-
0118-6820	Contributions	-	10,905	-	-	-
0119-6914	Discounts Earned	1,224	1,290	-	(69)	-
0119-6935	Insurance/Damage Recovery	-	(5,137)	-	-	-
0119-6946	Lien Release or Payment	14,252	15,030	5,000	16,000	5,000
0119-6963	Prior Year Expenses Refunded	6,887	-	-	-	-
0119-6967	Receipts, Short/ (Long)	(5,653)	(220)	-	115	-
0119-6999	Other - Misc. Revenue	11,990	102,362	402,000	402,000	402,000
Total Miscellaneous		41,075	151,744	425,000	438,046	427,000
GRAND TOTALS		$ 30,503,007	$ 30,345,832	$ 30,645,955	$ 30,412,963	$ 30,294,646

PROPERTY TAXES

0111-6101	CURRENT AD VALOREM TAXES	$ 14,524,098

Description:

Current taxes refer to property taxes which are due during the period October 1, 2013 to June 30, 2014. Taxes are due on October 1st of each year and become delinquent on February 1st. Property taxes are assessed upon property, real estate, buildings, and for business equipment and inventory. The City, however, exempts some of the value on residential property. Homeowners receive an exemption of $5,000 or 10% and homeowners over the age of 65 years receive an additional exemption in the amount of $6,000, with a 65 & older tax freeze. Disabled veterans receive an exemption based upon the degree of their disability. Property valuations are established by the Central Appraisal District and given to the City Council from which the tax rate is set.

Assumption:

Current taxes have a net assessed value of $1,662,510,133 with a rate per $100 valuation of $.775212. This tax rate reflects an increase of .034469. The 2013-2014 budgeted collection rate is 100%. See graphs on pages 72-74.

0111-6102	DELINQUENT TAXES	$ 125,000

Description:

Delinquent taxes are those properties or ad valorem taxes which were due in prior years. The City collects delinquent taxes through a special tax attorney.

Assumption:

Delinquent tax collections are split between the debt service fund and the general fund based on the distribution of the year in which they were due. This revenue is projected to remain steady.

0111-6103	PENALTY AND INTEREST ON TAXES	$ 110,000

Description:

Property taxes which are paid after they become delinquent are assessed penalties and interest. The penalty is six (6) percent of the amount of the tax for the first calendar month it is delinquent plus one (1) percent for each additional month or portion of a month the tax remains unpaid prior to July 1st of the year in which it becomes delinquent. A tax delinquent on July 1st incurs a total penalty of twelve (12) percent of the amount of the delinquent tax without regard to the number of months the tax has been delinquent.

Assumption:

Penalty and interest collections are split between the debt service fund and the general fund based on the distribution of the year in which they were due. This revenue is projected to remain steady.

0111-6104	COLLECTION FEES	$ 45,000

Description:

The collection fees account is used for the 15% tax attorney fee that is applied to all taxes collected after July 1st each year.

Assumption:

This year's estimate is projected to increase slightly compared to the previous year's collections.

TOTAL PROPERTY TAXES	$ 14,804,098

NON-PROPERTY TAXES

0111-6110	CITY SALES TAX	$ 4,634,398

Description:

The sales tax revenue received by the City is the result of both retail and certain industrial purchases. Sales tax revenues are collected by the State Comptroller of Public Accounts and remitted to each city levying the tax on a monthly basis. On January 1, 2002, the City's sales tax rate increased to 1.50 cents as a result of the 4B Sales Tax that was passed in an election held August 11, 2001. The State rate is 6.25 cents for a total of 7.75 cents.

Assumption:

Trend information suggests that sales tax collections continue to decline, as was the trend this fiscal year. See graph on page 75.

0111-6121	BINGO FRANCHISE FEE	$ 36,000

Description:

The City collects a bingo fee from all legalized charity bingo games within the City limits. The fee is 2% of gross receipts of bingo games within the City.

Assumption:

This year's budgeted amount reflects a slight increase in collections based on previous collections.

0111-6122	CABLE TV FRANCHISE FEE	$ 160,000

Description:

The City collects a franchise fee from Charter Communications in exchange for use of City alleys and other public right of ways. City collections are based on the Texas franchise agreement which went into effect in October 2008.

Assumption:

Gross sales are estimated at $3,200,000 with the City receiving 5% of this amount.

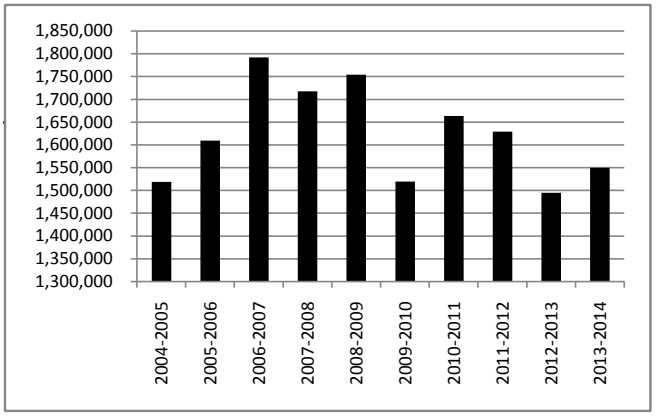
0111-6123	ELECTRICAL FRANCHISE FEE	$ 1,550,000

Description:

The City collects a franchise fee from Oncor Electric Delivery and United Cooperative Services from its customers within the corporate limits of the City of Cleburne, in exchange for use of City alleys and right-of-ways. The franchise agreements with Oncor Electric Delivery and United Cooperative Services expires December 31, 2024.

Assumption:

Gross kwh sales of electricity are estimated at 650,000,000 kwhs delivered to the City by Oncor Electric Delivery and United Cooperative Services. Collections are expected to remain steady during this fiscal year.



NON-PROPERTY TAXES (CONTINUED)

0111-6125	GAS FRANCHISE FEE	$ 850,000

Description:
The City collects a franchise fee on reported sales from Atmos Energy in exchange for use of City alleys and other public right-of-ways. This fee includes domestic, commercial, and industrial consumers within the corporate limits of the City, the current agreement expires in December 2016.

Assumption:
Gross sales of gas are estimated at $20,000,000 per Atmos with the City receiving 4% of this

0111-6127	SANITATION FRANCHISE FEE	$ 90,000

Description:
The City collects a franchise fee from any commercial sanitation hauler in the city limits.

Assumption:
This amount does not reflect an increase.

0111-6128	TELEPHONE FRANCHISE FEE	$ 160,000

Description:
The city collects a franchise fee from all telecommunication providers that use City alleys and right-of-ways. The Texas Legislature, with HB 1777, changed the way a certified telecommunications provider will pay for the use of that right-of-way. Under the new law, all providers will pay based on a fee-per-access line method with 1998 acting as a base year for the fee.

Assumption:
The base fee was set at $125,000 in 1998. Future collections are adjusted by an estimated growth rate and are expected to remain steady.

0111-6140	MIXED DRINK TAX	$ 30,000

Description:
The statutes levy a tax of twelve percent (12%) on the gross receipts from the sales of mixed beverages in Texas. Each city is entitled to receive an allocation of twelve and a half percent (12½%) of taxes collected within the City on a quarterly basis.

Assumption:
This year's estimate reflects sales estimated at $240,000 with the City receiving 12½% of this amount.

TOTAL NON-PROPERTY TAXES	$ 7,510,398

LICENSE, FEES AND GRANTS

0113-6305	GARAGE SALE PERMITS	$ 12,000

Description:
Any person desiring to have a garage sale requires a garage sale permit. Each permit is $7.50.

Assumption:
This revenue is expected to remain steady.

0113-6306	CONTRACTOR REGISTRATION FEE	$ 27,300

Description:
Annual registration fee for electricians $100.

Assumption:
Fees for contractor registration are projected to remain steady.

LICENSE, FEES AND GRANTS (CONTINUED)

0113-6308	BUILDING PERMITS	$ 96,000

Description:
Buildings which undergo structural alterations or new construction require a building permit. Permit fees are based on square footage set forth by the City Council in December 1998.

Assumption:
Collections are expected to increase compared to last year.

0113-6311	COMMUNITY DEVELOPMENT FEE	$ 5,000

Description:
Revenue received for community development is 2% of the cost of development. This is for new subdivisions only, and used to complete testing necessary to approve new projects.

Assumption:
This estimate depends on the amount of development within the City.

0113-6318	ELECTRICAL INSPECTION PERMITS	$ 19,200

Description:
Electrical alterations or new construction require an electrical permit. Fees are based on square footage with a minimum fee of $22.00.

Assumption:
Structure and housing rehabilitation are expected to increase slightly from last year.

0113-6329	HEALTH PERMITS	$ 39,000

Description:
Any person desiring to operate a food establishment requires a health permit. Annual permit fees depend on square footage of establishment. This is $62.50 and up.

Assumption:
Health permits are expected to increase slightly from last year.

0113-6349	MECHANICAL PERMITS	$ 10,200

Description:
Permits for installation of heating, air conditioning and ventilation systems in new or remodeled buildings. Fees are based on size and number of units, plus $22.00 permit fee.

Assumption:
Mechanical permits are expected to reman steady.

0113-6362	PLUMBING & GAS PERMITS	$ 24,000

Description:
Plumbing alterations or new construction require a plumbing permit. Permit fees are based on fixture count, furnace or burner count with a minimum of a $22.00 fee for each permit.

Assumption:
Collections are expected to increase slightly from last year.

0113-6397	ZONING FEES	$ 10,200

Description:
In 1996, the City passed a Comprehensive Zoning Ordinance, Title 15 Land Use-Chapter 155. The zoning board of adjustment fee for a rezoning request is $150. The replat application fee is $250 plus $10 per lot. The preliminary plat and final plat fee is $250. The special use permit fee is $150.

Assumption:
Collections are expected to increase slightly from last year.

LICENSE, FEES AND GRANTS (CONTINUED)

0113-6399	MISCELLANEOUS FEES	$ 7,500

Description:
Miscellaneous licenses include the following: curb/gutter permits - for the inspection of modified curb - $37.50 (plus a $20 administration fee); demolition assessment permit - $37.50 residential and $62.50 commercial (plus a $20 administration fee); fire protection license - any person desiring to do fire protection work requires a fire protection license. Annual license fees are based on the work to be done; amusement permit - annual license fee for amusement machine operation. Annual license fee is $100. Solicitor permit - any person desiring to go door to door to solicit requires a solicitor permit. Fees are $35 for 90 days, $70 for 6 months and $100 for a year.

0114-64XX	GRANTS	$ 50,000

Description:
These grants are to reimburse general fund expenditures that cannot be moved to the grant fund.

TOTAL LICENSE, FEES AND GRANTS	$ 300,400

CHARGES FOR SERVICES

0115-6501	ADMINISTRATIVE FEES	$ 260,000

Description:
Administrative fees are collected from the 4B Sales Tax Fund 09, and the Economic Development Corporation.

0115-6502	ADDITIONAL TRASH CARTS	$ 4,000

Description:
Automated trash service was started in 2012. Additional carts are available to customers for an extra charge.

0115-6503	EXTRA SANITATION PICK UP	$ 1,000

Description:
Automated trash service was started in 2012. If sanitation customers need additional trash service, it is available for an extra charge.

0115-6504	GOLF COURSE ALCOHOL SALES	$ 42,000

Description:
The municipal golf course opened in July 2009. The clubhouse includes a full service bar and restaurant.

Assumption:
Revenues are expected to remain steady.

0115-6505	GOLF COURSE RESTAURANT	$ 70,000

Description:
The municipal golf course opened in July 2009. The clubhouse includes a full service bar and restaurant.

Assumption:
Revenues are expected to remain steady.

CHARGES FOR SERVICES (CONTINUED)

0115-6506	GOLF COURSE PRO SHOP	$ 74,400

Description:
The new course and club house opened in July 2009. A pro shop is located in the club house where golf equipment, clothing, and other related items are sold.

Assumption:
Revenues are projected to remain steady.

0115-6507	GOLF COURSE REVENUES	$ 518,900

Description:
The municipal golf course opened in July 2009. There is an 18 hole course with driving range and practice greens.

Assumption:
Revenues are expected to remain steady.

0115-6509	CEMETERY	$ 100,000

Description:
Sale of cemetery lots and interment fees. Lots start at $750 with a minimum interment fee of $700.

Assumption:
Revenues are expected to decrease compared to last year.

0115-6531	AMBULANCE	$ 40,000

Description:
The City is the backup to Care-flight, our city wide ambulance service.

Assumption:
This revenue is cyclical. After several years of growth Care-flight will expand their coverage and thus reduce the need for city services.

0115-6531	BTW GIFT SHOP	$ 1,500

Description:
The City recently completed a 14,000 sq ft meeting and recreation facility for the enjoyment of our citizens. Snacks and towels are sold to patrons.

Assumption:
Revenues are expected to remain steady.

0115-6534	BTW ADMISSIONS	$ 14,000

Description:
The City recently completed a 14,000 sq ft meeting and recreation facility for the enjoyment of our citizens. Admissions are charged for patrons utilizing the recreational and exercise facilities.

Assumption:
Revenues are projected to remain steady.

0115-6535	BTW CLASSES/PROGRAMS	$ 200

Description:
The City recently completed a 14,000 sq ft meeting and recreation facility for the enjoyment of our citizens. Meeting rooms as well as the recreation areas will be available for classes & programs.

Assumption:
Revenues are projected to remain steady.

CHARGES FOR SERVICES (CONTINUED)

0115-6536	BTW RENTALS	$ 5,000

Description:
The City recently completed a 14,000 sq ft meeting and recreation facility for the enjoyment of our citizens. Meeting rooms as well as the recreation areas will be available for rental.

Assumption:
Revenues are projected to remain steady.

0115-6537	RENTAL - CIVIC CENTER	$ 100,000

Description:
The Conference Center reopened in the Spring of 2010 after significant renovation and expansion. The new facility includes an exhibit hall, theatre, and an increased number of meeting rooms and

0115-6538	RENTAL - SENIOR CENTER	$ 250

Description:
The City operates a 5,000 sq ft Senior Citizens Center for the enjoyment of our population.

Assumption:
Rental income is expected to remain steady.

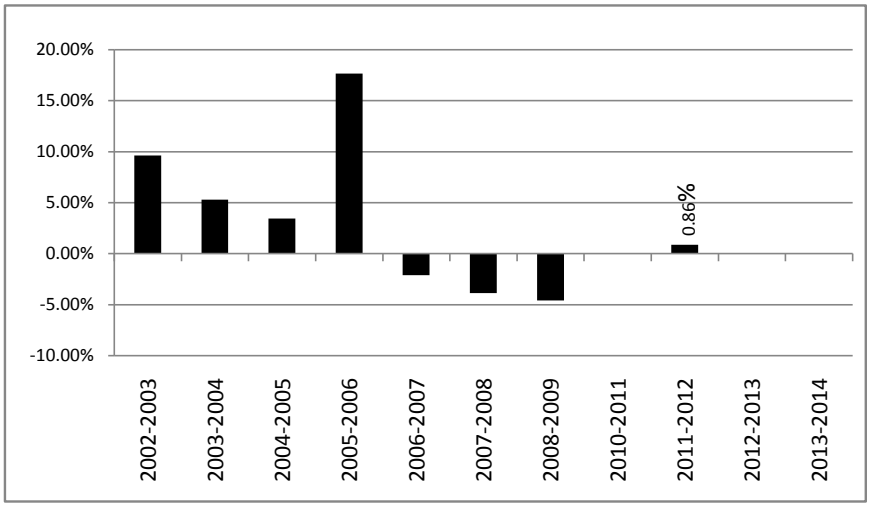
0115-6539	RENTAL - OTHER	$ 85,000

Description:
Hill Junior College rental for use of the City's library, and other miscellaneous rentals.

Assumption:
Rental fees are expected to remain steady.

0115-6551	SANITATION COMMERCIAL COLLECTION	$ 2,350,000

Description:
Revenue for the collection of commercial and industrial refuse inside the City limits. This service has been contracted out to Waste Management.



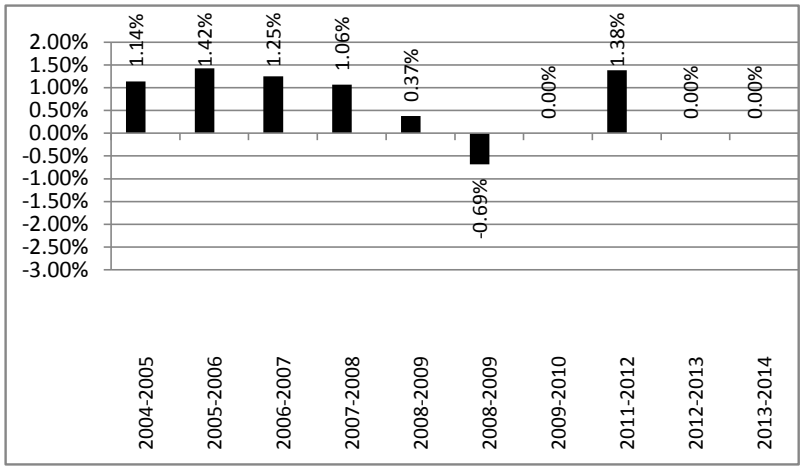
Assumption:
Economic indicators show the local economy entering into a slow recovery period, and these revenues are expected to remain steady.

CHARGES FOR SERVICES (CONTINUED)

0115-6552	SANITATION RESIDENTIAL COLLECTION	$ 1,835,000

Description:

Revenue for residential refuse collection inside the City limits. Sanitation rates are $16.80 per month for each residential customer.



Assumption:

Collections are expected to remain steady.

0115-6556	TRANSFER STATION	$ 560,000

Description:

Fees collected at the transfer station for citizens and businesses to dispose of trash.

Assumption:

This revenue is expected to remain steady.

0115-6559	LANDFILL	$ 48,000

Description:

Fees collected for landfill use.

Assumption:

Revenue is expected to remain steady.

0115-6561	POOL ADMISSION	$ 181,500

Description:

Revenue generated through the operations of our Aquatics Park.

Assumption:

Admissions are expected to remain steady.

0115-6562	POOL BASKETS & RENTALS	$ 9,000

Description:

This revenue account tracks all rentals at the Aquatics Park.

Assumption:

Rentals are expected to remain steady.

CHARGES FOR SERVICES (CONTINUED)

0115-6563	POOL CONCESSION	$ 58,800

Description:
This revenue account tracks the sale of food items at the new Aquatics Water Park.

Assumption:
Concessions are expected to decrease slightly from last year.

0115-6564	POOL GIFTSHOP	$ 11,700

Description:
This revenue account tracks the sale of gift items at the new Aquatics Water Park.

Assumption:
Giftshop sales are expected to remain steady.

0115-6565	POOL CLASSES & PROGRAMS	$ 19,000

Description:
User fees are collected from pool classes and programs.

Assumption:
Collections are expected to remain steady.

0115-6568	SPORTS COMPLEX FEES	$ 30,000

Description:
User fees are collected from area sports organizations.

Assumption:
Collections are projected to remain steady.

0115-6599	OTHER MISCELLANEOUS SERVICES	$ 170,000

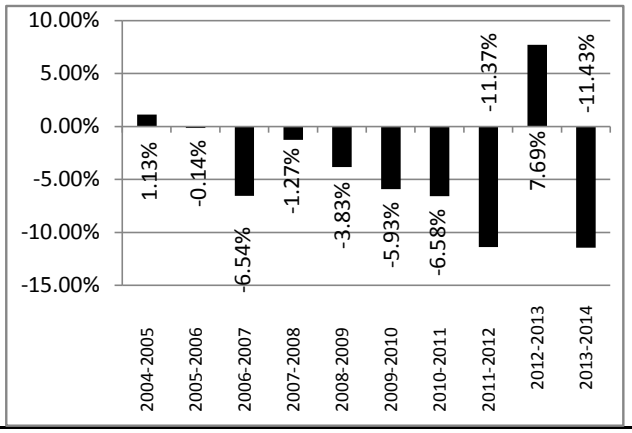
Description:
Fees or charges for items which do not fall under a specific code.

TOTAL CHARGES FOR SERVICES	$ 6,589,250

FINES

0116-6611	MUNICIPAL COURT FINES	$ 620,000

Description:
The collection of fines for traffic & ordinance violations, Class C misdemeanors, and the forfeiture of bonds.



Assumption:
As collection procedures are put in place, revenues are expected to increase.

FINES (CONTINUED)

0116-6647	LIBRARY FINES & FEES	$ 15,500

Description:
The collection of fines for overdue or lost books. Cost of a fine is $.10 per day, per book.

Assumption:
This revenue account has remained the same for the last few years.

0116-6683	ANIMAL SHELTER	$ 23,000

Description:
Animal shelter fees: $23 for the first 3 days, $4 per day after and $2 per year for dog tags.

Assumption:
This revenue account is expected to remain steady.

0116-6699	OTHER RESTITUTION	$ 5,000

Description:
This account is used to account for revenue from fines not processsed by municipal court.

Assumption:
Collections are expected to remain steady.

TOTAL FINES	$ 663,500

MISCELLANEOUS

0117-6735	INTEREST ON INVESTMENTS	$ 20,000

Description:
Interest revenue on the City's invested funds. We currently have accounts in four pools: Local Government Investment Cooperative (LOGIC), Texpool, TexStar and MBIA (Texas Class).

Assumption:
Revenues are expected to remain steady.

0119-6946	LIEN RELEASE PAYMENT	$ 5,000

Description:
Receipts from property owners for demolition, mowing, or other liens held.

Assumption:
This revenue account varies each year. This estimate is similar to previous years.

0119-6999	OTHER - MISCELLANEOUS REVENUE	$ 402,000

Description:
Revenue not accounted for in any of the catagories above.

TOTAL MISCELLANEOUS	$ 427,000

TOTAL RECEIPTS	$ 30,294,646

ESTIMATED AD VALOREM TAX

REVENUE AND DISTRIBUTION

2013-2014

1¢ equals $ 166,251

2013 TAX ROLL			Proposed Rate .804018
Real Estate Values			$ 418,621,760
Improvement Values			1,358,241,588
Personal Property Values			639,832,747
Total Appraised Values (100%)			2,416,696,095
Less: Over 65 Homestead Exemptions ($6,000/ea.)			11,959,881
Homestead Cap Loss - (Maximum 10% per year)			2,171,066
Disabled American Veterans Exemptions	($1,500/2,000/2,500/3,000) - % Percent Disability w/State		4,369,746
Total Exempt Property (Cities & Churches)			314,826,282
General Homestead ($5,000 or 10% of value, but not less than $5,000)			58,397,810
Tax Abatements			45,758,332
Pollution Control			15,317,479
Agricultural Productivity Loss			40,186,246
Taxable Frozen			186,839,102
Protested Property			29,986,692
Tax Increment Financing #1			14,295,499
Tax Increment Financing #2			13,250,891
Tax Increment Financing #3			16,800,512
Total Exempt Proration			26,424
Total Exemptions			754,185,962
Net Assessed Value			1,662,510,133
Rate Per $100 Valuation	Effective Rate	0.775212	0.804018
Subtotal			13,366,881
Plus Frozen Taxes			1,157,217
Total Levy Taxes			14,524,098
Percent of Collection			100%
Estimated General Fund Current Tax Collections			14,524,098
Estimated Deliquent Tax Collections			125,000
Estimated Total Tax Collections			$ 14,649,098

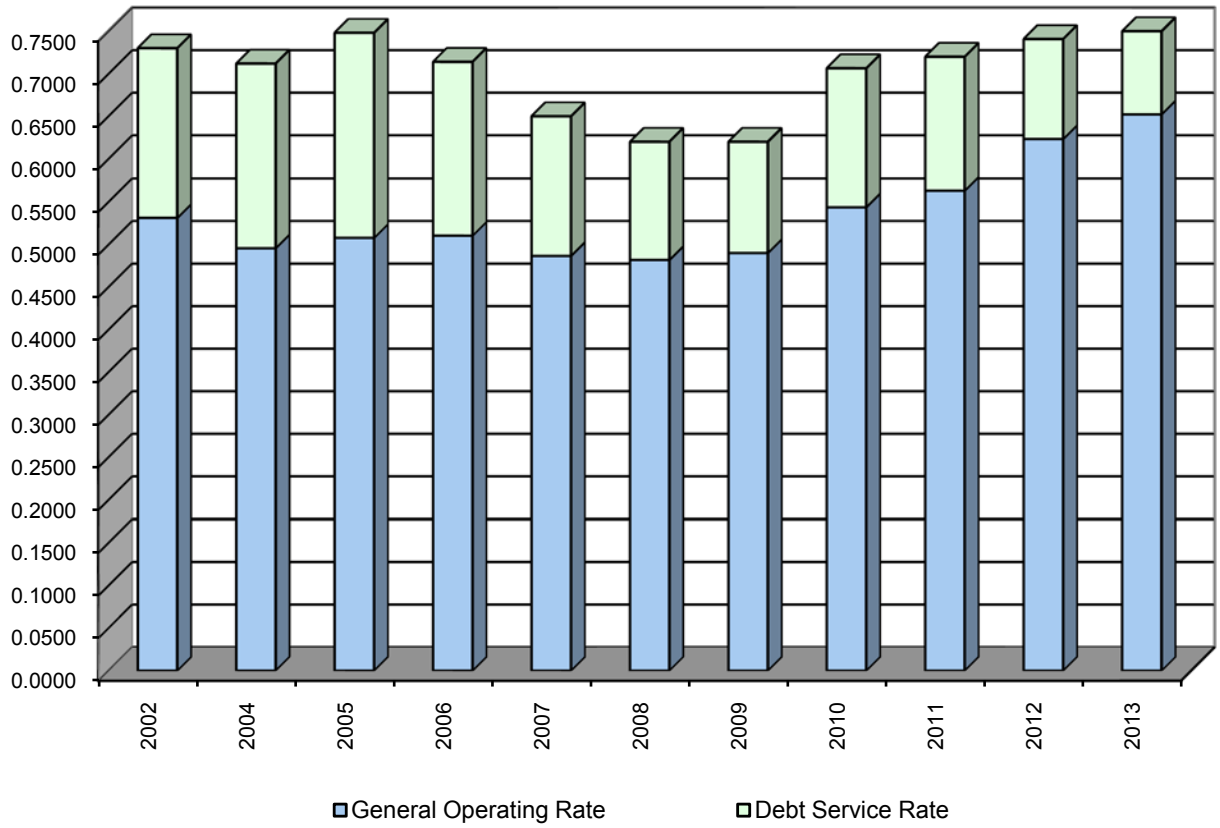
PROPOSED DISTRIBUTION

GENERAL FUND	Rate	% of Total	
Current Tax			$ 11,783,549
Deliquent Tax			101,414
Total General Fund	0.652308	81.13%	11,884,962
GENERAL DEBT SERVICE FUND			
Current Tax			2,740,549
Deliquent Tax			23,586
Total General Debt Service	0.151710	18.87%	2,764,135
TOTAL GENERAL & GENERAL DEBT SERVICE	0.804018	100.00%	$ 14,649,098

TAX INCREMENT FINANCING COLLECTIONS

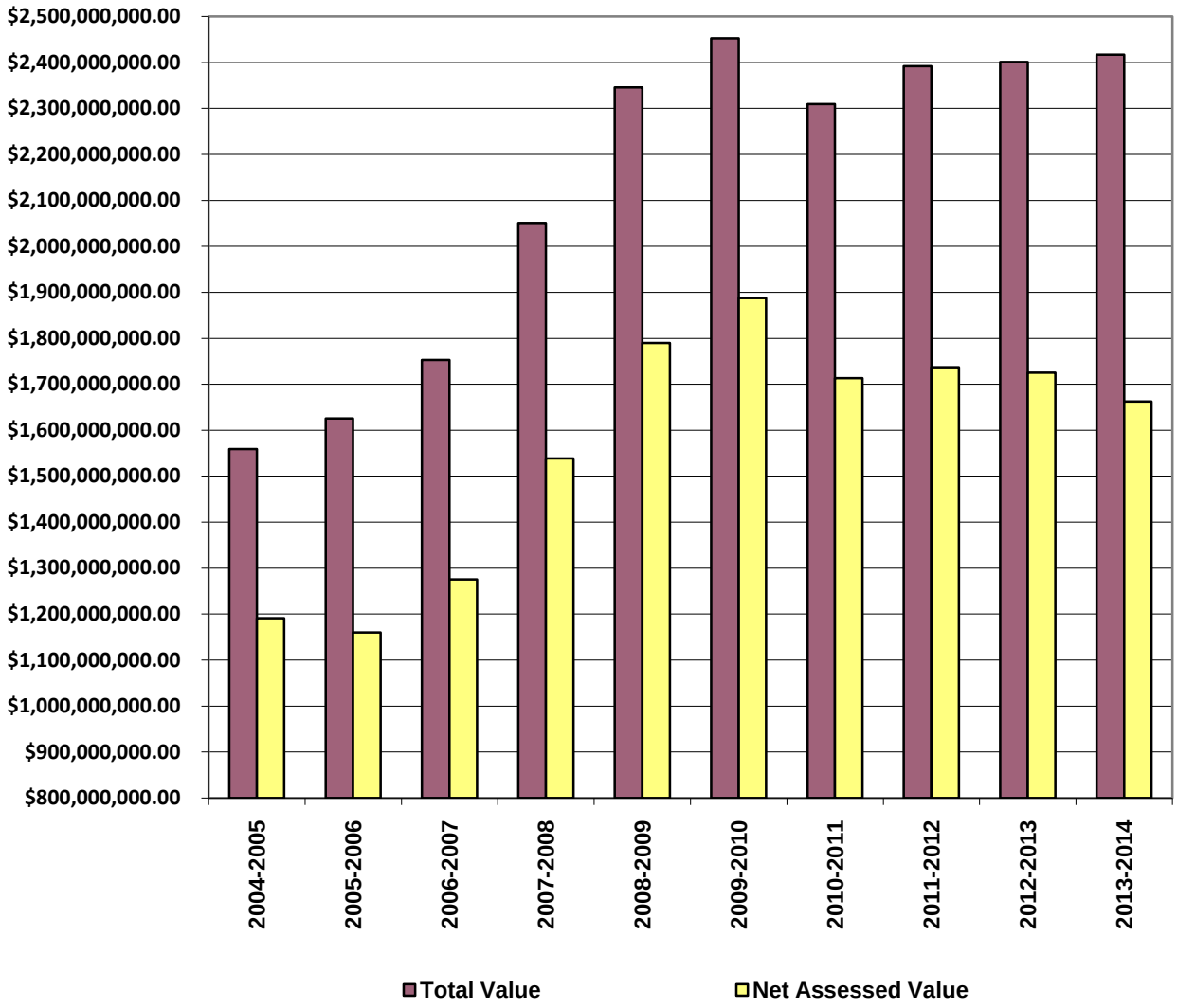
	Valuation	Collections
Tax Increment Financing #1	14,295,499	$ 114,938
Tax Increment Financing #2	13,250,891	$ 106,540
Tax Increment Financing #3	16,800,512	$ 135,079

Ad Valorem Tax
Tax Rate Per $100 Valuation
General Operating & Debt Service Rate



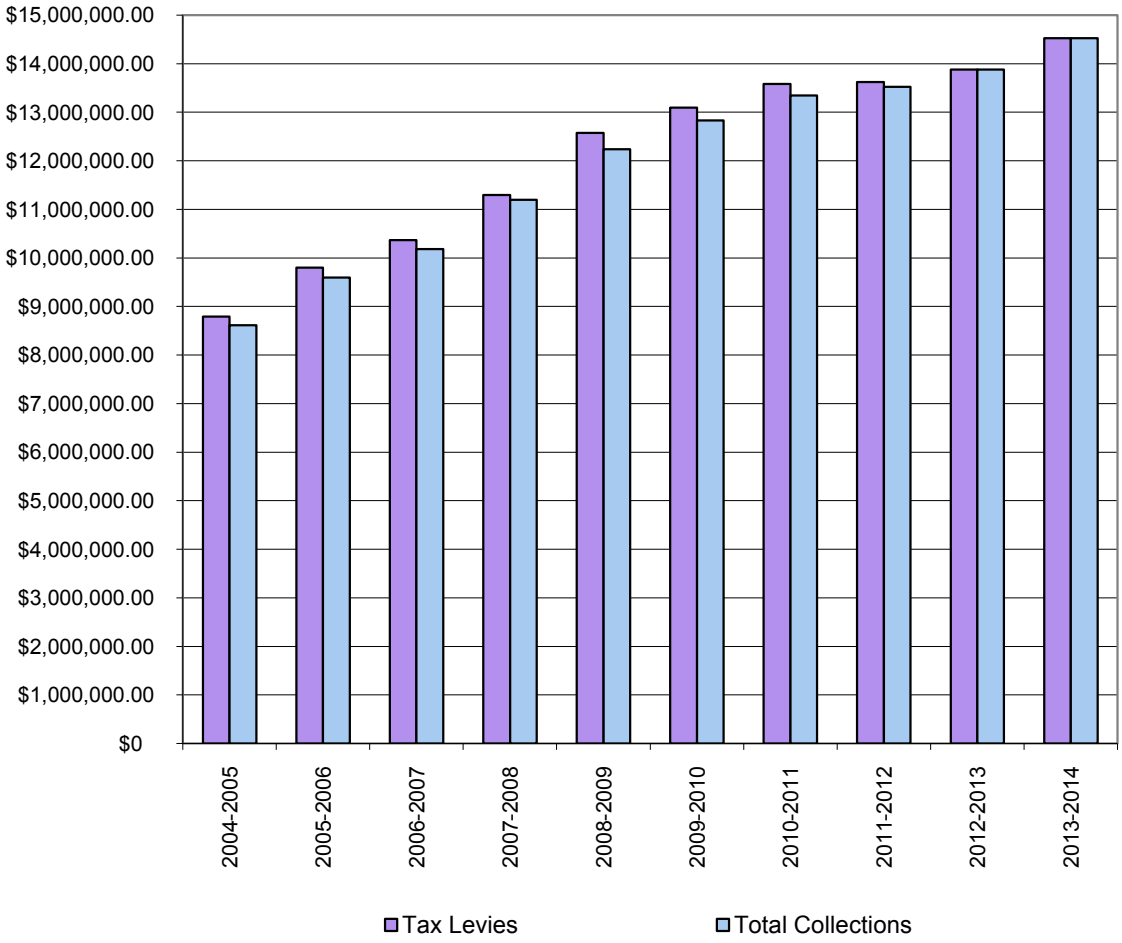
Year	Debt Service Rate	General Operating Rate	Tax Rate
2004	0.216200	0.495700	0.711900
2005	0.240183	0.507925	0.748108
2006	0.203484	0.510516	0.714000
2007	0.163300	0.486700	0.650000
2008	0.138000	0.482000	0.620000
2009	0.129872	0.490128	0.620000
2010	0.162556	0.543890	0.706446
2011	0.156656	0.563334	0.719990
2012	0.117422	0.623321	0.740743
2013	0.15170	0.652308	0.804018

Assessed Property Valuations
Ten Year Period



Fiscal Year	Assessed Value Real Property Amount	Assessed Value Personal Property Amount	Total Value	Total Exemption	Total Increment Financing	Net Assessed Value	Percent Increase in Value	Effective Tax Rate Per $100 Valuation	Approved Tax Rate Per $100 Valuation
2004-2005	$ 1,147,080,479	412,219,569	1,559,300,048	(331,643,259)	(36,555,437)	$ 1,191,101,352	2.9%	0.704047	0.711900
2005-2006	$ 1,202,307,460	423,353,669	1,625,661,129	(426,614,648)	(38,718,982)	$ 1,160,327,499	-2.6%	0.748108	0.748108
2006-2007	$ 1,248,973,312	503,707,775	1,752,681,087	(427,119,031)	(50,210,528)	$ 1,275,351,528	9.9%	0.690118	0.714000
2007-2008	$ 1,418,371,211	632,668,853	2,051,040,064	(468,001,453)	(44,633,617)	$ 1,538,404,994	20.6%	0.607783	0.650000
2008-2009	$ 1,504,784,933	840,878,896	2,345,663,829	(487,733,700)	(68,358,806)	$ 1,789,571,323	16.3%	0.582462	0.620000
2009-2010	$ 1,604,681,999	847,857,310	2,452,539,309	(503,048,192)	(61,898,896)	$ 1,887,592,221	5.5%	0.596500	0.620000
2010-2011	$ 1,622,285,209	687,159,008	2,309,444,217	(536,574,140)	(59,450,559)	$ 1,713,419,518	-9.2%	0.686446	0.706446
2011-2012	$ 1,675,730,154	715,878,939	2,391,609,093	(628,131,572)	(26,412,006)	$ 1,737,065,515	-8.0%	0.703312	0.719990
2012-2013	$ 1,718,782,297	682,142,501	2,400,924,798	(648,462,982)	(27,151,070)	$ 1,725,310,746	0.7%	0.740743	0.740743
2013-2014	$ 1,776,863,348	639,832,747	2,416,696,095	(709,839,060)	(44,346,902)	$ 1,662,510,133	-4.3%	0.775212	0.804018

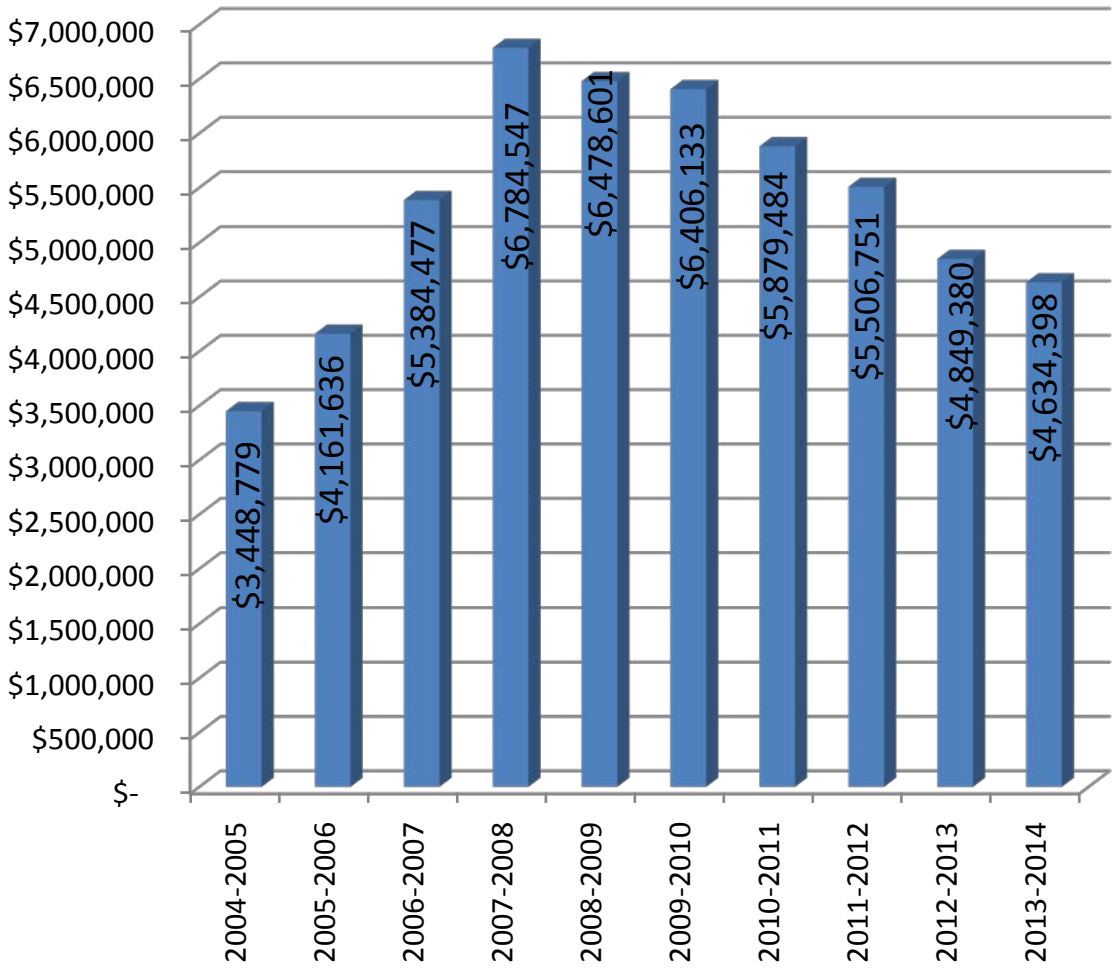
Property Tax Levies & Collections
Ten Year Period



2005-2013

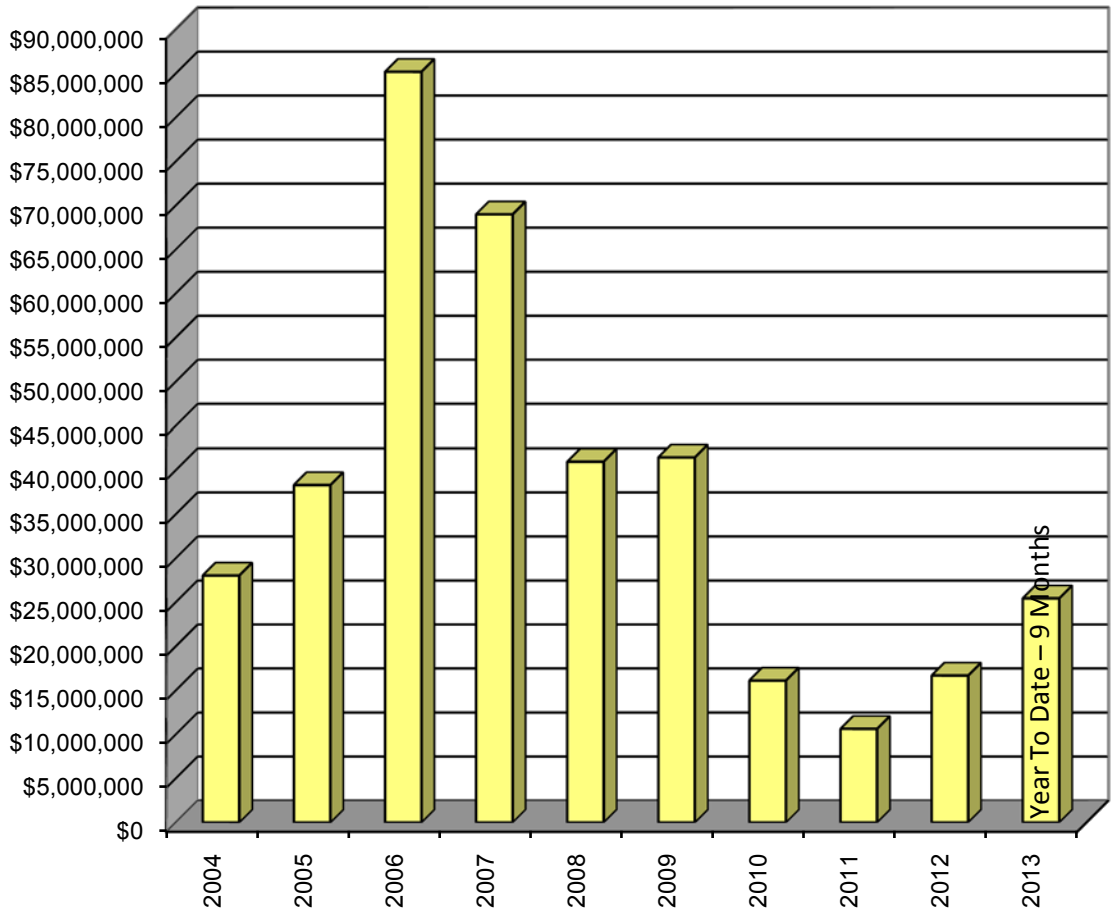
Fiscal Year	Total Tax Levy	Total Tax Collections	Percent of Tax Collections
2004-2005	8,791,207	8,614,443	97.99%
2005-2006	9,796,605	9,594,254	97.93%
2006-2007	10,366,793	10,180,827	98.21%
2007-2008	11,297,340	11,197,814	99.12%
2008-2009	12,571,922	12,234,237	97.31%
2009-2010	13,094,277	12,830,437	97.99%
2010-2011	13,581,221	13,345,628	98.27%
2011-2012	13,619,920	13,523,242	99.29%
2012-2013	13,880,000	13,880,000	100.00%
2013-2014	14,524,098	14,524,098	100.00%

General Fund Sales Tax



The State of Texas has a 6.25% and the General Fund for the City of Cleburne has 1.50% Sales Tax Rate for a total of 7.75%. The Maximum Sales Tax Rate in the State is currently 8.25%. The years 2003-2012 are actual collections. The 2012-2013 year represents an estimated amount. The 2013-2014 year represents a budgeted amount.

Building Permits Issued
Ten Year Period



Calendar Year	Number	Value
2004	502	$ 28,040,604
2005	602	$ 38,311,599
2006	592	$ 85,177,332
2007	571	$ 68,988,500
2008	370	$ 40,965,873
2009	390	$ 41,451,420
2010	400	$ 16,111,264
2011	276	$ 10,625,873
2012	242	$ 16,683,445
2013 - Through 9/2013	259	$ 25,449,139

GENERAL FUND

How City Budgets Its Operating Dollar

Department	2012-2013 Cents Out of A Dollar	2013-2014 Cents Out of A Dollar	% Change
Police Services	23.00	23.04	0.18%
Fire Services	20.64	21.04	1.96%
Refuse Collection	10.53	10.76	2.22%
Non-Departmental	5.23	5.54	5.99%
Street Maintenance	5.09	3.92	-23.06%
Municipal Golf	3.30	3.51	6.27%
Parks and Recreation	2.99	2.90	-2.98%
Finance	2.27	2.28	0.55%
Municipal Swimming Pool	2.63	2.16	-17.86%
Information Technology	2.09	1.93	-7.87%
Sports Complex	1.96	1.79	-8.55%
Human Resources	1.70	1.73	1.83%
Building Services	1.82	1.64	-9.86%
Library	1.56	1.60	2.53%
Gas Well Administration	0.00	1.53	100.00%
Fleet Maintenance	1.41	1.41	-0.26%
City Secretary	1.57	1.37	-12.72%
Health	1.51	1.36	-10.15%
Inspections	0.89	1.14	27.88%
Municipal Court	1.13	1.12	-0.78%
Civic Center	1.09	1.06	-3.20%
Animal Services	0.96	1.06	10.67%
Engineering	0.62	1.00	61.67%
City Manager	0.85	0.93	8.84%
Washington Rec Center	0.84	0.82	-2.80%
Economic Development	0.74	0.75	1.52%
Museum	0.72	0.70	-2.83%
Public Works	0.64	0.67	4.27%
City Attorney	0.56	0.63	12.06%
Planning & Zoning	0.30	0.31	3.71%
Cemetery	1.16	0.16	-86.00%
City Council	0.21	0.15	-29.92%
	100.00	100.00	

GENERAL FUND

Expenditures By Department

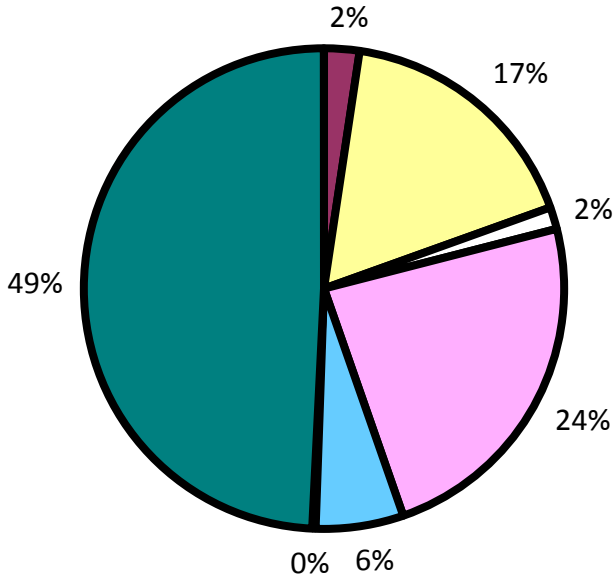
2013-2014

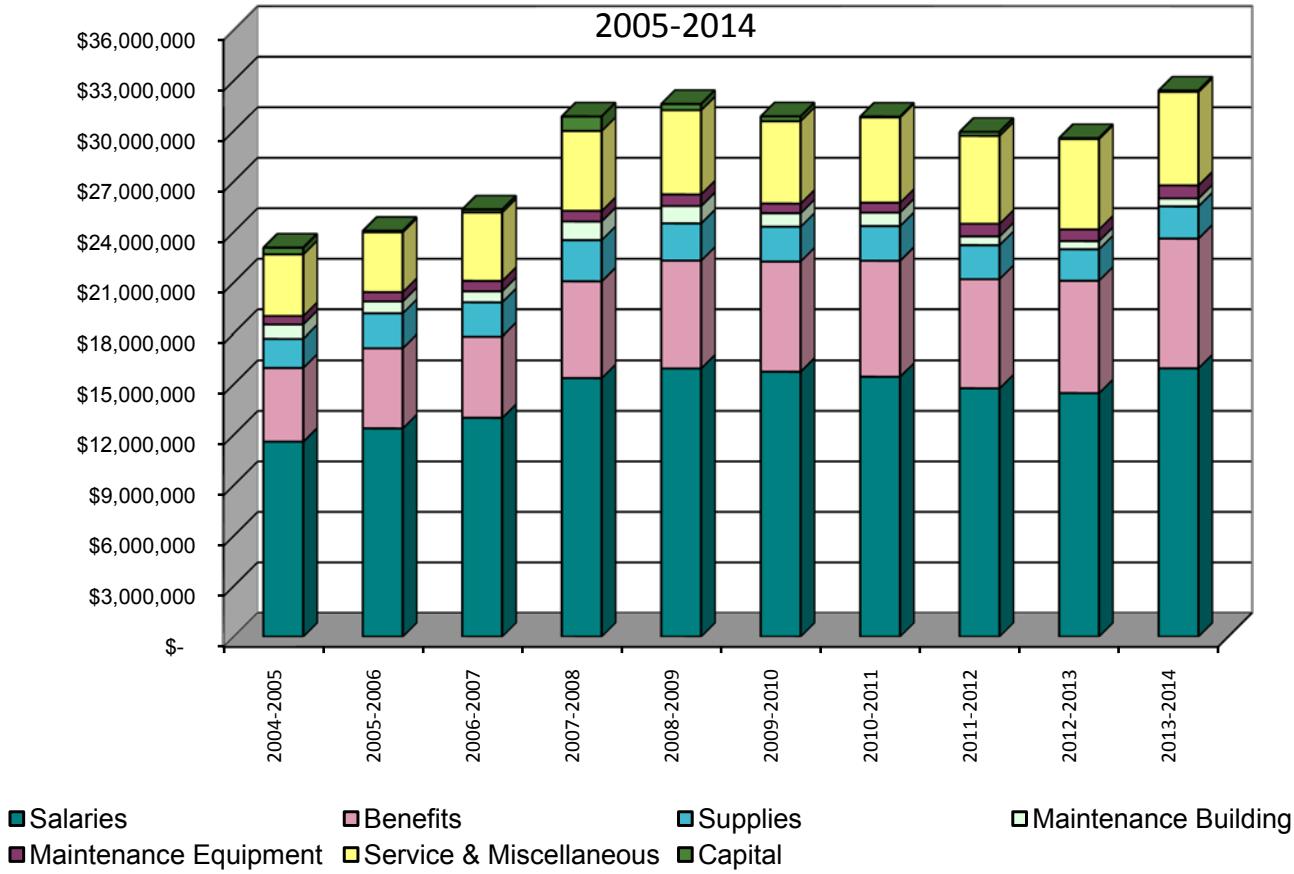
	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
GENERAL GOVERNMENT					
0131 City Council	$ 24,502	$ 37,161	$ 65,200	$ 45,640	$ 47,690
0132 City Manager	295,943	249,620	268,732	266,125	299,782
0133 City Attorney	159,785	165,222	178,250	178,000	203,350
0134 City Secretary	404,723	360,814	497,220	399,125	444,018
0135 Finance	685,919	644,263	721,069	670,500	739,595
0136 Human Resources	412,046	388,770	538,488	462,058	560,934
0137 Municipal Court	334,783	327,983	358,659	348,580	363,306
0138 Information Technology	574,976	567,402	608,685	527,620	623,932
0139 Non-Departmental	1,976,382	2,254,865	1,660,389	1,525,400	1,796,297
0140 Economic Development	229,523	216,986	235,731	231,535	243,440
Total General Government	5,098,582	5,213,086	5,132,423	4,654,583	5,322,344
PUBLIC SAFETY					
0141 Police Services	7,178,776	6,770,056	7,296,803	6,792,043	7,466,403
0143 Animal Services	310,260	309,349	303,695	319,445	344,258
0147 Fire Services	6,230,862	6,061,111	6,547,861	6,320,978	6,819,073
0148 Health	424,508	428,946	479,525	464,094	439,644
Total Public Safety	14,144,406	13,569,462	14,627,884	13,896,560	15,069,378
PUBLIC SERVICES-COMMUNITY					
0152 Cemetery	451,891	338,276	367,617	359,353	52,615
0161 Building Services	451,987	420,252	576,113	461,200	531,626
0162 Civic Center	336,438	328,976	344,280	321,250	341,900
0163 Library	457,909	462,892	494,179	474,855	518,295
0165 Museum	243,672	220,909	228,656	220,135	226,696
Total Public Services-Community	1,941,897	1,771,305	2,010,845	1,836,793	1,671,132
PUBLIC SERVICES-PARKS					
0150 Washington Rec Center	207,886	191,785	266,807	236,695	264,585
0153 Parks and Recreation	834,604	888,571	948,051	874,338	940,022
0155 Municipal Golf	1,166,233	1,101,550	1,048,160	1,013,833	1,136,342
0156 Municipal Swimming Pools	690,545	652,407	833,482	768,035	700,001
0157 Sports Complex	429,292	527,195	622,147	582,457	580,842
Total Public Services-Parks	3,328,560	3,361,508	3,718,647	3,475,358	3,621,792
PUBLIC WORKS					
0171 Public Works	222,266	183,269	204,515	185,562	216,232
0172 Engineering	182,602	191,889	196,970	254,679	324,795
0173 Development Services	26,599	-	-	-	-
0174 Planning & Zoning	90,467	85,949	93,961	90,550	100,820
0176 Inspections	245,480	263,945	281,664	279,041	368,793
0177 Gas Well Admin	-	-	-	-	496,309
0178 Fleet Maintenance	455,619	495,883	445,700	396,245	455,708
0179 Street Maintenance	1,497,224	1,181,288	1,613,192	1,145,584	1,269,004
Total Public Works	2,720,257	2,402,223	2,836,002	2,351,661	3,231,661
SANITATION					
0191 Refuse Collection	3,612,077	3,631,296	3,340,162	3,363,814	3,487,776
Total Sanitation	3,612,077	3,631,296	3,340,162	3,363,814	3,487,776
TOTAL	$ 30,845,779	$ 29,948,880	$ 31,665,963	$ 29,578,769	$ 32,404,083

General Fund Expenditures

2013-2014

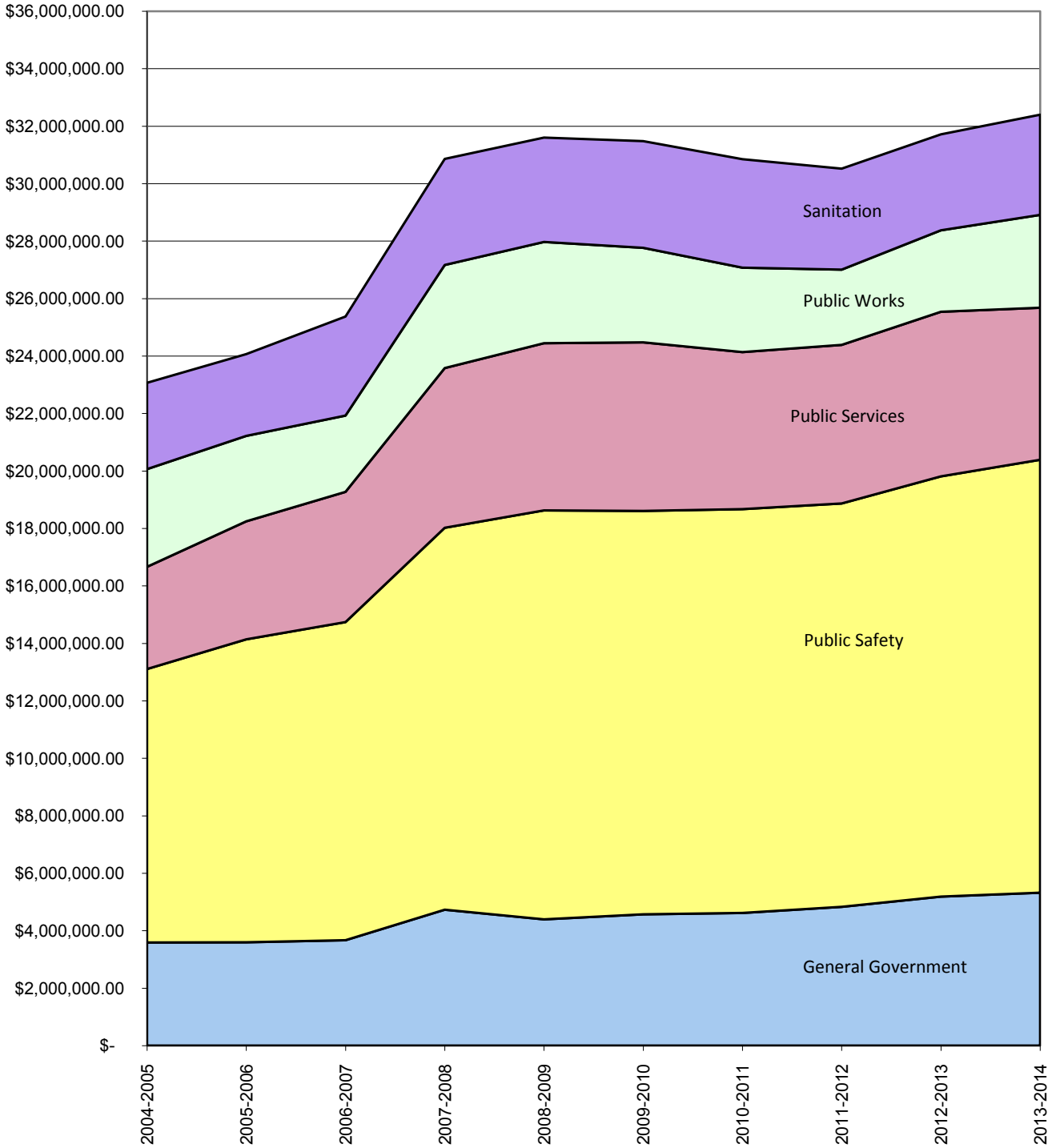
$32,404,083





See General Fund – Summary of Receipts & Disbursements for related data.
2012-2013 data represent estimated amounts, and 2013-2014 data are budgeted amounts.

