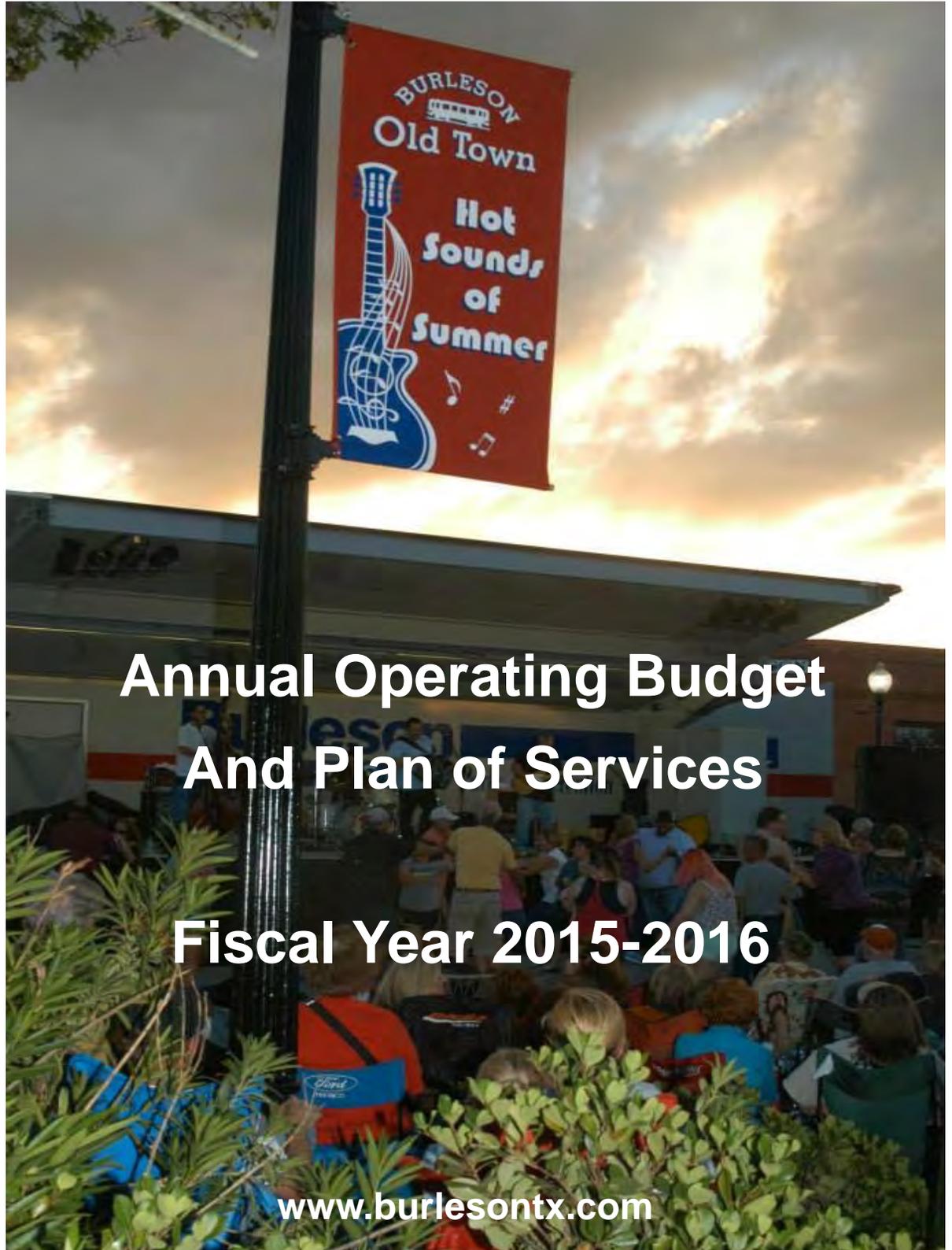


City of  
**Burleson**



**Annual Operating Budget  
And Plan of Services**

**Fiscal Year 2015-2016**



# City of Burleson Fiscal Year 2015-2016 Budget Cover Page September 8, 2015

This budget will raise more revenue from property taxes than last year's budget by an amount of \$868,484, which is a 4.91 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$832,929.

The members of the governing body voted on the budget as follows:

**FOR:** Kenneth Shetter, Mayor                      Rick Green, Council Member  
DanO Strong, Council Member                      Dan McClendon, Council Member

**AGAINST:**                      None

**PRESENT** and not voting: None

**ABSENT:**                      Stuart Gillaspie, Council Member                      Matt Aiken, Council Member  
Ronnie Johnson, Council Member

## Property Tax Rate Comparison

	<b>2015-2016</b>	<b>2014-2015</b>
Property Tax Rate:	\$0.7400/100	\$0.7400/100
Effective Tax Rate:	\$0.7183/100	\$0.6421/100
Effective Maintenance & Operations Tax Rate:	\$0.5124/100	\$0.4921/100
Rollback Tax Rate:	\$0.7655/100	\$0.7436/100
Debt Rate:	\$0.2122/100	\$0.2122/100

Total debt obligation for City of Burleson secured by property taxes: \$5,072,879

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Burleson**

**Texas**

For the Fiscal Year Beginning

**October 1, 2014**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Burleson, Texas for its annual budget for the fiscal year beginning October 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

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# **INTRODUCTION AND OVERVIEW**

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## CITY BRIEF

Burleson was founded in 1881 when construction of the M-K-T Railroad began. The fledgling town was named in honor of pioneer educator and preacher, Dr. Rufus C. Burleson, who later twice became president of Baylor University and baptized Sam Houston in 1854.



About a decade after the turn of the century, the Northern Texas Traction Company built an interurban railway system through Burleson connecting Fort Worth and Cleburne. In 1912, a vote of the people made the town a city, and in 1969, Burleson was established as a "home rule" city when citizens adopted the Home Rule Charter.

Thanks to its humble beginnings, Burleson has retained a small, welcoming hometown feel, removed from the hustle and bustle of the Metroplex, but still close enough to take advantage of the benefits of the urban



lifestyle. Neighbors still meet at one of Burleson's many annual events such as Bunny Daze, the largest 4th of July parade in the county, and the Christmas Parade of Lights.

The Founder's Day celebration is held in the thriving, well-lit and well preserved Old Town Burleson in October to commemorate the City's history. Festivities include western gunfighters, tours of the restored Interurban Depot and Museum, as well as arts, crafts, carnival rides and plenty of food.



Old Town Burleson is also home to the City's sizzling Sounds of Summer Concert Series, featuring a variety of music performed by well-known artists each Friday night during the month of June.

For golf fans, Hidden Creek Golf Course offers challenges for the high-handicapper and touring professionals alike. It has been voted the "toughest public golf course" in the Dallas/Ft. Worth metroplex two years running by the Ft. Worth Business Press and the Dallas Business Journal calls Hidden Creek in the "top five public golf courses in the state". As an added bonus, the Hidden Creek Golf Course recently completed renovations to the course and also the clubhouse in order to offer an even more appealing and challenging golf experience.

Burleson has grown to a population of about 39,920 people at this time. According to [www.bestplaces.net](http://www.bestplaces.net), the low crime rate, low cost of living and good schools make Burleson a very attractive place to call "home". In addition, the community is within 30 minutes of six hospitals, including a pediatric hospital and a trauma center. The school districts consistently bring in SAT and ACT scores that higher than the state and national averages and there is a branch of both Hill College and Texas Wesleyan University within the city limits.



Burleson provides housing for everything from the CEO to a retired couple or a student just starting out on his own. The median home cost is \$135,556 which makes Burleson a very affordable place to live for young families.

Burleson's location on the southwest edge of the Metroplex allows

In May of 2007, voters approved a bond package to finance a new community center, more ballfields and a new aquatic center. With families flocking to Burleson, more places to play are essential to maintain Burleson's quality of life.

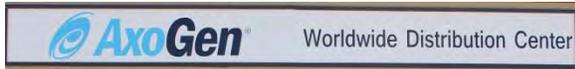
Burleson to retain its distinct personality while still being a valuable member of the Metroplex. It is 12 miles south of downtown Fort Worth and 35 miles southwest of Dallas. The average commute is 32 minutes. There are two major airports within 45 minutes, as well as the well-equipped and local Spinks airport with a lighted 6,000 foot concrete runway for commuter and executive travel. In 2014, commuting is even faster thanks to opening of the new Chisholm Trail toll way.

The new Burleson Recreation Center (the "BRiCk") opened Memorial Day weekend in 2011. The new ballfields partially opened in July of 2011 in time to host the Mustang Zone and Pony Regional baseball tournaments. The grand opening was the kickoff of the Burleson Youth Association fall ball baseball league.

Businesses are racing to Burleson to serve the growing population. With a 3% household growth rate, \$2.3 billion in retail sales and \$57 million in new retail sales

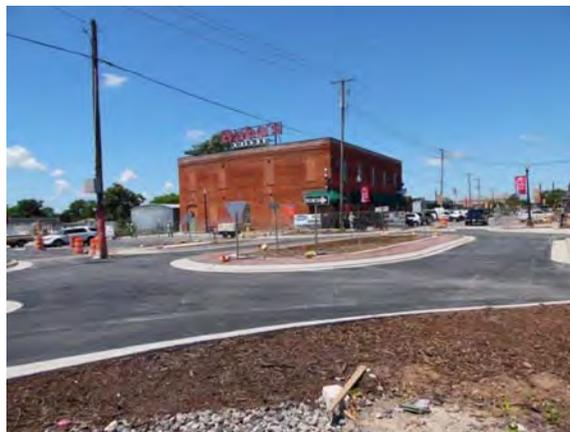
added annually, \$69,000 average annual income, well-educated workers, 58% of which have some college experience, retailers, industrial and professional service providers find Burleson is THE place to be.

The city is flexing its business muscles too with more than \$100 million in new business projects including Dallas-Fort Worth's only H-E-B Plus!, AxoGen biomedical distribution facility, and Chicken Express' corporate headquarters.



Old Town now sports its own microbrewery (Old Texas Brewing Company), in addition to other restaurant favorites: Fuzzy's Taco, Frescos Mexican restaurant and the world famous Babe's Chicken Dinner House.

In addition to family friendly dining and retail galore, Highpoint Business Park is ready for development.

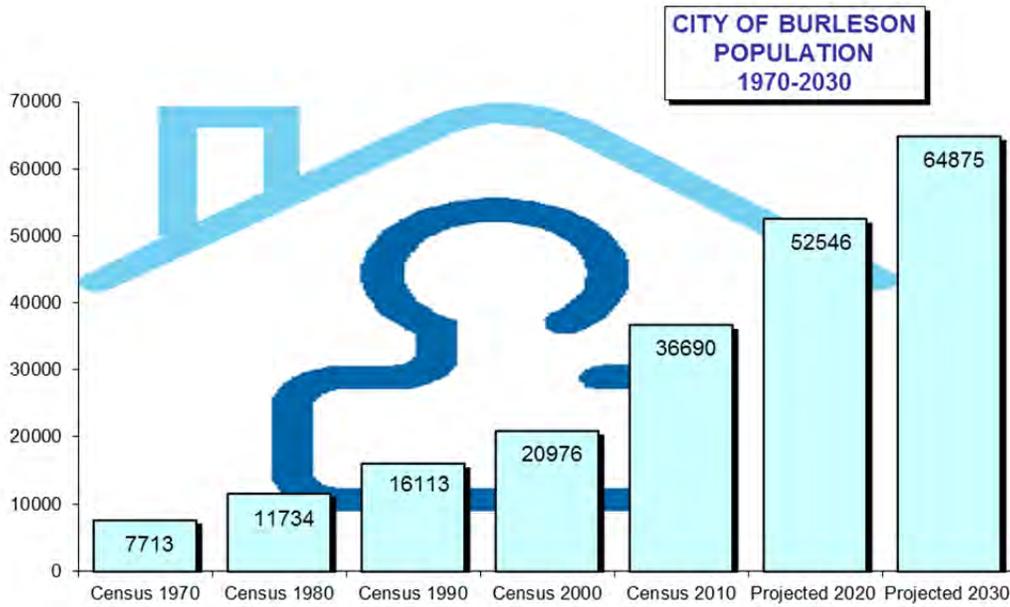


Strategically located on IH 35W, there are a variety of incentives available for interested investors, a pro-business climate and "make it happen" attitude toward development community-wide. Chicken E Foodservice, Inc. is the newest occupant.

Construction is the primary industry in Burleson at this time, closely followed by the retail trade. Health care, social assistance and hotel/motel establishments represent nearly a third of the industries in Burleson.

Texans love Burleson and Burleson loves newcomers. The City of Burleson and the local Chamber of Commerce actively help relocate, start and grow new business in the area. Continuing infrastructure improvements, planned street construction and stormwater drainage improvements make Burleson very business-friendly.

Overall, the City of Burleson is a dynamic, rapidly expanding home in which to relax and kick back while still enjoying all the benefits of living near the Dallas-Fort Worth metroplex without all the hassle.



<b>MAJOR EMPLOYERS</b>			
<b>Name</b>	<b>Employees</b>	<b>Industry</b>	<b>Product</b>
Burleson Independent School District	1000-2500	Public Administration	Education
Huguley Hospital	1000-2500	Health Care/Social Assistance	Healthcare
H-E-B Grocery	250-499	Retail	Retail
Wal-Mart	250-499	Retail	Retail
City of Burleson	250-499	Public Administration	Government
KWS Manufacturing	100-250	Manufacturing	Conveyor Systems
Champion Buildings	100-250	Manufacturing	Manufactured Homes
Thomas Conveyor	100-250	Manufacturing	Conveyor Systems
Universal Forest Products	75-100	Manufacturing	Lumber and Wood Products
Birdwell Cleaning Products	75-100	Manufacturing	Cleaning Supplies
Industrial Screw Conveyors	50-75	Manufacturing	Conveyor Systems
Indicom Buildings	50-75	Manufacturing	Manufactured Buildings
United Aviation Accessories	50-75	Manufacturing	Aviation Components
Basdel Steel	50-75	Manufacturing	Structural Steel
Halliburton	50-75	Manufacturing	Oil / Gas Services
Wagner-Smith	50-75	Manufacturing	Power Line Tools / Products
Burly Fence	50-75	Manufacturing	Fencing Tools / Products

### STRATEGIC GOALS AND STRATEGIES

During the 2009 fiscal year, a project was begun entitled "Imagine Burleson: Roadmap to 2030". The project included a nine-month long public involvement process which started in January. The process included stakeholder presentations by staff at 14 service clubs, at various City boards and commission meetings and at Chamber of Commerce events. Other stakeholders participated at five interactive workshops at five town hall meetings. The common themes that emerged from these meetings regarding the desires of the residents for what Burleson should be in the future were presented to a 14 member Comprehensive Plan Steering Committee. The outcome of all the meetings and presentations was a shared vision and a statement of desires, dreams and hopes for the future: a statement of what we hope to become. According to the "Imagine Burleson" project:

We are...

- Focused on building a dynamic future, while preserving our rich history.
- Dedicated to establishing a great place to live, learn, work, and play.
- Committed to being a sustainable community for all, through every stage of life.

According to the "Imagine Burleson" document: "This planning document forms the bases for policy decisions such as development ordinances and short- and long-term action plans. Policy makers and City staff will use this document as a guide while reviewing development projects, city budget, and prioritizing capital improvement projects, and drafting ordinances to direct growth that leads to the vision identified in this document."

It is within this framework that The City of Burleson's budget process occurs. It is a continuous process with no defined beginning or end. Budgeting activities which have taken place at a more individual and informal manner in prior years are becoming more standardized and are being documented more completely than in the past. The changes in the process are a reflection of the recognition that along with the growth of the population, the complexity of managing the city's interests has grown also.

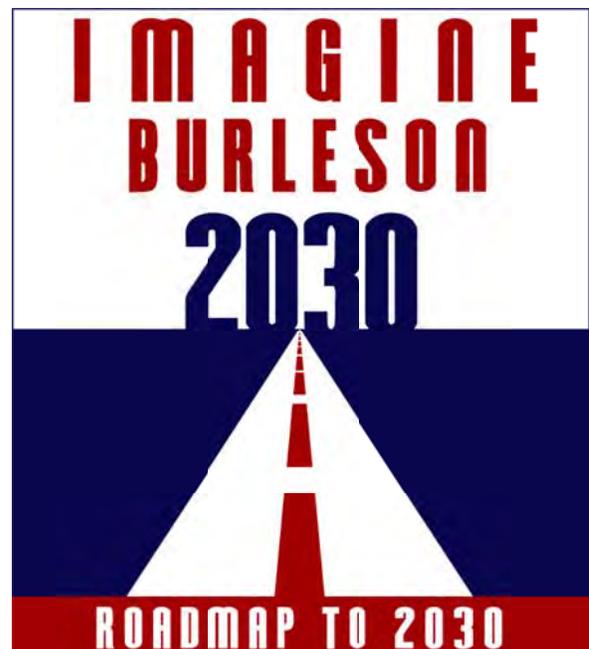
The changes in the budget process are also acknowledgement that although the City of Burleson has been graced with strong growth and has been somewhat insulated from the vagaries of the market thanks to the development of the Barnett Shale, the drastic decline in

interest rates, fuel costs which have risen and fallen at astronomical rates and the burst of the housing bubble do have an enormous impact on the citizenry and the way the City plans for the future.

It is with this knowledge and the burden of planning in uncertain times that department managers have been required to monitor their budgets more closely and plan more cautiously. "Needs" are closely scrutinized. Non-essential requests are quickly discarded.

Under the direction of the City Manager, the Budget Team analyzes the proposed data and formulates a recommended course of action which is formally presented to the City Council in late summer. The purpose of these work sessions is to blend together programs that the City has embarked upon during the current and prior periods with new goals and programs which the City Council envisions for both the upcoming budget year and beyond. The funding strategies necessary to deliver anticipated services are carefully reviewed in order to assure that the overall cost of services fits within the parameters specified by the Council on behalf of the citizenry as a whole.

In addition to the City-wide mission and goals established by the citizenry, the administrative organization of the City adopted "The Game Plan" in August of 2011. This planning document follows on the next page.





# BURLESON Texas

## GAME PLAN

### OUR VISION

The City of Burleson will be a premier municipal organization in the North Central Texas Region through outstanding performance, timely problem identification and resolution, unequalled service delivery, and customer satisfaction.

### OUR MISSION

The City of Burleson exists to create an environment which provides municipal services that are highly valued by its citizens, delivered using the best practices available utilizing a workforce that is well trained, equipped, and committed to innovation, productivity and teamwork.

### OUR GOALS



**Efficiency:** Doing things right; measured by a comparison of production with cost (as in energy, time, and money)



**Transparency:** citizens can see how public business is conducted and participate in it.



**Honesty:** the quality of being honest; upright and fair; truthful, sincere; absence of deceit or fraud.



**Innovation:** The process by which a new idea or invention adds value to the services we provide to our citizens.



**Customer Service:** Providing courteous, helpful service that exceeds what the customer would reasonably define as normal or expected.

### OUR VALUES

- The organization's greatest asset is its employees and we will invest in them to achieve their highest potential.
- Services should be delivered at the lowest cost with the highest value.
- Burleson's leadership has a future focus and a commitment to success through measurable results.
- The organization is the vehicle to get us to the future and it must recognize adaptability, innovation, perseverance and creativity will be required along the way.
- Technology is the "right tool for the job" in solving problems and improving productivity in the future.
- Mistakes provide opportunities to learn so as not to repeat them in the future.
- The City Manager is the Chief Executive Officer responsible for daily operations and implementation of the Game Plan.
- Employees are committed to honesty, respect, fairness, equality, teamwork and doing what is right for the citizens and the workplace.
- The organization belongs to the people and they require their government to be open, accessible and transparent.

## CITY PLANNING PROCESSES

	Description	Purpose	Budget Impacts
<b>Target Industry Study</b>	Plan that identifies 5 - 8 targeted industries that fit in Burleson with strategies included to help in recruiting them to town.	To direct industrial and office recruitment activities of the Economic Development Department	Allows planning for strategic recruitment operations, as well as capital improvement and development needs.
<b>Retail Recruitment Strategy</b>	Plan that analyzes the retail market / trade area and assesses consumer propensity to be customers of retail businesses.	To match our market / trade area's consumers to retail businesses to aid in the recruitment of additional retail	Has a direct link to increasing sales tax, property tax, development fees, and water / sewer funds.
<b>Capital Improvement Plan (CIP)</b>	Five-year plan that includes projects by plan year, and indicates funding source	Plan is prepared by the Engineering Department and approved by City Council	Allows planning for funding and debt service requirements. Also identifies funding offsets from bond funds for salary reimbursements and general fund impacts.
<b>Photo Enforcement Funds 5-year Plan</b>	Five-year plan that includes projects by plan year for photo enforcement funds	Plan is prepared by the Engineering Department and approved by City Council as part of Budget process.	Allows planning for funding received from photo enforcement funds.
<b>Master Water and Wastewater Plan</b>	City's Master Plan of water and wastewater improvement needs for a 20 year period	Identify needed improvements based on anticipated growth, in accordance with the city's Future Land Use and Zoning documents.	Provides planning information for capital outlay needs from water and sewer revenue and indication of long term bond funding needs.
<b>Master Mobility Plan</b>	City's Thoroughfare, Bike Path and Trail Master Plans	Identify transportation corridor improvements needed to support growth long term	Provides a basis for estimating the long range funding needs for transportation infrastructure.
<b>Master Drainage Study</b>	City's planning document for stormwater run-off and water quality	Identify future improvement needs to ensure capacity for stormwater generated by growth is considered, as well as water quality improvements	Provides a basis for estimating the long range funding needs for storm water infrastructure.
<b>Impact Fee Study</b>	Detailed study of anticipated water and sewer improvements, and cost associated with development	Identify cost of expanding our existing systems to serve development, and setting, according to State guidelines, impact fees charged to development.	Provides planning information on anticipated funds to be received which will offset the cost of water and sewer infrastructure.
<b>Master Plan for Parks, Recreation, and Open Space Development</b>	Twenty year plan to anticipate how parks recreation and open spaces will be developed to enhance city living.	To identify priorities to be presented to Park and Recreation Board and the City Council for funding approval.	Establishes annual capital and maintenance costs required for the construction and operation of new amenities.

**CITY MANAGER'S MESSAGE**

**FOR THE FY 2015-2016 PROPOSED BUDGET**

**TO**

**MAYOR KENNETH D. SHETTER**

**AND**

**MEMBERS OF THE BURLESON CITY COUNCIL**

**August 12, 2015**

In accordance with the Texas Local Government Code and the Charter of the City of Burleson, the Proposed Annual Operating Budget for the fiscal year beginning October 1, 2015 and ending September 30, 2016 is hereby submitted. The proposed budget presents, in financial terms, the plan for accomplishment of the delivery of municipal services during the forthcoming fiscal year. The narrative which follows provides a detailed overview of the proposed budget.

**PROPOSED GENERAL FUND BUDGET**

**Revenues**

Total operating revenues for FY 2015-16 are \$31,822,949 as proposed, approximately \$2,291,885 more than in FY 2014-15.

## **Property Taxes**

### Tax Valuation

The City's 2015 taxable value net of protested value, as provided by the Johnson County Appraisal District and Tarrant Appraisal District is \$2,842,279,536 – an increase of \$193,908,053 or 7.3% over 2014's \$2,648,371,483. This increase in value can be attributed primarily to \$112,558,024 in the value of new improvements added to the tax base. Mineral value declined this year by about \$8 million.

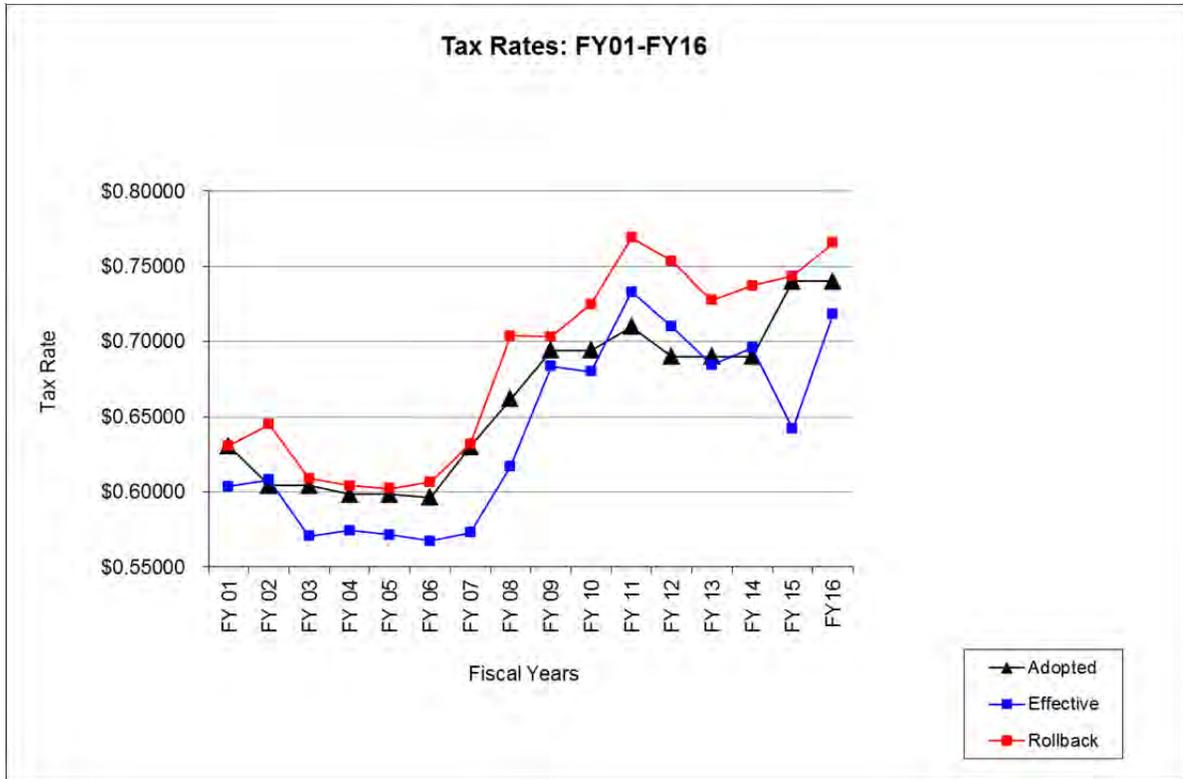
### Tax Rate

**The property tax rate in the proposed base budget is \$0.7400, which is the existing rate.**

### *Effective Tax Rate*

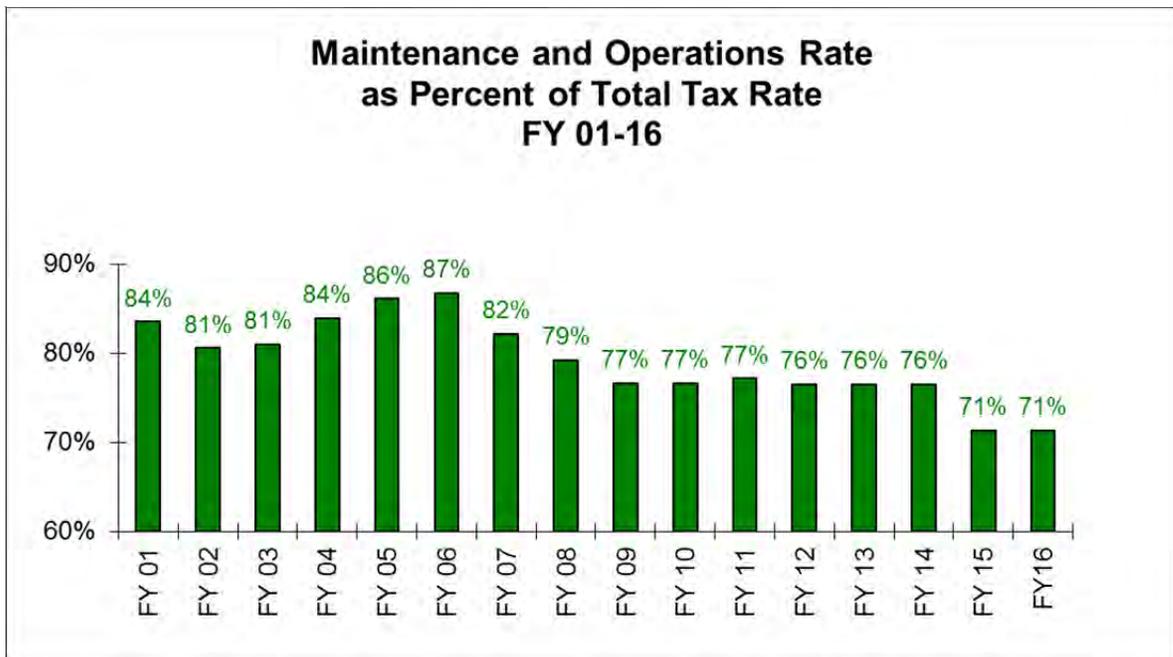
The effective tax rate for FY 2015-16 is \$0.7183, which is \$0.0217 lower than the current rate of \$0.74. The effective maintenance and operations tax rate is \$0.5124. The chart below shows the historical trend of the City's tax rate since FY 2001.

Manager's Message  
Proposed FY 2015-2016 Budget



*Maintenance and Operations Rate (M & O rate)*

The proposed budget maintains the current M&O rate of \$0.5278. The following graph illustrates the M&O rate as a percent of the total tax rate since FY 01.



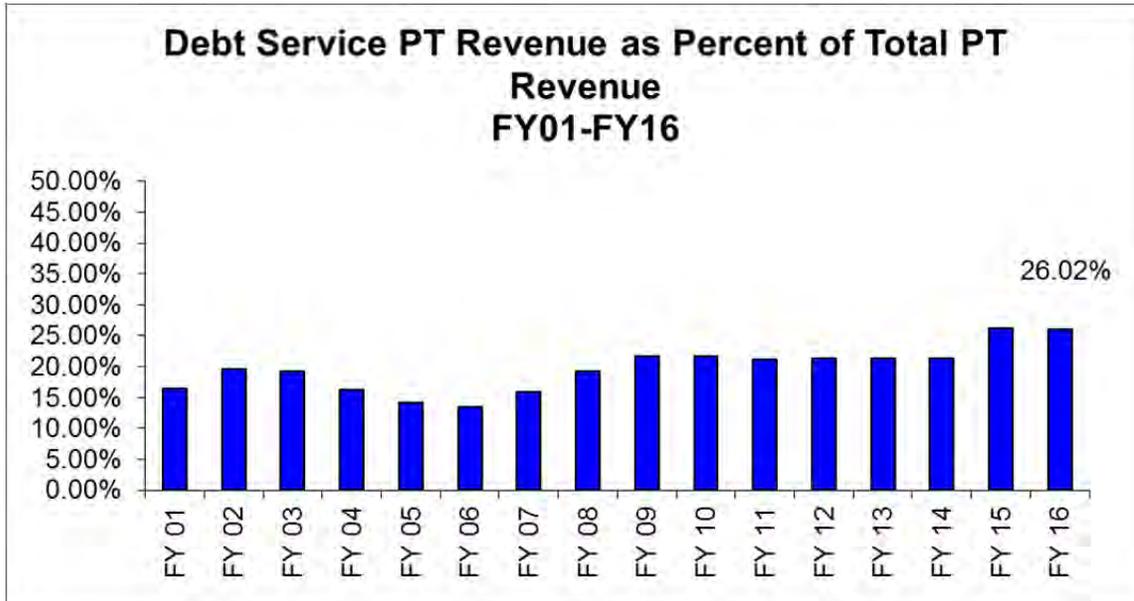
Manager's Message  
Proposed FY 2015-2016 Budget

*Debt Service Rate (I&S rate)*

The debt service rate remains the same at \$0.2122. The debt rate is 28.7% of the total tax rate, 1.4% below the median of 30.1% for the 34 Tarrant County cities which had a debt rate in FY 2015.

<b>Jurisdiction Name</b>	<b>Tax Rate</b>	<b>M&amp;O Rate</b>	<b>M&amp;O as %</b>	<b>I&amp;S Rate</b>	<b>I&amp;S as %</b>
City of Everman	\$ 1.2552	\$ 0.9687	77.2%	\$ 0.2865	22.8%
City of Forest Hill	\$ 0.9961	\$ 0.8168	82.0%	\$ 0.1793	18.0%
City of Pelican Bay	\$ 0.8985	\$ 0.8542	95.1%	\$ 0.0443	4.9%
City of Fort Worth	\$ 0.8550	\$ 0.6759	79.1%	\$ 0.1791	20.9%
City of White Settlement	\$ 0.6907	\$ 0.5503	79.7%	\$ 0.1404	20.3%
City of Kennedale	\$ 0.7475	\$ 0.5512	73.7%	\$ 0.1963	26.3%
City of Sansom Park	\$ 0.7047	\$ 0.5461	77.5%	\$ 0.1586	22.5%
City of Mansfield	\$ 0.7100	\$ 0.4710	66.3%	\$ 0.2390	33.7%
City of Grand Prairie	\$ 0.6700	\$ 0.4849	72.4%	\$ 0.1851	27.6%
City of Benbrook	\$ 0.6575	\$ 0.6375	97.0%	\$ 0.0200	3.0%
Haltom City	\$ 0.7000	\$ 0.4800	68.6%	\$ 0.2200	31.4%
City of Arlington	\$ 0.6480	\$ 0.4353	67.2%	\$ 0.2127	32.8%
City of Azle	\$ 0.6680	\$ 0.5272	78.9%	\$ 0.1408	21.1%
City of Crowley	\$ 0.6968	\$ 0.4884	70.1%	\$ 0.2085	29.9%
City of Watauga	\$ 0.5912	\$ 0.4129	69.8%	\$ 0.1783	30.2%
City of Hurst	\$ 0.6060	\$ 0.4608	76.0%	\$ 0.1452	24.0%
City of N Richland Hills	\$ 0.6100	\$ 0.3506	57.5%	\$ 0.2594	42.5%
City of Richland Hills	\$ 0.5281	\$ 0.4691	88.8%	\$ 0.0590	11.2%
Town of Trophy Club	\$ 0.4900	\$ 0.3800	77.6%	\$ 0.1100	22.4%
City of Bedford	\$ 0.4948	\$ 0.2899	58.6%	\$ 0.2049	41.4%
City of Westworth Village	\$ 0.4920	\$ 0.2390	48.6%	\$ 0.2530	51.4%
City of Saginaw	\$ 0.5100	\$ 0.2985	58.5%	\$ 0.2115	41.5%
City of Euless	\$ 0.4675	\$ 0.3645	78.0%	\$ 0.1030	22.0%
City of Lake Worth	\$ 0.4678	\$ 0.1523	32.6%	\$ 0.3155	67.4%
City of Southlake	\$ 0.4620	\$ 0.3420	74.0%	\$ 0.1200	26.0%
City of Flower Mound	\$ 0.4390	\$ 0.3354	76.4%	\$ 0.1036	23.6%
City of Keller	\$ 0.4372	\$ 0.3168	72.5%	\$ 0.1204	27.5%
Town of Pantego	\$ 0.4200	\$ 0.3853	91.7%	\$ 0.0347	8.3%
City of Roanoke	\$ 0.3751	\$ 0.1510	40.3%	\$ 0.2241	59.7%
City of Colleyville	\$ 0.3559	\$ 0.3346	94.0%	\$ 0.0213	6.0%
City of Grapevine	\$ 0.3324	\$ 0.1274	38.3%	\$ 0.2050	61.7%
City of Haslet	\$ 0.2928	\$ 0.2405	82.2%	\$ 0.0522	17.8%
Dalworthington Gardens	\$ 0.2627	\$ 0.2055	78.2%	\$ 0.0572	21.8%
City of Westlake	\$ 0.1563	\$ 0.1371	87.7%	\$ 0.0192	12.3%
Average	\$ 0.5791	\$ 0.4259	73.5%	\$ 0.1532	26.5%
Median	\$ 0.5597	\$ 0.3991	71.3%	\$ 0.1685	30.1%
Burleson	\$ 0.7400	\$ 0.5278	71.3%	\$ 0.2122	28.7%

Property tax revenue dedicated to debt service as a percent of total property tax revenue has increased 12.6% since FY06.



Taxable Value of Average Residential Property

The taxable value of an average residential property in Burleson grew from \$129,167 in 2014 to \$135,556. As shown in the table on the following page, the 2015 taxable value in Burleson is \$9,011 (7.1%) above the median taxable value for selected cities.

**FY14 vs. FY15 Average Residential Net Taxable Value for 20 Neighboring Cities**

	<b><u>2014 Average Net Taxable Value</u></b>	<b><u>2015 Average Net Taxable Value</u></b>	<b><u>% Change</u></b>
Southlake	519,988	491,108	-5.6%
Colleyville	421,479	423,650	0.5%
Keller	284,237	287,593	1.2%
Grapevine	189,026	194,595	2.9%
Mansfield	183,606	190,916	4.0%
Kennedale	160,923	163,458	1.6%
Bedford	152,234	151,264	-0.6%
Benbrook	135,710	137,047	1.0%
North Richland Hills	132,841	135,262	1.8%
Eules	120,302	119,755	-0.5%
Crowley	109,230	111,528	2.1%
Saginaw	111,826	112,250	0.4%
Hurst	105,827	105,109	-0.7%
Arlington	102,598	104,290	1.6%
Fort Worth	103,174	107,664	4.4%
Watauga	93,506	94,433	1.0%
Richland Hills	83,675	84,303	0.8%
Alvarado	69,525	73,351	5.5%
Cleburne	89,490	92,636	3.5%
Joshua	124,982	133,335	6.7%
Average	164,709	165,677	0.6%
Median	122,642	126,545	3.2%
Burleson	129,167	135,556	4.9%
% Median	105.32%	107.12%	
% Average	78.42%	81.82%	

**The proposed rate, applied to the increased taxable value, will result in an increase of \$47.28 in the tax bill for the average residential property, from \$955.83 in the current year to \$1,003.11 in the proposed budget. The following table compares the tax bill on a home of average taxable value for various selected cities.**

**Average Residential Tax Bill for Selected Cities**

<u>Jurisdiction</u>	<b>2015 Average Net</b>		<u>Avg Bill</u>
	<u>Taxable Val</u>	<u>Tax Rate</u>	
Southlake	491,108	0.4620	2,269
Colleyville	423,650	0.3559	1,508
Mansfield	190,916	0.7100	1,356
Keller	287,593	0.4372	1,257
Kennedale	163,458	0.7475	1,222
Joshua	133,335	0.7253	967
Fort Worth	107,664	0.8550	921
Benbrook	137,047	0.6575	901
North Richland Hills	135,262	0.6100	825
Crowley	111,528	0.6968	777
Bedford	151,264	0.4948	748
Cleburne	92,636	0.8040	745
Arlington	104,290	0.6480	676
Grapevine	194,595	0.3324	647
Hurst	105,109	0.6060	637
Saginaw	112,250	0.5100	572
Eules	119,755	0.4675	560
Watauga	94,433	0.5912	558
Alvarado	73,351	0.6655	488
Richland Hills	84,303	0.5281	445
Average	165,677	0.5952	904
Median	126,545	0.6080	763
Burleson Proposed	135,556	0.7400	1,003
% Median	107%	122%	132%
% Average	82%	124%	111%

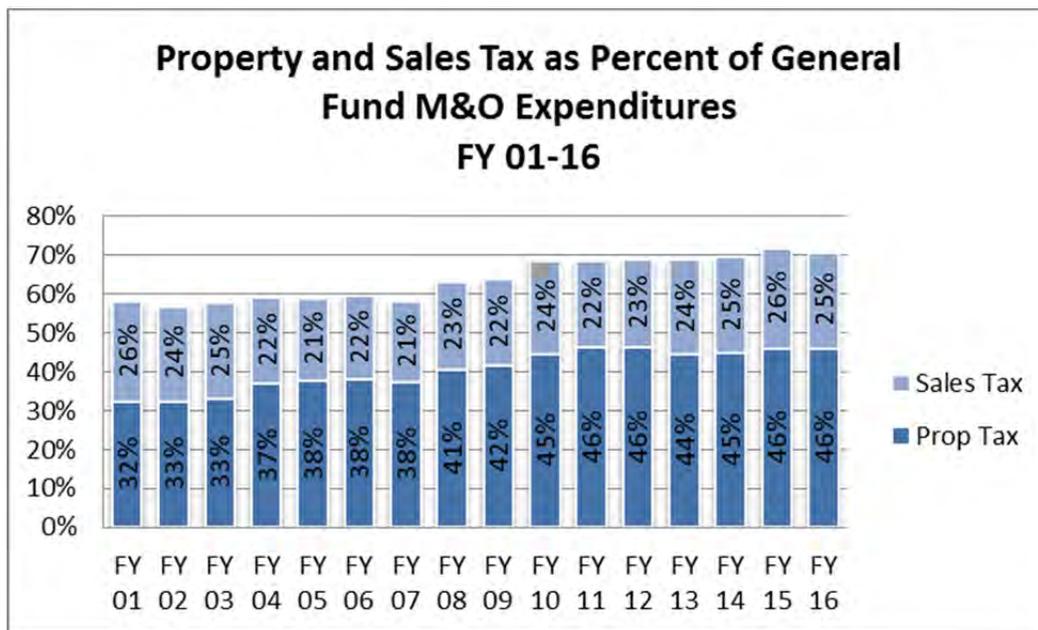
**Property Tax Revenue**

Overall, revenue from ad valorem (property) taxes is up \$1,124,598 (8.1%) from the current year to \$14,959,239. Taxes on new value added since the last appraisal total \$582,200. The value of properties subject to the senior tax freeze increased from \$306.0 million in 2014 to \$332.3 million in 2015. Frozen properties now account for 11.7% of the tax base – up 0.5% from FY 2014-15. ***For FY 2015-16, one cent on the ad valorem tax rate will generate \$245,907 - allowing for protested and frozen values and assuming a 98% collection rate.***

**Sales Taxes**

Sales tax (including liquor tax) revenues are projected to increase \$378,000 (+4.9%) from current adopted levels. Revenue from sales tax in FY 2016 is projected at \$8,043,000 (25.3% of total revenue). The projected revenue is 1.9% less than estimated current year-end sales tax collections.

Combined, property and sales taxes will fund approximately 71.9% of General Fund maintenance and operations expenses for FY 2016. The graph below illustrates this relationship since FY 2001.



**Other Revenue:**

Most revenue categories are anticipated to increase this year, including an increase of \$153,450 (17.6%) in fees from Permits and Licenses. Projected fine and forfeiture revenues increase by \$340,000 (35.4%).

