

TEXAS

City of  
**Burleson**

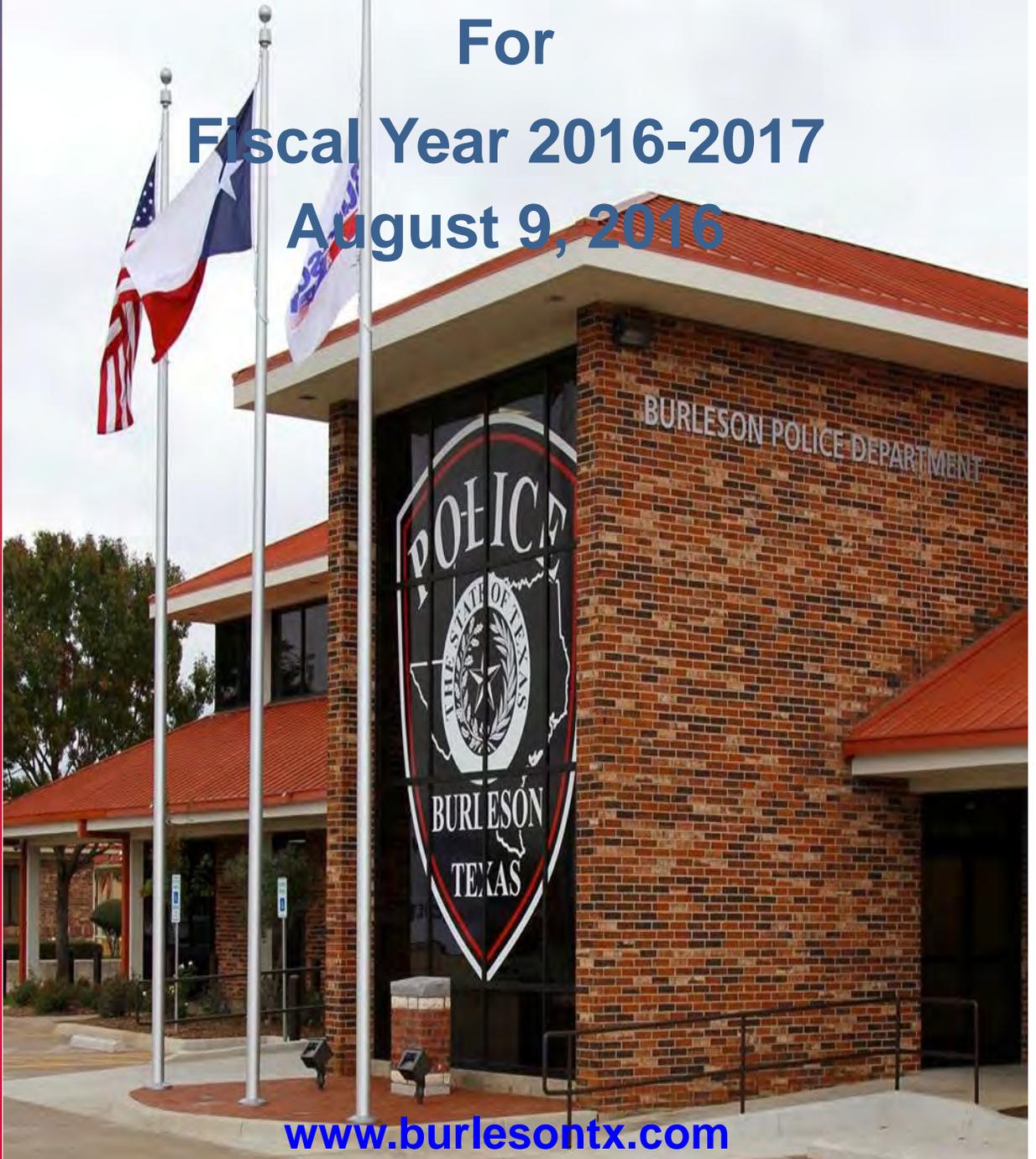
City Council

Budget Work Session

For

Fiscal Year 2016-2017

August 9, 2016



[www.burlesontx.com](http://www.burlesontx.com)

# City of Burleson

## Fiscal Year 2016–2017

### Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$606,630, which is a 3.20 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 \$811,769.