General Fund
Expenditures By Division
2005-2014



Historical data compiled from Audits. The 2012-2013 data is an estimated amount, and the 2013-2014 data is the budgeted amount.

Department Detail

2013-2014

CITY COUNCIL SUMMARY

DEPARTMENT		DIVISION
City Council	0131	General Government

DESCRIPTION OF SERVICES

The role of the City Council is to facilitate services that enhance "quality of life" and progressive commerce for those who live, work and visit our community, to provide a resourceful, safe and vibrant community in which to live, work, play and shop through managed growth and planning. The City is operated by a Council-Manager form of government with a Mayor, four Council Members and a City Manager. The Council Members are elected from four single-member districts, with the Mayor elected at-large. The City Council meets in regular sessions on the 2nd and 4th Tuesdays of each month. Additionally, the Council conducts regularly scheduled work sessions with the Professional Staff immediately following the regular sessions.

GOALS & OBJECTIVES

The mission of the City of Cleburne is to facilitate services that enhance "quality of life" and progressive commerce for those who live, work and visit our community.

1. To provide responsive, efficient, effective and transparent government.
2. To promote fiscal responsibility.
3. To provide exceptional customer service.
4. To provide for the health and safety of the general public.
5. Review and revise City Charter.
6. Begin process to review and revise Code of Ordinances.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
City Council meetings/workshops	32	30	32
Ordinances/resolutions considered	103	200	200

PERSONNEL SCHEDULE

Elected Officials	Pay Grade	2011-2012	2012-2013	2013-2014
Mayor	N/A	1	1	1
Council Members	N/A	4	4	4
TOTAL		5	5	5

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SUPPLIES & MATERIALS	$ 5,748	$ 7,200	$ 4,290	$ 6,365
M&R - EQUIPMENT & VEHICLES	-	-	250	250
CONTRACTURAL & MISC SERVICES	21,478	38,000	41,100	41,075
CAPITAL EQUIPMENT	9,935	20,000	-	-
TOTAL 01-31	**$ 37,161**	**$ 65,200**	**$ 45,640**	**$ 47,690**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8301 OFFICE SUPPLIES	$ 2,535	$ 2,890	$ 3,290	$ 3,565
8364 MINOR EQUIPMENT	620	2,000	-	500
8399 OTHER SUPPLIES	2,592	2,310	1,000	2,300
8559 M&R - OFFICE EQUIPMENT	-	-	250	250
8636 COMMUNICATIONS	7,437	6,500	7,800	7,800
8643 DUES	1,376	2,465	3,960	2,465
8684 TRAINING	460	2,070	2,500	2,320
8690 TRAVEL EXPENSES	2,792	15,165	15,340	16,690
8699 OTHER MISCELLANEOUS SERVICES	9,413	11,800	11,500	11,800
8930 CAPITAL - EQUIPMENT	-	20,000	-	-
8990 CAPITAL - OTHER EXPENDITURES	9,935	-	-	-
TOTAL 01-31	**$ 37,161**	**$ 65,200**	**$ 45,640**	**$ 47,690**

CITY MANAGER SUMMARY

DEPARTMENT		DIVISION
City Manager	0132	General Government

DESCRIPTION OF SERVICES

The City Manager's office is responsible for the day-to-day operations of the City including preparation and administration of the annual budget. The office consists of the City Manager, Assistant City Manager and Senior Staff Assistant. The manager's staff serves as the primary information conduit between the Mayor, City Council, city staff, the residents, businesses and taxpayers of the community.

GOALS & OBJECTIVES

The primary goals of the City Manager's office are to provide efficient, effective and transparent government through fiscal responsibility, exceptional customer service, and to provide for the health and safety of the general public.

BUDGET HIGHLIGHTS & CHALLENGES

The greatest challenge of the Manager's budget is to focus on ways to continue providing the level of services the community demands while maintaining a fair tax rate, reasonable user fees and while also trying to meet the life needs of the city's employees. These items are accomplished through a year long process of estimating revenue and expense projections, through Director and staff meetings, communiqués and City Council planning workshops and public hearings.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Council meetings	28	24	24
Director's meetings	52	24	24
Planning workshops	0	4	4
Budget workshops	3	6	6
Communiqués (staff)	7	6	6

PERSONNEL SCHEDULE

Full Time	PAY GRADE	2011-2012	2012-2013	2013-2014
City Manager	N/A	1	1	1
Assistant City Manager	N/A	1	1	1
Executive Secretary	17	1	1	1
Total		3	3	3
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 176,143	$ 182,505	$ 179,300	$ 206,284
BENEFITS	64,506	72,383	69,300	81,472
SUPPLIES & MATERIALS	1,527	2,150	1,900	1,900
M&R - EQUIPMENT & VEHICLES	0	300	300	300
CONTRACTURAL & MISC SERVICES	7,444	11,395	15,325	9,825
TOTAL 01-32	**$ 249,620**	**$ 268,733**	**$ 266,125**	**$ 299,781**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 171,767	$ 178,805	$ 176,000	$ 202,584
8150 VEHICLE ALLOWANCE	4,125	3,000	3,000	3,000
8190 NON-CASH BENEFITS	251	700	300	700
8210 SOCIAL SECURITY CONTRIBUTIONS	9,363	11,086	10,900	12,560
8220 MEDICARE CONTRIBUTIONS	2,439	2,593	2,600	2,937
8230 RETIREMENT CONTRIBUTIONS	31,841	33,928	33,800	38,391
8240 HEALTH/LIFE INSURANCE	20,862	24,776	22,000	27,584
8301 OFFICE SUPPLIES	926	1,000	1,000	1,000
8308 BOOKS & SUBSCRIPTIONS	149	150	150	150
8399 OTHER SUPPLIES	452	1,000	750	750
8559 M&R - OFFICE EQUIPMENT	-	300	300	300
8636 COMMUNICATIONS	5,445	6,500	5,650	5,000
8643 DUES	780	2,675	5,175	2,675
8660 POSTAGE	45	150	150	150
8684 TRAINING	499	500	1,100	500
8690 TRAVEL EXPENSES	294	1,000	2,500	1,000
8699 OTHER MISCELLANEOUS SERVICES	380	570	750	500
TOTAL 01-32	**$ 249,620**	**$ 268,733**	**$ 266,125**	**$ 299,781**

CITY ATTORNEY SUMMARY

DEPARTMENT		DIVISION
City Attorney	0133	General Government

DESCRIPTION OF SERVICES

The City contracts for legal services. The contracted attorneys provide the City Council, Boards and Commissions and City Staff legal guidance and assistance, including prosecution of Municipal Court cases, securing rights-of-way, aiding in environmental law compliance, assisting with public information requests, and keeping Council and Staff abreast of legislative changes that may affect our community. In keeping the Council advised on such issues, the City Attorneys provide many of the tools necessary for the Council to make informed decisions.

GOALS & OBJECTIVES

1. Keep Council and Staff advised on legislative changes.
2. Provide fair but effective prosecution in Municipal Court.
3. Prepare legal documents in a timely manner.
4. Assist in developing programs to achieve effective enforcement of ordinances.
5. Aid Staff in State and Federal legislation compliance.
6. Maintain a long-range outlook and provide Council with recommendations for the future.

BUDGET HIGHLIGHTS & CHALLENGES

The City will require legal assistance with some of the challenges that will occur due to our projected growth. The City Council has contracted with legal firms that are experienced in such areas as annexation, Charter and Code of Ordinance review and amendments. Being proactive and utilizing firms with specialized expertise will prevent unforeseen legal costs over time.

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SUPPLIES & MATERIALS	$ 1	$ 250	$ 100	$ 250
CONTRACTURAL & MISC SERVICES	165,221	178,000	177,900	203,100
TOTAL 01-33	**$ 165,222**	**$ 178,250**	**$ 178,000**	**$ 203,350**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8301 OFFICE SUPPLIES	$ 1	$ 250	$ 100	$ 250
8652 FEES & PERMITS	2,684	3,000	2,800	3,000
8660 POSTAGE	-	-	100	100
8664 PROFESSIONAL SERVICES	162,537	175,000	175,000	200,000
TOTAL 01-33	**$ 165,222**	**$ 178,250**	**$ 178,000**	**$ 203,350**

CITY SECRETARY SUMMARY

DEPARTMENT		DIVISION
City Secretary	0134	General Government

DESCRIPTION OF SERVICES

The City Secretary is an officer of the city, appointed by the City Council, and as such, is responsible for preserving the city's legislative history by documentation, publication and preservation of all official city records. As Records Manager (or Public Information Officer), the City Secretary is responsible for responding to requests for documents available through the Public Information Act. As Elections Administrator, the City Secretary is solely responsible for the administration of all city elections, as well as Cleburne Independent School District and prepares submissions to the U.S. Department of Justice for pre-clearance of election issues under Federal Voting Rights Act. Other duties include: Board and Commission appointment process, alcohol permits, lien collections, council legislation, staff support and guidance during Charter review processes and the official filing authority for the city.

GOALS & OBJECTIVES

The mission of the City Secretary's Department is to support, facilitate and strengthen the City of Cleburne governmental process by:

- Continually striving for excellence in providing public service to our customers
- Improving public access to municipal records and other information
- Enhancing public participation in municipal government processes
- Safeguarding municipal elections and records management processes
- Providing continuity for Cleburne city government by recording its legislative actions
- Providing daily assistance to all administrative departments of the City of Cleburne government

BUDGET HIGHLIGHTS & CHALLENGES

-Continue city-wide implementation of Laserfiche Imaging and Records Management Software
-Continue preservation of historic documents
-Provide additional services to visitors
-Complete upgrades to Council Chambers, including speaker system improvements and microphone replacement, addition of video recording equipment and electronic voting system
-Develop in-house training opportunities for staff and Council, including records management and open government
-Implement electronic submission of AG opinion requests

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
City Council Agendas Prepared/Meetings Attended	32	30	32
4B Economic Development Board agendas prepared/meetings attended	20	14	16
Public recognitions, plaques, certificates, proclamations	30	45	45
Ambulance and wrecker permits prepared	4	4	0
Alcoholic beverage permit applications processed	52	55	55
Penalty ordinances published and codified	21	25	25
Official documents scanned and indexed	20,894	10,232	15,000
Elections conducted	0	2	2
Public information requests processed	402	460	475
Calls and citizen inquiries/receptionist	24,000+	24,000+	24,000+
Property liens processed	152	155	160
Bankruptcy claims filed	10	10	10

PERSONNEL SCHEDULE

Full Time	PAY GRADE	2011-2012	2012-2013	2013-2014
City Secretary/Records Manager	N/A	1	1	1
Deputy City Secretary	15	1	1	1
Records Coordinator	14	1	1	1
Legal Secretary	14	1	1	1
TOTAL		4	4	4
Part Time		2	2	2

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 224,775	$ 247,629	$ 230,700	$ 262,510
BENEFITS	85,988	98,027	95,900	106,281
SUPPLIES & MATERIALS	3,242	5,530	4,780	4,430
M&R - EQUIPMENT & VEHICLES	13,703	48,900	14,650	14,650
CONTRACTURAL & MISC SERVICES	33,106	97,135	53,095	56,148
TOTAL 01-34	**$ 360,814**	**$ 497,221**	**$ 399,125**	**$ 444,019**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 218,202	$ 240,929	$ 222,000	$ 255,810
8130 OVERTIME	6	500	2,500	500
8150 VEHICLE ALLOWANCE	6,450	6,000	6,000	6,000
8190 NON-CASH BENEFITS	117	200	200	200
8210 SOCIAL SECURITY CONTRIBUTIONS	13,375	14,969	13,900	15,892
8220 MEDICARE CONTRIBUTIONS	3,128	3,501	3,300	3,716
8230 RETIREMENT CONTRIBUTIONS	39,649	43,839	43,000	46,601
8240 HEALTH/LIFE INSURANCE	29,835	35,718	35,700	40,072
8301 OFFICE SUPPLIES	2,410	4,040	3,500	3,500
8308 BOOKS & SUBSCRIPTIONS	698	790	580	630
8364 MINOR EQUIPMENT	0	400	0	0
8399 OTHER SUPPLIES	134	300	700	300
8559 M&R - OFFICE EQUIPMENT	187	400	400	400
8577 M&R - SOFTWARE	13,516	48,500	14,250	14,250
8608 ADVERTISING	19,004	33,100	25,000	25,000
8629 CODIFICATION	6,113	14,400	5,400	5,400
8636 COMMUNICATIONS	3,662	3,760	4,685	4,685
8643 DUES	1,265	1,615	3,725	1,685
8645 ELECTION COSTS	0	34,750	4,450	9,550
8660 POSTAGE	602	870	840	870
8664 PROFESSIONAL SERVICES	1,564	4,000	2,000	4,000
8684 TRAINING	500	1,880	2,620	1,530
8690 TRAVEL EXPENSES	198	2,760	4,375	3,428
8699 OTHER MISCELLANEOUS SERVICES	198	0	0	0
TOTAL 01-34	**$ 360,814**	**$ 497,221**	**$ 399,125**	**$ 444,019**

FINANCE SUMMARY

DEPARTMENT		DIVISION
Finance	0135	General Government

DESCRIPTION OF SERVICES

The finance department provides the citizens with a budget and an audit, and safeguards the city funds. The hours of operation are Monday through Friday 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. To contact the finance department, please call (817) 645-0910.

GOALS & OBJECTIVES

1. Advise the City staff of proper procedures and instructions of financial matters
2. Be available and willing to answer any question presented by departments
3. Make provisions for staff development through training seminars which pertain to each staff member's duties
4. Maintain a computerized database in order to chart monthly revenue and expenditure trends to assist in future budget forecasting
5. Continue to standardize budget formats, and where possible, enhance readability and clarity of the presentation
6. Gather statistics and additional facts about the City as a whole, and about revenues and expenditures for each fund, to upgrade the informative nature of the annual program of services
7. Review departmental expenditures and the general ledger each month

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Accounts payable checks issued	8,757	7,314	7,501
Journal entries made	1,574	1,650	1,500
Bid openings	13	12	12
Grants received	21	16	16
Bond issued processed	1	0	1
Payroll checks issued (direct deposit)	9,166	9,200	9,300
Number of funds maintained	64	65	65
Dollars generated through investment return	$90,252.25	$73,976.50	$78,350.00
Fixed assets maintained	1,274	1,226	1,250

PERSONNEL SCHEDULE

Personnel	PAY GRADE	2011-2012	2012-2013	2013-2014
Director of Finance	N/A	1	1	1
Assistant Director of Finance\Chief Accountant	31	1	1	1
Budget & Purchasing Manager	27	1	0	0
Accountant	25	0	2	2
Office Coordinator	17	1	1	1
Senior Accounting Coordinator	14	3	2	2
TOTAL		7	7	7
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 412,738	$ 437,211	$ 413,700	$ 461,850
BENEFITS	173,584	196,908	173,800	193,595
SUPPLIES & MATERIALS	3,942	7,300	5,500	5,750
M&R - EQUIPMENT & VEHICLES	29,309	37,200	29,450	36,950
CONTRACTURAL & MISC SERVICES	24,690	42,450	48,050	41,450
TOTAL 01-35	**$ 644,262**	**$ 721,069**	**$ 670,500**	**$ 739,595**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 405,775	$ 429,811	$ 405,000	$ 454,450
8150 VEHICLE ALLOWANCE	6,750	6,000	7,300	6,000
8190 NON-CASH BENEFITS	213	1,400	1,400	1,400
8210 SOCIAL SECURITY CONTRIBUTIONS	24,385	26,648	25,100	28,176
8220 MEDICARE CONTRIBUTIONS	5,730	6,232	5,900	6,590
8230 RETIREMENT CONTRIBUTIONS	75,260	81,557	77,800	86,123
8240 HEALTH/LIFE INSURANCE	68,209	82,471	65,000	72,706
8301 OFFICE SUPPLIES	2,037	4,000	3,000	3,000
8308 BOOKS & SUBSCRIPTIONS	209	300	250	250
8399 OTHER SUPPLIES	780	2,000	1,250	1,500
8559 M&R - OFFICE EQUIPMENT	916	1,000	1,000	1,000
8577 M&R - SOFTWARE	25,704	33,300	25,600	33,100
8636 COMMUNICATIONS	3,605	3,900	3,850	3,850
8643 DUES	1,271	2,700	4,350	2,300
8660 POSTAGE	3,311	3,800	3,200	3,200
8662 PRINTING	1,415	2,900	2,900	2,900
8664 PROFESSIONAL SERVICES	8,820	17,200	17,100	17,200
8684 TRAINING	4,355	5,100	8,500	5,100
8690 TRAVEL EXPENSES	5,485	9,750	11,000	9,750
8699 OTHER MISCELLANEOUS SERVICES	32	1,000	1,000	1,000
TOTAL 01-35	**$ 644,262**	**$ 721,069**	**$ 670,500**	**$ 739,595**

HUMAN RESOURCES SUMMARY

DEPARTMENT		DIVISION
Human Resources	**0136**	**General Government**

DESCRIPTION OF SERVICES

Human Resources provides the citizens with qualified city staff, provides services and advice to managers, employees and applicants and works to maintain the City of Cleburne's competitiveness as an employer in the marketplace through salary, benefits and training and development. The Human Resources Department continues to manage Safety and Risk Management to mitigate potential risk for the City of Cleburne.

Hours of Service – Monday through Friday – 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

Our City staff of approximately 350 employees excels to 450 in the summer season, however we strive to treat every customer as a top priority.

GOALS & OBJECTIVES

1. Recruit, retain, and develop the most effective staff possible.
2. Partner with other departments to promote the Customer Service Philosophy.
3. Continue to utilize technology to streamline processes and procedures.
4. Maintain regulatory compliance as it relates to Human Resource practice and procedure.
5. Promote employee health and wellness strategies to control health care cost.
6. Manage mitigation, damages and subrogation through effective safety and risk management.

BUDGET HIGHLIGHTS & CHALLENGES

1. Implement a new time keeping system.
2. Demonstrate the new employee evaluation system.
3. Continue to strive to find quality low cost training to offer employees.
4. Improve awareness of Total Compensation for employees.
5. Increase focus of Employee Wellness.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Turnover rate (not counting seasonal positions)	10.4%	11 %	11%
Participants in wellness initiative	97%	97%	97%
Grievances filed	1	1	1
Training sessions offered by Human Resources	16	24	24

PERSONNEL SCHEDULE

Full Time	PAY GRADE	2011-2012	2012-2013	2013-2014
Human Resources Director	N/A	1	1	1
Risk Manager	24	1	1	1
Human Resources Analyst	19	2	2	2
TOTAL		4	4	4
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 227,419	$ 241,157	$ 241,200	$ 261,857
BENEFITS	76,981	79,594	79,900	86,789
SUPPLIES & MATERIALS	35,225	52,875	46,825	53,725
M&R - EQUIPMENT & VEHICLES	8,908	15,250	11,200	9,750
CONTRACTURAL & MISC SERVICES	40,236	104,613	82,933	103,813
CAPITAL OUTLAY - EQUIPMENT	-	45,000	-	45,000
TOTAL 01-36	**$ 388,770**	**$ 538,489**	**$ 462,058**	**$ 560,934**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 220,626	$ 235,157	$ 235,000	$ 255,857
8130 OVERTIME	0	0	100	0
8150 VEHICLE ALLOWANCE	6,750	6,000	6,000	6,000
8190 NON-CASH BENEFITS	42	0	100	0
8210 SOCIAL SECURITY CONTRIBUTIONS	13,647	14,580	14,600	15,863
8220 MEDICARE CONTRIBUTIONS	3,192	3,410	3,400	3,710
8230 RETIREMENT CONTRIBUTIONS	41,451	44,621	45,100	48,487
8240 HEALTH/LIFE INSURANCE	18,691	16,983	16,800	18,729
8301 OFFICE SUPPLIES	4,448	7,400	6,100	7,200
8308 BOOKS & SUBSCRIPTIONS	1,672	2,500	2,300	2,500
8322 CLOTHING	0	200	100	200
8336 FUEL & LUBRICANTS	294	275	325	325
8357 MEDICAL SUPPLIES	8,412	8,500	8,000	8,500
8364 MINOR EQUIPMENT	0	0	2,000	0
8399 OTHER SUPPLIES	20,400	34,000	28,000	35,000
8509 m&r - COMPUTERS	100	0	0	0
8557 M&R - VEHICLES	177	500	300	500
8559 M&R - OFFICE EQUIPMENT	592	750	2,400	750
8577 M&R - SOFTWARE	8,039	14,000	8,500	8,500
8608 ADVERTISING	345	1,000	500	1,000
8636 COMMUNICATIONS	4,070	5,600	4,200	4,700
8643 DUES	2,262	3,080	5,800	3,180
8660 POSTAGE	783	1,200	1,050	1,200
8662 PRINTING	0	1,000	500	1,000
8664 PROFESSIONAL SERVICES	27,326	67,000	41,000	67,000
8670 VEHICLE USE FEE	1,428	1,683	1,683	1,683
8684 TRAINING	1,132	3,085	8,700	3,085
8690 TRAVEL EXPENSES	2,862	6,965	6,000	6,965
8699 OTHER MISCELLANEOUS SERVICES	29	14,000	13,500	14,000
8990 CAPITAL - OTHER EXPENDITURES	0	45,000	0	45,000
TOTAL 01-36	**$ 388,770**	**$ 538,489**	**$ 462,058**	**$ 560,934**

MUNICIPAL COURT SUMMARY

DEPARTMENT		DIVISION
Municipal Court	0137	General Government

DESCRIPTION OF SERVICES

The Municipal Court manages the records for all Class C Misdemeanors filed within its jurisdiction. We accept cases filed by the Cleburne Police Department, Animal Control, Fire Department, Zoning, and Health and Inspections. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. with court proceedings being held on Tuesday and Wednesday afternoons.

GOALS & OBJECTIVES

- To provide excellent customer service to the citizens appearing in the Cleburne Municipal Court of Record and ensure equal justice for all.
- Our objective is to provide each defendant the right to due process and the right to a fair and speedy trial allowing each citizen the right to be heard in open court.
- To promote adherence of the laws established by the City of Cleburne and the State of Texas for Class "C" misdemeanors fine only offenses, which in turn promotes recidivism and changed behaviors.

BUDGET HIGHLIGHTS & CHALLENGES

During this budget year we will be upgrading our software program to Incode Version 9. It will be challenging to learn the new program, but rewarding to provide the different city departments and our citizens with the most current and accurate information available.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Total cases files	10,000	9,000	5,000
Total convictions	4,000	3,500	2,500
Total dismissals	4,500	4,000	2,500
Outstanding warrants	1,500	1,500	2,800
Fines collected	760,000	725,000	800,000

PERSONNEL SCHEDULE

Full Time	PAY GRADE	2011-2012	2012-2013	2013-2014
Municipal Judge	N/A	1	1	0
Municipal Court Clerk	17	1	1	1
Deputy Municipal Court Clerk	12	2	2	2
TOTAL		4	4	3
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 169,146	$ 184,314	$ 135,500	$ 122,783
BENEFITS	78,709	86,525	71,800	68,528
SUPPLIES & MATERIALS	3,210	6,650	7,025	5,125
M&R - OTHER	-	1,850	200	500
M&R - EQUIPMENT & VEHICLES	19,829	14,500	16,700	18,650
CONTRACTURAL & MISC SERVICES	57,089	64,820	117,355	147,720
TOTAL 01-37	**$ 327,983**	**$ 358,659**	**$ 348,580**	**$ 363,306**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 166,161	$ 181,314	$ 133,000	$ 119,783
8130 OVERTIME	2,977	3,000	2,500	3,000
8190 NON-CASH BENEFITS	8	-	-	-
8210 SOCIAL SECURITY CONTRIBUTIONS	9,634	11,427	8,300	7,613
8220 MEDICARE CONTRIBUTIONS	2,253	2,673	2,000	1,780
8230 RETIREMENT CONTRIBUTIONS	23,120	26,141	25,500	23,269
8240 HEALTH/LIFE INSURANCE	43,701	46,284	36,000	35,866
8301 OFFICE SUPPLIES	2,349	4,000	3,500	4,000
8308 BOOKS & SUBSCRIPTIONS	36	100	275	275
8322 CLOTHING	85	150	150	150
8357 MEDICAL SUPPLIES	22	-	100	100
8364 MINOR EQUIPMENT	-	2,400	2,400	-
8399 OTHER SUPPLIES	719	-	600	600
8499 M&R - OTHER	-	1,850	200	500
8559 M&R - OFFICE EQUIPMENT	5,412	4,000	6,200	7,500
8577 M&R - SOFTWARE	14,416	10,500	10,500	11,150
8636 COMMUNICATIONS	3,384	3,600	3,600	4,400
8643 DUES	432	320	805	270
8660 POSTAGE	2,757	3,000	3,200	3,850
8662 PRINTING	4,603	4,000	4,500	5,400
8664 PROFESSIONAL SERVICES	44,669	51,000	97,000	124,500
8684 TRAINING	400	600	1,250	650
8690 TRAVEL EXPENSES	663	2,000	3,500	3,150
8699 OTHER MISCELLANEOUS SERVICES	180	300	3,500	5,500
TOTAL 01-37	**$ 327,983**	**$ 358,659**	**$ 348,580**	**$ 363,306**

INFORMATION TECHNOLOGY SUMMARY

DEPARTMENT		DIVISION
Information Technology	**0138**	**General Government**

DESCRIPTION OF SERVICES

Plan, implement, and maintain technological resources to assist City departments in providing high quality services, connect citizens to government, and allow the City to integrate its operations efficiently and reliably.

GOALS & OBJECTIVES

1. To respond to increased demands for technology services as employees and facilities are added to the organization.
2. To implement e-government applications as designated by the City Council.
3. To replace and update network infrastructure components to maintain continual network uptime and to increase network performance.
4. To continue City employee technology training through onsite classes as well as individualized computer-based or web-based training.
5. To utilize GIS infrastructure resources for reporting requirements; to update and add new planimetric data and aerial photography to the system; to maintain GIS Internet mapping service.

BUDGET HIGHLIGHTS & CHALLENGES

1. Continue the development of Disaster Recovery and Coordination plan for City computer systems.
2. Increase redundancy and resiliency of key City systems, facilities and networks.
3. Replace/upgrade aging phone system.
4. Upgrade or replace key City servers and major enterprise applications.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Personal computers supported	182	183	182
Number of servers supported	28	25	28
Number of helpdesk tickets	6944	4500	5000
Number of departmental applications supported	26	24	26
Telephone extensions supported	178	182	182

PERSONNEL SCHEDULE

Full Time	PAY GRADE	2011-2012	2012-2013	2013-2014
Manager	30	1	1	1
Network Administrator	25	1	1	1
Web Developer	23	1	1	0
Senior GIS Coordinator	26	1	1	0
Network Support Analyst	22	1	1	1
Computer Technician	N/A	0	0	1
TOTAL		5	5	4
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 284,984	$ 277,378	$ 257,300	$ 277,378
BENEFITS	128,784	128,759	113,400	128,759
SUPPLIES & MATERIALS	2,579	3,121	2,950	3,120
M&R - LAND, STRUCTURES & STREETS	540	600	600	600
M&R - EQUIPMENT & VEHICLES	105,084	166,350	116,850	166,350
CONTRACTURAL & MISC SERVICES	45,430	47,726	36,520	47,726
CAPITAL	-	38,484	-	-
TOTAL 01-38	**$ 567,402**	**$ 662,418**	**$ 527,620**	**$ 623,933**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 284,811	$ 277,228	$ 257,000	$ 277,228
8190 NON-CASH BENEFITS	174	150	300	150
8210 SOCIAL SECURITY CONTRIBUTIONS	16,713	17,188	16,000	17,188
8220 MEDICARE CONTRIBUTIONS	3,908	4,020	3,800	4,020
8230 RETIREMENT CONTRIBUTIONS	51,899	52,538	49,400	52,538
8240 HEALTH/LIFE INSURANCE	56,264	55,013	44,200	55,013
8301 OFFICE SUPPLIES	522	901	900	900
8322 CLOTHING	103	220	250	220
8336 FUEL & LUBRICANTS	1,104	1,000	900	1,000
8388 UTILITY - WATER & SEWER FEES	433	500	450	500
8399 OTHER SUPPLIES	417	500	450	500
8419 M&R - STRUCTURES	540	600	600	600
8509 M&R - COMPUTERS	25,253	51,300	27,500	51,300
8557 M&R - VEHICLES	554	500	1,500	500
8559 M&R - OFFICE EQUIPMENT	201	250	150	250
8577 M&R - SOFTWARE	27,785	34,800	31,500	34,800
8599 M&R - OTHER EQUIPMENT	51,291	79,500	56,200	79,500
8615 AUDITS	8,356	-	-	-
8636 COMMUNICATIONS	34,053	36,072	30,793	36,072
8643 DUES	100	100	200	100
8660 POSTAGE	127	-	-	-
8664 PROFESSIONAL SERVICES	570	3,500	3,000	3,500
8670 VEHICLE USE FEE	916	1,304	1,327	1,304
8684 TRAINING	400	5,550	450	5,550
8690 TRAVEL EXPENSES	908	1,200	750	1,200
8930 CAPITAL-EQUIPMENT	-	38,484	-	-
TOTAL 01-38	**$ 567,402**	**$ 662,418**	**$ 527,620**	**$ 623,933**

NON-DEPARTMENTAL SUMMARY

DEPARTMENT		DIVISION
Non-Departmental	**0139**	**General Government**

DESCRIPTION OF SERVICES

This department accounts for expenditures not specifically related to any other operating department in the General Fund. Those items are as follows: copier supplies, unemployment, liability and fire insurance, audit and budget.

GOALS & OBJECTIVES

To account for those items which benefit all departments.

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Drug Task Force Leader	NA	1	1	1
TOTAL		1	1	1

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 988,621	$ 386,187	$ 356,300	$ 388,403
BENEFITS	446,483	449,252	381,300	487,144
SUPPLIES & MATERIALS	5,966	3,000	4,500	11,500
M&R - EQUIPMENT & VEHICLES	5,758	3,000	8,350	8,850
CONTRACTURAL & MISC SERVICES	806,712	818,800	774,700	900,150
BAD DEBT EXPENSE	1,325	250	250	250
TOTAL 01-39	**$ 2,254,865**	**$ 1,660,489**	**$ 1,525,400**	**$ 1,796,297**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 1,018,349	$ 386,187	$ 355,200	$ 388,303
8150 INSURANCE ADJUSTMENTS	(29,769)	-	1,000	-
8190 NON-CASH BENEFITS	41	-	100	100
8210 SOCIAL SECURITY CONTRIBUTIONS	23,687	24,344	22,100	24,475
8220 MEDICARE CONTRIBUTIONS	10,144	6,250	5,200	5,780
8230 RETIREMENT CONTRIBUTIONS	128,916	76,354	68,300	73,756
8240 HEALTH/LIFE INSURANCE	59,574	82,304	95,700	83,133
8250 WORKERS COMPENSATION	195,402	250,000	175,000	290,000
8260 UNEMPLOYMENT COMPENSATION	28,761	10,000	15,000	10,000
8399 OTHER SUPPLIES	5,966	3,000	4,500	11,500
8559 M&R - OFFICE EQUIPMENT	1,320	3,000	2,850	2,850
8577 M&R - SOFTWARE	4,438	-	5,500	6,000
8615 AUDITS	37,941	25,000	64,300	35,000
8643 DUES	20,907	22,450	42,950	22,450
8650 EMPLOYEE EDUCATIONAL PLAN	-	25,000	-	25,000
8657 INSURANCE	197,672	220,000	180,000	220,000
8660 POSTAGE	1,983	100	100	100
8664 PROFESSIONAL SERVICES	462,639	522,250	475,750	586,100
8684 TRAINING	6,415	100	-	-
8690 TRAVEL EXPENSES	-	-	100	-
8699 OTHER MISCELLANEOUS SERVICES	79,157	3,900	11,500	11,500
8711 BAD DEBT EXPENSE	1,325	250	250	250
TOTAL 01-39	**$ 2,254,865**	**$ 1,660,489**	**$ 1,525,400**	**$ 1,796,297**

ECONOMIC DEVELOPMENT SUMMARY

DEPARTMENT		DIVISION
ECONOMIC DEVELOPMENT	0140	General Government

DESCRIPTION OF SERVICES

Economic Development is charged with recruiting businesses and development projects to Cleburne that will improve the quality of life for citizens and enlarge that tax base. It is also responsible for working with existing businesses on expansions as well as retention of these businesses. The department also currently manages activities for Cleburne Economic Development Foundation, Inc., a not-for-profit industrial land development corporation.

GOALS & OBJECTIVES

1. Increase the city property tax base in order to minimize taxes paid by the citizens and help fund city services required by our citizens.
2. Improve the quality of life by creating quality job opportunities for Cleburne citizens.
3. Manage CEDF property (land purchases and sales) so they increase local tax revenues and create jobs.

BUDGET HIGHLIGHTS & CHALLENGES

Quality retail projects seek areas with high median household incomes and areas constructing numerous new residential housing units and suitable housing for management level positions. Strive to bring higher paying jobs and encourage residential developers to build more homes in Cleburne as the local economy improves.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Gross city assessed tax values (billions)	$2.39161	$2.40000	$2.41669
City workforce	13,552	13,780	13,910
Unemployment	6.70%	6.50%	6.3%

PERSONNEL SCHEDULE

Full Time	PAY GRADE	2011-2012	2012-2013	2013-2014
Economic Development Director	N/A	1	1	1
Senior Secretary	17	1	1	1
TOTAL		2	2	2
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 148,806	$ 153,045	$ 152,300	$ 128,505
BENEFITS	51,305	54,946	52,800	50,069
SUPPLIES & MATERIALS	8,298	9,000	8,900	8,900
M&R - LAND, STRUCTURES & STREETS	-	500	300	300
M&R - EQUIPMENT & VEHICLES	-	300	150	150
CONTRACTURAL & MISC SERVICES	8,578	17,940	17,085	55,515
TOTAL 01-40	**$ 216,986**	**$ 235,731**	**$ 231,535**	**$ 243,439**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 141,710	$ 146,645	$ 146,000	$ 122,105
8150 VEHICLE ALLOWANCE	6,750	6,000	6,000	6,000
8190 NON-CASH BENEFITS	345	400	300	400
8210 SOCIAL SECURITY CONTRIBUTIONS	8,762	9,092	9,100	7,571
8220 MEDICARE CONTRIBUTIONS	2,087	2,126	2,200	1,706
8230 RETIREMENT CONTRIBUTIONS	27,135	27,826	28,000	23,140
8240 HEALTH/LIFE INSURANCE	13,321	15,902	13,500	17,652
8301 OFFICE SUPPLIES	643	900	600	600
8308 BOOKS & SUBSCRIPTIONS	450	500	100	100
8382 UTILITY - ELECTRICAL FEES	7,114	7,400	8,000	8,000
8399 OTHER SUPPLIES	91	200	200	200
8419 M&R - STRUCTURES	-	500	300	300
8559 M&R - OFFICE EQUIPMENT	-	300	150	150
8608 ADVERTISING	1,000	5,000	3,550	5,000
8636 COMMUNICATIONS	4,267	4,500	4,400	4,400
8643 DUES	1,597	2,075	3,945	2,055
8660 POSTAGE	266	420	240	240
8662 PRINTING	47	600	600	600
8664 PROFESSIONAL SERVICES	77	500	-	40,000
8684 TRAINING	500	1,050	1,600	800
8690 TRAVEL EXPENSES	421	2,795	1,500	1,170
8699 OTHER MISCELLANEOUS SERVICES	403	1,000	1,250	1,250
TOTAL 01-40	**$ 216,986**	**$ 235,731**	**$ 231,535**	**$ 243,439**

POLICE DEPARTMENT SUMMARY

DEPARTMENT		DIVISION
Police Department	**0141**	**Public Safety**

DESCRIPTION OF SERVICES

The Police Department works in partnership with our citizens for the mutual purpose of promoting safe streets and neighborhoods, creating a community free from the fear of crime, and improving the overall quality of life. The Police Department provides law enforcement services 24 hours a day, 7 days a week to our residents, businesses and visitors.

Our mission is simple… "to protect and serve Cleburne." We accomplish that mission by hiring the best and brightest police officers and support staff. We utilize cutting edge technology and equipment to make our department as efficient and effective as possible. We strive for excellence in all that we do. We are currently seeking recognition through the Texas Police Chiefs Association (TPCA) Law Enforcement Agency Best Practices Recognition Program, which is a 1-2 year process.

GOALS & OBJECTIVES

1. **Improve quality of life for all.** The Police Department's highest priority is to ensure that Cleburne is safe for all of its residents. The Department will focus on ensuring effective policing and implementing Data-Driven Approaches to Crime and Traffic Safety (DDACTS).

2. **Strive for continuous improvement in efficiency and effectiveness.** In the pursuit of operational excellence, it is important to continuously seek ways in which to operate as efficiently and effectively as possible. The Department will focus on ensuring continuous improvement of operations and developing an organizational structure that maximizes efficiency of staffing, rank structure, span of control and unity of command.

3. **Effectively utilize and manage our resources.** To effectively serve and protect the public, it is important for the Department to maximize the use of its resources. The Department will focus on maintaining staffing levels and developing a Reserve Police Force to serve in a supplementary capacity and assist the regular Police force in the enforcement of law and maintenance of peace and order.

4. **Empower and develop the workforce to achieve excellence.** In order to provide the highest quality police services to the citizens of Cleburne, it is important to develop an empowered workforce. The Department will focus on supporting an informed and trained workforce.

5. **Hold employees accountable to high standards of performance, ethics, and professional conduct.** High standards of integrity, professional conduct and performance are vital to the success of the Police Department. The Department will focus on promoting and enforcing professional and ethical behavior by employees.

BUDGET HIGHLIGHTS & CHALLENGES

1. As our community continues to grow in both population and area, we will focus on maintaining appropriate staffing levels to quickly respond to calls for service and using real-time crime data to keep our community safe.

2. Looking at the potential for attrition over the next few years, we will continue to identify strategies for enhancing our ability to recruit, hire and retain the best employees.

3. We will seek opportunities to increase community awareness and involvement in crime prevention efforts. We will never have enough officers to place one on every corner so we must depend on our citizens to be our eyes and ears and to have the confidence and awareness to call us in a timely manner when they observe suspicious activity.

4. We will evaluate the effectiveness of deploying additional marked police vehicles throughout the community to enhance public safety through increased police visibility; provide a quick and effective response to disasters, disorders or other incidents requiring recall of off-duty personnel; and maximize vehicle life spans and reduce vehicle maintenance costs.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Calls for Service	31,389	33,169	34,827
Reports	4,805	4,785	4,785
Arrests	1,867	2,071	2,175
UCR Part 1 Offenses	1,519	1,316	1,249
UCR Part 1 Clearances	369	293	307
Traffic Crashes	886	918	872
Traffic Stops	8,414	8,791	9,231
Citations Issued	8,613	6,706	7,041
Cases Assigned to CID	1,346	1,248	1,248

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
COMMISSIONED OFFICERS				
Deputy Chief	N/A	3	3	2
Lieutenant	N/A	0	0	5
Sergeants	N/A	5	6	7
Corporals	N/A	14	14	7
Officers	N/A	32	31	32
NON-CIVIL SERVICE PERSONNEL				
Chief	N/A	1	1	1
Telecommunications Supervisor	20	1	1	1
Crime Scene Technician	19	1	1	1
Crime Scene Technician	17	1	1	1
Senior Secretary	17	1	1	1
Telecommunicator	15	11	11	11
Secretary - CID	12	1	1	1
Senior Records Clerk	11	2	2	2
TOTAL		73	73	72
Part Time		1	1	1

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 4,192,300	$ 4,496,262	$ 4,241,100	$ 4,640,840
BENEFITS	1,850,463	2,127,386	1,894,700	2,183,434
SUPPLIES & MATERIALS	203,829	206,546	172,200	183,900
M&R - LAND, STRUCTURES & STREETS	47	-	-	-
M&R - EQUIPMENT & VEHICLES	158,850	147,000	161,500	162,375
CONTRACTURAL & MISC SERVICES	364,568	319,609	322,543	295,854
TOTAL 01-41	**$ 6,770,056**	**$ 7,296,803**	**$ 6,792,043**	**$ 7,466,403**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 4,030,686	$ 4,344,562	$ 4,135,000	$ 4,549,140
8130 OVERTIME	160,271	150,000	104,700	90,000
8190 NON-CASH BENEFITS	1,343	1,700	1,400	1,700
8210 SOCIAL SECURITY CONTRIBUTIONS	247,717	278,663	262,900	291,346
8220 MEDICARE CONTRIBUTIONS	58,232	65,171	61,500	68,138
8230 RETIREMENT CONTRIBUTIONS	765,563	852,843	814,600	890,536
8240 HEALTH/LIFE INSURANCE	778,950	930,709	755,700	933,414
8301 OFFICE SUPPLIES	7,780	8,500	6,500	6,500
8303 AMMUNITION	14,286	20,000	20,000	20,000
8308 BOOKS & SUBSCRIPTIONS	1,026	3,250	1,750	750
8322 CLOTHING	38,161	28,196	20,000	20,000
8336 FUEL & LUBRICANTS	112,091	115,000	100,000	110,000
8343 LAUNDRY & CLEANING SUPPLIES	422	750	500	500
8357 MEDICAL SUPPLIES	173	500	250	250
8364 MINOR EQUIPMENT	7,583	6,750	6,750	6,750
8371 PHOTOGRAPHY SUPPLIES	1,214	2,500	1,050	1,250
8382 UTILITY - ELECTRICAL FEES	355	500	400	400
8399 OTHER SUPPLIES	20,738	20,600	15,000	17,500
8419 M&R - STRUCTURES	47	-	-	-
8539 M&R - INSTRUMENTS	434	2,500	2,500	2,500
8545 M&R - EQUIPMENT	6,774	7,000	6,000	6,000
8557 M&R - VEHICLES	46,144	50,000	60,000	50,000
8559 M&R - OFFICE EQUIPMENT	7,909	6,500	6,500	6,500
8569 M&R - RADIOS	1,334	1,000	1,500	1,000
8577 M&R - SOFTWARE	96,255	80,000	85,000	96,375
8636 COMMUNICATIONS	46,821	49,831	39,750	39,750
8643 DUES	1,676	1,856	3,756	2,297
8657 INSURANCE	670	670	670	670
8660 POSTAGE	4,453	5,000	3,600	4,000
8662 PRINTING	803	2,000	1,000	1,000
8664 PROFESSIONAL SERVICES	95,594	110,195	93,120	116,970
8670 VEHICLE USE FEE	179,084	101,647	101,647	96,167
8684 TRAINING	13,104	19,000	36,000	17,000
8690 TRAVEL EXPENSES	19,410	25,000	40,000	15,000
8699 OTHER MISCELLANEOUS SERVICES	2,953	4,410	3,000	3,000
TOTAL 01-41	**$ 6,770,056**	**$ 7,296,803**	**$ 6,792,043**	**$ 7,466,403**

ANIMAL SERVICES SUMMARY

DEPARTMENT		DIVISION
Animal Services	**0143**	**Public Safety**

DESCRIPTION OF SERVICES

We work to enhance the quality of life for Cleburne residents through the enforcement of all laws and ordinances related to the keeping of animals within the City. We work to investigate animal related complaints, control the populations of unwanted and wild animals and educate our community about animal related laws.

GOALS & OBJECTIVES

1. To respond to animal complaints as promptly as possible.
2. To improve citizen awareness of their responsibilities as pet owners to provide food, water and shelter for their pets.
3. To decrease the possibility of a rabies outbreak by ensuring that pets are vaccinated and the wild animal population is controlled.

BUDGET HIGHLIGHTS & CHALLENGES

Shelter space for the number of animals processed through the shelters presents our greatest challenge. We seek to work with our community partners and volunteers to care for the animals and the facility. We will continue to pursue relationships with rescue groups and other organizations to find permanent homes for adoptable animals in an attempt to reduce the number of animals that must be euthanized.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Requests for Service	3,500	3,368	3,600
Animals Impounded	900	918	1,000
Animals Surrendered	1,000	1,029	1,100
Animals Euthanized	950	936	1,000
Animals Adopted	950	703	750

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Animal Services Manager	18	1	1	1
Animal Services Officer	13	2	2	2
Clerk	11	1	1	1
TOTAL		4	4	4
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 169,283	$ 159,631	$ 170,500	$ 182,845
BENEFITS	79,417	79,945	85,600	100,161
SUPPLIES & MATERIALS	32,237	32,100	31,750	31,250
M&R - LAND, STRUCTURES & STREETS	1,079	2,750	1,500	1,500
M&R - EQUIPMENT & VEHICLES	2,413	5,700	9,000	5,750
CONTRACTURAL & MISC SERVICES	24,920	23,570	21,095	22,752
TOTAL 01-43	**$ 309,350**	**$ 303,696**	**$ 319,445**	**$ 344,258**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 164,180	$ 154,631	$ 164,000	$ 177,845
8130 OVERTIME	5,086	5,000	6,500	5,000
8190 NON-CASH BENEFITS	18	-	-	-
8210 SOCIAL SECURITY CONTRIBUTIONS	10,071	9,897	10,600	11,337
8220 MEDICARE CONTRIBUTIONS	2,355	2,315	2,500	2,557
8230 RETIREMENT CONTRIBUTIONS	30,880	30,290	32,700	34,652
8240 HEALTH/LIFE INSURANCE	36,110	37,443	39,800	51,615
8301 OFFICE SUPPLIES	823	1,000	500	500
8322 CLOTHING	1,355	1,300	750	750
8336 FUEL & LUBRICANTS	9,301	9,200	9,200	9,200
8343 LAUNDRY & CLEANING SUPPLIES	3,134	3,000	3,000	2,500
8357 MEDICAL SUPPLIES	2,547	1,800	1,800	1,800
8382 UTILITY - ELECTRICAL FEES	9,246	10,000	9,000	9,000
8388 UTILITY - WATER & SEWER FEES	2,259	2,300	4,000	4,000
8399 OTHER SUPPLIES	3,573	3,500	3,500	3,500
8419 M&R - STRUCTURES	1,079	2,250	1,000	1,000
8431 M&R - GROUNDS	-	500	500	500
8557 M&R - VEHICLES	2,085	4,000	7,500	4,000
8559 M&R - OFFICE EQUIPMENT	329	500	300	300
8569 M&R - RADIOS	-	-	-	250
8577 M&R - SOFTWARE	-	1,200	1,200	1,200
8636 COMMUNICATIONS	3,221	3,750	3,300	3,300
8643 DUES	200	200	400	200
8662 PRINTING	330	600	500	500
8664 PROFESSIONAL SERVICES	13,464	13,000	10,000	10,000
8670 VEHICLE USE FEE	7,101	5,145	5,145	7,852
8684 TRAINING	418	500	1,000	600
8690 TRAVEL EXPENSES	151	375	750	300
8699 OTHER MISCELLANEOUS SERVICES	35	-	-	-
TOTAL 01-43	**$ 309,350**	**$ 303,696**	**$ 319,445**	**$ 344,258**

FIRE SERVICES SUMMARY

DEPARTMENT		DIVISION
Fire Services	0147	Public Safety

DESCRIPTION OF SERVICES

The Cleburne Fire Department strives to accomplish its mission by providing fire suppression services, emergency medical services, emergency management operations, specialized rescue services, fire prevention services, investigation of fires, and mitigation of hazardous materials incidents.

The City of Cleburne operates and maintains three (3) fire stations on a 24-hour basis, with Fire Administration offices located in the downtown district. The Fire Department is comprised of an Operations Division, an Emergency Management Division and a Fire Prevention Division.

The Operations Division performs firefighting activities, emergency medical operations, specialized rescue operations, hazardous materials operations, citizen assistance, fire education, pre-fire control inspections, maintenance of fire hydrants and all training activities necessary to become proficient in the delivery of these services.

The Emergency Management Division prepares for coordinated response and recovery activities to mitigate all disasters or large-scale incidents. These activities may involve Federal, State, County and City governmental agencies, as well as local industries and business entities.

The Fire Prevention Division investigates all fire causes; conducts fire code enforcement; coordinates fire education programs in public and private schools, industrial and commercial occupancies, institutional occupancies and day care centers; reviews all building plans for fire safety features for new and rehabilitated structures; inspects all commercial and industrial buildings for fire safety features within the City; inspects and participates in licensing of all institutional occupancies; and participates in the alleviation of substandard structures.

GOALS & OBJECTIVES

1. Develop and maintain procedures, policies, and an organizational environment that supports critical thinking, problem solving, and customer service.
2. Attract, educate, and retain a qualified workforce to provide superior fire suppression, emergency medical, hazardous materials and rescue services.
3. Maintain excellence in operations by constantly improving skills, researching technological and tactical advancements and implementing continuous quality improvement programs.
4. Provide and maintain reliable equipment necessary to perform all operations and insure safety of firefighters.
5. Establish and provide professional growth and opportunity programs for all personnel.
6. Improve building safety through plan review and code enforcement.
7. Maintain an effective fire-safety education program to educate children and adults on the hazards of fire.
8. Investigate all fires to determine cause and aggressively prosecute suspected arsonist.
9. Improve safety and reduce property loss by completing pre-fire plans on target hazards.
10. Collect, analyze and disseminate information to insure accountability and implementation of changes necessary to improve customer service.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Building fires	44	50	50
All other fires	93	100	125
Explosion/ruptures	2	5	5
Emergency medical service	3,024	3,200	3,350
Hazardous conditions	194	200	230
Service calls	381	385	450
Good intent	594	600	600
False call	196	200	215
Special incident	4	10	10
Fire code inspections	891	900	950
Building standards inspections	200	250	275
Fire investigations	137	150	150
Alarm test	15	20	20
Fixed system test	4	10	15
Sprinkler test	12	20	20
Pressure test	50	55	55
Fire drills	78	80	80
Training hours	12,814	13,200	13,000
Response time	5:16	4:15	4:30

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
COMMISSIONED OFFICERS				
Assistant Chief	N/A	2	2	2
Captains	N/A	4	4	4
Lieutenants	N/A	10	10	10
FF Engineer	N/A	12	12	12
Firefighter	N/A	24	24	24
NON-CIVIL SERVICE PERSONNEL				
Fire Chief	N/A	1	1	1
Fire Inspector	19	1	1	1
Senior Secretary	17	1	1	1
TOTAL		55	55	55

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 3,892,602	$ 4,049,389	$ 3,988,200	$ 4,265,774
BENEFITS	1,671,268	1,872,613	1,757,000	1,958,782
SUPPLIES & MATERIALS	206,751	227,900	190,025	205,900
M&R - LAND, STRUCTURES & STREETS	13,307	7,500	15,600	15,600
M&R - EQUIPMENT & VEHICLES	94,904	79,905	62,700	79,700
CONTRACTURAL & MISC SERVICES	182,278	310,553	307,453	293,318
TOTAL 01-47	**$ 6,061,110**	**$ 6,547,860**	**$ 6,320,978**	**$ 6,819,074**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 3,731,629	$ 3,887,389	$ 3,847,000	$ 4,103,774
8130 OVERTIME	158,884	160,000	139,300	160,000
8190 NON-CASH BENEFITS	2,089	2,000	1,900	2,000
8210 SOCIAL SECURITY CONTRIBUTIONS	7,671	5,485	3,200	6,021
8220 MEDICARE CONTRIBUTIONS	42,389	58,687	57,800	61,825
8230 RETIREMENT CONTRIBUTIONS	936,805	1,005,527	972,700	1,049,362
8240 HEALTH/LIFE INSURANCE	684,402	802,914	723,300	841,574
8301 OFFICE SUPPLIES	4,173	5,000	4,000	4,000
8303 AMMUNITION	-	300	-	-
8308 BOOKS & SUBSCRIPTIONS	2,255	2,900	3,000	2,500
8315 CHEMICAL SUPPLIES	4,436	1,500	4,500	2,000
8322 CLOTHING	11,809	17,500	7,500	18,000
8323 CLOTHING - PROTECTIVE	17,849	18,500	18,600	18,500
8336 FUEL & LUBRICANTS	55,201	63,500	40,000	44,000
8343 LAUNDRY & CLEANING SUPPLIES	5,252	5,000	5,000	5,000
8357 MEDICAL SUPPLIES	26,864	25,500	29,500	25,500
8364 MINOR EQUIPMENT	260	12,300	11,500	11,500
8371 PHOTOGRAPHY SUPPLIES	32	-	-	-
8382 UTILITY - ELECTRICAL FEES	35,909	38,200	36,000	38,200
8385 UTILITY - GAS FEE	6,214	8,000	6,800	8,000
8388 UTILITY - WATER & SEWER FEES	9,654	9,700	9,700	9,700
8399 OTHER SUPPLIES	26,844	20,000	13,925	19,000
8419 M&R - STRUCTURES	12,542	7,000	15,000	15,000
8431 M&R - GROUNDS	766	500	600	600
8539 M&R - INSTRUMENTS	243	10,500	500	10,500
8545 M&R - EQUIPMENT	17,270	14,000	13,000	14,000
8557 M&R - VEHICLES	65,202	44,000	38,500	43,000
8559 M&R - OFFICE EQUIPMENT	566	500	1,000	1,500
8569 M&R - RADIOS	5,212	2,000	3,500	3,500
8577 M&R - SOFTWARE	4,591	6,405	4,700	4,700
8599 M&R - OTHER EQUIPMENT	1,821	2,500	1,500	2,500
8636 COMMUNICATIONS	15,211	17,800	15,000	17,800
8643 DUES	12,630	9,925	19,725	9,925
8660 POSTAGE	1,952	2,800	2,000	2,500
8664 PROFESSIONAL SERVICES	30,571	34,000	31,800	41,150
8670 VEHICLE USE FEE	71,956	192,528	192,528	168,443
8681 SUBSTANDARD BLDG DEMOLITION	21,481	25,000	5,000	25,000
8684 TRAINING	22,378	18,000	29,300	18,000
8690 TRAVEL EXPENSES	5,780	9,000	11,100	9,000
8699 OTHER MISCELLANEOUS SERVICES	318	1,500	1,000	1,500
TOTAL 01-47	**$ 6,061,110**	**$ 6,547,860**	**$ 6,320,978**	**$ 6,819,074**

ENVIRONMENTAL HEALTH / CODE ENFORCEMENT SUMMARY

DEPARTMENT		DIVISION
Environmental Health	**0148**	**Public Works**

DESCRIPTION OF SERVICES

The Environmental Health / Code Enforcement Department is responsible for minimizing risks to public health and the local environment by the monitoring of all food establishments, temporary community events, child care centers, public schools, swimming pools, and public nuisances.

GOALS & OBJECTIVES

1. Provide for the enhancement of the quality of life within the City of Cleburne through the enforcement of State regulations and City ordinances regulating the environmental health codes.
2. Seek compliance of codes within 10 days of Notice of Violation.
3. Present for consideration, revised ordinances governing all health codes, such as nuisance abatement of junk & debris, grass & weeds, junk vehicles, grease traps, and unsanitary property conditions; and revision of the Food Establishment ordinances to address Mobile Vendors, Flea Markets, and Farmers Markets.
4. Present for consideration, the adoption of new ordinances regulating Public Swimming Pool & Spas governing all public pools and spas including apartment complexes, hotel/motels, and city municipals pools and aquatic water facilities.
5. Maintain an accurate computerized tracking system for all complaints and Health inspections for more thorough investigations and time efficient follow-ups.
6. Reduce the number of city maintained abandoned properties by working with tax attorneys toward sales.
7. Continue to improve the quality of life issues and improving residential housing stock by working with Christmas in Action, Habitat for Humanity, and Homeowner Associations who help to revitalize neighborhoods.
8. Continue to improve the sanitary conditions and esthetics of public right-of-ways and properties by working with organizations such as Keep Cleburne Beautiful, Christmas in Action, Downtown Association, Save Old Cleburne, and Buffalo Creek Association.
9. Continue to support community events by providing inspection services, coordinating educational Events, and participating in community events such as Spring Fest, Taste of Cleburne, Food Safety Classes, Christmas in Action work projects, Buffalo Creek Cleanup, Community Health Fairs, Antique Alley (twice a year), July 4th Celebration, Household Hazardous Waste Event, Electronic Recycling Event, Cinco De Mayo Celebration, Whistle Stop Christmas.