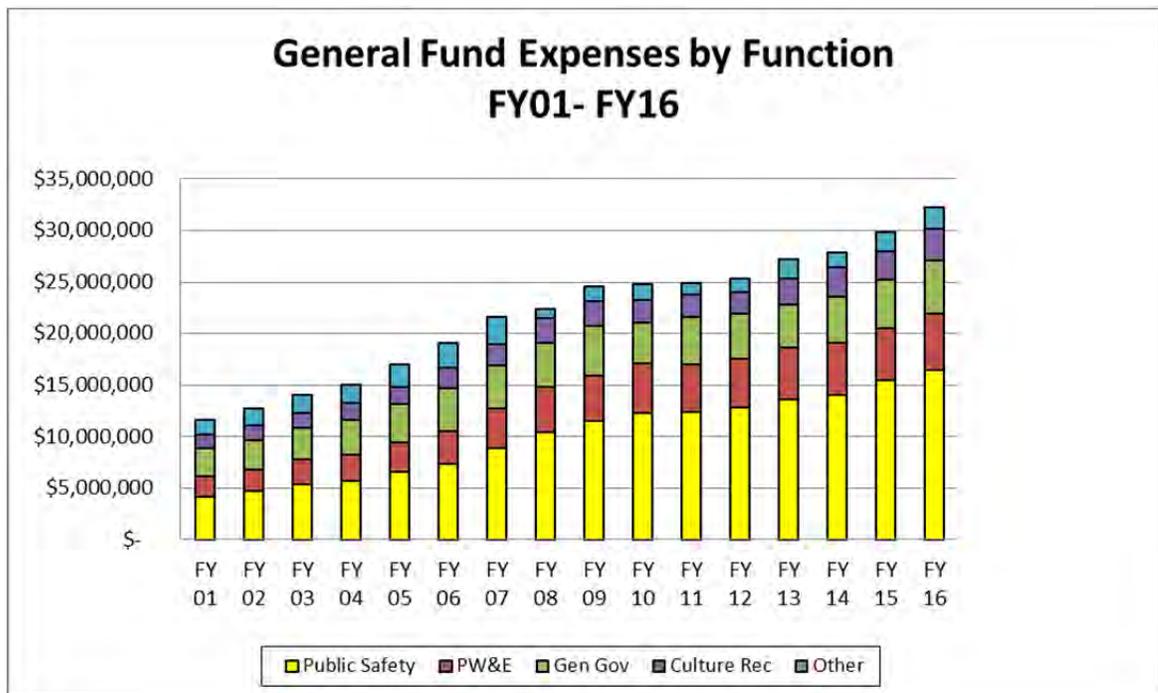
## **Expenditures**

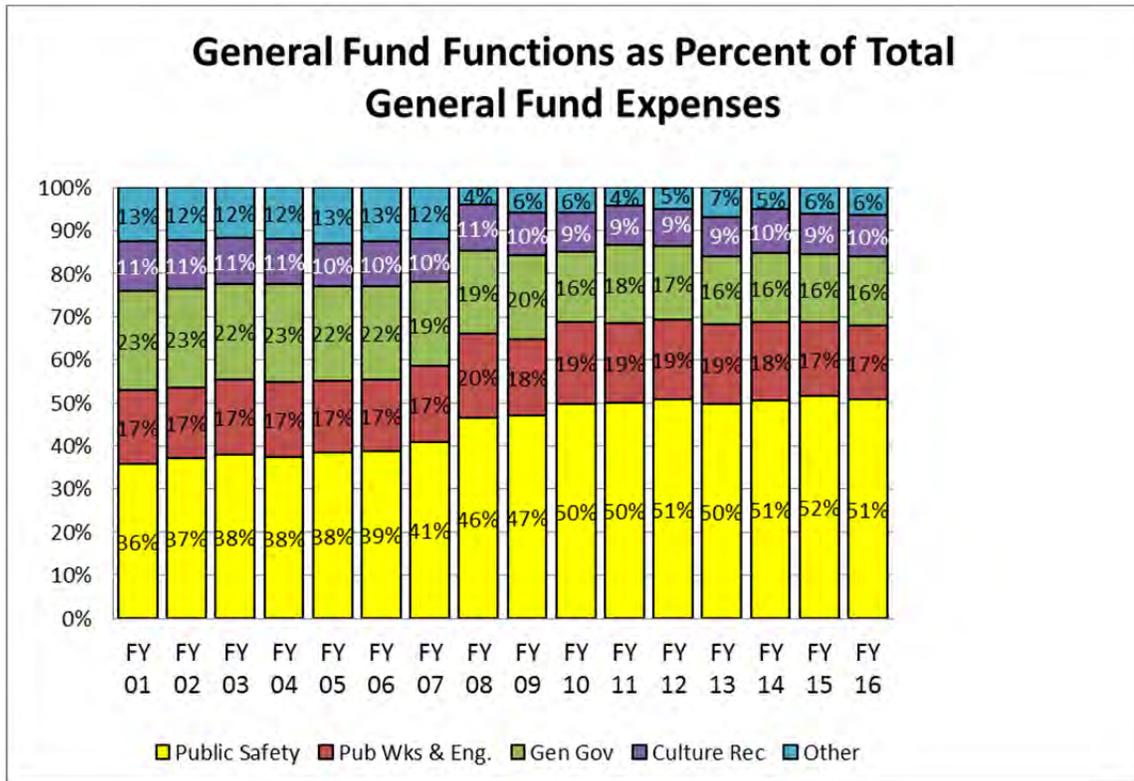
### Overview

Proposed total expenditures are \$2,432,352 (8.2%) higher than the current year adopted budget. Of this amount, \$592,164 comprises capital or one-time expenditures. The remaining operating expenditures of \$31,637,362 are \$185,587 less than operating revenues. Expenditures are customarily divided into 5 major functions:

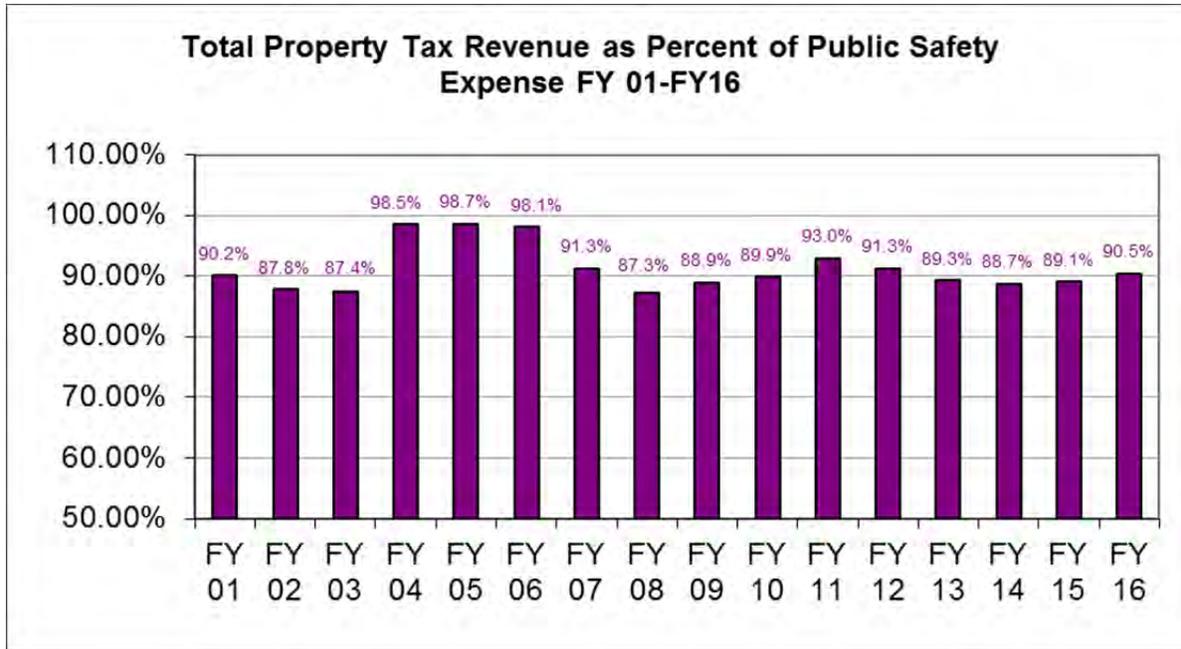
- Public Safety (Police, Fire, Fire Prevention, Animal Control & Municipal Court)
- Public Works (including Engineering)
- General Government (Finance, Human Resources, City Manager's Office, City Secretary's Office, etc.)
- Culture & Recreation (Library, Parks and Recreation)
- Other (Neighborhood Services & Community Development)

The following two graphs illustrate the spending in these categories over the last sixteen years.





Since FY 2009-10, Public Safety expenses have comprised at least one-half of all General Fund expenditures. **In FY 2015-16, if all of the property tax collected in the General Fund were to be allocated to Public Safety, it would only pay for 90% of Public Safety expenses.** The graph below illustrates this relationship since FY 01.



**Salary and Related Costs**

In FY 2012-13 we reinstated a revised Step Plan in Public Safety. The proposed FY 2015-16 Budget fully funds this Step Plan.

The proposed budget also includes funds to make merit based pay adjustments to civilian positions equivalent to 3% of civilian payroll.

**FUND BALANCE**

The Fund Balance in the General Fund is estimated to be \$8,208,890 at the end of FY 2014-15. This amount is \$1.76 million above the 20% reserve amount established by Council policy. The proposed budget utilizes an appropriation from fund balance of \$406,577 for the following one-time purchases:

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\$ 135,210	Vehicles and equipment for CROs
\$ 9,300	Various PD items - guns, bikes, scanners, etc.
\$ 165,000	Update zoning ordinance and comprehensive plan
\$ 22,000	Minor City Hall modifications and one-time expenses for DCM
\$ 6,600	Library - Cash handling
\$ 75,000	EMS squad
\$ 10,369	Animal Control - commercial washer and dryer
\$ 18,059	Animal Control - sandblast shelter
\$ 20,745	Code software
\$ 20,000	Parks - picnic tables and trash receptacles
\$ 30,000	Parks - resurface tennis courts
\$ 14,000	Parks - 28 foot Christmas tree
\$ 44,320	Municipal Court - vehicle and equipment upgrades
\$ 11,561	Various copiers and equipment
\$ 10,000	Street and Environmental Services equipment
<hr/>	
\$ 592,164	

As tabulated below, the fund balance in the General Fund at the end of FY 2016 is projected to be at 24% of annual operations. This is \$1.36 million above the 20% policy minimum.

**GENERAL FUND: FUND BALANCE STATUS**

\$ 31,822,949	Revenues
(31,637,362)	Recurring Expenses
<hr/>	
\$ 185,587	Difference
\$ 8,208,890	Estimated Available Fund Balance Oct 1, 2015
31,822,949	Revenues
(31,637,362)	Recurring Expenses
(592,164)	One Time Expenses
<hr/>	
\$ 7,802,313	Estimated Ending Fund Balance
\$ 6,445,905	Minimum Fund balance with 20% Target

**WATER/WASTEWATER FUND**

Revenue requirements in this fund are projected to increase to \$18,770,700 in the proposed FY 2015-16 budget – an increase of 846,677 (4.7%) from the FY 2014-15 adopted budget.

**Expenditures**

Proposed expenditures for FY 2015 total \$18,668,954 – about 3.6% more than the FY 2015 adopted budget. Operating expenditures are increasing in 2016 by more than \$600,000 due in large part to a 2.75% increase in the cost of water purchased from Fort Worth and a 9% increase in their wastewater treatment cost (the Star-Telegram has reported that Fort Worth is raising residential water and wastewater rates by 9.98%).

**Water Rates**

**The proposed FY 2014-2015 budget includes an overall increase of 6% to average water rates, and 4% increase to average wastewater rates. The impact of this increase to a representative residential customer using 7,000 gallons of water and 4,700 gallons of wastewater would experience an increase of \$3.20/month.**

The base water rates are as follows:

<u>Meter size (in inches)</u>	<u>FY14/15 Water Rate</u>	<u>FY15/16 Water Rate</u>
3/4	\$13.18	\$14.20
1.0	\$19.16	\$20.45
1.5	\$36.23	\$38.50
2.0	\$53.31	\$56.75
3.0	\$128.41	\$136.50
4.0	\$213.75	\$227.50
6.0	\$427.14	\$454.00
8.0	\$640.46	\$680.50
10	\$853.79	\$905.00
12	\$981.84	\$1,045.00

(Note: The 3/4 inch meter is the size meter used by most water customers.)

The proposed volumetric water rates per 1,000 gallons are as follows:

	<u>FY14/15</u>	<u>FY15/16</u>
1 gallon to 10,000 gallons	\$4.20	\$4.35
10,001 gallons to 20,000 gallons	\$5.06	\$5.25
Over 20,000 gallons	\$5.86	\$6.00
Gas Well Drilling (all volumes)	\$13.76	\$12.49

**Wastewater Rates**

The proposed FY2015-16 budget includes an average 4% increase in wastewater rates. The proposed base rate goes from \$14.95/month to \$15.85/month, and the volumetric rate goes from \$4.35/1,000 gallons to \$4.40/1,000 gallons. These rates are the same for both residential and commercial customers, except that residential accounts are billed on the average water consumption during the winter months with a maximum of 12,000 gallons.

**Working Capital Notes**

One time purchases included in the budget amount to \$38,000, as outlined below. This is projected to leave a working capital balance of \$4,421,394, or 24% of operating expenses (including debt service) – well in excess of the policy minimum of 20%.

**WATER & WASTEWATER  
ONE-TIME EXPENDITURES**

\$ 4,000	Customer Service copier
\$ 13,000	Tommy gates
\$ 21,000	Magnetic manhole lid lifting equipment
<hr/>	
\$ 38,000	TOTAL

### **GOLF COURSE FUND**

Revenues in the Golf Course Fund are estimated at \$2,335,283, which exceeds budgeted expenditures by \$4,867. Included on the revenue side are transfers from the Type B (4B) fund of \$354,944 for debt service and \$290,000 for operational subsidy.

### **SOLID WASTE FUND**

The proposed FY 2015-16 budget includes Solid Waste expenditures of \$3,077,246. Proposed revenues of \$3,159,510 will produce a net working capital increase of \$82,264, assuming maintenance of the current rate of \$19.20 per month. Staff projects working capital at the end of FY 2015-2016 to be \$584,695, or 19% of operating expenditures.

### **HOTEL/MOTEL FUND**

The proposed FY 2015-16 budget includes total revenues of \$160,000 and total expenditures of \$182,000, including \$76,300 of ongoing City expenditures and \$105,700 of community grant funding.

### **PARKS PERFORMANCE FUND**

Designed to better control the more business-like "pay for play" parks facilities such as the BRiCk, Russell Farm, Chisenhall Fields and the Hidden Creek complex, the Parks Performance Fund budget includes revenues equal to expenditures of \$3,430,504. This budget requires subsidies of \$1,340,024 from the Type B Corporation. The BRiCk's revenues are projected to cover 75% of its expenses, while revenues associated with the two athletic fields will cover about 24% of those expenses, and Russell Farm 16%. A summary of the Park Performance Fund is tabulated on the following page.

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**PARK PERFORMANCE FUND: Proposed Budget FY 2015-16**

<b><u>BRiCk Operations</u></b>						
	ACTUAL	REVISED	PROPOSED	Chng From Revised		
	FY 2013-14	FY 2014-15	FY 2015-16	Dollars	Percent	
<b>Revenues</b>						
Recreation Fees	\$ (291,052)	\$ (305,020)	\$ (341,000)	\$ (35,980)	12%	
Recreation Memberships	\$ (1,203,846)	\$ (1,210,418)	\$ (1,291,000)	\$ (80,582)	7%	
Recreation Room Rentals	\$ (74,033)	\$ (93,000)	\$ (95,000)	\$ (2,000)	2%	
Indoor Athletic/Rec Fees	\$ (18,190)	\$ (15,141)	\$ (15,000)	\$ 141	-1%	
Swimming Pool Fees	\$ (63,282)	\$ (55,000)	\$ (73,500)	\$ (18,500)	34%	
Swimming Lessons Revenue	\$ (66,768)	\$ (58,000)	\$ (60,000)	\$ (2,000)	3%	
Merchandise Sales	\$ (4,357)	\$ (11,500)	\$ (2,000)	\$ 9,500	-83%	
Securities Interest	\$ (3,640)	\$ -	\$ -	\$ -		
CD/Money Market Interest	\$ (13)	\$ -	\$ -	\$ -		
Gain/Loss on Security Val	\$ 3,005	\$ -	\$ -	\$ -		
TexPool Interest	\$ (27)	\$ (1,000)	\$ (600)	\$ 400	-40%	
TexPool Prime Interest	\$ (46)	\$ -	\$ -	\$ -		
TexSTAR Interest	\$ (63)	\$ -	\$ -	\$ -		
Cash Over/Short	\$ 320	\$ -	\$ -	\$ -		
Other Revenue	\$ (8,583)	\$ -	\$ (5,000)	\$ (5,000)		
<b>Total</b>	\$ (1,730,575)	\$ (1,749,079)	\$ (1,883,100)	\$ (129,021)	7%	
<b>Expenditures</b>	\$ 2,521,360	\$ 2,429,876	\$ 2,517,474	\$ 87,598	4%	
<b>Rev. (Over)/Under Exp.</b>	\$ 790,785	\$ 680,797	\$ 634,374	\$ (46,423)		
Percent Self Sustaining	69%	72%	75%			
<b><u>Athletic Fields Operations</u></b>						
	ACTUAL	REVISED	PROPOSED	Chng From Revised		
	FY 2013-14	FY 2014-15	FY 2015-16			
<b>Revenues</b>						
Recreation Leagues	\$ (69,921)	\$ (85,000)	\$ (75,000)	\$ 10,000	-12%	
Park Rentals	\$ (20,837)	\$ -	\$ (7,000)	\$ (7,000)		
Concession Revenue	\$ (21,469)	\$ (22,000)	\$ (600)	\$ 21,400	-97%	
Tournament Fees	\$ (78,707)	\$ (60,000)	\$ (99,500)	\$ (39,500)	66%	
Per Player Fees	\$ (60,779)	\$ (69,020)	\$ (5,280)	\$ 63,740	-92%	
<b>Total</b>	\$ (251,713)	\$ (236,020)	\$ (187,380)	\$ 48,640	-21%	
<b>Expenditures</b>	\$ 739,670	\$ 768,123	\$ 786,139	\$ 18,016	2%	
<b>Rev. (Over)/Under Exp.</b>	\$ 487,957	\$ 532,103	\$ 598,759	\$ 66,656		
Percent Self Sustaining	34%	31%	24%			
<b><u>Russell Farm</u></b>						
	ACTUAL	REVISED	PROPOSED	Chng From Revised		
	FY 2013-14	FY 2014-15	FY 2015-16			
<b>Revenues</b>						
Rental Fees-Russell Farm	\$ (14,333)	\$ (3,000)	\$ (20,000)	\$ (17,000)	567%	
Recreation-Russell Farm	\$ -	\$ (1,000)	\$ -	\$ 1,000	-100%	
Activity Fees-Russell Frm	\$ (20)	\$ (1,000)	\$ -	\$ 1,000	-100%	
Merch Sales - Russell	\$ -	\$ -	\$ -	\$ -	0%	
<b>Total</b>	\$ (14,353)	\$ (5,000)	\$ (20,000)	\$ (15,000)	300%	
<b>Expenditures</b>	\$ 99,180	\$ 101,708	\$ 126,891	\$ 25,183	25%	
<b>Rev. (Over)/Under Exp.</b>	\$ 84,827	\$ 96,708	\$ 106,891	\$ 10,183		
Percent Self Sustaining		5%	16%			
<b><u>PPF FUND TOTALS</u></b>						
<b>TOTAL REVENUES LESS SUBSIDY</b>	\$ (1,996,641)	\$ (1,990,099)	\$ (2,090,480)	\$ (100,381)	5%	
<b>TOTAL EXPENSES</b>	\$ 3,360,210	\$ 3,299,707	\$ 3,430,504	\$ 130,797	4%	
<b>Rev. (Over)/Under Exp.</b>	\$ 1,363,569	\$ 1,309,608	\$ 1,340,024	\$ 30,416		
Percent Self Sustaining	59%	60%	61%			
<b><u>PPF FUND SUBSIDY BREAKDOWN</u></b>						
4B Subsidy	\$ (1,171,965)	\$ (1,297,558)	\$ (1,340,024)	\$ (42,466)	3%	
General Fund Subsidy						
<b>Total Subsidy for PPF</b>	\$ (1,171,965)	\$ (1,297,558)	\$ (1,340,024)	\$ (42,466)	3%	
Amount (TO)/FROM PPF Fund Balance	\$ 191,604	\$ 12,050	\$ -			

In 2015, changes were made to the City's contract with BYA related to tournament scheduling and "per player" fees. Because of this, revenue estimates for the athletic fields are based on very conservative assumptions. Staff is optimistic that tournament revenue will be better than budgeted.

### **SUPPORT SERVICES FUND**

The Support Services Fund records the activities of support services functions (currently only Information Technology), and allow for the costs of these services to be reflected as expenditures of the "customer" departments. Revenues in this budget are projected at \$1,623,603, and expenditures are projected at \$1,604,754. The difference between these revenues and expenditures represents the portion previously set aside for future computer replacement.

### **CEMETERY FUND**

The Cemetery Fund is an enterprise fund used to account for the cost of operating the Burleson Memorial Cemetery. Operations are financed by revenues from the sale of cemetery lots, mineral royalties, and interest on investments. Revenues are projected at \$ 21,500 in FY 2015-16. Expenditures are projected at \$5,163.

#### **Fund Balance**

The end-of-year working capital in the Cemetery Fund is estimated to be \$1,523,459 in FY 2015-16, an increase of \$16,315 from the current year.

### **EQUIPMENT SERVICES FUND**

The Equipment Service Fund is an internal service fund used to enhance accountability for the expenses associated with vehicle and equipment operation. All costs associated with these operations are charged to the using department to offset the proposed

budget expenses of this fund. Revenues in the proposed FY 2015-16 budget are projected at \$378,105. Fund expenditures are projected at \$380,389.

### **Fund Balance**

The end-of-year working capital in the Equipment Service Fund for FY2015-16 is projected to be \$109,250.

## **EQUIPMENT REPLACEMENT FUNDS**

There are two Equipment Replacement funds: the Governmental Equipment Replacement Fund, and the Proprietary Equipment Replacement Fund. The Proprietary Equipment Replacement Fund is used as a funding, management, and planning tool that provides a systematic approach to the replacement of City-owned vehicles and equipment used by the Water and Wastewater Fund. The Governmental Equipment Replacement Fund Provides for the replacement of vehicles and equipment utilized by all other City departments. The funds are proprietary, internal service funds that enable the City to fund major equipment purchases without substantially affecting the stability of the ad valorem tax rate.

### **GOVERNMENTAL EQUIPMENT REPLACEMENT FUND**

#### **Revenues and Expenditures**

Revenues in this fund for FY2015-16 are projected at \$1,282,505. Expenditures are estimated to be \$503,937. The fund will pay for the purchase of 4 pieces of equipment scheduled for replacement, and 3 new pieces of public safety equipment. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time of the scheduled replacement, and there is \$200,000 included in this budget for unexpected replacements.

### **Fund Balance**

The end-of-year working capital in the Governmental Equipment Replacement Fund is projected to be \$3,725,369 for FY 2015-16.

## **PROPRIETARY EQUIPMENT REPLACEMENT FUND**

### **Revenues and Expenditures**

Revenues in this fund for FY 2015-16 are projected at \$332,320. Expenditures are estimated to be \$100,000. There is no equipment planned for replacement this year. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time of the scheduled replacement. This budget includes \$100,000 for unexpected replacements.

### **Fund Balance**

The end-of-year working capital in the Proprietary Equipment Replacement Fund is projected to be \$1,308,331 for FY 2015-16.

## **TYPE A ECONOMIC DEVELOPMENT CORPORATION**

In 2001 the citizens of Burleson approved an additional one half of one percent sales tax to be used for economic development. The City began collecting the ½ cent sales tax in December 2001. The Burleson 4A Economic Development Corporation established to administer the Type A EDC sales tax is represented on the books of the City by three funds: a special revenue fund, a debt service fund, a capital project fund.

The Special Revenue Fund accounts for the receipt of sales tax revenue and subsequent transfer to the debt service fund, as well as expenses related to the City's Office of Economic Development. The Debt Service Fund accounts for the receipt of money from the special revenue fund and payment of debt service on the Corporation's bonds. The Capital Project Fund accounts for the construction of facilities funded by the bonds. An annual budget is adopted for the Special Revenue and Debt Service funds.

### **Special Revenue Fund**

Revenues in the Special Revenue Fund are projected to be \$4,083,000 in FY 2015-16, an increase of 4.7% from the \$3,901,300 estimated in the approved FY 2014-15 budget. Expenditures are projected to be \$3,328,168 in FY 2015-16, a 1.6% decrease from the \$3,376,520 projected for the current year in the approved FY 2014-15 budget.

### **Debt Service Fund**

FY 2015-16 debt requirements in this fund are \$2,067,151 including \$1,437,063 principal and \$629,128 interest. Transfers from the Type A EDC Special Revenue Fund are budgeted at \$2,067,151.

### **TYPE B COMMUNITY SERVICES DEVELOPMENT CORPORATION**

The citizens of Burlison approved an additional one half of one percent sales tax in 1993 to be used to fund the construction and acquisition of municipal facilities, and for other purposes provided for by the enabling state statute. Like the Type A Corporation, the Type B Burlison Community Services Development Corporation is represented on the books of the City by three funds: a special revenue fund, a debt service fund, a capital project fund.

The Special Revenue Fund accounts for the receipt of ½ cent sales tax revenue and subsequent transfer to the debt service fund. The Debt Service Fund accounts for the receipt of money from the special revenue fund and payment of debt service on the Corporation's bonds. The Capital Project Fund accounts for the construction of facilities funded by the bonds. An annual budget is adopted for the Special Revenue and Debt Service funds.

### **Special Revenue Fund**

Revenues in the Special Revenue Fund are projected to be \$4,081,575 in FY 2015-16, an increase of 4.6% from the \$3,901,575 estimated in the approved FY 2014-15 budget. Expenditures are projected to be \$3,813,831 in FY 2015-16, an 8.3% increase from the \$3,521,659 projected for the current year in the approved FY 2014-15 budget.

### **Debt Service Fund**

FY 2015-16 debt requirements in this fund are \$1,762,363 including \$1,075,000 principal and \$686,312 interest. Transfers from the Type B Special Revenue Fund are budgeted at \$1,762,363.

### **ECONOMIC DEVELOPMENT INCENTIVE FUND**

The Economic Development Incentive Fund (EDIF) is a special revenue fund used to account for the cost of incentives offered by the City of Burleson to encourage economic development. Revenues in this fund include property taxes from the Tax Increment Reinvestment Zones and sales taxes estimated to have been generated by businesses with which the City has entered an economic development agreement. Expenditures of this fund represent the payment of these incentives upon substantiation.

### **Revenues and Expenditures**

Total EDIF revenues in the proposed FY 2015-16 budget are projected at \$836,151. Expenditures are projected at \$836,151.

### **ALL FUNDS SUMMARY**

The proposed base budget expenditures for all funds is \$79,756,810, an increase of 5.07% from the current (FY15) adopted budget. Most of this increase is due to the

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increase in capital and debt service expenditures in the General and Debt Service Funds. A summary of all funds is tabulated below.

	<u>Current (FY15)</u>	<u>Proposed (FY16)</u>	<u>% Change</u>
GENERAL FUND	29,797,174	32,229,526	8.16%
GENERAL DEBT SERVICE FUND	5,101,606	5,436,257	6.56%
HOTEL/MOTEL TAX FUND	90,742	182,000	100.57%
WATER & WASTEWATER FUND	18,013,729	18,668,954	3.64%
SOLID WASTE FUND	2,880,233	3,077,246	6.84%
CEMETERY FUND	5,138	5,163	0.49%
PARKS PERFORMANCE FUND	3,287,657	3,430,504	4.34%
EQUIPMENT SERVICE FUND	530,978	380,389	-28.36%
GOLF COURSE FUND	2,245,202	2,330,416	3.80%
GOVERNMENTAL EQP REP FUND	977,527	503,937	-48.45%
PROPRIETARY EQP REP FUND	100,000	100,000	0.00%
SUPPORT SERVICES FUND	1,530,526	1,604,754	4.85%
ECONOMIC DEVELOPMENT INCENTIVE FUND	794,462	836,151	5.25%
4A SALES TAX REVENUE	3,376,520	3,328,168	-1.43%
4A SALES TAX DEBT SERVICE	2,110,713	2,067,151	-2.06%
4B SALES TAX REVENUE	3,521,659	3,813,831	8.30%
4B SALES TAX DEBT SERVICE	1,542,738	1,762,363	14.24%
TOTAL EXPENDITURES	75,906,604	79,756,810	5.07%

**SPECIAL RESTRICTED USE FUNDS**

We currently have three special restricted use funds that are not included for adoption in the formal operating budget because they typically cross fiscal years. Expenditures from these funds are typically approved by separate action of the Council. One such fund is the Red Light Camera (RLC) Fund, derived from the City's portion of the revenue from the red light photo enforcement at certain signalized traffic intersections. Use of these funds is restricted by state law. The other two special restricted use funds were established by City Council from revenues received from the gas leases on City-owned property. These two are the Park Improvement Fund (Fund 353) and the Community Service Facilities Fund (Fund 354), and are restricted by Council action. Statements for these three funds have been appended to this memo for Council consideration.

Appendix A contains a 5-year plan for capital improvements to be funded by RLC funds, prepared at Council's request. Appendix B contains the Park Improvement Fund (Fund 353), and Appendix C contains the Community Service Facilities Fund (Fund 354). Funds 353 and 354 have projects with dedicated amounts previously authorized by Council, and also show anticipated revenue not yet allocated to a specific project.

### **Conclusion**

Below is a summary of key budget items/issues:

Maintenance of the general fund tax rate and the debt service tax rate.

Continuation of Public Safety STEP Plan and funds for pay increases for other employees. Employees at the top of their step would be eligible for a one-time payment of three percent.

- \$148,000 to add 2 Firefighters – net cost includes \$10,000 reduction in overtime
- \$140,000 to add 2 Community Resource Officers
- \$53,000 to add a Deputy City Marshal
- \$209,000 to add a Deputy City Manager (65% General Fund; 35% Type A)
- \$77,000 to add a Real Property Coordinator (40% General Fund; 35% Capital; 25% Water/Wastewater)
- \$33,000 to upgrade a Library Administrative Secretary to full-time
- \$25,000 for traffic projects
- \$168,000 for contract jail services

The 2015-16 Budget is respectfully submitted for your consideration.

Sincerely,



Dale Cheatham  
City Manager

Manager's Message  
Proposed FY 2015-2016 Budget

Attachments:

Appendix A. 5-Year Capital Improvements Photo Enforcement Projects

Appendix B. Park Improvement Fund (Fund 353)

Appendix C. Community Service Facilities Fund (Fund 354)

Manager's Message  
Proposed FY 2015-2016 Budget

Appendix A

<b>City of Burleson</b> <b>Capital Improvements Photo Enforcement Projects</b> D = Design R = Right-of-Way C = Construction								
PROJECT	2014	2015	2016	2017	2018	2019	COMMENTS	
<b>PHOTO ENFORCEMENT</b>								
<b>Crosswalk Safety Improvements</b>								
Radio Control System for School Zones	30 C							
Johnson Ave (See comments)		27 C						at Library and Warren Park
Johnson Ave (See comments)	22 C							at Renfro
<b>Old Town Sidewalk Program</b>								
Ellison (I35 to Main)			35 C					
OT Pedestrian Features (Parking, Handicap Ramps)	20 C							
<b>Safe Routes to School</b>								
Summercrest @ Frazier					25 C	15 C		Sidewalk at Cedar Ridge
<b>School Zone/Crosswalk Enhancement</b>								
Misc Signage & Striping				25 C				
<b>Traffic Calming</b>								
Arnold/Elk Drive		15 D	25 C					
Gardens		15 D		25 C				
Misc locations		5 C	5 C	5 C				
<b>Traffic Count and Speed Study Eq.</b>								
PD Radar Trailer	10 C							
<b>TOTAL BY YEAR - Photo Enforcement Projects</b>								
	82	62	65	55	25	15		
<b>CUMLATIVE TOTAL - Photo Enforcement Projects</b>								
	82	144	209	264	289	304		

**Park Improvement Fund  
Fund 353**

<b>Fund Balance 9/30/2014</b>		1,842,078
Estimated 2015 Fiscal Year Results		
+ Revenues		52,000
- Expenditures		<u>(616,400)</u>
 <b>Est. Fund Bal @ 9/30/15</b>		 1,277,678
 Projected 2016 Fiscal Year Results		
Revenues		24,000
Expenditures		
Bartlett Park Soccer Fields		<u>(700,000)</u>
 <b>Estimated Funds Available</b>		 601,678
 Amounts dedicated to Projects (net of 2015 exp)		
Bartlett Park Soccer Fields	PK0720	-
Prairie Timber Park Imp.	PK0704	(3,981)
Burluson Meadows Imp.	PK0705	(2,686)
Bailey Lake Park	PK0708	(457,410)
Meadowcrest Park	PK0709	(20,371)
Recreation Center	PK0714	(14,012)
McAlister School	PK0716	(10,000)
Cedar Ridge	PK0717	(5,000)
Village at Wakefield	PK0719	(4,848)
Veterans Park	PK1001	(393)
Oak Valley South	PK1101	(450)
Warren/Ellison Landscape	PK1102	(417)
Bartlett Parking Improvements	PK1202	(8,180)
Oak Valley Trail	PK8515	<u>(646)</u>
 <b>Estimated Unallocated Balance</b>		 73,284

Appendix C

**Community Service Facilities Fund  
Fund 354**

<b>Fund Balance 9/30/2014</b>	2,592,272
Estimated 2015 Fiscal Year Results	
+ Revenues	500,000
- Expenditures	<u>(1,217,000)</u>
<b>Est. Fund Bal @ 9/30/15</b>	1,875,272
Projected 2016 Fiscal Year Results	
Revenues	360,000
Expenditures	
Attorney's Fees	(200,000)
Municipal Court Renovation	<u>(1,000,000)</u>
<b>Estimated Fund Bal @ 9/30/16</b>	1,035,272
Amounts dedicated to Projects (net of 2015 exp)	
Village Creek Trail	(16,754)
Municipal Court Renovation	-
Attorney's Fees	-
Bartlett Park Soccer Fields	(135,355)
Park/Trail Master Plan	<u>(21,173)</u>
<b>Estimated Unallocated Balance</b>	<b>861,990</b>

# FEE CHANGE SUMMARY

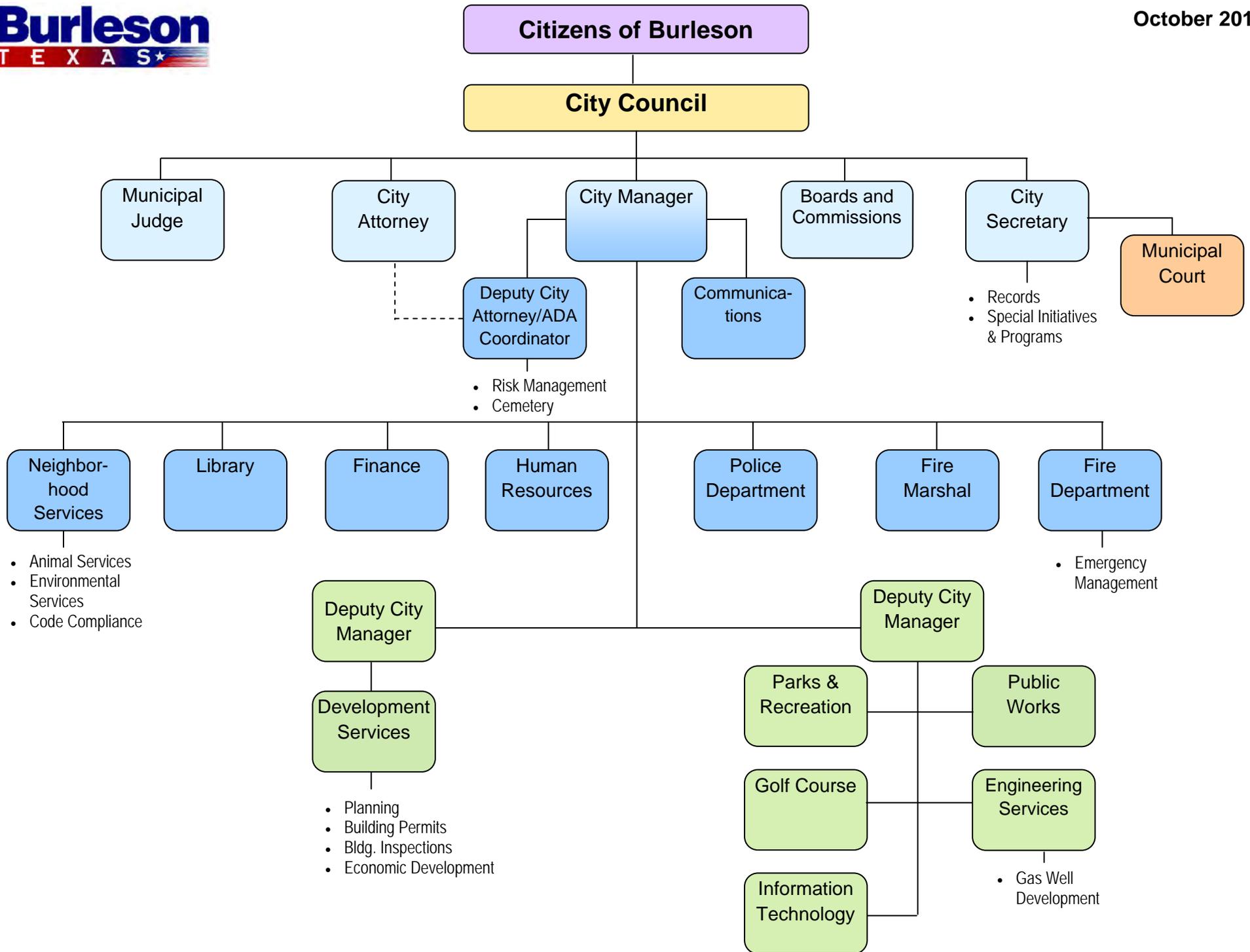
<i>DEPARTMENT / DESCRIPTION</i>	<i>CURRENT RATE</i>	<i>PROPOSED RATE</i>
<b><i>Library</i></b>		
<b><i>Proposed for Cost Recovery</i></b>		
3D Printing	\$0	\$.10/gram, \$1.00 min.
Senior Non-Resident Fee (Age 62 and over)	\$0	\$12.50
Overdue DVDs	\$1.00/day	\$0.25
<b><i>Code Enforcement</i></b>		
<b><i>Proposed for Cost Recovery</i></b>		
Administrative Cost to File Liens for Mowing and Nuisance Abatement	\$120	\$120
Weed Mowing and Nuisance Abatement Notification Fee	\$50	\$50
<b><i>Recreation</i></b>		
<b><i>Proposed for Cost Recovery</i></b>		
Stage Rental For Profit 4 hours basic	\$1,500	\$3,300
Extra Speakers	\$0	\$450
Additional Hours	\$50/hour	\$500/hour
Deposit	\$1,000	\$1,000
Mileage Greater than 5 miles	\$4/mile	\$20/mile
Stage Rental For Non-Profit 4 hours basic	\$750	\$1,650
Extra Speakers	\$0	\$450
Additional Hours	\$50/hour	\$250/hour
Deposit	\$1,000	\$1,000
Mileage Greater than 5 miles	\$4/mile	\$20/mile
<b><i>Environmental Services</i></b>		
<b><i>Proposed for Cost Recovery</i></b>		
A. Food Store - Grocery		
≤ 5,000 sq. ft	\$200	\$275
> 5,000 sq.ft.	\$300	\$400
B. Food Service		
≤ 500 sq. ft	\$100	\$150
> 500 sq.ft. ≤ 1,500 sq.ft.	\$150	\$200
> 1,500 sq.ft. ≤ 3,500 sq.ft.	\$200	\$275
> 3,000 sq.ft. ≤ 6,000 sq.ft.	\$250	\$350
> 6,000 sq.ft.	\$300	\$400
E. Temporary Food Service	\$35	\$50
<b><i>Ballfields</i></b>		
<b><i>Proposed for Cost Recovery</i></b>		
Tournament Fees Profit		
Chisenhall Fields	\$150/field	\$1950/day
Hidden Creek	\$150/field	\$450/day
One Time Team Fee	\$0	\$100/team
Tournament Fees Non-Profit		
Chisenhall Fields	\$150/field	\$1950/day
Hidden Creek	\$150/field	\$450/day



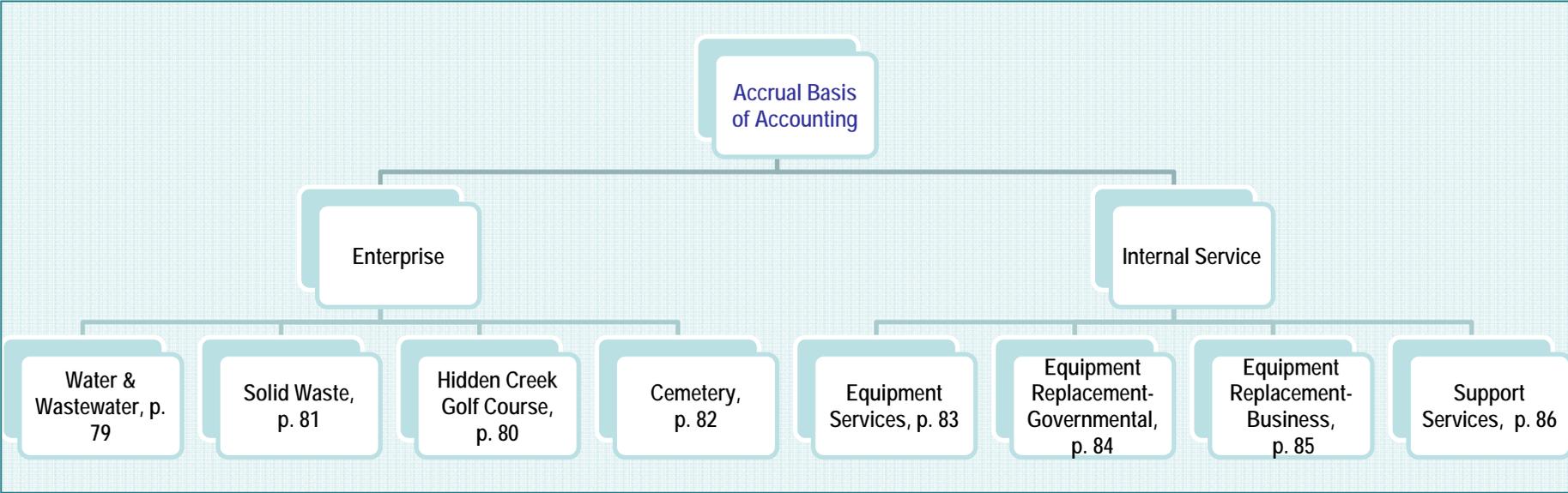
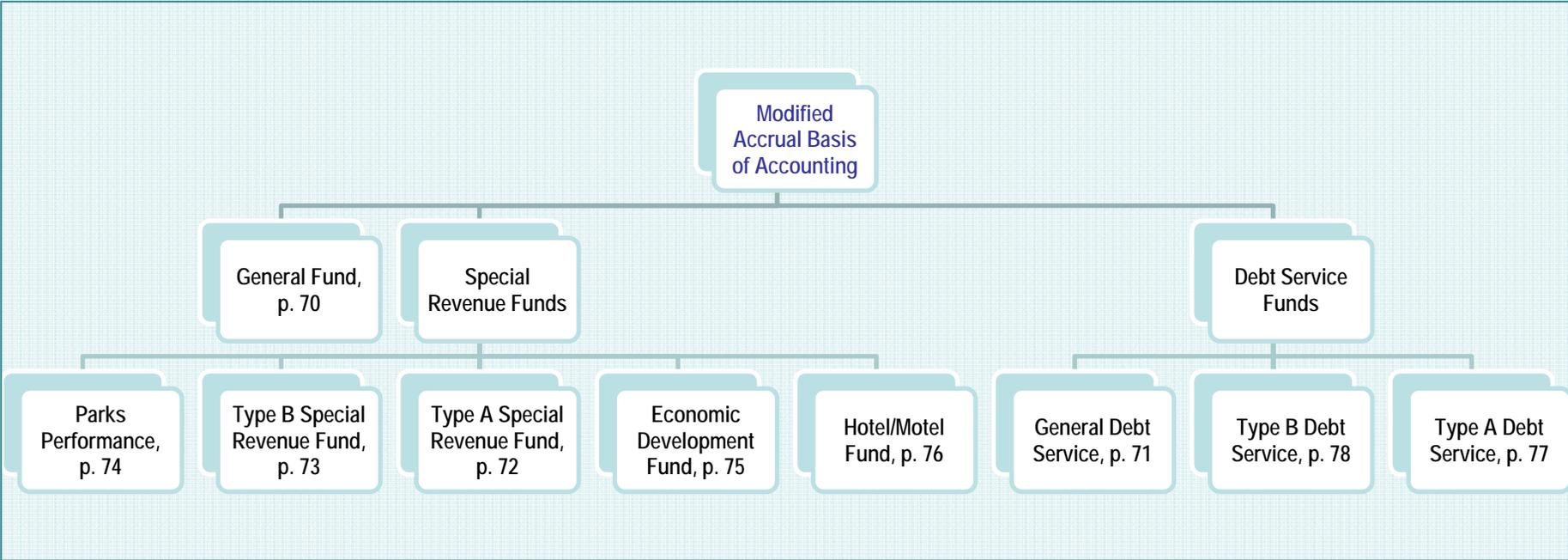
# FINANCIAL STRUCTURE, POLICY, AND PROCESS

- ◇ **Organizational Chart, p. 43**
- ◇ **Fund Structure by Budgetary Basis,  
p. 44**
  - ◇ **Fund Descriptions p. 45**
  - ◇ **Basis of Budgeting, p. 47**
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  - ◇ **Budget Calendar, p. 65**

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# City of Burleson Fund Structure By Budgetary Basis



**CITY OF BURLESON FUNDS  
GOVERNMENTAL – MODIFIED ACCRUAL BASIS OF ACCOUNTING**

**Major Funds**

<u>FUND</u>	<u>DESCRIPTION</u>	<u>MAJOR REVENUE SOURCES</u>	<u>MAJOR SERVICES PROVIDED</u>
General	Most basic fund used in COB	<ul style="list-style-type: none"> <li>• Property Taxes</li> <li>• Sales Taxes</li> <li>• Licenses and Permits</li> <li>• Fines &amp; Forfeitures</li> <li>• Interest</li> <li>• Miscellaneous</li> <li>• Other Sources</li> </ul>	<ul style="list-style-type: none"> <li>• General Administration</li> <li>• Public Safety</li> <li>• Community Services</li> <li>• Public Works (Except Water/Wastewater and Solid Waste)</li> </ul>
Burleson Community Services Development Corporation (4B) Special Revenue Fund	Special Revenue Fund	<ul style="list-style-type: none"> <li>• 1/2 cent Sales Tax</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development</li> </ul>
4A Corporation Special Revenue Fund	Special Revenue Fund	<ul style="list-style-type: none"> <li>• 1/2 cent Sales Tax</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development</li> </ul>
Parks Performance Special Revenue Fund	Special Revenue Fund	<ul style="list-style-type: none"> <li>• User Fees</li> </ul>	<ul style="list-style-type: none"> <li>• Burleson Recreation Center (BRiCK)</li> <li>• Ballfields</li> </ul>
General Debt Service Fund	Debt Service Fund	<ul style="list-style-type: none"> <li>• Property Taxes</li> </ul>	<ul style="list-style-type: none"> <li>• Payment of General Long-term Debt Obligations</li> </ul>

**Non-Major Funds**

<u>FUND</u>	<u>DESCRIPTION</u>	<u>MAJOR REVENUE SOURCES</u>	<u>MAJOR SERVICES PROVIDED</u>
Economic Development Fund	Special Revenue Fund	<ul style="list-style-type: none"> <li>• Property Taxes</li> <li>• Sales Taxes</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development Incentives</li> </ul>
Hotel/Motel Fund	Special Revenue Fund	<ul style="list-style-type: none"> <li>• 7% room occupancy tax</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development</li> </ul>
Burleson 4A Corporation Debt Service Fund	Debt Service Fund	<ul style="list-style-type: none"> <li>• 1/2 cent Sales Tax</li> </ul>	<ul style="list-style-type: none"> <li>• Payment of 4A Long-term Debt Obligations</li> </ul>
Burleson Community Service Development Corporation (4B) Fund Special Revenue Fund	Debt Service Fund	<ul style="list-style-type: none"> <li>• 1/2 cent Sales Tax</li> </ul>	<ul style="list-style-type: none"> <li>• Payment of 4B Long-term Debt Obligations</li> </ul>

**CITY OF BURLESON FUNDS  
ENTERPRISE FUNDS – ACCRUAL BASIS OF ACCOUNTING**

**Major Funds**

<u>FUND</u>	<u>DESCRIPTION</u>	<u>MAJOR REVENUE SOURCES</u>	<u>MAJOR SERVICES PROVIDED</u>
Water & Wastewater Fund	Enterprise Fund	<ul style="list-style-type: none"> <li>• Water and Wastewater Charges</li> </ul>	<ul style="list-style-type: none"> <li>• Water and wastewater services for citizens</li> </ul>
Hidden Creek Golf Course Fund	Enterprise Fund	<ul style="list-style-type: none"> <li>• Golf Fees</li> </ul>	<ul style="list-style-type: none"> <li>• Golf Course</li> </ul>
Solid Waste	Enterprise Fund	<ul style="list-style-type: none"> <li>• Solid Waste Fees</li> </ul>	<ul style="list-style-type: none"> <li>• Garbage and recycling services for citizens</li> </ul>

**Non-Major Funds**

<u>FUND</u>	<u>DESCRIPTION</u>	<u>MAJOR REVENUE SOURCES</u>	<u>MAJOR SERVICES PROVIDED</u>
Cemetery	Enterprise Fund	<ul style="list-style-type: none"> <li>• Cemetery Fees</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance and operations of Cemetery</li> </ul>

**Internal Service Funds**

<u>FUND</u>	<u>DESCRIPTION</u>	<u>MAJOR REVENUE SOURCES</u>	<u>MAJOR SERVICES PROVIDED</u>
Equipment Services	Internal Service Fund	<ul style="list-style-type: none"> <li>• Equipment charges received from other funds</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicles and other equipment for other departments</li> </ul>
Equipment Replacement - Governmental	Internal Service Fund	<ul style="list-style-type: none"> <li>• Replacement charges from other governmental departments</li> </ul>	<ul style="list-style-type: none"> <li>• Money set aside for replacement of governmental funds' vehicles and equipment</li> </ul>
Equipment Replacement - Business	Internal Service Fund	<ul style="list-style-type: none"> <li>• Replacement charges from enterprise departments</li> </ul>	<ul style="list-style-type: none"> <li>• Money set aside for replacement of enterprise funds' vehicles and equipment</li> </ul>
Support Services Fund	Internal Service Fund	<ul style="list-style-type: none"> <li>• Transfers from other funds</li> </ul>	<ul style="list-style-type: none"> <li>• Centralized Information Technology charges</li> </ul>

## BASIS OF BUDGETING

### Governmental Funds

All budgets prepared for governmental funds are budgeted on a basis similar to the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when they become measurable and available to finance expenditures of the current period. Expenditures are generally recognized when the related fund liability is incurred. However, there are two fundamental differences between the bases used to report the City's financial plan, (i.e., the budget) versus the basis used to report the historical results of financial operations (the Comprehensive Annual Financial Report or CAFR).

Firstly, the City employs full encumbrance accounting at the budgetary level. Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrances outstanding at year end represent the estimated amount of expenditures ultimately to result if unperformed contracts in process at year-end are completed. Encumbrances outstanding at year-end constitute neither expenditures nor liabilities on a modified accrual basis of accounting. However, on a budgetary basis these amounts are reflected as having been funded by appropriations of the budget in force at the time the encumbrance was created. For example, assume that an item was encumbered and ordered in 20X5 then delivered and invoiced in 20X6. For budgetary purposes, the transaction would be reflected in the 20X5 budget, the year the encumbrance is established. For financial reporting purposes, the transaction would be reported in 20X6; the year the item was delivered and the related liability was incurred. One should note that encumbrance accounting affects the timing of expenditure recognition, not the amount. Employing encumbrance accounting at the budgetary level tends to promote the earliest possible recognition of financial obligations and requires the City to officially identify and appropriate funding at this early stage. The City's CAFR contains a reconciliation between the budget or financial plan and the actual results of operations. This reconciliation reflects the adjustments necessary to report the results of operations on a budgetary basis rather than a modified accrual basis.

### Enterprise and Internal Service Funds

Budgets for the Enterprise and Internal Service Funds (Proprietary Funds) are prepared in a manner similar to the basis used in the accrual method of accounting. But again, the treatment of capital purchases represents an area in which fundamental differences exist. These differences are, once again related to the timing rather than the amount of expenditures. In an accrual accounting environment, such as that used in the preparation of appropriate sections of the CAFR, capital purchases do not immediately give rise to expenses. Instead, capital items are recorded as assets and depreciated over their useful lives. Each year, an amount of depreciation is recorded as an expense. So, in effect, the cost of the asset is spread over a period equal to the life of the asset. For budgetary purposes, the full cost of the asset is charged to the budget during the period in which the item was purchased. This method accelerates the recognition of an item's cost and forces the City to officially identify and appropriate funding at the earliest possible stage.

THE RELATIONSHIP BETWEEN FUNCTIONAL UNITS

OPERATIONS/ACCOUNTING FUNDS					
DEPARTMENT/DIVISION	GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE
<b>ADMINISTRATIVE SERVICES</b>					
1011	City Manager's Office	■			
1015	Human Resources	■			
1016	Legal Services	■			
1017	Communications	■			
<b>CITY SECRETARY'S OFFICE</b>					
1411	City Secretary's Office	■			
1412	City Council	■			
1413	Records & Information Services	■			
1415	Judicial Services	■			
<b>LIBRARY</b>					
1611	Library	■			
<b>FINANCE</b>					
2010	Finance	■			
2013	Support Services	■			
2014	Purchasing	■			
<b>PUBLIC SAFETY</b>					
3011	Police	■			
3012	Fire	■			
3013	Fire Prevention	■			
3014	Emergency Services	■			
3015	Municipal Court	■			
3016	Marshals	■			
<b>PUBLIC WORKS</b>					
2041	Utility Customer Service		■		
4011	Public Works Admin	■			
4013	Solid Waste		■		
4016	Facilities Maintenance	■			
4017	Streets Pavement Maintenance	■			
4018	Streets Drainage Maintenance	■			
4019	Streets Traffic Maintenance	■			
4041	Water/Wastewater Services		■		
4042	Wastewater Services		■		
4051	Equipment Services			■	
<b>NEIGHBORHOOD SERVICES</b>					
4511	Neighborhood Services Administration	■			
4514	Animal Services	■			
4515	Environmental Services	■			
5013	Code Enforcement	■			
<b>PLANNING AND ENGINEERING SERVICES</b>					
5010	Development Services Admin	■			
5011	Planning	■			
5012	Building Inspections	■			
5511	Engineering - Capital	■			
5512	Engineering - Development	■			
5513	Gas Well Development	■			
<b>PARKS AND RECREATION</b>					
6011	Parks & Recreation Admin	■			
6012	Recreation	■			
6013	Parks	■			
6015	Senior Citizens Center	■			
6017	BRiCk	■			
6018	Ballfields	■			
6019	Russell Farm	■			
<b>4A SPECIAL REVENUE FUND</b>					
1014	Economic Development	■			
<b>HIDDEN CREEK GOLF COURSE</b>					
8011	Golf Course Administration				■
8012	Pro Shop				■
8013	Golf Course Maintenance				■
8015	Food & Beverage Services				■
<b>TECHNOLOGY SERVICES</b>					
1511	Information Technology	■			

THE RELATIONSHIP BETWEEN FUNCTIONAL UNITS

DEPARTMENT/DIVISION	GOVT EQUIP REPLACE	PROP EQUIP REPLACE	PARKS PERFORMANCE	4A SPECIAL REVENUE FUND	SUPPORT SERVICES
<b>ADMINISTRATIVE SERVICES</b>					
1011 City Manager's Office	■				
1015 Human Resources	■				
1016 Legal Services	■				
1017 Communications	■				
<b>CITY SECRETARY'S OFFICE</b>					
1411 City Secretary's Office	■				
1412 City Council	■				
1413 Records & Information Services	■				
1415 Judicial Services	■				
<b>LIBRARY</b>					
1611 Library	■				
<b>FINANCE</b>					
2010 Finance	■				
2013 Support Services	■				
2014 Purchasing	■				
<b>PUBLIC SAFETY</b>					
3011 Police	■				
3012 Fire	■				
3013 Fire Prevention	■				
3014 Emergency Services	■				
3015 Municipal Court	■				
3016 Marshals	■				
<b>PUBLIC WORKS</b>					
2041 Utility Customer Service		■			
4011 Public Works Admin		■			
4013 Solid Waste		■			
4016 Facilities Maintenance	■				
4017 Streets Pavement Maintenance	■				
4018 Streets Drainage Maintenance	■				
4019 Streets Traffic Maintenance	■				
4041 Water/Wastewater Services		■			
4042 Wastewater Services		■			
4051 Equipment Services	■				
<b>NEIGHBORHOOD SERVICES</b>					
4511 Neighborhood Services Administration	■				
4514 Animal Services	■				
4515 Environmental Services	■				
5013 Code Enforcement	■				
<b>PLANNING AND ENGINEERING SERVICES</b>					
5010 Development Services Admin	■				
5011 Planning	■				
5012 Building Inspections	■				
5511 Engineering - Capital	■				
5512 Engineering - Development	■				
5513 Gas Well Development	■				
<b>PARKS AND RECREATION</b>					
6011 Parks & Recreation Admin	■				
6012 Recreation	■				
6013 Parks	■				
6015 Senior Citizens Center	■				
6017 BRiCk	■		■		
6018 Ballfields	■		■		
6019 Russell Farm	■		■		
<b>4A SPECIAL REVENUE FUND</b>					
1014 Economic Development				■	
<b>HIDDEN CREEK GOLF COURSE</b>					
8011 Golf Course Administration		■			
8012 Pro Shop		■			
8013 Golf Course Maintenance		■			
8015 Food & Beverage Services		■			
<b>TECHNOLOGY SERVICES</b>					
1511 Information Technology	■				■

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FINANCIAL POLICY STATEMENTS

REVISED 02/17/13

I. STATEMENT OF PURPOSE

The intent of the following Financial Policy and Financial Management Policy is to enable the City to achieve a long-term stable and positive financial condition. The guiding principles of the City's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The more specific purpose is to provide guidelines to the Finance Director in planning and directing the City's day-to-day financial affairs and in developing recommendations to the City Manager and City Council.

The scope of these policies generally spans, among other issues, accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash and investment management, expenditure control, debt management, and planning concepts, in order to:

- a. present fairly and with full disclosure the financial position and results of financial operations of the City in conformity to generally accepted accounting principles (GAAP) as set forth by the governmental accounting standards board (GASB), and
- b. determine and demonstrate compliance with finance related legal and contractual issues in accordance with provisions of the Texas Local Government Code and other pertinent legal documents and mandates.

II. GENERAL IMPLEMENTATION AND COMPLIANCE GUIDELINES

- A. FINANCE COMMITTEE. A committee designated as the Finance Committee will be appointed annually by the Mayor and consist of two members of the Council, the City Manager and the Finance Director. The committee will meet quarterly, or as needed. The committee will report to the City Council within 10-14 days after each meeting. The function of the committee will be:
  - 1) Fiscal policy review.
  - 2) Auditor selection recommendation.
  - 3) Investment policy review and guidance.
  - 4) Long Range Planning.
- B. ANNUAL REVIEW. Based upon the results and recommendations of the Finance Committee review, the Council will annually approve the fiscal policies.
- C. IMPLEMENTATION, COMPLIANCE, ACCOUNTABILITY AND REVIEW. The Finance Director will be accountable for implementing these policies and will to the best of his or her knowledge make the City Manager, Finance Committee and the City Council aware of any variances in, practice from these policies or any other deviation from prudent financial practices in accordance with GAAP, the city charter, state laws and/or ethics of the profession. Any variances will be presented at quarterly meetings of the Finance Committee, unless there is a need for a special meeting.

III. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

- A. ACCOUNTING. The City is solely responsible for the reporting of its financial affairs, both internally and externally. The City Manager is the City's Chief Fiscal Officer and the head of the administrative branch of the City government. The Director of Finance is appointed by the City Manager to have full charge of the administration of the financial affairs of the City, as specified in the City's Charter Article VII, Section 68.
- B. AUDITING. An independent certified public accounting (CPA) firm will perform annual financial audits.
  - 1) Qualifications of the Auditor. In conformance with the City's Charter and according to the provisions of Texas Local Government Code, Title 4, Chapter 103, the City will be audited annually by outside independent accountants. ("auditor").

- 2) Auditor Repute. The auditor must be a CPA firm of good reputation and must demonstrate that it has the breadth and depth of staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. The auditor must be registered as a partnership or corporation or certified public accountants, holding a license under Article 41a-1, Section 9, of the Civil Statutes of Texas, capable of demonstrating that it has sufficient staff which will enable it to conduct the City's audit in accordance with generally accepted auditing standards as required by the City Charter and applicable state and federal laws.
- 3) Timing. The auditor's report on the City's financial statements will be completed within 150 days of the City's fiscal year end.
- 4) Management Letter. The independent CPA firm shall provide a management letter, if one is issued, no later than March 31 following the end of each fiscal year. The auditor will prepare and will jointly review the management letter with the Finance Committee within 20 working days of its receipt by the staff. Within 10 days of this joint review, the Finance Director shall respond in writing to the City Manager and City Council regarding the auditor's management letter, addressing the issues contained therein. The Council shall schedule its formal acceptance of the auditor's report upon the resolution of any issues resulting from the joint review.
- 5) Responsibility of Auditor to City Council. The auditor is accountable to the City Council and will have access to direct communication with the City Council if the City Staff is unresponsive to auditor recommendations or if the Auditor considers such communication necessary to fulfill its legal and professional responsibilities.
- 6) Rotation of Auditor. The City will not require an auditor rotation, but will circulate requests for proposal for audit services at least every five years. Should the City Council be dissatisfied with the auditor's performance, it may request new proposals at any time. Year to year authorization to continue shall be done by July 1st of each year.
- 7) Auditor Accountability to Staff. The following will be provided to City Staff by the auditor:
  - a. Hourly time sheets accounting for time spent both by audit phase and level of auditor will be submitted to the City on a monthly basis.
  - b. Copies of all work papers, including diskettes and schedules, will be furnished to the City upon completion of the audit. Originals will be maintained at the auditor's office.

#### C. FINANCIAL REPORTING.

- 1) External Reporting.
  - a. Scope. The Financial Report shall be prepared in accordance with generally accepted accounting principles (GAAP).
  - b. Timing. The Report shall be presented to the Council within 150 calendar days of the City's fiscal year end. If City staffing limitations preclude such timely reporting, the Finance Director will inform the City Council of the delay and the reasons thereof.
  - c. Awards. The Report shall be presented annually to the Government Finance Officer's Association (GFOA) for evaluation and consideration for the Certificate of Achievement for Excellence in Financial Reporting. (For a discussion of this award, see XI.C. below).
- 2) Internal Reporting. The Finance Department will prepare internal financial reports, sufficient to plan, monitor, and control the City's financial affairs. Internal financial reporting objectives are addressed throughout these policies. (See Section IV. Budgeting, C. Reporting, below).

#### IV. OPERATING BUDGET.

- A. PREPARATION. Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The City's "operating budget" is the City's annual financial operating plan.
  - 1) Scope. The scope of the budget includes all funds for which the City will adopt a formal budget, including Government Funds, Proprietary Funds, and Fiduciary Funds.
  - 2) Budgetary Process. The budget is prepared by the City Manager or his/her designee with the cooperation of all City Departments. The budget should be presented to the City Council between 60

and 90 days prior to fiscal year end, and should be enacted by the City Council prior to fiscal year end in accordance with the Charter.

- 3) Awards. If feasible, the operating budget will be submitted to the GFOA annually for evaluation and consideration for the Award for Distinguished Budget Presentation.
  - 4) Basis of Budgeting. The basis of budgeting will be the same as the basis of accounting; that is, that budgets for the General Fund and the Special Revenue Funds are prepared on the modified accrual basis of accounting, and budgets for the Utility (Proprietary) Funds are prepared on a full accrual basis, except that capital purchases and depreciation are not adjusted until year-end financial reporting.
  - 5) Financial Forecast. A five-year financial forecast shall be prepared annually projecting revenues and expenditures for all operating and capital funds. This forecast shall be used as a planning tool in developing the following year's operating budget.
  - 6) Proposed Budget Format. A proposed budget shall be prepared by the Manager with the participation of all of the City's Department Directors, within the provisions of the City Charter. The budget shall include at least four basic segments for review and evaluation. These segments are: (1) personnel costs, (2) operations and maintenance costs, (3) capital and other (non-capital) project costs, and (4) revenues. A four column format should be used such that prior year actual, current year budget and revised, and next year proposed are all clearly shown.
  - 7) Council Participation. The budget review process shall include Council participation in the development of each of the four segments of the proposed budget and a Public Hearing to allow for citizen participation in the budget preparation. The budget process shall span sufficient time to address policy and fiscal issues by the Council. The budget process will be coordinated so as to identify major policy issues for City Council consideration prior to the budget approval date so that proper decision analysis can be made.
  - 8) Filing and Adoption. Upon the presentation of a proposed budget document acceptable to the Council, the Council shall call and publicize a public hearing and adopt by Ordinance such budget as the City's Official Budget, effective for the fiscal year beginning. A copy of the proposed budget shall be filed with the City Secretary in accordance with the provisions of the City Charter. Should the Council fail to take final action on or before the last day of the fiscal year, the budget as submitted by the City Manager shall be deemed to have been finally adopted by the City Council.
  - 9) Amending the Official Budget. The council may amend the budget for municipal purposes in accordance with state law.
  - 10) Encumbrances. Encumbrances outstanding at the end of each fiscal year shall be reflected as reservations of fund balance. Subsequent year's payments on previously encumbered funds will be reflected as expenditures of the prior year with a corresponding decrease of the reservation of fund balance.
- B. **BALANCED BUDGET**. The operating budget will be balanced with current revenues and other resources greater than or equal to current expenditures/expenses. Use of beginning balances and other reserves to balance operations will be disclosed in the document with the underlying rationale.
- C. **REPORTING**. Monthly financial reports will be prepared to enable the Department Managers to manage their budgets and to enable the Finance Director to monitor and control the budget as authorized by the City Manager. Summary financial reports will be presented to the departments within 7 days and to the City Council within 30 days after the end of each reporting period. Such reports will be in format appropriate to enable the City Council to understand the budget status at a level of summary executive detail.
- D. **CONTROL**. Operating Expenditure Control is addressed in Section VI.C. of these Policies.
- E. **ACTIVITY INDICATORS AND STATISTICS**. Where appropriate, activity indicators and statistics will be used as guidelines and reviewed for efficiency and effectiveness. This information will be considered in the annual budgeting process and reported to the City Council regularly.
- F. **OPERATING POSITION**. The guidelines that the City should be following to assure fiscal stability are those outlined in Financial Condition/ Reserves/Stability Ratios (IX.A. through F.).

## V. REVENUE MANAGEMENT.

- A. The City will strive for the following optimum characteristics in its revenue system:
- 1) **SIMPLICITY.** The City, where possible and without sacrificing accuracy, will strive to keep the revenue system simple in order to reduce compliance costs and to make it more understandable to the taxpayer or service recipient. The City will avoid nuisance taxes or charges as revenue source.
  - 2) **CERTAINTY.** A knowledge and understanding of revenue sources increases the reliability of the revenue system. The City will understand its revenue sources and enact consistent collection policies to provide assurances that the revenue base will materialize according to budgets and plans.
  - 3) **EQUITY.** The City shall make every effort to maintain, equity in its revenue system structure; i.e., the City shall seek to minimize or eliminate all forms of subsidy between entities, funds, services, utilities, and customers. The City shall require that there be a balance in the revenue system; i.e., the revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
  - 4) **ADMINISTRATION.** The benefits of a revenue will exceed the cost of collecting and administering the revenue program. The cost of collection will be reviewed annually for cost effectiveness as a part of the indirect cost and cost of services analysis. Where appropriate, the City will use the administrative processes of State or Federal collection agencies in order to reduce administrative costs.
  - 5) **DIVERSIFICATION AND STABILITY.** In order to protect from fluctuations in a revenue source due to fluctuations in the economy and variations in weather, a diversified revenue system will be maintained which has a stable source of income. This stability is also achieved by a balance between elastic and inelastic sources of revenues.
  - 6) **GRANTS AND RESTRICTED REVENUES.** In order to maintain flexibility in the revenue system, restricted revenues will be kept to a minimum, and shall be pursued on a cost-benefit basis. All grants and other federal/state, and restricted funds shall be managed and accounted to comply with the laws, regulations, and guidance of the grantor.
- B. The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:
- 1) **COST/BENEFIT OF ABATEMENT.** The City will use due caution in the analysis of any tax or fee incentives that are used to encourage development. Ideally, a cost/benefit (fiscal impact) analysis will be performed as a part of such caution.
  - 2) **NON-RECURRING REVENUES.** One-time or non-recurring revenues will not be used to finance current ongoing operations. Non-recurring revenues should be used only for one-time expenditures such as long-lived capital needs.
  - 3) **PROPERTY TAX REVENUES.** All real and business personal property located within the City shall be valued at 100% of the fair market value for any given year based on the current appraisal supplied to the City by the Johnson County Appraisal District. Total taxable valuation will be reappraised and reassessed in accordance with State statute, in order to maintain current market values.

A 98% collection rate shall serve each year as a goal for tax collections. All taxes shall be aggressively pursued each year by the City's appointed tax assessor/collector. Tax accounts delinquent July 1st shall be submitted for collection each year to an attorney selected by the City Council. A penalty shall be assessed on all property taxes delinquent in accordance with State law and shall include all court costs, as well as an amount for compensation of the attorney as permitted by State law and in accordance with the attorney's contract with the City. Annual performance criteria will be developed for the attorney.

- 4) INTEREST INCOME. Interest earned from investment of available monies, whether pooled or not, will be distributed to the funds in accordance with the operating and capital budgets which, wherever possible, will be in accordance with the equity balance of the fund from which monies were provided to be invested.
- 5) USER-BASED FEES AND SERVICE CHARGES. For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs of services. User charges may be classified as "Full Cost Recovery", "Partial Cost Recovery," and "Minimal Cost Recovery," based upon City Council policy.
- 6) UTILITY RATES. The City will review and adopt utility rates annually that will generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balances to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects. Components of Utility Rates will include transfers to the General Fund as follows:
  - a. General and Administrative Charge. An administrative fee will be charged to the Utility Fund for services of general overhead, such as administration, finance, personnel, data processing, and legal counsel. This fee will be documented through a cost allocation procedure.
  - b. Franchise payment. A rate consistent with those charged to private utilities will be charged to the Utility Fund. Presently these rates vary between 2% & 4% of gross sales. This rate may be either raised or lowered so as to be consistent with those of the private utilities.
  - c. Payment in lieu of Property Tax (PILOT). A fee will be charged to the Utility Fund to equate to property taxes lost due to municipal ownership. Net book value will be used as a basis, barring absence of known market value. The existing tax rate will be applied to this base to determine the PILOT charge.
- 7) REVENUE MONITORING. Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.

## VI. EXPENDITURE CONTROL

- A. APPROPRIATIONS. The level of budgetary control is at the Department level budget in the General and Enterprise Funds, and at the fund level in all other funds. When budget adjustments among Departments and/or funds are necessary, these must be approved by the City Council. Budget appropriation amendments at lower levels of control shall be made in accordance with the applicable administrative procedures.
- B. AMENDMENTS TO THE BUDGET. In accordance with the City Charter, all budget amendments shall be approved by the Council.
- C. CENTRAL CONTROL. No recognized or significant salary or capital budgetary savings in any Department shall be spent by the Department Director without the prior authorization of the City Manager.
- D. PURCHASING. All purchases should be in accordance with the City's purchasing policies as defined in the Purchasing Manual. In accordance with Charter provisions, purchases and contracts which exceed \$3,000 will be reviewed and recommended by staff and presented to Council for approval.
- E. PROMPT PAYMENT. All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt in accordance with the provisions of Article 601f, Section 2, of the State of Texas Civil Statutes. :

- F. EQUIPMENT FINANCING. Equipment is accounted for at the original acquisition cost, which includes purchase price plus any costs incurred to place the equipment in service. Equipment may be leased or financed when the unit purchase price is \$5,000 or more and the useful life is at least five years. Departments shall contact the Finance Department for transfer or disposal instructions.
- G. RISK MANAGEMENT. The City will aggressively pursue every opportunity to provide for the Public's and City employees' safety and to manage its risks. The goal shall be to minimize the risk of loss of resources through liability claims with an emphasis on safety programs. All reasonable options will be investigated to finance risks. Such options may include risk transfer, insurance, and risk retention.

## VII. ASSET MANAGEMENT

- A. INVESTMENTS. The Finance Director shall promptly invest all City funds with the Bank Depository in accordance with the provisions of the current Bank Depository Agreement or in any negotiable instrument that the Council has authorized under the provisions of the Public Funds Investment Act of 1987, and in accordance with the City Council approved Investment Policies.

At the end of each fiscal year a report on investment performance will be provided to the City Council. Quarterly, the Finance Director shall prepare and provide a written recapitulation of the City's investment portfolio to a staff Investment Committee and Council detailing each City investment instrument with its rate of return and maturity date.

- B. CASH MANAGEMENT. The City's cash flow will be managed to maximize the cash available to invest. Such cash management will entail the centralization of cash collections, where feasible, including property tax payments, utility bills, municipal fines, building and related permits and licenses, and other collection offices as appropriate. Cycle billing will be used where appropriate.
- C. FIXED ASSETS AND INVENTORY. These assets will be reasonably safeguarded and properly accounted for, and prudently insured. A fixed asset of the City shall be defined as a purchased or otherwise acquired piece of equipment, vehicle, furniture, fixture, capital improvement, addition to existing capital investments, land, buildings or accessioned Library materials. The cost or value of any such acquisition must be \$5,000 or more within an expected useful life greater than one year. All City departments with inventory are required to conduct a physical inventory under their control on an annual basis.
- D. DEPOSITORIES. The City Council, having given due consideration to all of its options and taking into consideration what is in the best interest of the municipality, hereby authorizes the consideration of applications of depositories not doing business within the City of Burleson, Texas so long as that bank maintains a business location within a five-mile radius of Burleson City Hall. This authorization encompasses all of the depository uses and requirements of the City.

## VIII. CAPITAL BUDGET AND PROGRAM

- A. PREPARATION. The City will endeavor to develop a capital budget which will include all capital projects and all capital resources. The budget will be prepared annually on fiscal year basis. The capital budget will be prepared by the Finance Director with the involvement of all required City Departments.

All final payments of construction contracts will be approved by City Council. This will require previous involvement of departments in order to verify that all specifications have been satisfactorily met.

- B. CONTROL. All capital project expenditures must be appropriated in the capital budget. The Finance Department must certify the availability of such appropriations or the availability of resources so any appropriation can be made before a capital project contract is presented to the City Council for approval.
- C. PROGRAM PLANNING. The capital budget will include capital improvements program plans for future years. The planning time frame should normally be at least five years. The replacement and maintenance for capital items should also be projected for the next 5 years. Future maintenance and operational costs will be

considered, so that these costs can be included in the operating budget.

- D. FINANCING PROGRAMS. Where applicable, assessments, impact fees, pro-rate charges, or other fees should be used to fund capital projects which have a primary benefit to specific, identifiable property owners.
- E. INFRASTRUCTURE MAINTENANCE. The City recognizes that deferred maintenance increases future capital costs. Therefore, a portion of the appropriate fund's budget will be set aside each year to maintain the quality of the City's infrastructure. The inclusion of infrastructure maintenance and replacement costs in the current operating budget places the burden of the costs and repairs on the current users of the systems.
- F. REPORTING. Periodic financial reports will be prepared to enable the Department Managers to manage their capital budgets and to enable the Finance Department to monitor and control the capital budget as authorized by the City Manager. Summary capital projects status reports should be presented to the City Council semi-annually.

#### IX. FINANCIAL CONDITIONS, RESERVES, AND STABILITY RATIOS

- A. OPERATIONAL COVERAGE. (NO OPERATING DEFICITS). The City will maintain an operational coverage factor of 1.00, such that current operating revenues (plus approved fund balance appropriations) will equal or exceed current operating expenditures.

Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques. Reserves will be used only for emergencies or non-recurring expenditures, except when balances can be reduced because their levels exceed guideline minimums as stated in Paragraph B, following.

#### B. OPERATING RESERVES/FUND BALANCES

- 1) Governmental funds of the City of Burleson shall be defined as follows:

##### General Fund

The general fund should be used to account for and report all financial resources not accounted for and reported in another fund.

##### Special Revenue Funds

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund. Other resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, omitted, or assigned to the specified purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources.

##### Capital Projects Funds

Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

##### Debt Service Funds

Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt service funds should be used to report resources if legally mandated.

Permanent Funds

Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments. Currently the City of Burleson does not have any Permanent Funds.

- 2) Ending fund balances of the City of Burleson shall be reported according to the following classifications:

DEBT SERVICE FUNDS:

201 Debt Service Fund – General – Restricted  
202 4B Sales Tax Debt Service – Restricted  
203 4A Sales Tax Debt Service – Restricted

SPECIAL REVENUE FUNDS:

101 General Government SRF - Restricted  
102 Public Safety SRF - Restricted  
103 Public Works SRF – Restricted  
104 Culture & Recreation SRF – Restricted  
105 Hotel/Motel SRF - Restricted  
106 BCDC 4B Sales Tax SRF – Restricted  
107 Public Safety Grants SRF – Restricted  
109 Culture & Recreation Grant SRF – Restricted  
110 BCDC 4A Sales Tax SRF – Restricted  
113 Economic Development Incentive SRF – Restricted  
114 TIF #2 SRF – Restricted  
115 Traffic Safety SRF – Restricted  
116 Parks Performance SRF – Committed  
117 General Government Grants SRF – Restricted

CAPITAL PROJECT FUNDS:

301 Street Paving Trust – Committed  
302 Park Dedication Fund – Committed  
352 Miscellaneous Capital Projects – Committed  
351 4A Sales Tax Capital Project Fund – Committed  
350 4B Sales Tax Capital Project Fund – Committed  
307 – 336 Bond Funded Capital Projects Funds – Restricted  
353-354 Mineral Lease Funded Capital Projects – Committed

- 3) Order of expenditure -- When committed, assigned and unassigned resources can be used for the same purpose, funds shall be spent in the sequence of committed resources first, assigned second, and unassigned last.
- 4) When it is appropriate for fund balance to be assigned, the Council delegates that authority to the Director of Finance.
- 5) It is the goal of the City that the unassigned fund balance of the General Fund should be at least 20% of the General Fund annual expenditures. This percentage is the equivalent of 73 days expenditures. In order to adhere to the principles of matching current revenues with current expenditures and minimizing property taxes, the City will take action to reduce the fund balance if the unassigned balance grows beyond 90 days expenditures.

- 6) The Water and Wastewater Fund working capital should be maintained at least at 20% of total operating expenditures or the equivalent of 73 days.
- 7) Cash and investment balances in the City's economic development corporation special revenue funds should be maintained at a minimum of 25% of the next 12 months' budgeted expenditures and transfers

#### B. CAPITAL AND DEBT SERVICE FUNDS

- 1) Items in the Capital Projects Funds will be completed and paid for within 36 months of receipt of proceeds. Balances will be used to generate interest income to offset construction costs.
- 2) General Obligation Debt Service Funds will not have reserves or balances in excess of one month of principal and interest plus 15% of the principal outstanding for unrefunded debt issued prior to September 1, 1986. This maximum is dictated by Federal law and does not include the amounts accrued for the next debt service payment.

The policy above does not preclude the debt service reserves normally established to market revenue bonds. The City's policy and bond ordinance requirements are to maintain these debt service reserves at the level of the average annual debt service.

- 3) Revenue Obligations will maintain Debt Coverage Ratios as specified by the bond covenants. The City is currently required to have net revenues in excess of average annual debt by 1.25 times. Net revenues must also exceed the maximum outstanding debt by 1.10 times. Both these tests must be met in order to issue additional bonds.
- 4) Obligations of Burleson's economic development corporations will maintain coverage ratios as specified by bond covenants. If the City issues obligations partially secured by a limited pledge of the corporations' sales tax revenues, not subject to the coverage ratios of the revenue bond covenants, coverage shall be maintained at no less than 1.25 times average annual debt service, and 1.15 times the maximum annual debt service. Both of these tests must be met in order to issue additional bonds.

- C. COMPENSATED ABSENCES. The City will establish an additional reserve within its operating funds to pay for material accrued reimbursable vacation and sick leave.

#### X. TREASURY AND DEBT MANAGEMENT

- A. CASH MANAGEMENT. Periodic review of cash flow position will be performed to determine performance of cash management and investment policies. A detailed policy structure will be followed with respect to Cash/Treasury Management. The underlying theme will be that idle cash will be invested with the intent to 1) safeguard assets, (2) maintain liquidity, and 3) maximize return. Where legally permitted, pooling of investments will be done.

The City will adhere to the investments authorized through the Public Funds Investment Act of 1987 and will additionally establish a comprehensive Investment Policies and Guidelines. Such policies will clarify acceptable investment securities, brokers, terms, and other pertinent investment information.

#### B. TYPES OF DEBTS

- 1) SHORT-TERM DEBT. Pursuant to the City Charter, tax anticipation notes ("TAN") will be retired annually and will not exceed 25% of anticipated taxes. Bond anticipation notes ("BAN") will be retired within six months of completion of the project. Any short-term debt outstanding at year-end will not exceed 5% (including TAN but excluding BAN) of net operating revenues.

- 2) LONG-TERM DEBT. Long-term debt will not be used for operating purposes, and the life of a bond issue will not exceed the useful life of a project financed by that bond issue.
  - 3) SELF-SUPPORTING DEBT. When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.
- C. ANALYSIS OF FINANCING ALTERNATIVES. The City will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves of current monies.
- D. DISCLOSURE. Full disclosure of operations will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of financial advisors and bond counsel, will prepare the necessary materials for presentation to the rating agencies, will aid in the production of Offering Statements, and will take responsibility for the accuracy of all financial information released.
- E. FEDERAL REQUIREMENTS. The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.
- F. DEBT STRUCTURING. The City will issue general obligation bonds with an average life of 10.5 years or less, not to exceed the life of the asset acquired.

The structure should approximate level debt service unless operational matters dictate otherwise or if market conditions indicate a potential savings could result from modifying the level payment stream.

Consideration of market factors, such as the tax-exempt qualification, minimum tax alternative, and so forth will be given during the structuring of long-term debt instruments.

- G. DEBT ISSUANCE.
- 1) Method of Sale. The City will use a competitive bidding process in the sale of bonds unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the City will publicly present the reasons why, and the City will participate with the financial advisor in the selection of the underwriter or direct purchaser.
  - 2) Bidding Parameters. The notice of sale will be carefully constructed so as to ensure the best possible bid for the City in light of the existing market conditions and other prevailing factors. Parameters to be examined include:
    - a. Limits between lowest and highest coupons
    - b. Coupon requirements relative to the yield curve
    - c. Method of underwriter compensation, discount or premium coupons
    - d. Use of True Interest Cost (TIC) vs. Net Interest Cost (NIC)
    - e. Use of bond insurance
    - f. Original Issue discount bonds/Capital Appreciation Bonds
    - g. Variable rate bonds
    - h. Call provisions (25 years by Charter)
  - 3) Bond Issuance Costs. The City will be involved in the selection of all financial advisors, underwriters, paying agents, and bond counsel. The City shall evaluate the merits of rotating professional advisors and consultants and the kinds of services and fee structures available from independent financial advisors, investment banking firms, and commercial banks. The City will carefully itemize and scrutinize all costs associated with the issuance of bonds.
  - 4) Financial Advisor. The City will discourage perceived conflicts of interest which arise when a financial advisor is allowed to bid on debt obligations of the City. The financial advisor will be expected to provide

planning and analytical services which extend beyond the issuance of debt. The payment to the Financial Advisor should be related to the costs of providing their service to the City.

## XI. INTERNAL CONTROLS

- A. **WRITTEN PROCEDURES.** Written procedures will be established and maintained by the Director of Finance for all functions and financial cycles including cash handling and accounting throughout the City.

These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

- B. **DEPARTMENT DIRECTORS AND MANAGERS RESPONSIBILITY.** City administrators and manager are charged with the responsibility for establishing a network of processes with the objective of controlling the operations of the City in a manner which provides reasonable assurance that:

- 1) Data and information published either internally or externally is accurate, reliable, complete, and timely.
- 2) The actions of administrators and employees are in compliance with the City's charter, plans, policies and procedures, and all relevant laws and regulations.
- 3) The City's resources including its people, systems, data/information, assets, and citizens are adequately protected.
- 4) Resources are acquired economically and employed effectively.
- 5) The City's internal controls promote the achievement of plans, programs, goals, and objectives.

Each Department Manager is responsible to ensure that good internal controls are followed throughout his or her Department, that all Finance Department directives or internal controls are implemented, and that all independent auditor internal control recommendations are addressed.

## XII. STAFFING AND TRAINING

- A. **ADEQUATE STAFFING.** Staffing levels will be adequate for the fiscal functions of the City to operate effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload shedding alternatives will be explored before adding staff.
- B. **TRAINING.** The City will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.
- C. **AWARDS, CREDENTIALS AND RECOGNITION.** The City will support efforts and involvements which result in meeting standards and receiving exemplary recitations on behalf of any of the City's fiscal policies, practices, processes, products, or personnel. Staff certifications may include Certified Public Accountant, Management Accountant, Certified Internal Auditor, and Certified Cash Manager. Further, the Finance Director will try to obtain and maintain the designation of Certified Government Finance Officer as awarded by the GFOA of Texas.

The City will strive to maintain a high level of excellence in its accounting policies and practices as it prepares its Financial Report. The Report will be presented to the Government Finance Officers Association (GFOA) for review of qualifications necessary to obtain the Certificate of Achievement for Excellence in Financial Reporting. Additionally, the City will submit its annual budget to GFOA for consideration for Distinguished Budget Award.



## **BUDGET PROCESS OVERVIEW**

The budget process for the City of Burleson is a year-round, continuous process. On October 1<sup>st</sup>, when the new fiscal year begins, department heads use the encumbrance system to create purchase orders identifying expenses which will be arising throughout the year. When invoices are received for goods and services for funds, which have been previously encumbered, the invoices are paid against those encumbrances and the encumbrances are relieved. Encumbrances are the fundamental budget control in place for department heads' use.

On a monthly basis, department heads compare their actual expenditures to their adopted budgets, researching and investigating any unexpected expenditure. This monthly review is another fundamental budgetary control that is utilized.

Throughout the year, department heads can shift budget amounts from account to account within a category without further approval as long as the budgeted total for the category does not change. Although it does not happen frequently, if an unforeseen need arises during the budget year, department heads may request the City Manager move amounts around within a fund with no further approval necessary. Changes between funds or increases in the

budget require a budget amendment approved by City Council.

Early in the calendar year, a new budget calendar is created detailing the various deadlines required by the state for both tax rate adoption and formal budget adoption. Less formal deadlines such as when documents are due, presentation meetings and planning meetings are set as well. This calendar is then distributed to the departments at the budget kick off meeting in early April.

At the budget kickoff meeting, the City Manager describes his overall plan for the budget process, detailing which documents are required, meetings he expects to have and any other expectations he has or anticipates from City Council. The budget kick off meeting allows department heads to ask any questions or receive any information needed to complete the next step in the formal budget process.

In order to nurture an environment where long range planning could take place in a cohesive manner, changes have been made in how departments make their presentations to the City Manager's Office and City Council. Rather than emphasis being placed on the details and the budget being built "from the ground up", there has been a shift to the presentation of Five Year

Plans and major issues confronting City departments in the near future.

After the budget kickoff, budget packets are distributed to each director in very early spring. Budget packets include a budget preparation manual, calendar, and worksheets for forecasting budget needs. Directors are also given access to electronic files which included budget forms and decision packets to outline new initiatives for the coming budget year.

Department heads prepare re-estimates for the current budget year and estimates for the next five years. They also review and update their five year plans, performance measures.