BUDGET HIGHLIGHTS & CHALLENGES

1. Revision of all Health / Code Enforcement ordinances: Staff time will be dedicated to diligently work toward revisions and review of all ordinances.
2. Coordinate the enforcement of bandit signs (i.e. garage sales, signs on medians and utility poles) with assistance from Police Department to deter placement after dark and on weekends.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Complaints:			
Appliances in yards	38	44	50
Brush / Trees	54	31	40
Building & Standard Cases	22	39	50
Day Care Complaints	0	1	1

Deteriorated Structures (fences, sheds, etc)	20	38	50
Food services	33	21	10
Graffiti	3	11	10
Grass & weed	1,682	1,846	1800
Household furniture (stored outside)	101	72	80
Illegal dumping	15	14	20
Junk vehicles	126	161	180
Miscellaneous unsanitary conditions	58	99	80
Pool complaints	4	7	5
Public Schools	0	0	0
Sewers & grease traps	6	9	14
Signs	61	221	250
Trash & Debris	393	391	400
Unsanitary conditions (sewer & misc. complaints)	72	78	80
View obstructions	24	36	40
Zoning	34	37	40
Total Complaints	**2,756**	**3,156**	**3,200**
Inspections:			
Building standards	76	90	150
Certificate of Occupancy	8	7	10
Code Enforcement Trips	8268	9468	9600
Day care	9	18	18
Food establishments	391	266	400
Foster homes	7	4	5
Plan reviews	22	11	20
Public schools	27	27	27
Public swimming pools	27	32	32
Specific use permits	34	34	34
Temporary food events	14	22	40
Total Inspections	**8,883**	**9,979**	**10,336**

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Health Inspector	22	1	1	1
Health Inspector	20	1	1	1
Code Enforcement Officer	19	1	2	1
Clerk	14	2	1	1
TOTAL		5	5	4
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 263,406	$ 272,874	$ 272,100	$ 247,154
BENEFITS	127,706	144,237	124,100	127,589
SUPPLIES & MATERIALS	6,098	5,860	7,600	8,060
M&R - EQUIPMENT & VEHICLES	282	2,200	2,550	2,650
CONTRACTURAL & MISC SERVICES	31,454	54,354	57,744	54,191
TOTAL 01-48	**$ 428,946**	**$ 479,525**	**$ 464,094**	**$ 439,644**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 263,330	$ 272,874	$ 272,000	$ 247,154
8190 NON-CASH BENEFITS	76	-	100	-
8210 SOCIAL SECURITY CONTRIBUTIONS	15,569	16,918	16,900	15,324
8220 MEDICARE CONTRIBUTIONS	3,641	3,957	4,000	3,584
8230 RETIREMENT CONTRIBUTIONS	48,052	51,778	52,200	46,827
8240 HEALTH/LIFE INSURANCE	60,444	71,584	51,000	61,854
8301 OFFICE SUPPLIES	2,882	2,800	2,500	2,500
8308 BOOKS & SUBSCRIPTIONS	164	100	100	100
8322 CLOTHING	500	500	500	500
8336 FUEL & LUBRICANTS	2,000	1,500	4,000	4,000
8364 MINOR EQUIPMENT	52	-	-	-
8399 OTHER SUPPLIES	500	960	500	960
8557 M&R - VEHICLES	282	250	500	500
8559 M&R - OFFICE EQUIPMENT	-	150	150	150
8577 M&R - SOFTWARE	-	1,800	1,900	2,000
8636 COMMUNICATIONS	4,397	4,000	4,900	4,500
8643 DUES	1,185	1,325	2,325	1,325
8660 POSTAGE	4,000	5,000	4,000	4,000
8662 PRINTING	590	300	300	300
8664 PROFESSIONAL SERVICES	15,150	35,000	35,000	35,000
8670 VEHICLE USE FEE	3,525	3,839	3,839	4,176
8684 TRAINING	1,585	2,400	3,390	2,400
8690 TRAVEL EXPENSES	996	2,390	3,890	2,390
8699 OTHER MISCELLANEOUS SERVICES	26	100	100	100
TOTAL 01-48	**$ 428,946**	**$ 479,525**	**$ 464,094**	**$ 439,644**

BOOKER T.WASHINGTON COMMUNITY AND RECREATION CENTER SUMMARY

DEPARTMENT		DIVISION
Washington Rec Center	**0150**	**Public Services - Parks**

DESCRIPTION OF SERVICES

Booker T. Washington Community and Recreation Center provides both recreational and educational opportunities to the citizens of Cleburne. The facility features a state of the art cardio room, full size basketball court, banquet hall, industrial kitchen, and classroom. All facilities are available to rent for private parties, group instruction and special events. During the year the facility offers a wide range of activities to the public that include group exercise classes, day camps, cooking and nutrition classes, and speaking engagements. The facility is located at 100 Mansfield. The main facility number is 817-556-8858.

GOALS & OBJECTIVES

The mission of Booker T. Washington Community and Recreation Center is to enrich the life of our citizens and guests by offering quality leisure and recreational services to citizens of all ages.

BUDGET HIGHLIGHTS & CHALLENGES

During the last 3 fiscal years, the recreation center continues to face steadily increasing facility use and continued reduction in budget. To continue to offer quality programming and customer service to patrons, an additional staff member is necessary.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Attendance at recreation center	22646	32000	20000
Annual passes	1418	1300	800
Facility rentals	138	125	110
Recreational classes	13	13	4
Recreational programs	24	18	8
Community events	8	35	5

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Recreation Coordinator	17	1	1	1
Recreation Aide	10	0	1	1
Custodian	10	1	1	1
TOTAL		2	3	3
Part Time		2	3	2

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 94,865	$ 134,967	$ 122,300	$ 134,173
BENEFITS	49,848	66,900	65,900	78,808
SUPPLIES & MATERIALS	32,855	43,150	33,250	33,025
M&R - LAND, STRUCTURES & STREETS	6,357	8,500	4,500	7,000
M&R - EQUIPMENT & VEHICLES	2,698	3,050	3,485	3,500
CONTRACTURAL & MISC SERVICES	4,186	8,240	5,760	6,080
MISC & SUNDRY CHARGES	975	2,000	1,500	2,000
TOTAL 01-50	**$ 191,785**	**$ 266,807**	**$ 236,695**	**$ 264,586**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 94,865	$ 134,967	$ 122,000	$ 134,173
8130 OVERTIME	-	-	300	-
8210 SOCIAL SECURITY CONTRIBUTIONS	5,575	8,368	7,600	8,319
8220 MEDICARE CONTRIBUTIONS	1,304	1,957	1,800	1,875
8230 RETIREMENT CONTRIBUTIONS	17,312	25,610	23,300	25,428
8240 HEALTH/LIFE INSURANCE	25,657	30,965	33,200	43,186
8301 OFFICE SUPPLIES	499	1,000	500	500
8308 BOOKS & SUBSCRIPTIONS	96	250	100	325
8322 CLOTHING	470	600	500	500
8343 LAUNDRY & CLEANING SUPPLIES	2,098	3,500	2,000	2,000
8357 MEDICAL SUPPLIES	100	250	250	250
8364 MINOR EQUIPMENT	1,271	5,000	1,200	-
8382 UTILITY - ELECTRICAL FEES	19,446	19,200	19,200	19,200
8385 UTILITY - GAS FEE	643	750	500	750
8388 UTILITY - WATER & SEWER FEES	5,915	7,600	6,000	6,500
8399 OTHER SUPPLIES	2,318	5,000	3,000	3,000
8419 M&R - STRUCTURES	5,834	7,500	4,000	6,000
8431 M&R - GROUNDS	523	1,000	500	1,000
8545 M&R - EQUIPMENT	-	-	585	1,200
8559 M&R - OFFICE EQUIPMENT	1,942	2,500	2,200	1,500
8577 M&R - SOFTWARE	756	550	700	800
8608 ADVERTISING	100	1,000	-	500
8636 COMMUNICATIONS	2,002	2,500	1,500	1,500
8643 DUES	-	80	160	80
8660 POSTAGE	15	50	-	-
8662 PRINTING	24	500	-	500
8664 PROFESSIONAL SERVICES	1,619	1,600	2,500	2,500
8672 RENTAL OF EQUIPMENT	-	1,000	500	500
8684 TRAINING	-	150	-	-
8690 TRAVEL EXPENSES	426	1,360	1,100	500
8727 COST OF SALES	975	2,000	1,500	2,000
TOTAL 01-50	**$ 191,785**	**$ 266,807**	**$ 236,695**	**$ 264,586**

CEMETERY SUMMARY

DEPARTMENT		DIVISION
Cemetery	0152	Public Services - Community

DESCRIPTION OF SERVICES

The goals of the cemetery staff are to maintain the property in a professional and quality manner, within the boundaries of the City of Cleburne ordinances governing the cemetery properties. The staff will provide quality services to the citizens of Cleburne for all interments. These services are provided Monday through Saturday, from 8 a.m. to 5 p.m. The office hours are 10 a.m. to 5 p.m., Monday through Friday. The cemetery phone number is 817-556-0954.

GOALS & OBJECTIVES

1. Mow and trim 100 acre cemetery during growing season as often as needed to maintain manicured look. Staff will maintain trees and shrubs as needed during the winter months.
2. Staff will apply herbicides as needed to eliminate as much hand trimming as possible.
3. Office staff will sell cemetery lots, prepare deeds, update burial records, research burial information for customers, make deposits, and prepare reports for management and city council as requested.

BUDGET HIGHLIGHTS & CHALLENGES

The Cemetery services will change in FY 2013-2014. All maintenance personnel will be reassigned to parks. Park personnel will provide all services in maintenance of the cemetery including mowing, weed eating, tree trimming and upkeep of all grave sites. The city will no longer provide opening and closing services. No longer will the city provide any set up services including placement of tents, lowering devices and chairs. This service will be provided by a third party through local funeral homes. There are still major issues facing the cemetery. Several streets have suffered weather damage and need resurfacing. There is an invasive grass species that has entered the property. This grass sends up an unattractive seed head every three to four days and increases the mowing rounds significantly. A plan should be addressed to eliminate this species and reseed with a species more suited for everyday maintenance.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Interments opened	200	175	-
Spaces sold	100	-	100

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Manager	17	1	0	0
Clerk	11	1	0	1
Light Equipment Operator	11	2	2	0
Maintenance Worker	10	3	3	0
TOTAL		7	5	1
Part Time		0	1	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 166,298	$ 192,231	$ 189,000	$ 31,158
BENEFITS	99,013	109,017	101,300	16,557
SUPPLIES & MATERIALS	28,963	30,700	23,250	2,350
M&R - LAND, STRUCTURES & STREETS	8,769	5,800	6,250	200
M&R - EQUIPMENT & VEHICLES	12,468	11,400	20,100	700
CONTRACTURAL & MISC SERVICES	22,766	18,469	19,453	1,650
TOTAL 01-52	**$ 338,276**	**$ 367,617**	**$ 359,353**	**$ 52,615**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 165,190	$ 188,631	$ 189,000	$ 30,058
8130 OVERTIME	1,097	2,500	-	-
8190 NON-CASH BENEFITS	10	1,100	-	1,100
8210 SOCIAL SECURITY CONTRIBUTIONS	9,755	11,850	11,700	1,796
8220 MEDICARE CONTRIBUTIONS	2,281	2,771	2,800	420
8230 RETIREMENT CONTRIBUTIONS	30,276	36,267	36,300	5,696
8240 HEALTH/LIFE INSURANCE	56,701	58,129	50,500	8,645
8301 OFFICE SUPPLIES	1,144	1,000	750	500
8308 BOOKS & SUBSCRIPTIONS	96	100	100	-
8315 CHEMICAL SUPPLIES	1,043	4,000	1,500	-
8322 CLOTHING	1,896	2,500	1,800	-
8336 FUEL & LUBRICANTS	12,602	13,300	12,000	-
8343 LAUNDRY & CLEANING SUPPLIES	315	500	300	-
8357 MEDICAL SUPPLIES	81	100	100	-
8364 MINOR EQUIPMENT	4,173	-	-	-
8382 UTILITY - ELECTRICAL FEES	2,857	3,500	2,600	900
8385 UTILITY - GAS FEE	1,043	2,400	1,000	300
8388 UTILITY - WATER & SEWER FEES	1,921	2,300	1,900	650
8399 OTHER SUPPLIES	1,791	1,000	1,200	-
8419 M&R - STRUCTURES	1,180	1,800	850	200
8431 M&R - GROUNDS	7,590	4,000	5,400	-
8545 M&R - EQUIPMENT	6,078	3,600	7,500	-
8557 M&R - VEHICLES	6,041	7,000	12,000	-
8559 M&R - OFFICE EQUIPMENT	-	400	200	300
8577 M&R - SOFTWARE	349	400	400	400
8636 COMMUNICATIONS	2,389	2,600	2,600	800
8643 DUES	-	111	255	-
8660 POSTAGE	210	250	250	250
8664 PROFESSIONAL SERVICES	258	400	400	400
8670 VEHICLE USE FEE	19,333	14,803	14,803	-
8684 TRAINING	395	105	645	-
8690 TRAVEL EXPENSES	180	200	500	200
TOTAL 01-52	**$ 338,276**	**$ 367,617**	**$ 359,353**	**$ 52,615**

PARKS & RECREATION SUMMARY

DEPARTMENT		DIVISION
Parks & Recreation	**0153**	**Public Services - Parks**

DESCRIPTION OF SERVICES

The Parks and Recreation department strives to maintain all parks, municipal buildings, athletic fields, medians, and various other municipal properties in an attractive manner. This department is responsible for maintaining approximately 415 acres of park and municipal land. Some of the operations within this department include: mowing, weeding, irrigation repair, fertilization, pesticide applications, tree planting and trimming, garbage collection, and the cleaning of all restroom facilities.

GOALS & OBJECTIVES

1. To provide the community with quality, well-maintained areas for recreational opportunities.
2. To begin walking / bike trail at Byron Stewart Park with TPWD grant.
3. To maintain attractive, clean, and safe parks, playgrounds, lake areas, and athletic fields in a cost efficient manner.
4. Continue to make park improvements such as more picnic tables and grills to enhance the park setting.
5. Continue to minimize overtime and compensatory time accruals by using flexible scheduling, and continuation of employee cross-training program.

BUDGET HIGHLIGHTS & CHALLENGES

The Parks and Recreations department continues to struggle with the challenge of having more acreage to maintain, while having fewer maintenance positions due to budget constraints. To help combat this challenge, an employee cross-training program has been implemented to assist with labor and knowledge sharing across departmental lines.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Hours spent maintaining and mowing municipal buildings and landscapes	3,000	3,000	3,000
Hours spent mowing and trimming grass	12,250	12,500	12,500
Hours spent collecting litter and cleaning restrooms	1,800	2,000	2,200
Hours spent working outside of department	2,000	3,000	3,200

PERSONNEL SCHEDULE

Personnel	PAY GRADE	2011-2012	2012-2013	2013-2014
Director Public/Development Services	N/A	1	1	1
Parks & Recreation Manager	25	1	1	0
Secretary	17	1	1	1
Crew Leader	15	1	1	1
Horticulture Specialist	12	1	1	0.5
Light Equipment Operator	11	1	1	0
Maintenance Worker	10	2	2	7
TOTAL		8	8	10
Part Time		4	4	1

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 377,440	$ 420,393	$ 409,500	$ 442,152
BENEFITS	166,631	187,525	166,100	210,993
SUPPLIES & MATERIALS	162,340	179,050	169,050	178,150
M&R - LAND, STRUCTURES & STREETS	20,418	47,500	34,500	35,000
M&R - EQUIPMENT & VEHICLES	46,589	22,200	22,200	24,450
CONTRACTURAL & MISC SERVICES	70,153	91,384	72,988	49,278
CAPITAL	45,000	-	-	-
TOTAL 01-53	**$ 888,571**	**$ 948,052**	**$ 874,338**	**$ 940,023**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 373,593	$ 417,693	$ 403,000	$ 439,452
8130 OVERTIME	3,661	2,000	6,100	2,000
8190 NON-CASH BENEFITS	186	700	400	700
8210 SOCIAL SECURITY CONTRIBUTIONS	22,732	26,021	25,400	27,370
8220 MEDICARE CONTRIBUTIONS	5,316	6,086	6,000	6,401
8230 RETIREMENT CONTRIBUTIONS	66,815	73,568	78,500	83,661
8240 HEALTH/LIFE INSURANCE	71,768	81,850	56,200	93,561
8301 OFFICE SUPPLIES	2,399	1,500	1,750	1,500
8308 BOOKS & SUBSCRIPTIONS	96	150	200	150
8315 CHEMICAL SUPPLIES	1,551	6,000	6,000	7,500
8322 CLOTHING	2,000	4,300	2,000	2,300
8336 FUEL & LUBRICANTS	25,514	29,500	25,000	32,500
8343 LAUNDRY & CLEANING SUPPLIES	4,048	5,000	5,500	5,500
8364 MINOR EQUIPMENT	-	2,500	-	-
8382 UTILITY - ELECTRICAL FEES	40,000	42,100	42,100	42,100
8385 UTILITY - GAS FEE	1,500	2,000	1,700	1,800
8388 UTILITY - WATER & SEWER FEES	82,800	82,800	82,800	82,800
8399 OTHER SUPPLIES	2,432	3,200	2,000	2,000
8419 M&R - STRUCTURES	2,586	7,000	7,000	7,000
8431 M&R - GROUNDS	17,808	40,000	27,000	28,000
8479 M&R - WALKS & FENCES	24	500	500	-
8545 M&R - EQUIPMENT	11,197	8,000	8,000	9,500
8557 M&R - VEHICLES	35,189	14,000	14,000	14,750
8559 M&R - OFFICE EQUIPMENT	202	200	200	200
8636 COMMUNICATIONS	6,012	6,200	6,000	6,000
8643 DUES	432	441	950	441
8660 POSTAGE	182	50	-	-
8664 PROFESSIONAL SERVICES	200	3,000	3,000	-
8670 VEHICLE USE FEE	54,198	54,488	54,488	33,432
8672 RENTAL OF EQUIPMENT	6,657	25,000	4,400	4,400
8684 TRAINING	455	255	700	255
8690 TRAVEL EXPENSES	1,938	1,950	3,450	4,750
8699 OTHER SERVICES	80	-	-	-
8950 CAPITAL - VEHICLES	45,000	-	-	-
TOTAL 01-53	**$ 888,571**	**$ 948,052**	**$ 874,338**	**$ 940,023**

GOLF SUMMARY

DEPARTMENT		DIVISION
Golf Course	0155	Public Services - Parks

DESCRIPTION OF SERVICES

Cleburne Golf Links is an 18 hole championship facility designed to give you that Scottish link style of golf. We are prepared to handle large tournaments as well as play for an individual round of golf. Lessons are available by appointment and several clinics are scheduled throughout the year. The Clubhouse provides you with a deck with a great view where you can have an award winning burger form the grill.

GOALS & OBJECTIVES

Our goal is to increase our revenue to meet our expenses without cutting our service to the consumer. We need to find ways to make the course a little more player friendly and continue with the outstanding maintenance program that we have.

BUDGET HIGHLIGHTS & CHALLENGES

We have streamlined our staff as tight as it can be without giving up the service that should be given at a course of our caliber. Going from 14 full time employees to 8 and from 17 part time to 8 has of course reduced our expenses. We are also putting forth effort to promote the game of golf to new player's byways of lessons, group clinics, tournaments etc. Our challenge will always be to find new players and continue to grow the game of golf. As we see Cleburne grow with the help of the new toll road our challenges will be easier to meet with the signs of more rooftops.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Rounds of golf played	28,000	28,000	26,500

PERSONNEL SCHEDULE

Full Time	PAY GRADE	2011-2012	2012-2013	2013-2014
Golf Course Manager	25	1	1	1
Assistant Green Manager	18	1	1	1
Maintenance Technician	17	1	1	1
Irrigation Technician	12	1	1	1
Pro Shop Coordinator	11	1	0	0
Pro Shop Clerk	10	0	1	1
Maintenance Worker	10	3	2	2
Food & Beverage Crewleader	15	1	1	1
TOTAL		9	8	8
Part Time		7	8	8

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 374,949	$ 365,186	$ 337,000	$ 445,637
BENEFITS	145,411	154,458	142,200	184,974
SUPPLIES & MATERIALS	151,449	146,400	138,400	138,800
M&R - LAND, STRUCTURES & STREETS	51,310	27,000	26,500	26,500
M&R - EQUIPMENT & VEHICLES	26,836	12,250	17,250	13,250
CONTRACTURAL & MISC SERVICES	253,903	227,265	231,883	213,080
MISC & SUNDRY CHARGES	82,693	115,600	114,100	114,100
CAPITAL OUTLAY - EQUIPMENT	15,000	-	6,500	-
TOTAL 01-55	**$ 1,101,550**	**$ 1,048,159**	**$ 1,013,833**	**$ 1,136,341**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 369,552	$ 358,086	$ 337,000	$ 438,537
8130 OVERTIME	5,375	7,000	-	7,000
8190 NON-CASH BENEFITS	22	100	-	100
8210 SOCIAL SECURITY CONTRIBUTIONS	23,590	22,635	21,400	27,623
8220 MEDICARE CONTRIBUTIONS	5,517	5,294	5,000	6,460
8230 RETIREMENT CONTRIBUTIONS	63,379	64,673	66,100	80,693
8240 HEALTH/LIFE INSURANCE	52,924	61,856	49,700	70,198
8301 OFFICE SUPPLIES	1,331	1,600	1,600	1,600
8315 CHEMICAL SUPPLIES	50,000	45,000	45,000	45,000
8322 CLOTHING	3,326	4,000	4,000	3,500
8336 FUEL & LUBRICANTS	13,021	12,500	12,000	12,500
8343 LAUNDRY & CLEANING SUPPLIES	4,598	5,000	5,000	5,000
8357 MEDICAL SUPPLIES	-	100	-	-
8364 MINOR EQUIPMENT	5,000	5,000	-	-
8382 UTILITY - ELECTRICAL FEES	61,277	58,000	58,000	58,000
8385 UTILITY - GAS FEE	6,696	6,200	5,800	6,200
8388 UTILITY - WATER & SEWER FEES	3,092	4,000	4,000	4,000
8399 OTHER SUPPLIES	3,108	5,000	3,000	3,000
8419 M&R - STRUCTURES	12,359	10,000	10,000	10,000
8431 M&R - GROUNDS	36,845	16,000	16,000	16,000
8479 M&R - WALKS & FENCES	2,106	1,000	500	500
8545 M&R - EQUIPMENT	20,751	11,000	15,000	11,000
8557 M&R - VEHICLES	5,000	500	1,500	1,500
8559 M&R - OFFICE EQUIPMENT	1,085	750	750	750
8636 COMMUNICATIONS	8,000	6,000	6,000	6,000
8643 DUES	2,000	1,042	1,700	1,077
8652 FEES & PERMITS	-	-	7,500	-
8664 PROFESSIONAL SERVICES	21,488	21,000	17,000	17,000
8670 VEHICLE USE FEE	18,874	8,533	8,533	15,813
8672 RENTAL OF EQUIPMENT	203,050	188,000	188,000	170,500
8684 TRAINING	190	440	1,600	440
8690 TRAVEL EXPENSES	12	1,250	550	1,250
8699 OTHER MISCELLANEOUS SERVICES	289	1,000	1,000	1,000
8727 COST OF SALES	52,588	48,000	48,000	48,000
8728 COST OF SALES – GOLF PRO SHOP	15,920	47,600	48,600	48,600
8729 COST OF SALES – GOLF LIQUOR	14,185	20,000	17,500	17,500
8930 CAPITAL-EQUIPMENT	15,000	-	6,500	-
TOTAL 01-55	**$ 1,101,550**	**$ 1,048,159**	**$ 1,013,833**	**$ 1,136,341**

MUNICIPAL SWIMMING POOL SUMMARY

DEPARTMENT		DIVISION
Municipal Swimming Pool	**0156**	**Public Services - Parks**

DESCRIPTION OF SERVICES

The Municipal Swimming Pools department is established to operate the Splash Station. Hours of operation differ in order to support year round swimming and special programs. Residents and nonresidents can purchase an annual pass, season pass, or pay a daily admission fee. The facility has an interactive play feature, two 120 foot water slides, a lazy river, and two squirting animal features, which are in the leisure pool. In the competition pool, there is a diving board, two-sided climbing wall, and 2 lap lanes for afternoon fit swim. Splash Station also offers a large pavilion, gift shop, concession stand, and an abundance of shade. The facility is located at 1010 Hillsboro Street. The main facility number is 817-556-6259.

GOALS AND OBJECTIVES

The goal of Splash Station is to enhance the quality of life for our citizens and visitors by providing a safe and healthy, family oriented environment.

1. Provide a fantastic and fun environment for all patrons.
2. Conduct ongoing training for all employees concerning safety of patrons.
3. Regularly clean and sanitize facility for patrons.
4. Conduct regular and preventative maintenance for aquatic facility in an efficient and effective manner.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Attendance at water facilities	43,554	44,137	43,554
Number of passes issued (summer and annual)	789	875	900
Number of party rentals	118	89	128
Number of summer swim lessons	119	141	175
Number of winter swim lessons	0	8	10
Number of summer classes	7	7	10
Number of winter classes	2	2	2

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Aquatics Coordinator	17	1	1	1
Clerk	10	1	1	1
TOTAL		2	2	2
Part Time				
Year Round Lifeguard		1	1	1
TOTAL		1	1	1
Seasonal				
Lifeguard		61	61	60
Office Assistant		2	2	2
Facility Attendent		1	1	1
Customer Attendant		34	34	34
TOTAL		98	98	97
TOTAL FULL TIME, PART TIME AND SEASONAL		101	101	100

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 302,919	$ 363,346	$ 360,000	$ 368,909
BENEFITS	48,496	62,898	55,700	61,963
SUPPLIES & MATERIALS	173,320	212,157	177,700	168,100
M&R - LAND, STRUCTURES & STREETS	45,221	102,700	77,800	12,800
M&R - EQUIPMENT & VEHICLES	24,039	16,200	18,700	16,700
CONTRACTURAL & MISC SERVICES	16,339	21,180	24,035	21,530
MISC & SUNDRY CHARGES	42,071	55,000	45,000	50,000
CAPITAL OUTLAY - EQUIPMENT	-	-	9,100	-
TOTAL 01-56	**$ 652,406**	**$ 833,481**	**$ 768,035**	**$ 700,002**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 302,191	$ 361,346	$ 360,000	$ 366,909
8130 OVERTIME	722	2,000	-	2,000
8190 NON-CASH BENEFITS	5			
8210 SOCIAL SECURITY CONTRIBUTIONS	18,665	22,527	22,500	22,873
8220 MEDICARE CONTRIBUTIONS	4,366	5,269	5,300	5,305
8230 RETIREMENT CONTRIBUTIONS	13,841	15,317	15,000	16,353
8240 HEALTH/LIFE INSURANCE	11,626	19,785	12,900	17,432
8301 OFFICE SUPPLIES	2,794	3,000	3,000	3,000
8308 BOOKS & SUBSCRIPTIONS	-	-	300	300
8315 CHEMICAL SUPPLIES	35,786	48,000	38,000	38,000
8322 CLOTHING	3,127	4,000	3,200	3,200
8343 LAUNDRY & CLEANING SUPPLIES	1,578	3,000	3,000	3,000
8357 MEDICAL SUPPLIES	1,846	1,500	1,600	1,600
8364 MINOR EQUIPMENT	2,678	18,657	9,600	-
8382 UTILITY - ELECTRICAL FEES	43,514	59,100	48,000	48,000
8385 UTILITY - GAS FEE	15,528	22,800	16,000	16,000
8388 UTILITY - WATER & SEWER FEES	61,854	47,100	50,000	50,000
8399 OTHER SUPPLIES	4,616	5,000	5,000	5,000
8419 M&R - STRUCTURES	37,444	89,000	70,000	5,000
8431 M&R - GROUNDS	7,776	12,700	6,800	6,800
8479 M&R - WALKS & FENCES	-	1,000	1,000	1,000
8545 M&R - EQUIPMENT	13,458	10,000	12,000	10,000
8559 M&R - OFFICE EQUIPMENT	5,387	1,200	1,200	1,200
8577 M&R - SOFTWARE	5,195	5,000	5,500	5,500
8608 ADVERTISING	905	1,800	1,800	1,800
8636 COMMUNICATIONS	4,372	5,000	4,500	4,500
8643 DUES	-	160	260	160
8660 POSTAGE	65	200	-	-
8662 PRINTING	1,919	2,000	2,000	2,000
8664 PROFESSIONAL SERVICES	4,610	4,500	4,500	4,500
8672 RENTAL OF EQUIPMENT	493	2,500	2,500	2,500
8684 TRAINING	2,404	2,820	3,550	3,670
8690 TRAVEL EXPENSES	1,226	1,700	4,425	1,900
8699 OTHER MISCELLANEOUS SERVICES	345	500	500	500
8727 COST OF SALES	42,082	55,000	45,000	50,000
8780 RECEIPTS (OVER/SHORT)	(11)	-	-	-
8990 CAPITAL - OTHER EXPENDITURES	-	-	9,100	-
TOTAL 01-56	**$ 652,406**	**$ 833,481**	**$ 768,035**	**$ 700,002**

SPORTS COMPLEX SUMMARY

DEPARTMENT		DIVISION
Sports Complex	**0157**	**Public Services-Parks**

DESCRIPTION OF SERVICES

The Cleburne Sports Complex offers high quality sports and recreational facilities for children and youth throughout Cleburne and beyond. This facility offers 20 soccer, 7 baseball/softball, 2 football fields, and a sod nursery, and is served by 4 restrooms and concession buildings. The irrigation system has over 2,000 sprinkler heads, and uses reclaimed water for all irrigation purposes. The sports complex is open 6-7 days a week, and often has 40-45 hours of scheduled night and weekend activities each week.

GOALS & OBJECTIVES

1. Develop working agreements with various sports organizations
2. Maintain facilities at a high level, while being financially responsible
3. Review of departmental expenditures and general ledger each month
4. Continue to minimize overtime and compensatory time accruals by using flexible scheduling

BUDGET HIGHLIGHTS & CHALLENGES

The sports complex has been under budget approximately $450,000 over the last 4 years. This department continues to use flexible scheduling to minimize overtime throughout the year. The sports complex will continue to provide revenue and economic impact opportunities for our community because of the various activities scheduled.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Numbers of individuals participating in events	3,500	3,800	3,800
Number of events hosted	20	20	20
Number of tournaments stimulating economic impact	20	25	25

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Maintenance Superintendent	26	1	0	1
Crew Leader	15	0	1	1
Maintenance Workers	10	5	5	5
TOTAL		6	6	7
Part Time		5	5	1

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 209,400	$ 273,487	$ 273,000	$ 267,749
BENEFITS	99,387	126,236	137,300	146,568
SUPPLIES & MATERIALS	94,498	117,500	106,000	100,200
M&R - LAND, STRUCTURES & STREETS	54,165	48,900	45,000	45,000
M&R - EQUIPMENT & VEHICLES	12,095	11,700	11,700	12,700
CONTRACTURAL & MISC SERVICES	57,650	44,324	9,457	8,624
TOTAL 01-57	**$ 527,195**	**$ 622,147**	**$ 582,457**	**$ 580,841**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 200,940	$ 268,487	$ 268,000	$ 262,749
8130 OVERTIME	8,456	5,000	5,000	5,000
8190 NON-CASH BENEFITS	4	-	-	-
8210 SOCIAL SECURITY CONTRIBUTIONS	12,649	16,956	17,000	16,600
8220 MEDICARE CONTRIBUTIONS	2,958	3,966	4,000	3,882
8230 RETIREMENT CONTRIBUTIONS	38,335	45,826	52,500	50,744
8240 HEALTH/LIFE INSURANCE	45,444	59,488	63,800	75,342
8301 OFFICE SUPPLIES	39	300	-	-
8315 CHEMICAL SUPPLIES	8,796	12,500	12,500	12,500
8322 CLOTHING	2,134	2,500	2,500	1,900
8336 FUEL & LUBRICANTS	11,789	10,600	8,500	8,500
8343 LAUNDRY & CLEANING SUPPLIES	2,644	3,500	3,000	3,000
8364 MINOR EQUIPMENT	3,295	16,200	5,200	-
8382 UTILITY - ELECTRICAL FEES	56,498	65,100	65,000	65,000
8388 UTILITY - WATER & SEWER FEES	8,218	6,300	8,800	8,800
8399 OTHER SUPPLIES	1,084	500	500	500
8419 M&R - STRUCTURES	3,675	5,500	4,000	4,000
8431 M&R - GROUNDS	49,500	42,400	40,000	40,000
8479 M&R - WALKS & FENCES	990	1,000	1,000	1,000
8545 M&R - EQUIPMENT	10,720	9,700	9,700	10,700
8557 M&R - VEHICLES	1,375	2,000	2,000	2,000
8636 COMMUNICATIONS	2,136	2,500	2,800	2,800
8643 DUES	12	174	187	174
8672 RENTAL OF EQUIPMENT	54,684	40,000	4,000	4,000
8684 TRAINING	420	450	870	450
8690 TRAVEL EXPENSES	398	1,200	1,600	1,200
TOTAL 01-57	**$ 527,195**	**$ 622,147**	**$ 582,457**	**$ 580,841**

BUILDING MAINTENANCE SUMMARY

DEPARTMENT		DIVISION
Building Maintenance	**0161**	**Public Services - Community**

DESCRIPTION OF SERVICES

The building services department provides daily support for maintenance for all city owned facilities. The staff also performs daily and weekly cleaning at several city facilities. Along with maintaining city facilities, this department also maintains the A/C unit at each location. These units are washed and cleaned every month. The department uses a computer work order system to input when items need attention at facilities. This eliminates the need to call our staff and allow them the ability to respond to higher priority items first and lower priority items when they are available.

GOALS & OBJECTIVES

1. To provide a safe and clean work environment for all employees and citizens that utilize city facilities.

BUDGET HIGHLIGHTS & CHALLENGES

While maintaining many city facilities and A/C units can be a challenge, having a preventative maintenance program in place can help reduce the amount of costly repairs. Budgeting for costly and unexpected repairs can be hard to foresee, but through monitoring items monthly can help keep the costs to a minimum.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Number of city buildings and facilities requiring maintenance	27	27	27
Maintenance requests	289	295	295

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Facilities Supervisor	17	1	1	0
Crewleader	15	0	1	1
Custodian	10	2	2	2
TOTAL		3	4	3
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 102,969	$ 147,906	$ 108,000	$ 119,968
BENEFITS	57,933	76,228	57,200	65,186
SUPPLIES & MATERIALS	123,492	140,280	124,700	135,200
M&R - LAND, STRUCTURES & STREETS	128,650	200,750	157,500	201,500
M&R - EQUIPMENT & VEHICLES	1,314	6,000	9,000	4,000
CONTRACTURAL & MISC SERVICES	5,893	4,950	4,800	5,772
TOTAL 01-61	**$ 420,252**	**$ 576,114**	**$ 461,200**	**$ 531,626**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 102,969	$ 143,906	$ 108,000	$ 117,968
8130 OVERTIME	-	4,000	-	2,000
8210 SOCIAL SECURITY CONTRIBUTIONS	7,294	9,046	6,800	7,438
8220 MEDICARE CONTRIBUTIONS	1,706	2,116	1,600	1,678
8230 RETIREMENT CONTRIBUTIONS	22,047	27,686	21,100	22,736
8240 HEALTH/LIFE INSURANCE	26,886	37,380	27,700	33,334
8322 CLOTHING	2,099	2,100	2,100	1,400
8336 FUEL & LUBRICANTS	5,018	4,900	3,600	3,900
8343 LAUNDRY & CLEANING SUPPLIES	14,366	18,000	14,500	14,500
8364 MINOR EQUIPMENT	-	1,280	-	-
8382 UTILITY - ELECTRICAL FEES	81,466	92,300	81,700	92,300
8385 UTILITY - GAS FEE	1,327	1,600	1,300	1,600
8388 UTILITY - WATER & SEWER FEES	18,735	18,600	20,000	20,000
8399 OTHER SUPPLIES	481	1,500	1,500	1,500
8419 M&R - STRUCTURES	128,369	200,000	150,000	200,000
8431 M&R - GROUNDS	281	750	7,500	1,500
8545 M&R - EQUIPMENT	522	3,000	1,000	1,000
8557 M&R - VEHICLES	792	3,000	8,000	3,000
8636 COMMUNICATIONS	1,177	2,200	2,000	2,000
8670 VEHICLE USE FEE	4,516	2,500	2,500	3,772
8672 RENTAL OF EQUIPMENT	200	-	-	-
8684 TRAINING	-	-	250	-
8690 TRAVEL EXPENSES	-	250	50	-
TOTAL 01-61	**$ 420,252**	**$ 576,114**	**$ 461,200**	**$ 531,626**

CLEBURNE CONFERENCE CENTER SUMMARY

DEPARTMENT		DIVISION
Civic Center	0162	Public Services-Community

DESCRIPTION OF SERVICES

Economic Development is charged with oversight and management of the Cleburne Conference Center operations which is handled under contract with Cleburne Chamber of Commerce. Cleburne Conference Center and Cleburne Performing Arts Center were enlarged and renovated in order to offer citizens and businesses a nice place to meet and conduct business for personal, civic, professional, political and cultural events by performing arts groups. These activities are subject to paying certain fees as approved by the City Council to cover the maintenance and operating costs of the facility. This department also oversees operations and scheduling for the Cleburne Senior Citizen Center which offers certain services, activities and facilities for use by the over age 55 segment of the community.

GOALS & OBJECTIVES

1. Attract events to the Cleburne Conference Center that will bring entertainment, events and cultural activities that will benefit the citizens of Cleburne.
2. Provide an attractive facility for local civic and not-for profit organizations to meet and hold their meetings and events throughout the year.
3. Operate and maintain the facility so it will be clean and attractive for local citizens and outside visitors when they come to Cleburne to use the Cleburne Conference Center or attend an activity in the Cleburne Performing Arts Center.
4. Provide a meeting place which is clean and attract for senior activities in the community.

BUDGET HIGHLIGHTS & CHALLENGES

Manage the maintenance and operating budget to make the best use of the city funds allocated while keeping these facilities maintained and functional. Utility fees are a large part of the budget and they increase with increase in usage of the conference center and Senior Citizen Center. The Cleburne area has three new competing facilities with fourth facility coming becoming available at the end of 2013 that are privately owned locally and located in surrounding areas near Cleburne that have similar type facilities. Cleburne's local hotels and restaurants are directly impacted by use of these facilities but negatively impacted if events use facilities in other nearby cities.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Annual number of reservations	1,500	1,700	1,400
Annual rental revenue generated	$180,000	$190,000	$140,000

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SUPPLIES & MATERIALS	$ 99,877	$ 103,270	$ 97,150	$ 100,100
M&R - LAND, STRUCTURES & STREETS	12,364	17,360	2,500	11,000
M&R - EQUIPMENT & VEHICLES	14,120	7,700	8,300	9,000
CONTRACTURAL & MISC SERVICES	202,615	215,950	213,300	221,800
TOTAL 01-62	**$ 328,976**	**$ 344,280**	**$ 321,250**	**$ 341,900**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8301 OFFICE SUPPLIES	$ 1,339	$ 500	$ 500	$ 500
8343 LAUNDRY & CLEANING SUPPLIES	495	1,260	250	500
8357 MEDICAL SUPPLIES	-	150	-	-
8364 MINOR EQUIPMENT	3,310	-	-	-
8382 UTILITY - ELECTRICAL FEES	65,922	68,800	65,000	68,800
8385 UTILITY - GAS FEE	4,485	5,800	9,400	9,800
8388 UTILITY - WATER & SEWER FEES	20,809	22,600	18,000	20,000
8399 OTHER SUPPLIES	3,517	4,160	4,000	500
8419 M&R - STRUCTURES	11,741	16,000	2,000	10,000
8431 M&R - GROUNDS	622	1,360	500	1,000
8545 M&R - EQUIPMENT	5,628	4,200	4,000	4,000
8577 M&R - SOFTWARE	3,463	3,500	4,300	5,000
8581 M&R - TEMPERATURE CONTROL	5,030	-	-	-
8636 COMMUNICATIONS	3,318	4,300	2,800	2,800
8660 POSTAGE	-	150	-	-
8664 PROFESSIONAL SERVICES	198,695	210,000	210,000	218,500
8699 OTHER MISCELLANEOUS SERVICES	602	1,500	500	500
TOTAL 01-62	**$ 328,976**	**$ 344,280**	**$ 321,250**	**$ 341,900**

LIBRARY SUMMARY

DEPARTMENT		DIVISION
Library	0163	Public Services-Community

DESCRIPTION OF SERVICES

The library meets citizen's informational and recreational needs, thru a variety of formats. These include print, audio, and electronic. We provide programming for children, teens and adults throughout the year. These programs are designed to teach early literacy skills, encourage learning, and promote a love of reading. The library also allows citizens free use of computers and Internet searching. Instructional classes on computer proficiencies and job searching are taught by staff.

GOALS & OBJECTIVES

1. The library will provide quality customer service, efficient library operations, and an inviting environment.
2. Patrons will enjoy an optimal level of access to electronic information and technology.
3. Collection will reflect community needs and have materials for all ages and in multiple formats.
4. Develop partnerships with community agencies and schools.

BUDGET HIGHLIGHTS & CHALLENGES

Library materials in print, audio, and electronic formats continue to increase, while funding remains the same. This poses a challenge of how funds should be allocated to each format while still providing an adequate supply of materials. Library visits are increasing each year, placing more demands on library staff. Weekend library hours should be increased to allow commuters and working individuals more time to access the library.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Circulation	154,019	125,000	128,000
Library visits	129,936	131,000	132,000
Program attendance	5,367	6,440	6,900
Registrations	1,718	1,710	1,750

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Library Manager	30	1	1	1
Associate Librarian	18	1	1	1
Library Assistant	12	4	4	4
TOTAL		6	6	6
Part Time		1	1	1

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 258,647	$ 272,338	$ 269,100	$ 295,048
BENEFITS	112,720	124,167	122,400	131,672
SUPPLIES & MATERIALS	17,132	22,450	17,150	14,950
M&R - LAND, STRUCTURES & STREETS	-	-	-	2,400
M&R - EQUIPMENT & VEHICLES	15,986	15,700	7,400	15,300
CONTRACTURAL & MISC SERVICES	25,168	28,025	27,305	27,425
CAPITAL OUTLAY - EQUIPMENT	33,239	31,500	31,500	31,500
TOTAL 01-63	**$ 462,892**	**$ 494,180**	**$ 474,855**	**$ 518,295**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 258,600	$ 272,238	$ 269,000	$ 294,948
8130 OVERTIME	-	100	-	100
8190 NON-CASH BENEFITS	47	-	100	-
8210 SOCIAL SECURITY CONTRIBUTIONS	15,165	16,885	16,700	18,293
8220 MEDICARE CONTRIBUTIONS	3,547	3,949	3,900	4,278
8230 RETIREMENT CONTRIBUTIONS	47,194	51,676	51,700	55,915
8240 HEALTH/LIFE INSURANCE	46,814	51,657	50,100	53,186
8301 OFFICE SUPPLIES	8,463	10,000	8,000	10,000
8322 CLOTHING	348	350	350	350
8350 LIBRARY PERIODICALS	5,070	5,500	5,500	-
8364 MINOR EQUIPMENT	-	2,800	800	800
8399 OTHER SUPPLIES	3,252	3,800	2,500	3,800
8431 M&R - GROUNDS	-	-	-	2,400
8559 M&R - OFFICE EQUIPMENT	3,286	3,200	2,300	2,300
8577 M&R - SOFTWARE	12,700	12,500	5,100	13,000
8636 COMMUNICATIONS	2,082	3,000	2,500	2,500
8643 DUES	455	525	1,055	525
8660 POSTAGE	1,505	2,500	1,500	2,500
8664 PROFESSIONAL SERVICES	21,086	21,100	21,100	20,000
8684 TRAINING	-	600	550	1,100
8690 TRAVEL EXPENSES	40	300	600	800
8910 CAPITAL - LIBRARY BOOKS	33,239	31,500	31,500	31,500
TOTAL 01-63	**$ 462,892**	**$ 494,180**	**$ 474,855**	**$ 518,295**

MUSEUM SUMMARY

DEPARTMENT		DIVISION
Museum	**0165**	**Public Services-Community**

DESCRIPTION OF SERVICES

The Museum provides educational and cultural enrichment exhibits and programs based on scholarly research in the humanities (history, geography, literature, and the arts.) Learning opportunities in the Museum include: exhibits and interactives, library research, lectures, theatre and musical presentations, tours, and study clubs. Programs are developed for all ages and abilities.

The Museum is a regional repository for object and archival collections, provides preservation services, and publishes a newsletter and other materials.

Hours: Tu – F 10:00 – 5:00 / Sa 10:00 – 4:00 / Closed Su and M

Museum Desk: 817.645.0940
Research Library: 817.556.8885
Curatorial Area: 817.556.8866

BUDGET HIGHLIGHTS & CHALLENGES

Museum services are adjusting to changes in society and information technology. Programs continue to be marketed in physical versions but now include virtual contact and off-site exhibits.

Historical collections (artifacts and Photographs) on an enlarging database will be digitized for internet research.

Visitors to the Museum complex will notice ongoing effort to preserve and restore the early 19th century structures.

Consultants will provide needed services in marketing, digitizing, and exhibits. A curator of collections will greatly enhance the Museum's ability to provide professional services.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Program use	11,134	15,000	8,293
On-line contacts	4,600	6,000	15,709
Special events	100	100	123
Volunteer hours	1,000	1,200	1,388

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Museum Curator	22	1	1	1
Museum Assistant	11	1	1	1
TOTAL		2	2	2
Part Time		1	1	1

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
WAGES	$ 115,245	$ 115,495	$ 121,000	$ 131,317
BENEFITS	41,180	39,225	45,300	44,092
SUPPLIES & MATERIALS	31,796	27,100	25,900	25,900
M&R - LAND, STRUCTURES & STREETS	6,115	10,500	3,500	3,500
M&R - EQUIPMENT & VEHICLES	120	100	-	-
CONTRACTURAL & MISC SERVICES	25,881	35,237	23,435	20,886
CAPITAL OUTLAY - EQUIPMENT	573	1,000	1,000	1,000
TOTAL 01-65	**$ 220,909**	**$ 228,657**	**$ 220,135**	**$ 226,695**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 114,916	$ 114,495	$ 121,000	$ 130,317
8130 OVERTIME	329	1,000	-	1,000
8210 SOCIAL SECURITY CONTRIBUTIONS	7,052	7,161	7,600	8,142
8220 MEDICARE CONTRIBUTIONS	1,649	1,675	1,800	1,834
8230 RETIREMENT CONTRIBUTIONS	20,795	21,915	23,400	24,886
8240 HEALTH/LIFE INSURANCE	11,683	8,474	12,500	9,230
8301 OFFICE SUPPLIES	5,313	4,500	3,000	3,000
8308 BOOKS & SUBSCRIPTIONS	806	800	300	500
8343 LAUNDRY 7 CLEANING SUPPLIES	10	-	-	-
8364 MINOR EQUIPMENT	4,456	-	400	-
8382 UTILITY - ELECTRICAL FEES	16,718	17,200	17,200	17,200
8385 UTILITY - GAS FEE	1,749	1,700	1,700	1,700
8388 UTILITY - WATER & SEWER FEES	1,757	2,100	3,000	3,200
8399 OTHER SUPPLIES	987	800	300	300
8419 M&R - STRUCTURES	6,115	7,500	3,000	3,000
8431 M&R - GROUNDS	-	3,000	500	500
8559 M&R - OFFICE EQUIPMENT	120	100	-	-
8608 ADVERTISING	3,113	3,500	3,000	3,500
8636 COMMUNICATIONS	2,745	2,500	2,600	2,600
8643 DUES	1,830	1,847	2,915	1,896
8660 POSTAGE	1,669	2,000	2,000	2,000
8662 PRINTING	2,020	1,500	1,500	1,500
8664 PROFESSIONAL SERVICES	8,179	16,000	2,000	1,500
8684 TRAINING	-	500	1,200	500
8690 TRAVEL EXPENSES	469	1,390	2,220	1,390
8699 OTHER MISCELLANEOUS SERVICES	5,856	6,000	6,000	6,000
8920 CAPITAL - MUSEUM ARTIFACTS	573	1,000	1,000	1,000
TOTAL 01-65	**$ 220,909**	**$ 228,657**	**$ 220,135**	**$ 226,695**

PUBLIC WORKS SUMMARY

DEPARTMENT		DIVISION
Public Works	0171	Public Works

DESCRIPTION OF SERVICES

The Public Works Division has the responsibility to provide essential services to the entire community that is utilized every day by every citizen. This includes producing and distributing a safe drinking water supply; collecting and safely treating the generated wastewater; and collecting and safely disposing of all the solid waste generated by the citizens of Cleburne. The Division also provides the necessary services of street maintenance, engineering support services for all City operations, storm water drainage, reuse water facilities, permitting and managing gas drilling permits and administrative assistance to the City Council appointed boards and commissions.

GOALS & OBJECTIVES

To effectively work with developers, industries, drilling operators, and the citizens of Cleburne to resolve problems and complaints in a timely manner and plan for the future growth of the City by long range planning for water, wastewater, solid waste, streets, and storm drainage in a cost effective manner.

BUDGET HIGHLIGHTS & CHALLENGES

To support, coordinate and assist the thirteen operating departments within the Division of Public Works in the efforts to attain and maintain an acceptable level of service to the community. To ensure streets, drainage systems, water and sewer systems, and solid waste facilities are designed and constructed to operate and function properly, safely and efficiently. Manage and control the impact of gas drilling operations around industrial, commercial, and residential areas. These challenges can be met by long range planning, use of competitive and inter-local pricing agreements, and continuing to explore more economical and cost efficient ways to operate the departments.

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Administrative Coordinator	17	1	1	1
TOTAL		1	1	1
Part Time		1	1	1

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 120,935	$ 130,065	$ 123,000	$ 139,558
BENEFITS	43,901	59,048	48,300	64,488
SUPPLIES & MATERIALS	4,274	5,400	2,700	3,400
M&R - EQUIPMENT & VEHICLES	1,389	720	350	400
CONTRACTURAL & MISC SERVICES	12,772	9,282	11,212	8,387
TOTAL 01-71	**$ 183,269**	**$ 204,515**	**$ 185,562**	**$ 216,233**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 120,375	$ 128,815	$ 122,000	$ 138,308
8130 OVERTIME	492	1,000	1,000	1,000
8190 NON-CASH BENEFITS	68	250	-	250
8210 SOCIAL SECURITY CONTRIBUTIONS	7,198	8,049	7,700	8,637
8220 MEDICARE CONTRIBUTIONS	1,695	1,882	1,800	1,946
8230 RETIREMENT CONTRIBUTIONS	20,616	24,632	23,600	26,400
8240 HEALTH/LIFE INSURANCE	14,392	24,485	15,200	27,505
8301 OFFICE SUPPLIES	1,362	2,000	1,500	1,500
8308 BOOKS & SUBSCRIPTIONS	149	100	150	100
8336 FUEL & LUBRICANTS	1,567	1,700	750	800
8399 OTHER SUPPLIES	1,197	1,600	300	1,000
8557 M&R - VEHICLES	1,136	420	200	200
8559 M&R - OFFICE EQUIPMENT	252	300	150	200
8636 COMMUNICATIONS	1,943	1,910	2,400	2,350
8643 DUES	701	845	1,730	905
8660 POSTAGE	121	200	150	150
8664 PROFESSIONAL SERVICES	4,517	750	1,100	800
8670 VEHICLE USE FEE	3,996	2,682	2,682	2,682
8684 TRAINING	335	1,275	1,650	750
8690 TRAVEL EXPENSES	1,138	1,620	1,500	750
8699 OTHER MISCELLANEOUS SERVICES	21	-	-	-
TOTAL 01-71	**$ 183,269**	**$ 204,515**	**$ 185,562**	**$ 216,233**

ENGINEERING SUMMARY

DEPARTMENT **DIVISION**
Engineering **0172** **Public Works**

DESCRIPTION OF SERVICES

Ensure all public infrastructure is designed and constructed to operate and function properly, safely, and efficiently. Administer the FEMA Community Rating System and ensure all floodplain ordinances are followed. Provide the citizens of Cleburne with accurate floodplain information. Provide the citizens of Cleburne and other city departments the most up to date information, innovative design and utilize the latest technologies to better serve the public in the most professional manner possible.

GOALS & OBJECTIVES

1. Update standard construction specifications and construction details so that it reflects the latest technology and construction practice.
2. Place as much valuable information as possible on the computer mapping system, working with the IT Department to expand the GIS database.
3. Place all new plats on the mapping system within one month of being filed.
4. Provide assistance in developing a capital improvements program for streets, water, sewer, and drainage when required.
5. Manage floodplain using FEMA and local guidelines and rules.
6. Provide plan reviews in a timely manner to assist in speeding the development process.

BUDGET HIGHLIGHTS & CHALLENGES

The Engineering Department is a small department. This becomes problematic when trying to update or change construction specifications, constructions standards, and pertinent ordinances. The man hours involved in an update or change do not allow for normal day-to-day operations to continue uninterrupted making the process slower than desired due to external deadlines (i.e. plat review, right-of-way permits, plan review, inspections, etc). The large format plotter currently being used in engineering is antiquated and it needs to be replaced. The purchase of a new plotter is a substantial capital expenditure by the Engineering Department.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Queries from the Public			
a. Storm Drainage	40	60	65
b. Flood Plain Determinations	60	75	65
c. General Maps	140	125	140
d. Determining Zoning for the Public	60	75	85
Construction Projects	8	6	5
Storm Drainage Design	4	4	3
Water & Sewer Design	5	4	6
Surveying	30 hours	35 hours	30
Master Plan	30 hours	200 hours	300 hours
Flood Plain Administration	200 hours	50 hours	70 hours
Mapping Zoning	150 hours	250 hours	300 hours
Thematic Mapping	305 hours	250 hours	325 hours
Map Updates	150 hours	210 hours	250 hours

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Senior Engineer	N/A	1	1	1
Construction Inspector	20	-	-	1
Engineering Technician	18	1	1	1
TOTAL		2	2	3
Part Time		1	1	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 116,977	$ 112,160	$ 152,100	$ 189,909
BENEFITS	45,459	54,196	73,400	94,122
SUPPLIES & MATERIALS	4,674	4,425	4,400	4,925
M&R - EQUIPMENT & VEHICLES	15,254	9,050	8,550	20,250
CONTRACTURAL & MISC SERVICES	9,525	17,139	16,229	15,589
TOTAL 01-72	**$ 191,889**	**$ 196,970**	**$ 254,679**	**$ 324,795**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 116,714	$ 111,960	$ 152,000	$ 189,709
8130 OVERTIME	233	-	-	-
8190 NON-CASH BENEFITS	30	200	100	200
8210 SOCIAL SECURITY CONTRIBUTIONS	7,040	6,942	9,500	11,762
8220 MEDICARE CONTRIBUTIONS	1,646	1,623	2,200	2,751
8230 RETIREMENT CONTRIBUTIONS	21,355	21,244	29,200	35,951
8240 HEALTH/LIFE INSURANCE	15,418	24,387	32,500	43,658
8301 OFFICE SUPPLIES	911	925	925	1,000
8308 BOOKS & SUBSCRIPTIONS	-	100	100	150
8322 CLOTHING	-	100	100	100
8336 FUEL & LUBRICANTS	3,763	3,200	3,200	3,500
8357 MEDICAL SUPPLIES	-	100	-	100
8399 OTHER SUPPLIES	-	-	75	75
8515 M&R - COPIES	2,160	-	750	750
8539 M&R - INSTRUMENTS	-	-	-	-
8557 M&R - VEHICLES	(651)	800	2,500	2,500
8559 M&R - OFFICE EQUIPMENT	2,590	3,750	800	3,000
8577 M&R - SOFTWARE	11,155	4,500	4,500	14,000
8636 COMMUNICATIONS	2,436	3,000	2,500	3,000
8643 DUES	320	690	1,400	690
8652 FEES & PERMITS	153	500	200	300
8660 POSTAGE	27	150	80	150
8664 PROFESSIONAL SERVICES	3,580	5,000	1,000	3,000
8670 VEHICLE USE FEE	2,533	4,349	4,349	4,349
8684 TRAINING	60	1,950	3,600	2,050
8690 TRAVEL EXPENSES	417	1,500	3,100	2,050
TOTAL 01-72	**$ 191,889**	**$ 196,970**	**$ 254,679**	**$ 324,795**

PLANNING AND ZONING SUMMARY

DEPARTMENT		DIVISION
PLANNING AND ZONING	0174	Public Works

MISSION STATEMENT

To promote the health, safety and welfare of the citizens of Cleburne by the fair and impartial administration and implementation of the Comprehensive Land Use Plan, Thoroughfare Plan and Subdivision and Zoning Ordinances in order to balance the residential, commercial, industrial, recreational and educational needs of the city.

PROGRAM DESCRIPTION

The Planning and Zoning Department is responsible for answering questions from the public on the Zoning and Subdivision Ordinances; assisting the Planning and Zoning Commission (P&Z), Zoning Board of Adjustment (ZBA) and Historical Preservation Commission (HPC); providing proper notice of all official meetings of the Commissions; making all preparations for the meetings including preparing all agendas and packets for the Commissions; keeping record of the minutes of the meetings and all correspondence of the Commissions; preparing and presenting the Action Items for City Council consideration, review building plan submittals and Certificates of Occupance to determine if the property is properly zoned and platted and preparing for annexations .

GOALS

To provide efficient and timely customer service, review procedures to increase public satisfaction and remain in compliance with City and State regulations and procedures.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Rezonings	10	9	12
Specific Use Permits	-	4	5
Plats	26	22	24
ZBA	5	2	2
Special Exceptions – Parking	7	1	2

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Coordinator	25	1	1	1
TOTAL		1	1	1
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 57,308	$ 59,379	$ 59,200	$ 64,627
BENEFITS	26,426	30,077	28,300	33,193
SUPPLIES & MATERIALS	759	1,305	400	500
M&R - EQUIPMENT & VEHICLES	-	400	-	300
CONTRACTURAL & MISC SERVICES	1,454	2,800	2,650	2,200
TOTAL 01-74	**$ 85,948**	**$ 93,961**	**$ 90,550**	**$ 100,820**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 57,308	$ 59,204	$ 59,000	$ 64,452
8190 NON-CASH BENEFITS	-	175	200	175
8210 SOCIAL SECURITY CONTRIBUTIONS	3,109	3,671	3,700	3,996
8220 MEDICARE CONTRIBUTIONS	727	858	900	901
8230 RETIREMENT CONTRIBUTIONS	10,455	11,234	11,400	12,214
8240 HEALTH/LIFE INSURANCE	12,136	14,314	12,300	16,082
8301 OFFICE SUPPLIES	695	1,000	350	400
8308 BOOKS & SUBSCRIPTIONS	53	55	-	-
8399 OTHER SUPPLIES	12	250	50	100
8559 M&R - OFFICE EQUIPMENT	-	400	-	300
8636 COMMUNICATIONS	751	1,000	700	800
8643 DUES	-	-	1,200	-
8652 FEES & PERMITS	485	1,300	600	1,000
8660 POSTAGE	168	350	150	250
8662 PRINTING	-	50	-	50
8699 OTHER MISCELLANEOUS SERVICES	50	100	-	100
TOTAL 01-74	**$ 85,948**	**$ 93,961**	**$ 90,550**	**$ 100,820**

INSPECTIONS SUMMARY

DEPARTMENT		DIVISION
Inspections	**0176**	**Public works**

DESCRIPTION OF SERVICES

The Building Inspection department ensures that all building codes are met through all phases of construction. Inspections are performed for new, as well as remodeling construction. Inspectors ensure structures meet all codes including Building, Electrical, Mechanical, Plumbing, Energy, and the Fuel Gas code. Inspectors also ensure compliance of Zoning ordinances and Flood plain restrictions for residential and commercial structures. Inspectors form relationships with Contractors, Engineers, Architects, and Realtors to address questions regarding construction standards and property issues. Plan Review meetings are held prior to construction to ensure the compliance of all codes and ordinances.

GOALS & OBJECTIVES

The Building Inspection Department strives for excellent public relations while ensuring compliance with all adopted building codes and ordinances. The department continues to ensure the health, safety, and welfare of the public by the enforcement of the codes for all construction and the removal of unsafe structures in order to provide a safe and suitable environment.