After the proposed base budget estimates are completed, departments develop decision packets for service enhancement they wish to propose to the City Council for the next fiscal year. Service enhancements include any change in program emphasis, expenditure of funds, or allocation of personnel or equipment. In other words, a service enhancement is any proposed change in program which will result in a change in the level of service currently being delivered. All requests for new personnel, fleet, or equipment which represent net additions to operations are considered service enhancements. The department must describe the program, itemize all new costs and provide an extensive explanation of why the service enhancement is needed. Decision packets are prioritized according to

needs perceived by the departments. Each decision packet is prepared as a separate request to allow for independent consideration of each and to allow the mixing of all decision packets into a master priority list for consideration during the remainder of the budget process.

Soon after the documentation is prepared and reviewed by the budget team, the budget team consisting of the City Manager, Deputy City Manager, Finance Director and other support staff meet with department heads, including their supporting staff. Each aspect of the budget is discussed with special attention given to the supplemental requests for the upcoming year's budget.

Additions and deletions are made to the budget based the City Manager's request while the revenue forecasting, which began in early April continues until July 25<sup>th</sup> when the certified tax rolls are distributed to municipalities and school districts.

## REVENUES

For the first time in 2013, departments were asked to come up with estimates for the revenues specific to their departments. In the past the Finance Department prepared estimates for revenues and projections for the coming year's revenues based on available historical data, known changes in population growth, performance in Barnett Shale, the recession and

changes in national trends, among other data. City management felt that the departments themselves had a better feel for what the future would hold for the revenues their departments were responsible for collecting. Water, wastewater, and solid waste rate requirements are determined with input from the Finance Department. Departments review the fee schedule and request changes by submitting a fee change form to Finance. Finance reviews the fee change requests and prepares an analysis of the requested changes.

Once the certified tax roll is received, calculations are made to determine the effective tax rate and the roll back tax rate which may drive decisions made by City Council. The City Manager presents his budget to City Council at a special Budget Work session between the first and second City Council meetings in August. The Council makes comments regarding their priorities and asks questions of the City Manager regarding various City programs.

According to Texas Local Government Code, two public hearings are required before adopting a tax rate which exceeds the lower of the effective tax rate and the roll back tax rate. Special notice of the dates and times of the public hearings are posted on the City's website, the posting board and the Fort Worth Star Telegram which is a local paper of general circulation.

Public hearings are held for the tax rate and a public hearing also required by state law is held for the budget. Two readings of the tax rate ordinance, the budget ordinance and utility ordinances are required by City charter.

The budget and tax rate are required to be adopted by September 29<sup>th</sup> or the City Manager budget presented by the City Manager will become the budget for the following fiscal year.

After the budget is adopted, departmental heads and managers take into consideration base budget and decision packets approved by City Council and begin to plan for the next year's budget process by including those decisions in their long range planning process. Their long range plans are revised accordingly and the process begins again for the next year.

## BUDGET AMENDMENTS

As provided for in the ordinance adopting the budget, the City Council may, at the recommendation of the City Manager or on its own volition, transfer part or all of any unencumbered appropriation balance from one department or fund to another department or fund by resolution if they feel that a change in the budget is necessary to fulfill municipal purposes.

CALENDAR FOR ADOPTION OF FY 2016 BUDGET AND 2015 TAX RATE

APRIL						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Good Friday	4
5	6 CC MEETING	7 Budget KickOff Meeting prior to Directors' Meeting	8	9	10	11
12	13	14 Deadline for IT requests.	15	16	17	18
19	20 CC MEETING	21	22	23	24	25
26	27	28	29	30 Deadline for Depts to have all budget documents to Finance (Powerpoint, one page summary, five year plan, goal and objectives, decision packages, decision package ranking sheet; all data keyed into H T E.		

MAY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 CC MEETING	5	6	7	8 Deadline to get CMO budget books to budget team.	9
10	11	12	13 CMO/Directors Meeting 1-5pm CC Workroom	14 CMO/Directors Meeting 8am-5pm CC Workroom	15 CMO/Directors Meeting 8am-Noon CC Workroom	16
17	18 CC MEETING	19	20	21	22	23
24	25 Memorial Day	26	27	28	29	30
31						

JUNE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 CC MEETING Worksession: Departmental presentations.	2	3	4	5	6
7	8	9	10	11	12	13
14	15 CC MEETING Worksession: Departmental presentations.	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1		2 July 4th Holiday	3 4
5	6 CC MEETING Worksession: Departmental presentations.	7	8	9	10	11
12	13	14	15	16	17	18
19	20 CC MEETING Worksession: Departmental presentations.	21	22	23	24	25
26	27 Receive certified tax roll information from JCAD and TAD.	28	29	30	31	

AUGUST						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 CC MEETING	4	5	6 Worksession books delivered to CC and put on website.	7	8
9	10	11 Worksession on Budget. Budget filed with City Secretary. LGC Sec. 102.005 Must be before the 30th day before the tax levy. (before 08/22/15)	12 Earliest date for NOTICE of PH on budget. LGC Sec. 102.0065. Must be published not later than 10 days before the Budget Public Hearing, nor earlier than 30 days before the Budget Public Hearing. Must be in the newspaper.	13	14	15
16 Publish NOTICE of Proposed Tax Rate, date, times and places of PHs on Tax Rate. Publish NOTICE of 1st PH on Tax Rate Deadline to post NOTICE of PH on tax rate on the website. TC Sec. 26.065 must be at least seven days immediately before the PH on the Tax Rate.	17 CC MEETING Set PH date for Budget on 09/08/15	18	19	20	21 Deadline to file budget with City Secretary. LGC 102.005. Must be before 30 days before the Tax Rate adopted.	22
23 Publish NOTICE of PH on Budget. LGC 102.0065	24 SPECIAL CALLED CC MEETING 1st PH for Tax Rate. Must be at least 3 days before the 2nd PH. TC Sec. 26.06	25	26	27	28	29
30 Publish NOTICE of 2nd PH on Tax Rate. TC Sec. 26.065 Deadline for NOTICE of PH on Budget. LGC Sec. 102.0065 Notice must be at least 10 days before the PH on budget, but no more than 30 days before hearing. (08/09/15 - 08/30/15) Deadline to post NOTICE of PH on tax rate on the website. TC Sec. 26.065 must be at least seven days immediately before the PH on the Tax Rate.	31					

SEPTEMBER							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		1	2	3	4	5	
6		7 CC MEETING  PH on Budget. LGC Sec. 102.006 Must be after the 15th day after the budget filed with City Secretary, but before the tax levy is made.  2nd PH on Tax Rate- must be held at least 3 days after the 1st PH. TC Sec. 26.06	8	9	10  Adoption of Tax Rate may not be before this date. TC Sec. 26.06	11	12
13		14	15	16	17	18	19
20 CC MEETING Adopt Budget  Adopt Tax Rate- must be within 3 to 14 days after the 2nd PH on the tax increase. TC Sec. 26.06(e)	21	22 PH on tax rate on the website. TC Sec. 26.065 must be at least seven days immediately before the date of the vote proposing the increase in the Tax Rate.	23	24	25	26	
27		28 Deadline to Adopt Budget Deadline to Adopt Tax Rate TC Sec. 26.05 (must be before the later of 09/22/15 or 09/30/15).	29	30			



# FINANCIAL SUMMARIES

- ◇ **Three Year Fund Summaries by Revenue, Expenses and Fund Balance, p. 70**
- ◇ **Explanation of Changes in Fund Balances Greater than 10%, p. 88**
- ◇ **Overview of Budgeted Revenues and Expenditures by Class, p. 89**
- ◇ **Assessed Taxable Property and Tax Rate History, p. 90**
- ◇ **General Sales Tax History, p. 90**
- ◇ **Your Tax Dollars at Work, p. 91**

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

MAJOR GOVERNMENTAL FUND				
GENERAL FUND				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 8,483,298	\$ 9,945,249	\$ 9,945,249	\$ 7,868,890
<b>REVENUES</b>				
AD VALOREM TAXES	\$ 12,612,926	\$ 13,734,641	\$ 13,734,641	\$ 14,839,239
SALES TAXES	\$ 7,844,971	\$ 7,665,000	\$ 8,200,000	\$ 8,043,000
FRANCHISE FEES	\$ 2,355,464	\$ 2,200,934	\$ 2,340,089	\$ 2,377,847
LICENSES AND PERMITS	\$ 1,126,281	\$ 874,300	\$ 1,081,200	\$ 1,027,750
OTHER CHARGES FOR SERVICE	\$ -	\$ -	\$ -	\$ -
WATER&SEWER				
FINES AND FORFEITURES	\$ 1,052,209	\$ 960,000	\$ 960,000	\$ 1,300,000
INTEREST	\$ 34,598	\$ 35,000	\$ 35,000	\$ 35,000
MISCELLANEOUS	\$ 1,359,094	\$ 1,297,580	\$ 1,326,612	\$ 1,297,854
OTHER SOURCES	\$ 2,575,598	\$ 2,763,609	\$ 2,763,609	\$ 2,902,259
<b>TOTAL REVENUES</b>	<b>\$ 28,961,141</b>	<b>\$ 29,531,064</b>	<b>\$ 30,441,151</b>	<b>\$ 31,822,949</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES	19,765,267	\$ 20,892,356	20,979,121	\$ 22,829,711
MATERIALS AND SUPPLIES	722,140	\$ 826,651	764,262	\$ 1,027,177
PURCHASED SERVICES & INVENTORY	2,493,206	\$ 2,662,734	2,729,326	\$ 2,957,340
MAINTENANCE AND REPAIR	1,705,695	\$ 1,785,485	1,841,587	\$ 1,996,004
OTHER EXPENDITURES	2,938,647	\$ 3,014,455	3,028,932	\$ 3,157,613
CAPITAL OUTLAY	387,872	\$ 615,493	3,174,282	\$ 261,681
DEBT SERVICE				
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 28,012,827</b>	<b>\$ 29,797,174</b>	<b>\$ 32,517,510</b>	<b>\$ 32,229,526</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 1,461,951</b>	<b>\$ (266,110)</b>	<b>\$ (2,076,359)</b>	<b>\$ (406,577)</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 9,945,249</b>	<b>\$ 9,679,139</b>	<b>\$ 7,868,890</b>	<b>\$ 7,462,313</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

MAJOR GOVERNMENTAL FUND				
GENERAL DEBT SERVICE FUND				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 846,753	\$ 857,275	\$ 857,275	\$ 1,194,576
<b>REVENUES</b>				
AD VALOREM TAXES	\$ 3,439,985	\$ 4,883,789	\$ 4,883,789	\$ 5,243,143
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS	\$ 3,957,124			
OTHER SOURCES	\$ 511,072	\$ 136,000	\$ 136,000	\$ 105,000
<b>TOTAL REVENUES</b>	<b>\$ 7,908,181</b>	<b>\$ 5,019,789</b>	<b>\$ 5,019,789</b>	<b>\$ 5,348,143</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	\$ 7,897,659	\$ 5,101,606	\$ 4,682,488	\$ 5,436,257
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,897,659</b>	<b>\$ 5,101,606</b>	<b>\$ 4,682,488</b>	<b>\$ 5,436,257</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 10,522</b>	<b>\$ (81,817)</b>	<b>\$ 337,301</b>	<b>\$ (88,114)</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 857,275</b>	<b>\$ 775,458</b>	<b>\$ 1,194,576</b>	<b>\$ 1,106,462</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

MAJOR GOVERNMENTAL FUND				
4A SALES TAX REVENUE				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 4,243,660	\$ 5,087,650	\$ 5,087,650	\$ 5,669,582
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES	\$ 3,988,788	\$ 3,900,000	\$ 4,100,000	\$ 4,080,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 1,789	\$ 1,300	\$ 3,000	\$ 3,000
MISCELLANEOUS	\$ 350,720	\$ -	\$ 654,000	\$ -
OTHER SOURCES				
<b>TOTAL REVENUES</b>	<b>\$ 4,341,297</b>	<b>\$ 3,901,300</b>	<b>\$ 4,757,000</b>	<b>\$ 4,083,000</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES	\$ 212,652	\$ 248,042	\$ 249,508	\$ 397,150
MATERIALS AND SUPPLIES	\$ 10,815	\$ 10,750	\$ 10,750	\$ 13,950
PURCHASED SERVICES & INVENTORY	\$ 112,504	\$ 142,500	\$ 90,471	\$ 120,545
MAINTENANCE AND REPAIR	\$ 3,240	\$ 8,000	\$ 8,700	\$ 25,000
OTHER EXPENDITURES	\$ 885,183	\$ 656,516	\$ 1,504,527	\$ 535,372
CAPITAL OUTLAY	-	\$ 500	\$ 900	\$ 500
DEBT SERVICE	\$ 2,309,567	\$ 2,310,212	\$ 2,310,212	\$ 2,235,651
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,533,961</b>	<b>\$ 3,376,520</b>	<b>\$ 4,175,068</b>	<b>\$ 3,328,168</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 843,990</b>	<b>\$ 524,780</b>	<b>\$ 581,932</b>	<b>\$ 754,832</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 5,087,650</b>	<b>\$ 5,612,430</b>	<b>\$ 5,669,582</b>	<b>\$ 6,424,414</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

MAJOR GOVERNMENTAL FUND				
4B SALES TAX REVENUE				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 2,065,058	\$ 2,478,937	\$ 2,478,937	\$ 2,816,472
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES	\$ 3,988,788	\$ 3,900,000	\$ 4,100,000	\$ 4,080,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 1,491	\$ 1,575	\$ 1,575	\$ 1,575
MISCELLANEOUS				
OTHER SOURCES	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 3,990,279</b>	<b>\$ 3,901,575</b>	<b>\$ 4,101,575</b>	<b>\$ 4,081,575</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	\$ 3,500	\$ 3,500	\$ 3,500	\$ 4,550
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	\$ 3,572,900	\$ 3,918,159	\$ 3,760,540	\$ 3,809,281
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,576,400</b>	<b>\$ 3,921,659</b>	<b>\$ 3,764,040</b>	<b>\$ 3,813,831</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 413,879</b>	<b>\$ (20,084)</b>	<b>\$ 337,535</b>	<b>\$ 267,744</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 2,478,937</b>	<b>\$ 2,458,853</b>	<b>\$ 2,816,472</b>	<b>\$ 3,084,216</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

MAJOR GOVERNMENTAL FUND				
PARKS PERFORMANCE				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 711,836	\$ 532,282	\$ 532,282	\$ 571,218
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 1,987,594	\$ 1,989,099	\$ 1,998,564	\$ 2,084,880
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 784	\$ 1,000	\$ 600	\$ 600
MISCELLANEOUS	\$ 8,263	\$ -	\$ 7,000	\$ 5,000
OTHER SOURCES	\$ 1,171,965	\$ 1,297,558	\$ 1,297,558	\$ 1,340,024
<b>TOTAL REVENUES</b>	<b>\$ 3,168,606</b>	<b>\$ 3,287,657</b>	<b>\$ 3,303,722</b>	<b>\$ 3,430,504</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES	\$ 1,833,283	\$ 1,824,043	\$ 1,798,152	\$ 1,875,062
MATERIALS AND SUPPLIES	\$ 76,607	\$ 86,436	\$ 97,543	\$ 103,436
PURCHASED SERVICES & INVENTORY	\$ 758,501	\$ 794,136	\$ 752,764	\$ 791,023
MAINTENANCE AND REPAIR	\$ 244,246	\$ 213,504	\$ 235,564	\$ 235,297
OTHER EXPENDITURES	\$ 293,080	\$ 309,722	\$ 323,882	\$ 341,570
CAPITAL OUTLAY	\$ 154,493	\$ 59,816	\$ 56,881	\$ 84,116
DEBT SERVICE				
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,360,210</b>	<b>\$ 3,287,657</b>	<b>\$ 3,264,786</b>	<b>\$ 3,430,504</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ (179,554)</b>	<b>\$ -</b>	<b>\$ 38,936</b>	<b>\$ -</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 532,282</b>	<b>\$ 532,282</b>	<b>\$ 571,218</b>	<b>\$ 571,218</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

MINOR GOVERNMENTAL FUND				
ECONOMIC DEVELOPMENT INCENTIVE FUND				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 140,743	\$ 272,383	\$ 272,383	\$ 272,383
<b>REVENUES</b>				
AD VALOREM TAXES	\$ 521,576	\$ 559,462	\$ 559,462	\$ 611,151
SALES TAXES	\$ 229,332	\$ 235,000	\$ 235,000	\$ 225,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES				
<b>TOTAL REVENUES</b>	<b>\$ 750,908</b>	<b>\$ 794,462</b>	<b>\$ 794,462</b>	<b>\$ 836,151</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES	\$ 619,268	\$ 794,462	\$ 794,462	\$ 836,151
CAPITAL OUTLAY				
DEBT SERVICE				
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 619,268</b>	<b>\$ 794,462</b>	<b>\$ 794,462</b>	<b>\$ 836,151</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 131,640</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 272,383</b>	<b>\$ 272,383</b>	<b>\$ 272,383</b>	<b>\$ 272,383</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

MINOR GOVERNMENTAL FUND				
HOTEL/MOTEL TAX FUND				
2014 ACTUAL    2015 BUDGET    2015 ESTIMATE    2016 BUDGET				
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$     483,308	\$     507,576	\$     507,576	\$     458,820
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES	\$     165,551	\$     125,000	\$     160,000	\$     160,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES				
<b>TOTAL REVENUES</b>	<b>\$     165,551</b>	<b>\$     125,000</b>	<b>\$     160,000</b>	<b>\$     160,000</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES	\$     57,799	\$     1,767	\$     1,581	\$     1,767
PURCHASED SERVICES & INVENTORY	\$     33,783	\$     37,065	\$     37,265	\$     37,263
MAINTENANCE AND REPAIR	\$            -	\$     1,883	\$     1,883	\$     1,883
OTHER EXPENDITURES	\$     49,701	\$     50,027	\$   168,027	\$   141,087
CAPITAL OUTLAY				
DEBT SERVICE				
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$     141,283</b>	<b>\$     90,742</b>	<b>\$   208,756</b>	<b>\$     182,000</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$     24,268</b>	<b>\$     34,258</b>	<b>\$   (48,756)</b>	<b>\$   (22,000)</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$     507,576</b>	<b>\$   541,834</b>	<b>\$     458,820</b>	<b>\$     436,820</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

<b>MINOR GOVERNMENTAL FUND</b>			
<b>4A SALES TAX DEBT SERVICE</b>			
<b>2014 ACTUAL</b>	<b>2015 BUDGET</b>	<b>2015 ESTIMATE</b>	<b>2016 BUDGET</b>

<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 668,247	\$ 529,026	\$ 529,026	\$ 175,003
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<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 219	\$ 250	\$ 250	\$ 250
MISCELLANEOUS				
OTHER SOURCES	\$ 7,947,473	\$ 2,110,712	\$ 2,110,712	\$ 2,067,151
<b>TOTAL REVENUES</b>	<b>\$ 7,947,692</b>	<b>\$ 2,110,962</b>	<b>\$ 2,110,962</b>	<b>\$ 2,067,401</b>

<b>EXPENDITURES</b>				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	\$ 8,086,913	\$ 2,110,713	\$ 2,464,985	\$ 2,067,151
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,086,913</b>	<b>\$ 2,110,713</b>	<b>\$ 2,464,985</b>	<b>\$ 2,067,151</b>

<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	\$ (139,221)	\$ 249	\$ (354,023)	\$ 250
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<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	\$ 529,026	\$ 529,275	\$ 175,003	\$ 175,253
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**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

<b>MINOR GOVERNMENTAL FUND</b>				
<b>4B SALES TAX DEBT SERVICE</b>				
	<b>2014 ACTUAL</b>	<b>2015 BUDGET</b>	<b>2015 ESTIMATE</b>	<b>2016 BUDGET</b>
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 2,563,662	\$ 2,564,417	\$ 2,564,417	\$ 2,580,294
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 497	\$ 510	\$ 510	\$ 510
MISCELLANEOUS				
OTHER SOURCES	\$ 1,543,025	\$ 1,542,738	\$ 1,542,738	\$ 1,762,363
<b>TOTAL REVENUES</b>	<b>\$ 1,543,522</b>	<b>\$ 1,543,248</b>	<b>\$ 1,543,248</b>	<b>\$ 1,762,873</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	\$ 792	\$ 1,050	\$ 1,050	\$ 1,050
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	\$ 1,541,975	\$ 1,541,688	\$ 1,526,321	\$ 1,761,313
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,542,767</b>	<b>\$ 1,542,738</b>	<b>\$ 1,527,371</b>	<b>\$ 1,762,363</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 755</b>	<b>\$ 510</b>	<b>\$ 15,877</b>	<b>\$ 510</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 2,564,417</b>	<b>\$ 2,564,927</b>	<b>\$ 2,580,294</b>	<b>\$ 2,580,804</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

MAJOR ENTERPRISE FUND				
WATER & WASTEWATER FUND				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 1,008,008	\$ 4,837,349	\$ 4,837,349	\$ 4,319,648
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER	\$ 15,662,550	\$ 16,783,823	\$ 16,456,100	\$ 17,430,500
FINES AND FORFEITURES				
INTEREST	\$ 6,528	\$ 12,000	\$ 12,000	\$ 12,000
MISCELLANEOUS	\$ 2,477,136	\$ 494,000	\$ 494,000	\$ 494,000
OTHER SOURCES	\$ 1,043,094	\$ 634,200	\$ 634,200	\$ 834,200
<b>TOTAL REVENUES</b>	<b>\$ 19,189,308</b>	<b>\$ 17,924,023</b>	<b>\$ 17,596,300</b>	<b>\$ 18,770,700</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES	\$ 1,616,007	\$ 1,762,813	\$ 1,755,195	\$ 1,787,462
MATERIALS AND SUPPLIES	\$ 103,853	\$ 134,534	\$ 135,534	\$ 176,833
PURCHASED SERVICES & INVENTORY	\$ 6,936,757	\$ 7,651,323	\$ 7,829,955	\$ 7,969,727
MAINTENANCE AND REPAIR	\$ 308,531	\$ 270,701	\$ 308,692	\$ 292,010
OTHER EXPENDITURES	\$ 3,584,694	\$ 1,779,896	\$ 1,790,996	\$ 1,686,099
CAPITAL OUTLAY	\$ -	\$ 480,129	\$ 492,317	\$ 393,548
DEBT SERVICE	\$ 1,750,125	\$ 4,874,333	\$ 4,741,312	\$ 5,147,042
PILOT	\$ 475,000	\$ 475,000	\$ 475,000	\$ 541,620
FRANCHISE FEE	\$ 585,000	\$ 585,000	\$ 585,000	\$ 674,613
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,359,967</b>	<b>\$ 18,013,729</b>	<b>\$ 18,114,001</b>	<b>\$ 18,668,954</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 3,829,341</b>	<b>\$ (89,706)</b>	<b>\$ (517,701)</b>	<b>\$ 101,746</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 4,837,349</b>	<b>\$ 4,747,643</b>	<b>\$ 4,319,648</b>	<b>\$ 4,421,394</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

MAJOR ENTERPRISE FUND				
GOLF COURSE FUND				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 23,342	\$ 198,885	\$ 198,885	\$ 208,684
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 1,348,434	\$ 1,680,139	\$ 1,489,713	\$ 1,680,239
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 696,471	\$ 565,063	\$ 795,344	\$ 655,044
<b>TOTAL REVENUES</b>	<b>\$ 2,044,905</b>	<b>\$ 2,245,202</b>	<b>\$ 2,285,057</b>	<b>\$ 2,335,283</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES	\$ 1,053,200	\$ 1,197,246	\$ 1,150,795	\$ 1,238,215
MATERIALS AND SUPPLIES	\$ 77,563	\$ 107,200	\$ 117,150	\$ 104,700
PURCHASED SERVICES & INVENTORY	\$ 417,156	\$ 317,818	\$ 386,023	\$ 393,798
MAINTENANCE AND REPAIR	\$ 37,469	\$ 65,648	\$ 66,500	\$ 70,000
OTHER EXPENDITURES	\$ 212,197	\$ 555,836	\$ 553,336	\$ 522,131
CAPITAL OUTLAY	\$ 71,777	\$ 1,454	\$ 1,454	\$ 1,572
DEBT SERVICE				
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,869,362</b>	<b>\$ 2,245,202</b>	<b>\$ 2,275,258</b>	<b>\$ 2,330,416</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 175,543</b>	<b>\$ -</b>	<b>\$ 9,799</b>	<b>\$ 4,867</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 198,885</b>	<b>\$ 198,885</b>	<b>\$ 208,684</b>	<b>\$ 213,551</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

MAJOR ENTERPRISE FUND				
SOLID WASTE FUND				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 259,903	\$ 370,185	\$ 370,185	\$ 502,431
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 2,850,168	\$ 3,074,717	\$ 3,074,717	\$ 3,158,510
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS	\$ 2,213	\$ 1,000	\$ 1,000	\$ 1,000
OTHER SOURCES				
<b>TOTAL REVENUES</b>	<b>\$ 2,852,381</b>	<b>\$ 3,075,717</b>	<b>\$ 3,075,717</b>	<b>\$ 3,159,510</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES	\$ 24,570	\$ 27,285	\$ 24,972	\$ 27,152
MATERIALS AND SUPPLIES	\$ -	\$ -	\$ -	\$ -
PURCHASED SERVICES & INVENTORY	\$ 2,537,271	\$ 2,701,376	\$ 2,767,068	\$ 2,884,983
MAINTENANCE AND REPAIR	\$ 646	\$ 1,414	\$ 1,273	\$ 1,336
OTHER EXPENDITURES	\$ 179,612	\$ 150,158	\$ 150,158	\$ 151,775
CAPITAL OUTLAY				\$ 12,000
DEBT SERVICE				
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,742,099</b>	<b>\$ 2,880,233</b>	<b>\$ 2,943,471</b>	<b>\$ 3,077,246</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 110,282</b>	<b>\$ 195,484</b>	<b>\$ 132,246</b>	<b>\$ 82,264</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 370,185</b>	<b>\$ 565,669</b>	<b>\$ 502,431</b>	<b>\$ 584,695</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

<b>MINOR ENTERPRISE FUND</b>			
<b>CEMETERY FUND</b>			
<b>2014 ACTUAL</b>	<b>2015 BUDGET</b>	<b>2015 ESTIMATE</b>	<b>2016 BUDGET</b>

<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 1,493,374	\$ 1,490,782	\$ 1,490,782	\$ 1,507,122
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<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 5,558	\$ 4,000	\$ 4,000	\$ 4,000
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 3,348	\$ 2,500	\$ 2,500	\$ 2,500
MISCELLANEOUS				
OTHER SOURCES	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<b>TOTAL REVENUES</b>	<b>\$ 8,906</b>	<b>\$ 21,500</b>	<b>\$ 21,500</b>	<b>\$ 21,500</b>

<b>EXPENDITURES</b>				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES	\$ 197	\$ -	\$ -	\$ -
PURCHASED SERVICES & INVENTORY	\$ 176	\$ 138	\$ 160	\$ 163
MAINTENANCE AND REPAIR	\$ 500	\$ 5,000	\$ 5,000	\$ 5,000
OTHER EXPENDITURES	\$ 10,625	\$ -	\$ -	\$ -
CAPITAL OUTLAY				
DEBT SERVICE				
PILOT				
FRANCHISE FEE				

<b>TOTAL EXPENDITURES</b>	\$ 11,498	\$ 5,138	\$ 5,160	\$ 5,163
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<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	\$ (2,592)	\$ 16,362	\$ 16,340	\$ 16,337
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<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	\$ 1,490,782	\$ 1,507,144	\$ 1,507,122	\$ 1,523,459
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**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

INTERNAL SERVICE FUND				
EQUIPMENT SERVICE FUND				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 141,426	\$ 89,109	\$ 89,109	\$ 111,534
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 478,903	\$ 519,512	\$ 519,512	\$ 378,105
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 13,161	\$ 11,000	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 492,064</b>	<b>\$ 530,512</b>	<b>\$ 519,512</b>	<b>\$ 378,105</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES	\$ 422,259	\$ 429,231	\$ 386,456	\$ 242,046
MATERIALS AND SUPPLIES	\$ 16,524	\$ 14,821	\$ 18,918	\$ 20,168
PURCHASED SERVICES & INVENTORY	\$ 38,692	\$ 41,952	\$ 42,648	\$ 50,927
MAINTENANCE AND REPAIR	\$ 1,655	\$ 2,720	\$ 6,811	\$ 6,245
OTHER EXPENDITURES	\$ 65,251	\$ 38,599	\$ 38,599	\$ 37,736
CAPITAL OUTLAY	\$ -	\$ 3,655	\$ 3,655	\$ 23,267
DEBT SERVICE				
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 544,381</b>	<b>\$ 530,978</b>	<b>\$ 497,087</b>	<b>\$ 380,389</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ (52,317)</b>	<b>\$ (466)</b>	<b>\$ 22,425</b>	<b>\$ (2,284)</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 89,109</b>	<b>\$ 88,643</b>	<b>\$ 111,534</b>	<b>\$ 109,250</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

INTERNAL SERVICE FUND				
GOVERNMENTAL EQP REP FUND				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 2,134,329	\$ 2,819,534	\$ 2,819,534	\$ 2,946,801
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 1,211,462	\$ 1,095,394	\$ 1,104,794	\$ 1,282,505
<b>TOTAL REVENUES</b>	<b>\$ 1,211,462</b>	<b>\$ 1,095,394</b>	<b>\$ 1,104,794</b>	<b>\$ 1,282,505</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY	\$ 526,257	\$ 977,527	\$ 977,527	\$ 503,937
DEBT SERVICE				
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 526,257</b>	<b>\$ 977,527</b>	<b>\$ 977,527</b>	<b>\$ 503,937</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 685,205</b>	<b>\$ 117,867</b>	<b>\$ 127,267</b>	<b>\$ 778,568</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 2,819,534</b>	<b>\$ 2,937,401</b>	<b>\$ 2,946,801</b>	<b>\$ 3,725,369</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

INTERNAL SERVICE FUND				
PROPRIETARY EQP REP FUND				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 502,277	\$ 796,562	\$ 796,562	\$ 1,073,011
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 527,451	\$ 376,449	\$ 376,449	\$ 335,320
<b>TOTAL REVENUES</b>	<b>\$ 527,451</b>	<b>\$ 376,449</b>	<b>\$ 376,449</b>	<b>\$ 335,320</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY	\$ 233,166	\$ 100,000	\$ 100,000	\$ 100,000
DEBT SERVICE				
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 233,166</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 294,285</b>	<b>\$ 276,449</b>	<b>\$ 276,449</b>	<b>\$ 235,320</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 796,562</b>	<b>\$ 1,073,011</b>	<b>\$ 1,073,011</b>	<b>\$ 1,308,331</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

INTERNAL SERVICE FUND				
SUPPORT SERVICES				
	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 152,907	\$ 178,990	\$ 178,990	\$ 182,879
<b>REVENUES</b>				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 1,524,174	\$ 1,569,584	\$ 1,546,584	\$ 1,623,603
<b>TOTAL REVENUES</b>	<b>\$ 1,524,174</b>	<b>\$ 1,569,584</b>	<b>\$ 1,546,584</b>	<b>\$ 1,623,603</b>
<b>EXPENDITURES</b>				
PERSONAL SERVICES	\$ 769,267	\$ 786,957	\$ 800,618	\$ 830,743
MATERIALS AND SUPPLIES	\$ 101,464	\$ 76,363	\$ 76,363	\$ 99,500
PURCHASED SERVICES & INVENTORY	\$ 41,280	\$ 48,519	\$ 46,228	\$ 84,033
MAINTENANCE AND REPAIR	\$ 398,337	\$ 462,975	\$ 463,029	\$ 525,350
OTHER EXPENDITURES	\$ 187,743	\$ -	\$ -	\$ 628
CAPITAL OUTLAY	\$ -	\$ 155,712	\$ 156,457	\$ 64,500
DEBT SERVICE				
PILOT				
FRANCHISE FEE				
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,498,091</b>	<b>\$ 1,530,526</b>	<b>\$ 1,542,695</b>	<b>\$ 1,604,754</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 26,083</b>	<b>\$ 39,058</b>	<b>\$ 3,889</b>	<b>\$ 18,849</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 178,990</b>	<b>\$ 218,048</b>	<b>\$ 182,879</b>	<b>\$ 201,728</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENSES AND FUND BALANCES  
FY 2016**

<b>2016 BUDGET GRAND TOTAL</b>
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<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 32,459,348</b>
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<b>REVENUES</b>	
AD VALOREM TAXES	\$ 20,693,533
SALES TAXES	\$ 16,588,000
FRANCHISE FEES	\$ 2,377,847
LICENSES AND PERMITS	\$ 1,027,750
OTHER CHARGES FOR SERVICE	\$ 7,305,734
WATER&SEWER	\$ 17,430,500
FINES AND FORFEITURES	\$ 1,300,000
INTEREST	\$ 55,435
MISCELLANEOUS	\$ 1,797,854
OTHER SOURCES	\$ 12,922,469
<b>TOTAL REVENUES</b>	<b>\$ 81,499,122</b>

<b>EXPENDITURES</b>	
PERSONAL SERVICES	\$ 29,227,541
MATERIALS AND SUPPLIES	\$ 1,547,531
PURCHASED SERVICES & INVENTORY	\$ 15,295,402
MAINTENANCE AND REPAIR	\$ 3,158,125
OTHER EXPENDITURES	\$ 7,410,162
CAPITAL OUTLAY	\$ 1,445,121
DEBT SERVICE	\$ 20,456,695
PILOT	\$ 541,620
FRANCHISE FEE	\$ 674,613

<b>TOTAL EXPENDITURES</b>	<b>\$ 79,756,810</b>
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<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 1,742,312</b>
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<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 34,201,660</b>
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## EXPLANATION OF CHANGES IN FUND BALANCE GREATER THAN 10%

**4A SALES TAX REVENUE FUND:** The 2016 fund balance for this fund is projected to be about 13% more primarily due to anticipated increased sales tax receipts due to growth.

to fewer pieces of equipment scheduled to be purchased this year, yet the revenue remained the same in order to pay for future replacements.

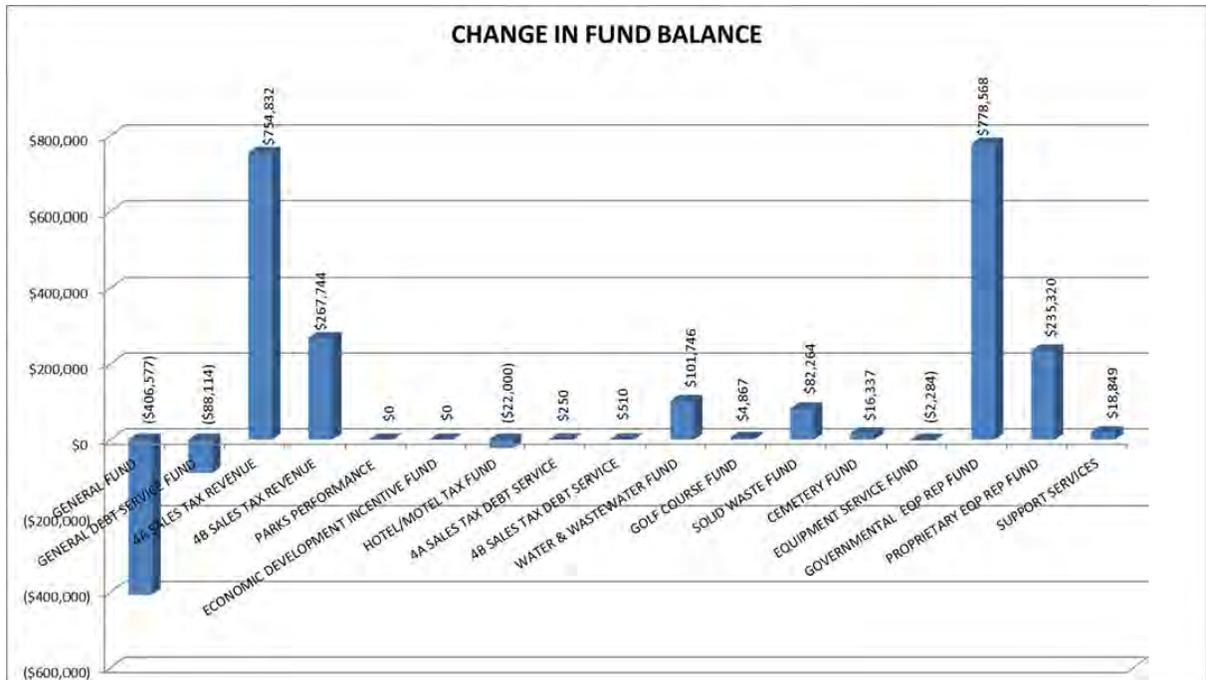
**4B SALES TAX REVENUE FUND –** The 2016 fund balance for this fund is projected to be about \$270,000 more due growth.

**GOVERNMENTAL EQUIPMENT REPLACEMENT FUND –** The increase in fund balance in this fund is due to fewer pieces of equipment scheduled to be purchased this year, yet the revenue remained the same in order to pay for future replacements.

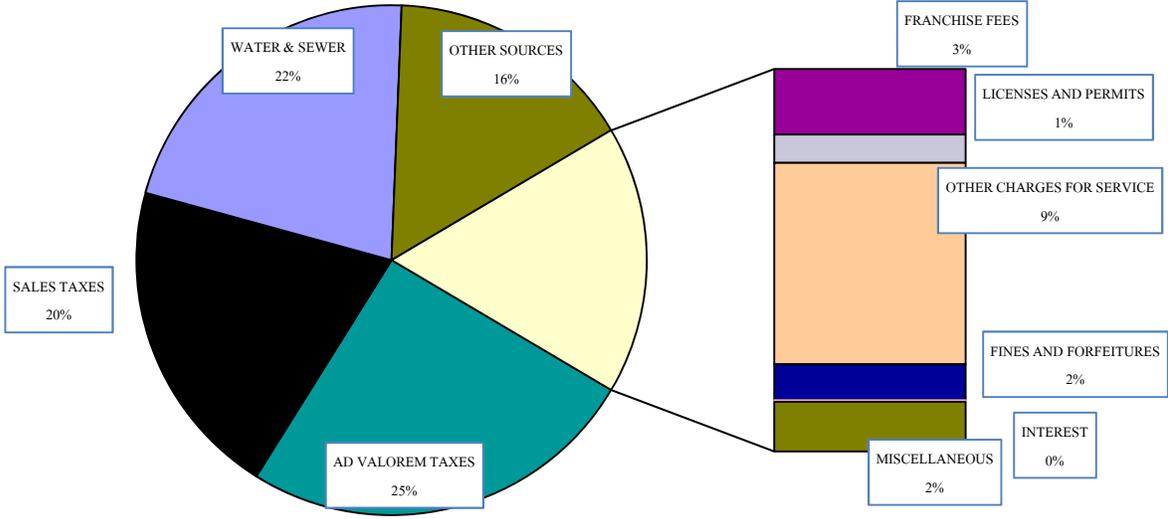
**SOLID WASTE FUND –** The \$82,000 increase in fund balance is due to growth.

**SUPPORT SERVICES FUND –** The rise in fund balance reflects the difference between revenues and expenditures set aside for future computer replacements.

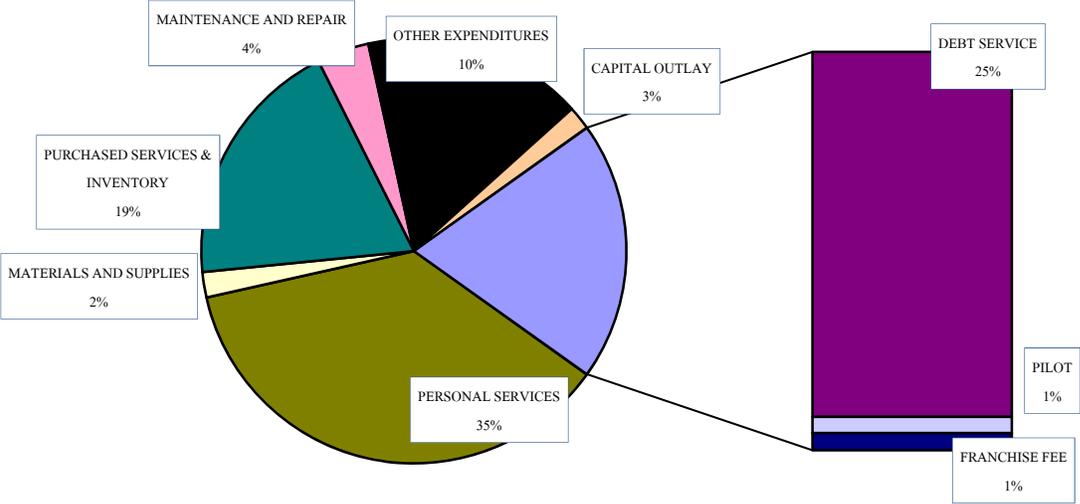
**GOVERNMENTAL EQUIPMENT REPLACEMENT FUND –** The increase in fund balance in this fund is due

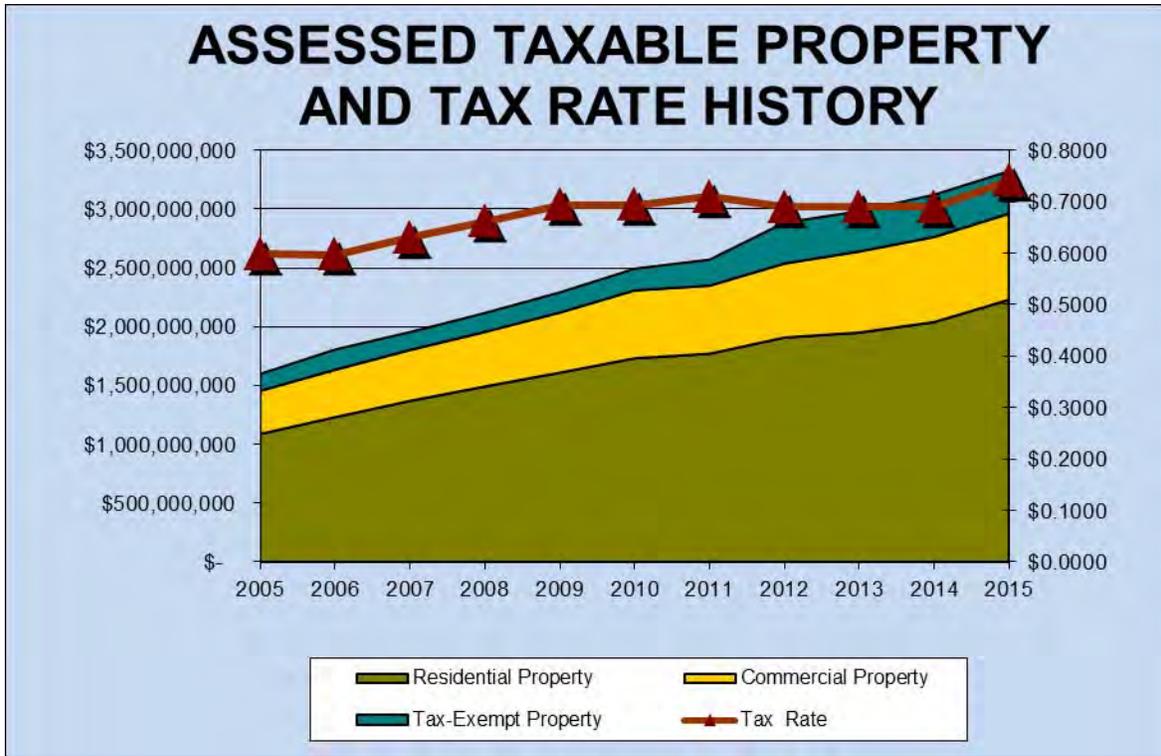


# BUDGETED REVENUES CITY-WIDE



# BUDGETED CITY-WIDE EXPENDITURES BY CLASS

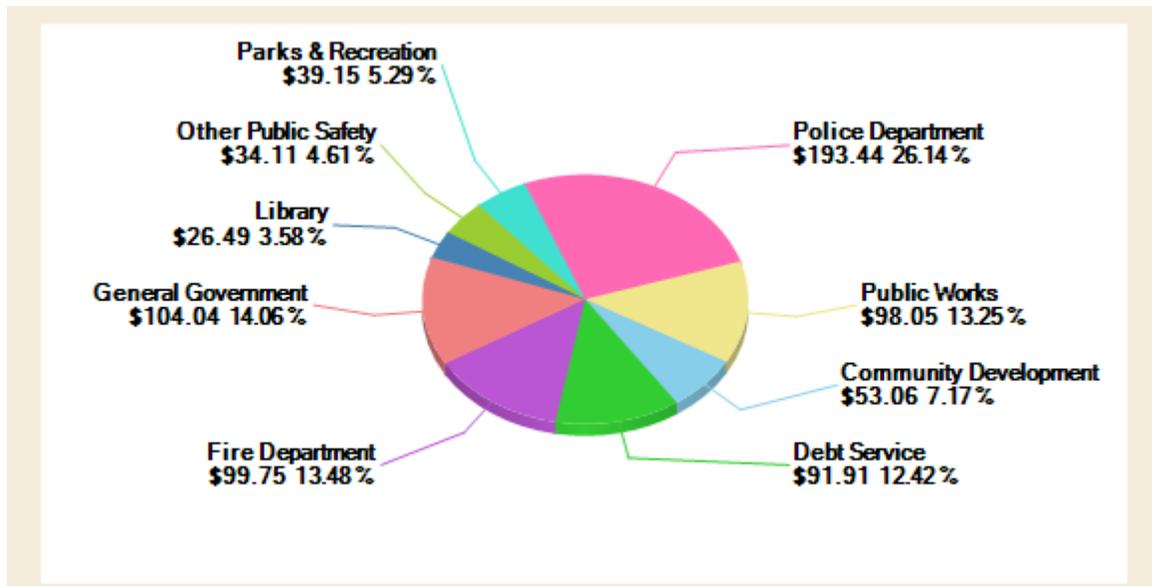




\*The FY2016 estimate is lower than the anticipated FY2015 estimate due to management's practice of estimating sales tax very conservatively at the outset of the year, then re-estimating based on 6 months data in the spring.

# YOUR TAX DOLLARS AT WORK

## PROPERTY TAX DISTRIBUTION BASED ON \$100,000 VALUE HOME



<b>Community Development</b>	<b>7.17%</b>	<b>\$53.06</b>
Includes Planning, Permits, Engineering, and Economic Development. The Permits Department is a net revenue contributor of approximately \$100,000, annually.		
<b>Debt Service</b>	<b>12.42%</b>	<b>\$91.91</b>
Amount necessary to service the City's tax-supported debt -- primarily debt used for construction of street, drainage, and parks facilities.		
<b>Fire Department</b>	<b>13.48%</b>	<b>\$99.75</b>
Fire Department services include fire suppression, community services, emergency medical services, and training. The Department operates two engines, two ladder trucks, and a command vehicle from three stations.		
<b>General Government</b>	<b>14.06%</b>	<b>\$104.04</b>
General Government comprises the City Manager's Office, City Secretary, and City Council departments along with internal service departments like Finance and Human Resources.		
<b>Library</b>	<b>3.58%</b>	<b>\$26.49</b>
The Burleson Public Library is a Texas State Library and Archives Commission (TSLAC) accredited public library designed to provide library materials, programs, and services to enhance the educational, informational, recreational, and civic life		
<b>Other Public Safety</b>	<b>4.61%</b>	<b>\$34.11</b>
Includes Fire Marshal, Emergency Services, Animal Control, and Municipal Court. Municipal Court is a net revenue contributor of over \$200,000, annually.		
<b>Parks &amp; Recreation</b>	<b>5.29%</b>	<b>\$39.15</b>
The Parks & Recreation Department is responsible for planning and maintaining parks facilities and programs including special events and senior activities. The operation of the Burleson Recreation Center (BRiCk) and Chisenhall Fields are not included here, as they do not receive a property tax subsidy.		
<b>Police Department</b>	<b>26.14%</b>	<b>\$193.44</b>
The Police Department, under the direction of the Chief of Police, develops and implements programs to prevent and deter crime and enforce laws in order to protect life and property within the City of Burleson.		
<b>Public Works</b>	<b>13.25%</b>	<b>\$98.05</b>
Includes Public Works Administration, Street Maintenance, Traffic, and Drainage Maintenance.		



# **CAPITAL AND DEBT**

- ◇ **Definition of Capital and Operations Costs of Completed Capital Projects, p. 94**
- ◇ **Capital Improvement Program Summary, p. 95**
  - ◇ **Legal Debt Margin, p. 97**
- ◇ **Financing Alternatives, p. 98**
  - ◇ **Principal and Interest Requirements p. 99**

## CAPITAL DEFINITION

Capital assets are generally defined as assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvement other than building, machinery and equipment. Government Finance Officers Association (GFOA) recommends that state and local governments establish a capitalization threshold of no less than \$5,000 for any individual item. In Burleson, an item is capitalized as a fixed asset if it is over \$5,000 in value and has a useful life in excess of one year.

Amounts budgeted in FY 2016 for items other than the Capital Improvement Program can be found on page 23 of the Manager's Message.

## MAINTENANCE AND OPERATIONS OF COMPLETED CAPITAL PROJECTS

It is imperative to calculate the future operating costs related to the implementation of completed projects. Reliable estimates enable the City to plan for future operating costs of those completed projects and identify revenues to finance increased operations resulting from newly implemented projects. Below are estimates of future maintenance and operations costs of capital projects currently in progress:

IMPROVEMENT	COST
Special Use Parks	\$205,000/annually
Linear Parks	\$7,000/annually
Neighborhood Parks	\$23,000/annually
Roads (per mile)	\$4,205/annually
Water lines (per mile of pipe)	\$14,523/annually
Sewer lines (per mile of pipe)	\$2,827/annually

FIRST  
ROUNDBOUT  
IN  
BURLESON, TEXAS



<b>CAPITAL IMPROVEMENT PROGRAM</b>					
<b>SUMMARY SHEET (in 1,000's)</b>					
<b>PROJECT</b>	<b>2015-2016 Projected</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Projected</b>	<b>2018-2019 Projected</b>	<b>2019-2020 Projected</b>
<b>STREETS</b>					
Alsby Boulevard (Candler to Hulén)	2,505	250	-	-	-
Annual Sidewalk Program	213	213	213	213	-
Congestion Mitigation	-	25	170	325	205
McAlister Blvd	159	-	-	-	-
N/S Connector E. of I35W from Renfro to Spinks	3,081	40	-	-	-
Neighborhood Street Reconstruction	347	347	347	347	-
Old Town Mobility Improvements	40	-	150	-	-
Railroad Quiet Zone (Alsby)	113	-	-	-	-
Renfro Street IH 35 to SH 174	-	-	140	500	530
Renfro Street - SH174 EB Right Turn Lane	159	-	-	-	-
Renfro Street - SH 174 to Alsby Boulevard	171	534	-	-	-
Traffic Calming	66	133	133	133	67
Transportation Safety - Signals	24	218	24	242	217
Vantage/Cirrus Roads-High Point Business Park	2,425	2,725	-	-	-
<b>DRAINAGE</b>					
McAlister Mitigation	300	-	-	-	-
<b>WATER</b>					
16-Inch Line along Wilshire Blvd	87	274	226	-	-
12-Inch Line east of Mtn Valley GST	-	132	94	325	317
12-Inch Lines along Peach Ln and Renfro St	527	118	25	-	-
6.0 mgd Alsby #2 PS Expansion	146	545	800	-	-
Alsby #2 On-Site Piping Improvements; Alsby # 1 Facility Decom	-	-	-	400	279
Shaffstall Pump Station Off-Site Improvements*	-	-	-	-	844
12 Inch and 16 Inch Lines east of FM 731 and north CR 714	-	200	900	577	-
16 Inch and 12 Inch Lines along Dobson and CR 714	-	-	103	349	-
16 Inch Line along Wilshire Blvd from Mtn Valley PS to Ranchway	-	-	-	118	170
12 Inch Line southeast of Wilshire Blvd	-	-	-	25	198
16 Inch Line along CR 714	-	-	67	141	558
Water Rehabilitation w/ Street Rebuild	300	300	315	150	-
Water Rehabilitation / Independent	350	400	420	440	200
Public Works Water Main Replacement	100	100	105	110	-
3.0 MGD Storage Tank Hulén	255	1,005	1,500	495	-

<b>CAPITAL IMPROVEMENT PROGRAM</b>					
<b>SUMMARY SHEET (in 1,000's)</b>					
<b>PROJECT</b>	<b>2015-2016 Projected</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Projected</b>	<b>2018-2019 Projected</b>	<b>2019-2020 Projected</b>
<b>SEWER</b>					
Sewer Rehabilitation w/ Street Rebuild	300	300	315	330	350
Sewer Rehabilitation / Independent	450	450	420	440	460
Public Works Sewer Main Replacement	100	100	105	110	116
North Creek Relief (Non-M.H)	539	-	-	-	-
Village Creek East - 8 Inch Sewer Line	206	116	-	-	-
Oakbrook to Wilshire - 15 Inch Sewerline	95	369	331	-	-
Lakeview to CR 913 - 15 Inch Sewer Line	238	380	955	-	-
Shannon Ck North - 12 Inch Sewer Line	35	125	300	202	-
Wilshire to Tantarra - 10 Inch Sewer Line	92	78	75	419	-
Town Creek East - 10 Inch Sewer Line	-	65	345	-	-
Interceptor Oakbrook to Village Creek North	-	200	278	560	1,500
Interceptor - FM 731 South	-	225	990	769	-
Lift Station - Chisholm Trail Parkway	-	-	50	200	293
Interceptor - Chisholm Trail Parkway	-	-	-	159	78
<b>PARKS</b>					
Bailey Lake - Phase 1	1,560	-	-	-	-
Village Creek Trail - Segment 1 Design	18	-	-	-	-
Bartlett Park Soccer Fields	2,120	-	-	-	-
Chisenhall Fields - Phase 2	-	-	-	-	1,200
Wakefield Park - Phase 2	-	-	-	350	-
Village Park Trail - Segment 3	100	750	-	-	-
<b>Totals (in 1,000's)</b>	<b>17,221</b>	<b>10,717</b>	<b>9,896</b>	<b>8,429</b>	<b>7,582</b>

## **LEGAL DEBT MARGIN FOR GENERAL OBLIGATIONS:**

All taxable property within the city is subject to the assessment, levy and collection by the city of a continuing, direct annual ad valorem tax sufficient to provide for the payment of principal and interest on the Bonds within the limits prescribed by law. Article IX, Section 5 of the Texas Constitution is applicable to the City of Burleson and limits the maximum ad valorem tax rate to \$2.50 per \$100 assessed valuation (for all City purposes).

## **CURRENT GENERAL LONG-TERM DEBT RATE**

The current debt service rate needed to support general long term debt is \$0.2122/\$100 of assessed valuation. The rate did not change this year.



**FINANCING ALTERNATIVES CURRENTLY IN USE BY THE CITY OF BURLESON**

Types of Financing	Applications	Positive Points	Negative Points
<p align="center"><b>Pay as You Go-Current Operating Revenues</b></p>	<p>Recurring expenses (vehicles) or small projects</p>	<p>No interest or issuance costs; lesser demands on management's time and shorter time period necessary to initiate projects</p>	<p>Not normally feasible for larger projects; possibly slower completion of projects; current users paying to benefit future users.</p>
<p align="center"><b>General Obligation Bonds</b></p>	<p>Medium and large projects</p>	<p>Lowest interest rate, flexible terms; no restrictive covenants involved; requires voter approval confirming public support.</p>	<p>Issuance costs higher than short term type of financing, but lower than revenue bonds; requires time and expense for voter approval.</p>
<p align="center"><b>Revenue Bonds</b></p>	<p>Large projects</p>	<p>Not faith and credit pledged; voter approval not required.</p>	<p>High interest and issuance costs; restrictive covenants involved; evidence of public support not obtained.</p>
<p align="center"><b>Combination Tax &amp; Revenue Certificates of Obligations</b></p>	<p>Large projects</p>	<p>Not faith and credit pledged; voter approval not required.</p>	<p>Higher interest and issuance cost; restrictive covenants involved; evidence of public support not obtained.</p>

**CITY OF BURLESON  
GENERAL LONG TERM DEBT  
PRINCIPAL AND INTEREST REQUIREMENTS  
As of September 30, 2015**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2016	3,108,295	2,321,962	5,430,256
2017	3,266,835	2,182,888	5,449,723
2018	3,384,732	2,064,488	5,449,220
2019	3,495,846	1,947,278	5,443,124
2020	3,606,423	1,820,396	5,426,819
2021	3,763,771	1,677,808	5,441,579
2022	3,654,991	1,531,325	5,186,316
2023	3,976,741	1,374,330	5,351,071
2024	4,322,391	1,200,246	5,522,637
2025	4,563,603	1,014,348	5,577,951
2026	3,796,545	834,125	4,630,669
2027	3,518,971	672,379	4,191,350
2028	3,073,971	529,794	3,603,765
2029	1,823,824	427,188	2,251,012
2030	1,908,824	345,825	2,254,649
2031	1,386,251	268,650	1,654,901
2032	1,451,251	200,794	1,652,044
2033	1,480,000	130,275	1,610,275
2034	1,555,000	56,838	1,611,838
2035	435,000	9,600	444,600
<b>TOTAL</b>	<b>\$ 57,573,261</b>	<b>\$ 20,610,539</b>	<b>\$ 78,183,799</b>

**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION  
LONG TERM DEBT  
PRINCIPAL AND INTEREST REQUIREMENTS  
As of September 30, 2015**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2016	1,437,063	629,128	2,066,191
2017	1,495,451	578,872	2,074,323
2018	1,558,840	523,192	2,082,032
2019	1,614,655	465,252	2,079,907
2020	1,676,648	404,891	2,081,539
2021	1,730,587	341,933	2,072,520
2022	1,392,580	276,114	1,668,694
2023	1,278,402	227,969	1,506,371
2024	1,159,038	186,808	1,345,845
2025	1,271,684	147,090	1,418,774
2026	658,456	114,127	772,583
2027	681,029	89,160	770,189
2028	711,029	62,284	773,313
2029	301,176	43,621	344,797
2030	311,176	34,023	345,199
2031	318,750	24,150	342,899
2032	328,750	14,000	342,749
2033	295,000	4,425	299,425
2034	-	-	-
TOTAL	<u>\$ 18,220,310</u>	<u>\$ 4,167,041</u>	<u>\$ 22,387,351</u>

**BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION**  
**LONG TERM DEBT**  
**PRINCIPAL AND INTEREST REQUIREMENTS**  
**As of September 30, 2015**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2016	1,075,000	686,312	1,761,312
2017	1,135,000	606,582	1,741,582
2018	1,190,000	562,682	1,752,682
2019	1,240,000	517,307	1,757,307
2020	1,285,000	468,807	1,753,807
2021	1,335,000	416,400	1,751,400
2022	935,000	361,050	1,296,050
2023	975,000	319,960	1,294,960
2024	1,015,000	277,073	1,292,073
2025	1,060,000	231,832	1,291,832
2026	1,115,000	182,794	1,297,794
2027	995,000	135,644	1,130,644
2028	1,040,000	90,066	1,130,066
2029	160,000	62,500	222,500
2030	170,000	54,250	224,250
2031	180,000	45,500	225,500
2032	190,000	36,250	226,250
2033	200,000	26,500	226,500
2034	210,000	16,250	226,250
2035	220,000	5,500	225,500
TOTAL	<u>\$ 15,725,000</u>	<u>\$ 5,103,259</u>	<u>\$ 20,828,259</u>

**CITY OF BURLESON  
 WATER AND WASTEWATER  
 PRINCIPAL AND INTEREST REQUIREMENTS  
 As of September 30, 2015**

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2016	3,265,000	1,879,968	5,144,968
2017	3,425,000	1,709,809	5,134,809
2018	3,405,000	1,596,274	5,001,274
2019	3,195,000	1,490,270	4,685,270
2020	3,135,000	1,381,294	4,516,294
2021	3,160,000	1,259,178	4,419,178
2022	3,240,000	1,134,594	4,374,594
2023	3,375,000	1,000,994	4,375,994
2024	3,525,000	856,807	4,381,807
2025	3,225,000	713,528	3,938,528
2026	2,835,000	582,244	3,417,244
2027	2,405,000	468,991	2,873,991
2028	1,710,000	381,753	2,091,753
2029	1,430,000	315,338	1,745,338
2030	1,500,000	250,597	1,750,597
2031	1,575,000	180,650	1,755,650
2032	1,110,000	119,725	1,229,725
2033	845,000	75,025	920,025
2034	745,000	36,625	781,625
2035	360,000	9,000	369,000
TOTAL	<u>\$ 47,465,000</u>	<u>\$ 15,442,663</u>	<u>\$ 62,907,663</u>

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING 2014-GOLF PORTION</b> <b>(REPLACES SERIES 2004)</b>
--

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	INTEREST	REQUIREMENT
2016	58,930	239,643	55,336	353,909
2017	55,336	252,714	50,281	358,331
2018	50,281	261,429	45,053	356,763
2019	45,053	274,500	39,563	359,116
2020	39,563	291,929	33,724	365,216
2021	33,724	300,643	27,711	362,078
2022	27,711	322,429	21,263	371,403
2023	21,263	339,857	14,466	375,586
2024	14,466	348,572	7,494	370,532
2025	7,494	374,714	-	382,208
	353,821		294,891	3,655,142
BONDS OUTSTANDING September 30, 2015		3,006,430		

Y. HANSEN or ANN Hebecke



# DEPARTMENTAL INFORMATION

- ◇ **Three Year Budgeted FTEs, p.  
106**
  - ◇ **General Fund, p. 108**
- ◇ **Economic Development Fund,  
p. 176**
  - ◇ **Parks Performance Fund, p.  
178**
- ◇ **Water/Wastewater Fund, p. 185**
  - ◇ **Hidden Creek Golf Course  
Fund, p. 191**
  - ◇ **Other Funds, p. 198**

## **DETAILED DEPARTMENTAL BUDGETED FTEs**

	<i>FY 2014</i>	<i>FY 2015</i>	<i>FY 2016</i>	<i>DIFFERENCE</i>	<i>EXPLANATION</i>
City Manager	4.5	4	5	1	<b>Added Deputy City Manager for Economic Development</b>
Economic Dev	2.5	2.5	2.5	0	
Development Services	2	2	2	0	
H.R.	3	4	4	0	
Legal Services	1	1	1	0	
Communications	1	1	1	0	
City Secretary	4.5	4.5	4.5	0	
Records	1	1	1	0	
Library	11.4	12.9	13.5	0.6	<b>Upgraded part-time position to full-time to help with workload</b>
Finance	9	9	9	0	
Support Services	1	1	1	0	
Purchasing	1	1	1	0	
Police	80.5	81.5	83.5	2	<b>Added 2 Community Resource Officers</b>
Fire	36	38	40	2	<b>Added 2 Firefighters</b>
Fire Prevention	2	3	3	0	
Judicial	2	2	2	0	
Municipal Court	5	6.5	6.5	0	
Marshals	2	2	3	1	<b>Added City Marshal</b>
Public Works Admin	6	5	5	0	
Street	11	11	11	0	
Street Drainage	5	5	5	0	
Street Traffic Maint	2	2	2	0	
Facilities	2.5	2	2	0	
Neighborhood Serv	2	2	2	0	
Animal Services	5	5	5	0	
Environmental Serv.	1	1.5	1.5	0	
Community Devel.	3	3	3	0	
Bldg Inspections	4.5	6	6	0	
Code Compliance	2	3	3	0	

## **DETAILED DEPARTMENTAL BUDGETED FTEs**

	<i>FY 2014</i>	<i>FY 2015</i>	<i>FY 2016</i>	<i>DIFFERENCE</i>	<i>EXPLANATION</i>
Engineering - Capital	5.34	5.34	5.34	0	
Engineering - Development	1.6	1.6	2.6	1	<b>Added Real Property Coordinator to help with</b>
Gas Well Develop.	3.06	3.06	3.06	0	
Parks/Recreation	2	2	2	0	
Recreation	2	1	1	0	
Park Maint	13	12	12	0	
Sr. Citizen Ctr.	1.5	1.5	1.5	0	
BRiCk	50.75	59	59	0	
Athletic Fields	10	12	12	0	
Russell Farm	1	1	1	0	
Water Operations	16	15	15	0	
Wastewater Operations	5	5	5	0	
UCS	8	8	8	0	
Golf Administration	1	1	1	0	
Golf Club House	6	6.5	6.5	0	
Golf Maintenance	9	9	9	0	
Golf Food/Bev	6.5	8	8	0	
Solid Waste	1	1	1	0	
Equipment Services	5	4	4	0	
Info Technology	7	8	8	0	
	<b>368.15</b>	<b>386.4</b>	<b>394</b>	<b>7.6</b>	<i>FTEs</i>

Fiscal Year  
2015-2016



CITY OF BURLESON

CITY MANAGER'S OFFICE

## GENERAL GOVERNMENT

**Mission Statement:** The City Manager's Office is responsible for the day-to-day operation of all city operations. The City Manager is appointed by and serves at the pleasure of the Burleson City Council. The Deputy City Manager, Executive Assistant, and Development & Process Improvement Manager are a part of the City Manager's Office, also.

**Description:** To implement city council policy through professional management and oversight of all city operations, coordinating the work of department heads and other employees to ensure equitable, effective and efficient service delivery.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To develop and recommend program and policy alternatives to the City Council for consideration.
2. To effectively communicate with citizens and employees.
3. To adhere to the ICMA's "Practices of Effective Local Government Management."
4. To formulate, present, and administer the City budget in a manner to ensure responsive and cost effective city services.
5. To provide vision into the future of the Burleson community in an effort to aid in the future planning process, as well as to anticipate potential problems which may need to be addressed.

**Objectives for Fiscal Year 2015-2016:**

1. Proceed with the design and construction of projects included in the 2014 debt issuances.
2. Update subdivision regulations.
3. Update Water/Wastewater Master Plan and 121/135 Land Use Plan.
4. More fully incorporate performance measures throughout the City.
5. Continue development and training through Burleson University.
6. Continue to actively address substandard structures.



### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	652,832	648,359	670,878	900,057
Materials & Supplies	1,732	1,000	1,600	23,250
Operating Expenditures	3,669	4,406	5,592	5,866
Maintenance & Repair	0	0	0	0
Other Expenditures	16,005	23,234	23,234	33,514
Capital Outlay	0	0	0	6,000
<b>TOTAL</b>	<b>674,238</b>	<b>676,999</b>	<b>701,304</b>	<b>968,687</b>

PERSONNEL

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
City Manager	1	1	1	1
Deputy City Manager	1	1	1	2
Executive Assistant	1	1	1	1
Development & Process Improvement Manager	1	1	1	1
Management Intern (Temp)	0.5	0	0	0
<b>TOTAL PERSONNEL</b>	<b>4.5</b>	<b>4.0</b>	<b>4.0</b>	<b>5.0</b>

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Created Deputy City Manager position.





# GENERAL GOVERNMENT

**Mission Statement:** To assist applicants, employees, and city management in all areas of employment so that employees are well-qualified, motivated, productive and have a sense of excellence and pride in the work performed for the citizens of Burleson.

**Description:** The Human Resources department provides services to the City in the areas of: recruitment, benefits management, policy development, employee training and development as it relates to Human Resources, compensation plan development, management assistance with performance evaluations and employee counseling for improvement.

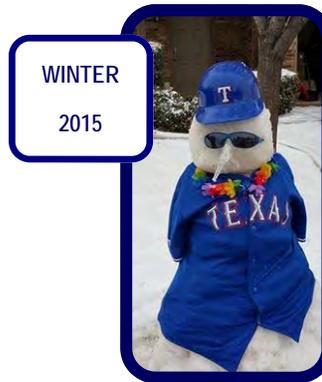
## MAJOR GOALS & OBJECTIVES

### Major Goals:

1. To provide effective and timely recruitment of qualified and diverse applicants to fill vacant positions.
2. To monitor changes that may impact industry related wages and compensation with an eye to equitable compensation within all areas.
3. To review the benefits program (health, dental, life, ancillary coverage) and make plan design changes to meet the need and the budget.
4. To further develop recognition programs for employees.
5. Refine the recruitment process

### Objectives for Fiscal Year 2015-2016:

1. Further the paperless recordkeeping efforts within the department.
2. Further evaluate the self-funding model for the health plan and the other insurances coverages to assure we are competitive in the market (both in offerings to employees and premiums/funding by the City).
3. Educate employees on health benefits issues with an eye to consumer driven healthcare that increases the employees' ability to use healthcare benefits for maximum effect..
4. Further develop H.R. staff enhancing their opportunities for development through Burleson University and outside training in areas related to benefits and employment law updates.
5. Conduct a micro-study in the area of compensation for hard-to-fill positions and positions that may be lagging in the market place (approximately 20-25 positions).
6. Develop a more comprehensive background check process to enhance the pre-employment process.
7. Work with Directors and Staff Development employees to educate about and lower the incidence of back injury.



## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	341,817	378,164	428,017	465,019
Materials & Supplies	19,342	19,957	19,670	23,750
Operating Expenditures	23,220	53,840	57,207	84,102
Maintenance & Repair	0	0	0	0
Other Expenditures	49,770	26,004	30,000	25,331
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>434,149</b>	<b>477,965</b>	<b>534,894</b>	<b>598,202</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Director of Human Resources	1	1	1	1
Admin. Secretary	1	0	0	0
Human Resources Generalist I	0	1	1	1
Human Resources Coordinator	1	0	0	0
Human Resources Generalist II	0	1	1	1
Benefits Manager	0	1	1	1
<b>TOTAL PERSONNEL</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Customer Service Survey Results	*	*	*	#
Job Vacancy Forms Processed	73	60	75	75
Applications Processed	3557	3000	5000	4500
New Employees Hired/Oriented	113	165	165	165
Terminations	100	125	125	125
Retirements	4	3	3	4
Work related injuries	74	50	50	48

\* This is a new performance measure and there is no data available for the previous fiscal year

# The Customer Satisfaction Survey will be developed and implemented in Fiscal 2015

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Possible change in health plan funding and administration for the 2015-2016 year.
Added SPI background checks.

Fiscal Year

2015-2016



CITY OF BURLESON

COMMUNICATIONS

## GENERAL GOVERNMENT

**Mission Statement:** The mission of this department is to keep all channels of communication open among the City, media, and public and build trust among those entities by responding promptly, accurately, and thoroughly .

**Description:** The Communications/Public Information Office serves as the liaison among the City, media, and community. Main responsibilities are the City Focus newsletter, E-Newsletter, news releases, City website, City Facebook page, Burleson Animal Shelter Facebook page, City Twitter page, digital billboards, video of City events and photo coverage of all major City events. The PIO is responsible for arranging media interviews; acting as spokesperson for the City, police, and fire department; and is the primary staff person responsible for emergency phone notifications.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To use multiple tools to reach out to the community, including the City website, monthly City Focus newsletter, weekly City E-Newsletter, Facebook, Twitter, the digital billboard, emergency phone notifications and video. The goal is to increase fans, followers and engagement and increase exposure to City programs/service/events at the most efficient level. This is an ever-evolving goal.
2. To increase my knowledge of the role of a PIO in emergency management through training at the local, state and national level in order to be prepared if disaster strikes. Training is ongoing.

3. Increasing my knowledge and training of the administrative duties of the City's website and move forward to a totally mobile website that would be more user friendly for those with cellular phones, tablets, and other devices. The City plans to include a redesign in the FY 2015 budget.

**Objectives for Fiscal Year 2015-2016:**

1. To respond immediately and disseminate information quickly concerning public safety incidents, traffic issues, environmental/health issues, and weather-related issues.
2. To work with information technology and the city manager's office to create an updated and responsive design for our City website.
3. To create videos (maximum 2-3 minutes) of City departments/functions and other videos as requested.

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	103,552	104,371	107,883	111,650
Materials & Supplies	505	500	500	5,500
Operating Expenditures	2,140	41,650	41,913	9,375
Maintenance & Repair	0	0	0	0
Other Expenditures	7,962	7,759	7,759	7,516
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>114,159</b>	<b>154,280</b>	<b>158,055</b>	<b>134,041</b>

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Public Information Officer	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
<b>Social Media metrics</b>				
City of Burleson Likes-average	8,847	10,000	11,000	12,500
City of Burleson Engagement-average percentage	23.5%	40%	60%	50%
City of Burleson Total Reach	10,666	10,000	60,000	7,500
Animal Shelter Likes-average	2,249	3,000	3,700	4,000
Animal Shelter Engagement-average percentage	64.5%	45%	35%	35%
Animal Shelter Total Reach	6,960	7,000	7,200	7,400
City Focus Newsletters	11	10	10	10
News Releases	185	185	185	185
E-News Feature Articles/Sidebars	925	925	925	925
Breaking News (issue within 24 hrs)	100%	100%	100%	100%
Public Safety (Everbridge, City Web site; issue immediately)	100%	100%	100%	100%
City festivals/events coverage	30	50	50	50
News Releases	47	52	55	55
E-News Feature Articles	200	220	225	225
Facebook	188	208	220	220
City Focus	94	104	110	110
Twitter	47	52	55	55
Google Plus	20	52	55	55
E-Newsletters (1 / week)	56	52	56	56

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

**FAR OUT  
FAMILY FUN  
CAMPOUT  
AND  
FISHING  
ADVENTURES AT  
BAILEY LAKE  
SPRING 2015**



Fiscal Year

2015-2016



CITY OF BURLESON

CITY SECRETARY'S OFFICE

# GENERAL GOVERNMENT

**Mission Statement:** The City Secretary's Office mission is to support, facilitate and strengthen the governmental processes of the City of Burleson.

**Description:** The City Secretary's Office is the historian for the city. We provide continuity as elected officials change. We are the main resource for the citizens seeking information. We are unique in the fact that as the records keeper for the City we touch every department in the city as well as citizens, boards, commissions and the Council. The CSO exists to allow the city's departments to operate within the boundaries of the City's Charter and law. We take care of the documentation and process of paperwork to meet the legal mandates..

## MAJOR GOALS & OBJECTIVES—CITY SECRETARY

### Major Goals:

- Promote an open path of communication to the City Council
- Continue clear and easy path for anyone to obtain city records and information
- Assure all codes and ordinances are available and updated
- Conduct Elections legally and with the utmost integrity

### Objectives for Fiscal Year 2015-2016:

1. Continue to market Connect with Council—through social media, brochures, email blasts, targeted groups and city events
2. Work with the Appointments & Council Policies Committee to create ways to engage the Boards/Commission members and avenues for the public to access them
3. Continue to enhance and promote more direct portals of communication for citizens to interact with City Council.

**Mission Statement:** The Community Initiatives and Special Projects division's mission is to work collaboratively with citizens, groups, committees, businesses and organizations to create and invest in community initiatives that benefit the public, raise quality of life, educate, empower and enrich the City of Burleson.

## MAJOR GOALS & OBJECTIVES—COMMUNITY INITIATIVES

### Major Goals:

- Increase partnerships with community organizations to promote a comprehensive directory and greater public awareness of health and wellness opportunities in the community—*Be Healthy*
- To serve as a youth advisory board to the city council by representing the full diversity of thought and experience among all Burleson citizens under the age of eighteen— *Mayor's Youth Council*
- To motivate City of Burleson employees and departments to share their ideas, feedback, and encourage improvements in productivity, efficiency, effectiveness, safety, and quality of government services— *TIPS*
- To encourage graduating high school seniors to further their education in Burleson and to provide every high school graduate from Burleson the opportunity to attain post-secondary education— *Burleson Opportunity Fund.*

### Objectives for Fiscal Year 2015-2016:

1. Be Healthy—Strengthen current partnerships and develop new opportunities to promote Burleson as a widely recognized health and wellness community
2. Mayor's Youth Council—Identify key issues related to Burleson youth while coordinating with city council/staff on education, strategies, and solutions and continue to develop the framework for a youth master plan through public forums, dialogue, and surveys.
3. TIPS—Continue to find new, creative ways to promote and encourage employees to strive for improvements in productivity, efficiency, effectiveness, safety, and quality of government services
4. Burleson Opportunity Fund- Support the board of directors and BOF partners in promoting program awareness, development, finances, and events.



BRIGHTS OF TEXAS

Nicole Lockett

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	404,578	390,633	394,050	421,293
Materials & Supplies	866	900	8,718	500
Operating Expenditures	8,294	20,739	3,601	14,100
Maintenance & Repair	703	0	0	0
Other Expenditures	86,926	99,944	89,444	124,060
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>501,367</b>	<b>512,216</b>	<b>495,813</b>	<b>559,953</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
City Secretary	1	1	1	1
Deputy City Secretary/Claims Coordinator	1	1	1	1
Executive Assistant	1	1	1	1
Community Initiatives Manager	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

### SIGNIFICANT CHANGES

Sgt. William R. Moody Post Office Naming  
 Summer 2014



Fiscal Year

2015-2016



CITY OF BURLESON

RECORDS & INFORMATION

# GENERAL GOVERNMENT

**Mission Statement:** The Records & Information Services department's mission to implement the City of Burleson's Records Policy providing professional, efficient and lawful policies in compliance with all applicable laws.

**Description:** The City Secretary is designated as the Records Management Officer for the City of Burleson responsible for coordinating and implementing the record policies of the city. These policies are related to records retention and destruction, monitoring the records storage centers, overseeing the control of electronically stored records, and upgrading technology to provide for efficient and economic storage of records. The City Manager, pursuant to Section 29(b)(4) of the Burleson City Charter, has designated the City Secretary as the Public Information Coordinator primarily responsible for administering the responsibilities of the City of Burleson under the Texas Public Information Act, Chapter 552 of the Texas Government Code.

## MAJOR GOALS & OBJECTIVES

### Major Goals:

- To execute the City's Records Policy and comply with State Library Retention Schedule
- To assist all departments in Records activities
- To insure reliable storage and retrieval of official records
- To utilize technology when possible to fulfill these tasks

### Objectives for Fiscal Year 2015-2016:

1. To begin comprehensive electronic records process mapping and Optiview training to targeted departments for greater work efficiencies and cost savings
2. Continue scanning of all archival records of the city utilizing Optiview and storing hard copies at Tindall
3. To establish greater cohesion between the records department and interdepartmental liaisons for proper records archiving and destruction, while providing excellent customer service
4. Work with IT to ensure proper backup storage for electronic content

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	63,493	65,599	78,069	70,557
Materials & Supplies	2,184	2,070	1,800	5,200
Operating Expenditures	85,796	14,759	16,027	15,850
Maintenance & Repair	361	0	0	0
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>151,834</b>	<b>82,428</b>	<b>95,896</b>	<b>91,607</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Records & Information Specialist	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

SIGNIFICANT CHANGES

Fiscal Year

2015-2016



CITY OF BURLESON

JUDICIAL SERVICES

## GENERAL GOVERNMENT

**Mission Statement:** The mission of the Judiciary is to preserve the rule of law and protect the rights and liberties guaranteed by the Constitution and laws of the United States, State of Texas and laws of the City of Burleson.

**Description:** The Municipal Court Judges are appointed by the City Council and charged with preserving the rule of law and protecting the rights of the citizens. There is a Presiding Judge who is responsible for administering the Judicial functions of the Court and guide the Associate Judges.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

- Promote public confidence in the integrity, independence, competency, and impartiality of the Judiciary
- Interpret and adjudicate applicable state laws and city ordinances in a professional manner and to ensure accessibility, fairness, and courtesy in the administration of justice.
- Provide case resolution in an efficient manner without excessive cost, inconvenience, or delay.
- Maintain the independence of the Judiciary while strengthening relations with the public and the City Council.

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	99,966	101,960	102,925	105,191
Materials & Supplies	1,542	450	450	450
Operating Expenditures	0	480	480	480
Maintenance & Repair	0	0	0	0
Other Expenditures	0	0	0	3,733
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>101,508</b>	<b>102,890</b>	<b>103,855</b>	<b>109,854</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Municipal Court Judge	.5	.5	.5	.5
Municipal Court Associate Judge	.5	1	1	1
Red Light Camera Judge	0	.5	.5	.5
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>

SIGNIFICANT CHANGES

Fiscal Year

2015-2016



CITY OF BURLESON

LIBRARY

## GENERAL GOVERNMENT

**Mission Statement:** The Burleson Public Library serves as a vital community center providing materials and services to help community residents obtain information meeting their personal, educational, cultural, and professional needs.

**Description:** The Burleson Public Library is a Texas State Library and Archives Commission (TSLAC) accredited public library and is a public service-based department of the City of Burleson, Texas, designed to provide library materials, programs, and services to enhance the educational, informational, recreational, and civic life of the residents of the larger community. In conjunction with other community libraries, it serves as a part of a network of libraries insuring that the library service needs of Tarrant and Johnson Counties are being met. The Library develops resources, information/reference services, and programs of interest to all age groups and works with the City Administration and all City departments to enhance opportunities available to all citizens.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

- To expand opportunities for volunteerism in the Library and support local history and preservation programs.
- To support the non-profit community through funding information services.
- To enhance early childhood literacy and school readiness programming.
- To strengthen partnerships with community organizations to encourage entrepreneurship and innovation.
- To reduce senior isolation and expand Library services to the homebound.

**Objectives for Fiscal Year 2015-2016:**

- Enhance the online volunteer registration program with the ability to sign up for new opportunities and positions.
- Expand free learning and collaboration opportunities to assist non-profit organizations with grant funding resources and programming support.
- Pursue regional service opportunities and cooperation grants that will support parents and educators with new tools and technologies.
- Offer 3D Printing and workshops to provide support and resources on emerging technologies and opportunities for innovation for small businesses.
- Develop an application based outreach program via mail, telephone, online, and connect caregivers and the homebound with Library services and resources at no cost to the participants.



New Mobile Technologies at the Burleson Public Library

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	591,546	626,670	627,255	698,943
Materials & Supplies	148,346	114,810	115,088	145,310
Operating Expenditures	61,846	90,122	78,818	94,696
Maintenance & Repair	72	194	40	194
Other Expenditures	206,198	274,108	275,258	307,998
Capital Outlay	104,513	0	0	0
<b>TOTAL</b>	<b>1,112,521</b>	<b>1,105,904</b>	<b>1,096,459</b>	<b>1,247,141</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Library Director	1	1	1	1
Public Services Librarian Supervisor	1	0	0	0
Library Services Manager	0	1	1	1
Reference Public Services Librarian	1	1	1	1
Teen/Public Services Librarian	1	1	1	1
Children's Services Librarian	1	1	1	1
Library Support Services Supervisor	1	1	1	1
Librarian (Part-time)	0.5	0.5	0.5	0.5
Library Aide II (Part-time)	0.5	0.5	0.5	0.5
Library Aide I (Part-time)	4	4.5	4.5	4.5
Administrative Secretary (Part-time)	0.4	0.4	0.4	1
Library Clerk	0	1	1	1
<b>TOTAL PERSONNEL</b>	<b>11.4</b>	<b>12.9</b>	<b>12.9</b>	<b>13.5</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 Goal	2014-2015 Year End Estimate	2015-2016 GOALS
Customer service ratings	*	*	*	#
Collection size total and by type	66,435	65,897	65,368	66,556
Circulation rate per capita	8.68	11.00	7.44	7.82
Number of visitors	127,602	116,709	111,305	115,542
Total Circulation of Materials	338,674	429,146	290,220**	304,807
Customers Accessing PCs	17,805	16,544	15,714	16,709
Program Attendance	10,091	11,445	7,414	11,788
Library Web-Site Visits	89,164	69,707	75,174	71,101
* This is a new performance measure and there is no data available for the previous fiscal year				
# The Customer Satisfaction Survey will be developed and implemented in Fiscal 2015				
**Corrected a setting that was counting multiple disc sets as multiple circulations				

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Upgraded PT Admin Secretary position to FT.
Added new cash handling system.





## GENERAL GOVERNMENT

**Mission Statement:** The mission of the City of Burleson Finance Department is to improve the quality of life in the City of Burleson by providing timely, accurate, clear and complete information and support to other City departments, citizens, and the community at large.

**Description:** The Finance Department is the administrative arm of the City's financial operation. The Director of Finance is the chief fiscal officer of the City, with full and direct management responsibility of fiscal management, accounting, tax collection, and investment management. The department is responsible for maintaining a governmental accounting system that presents accurately, and with full disclosure, the financial operations of the funds of the City in conformity with Generally Accepted Accounting Principals. Combined with budgetary data and controls, information so presented shall provide a means by which the general citizenry may ascertain whether public funds are expended efficiently, as well as prioritized and allocated in a manner which is responsive to prevailing community needs and values.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To safeguard the City's assets by principles of maximizing available revenue, controlling costs, and managing the City's investment principal.
2. To direct and oversee the City's financial accountability and ensure the responsible use of the City's funds.
3. To improve service delivery through education and training of Finance Department personnel as well as personnel of customer departments.
4. To develop and provide financial and budgetary data to management or other authorized personnel in the form, frequency, and timeliness needed for management decisions.

**Objectives for Fiscal Year 2015-2016:**

1. To receive the "Certificate of Achievement in Financial Reporting" from the Government Finance Officers' Association.
2. To present the Comprehensive Annual Financial Report to Council by February 15, 2016.
3. To receive the "Distinguished Budget Presentation Award" from the Government Finance Officers' Association.
4. To continue improvement of year-round budget reporting and planning process and long-term planning process.

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	801,947	789,746	834,691	868,186
Materials & Supplies	5,825	3,532	3,514	3,514
Operating Expenditures	139,868	152,217	141,200	151,867
Maintenance & Repair	0	0	0	0
Other Expenditures	51,205	52,876	52,876	51,656
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>998,845</b>	<b>998,371</b>	<b>1,032,281</b>	<b>1,075,223</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Director of Finance	1	1	1	1
Assistant Director of Finance	1	1	1	1
Senior Accountant	2	2	2	2
Staff Accountant	3	3	3	3
Financial Analyst	1	1	1	1
Accounting Technician	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>



## PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 Year End Estimate	2015-2016 GOALS
Unqualified Audit Opinion	Yes	Yes	Yes	Yes
GFOA Certificate for Excellence in Financial Reporting	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Presentation	Yes	Yes	Yes	Yes
GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting	Yes	Yes	Yes	Yes
Monthly Operations Report distributed within five working days of month-end	11	11	11	11
Monthly Financial Report provided to Council at second meeting of following month	11	11	11	11
Percentage of respondents reporting on internal service survey that Finance services rate excellent or good	NA	NA	NA	NA

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
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Fiscal Year

2015-2014



CITY OF BURLESON

SUPPORT SERVICES

## GENERAL GOVERNMENT

**Mission Statement:** To service the general public and represent the city as a first impression at City Hall and on the telephone while also supporting City staff with receptionist services, mail room functions and Ricoh Managed Print Shop Services.

**Description:** Support Services offers assistance for a variety of departments. Functions include switchboard and receptionist services, mail room services and Ricoh Managed Print Shop Services. Utility costs for City Hall are included in this budget.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

- To provide accurate and timely information in a friendly and professional manner to the public and to city employees.
- To offer up-to-date information related to special activities and programs within the city for the citizens.
- To support city departments with mail room services expanding the staff to cover the pick/up delivery of mail, copy room services, general building services, etc.
- To provide printing services on an as needed bases, working with the departments to develop forms, newsletters and advertising for special functions.

**Objectives for Fiscal Year 2015-2016:**

- Provide customer service to City visitors and callers by being knowledgeable about City departments and functions available to the public.
- Develop innovative methods to provide printing services for the best cost and quality.