BUDGET HIGHLIGHTS & CHALLENGES

With the mandated adoption of the Texas Energy Code and the new revisions to all International Code Council codes (Building, Plumbing, Mechanical, Fuel & Gas, & International Residential Code), more training and certifications will be required.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Permits issued	2,089	1,935	2,195
Building	299	381	400
Electrical	268	263	275
Plumbing	343	275	350
Heating and A/C	154	241	300
Other (signs, driveways, etc.)	463	442	450
Certificate of occupancies	138	333	420
Total inspection trips	3,233	3,235	4,100
Building standards agenda: total cases	46	40	60
Repaired	10	11	30
Condemned	21	13	20
Total trips: substandard buildings	233	209	215
Board meetings attended – hours	60	60	70
Plan reviews	600	602	675
Specific use permit inspections	23	23	40

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Chief Building Inspector	28	1	1	1
Assistant Building Inspector	20	1	1	2
Permitting Technician	14	1	1	1
TOTAL		3	3	4
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 171,275	$ 178,452	$ 178,200	$ 243,336
BENEFITS	70,122	77,566	73,900	99,087
SUPPLIES & MATERIALS	6,059	5,700	6,050	5,950
M&R - EQUIPMENT & VEHICLES	4,726	4,950	5,700	5,325
CONTRACTURAL & MISC SERVICES	11,765	14,996	15,191	15,096
TOTAL 01-76	**$ 263,946**	**$ 281,664**	**$ 279,041**	**$ 368,794**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 171,104	$ 177,852	$ 178,000	$ 242,736
8130 OVERTIME	-	600	-	600
8190 NON-CASH BENEFITS	170	-	200	-
8210 SOCIAL SECURITY CONTRIBUTIONS	10,372	11,064	11,100	15,087
8220 MEDICARE CONTRIBUTIONS	2,426	2,588	2,600	3,529
8230 RETIREMENT CONTRIBUTIONS	31,244	33,861	34,200	46,127
8240 HEALTH/LIFE INSURANCE	26,080	30,053	26,000	34,344
8301 OFFICE SUPPLIES	1,504	850	1,500	1,050
8308 BOOKS & SUBSCRIPTIONS	84	450	550	500
8322 CLOTHING	181	200	120	200
8336 FUEL & LUBRICANTS	4,244	4,100	3,800	4,100
8399 OTHER SUPPLIES	46	100	80	100
8557 M&R - VEHICLES	1,438	1,650	2,800	1,650
8559 M&R - OFFICE EQUIPMENT	255	400	100	400
8577 M&R - SOFTWARE	3,033	2,900	2,800	3,275
8636 COMMUNICATIONS	3,284	4,100	3,500	4,100
8643 DUES	730	1,105	2,100	1,105
8660 POSTAGE	296	600	300	600
8662 PRINTING	113	450	1,000	550
8664 PROFESSIONAL SERVICES	695	1,000	500	1,000
8670 VEHICLE USE FEE	3,897	2,791	2,791	2,791
8684 TRAINING	1,205	2,455	2,000	2,455
8690 TRAVEL EXPENSES	1,473	2,495	3,000	2,495
8699 OTHER SERVICES	71	-	-	-
TOTAL 01-76	**$ 263,946**	**$ 281,664**	**$ 279,041**	**$ 368,794**

GAS WELL ADMINISTRATION SUMMARY

DEPARTMENT		DIVISION
Gas Well Administration	**0177**	**Public Works**

DESCRIPTION OF SERVICES

1. To provide oversight on compliance with the various gas well permits issued by the city and state.
2. To provide oversight during the construction of new pad sites as to adhere to the issued permits.
3. To provide inspections to those items detailed in the special conditions of the well permit.
4. To provide inspections to the well facilities tying into the existing infrastructure of the city.
5. To provide interpretations of the city ordinance to the drillers, lease owners, lease developers and residents of Cleburne.
6. To provide management of all documentation regarding the gas well leases and pipeline easements.
7. To provide tracking of the development of gas wells new and existing thru geographic and digital and hard copy formats.
8. To provide an avenue for residences to file and express complaints or concerns over the gas well operations and to help resolve those issues.
9. To provide routine inspections of developed, producing or not, gas wells for issues dealing with air quality, general safety of the public, storm water quality issues, noise and aesthetics.

GOALS & OBJECTIVES

1. Manage and document all activities of the gas well development through geographic, digital and hard copy formats.
2. Provide inspections of new pad sited and newly drilled wells for compliance to local and state rules and guidelines.
3. Provide inspections of the new and existing pad sites and the gas well activity to ensure the safety of the public by inspecting and helping to resolve storm water issues, noise, air quality and offsite issues.
4. Answer questions citizens may have regarding gas well division to provide support in the communication between the general public and the oil and gas industry

BUDGET HIGHLIGHTS & CHALLENGES

Development of an electronic form to accurately track annual inspection records to help facilitate the inspection process and also be readily available in an assortment of formats. Provided the department is relatively new to the city, training opportunities are essential for staff to ensure the oil and gas industry is properly regulated at a municipal level.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Number of permits	0	280	254
Number of permits inspected	0	280	254
Number of citizen concerns received and responded	0	30	30
Number of gas well meetings	0	25	10

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Engineer	26	0	0	1
Environmental Coordinator	25	0	0	1
Records Coordinator	14	0	0	1
Technician-Engineering	18	0	0	1
Clerk	11	0	0	1
TOTAL		0	0	5
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2,014 PROPOSED
SALARIES & WAGES	-	-	-	$ 313,277
BENEFITS	-	-	-	131,040
SUPPLIES & MATERIALS	-	-	-	24,550
M&R - EQUIPMENT & VEHICLES	-	-	-	7,300
CONTRACTURAL & MISC SERVICES	-	-	-	20,140
TOTAL 01-77	**$ -**	**$ -**	**$ -**	**$ 496,307**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2,014 PROPOSED
8110 PERSONNEL	-	-	-	$ 313,277
8210 SOCIAL SECURITY CONTRIBUTIONS	-	-	-	19,423
8220 MEDICARE CONTRIBUTIONS	-	-	-	4,542
8230 RETIREMENT CONTRIBUTIONS	-	-	-	59,369
8240 HEALTH/LIFE INSURANCE	-	-	-	47,706
8301 OFFICE SUPPLIES	-	-	-	2,500
8322 CLOTHING	-	-	-	250
8336 FUEL & LUBRICANTS	-	-	-	1,000
8364 MINOR EQUIPMENT	-	-	-	6,000
8399 OTHER SUPPLIES	-	-	-	14,800
8577 M&R - SOFTWARE	-	-	-	6,800
8599 M&R - OTHER EQUIPMENT	-	-	-	500
8636 COMMUNICATIONS	-	-	-	11,000
8643 DUES	-	-	-	540
8684 TRAINING	-	-	-	4,300
8690 TRAVEL EXPENSES	-	-	-	4,300
TOTAL 23-77	**$ -**	**$ -**	**$ -**	**$ 496,307**

FLEET MAINTENANCE SUMMARY

DEPARTMENT		DIVISION
Fleet Maintenance	0178	Public Works

DESCRIPTION OF SERVICES

This department provides maintenance and repair to city vehicles and equipment. Fleet also administers the city's fuel services, acquisition of new vehicles and equipment, and auctioning replaced units.

GOALS & OBJECTIVES

1. To increase the level of maintenance to all vehicles and equipment.
2. To reduce redundancy within the city fleet.
3. To decrease the age of the fleet with proper planning.
4. To minimize processing procedures by implementing network accessibility.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Vehicles and equipment maintained	400	400	266

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Fleet Maintenance Supervisor	26	1	0	0
Senior Auto Mechanic	19	1	1	1
Auto Mechanic	16	2	3	3
Mechanic Helper	10	1	1	1
TOTAL		5	5	5
Part Time		1	1	1

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 215,889	$ 236,083	$ 212,700	$ 257,041
BENEFITS	112,718	129,672	114,600	129,017
SUPPLIES & MATERIALS	87,159	32,420	25,500	26,460
M&R - LAND, STRUCTURES & STREETS	17,712	3,500	5,000	3,000
M&R - EQUIPMENT & VEHICLES	34,435	20,810	17,850	19,350
CONTRACTURAL & MISC SERVICES	27,970	23,215	20,595	20,840
TOTAL 01-78	**$ 495,883**	**$ 445,700**	**$ 396,245**	**$ 455,708**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 214,417	$ 233,383	$ 210,000	$ 254,341
8130 OVERTIME	1,456	2,000	2,000	2,000
8190 NON-CASH BENEFITS	16	700	700	700
8210 SOCIAL SECURITY CONTRIBUTIONS	13,060	14,594	13,200	15,893
8220 MEDICARE CONTRIBUTIONS	3,054	3,413	3,100	3,717
8230 RETIREMENT CONTRIBUTIONS	39,969	44,664	40,800	48,580
8240 HEALTH/LIFE INSURANCE	56,634	67,001	57,500	60,827
8301 OFFICE SUPPLIES	46	400	50	200
8322 CLOTHING	1,137	1,220	1,650	1,360
8336 FUEL & LUBRICANTS	67,907	3,600	3,600	3,600
8343 LAUNDRY & CLEANING SUPPLIES	-	700	-	-
8357 MEDICAL SUPPLIES	-	100	-	-
8382 UTILITY - ELECTRICAL FEES	7,218	8,600	7,000	8,000
8385 UTILITY - GAS FEE	5,527	7,900	7,900	7,900
8388 UTILITY - WATER & SEWER FEES	1,779	1,900	1,800	1,900
8399 OTHER SUPPLIES	3,545	8,000	3,500	3,500
8419 M&R - STRUCTURES	17,712	3,000	5,000	3,000
8431 M&R - GROUNDS	-	500	-	-
8545 M&R - EQUIPMENT	12,474	10,000	8,500	10,000
8557 M&R - VEHICLES	19,083	5,000	5,000	5,000
8559 M&R - OFFICE EQUIPMENT	45	500	-	-
8577 M&R - SOFTWARE	2,833	5,310	4,350	4,350
8636 COMMUNICATIONS	3,499	2,900	2,400	2,400
8664 PROFESSIONAL SERVICES	1,840	-	-	-
8670 VEHICLE USE FEE	20,905	16,995	16,995	16,240
8672 RENTAL OF EQUIPMENT	631	1,020	600	-
8684 TRAINING	1,095	2,000	300	2,000
8690 TRAVEL EXPENSES	-	200	300	200
8699 OTHER MISCELLANEOUS SERVICES	-	100	-	-
TOTAL 01-78	**$ 495,883**	**$ 445,700**	**$ 396,245**	**$ 455,708**

STREET DEPARTMENT SUMMARY

DEPARTMENT		DIVISION
Street Department	**0179**	**Public Works**

DESCRIPTION OF SERVICES

The Street Department maintains and repairs streets, regulatory and warning signs, traffic signals, creeks, drainage right of ways and easements, storm sewer infrastructure and provides repairs for utility cuts.

GOALS & OBJECTIVES

- Continue the city preventative maintenance program with crack sealing and micro surfacing.
- Continue the city mill and overlay program.
- Mow right of ways and drainage facilities quarterly.
- Respond to and remedy requests and complaints in a timely and efficient manner.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Miles of streets	175	175	175
Miles of storm sewer	28	28	28
Acres of drainage right of ways	100	100	100
Approximate regulatory and warning signs	3,000	3,000	3,000
Traffic Signals	9	9	8

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Street Superintendent	26	1	1	0
Operations Manager	27	0	0	1
Street Foreman	17	1	1	1
Motor Grader Operator	14	1	1	1
Heavy Equipment Operator	13	2	2	2
Sign Technician	12	1	1	1
Light Equipment Operator	11	1	1	1
Clerk	11	1	1	1
Maintenance Worker	10	5	5	5
TOTAL		13	13	13
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 390,779	$ 435,505	$ 403,100	$ 468,451
BENEFITS	188,995	235,657	210,600	258,215
SUPPLIES & MATERIALS	320,209	310,650	307,620	307,300
M&R - LAND, STRUCTURES & STREETS	142,675	505,500	103,000	105,000
M&R - EQUIPMENT & VEHICLES	49,033	34,300	34,050	34,000
CONTRACTURAL & MISC SERVICES	89,597	91,580	87,214	96,038
TOTAL 01-79	**$ 1,181,288**	**$ 1,613,192**	**$ 1,145,584**	**$ 1,269,004**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 388,714	$ 425,505	$ 396,000	$ 458,451
8130 OVERTIME	2,050	10,000	7,000	10,000
8190 NON-CASH BENEFITS	14	-	100	-
8210 SOCIAL SECURITY CONTRIBUTIONS	23,639	27,001	25,000	29,044
8220 MEDICARE CONTRIBUTIONS	5,528	6,315	5,900	6,792
8230 RETIREMENT CONTRIBUTIONS	71,224	82,637	77,400	88,779
8240 HEALTH/LIFE INSURANCE	88,604	119,704	102,300	133,600
8301 OFFICE SUPPLIES	121	200	120	200
8322 CLOTHING	7,457	7,000	6,200	3,800
8336 FUEL & LUBRICANTS	46,753	40,500	40,500	40,500
8357 MEDICAL SUPPLIES	-	150	-	-
8382 UTILITY - ELECTRICAL FEES	7,751	8,200	8,200	8,200
8383 UTILITY - STREET LIGHT ELECTRICAL FEES	251,045	245,000	245,000	245,000
8385 UTILITY - GAS FEE	2,764	4,000	4,000	4,000
8388 UTILITY - WATER & SEWER FEES	625	600	600	600
8399 OTHER SUPPLIES	3,692	5,000	3,000	5,000
8419 M&R - STRUCTURES	1,245	500	-	-
8467 M&R - STREETS, CURBS & ALLEYS	138,800	500,000	100,000	100,000
8499 M&R - OTHER	2,631	5,000	3,000	5,000
8545 M&R - EQUIPMENT	22,099	15,000	14,000	15,000
8557 M&R - VEHICLES	21,966	15,000	17,000	15,000
8559 M&R - OFFICE EQUIPMENT	44	300	50	-
8575 M&R - SIGNAL LIGHTS	4,925	4,000	3,000	4,000
8636 COMMUNICATIONS	3,028	3,240	3,120	3,240
8643 DUES	244	655	509	155
8660 POSTAGE	53	-	-	-
8664 PROFESSIONAL SERVICES	6,320	5,000	500	5,000
8670 VEHICLE USE FEE	79,915	81,710	81,710	86,668
8684 TRAINING	35	450	650	450
8690 TRAVEL EXPENSES	-	525	725	525
8699 OTHER SERVICES	2	-	-	-
TOTAL 01-79	**$ 1,181,288**	**$ 1,613,192**	**$ 1,145,584**	**$ 1,269,004**

SANITATION SUMMARY

DEPARTMENT		DIVISION
Refuse Collection	0191	Sanitation

DESCRIPTION OF SERVICES

To provide collection and disposal of municipal solid waste in a safe and timely manner for the health and sanitation needs of the citizens that it serves. To offer a curbside bulk/brush pick up program and to promote a cleaner community through projects such as special collections, illegal dumpsite cleanup, servicing of the garbage barrels placed in the downtown district, and providing a special cart assistance program for the elderly and disabled. To provide a facility which can accept and transfer municipal solid waste generated within the City of Cleburne, and coordinate with other sanitation agencies to assure disposal, in accordance with TCEQ regulations. To operate the 88 acre sanitary landfill, while ensuring compliance with all State and Federal regulations, and to operate a mulching/shredding and recycling drop off facility to reduce the amount of waste being disposed of in landfills for the community. These are just some of the responsibilities of the collection department; in a word our program is “Service”.

GOALS & OBJECTIVES

The goal of the Refuse Collection Department is to provide the citizens of Cleburne with efficient and dependable trash collection services, to provide collection and recycling of yard waste, and to comply with applicable state and federal environmental regulations in an efficient and cost effective manner.

1. Pick up residential and small commercial solid waste once per week.
2. Provide a recycle center to reduce amount of waste going to landfill.
3. Transfer and dispose municipal solid waste within compliance of regulations.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Tons of residential waste pickup	11,000	11,000	10,000
Average houses per residential route	725	800	800
Average tons per residential route	9	12	8
Tons of commercial industrial waste	30,000	30,000	20,000
Tons of waste transferred	50,000	50,000	50,000
Number of individual pickup/trailer	28,000	30,000	37,000
Cubic yards to landfill	5,000	5,000	5,000
Tons of brush shredded	3,500	3,500	4,000

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Sanitation Superintendent	26	1	1	1
Foreman	17	1	1	1
Crewleader	13	1	0	0
Heavy Equipment Operator	13	3	3	3
Lead Landfill Operator	13	0	1	1
Sanitation Worker	13	8	7	6
TOTAL		14	13	12
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 534,779	$ 547,009	$ 520,800	$ 588,267
BENEFITS	300,532	330,668	292,600	344,850
SUPPLIES & MATERIALS	190,100	117,280	118,900	111,800
M&R - LAND, STRUCTURES & STREETS	16,934	5,500	1,000	5,500
M&R - EQUIPMENT & VEHICLES	69,236	61,725	79,691	79,500
CONTRACTURAL & MISC SERVICES	2,519,715	2,277,981	2,350,823	2,357,858
TOTAL 01-91	**$ 3,631,296**	**$ 3,340,163**	**$ 3,363,814**	**$ 3,487,775**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 500,715	$ 521,109	$ 491,000	$ 562,367
8130 OVERTIME	34,049	25,000	29,800	25,000
8190 NON-CASH BENEFITS	14	900	-	900
8210 SOCIAL SECURITY CONTRIBUTIONS	30,888	33,859	32,300	36,417
8220 MEDICARE CONTRIBUTIONS	7,224	7,919	7,600	8,517
8230 RETIREMENT CONTRIBUTIONS	97,493	103,624	100,100	111,318
8240 HEALTH/LIFE INSURANCE	164,927	185,266	152,600	188,598
8301 OFFICE SUPPLIES	747	900	500	900
8315 CHEMICAL SUPPLIES	415	1,000	300	1,000
8322 CLOTHING	9,322	9,680	8,000	6,200
8336 FUEL & LUBRICANTS	103,844	82,000	89,000	82,000
8343 LAUNDRY & CLEANING SUPPLIES	456	1,000	500	600
8357 MEDICAL SUPPLIES	527	400	100	400
8378 SANITATION - GARBAGE BAGS	39,044	-	-	-
8382 UTILITY - ELECTRICAL FEES	13,397	17,600	16,000	16,000
8388 UTILITY - WATER & SEWER FEES	3,678	3,700	2,500	3,700
8399 OTHER SUPPLIES	18,670	1,000	2,000	1,000
8419 M&R - STRUCTURES	12,897	3,500	-	3,500
8431 M&R - GROUNDS	4,037	2,000	1,000	2,000
8545 M&R - EQUIPMENT	3,781	10,000	6,000	6,000
8557 M&R - VEHICLES	64,295	50,225	72,251	72,000
8559 M&R - OFFICE EQUIPMENT	320	650	600	650
8577 M&R - SOFTWARE	840	850	840	850
8636 COMMUNICATIONS	2,841	3,000	3,500	3,500
8643 DUES	406	1,158	1,350	1,158
8652 FEES & PERMITS	1,630	1,500	1,500	1,500
8660 POSTAGE	4	-	-	-
8664 PROFESSIONAL SERVICES	2,463,584	2,223,700	2,302,500	2,282,200
8670 VEHICLE USE FEE	35,786	30,453	30,453	54,330
8672 RENTAL OF EQUIPMENT	1,719	1,620	1,620	1,620
8684 TRAINING	2,750	2,750	3,000	2,750
8690 TRAVEL EXPENSES	2,457	2,800	1,400	2,800
8699 OTHER MISCELLANEOUS SERVICES	8,538	11,000	5,500	8,000
TOTAL 01-91	**$ 3,631,296**	**$ 3,340,163**	**$ 3,363,814**	**$ 3,487,775**

General Debt Service Fund

2013-2014

GENERAL DEBT SERVICE

Fund 02

Summary of Receipts & Disbursements

2013-2014

	Actual 2011-2012	Estimated 2012-2013	Proposed 2013-2014
Beginning Fund Balance	244,274	394,054	69,012
Receipts:			
Tax Receipts	3,005,122	2,350,000	2,765,000
Interest on Investments	1,661	1,000	1,000
TOTAL RECEIPTS	3,006,783	2,351,000	2,766,000
Transfer from Other Funds	1,898,064	2,173,447	1,306,743
Transfer from Performance Capital Fund	988,983	988,384	988,384
Transfer from TIF	-	20,435	20,000
TOTAL FUNDS AVAILABLE	6,138,104	5,927,320	5,150,139
Expenditures:			
Loan Payment	-	120,000	120,000
Lease Payments	49,703	34,489	51,671
TIF Payments	-	20,435	20,000
Performance Contract SECO Payments	674,405	988,384	988,384
PD-Muni Court Bond Payments	850,000	870,000	-
Principal Requirements	2,288,523	2,325,000	2,420,000
Interest Requirements	1,779,200	1,490,000	1,390,000
Agent Fees	102,219	10,000	10,000
TOTAL BUDGETED EXPENDITURES	5,744,050	5,858,308	5,000,055
Ending Fund Balance	394,054	69,012	150,084

GENERAL DEBT SERVICE

Statement of Bond Indebtedness

2013-2014

Title, Issue Year and Purpose	Term (Years)	Original Issue Amount	Retired in Previous Years	Debt Balance 10/1/2013
General Obligation Taxable Refunding Bonds, Series 2004 (Ponderosa Power-Tenaska-Brazos Electric) Refunding $3,825,000 of Series 1996 Certificate Of Obligation Improvements & Extensions to Water and Sewer Lines	15	3,825,000	1,840,000	1,985,000
General Obligation Refunding Bonds, Series 2008 Refunding $7,065,055 of 98 Certificate of Obligation	10	10,890,000	3,090,000	7,800,000
Certificates of Obligation, Series 2009 Performance Contract Financing suported by operational savings.	12	2,297,000	-	2,297,000
General Obligation Refunding Bonds, Series 2010 Refunding of General Obligation Series 2001 Sr. citizens roof, annex bldg., & Esquire Theater improvements Boone Street Bridge, airport improvements, Nolan River Grant match Kilpatrick Street, Highway 67, & parks improvements, Master Plan East Buffalo Creek & miscellaneous storm drainage, fire stations, incinerator improvements, street maintenance, & preemption devices	12	5,848,413	35,000	5,813,413
General Obligation Refunding Bonds, Series 2011 Refunding of Certificates of Obligation Series 2004 Constructing and improving a City golf course, city streets, and gutter systems. Purchasing and upgrading geographical information systems - including software and hardware. Professional services rendered in connection with financing foregoing projects and items.	13	2,655,000	230,000	2,425,000
		$ 25,515,413	**$ 5,195,000**	**$ 20,320,413**
4B Sales Tax **Refunding and Improvements Bonds, Series 2007** **(SELF-SUPPORTED DEBT)** Including an additional 5,000,000 Refunding Series 2002 $12,400,000 Certificate of Obligation	25	16,280,000	1,165,000	15,115,000
		$ 16,280,000	**$ 1,165,000**	**$ 15,115,000**
		$ 41,795,413	**$ 6,360,000**	**$ 35,435,413**

GENERAL DEBT SERVICE

Debt Service Requirements

2013-2014

Issue Year	Title and Purpose	Outstanding 10/1/2013	Current Requirements		
			Principal	Interest	Total
2004	General Obligation Taxable Refunding 1996 Bonds Ponderosa Power (Tenaska)	1,985,000	295,000	92,243	387,243
2008	General Obligation Refunding 1998 Bonds	7,800,000	1,415,000	330,400	1,745,400
2009	Certificates of Obligation Series 2009	2,297,000	-	107,959	107,959
2010	General Obligation Refunding Bonds Series 2010 (refunded General Obligation Series 2001)	5,813,413	-	151,000	151,000
2011	General Obligation Refunding Bonds Series 2011 (refunded Certificates of Obligation Series 2004)	2,425,000	180,000	58,550	238,550
Budget Requirement 2013-2014		**20,320,413**	**1,890,000**	**740,152**	**2,630,152**
2007	4B Sales Tax Revenue Refunding and Improvements Bonds, Refunding 2002 & additional 5,000,000	15,115,000	530,000	646,743	1,176,743
Total Self-Supporting Debt		**15,115,000**	**530,000**	**646,743**	**1,176,743**
GRAND TOTAL - Current Requirement			**2,420,000**	**1,386,894**	**3,806,894**
TOTAL BONDS OUTSTANDING		**35,435,413**			

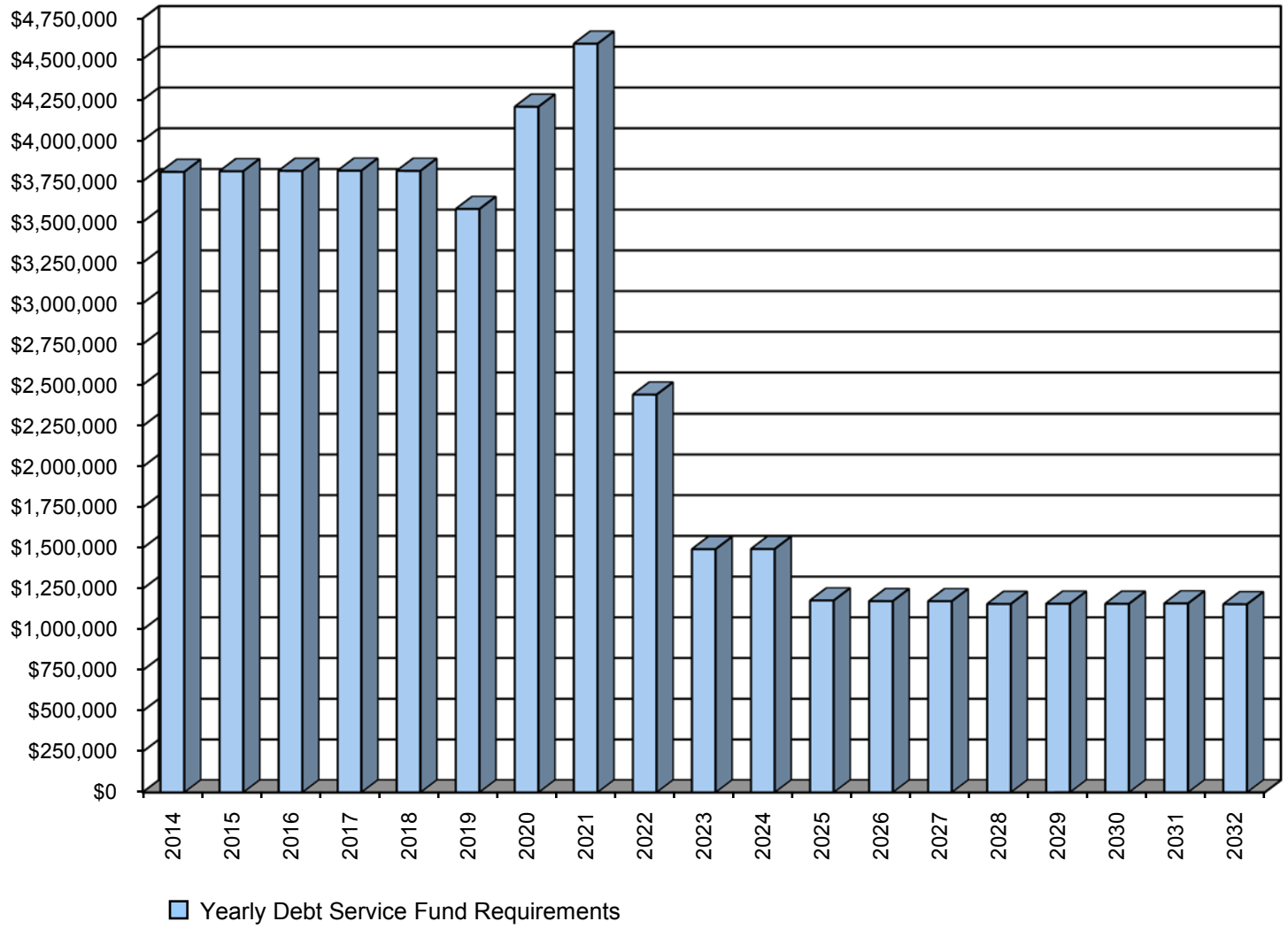
GENERAL DEBT SERVICE

Schedule of Requirements

2013-2014

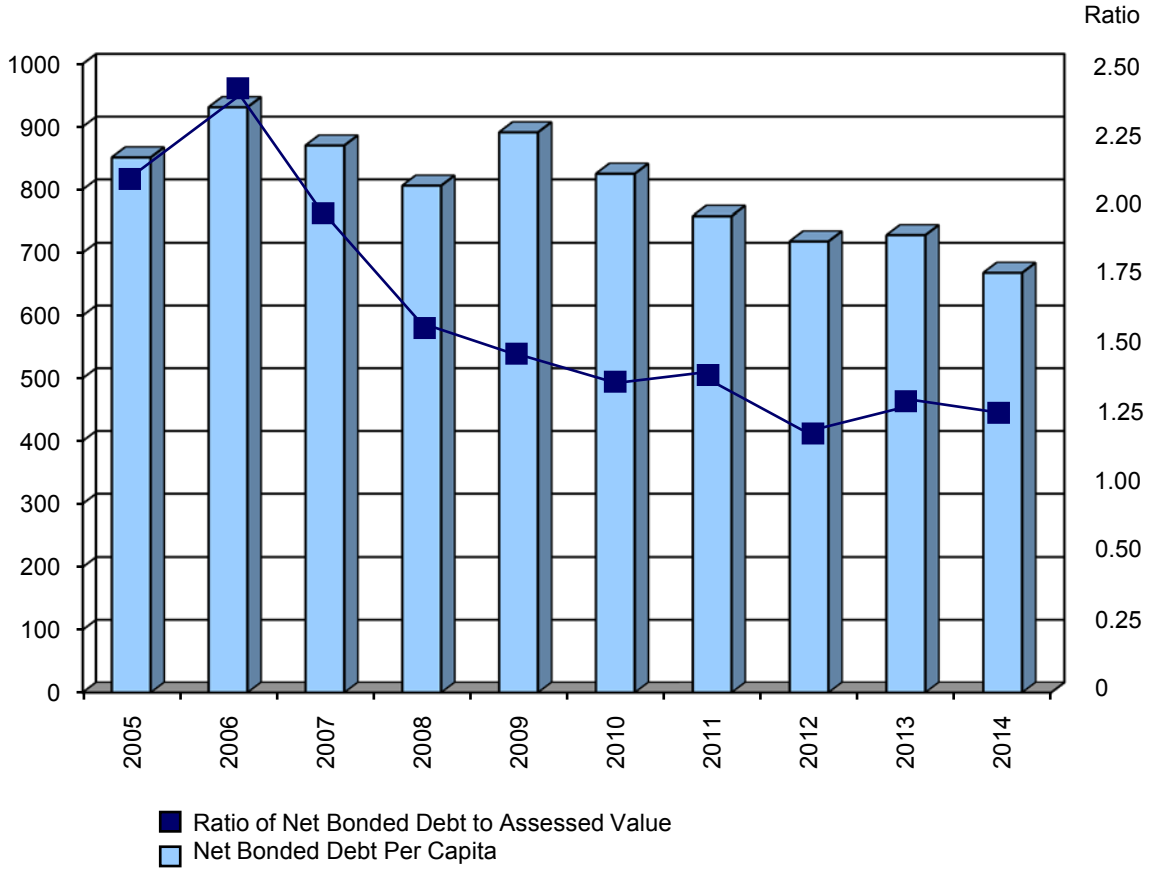
Fiscal Year	Principal	Self-Supported Principal	Interest	Self-Supported Interest	Total
2013-2014	1,890,000	530,000	740,152	646,743	3,806,894
2014-2015	1,975,000	555,000	656,092	625,043	3,811,134
2015-2016	2,070,000	580,000	560,679	602,343	3,813,022
2016-2017	2,170,000	605,000	460,539	578,643	3,814,181
2017-2018	2,265,000	630,000	364,095	553,943	3,813,037
2018-2019	2,107,881	655,000	288,322	527,915	3,579,118
2019-2020	2,767,532	685,000	254,909	499,760	4,207,201
2020-2021	3,250,000	715,000	159,275	469,660	4,593,935
2021-2022	1,215,000	745,000	41,125	437,991	2,439,116
2022-2023	300,000	775,000	13,800	404,741	1,493,541
2023-2024	310,000	810,000	4,650	370,069	1,494,719
2024-2025	-	845,000	-	333,338	1,178,338
2025-2026	-	880,000	-	294,525	1,174,525
2026-2027	-	920,000	-	254,025	1,174,025
2027-2028	-	945,000	-	212,063	1,157,063
2028-2029	-	990,000	-	168,525	1,158,525
2029-2030	-	1,035,000	-	122,963	1,157,963
2030-2031	-	1,085,000	-	75,263	1,160,263
2031-2032	-	1,130,000	-	25,425	1,155,425
	$ 20,320,413	$ 15,115,000	$ 3,543,636	$ 7,202,973	$ 46,182,021

General Debt Service Fund
Schedule of Requirements



The Principal and Interest requirement on all General Obligation Debt includes Self-Supported 4B Sales Tax issues with an outstanding balance of $15,115,000. The outstanding balance at October 1, 2013 of all General Obligation Debt is $35,435,413.

General Debt Service
Ratios & History



Fiscal Year	Estimated Population (1)	Net Assessed Value (2)	Net General Bond Debt (3)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
2005	28,252	1,191,101,352	24,048,062	2.02	851
2006	28,368	1,160,327,499	26,417,527	2.28	931
2007	28,425	1,275,351,528	24,725,070	1.94	870
2008	28,639	1,538,404,994	23,069,593	1.50	806
2009	28,895	1,789,571,323	25,743,538	1.44	891
2010	29,337	1,887,592,221	24,194,538	1.28	825
2011	29,693	1,713,419,518	22,494,538	1.31	758
2012	30,053	1,737,065,515	21,568,413	1.24	718
2013	30,400	1,725,310,746	22,140,413	1.28	728
2014	30,400	1,662,510,133	20,320,413	1.22	668

Sources:
1) U.S. Bureau of Census Estimates
2) Central Appraisal District
3) Includes General Obligation and Certificates of Obligation Bonds which are supported by tax revenue (gross and net debt). Does not include $ 15,115,000 in self-supported bond debt., $5,714,088 of performance contract supported debt , or $439,716 of asset supported debt.

Municipal Bonds Comparison
2013 Debt Survey

General Obligation & Cert. of Obligation Bond Indebtedness	City(Population)	Revenue Bond Indebtedness
84,675,708	Rockwall (39,028)	4,550,000
69,090,000	Leander (30,605)	93,335,000
60,955,000	West University Place (15,109)	5,105,000
46,405,000	Waxahachie (31,100)	21,350,000
39,410,000	Addison (13,680)	0
39,375,000	Keller (40,430)	140,000
38,885,000	Coppell (39,750)	0
37,290,000	Greenville (27,200)	21,680,000
36,836,000	Burleson (38,130)	55,775,000
33,895,000	Weatherford (25,557)	37,425,000
32,460,000	Marble Falls (6,130)	19,464,000
22,140,413	Cleburne (30,400)	68,315,000
20,165,000	Lake Worth (4,750)	262,000
20,042,451	Ennis (19,795)	14,377,549
13,085,000	Watauga (24,350)	800,000
11,880,000	Paris (26,539)	0
10,925,000	Saginaw (19,995)	4,455,000
5,140,000	Farmers Branch (31,300)	0

Source: Texas Town and City Magazine, Annual Taxation and Debt Survey, 2013, www.tml.org.

CITY OF CLEBURNE

$3,825,000

General Obligation Taxable Refunding

Series 2004

Ponderosa Power (TENASKA - Brazos Electric)

PRINCIPAL			INTEREST					TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount		
2-15-14	295,000.00	5.02%	2-15-14	49,823.50	8-15-14	42,419.00		**387,242.50**
2-15-15	305,000.00	5.02%	2-15-15	42,419.00	8-15-15	34,763.50		**382,182.50**
2-15-16	320,000.00	5.02%	2-15-16	34,763.50	8-15-16	26,731.50		**381,495.00**
2-15-17	335,000.00	5.02%	2-15-17	26,731.50	8-15-17	18,323.00		**380,054.50**
2-15-18	355,000.00	5.02%	2-15-18	18,323.00	8-15-18	9,412.50		**382,735.50**
2-15-19	375,000.00	5.02%	2-15-19	9,412.50	8-15-19	0		**384,412.50**
	$ 1,985,000.00			**$ 181,473.00**		**$ 131,649.50**		**$ 2,298,122.50**

Interest Rate:	5.02%
Amount Issued:	$3,825,000.00
Amount Outstanding:	$1,985,000.00
Term (Years):	15 years
Paying Agent:	Bank of America #281
Pay Date:	Principal 2/15 Interest 2/15 and 8/15

CITY OF CLEBURNE

$10,890,000

General Obligation Refunding Bonds

Series 2008

PRINCIPAL			INTEREST				TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount	
2-15-14	1,415,000.00	4.00%	2-15-14	179,350.00	8-15-14	151,050.00	**1,745,400.00**
2-15-15	1,480,000.00	4.00%	2-15-15	151,050.00	8-15-15	114,050.00	**1,745,100.00**
2-15-16	1,555,000.00	4.00%	2-15-16	114,050.00	8-15-16	75,175.00	**1,744,225.00**
2-15-17	1,635,000.00	4.00%	2-15-17	75,175.00	8-15-17	34,300.00	**1,744,475.00**
2-15-18	1,715,000.00	4.00%	2-15-18	34,300.00			**1,749,300.00**
	$ 7,800,000.00			**$ 553,925.00**		**$ 374,575.00**	**$ 8,728,500.00**

Interest Rate:	3.5% - 5.0%
Amount Issued:	$10,890,000.00
Amount Outstanding:	$7,800,000.00
Term (Years):	10 years
Paying Agent:	The Bank of New York Trust Company of Florida, N.A. (formerly U. S. Trust Company of Texas)
Pay Date:	Principal 2/15 Interest 2/15 and 8/15

CITY OF CLEBURNE

$2,297,000
Certificates of Obligation
Series 2009
Combination Tax & Revenue

PRINCIPAL			INTEREST				TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount	
8-15-14	0	0.000%	2-15-14	53,979.50	8-15-14	53,979.50	**107,959.00**
8-15-15	0	0.000%	2-15-15	53,979.50	8-15-15	53,979.50	**107,959.00**
8-15-16	0	0.000%	2-15-16	53,979.50	8-15-16	53,979.50	**107,959.00**
8-15-17	0	0.000%	2-15-17	53,979.50	8-15-17	53,979.50	**107,959.00**
8-15-18	0	0.000%	2-15-18	53,979.50	8-15-18	53,979.50	**107,959.00**
8-15-19	0	0.000%	2-15-19	53,979.50	8-15-19	53,979.50	**107,959.00**
8-15-20	1,122,000.00	4.700%	2-15-20	53,979.50	8-15-20	53,979.50	**1,229,959.00**
8-15-21	1,175,000.00	4.700%	2-15-21	27,612.50	8-15-21	27,612.50	**1,230,225.00**
	$ 2,297,000.00			**$ 405,469.00**		**$ 405,469.00**	**$ 3,107,938.00**

Interest Rate:	4.700%
Amount Issued:	$2,297,000.00
Amount Outstanding:	$2,297,000.00
Term (Years):	12 years
Paying Agent:	The Bank of New York Mellon Trust Company
Pay Date:	Principal 8/15 Interest 2/15 and 8/15

CITY OF CLEBURNE

$5,848,413.30

General Obligation Refunding Bonds

Series 2010

PRINCIPAL			INTEREST					TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount		
2-15-14	0	0.000%	2-15-14	75,500.00	8-15-14	75,500.00		**151,000.00**
2-15-15	0	0.000%	2-15-15	75,500.00	8-15-15	75,500.00		**151,000.00**
2-15-16	0	0.000%	2-15-16	75,500.00	8-15-16	75,500.00		**151,000.00**
2-15-17	0	0.000%	2-15-17	75,500.00	8-15-17	75,500.00		**151,000.00**
2-15-18	0	0.000%	2-15-18	75,500.00	8-15-18	75,500.00		**151,000.00**
2-15-19	1,732,881.30	0.000%	2-15-19	75,500.00	8-15-19	54,300.00		**1,862,681.30**
2-15-20	1,365,532.00	4.000%	2-15-20	54,300.00	8-15-20	54,300.00		**1,474,132.00**
2-15-21	1,795,000.00	4.000%	2-15-21	54,300.00	8-15-21	18,400.00		**1,867,700.00**
2-15-22	920,000.00	4.000%	2-15-22	18,400.00	8-15-22	0		**938,400.00**
	$ 5,813,413.30			**$ 580,000.00**		**$ 504,500.00**		**$ 6,897,913.30**

Interest Rate:	2.000% - 4.000%
Amount Issued:	$5,848,413.30
Amount Outstanding:	$5,813,413.30
Term (Years):	12 years
Paying Agent:	The Bank of New York
Pay Date:	Principal 2/15 Interest 2/15 and 8/15

CITY OF CLEBURNE

$2,655,000.00

General Obligation Refunding Bonds

Series 2011

PRINCIPAL			INTEREST					TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount		
2-15-14	180,000.00	2.000%	2-15-14	30,175.00	8-15-14	28,375.00		**238,550.00**
2-15-15	190,000.00	2.000%	2-15-15	28,375.00	8-15-15	26,475.00		**244,850.00**
2-15-16	195,000.00	2.000%	2-15-16	26,475.00	8-15-16	24,525.00		**246,000.00**
2-15-17	200,000.00	2.000%	2-15-17	24,525.00	8-15-17	22,525.00		**247,050.00**
2-15-18	195,000.00	2.000%	2-15-18	22,525.00	8-15-18	20,575.00		**238,100.00**
2-15-19	-	0.000%	2-15-19	20,575.00	2-15-19	20,575.00		**41,150.00**
2-15-20	280,000.00	2.000%	2-15-20	20,575.00	2-15-20	17,775.00		**318,350.00**
2-15-21	280,000.00	3.000%	2-15-21	17,775.00	2-15-21	13,575.00		**311,350.00**
2-15-22	295,000.00	3.000%	2-15-22	13,575.00	2-15-22	9,150.00		**317,725.00**
2-15-23	300,000.00	3.000%	2-15-23	9,150.00	2-15-23	4,650.00		**313,800.00**
2-15-24	310,000.00	3.000%	2-15-24	4,650.00				**314,650.00**
	$ 2,425,000.00			**$ 218,375.00**		**$ 188,200.00**		**$ 2,831,575.00**

Interest Rate:	2.000% - 3.000%
Amount Issued:	$2,655,000.00
Amount Outstanding:	$2,425,000.00
Term (Years):	13 years
Paying Agent:	The Bank of New York
Pay Date:	Principal 2/15 Interest 2/15 and 8/15

CITY OF CLEBURNE

$16,280,000

4B Sales Tax Revenue Refunding and

Improvement Bonds, Series 2007

Self-Supported Debt

PRINCIPAL			INTEREST				TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount	
2-15-14	530,000.00	4.00%	2-15-14	328,671.25	8-15-14	318,071.25	**1,176,742.50**
2-15-15	555,000.00	4.00%	2-15-15	318,071.25	8-15-15	306,971.25	**1,180,042.50**
2-15-16	580,000.00	4.00%	2-15-16	306,971.25	8-15-16	295,371.25	**1,182,342.50**
2-15-17	605,000.00	4.00%	2-15-17	295,371.25	8-15-17	283,271.25	**1,183,642.50**
2-15-18	630,000.00	4.00%	2-15-18	283,271.25	8-15-18	270,671.25	**1,183,942.50**
2-15-19	655,000.00	4.10%	2-15-19	270,671.25	8-15-19	257,243.75	**1,182,915.00**
2-15-20	685,000.00	4.30%	2-15-20	257,243.75	8-15-20	242,516.25	**1,184,760.00**
2-15-21	715,000.00	4.30%	2-15-21	242,516.25	8-15-21	227,143.75	**1,184,660.00**
2-15-22	745,000.00	4.38%	2-15-22	227,143.75	8-15-22	210,846.88	**1,182,990.63**
2-15-23	775,000.00	4.38%	2-15-23	210,846.88	8-15-23	193,893.75	**1,179,740.63**
2-15-24	810,000.00	4.38%	2-15-24	193,893.75	8-15-24	176,175.00	**1,180,068.75**
2-15-25	845,000.00	4.50%	2-15-25	176,175.00	8-15-25	157,162.50	**1,178,337.50**
2-15-26	880,000.00	4.50%	2-15-26	157,162.50	8-15-26	137,362.50	**1,174,525.00**
2-15-27	920,000.00	4.50%	2-15-27	137,362.50	8-15-27	116,662.50	**1,174,025.00**
2-15-28	945,000.00	4.50%	2-15-28	116,662.50	8-15-28	95,400.00	**1,157,062.50**
2-15-29	990,000.00	4.50%	2-15-29	95,400.00	8-15-29	73,125.00	**1,158,525.00**
2-15-30	1,035,000.00	4.50%	2-15-30	73,125.00	8-15-30	49,837.50	**1,157,962.50**
2-15-31	1,085,000.00	4.50%	2-15-31	49,837.50	8-15-31	25,425.00	**1,160,262.50**
2-15-32	1,130,000.00	4.50%	2-15-32	25,425.00	8-15-32		**1,155,425.00**
	$ 15,115,000.00			**$ 3,765,821.88**		**$ 3,437,150.63**	**$ 22,317,972.51**

Interest Rate:	4.00% - 4.50%
Amount Issued:	$16,280,000.00
Amount Outstanding:	$15,115,000.00
Term (Years):	25 years
Paying Agent:	The Bank of New York Trust Company of Florida, N.A. (formerly U. S. Trust Company of Texas)
Pay Date:	Principal 2/15 Interest 2/15 and 8/15

Special Revenue Funds

Housing Fund

Hotel/Motel Fund

Transit System Fund

4B Sales Tax Fund

All Other Special Revenue Funds

2013-2014

SPECIAL REVENUE FUND

Housing and Urban Development Fund

Fund 06

Summary of Receipts & Expenditures

2013-2014

A grant fund using grant and local revenue for Housing and Urban Development (HUD) program expenditures. The Section 8 Housing Agency is a federally funded program designed to assist the elderly, handicapped and families of very low income to obtain reasonable living quarters that are safe, decent and sanitary. Applications are taken and applicants are placed on a waiting list in order of date, time and federal preference. Funds are expended the first of every month directly to the landlord. In some cases, the complete rental amount is paid by the HUD office, along with a portion of the tenant's utilities.

		Proposed 2013-2014
Beginning Fund Balance		$ 178,568
Revenues:		
Transfer from General Fund		20,000
Fines		100
Interest Income - HAP		200
Miscellaneous Income		
Port In - HAP	(0614-6487)	1,500
Port In - Admin	(0615-6501)	100
Grant Revenue - TX 495 - HAP	(0614-6427)	1,335,637
Grant Revenue - TX 495 - Administrative	(0614-6426)	176,200
Total Revenue		1,533,737
TOTAL FUNDS AVAILABLE		1,712,305
Expenditures:		
Administrative Expenditures	(0668-SEE DETAIL)	203,468
HAP Expenditures	(0668-SEE DETAIL)	1,375,100
TOTAL EXPENDITURES		1,578,568
Ending Fund Balance		$ 133,737

HOUSING SUMMARY

DEPARTMENT		DIVISION
Housing	0668	Public Services-Community

DESCRIPTION OF SERVICES

The City of Cleburne Housing Department was established by the City Council in 1976 and was a requirement of the Department of Housing & Urban Development in order for the City to receive CDBG grant monies. The Housing Department receives funding from HUD to administer the Housing Choice Voucher Program and provides rental assistance to the very low income, elderly, and disabled. The rental assistance allows families to live in areas and/or units they could not otherwise afford and provide residential stability which they may not be able to achieve by themselves. Without the assistance provided through this program, families may be homeless or living in substandard housing. This department works very closely with the participants and area landlords. The Cleburne Housing Agency's jurisdiction is the City limits of Cleburne.

GOALS & OBJECTIVES

1. Administer the Housing Choice Voucher Program in a manner consistent with HUD regulations and local goals and objectives;
2. Comply with federal, state, and local non-discrimination laws governing fair housing and equal opportunity;
3. Support and empower individuals and families to become independent;
4. Practice sound financial management practices as protectors of American tax dollars;
5. Maintain a workforce whose focus is fostered by honesty, dignity and integrity;
6. Promote affordable, safe, sanitary, and decent housing.

BUDGET HIGHLIGHTS & CHALLENGES

HUD funding for 2013 continued with cuts in the administrative fees earned by housing agencies, thus reducing funds provided for business operation. The continued cuts bring challenges in administering the program effectively and assisting the same amount of families.

INDICATORS

	Actual 2011-2012	Budgeted 2012-2013	Budgeted 2013-2014
Average participating families	279	295	275
Terminated participants annually	48	30	50
Inspections conducted annually	427	450	425
Monthly recertification's conducted	19	30	30
Briefings conducted annually	8	12	12
Hearings conducted annually	10	10	10

Average number of families assisted 2013	272
Average number of male head of household	60
Average number of female head of household	194
Average number of couples	21

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Housing Manager	25	1	1	1
Case Worker	13	2	1	1
TOTAL		3	2	2
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 PROPOSED
SALARIES & WAGES	$ 111,740	$ 95,061	$ 95,400	$ 103,447
BENEFITS	46,345	41,110	41,500	45,206
SUPPLIES & MATERIALS	8,615	8,600	7,000	6,225
M&R - EQUIPMENT & VEHICLES	4,455	4,250	3,350	4,450
CONTRACTURAL & MISC SERVICES	1,483,042	1,526,531	1,423,961	1,419,240
MISC & SUNDRY CHARGES	$ 5,830	$ -	$ -	$ -
TOTAL 06-68	**$ 1,660,027**	**$ 1,675,552**	**$ 1,571,211**	**$ 1,578,568**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 111,723	$ 94,711	$ 95,000	$ 103,097
8130 OVERTIME	17	350	400	350
8190 NON-CASH BENEFITS	25	-	-	-
8210 SOCIAL SECURITY CONTRIBUTIONS	6,826	5,894	6,000	6,413
8220 MEDICARE CONTRIBUTIONS	1,596	1,378	1,400	1,446
8230 RETIREMENT CONTRIBUTIONS	20,353	18,038	18,100	19,605
8240 HEALTH/LIFE INSURANCE	17,377	15,600	13,600	17,542
8250 WORKERS COMPENSATION	193	200	2,400	200
8301 OFFICE SUPPLIES	5,412	4,675	4,500	3,500
8308 BOOKS & SUBSCRIPTIONS	893	1,000	200	200
8336 FUEL & LUBRICANTS	303	350	300	350
8382 UTILITY - ELECTRICAL FEES	1,963	2,400	2,000	2,000
8399 OTHER SUPPLIES	44	175	-	175
8557 M&R - VEHICLES	519	250	100	250
8559 M&R - OFFICE EQUIPMENT	431	400	250	250
8577 M&R - SOFTWARE	2,087	2,150	2,500	2,500
8599 M&R - OTHER EQUIPMENT	1,419	1,450	500	1,450
8601 ADMINISTRATIVE FEES	2,584	4,200	1,600	2,500
8615 AUDITS	4,135	7,750	8,475	5,000
8636 COMMUNICATIONS	848	800	850	850
8643 DUES	220	430	540	440
8657 INSURANCE	663	750	700	750
8660 POSTAGE	2,551	2,500	2,600	1,750
8662 PRINTING	110	55	-	-
8664 PROFESSIONAL SERVICES	3,715	4,546	3,850	3,000
8670 VEHICLE USE FEE	3,600	3,600	3,600	3,600
8676 RENTAL OF PROPERTY (HUD)	1,382,753	1,410,000	1,336,000	1,336,000
8677 RENTAL OF PROPERTY-PORTABLE	34,609	37,800	36,000	36,000
8678 PORT IN - HAP	22,255	26,000	3,100	3,100
8679 RENTAL OF PROPERTY-OTHER	24,000	24,000	24,000	24,000
8684 TRAINING	755	2,000	1,600	750
8690 TRAVEL EXPENSES	243	2,100	1,046	1,500
8711 BAD DEBT EXPENSE	$ 5,830	$ -	$ -	$ -
TOTAL 06-68	**$ 1,660,051**	**$ 1,675,552**	**$ 1,571,211**	**$ 1,578,568**

SPECIAL REVENUE FUND

Hotel Occupancy Tax Fund

Fund 07

Summary of Receipts & Expenditures

2013-2014

The City of Cleburne has a 7% Hotel Occupancy Tax levied against its customers. That revenue is used for Chamber of Commerce expenses, City of Cleburne promotional and advertising expenses, as well as travel brochures.

		Proposed 2013-2014
Beginning Fund Balance		$ 48,131
Revenues:		
Hotel/Motel Tax Revenue	(0711-6150)	300,000
Interest Revenue	(0717-6735)	200
TOTAL FUNDS AVAILABLE		348,331
Expenditures:		
City Promotional Items	(0769-8399)	41,500
City Promotional Services	(0769-8699)	25,000
Chamber of Commerce - Tourism	(0769-8699)	235,710
(78.57 % or 5 1/2 Cents of the 7 Cent Total Tax)		
TOTAL EXPENDITURES		302,210
Ending Fund Balance		$ 46,121

City Promotion Items: (8399)

Whistlestop Promotions	$ 12,500
Whistlestop Christmas Decorations	4,000
Promotional Items	5,000
Advertising for City Events and Programs	20,000
	$ 41,500

SPECIAL REVENUE FUND

Transportation Fund

Fund 08

Summary of Receipts & Expenditures

2013-2014

Fund 08 is a State/Local Rural Public Transportation Grant Fund using grant and local revenue for county-wide transportation system (bus) expenditures. These grant funds will provide mobility to the citizens of Johnson County and enhance the citizens's access to health care, shopping, education, employment, recreation, and public services. Currently there are no other means of public transportation in Johnson County. City/County transportation provides rural public transportation to a community of 150,934 and servicing 710 square miles and urban public transportation to a community of 44,338 and servicing 36 square miles.

		Proposed 2013-2014
Beginning Fund Balance		$ 207,020
Revenues:		
Grant Revenue (Federal-5310 Grant)	(0814-6431)	74,400
Grant Revenue (Federal-5307 Grant)	(0814-6432)	485,483
Grant Revenue (Federal-5311 Grant)	(0814-6436)	400,740
Grant Revenue (State-5311 Grant)	(0814-6474)	285,871
Grant Revenue (Area Agency on Aging)	(0814-6495)	13,500
Fares	(0815-6570)	88,000
Other Services	(0815-6599)	101,040
County & City Contributions	(0818-68XX)	97,808
General Fund Subsidy (Transfer)	(0821-7101)	60,000
Transfer to Performance Capital Fund	(0822-7255)	(1,126)
Sale of Assets	(0826-7610)	
TOTAL FUNDS AVAILABLE		1,812,736
Expenditures:		
Operations	(0859-SEE DETAIL)	1,639,182
TOTAL EXPENDITURES		1,639,182
Ending Fund Balance		$ 173,554

CLETRAN SUMMARY

DEPARTMENT		DIVISION
City Transit	0859	Public Services-Community

DESCRIPTION OF SERVICES

City/County Transportation provides a demand response transportation program to the elderly, disabled and general public residents of Cleburne and Johnson County. Service is offered Monday-Friday from 5:00 am – 8:00 pm, and Saturdays 8:00 am-5:00 pm. Reservations may be scheduled up to seven days in advance; however same day reservations are accepted if space is available. Fares are $3.00 for a one-way trip within the city limits of Cleburne. Reduced passes are available to students under the age of 18, seniors 60 years of age and older, and to the disabled with a note from the doctor. Please call 817-641-1800 for additional information or to schedule a ride.

GOALS & OBJECTIVES

1. To maintain our response time (on-time performance) at 92% or greater.
2. Provide safe, efficient and reliable transportation.
3. Keep the cost/trip below $30.00

BUDGET HIGHLIGHTS & CHALLENGES

The City/County Transportation continues to provide Medicaid service in an effort to bring in additional revenue for the department and allow the department to expand service by adding additional vehicles.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Number of one-way trips	40,960	39,537	41,100
Cost per trip	$28.98	$28.00	$30.25
On-time performance	94%	94%	94%

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Transportation Manager	23	1	1	1
Transportation Supervisor	14	1	1	1
Mechanic	16	1	1	1
Clerk	11	1	1	1
Bus Driver	10	7	9	9
Dispatcher	11	0	1	1
TOTAL		11	14	14
Part Time		12	12	8

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	535,735	659,412	691,000	681,678
BENEFITS	249,757	303,901	274,400	303,904
SUPPLIES & MATERIALS	184,769	235,125	168,000	165,200
M&R - LAND, STRUCTURES & STREETS	7,214	1,800	1,000	2,000
M&R - EQUIPMENT & VEHICLES	46,581	32,000	33,750	46,100
CONTRACTURAL & MISC SERVICES	69,357	75,553	88,290	55,300
CAPITAL OUTLAY - STRUCTURES	-	-	-	-
CAPITAL OUTLAY - EQUIPMENT	-	388,565	-	385,000
TOTAL 08-59	**$ 1,093,413**	**$ 1,696,356**	**$ 1,256,440**	**$ 1,639,182**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	530,535	649,912	624,000	674,678
8130 OVERTIME	5,200	9,500	67,000	7,000
8210 SOCIAL SECURITY CONTRIBUTIONS	32,312	40,884	39,000	42,264
8220 MEDICARE CONTRIBUTIONS	7,557	9,561	9,200	9,884
8230 RETIREMENT CONTRIBUTIONS	97,569	125,123	119,900	129,187
8240 HEALTH/LIFE INSURANCE	98,366	128,333	95,100	122,569
8250 WORKERS COMPENSATION	13,953	-	11,200	-
8301 OFFICE SUPPLIES	915	625	1,500	2,000
8322 CLOTHING	5,611	6,600	6,000	3,700
8336 FUEL & LUBRICANTS	161,700	213,000	140,000	140,000
8357 MEDICAL SUPPLIES	-	200	3,000	2,000
8364 MINOR EQUIPMENT	3,341	-	200	-
8382 UTILITY - ELECTRICAL FEES	8,693	9,500	10,000	10,000
8388 UTILITY - WATER & SEWER FEES	3,528	4,800	4,800	5,000
8399 OTHER SUPPLIES	980	400	2,500	2,500
8419 M&R - STRUCTURES	3,914	1,800	1,000	2,000
8479 M&R - WALKS AND FENCES	3,300	-	-	-
8557 M&R - VEHICLES	42,089	30,000	32,000	32,000
8559 M&R - OFFICE EQUIPMENT	4,492	2,000	1,750	500
8577 M&R - SOFTWARE	-	-	7,500	9,500
8599 M&R - OTHER EQUIPMENT	2,500	2,500	4,100	4,100
8615 AUDITS	2,136	2,250	5,300	5,100
8636 COMMUNICATIONS	15,332	14,350	7,800	8,000
8643 DUES	-	1,620	540	1,700
8657 INSURANCE	28,704	29,700	30,000	30,000
8660 POSTAGE	337	400	400	400
8662 PRINTING	427	2,400	-	1,500
8664 PROFESSIONAL SERVICES	20,310	23,833	42,950	6,800
8684 TRAINING	679	-	1,200	500
8690 TRAVEL EXPENSES	1,433	1,000	100	1,300
8820 CAPITAL - STRUCTURES	-	-	-	-
8930 CAPITAL - EQUIPMENT	-	149,661	-	-
8950 CAPITAL - VEHICLES	-	238,904	-	385,000
TOTAL 08-59	**$ 1,095,913**	**$ 1,698,856**	**$ 1,268,040**	**$ 1,639,182**

SPECIAL REVENUE FUND

4B Sales Tax

Fund 09

Summary of Receipts & Expenditures

2013-2014

This fund will be used to account for the proceeds of the 4B sales tax. On August 11, 2001, the citizens of Cleburne approved a 1/2 cent increase, to 7.75%. This sales tax has funded construction of Splash Station, the Cleburne Sports Complex, Cleburne Conference Center and Theatre, Community Center, and several parks improvements throughout the city. Of the original projects only the Railroad Museum remains. 4B Sales Tax funds are also used to fund the maintenance and operation expenses of these projects.