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	67,409	56,813	53,124	54,744
Materials & Supplies	39,514	39,700	37,700	38,831
Operating Expenditures	20,869	23,888	29,562	31,691
Maintenance & Repair	32,411	33,325	33,752	35,809
Other Expenditures	25,368	28,488	28,488	28,196
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>185,571</b>	<b>182,214</b>	<b>182,626</b>	<b>189,271</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Receptionist	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 Goal	2014-2015 Year End Estimate	2015-2016 GOALS
Average daily calls answered per FTE	40	50	45	50
Average daily walk-ins greeted by Reception	35	140	140	140
Percentage of respondents reporting on internal service survey that Support Services rate excellent or good	*	*	*	#
Percentage of non-utility Support Services cost recovered through printing service charges.	28.7%	30.0%	28.0%	30.0%
Copy center utilization - expressed as copy center copies as a percentage of total City copies made.	45.28%	40	42.59%	40

\* This is a new performance measure and there is no data available for the previous fiscal year

# The Customer Satisfaction Survey will be developed and implemented in Fiscal 2015

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2015-2016



CITY OF BURLESON

PURCHASING

## GENERAL GOVERNMENT

**Mission Statement:** Promote and maintain high ethical values and purchasing practices that are in accordance with the State Statutes and City Ordinances, which include:

1. Acquisition of goods and services in an efficient and effective manner.
2. Expending public dollars in a way that instills public trust in the City's Procurement System.

**Description:** The Purchasing Division of the Finance Department provides procurement-related services to the city's employees. Duties include identifying existing supply sources or establishing price agreements via the sealed bid process for purchases with an annual aggregate over \$50,000; acting as advocate for the city regarding vendor performance issues; coordinating with City departments to dispose of surplus property; and providing research and documentation to support recommendations to management and the city council regarding purchasing-related issues.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To develop and maintain a level performance considered excellent by those we serve as customers while maintaining a high degree of efficiency and economy.
2. To promote a system of material simplification and standardization throughout the City in order that better materials at minimum cost may be secured for all using departments.
3. To generate fair and open competition among all responsible vendors and seek out new vendors as sources of supply.

**Objectives for Fiscal Year 2015-2016:**

1. Provide a minimum of two procurement training sessions and one PCard refresher in this fiscal year. Update staff on any new procurement procedures, applicable law and H.T.E. Software.
2. As a service department work with all departments to find the best value for the best price for goods and services.
3. Review city-wide use of commodities for possible opportunities to create annual contracts to take advantage of economics of scale.

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	114,413	113,903	117,015	121,225
Materials & Supplies	167	250	250	250
Operating Expenditures	82	325	75	129
Maintenance & Repair	0	0	0	0
Other Expenditures	3,986	3,868	3,868	3,733
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>118,648</b>	<b>118,346</b>	<b>121,208</b>	<b>125,337</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Purchasing Manager	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 Goal	2014-2015 Year End Estimate	2015-2016 GOALS
Average number of working days to issue a purchase order (from Director approval to Purchasing issue a purchase order)	1	1	1	1
Error ratio (returned requisitions as a percentage of issued purchase orders)	*	*	*	*
Procurement card transaction dollars as a percentage of total purchases.	15.00%	16.97%	21.00%	15.59%
Percentage of respondents reporting on internal service survey that Purchasing services rate excellent or good.	*	*	*	#

\* This is a new performance measure and there is no data available for the previous fiscal year

# The Customer Satisfaction Survey will be developed and implemented in Fiscal 2015



WINTER 2015

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Fiscal Year

2015-2016



CITY OF BURLESON

POLICE DEPARTMENT

## PUBLIC SAFETY

### Mission Statement:

The Burlison Police department is committed to protect the lives, property and rights of all. We will enforce all laws impartially while maintaining the highest degree of ethical behavior and professional conduct. We will strive to be part of the community that has empowered us to serve.

### Description:

The Police Department, under the direction of the Chief of Police, develops and implements programs to prevent and deter crime and enforce laws in order to protect life and property within the City of Burlison. The Police Department: provides effective and efficient service to all citizens while treating them with dignity and respect; protects individual rights as provided for in Federal, State, and Local laws; provides public safety duties during man made or natural disasters; protects, aids, rescues, and restores individual and community safety; provides a liaison with other criminal justice agencies; and maintains files and statistics on police related matters.



## MAJOR GOALS & OBJECTIVES

### Major Goals:

1. Maintain a Department-wide community policing philosophy.
2. Continue to improve geographic accountability.
3. Continue to enhance communication with citizens.
4. Foster a more significant relationship with the Mayor's Youth Council to support a common understanding of youth issues as they relate to public safety.
5. Complete the construction of a new police headquarters in Burlison.
6. Continue to evaluate the use of new and existing community policing activities.
7. Continue to identify and resolve analytical limitations.
8. Continue to evaluate balancing the patrol workload.
9. Continue to conduct weekly police administrative communications meeting.
10. Implement a GIS-based police analysis system.
11. Commit to regularly reviewing the department crime staffing.

### Objectives for Fiscal Years 2015-2016:

1. Inform the public of our commitment to community policing through multiple partnerships.
2. Provide on-going in service community policing training.
3. Increase the number of problem solving plans developed by beat Officers.
4. Reward positive behavior and correct inappropriate behavior immediately that does not meet our mission and values.

5. Evaluate call distribution among existing beats and realign beats as necessary.
6. Evaluate our use of Crime Reports, Wise Eyes, Facebook and Twitter.
7. Continue to utilize our Citizens on Patrol program.
8. Increase the number of citizens participating in the Citizens Police Academy.
9. Continue to attend Mayor's Youth Council meetings and discuss issues relevant to public safety.
10. Evaluate existing facilities throughout the city for temporary use by the department.
11. Identify and define all community policing activities both Patrol and Community Resource Officer related.
12. Use the analyst position to provide timely crime and operations analysis as needed.
13. Develop the research capabilities of various sections within each division to provide timely data to police administration.
14. Attempt to keep officers assigned to patrol beats maintaining 40% of their time to community policing activities.
15. Staffing will be based on performance by asking the critical questions. If we add this position what will this organization be able to accomplish that we are not doing now or if we do not add this position what will happen with the service level to our customers.
21. Perform reviews to identify patrol demands.

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	6,926,339	7,139,705	7,251,449	7,690,162
Materials & Supplies	174,324	256,152	187,199	307,236
Operating Expenditures	340,895	288,540	332,996	266,642
Maintenance & Repair	96,734	105,443	93,629	95,105
Other Expenditures	820,411	825,301	825,301	1,012,975
Capital Outlay	0	450,000	2,978,000	0
<b>TOTAL</b>	<b>8,358,703</b>	<b>9,065,141</b>	<b>11,668,574</b>	<b>9,372,120</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Chief of Police	1	1	1	1
Deputy Chief	3	2	2	2
Captain	0	2	2	2
Sergeant	9	9	9	9
Corporal	1	0	0	0
Police Officer & Recruits	47	48	48	50
Police Analyst	0	1	1	1
Supervisor - Records	1	1	1	1
Records Clerk	2	2	2	2
Public Safety Communications Supervisor	1	1	1	1
Lead Public Safety Communications Specialist	1	1	1	1
Records Coordinator	2	1	1	1
Public Safety Communications Specialist	9	9	9	9
Senior Administrative Assistant	1	1	1	1
Property Room Coordinator	1	1	1	1
Victim Assistance Coordinator (Part-time)	.5	.5	.5	.5
Criminal Investigations Clerk	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>80.5</b>	<b>81.5</b>	<b>81.5</b>	<b>83.5</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 Goal	2014-2015 Year End Estimate	2015-2016 GOALS
Part I Crimes compared to similar sized TX cities/US cities (Burleson/TX cities/US Cities)	1,005	1,000	996	1,000
Average response time for priority calls	5,23	5,23	5	5
Police Department costs per capita	283	283	283	290
Overtime costs due to workers compensation accidents, illness, injuries, paid time off	222,780	250,000	250,000	250,000
CALEA Certification	Yes	Yes	Yes	Yes
Total calls for service (all)	83,937	77,000	79,068	80,000
Arrests	1,050	1,200	1,172	1,200
DWI Arrests	142	130	186	180
Traffic Enforcement	8,981	8,000	6,723	8,000
Part I Crimes	1,005	1,000	996	1,000
Part II Crimes	1420	1600	1354	1400
Accidents	725	750	764	725

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES	
Added two Community Resource Officers.	



Fiscal Year

2015-2016



FIRE DEPARTMENT

CITY OF BURLESON

FIRE DEPARTMENT

# PUBLIC SAFETY

## Mission Statement:

The mission of the Burlleson Fire Department is to improve the quality of life and safety of our citizens by managing the outcomes of fire, rescue, medical, and environmental incidents.

## Description:

Our services include fire suppression, community services, emergency medical services, and training. Fire Suppression is done with two engines, two ladders, two brush trucks, and a command vehicle that are housed in three fire stations. Community Services includes fire safety inspections, fire safety education to the public schools and civic organizations, pre-fire plans of all commercial and industrial buildings in the City, and an ongoing hydrant testing program. Emergency medical services is accomplished through a first responder at the Advanced Life Support Level with EMT, EMT-I, and Paramedics. Training is accomplished in-house and through outside resources and we are a designated Texas Fire Commission Training Facility.



## MAJOR GOALS & OBJECTIVES

### Major Goals:

1. To provide the Citizens of Burlleson with quality fire protection.
2. To provide the Citizens of Burlleson and average response time of under 6 minutes 90% of the time.
3. To provide the highest level of training to our firefighters consisting of National Fire Academy classes and quality in-house education to ISO 1 standards.
4. To provide the Citizens of Burlleson with advanced life support emergency medical services.
5. To continue efforts to reduce ISO PPC rating.

### Objectives for Fiscal Year 2015-2016:

1. Continue steps to obtain 4 person staffing at FS3 to decrease ISO rating and improve firefighter efficiency and safety.
2. Maintain annual testing and record keeping requirements for Texas Fire Commission.
  - ladder and aerial testing
  - SCBA testing
  - continuing education requirements
  - protective clothing inspections
  - physical examinations
  - fire pump testing
  - review of departmental procedures
3. Place EMS squad into service for medical responses in lieu of fire trucks.
4. Continue upgrade SCBA equipment to meet the new NFPA 1852 standards.

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	3,619,082	3,840,594	3,859,853	4,125,906
Materials & Supplies	123,886	146,461	139,726	186,696
Operating Expenditures	141,903	135,325	125,565	168,954
Maintenance & Repair	137,549	153,160	161,238	184,600
Other Expenditures	248,609	250,499	250,499	295,978
Capital Outlay	49,359	107,916	107,916	98,605
<b>TOTAL</b>	<b>4,320,388</b>	<b>4,633,955</b>	<b>4,644,797</b>	<b>5,060,739</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Fire Chief	1	1	1	1
Deputy Chief	2	2	2	2
Lieutenant	9	9	9	9
Apparatus Operator	9	9	9	9
Fire Fighter	14	16	16	18
Sr. Administrative Secretary	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>36</b>	<b>38</b>	<b>38</b>	<b>40</b>



**FIRE WEEK**

**2015**



## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 Goal	2014-2015 MID YEAR ACTUAL	2015-2016 GOALS
ISO Rating	3	2	3	2
Percentage of response times less than 6 minutes	84%	85%	85%	85%
Fire cost per capita	108.22	111.88	62.14	110.00
Overtime costs due to workers compensation accidents, illness, injuries, paid time off	\$58,390	\$55,000	\$27,258	\$50,452
Hours of assistance provided other agencies versus assistance received from other agencies	132 vs 47	160 vs 35	88 vs 15	165 vs 40
Average ambulance service response time	5:58	5:56	5:52	5:56
Number of call for service	3,821	4,200	2,098	4,350
Completed Preplans	1,080	1,900	923	2,000
Completed Hydrant Tests	1,836	1,900	606	1,900
Staff Hours of Training	15,089	14,722	6,361	15,000
% Fires confined to room of origin	55%	65%	67%	68%

## SIGNIFICANT CHANGES

### SIGNIFICANT CHANGES

Added two firefighters.

Added EMS squad.

Fiscal Year

2015-2016



CITY OF BURLESON

FIRE PREVENTION

## PUBLIC SAFETY

**Mission Statement:** To build community pride by creating a fire safe environment by the enforcement of fire prevention codes, public education and training. It is through these efforts that we strive to prevent, prepare for, or otherwise limit, the extent of any fire or other emergency.

**Description:** Fire Prevention is accomplished by identification and elimination of the hazards that cause and support the spread of fire within our community. This goal is accomplished through plan reviews, public fire education, fire inspections and code enforcement.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To provide for the safety of the public through hazard removal by way of fire inspections.
2. To reduce the chance and cause of fire through public education programs.
3. To provide investigations of all fire incidents and make arrests as required.
4. To provide fire safety education to grades pre-k to third grade and all other requests.
5. To provide fair, courteous, equal, firm and consistent service to our citizens and visitors of our community.
6. To maintain a clean city through the enforcement of various city ordinances.

**Objectives for Fiscal Year 2015-2016:**

1. To inspect 85% of the commercial, industrial, mercantile and institutional buildings to locate and remove fire and other safety hazards at least once annually.
2. To respond to any fire hazard complaint within 24 hours.
3. To respond to any code violation complaint within 24 hours.
4. To assure a quick and timely plan review, within 10 days of plans being submitted.
5. To maintain a quick and timely response time to fire investigation request.
6. To expand the fire safety program by utilizing the fire safety house at more events. This will increase our number of contacts.

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	257,916	357,845	337,881	377,143
Materials & Supplies	6,480	15,120	16,427	11,100
Operating Expenditures	10,388	19,209	18,397	21,336
Maintenance & Repair	8,536	6,265	6,224	6,713
Other Expenditures	76,697	153,014	153,014	94,004
Capital Outlay	0	5,000	8,693	0
<b>TOTAL</b>	<b>360,017</b>	<b>556,453</b>	<b>540,636</b>	<b>510,296</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Director of Fire Prevention	1	1	1	1
Fire Inspector	1	2	2	2
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 Goals	2014-2015 Year End Estimate	2015-2016 GOALS
Number of inspections done per year	2,773	2,100	2,800	2500
Fire Investigations	27	40	35	35
% of Fire Investigation Reports completed within 10 days	100	100	100	100
Fire Safety Training Contacts	4,862	5,000	5,500	5,500
Fire Hazard Complaints responded to within 24 hours	100	100	100	100
Plan Reviews (site plans, building plans, etc.)	337	275	300	275
% of Plan Reviewed within 10 days	91	90	95	95



## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Fiscal Year

2015-2016

# PUBLIC SAFETY



**Mission Statement:** The Court Clerk's Office shall serve as the Administrative Arm of the Municipal Court of Record for the City of Burleson. Administrative functions shall include timely and accurate processing of citations and complaints, courteous response to requests for information from the public, responsible collection of assessed fines and fees, and efficient docketing of cases for adjudication.

**Description:** The Municipal Court of Record, is under the direction of the City Manager, the court is the Judicial Branch of city government. The Court is responsible for the enforcement of all class C misdemeanor complaints filed. The court consists of a Director of Court Services, Clerk Supervisor/Warrant Clerk, Juvenile Case Manager, three City Marshals, a Collections Clerk and one Deputy Court Clerk.

## MAJOR GOALS & OBJECTIVES

### Major Goals:

1. To provide timely and accurate processing of citations and complaints.
2. To provide courteous responses to requests for information from the public.
3. To be responsible for the collection of assessed fines and fees.
4. To provide efficient docketing of cases for adjudication.

### Objectives for Fiscal Year 2015-2016:

- Continue with relocation plans for Municipal Court
- Continue with Purge project prior to implementation of new court software
- Additional staffing for growing demands/court facility

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	545,684	548,663	517,151	373,298
Materials & Supplies	7,673	10,200	7,841	9,500
Operating Expenditures	32,090	34,212	32,404	23,720
Maintenance & Repair	3,163	3,307	5,515	5,728
Other Expenditures	80,200	72,439	72,439	32,044
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>668,810</b>	<b>668,821</b>	<b>635,350</b>	<b>444,290</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORK-YEAR YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Director of Court Services	1	1	1	1
Deputy Municipal Court Clerk	2	1	1	1
Clerk Supervisor	0	1	1	1
Collection Clerk	1	1	1	1
Juvenile Case Manager	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>



CITY OF BURLESON

MUNICIPAL COURT

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET	2014-2015/ 2015-2016 CHANGE
Currently being finalized.					
Will be placed in file upon completion					

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
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Fiscal Year

2015-2016

# PUBLIC SAFETY



**Mission Statement:** The Court Clerk's Office shall serve as the Administrative Arm of the Municipal Court of Record for the City of Burleson. Administrative functions shall include timely and accurate processing of citations and complaints, courteous response to requests for information from the public, responsible collection of assessed fines and fees, and efficient docketing of cases for adjudication.

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## MAJOR GOALS & OBJECTIVES

### Major Goals:

1. To create efficiency in warrant service procedures and enhance internal and external communications.
2. To provide support to both local and regional task forces.
3. To ensure safe and secure conduct of judicial proceedings.

### Objectives for Fiscal Year 2015-2016:

Participate in joint training sessions with both the Burleson and Crowley Police departments

Proceed with action plan to increase warrant service and collections

Additional staffing for new court facility and security demands

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	0	0	0	331,488
Materials & Supplies	0	0	0	21,970
Operating Expenditures	0	0	0	12,451
Maintenance & Repair	0	0	0	4,481
Other Expenditures	0	0	0	84,230
Capital Outlay	0	0	0	11,725
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>466,345</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORK-ER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
SGT City Marshal	0	1	1	1
City Marshal	3	2	2	3
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>



CITY OF BURLESON

MARSHAL DIVISION

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET	2014-2015/ 2015-2016 CHANGE
Currently being finalized.					
Will be placed in file upon completion					

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Added City Marshal position.



July 4th, Chisenhall Fields

Fiscal Year

2015-2016



# PUBLIC WORKS

**Mission Statement:** The City of Burleson Public Works Department is dedicated to ensuring quality of life by constructing and maintaining to industry standards the City's street, water, sanitary sewer, and drainage infrastructure. We accomplish this by providing exemplary service through the collective efforts of the administrative, and field operations divisions of the department.

**Description:** The City of Burleson Public Works Department is dedicated to ensuring quality of life by constructing and maintaining to industry standards the City's street, water, sanitary sewer, and drainage infrastructure. We accomplish this by providing exemplary service through the collective efforts of the administrative, and field operations divisions of the department.

## MAJOR GOALS & OBJECTIVES

### Major Goals:

1. To increase the number of calls for service that are processed in real time.
2. To provide staff support for long-range planning and efficient day-to-day management of the Streets, Solid Waste, Equipment Services, and Water & Wastewater Divisions.
3. To direct, plan and organize Public Works Departmental activities.

### Objectives for Fiscal Year 2015-2016:

1. Streamline and improve employee production.
2. Conduct two (2) Continuous Process Improvement (CPI) studies.
3. Implement any cost saving strategies resulting from CPI studies.



## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	509,337	514,764	537,723	686,858
Materials & Supplies	2,019	2,298	2,298	2,298
Operating Expenditures	7,831	6,768	7,640	7,254
Maintenance & Repair	0	439	439	439
Other Expenditures	23,913	26,620	26,620	19,063
Capital Outlay	0	0	0	5,561
<b>TOTAL</b>	<b>543,100</b>	<b>550,889</b>	<b>574,720</b>	<b>721,473</b>

CITY OF BURLESON

PUBLIC WORKS  
ADMINISTRATION

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Director of Public Works	1	1	1	1
Assistant Public Works Director	2	2	2	2
Public Works Coordinator	1	0	0	0
Administrative Tech.	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>5</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOALS	2014-2015 YEAR END ESTIMATE	2015-2016 GOALS
Measures detailed under each Division				

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Replaced a copier.

Fiscal Year

2015-2016



CITY OF BURLESON

FACILITIES MAINTENANCE

## PUBLIC WORKS

**Mission Statement:** The Facilities Division strives to deliver a full range of maintenance programs that will keep the integrity of all City Facilities at a level the public expects.

**Description:** The Facility Maint. Dept. provides maintenance for the following buildings and locations: City Hall, Police Dept., Library, 2 Fire Stations, Service Center, Old Service Center, Senior Center, Transfer Station, Interurban Bldg., City Annex, Hidden Creek Golf Complex, and Hill College/Texas Wesleyan facility. This Department is responsible for all maintenance of electrical, plumbing, and HVAC as well as overseeing the custodial service.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To ensure maximum life expectancy of City Facilities, both interior and exterior.
2. To provide routine cleaning and maintenance program to all facilities.
3. To keep the facilities in an acceptable manner necessary to project the proper image our community deserves.
4. To ensure the best possible performance by outside agencies, when needed, in regard to facility repairs and maintenance.

**Objectives for Fiscal Year 2015-2016:**

1. Preventive Maintenance completed within scheduled week – Greater than 50%
2. Track inventory within Sungard database.
3. Percentage of available technician hours accounted for as billable hours – 75%

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	134,257	138,367	141,620	148,059
Materials & Supplies	25,836	23,449	29,541	29,541
Operating Expenditures	96,148	90,585	96,774	97,450
Maintenance & Repair	259,468	152,539	205,513	203,745
Other Expenditures	17,964	17,028	17,028	15,900
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>533,673</b>	<b>421,968</b>	<b>490,476</b>	<b>494,695</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Facility Maintenance Tech III	2	2	2	2
Facility Maintenance Worker (Temp)	0.5	0.	0.	0
<b>TOTAL PERSONNEL</b>	<b>2.5</b>	<b>2</b>	<b>2</b>	<b>2</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOALS	2014-2015 Year End Estimate	2015-2016 GOALS
% of PM's Completed with in schedule	64	85	55	85
Number of Jobs per FTE	1,373	1,350	900	1,350
Square Feet per employee	162,409	162,409	162,409	162,409
Number of AC units over 12 years old	58	0	55	0
% of AC units over 12 years old	82	0	77	0

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2015-2016



CITY OF BURLESON

STREETS PAVEMENT

## PUBLIC WORKS

**Mission Statement:** The mission of the City of Burleson Pavement Maintenance Division is to effectively maintain a safe infrastructure for the traveling public.

**Description:** The Pavement Maintenance Division of the Department of Public Works provides services to the citizens of Burleson by repairing and maintaining paved streets and sidewalks, as well as, city owned parking lots. Additionally, this division provides utility cut repairs and street sweeping operations throughout the city. This Division also manages contract and in house pavement programs including miscellaneous concrete repair & replacement, micro surface, chip seal, crack sealing, and mill & overlay operations. Moreover, this division provides emergency response for barricading and debris removal during any emergency condition.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. Protect the investment in public streets through adequate repair and preventive maintenance ensuring maximum pavement life.
2. Maintain an ongoing comprehensive concrete pavement repair and replacement program.
3. Continue to look for ways to provide pavement maintenance programs that are both effective and efficient in order to provide the best possible stewardship of public funds
4. Provide 30 minute response time for emergency operations due to natural or man made disaster
5. Update street inventory annually and calculate average PCI
6. Perform sidewalk repairs based upon resident reported trip hazards.
7. Prioritize sidewalk repair projects to facilitate proactive maintenance program.

**Objectives for Fiscal Year 2015-2016:**

1. Maintain an average Pavement Condition Index (PCI) of 7
  - 375,000 sf of pavement repairs
  - 25 linear miles of crack sealing
  - 18 lane miles of asphalt overlay, micro-surface, pavement rejuvenation
2. Perform pavement repair for utility cuts within 5 days of notification (24,000 sf annually)
3. Provide 1 hour response time on reported pot holes



### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	618,898	628,167	634,754	655,094
Materials & Supplies	17,425	18,219	18,219	18,219
Operating Expenditures	402,294	383,695	372,300	397,925
Maintenance & Repair	936,639	1,055,915	1,044,689	1,094,993
Other Expenditures	228,025	236,878	236,878	230,171
Capital Outlay	0	0	0	6,500
<b>TOTAL</b>	<b>2,203,281</b>	<b>2,322,874</b>	<b>2,306,840</b>	<b>2,402,902</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Street Superintendent	1	1	1	1
Street Maintenance Senior Crew Leader	1	1	1	1
Street Maintenance Crew Leader	1	1	1	1
Street Equipment Operator	2	2	2	2
Street Maintenance Worker I and II	8	6	6	6
<b>TOTAL PERSONNEL</b>	<b>13</b>	<b>11</b>	<b>11</b>	<b>11</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Average street rating	8	7	9	7
Percent of lane miles below average	*	20	11	20

Some measure from previous year not reported, all are components of Average Street Rating

\* This is a new performance measure and there is no data available for the previous fiscal year

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Added Skid Steer Broom Attachment



Fiscal Year

2015-2016



# PUBLIC WORKS

**Mission Statement:** The mission of the City of Burleson Drainage Maintenance Division is to maintain an effective storm water program including maintenance of open and closed system drainage facilities for the citizens of Burleson.

**Description:** The Drainage Maintenance Division of the Department of Public Works provides services to the citizens of Burleson by repairing and maintaining improved drainage facilities and public underground storm drain systems. Additionally, this division provides the mowing, trimming and clean up of public open channels throughout the city. Furthermore, this division is also responsible for chemical growth control application and storm water management related program monitoring.

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. Protect the investment in public drainage systems through adequate repair and preventive maintenance to maximize storm water flow through the community.
2. Establish best management practices for storm water monitoring & maintenance through implementation of a comprehensive storm water management program.
3. Continuously look for improvements in storm water management practices that increase efficiency and effectiveness for the community.

**Objectives for Fiscal Year 2015-2016:**

1. Perform all Storm Water Management Plan requirements per schedule
2. Mow 100% of existing 105 acres of drainage channels a minimum of once every 30 days during the growing season. (630 acres of mowing annually)
3. Update drainage outfall inventory annually, recalculate number of outfall points and map on storm water map
4. Perform 25,000 linear feet of drainage channel maintenance including slope and outfall grading.
5. Perform minor storm sewer repairs as needed.

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	330,298	321,488	338,647	343,207
Materials & Supplies	2,868	3,769	3,801	3,769
Operating Expendi-	15,929	11,475	14,554	17,363
Maintenance & Repair	47,011	49,542	49,043	49,168
Other Expenditures	401,839	126,394	126,394	121,807
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>797,945</b>	<b>512,668</b>	<b>532,439</b>	<b>535,314</b>

SPRING  
FLOODING  
2015



CITY OF BURLESON

STREETS DRAINAGE

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Operations Super./Solid Waste &	0	1	1	1
Street Drainage Crew Leader	1	2	2	2
Street Drainage Equipment Operator	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>5</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Acres Mowed	382	630	630	630

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2015-2016



CITY OF BURLESON

STREETS TRAFFIC

# PUBLIC WORKS

**Mission Statement:** The mission of the City of Burleson Traffic Maintenance Division is to provide effective and efficient maintenance and operation of the city's transportation infrastructure .

**Description:** The Traffic Maintenance Division of the Department of Public Works provides services to the citizens of Burleson by repairing, maintaining and installing traffic signs and pavement markings. Additionally, this division provides school zone flasher, warning flasher, street light & traffic signal monitoring and repair through the use of in-house technicians and established contracts. This division also provides support for traffic control plans and implementation on in-house projects.

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. Protect the investment in signs, markings and electronic traffic control devices through adequate repair and preventive maintenance.
2. Maintain an ongoing traffic maintenance program to include all traffic related infrastructure components and maximize the City's investment.
3. Continuously seek to provide the most state of the art installation and maintenance practices for all traffic control related infrastructure components, i.e., signs, markings & electronic devices.

**Objectives for Fiscal Year 2015-2016:**

1. Maintain a 30 minute response time for emergency repairs for regulatory signs, i.e. stops, speed and school zone 24 hours a day
2. Maintain a 1 hour "after hours" response time by in-house signal technician for signal malfunctions or reported trouble calls

3. Perform all signal repairs possible from ground level within 30 minutes of arrival.
4. Perform all aerial signal repairs via contractor within 6 hours of notification.
5. Perform annual preventative maintenance (PM) to 100% of 19 school zone flashers and update annual program for school zone flashers based on school calendar
6. Perform annual ground level PM to 100% of 10 signalized intersections
7. Inspect 100% of the 10 maintenance management units (MMU) in the traffic signal controllers annually
8. Maintain 49,500 linear feet of pavement markings.
9. Maintain 16,500 square feet of hot tape pavement markings.
10. Update pavement markings and school zone markings, i.e. zone bars & crosswalks when needed
11. Maintain approximately 1,200 regulatory signs annually.
12. Install approximately 200 regulatory signs annually.

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	117,289	116,695	118,747	123,888
Materials & Supplies	56,675	70,569	64,069	70,569
Operating Expenditures	4,634	4,421	3,208	3,539
Maintenance & Repair	24,869	25,101	31,601	56,681
Other Expenditures	20,397	26,228	26,228	23,847
Capital Outlay	22,250	0	0	0
<b>TOTAL</b>	<b>246,114</b>	<b>243,014</b>	<b>243,853</b>	<b>278,524</b>



## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Traffic Maintenance Crewleader	1	0	0	0
Signal Technician	0	1	1	1
Signs & Markings Technician	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
PM Electronic Traffic Control Devices	30	30	30	30
New Signs Installed	105	125	110	125
Signs Maintained	330	300	202	300

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2015-2016



CITY OF BURLESON

NEIGHBORHOOD SERVICES

# NEIGHBORHOOD SERVICES

**Mission Statement:** To provide programs and services that improve and protect the public health and safety, including the environmental health, of the Burleson Community

**Description:** The Neighborhood Services Department includes animal services, environmental services and code compliance. The administrative division provides oversight for the staff, programs and budgets for these municipal functions.

## MAJOR GOALS & OBJECTIVES

### Major Goals:

1. To revise city ordinances as necessary to bring codes and the divisions of this department into compliance with updated state and federal regulations.
2. To develop programs that enhance citizen involvement in neighborhood maintenance and revitalization.
3. To provide administrative and managerial support to the department in order to produce effective services.
4. To provide operational support to the department so employees may have the necessary tools to perform their jobs.

### Objectives for Fiscal Year 2015-2016:

1. To assist with the implementation of a Target Area Clean-up day.
2. To update and maintain archiving of records.
3. To assist with amendments to Code of Ordinances relevant to repeat offenders, dead trees, storage containers, mosquito breeding property entry, and ROW obstructions regulations for Council consideration.
4. To assist with changes to charge administrative fees and notification fees for nuisance abatement by contractor.
5. To amend the ordinance for the keeping of Bee's
6. To continue identifying the requirements to initiate the demolition / repair if the inventoried substandard structures.
7. To continue to assist with the procedures for the abatement of substandard structures.
8. To assist with preparing a mock disaster for employees training.
9. To assist with review of the food establishment ordinance for possible revisions.

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	179,315	180,150	186,475	191,549
Materials & Supplies	2,282	684	684	684
Operating Expenditures	215	215	215	215
Maintenance & Repair	0	0	0	0
Other Expenditures	4,449	3,969	4,370	4,259
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>186,261</b>	<b>185,018</b>	<b>191,744</b>	<b>196,707</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Neighborhood Svcs Director	1	1	1	1
Administrative Secretary	0	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>



## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Neighborhood Services Departmental meetings	9	12	12	12
Division meetings	56	60	72	72
City council meeting attended	20	21	21	21
Special Events attended	3	4	5	5
ASAC meeting	3	4	3	3

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

### Environmental Outreach



Arbor Day Celebration

### Animals Donation





## NEIGHBORHOOD SERVICES

**Mission Statement:** Protect and serve the citizens of Burleson by enforcing state health and safety codes and the local animal care and control ordinance, by educating citizens on animal-related issues, and by maintaining a clean, efficient, and humane animal shelter.

**Description:** The Animal Services Division protects the public health and safety by operating a humane animal control program. This is done through the enforcement of state laws and city ordinances. The animal services staff serves as Burleson's rabies control authority and operates the Burleson Animal Shelter. They respond to citizens' requests for information and service related to: stray animals, animal bites, dangerous animals, animal welfare, responsible pet ownership, and deceased animals. Animals surrendered or impounded to the Burleson Animal Shelter are fed, offered basic medical care and health screenings, and given comfort items and shelter in a clean facility. The shelter staff then makes every effort to find animals' owners or to get the animals adopted or transferred to a rescue or foster facility. Animals reclaimed or adopted through the shelter are also micro chipped.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To provide protection and service to the citizens by preventing them from being annoyed, threatened, or endangered by the city's animal population.
2. To reduce the stray animal population in the city.
3. To promote responsible pet ownership.
4. To maintain an animal shelter which complies with all state and local regulations.
5. To maintain the health and well-being of the animals housed at the shelter.
6. To provide courteous service to all customers and patrons of the Burleson Animal Shelter.

**Objectives for Fiscal Year 2015-2016:**

1. To reduce the number of euthanasia's over all.
2. To update standard operational procedures for rabies protocol.
3. To update the emergency management plan to correct ever changing livestock holding and shelter resources.
4. To increase the number of transfers to rescue.
5. To prepare a mock disaster for employee training .
6. To amend the ordinance for the keeping of Bee's.



### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	304,420	303,997	313,264	323,272
Materials & Supplies	29,115	28,835	29,135	28,835
Operating Expenditures	25,845	32,712	31,569	33,781
Maintenance & Repair	2,257	2,929	2,553	20,654
Other Expenditures	31,360	37,462	37,462	36,457
Capital Outlay	0	0	0	10,369
<b>TOTAL</b>	<b>392,997</b>	<b>405,935</b>	<b>413,983</b>	<b>453,368</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Animal Services Supervisor	1	1	1	1
Animal Control Officer	2	2	2	2
Sr. Animal Control Officer	1	1	1	1
Animal Shelter Tech	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>



## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Total animals picked up	1,907	1,581	1,798	1834
Total stray animals picked up total/dogs/cats	1,404		1,417	1438
Number of reported animal attacks on citizens	39	29	37	38
Number of rabid animals found	3	10	12	12
Animals handled	1907	1581	1798	1825
Animals Adopted	426	341	461	468
Request for Service	2354	2456	2470	2507
Bite cases	39	29	37	38
Citations/warning issues	812	843	756	767
Shelter visitors served	5805	5165	6223	6316
Rabies positive cases	3	10	12	13
Phone calls	7115	7764	6402	6498
Volunteer hours	1216	1056	1352	1372
Return to owners	249	300	250	254
Animals transferred to rescue	174	137	177	180
Stray cats impounded	583		575	584
Stray dogs impounded	821		842	855

## SIGNIFICANT CHANGES

### SIGNIFICANT CHANGES

Added commercial washer/dryer, sandblast building and a portion of the trailer found in Environmental Services.



**PAW PALS ACADEMY  
SUMMER 2014**

**RAVEN WITH FRIEND**



**HAPPY ADOPTION TIME  
FALL 2014**

Fiscal Year

2015-2016



CITY OF BURLESON

ENVIRONMENTAL SERVICES

# NEIGHBORHOOD SERVICES

**Mission Statement:** Protect and serve the citizens of Burleson by maintaining compliance with environmental and health regulations and developing and implementing programs that promote a safe, clean and healthy community.

**Description:** Environmental Services is responsible for protecting public health and the environment. Environmental Services is responsible for stormwater management, mosquito (vector) surveillance and control and household hazardous waste disposal. Environmental Services is responsible for developing and implementing programs in compliance with the stormwater minimum control measures for public education and outreach, public involvement and participation and pollution prevention for municipal operations. Environmental Services is responsible for administering the interlocal agreements between the city and Tarrant County Public Health (TCPH) for the permitting and inspection of food establishments, on-site sewage facilities, and public and semi-public swimming pools and spas; serving as the liaison; and enforcing violations. Environmental Services responds to complaints and takes enforcement action as necessary.

## MAJOR GOALS & OBJECTIVES

### Major Goals:

1. To ensure the City is in compliance with local, state, and federal stormwater regulations.
2. To protect public health by effectively managing the mosquito (vector) surveillance and control program.
3. To deter illegal dumping by providing disposal alternatives such as the household hazardous waste disposal program.
4. To protect public health by regulating food establishments, on-site sewage facilities, and public and semi-public swimming pool and spas in compliance with local, state, and federal health regulations.
5. To promote a safe, clean and healthy environment by serving as the Executive Director of Keep Burleson Beautiful.
6. To provide response services at the request of PD and Fire to hazardous materials inci-

### Objectives for Fiscal Year 2015-2016:

1. To conduct annual storm water reporting as required under the Texas Pollutant Discharge Elimination System (TPDES) Small Municipal Separate Storm Sewer Systems (MS4) General Permit.
2. To review the Storm Water Pollution Control ordinance for compliance with the renewed MS4 General Permit.
3. To continue to review the food establishment ordinance for possible revisions.
4. To increase volunteerism in Keep Burleson Beautiful programs and events.
5. To educate the public on mosquito control, disease prevention, stormwater, and environmental issues.
6. Develop a curriculum for employee stormwater education.



Burleson  
Trash Bash

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	95,089	97,095	97,775	107,274
Materials & Supplies	2,641	3,416	4,516	7,346
Operating Expenditures	40,570	45,873	55,649	48,094
Maintenance & Repair	1,356	850	500	850
Other Expenditures	10,472	60,573	60,573	21,323
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>150,128</b>	<b>207,807</b>	<b>219,013</b>	<b>184,887</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Environmental Health Specialist	1	1	1	1
Mosquito Control Technician	0	0.5	0.5	.5
<b>Total Personnel</b>	<b>1</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
HHW participation	473	500	500	500
Litter clean-up volunteers (hours)	1,192	1,120	800	1,120
Mosquito traps set	277	275	275	275
Areas treated (larvacided) for mosquitoes	69	90	90	90
Food Establishment Permits	226	228	228	228
Food Establishment inspections/investigations	334	375	375	375
Swimming pool permits	34	35	35	35
Swimming pool inspections	75	75	75	75
OSSF permits	9	6	6	6
OSSF investigation	8	5	5	5
KBB Litter Index	2	1	1	1

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Added trailer.



Fiscal Year

2015-2016



CITY OF BURLESON

DEVELOPMENT SERVICES—  
ADMINISTRATION

## PLANNING & ENGINEERING

**Mission Statement:** To encourage economic growth in a progressive community environment and facilitate the land development process by applying the highest standards of health, safety and construction industry practices and by providing professional, courteous customer service to new and existing developers in the City of Burleson and its extra-territorial jurisdiction.

**Description:** The Development Services Administration Division includes the Director of Development Services and one Administrative Assistant. The Director plans, organizes, and directs department activities with the staff within the Economic Development, Building Inspections, and Planning Divisions.

### MAJOR GOALS & OBJECTIVES

#### Major Goals:

1. Update codes, ordinances, and policies in accordance with Comprehensive Plan.
2. Create an efficient and effective development process.
3. Support the enhancement of staff's knowledge, skills, and abilities.
4. Develop and maintain respectful effective working relationships within the development community.

#### Objectives for Fiscal Year 2015-2016

1. Increase the amount of development data and information available via the internet.
2. Increase development activity at HighPoint Business Park and other strategic economic development areas
3. Update the Old Town Development Plan



**Aerial Image of Mistletoe Hill, 2013**

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	226,159	229,731	239,905	246,381
Materials & Supplies	0	0	0	0
Operating Expenditures	0	0	0	0
Maintenance & Repair	0	0	0	0
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>226,159</b>	<b>229,731</b>	<b>239,905</b>	<b>246,381</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Director of Development Services	0	1	1	1
Administrative Secretary	0	1	1	1
<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>

## SIGNIFICANT CHANGES

This department was created at mid-year FY 2014.

SIGNIFICANT CHANGES



Officials prepare for ground-breaking at new Kroger

Fiscal Year

2015-2016



CITY OF BURLESON

PLANNING

## PLANNING & ENGINEERING

**Mission Statement:** To encourage economic growth in a progressive community environment and facilitate the land development process by focusing resources on comprehensive planning activities and supplying unparalleled pre-development services in the City of Burleson and its extra-territorial jurisdiction.

**Description:** Establishes conceptually viable planning principles and policies to help guide and manage the development patterns of the City, while implementing strategies to encourage the establishment of new neighborhoods, new businesses, and the expansion and retention of existing businesses. The Planning Division supports the City Manager's Office, the Planning & Zoning Commission, the City Council and other City boards and commissions on matters affecting planning, growth and development in Burleson. The division also coordinates planning and development related matters with other City departments and agencies.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To encourage and manage commercial and residential growth that is consistent with City plans, resources, infrastructure and services.
2. To ensure an efficient development review process that is professional, timely, and supportive of adopted City goals.
3. To provide accurate and relevant information needed to guide planning and development decision making in the public and private sectors.

**Objectives for Fiscal Year 2015-2016:**

1. Implementation of the 2030 Comprehensive Plan
2. Creation of Old Town Development Plan
3. Creation of SH 121 Corridor Plan
4. Establish SOP's for coordinating and conducting Pre-Development Conferences for all development application categories.
5. Update outdated ordinances such as Site Plan, landscaping

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	216,029	286,148	236,792	372,957
Materials & Supplies	2,946	2,802	8,352	2,802
Operating Expenditures	9,628	41,475	51,945	206,475
Maintenance & Repair	0	0	0	0
Other Expenditures	35,764	43,868	49,318	46,713
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>264,367</b>	<b>374,293</b>	<b>346,407</b>	<b>628,947</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORK-ER YEARS)	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Planner	0	1	1	1
Sr. Planner	0	1	1	1
Civil Engineer	0	1	1	1
Planning Manager	1	0	0	0
Planner II	1	0	0	0
Development Coordinator	1	0	0	0
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Development meetings with applicants	N/A	N/A	120	120
Plat, Zoning, Commercial Site Plan applications	96	100	98	105
Long Range Plans completed	0	1	0	2
Community Presentations/ Town hall meetings	N/A	4	5	7
Board Training Sessions Completed	1	2	2	4
Ordinance amendments processed	1	2	3	5
Agenda Preparations for meetings- DAC, P&Z, ZBA, OTDSRC, City Council	25	20	14	18



## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Added Comprehensive Plan Update and Zoning Ordinance Update.

Fiscal Year

2015-2016



CITY OF BURLESON

# BUILDING INSPECTIONS

## BUILDING PERMITS & INSPECTIONS

**Mission Statement:** To promote the general health, safety, welfare, and overall quality of life for the citizens and visitors of the City of Burleson through timely, efficient and thorough building inspections. The department advises, guides, and assists customers to achieve compliance with the Building, Zoning, Plumbing, Mechanical, Electrical, and Energy codes and local ordinances and State laws.

**Description:** Serve developers, contractors and homeowners by guiding them through the construction process to guarantee compliance with approved plans, pertinent codes and regulations. Provide a well trained staff for plan review, permit issuance and inspections. This division also works with and provides assistance to a number of the city officers, boards and committees, to include the City Manager's Office, Neighborhood Services, Fire Marshal, Environmental Services, Development Assistance Committee, Zoning Board of Adjustment, as well as the Building Codes and Standards Board.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To provide effective and responsive plan review and inspection services through building codes and the zoning ordinance for the health, safety and welfare of the community.
2. To further the goals of the City's comprehensive plan by insuring that permits are only issued for projects that comply with the terms of the City's zoning ordinance.
3. To improve the safety and aesthetics of the city by encouraging compliance with local codes and ordinances through the development and distribution of public information brochures in the areas of building safety and code compliance.
4. To communicate and cooperate closely with all other city departments as a means for providing assistance to citizens, contractors and developers during the course of construction projects.
5. To support employee training that will maintain and improve technical and professional skills

**Objectives for Fiscal Year 2015-2016:**

1. To complete review of residential building plans within 3-5 working days of submission; to complete review of commercial building plans within ten working days of submission
2. To complete all inspections in a timely manner
3. To maintain the quality of residential and commercial developments through providing additional on the job training for field inspectors and permit technicians.
4. Create a development guide to provide information to customers about regulations and departmental programs on an on-going basis.
5. To seek additional code certifications for field inspectors.
6. Provide the ability to view daily inspection requests and results from the City website.
7. Make use of Geographic Information Systems (GIS) for online permitting data systems and public viewing

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	337,194	419,520	427,997	470,925
Materials & Supplies	2,779	2,920	2,920	3,550
Operating Expenditures	20,062	11,798	8,476	9,411
Maintenance & Repair	2,919	2,100	2,982	3,081
Other Expenditures	36,509	65,681	65,681	37,629
Capital Outlay	0	4,500	4,500	0
<b>TOTAL</b>	<b>399,463</b>	<b>506,519</b>	<b>512,556</b>	<b>524,596</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Building Official	1	1	1	1
Building Inspector	1	1	1	1
Building Permits Specialist (PT)	.5	0	0	0
Plans Examiner	0	1	1	1
Senior Building Inspector	1	1	1	1
Building Permits Specialist	1	2	2	2
<b>TOTAL PERSONNEL</b>	<b>4.5</b>	<b>6</b>	<b>6</b>	<b>6</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Total Permits Issued	4,734	3,700	4,500	3700
New Residential Building Permits Issued	391	400	400	400
Residential: Additions / Remodels	23	15	27	18
New Commercial Building Permits Issued	18	18	15	15
Commercial: Additions / Remodels / Shell Completions	59	30	25	20
Total Construction Valuation	\$149,926,959	80,000,000	\$125,000,000	\$80,000,000
Garage Sales Issued	2,003	2,200	2,000	2000
Total Inspections Made	13827	16000	16000	16000
Total Fees Collected	\$1,021,425	780,800	\$930,000	\$825,000

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
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Fiscal Year

2015-2016



CITY OF BURLESON

CODE ENFORCEMENT

## NEIGHBORHOOD SERVICES

**Mission Statement:** Protect the health, safety and welfare of all citizens of the city through fair and equitable enforcement of nuisance codes and zoning ordinances.