		Proposed 2013-2014
Beginning Fund Balance		$ 2,021,309
Revenues:		
Taxes, Sales and Use	(0911-6110)	2,317,507
Interest Earnings	(0917-6735)	2,500
TOTAL FUNDS AVAILABLE		4,341,316
Expenditures:		
Worker's Compensation	(0939-8250)	40,000
Supplies	(0939-8399)	5,000
Administrative Cost Allocation	(0939-8601)	215,000
Contractual & Miscellaneous	(0939-8699)	35,000
Security Cameras	(0956-8399)	8,000
Booker T Repairs & Capital	(0950-8XXX)	10,000
Splash Station Repairs & Capital	(0956-8XXX)	95,500
Sports Complex Repairs & Capital	(0957-8XXX)	142,000
Railroad Museum Architecture, Engineering	(0967-8820)	190,000
Operating Contingency		250,000
Sales Tax Reserve		491,752
Capital Lease Transfer	(0922-7202)	10,000
Debt Service Transfer	(0922-7202)	1,176,743
**Operation Cost Transfer to General Fund	(0922-7201)	1,214,728
TOTAL EXPENDITURES		3,883,723
Ending Fund Balance		$ 457,593

**The net cost of operating the completed 4B projects is transferred to the General Fund to reimburse the fund for expenditures made throughout the year to operate the 4B Projects.

SPECIAL REVENUE FUND

Law Enforcement Officer Standards

Fund 10

Summary of Receipts & Expenditures

2013-2014

The Texas Commission on Law Enforcement (T.C.O.L.E.) Fund is used as necessary for continuing education and training, as determined by the agency head, for full time law enforcement support personnel.

		Proposed 2013-2014
Beginning Fund Balance		$ 11,924
Revenues:		
PoliceT.C.O.L.E. Funding	(1014-6451)	
Fire T.C.O.L.E. Funding	(1014-6451)	
Interest Income	(1017-6735)	25
TOTAL FUNDS AVAILABLE		11,949
Expenditures:		
Police Services or Supplies	(1041-8XXX)	4,500
Fire Services or Supplies	(1047-8XXX)	1,000
TOTAL EXPENDITURES		5,500
Ending Fund Balance		$ 6,449

SPECIAL REVENUE FUND

T.I.F. - District #1

Fund 11

Summary of Receipts & Expenditures
2013-2014

The Tax Increment Financing (TIF) District was created to fund infrastructure improvements (streets, water and sewer lines, etc.) in our industrial park.

		Proposed 2013-2014
Beginning Fund Balance		$ 320,499
Revenues:		
Interest Income	(1117-6735)	1,000
Taxes, Ad Valorem - Current City	(1121-7101)	114,938
Taxes, Ad Valorem - Current County	(1119-6999)	60,000
TOTAL REVENUE		175,938
Expenditures:		
Transfer to Fund 02 - Smithfield Bio	(1122-7202)	20,000
Supplies	(1139-8399)	100
Services	(1139-8699)	8,500
TOTAL EXPENDITURES		28,600
Ending Fund Balance		$ 467,837

T.I.F. - District #2

Fund 12

Summary of Receipts & Expenditures
2013-2014

The Tax Increment Financing (TIF) District was created to fund infrastructure improvements (lighting, curbing, seating, etc.) in our downtown area.

		Proposed 2013-2014
Beginning Fund Balance		$ 505,580
Revenues:		
Interest Income	(1217-6735)	500
Taxes, Ad Valorem - Current City	(1221-7101)	106,540
Taxes, Ad Valorem - Current County	(1219-6999)	50,000
TOTAL REVENUE		157,040
Expenditures:		
Supplies	(1239-8399)	100
Services	(1239-8699)	7,000
Grant Match - Administration	(1240-8699)	39,260
Downtown Rehabilitation - Central Core 50%	(1240-8699)	78,520
Downtown Rehabilitation - Surrounding Area 25%	(1240-8699)	39,260
TOTAL EXPENDITURES		164,140
Ending Fund Balance		$ 498,480

SPECIAL REVENUE FUND

T.I.F. - District #3

Fund 13

Summary of Receipts & Expenditures

2013-2014

The Tax Increment Financing (TIF) District was created to fund infrastructure improvements (lighting, curbing, seating, etc.) related to the northwest loop.

		Proposed 2013-2014
Beginning Fund Balance		$ 48,610
Revenues:		
Taxes, Ad Valorem - Current City	(1321-7101)	135,079
Taxes, Ad Valorem - Current County	(1319-6999)	60,000
Interest Income	(1317-6735)	100
TOTAL FUNDS AVAILABLE		243,789
Expenditures:		
Reimburse Capital Projects Fund		100,000
Supplies	(1339-8399)	1,000
Services	(1339-86XX)	25,000
TOTAL EXPENDITURES		126,000
Ending Fund Balance		$ 117,789

SPECIAL REVENUE FUND

Emergency Management
Fund 14
Summary of Receipts & Expenditures
2013-2014

This fund uses revenues from a service agreement with Texas Utilities to fund emergency disaster assistance. This agreement was made with TU Electric in order for the City to be equipped as a relocation site for citizens in the fallout area of the Comanche Peak Nuclear Power Plant.

		Proposed 2013-2014
Beginning Fund Balance		$ 33,965
Revenues:		
TU Electric Contract Revenue	(1415-6599)	21,750
Interest Income	(1417-6735)	50
TOTAL FUNDS AVAILABLE		55,765
Expenditures:		
Supplies and Materials	(1449-83XX)	5,350
M&R - Equipment & Vehicles	(1449-85XX)	16,150
Contractual & Miscellaneous Services	(1449-86XX)	6,540
Contractual Services - Code Red	(1449-86XX)	16,110
TOTAL EXPENDITURES		44,150
Ending Fund Balance		$ 11,615

Certificate of Franchise
Fund 15
Summary of Receipts & Expenditures
2013-2014

This fund was created to be used for network wiring costs. These funds are to be used from revenue that was generated from taxes for cable services.

		Proposed 2013-2014
Beginning Fund Balance		$ 74,382
Revenues:		
Franchise Tax - Cable	(1511-6122)	36,000
Interest Income	(1517-6735)	100
TOTAL FUNDS AVAILABLE		110,482
Expenditures:		
Equipment	(1538-8XXX)	100,000
TOTAL EXPENDITURES		100,000
Ending Fund Balance		$ 10,482

SPECIAL REVENUE FUND

Mineral Leases and Royalties

Fund 21

Summary of Receipts & Expenditures

2013-2014

This fund uses mineral lease and royalty revenue received from online gas wells and mineral development leases to fund various city projects.

		Proposed 2013-2014
Beginning Fund Balance		1,099,203
Revenues:		
Interest Income	(2117-6735)	3,000
Mineral Leases and Royalties	(2119-6950)	444,000
TOTAL FUNDS AVAILABLE		1,546,203
Transfers:		
Transfer to General Fund	(2122-7201)	-
Transfer to General Capital Fund	(2122-7253)	325,000
Transfer for TTC Sidewalk Grant Match	(2122-7239)	216,632
Reserve Fund 21		1,000,000
TOTAL EXPENDITURES		1,541,632
Ending Fund Balance		4,571

SPECIAL REVENUE FUND

Disposal Well

Fund 22

Summary of Receipts & Expenditures

2013-2014

This fund uses disposal well royalty revenues to fund disposal well related expenditures, the reuse distribution system and other waste water collection costs.

		Proposed 2013-2014
Beginning Fund Balance		$ 2,214,433
Revenues:		
Disposal Well Royalties	(2215-6585)	315,000
Interest Income	(2217-6735)	3,500
TOTAL FUNDS AVAILABLE		2,532,933
Expenditures:		
Supplies	(2296-8399)	10,000
Services	(2296-8669)	15,000
West Loop Reuse Reserve		2,000,000
TOTAL EXPENDITURES		2,025,000
Ending Fund Balance		$ 507,933

SPECIAL REVENUE FUND

Gas Well Administration

Fund 23

Summary of Receipts & Disbursements

2013-2014

	PROPOSED 2013-2014
Beginning Fund Balance	$ 568,699
Receipts:	
Gas Well Administration Fee	745,000
Interest Income	500
Total Receipts:	745,500
TOTAL FUNDS AVAILABLE	1,314,199
Total Expenditures:	
Other (Sources) Uses of Funds:	
Cost Allocation to General Fund	1,314,199
	0
Total (In)/Out:	1,314,199
TOTAL USES OF FUNDS	1,314,199
Ending Fund Balance	$ 0

SPECIAL REVENUE FUND

Development Fee

Fund 27

Summary of Receipts & Expenditures

2013-2014

This fund handles all community development fees from developers. The revenue will be used to test and inspect expenditures of the development.

		Proposed 2013-2014
Beginning Fund Balance		$ 0
Revenues:		
Community Development Fees (2% to 3% Fee)	(2713-6311)	5,000
Interest Income	(2717-6735)	-
TOTAL FUNDS AVAILABLE		5,000
Expenditures:		
	(2771-8664)	5,000
TOTAL EXPENDITURES		5,000
Ending Fund Balance		$ 0

SPECIAL REVENUE FUND

Miscellaneous Grant Fund

Fund 39

Summary of Receipts & Expenditures

2013-2014

Minor grant revenue from various Texas Agencies. These funds are used for the purposes so designated by the grant.

		Proposed 2013-2014
Beginning Fund Balance		$ 0
Revenues:		
Animal Friendly Grant		16,184
Bullet Proof Grant		9,260
Bullet Proof Grant Match		9,260
Byrne Justice Assistance Grant		13,422
Criminal Just Grant - Radios & Video Recorders		129,452
TCC Grant - Sidewalk Project		768,056
Transfer from Fund 21 - TTC Grant Match		216,632
TOTAL FUNDS AVAILABLE		1,162,266
Expenditures:		
Bullet Proof Vests	(3941-8322)	18,520
Byrne Justice Assistance	(3941-8364)	13,422
Radios & Video Recorders	(3941-8930)	129,452
Animal Services	(3943-8664)	16,184
TTC Sidewalk Project	(3979-8860)	984,688
TOTAL EXPENDITURES		1,162,266
Ending Fund Balance		$ 0

SPECIAL REVENUE FUND

Court Technology Fund
Fund 41

Summary of Receipts & Expenditures
2013-2014

Any person convicted in a trial in the City of Cleburne Municipal Court shall pay a $4.00 fee as a cost of the court. The fund shall be used only to finance the purchase of technology enhancements for the City of Cleburne Municipal Court.

		Proposed 2013-2014
Beginning Fund Balance		$ 47,731
Revenues:		
Fines	(4116-6611)	14,000
Interest Income	(4117-6735)	120
TOTAL FUNDS AVAILABLE		61,851
Expenditures:		
Court Technology Supplies	(4137-8399)	30,000
Court Technology Services	(4137-8699)	10,000
TOTAL EXPENDITURES		40,000
Ending Fund Balance		$ 21,851

Court Fine Fee Fund
Fund 42

Summary of Receipts & Expenditures
2013-2014

This fund is derived from one-half of a $25 fee charged when paying court-related costs. It shall be used to improve the efficiency of the administration of justice.

		Proposed 2013-2014
Beginning Fund Balance		$ 31,136
Revenues:		
Fines	(4216-6611)	1,725
Interest Income	(4217-6735)	50
TOTAL FUNDS AVAILABLE		32,911
Expenditures:		
Miscellaneous Court Supplies	(4237-8399)	10,000
TOTAL EXPENDITURES		10,000
Ending Fund Balance		$ 22,911

SPECIAL REVENUE FUND

Public Safety Fund
Fund 43
Summary of Receipts & Expenditures
2013-2014

The purpose of this fund is to support the communication towers for select Fire Departments throughout Johnson County. Each entity will provide proportionate funding for all expenses.

		Proposed 2013-2014
Beginning Fund Balance		$ 3,128
Revenues:		
Interest Income		-
Rent Revenue		2,000
Contribution - Emergency Services District		6,500
Contribution - Johnson County		6,500
Transfer - General Fund	(4301-7101)	6,500
TOTAL FUNDS AVAILABLE		24,628
Expenditures:		
Miscellaneous Supplies	(4347-8399)	10,000
Miscellaneous Services	(4347-8419)	4,000
M&R - Other Equipment	(4347-8599)	3,128
Miscellaneous Services	(4347-8699)	7,500
TOTAL EXPENDITURES		24,628
Ending Fund Balance		$ -

Child Safety
Fund 45
Summary of Receipts & Expenditures
2013-2014

This fund was a State mandated fund to be used for municipal school crossing guard programs and other child safety programs. These funds are to be used from revenue that was generated from fines for traffic violations within a school zone.

		Proposed 2013-2014
Beginning Fund Balance		$ 1,269
Revenues:		
Fines	(4516-6611)	1,500
Interest Income	(4517-6735)	5
TOTAL FUNDS AVAILABLE		2,774
Expenditures:		
Child Safety Expenditures		
(Vests, Signs, Lights)	(4541-8XXX)	2,500
TOTAL EXPENDITURES		2,500
Ending Fund Balance		$ 274

SPECIAL REVENUE FUND

Court Security Fund
Fund 46
Summary of Receipts & Expenditures
2013-2014

This fund may only be used for providing security services for the court. A $3.00 security fee is paid by a convicted defendant for a misdemeanor offense as a court cost.

		Proposed 2013-2014
Beginning Fund Balance		$ 0
Revenues:		
Court Fines	(4616-6611)	9,500
Interest Income	(4617-6735)	5
TOTAL FUNDS AVAILABLE		9,505
Expenditures:		
Court Security Officer *	(4622-7201)	9,500
TOTAL EXPENDITURES		9,500
Ending Fund Balance		$ 5

* General Fund charges Court Security for providing police security

Abandoned Vehicle Fund
Fund 47
Summary of Receipts & Expenditures
2013-2014

This fund is a state mandated fund that uses revenue for administrative expenses in the processing of abandoned vehicles. All revenue comes from the sale of abandoned vehicles with excess funds being transferred to the general fund.

		Proposed 2013-2014
Beginning Fund Balance		$ 14,301
Revenues:		
Impound Fees	(4716-6601)	500
Auction Fees	(4716-6699)	2,500
Interest Income	(4717-6735)	50
TOTAL FUNDS AVAILABLE		17,351
Expenditures:		
Administrative Supplies	(4741-8399)	1,000
TOTAL EXPENDITURES		1,000
Ending Fund Balance		$ 16,351

SPECIAL REVENUE FUND

Police Forfeiture Fund

Fund 48

Summary of Receipts & Expenditures

2013-2014

This is a State mandated fund that uses revenue from forfeited property to fund drug-related law enforcement expenditures.

		Proposed 2013-2014
Beginning Fund Balance		$ 7,766
Revenues:		
Forfeitures	(4816-6663)	2,000
Interest Income	(4817-6735)	5
TOTAL FUNDS AVAILABLE		9,771
Expenditures:		
Miscellaneous Supplies	(4841-8399)	2,500
TOTAL EXPENDITURES		2,500
Ending Fund Balance		$ 7,271

Fire Protection Fund

Fund 49

Summary of Receipts & Expenditures

2013-2014

This fund was created to account for the City's portion of the rural fire tax that the county collects for all fire departments within the district.

		Proposed 2013-2014
Beginning Fund Balance		$ 37,075
Revenues:		
Interest Income	(4917-6735)	50
TOTAL FUNDS AVAILABLE		37,125
Expenditures:		
Other Supplies	(4947-8399)	37,125
TOTAL EXPENDITURES		37,125
Ending Fund Balance		$ 0

SPECIAL REVENUE FUND

Museum Board Fund

Fund 81

Summary of Receipts & Expenditures

2013-2014

This fund is used by the Museum Board to handle donations that are used to fund Museum expenditures.

		Proposed 2013-2014
Beginning Fund Balance		$ 38,793
Revenues:		
Interest Income	(8117-6735)	30
Museum Store, Tours and Booth Sales	(8115-6599)	13,000
Donations	(8118-6820)	5,000
TOTAL FUNDS AVAILABLE		56,823
Expenditures:		
Miscellaneous Supplies	(8165-8399)	1,000
Miscellaneous Services	(8165-8699)	6,000
Cost of Sales - Museum Store	(8165-8727)	6,000
Artifacts	(8165-8920)	2,000
TOTAL EXPENDITURES		15,000
Ending Fund Balance		$ 41,823

Museum Donations Fund

Fund 82

Summary of Receipts & Expenditures

2013-2014

This fund is used by the Museum to handle donations that are used to fund Museum expenditures.

		Proposed 2013-2014
Beginning Fund Balance		$ 6,044
Revenues:		
Interest Income	(8217-6735)	10
Donations	(8218-6820)	5,000
TOTAL FUNDS AVAILABLE		11,054
Expenditures:		
Miscellaneous Supplies	(8265-8399)	100
Miscellaneous Services	(8265-8699)	2,500
Artifacts	(8265-8920)	2,500
TOTAL EXPENDITURES		5,100
Ending Fund Balance		$ 5,954

SPECIAL REVENUE FUND

Police Donation Fund
Fund 83
Summary of Receipts & Expenditures
2013-2014

This fund revenue comes from donations by the community and is used by the Police Department for expenditures.

		Proposed 2013-2014
Beginning Fund Balance		$ 26,472
Revenues:		
Interest Income	(8317-6735)	40
Donations	(8318-6820)	5,000
TOTAL FUNDS AVAILABLE		31,512
Expenditures:		
Miscellaneous Supplies	(8341-8399)	7,000
Miscellaneous Services	(8341-8699)	8,000
TOTAL EXPENDITURES		15,000
Ending Fund Balance		$ 16,512

Parks Donation Fund
Fund 84
Summary of Receipts & Expenditures
2013-2014

This fund revenue comes from donations by the community and is used by the Parks Department for expenditures.

		Proposed 2013-2014
Beginning Fund Balance		$ 18,363
Revenues:		
Service Income	(8415-6536)	2,000
Interest Income	(8417-6735)	25
Donations	(8418-682X)	150
TOTAL FUNDS AVAILABLE		20,538
Expenditures:		
Miscellaneous Supplies	(84XX-8399)	500
Miscellaneous Services	(84XX-8699)	2,500
TOTAL EXPENDITURES		3,000
Ending Fund Balance		$ 17,538

SPECIAL REVENUE FUND

Library Board Fund
Fund 85
Summary of Receipts & Expenditures
2013-2014

This fund revenue comes from donations by the community and is used by the Library Board for Library expenditures.

		Proposed 2013-2014
Beginning Fund Balance		$ 12,424
Revenues:		
Service Income	(8515-6599)	2,000
Interest Income	(8517-6735)	20
Donations	(8518-6820)	100
TOTAL FUNDS AVAILABLE		14,544
Expenditures:		
Miscellaneous Supplies	(8563-8399)	4,200
Miscellaneous Services	(8563-8699)	500
TOTAL EXPENDITURES		4,700
Ending Fund Balance		$ 9,844

Library Donation Fund
Fund 86
Summary of Receipts & Expenditures
2013-2014

This fund revenue comes from donations by the community and is used by the library for expenditures.

		Proposed 2013-2014
Beginning Fund Balance		$ 10,285
Revenues:		
Interest Income	(8617-6735)	10
Donations	(8618-6820)	3,000
TOTAL FUNDS AVAILABLE		13,295
Expenditures:		
Miscellaneous Supplies	(8663-8399)	500
Miscellaneous Services	(8663-8699)	500
Books	(8663-8910)	2,000
TOTAL EXPENDITURES		3,000
Ending Fund Balance		$ 10,295

SPECIAL REVENUE FUND

Public Works Donations
Fund 87
Summary of Receipts & Expenditures
2013-2014

This fund revenue comes from donations by the community and is used by the Public Works Department for expenditures.

		Proposed 2013-2014
Beginning Fund Balance		$ 2,863
Revenues:		
Interest Income	(8717-6735)	5
Donations	(8718-6820)	500
TOTAL FUNDS AVAILABLE		3,368
Expenditures:		
Miscellaneous Supplies	(8771-8399)	500
Miscellaneous Services	(8771-8699)	500
TOTAL EXPENDITURES		1,000
Ending Fund Balance		$ 2,368

Fire Donation Fund
Fund 88
Summary of Receipts & Expenditures
2013-2014

This fund revenue comes from donations by the community and is used by the Fire Department for expenditures.

		Proposed 2013-2014
Beginning Fund Balance		$ 109,483
Revenues:		
Interest Income	(8817-6735)	125
Donations	(8818-6820)	2,500
TOTAL FUNDS AVAILABLE		112,108
Expenditures:		
Miscellaneous Supplies	(8847-8399)	110,000
Miscellaneous Services	(8847-8699)	0
TOTAL EXPENDITURES		110,000
Ending Fund Balance		$ 2,108

SPECIAL REVENUE FUND

Miscellaneous Donation Fund

Fund 89

Summary of Receipts & Expenditures

2013-2014

This fund will handle various donations used for the benefit of the various designated departments of the City.

		Proposed 2013-2014
Beginning Fund Balance		$ 7,173
Revenues:		
Interest Income	(8917-6735)	20
Miscellaneous Donations	(8918-6820)	0
TOTAL FUNDS AVAILABLE		7,193
Expenditures:		
IT Supplies	(8938-8399)	2,500
Animal Shelter Supplies	(8943-8399)	2,300
Conference Center	(8962-8399)	2,300
TOTAL EXPENDITURES		7,100
Ending Fund Balance		$ 93

Enterprise Funds

Water – Wastewater Fund

Airport Fund

Drainage Utility Fund

2013-2014

Water-Wastewater Fund

2013-2014

ENTERPRISE FUND

WATER - WASTEWATER

Fund 60

Summary of Receipts & Disbursements

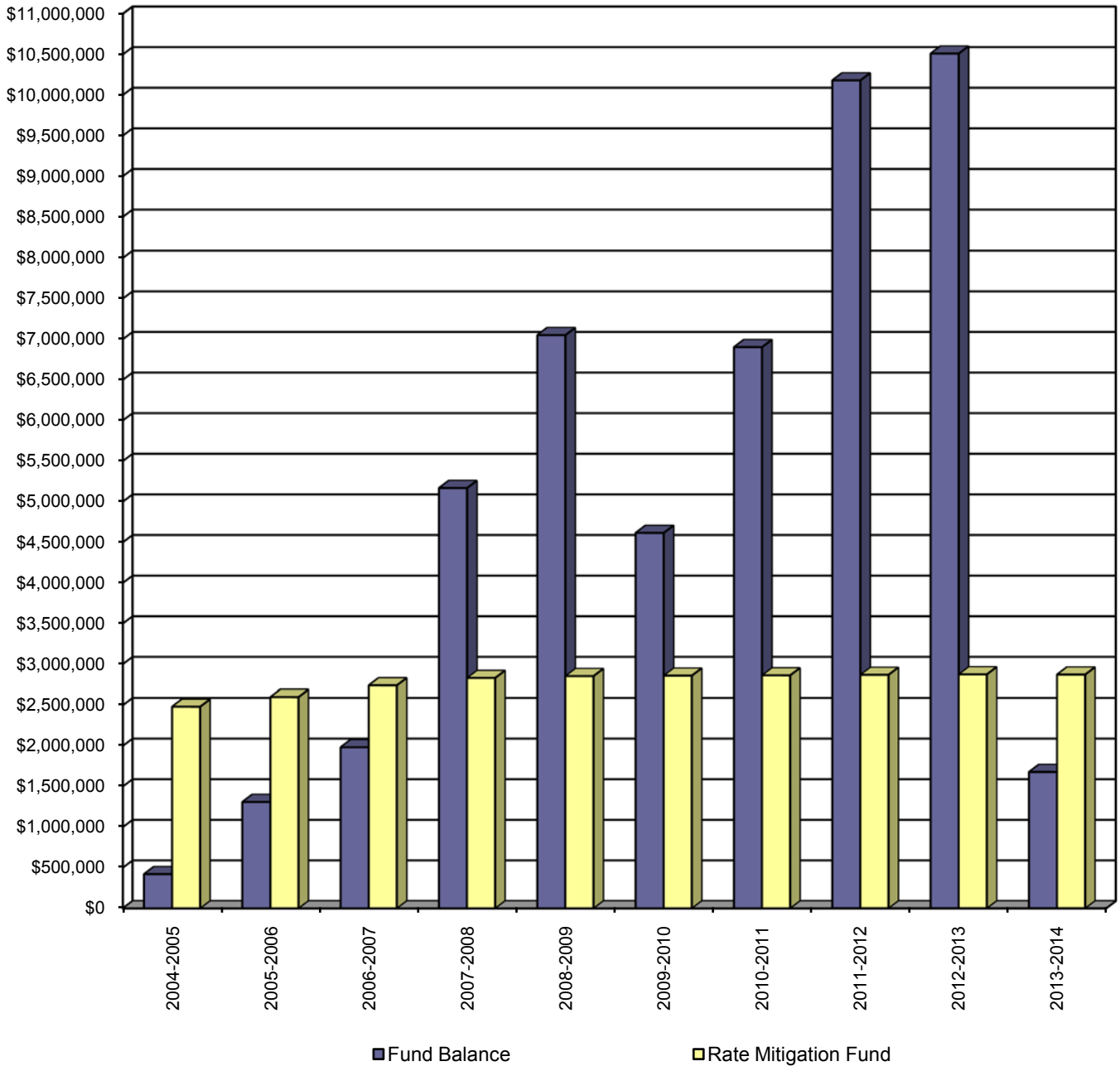
2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Beginning Cash Balance	$ 8,579,641	$ 10,110,204	$ 13,045,481	$ 13,378,252
Receipts:				
Water Revenue	11,648,620	11,576,679	12,373,262	11,850,389
Wastewater Revenue	7,593,973	7,268,024	7,185,736	7,354,077
Utility Taps Income	44,982	36,000	25,816	36,000
Disposal Royalties	-	-	-	-
Penalty Charges	275,215	216,000	258,453	216,000
Interest on Investments	21,318	16,000	16,000	16,000
Miscellaneous	192,891	54,600	87,879	54,600
Total Receipts:	19,776,999	19,167,303	19,947,146	19,527,066
TOTAL FUNDS AVAILABLE	28,356,640	29,277,507	32,992,627	32,905,318
Expenditures:				
Salaries	2,560,678	2,676,373	2,538,700	2,902,296
Benefits	1,251,384	1,355,575	1,236,000	1,502,864
Supplies	1,784,821	2,373,440	1,897,635	2,064,190
Maintenance - Building	213,486	411,000	338,800	407,000
Maintenance - Equipment	365,968	476,100	450,900	466,320
Services	1,916,905	2,240,530	2,055,909	2,263,492
Debt Interest & Fiscal Fees	1,700,473	2,540,378	2,561,000	2,456,000
Capital - Structures	-	1,700,000	1,579,500	9,100,000
Capital - Equipment	-	465,500	412,500	434,000
Total Expenditures:	9,793,715	14,238,896	13,070,944	21,596,162
Other (Sources) Uses of Funds:				
Transfer to General Fund - 01 (Adm.)	1,967,731	2,250,000	1,850,000	1,896,250
Transfer to General Fund - 01 (Hazmat)	17,500	17,500	17,500	17,500
W&WW Debt Principal Payments	2,690,000	3,830,000	3,830,000	3,945,000
Transfer to Performance Contract Fund	901,159	933,019	901,159	901,159
Sale of Assets	(58,946)	-	(55,228)	-
Total Out:	5,517,444	7,030,519	6,543,431	6,759,909
Rate Mitigation Reserve Balance	2,864,994	2,873,739	2,867,994	2,870,994 *
Senior Lien Debt Reserve	335,737	496,343	496,343	656,952
TWDB Payment Reserve	682,478	20,144	803,803	803,803
Capital Reserve	8,900,000	4,250,000	9,000,000	-
Contingency Reserve	-	100,000	-	100,000
TOTAL USES OF FUNDS	28,094,368	28,989,497	32,782,515	32,787,820
Ending Cash Balance	$ 262,272	$ 288,010	$ 210,112	$ 117,498

* Rate Mitigation Reserve Balance is expected to be 121.64 days at September 30, 2012, and 108.84 days at September 30, 2013. 90 days is required.

Water-Wastewater Fund Rate Mitigation & Fund Balance

2004-2013



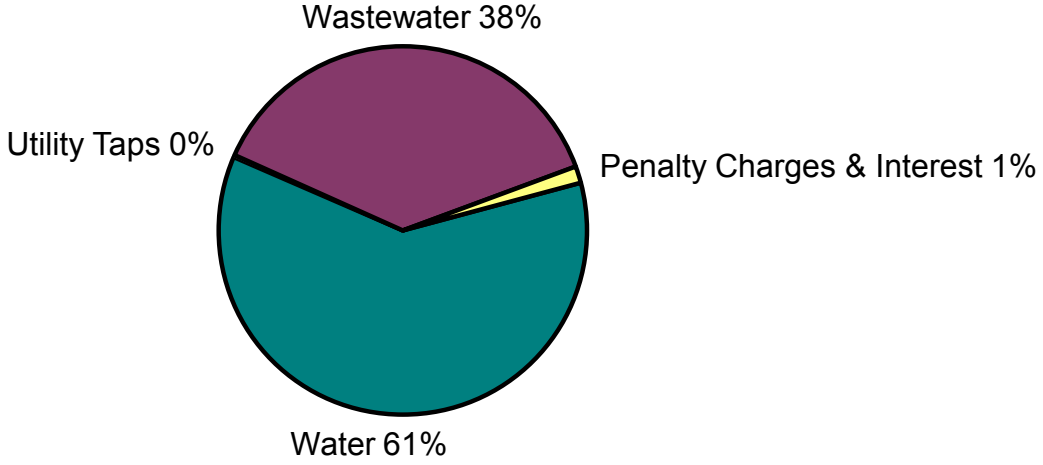
The 2012 data is an estimated amount, and the 2013 data is the budgeted amount. The projection reserve was established in 1993 to enable the Water-Wastewater Fund to continue operations during times of crisis and/or significantly reduced revenue. The establishment of this reserve mandates that a minimum 90 day reserve be maintained.

The fluctuations in fund balance are due to a build up of funds and a subsequent draw down of those funds for one time, non-recurring capital improvements to the water system.

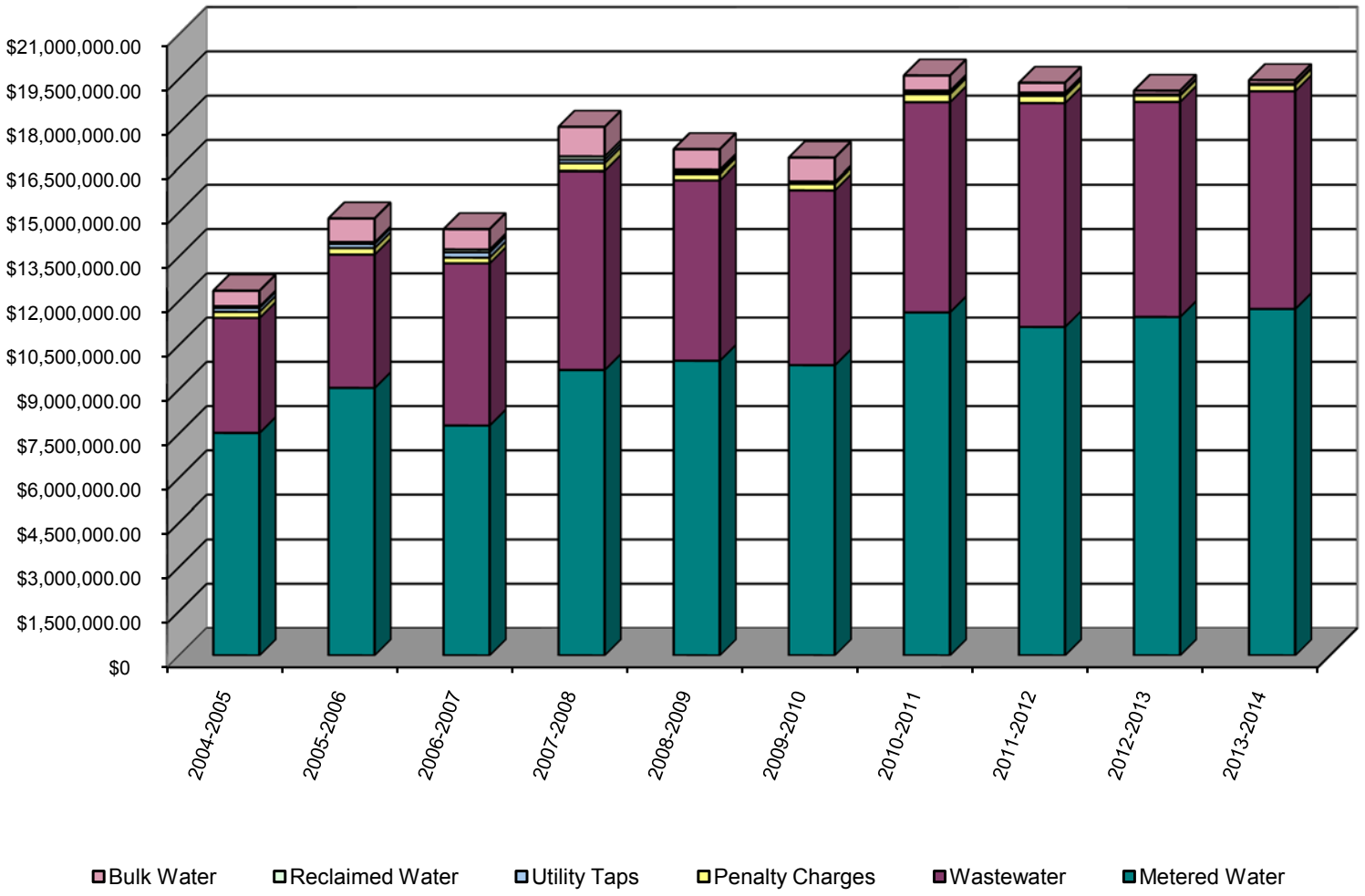
Water-Wastewater Fund Revenues

2013-2014

$19,527,066



2005-2014



The 2013 data is an estimated amount, and the 2014 data is the budgeted amount.

See Water-Wastewater Fund-Revenue By Source for related data.

ENTERPRISE FUND
WATER - WASTEWATER
Fund 60
Revenue By Source
2013-2014

Code No.	Source	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
CHARGES FOR SERVICES					
6015-6509	Cemetary	$ 1,514	$ -	$ -	$ -
6015-6578	Reclaimed Water Revenue	70,122	4,800	8,035	4,800
6015-6579	Bulk Water Revenue	283,395	120,000	652,622	120,000
6015-6580	Water Metered Sales	11,295,103	11,451,879	11,712,605	11,725,589
6015-6581	Wastewater Sales	7,593,973	7,268,024	7,185,736	7,354,077
6015-6582	Taps and Connections	44,982	36,000	25,816	36,000
6015-6585	Disposal Royalty	-	-	-	-
Total Charges for Services		19,289,089	18,880,703	19,584,814	19,240,466
CHARGES - OTHER					
6015-6587	Penalty Charge to Customer	275,215	216,000	258,453	216,000
6015-6599	Miscellaneous Income	50,464	54,000	56,349	54,000
6016-6699	Fines, Fees, Restitution	-	-	-	-
Total Charges - Other		325,679	270,000	314,802	270,000
INTEREST					
6017-6735	Interest on Investments	21,318	16,000	16,000	16,000
Total Interest		21,318	16,000	16,000	16,000
NON-OPERATING					
6019-XXXX	Non-Operating	140,913	600	31,530	600
Total Non-Operating		140,913	600	31,530	600
GRAND TOTALS		$ 19,776,999	$ 19,167,303	$ 19,947,146	$ 19,527,066

RECEIPTS

6015-6578	RECLAIMED WATER	$ 4,800

Description:
Includes sales of sewer affluent through the treatment plant.

6015-6579	BULK WATER SERVICE	$ 120,000

Description:
Includes sales through fire hydrants or pumped directly from the lake. Rates are as follows:

Service Demand Charge - 75% Metered Water Sales or $20.05 per month
0 gallons and over - 75% Metered Water Sales or $5.34 per 1000 gallons

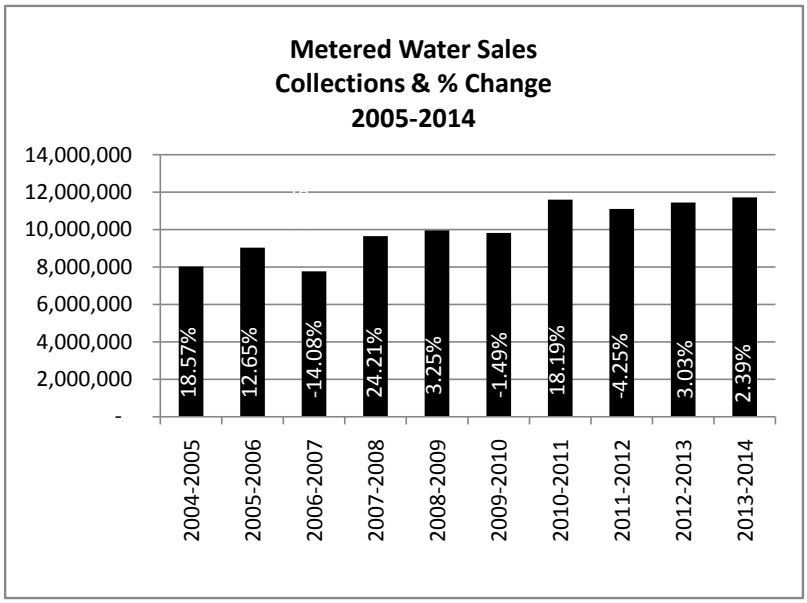
6015-6580	METERED WATER SALES	$ 11,725,589

Description:
Includes the sale of treated water through the distribution system. Residential and commercial rates for:

Inside City Limits:
Service Demand Charge - $20.05 per month
0 gallons and over - $5.34 per 1000 gallons

Outside City Limits:
Service Demand Charge - $25.93 per month
0 gallons and over - $6.65 per 1000 galons

Assumption:
This estimate represents an average of three years collections. A 6% rate increase was passed by Council after the completion of a rate analysis and after the budget was adopted. Industrial use is expected to remain steady throughout the fiscal year as the economy continues to show signs of restraint.



RECEIPTS (CONTINUED)

6015-6581	WASTEWATER SALES	$ 7,354,077

Description:

The monthly rates or charges for services furnished by the City's sanitary sewer system shall be as follows:

Residential & Commercial Accounts:

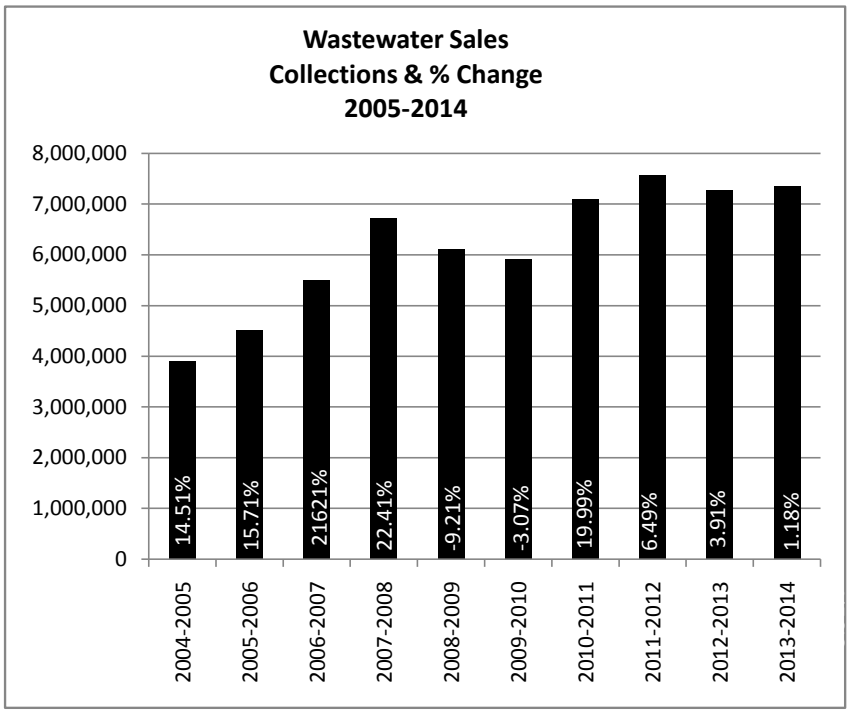
Residential - Service Demand Charge - $11.20 per month
0 to 13,500 gallons - $3.43 per 1000 gallons
Residential Maximum - $57.57 for 13,500 gallons
Commercial - Service Demand Charge - $11.20 per month
Commercial - 0 gallons and over - $3.43 per 1000 gallons

Industrial Accounts:

Service Demand Charge - $11.20 Per month
Volume Charge, per month, per 1000 gallons - $4.5995
BOD, per pound, per month - 0.4295
TSS, per pound, per month - 0.4005
TDS, per pound, per month - 0.2119

Assumption:

This estimate represents a rate increase of 6% based on steady residential and continued decreasing industrial and commercial use due to the current economy.



RECEIPTS (CONTINUED)

6015-6582	TAPS AND CONNECTIONS	$ 36,000

Description:
Fees are charged to persons desiring to tap onto City water or wastewater lines as follows:

Water Taps & Connection:

Size of Connection	Cost of Tie-on/Tap
3/4 inch	$474.40/$1,099.40
1 inch	$540.95/$1,188.95
1 1/2 inch	$677.75/$1,352.75
2 inch	$764.10/$1,609.10

Wastewater Taps:

Size of Connection	Cost of Tap
Tie-on Fee	$150.00
4 inch	$860.00
6 inch	$895.00
8 inch	$920.00

Assumption:
This account is expected to remain stable.

6015-6587	PENALTY CHARGE TO CUSTOMER	$ 216,000

Description:
Bills are due and payable on the date shown on the bill or a penalty of ten (10) percent of the total bill will be assessed on all bills not paid on or before the due date.

Assumption:
This account has reflected slight growth over the past several years, and this estimate reflects a conservative stabilization of receipts.

6015-6599	MISCELLANEOUS INCOME	$ 54,000

Description:
This account includes sewer dump charges, service charges of $5.00, insufficient check charges of $20.00, connection charges of $10.00 and other fees that are not contained in the above accounts.

Assumption:
This amount reflects a relative steady collection rate.

6017-6735	INTEREST ON INVESTMENTS	$ 16,000

Description:
Interest earnings as a result of investing idle funds and deposits.

Assumption:
This estimate reflects a steady collection rate.

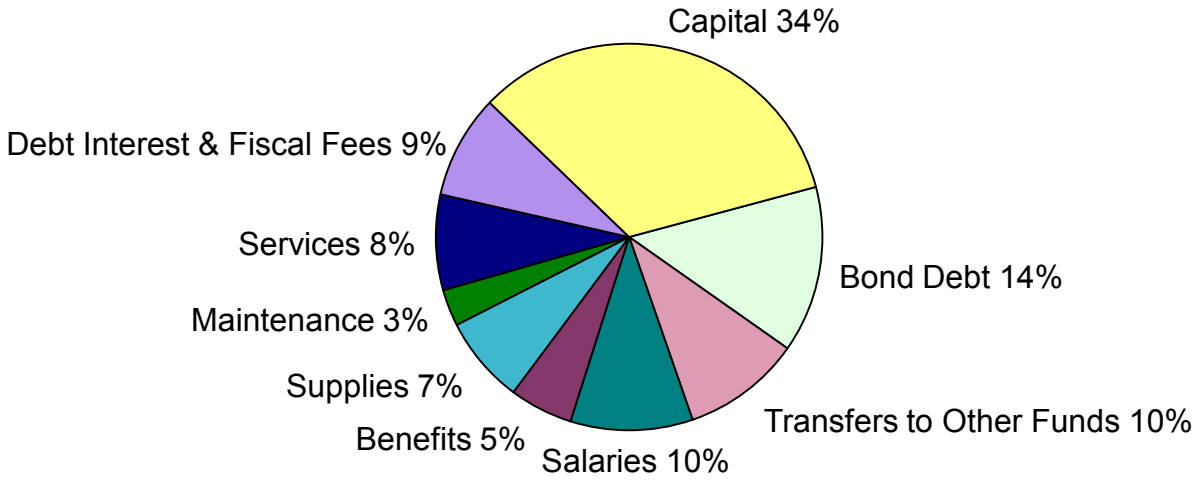
6019-XXXX	NON OPERATING	$ 600

Description:
Non-operating revenues.

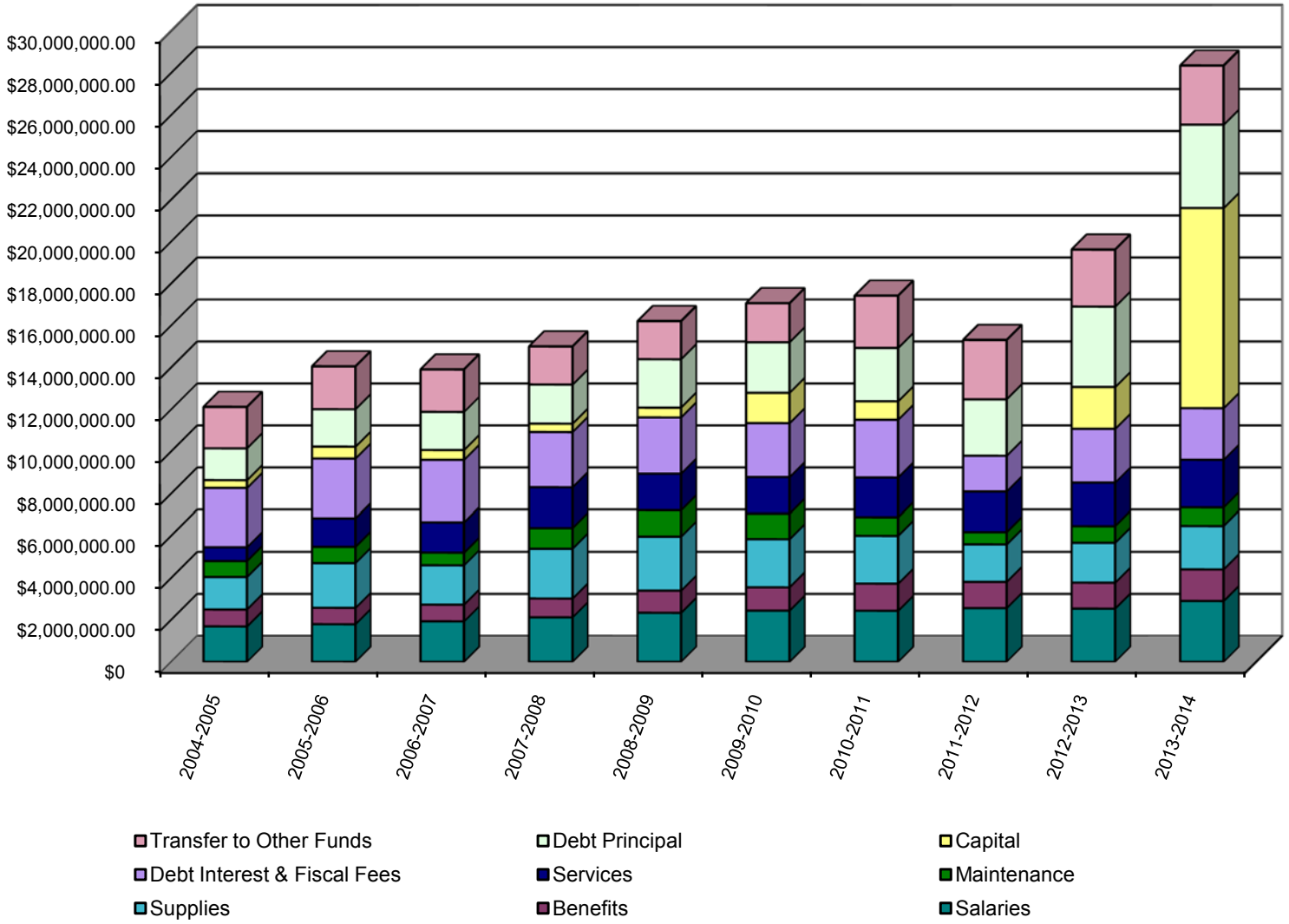
TOTAL WATER AND WASTEWATER REVENUE	$ 19,527,066

Water-Wastewater Fund Expenditures

2013-2014
$21,596,162



2004-2013



The 2013 data is estimated, and the 2014 data is the budgeted amount. See Water – Wastewater Summary of Receipts & Disbursements for related data.

The increase in services is due to the cost of Total Dissolved Solids. There is an offsetting revenue for this expense.

NON-DEPARTMENTAL SUMMARY

DEPARTMENT		DIVISION
Non-Departmental	6039	Water-Wastewater

DESCRIPTION OF SERVICES

This department is used to account for those items that benefit all water/wastewater departments. The expenditures not specifically related to any other operating department in the water/wastewater fund are accounted for in this department. Those items are as follows: unemployment, worker's compensation and casualty insurance, debt service payments, Brazos River Authority payments, master plan, audit charges, and administrative charges.

GOALS & OBJECTIVES

To maintain an accounting of the insurance, audit, and services provided for all water/wastewater departments.

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 323,638	$ 250,000	$ 250,000	$ 250,000
BENEFITS	132,140	111,500	144,700	187,500
SUPPLIES & MATERIALS	107	0	1,000	13,000
M&R - EQUIPMENT & VEHICLES	8,792	7,500	13,850	13,900
CONTRACTURAL & MISC SERVICES	374,348	1,140,174	1,079,000	1,220,100
MISC & SUNDRY CHARGES	6,643,149	2,540,378	2,561,000	2,456,000
TOTAL 60-39	**$ 7,482,174**	**$ 4,049,552**	**$ 4,049,550**	**$ 4,140,500**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 323,638	$ 250,000	$ 250,000	$ 250,000
8210 SOCIAL SECURITY CONTRIBUTIONS	19,160	15,500	15,500	15,500
8220 MEDICARE CONTRIBUTIONS	4,687	4,000	3,700	4,000
8230 RETIREMENT CONTRIBUTIONS	58,288	50,000	48,100	50,000
8240 HEALTH/LIFE INSURANCE	18,311	2,000	32,400	45,000
8250 WORKERS COMPENSATION	31,694	35,000	40,000	68,000
8260 UNEMPLOYMENT COMPENSATION	-	5,000	5,000	5,000
8399 OTHER SUPPLIES	107	-	1,000	13,000
8559 M&R - OFFICE EQUIPMENT	2,000	-	1,350	1,400
8577 M&R - SOFTWARE	-	-	5,000	5,000
8599 M&R - OTHER EQUIPMENT	6,792	7,500	7,500	7,500
8615 AUDITS	24,017	15,000	33,000	22,500
8657 INSURANCE	28,970	44,000	40,000	44,000
8664 PROFESSIONAL SERVICES	320,541	1,073,174	1,006,000	1,145,600
8684 TRAINING	94	-	-	-
8699 OTHER MISCELLANEOUS SERVICES	726	8,000	-	8,000
8711 BAD DEBT EXPENSE	295,083	160,000	175,000	175,000
8726 COMPENSATED ABSENCES	(385,627)			
8735 DEBT INTEREST EXPENSE	1,694,723	2,375,378	2,380,000	2,275,000
8738 DEBT SERVICE CHARGES	5,750	5,000	6,000	6,000
8740 DEPRECIATION/AMORTIZATION	4,784,545	-	-	-
8741 AMORTIZE BOND COSTS/PREM/DISC	248,675	-	-	-
TOTAL 60-39	**$ 7,482,174**	**$ 4,049,552**	**$ 4,049,550**	**$ 4,140,500**

UTILITY BILLING SUMMARY

DEPARTMENT		DIVISION
Utility Billing	6081	Water-Wastewater

DESCRIPTION OF SERVICES

The Utility Billing Department's primary responsibilities include: accurate and timely billing, collecting for services provided, while assisting all customers in a friendly, respectful manner.

GOALS & OBJECTIVES

1. Establish policies for dealing consistently with customers.
2. Continue to emphasize collections of delinquent accounts through all means possible.
3. Strengthen internal control procedures for the safe guard of the city's monies.
4. Revise inter-office policies and procedures, as well as ordinances.
5. Create forms for easy access on the City's website.
6. Maintain re-read efficiency of 99%.

BUDGET HIGHLIGHTS & CHALLENGES

Fixed Based System – Continue to promote the integrity of the automatic system. Encourage customers to take advantage of online payments and ACH Bank Drafts.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Percent of re-read	2%	2%	2%
Number of bank drafts	930	950	1,101
Percent of internet payments	10%	10%	10%

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Office Manager	22	1	1	1
Senior Clerk	14	2	2	2
Clerk - Utility Billing	11	1	2	2
TOTAL		4	5	5
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 189,095	$ 202,395	$ 203,300	$ 235,911
BENEFITS	93,447	100,420	87,800	114,100
SUPPLIES & MATERIALS	25,243	18,250	15,785	18,350
M&R - LAND, STRUCTURES & STREETS	1,707	-	2,000	2,000
M&R - EQUIPMENT & VEHICLES	35,818	42,500	40,700	43,620
CONTRACTURAL & MISC SERVICES	224,030	286,020	240,810	287,120
TOTAL 60-81	**$ 569,339**	**$ 649,585**	**$ 590,395**	**$ 701,101**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 183,656	$ 197,395	$ 199,000	$ 230,911
8130 OVERTIME	5,439	5,000	4,300	5,000
8210 SOCIAL SECURITY CONTRIBUTIONS	11,308	12,549	12,600	14,626
8220 MEDICARE CONTRIBUTIONS	2,645	2,935	3,000	3,420
8230 RETIREMENT CONTRIBUTIONS	40,097	38,405	38,900	44,709
8240 HEALTH/LIFE INSURANCE	39,397	46,531	33,300	51,345
8301 OFFICE SUPPLIES	4,017	7,000	5,500	6,000
8322 CLOTHING	247	250	200	250
8357 MEDICAL SUPPLIES	-	-	1,000	1,000
8364 MINOR EQUIPMENT	14,519	1,000	1,110	1,200
8382 UTILITY - ELECTRICAL FEES	2,894	5,600	4,100	5,500
8388 UTILITY - WATER & SEWER FEES	366	400	375	400
8399 OTHER SUPPLIES	3,200	4,000	3,500	4,000
8419 M&R - STRUCTURES	1,707	-	2,000	2,000
8509 M&R - COMPUTERS	3,560	6,000	3,600	4,000
8551 M&R - METERS & SETTINGS	-	-	-	-
8557 M&R - VEHICLES	-	-	-	-
8559 M&R - OFFICE EQUIPMENT	4,820	4,000	5,100	5,500
8577 M&R - SOFTWARE	27,438	32,500	32,000	34,120
8636 COMMUNICATIONS	3,678	3,500	4,410	5,000
8643 DUES	-	170	350	170
8660 POSTAGE	50,842	50,000	48,000	50,000
8662 PRINTING	5,901	8,000	8,000	8,000
8664 PROFESSIONAL SERVICES	161,228	218,500	173,200	218,100
8684 TRAINING	1,025	1,750	2,750	1,750
8690 TRAVEL EXPENSES	991	2,100	3,100	2,100
8699 OTHER MISCELLANEOUS SERVICES	365	2,000	1,000	2,000
TOTAL 60-81	**$ 569,339**	**$ 649,585**	**$ 590,395**	**$ 701,101**

WATER DISTRIBUTION SUMMARY

DEPARTMENT		**DIVISION**
Water Distribution	**6083**	Water-Wastewater

DESCRIPTION OF SERVICES

The Water Distribution Department is responsible for the maintenance and repair of water lines, valves and fire hydrants within the city water system.

GOALS & OBJECTIVES

1. To implement proper maintenance practices and procedures.
2. To implement a proper capital improvement plan.
3. To repair waterline breaks as soon as possible so as to maintain service and conserve water.
4. To comply with all rules and regulations set forth by TCEQ.

INDICATORS

	Actual 2011-2012	**Estimated 2012-2013**	**Budgeted 2013-2014**
Water leaks (line repairs)	428	550	550
Line locates	4,014	3,500	4,000
Fire hydrants installed	2	10	20
Fire hydrants repaired	32	50	50
Valves changed/repaired	211	200	50
Water taps made	15	30	50
Water tie-ons made	16	50	100

PERSONNEL SCHEDULE

Full Time	**Pay Grade**	**2011-2012**	**2012-2013**	**2013-2014**
Water Superintendent	27	1	0	0
Water & Wastewater Line Supervisor	20	1	1	1
Meter Reader Supervisor	15	1	0	0
Crewleader	15	2	2	2
Meter Service Technician	12	1	0	0
Right of Way Technician	12	1	1	1
Meter Reader	13	1	0	0
Water Line Operator	11	3	3	3
Water Line Operator	10	3	3	3
TOTAL		14	10	10
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 657,229	$ 517,029	$ 421,100	$ 545,602
BENEFITS	320,381	255,993	205,100	253,570
SUPPLIES & MATERIALS	23,560	68,250	66,700	66,120
M&R - LAND, STRUCTURES & STREETS	94,143	151,000	100,000	150,000
M&R - EQUIPMENT & VEHICLES	36,438	25,100	22,400	25,000
CONTRACTURAL & MISC SERVICES	24,039	14,530	29,467	12,880
CAPITAL OUTLAY - LAND & STRUCTURES	-	850,000	200,000	3,750,000
CAPITAL OUTLAY - EQUIPMENT	-	151,000	121,500	69,000
TOTAL 60-83	**$ 1,155,789**	**$ 2,032,902**	**$ 1,166,267**	**$ 4,872,172**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 635,999	$ 486,029	$ 390,000	$ 514,602
8130 OVERTIME	18,543	28,000	28,000	28,000
8150 VEHICLE ALLOWANCE	2,625	3,000	3,000	3,000
8190 NON-CASH BENEFITS	62	-	100	-
8210 SOCIAL SECURITY CONTRIBUTIONS	37,553	31,870	25,900	33,641
8220 MEDICARE CONTRIBUTIONS	9,021	7,453	6,100	7,868
8230 RETIREMENT CONTRIBUTIONS	128,630	97,537	80,300	102,836
8240 HEALTH/LIFE INSURANCE	145,177	119,133	92,800	109,225
8301 OFFICE SUPPLIES	913	400	400	400
8308 BOOKS & SUBSCRIPTIONS	-	500	-	-
8322 CLOTHING	9,866	9,850	6,500	4,020
8336 FUEL & LUBRICANTS	44,655	25,000	41,000	42,000
8357 MEDICAL SUPPLIES	500	900	-	-
8364 MINOR EQUIPMENT	3,274	17,200	4,600	5,000
8382 UTILITY - ELECTRICAL FEES	7,060	5,900	6,200	6,200
8385 UTILITY - GAS FEE	4,165	4,400	4,400	4,400
8388 UTILITY - WATER & SEWER FEES	-	600	600	600
8399 OTHER SUPPLIES	(46,874)	3,500	3,000	3,500
8419 M&R - STRUCTURES	1,946	1,000	-	-
8467 M&R - STREETS, CURBS & ALLEYS	27,594	50,000	30,000	50,000
8491 M&R - WATER MAINS	64,603	100,000	70,000	100,000
8539 M&R - INSTRUMENTS	90	500	-	-
8545 M&R - EQUIPMENT	5,952	2,000	4,200	3,000
8557 M&R - VEHICLES	30,270	20,000	16,200	20,000
8559 M&R - OFFICE EQUIPMENT	126	100	-	-
8577 M&R - SOFTWARE	-	2,500	2,000	2,000
8636 COMMUNICATIONS	4,482	3,500	4,100	4,230
8643 DUES	486	880	867	-
8662 PRINTING	-	500	-	-
8664 PROFESSIONAL SERVICES	13,565	1,500	16,000	1,500
8672 RENTAL OF EQUIPMENT	-	1,000	-	-
8684 TRAINING	3,510	4,250	5,000	4,250
8690 TRAVEL EXPENSES	1,996	2,900	3,500	2,900
8820 CAPITAL - STRUCTURES	-	-	-	2,500,000
8870 CAPITAL - WATER MAINS	-	850,000	200,000	1,250,000
8930 CAPITAL - EQUIPMENT	-	86,000	52,000	-
8950 CAPITAL - VEHICLES	-	65,000	69,500	69,000
TOTAL 60-83	**$ 1,155,789**	**$ 2,032,902**	**$ 1,166,267**	**$ 4,872,172**

WATER TREATMENT SUMMARY

DEPARTMENT		DIVISION
Water treatment	**6084**	**Water-Wastewater**

DESCRIPTION OF SERVICES

The Water Treatment Department provides the citizens with an ample supply of clean safe drinking water to meet residential, commercial, industrial, and firefighting needs. Water is treated from 3 sources: Lake Pat Cleburne, Lake Aquilla, and 7 Trinity wells.

GOALS & OBJECTIVES

1. Ensure that all water treated complies with all State and Federal regulations.
2. Monitor and test effluent water quality according to State and Federal regulations.
3. Monitor and test water quality in the distribution system daily.
4. Monitor and test well water daily when operating.
5. Collect and deliver required bacteriological monitoring samples to certified lab, as required by State and Federal regulations.
6. Insure ongoing training for all operators, minimum 20 hours per employee per year.
7. Ensure that staff contribute to process improvements.

BUDGET HIGHLIGHTS & CHALLENGES

The Treatment Plant is completing a major expansion of treatment capacity, going from the previous capacity 15 million gallons per day to 20 million gallons per day. Plant staff continue to pursue cost savings by closely monitoring expenses and by investigating alternative treatment chemicals and more efficient operating protocols.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Average daily production (MGD)	6.5	6.1	6.5
Total gallons produced from plant	2,350	2,226	2,400
Total gallons produced from wells	70	30	70
Water quality analyses performed	NA	NA	35,040
Bacteriological samples taken	420	420	420
All staff receive training each year (>20 hours)	NA	NA	20 hours
All staff members contribute to process improvements (>12/staff member/year)	NA	NA	<12 per staff member/yr

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Water Plant Supervisor	23	1	1	1
Water Plant Assistant Supervisor	17	0	1	1
Water Plant Operator	17	1	1	0
Water Plant Operator	12	10	8	8
Water Plant Operator	11	0	2	2
TOTAL		12	12	12
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 491,289	$ 601,266	$ 560,000	$ 599,710
BENEFITS	248,555	308,190	276,500	315,934
SUPPLIES & MATERIALS	1,132,997	1,504,450	1,192,200	1,278,200
M&R - LAND, STRUCTURES & STREETS	34,745	70,000	69,500	70,000
M&R - EQUIPMENT & VEHICLES	143,116	218,500	219,350	218,500
CONTRACTURAL & MISC SERVICES	169,421	177,600	204,820	202,950
CAPITAL OUTLAY - LAND & STRUCTURES	-	-	496,000	4,100,000
CAPITAL OUTLAY - EQUIPMENT	-	85,000	81,200	-
TOTAL 60-84	**$ 2,220,124**	**$ 2,965,006**	**$ 3,099,570**	**$ 6,785,294**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 418,784	$ 526,266	$ 485,000	$ 524,710
8130 OVERTIME	72,505	75,000	75,000	75,000
8210 SOCIAL SECURITY CONTRIBUTIONS	28,990	37,279	34,700	37,182
8220 MEDICARE CONTRIBUTIONS	6,780	8,718	8,200	8,696
8230 RETIREMENT CONTRIBUTIONS	104,001	114,090	107,500	113,670
8240 HEALTH/LIFE INSURANCE	108,784	148,103	126,100	156,386
8301 OFFICE SUPPLIES	554	1,500	800	1,000
8315 CHEMICAL SUPPLIES	415,619	720,350	450,000	450,000
8322 CLOTHING	7,970	8,500	8,500	5,300
8336 FUEL & LUBRICANTS	12,765	7,200	8,000	8,000
8343 LAUNDRY & CLEANING SUPPLIES	3,720	4,600	4,000	4,600
8357 MEDICAL SUPPLIES	537	800	200	800
8364 MINOR EQUIPMENT	1,115	-	1,200	-
8382 UTILITY - ELECTRICAL FEES	681,615	753,000	710,000	800,000
8399 OTHER SUPPLIES	9,102	8,500	9,500	8,500
8419 M&R - STRUCTURES	25,353	15,000	14,500	15,000
8431 M&R - GROUNDS	9,312	55,000	55,000	55,000
8499 M&R - OTHER	80	-	-	-
8539 M&R - INSTRUMENTS	27,447	12,500	14,900	12,500
8545 M&R - EQUIPMENT	112,514	200,000	200,000	200,000
8557 M&R - VEHICLES	2,208	5,500	4,000	5,500
8559 M&R - OFFICE EQUIPMENT	947	500	450	500
8636 COMMUNICATIONS	2,493	2,450	2,700	2,800
8643 DUES	187	340	730	340
8652 FEES & PERMITS	41,470	42,000	44,000	42,000
8660 POSTAGE	3,440	5,000	4,500	5,000
8662 PRINTING	2,261	2,600	2,500	2,600
8664 PROFESSIONAL SERVICES	65,545	65,000	90,000	90,000
8672 RENTAL OF EQUIPMENT	-	4,000	-	4,000
8675 RENTAL OF PROPERTY	600	600	600	600
8684 TRAINING	2,651	4,600	6,880	4,600
8690 TRAVEL EXPENSES	732	1,000	2,900	1,000
8692 TRUCKING	50,010	50,010	50,010	50,010
8699 OTHER MISCELLANEOUS SERVICES	32	-	-	-
8820 CAPITAL - STRUCTURES	-	-	396,000	4,000,000
8870 CAPITAL - WATER MAINS	-	-	100,000	100,000
8930 CAPITAL - EQUIPMENT	-	35,000	41,900	-
8950 CAPITAL - VEHICLES	-	50,000	39,300	-
TOTAL 60-84	**$ 2,220,124**	**$ 2,965,006**	**$ 3,099,570**	**$ 6,785,294**

TREATMENT PLANT MAINTENANCE SUMMARY

DEPARTMENT		DIVISION
Treatment Plant Maintenance	**6090**	**Water-Wastewater**

DESCRIPTION OF SERVICES

The Treatment Plant Maintenance Department ensures peak performance of the water and wastewater treatment facilities, groundwater wells, pump stations, storage tanks and sewer lift stations. In addition, the group provides customer support for the Utilities Billing Department through activities including customer contacts and reading and maintaining water meters. Through effective maintenance, this department ensures functionality as well as avoiding unnecessary costly repairs or critical failures of these vital assets.

GOALS & OBJECTIVES

1. Ensure that all routine scheduled maintenance is performed correctly (done right the first time).
2. Ensure that all scheduled maintenance is performed on time.
3. Ensure that the majority of repairs are planned versus reactive maintenance.
4. Ensure that the Automated Meter Reading (AMR) system is fully functional.
5. Insure ongoing training for all staff members.
6. Ensure that staff contribute to process improvements.

BUDGET HIGHLIGHTS & CHALLENGES

The Treatment Plant Maintenance Department now includes the meter reading and maintenance group. This year, the focus will shift to planned versus reactive repairs and ensuring that all repairs are done correctly in the timeframe that has been promised. The challenge in implementing these new standards will be that repairs may initially require more time as staff adjusts to these new standards. The reward will be that the majority of work will be planned versus reactive and that the number of repairs will be mitigated as the need for rework is eliminated.

INDICATORS

	Actual 2011-2012*	Estimated 2012-2013*	Budgeted 2013-2014
Repairs are done correctly the first time (≥95%)	N/A	N/A	95%
All scheduled work orders (have a completion date) are completed on time (≥95%).	N/A	N/A	95%
Reduction of corrective work orders versus total work orders (<33%)	N/A	N/A	30%
Reduce Automated Meter Reading system rereads (≤10%)	N/A	N/A	10%
All staff receive training each year (≥20 hours)	N/A	N/A	20 hours
All staff members contribute to process improvements (≥12/staff member/year)	N/A	N/A	12 per staff member/year

* These performance measures were instituted during the 2013-2014 fiscal year.

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Water/Wastewater Superintendent	27	0	1	1
Meter Reader	13	0	1	1
Meter Reader Supervisor	15	0	1	1
Meter Service Technician	12	0	1	1
Maintenance Supervisor	20	1	1	1
Senior Maintenance Technician	19	1	1	1
Maintenance Technician	15	2	2	2
TOTAL		4	8	8
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 171,022	$ 365,683	$ 353,200	$ 408,870
BENEFITS	93,475	189,153	178,400	201,651
SUPPLIES & MATERIALS	25,117	45,765	38,150	37,650
M&R - LAND, STRUCTURES & STREETS	236	1,000	400	500
M&R - EQUIPMENT & VEHICLES	4,513	41,500	17,300	32,000
CONTRACTURAL & MISC SERVICES	2,755	8,295	6,107	4,557
CAPITAL OUTLAY - EQUIPMENT	-	35,000	21,800	-
TOTAL 60-90	**$ 297,118**	**$ 686,396**	**$ 615,357**	**$ 685,228**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 156,095	$ 353,183	$ 332,000	$ 396,370
8130 OVERTIME	14,780	12,500	21,200	12,500
8190 NON-CASH BENEFITS	147	0	0	0
8210 SOCIAL SECURITY CONTRIBUTIONS	10,109	22,672	23,200	25,350
8220 MEDICARE CONTRIBUTIONS	2,364	5,302	5,500	5,928
8230 RETIREMENT CONTRIBUTIONS	39,876	69,388	71,700	77,489
8240 HEALTH/LIFE INSURANCE	40,655	91,791	78,000	92,884
8250 WORKERS COMPENSATION	472	0	0	0
8301 OFFICE SUPPLIES	192	500	300	300
8322 CLOTHING	2,669	5,665	6,200	4,300
8336 FUEL & LUBRICANTS	12,532	26,000	14,000	14,000
8343 LAUNDRY & CLEANING SUPPLIES	438	750	100	500
8357 MEDICAL SUPPLIES	235	300	250	250
8364 MINOR EQUIPMENT	0	750	3,500	4,000
8385 UTILITY - GAS FEE	1,401	1,800	4,300	4,300
8399 OTHER SUPPLIES	7,650	10,000	9,500	10,000
8419 M&R - STRUCTURES	236	1,000	400	500
8431 M&R - GROUNDS	0	500	0	0
8539 M&R - INSTRUMENTS	0	2,000	0	0
8545 M&R - EQUIPMENT	2,181	15,000	6,000	7,500
8551 M&R - METERS & SETTINGS	0	20,000	0	20,000
8557 M&R - VEHICLES	2,103	4,500	11,000	4,500
8559 M&R - OFFICE EQUIPMENT	229	0	300	0
8636 COMMUNICATIONS	1,340	5,000	1,200	1,200
8643 DUES	0	300	612	512
8662 PRINTING	0	750	0	750
8664 PROFESSIONAL SERVICES	44	150	0	0
8684 TRAINING	791	1,220	2,220	1,420
8690 TRAVEL EXPENSES	580	875	2,075	675
8950 CAPITAL - VEHICLES	0	35,000	21,800	0
TOTAL 60-90	**$ 297,118**	**$ 686,896**	**$ 615,357**	**$ 685,228**

WASTEWATER COLLECTION SUMMARY

DEPARTMENT		**DIVISION**
Wastewater Collection	**6096**	Water-Wastewater

DESCRIPTION OF SERVICES

The Wastewater Collections Department is responsible for the maintenance and repair of wastewater lines and manholes within the City's wastewater system.

GOALS & OBJECTIVES

1. To implement proper maintenance practices and procedures.
2. To implement a proper capital improvement plan.
3. To respond to customer calls and complaints as soon as possible.
4. To remedy and eliminate sanitary sewer overflows.
5. To comply with all rules and regulations set forth by TCEQ.

INDICATORS

	Actual 2011-2012	**Estimated 2012-2013**	**Budgeted 2013-2014**
Sewer work orders	1,850	3,500	2000
Sewer service lines ran	1,000	750	500
Manholes changed/repaired	95	50	50
Main stoppages	350	200	200
Mains ran – preventative maintenance	3,000	100,000	100,000
Line repairs made	35	100	100
Sewer taps made	20	50	50
Sewer tie-ons made	35	100	100

PERSONNEL SCHEDULE

Full Time	**Pay Grade**	**2011-2012**	**2012-2013**	**2013-2014**
Crew Leader	15	2	2	2
Heavy Equipment Operator	13	0	0	0
Wastewater Line Worker	10	4	4	4
TOTAL		6	6	6
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 172,342	$ 178,516	$ 184,000	$ 189,396
BENEFITS	100,076	94,704	88,400	95,169
SUPPLIES & MATERIALS	38,543	38,400	28,800	30,120
M&R - LAND, STRUCTURES & STREETS	67,845	175,500	160,500	175,500
M&R - EQUIPMENT & VEHICLES	48,446	23,500	27,500	23,500
CONTRACTURAL & MISC SERVICES	27,383	18,850	7,170	8,650
CAPITAL OUTLAY - LAND & STRUCTURES	0	850,000	850,000	1,250,000
CAPITAL OUTLAY - EQUIPMENT	0	124,500	124,000	280,000
TOTAL 60-96	**$ 454,635**	**$ 1,503,970**	**$ 1,470,370**	**$ 2,052,335**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 163,900	$ 148,516	$ 154,000	$ 159,396
8130 OVERTIME	8,442	30,000	30,000	30,000
8210 SOCIAL SECURITY CONTRIBUTIONS	10,094	11,068	11,500	11,743
8220 MEDICARE CONTRIBUTIONS	2,361	2,589	2,700	2,663
8230 RETIREMENT CONTRIBUTIONS	35,720	33,874	35,400	35,900
8240 HEALTH/LIFE INSURANCE	51,901	47,173	38,800	44,863
8301 OFFICE SUPPLIES	15	100	150	-
8315 CHEMICAL SUPPLIES	1,110	2,000	100	-
8322 CLOTHING	6,165	5,400	3,000	2,420
8336 FUEL & LUBRICANTS	23,044	29,000	22,550	25,000
8357 MEDICAL SUPPLIES	-	400	-	-
8364 MINOR EQUIPMENT	3,274	-	500	700
8399 OTHER SUPPLIES	4,935	1,500	2,500	2,000
8419 M&R - STRUCTURES	113	500	500	500
8443 M&R - SANITARY SEWER SYSTEM	42,054	125,000	125,000	125,000
8467 M&R - STREETS, CURBS & ALLEYS	25,678	50,000	35,000	50,000
8545 M&R - EQUIPMENT	2,574	3,500	7,500	3,500
8557 M&R - VEHICLES	45,872	20,000	20,000	20,000
8636 COMMUNICATIONS	681	1,000	700	1,300
8643 DUES	50	-	320	-
8652 FEES & PERMITS	300	300	300	300
8657 INSURANCE	5,398	10,500	-	-
8664 PROFESSIONAL SERVICES	19,794	1,500	1,500	1,500
8684 TRAINING	800	3,850	2,750	3,850
8690 TRAVEL EXPENSES	360	1,700	1,600	1,700
8830 SANITARY SEWER SYSTEMS	-	850,000	850,000	1,250,000
8950 CAPITAL - VEHICLES	-	124,500	124,000	280,000
TOTAL 60-96	**$ 454,635**	**$ 1,503,970**	**$ 1,470,370**	**$ 2,052,335**

WASTEWATER TREATMENT SUMMARY

DEPARTMENT		DIVISION
Wastewater Treatment	**6097**	**Water-Wastewater**

DESCRIPTION OF SERVICES

The Wastewater Treatment Department provides the citizens with an adequate wastewater treatment capability, protecting the public health and the environment, as well as supporting future growth. In addition this department provides treated re-use water to major industrial and irrigation customers, reducing the demand on our potable water supplies.

GOALS & OBJECTIVES

1. Ensure that all water treated complies with all State and Federal regulations.
2. Monitor and test effluent water quality according to State and Federal regulations.
3. Supply effluent water for reuse program.
4. Monitor and supervise all sludge production and disposal operations.
5. Ensure ongoing training for all staff members.
6. Ensure that staff contribute to process improvements.

BUDGET HIGHLIGHTS & CHALLENGES

The Wastewater Treatment staff continues to implement cost saving measures, however, ever-increasing State and Federal regulations also continue to add cost to the operation. One component of these regulations is the requirement for increased monitoring and testing of commercial and industrial wastewater. Looking ahead, the department is investigating an expansion of our treated effluent re-use water capabilities to leverage this valuable resource to our citizen's benefit while also reducing demand on the potable water system.

INDICATORS

	Actual 2011-2012	**Estimated 2012-2013**	**Budgeted 2013-2014**
Average daily volume treated (MGD)	4.95	4.04	5.00
Total volume treated (MG)	1,810	1,475	1,825
Total discharged (MG)	1,451	1,260	1,425
Total re-use volume (MG)	358	216	400
Total influent and effluent samples tested	1,050	1,050	1,100
Volume of sludge disposal (cu yds)			
All staff receive training each year (>20 hours)	NA	NA	20 hours
All staff members contribute to process improvements (>12/staff member/year)	NA	NA	<12 per staff member/yr

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Environmental Coordinator	25	1	1	2
Plant Supervisor	23	1	1	1
Assistant Supervisor	17	0	1	1
Water Utilities Secretary	17	1	1	1
Plant Operator	17	2	1	1
Plant Operator	12	6	5	5
Plant Operator	11	2	3	3
TOTAL		13	13	13
Part Time		0	0	0

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 556,064	$ 561,484	$ 567,000	$ 672,807
BENEFITS	263,313	295,617	255,100	334,942
SUPPLIES & MATERIALS	539,256	698,325	555,000	620,750
M&R - LAND, STRUCTURES & STREETS	14,810	13,000	6,400	9,000
M&R - EQUIPMENT & VEHICLES	88,844	117,500	109,800	109,800
CONTRACTURAL & MISC SERVICES	469,927	598,235	484,935	527,235
CAPITAL OUTLAY - LAND & STRUCTURES	-	-	33,500	-
CAPITAL OUTLAY - EQUIPMENT	-	70,000	64,000	85,000
TOTAL 60-97	**$ 1,932,215**	**$ 2,354,161**	**$ 2,075,735**	**$ 2,359,534**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 489,472	$ 509,484	$ 515,000	$ 620,807
8130 OVERTIME	66,522	52,000	52,000	52,000
8190 NON-CASH BENEFITS	70	-	-	-
8210 SOCIAL SECURITY CONTRIBUTIONS	31,649	34,812	34,100	41,714
8220 MEDICARE CONTRIBUTIONS	7,402	8,142	8,000	9,756
8230 RETIREMENT CONTRIBUTIONS	111,401	106,542	98,000	127,517
8240 HEALTH/LIFE INSURANCE	112,861	146,121	115,000	155,955
8301 OFFICE SUPPLIES	997	1,600	850	1,000
8315 CHEMICAL SUPPLIES	121,795	133,025	126,700	126,700
8322 CLOTHING	11,347	7,500	10,000	4,800
8336 FUEL & LUBRICANTS	13,094	12,400	8,000	8,000
8343 LAUNDRY & CLEANING SUPPLIES	1,845	2,300	700	1,500
8357 MEDICAL SUPPLIES	191	250	150	250
8364 MINOR EQUIPMENT	30	3,000	2,600	7,000
8382 UTILITY - ELECTRICAL FEES	380,601	531,100	384,000	450,000
8388 UTILITY - WATER & SEWER FEES	982	650	15,000	15,000
8399 OTHER SUPPLIES	8,375	6,500	7,000	6,500
8419 M&R - STRUCTURES	10,980	2,500	3,200	5,000
8431 M&R - GROUNDS	3,830	10,500	3,200	4,000
8539 M&R - INSTRUMENTS	7,383	15,000	5,500	7,500
8545 M&R - EQUIPMENT	79,607	100,000	96,000	100,000
8557 M&R - VEHICLES	1,697	2,000	8,000	2,000
8559 M&R - OFFICE EQUIPMENT	157	500	300	300
8636 COMMUNICATIONS	2,807	2,500	2,900	2,900
8643 DUES	375	635	1,235	635
8652 FEES & PERMITS	37,272	61,500	41,000	41,000
8660 POSTAGE	3,138	2,600	2,200	2,200
8662 PRINTING	-	500	-	-
8664 PROFESSIONAL SERVICES	101,186	175,000	125,000	125,000
8684 TRAINING	5,621	4,000	9,300	4,000
8690 TRAVEL EXPENSES	2,466	1,500	3,300	1,500
8692 TRUCKING	317,063	300,000	300,000	300,000
8698 DISPOSAL RELATED COSTS	-	50,000	-	50,000
8820 CAPITAL - STRUCTURES	-	-	33,500	-
8930 CAPITAL - EQUIPMENT	-	70,000	64,000	60,000
8950 CAPITAL - VEHICLES	-	-	-	25,000
TOTAL 60-97	**$ 1,932,215**	**$ 2,354,161**	**$ 2,075,735**	**$ 2,359,534**

Airport Fund

2013-2014

ENTERPRISE FUND

MUNICIPAL AIRPORT

Fund 61

Summary of Receipts & Disbursements

2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Beginning Fund Balance	$ 1,205,069	$ 969,872	$ 994,934	$ 694,081
Receipts:				
Airport Rent	167,150	160,000	164,000	164,000
Mineral Lease & Royalty Revenue	141,961	24,000	60,000	24,000
Fuel Sales	759,596	690,000	950,000	950,000
Merchandise Sales	12,003	6,000	6,000	6,000
Miscellaneous Non-Operating Income	15,925	-	-	-
Interest on Investments	2,468	2,500	2,500	2,500
Total Receipts	1,099,103	882,500	1,182,500	1,146,500
Transfers In:				
Contributions	235	-	-	-
TxDOT Grant	18,786	-	30,000	30,000
Total Transfers In	19,021	-	30,000	30,000
TOTAL FUNDS AVAILABLE	2,323,193	1,852,372	2,207,434	1,870,581
Expenditures:				
Salaries	118,746	131,687	128,100	143,226
Benefits	75,746	70,189	63,900	73,169
Supplies	30,192	32,350	37,148	34,850
Maintenance - Building	45,362	41,400	43,100	38,100
Maintenance - Equipment	21,279	17,560	19,960	17,600
Services	58,589	80,727	84,145	81,917
Miscellaneous Services	868,806	680,000	875,000	875,000
Capital Land, Structures & Equipment	-	278,000	162,000	183,500
Total Expenditures:	1,218,720	1,331,913	1,413,353	1,447,362
Other (Sources) Uses of Funds:				
Sale of Assets	-	-	-	-
Transfer to General Fund - 01	109,539	100,000	100,000	100,000
Total Out:	109,539	100,000	100,000	100,000
TOTAL USES OF FUNDS	1,328,259	1,431,913	1,513,353	1,547,362
Ending Fund Balance	$ 994,934	$ 420,459	$ 694,081	$ 323,219

AIRPORT SUMMARY

DEPARTMENT		DIVISION
Airport	6154	Public Service-Community

DESCRIPTION OF SERVICES

The Cleburne Regional Airport is a general aviation facility that provides facilities and services for corporate, private and aero medical aircraft. The airport has 24 hour aircraft fuel availability and hangaring facilities. Services such as management, operations, maintenance and support for airport runways, taxiways, terminal building, field lighting and weather observation systems are also provided.

The airport offices are open 7 days a week Monday thru Friday 8:00AM-5:00PM, Saturday and Sunday 8:00AM-4:00PM. The airport offices are closed Thanksgiving Day, Christmas Day & New Years Day.

GOALS & OBJECTIVES

1. The objective of the airport is to provide excellent customer service and a safe, secure environment for the flying public.
2. The airport master plan can be located on the City of Cleburne website: http://www.cleburne.net/files/pages/airport/master_plan.pdf

BUDGET HIGHLIGHTS & CHALLENGES

Due to our severe weather and aging pavements, the airport will undergo rehabilitation over the next few years. The process will begin this budget year and we will be utilizing grant funds through the Texas Department of Transportation Aviation Division and the Federal Aviation Administration. The grant is a 90/10 where we are responsible for 10%. Currently the airport is slated to receive 2 million dollars in grant funding.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Fuel purchases for resale	$696,988	$875,000	$875,000

PERSONNEL SCHEDULE

Full Time	Pay Grade	2011-2012	2012-2013	2013-2014
Airport Manager	23	1	1	1
Airport Clerk	11	1	1	1
Maintenance Worker	11	1	1	1
TOTAL		3	3	3
Part Time		2	2	2

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SALARIES & WAGES	$ 118,746	$ 131,687	$ 128,100	$ 143,226
BENEFITS	75,745	70,189	63,900	73,169
SUPPLIES & MATERIALS	30,193	32,350	37,148	34,850
M&R - LAND, STRUCTURES & STREETS	45,361	41,400	43,100	38,100
M&R - EQUIPMENT & VEHICLES	20,238	17,560	19,960	17,600
CONTRACTURAL & MISC SERVICES	58,588	81,543	84,145	81,917
MISC & SUNDRY CHARGES	696,988	680,000	875,000	875,000
CAPITAL OUTLAY - LAND & STRUCTURES	0	69,000	69,000	0
CAPITAL OUTLAY - EQUIPMENT	-	209,000	93,000	183,500
TOTAL 61-54	**$ 1,045,860**	**$ 1,332,729**	**$ 1,413,353**	**$ 1,447,362**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8110 PERSONNEL	$ 116,544	$ 128,687	$ 124,000	$ 140,226
8130 OVERTIME	2,202	3,000	4,100	3,000
8210 SOCIAL SECURITY CONTRIBUTIONS	7,133	8,165	7,900	8,880
8220 MEDICARE CONTRIBUTIONS	1,668	1,909	1,900	2,003
8230 RETIREMENT CONTRIBUTIONS	36,440	22,965	24,500	25,121
8240 HEALTH/LIFE INSURANCE	29,527	36,150	26,600	32,165
8250 WORKERS COMPENSATION	977	1,000	3,000	5,000
8301 OFFICE SUPPLIES	756	1,000	2,000	1,500
8308 BOOKS & SUBSCRIPTIONS	773	1,200	380	400
8315 CHEMICAL SUPPLIES	-	500	1,000	1,200
8322 CLOTHING	781	1,200	1,168	250
8336 FUEL & LUBRICANTS	3,790	2,700	4,000	4,400
8343 LAUNDRY & CLEANING SUPPLIES	168	400	300	300
8357 MEDICAL SUPPLIES	1	150	0	0
8364 MINOR EQUIPMENT	2,471	0	3,500	0
8382 UTILITY - ELECTRICAL FEES	15,568	15,400	17,000	18,000
8388 UTILITY - WATER & SEWER FEES	2,961	2,800	2,800	2,800
8399 OTHER SUPPLIES	2,924	7,000	5,000	6,000
8419 M&R - STRUCTURES	35,767	33,300	35,000	30,000
8431 M&R - GROUNDS	9,594	5,500	5,500	5,500
8467 M&R - STREETS, CURBS & ALLEYS	-	0	0	0
8479 M&R - WALKS & FENCES	-	2,600	2,600	2,600
8515 M&R - COPIERS	90	0	0	0
8539 M&R - INSTRUMENTS	3,250	5,200	4,500	5,200
8545 M&R - EQUIPMENT	6,040	5,400	9,000	5,400
8557 M&R - VEHICLES	7,350	3,960	3,960	4,000
8559 M&R - OFFICE EQUIPMENT	731	1,000	500	1,000
8569 M&R - RADIOS	2,777	2,000	2,000	2,000
8574 M&R - STREET LIGHTS	1,041	0	0	0
8608 ADVERTISING	1,342	6,860	4,000	5,000
8615 AUDITS	1,489	2,500	2,000	1,500
8636 COMMUNICATIONS	6,578	6,000	7,000	7,000
8643 DUES	1,575	2,012	3,900	2,012
8652 FEES & PERMITS	212	200	300	300
8657 INSURANCE	8,513	10,000	10,000	10,000
8660 POSTAGE	367	500	450	500
8664 PROFESSIONAL SERVICES	24,265	30,816	32,850	32,950
8672 RENTAL OF EQUIPMENT	12,546	15,600	15,600	15,600
8684 TRAINING	325	2,295	4,750	2,295
8690 TRAVEL EXPENSES	1,227	4,760	3,295	4,760
8699 OTHER MISCELLANEOUS SERVICES	149	0	0	0
8726 COMPENSATED ABSENCES	4,326	0	0	0
8727 COST OF SALES	696,988	680,000	875,000	875,000
8740 DEPRECIATION/AMORTIZATION	167,492	0	0	0
8820 CAPITAL - STRUCTURES	-	69,000	69,000	0
8930 CAPITAL - EQUIPMENT	-	0	28,000	0
8990 CAPITAL - OTHER EXPENDITURES	-	209,000	65,000	183,500
TOTAL 61-54	**$ 1,218,719**	**$ 1,332,729**	**$ 1,413,353**	**$ 1,447,362**

Drainage Utility Fund

2013-2014

ENTERPRISE FUND

UTILITY DRAINAGE

Fund 63

Summary of Receipts & Disbursements

2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Beginning Fund Balance	$ 963,654	$ 203,978	$ 374,271	$ 676,671
Receipts:				
Drainage Utility Revenue	546,447	541,000	510,000	510,000
Penalty Charges	8,671	8,500	8,500	8,500
Non-Operating Revenues	-	-	-	-
Interest on Investments	1,663	1,800	2,500	2,500
Total Receipts:	556,781	551,300	521,000	521,000
TOTAL FUNDS AVAILABLE	1,520,435	755,278	895,271	1,197,671
Expenditures:				
Salaries	-	-	-	-
Benefits	-	-	-	-
Supplies	8,004	12,000	12,000	12,000
Maintenance - Building	50,382	150,000	80,000	150,000
Maintenance - Equipment	3,298	7,000	9,000	7,000
Services	65,018	71,655	15,600	64,320
Misc Charges	-	-	-	-
Capital Land, Structures & Equipment	928,470	-	67,000	-
Total Expenditures:	1,055,172	240,655	183,600	233,320
Other (Sources) Uses of Funds:				
Contributions - Developers	-	-	-	-
Transfer to General Fund	109,767	50,000	35,000	35,000
Sale of Assets	(18,775)	-	-	-
Reserve for Projects	225,000	350,000	550,000	800,000
Total (In)/Out:	315,992	400,000	585,000	835,000
TOTAL USES OF FUNDS	1,371,164	640,655	768,600	1,068,320
Ending Fund Balance	$ 149,271	$ 114,623	$ 126,671	$ 129,351

DRAINAGE UTILITY SUMMARY

DEPARTMENT		DIVISION
Drainage Utility	6398	Public Works

DESCRIPTION OF SERVICES

Drainage Utility provides maintenance, repair, rehabilitation and installation to the storm drainage system to minimize degradation, erosion and sedimentation to ensure public safety, proper growth and reduce property damage.

GOALS & OBJECTIVES

1. Continue proper cleaning and maintenance of drainage easements and right of ways.
2. Continue the Vegetative Management Program.
3. Continue and expand the drainage system capital improvements.

INDICATORS

	Actual 2011-2012	Estimated 2012-2013	Budgeted 2013-2014
Miles of storm sewer	28	28	28
Acres of drainage right of ways	100	100	100

LINE ITEM DETAIL

CATEGORY	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
SUPPLIES & MATERIALS	8,004	12,000	12,000	12,000
M&R - LAND, STRUCTURES & STREETS	50,382	150,000	80,000	150,000
M&R - EQUIPMENT & VEHICLES	3,298	7,000	9,000	7,000
CONTRACTURAL & MISC SERVICES	65,018	71,655	15,600	64,320
MISC & SUNDRY CHARGES	-	-	-	-
CAPITAL OUTLAY - EQUIPMENT	928,470	-	67,000	-
TOTAL 63-98	**$ 1,055,172**	**$ 240,655**	**$ 183,600**	**$ 233,320**

ACCOUNT	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
8336 FUEL & LUBRICANTS	8,004	12,000	12,000	12,000
8455 M&R - STORM SEWER SYSTEMS	50,382	150,000	80,000	150,000
8557 M&R - VEHICLES	3,298	7,000	9,000	7,000
8615 AUDITS	-	-	1,900	500
8643 DUES	-	-	-	255
8657 INSURANCE	-	-	1,000	1,000
8664 PROFESSIONAL SERVICES	65,018	71,655	12,450	60,165
8684 TRAINING	-	-	150	750
8690 TRAVEL EXPENSES	-	-	100	1,650
8740 DEPRECIATION/AMORTIZATION	-	-	-	-
8990 CAPITAL - OTHER EXPENDITURES	928,470	-	67,000	-
TOTAL 63-98	**$ 1,055,172**	**$ 240,655**	**$ 183,600**	**$ 233,320**

Revenue Debt Service Funds

2013-2014

REVENUE DEBT SERVICE

Statement of Bond Indebtedness

2013-2014

Title, Issue Year and Purpose	Term (Years)	Original Issue Amount	Retired In Previous Years	Debt Balance 10-01-2013
Waterworks and Sewer System Refunding Bonds, Series 2005 Proceeds used to refund the City's outstanding Waterworks and Sewer System Revenue Refunding Bonds, Series 1997, 1999, and 2001 and pay the costs associated with the issuance of the bonds.	25	$ 41,960,000.00	$ 10,045,000.00	$ 31,915,000.00
Waterworks and Sewer System Revenue Refunding and Improvements Bonds, Series 2006 Proceeds used to refund $6,595,000 of Waterworks Revenue and Refunding Bond Series 1997, Improvements & Extensions to Utility Billing Meters, Streets, Water Distribution, Water Treatment, and Wastewater Treatment	20	$ 12,875,000.00	$ 3,405,000.00	$ 9,470,000.00
Waterworks and Sewer System Revenue Bonds, Series 2009A Engineering development for the water inlet to Lake Pat Cleburne from the new water treatment plant.	20	$ 1,180,000.00	$ 65,000.00	$ 1,115,000.00
Waterworks and Sewer System Revenue Bonds, Series 2009B Engineering development for additional water treatment plant located at Lake Whiteney.	20	$ 4,750,000.00	$ 255,000.00	$ 4,495,000.00
Waterworks and Sewer System Revenue Bonds, Series 2010 Construction for expansion of the Cleburne Water Treatment Plant.	20	$ 14,500,000.00	$ 0	$ 14,500,000.00
Waterworks and Sewer System Revenue Refunding Bonds, Series 2010 Proceeds used to refund the City's outstanding Waterworks and Sewer System Revenue Bonds, Series 2001 and pay the costs associated with the issuance of the bonds.	15	$ 4,860,000.00	$ 1,145,000.00	$ 3,715,000.00
		$80,125,000.00	**$14,915,000.00**	**$65,210,000.00**

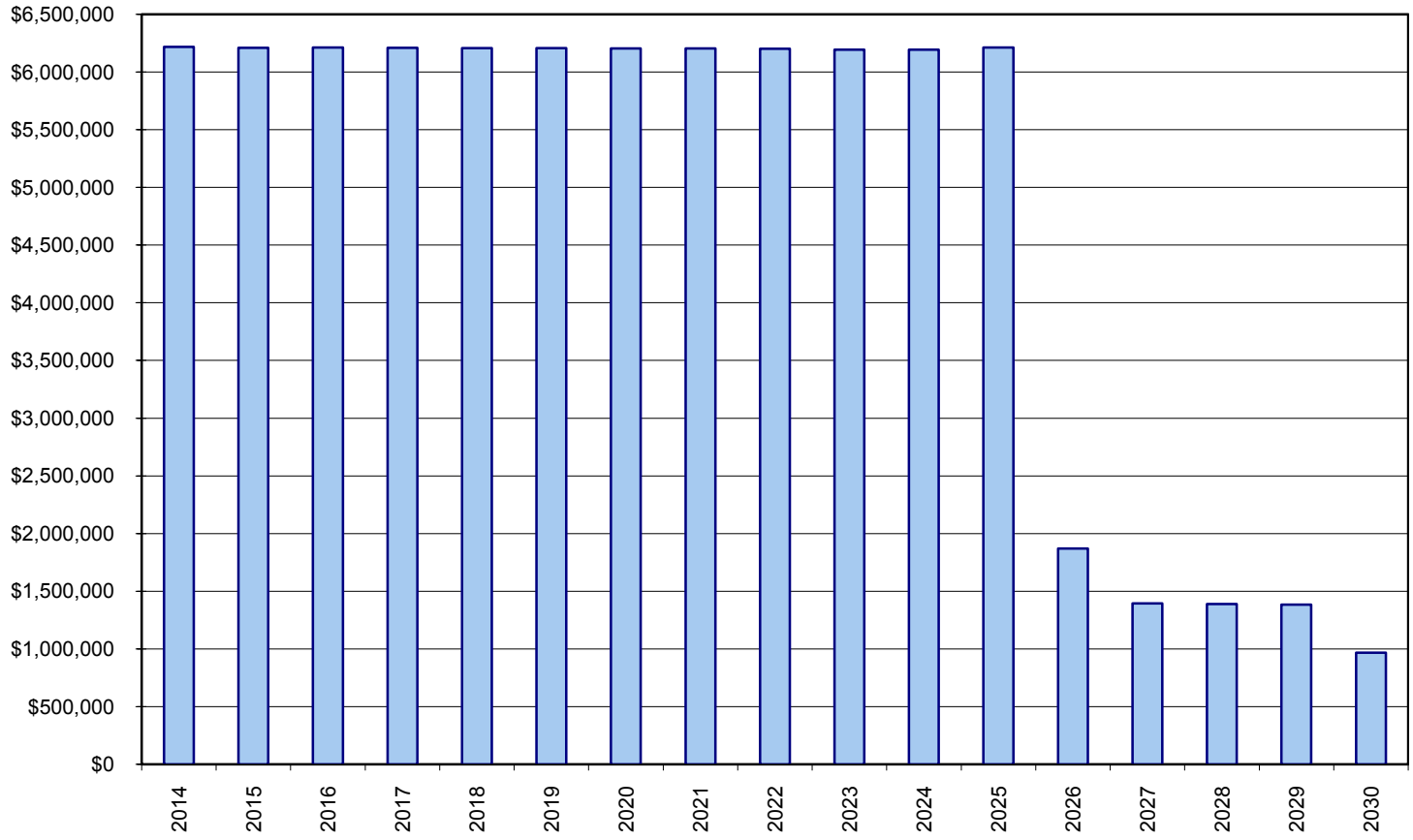
REVENUE DEBT SERVICE

Debt Service Requirements

2013-2014

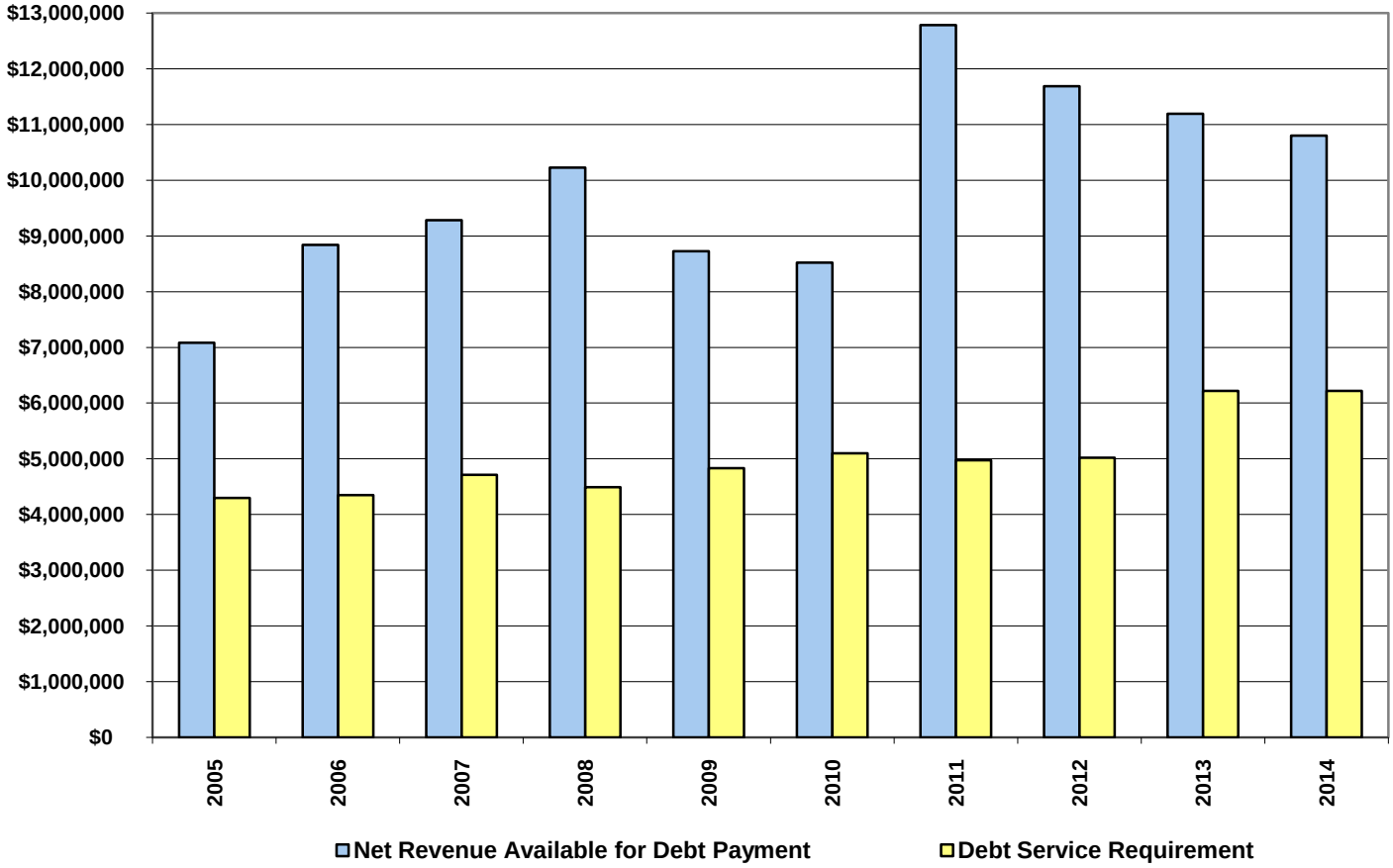
Issue Year	Title and Purpose	Outstanding 10/1/2013	Current Requirements		
			Principal	Interest	Total
2005	Waterworks and Sewer System Revenue Bonds	31,915,000.00	1,610,000.00	1,384,395.00	2,994,395.00
2006	Waterworks and Sewer System Revenue Bonds	9,470,000.00	720,000.00	401,956.26	1,121,956.26
2009A	Waterworks and Sewer System Revenue Bonds	1,115,000.00	65,000.00	21,914.60	86,914.60
2009B	Waterworks and Sewer System Revenue Bonds	4,495,000.00	255,000.00	89,111.66	344,111.66
2010	Waterworks and Sewer System Revenue Bonds	14,500,000.00	725,000.00	242,580.43	967,580.43
2010	Waterworks and Sewer System Refunding Revenue Bonds	3,715,000.00	570,000.00	132,843.76	702,843.76
			$ 3,945,000.00	**$ 2,272,801.71**	**$ 6,217,801.71**
TOTAL BONDS OUTSTANDING		**$65,210,000.00**			

Enterprise Debt Outstanding
Schedule of Debt Requirements



Fiscal Year Ending 09-30	Principal	Interest	Total
2014	3,945,000.00	2,272,801.71	6,217,801.71
2015	4,065,000.00	2,146,905.61	6,211,905.61
2016	4,205,000.00	2,008,535.74	6,213,535.74
2017	4,350,000.00	1,860,902.31	6,210,902.31
2018	4,505,000.00	1,703,126.36	6,208,126.36
2019	4,675,000.00	1,534,262.11	6,209,262.11
2020	4,850,000.00	1,354,659.21	6,204,659.21
2021	5,040,000.00	1,164,395.67	6,204,395.67
2022	5,240,000.00	963,748.02	6,203,748.02
2023	5,440,000.00	754,056.56	6,194,056.56
2024	5,660,000.00	534,658.20	6,194,658.20
2025	5,910,000.00	302,417.92	6,212,417.92
2026	1,715,000.00	156,104.17	1,871,104.17
2027	1,280,000.00	112,904.74	1,392,904.74
2028	1,310,000.00	78,822.86	1,388,822.86
2029	1,340,000.00	43,020.71	1,383,020.71
2030	955,000.00	12,352.93	967,352.93
	$ 64,485,000.00	$ 17,003,674.83	$ 81,488,674.83

Revenue Debt Service Fund
Bond Coverage
2004 - 2012



Fiscal Year Ended	Gross Revenue	Direct Operating Expenses	Net Revenue Available for Debt Service	Debt Service Principal	Debt Service Interest	Debt Service Total	Coverage
2000	10,618,222	3,940,290	6,677,932	895,000	2,300,631	3,195,631	2.09
2001	10,374,531	4,364,092	6,010,439	930,000	2,388,863	3,318,863	1.81
2002	10,128,935	4,618,376	5,510,559	1,525,000	3,205,534	4,730,534	1.16
2003	10,774,178	4,492,198	6,281,980	1,370,000	2,989,011	4,359,011	1.44
2004	10,872,750	4,775,753	6,096,997	1,455,000	2,892,635	4,347,635	1.40
2005	12,543,974	5,460,935	7,083,039	1,515,000	2,780,466	4,295,466	1.65
2006	15,351,317	6,512,264	8,839,053	1,780,000	2,569,149	4,349,149	2.03
2007	15,462,922	6,178,818	9,284,104	1,815,000	2,896,679	4,711,679	1.97
2008	18,142,912	7,898,642	10,244,270	1,865,000	2,627,070	4,492,070	2.28
2009	17,181,436	8,454,314	8,727,122	2,305,000	2,525,063	4,830,063	1.81
2010	16,904,837	8,383,740	$ 8,521,097	2,410,000	2,688,526	5,098,526	1.67
2011	19,709,477	6,927,425	$ 12,782,052	2,515,000	2,458,262	4,973,262	2.57
2012 Estimated	$ 19,776,999	$ 8,090,055	$ 11,686,944	$ 2,630,000	$ 2,386,902	$ 5,016,902	2.33
2013 Budgeted	$ 19,947,146	$ 8,755,519	$ 11,191,627	$ 3,830,000	$ 2,386,360	$ 6,216,360	1.80
2014	19,527,066	8,726,162	$ 10,800,904	3,945,000	2,272,802	$ 6,217,802	1.74

The Estimated 2014 Coverage Ratio will be covered by a rate mitigation fund and fund balance which will be approximately $4,549,247 on September 30, 2014.

CITY OF CLEBURNE

$41,960,000.00

Waterworks & Sewer System Refunding Bonds

Series 2005

PRINCIPAL			INTEREST				TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount	
2-15-14	1,610,000.00	4.450%	2-15-14	710,108.75	8-15-14	674,286.25	**2,994,395.00**
2-15-15	2,115,000.00	4.450%	2-15-15	674,286.25	8-15-15	627,227.50	**3,416,513.75**
2-15-16	2,210,000.00	4.450%	2-15-16	627,227.50	8-15-16	578,055.00	**3,415,282.50**
2-15-17	2,315,000.00	4.450%	2-15-17	578,055.00	8-15-17	526,546.25	**3,419,601.25**
2-15-18	2,415,000.00	4.450%	2-15-18	526,546.25	8-15-18	472,812.50	**3,414,358.75**
2-15-19	2,535,000.00	4.450%	2-15-19	472,812.50	8-15-19	416,408.75	**3,424,221.25**
2-15-20	2,640,000.00	4.450%	2-15-20	416,408.75	8-15-20	357,668.75	**3,414,077.50**
2-15-21	2,765,000.00	4.450%	2-15-21	357,668.75	8-15-21	296,147.50	**3,418,816.25**
2-15-22	2,890,000.00	4.450%	2-15-22	296,147.50	8-15-22	231,845.00	**3,417,992.50**
2-15-23	3,015,000.00	4.450%	2-15-23	231,845.00	8-15-23	164,761.25	**3,411,606.25**
2-15-24	3,155,000.00	4.450%	2-15-24	164,761.25	8-15-24	94,562.50	**3,414,323.75**
2-15-25	4,250,000.00	4.450%	2-15-25	94,562.50	8-15-25	0	**4,344,562.50**
	$ 31,915,000.00			**$ 5,150,430.00**		**$ 4,440,321.25**	**$ 41,505,751.25**

Interest Rate:	4.450% - 4.528%
Amount Issued:	$41,960,000.00
Amount Outstanding:	$31,915,000.00
Term (Years):	25 years
Paying Agent:	The Bank of America #299
Pay Date:	Principal 2/15 Interest 2/15 and 8/15

CITY OF CLEBURNE

$12,875,000

Waterworks and Sewer System Revenue

Refunding and Improvement Bonds

Series 2006

PRINCIPAL			INTEREST				TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount	
2-15-14	720,000.00	4.000%	2-15-14	208,178.13	8-15-14	193,778.13	**1,121,956.26**
2-15-15	750,000.00	4.125%	2-15-15	193,778.13	8-15-15	178,309.38	**1,122,087.51**
2-15-16	785,000.00	4.250%	2-15-16	178,309.38	8-15-16	161,628.13	**1,124,937.51**
2-15-17	815,000.00	4.250%	2-15-17	161,628.13	8-15-17	144,309.38	**1,120,937.51**
2-15-18	850,000.00	4.375%	2-15-18	144,309.38	8-15-18	125,715.63	**1,120,025.01**
2-15-19	885,000.00	4.500%	2-15-19	125,715.63	8-15-19	105,803.13	**1,116,518.76**
2-15-20	930,000.00	4.500%	2-15-20	105,803.13	8-15-20	84,878.13	**1,120,681.26**
2-15-21	970,000.00	4.500%	2-15-21	84,878.13	8-15-21	63,053.13	**1,117,931.26**
2-15-22	1,010,000.00	4.500%	2-15-22	63,053.13	8-15-22	40,328.13	**1,113,381.26**
2-15-23	410,000.00	4.500%	2-15-23	40,328.13	8-15-23	31,103.13	**481,431.26**
2-15-24	430,000.00	4.625%	2-15-24	31,103.13	8-15-24	21,159.38	**482,262.51**
2-15-25	445,000.00	4.625%	2-15-25	21,159.38	8-15-25	10,868.75	**477,028.13**
2-15-26	470,000.00	4.625%	2-15-26	10,868.75	8-15-26		**480,868.75**
	$ 9,470,000.00			**$ 1,369,112.56**		**$ 1,160,934.43**	**$ 12,000,046.99**

Interest Rate:	4.250% - 4.625%
Amount Issued:	$12,875,000.00
Amount Outstanding:	$9,470,000.00
Term (Years):	20 years
Paying Agent:	Bank of New York
Pay Date:	Principal 2/15 Interest 2/15 and 8/15

CITY OF CLEBURNE

$1,180,000.00

Waterworks & Sewer System Revenue Bonds

Series 2009A

PRINCIPAL			INTEREST				TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount	
2-15-14	65,000.00	0.148%	2-15-14	10,981.35	8-15-14	10,933.25	**86,914.60**
2-15-15	65,000.00	0.338%	2-15-15	10,933.25	8-15-15	10,823.40	**86,756.65**
2-15-16	65,000.00	0.558%	2-15-16	10,823.40	8-15-16	10,642.05	**86,465.45**
2-15-17	65,000.00	0.798%	2-15-17	10,642.05	8-15-17	10,382.70	**86,024.75**
2-15-18	65,000.00	1.038%	2-15-18	10,382.70	8-15-18	10,045.35	**85,428.05**
2-15-19	65,000.00	1.452%	2-15-19	10,045.35	8-15-19	9,573.45	**84,618.80**
2-15-20	65,000.00	1.812%	2-15-20	9,573.45	8-15-20	8,984.55	**83,558.00**
2-15-21	65,000.00	2.139%	2-15-21	8,984.55	8-15-21	8,289.38	**82,273.93**
2-15-22	70,000.00	2.267%	2-15-22	8,289.38	8-15-22	7,495.93	**85,785.31**
2-15-23	70,000.00	2.532%	2-15-23	7,495.93	8-15-23	6,609.73	**84,105.66**
2-15-24	70,000.00	2.695%	2-15-24	6,609.73	8-15-24	5,666.48	**82,276.21**
2-15-25	75,000.00	2.814%	2-15-25	5,666.48	8-15-25	4,611.23	**85,277.71**
2-15-26	75,000.00	2.885%	2-15-26	4,611.23	8-15-26	3,529.35	**83,140.58**
2-15-27	80,000.00	2.931%	2-15-27	3,529.35	8-15-27	2,356.95	**85,886.30**
2-15-28	80,000.00	3.018%	2-15-28	2,356.95	8-15-28	1,149.75	**83,506.70**
2-15-29	75,000.00	3.066%	2-15-29	1,149.75	8-15-29	0	**76,149.75**
	$ 1,115,000.00			**$ 122,074.90**		**$ 111,093.55**	**$ 1,348,168.45**

Interest Rate:	0% - 3.066%
Amount Issued:	$1,180,000.00
Amount Outstanding:	$1,115,000.00
Term (Years):	20 years
Paying Agent:	The Bank of New York
Pay Date:	Principal 2/15 Interest 2/15 and 8/15

CITY OF CLEBURNE

$4,750,000.00

Waterworks & Sewer System Revenue Bonds

Series 2009B

PRINCIPAL			INTEREST				TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount	
2-15-14	255,000.00	0.148%	2-15-14	44,650.18	8-15-14	44,461.48	**344,111.66**
2-15-15	255,000.00	0.338%	2-15-15	44,461.48	8-15-15	44,030.53	**343,492.01**
2-15-16	255,000.00	0.558%	2-15-16	44,030.53	8-15-16	43,319.08	**342,349.61**
2-15-17	255,000.00	0.798%	2-15-17	43,319.08	8-15-17	42,301.63	**340,620.71**
2-15-18	260,000.00	1.038%	2-15-18	42,301.63	8-15-18	40,952.23	**343,253.86**
2-15-19	260,000.00	1.452%	2-15-19	40,952.23	8-15-19	39,064.63	**340,016.86**
2-15-20	265,000.00	1.812%	2-15-20	39,064.63	8-15-20	36,663.73	**340,728.36**
2-15-21	270,000.00	2.139%	2-15-21	36,663.73	8-15-21	33,776.08	**340,439.81**
2-15-22	275,000.00	2.267%	2-15-22	33,776.08	8-15-22	30,658.95	**339,435.03**
2-15-23	280,000.00	2.532%	2-15-23	30,658.95	8-15-23	27,114.15	**337,773.10**
2-15-24	290,000.00	2.695%	2-15-24	27,114.15	8-15-24	23,206.40	**340,320.55**
2-15-25	295,000.00	2.814%	2-15-25	23,206.40	8-15-25	19,055.75	**337,262.15**
2-15-26	305,000.00	2.885%	2-15-26	19,055.75	8-15-26	14,656.13	**338,711.88**
2-15-27	315,000.00	2.931%	2-15-27	14,656.13	8-15-27	10,039.80	**339,695.93**
2-15-28	325,000.00	3.018%	2-15-28	10,039.80	8-15-28	5,135.55	**340,175.35**
2-15-29	335,000.00	3.066%	2-15-29	5,135.55	8-15-29	0	**340,135.55**
	$ 4,495,000.00			**$ 499,086.30**		**$ 454,436.12**	**$ 5,448,522.42**

Interest Rate:	0% - 3.066%
Amount Issued:	$4,750,000.00
Amount Outstanding:	$4,495,000.00
Term (Years):	20 years
Paying Agent:	The Bank of New York
Pay Date:	Principal 2/15 Interest 2/15 and 8/15

CITY OF CLEBURNE

$14,500,000.00

Waterworks & Sewer System Revenue Bonds

Series 2010

PRINCIPAL			INTEREST				TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount	
2-15-14	725,000.00	3.000%	2-15-14	121,328.28	8-15-14	121,252.15	**967,580.43**
2-15-15	725,000.00	3.000%	2-15-15	121,252.15	8-15-15	119,834.78	**966,086.93**
2-15-16	730,000.00	3.000%	2-15-16	119,834.78	8-15-16	117,422.13	**967,256.91**
2-15-17	735,000.00	3.000%	2-15-17	117,422.13	8-15-17	113,927.20	**966,349.33**
2-15-18	745,000.00	4.000%	2-15-18	113,927.20	8-15-18	109,639.73	**968,566.93**
2-15-19	755,000.00	4.000%	2-15-19	109,639.73	8-15-19	104,652.95	**969,292.68**
2-15-20	765,000.00	4.000%	2-15-20	104,652.95	8-15-20	98,567.38	**968,220.33**
2-15-21	780,000.00	4.000%	2-15-21	98,567.38	8-15-21	91,473.28	**970,040.66**
2-15-22	795,000.00	4.000%	2-15-22	91,473.28	8-15-22	83,586.88	**970,060.16**
2-15-23	810,000.00	4.125%	2-15-23	83,586.88	8-15-23	75,094.03	**968,680.91**
2-15-24	825,000.00	4.250%	2-15-24	75,094.03	8-15-24	66,468.65	**966,562.68**
2-15-25	845,000.00	4.250%	2-15-24	66,468.68	8-15-24	56,818.75	**968,287.43**
2-15-26	865,000.00	4.250%	2-15-24	56,818.75	8-15-24	46,564.18	**968,382.93**
2-15-27	885,000.00	4.250%	2-15-24	46,564.18	8-15-24	35,758.33	**967,322.51**
2-15-28	905,000.00	4.250%	2-15-24	35,758.33	8-15-24	24,382.48	**965,140.81**
2-15-29	930,000.00	4.250%	2-15-24	24,382.48	8-15-24	12,352.93	**966,735.41**
2-15-30	955,000.00	4.250%	2-15-24	12,352.93	8-15-24	0	**967,352.93**
	$ 13,775,000.00			**$ 1,399,124.14**		**$ 1,277,795.83**	**$ 16,451,919.97**

Interest Rate:	0.021% - 2.587%
Amount Issued:	$14,500,000.00
Amount Outstanding:	$14,500,000.00
Term (Years):	20 years
Paying Agent:	The Bank of New York
Pay Date:	Principal 2/15 Interest 2/15 and 8/15

CITY OF CLEBURNE

$4,860,000.00

Waterworks & Sewer System Revenue Refunding Bonds

Series 2010

PRINCIPAL			INTEREST				TOTAL
Date	Amount	Rate	Date	Amount	Date	Amount	
2-15-14	570,000.00	3.000%	2-15-14	70,696.88	8-15-14	62,146.88	**702,843.76**
2-15-15	155,000.00	3.000%	2-15-15	62,146.88	8-15-15	59,821.88	**276,968.76**
2-15-16	160,000.00	3.000%	2-15-16	59,821.88	8-15-16	57,421.88	**277,243.76**
2-15-17	165,000.00	3.000%	2-15-17	57,421.88	8-15-17	54,946.88	**277,368.76**
2-15-18	170,000.00	4.000%	2-15-18	54,946.88	8-15-18	51,546.88	**276,493.76**
2-15-19	175,000.00	4.000%	2-15-19	51,546.88	8-15-19	48,046.88	**274,593.76**
2-15-20	185,000.00	4.000%	2-15-20	48,046.88	8-15-20	44,346.88	**277,393.76**
2-15-21	190,000.00	4.000%	2-15-21	44,346.88	8-15-21	40,546.88	**274,893.76**
2-15-22	200,000.00	4.000%	2-15-22	40,546.88	8-15-22	36,546.88	**277,093.76**
2-15-23	855,000.00	4.125%	2-15-23	36,546.88	8-15-23	18,912.50	**910,459.38**
2-15-24	890,000.00	4.250%	2-15-24	18,912.50	8-15-24	0	**908,912.50**
	$ 3,715,000.00			**$ 544,981.30**		**$ 474,284.42**	**$ 4,734,265.72**

Interest Rate:	2.000% - 4.250%
Amount Issued:	$4,860,000.00
Amount Outstanding:	$3,715,000.00
Term (Years):	15 years
Paying Agent:	The Bank of New York
Pay Date:	Principal 2/15 Interest 2/15 and 8/15

Capital Improvements

Five Year Capital Improvement Program

Leased Equipment Improvement Fund

Capital Project Funds

Enterprise Capital Project Funds

2013-2014

CITY OF CLEBURNE

Recapitulation of Capital Outlay

2013-2014

Department Number	Department Name	Item	Amount
GENERAL FUND - Items Funded in the Department Budgets			
0136	Human Resources	Automated Time Keeping System	45,000
0163	Library	Library Books	31,500
0165	Museum	Artifacts	1,000
TOTAL CAPITAL OUTLAY - GENERAL FUND			**$ 77,500**

CAPITAL PROJECT FUND - Items Funded by the Capital Project Funds			
5347	Fire	Radios	125,000
5374	Development Services	Comprehensive Plan	512,418
5379	Street	Industrial Blvd Toll Ramps	900,000
TOTAL CAPITAL OUTLAY - CAPITAL PROJECTS FUNDS			**$ 1,537,418**

ENTERPRISE FUND - Items Funded in the Department Budgets			
6083	Water Distribution	Mulberry Street Water Tank	2,500,000
6083	Water Distribution	Water Main Install and Rehabilitation	1,250,000
6083	Water Distribution	Replacement Vehicles	69,000
6084	Water Treatment	Capital Project	4,100,000
6096	Wastewater Collection	Sewer Main Install and Rehabilitation	1,250,000
6096	Wastewater Collection	Replace existing Vac truck	280,000
6097	Wastewater Treatment	Pump	60,000
6097	Wastewater Treatment	Replacement Vehicle	25,000
Water/Wastewater Fund Total			**$ 9,534,000**
6154	Airport	Runway Lighting	183,500
Airport Fund Total			**$ 183,500**
TOTAL CAPITAL OUTLAY - ALL ENTERPRISE FUNDS			**$ 9,717,500**

ENTERPRISE FUND - Items Funded by the Enterprise Capital Project Funds			
7184	Water Distribution	Water Distribution Expansion	4,398,190
7284	Water Treatment	W56 Whitney Water Treatment Plant	1,882,722
7284	Water Treatment	W56 Whitney Water Supply Line	1,304,957
TOTAL CAPITAL OUTLAY - ENTERPRISE FUND - CURRENT FUNDS			**$ 7,585,869**

CITY OF CLEBURNE

Recapitulation of Capital Outlay

2013-2014

Department Number	Department Name	Item	Amount
SPECIAL REVENUE FUNDS			
0859	Cletran	Replacement Vehicles	385,000
0950	Booker T Washington	Repairs	10,000
0956	Splash Station	Major Water Feature	95,500
0957	Sports Complex	Leveling Soccer & Football Fields	142,000
0965	Museum	Railroad Museum	190,000
0341	Police	3 Chevrolet Tahoe Patrol Units	138,000
0355	Golf	Flex Mowers	40,000
0378	Fleet Maintenance	Replacement Trucks	28,000
0379	Street	1 Ton Truck with Dump Body	35,000
0391	Refuse	Wheel Loader	150,000
1538	Certificate of Franchise	Equipment	100,000
3941	Police	Radio and Video Recorders	129,452
3979	Street	TTC Sidewalk Project	984,688
8165	Museum	Artifacts	2,000
8265	Museum	Artifacts	2,500
8663	Library	Library Books	2,000
TOTAL - SPECIAL REVENUE FUND			**$ 2,434,140**

TOTAL CAPITAL OUTLAY - CURRENT FUNDS	**$ 21,352,427**

Capital Improvement Programs

The City of Cleburne's Capital Improvement Programs include the Five-Year Capital Improvement Program and the Leased Equipment Improvement Program. These programs assist us in monitoring our capital equipment and capital projects needs. At the end of the Five-Year Capital Improvement Program is the recapitulation of capital outlay for the current fiscal year for the General Fund, Enterprise Fund and Special Revenue Funds.