**Description:** The Code Compliance division strives to attain compliance with city codes regarding land use and nuisance regulations and the maintenance of structures and premises through education, cooperation, enforcement and abatement to achieve a cleaner, healthier and safer city. Division officers promote, maintain, and improve the quality of life in the Burleson community through community partnerships and education, and are committed to providing dedicated, enthusiastic, and professional service.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To make the city of Burleson a safer and cleaner place to live and do business through a cooperative effort between the City and its citizens.
2. To provide prompt, courteous, and professional service to all residential and corporate citizens.
3. To gain voluntary compliance through education of property owners who are in violation of City codes.
4. Encourage responsible property maintenance through enforcement of minimum property standards ordinance.
5. To ensure codes comply with state law updated to reflect current local environment

**Objectives for Fiscal Year 2014-2015:**

1. To implement a Target Area Clean-up Day.
2. To make amendments to Code of Ordinances relevant to repeat offenders, dead trees, storage containers, mosquito breeding property entry, and ROW obstructions regulations for Council consideration.
3. To make changes to charge administrative fees and notification fees for nuisance abatement by contractor.
4. To continue updating SOP's.
5. To increase pro-active code enforcement activity.
6. To continue identifying the requirements to initiate the demolition / repair of the inventoried substandard structures.

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	155,008	207,443	198,266	216,505
Materials & Supplies	3,723	3,781	6,342	5,781
Operating Expenditures	20,428	30,272	27,634	28,757
Maintenance & Repair	1,321	2,779	2,779	2,779
Other Expenditures	21,071	58,952	58,952	28,852
Capital Outlay	0	350	350	17,745
<b>TOTAL</b>	<b>201,551</b>	<b>303,577</b>	<b>294,323</b>	<b>300,419</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Code Compliance Officer	2	3	3	3
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Total number of cases	3,326	3,041	3,300	4,500
Percentage of total of proactive cases	77%	76%	70%	60%
Percentage of total reactive cases	21%	22%	25%	35%
Cost for contractor abatement of cases	\$12,401	*	\$18,000	\$18,000
High grass/weeds cases	862	750	800	1100
Junk and trash cases	634	714	600	800
Junked Vehicle cases	134	140	140	240
Solid waste cases *	620	520	600	800
Parking in the yard	345	72	300	400
All other cases	731	845	860	1160
Total new cases *	3326	3041	3300	4500
Total inspections	6312	6372	6400	8500
Signs confiscated from ROW	1242	1285	1300	1730
Proactive cases *	2556	2510	2310	2700
Public complaint cases *	703	735	825	1575

\* This is a new performance measure and there is no data available for the previous fiscal year

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Added My Gov Web Based Software.



Fiscal Year

2015-2016



CITY OF BURLESON

ENGINEERING CAPITAL

## PLANNING & ENGINEERING

**Mission Statement:** To ensure the services provided by the Capital Improvements division are effectively managed within established schedules, mandated budgets, and recognized professional standards so as to enhance the quality of life for the citizens of Burleson.

**Description:** Capital Improvements division administers the design, acquisition of rights of way, and construction of the City's capital projects. The division ensures that all capital projects are designed and constructed in accordance with accepted engineering principles and construction practices. Additionally, the division manages general traffic and drainage issues throughout the City. The division also develops long-range capital improvement programs.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To deliver public projects of quality construction within a reasonable time and budget
2. To ensure that public project plans and specifications are designed in compliance with City ordinances and accepted engineering practices.
3. To ensure that public projects are constructed in compliance with design details and specifications.
4. To provide accurate and timely engineering information and assistance to citizens, other City departments, developers, engineers, and contractors.

**Objectives for Fiscal Year 2015-2016:**

1. To complete the design and construction of the Year 1 2014-2019 Bond Sale, and to commence Year 2.
2. To coordinate with other governmental agencies on current and proposed public projects directly affecting the citizens of Burleson.
3. To commence Year 4 of the 2010-2014 Water & Sewer Bond Program.
4. To provide effective engineering support to the public, City staff, and City Council.

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	155,311	169,579	167,911	257,392
Materials & Supplies	946	1,979	1,624	2,403
Operating Expenditures	10,954	8,896	8,650	9,873
Maintenance & Repair	1,900	1,607	1,656	2,615
Other Expenditures	44,207	72,703	72,703	41,493
Capital Outlay	0	0	0	1,875
<b>TOTAL</b>	<b>213,318</b>	<b>254,764</b>	<b>252,544</b>	<b>315,651</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Director of Engineering Services	0.34	0.34	0.34	0.34
Deputy City Engineer	1	1	1	1
Civil Engineer	1	1	1	1
Transportation Engineer	1	1	1	1
Chief Engineering Inspector	1	1	1	1
Engineering Inspector	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>5.34</b>	<b>5.34</b>	<b>5.34</b>	<b>5.34</b>

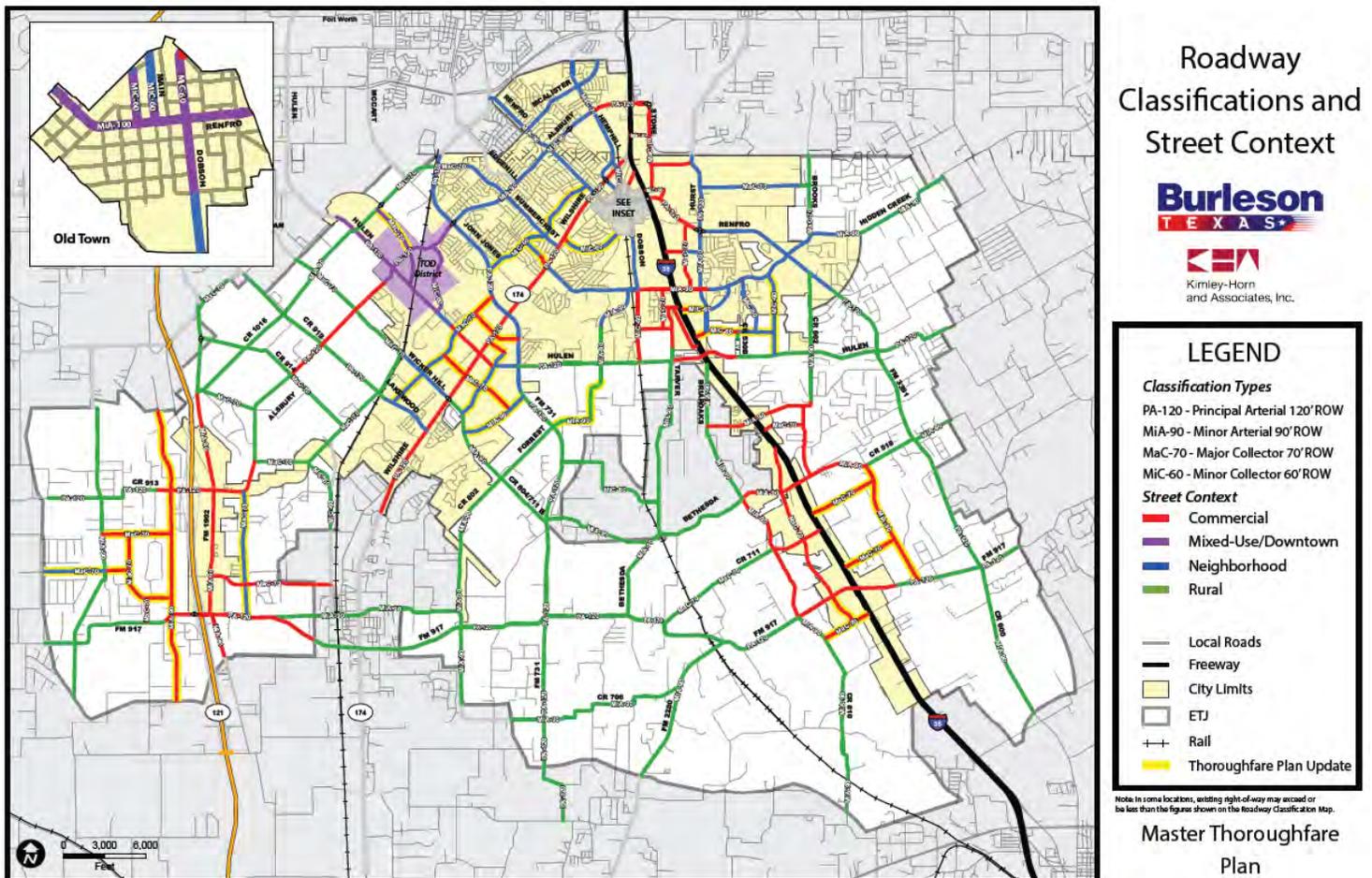
# PERFORMANCE MEASURES

## Engineering Capital

Performance Measures	2013-2014 ACTUAL	2014-2015 Goal	2014-2015 Year End Estimate	2015-2016 GOALS
Projects Inspected	36	36	45	50
Water/Waste Water/Stm Lines Inspected (LF)	20,000	21,000	21,000	23000
Paving Inspected (SY)	21,000	23,100	23,100	25000
Initial Design CIP Bond Projects	9	7	10	16
Initial Construction CIP Bond Projects	12	7	9	9

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Added Real Property Coordinator.



Fiscal Year

2015-2016



CITY OF BURLESON

ENGINEERING DEVELOPMENT

## PLANNING & ENGINEERING

**Mission Statement:** To serve the development community and the citizens of Burleson by ensuring that mobility needs are met and that public infrastructure installed by developers is designed to City standards.

**Description:** The Engineering/Development Division coordinates and monitors the development and design of all private development relative to engineering activities, starting with the review of plats and site plans through the Development Assistance Committee. The division ensures that all public improvements, which will become City infrastructure, are designed to meet the requirements of the City's design standards and ordinances, state and federal law and are designed in accordance with accepted engineering principles.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To ensure that project plans and specifications are in compliance with City ordinances and accepted engineering practices.
2. To provide accurate and timely engineering information and assistance to citizens, other City departments, developers, engineers, and contractors.
3. To ensure the City's infrastructure is accurately reflected in the GIS system.
4. To provide an engineering review process that is user-friendly, timely and accurate and uncumbersome.
5. To effectively administer the City's floodplain management program and ordinances.

**Objectives for Fiscal Year 2015-2016:**

1. To continue electronic plan acceptance policies and navigation to paperless plan review and processing.
2. To continue to investigate further opportunities for increasing our ranking in the Community Rating System with NFIP (potentially reduce flood insurance rates in the city).
3. To expand the stormwater pollution program for development projects. Aid in education of developers and the importance of erosion control.
4. To create continued improvements on developer side for Plat, DAC - checklists, website, etc.
5. To update website with additional floodplain information, ongoing development projects, and other tools

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	191,236	241,905	212,580	263,124
Materials & Supplies	2,025	3,000	2,590	3,000
Operating Expenditures	149,240	110,800	110,950	111,000
Maintenance & Repair	1,560	2,380	2,380	2,000
Other Expenditures	13,871	44,020	44,320	12,947
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>357,932</b>	<b>402,105</b>	<b>372,820</b>	<b>392,071</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Director of Engineering	0.33	0.33	0.33	0.33
Deputy City Engineer	0	0	0	0
Project Engineer	0.67	0.67	0.67	0.67
Senior Engineering Technician	0	0	0	0
Engineering Technician	1	0	0	0
Engineering Development Coordinator	0	0.6	0.6	0.6
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>1.6</b>	<b>1.6</b>	<b>1.6</b>

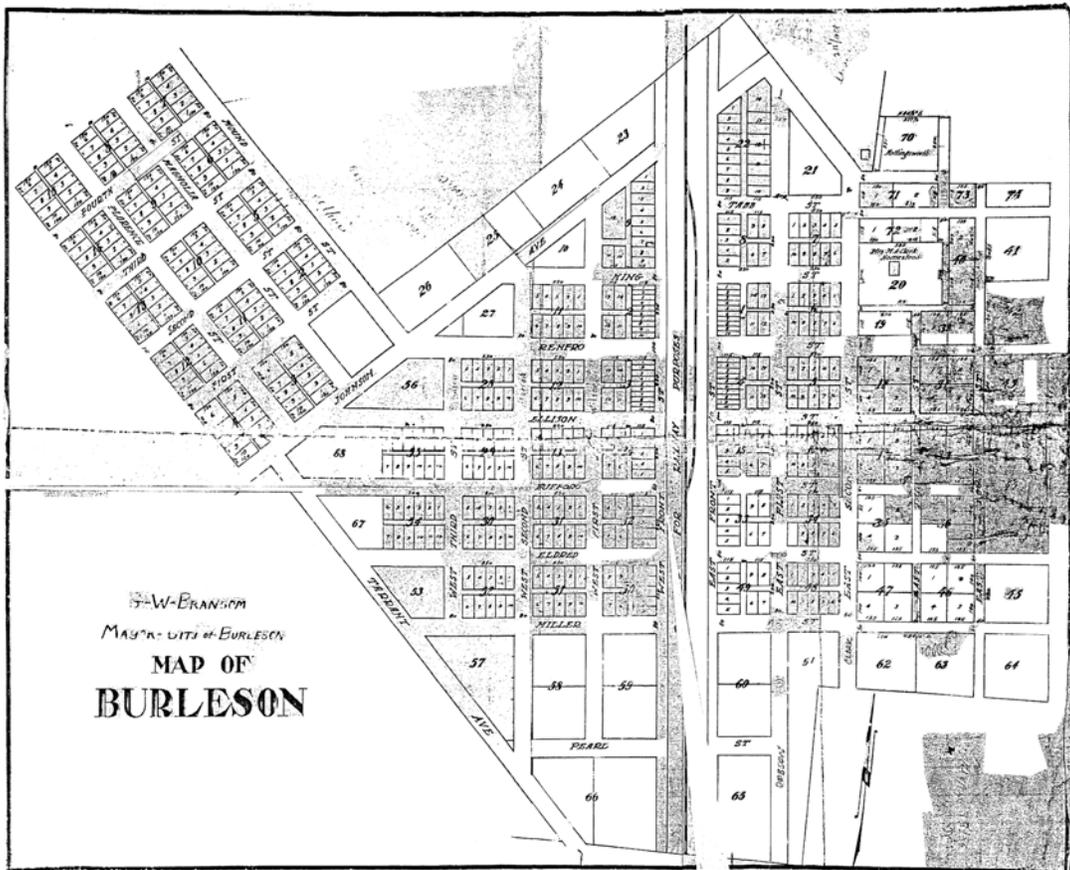
# PERFORMANCE MEASURES

## Engineering Development

Performance Measures	2013-2014 ACTUAL	2014-2015 Goal	2014-2015 Year End Estimate	2015-2016 GOALS
Residential Engineering Plans Reviewed	6	8	8	8
Community Engineering Plans Reviewed	19	15	15	15
CFC's Executed	19	10	12	14
Gas Well Permits/Extensions	4	2	6	2
Plat Applications Reviewed	40	48	48	48
Site Plans Reviewed	20	20	20	20

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
NONE



Old map of Burleson, circa 1912

Fiscal Year

2015-2016



CITY OF BURLESON

GAS WELL DEVELOPMENT

## PLANNING & ENGINEERING

**Mission Statement:** To insure gas well development occurring within the City of Burleson is carried-out in compliance with current regulations set forth in the City's Gas Well Development ordinance.

**Description:** Gas Well Development Division is responsible for receiving, reviewing, and processing all gas well applications submitted to the City for wells located within the city limits. Applications are reviewed for accuracy by the Gas Well Development personnel and a committee comprised of representatives from Engineering, Public Works Operations, Parks and Recreation, Fire, Planning as well as Gas Well Development personnel. The Division performs sound level testing for compliance to noise ordinance, requests and monitors air quality testing and responds to all complaints and inquiries from citizens.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To inspect gas well pad sites twice per week (Monday-Friday) for compliance with ordinance, possible leaks or other infractions.
2. To provide the first response role 24/7 for all gas well related emergencies and to any after-hours calls dispatched for potential violations of the Gas Well Development Ordinance.
3. To thoroughly and effectively review all gas well development applications for compliance potential affects on

**Objectives for Fiscal Year 2014-2015:**

1. To continue to visit each pad-site for compliance at least two times per week.
2. To stay current and continue to monitor air quality and other issues that arise in the industry.
3. To begin investigating well sites and operators that are in the ETJ to gather useful information about wells surrounding the city and that may become part of the city upon future annexation.
4. To schedule sound readings at all gas well pad sites throughout the year to monitor any change in the environmental noise conditions.
5. To find and attend additional training classes or seminars

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	280,716	292,358	295,404	308,975
Materials & Supplies	1,906	5,800	3,450	5,100
Operating Expenditures	6,156	7,699	4,317	6,582
Maintenance & Repair	607	2,921	1,837	1,929
Other Expenditures	12,813	18,253	18,253	17,862
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>302,198</b>	<b>327,031</b>	<b>323,261</b>	<b>340,448</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Director of Engineering Services	0.33	0.33	0.33	0.33
Civil Engineer	0	0	0	0
Project Engineer	0.33	0.33	0.33	0.33
Gas Well Development Supervisor	1	1	1	1
Gas Well Development Inspector	1	1	1	1
Engineering Development Coordinator	0	0.4	0.4	0.4
<b>TOTAL PERSONNEL</b>	<b>2.66</b>	<b>3.06</b>	<b>3.06</b>	<b>3.06</b>

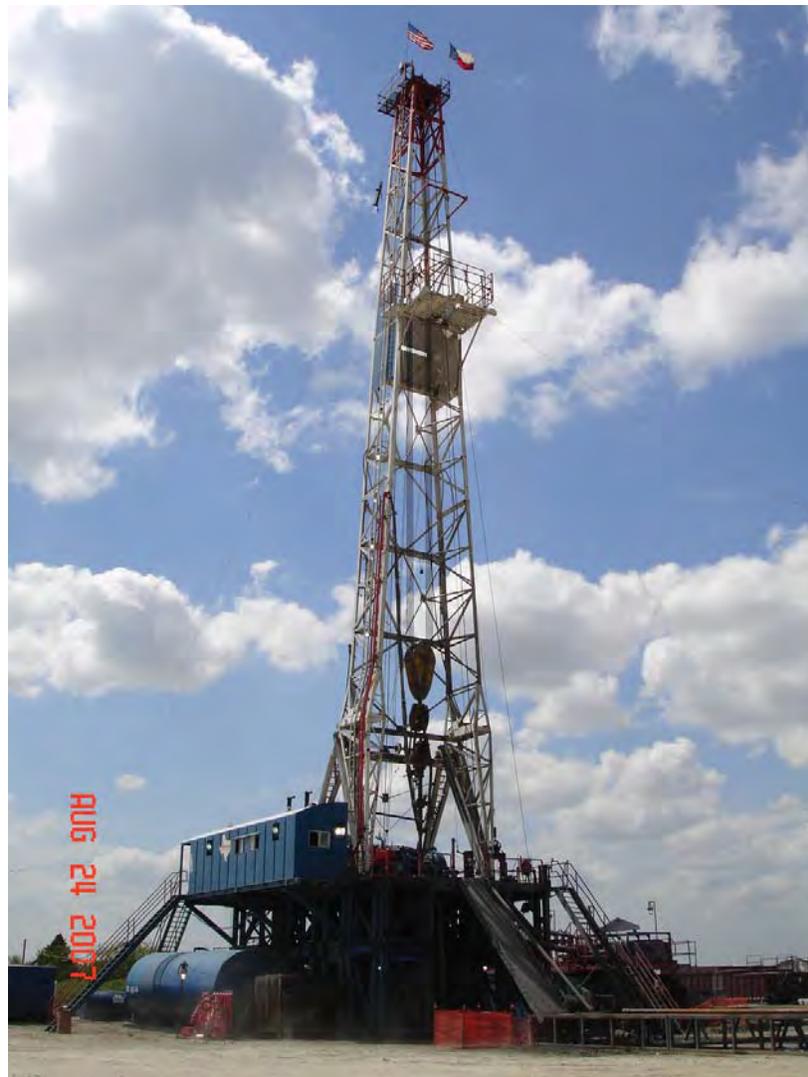
## PERFORMANCE MEASURES

### Gas Well Development

Performance Measures	2013-2014 ACTUAL	2014-2015 Goal	2014-2015 Year End Estimate	2015-2016 GOALS
Number of pad sites inspected	58	58	58	58
Number of applications reviewed	5	5	1	1
Number of violations addressed	10	10	5	5
Number of site visits	6032	6032	5258	6032

### SIGNIFICANT CHANGES

SIGNIFICANT CHANGES	



Fiscal Year

2015-2016



CITY OF BURLESON

PARKS ADMINISTRATION

## CULTURE AND RECREATION

**Mission Statement:** The department's mission is to provide our citizens with the highest quality park and recreation facilities and experiences possible.

**Description:** The Administration division consists of the Director and Senior Park Planner. The Director, with input from various staff members plans and develops: park maintenance standards, community wide special events, park designs and development schedules, creates and administrates 7 division budgets, oversees the maintenance of the city cemetery, represents staff recommendations to the city manager and city council. The director is also responsible for working with the park and cemetery boards and uses their insight to create programs and policies that best meet the needs of the citizens of Burleson.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To effectively communicate the goals of the department to the City Council, employees and citizens alike.
2. To provide a vision to both employees and citizens of the future of parks and recreation.
3. To offer the most modern and worthy recreation and park equipment to our citizens.
4. To create a sustainable plan for the operation and maintenance of the new athletic complexes and passive city parks.
5. To work closely with the city's park board to ensure an equal distribution of park and recreational facilities throughout the city and to provide that board with the most accurate information possible to ensure the right decisions are made. City's natural development.
6. Respond to citizen inquiries in a timely and professional manner.

**Objectives for Fiscal Year 2015-2016:**

1. To begin and complete construction of Bailey Lake Park.
2. To complete construction of Bartlett Soccer Fields.
3. To complete the design and begin construction of Village Creek Trail Segment 1.
4. To complete a comprehensive update of the Park and Trail Master Plan and approved by City Council.
5. Begin new tournament operations sole host of tournaments operated at Chisenhall and Hidden Creek.

BUNNY DAZE  
RUSSELL FARM  
SPRING 2015



### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	265,273	264,084	273,601	281,843
Materials & Supplies	0	0	0	0
Operating Expenditures	21	0	2,950	0
Maintenance & Repair	1	0	0	0
Other Expenditures	12,046	11,957	11,957	11,575
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>277,341</b>	<b>276,041</b>	<b>288,508</b>	<b>293,418</b>



ENJOYING HOT SOUNDS  
OF SUMMER

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Director of Parks & Recreation	1	1	1	1
Senior Park Planner	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

SIGNIFICANT CHANGES	

SNOWY RAILCAR  
WINTER 2015



Fiscal Year

2015-2016



CITY OF BURLESON

RECREATION

## CULTURE AND RECREATION

**Mission Statement:** The department's mission is to provide our citizens with the highest quality park and recreation facilities and experiences possible.

**Description:** The Recreation Division, consists of BRICK operations, Athletic Leagues and, and the Senior Activity Center. The Recreation Division is also responsible for the 16 special events, including Founders Day and the July 4th Independence Day Celebration. The Division also arranges and hires the Summer Concert Series in Old Town. The Assistant Director of the division assists the Director of the department with staff coordination and budget preparation.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To maximize the use of existing facilities and to operate maximize usage of the BRICK and Chisenhall Fields.
2. To continue to increase participant numbers in all programs and special events.
3. Continue to increase revenues at the BRICK.
4. Achieve 85% revenue recovery of the operation of the BRICK.
5. To continue to operate all city special events at a reduced level with the highest quality.
6. To improve sponsorship opportunities and provide high quality events with less financial impact to the city.
7. To increase the exposure of the recreation department's events and activities to the public via all types of media.
8. Acquire tournaments for Chisenhall park.

**Objectives for Fiscal Year 2015-2016:**

1. Maintain adult participation in softball and continue to be the leader in adult and youth sports in Johnson County.
2. Maintain/Increase current levels of revenue in the face of increased competition through the development of a membership and retention plan for the operation of the BRICK.
3. Maintain quality special events in Burleson and Johnson County.
4. Continue to update the membership and services fees for the BRICK to ensure optimum revenue and service plans.
5. Host the TAAF circuit Track meet and swim meet
6. Reduce cost and increase for special events by soliciting revenue.
7. Meet with BRICK staff to continue to implement events and activities and to continuously come up with innovative ways to retain memberships, increase participation and increase revenue.

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	131,142	134,691	138,585	142,887
Materials & Supplies	0	0	0	0
Operating Expenditures	0	0	0	0
Maintenance & Repair	0	0	0	0
Other Expenditures	71,230	76,568	76,568	79,433
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>202,372</b>	<b>211,259</b>	<b>215,153</b>	<b>222,320</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Assistant Director Recreation	1	1	1	1
Ball field Attendant (Part-time)	0	0	0	0
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Athletic Division cost recovery	34	34	34	36
Special Event Participants*	62,000*	62,000	62,000	63,500
Special events	18	18	18	18
Administered Divisions	3	3	3	3
Adult Softball teams	184	184	184	200
*Special event hours	*122	122	122	122

\*On the large special events the numbers are based on a guess. The only true numbers will be on events where sign ups are mandatory.



OUTDOOR POOL  
THE BRICK



FAR OUT FAMILY FUN CAMP  
2015

BOO BASH  
OLDTOWN  
2014



## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Fiscal Year

2015-2016



CITY OF BURLESON

PARKS MAINTENANCE

## CULTURE AND RECREATION

**Mission Statement:** The department's mission is to provide our citizens with the highest quality park and recreation facilities and experiences possible

**Description:** The Park Maintenance Division is responsible for maintaining and improving all passive city parks and facilities. The Park Division is also responsible for the grounds maintenance and playground inspection. The Parks Division is also the primary constructor of park with this year's completion of Centennial park, 100 year tree planting and first time capsule in the City. In addition, the Parks Division is responsible for tree maintenance and planting at the memorial cemetery, mosquito control throughout the City. The Parks division also assists in city sponsored and community based special events.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To support beautification projects as needed and approved.
2. To improve the quality and maintenance in all city parks.
3. To support 18 city sponsored special events.
4. To assure that all park facilities, which includes playgrounds, are free of safety hazards through a monthly inspection program.
5. To develop approved neighborhood parks in a timely manner.

**Objectives for Fiscal Year 2015-2016:**

1. To complete the Phase I of the Bailey Lake Master Plan.
2. To create a park equipment replacement fund.
3. To continue to work closely with environmental services on the west mile virus program.
4. To continue the support given to the Recreation Department during community special events.
5. To support the park department's employee's policy to create an ethical workplace.
6. Continue improvements to Village Creek Nature Trail.
7. Add additional ROW from Alsbury to Crowley City Limits on Renfro.



### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	705,471	728,600	733,226	763,985
Materials & Supplies	17,008	16,500	16,500	38,500
Operating Expenditures	88,948	109,129	105,397	98,378
Maintenance & Repair	141,366	173,609	183,697	213,171
Other Expenditures	98,529	101,799	101,799	92,684
Capital Outlay	0	0	0	44,000
<b>TOTAL</b>	<b>1,051,322</b>	<b>1,129,637</b>	<b>1,140,619</b>	<b>1,250,718</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Assist. Director-Parks	1	1	1	1
Parks Maintenance Manager	1	1	1	1
Park Maintenance Supervisor	2	1	1	1
Park Maintenance Crew Leader	2	3	3	3
Park Maintenance Worker I and II	6	6	6	6
Park Maintenance Worker (Temporary 9 months)	0	0	0	0
Park Maintenance Worker (Temporary 6 months)	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 Goal	2014-2015 Year End Estimate	2015-2016 GOALS
Total park acreage	370	380	380	380
Total developed park acreage	252	252	252	252
Cost per acre to maintain parks	45	45	45	45
Overtime use to maintain parks	5,747	5,747	5,747	5747
Customer satisfaction ratings	*	*	*	#
Facility Grounds Maintained	30	35	35	35
Special events supported	16	16	18	18
Net Operating and Maintenance Expenditures Per Capita	27	28	28	28
Park Acreage Inventoried	380	400	400	400
Park Acreage Maintained (Developed)	333	333	333	333
Parks (Developed)	16	16	16	16
ROW (City Limits)	77	93	93	93
ROW (ETJ)	171	171	171	171

\* This is a new performance measure and there is no data available for the previous fiscal year

# The Customer Satisfaction Survey will be developed and implemented in Fiscal 2015

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
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Fiscal Year

2015-2016



CITY OF BURLESON

SENIOR ACTIVITY CENTER

# CULTURE AND RECREATION

**Mission Statement:** The department's mission is to provide our citizens with the highest quality park and recreation facilities and experiences possible.

**Description:** The primary function of the Senior Activity Center is to meet the needs of the rapidly growing elderly segment of our population by providing valuable health screening services, income tax preparation assistance, leisure activities, special events, classes and travel experiences. In addition, the center serves our community by providing the elderly populace with a place to congregate, share mutual interests and give our older generation a sense of self worth by putting them back into the mainstream of our community.

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To provide senior citizens an enjoyable place to congregate and participate in activities.
2. To provide new programs and special events.
3. To provide additional health care screenings and information fairs to promote healthy aging.
4. To provide free transportation to the SAC or needed doctors visits via the senior bus for our patrons who are unable to drive or are without family.
5. To provide a meeting place for senior Groups (i.e. AARP, Retired Teacher's).

**Objectives for Fiscal Year 2015-2016:**

1. Host 12 city sponsored senior dances.
2. Continue to add additional evening program and event to increase the number of younger senior participants.
3. Continue to seek sponsorships for the many special events held at the center.
4. Host an annual assessment fair for all seniors while informing patrons of issues and assistance that affect their lifestyle.
5. To fully staff the center during the weekend usage.
6. Rent out the Senior Activity Center to create additional revenue.



## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	50,048	55,011	54,298	55,791
Materials & Supplies	8,796	10,055	10,200	10,200
Operating Expenditures	17,901	19,837	18,955	22,194
Maintenance & Repair	533	2,962	2,919	2,951
Other Expenditures	4,747	3,303	3,303	2,764
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>82,025</b>	<b>91,168</b>	<b>89,675</b>	<b>93,900</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Senior Activity Ctr. Coord. (3 PT)	1	1	1	1
Srn.Activity Cntr. Attendant (PT)	0.5	0.5	0.5	0.5
<b>TOTAL PERSONNEL</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Yearly Participants	35,124	36,000	36,000	37000
Special Events	3	5	5	6
Total Hours of Operation	2,676	3,118	3,130	3140
City Sponsored Senior Dances	10	10	10	10
Volunteer hours	411	390	390	300
Activity Calendars Published	12	12	12	12
Senior Van Riders Trips	1814	1700	1700	1550

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES





## GENERAL GOVERNMENT

### Mission Statement:

To encourage economic growth in a progressive community environment by focusing resources on attracting investment in new and expanding businesses for the purpose of expanding and diversifying the City's tax base and improving the quality of life for the citizens

### Description:

Preserving and enhancing an economically vital, competitive and sustainable community by providing aggressive leadership and superior services to the development community. The Department strengthens the City's economic base by promoting the City for business and tourism and by creating employment opportunities. The department markets the City through printed materials, the website and a demographic profile to create and promote an environment conducive to attracting, expanding and retaining businesses.



## MAJOR GOALS & OBJECTIVES

### Major Goals:

1. To carry out the mission statement as stated above.
2. Coordinate community response for firms expressing interest in locating or expanding within the city limits or extraterritorial jurisdiction of Burleson.
3. Develop a business park in order to attract various technology, distribution and light manufacturing companies to Burleson.
4. Improve the business retention program to assist local businesses in their growth and expansion programs.
5. Develop linkages with educational institutions and workforce agencies.
6. Expand relationships with private sector entities involved in development and site selection.

2. To continue to build relationships with developers and commercial and industrial real estate brokers and site selectors.

3. To provide detailed demographic and development information, produced both internally and externally, to enhance the marketability of available sites within the city.

4. To continue to work with other city departments and economic development allies to develop policies and programs that will ensure that Burleson will attract quality companies to the community.

5. To continue to work towards the redevelopment of Old Town.

6. To stay abreast of emerging trends in economic development.

7. To continually improve the expertise and functioning of the Economic Development Department.

### Objectives for Fiscal Year 2015-2016:

1. To solidify additional business park expansion land close to / adjacent to HighPoint Business Park

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	213,168	248,042	249,508	397,150
Materials & Supplies	10,815	10,750	10,750	13,950
Operating Expenditures	112,504	142,500	90,471	120,545
Maintenance & Repair	3,240	8,000	8,700	25,000
Other Expenditures	885,183	656,516	1,504,527	535,372
Capital Outlay	0	500	900	500
<b>TOTAL</b>	<b>1,224,910</b>	<b>1,066,308</b>	<b>1,864,856</b>	<b>1,092,517</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Assistant Director-Development Svcs	0	1	1	1
Economic Development Coordinator	1	0	0	0
Economic Development Intern	.5	.5	.5	.5
Economic Development Manager	1	1	1	1
Main Street Coordinator	0	0	0	1
<b>TOTAL PERSONNEL</b>	<b>3.</b>	<b>2.5</b>	<b>2.5</b>	<b>3.5</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 Goal	2014-2015 Year End Estimate	2015-2016 GOALS
Number of new jobs in community with greater than \$50,000 earning wage.	N/A	N/A	224	125
<u>Retention</u>				
<i>Business Visits</i>	N/A	20	35	35
<i>Assistance Provided</i>	N/A	5	5	8
<u>Prospect Management</u>				
<i>Responses</i>	N/A	15	20	20
<i>Trade Shows Attended</i>	N/A	4	5	5
<i>Community Presentations</i>	N/A	5	4	5
<i>Site Selector Contacts</i>	N/A	25	30	40

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Fiscal Year

2015-2016



CITY OF BURLESON

# BURLESON RECREATION CENTER

## CULTURE AND RECREATION

**Mission Statement:** The department's mission is to provide our citizens with the highest quality park and recreation facilities and experiences possible.

**Description:** The Recreation Center is responsible for providing leisure activities and events for adults and youths. The programming consists of organized leagues, education and physical fitness classes, strength and fitness equipment, family aquatic center, including lap pool, child care, gym rentals, facility rentals including two party rooms and 2 meeting rooms. This division is part of the new Park Performance Fund as it has a revenue generating component.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

Continue to achieve 80% revenue recovery of the operation of the Brick.

Increase participant numbers in all programs and events.

To increase membership revenue by implementing marketing plans for membership sales and retention at the center.

Continue to stay in touch with citizen input when deciding on new amenities for the Brick.

**Objectives for Fiscal Year 2015-2016:**

1. Maintain/Increase current levels of revenue in the face of increased competition through the development of a membership and retention plan for the operation of the new center.
2. Continue to solicit sponsorship to aid in the operation of special events.
3. Run successful and quality youth and adult fitness and athletics.
4. Continue to work with the school district to provide a safe environment within the Recreation Center's aquatics area.
5. Continue to increase participation in camps and athletics.



### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	1,369,115	1,353,449	1,316,741	1,365,558
Materials & Supplies	54,026	65,266	75,903	82,016
Operating Expenditures	584,237	609,322	600,873	626,791
Maintenance & Repair	154,721	106,695	111,120	118,550
Other Expenditures	204,768	223,278	236,938	240,443
Capital Outlay	154,493	59,816	56,881	84,116
<b>TOTAL</b>	<b>2,521,360</b>	<b>2,417,826</b>	<b>2,398,456</b>	<b>2,517,474</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Recreation Center Operator	1	1	1	1
Aquatics & Athletics Supervisor	1	1	1	1
Athletics - Aquatics Coordinator	0	1	1	1
Recreation Supervisor	1	1	1	1
Recreation Coordinator	3	3	3	3
Community Center Supervisor	1	1	1	1
Ballfield Attendant	.25	2	2	2
Aquatics Coordinator (formerly Head Guard)	1	1	1	1
Life Guard - Lead	1.5	2	2	2
Maintenance Tech III	1	1	1	1
Maintenance Tech I	1	1	1	1
Accountant	1	1	1	1
Senior Customer Service Attendant	1	1	1	1
Customer Service Attendant (Part-time)	20	18	18	18
Senior Lifeguards (Part Time)	1	0	0	0
Lifeguards (Part Time)(with Retirement Benefits)	1.5	1.5	1.5	1.5
Lifeguards (Seasonal)	11	15.5	15.5	15.5
Rec. Center Custodian (Full Time)	1	1	1	1
Rec. Center Custodian (Part Time)	0.5	0.5	0.5	0.5
Camp Counselor	2	5.5	5.5	5.5
<b>TOTAL PERSONNEL</b>	<b>50.75</b>	<b>59</b>	<b>59</b>	<b>59</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Customer satisfaction ratings	97%	98%	98%	98%
Number of participants in BRiCK based programs	4,632	4,700	4,700	4,800
Number of BRiCK members	7,601	8,361	8,361	8,500
Number/percentage that returned this year	65%	67%	68%	70%
Number of new members	6,705	6,906	6,906	7000
Number of new members who do not return after their first year.	*	*	*	*
BRiCK cost recovery based on percentage of costs/original estimates	68	77	77	80
Brick Special Event Participants**	**			
Pool rental reservation	419	430	430	450
Softball Teams Registered	184	184	184	220
Facility Room Rental	400	575	575	600

\*Rec trac does not have the data to back this information.

\*\*See 6012 Performance Measures.

## SIGNIFICANT CHANGES

### SIGNIFICANT CHANGES

Added automatic door and sign.



Fiscal Year

2015-2016



CITY OF BURLESON

BALLFIELDS

## CULTURE AND RECREATION

**Mission Statement:** The department's mission is to provide our citizens with the highest quality park and recreation facilities and experiences possible.

**Description:** The department of athletic field services is a component of the park performance fund along with the operation of the recreation center, Hidden Creek Adult Softball Complex, Bartlett Park, and the all Chisenhall Fields. These divisions are separated from ordinary General Fund departments because they each contain a revenue generating component. This division is responsible for the maintenance and operation of the three sport complexes and the duties include: turf care and maintenance, park cleanliness, irrigation system and building maintenance. This division will work

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

To host tournaments to generate revenue to offset the cost of field operations.

To include the operation of the existing Hidden Creek Softball Complex with a minimum number of staff.

To support the operation and scheduling of league play.

To maintain all athletic parks to the highest possible performance standards.

To provide a safe and enjoyable athletic parks for the families of Burleson to recreate in.

**Objectives for Fiscal Year 2015-2016:**

1. To begin construction of the new Bartlett Park Soccer Fields.
2. Reduce the number of smaller less profitable tournaments and increase the number of larger tournaments.
3. To continue to discover methods to reduce overtime associated with weekend tournament operation.
4. To improve the adult softball fields which have suffered with limited watering and drought.
5. To begin the process of finishing the day use fields at Chisenhall Fields.



### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	398,292	405,691	413,979	440,300
Materials & Supplies	21,126	17,200	17,670	17,400
Operating Expenditures	162,272	170,414	131,266	144,565
Maintenance & Repair	81,280	98,184	107,169	107,772
Other Expenditures	76,700	76,634	76,634	76,102
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>739,670</b>	<b>768,123</b>	<b>746,718</b>	<b>786,139</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Athletic Field Supervisor	1	1	1	1
Athletic Field Crew Leader	0	1	1	1
Athletic Maintenance Worker I	4	3	3	3
Athletic Maintenance Worker II	2	2	2	2
Athletic Maintenance Worker (Temp)	3	3	3	3
<b>TOTAL PERSONNEL</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Ball Fields Maintained	24	18	18	18
Tournament Supported	24	11	11	11
Fertilization Treatments	3	3	3	3
Herbicide Treatments	3	3	3	3
Landscape Beds Maintained	8	8	8	8
Expense per capita	19	19	19	19
Overtime Use to Maintain sports complex	9,734	10,000	10,000	10,000
Cost per acre to maintain sports complex	5,520	5,520	5,520	5,520
Total sports complex acres Maintained	134	101	101	101

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2015-2016



CITY OF BURLESON

RUSSELL FARM

## CULTURE AND RECREATION

**Mission Statement:** The department's mission is to provide our citizens with the highest quality park and recreation facilities and experiences possible.

**Description:** The department of Russell Farm is a component of the park performance fund. This division is separated from ordinary General Fund departments because it contains a revenue generating component. The purpose of this division is to provide a place to create, teach, and inspire Art, History and Life in its many forms. This many faceted facility will provide Art galleries and classes, Art Shows, A Community Garden, Nature Trails, and a very active agriculture department in partnership with the FFA. It is also available for family picnics, family reunions, weddings as well as other cooperate events.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

To provide a place where many types of visual art are displayed and taught. Specializing in wood sculpture and expanding to other mediums; including, stone sculpture, oil painting, pastels, metal sculpture, weaving, and water colors.

To host family and public events; weddings, reunions, class parties, etc.

To increase the knowledge of gardening and different plant types through the use of a community garden and nature trails.

To provide a facility to better the FFA presence in our community.

To preserve the history of Russell Farm and provide a museum highlighting the early settlers to Texas and Burleson

**Objectives for Fiscal Year 2015-2016:**

1. To utilize multi faceted events to increase attendance and awareness of Russell Farm.
2. To increase the number of tours in the Russell Boren museum.
3. To increase participation in all art classes and programs.
4. Work with BISD Superintendent to start FFA program.
5. Respond to citizen inquiries in a timely and professional manner.
6. To increase the size of the current community garden.
7. To create a nature trail with native Texas plants identified along the path.



### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	65,876	64,903	67,432	69,204
Materials & Supplies	1,455	3,970	3,970	4,020
Operating Expenditures	11,992	14,400	17,125	19,667
Maintenance & Repair	8,245	8,625	8,725	8,975
Other Expenditures	11,612	9,810	10,310	25,025
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>99,180</b>	<b>101,708</b>	<b>107,562</b>	<b>126,891</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORK-ER YEARS)	2013-2014 BUDGET	2013-2014 ESTI-MATE	2014-2015 ESTI-MATE	2015-2016 BUDGET
Farm Supervisor	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Number of Art Shows	1	2	1	2
Number of Art /Carving classes	63	65	65	65
Number of Private Parties	16	20	20	25
Number of Weddings	3	8	8	10
Number of Baby or Bridal Showers	3	6	6	8
Participants in Community Garden	12	20	12	20
Number of BPAC Meetings	3	4	3	4
Number of Art Critiques/ RFAC Meetings	8	6	10	12
Number of Civic Club Meetings/Events	6	6	6	7
Number of School field trips	4	4	4	4
Number of Public Events: concerts, egg hunt, etc.	3	3	4	4
Number of City of Burleson picnics, trainings, events	5	5	6	6
Number of Photographers, portraits	10	10	15	20
Attendance of Christmas event	650	1,000	650	1500
Number of Historical Committee Mtgs., Events	6	5	6	5
Total number of People on property	4142	4500	4500	5000

## SIGNIFICANT CHANGES

### SIGNIFICANT CHANGES

Added an ATV.