The Leased Equipment Improvement Program was created to provide the City with a self-sustaining fund to purchase capital equipment, thereby eliminating fluctuations in the General Fund operating budgets from year to year that would adversely affect the tax rate. Through this fund, the general fund operating budgets pay for the vehicles over their useful life.

The Five-Year Capital Improvement Program is used to provide management with the information necessary to plan for future capital needs through fund reserves, investments, and bond issues. This program provides for the current approved capital expenditures as well as management's projection of the capital needs for the future. Each year council will approve only the current year's expenditures.
The City is currently in the process of completing a comprehensive master plan. After its completion, the City will begin working on a revised Capital Improvement Program to reflect the needs identified during the study.

Through these planning tools, the City believes that the Capital needs of Cleburne will be met with a minimal monetary impact on the citizens. It is the belief of City Management that its Capital Improvement Programs are prudent long term planning tools that will ensure the continued success of the City of Cleburne.

LEASED EQUIPMENT IMPROVEMENT PROGRAM

Fund 03

Summary of Receipts & Expenditures

2013-2014

The Capital Improvements Fund will be used for vehicle replacements in the General Fund.

		Proposed 2013-2014
Estimated Beginning Balance		$ 1,693,269
Revenues:		
Vehicle Lease Payments	(0315-6539)	529,073
Interest Income	(0317-6735)	2,500
Garbage Truck Fee from General Fund	(0321-7101)	120,000
TOTAL FUNDS AVAILABLE		2,344,842
Expenditures:		
Garbage Truck Transfer for Loan Payment	(0322-7202)	120,000
Police - 3 Tahoe Patrol Units		138,000
Golf - Flex Mowers		40,000
Fleet - 1/2 Ton Truck		18,000
Fleet - Dump Bed for Existing Unit		10,000
Street - 1 Ton with Dump Body		35,000
Refuse - Wheel Loader		150,000
Fire Defib Reserve		100,000
Fire Truck Reserve		1,050,000
TOTAL EXPENDITURES		1,661,000
Ending Balance		$ 683,842

CITY OF CLEBURNE

Leased Equipment Five Year Improvement Program

General Fund

2013-2014

DEPARTMENT	FUND-DEPT	YEAR MAKE	UNIT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
HR	0136	08 Dodge Durango	1101				25,899	
Total Five Year HR				0	0	0	25,899	0
MIS	0138	07 Dodge Caravan	1701				20,063	
		1998 Ford Expedition 4x2	1703				0	
Total Five Year MIS				0	0	0	20,063	0
Police	0141	99 Box Trailer	2001					
		99 Supreme Trailer	2002					
		RT50-Radar Trailer	2003					
		02 Ford Explorer XLT 4X2	2004					
		94 International Armored Van	2005					
		10 Dodge Charger	2006					
		06 Dodge Durango	2007			28,116		
		05 Ford F250 P/IU	2010		37,796			
		10 Dodge Charger	2011					
		07 Dodge Charger	2012	46,000				
		09 Dodge Charger	2014					
		09 Dodge Ram	2015					
		01 Ford Exploerer XLS 4x2	2016					
		08 Dodge Charger	2017					
		08 Dodge Durango	2018					
		10 Dodge Charger	2019					
		12 Honda ST1300PA	2020					27,714
		12 Chevrolet Tahoe	2021				48,835	
		08 Dodge Charger	2022		48,875			
		12 Dodge Tahoe	2023				48,835	
		12 Chevrolet Tahoe	2024					
		09 Dodge Charger	2025		49,565			
		11 Honda Motorcycle	2026			25,213		
		04 Ford Expedition	2027		67,347			
		11 Honda Motorcycle	2028			25,213		
		08 Dodge Charger	2030					
		07 Dodge Charger	2031	46,000			58,808	
		12 Chevrolet Silverado	2032					
		08 Dodge Charger	2033					
		09 Dodge Charger	2034		49,565			
		12 Chevrolet Tahoe	2035				48,835	
		07 Dodge Charger	2036	46,000				
		09 Dodge Charger	2037		49,565			
		12 Chevrolet Tahoe	2039					
		07 Dodge Charger	2040					
		07 Dodge Charger	2041					
		02 Ford Explorer XLT 4X2	2043					
		07 Dodge Charger	2044				56,008	
		12 Chevrolet Tahoe	2047				48,835	
		06 Gulf Stream Coach	2052					
Total Five Year Police Department				138,000	302,713	78,542	310,156	27,714
Animal Control	0143	01 16' Utility Trailer	2101					
		82 Kubota Mower	2102					
		07 Dodge 2500 Quad Cab	2103				39,162	
		09 Dodge Ram	2104					
Total Five Year Animal Control				0	0	0	39,162	0

CITY OF CLEBURNE

Leased Equipment Five Year Improvement Program

General Fund

2013-2014

DEPARTMENT	FUND-DEPT	YEAR MAKE	UNIT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Fire Department	0147	2000 Ford 550 4x4 Truck	2501		224,112			
		02 Chevrolet Tahoe	2502					
		53 American La France	2503					
		09 Ford F-350 Ambulance	2504					
		01 Ford 550	2505			156,424		
		08 Dodge Pick-Up	2506					25,059
		2002 Ford Explorer XLT	2507					
		09 Dodge Durango	2508					
		03 Chevrolet Tahoe	2509					
		29 Seagraves	2510					
		96 Sutphen 70' Aerial Ladder	2511			840,474		
		00 Spartan 2142 Pumper Truck	2512					
		03 Ford Ambulance	2514					187,600
		00 Spartan 2142 Pumper Truck	2515					
		08 Ford F250 4x4	2517					
		06 Sutphen Fire Truck	2518					
		07 Dodge Durango	2519				31,987	
		05 Spartan Haz-Mat Truck	2524					
		08 Dodge 1500	2525					38,314
		08 Dodge 1500	2526					40,082
		10 Spartan Cab over Fire Truck	2527					
		96 Astro Boat	2528			28,002		
		05 Magnum Light Plant	2601					
		05 Magnum Light Plant	2602					
		Philips Hearthstart MRX ALS Monitor	N/A			36,946		
		Philips Hearthstart MRX ALS Monitor	N/A			36,946		
		Philips Hearthstart MRX ALS Monitor	N/A			36,946		
		Philips Hearthstart MRX ALS Monitor	N/A			36,946		
		Philips Hearthstart MRX ALS Monitor	N/A			36,946		
Total Five Year Fire Department				0	224,112	1,024,900	31,987	291,055
Health	0148	07 Dodge Dakota	4355				19,134	
		11 Dodge Dakota	4356					
Total Five Year Health				0	0	0	19,134	0
Cemetery	0152	01 John Deere 5410 Tractor	3201					
		01 Bush Hog	3202					
		01 18' Utility Trailer	3203					
		03 Lesco 60" Zero Turning Mower	3204					
		03 Lesco 60" Zero Turning Mower	3205					
		03 Case Skid Steerloader M#40XT	3206					
		04 Pace 14' Cargo Trailer	3207					
		07 John Deere 60" Z-Trak Mower	3209					
		07 John Deere 60" Z-Trak Mower	3210					
		07 Dodge Ram 1500	3211				25,442	
		08 John Deere HPX 4x4 Gator	3212					10,783
		12 John Deere 997 Mower	3214					
		12 John Deere 997 Mower	3215					
		13 Chevrolet Silverado 1500	3216					
		00 Chev 3/4 Ton Pickup	3260					
		04 Ford 1 1/2 Ton Dsl Dump Truck	3261		45,965			
		02 Ford 1/2 Ton Pickup 4X2	3262					
		99 JDeere Loader/Backhoe	3263		113,856			
		02 Ford 1/2 Ton Pickup 4X2	3264					
		98 Ford F-800 Dump Truck	3278					68,990
Total Five Year Cemetery				0	159,821	0	25,442	79,773

CITY OF CLEBURNE

Leased Equipment Five Year Improvement Program

General Fund

2013-2014

DEPARTMENT	FUND-DEPT	YEAR MAKE	UNIT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Parks	0153	95 John Deere Tractor	3906		52,558			
		03 Ford 1/2 T Diesel Dump Truck	3907					
		08 Dodge Ram 2500	3908					28,556
		03 Ford 1 Ton Flat Bed Truck	3912					
		03 Ford 3/4 Ton	3913					
		97 Ford 1/2 Ton	3914					
		99 Massey Ferguson Tractor	3917					
		99 John Deere Gator 4x2	3919					
		07 John Deere 757 60" Z-Trak Mower	3922					
		00 Rhino Servcie Mower	3923					
		00 Rhino Servcie Mower	3924					
		05 John Deere 757 Mower	3925					
		07 New Holland Skid Loader	3928				30,470	
		07 Stump Grinder	3928A					
		01 Bush Hog Auger	3929					
		08 4320 John Deere Loader	3936					
		04 Jacobsen Utility Vehicle	3940		7,175			
		08 John Deere TLB 110 Backhoe	3946					
		94 Vermeer Tree Spade	3949		32,190			
		09 Salsco 8635 Wood Chipper	3951					
		08 Ford F750 Blue Diamond	3952					
		01 John Deere Tractor & Boom Mowe	3953					
		01 Ford F250 Diesel	3955					
		13 Chevrolet Silverado 1500	3963					
		13 Chevrolet Silverado 2500HD	3968					
		12 Land Pride Flex Wing Mower	3974					
		96 Ford F150	3975					
Total Five Year Parks Department				0	91,923	0	30,470	28,556
Golf	0155	03 Jacobsen Green King Diesel	3108					
		03 Jacobsen Spray Tek Cushman	3111					
		07 Deere 4500 Tractor	3115					
		06 Tycrip Top Dresser	3116					
		07 Dodge Ram 1500	3117				24,192	
		08 Toro Procore 648	3121					19,600
		08 Toro Procore 648	3122					19,600
		09 MP5700 Toro Sprayer	3132					
		09 Salsco Greens Roller	3133					
		12 Buffalo Turbine Blower	3134					
		00 Turfco 85800 Topdresser	3166					
		97 John Deere 5200 Tractor	3170				30,148	
		Flex Mower	3171	40,000			30,148	
Total Five Year Golf				40,000	0	0	54,340	39,200
Building Maintenance	0161	04 Ford F150 Reg Cab XLT	1601		31,878			
		13 Chevrolet Silverado 1500	1605					
		02 Ford 3/4 Ton Pickup	1610					
Total Five Year Building Maintenance				0	31,878	0	0	0
Public Works	0171	13 Chevrolet Silverado Z71	4201					
Five Year Public Works				0	0	0	0	0
Engineering	0172	07 Dodge Durango	4601				27,593	
		04 Ford F250Crew Cab 4x4	4603		39,313			
Total Five Year Engineering				0	39,313	0	27,593	0

CITY OF CLEBURNE

Leased Equipment Five Year Improvement Program

General Fund

2013-2014

DEPARTMENT	FUND-DEPT	YEAR MAKE	UNIT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Inspections	0176	08 Dodge Dakota	4702					
		08 Dodge Dakota	4703					
		05 Chevrolet Colorado	4704					
Total Five Year Inspections				0	0	0	0	0
Fleet Maintenance	0178	08 335 Peterbilt Rollback Wrecker	4409					
		09 Generator/Fleet Back Gate	4412					
		07 Dodge Ram 1500	4413				24,192	
		1/2 Ton Truck	4419	18,000				
		04 Ford 1 1/2 ton diesel XL	4495		47,197			
		Dump Bed for Existing Unit		10,000				
Total Five Year Fleet Maintenance				28,000	47,197	0	24,192	0
Street Maintenance	0179	10 Etnyre Lowboy Trailer	4901					
		10 Gravely Walk Behind Mower	4903					
		98 John Deere Skid Steer Loader	4906					
		11 Caterpillar CB14 Roller	4907					
		03 Massey Ferguson Tractor	4911					
		Solar-tech MB3-2248 Trailer	4915					
		05 Ingresoll-Rand Paving Machine	4918					
		08 Solar Tech Silent Messenger	4919					
		07 Crafco Supershot 125 DC	4922					
		11 Dodge 1500	4931					
		11 Dodge 1500	4932					
		95 JDeere Maintainer	4933		216,668			
		82 Mack Truck Trailer/5th Wheel	4937					18,000
		07 Mack CTP713 Dump Truck	4939					
		96 Case 621B Loader	4942					
		01 Mack 12 Yard 5 T Dump Truck	4943			135,290		
		04 Ford Rebuilt Asphalt Truck	4944					
		01 Mack Dump Truck	4945		144,660			
		09 GU713 Mack Dump Truck	4946					
		02 Rhino 15' Bat Wing Mower	4950					
		13 Caterpillar 420F Backhoe	4963					
		01 Case Loader/Backhoe	4964			109,418		
		01 Ford Diesel 4 Yd. Dump Truck	4965			64,158		
		11 Dodge 3500 Dump Truck	4966					
		08 Dodge 3500 Dump Truck	4967					
		99 Hamm Asphalt Roller	4968					
		01 Ford 1/2 Tom	4970					
		99 Swenson Box Spreader	4971					
		1 Ton Truck with Dump Body		35,000				
Total Five Year Street Department				35,000	144,660	173,576	0	0
Sanitation	0191	13 Chevrolet Silverado 1500	8179					
		07 Dodge Ram 1500	8180				33,839	
		13 Texas Pride Recycle Trailer	8181					
		13 Pro Tainer Mobile Recycle Trailer	8182					
		09 Mack Sanitation Truck	8183					
		08 Mack Sanitation Truck	8188					
		06 GMC Grapple Truck	8191				142,755	
		11 Ford F750	8192					
		12 Crane Carrier - Automated	8193					
		12 Crane Carrier - Automated	8194					
		12 Crane Carrier - Automated	8195					
		07 Dodge Ram 1500	8201					
		98 Track Loader 953 Cat	8202					301,200

CITY OF CLEBURNE

Leased Equipment Five Year Improvement Program

General Fund

2013-2014

DEPARTMENT	FUND-DEPT	YEAR MAKE	UNIT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Sanitation (Con't)	0191	02 John Deere TrackLoader	8203					
		07 John Deere Tractor	8204					
		07 John Deere Bat Wing Mower	8205					
		83 Caterpiller Grader	8293					
		72 Dodge Water Truck	9297					
		04 John Deere Skidsteer Loader	8801					
		07 JDeere 60" Mower	8803				10,811	
		97 Case 4-Wheel Loader	8806	150,000				
Total Five Year Sanitation				150,000	0	0	187,405	301,200
Housing	0668	04 Ford Expedition	6416		67,347			
Total Five Year Housing				0	67,347	0	0	0
Total Lease Equipment Improvement Fund				391,000	1,041,617	1,277,018	795,843	767,498

Five Year Capital Improvement Program Capitalization Policy

Items will be capitalized as follows:

1. The expected normal useful life is three years or more; and

2. The items unit cost is $5,000 or more. Exceptions to this dollar limit include, but are not limited to books that are part of a library and museum artifacts; and

3. The item belongs to one of the classes of property which are usually considered fixed assets, i.e. land, streets, structures, heavy equipment, vehicles.

4. Items used only in sets, or multiple units, which as a collective unit have a total value in excess of $5,000, and meet all other capitalization requirements.

5. Improvements and upgrades to existing fixed assets which exceed $5,000 and extend the useful life of a fixed asset by more than three years.

6. The item is not consumed, altered, or materially reduced in value immediately after use, and meets all other capitalization requirements.

Items that will NOT be capitalized are as follows:

1. Items which are installed or added to an existing fixed asset which merely return the asset to a functioning product, i.e. roof repair, utility cut. These items will be considered maintenance expense.

2. Items that require regular replacement due to rapid wear, i.e. items with a useful life of less than three years.

3. Items whose usefulness is destroyed after one time use, i.e. items with a useful life of less than three years.

4. The item has such a nominal value that inclusion as a fixed asset would result in administrative costs which exceed the value of the article.

Five Year Capital Improvement Program Inclusion Policy

Capital infrastructure, facilities, and equipment require substantial amounts of the cities limited resources to reach fruition. Limited resources make it crucial that special planning, financing and management are implemented to ensure the best package of capital needs the city can afford is provided to the citizens. The Capital Improvement Plan is a long term planning tool used to provide management with a blueprint that establishes the public infrastructure needed to support the city's development. This will ensure that the most needed projects are addressed and completed in a fiscally responsible and timely manner.

The Capital Improvement Plan identifies the capital needs of the city and the revenues and other fund types needed to finance the projects. The Leased Equipment Improvement Program will continue to be utilized to fund replacement vehicles and copiers. To be included in the Capital Improvement Plan, a project must:

1. Qualify as a capital expenditure under the city's Capitalization Policy, other than replacement vehicles and copiers;

2. have a useful life of not less than three years; and

3. exceed $25,000.

The Capital Improvement Plan is the basis for the current fiscal year's Capital Budget. The Capital Budget represents the first year of the plan, and establishes projects that will be started, continued, or completed in the current fiscal year. The Capital Budget differs from the Operating Budget in that the funds for capital projects are appropriated through the completion of the project even if the construction extends beyond the current fiscal year.

CITY OF CLEBURNE

Five Year Capital Improvement Program
2013-2014

Department	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	2013-2014 Funding	Council Districts
General Fund Departments								
Human Resources								
Automated Time Keeping System	45,000						01	All
Splash Station								
Major Water Feature	95,500		325,000				09	2
Sports Complex								
Leveling Soccer & Football Fields	142,000						09	4
Library								
Library Books	31,500	31,500	31,500	31,500	31,500	31,500	01	All
Library Books	2,000						86	All
Museum								
Railroad Museum	190,000			1,600,000			09	4
Artifacts	2,000						81	All
Artifacts	2,500						82	All
Development Services								
Comprehensive Plan	512,418						53	All
Downtown Parking Lot & Sidewalk Improvements	114,375	100,000	100,000	100,000	100,000	100,000	53	3,4
Fire								
Radios	125,000						39	All
Police								
Radio and Video Recorders	129,452						39	All
Street								
Industrial Blvd Toll Ramps	900,000						53	1
TTC Sidewalk Project	984,688						39	1,2
Totals - General Fund Departments	**3,276,433**	**131,500**	**456,500**	**1,731,500**	**131,500**	**131,500**		

Water-Wastewater Departments								
Water Distribution *								
Mulberry Street Water Tank	2,500,000						60	3
Water Main Install and Rehabilitation	1,250,000						60	All
Capital Project	4,000,000						60	All
Sewer Main Install and Rehabilitation	1,250,000						60	All
Water Distribution Expansion	4,398,190						71	All
Water Treatment								
W56 Whitney Water Treatment Plant	1,882,722						72	All
W56 Whitney Water Supply Line	1,304,957						72	All
Wastewater Treatment								
Pump	60,000						60	
5MG Water Treatment Plant Expansion Design & Construction						11,650,000	Bonds	2
Water Master Plan		60,000					60	All

CITY OF CLEBURNE

Five Year Capital Improvement Program

2013-2014

Department	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	2013-2014 Funding	Council Districts
Wastewater Treatment Continued								
Lake Whitney Treatment Plant Phase I			2,029,000	2,029,000	2,029,000	33,925,000	Bonds	All
East Lake Marti Loop Closure						160,000	60	3
East Loop 16" Phase II						918,000	60	4
Lake Pat Cleburne Dam Probably Max Flood Improvements						3,500,000	60	All
174 Interceptor - Design & Construction		115,324					Bonds	3,4
Total - Water-Wastewater Departments - Current Funds	**16,645,869**	**175,324**	**2,029,000**	**2,029,000**	**2,029,000**	**50,153,000**		

.

Airport								
Terminal Building					90,000	900,000	61	1
Runway Lighting	183,500						61	1
Total - Airport	**183,500**	**0**	**0**	**0**	**90,000**	**900,000**		

CAPITAL FUND

General Capital Projects

Fund 53

Summary of Receipts & Disbursements

2013-2014

This fund is for general capital projects. Funding sources include Gas Lease & Royalty revenue and General Fund revenues.

		Proposed 2013-2014
Beginning Fund Balance		$ 2,650,545
Revenues:		
Interest Income	(5317-6735)	1,500
County Portion of Industrial Boulevard Toll Ramps	(5319-6999)	300,000
Transfer from General Fund - Street Repair Program	(5321-7101)	775,000
Transfer from General Fund - General Capital	(5321-7101)	750,000
Transfer from Fund 21 - Phase 2 Comprehensive Plan	(5321-7121)	200,000
Transfer from Fund 21 - Radios for Fire Department	(5321-7121)	125,000
Reimbursement from TIF #3 - Start up Funding	(5321-7113)	100,000
TOTAL FUNDS AVAILABLE		4,902,045
Expenditures:		
Comprehensive Land Use Plan Phase 1	(5374-8990)	262,418
Comprehensive Land Use Plan Phase 2	(5374-8990)	250,000
Industrial Boulevard Toll Ramps	(5379-8850)	900,000
Buxton retail support and data updates	(5340-8664)	15,000
Radios - Fire Department	(5347-8930)	125,000
Street Repair Program	(5379-8467)	500,000
Non-Transportation Route Gas Well Repair	(5379-8467)	275,000
Reserve for Developer Funded Curb, Gutter, & Sidewalks		17,700
TOTAL EXPENDITURES		2,345,118
Ending Fund Balance		$ 2,556,927

CAPITAL PROJECT FUND

Performance Contract Capital Fund

Fund 55

Summary of Receipts & Expenditures

2013-2014

This fund was developed to track savings and costs associated with the 2009 Performance Contract. Savings and increased revenues from the General Fund, Cletran Fund, Airport Fund and Water-Wastewater Fund are transferred to this fund to provide for the payment of SECO Revolving Loans and the 2009 Combination Tax and Revenue Bonds.

		Proposed 2013-2014
Beginning Fund Balance		$ 592,996
Revenues:		
Transfer from General Fund	(5521-7101)	89,239
Transfer from Cletran Fund	(5521-7108)	1,126
Transfer from Water-Wastewater Fund	(5521-7160)	901,159
Interest Income	(5517-6735)	1,500
TOTAL FUNDS AVAILABLE		1,586,020
Expenditures:		
Transfer to Debt Service Fund	(5522-7202)	988,384
Other Services	(5539-8699)	35,000
TOTAL EXPENDITURES		1,023,384
Ending Fund Balance		$ 562,636

ENTERPRISE CAPITAL PROJECT FUND

WATER - WASTEWATER
2009 REVENUE BOND FUND
FUND 71

Summary of Receipts and Expenditures
2013-2014

In April 2009 the City of Cleburne issued $1,180,000 in Water and Wastewater Revenue Bonds. This was the first step in expanding the Water Treatment Plant to ensure future water supplies are sufficient to meet the demands of our residential, commercial and industrial customers. This bond issue will fund the design, surveying, geotechnical and permitting fees associated with this plant expansion. These bonds are supported by the Texas Water Development Board and are deferred through 2012. In 2011 the Funding for construction was received and the plant expansion was completed in 2013. The remaining funds will be used to expand the water distribution system in the city as approved by TWDB.

		Proposed 2013-2014
Beginning Fund Balance		$ 4,394,690
Interest Income	(7117-6735)	3,500
TOTAL FUNDS AVAILABLE		4,398,190
Expenditures - Wastewater Projects that we are working on:		
Water Distribution Expansion	(7184-8820)	4,398,190
TOTAL WATER PROJECTS		4,398,190
TOTAL EXPENDITURES		4,398,190
Ending Fund Balance		$ 0

ENTERPRISE CAPITAL PROJECT FUND

WATER - WASTEWATER
2009 REVENUE BOND FUND
FUND 72

Summary of Receipts and Expenditures
2013-2014

In April 2009 the City of Cleburne issued $4,750,000 in Water and Wastewater Revenue Bonds. This was the first step in the development of the Whitney Water Supply to ensure future water supplies are sufficient to meet the demands of our residential, commercial and industrial customers. This bond issue will fund the design, surveying, geotechnical and permitting fees associated with this development.

		Proposed 2013-2014
Beginning Fund Balance		$ 3,579,612
Interest Income	(7217-6735)	3,000
TOTAL FUNDS AVAILABLE		3,582,612
Expenditures - Wastewater Projects that we are working on:		
W56 Whitney Water Treatment Plant	(7284-8820)	1,882,722
W56 Whitney Water Supply Line	(7284-8870)	1,304,957
TOTAL WATER PROJECTS		3,187,679
TOTAL EXPENDITURES		3,187,679
Ending Fund Balance		$ 394,933

PAGE NO: 1	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED: ALL

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Human Resources	Time Keeping System		0136-8990

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

Mandatory	
Essential	X
Desirable	
Defferable	

This project will include 18 sites, 13 existing and 4 new, that will be added to the city network to ensure all departments have access to information necessary to perform daily functions more efficiently.

FUNDING

TOTAL COST	$ 45,000
TOTAL FUNDED	$ 45,000
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☑ Will Impact

☐ Will Not Impact

	Annual Cost/(Savings)
Personnel	
Operations	
Capital	
Total	$ -

Positions

IMPACT EXPLANATION

This project will streamline the payroll process, reduce manhours and provide more accurate time keeping solutions. Manhours currently used to hand enter all personnel time on paper time sheets will be reduced as well as the number of hours the payroll clerk uses to input this hand written information. This software will also provide a more accurate accounting of vacation, sick leave, comp time and hours worked. The dollar value of these savings is unknown at this time.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Design								$ -
Construction								$ -
Equip & Furnishings		45,000						$ 45,000
Other								$ -
TOTAL COSTS	$ -	$ 45,000	$ -	$ -	$ -	$ -	$ -	$ 45,000

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Current Funds		45,000						$ 45,000
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ 45,000	$ -	$ -	$ -	$ -	$ -	$ 45,000

PROJECT SCHEDULE	Number of Months
Design	0
Land/Right of Way	0
Construction	0
Other	12
TOTAL MONTHS	12

PAGE NO: 2	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 2

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Splash Station	Major Water Feature		Unknown

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

Mandatory	
Essential	
Desirable	x
Defferable	

As with attractions such as Six Flags, it is indicated that upgrades and improvements help keep the excitement of an attraction more appealing. Studies show that revenue is more likely to keep an upward trend when new features are added. This request is to add a feature that is intended to increase attendance and revenue. The feature being proposed is called a "bowl slide". It works much the same as a giant toilet bowl. The user enters the slide from a high point and swirls around and is eventually dumped at the bottom of the slide into a pool. The City of Rowlett installed such a slide and their attendance increased by 15,000 in the first year.

FUNDING

TOTAL COST	$ 420,500
TOTAL FUNDED	$ 420,500
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☑ Will Impact

☐ Will Not Impact

Positions 2

Annual Cost/(Savings)	
Personnel	10,000
Operations	8,000
Capital	-
Total	$ 18,000

IMPACT EXPLANATION

The expenses will involve two seasonal employees and utilities.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design		95,500						$ 95,500
Construction				325,000				$ 325,000
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ 95,500	$ -	$ 325,000	$ -	$ -	$ -	$ 420,500
SOURCE OF FUNDS	**THRU 09-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018 to Completion**	**TOTAL**
Current Funds		95,500		325,000				$ 420,500
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ 95,500	$ -	$ 325,000	$ -	$ -	$ -	$ 420,500

PROJECT SCHEDULE	Number of Months
Design	6
Land/Right of Way	
Construction	8
Other	
TOTAL MONTHS	14

PAGE NO: 3	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 4

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Sports Complex	Leveling of Sports Complex fields		0957-8880

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

Continue process of leveling fields at the Youth Sports Complex as a result of settling and construction deficiencies.

Mandatory	
Essential	x
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 142,000
TOTAL FUNDED	$ 142,000
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

Positions

Annual Cost/(Savings)	
Personnel	-
Operations	-
Capital	-
Total	$ -

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design								$ -
Construction		142,000						$ 142,000
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ 142,000	$ -	$ -	$ -	$ -	$ -	$ 142,000

PROJECT SCHEDULE	Number of Months
Design	
Land/Right of Way	
Construction	6
Other	
TOTAL MONTHS	6

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Current Funds		142,000						$ 142,000
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ 142,000	$ -	$ -	$ -	$ -	$ -	$ 142,000

PAGE NO: 4	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 2

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Library	Library Books		0163-8910 8663-8910

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

For the Cleburne Library to remain certified by the State of Texas ten percent of the operating budget must be for library materials.

Mandatory	X
Essential	
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 159,500
TOTAL FUNDED	$ 159,500
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

Positions

Annual Cost/(Savings)	
Personnel	
Operations	
Capital	
Total	$ -

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Design								$ -
Construction								$ -
Equip & Furnishings		33,500	31,500	31,500	31,500	31,500		$ 159,500
Other								$ -
TOTAL COSTS	$ -	$ 33,500	$ 31,500	$ 31,500	$ 31,500	$ 31,500	$ -	$ 159,500
SOURCE OF FUNDS	**THRU 09-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2016-2017**	**2018 to Completion**	**TOTAL**
Current Funds		31,500	31,500	31,500	31,500	31,500		$ 157,500
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other		2,000						$ 2,000
Unfunded								$ -
TOTAL SOURCES	$ -	$ 33,500	$ 31,500	$ 31,500	$ 31,500	$ 31,500	$ -	$ 159,500

PROJECT SCHEDULE	
	Number of Months
Design	
Land/Right of Way	
Construction	
Other	
TOTAL MONTHS	0

PAGE NO: 5	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 4

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Museum	Railroad Museum		0965-8820

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

This is a 4B project that was approved in the 4B referrendum. This project will provide a railroad museum for the citizens.

Mandatory	
Essential	
Desirable	X
Defferable	

FUNDING

TOTAL COST	$ 1,790,000
TOTAL FUNDED	$ 1,790,000
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☑ Will Impact

☐ Will Not Impact

Positions 2.5

Annual Cost/(Savings)	
Personnel	110,000
Operations	90,000
Capital	
Total	$ 200,000

IMPACT EXPLANATION

Additional personnel wil be necessary, as well as increased maintenance and operations costs. This is a 4B project and all maintenance and operations will be funded through the 4B corporation.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design		190,000						$ 190,000
Construction					1,600,000			$ 1,600,000
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ 190,000	$ -	$ -	$ 1,600,000	$ -	$ -	$ 1,790,000

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Current Funds		190,000					1,600,000	$ 1,790,000
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ 190,000	$ -	$ -	$ -	$ -	$ 1,600,000	$ 1,790,000

PROJECT SCHEDULE	Number of Months
Design	6
Land/Right of Way	
Construction	12+
Other	
TOTAL MONTHS	18

PAGE NO: 6	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Museum	Artifacts		8165-8920 8265-8920

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

Continued expansion of museum collections.

Mandatory	
Essential	X
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 4,500
TOTAL FUNDED	$ 4,500
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

	Annual Cost/(Savings)
Personnel	
Operations	
Capital	
Total	$ -

Positions

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Design								$ -
Construction								$ -
Equip & Furnishings		4,500						$ 4,500
Other								$ -
TOTAL COSTS	$ -	$ 4,500	$ -	$ -	$ -	$ -	$ -	$ 4,500

PROJECT SCHEDULE	Number of Months
Design	0
Land/Right of Way	0
Construction	0
Other	0
TOTAL MONTHS	0

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Current Funds		2,000						$ 2,000
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other		2,500						$ 2,500
Unfunded								$ -
TOTAL SOURCES	$ -	$ 4,500	$ -	$ -	$ -	$ -	$ -	$ 4,500

PAGE NO: 7	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 4

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Development Services	Comprehensive Plan		5374-8990

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

This ongoing project will provide the city with a comprehensive plan.

Mandatory _____

Essential _____

Desirable _____

Defferable _____

FUNDING

TOTAL COST	$ 564,700
TOTAL FUNDED	$ 564,700
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

Positions 0

Annual Cost/(Savings)	
Personnel	
Operations	
Capital	
Total	$ -

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design								$ -
Construction								$ -
Equip & Furnishings								$ -
Other	52,282	512,418						$ 564,700
TOTAL COSTS	$ 52,282	$ 512,418	$ -	$ -	$ -	$ -	$ -	$ 564,700

PROJECT SCHEDULE	Number of Months
Design	18
Land/Right of Way	
Construction	
Other	
TOTAL MONTHS	18

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other	52,282	512,418						$ 564,700
Unfunded								$ -
TOTAL SOURCES	$ 52,282	$ 512,418	$ -	$ -	$ -	$ -	$ -	$ 564,700

PAGE NO: 8	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 3 & 4

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Development Services	Downtown Drainage, Curb, Gutter, & Sidewalk Improvements		5373-8850, 5373-8860

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

Mandatory	
Essential	X
Desirable	
Defferable	

The reconstruction of sidewalks and curbs are essential for the restoration and redevelopment of the downtown district. The sidewalks and curbs are in major disrepair and there is a need for reconstruction costs as well as design costs.

FUNDING

TOTAL COST	$ 614,375
TOTAL FUNDED	$ -
TOTAL UNFUNDED	$ 614,375

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

Positions

Annual Cost/(Savings)	
Personnel	
Operations	
Capital	
Total	$ -

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design		14,375						$ 14,375
Construction		100,000	100,000	100,000	100,000	100,000	100,000	$ 600,000
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ 114,375	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 614,375
SOURCE OF FUNDS	**THRU 09-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018 to Completion**	**TOTAL**
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded		114,375	100,000	100,000	100,000	100,000	100,000	$ 614,375
TOTAL SOURCES	$ -	$ 114,375	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 614,375

PROJECT SCHEDULE	
	Number of Months
Design	18
Land/Right of Way	
Construction	42
Other	
TOTAL MONTHS	60

PAGE NO: 9	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED: All

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Fire	Radios		5347-8930

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

This will provide the Fire Department with radios that enable regional interoperability.

Mandatory	
Essential	X
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 125,000
TOTAL FUNDED	$ 125,000
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

	Annual Cost/(Savings)
Personnel	
Operations	
Capital	
Total	$ -

Positions

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Design								$ -
Construction								$ -
Equip & Furnishings		125,000						$ 125,000
Other								$ -
TOTAL COSTS	$ -	$ 125,000	$ -	$ -	$ -	$ -	$ -	$ 125,000

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21		125,000						$ 125,000
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ 125,000	$ -	$ -	$ -	$ -	$ -	$ 125,000

PROJECT SCHEDULE	Number of Months
Design	0
Land/Right of Way	0
Construction	0
Other	2
TOTAL MONTHS	2

PAGE NO: 10	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Police	Radio and Video Recorders		3941-8930

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

This project is grant funded and will provide the police department with individual recorders.

Mandatory	
Essential	X
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 129,452
TOTAL FUNDED	$ 129,452
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

Positions

Annual Cost/(Savings)	
Personnel	
Operations	
Capital	
Total	$ -

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Design								$ -
Construction								$ -
Equip & Furnishings		129,452						$ 129,452
Other								$ -
TOTAL COSTS	$ -	$ 129,452	$ -	$ -	$ -	$ -	$ -	$ 129,452

PROJECT SCHEDULE	Number of Months
Design	0
Land/Right of Way	0
Construction	0
Other	0
TOTAL MONTHS	0

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other		129,452						$ 129,452
Unfunded								$ -
TOTAL SOURCES	$ -	$ 129,452	$ -	$ -	$ -	$ -	$ -	$ 129,452

PAGE NO: 11	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 2

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Street	TTC Sidewalk Project		3979-8860

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

This project will provide much needed sidewalks around the high school. Seventy-five percent of this project will be grant funded.

Mandatory	
Essential	
Desirable	x
Defferable	

FUNDING

TOTAL COST	$ 984,688
TOTAL FUNDED	$ 984,688
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☐ Will Not Impact

	Annual Cost/(Savings)
Personnel	
Operations	
Capital	
Total	$ -

Positions

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Design								$ -
Construction		984,688						$ 984,688
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ 984,688	$ -	$ -	$ -	$ -	$ -	$ 984,688

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other		984,688						$ 984,688
Unfunded								$ -
TOTAL SOURCES	$ -	$ 984,688	$ -	$ -	$ -	$ -	$ -	$ 984,688

PROJECT SCHEDULE	
	Number of Months
Design	1
Land/Right of Way	0
Construction	5
Other	0
TOTAL MONTHS	6

PAGE NO: 13	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Street	Industrial Blvd Toll Ramps		5379-8850

PROJECT JUSTIFICATION

Place and X by the most accurate ranking of the project

This project will provide for the completion of the ramps from Toll Road 121 to Industrial Boulevard.

Mandatory	
Essential	x
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 900,000
TOTAL FUNDED	$ 900,000
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

	Annual Cost/(Savings)
Personnel	
Operations	
Capital	
Total	$ -

Positions

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Design								$ -
Construction		900,000						$ 900,000
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ 900,000	$ -	$ -	$ -	$ -	$ -	$ 900,000

PROJECT SCHEDULE	
	Number of Months
Design	0
Land/Right of Way	0
Construction	6
Other	0
TOTAL MONTHS	6

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2018 to Completion	TOTAL
Current Funds		900,000						$ 900,000
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ 900,000	$ -	$ -	$ -	$ -	$ -	$ 900,000

PAGE NO: 14	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 2

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Water Distribution	Water Distribution Mulberry Street Water Tank		7383-8820

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

This project will replace an aging water tank and provide improved water distribution.

Mandatory	
Essential	x
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 2,693,000
TOTAL FUNDED	$ 2,693,000
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

	Annual Cost/(Savings)
Personnel	
Operations	
Capital	
Total	$ -

Positions

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design	193,000							$ 193,000
Construction		2,500,000						$ 2,500,000
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ 193,000	$ 2,500,000	$ -	$ -	$ -	$ -	$ -	$ 2,693,000
SOURCE OF FUNDS	**THRU 09-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018 to Completion**	**TOTAL**
Current Funds	193,000	2,500,000						$ 2,693,000
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ 193,000	$ 2,500,000	$ -	$ -	$ -	$ -	$ -	$ 2,693,000

PROJECT SCHEDULE	Number of Months
Design	0
Land/Right of Way	0
Construction	8
Other	0
TOTAL MONTHS	8

PAGE NO: 15	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED: All

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Water Distribution	Water Main Install and Rehabilitation		6083-8850

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

This project will improve existing water distribution infrastructure, thereby decreaseing water loss throughout the system.

Mandatory	
Essential	x
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 1,250,000
TOTAL FUNDED	$ 1,250,000
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

	Annual Cost/(Savings)
Personnel	
Operations	
Capital	
Total	$ -

Positions

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design								$ -
Construction		1,250,000						$ 1,250,000
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ 1,250,000	$ -	$ -	$ -	$ -	$ -	$ 1,250,000

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Current Funds		1,250,000						$ 1,250,000
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ 1,250,000	$ -	$ -	$ -	$ -	$ -	$ 1,250,000

PROJECT SCHEDULE	Number of Months
Design	1
Land/Right of Way	
Construction	6
Other	
TOTAL MONTHS	7

PAGE NO: 16	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED: All

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Water Distribution	Capital Project		6083-8820

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

This project will improve water distribution throughout the city.

Mandatory	
Essential	x
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 4,000,000
TOTAL FUNDED	$ 4,000,000
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

	Annual Cost/(Savings)
Personnel	
Operations	
Capital	
Total	$ -

Positions

IMPACT EXPLANATION

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design								$ -
Construction		4,000,000						$ 4,000,000
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ 4,000,000	$ -	$ -	$ -	$ -	$ -	$ 4,000,000

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Current Funds		4,000,000						$ 4,000,000
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ 4,000,000	$ -	$ -	$ -	$ -	$ -	$ 4,000,000

PROJECT SCHEDULE	Number of Months
Design	6
Land/Right of Way	
Construction	12
Other	
TOTAL MONTHS	18

PAGE NO: 18	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED: All

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Water Distribution	Sewer Main Install and Rehabilitation		6096-8850

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

This project will improve existing wastewater collection to mitigate infiltration during storm events.

Mandatory _____

Essential _____

Desirable _____

Defferable _____

FUNDING

TOTAL COST	$ 1,250,000
TOTAL FUNDED	$ 1,250,000
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☑ Will Impact

☐ Will Not Impact

Positions _____

Annual Cost/(Savings)	
Personnel	
Operations	
Capital	
Total	$ -

IMPACT EXPLANATION

Delay wastewater treatment plant expansion.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design								$ -
Construction		1,250,000						$ 1,250,000
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ 1,250,000	$ -	$ -	$ -	$ -	$ -	$ 1,250,000
SOURCE OF FUNDS	**THRU 09-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018 to Completion**	**TOTAL**
Current Funds		1,250,000						$ 1,250,000
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ 1,250,000	$ -	$ -	$ -	$ -	$ -	$ 1,250,000

PROJECT SCHEDULE	Number of Months
Design	1
Land/Right of Way	
Construction	6
Other	
TOTAL MONTHS	7

PAGE NO: 19	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 1,2,3

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Water Distribution	Expansion		7184-8820

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

This project will provide additional distribution lines for the west side of the City.

Mandatory	
Essential	x
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 4,398,190
TOTAL FUNDED	$ 4,398,190
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☑ Will Impact

☐ Will Not Impact

Positions

Annual Cost/(Savings)	
Personnel	
Operations	
Capital	
Total	$ -

IMPACT EXPLANATION

Longterm maintenance of these lines will be added to the system costs as the infrastructure ages.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design								$ -
Construction		4,398,190						$ 4,398,190
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ 4,398,190	$ -	$ -	$ -	$ -	$ -	$ 4,398,190

PROJECT SCHEDULE	Number of Months
Design	1
Land/Right of Way	
Construction	8
Other	
TOTAL MONTHS	9

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other		4,398,190						$ 4,398,190
Unfunded								$ -
TOTAL SOURCES	$ -	$ 4,398,190	$ -	$ -	$ -	$ -	$ -	$ 4,398,190

PAGE NO: 20	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED: All

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Water Treatment	W56 Whitney Water Treatment Plant		7284-8820

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

Mandatory _____
Essential _____
Desirable _____
Defferable _____

Phase I will begin development of our Lake Whitney water, this phase will provide 1.8MGD of the available 4.2 MGD. The design will be for TDS scalping and blending with Lake Aquilla water.
Site Study.....FY12
Permitting.....FY15
Easements / Land.....FY15
Pilot Plant Testing.....FY22
Design / CM Services.....FY23
Construction.....FY25

FUNDING

TOTAL COST	$ 4,382,722
TOTAL FUNDED	$ 1,882,722
TOTAL UNFUNDED	$ 2,500,000

IMPACT ON OPERATING BUDGET

☑ Will Impact
☐ Will Not Impact

Positions _____

Annual Cost/(Savings)	
Personnel	
Operations	
Capital	
Total	$ -

IMPACT EXPLANATION

This project will increase personnel, supplies, services and maintenance costs. These operational increases are unknown at this time. As the project moves forward more will be learned about the operational needs of the facility.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design								$ -
Construction		1,882,722						$ 1,882,722
Equip & Furnishings								$ -
Other				2,500,000				$ 2,500,000
TOTAL COSTS	$ -	$ 1,882,722	$ -	$ 2,500,000	$ -	$ -	$ -	$ 4,382,722

PROJECT SCHEDULE	
	Number of Months
Design	
Land/Right of Way	
Construction	
Other	
TOTAL MONTHS	0

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued		1,882,722						$ 1,882,722
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded				2,500,000				$ 2,500,000
TOTAL SOURCES	$ -	$ 1,882,722	$ -	$ 2,500,000	$ -	$ -	$ -	$ 4,382,722

PAGE NO: 21	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED: All

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Water Treatment	W56 Whitney Water Supply Line		7284-8870

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

This water supply line will provide for intake valve at the Whitney Treatment Plant site.

Mandatory _____

Essential _____

Desirable _____

Defferable _____

FUNDING

TOTAL COST	$ 1,304,957
TOTAL FUNDED	$ 1,304,957
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

Positions _____

Annual Cost/(Savings)	
Personnel	
Operations	
Capital	
Total	$ -

IMPACT EXPLANATION

This will not impact operation budgets. As the project progresses, operational costs will increase.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design								$ -
Construction		1,304,957						$ 1,304,957
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ 1,304,957	$ -	$ -	$ -	$ -	$ -	$ 1,304,957

PROJECT SCHEDULE	Number of Months
Design	2
Land/Right of Way	6
Construction	6
Other	
TOTAL MONTHS	14

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued		1,304,957						$ 1,304,957
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ 1,304,957	$ -	$ -	$ -	$ -	$ -	$ 1,304,957

PAGE NO: 22	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED: All

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Wastewater Treatment	Pump		6097-8930

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

This pump will ensure uninterrupted service to the wastewater customers.

Mandatory	
Essential	x
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 60,000
TOTAL FUNDED	$ 60,000
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☑ Will Impact

☐ Will Not Impact

	Annual Cost/(Savings)
Personnel	
Operations	
Capital	
Total	$ -

Positions

IMPACT EXPLANATION

Maintenance costs will decrease due to new equipment.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design								$ -
Construction								$ -
Equip & Furnishings		60,000						$ 60,000
Other								$ -
TOTAL COSTS	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ -	$ 60,000

PROJECT SCHEDULE	
	Number of Months
Design	
Land/Right of Way	
Construction	
Other	2
TOTAL MONTHS	2

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Current Funds		60,000						$ 60,000
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ -	$ 60,000

PAGE NO: 23	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED: All

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Wastewater Treatment	Water Master Plan		Unknown

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

This will provide the city with a long range water use plan. These plans are essential to the viability of the city's water.

Mandatory	
Essential	X
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 60,000
TOTAL FUNDED	$ 60,000
TOTAL UNFUNDED	$ -

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

	Annual Cost/(Savings)
Personnel	-
Operations	-
Capital	-
Total	$ -

Positions

IMPACT EXPLANATION

This project is not expected to impact the operational budget.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design			60,000					$ 60,000
Construction								$ -
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000
SOURCE OF FUNDS	**THRU 09-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018 to Completion**	**TOTAL**
Current Funds			60,000					$ 60,000
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded								$ -
TOTAL SOURCES	$ -	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000

PROJECT SCHEDULE	Number of Months
Design	18
Land/Right of Way	
Construction	
Other	
TOTAL MONTHS	18

PAGE NO: 24	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 3

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Water Distribution	East Lake Marti Loop Closure		Unknown

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

1700' water line from Sparks Drive north to Vaughn Road. Closes loop to provide more stable and reliable supply to Industrial users, currently two major customers are on a dead-end line on Sparks Drive.

Mandatory	
Essential	X
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 160,000
TOTAL FUNDED	$ -
TOTAL UNFUNDED	$ 160,000

IMPACT ON OPERATING BUDGET

☑ Will Impact

☐ Will Not Impact

	Annual Cost/(Savings)
Personnel	
Operations	
Capital	
Total	$ -

Positions

IMPACT EXPLANATION

With the closure of the loop additional customers are anticipated, therefore increasing revenues.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design							30,000	$ 30,000
Construction							130,000	$ 130,000
Equip & Furnishings								$ -
Other								$ -
TOTAL COSTS	$ -	$ -	$ -	$ -	$ -	$ -	$ 160,000	$ 160,000
SOURCE OF FUNDS	**THRU 09-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018 to Completion**	**TOTAL**
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded							160,000	$ 160,000
TOTAL SOURCES	$ -	$ -	$ -	$ -	$ -	$ -	$ 160,000	$ 160,000

PROJECT SCHEDULE	
	Number of Months
Design	6
Land/Right of Way	6
Construction	6
Other	
TOTAL MONTHS	18

PAGE NO: 25	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 4

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Water Distribution	East Loop 16" Phase II		Unknown

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

8500' of 16" water line to close loop on the east side distribution main. Phase I North and South completed in 2007 in support of CISD projects. Closure provides more reliable supply for future growth.

Mandatory	
Essential	
Desirable	X
Defferable	

FUNDING

TOTAL COST	$ 918,000
TOTAL FUNDED	$ -
TOTAL UNFUNDED	$ 918,000

IMPACT ON OPERATING BUDGET

☑ Will Impact

☐ Will Not Impact

Positions

Annual Cost/(Savings)	
Personnel	
Operations	
Capital	
Total	$ -

IMPACT EXPLANATION

With the loop closure additional customers are anticipated. This project has the ability to increase revenue.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design							148,000	$ 148,000
Construction							670,000	$ 670,000
Equip & Furnishings								$ -
Other							100,000	$ 100,000
TOTAL COSTS	$ -	$ -	$ -	$ -	$ -	$ -	$ 918,000	$ 918,000

PROJECT SCHEDULE	
	Number of Months
Design	6
Land/Right of Way	3
Construction	12
Other	
TOTAL MONTHS	21

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded							918,000	$ 918,000
TOTAL SOURCES	$ -	$ -	$ -	$ -	$ -	$ -	$ 918,000	$ 918,000

PAGE NO: 26	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED: All

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Water Distribution	Lake Pat Cleburne Dam		Unknown

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

Lake Pat Cleburne Dam is not capable of safely passing 100% of the probable maximum flood as required by TCEQ. Modification to the dam and spillway will be required to meet exisitng TCEQ mandate.

Mandatory	
Essential	
Desirable	X
Defferable	

FUNDING

TOTAL COST	$ 3,500,000
TOTAL FUNDED	$ -
TOTAL UNFUNDED	$ 3,500,000

IMPACT ON OPERATING BUDGET

☐ Will Impact

☑ Will Not Impact

	Annual Cost/(Savings)
Personnel	
Operations	
Capital	
Total	$ -

Positions

IMPACT EXPLANATION

This project will have no effect on the operational budget.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design							500,000	$ 500,000
Construction								$ -
Equip & Furnishings								$ -
Other							3,000,000	$ 3,000,000
TOTAL COSTS	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,500,000	$ 3,500,000

SOURCE OF FUNDS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded							3,500,000	$ 3,500,000
TOTAL SOURCES	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,500,000	$ 3,500,000

PROJECT SCHEDULE	Number of Months
Design	6
Land/Right of Way	
Construction	12
Other	
TOTAL MONTHS	18

PAGE NO: 27	CITY OF CLEBURNE - CAPITAL PROJECT REQUEST	COUNCIL DISTRICTS AFFECTED 3, 4

RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT NO	ACCOUNT NO(S)
Water Treatment	174 Interceptor		Unknown

PROJECT JUSTIFICATION

Place an X by the most accurate ranking of the project

This project will eventually provide service to new customers along main street.

Mandatory	
Essential	x
Desirable	
Defferable	

FUNDING

TOTAL COST	$ 115,324
TOTAL FUNDED	$ -
TOTAL UNFUNDED	$ 115,324

IMPACT ON OPERATING BUDGET

☑ Will Impact

☐ Will Not Impact

Positions _____

Annual Cost/(Savings)	
Personnel	
Operations	
Capital	
Total	$ -

IMPACT EXPLANATION

Maintenance of lines will impact the operations budgets in the future.