Joey the Donkey  
And  
Friend  
Spring 2015

Fiscal Year

2015-2016



CITY OF BURLESON

UTILITY CUSTOMER SERVICE

## WATER/WASTEWATER

**Mission Statement:** To collect, process, and distribute accurate billing information for water, wastewater and solid waste collection services to the citizens of Burleson while maintaining a courteous, service oriented environment.

**Description:** To collect, process, and distribute accurate billing information for water, wastewater and solid waste collection services to the citizens of Burleson while maintaining a courteous, service oriented environment.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. Provide exemplary customer service to the citizens of Burleson.
2. Continue to improve operational efficiency through phased implementation of Automatic Meter Reading with drive-by reading equipment.
3. To automate as many payment processes as possible to insure up to date payment information on customer accounts.

**Objectives for Fiscal Year 2015-2016:**

1. Provide immediate response to walk-in and phone-in customers.
2. Provide a variety of bill-pay options to customers.
3. Make water usage data available to customers for identifying potential leaks or usage trends.
4. Replace residential water meters prior to 10 years of service.
5. Replace commercial water meters when accuracy drops below 95%.

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	481,558	468,649	497,241	448,352
Materials & Supplies	74,417	77,326	77,326	83,450
Operating Expenditures	130,936	126,563	140,730	148,343
Maintenance & Repair	9,336	3,364	4,989	5,085
Other Expenditures	85,137	100,911	100,911	99,978
Capital Outlay	0	7,030	7,030	0
<b>TOTAL</b>	<b>781,384</b>	<b>783,843</b>	<b>828,227</b>	<b>785,208</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Utility Customer Service Manager	1	1	1	1
Customer Service Supervisor	1	2	2	2
Utility Customer Service Clerk	2	2	2	2
Utility Customer Service Technician	1	0	0	0
Sr. Meter Service Technician	0	1	1	1
Meter Service Technician	1	2	2	2
Meter Service Worker	2	0	0	0
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Average customer satisfaction rating	*	*	*	#
Total number of bills	160,304	163,000	163,796	167,696
Total number on automatic payment	19,807		22,608	25,000
Total number of walk-in payments	*	*	*	*
Age of past due accounts	30-60 days	30-60 days	30-60 days	30-60 days

\* This is a new performance measure and there is no data available for the previous fiscal year

# The Customer Satisfaction Survey will be developed and implemented in Fiscal 2015



## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Fiscal Year

2015-2016



CITY OF BURLESON

WATER

# WATER/WASTEWATER

**Mission Statement:** To consistently provide distribution services of safe potable water, always exceeding minimum requirements, ensuring safe and adequate pressure and volume required to meet domestic demands and support fire fighting functions

**Description:** Water field operations is responsible for maintenance and repair of approximately 180 miles of water distribution lines, 13,050 service connections, over 4,000 valves, 1300 fire hydrants and an average flow of over 4.6 million gallons of water per day. Division consists of one Operations Superintendent, one Right-of-Way Inspector, one W/WW Regulatory Technician, one Water Production Specialist, one Utility Inventory Coordinator, five Utility Crew Leaders, and five Utility Workers.

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. Effectively monitor water operations through comprehensive field operations and remote adjustment to ensure a safe adequate supply of water.
2. Promote system integrity through coordination of field operations and Right of Way inspection functions.
3. Provide high quality water with minimal service interruptions.
8. Establish software and procedures necessary to track the annual number of homes with water service interruption in order to tailor operations and capital improvements to minimize future service interruption to residents.
9. Explore possibilities for reduction in water pumping electricity costs.

**Objectives for Fiscal Year 2015-2016:**

1. Respond to water main breaks during working hours within 30 minutes of report.
2. Respond to water main breaks after working hours within 1 hour of report
3. Perform emergency water main repairs within 6 hours of initial report.
4. Operate 100% of 4,000 valves to ensure equipment is operational annually.
5. Operate 100% of 1,400 hydrants to ensure equipment is operational annually.
6. Perform Preventive Maintenance on 100% of 1,400 hydrants annually.
7. Manage system infrastructure to limit main breaks to 30 annually.



## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	861,599	944,567	937,766	1,007,827
Materials & Supplies	24,156	39,937	39,937	54,712
Operating Expenditures	4,201,077	4,638,344	4,730,338	4,610,634
Maintenance & Repair	266,744	219,716	237,941	234,370
Other Expenditures	777,247	885,578	885,578	851,519
Capital Outlay	476,529	472,008	484,196	392,369
<b>TOTAL</b>	<b>6,607,352</b>	<b>7,200,150</b>	<b>7,315,756</b>	<b>7,151,431</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Utility Superintendent	1	1	1	1
Senior Utility Crew Leader	0	1	1	1
Utility Crew Leader	5	4	4	4
Utility Inventory Coordinator	1	1	1	1
W/WW Regulatory Technician	1	1	1	1
Water Production Specialist	1	1	1	1
Right of Way Inspector	1	1	1	1
Utility Worker I, II and III	6	6	6	6
<b>TOTAL PERSONNEL</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Number of tests taken	552	600	600	600
Percentage of test samples passing requirements	100	100	100	100
Water use during peak demand period (Max Day)	8,750,000	9,400,000	9,400,000	9,400,000
Water costs during peak demand periods (Max Day)	798,420	769,338	769,338	769,338
Number of residential meters more than 10 years old	1,635	0	0	0
Number of water main breaks per 100 miles of line	30	33	25	33
Average response time to catastrophic breaks	**	30 - 60 min.	**	30 - 60 min.
Percentage of unaccounted for water	8.6	9.5	7.5	10

\* This is a new performance measure and there is no data available for the previous fiscal year

\*\* This performance measure cannot be measured with current work management system.

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
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Fiscal Year

2015-2016



# WATER/WASTEWATER

**Mission Statement:** To provide safe and efficient wastewater collection services to the City of Burleson service area through a combination of planning, teamwork and commitment.

**Description:** Wastewater Field Operations is responsible for providing wastewater collection services within the City of Burleson service area. The system is comprised of 186 miles of various size and composition of piping, over 2,700 man-holes, almost 400 cleanouts, approximately 12,500 connections, 5 mechanical lift stations and a daily average flow of approximately 3.4 million gallons per day. Division consists of two Utility Crew Leaders, two Utility Workers, and one Sewer Inspection Technician.

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. Further develop efficiency measures to reduce the occurrence of blockages to the wastewater collection system.
2. Reduce the percentage of infiltration and inflow (I & I) to the system, in turn reducing treatment and maintenance costs.

**Objectives for Fiscal Year 2015-2016:**

1. Respond to sewer back-ups during working hours within 30 minutes of report.
2. Respond to sewer back-ups after working hours within 1 hour of report.
3. Perform sewer system maintenance on 100% of 186 miles of lines annually.

4. Manage system infrastructure to limit sewer blockages to 20 annually.
5. Perform flow monitoring (and smoke testing if needed) for 1 sewer sub-basins annually.
6. Manage system infrastructure to limit Inflow and Infiltration (I & I) to 1.5 gallons per inch of rainfall.
6. Establish software and procedures necessary to track the annual number of homes with sewer service interruption in order to tailor operations and capital improvements to minimize future service interruption to residents.
7. Perform manhole inspections for 100% of remote manholes.
8. Prioritize capital projects and operational strategies to reduce I&I by 0.1 gallons per LF of pipe per inch of rainfall.

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	265,071	275,920	286,441	292,204
Materials & Supplies	3,502	11,255	12,255	32,605
Operating Expenditures	2,534,544	2,743,643	2,814,430	3,065,230
Maintenance & Repair	32,451	37,621	55,762	42,555
Other Expenditures	469,680	390,079	390,079	376,636
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>3,305,248</b>	<b>3,458,518</b>	<b>3,558,967</b>	<b>3,809,230</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Utility Worker I, II, and III	2	3	3	3
Sewer Inspection Technician	1	1	1	1
Utility Crew Leader	2	1	1	1
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

CITY OF BURLESON

WASTEWATER

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Number of sanitary sewer overflows per 100 miles of lines.	4	0	2	0
Average response time to catastrophic breaks.	**	30 - 60 min.	**	30 - 60 min.

\* This is a new performance measure and there is no data available for the previous fiscal year

\*\* This performance measure cannot be tracked via our current work management system

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year  
2015-2016



CITY OF BURLESON

ADMINISTRATION

# HIDDEN CREEK GOLF COURSE

**Mission Statement:** To provide the best golf course experience to our customers.

**Description:** The Golf Course Administration Division includes the Director of Golf and one Administrative Assistant. The Director of Golf plans, organizes and directs departmental activities with the staff.

## MAJOR GOALS & OBJECTIVES

**Major Goals:** To increase dollars per player and increase the number of rounds played. To manage our budget and increase revenue. And to continue to keep expenses at the current level. We hope to substantially reduce or eliminate the General Fund Subsidy



## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	172,703	236,858	185,185	223,554
Materials & Supplies	176	1,200	400	1,200
Operating Expenditures	10,840	11,880	9,568	10,340
Maintenance & Repair	0	0	0	0
Other Expenditures	9,793	11,738	9,738	11,466
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>193,512</b>	<b>261,676</b>	<b>204,891</b>	<b>246,560</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Director of Golf	1	1	1	1
Administrative Assistant	1	0	0	0
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>

SIGNIFICANT CHANGES

## PERFORMANCE MEASURES

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Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Total Revenues	2,044,905	2,245,202	2,047,576	2,245,202
Total Rounds Played	36,712	38,500	37,200	38,500
Dollars Spent per Player	40	39	41	39
Food and Beverage Total Revenue	277,951	309,000	289,194	309,000

## SIGNIFICANT CHANGES

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SIGNIFICANT CHANGES



Fiscal Year  
2015-2016



CITY OF BURLESON

PRO SHOP

# HIDDEN CREEK GOLF COURSE

**Mission Statement:** To care for and maintain the golf course.

**Description:** Responsible for the care and maintenance of the golf course and club house area.

## MAJOR GOALS & OBJECTIVES

**Major Goals:** Keep the Golf Course in exceptional condition and maintain excellent playability throughout the season. Manage expenses in line with budget or under if weather permits.

**Objectives for Fiscal Year 2015-2016:**  
Keep the golf course in excellent condition.  
Provide a course that is easy to market and enjoyable to play.  
Monitor chemical expenses with cooperation from the weather throughout the year.

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	314,992	314,532	324,649	336,338
Materials & Supplies	6,037	21,500	18,750	19,000
Operating Expenditures	166,147	145,067	160,139	156,656
Maintenance & Repair	5,225	9,353	9,000	9,500
Other Expenditures	19,298	77,394	76,894	76,930
Capital Outlay	59,437	1,454	1,454	1,572
<b>TOTAL</b>	<b>571,136</b>	<b>569,300</b>	<b>590,886</b>	<b>599,996</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Head Golf Professional	1	1	1	1
Assistant Golf Professional I	2	2	2	2
Golf Course Cart Barn Assistant	1	1	1	1
Golf Course Floating Assistant	1	1	1	1
Golf Course Cart Barn Attendant (Part Time)	1	1.5	1.5	1.5
<b>TOTAL PERSONNEL</b>	<b>6</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	2013-2014 ACTUAL	2013-2014 GOALS	2014-2015 YEAR END ESTIMATE	2015-2016 GOALS
Total Acreage	215	215	215	215
Maintained Acreage	101	101	101	101
*2012 Golf Course closed for redesign from March 1-September 30 Golf Course was cart path only from October 1-April 1	**2013			

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



*Hidden Creek Golf Course, Spring 2014*

Fiscal Year  
2015-2016



CITY OF BURLESON

MAINTENANCE

# HIDDEN CREEK GOLF COURSE

**Mission Statement:** To care for and maintain the golf course.

**Description:** Responsible for the care and maintenance of the golf course and club house area.

## MAJOR GOALS & OBJECTIVES

**Major Goals:** Keep the Golf Course in exceptional condition and maintain excellent playability throughout the season. Manage expenses in line with budget or under if weather permits.

**Objectives for Fiscal Year 2015-2016:**  
Keep the golf course in excellent condition.  
Provide a course that is easy to market and enjoyable to play.  
Monitor chemical expenses with cooperation from the weather throughout the year.

## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	390,154	454,919	444,366	479,879
Materials & Supplies	67,553	76,500	72,000	76,500
Operating Expenditures	99,745	73,894	104,401	114,033
Maintenance & Repair	29,137	51,795	53,000	56,000
Other Expenditures	41,066	50,647	50,647	50,114
Capital Outlay	12,340	0	0	0
<b>TOTAL</b>	<b>639,995</b>	<b>707,755</b>	<b>724,414</b>	<b>776,526</b>

## AUTHORIZED POSITIONS

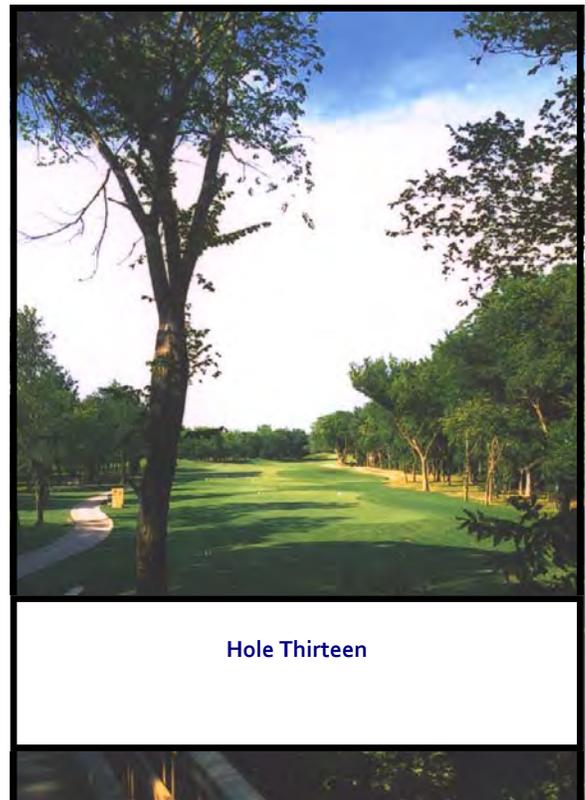
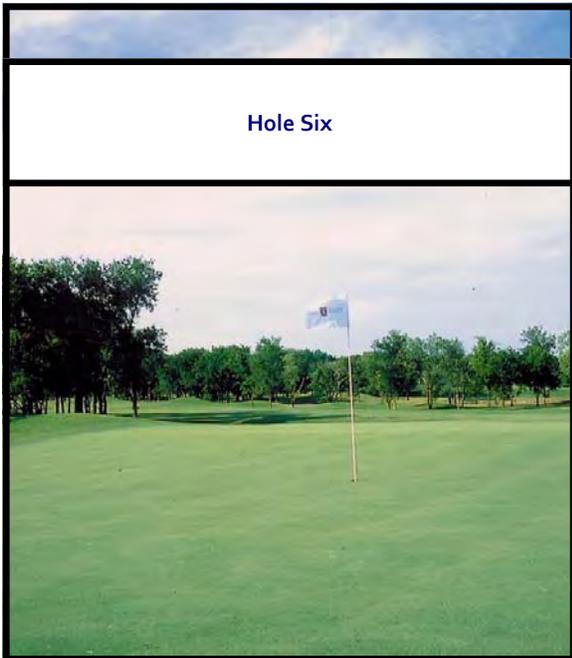
PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Golf Course Superintendent	1	1	1	1
Assistant Golf Course Super.	1	1	1	1
Special Landscape Asst.	0	1	1	1
Irrigation Spec./ Groundskeeper	0	1	1	1
Golf Course Mechanic/ Groundskeeper	1	1	1	1
Golf Course Groundskeeper	4	3	3	3
G.C. Groundskeeper (Temp.)	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
Total Acreage	215	215	215	215
Maintained Acreage	101	101	101	101

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2015-2016



CITY OF BURLESON

RESTAURANT

# HIDDEN CREEK GOLF COURSE

**Mission Statement:** To provide food and beverage sales to golfers and other special events held at the golf course. To increase offsite catering opportunities.

**Description:** Responsible for the food and beverage sales to golfers and other customers.

## MAJOR GOALS & OBJECTIVES

**Major Goals:** Develop new and attractive menu options for golfers and the general public.  
Exceed food and beverage sales by increasing beverage cart availability; everyday.  
Utilize scheduling to reduce overhead by keeping staff at minimum levels while maintaining quality of service.

Develop new menu options to entice more tournament catering.  
Increase sales by enhancing service, and guest experience.  
Increase number of scheduled public events; Wine and Nine, Dinners, etc.

Maintain competitive food pricing with surrounding restaurants.

**Objectives for Fiscal Year 2014-2015:**  
Market to the golfers that are playing through signage and point of sale information.  
Promote offsite catering opportunities by utilizing event staff.



## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	175,351	190,937	196,595	198,444
Materials & Supplies	3,797	8,000	26,000	8,000
Operating Expenditures	140,424	86,977	111,915	112,769
Maintenance & Repair	3,107	4,500	4,500	4,500
Other Expenditures	16,584	28,813	28,813	28,677
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>339,263</b>	<b>319,227</b>	<b>367,823</b>	<b>352,390</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
GC Food & Bev Mgr	1	1	1	1
GC Food & Bev Asst Mgr	0	1	1	1
GC Event Staff Catering Part Time	.5	1	1	1
GC Lead Food & Beverage Attendant	1	1	1	1
GC Food Service Attendant(Part Time)	2	2	2	2
GC Beverage Cart Attendant (Part Time)	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>6.5</b>	<b>8</b>	<b>8</b>	<b>8</b>

Fiscal Year

2015-2016



CITY OF BURLESON

CEMETERY

# CEMETERY

**Mission Statement:** The City of Burleson's mission is to provide empathetic and effective service to the citizens of the Burleson area in the years to come by providing a respectful and perpetually quiet and serene area.

**Description:** The Cemetery is owned by the City of Burleson and operated through a contract by Burleson Cemetery Operators LLC.

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

To maintain the cemetery as a peaceful and sacred site of beauty where family and friends may gather to remember.

**Objectives for Fiscal Year 2015-2016:**

To keep the cemetery an affordable and desirable option for the public.



## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	0	0	0	0
Materials & Supplies	197	0	0	0
Operating Expenditures	176	138	160	163
Maintenance & Repair	500	5,000	5,000	5,000
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>873</b>	<b>5,138</b>	<b>5,160</b>	<b>5,163</b>

Fiscal Year

2015-2016



CITY OF BURLESON

SOLID WASTE

# SOLID WASTE

**Mission Statement:** The mission of the City of Burleson Solid Waste Division is to preserve public health and safety by providing effective and efficient collection of solid waste and recycling for all customers.

**Description:** The Solid Waste Division of the Department of Public Works manages a private contract for both solid waste collection and recycling collection. Additionally, the division is also responsible for monitoring the commercial collections within the city limits. Finally, the Solid Waste division provides the manpower and manages the recycling drop off center and compost facility both located at 620 Memorial Plaza.

## MAJOR GOALS & OBJECTIVES

- Major Goals:**
1. Protect public health and safety through effective and efficient solid waste collections.
  2. Develop and implement an ongoing comprehensive education program regarding both solid waste and recycling.
  3. Continue to evaluate collections of both solid waste and recycling in an effort to minimize any future cost associated with providing this service.
  4. Provide missed garbage & recycling same day collection on all calls prior to 5 p.m. and next day collection by 10 a.m. on calls after 5 p.m.
  5. Perform annual analysis on commercial franchise vendors to determine franchise fee collection compliance.

### Objectives for Fiscal Year 2015-2016

1. Collect all residential and affected non-residential solid waste twice per week by close of business each collection day
2. Collect all residential recycling materials one time per week by close of business on each collection day
3. Perform an annual analysis of both solid waste and recycling contracts regarding effective customer service levels



## EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	24,570	27,285	24,972	27,152
Materials & Supplies	0	0	0	0
Operating Expenditures	2,537,271	2,701,376	2,767,068	2,884,983
Maintenance & Repair	646	1,414	1,273	1,336
Other Expenditures	179,067	150,158	150,158	151,775
Capital Outlay	0	0	0	12,000
<b>TOTAL</b>	<b>2,741,554</b>	<b>2,880,233</b>	<b>2,943,471</b>	<b>3,077,246</b>

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AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 ESTIMATE	2015-2016 BUDGET
Solid Waste Manager	1	0	0	0
Recycling Center Worker (Part-time)	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>

SIGNIFICANT CHANGES

Fiscal Year

2015-2016



CITY OF BURLESON

EQUIPMENT SERVICES

## PUBLIC WORKS

**Mission Statement:** To provide the highest quality equipment maintenance service possible at or below market rates.

**Description:** The Equipment Services Division provides support to all departments by maintaining equipment used to provide services to the community. This division also provides welding and fabrication services to various departments which are not directly related to equipment. If this division does not meet its objectives, then the quality of service, the response time to emergency and non-emergency requests for service, and the overall safety of the community is greatly reduced.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. Protect the investment in machinery and equipment through a comprehensive preventive maintenance program.
2. Provide a ready status on equipment so as not to disrupt City services due to equipment down time.
3. Provide safe equipment to assure for the well-being of employees and citizens.
4. Provide proper equipment by constantly assessing equipment performance and upgrading specifications for equipment as required.

**Objectives for Fiscal Year 2015-2016:**

1. Preventive Maintenance / Unscheduled Maintenance Ratio – Greater than 55%
2. Preventive Maintenance completed within scheduled week – Greater than 82%
3. Percentage of available technician hours billed – 75%
4. Average Unscheduled Repair Time – Less than 3 working days
5. Average Preventive Maintenance Event Time – No more than 1 working day.

### EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	422,259	429,231	386,456	242,046
Materials & Supplies	16,524	14,821	18,918	20,168
Operating Expenditures	38,692	41,952	42,648	50,927
Maintenance & Repair	1,655	2,720	6,811	6,245
Other Expenditures	63,258	38,599	38,599	37,736
Capital Outlay	1,533	3,655	3,655	23,267
<b>TOTAL</b>	<b>543,921</b>	<b>530,978</b>	<b>497,087</b>	<b>380,389</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Assistant Director Public Works	1	1	1	1
Automotive & Equipment Technician II and III	3	3	3	3
Equipment Services Coordinator	1	0	0	0
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 GOAL	2014-2015 Year End Estimate	2015-2016 GOALS
% of PM's Completed with in schedule	71%	75%	74%	75%
% Scheduled Maintenance	42%	45%	45.00%	45%
Number of Jobs per FTE	1,296	1,700	1,235	1700
Billed Hours Percentage	51%	55%	51%	55%

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2015-2016



CITY OF BURLESON

INFORMATION TECHNOLOGY

SUPPORT SERVICES

**Mission Statement:** The Information Technology Department strives to provide responsive and respectable service to our customers while being innovative in creating solutions to complex problems and relating to our co-workers with integrity.

**Description:** The Information Technology Department is responsible for planning, purchasing, maintaining, and supporting the city's network including servers, routers, switches, fiber and wireless connections, midrange systems and terminals, HTE management software, data storage and backup systems, desktop and laptop computers with related peripherals (printers, scanners, digital cameras, monitors, etc.), Internet services, phone systems (wireless and land-based), and pagers. This department also provides management and coordination with other departments on electronic mapping and databases associated with the city's Geographic Information System (GIS). This GIS support includes developing master conversion plans, managing integration of the GIS with other systems, license management, analysis and evaluation of interrelated third party software, server maintenance, and policy and program development.

MAJOR GOALS & OBJECTIVES

**Major Goals:** Provide the city with a stable and reliable computer environment and decrease waiting time for service requests to be completed.

Continue to develop and update GIS applications for use by all departments and expand its access to developers, other governmental entities, and citizens.

Develop a comprehensive citywide electronic data management program to ensure that city records maintained in an electronic format are protected and managed efficiently.

Improve internal services and support on a "break/fix" level for users of city computers.

To improve access to GIS data, and expand the use of the city's GIS for greater data analysis and planning



Upgrade all servers to Server 2012 platform.

Begin training on added features to our VoIP phone system.

**Objectives for Fiscal Year 2015-2016:**  
Increase SAN network storage for Document imaging.

Procure and install a global facility access control system to function along with fire/burglar alarm and camera systems.

Implement One Solution Public Works, Financials, Community Development and Court.

Begin security awareness for all employees.

Install and configure NextGen Firewall appliance.

EXPENDITURES

EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 BUDGET
Personal Services	769,267	786,957	800,618	830,743
Materials & Supplies	101,464	76,363	76,363	99,500
Operating Expenditures	41,280	48,519	46,228	84,033
Maintenance & Repair	398,337	462,975	463,029	525,350
Other Expenditures	448	0	0	628
Capital Outlay	189,340	155,712	156,457	64,500
<b>TOTAL</b>	<b>1,500,136</b>	<b>1,530,526</b>	<b>1,542,695</b>	<b>1,604,754</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2014 ACTUAL	2014-2015 BUDGET	2014-2015 ESTIMATE	2015-2016 BUDGET
Director of IT	1	1	1	1
Network Administrator	1	1	1	1
Systems Administrator	1	1	1	1
Network Technician	1	1	1	1
GIS Administrator	1	1	1	1
Support Technician	0	1	1	1
GIS Analyst	1	1	1	1
Project Manager	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>

## PERFORMANCE MEASURES

Performance Measures	2013-2014 ACTUAL	2014-2015 Goal	2014-2015 Year End Estimate	2015-2016 GOALS
Customer Satisfaction Survey Results				
Work Orders Resolved	1,950	2,000	2,100	2200
Desktop computers maintained			295	300
Mobile computers maintained			54	58
Tablets maintained			51	65
Servers (physical) maintained			21	15
Servers (virtual) maintained			17	24

\* This is a new performance measure and there is no data available for the previous fiscal year

## SIGNIFICANT CHANGES

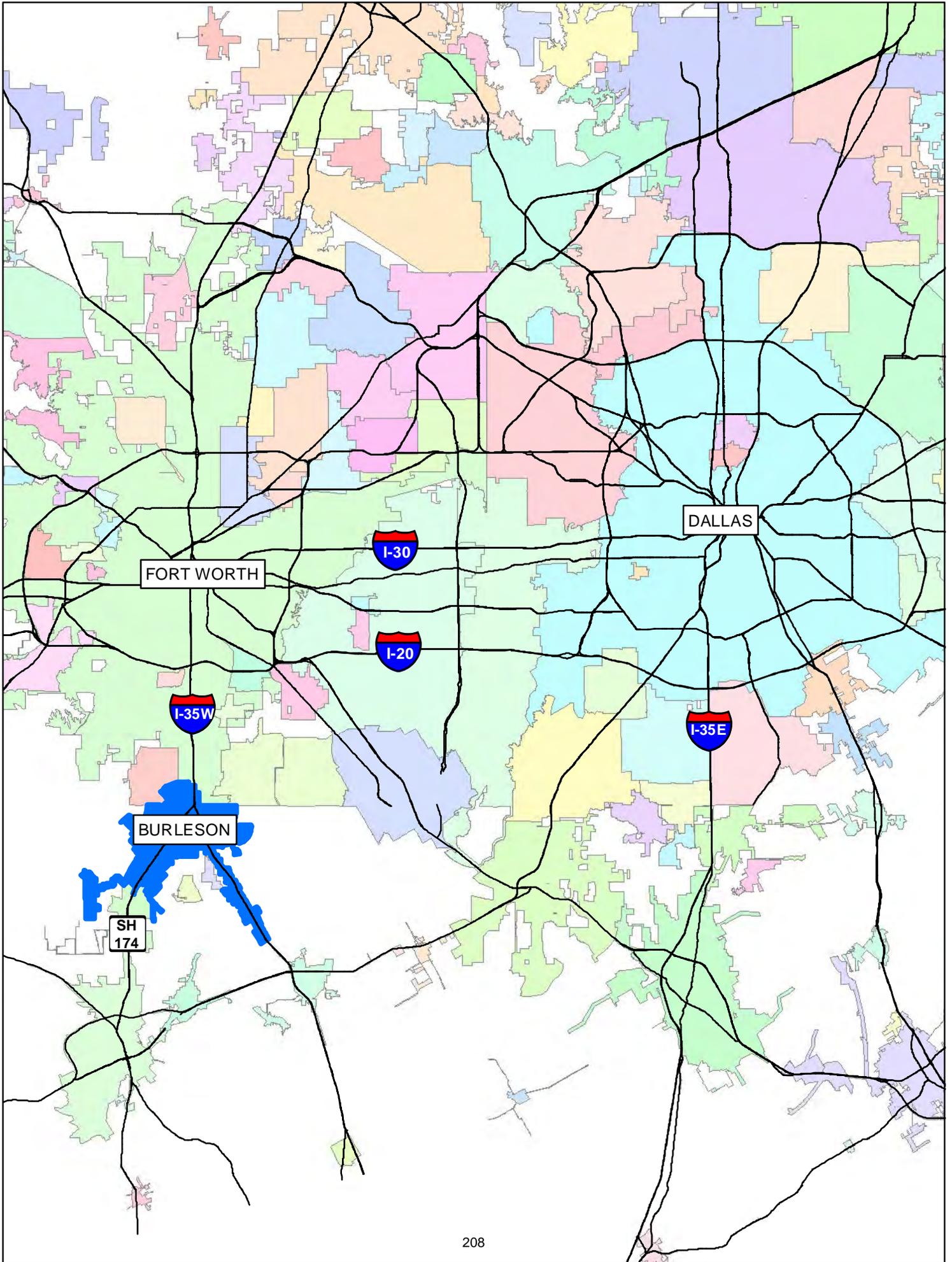
SIGNIFICANT CHANGES



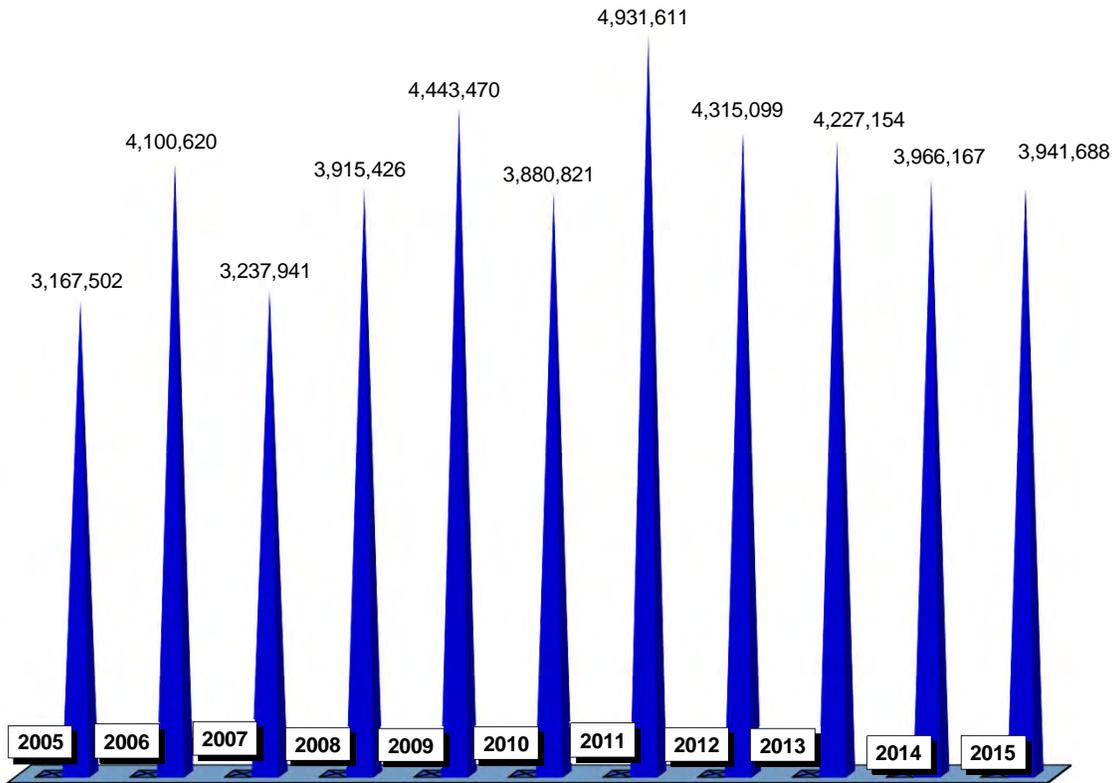


# SUPPLEMENTAL INFORMATION

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p. 209
  - ◇ Acronyms, p. 210
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  - ◇ Top Ten Taxpayers, p. 216



**WATER: Daily Average Consumption (gallons)**



**2007 was an exceptionally rainy year, therefore residents did not have to water their lawns as frequently as usual.**

**2011 was an exceptionally dry year. Residents watered more than they'd ever watered before or ever wish to again.**

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### ACRONYMS

AV: Ad Valorem

BACC: Burleson Area Chamber of Commerce

BCDC: Burleson Community Services Development Corporation

BPD: Burleson Police Department

BRiCk: Burleson Recreation Center

CAFR: Comprehensive Annual Financial Report

CIP: Capital Improvement Program CO: Certificate of Obligation

COG: Council of Governments

CVE: Commercial Vehicle Enforcement

EDIF: Economic Development Incentive Fund

ETR: Effective Tax Rate

FF: Firefighter FT: Fulltime

FTE: Fulltime Equivalent FY: Fiscal Year

FY: Fiscal Year

GAAP: Generally Accepted Accounting Principles

G & A: General & Administrative

GF: General Fund

GFOA: Government Finance Officers Association

G.I.S.: Geographical Information System



## ANNUAL OPERATING BUDGET AND PLAN OF SERVICE

G.O.: General Obligation IH: Interstate Highway

I&S: Interest & Sinking (i.e., Debt)

IT: Information Technology

M&O: Maintenance & Operations

NCTCOG: North Central Texas Council of Governments

PILOT: Payment in Lieu of Taxes

PT: Parttime

RTR: Rollback Tax Rate

SAN: Storage Area Network

SH: State Highway

SRO: School Resource Officer

TEX21: Transportation Excellence for the 21st Century

TIF: Tax Increment Financing

TMRS: Texas Municipal Retirement System

VoIP: Voice Over Internet Protocol

WIFI: Wireless internet capability.

# GLOSSARY OF TERMS

## Accrual Basis

The basis of accounting under which transactions are recognized when they occur regardless of the timing of related cash flows.

## Ad Valorem Tax

A tax computed on the assessed valuation of all property, real personal and improvements to property within a taxing jurisdiction subject to taxation on January 1.

## Appropriation

A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

## Assessed Valuation

A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Johnson County Appraisal District.)

## BACC

Acronym for Burlson Area Chamber of Commerce.

## BPD

Acronym for Burlson Police Department.

## Base Budget

The amount of revenues and expenditures needed to maintain current service levels.

## Balanced Budget

The budget where projected expenditures equal projected revenue.

## Bond

Faith and credit financings requiring preparation of offering statements and bond ratings.

## BRiCk

Acronym for Burlson Recreation Center

## Budget

The City's financial plan for a specific fiscal year that contains both the estimated revenues to be received during the year and the estimated expenditures to be incurred to achieve stated objectives.

## Budget Document

The official written statement prepared by the manager's office which presents a comprehensive financial program to the City Council.

## Burlson 4A Economic Development Corporation

Burlson 4A Economic Development Corporation is a blended component unit of the City. The 4A Corporation administers a ½ cent sales tax. The proceeds of this tax are used to pay debt service on bonds issued for various capital improvements. The special revenue fund accounts for the receipts of the sales tax revenue, and subsequent transfers to the debt service fund.

## Burlson 4A Economic Development Corporation Debt Service Fund

The Burlson 4A Economic Development Corporation Debt Service Fund is used to account for receipts of sales tax revenue transfers and payment of the debt service.

## Burlson Community Services Development Corporation (4B)

The Burlson Community Services Development Corporation is another component unit of the City. The BCDC administers a ½ cent sales tax. The proceeds of this tax are used to pay debt service on bond issues for various capital improvement. The special revenue fund accounts for the receipt of the sales tax revenue and subsequent transfer to the debt service fund.

## Burlson Community Services Development Corporation (4B) Debt Service Fund

The Burlson Community Services Development Corporation (4B) is used to account for the receipt of sales tax revenue transfer and payment of the debt service.

## CAFR

Comprehensive Annual Finance Report

## CO

Acronym for Certificates of Obligation.

## COG

Abbreviation for North Central Council of Governments.

## City Manager's Message

A general summary of the proposed budget presented as a part of, or a supplement to the budget document. The budget message explains major budget issues as related to the financial experience in recent years and presents recommendations made by the City Manager.

## Capital Asset

An asset which costs more than \$3,000 and has a useful life greater than one year.

## Capital Expenditures

Decrease in resource for the acquisition of major, long term capital assets.

## Cletran

A unit of the city of Cleburne which provides regional transportation between the cities of Cleburne, Joshua and Burlson.

## Contractual Obligations

Bonds used to finance personal property such as vehicles, equipment, computers, radio systems, etc. No real property may be purchased or improved. The repayment of these bonds is made from property taxes. These bonds are backed by the full faith and credit of the issuing government.

## Department

A functional unit of the City containing one or more divisions.

## Depreciation

The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the estimated depreciation of value for the operating period.



ARBOR DAY

**Division**

A functional section of a department.

**Effective Tax Rate**

The rate which produces the same revenues in terms of the total amount of taxes as compared to the prior year.

**Encumbrances**

Commitments in the form of purchase orders or contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved.

**Enterprise Fund**

A fund established to account for operations that are financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user fees.

**Expenditures**

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained, regardless of when the expense is actually paid.

**Expenses**

Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest and other charges.

**FF**

Acronym for Firefighter.

**FY**

Abbreviation for Fiscal Year.

**Fiscal Year**

The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Burleson's budget year is from October 1 to September 30.

**Fixed assets**

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment. In Burleson, an item is capitalized as a fixed asset if it is over \$5000 in value and has a useful life in excess of one year.

**Franchise Tax**

A charge paid for the use of City streets and public right-of-way and is in lieu of all other municipal charges, fees, street rentals, pipe taxes or rentals, easement or others such as inspection fee, and/or charges of every kind except only ad valorem and special assessment taxes for public improvements (e.g., gas, telephone, cable television and banks).

**Full-Time Equivalent (FTE)**

A measure of authorized personnel calculated by equating 2,080 hours of work per year with the full-time equivalent of 1 position.

**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.

**Fund Balance**

Fund balance is the excess of assets over liabilities and is therefore also known as surplus funds.

**GIS**

Acronym for Geographical Information System.

**GO**

Acronym for General Obligation.

**GFOA**

Acronym for Government Finance Officers Association

**General Debt Service Fund**

The General Debt Service Fund is used to pay principal and interest on General Obligation Bonds.

**General Fund**

This fund typically includes most of the basic operation services, such as police and fire protection, public works, parks and recreation, library and general administration. General Fund revenues include: tax revenues, licenses and permits, intergovernmental revenue, service fees, fines and forfeitures, and interest.

**General Obligation Bonds**

Bonds that finance public projects such as streets, municipal facilities, and park improvements. The repayment of these bonds is made from property taxes, and these bonds are backed by the full faith and credit of the issuing government.

**Generally Accepted Accounting Principles (GAAP)**

Uniform minimum standards and guidelines to financial accounting and reporting. GAAP governs the form and content of the basic financial statements of an entity. They encompass the conventions, rules and procedures necessary to define accepted accounting

JUNIOR FIRE ACADEMY



practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. They provide a standard by which to measure financial presentations.

**Goals**

Goals describe the purpose or benefit the division/department plans to provide to the community and/or organization it serves. Goals identify the end result the division or department desires to achieve with its activities, but goals are often ongoing and may not be achieved in one year.

**Governmental Funds**

Governmental Funds are those through which most governmental functions are financed. They generally follow the modified accrual basis of accounting, therefore the primary focus is on financial position and changes in net assets vs. net income determination.

**Hotel/Motel Fund**

Hotel/Motel Fund is used to account for the receipts and allocation of the City's 7% room occupancy tax imposed on the rental of hotel-motel room located within the corporate city limits and extraterritorial jurisdiction of the City.

**Hotel/Motel Tax**

A tax levied upon the occupancy of any room or space furnished by any hotel where such cost of occupancy is at the rate of two (\$2.00) dollars or more per day. In Burleson and its extraterritorial jurisdiction, a room tax of seven (7%) is levied. Revenue from this tax is used by the City and Burleson Area Chamber of Commerce for promoting and advertising the City.

**IH**  
Acronym for Interstate Highway.

**IT**  
Acronym for Information Technology.

**Income**  
A term used in proprietary fund type accounting to represent (1) revenues or (2) the excess of revenues over expenses.

**Inter fund Transfers**  
Amounts transferred from one fund to another.

**Internal Service Fund**  
Funds used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis. In Burleson, the Equipment Services Fund, Vehicle Replacement Fund and Support Services Fund are internal service funds.

**Levy**  
(Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

**Modified Accrual Basis**  
The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes recorded when due rather than accrued; if approximately offset by interest earnings on special assessment levies; and (5) principal and interest on long-term debt which are generally recognized when due.

**NCTCOG**  
Abbreviation for North Central Council of Governments.

**Old Town**  
Historic central business district.

**Object Code**  
Expenditure classification according to the types of items purchased or services obtained; for example, personal services, materials, supplies, and equipment.

**Operating Budget**  
The budget that pertains to daily operation that provides basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, fuel, and capital equipment.

**Payment in Lieu of Taxes (PILOT)**  
A fee charged to the Water and Wastewater Enterprise Fund and Solid Waste Fund to compensate for property taxes lost due to municipal ownership. The ad valorem tax rate is applied to the book value of the utility system.

**Performance Measures**  
Performance measures reflect how well a program is performing its activities to meet the needs of the public and the organization. They measure productivity, effectiveness, efficiency and/or the impact of service provided.

**Reserve**  
An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

**Revenue Bonds**  
Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the Enterprise Fund's property.

**Revenue**  
An increase in the governmental unit's current financial resources.

**SAN**  
Acronym for Storage Area Network.

**SH**  
Acronym for State Highway.

**SRO**  
Abbreviation for School Resource Officer.

**Sales Tax**  
A general "sales tax" is levied on all persons and businesses selling merchandise in the city limits on a retail basis. Monies collected under authorization of this tax are for the use and benefit of the City.

**Service Enhancement**  
A request to budget an activity at a level above current service levels in order to achieve increased objectives or new objectives. New programs may also be proposed.

**TEX21**  
Abbreviation for "Transportation Excellence for the 21st Century", a statewide coalition of public and private entities that are committed to determining comprehensive solutions to the transportation challenges in Texas.



CITIZENS  
POLICE  
ACADEMY

**TIF**

Acronym for Tax Increment Financing. It is a tool used for redevelopment and community improvement projects.

**Tax Rate**

The amount of tax applied to the tax base. The rate is expressed in cents. The 2010-2011 tax rate for the City of Burleson is \$.71 per \$100 of assessed valuation of taxable property.

**Tax Rate Limit**

The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments, or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

**Tax Roll**

The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

**Taxes**

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer charges.

**Unencumbered Balance**

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

**VoIP**

Acronym for Voice Over Internet Protocol, a type of phone system which routes voice conversations over the Internet.

**WiFi**

Wi-Fi is a wireless technology intended to improve the interoperability of the wireless local area network.

**Working Capital**

The amount of current assets minus the amount of current liabilities as of fiscal year end.



FOUNTAIN AT MOUNTAIN VALLEY



**TOP TEN TAXPAYERS**

TAXPAYER	PROPERTY VALUE	PAID
Chesapeake Operating	\$77,482,321	\$573,369
Devon Energy Product	\$28,092,925	\$207,883
Burleson Gateway Station	\$26,436,893	\$195,632
Wagner Smith Equipment	\$21,789,389	\$159,792
Halliburton Energy	\$18,839,405	\$139,412
Oncor Electric Delivery	\$16,999,973	\$125,800
RAVC Apartments LP	\$15,808,651	\$116,984
H E BUTT Grocery Com.	\$14,398,974	\$106,552
Dolce Living At Burleson	\$13,721,297	\$101,538
Encore Manufacturing Burleson	\$13,440,908	\$99,463