PROJECT COSTS	THRU 09-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018 to Completion	TOTAL
Design								$ -
Construction								$ -
Equip & Furnishings								$ -
Other			115,324					$ 115,324
TOTAL COSTS	$ -	$ -	$ 115,324	$ -	$ -	$ -	$ -	$ 115,324
SOURCE OF FUNDS	**THRU 09-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018 to Completion**	**TOTAL**
Current Funds								$ -
GO Issued								$ -
GO Unissued								$ -
Certificates of Obligation								$ -
Revenue Bonds Issued								$ -
Revenue Bonds Unissued								$ -
Fund 21								$ -
Other								$ -
Unfunded			115,324					$ 115,324
TOTAL SOURCES	$ -	$ -	$ 115,324	$ -	$ -	$ -	$ -	$ 115,324

PROJECT SCHEDULE	Number of Months
Design	2
Land/Right of Way	
Construction	
Other	
TOTAL MONTHS	2

Supplemental

&

Statistical Section

2013-2014

HISTORICAL HIGHLIGHTS – CLEBURNE, TEXAS

Patrick R. Cleburne, a major general in the Confederate Army, led many men in battle. Some of those men settled in Camp Henderson, Texas near the banks of Buffalo Creek. With the Civil War still fresh on their minds, these citizens renamed our community Cleburne at an 1867 July Fourth picnic. Incorporation came in 1871.

Cleburne obtained her first contact with the iron rails October 21, 1881 when a stretch of the Gulf, Colorado, and Santa Fe line was completed. This major industry nourished the community with money and jobs for generations.

Many buying and selling businesses sprang up during the 1870's and 1880's near the courthouse and market square. There were also several industries engaged in processing and manufacturing, including grist mills, saw mills and brick making.

Agriculture in Cleburne and the surrounding communities has always had an impact on local business. In 1879 as many as 50 wagons of cotton a day were brought in and sold to local buyers. Wheat, oats, and corn were also popular.

The county seat of Johnson County, Cleburne is 29 miles south of Fort Worth and 55 miles southwest of Dallas. Although Cleburne is located only an hour from DFW Airport, and at the southwest edge of a Metroplex area, we have retained the qualities of a small home town community. Today over 40 manufacturing plants in Cleburne turn out a variety of products. Agriculture still plays a large part in the local economy.

Cleburne was built through generations of hard working, progressive people who took pride in their community; and the building process is not over.

Cleburne is home to approximately 30,000 people and the County seat of Johnson County. We have seven neighborhood schools, including two Middle Schools and one High School. Hill College, a two year school, has blended into the educational and cultural aspects of our community. Their programs include data and word processing, L.V.N., electronics, secretarial, drafting, machine shop, management, emergency medical, welding, auto mechanic, auto body, real estate, law enforcement, child care and development and cosmetology. Cleburne is within a 60 minute drive of Cowboys Stadium (Arlington), American Airlines Center (Dallas), Fair Park and the Cotton Bowl (Dallas), Rangers Ballpark (Arlington), The Stockyards (north Fort Worth), Lake Whitney, Texas Rangers Hall of Fame (Waco), several State Parks (Cleburne, Glen Rose, Whitney), a large variety of shopping malls, and dozens of annual educational and cultural events.

CITY OF CLEBURNE

Miscellaneous Statistical Data
As of September 30, 2013

Date of Incorporation	1871
Present Charter Adopted	1950
Form of Government	Council-Manager
AREA: 35.56 Square Miles	
Miles of Paved Streets	187.3
Miles of Storm Sewers	28.3
Miles of Sanitary Sewers	198.5
Number of Street Lights	1,454
PUBLIC SAFETY: (Police and Fire)	
No. of Employees - 10/01/13	122
Vehicular Patrol Units	25
RECREATION:	
Youth Sports Complex (107 acres)	1
Number of Parks (total of 493 acres)	15
Number of Playgrounds	6
Number of Aquatics Facilities	1
Number of Splash Pads	1
Number of Basketball Courts	4
EDUCATION: (Cleburne I.S.D.)	
Number of Schools:	
Elementary Schools	7
Middle School	2
High School	2
College	1
Private Schools	2
Number of Students	6,800
Student to Teacher Ratio	
Elementary	20.25 to 1
Secondary	23.8 to 1

BUILDING PERMITS:

Calendar Year	Number	Value
2004	502	28,040,604
2005	602	38,311,599
2006	592	85,177,332
2007	571	68,988,500
2008	370	40,965,873
2009	390	41,451,420
2010	400	16,111,264
2011	276	10,625,873
2012	242	16,683,445
2013 - Through 9/2013	259	25,449,139

ENTERPRISES:	
(Combined Waterworks & Waste Water System)	
Number of Active Accounts	11,295
Average Daily Consumption	
(Gallons/Day - Water Plant)	7MGD
Wastewater Treatment Capacity	7.5 MGD
Max Water Production Capacity	20 MGD
Water Mains (Miles)	248
EMPLOYEES: **(Full Time as of 10/01/13)**	
Civil Service	108
Non-Civil Service	205
Total	313
ELECTIONS:	
Number of Registered Voters - City Wide	13,669
Total valid votes cast in 2012-2013 Elections	1,824
POPULATION STATISTICS: Census	
1970	15,016
1980	19,218
1990	22,205
2000	26,005
2010	29,337

TOP TEN TAXPAYERS:

	Total Value
Brazos Electric Power	79,936,670
James Hardie Building Prod Inc	72,696,451
Johns Manville Corp	66,745,932
Wal-Mart Stores East LP	85,781,511
Air Liquide Industrial US LP	38,763,230
Well Services Division of STC	24,006,470
Pumpco Services Inc	21,276,979
Technical Chemical	20,680,503
BNSF Railway Co.	18,388,219
Sachem Inc	16,783,004
	$ 445,058,969

Salary Schedules

2013-2014

City of Cleburne
Salary Schedule for 2013-2014 - Effective October 1, 2013

Pay Grade	Pay Basis	1	2	3	4	5	6	7
10	Hourly	12.501	12.815	13.135	13.464	13.800	14.145	14.499
	Annual	26,002.97	26,654.27	27,320.70	28,004.54	28,704.00	29,420.61	30,156.89
11	Hourly	13.135	13.464	13.800	14.145	14.499	14.861	15.233
	Annual	27,320.70	28,004.54	28,704.00	29,420.61	30,156.89	30,910.82	31,684.41
12	Hourly	13.800	14.145	14.499	14.861	15.233	15.614	16.005
	Annual	28,704.00	29,420.61	30,156.89	30,910.82	31,684.41	32,477.68	33,290.61
13	Hourly	14.499	14.861	15.233	15.614	16.005	16.405	16.815
	Annual	30,156.89	30,910.82	31,684.41	32,477.68	33,290.61	34,122.96	34,975.22
14	Hourly	15.233	15.614	16.005	16.405	16.815	17.235	17.666
	Annual	31,684.41	32,477.68	33,290.61	34,122.96	34,975.22	35,849.17	36,745.06
15	Hourly	16.005	16.405	16.815	17.235	17.666	18.107	18.560
	Annual	33,290.61	34,122.96	34,975.22	35,849.17	36,745.06	37,662.89	38,604.67
16	Hourly	16.815	17.235	17.666	18.107	18.560	19.024	19.500
	Annual	34,975.22	35,849.17	36,745.06	37,662.89	38,604.67	39,570.66	40,560.34
17	Hourly	17.666	18.107	18.560	19.024	19.500	19.988	20.488
	Annual	36,745.06	37,662.89	38,604.67	39,570.66	40,560.34	41,574.24	42,614.36
18	Hourly	18.560	19.024	19.500	19.988	20.488	21.000	21.526
	Annual	38,604.67	39,570.66	40,560.34	41,574.24	42,614.36	43,680.70	44,773.27
19	Hourly	19.500	19.988	20.488	21.000	21.526	22.063	22.615
	Annual	40,560.34	41,574.24	42,614.36	43,680.70	44,773.27	45,892.06	47,039.34
20	Hourly	20.488	21.000	21.526	22.063	22.615	23.180	23.760
	Annual	42,614.36	43,680.70	44,773.27	45,892.06	47,039.34	48,214.86	49,421.15
21	Hourly	21.526	22.063	22.615	23.180	23.760	24.354	24.963
	Annual	44,773.27	45,892.06	47,039.34	48,214.86	49,421.15	50,655.67	51,922.98
22	Hourly	22.615	23.180	23.760	24.354	24.963	25.587	26.227
	Annual	47,039.34	48,214.86	49,421.15	50,655.67	51,922.98	53,221.05	54,551.90
23	Hourly	23.760	24.354	24.963	25.587	26.227	26.882	27.555
	Annual	49,421.15	50,655.67	51,922.98	53,221.05	54,551.90	55,915.27	57,313.95
24	Hourly	24.963	25.587	26.227	26.882	27.555	28.244	28.950
	Annual	51,922.98	53,221.05	54,551.90	55,915.27	57,313.95	58,747.17	60,215.69
25	Hourly	26.227	26.882	27.555	28.244	28.950	29.674	30.415
	Annual	54,551.90	55,915.27	57,313.95	58,747.17	60,215.69	61,721.28	63,263.93
26	Hourly	27.555	28.244	28.950	29.674	30.415	31.176	31.955
	Annual	57,313.95	58,747.17	60,215.69	61,721.28	63,263.93	64,845.92	66,467.24

City of Cleburne
Salary Schedule for 2013-2014 - Effective October 1, 2013

8	9	10	11	12	13	14	15
14.861	**15.233**	**15.614**	**16.005**	**16.405**	**16.815**	**17.235**	**17.666**
30,910.82	31,684.41	32,477.68	33,290.61	34,122.96	34,975.22	35,849.17	36,745.06
15.614	**16.005**	**16.405**	**16.815**	**17.235**	**17.666**	**18.107**	**18.560**
32,477.68	33,290.61	34,122.96	34,975.22	35,849.17	36,745.06	37,662.89	38,604.67
16.405	**16.815**	**17.235**	**17.666**	**18.107**	**18.560**	**19.024**	**19.500**
34,122.96	34,975.22	35,849.17	36,745.06	37,662.89	38,604.67	39,570.66	40,560.34
17.235	**17.666**	**18.107**	**18.560**	**19.024**	**19.500**	**19.988**	**20.488**
35,849.17	36,745.06	37,662.89	38,604.67	39,570.66	40,560.34	41,574.24	42,614.36
18.107	**18.560**	**19.024**	**19.500**	**19.988**	**20.488**	**21.000**	**21.526**
37,662.89	38,604.67	39,570.66	40,560.34	41,574.24	42,614.36	43,680.70	44,773.27
19.024	**19.500**	**19.988**	**20.488**	**21.000**	**21.526**	**22.063**	**22.615**
39,570.66	40,560.34	41,574.24	42,614.36	43,680.70	44,773.27	45,892.06	47,039.34
19.988	**20.488**	**21.000**	**21.526**	**22.063**	**22.615**	**23.180**	**23.760**
41,574.24	42,614.36	43,680.70	44,773.27	45,892.06	47,039.34	48,214.86	49,421.15
21.000	**21.526**	**22.063**	**22.615**	**23.180**	**23.760**	**24.354**	**24.963**
43,680.70	44,773.27	45,892.06	47,039.34	48,214.86	49,421.15	50,655.67	51,922.98
22.063	**22.615**	**23.180**	**23.760**	**24.354**	**24.963**	**25.587**	**26.227**
45,892.06	47,039.34	48,214.86	49,421.15	50,655.67	51,922.98	53,221.05	54,551.90
23.180	**23.760**	**24.354**	**24.963**	**25.587**	**26.227**	**26.882**	**27.555**
48,214.86	49,421.15	50,655.67	51,922.98	53,221.05	54,551.90	55,915.27	57,313.95
24.354	**24.963**	**25.587**	**26.227**	**26.882**	**27.555**	**28.244**	**28.950**
50,655.67	51,922.98	53,221.05	54,551.90	55,915.27	57,313.95	58,747.17	60,215.69
25.587	**26.227**	**26.882**	**27.555**	**28.244**	**28.950**	**29.674**	**30.415**
53,221.05	54,551.90	55,915.27	57,313.95	58,747.17	60,215.69	61,721.28	63,263.93
26.882	**27.555**	**28.244**	**28.950**	**29.674**	**30.415**	**31.176**	**31.955**
55,915.27	57,313.95	58,747.17	60,215.69	61,721.28	63,263.93	64,845.92	66,467.24
28.244	**28.950**	**29.674**	**30.415**	**31.176**	**31.955**	**32.754**	**33.572**
58,747.17	60,215.69	61,721.28	63,263.93	64,845.92	66,467.24	68,128.16	69,830.17
29.674	**30.415**	**31.176**	**31.955**	**32.754**	**33.572**	**34.412**	**35.272**
61,721.28	63,263.93	64,845.92	66,467.24	68,128.16	69,830.17	71,576.06	73,365.82
31.176	**31.955**	**32.754**	**33.572**	**34.412**	**35.272**	**36.153**	**37.057**
64,845.92	66,467.24	68,128.16	69,830.17	71,576.06	73,365.82	75,199.20	77,078.22
32.754	**33.572**	**34.412**	**35.272**	**36.153**	**37.057**	**37.983**	**38.933**
68,128.16	69,830.17	71,576.06	73,365.82	75,199.20	77,078.22	79,005.66	80,981.00

City of Cleburne
Salary Schedule for 2013-2014 - Effective October 1, 2013

Pay Grade	Pay Basis	1	2	3	4	5	6	7
27	Hourly	28.950	29.674	30.415	31.176	31.955	32.754	33.572
	Annual	60,215.69	61,721.28	63,263.93	64,845.92	66,467.24	68,128.16	69,830.17
28	Hourly	30.415	31.176	31.955	32.754	33.572	34.412	35.272
	Annual	63,263.93	64,845.92	66,467.24	68,128.16	69,830.17	71,576.06	73,365.82
29	Hourly	31.955	32.754	33.572	34.412	35.272	36.153	37.057
	Annual	66,467.24	68,128.16	69,830.17	71,576.06	73,365.82	75,199.20	77,078.22
30	Hourly	33.572	34.412	35.272	36.153	37.057	37.983	38.933
	Annual	69,830.17	71,576.06	73,365.82	75,199.20	77,078.22	79,005.66	80,981.00
31	Hourly	35.272	36.153	37.057	37.983	38.933	39.907	40.905
	Annual	73,365.82	75,199.20	77,078.22	79,005.66	80,981.00	83,006.52	85,082.47
32	Hourly	37.057	37.983	38.933	39.907	40.905	41.927	42.976
	Annual	77,078.22	79,005.66	80,981.00	83,006.52	85,082.47	87,208.60	89,389.44
33	Hourly	38.933	39.907	40.905	41.927	42.976	44.050	45.151
	Annual	80,981.00	83,006.52	85,082.47	87,208.60	89,389.44	91,624.75	93,914.78
34	Hourly	40.905	41.927	42.976	44.050	45.151	46.280	47.436
	Annual	85,082.47	87,208.60	89,389.44	91,624.75	93,914.78	96,261.54	98,667.56
35	Hourly	42.976	44.050	45.151	46.280	47.436	48.622	49.838
	Annual	89,389.44	91,624.75	93,914.78	96,261.54	98,667.56	101,134.34	103,662.65
36	Hourly	45.151	46.280	47.436	48.622	49.838	51.084	52.361
	Annual	93,914.78	96,261.54	98,667.56	101,134.34	103,662.65	106,254.24	108,911.40

City of Cleburne
Salary Schedule for 2013-2014 - Effective October 1, 2013

8	9	10	11	12	13	14	15
34.412	**35.272**	**36.153**	**37.057**	**37.983**	**38.933**	**39.907**	**40.905**
71,576.06	73,365.82	75,199.20	77,078.22	79,005.66	80,981.00	83,006.52	85,082.47
36.153	**37.057**	**37.983**	**38.933**	**39.907**	**40.905**	**41.927**	**42.976**
75,199.20	77,078.22	79,005.66	80,981.00	83,006.52	85,082.47	87,208.60	89,389.44
37.983	**38.933**	**39.907**	**40.905**	**41.927**	**42.976**	**44.050**	**45.151**
79,005.66	80,981.00	83,006.52	85,082.47	87,208.60	89,389.44	91,624.75	93,914.78
39.907	**40.905**	**41.927**	**42.976**	**44.050**	**45.151**	**46.280**	**47.436**
83,006.52	85,082.47	87,208.60	89,389.44	91,624.75	93,914.78	96,261.54	98,667.56
41.927	**42.976**	**44.050**	**45.151**	**46.280**	**47.436**	**48.622**	**49.838**
87,208.60	89,389.44	91,624.75	93,914.78	96,261.54	98,667.56	101,134.34	103,662.65
44.050	**45.151**	**46.280**	**47.436**	**48.622**	**49.838**	**51.084**	**52.361**
91,624.75	93,914.78	96,261.54	98,667.56	101,134.34	103,662.65	106,254.24	108,911.40
46.280	**47.436**	**48.622**	**49.838**	**51.084**	**52.361**	**53.670**	**55.012**
96,261.54	98,667.56	101,134.34	103,662.65	106,254.24	108,911.40	111,634.12	114,424.41
48.622	**49.838**	**51.084**	**52.361**	**53.670**	**55.012**	**56.387**	**57.797**
101,134.34	103,662.65	106,254.24	108,911.40	111,634.12	114,424.41	117,284.80	120,217.30
51.084	**52.361**	**53.670**	**55.012**	**56.387**	**57.797**	**59.241**	**60.722**
106,254.24	108,911.40	111,634.12	114,424.41	117,284.80	120,217.30	123,221.67	126,302.69
53.670	**55.012**	**56.387**	**57.797**	**59.241**	**60.722**	**62.241**	**63.796**
111,634.12	114,424.41	117,284.80	120,217.30	123,221.67	126,302.69	129,460.37	132,696.46

City of Cleburne Salary Scedule for 2013-2014 - October 1, 2013

Police Dept Job Titles	Pay Basis	1	2	3	4	5	6	7
Officer	H	23.866	24.976	25.599	27.640	28.192	28.756	29.331
2080 HRS	A	49,641.27	51,949.46	53,245.76	57,490.45	58,640.00	59,812.50	61,007.69
Corporal	H	30.509	31.271	32.110	33.440			
2080 HRS	A	63,458.09	65,043.61	66,789.74	69,554.32			
Sergeant	H	33.572	34.411	35.271				
2080 HRS	A	69,828.90	71,574.54	73,364.05				
Lieutenant	H	35.337	35.529	36.011	36.911	38.056		
2080 HRS	A	73,500.00	73,900.00	74,902.67	76,774.89	79,156.45		
Assistant Chief	H	45.051	46.350	47.651	48.950	50.250		
2080 HRS	A	93,705.24	96,407.79	99,113.10	101,815.90	104,520.97		

City of Cleburne Salary Scedule for 2013-2014 - October 1, 2013

Fire Dept. Job Titles	Pay Basis	1	2	3	4	5	6	7
2920 HRS	H	16.645	17.568	18.007	19.432	19.820	20.216	20.621
2080 HRS		23.366	24.663	25.279	27.280	27.825	28.381	28.949
Firefighter	A	48,602.16	51,298.40	52,580.34	56,741.82	57,875.74	59,032.10	60,214.18
2920 HRS	H	21.136	21.665	22.206	22.762	23.331		
2080 HRS		29.672	30.414	31.174	31.954	32.753		
Engineer	A	61,718.25	63,261.41	64,842.89	66,463.97	68,125.38		
2920 HRS	H	23.914	24.512	25.125	25.753	26.535		
2080 HRS		33.572	34.411	35.271	36.153	37.251		
Lieutenant	A	69,828.91	71,574.54	73,364.05	75,198.19	77,482.16		
2920 HRS	H	28.089	28.932	29.800	30.694	31.615		
2080 HRS		39.433	40.616	41.835	43.089	44.382		
Battalion Chief								
Fire Marshall	A	82,020.61	84,481.34	87,016.46	89,625.46	92,314.89		
2080 HRS	H	45.492	46.629	47.795	48.990	50.263		
Asst Fire Chief	A	94,622.82	96,988.49	99,413.67	101,898.35	104,546.18		

Expenditure Classification Codes

2013-2014

CITY OF CLEBURNE

Expenditure Classification Codes
2013-2014

ACCT CODE	ACCOUNT NAME	DESCRIPTION
81	**SALARIES AND WAGES**	**Salary compensation to employees.**
8110	Personnel	Compensation to full, part-time and temporary employees for regular working hours.
8130	Overtime	Compensation to employees for hours worked over 40 per week
8150	Allowances	Compensation to employees for the use of vehicles, tools and clothing used for City business
8190	Non-Cash Benefits	Compensation to employees for personal use of City vehicles and certain life insurance benefits.
82	**BENEFITS**	**Benefit programs received by regular, full time employees.**
8210	Social Security Contributions	Computed by taking 6.2% of each individual's annual salary.
8220	Medicare Contributions	Computed by taking 1.45% of each individual's annual salary.
8230	Retirement Contributions	Retirement benefits are computed using a weighted average of 19.56% for TMRS employees and 25.56% for Firemen.
8240	Health/Life Insurance	On the 1st day of the month following sixty days of employment, full time employees of the City are provided group health, accident, dental and life insurance. Beginning on the 1st of October following the employees two year service anniversary, the City will pay a portion of an employee's dependent coverage and a portion of coverage for Medicare dependents.
8250	Worker's Compensation	Insurance paid by the City for on-the-job injuries. The premium is computed by taking the employee's annual salary times a rate for the employee's classification.
8260	Unemployment Compensation	Insurance paid by the City for unemployment benefits, if needed.

ACCT CODE	ACCOUNT NAME	DESCRIPTION
83	**SUPPLIES AND MATERIALS**	**Supplies are articles that are consumed or show a change in or an appreciable impairment of their physical condition, and articles liable to loss, theft and rapid depreciation.**
8301	Office Supplies	All supplies necessary for general office work.
8303	Ammunition	Ammunition for protective services.
8308	Books and Subscriptions	Books, newspapers and periodicals for departmental use.
8315	Chemical Supplies	Water treatment, Waste Water treatment, fire fighting and other chemical supplies (large quantities).
8322	Clothing	Clothing allowance, uniforms and badges.
8323	Clothing - Protective	HazMat clothing.
8336	Fuel and Lubricants	Gasoline, motor oil and grease associated with the operation of vehicles.
8343	Laundry and Cleaning Supplies	Laundry and cleaning supplies.
8350	Library Periodicals	Subscriptions and renewals for public library.
8357	Medical Supplies	Medical supplies.
8364	Minor Equipment	Equipment ($500 to $5,000 only).
8371	Photography Supplies	Film and development.
8378	Sanitation - Garbage Bags	Purchase of residential garbage bags.
8382	Utility - Electrical Fees	Electrical utility fees.
8383	Utility - Street Light Electrical Fees	Electrical utility fees for the street lights.
8385	Utility - Gas Fees	Gas utility fees.
8388	Utility - Water and Sewer Fees	Water, Waste Water, Garbage & Drainage fees.
8399	Other Supplies and Materials	Supplies necessary for departmental operation, but not included in any of the above classifications (i.e. safety items).

Acct Code	Account Name	Description
84	**Maintenance & Repair of Land, Structures, Streets, and Infrastructure**	**Materials and Contractual Services for the maintenance and repair of grounds, structures, streets and infrastructures.**
8407	M&R-Bridges and Dams	The maintenance and repair of bridges and dams.
8419	M&R-Structures	The maintenance and repair of structures.
8431	M&R-Grounds	The maintenance and repair of grounds.
8443	M&R-Sanitary Sewer Systems	The maintenance and repair of sanitary sewer lines.
8455	M&R-Storm Sewer Systems	The maintenance and repair of storm sewer lines.
8467	M&R-Streets, Curbs, and Alleys	The maintenance and repair of streets, curbs and alleys.
8479	M&R-Walks and Fences	The maintenance and repair of sidewalks, gutters and fences.
8491	M&R-Water Mains	The maintenance and repair of water mains and lines.
8499	M&R-Other	Other maintenance and repair of structures not included in any of the above classifications.
85	**Maintenance & Repair of Equipment**	**Materials, small tools and contracted services for the maintenance and repair of equipment.**
8509	M&R-Computers	The maintenance and repair of computers.
8515	M&R-Copiers	The maintenance and repair of copiers.
8539	M&R-Instruments	The maintenance and repair of instruments.
8545	M&R-Equipment	The maintenance and repair of machinery.
8551	M&R-Meters and Settings	The maintenance and repair of meters and settings.
8557	M&R-Vehicles	The maintenance and repair of all motorized vehicles.
8559	M&R-Office Equipment	The maintenance and repair of all office equipment.
8569	M&R-Radios	The maintenance and repair of all radios.
8574	M&R-Street Lights	The maintenance and repair of all street lights.

Acct Code	Account Name	Description
8575	M&R-Signal Lights	The maintenance and repair of all signal lights.
8577	M&R-Software Packages	The maintenance and repair of all software packages.
8581	M&R-Temperature Control	The maintenance and repair of all temperature controls.
8599	M&R-Other Equipment	The maintenance and repair of other equipment not included in any of the above classifications.
86	**Contractual and Miscellaneous Services**	**Individuals or Companies contracted for a specific service for the City.**
8601	Administrative Fees	Administrative fees.
8608	Advertising	Advertising fees.
8615	Audits	Contractual annual audit cost.
8629	Codification	Recodification of all City ordinances.
8636	Communications	Telephone, fax equipment, cell phones, pagers and long distance expenditures.
8640	Depreciation/Amortization	Depreciation and amortization charges.
8643	Dues	Professional association's dues.
8650	Employee Educational Plan	Educational assistance to aid regular City employees in improving their professional skills.
8652	Fees & Permits	Fees and permits.
8657	Insurance	Premiums or payments on property, general liability and errors and omissions insurance.
8660	Postage	Postage fees.
8662	Printing	Purchased printing services.
8664	Professional Services	Contractual services with individuals or companies for general professional services.
8670	Vehicle Use Fee	Used to fund the Leased Equipment Fund.

Acct Code	Account Name	Description
8672	Rental of Equipment	Rental of specialized equipment and non-capitalized lease payment on other equipment
8675	Rental of Property	Rental of property.
8676	Rental of Property(HUD)	HUD rental payments of property.
8684	Training	Registration for short schools, police & fire academies and seminars.
8690	Travel Expenses	Expenditures of training or business trips.
8699	Other Miscellaneous Services	Services for departmental operations not included in any of the above classifications.
87	**Miscellaneous and Sundry Charges**	**Non-operating expenditures.**
8711	Bad Debt Expense	Cost of uncollectible receivables.
8727	Cost of Sales	Cost of goods for resale.
8732	Debt Principal Retirement	Debt principal payments.
8735	Debt Interest Expense	Debt interest payments.
8738	Debt Service Charges	Fees or charges expended on debt service.
8768	Penalties and Fines	Penalties and fines.
8798	Other Miscellaneous and Sundry Charges	Miscellaneous and sundry charges.
88	**Capital Outlay – Land and Structures**	**Cost, freight, installation and acquisition of land and structural properties.**
8810	Capital-Land	Capital outlay expenditures on land.
8820	Capital-Structures	Capital outlay expenditures on buildings and other structures.
8830	Capital-Sanitary Sewer Systems	Capital outlay expenditures on the sanitary sewer systems.
8840	Capital-Drainage Systems	Capital outlay expenditures on the drainage systems.

ACCT CODE	ACCOUNT NAME	DESCRIPTION
8850	Capital-Streets and Curbs	Capital outlay expenditures on streets and curbs.
8860	Capital-Walks and Fences	Capital outlay expenditures on walks and fences.
8870	Capital-Water Mains	Capital outlay expenditures on water systems.
8880	Capital - Improvements	Capital costs related to non-building improvements (i.e. Sports Complex)
89	**CAPITAL OUTLAY – EQUIPMENT**	**All expenditures to cover original cost, freight and installation of equipment. (Must have value over $5,000 and have a useful life greater than 3 years). Also included are library books and museum artifacts.**
8910	Capital-Library Books	Purchase of library books.
8920	Capital-Museum Artifacts	Purchase of museum artifacts.
8930	Capital-Equipment	Payments for machinery and tools costing $5,000 or more and having a service life greater than three years.
8950	Capital-Vehicles	Purchase of vehicles.
8990	Capital-Other Expenditures	Other specific equipment expenditures costing $5,000 or more that are not applicable to any of the above classifications.

Boards & Commissions

2013-2014

4B ECONOMIC DEVELOPMENT CORPORATION – Jody Butler
Seven Members Serving Two 2-Year Terms
Meets the first Tuesday and third Thursday of the month

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Barnes, E J	1007 Hilandale Ct	10-26-10	10-26-14	2
Frost, Robert	601 Forrest	3-08-11	03-08-15	1
Sturgeon, Dale	Councilman SMD 3	10-08-13	10-03-15	1
Wallace, Linda	1114 Green River Trail	09-25-12	09-25-14	1
Warren, John	Councilman SMD 4	10-08-13	10-08-15	1
White, Gayle	Councilwoman SMD 2	10-08-13	10-08-15	1
Zachary, Michael	1016 Janehaven Lakes	09-25-12	09-25-14	1

AIRPORT Advisory BOARD – Sharlette Wilson
Five Members Serving Two 2-Year Terms
Meets the second Monday of every other month

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Engelhardt, Brenda	1638 Blue Jay Dr	09-11-12	09-11-14	1
Rollen, John	2501 Lakeshore	10-08-13	10-08-15	1
Kennon, Michelle	838 S Ridgeway	09-27-11	09-27-13	1
Lance, Herschel, Jr.	1504 Berry	09-27-11	09-27-13	1
Raines, Arthur L	706 Stone Lake Dr	01-26-10	01-26-14	2

ANIMAL SHELTER ADVISORY COMMITTEE – Freddie Rios
Seven Members Serving Two 2-Year Terms
Meets at least three (3) times a year

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Andrews, William E	838 S Ridgeway	04-12-11	04-12-13	1
Brockett, Jacqueline, DVM	9036 CR 1108	04-10-12	04-10-14	1
Knoll, Dep Chief Amy	City of Cleburne	04-10-12	04-10-14	1
Larson, Randy	6524 Ladybank Ct W Cleburne	05-14-13	05-14-15	1
McClellan, Kathy	1803 Grand Avenue	03-23-10	03-23-14	2
Masters, Ashlee	City of Cleburne - Shelter	04-10-12	04-10-14	1
Morse, Becky	PO Box 1353 Cleburne	04-12-11	04-12-13	1

ANNEXATION ADVISORY COMMITTEE – David Esquivel
Seven Members Serving Two 2-Year Terms – Established OC5 – April 12, 2011

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Barkman, Larry	840 S. Ridgeway Dr	04-12-11	04-12-13	1
Cain, Scott	1611 Chaucer	04-12-11	04-12-13	1
Marti, Michelle	1110 Canton Rd	04-12-11	04-12-13	1
Miller, Tim Dr	1002 Canyon	05-24-11	05-24-13	1
Pedigo, Roger	607 Hyde Park	04-12-11	04-12-13	1
Ward, Billy E	1110 Janehaven Lakes	04-12-11	04-12-13	1
Witte, Amber	620 Rockdale	04-12-11	04-12-13	1

BUILDING AND STANDARDS COMMISSION – Clint Ishmael
Seven Members Serving Two 2-Year Terms
Meets the third Wednesday of the month

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Cook, Roy Lee Sr	715 N Brazos Apt A	05-13-13	05-13-15	1
Gilliam, Horace	825 Featherston	06-24-12	06-24-14	1
Ledlow, Robert	702 Amanda Lane	04-23-13	04-23-15	1
Mims, Kathleen	1003 Hemphill	08-09-11	08-09-15	2
Swatzell, Beth	804 Prairie Ave	05-31-13	05-31-15	1
Ward, Luanna	503 Sunset	01-11-11	01-11-15	2
Cook, Roy Lee Sr	715 N Brazos Apt A	05-13-13	05-13-15	1

CHARTER REVIEW COMMITTEE – Shelly Doty
Five members; EST June 26, 2012
Meetings as needed.

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Doty, Shelly	City Secretary	06-26-12	06-26-14	1
Hannah, Dale H	1610 Hemphill	06-26-12	06-26-14	1
Peterson, Ivy	Deputy City Secretary	06-26-12	06-26-14	1
Raines, Katherine P	706 Stone Lake Dr	06-26-12	06-26-14	1
Warren, John – chairman	Councilman SMD 4	06-26-12	06-26-14	1

CIVIL SERVICE COMMISSION – Debra Powledge
Three Members Serving 3-Year Terms, Expiring in December - LGC 143.006
Meets the third Thursday of the month

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Boulware, Dan	711 Stonelake Dr	04-08-03	12/14	5
Mason, William	901 S Colonial	12-08-09	12/12	2
Wilson, Terri	508 Prairie	12-14-04	12/16	4

CODE ENFORCEMENT COMMITTEE – Clint Ishmael
Seven members; EST August 28, 2012
Meetings as needed.

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Eichholtz, Fred	601 Honeysuckle Dr	08-28-12	08-28-14	1
Kelly, Marty	2204 Town North	08-28-12	08-28-14	1
Oefinger, Ben	1111 Westhill Dr	08-28-12	08-28-14	1
Oefinger, Carla	1111 Westhill Dr	08-28-12	08-28-14	1
Pedigo, Roger	607 Hyde Park Blvd	08-28-12	08-28-14	1
Reynolds, Angela	1505 Westhill Dr	08-28-12	08-28-14	1
Torres-Anderson, Juana	1006 Spell Ave	08-28-12	08-28-14	1

COMMUNITY SERVICES ORDINANCE REVIEW COMMITTEE - Jody Butler
Four members; Established October 23, 2012
Meetings as needed

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Hewlett, Justin	1107 Westhill Dr	12-11-12	12-11-14	1
Holden, Cliff	1000 Berkley	10-23-12	10-23-14	1
Kierschstein, Fred	2205 Pipeline Rd Apt #1204	12-11-12	12-11-14	1
Powell, Burt	1213 W Westhill Dr	10-23-12	10-23-14	1
Stone, Randy	2219 Nottaway	10-23-12	10-23-14	1

HISTORIC PRESERVATION COMMISSION – Ann Powell
Five members serving 2-year terms; Established OR10-2005-71
Meets the fourth Wednesday of the month

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Buker, Lynn	100 S. Pendell	06-23-09	06-23-13	2
Gentry, Harold	604 Prairie Ave	06-12-12	06-12-14	1
Hill, Ruth Ann	2313 Lakeshore	07-26-11	07-26-13	1
Shaw, Gary	604 Featherston	04-13-10	04-13-14	2
Williams, Saundra	808 S Anglin	08-09-11	08-09-13	1

LAND USE AND DEVELOPMENT COMMITTEE – David Esquivel
Seven Members; EST July 24, 2012
Meetings as needed

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Archer, Al	614 Rockdale Rd	07-24-12	07-24-14	1
Bennett, Landy	1305 Wedgewood Dr	07-24-12	07-24-14	1
Cain, Scott	Mayor	07-24-12	07-24-14	1
Esquivel, David	City of Cleburne	07-24-12	07-24-14	1
Marchel, Cathy	1310 Wedgewood	07-24-12	07-24-14	1
White, Cheri	1902 Lakecrest Ct.	07-24-12	07-24-14	1
Witte, Amber	620 Rockdale Rd	07-24-12	07-24-14	1

LIBRARY ADVISORY BOARD – Tina Williams
Nine Members Serving Two 2-Year Terms
Meets the first Monday of the month

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Bell, Elaine	404 Lariat Lane	07-12-11	07-12-15	1
Dooley, Lora	2137 Malone Rd	03-22-11	03-22-15	2
Griffith, Martin L	1616 Hemphill	03-22-11	03-22-15	2
Grigsby, Larry	1013 W Lone Star	04-13-10	04-13-14	2
Hazlewood, Gail	929 Highland Dr	01-26-10	01-26-14	2
Leonard, Diana	818 N Anglin	03-12-13	03-12-15	1
McCartney, Sandra	6300 Annahill	11-09-10	11-09-14	2
Nichols, Tammy	1210 Glenhaven Dr	01-26-10	01-26-14	2
Radar, Fran	1610 Cobblestone	10-09-12	10-09-14	1

MUSEUM ADVISORY BOARD – Julie Baker
Nine Members Serving Two 2-Year Terms
Meets the second Tuesday of the month

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Bell, Charles	404 Lariat	09-14-10	09-14-14	2
Bonds, Patricia	1201 CR 701A	04-24-12	04-24-14	1
Chayer, Barbara	1504 Hemphill	09-14-10	09-14-14	2
Layland, Mary Alice	2201 Towne North Dr	07-23-13	07-23-15	1
McPherson, Phyllis J	2108 Country Club Rd	08-23-11	08-23-15	2
Rosser, Mindi	811 Shady Creek	04-24-12	04-24-14	1
Strange, Eli	1605 Browning Ln	09-14-10	09-14-14	2
Webber, Cheryl	914 Highland Dr	08-23-11	08-23-15	2
Wilbanks, David G	1001 Prairie Ave	04-09-13	04-09-15	1

PARKS AND RECREATION BOARD – Jody Butler
Seven Members Serving Two 2-Year Terms
Meets the first Monday of the month

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Benner, Barney	1661 Woodard #817	07-10-12	07-10-14	1
Bouchard, Debbe	2509 Lakeshore Dr	09-24-13	09-24-15	1
Evans, Brad	1711 Westhill	04-12-11	04-12-15	1
Geigel, Elizabeth	2511 Lakeshore Dr.	07-10-12	07-10-14	1
Goodman, Brian	410 W Third	01-24-12	01-24-14	1
Leonard, LuAnne	901 W Wardville	09-24-13	09-24-15	1
Parks, John	621 Odell St	06-22-10	06-22-14	2

PLANNING AND ZONING COMMISSION – Ann Powell
Seven Members Serving Two 2-Year Terms
Meets the second and fourth Monday of the month

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Bond, Adam T	1702 Lakeway Dr	01-24-12	01-24-14	1
Chandler, Lisa	501 Honeysuckle	10-23-10	10-23-14	2
Corder, Sharon	1203 Hemphill	09-13-11	09-13-13	2
Ellis, Sid M	1106 Janehaven Lakes	08-12-10	08-12-14	2
McPhail, David	1806 Belle Plain	03-13-12	03-13-14	1
Siler, G Aaron	710 Wolf Creek	11-12-13	11-12-15	1
Ward, William	911 W Westhill Dr	01-11-11	01-11-15	2

POLICE/PUBLIC SAFETY ORDINANCE REVIEW COMMITTEE – Dep Chief Amy Knoll
Five Members EST September 25, 2012
Meetings as needed.

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Bush, Charles	1102 Belmont Rd	09-25-12	09-25-14	1
Cech, Jason	1704 Belle Plain Dr	09-25-12	09-25-14	1
Force, Robert T	1111 Bales	09-25-12	09-25-14	1
McHargue, Joy	1613 Browning Ln	09-25-12	09-25-14	1
Navarrete, Tolin	1009 County Club Rd	09-25-12	09-25-14	1

TIF DISTRICT #1 (Industrial Park) – Jerry Cash
Five members serving Two 2-year terms; Est. RS04-2001-34
Meetings are held as needed

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Beeson, Don	Johnson County	06-22-09	06-12-14	3
Harmon, Roger	Johnson County	06-12-06	06-12-14	5
Kelly, Robert	City Council	08-25-09	08-25-15	3
Warren, John - Chairman	City Council	03-10-09	03-10-15	3
White, Gayle	City Council	08-25-09	08-25-15	3

TIF DISTRICT #2 (Downtown) – Jerry Cash
Five members serving Two 2-year terms; Est. RS01-2003-15
Meetings are held as needed

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Beeson, Don	Johnson County	04-13-07	04-13-15	4
Cain, Scott	1611 Chaucer	06-12-12	06-12-14	1
Harmon, Roger	Johnson County	06-22-09	06-22-15	3
Sturgeon, Dale	City Council	08-25-09	08-25-15	3
Wells, Charles-Chairman	503W Chambers	04-28-11	04-28-15	2

TIF DISTRICT #3 (Chisholm Trail) – Jerry Cash
Five members serving Two 2-year terms; Est. RS01-2012-03
Meetings are held as needed

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Bailey, Rick	Johnson County	02-13-12	02-13-14	1
Dumas, Erik	Johnson County	02-13-12	02-13-14	1
Kelly, Robert	City Council	01-10-12	01-10-16	2
Sturgeon, Dale-Chairman	City Council	01-10-12	01-10-16	2
White, Gayle	City Council	01-10-12	01-10-16	2

ZONING BOARD OF ADJUSTMENT – Ann Powell
Nine Members (5 and up to 4 Alternates) Serving Two 2-Year Terms
Meets the third Tuesday of the month

NAME	ADDRESS	APPOINTED	EXPIRES	TERM
Curlee, Jim	816 Meadowview	09-28-09	09-28-13	2
Hazlewood, Tom	929 Highland	06-28-11	06-28-15	2
Mayfield, Patt	1113 Cottonwood Ct	05-22-12	05-22-14	1
Potts, Brannon	801 Bentwood Ln	07-28-09	07-28-13	2
Shaffer, Steven E	1616 Wordsworth Dr	08-30-10	08-30-14	2
Turman, John	1127 Berkley Dr.	07-12-11	07-12-15	2
Wileman, Rosemarie	809 Meadow View Dr	10-23-12	10-23-14	1

Glossary

GLOSSARY

ACCOUNT A term used to identify an individual asset, liability, expenditure control, revenue control or fund balance.

ACCOUNTING PERIOD A period of time, at the end of which, and for which financial statements are prepared.

ACCOUNTING SYSTEM The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds.

ACCRUAL ACCOUNTING A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

AD VALOREM TAXES Local property taxes that are assessed upon tangible property: land, improvements, and inventory.

AGENCY FUNDS Funds used to account for assets held by the City, acting as a trustee or agent for individuals, organizations, other governmental entities, and other funds of the City.

APPRAISED VALUE A value given to an asset for the purpose of taxation. (Property values are established by the Johnson County Appraisal District).

APPROPRIATION An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.

ASSESSED VALUATION A valuation set upon real estate or other property, by a government body, as the basis for levying taxes.

ASSETS Resources, owned or held by a government, which have monetary value.

AUDIT A methodical examination of the utilization of resources. It concluded in a written report of its findings. It is a test of management's accounting system to determine the extent to which internal accounting controls are both available and being enforced.

BALANCE SHEET A basic financial statement which discloses the assets, liabilities, and equities of an entity at a specific date in conformity with Generally Accepted Accounting Principles.

BALANCED An equality between the total of revenues and expenses.

BALANCED BUDGET When the anticipated revenues exceed or equal the anticipated expenditures for a budget period.

BOND A written promise, generally under seal, to pay a specified sum of money called the face value, at a fixed time in the future called the maturity date, and carrying interest at a fixed rate

payable periodically. Note: The difference between a note and a bond is that the latter usually runs for a longer period of time and requires greater legal formality.

BOND FUND A fund used to account for the proceeds of a bond issue. Such proceeds are accounted for in a Capital Projects Fund.

BONDED DEBT That portion of indebtedness represented by outstanding bonds.

BONDS AUTHORIZED AND UNISSUED Bonds which have been legally authorized, but not issued and which can be issued and sold without further authorization. Note: This term should not be confused with the term "margin of borrowing power," or "legal debt margin," either one of which represents the difference between the legal debt limit of a governmental unit and the debt outstanding against it.

BOND ISSUED Bonds sold.

BUDGET A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary or whether it has been approved by the appropriating body.

BUDGET MESSAGE A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

BUDGET ORDINANCE An official act by the City Council to legally authorize City staff to obligate and expend resources.

BUDGETING (APPROPRIATING) The City prepares its budget in conformity with practices prescribed or permitted by the applicable Statutes of the State of Texas. As prescribed by the Statutes, the City in its budgeting process includes as a resource (amount available for current expenditures), a portion of the fund balance that has been accumulated in prior years. This process minimizes tax levies and utilizes all available resources to the fullest extent.

CAD Central Appraisal District

CAFR Comprehensive Annual Financial Report

CAPITAL BUDGET A plan of proposed capital outlay and the means of financing the specified outlay for the stated fiscal period.

CAPITAL EXPENDITURE See Capital Outlay

CAPITAL IMPROVEMENT Value added to capital property, plant, and equipment.

CAPITAL OUTLAY Expenditures which result in the acquisition of or addition to fixed assets.

CAPITAL PROJECTS Established to account for all resources, principally bond proceeds and construction grants, which are used for the acquisition of capital facilities.

CENTRAL APPRAISAL DISTRICT (CAD) A special government district established by state law to appraise and determine fair market values on real property.

CERTIFICATE OF OBLIGATION (CO's) General Obligation Debt issued that is approved by the City Council.

CHART OF ACCOUNTS The classification system used by a City to organize the accounting for various funds.

CITY CHARTER The document of a home rule City similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among the various branches of government.

COMMUNITY SERVICE DIVISION A division within the City that contains all departments that provide quality of life services to the residents of the city.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) The official annual financial report of a government entity which presents revenues, expenses, assets, liabilities, and equity for all entity funds.

CONTIGENCY RESERVE An asset whose existence will be confirmed only by the occurrence or non occurrence of one or more uncertain future events not wholly within the control of the City.

DEBT SERVICE FUND A fund established to finance and account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DEBT SERVICE FUND REQUIREMENTS The amount of revenue which must be provided to the Debt Service Fund so that all principal and interest payments can be made in full on schedule.

DEBT SERVICE REQUIREMENTS The amount of money required to pay the interest on outstanding debt, serial maturities of principal for serial bonds, and required contributions to a Debt Service Fund for term bonds.

DEFICIT The excess of liabilities of a fund over its assets, or the excess of expenditures over revenues during a specified accounting period. For enterprise funds, it is the excess of expenses over income during the accounting period.

DEPARTMENT A unit of the City organization. All Departments report to one of the eleven Divisions.

DEPRECIATION (1) Expiration in service life of fixed assets other than wasting assets attributable to wear and tear through use and lapse of time, obsolescence, inadequacy or other physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. Note: The cost of a fixed asset is prorated over the estimated

service life of such asset and each accounting period is charged a portion of such cost so that ultimately the entire cost of the asset is charged off as an expense.

DISBURSEMENTS The paying out of money to satisfy a debt or an expense.

DIVISION The City Departments are divided among eleven Divisions that report directly to the City manager.

EFFECTIVE TAX RATE State law in Texas prescribes a formula for calculating the effective tax rate for cities. The net effect of the formula is to produce a tax rate that goes down when property values rise because of inflation or a growing tax base. The intent is to generate a rate that produces approximately the same revenue as the year before. The formula does make adjustments for newly annexed property and newly constructed property. If it is raised by three percent or more in a year, State law requires that special notices must be posted and published.

ENCUMBRANCE A recorded expenditure commitment representing a contract to purchase goods or services.

ENTERPRISE FUND A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. Examples of Enterprise Funds are those funds created for water and sewer utilities, airports, and solid waste services.

EXPENDITURES If the accounts are kept on the accrual basis, this term designates total charges incurred, whether paid or unpaid. This includes expenses and a provision for retirement of debt not reported as a liability of the fund from which retired, as well as capital outlay. If they are kept on the cash basis, the term covers only actual disbursements for these purposes. Note: Encumbrances are not considered expenditures.

EXPENSES Charges incurred, whether paid or unpaid for operation, maintenance, interest and other charges which are presumed to benefit the current fiscal period. Note: Legal provisions sometimes make it necessary to treat as an expense, charges whose benefits extend over several periods.

FIREMAN'S RETIREMENT RELIEF (FRR) Retirement fund for the City Fire Department. This fund is owned by the local firemen, controlled and managed by a member retirement board, and regulated by the State of Texas.

FISCAL PERIOD Any period at the end of which a governmental unit determines its financial condition, the results of its operations and closes its books. Note: It is usually a year, though not necessarily a calendar year.

FISCAL YEAR A twelve-month period of time to which the annual budget applies and at the end of which a city determines its financial position and results of operations.

FIXED ASSETS Assets of long-term character in which the intent is to continue to hold or use an asset such as land, buildings, machinery, furniture and other equipment for a long term period. Note: The term does not indicate the immobility of an asset, which is the distinctive characteristic of "fixture."

FIXED CHARGES Those amounts that are considered more or less fixed. Examples are interest, insurance and contributions to Pension Funds.

FOUR (4) B FUND Fund used to account for the proceeds of the 4B Sales Tax.

FOUR (4) B SALES TAX An amendment to state law in 1989 that allows Texas cities, if approved by their voters, to impose an additional sales tax, from 1/8 to 1 cent, to raise funds for economic development projects and/or quality of life issues such as parks, stadiums, and swimming pools.

FRANCHISE FEE A fee paid by public service utilities for use of the public right-of-way or other public property in providing their services to the citizens of the community.

FRR Fireman' Retirement Relief

FUNCTION A group of related activities aimed at accomplishing a major service or regulatory program for which the City is responsible. For example, public safety is a function.

FUND An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

FUND ACCOUNTS All accounts necessary to set forth the financial operations and financial condition of a fund. Note: Sometimes the term is used to denote budgetary accounts as distinguished from proprietary accounts, but such usage is not recommended.

FUND BALANCE The cumulative excess of revenues over/under expenditures in a fund at a point in time.

GAAC Government Accounting and Auditing Committee

GAAP Generally Accepted Accounting Principles

GAO General Accounting Office

GAS Government Accounting Standards

GASB Government Accounting Standards Board

GENERAL FUND The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. The General Fund is used to finance the ordinary operations of a governmental unit.

GENERAL DEBT SERVICE FUND Fund used to manage debt acquired by the General Fund.

GENERAL OBLIGATION BONDS A debt instrument of the city for whose payments the full faith and credit of the issuing body is pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) Uniform minimum standards and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define accepted accounting practices at a particular time.

GFOA Government Finance Officers Association

GOAL A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.

GOVERNMENTAL ACCOUNTING A type of accounting using different funds to analyze, record, and summarize the financial transactions of governmental units and agencies.

GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB) A non-profit organization responsible for establishing & improving accounting & financial reporting standards for governmental units.

GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) Professional association of finance officers dedicated to the sound management of government financial resources.

GOVERNMENTAL FUNDS Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

GRANT A contribution of an asset from one governmental agency to another. The contribution is usually made to aid in the support of a specified function (for example, education), but it is sometimes also for general purposes.

HOTEL/MOTEL OCCUPANCY TAX A seven (7) percent charge levied against the occupants of local Hotels and Motels.

HOTEL/MOTEL OCCUPANCY FUND Fund used to account for the proceeds of the Hotel/Motel Occupancy Tax.

HUD Housing & Urban Development

HOUSING & URBAN DEVELOPMENT US Government Agency whose mission is to increase home ownership, support community development, and increase access to affordable housing.

HUD FUND Fund used to account for, and administer the grant revenue from HUD.

INCOME This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of

an enterprise's activities. As indicated elsewhere, the excess of the total revenues over the total expenses of the enterprise for a particular accounting period is called "net income".

INTEREST A charge for borrowing money; usually a percentage of the outstanding principal over a specified period of time.

INTEREST EXPENSE Charges incurred as a cost of borrowing funds.

INFRASTRUCTURE Long-lived capital assets that are normally 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, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.

INTERNAL SERVICE FUND A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments or agencies within a single governmental unit or to other governmental units. Amounts expended by the fund are restored thereto, either from operating earnings or by transfers from other funds, so that the original fund capital is kept intact.

INVENTORY LIST A detailed list showing quantities, descriptions, and values of property, units of measure, and unit prices. Note: The term is often confined to consumable supplies, but may also cover fixed assets.

INVENTORY OF SUPPLIES The cost value of supplies on hand.

INVESTMENTS Securities and real estate held for the production of income usually in the form of interests, dividends, rentals, or lease payments. The term does not include fixed assets used in City operations.

LAND A fixed asset account which reflects the value of land owned by a governmental unit. If land is purchased, this account shows the purchase price and costs such as legal fees, filing and excavation costs, and the likes which are incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects the estimated fair market value at the time of acquisition.

LEASED EQUIPMENT FUND Fund used to account for proceeds reserved for the replacement of capital equipment.

LEGAL DEBT MARGIN The difference between legal debt limit of a governmental entity and the debt outstanding against it.

LIABILITIES Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date.

LINE ITEM A specific program end item with its own identity.

MARGIN OF BORROWING POWER The difference between legal debt limit of a governmental entity and the debt outstanding against it.

MODIFIED ACCRUAL ACCOUNTING A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred.

NCTCOG North Central Texas Council of Governments

NON-OPERATING Income of a governmental enterprise which is not derived from the operation of such enterprises. Examples are interest on investments or on bank deposits.

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG) a voluntary association of, by and for local governments, and was established to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. NCTCOG's purpose is to strengthen both the individual and collective power of local governments and to help them recognize regional opportunities, eliminate unnecessary duplication, and make joint decisions.

OBJECT As used in expenditure classification, this term applies to a more specific arrangement of expenditures for services or commodities purchased. An example would be salaries, retirement contributions, or social security accounts. As used in revenue classifications, this term applies to a more specific arrangement of revenue sources; for example, ad valorem taxes, building permits, general sales and use tax, hotel/motel occupancy tax, etc.

OBJECTIVE Desired output oriented accomplishments which can be measured and achieved within a given time frame. Achievement of the objective advances the activity and organization toward a corresponding goal.

OPERATING (1) As used in the accounts of governmental enterprises of a business character, the term means such costs as are necessary for the maintenance of the enterprises, the rendering of services for which the enterprise is operated, the sale of merchandise, the production and disposition of commodities produced and the collection of the revenues. (2) The term is sometimes used to describe expenses for general governmental purposes.

OPERATING EXPENSES Cost of day-to-day operations such as wages, maintenance, office supplies, etc.

OPERATING INCOME Operating revenue less operating expenses that are applied to the daily operating activities of the entity.

OPERATING REVENUE Revenue earned from the day-to-day operations of the entity.

ORDINANCE A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

PER CAPITA COSTS The cost of service per person. Per capita costs are based on a population estimate provided of 29,500 by the North Texas Council of Governments.

PERFORMANCE BUDGET A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

PERFORMANCE MEASURES Specific quantitative measures of work performed within an activity or program. They may also measure results obtained through an activity or program.

PRINCIPAL The amount of funds borrowed, or the part of the amount borrowed which remains unpaid.

PROGRAM A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the City is responsible.

PROPERTY TAXES Taxes levied on both real and personal property according to the property's valuation and tax rate. It describes all revenues received in a period from current taxes, delinquent taxes, penalties, and interest on delinquent taxes.

PROPRIETARY FUNDS Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

RECEIPTS Cash received.

RESERVE (or Projection Reserve) An account used to earmark a portion of a fund balance to indicate that it is not appropriate for expenditures or an account used to earmark a portion of fund equity as legally use.

REVENUE The taxes, fees, or other monetary resources that the City collects and receives into the treasury for public use. For those revenues which are recorded on the accrual basis, this term designates additions to assets which: (a) do not increase any liability (b) do not represent the recovery of an expenditure (c) do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets, and (d) do not represent contributions of fund capital in enterprise and internal service funds. The same definition applies to those cases where revenues are recorded on the modified accrual or cash basis, except that additions would be partially or entirely recorded to cash.

REVENUE BONDS Bonds whose principal and interest are payable exclusively from a revenue source pledged as the payment source prior to issuance.

BOND COVERAGE A calculation of an entity's abaility to meet its principal and interest payments on outstanding bond debt. It is equal to gross revenue, less operating expense, divided by the current interest & principal payment.

ROYALTY A share of a product or profit (as of a gas or oil well) received by the owner for allowing another person or business to use the property.

SELF-SUPPORTED DEBT Debt that has a specified revenue source, other than ad valorem taxes, which will be used to support the entire debt.

SERVICE CHARGES A fee paid for the use of a particular service. The fee can be a standard amount such as an admission to the swimming pool or a charge based on consumption such as water charges per 1,000 gallons.

SPECIAL REVENUE FUND A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or for major capital projects) that are legally restricted to expenditures for specified purposes. An example is the Child Safety Fund, which restricts expenditures to child safety programs and municipal school crossing guard programs.

SURPLUS The excess of the assets of a fund over its liabilities; or if the fund has other resources and obligations, the excess of resources over the obligations. The term should not be used without a properly descriptive adjective unless its meaning is apparent from the context. See also Fund Balance.

TAX ABATEMENT The full or partial exemption from ad valorem taxes of eligible properties in a reinvestment zone designated as such for economic development purposes.

TAX BASE The total value of all real and personal property in the City as of January 1st of each year, as certified by the Appraisal Review Board. The tax base represents net value after all exemptions.

TAX INCREMENT FINANCING DISTRICT (TIF) A district created to fund infrastructure improvements (streets, water and sewer lines, etc.) in our city that allows for the incremental ad valorem tax to be set aside to pay for those improvements. Creating a TIF district would allow the City of Cleburne to use property tax money from the new district to make infrastructure improvements to that area.

TAX LEVY The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance. 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 assessed valuation. The maximum tax rate shall not exceed $2.50 per $100 of assessed value of real and personal property. Total tax rate is set by Council and is made up of two components: debt service and operations rates.

TAX RATE (EFFECTIVE) An effective tax rate is one that will (1) produce sufficient revenue to meet the taxing unit's debt payments for the coming fiscal year, plus (2) produces approximately the same amount of operating revenue from property taxes last year (that remain taxable this year) as was produced last year.

TAX ROLL The official list showing the amount of taxes levied against each taxpayer or property.

TAXES Compulsory charges levied by a governmental unit for the purpose of financing services performed for common benefit. Note: The term does not include specific charges made against particular persons or property for current or permanent benefits such as a special assessment. Neither does the term include charges. For example, licenses and permits.

TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS) The retirement system for the employees of the City. TMRS was established in 1948 and administer and manages funds in accordance with the Texas Municipal Retirement System Act (Texas Government Code, Title 8, Subtitle G).

TMRS Texas Municipal Retirement System

TRANSFERS Amounts transferred from one fund to another to assist in financing the services, programs, or to reimburse the recipient fund for services rendered.

TRANSPORTATION FUND Fund used to account for grant revenue, operating revenue generated, and expenses incurred by Cletran, the City and County Transportation system.

TRIAL BALANCE A list of the balances and the accounts in a ledger kept by double entry with the debit and credit balances shown in separate columns. If the totals of the debit and credit columns are equal or their net balance agrees with a control account, the ledger from which the figures are taken is said to be "in balance".

TRUST AND AGENCY A fund used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (1) Expendable Trust Funds (2) Non-Expendable Trust Funds (3) Pension Trust Funds and (4) Agency Funds.

UNENCUMBERED The amount of undesignated funds that is available for allocation for any purpose.

UNRESERVED FUND BALANCE A measure of financial resources set aside and unencumbered to mitigate current and future risks.

USER CHARGES The payment of a fee for the direct receipt of a public service by the party benefiting from the service.

WORKING CAPITAL An amount of funds that is calculated as the excess of current assets over current liabilities.