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

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

#### Property Tax Rate Comparison

	2016–2017	2015–2016
Property Tax Rate:	\$0.7400/100	\$0.7400/100
Effective Tax Rate:	\$0.7303/100	\$0.7183/100
Effective Maintenance & Operations Tax Rate:	\$0.5209/100	\$0.5124/100
Rollback Tax Rate:	\$0.7747/100	\$0.7655/100
Debt Rate:	\$0.2122/100	\$0.2122/100

Total debt obligation for City of Burleson secured by property taxes:  
\$137,670,000

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# Work Session Information

Budget  
Calendar

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# 2016 Planning Calendar

## City of Burleson

March 22, 2016	Budget Preparation materials handed out to Directors.
April 1, 2016	Deadline for new positions or changes to existing positions.
April 6, 2016	Budget input training.
April 22, 2016	Deadline for IT requests and equipment requests.
May 20, 2016	Deadline for departments to have all documents to Finance and entered in HTE.
June 10, 2016	Deadline to get CMO budget books to budget team.
June 22 – June 24, 2016	Department director meetings with CMO and budget team.
July 25, 2016	Receive certified tax rolls from appraisal districts (JCAD & TAD)
July 27, 2016	Calculation of effective and rollback tax rates to governing body.
August 4, 2016	72-hour meeting notice (Open meeting notice). Work session books delivered to Council and posted on Website.
August 5, 2016	Send 1st Tax Rate Notice information to Burleson Star
August 8, 2016	Budget filed with City Secretary.
August 9, 2016	Meeting of governing body to discuss tax rate and schedule public hearing by minute order.
August 10, 2016	Publish the Notice of Property Tax Rates by September 1, 2016. Notice must also be posted on the municipality's website.
August 11, 2016	1 <sup>st</sup> Tax Rate Notification published
August 18, 2016	72-hour notice for public hearing (Open meeting notice)
August 19 2016	Send Budget and 2 <sup>nd</sup> Tax Rate public hearing information to Burleson Star
August 22, 2016	Public Hearing for 1 <sup>st</sup> Tax Rate proposal
August 25, 2016	Budget and 2 <sup>nd</sup> Tax Rate public hearing published
September 1, 2016	72-hour notice for public hearing (Open meeting notice)
September 6, 2016	Second public hearing; schedule and announce meeting to adopt tax rate 3-14 days from this date.
September 15, 2016	72-hour notice for public hearing (Open meeting notice)
September 19, 2016	Meeting to adopt the tax rate. Because the tax rate will exceed the effective tax rate, the vote on the ordinance setting the tax rate must be a record vote and must be approved by at least 60 percent of the members of the governing body. Meeting is 3-14 days after second public hearing. Taxing unit must adopt tax rate by September 30 or 60 days after receiving certified appraisal roll, whichever is later.

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# Manager's Message

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**CITY MANAGER'S MESSAGE**

**FOR THE FY 2016-2017 PROPOSED BUDGET**

**TO**

**MAYOR KENNETH D. SHETTER**

**AND**

**MEMBERS OF THE BURLESON CITY COUNCIL**

**August 9, 2016**

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, 2016 and ending September 30, 2017 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 2016-17 are \$33,124,957 as proposed, approximately \$1,302,008 more than in FY 2015-16.

## **Property Taxes**

### Tax Valuation

The City's 2016 property value, as certified by the Johnson County Appraisal District and Tarrant Appraisal District is \$3,035,701,445 – an increase of \$174,366,708 or 6.1% over 2015's \$2,861,334,737. This increase in value can be attributed primarily to \$107,942,548 in the value of new improvements added to the tax base. Total taxable value increased \$130,935,848 (5.2%) from last year's \$2,509,253,607 to \$2,640,189,455.

### Tax Rate

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

### *Effective Tax Rate*

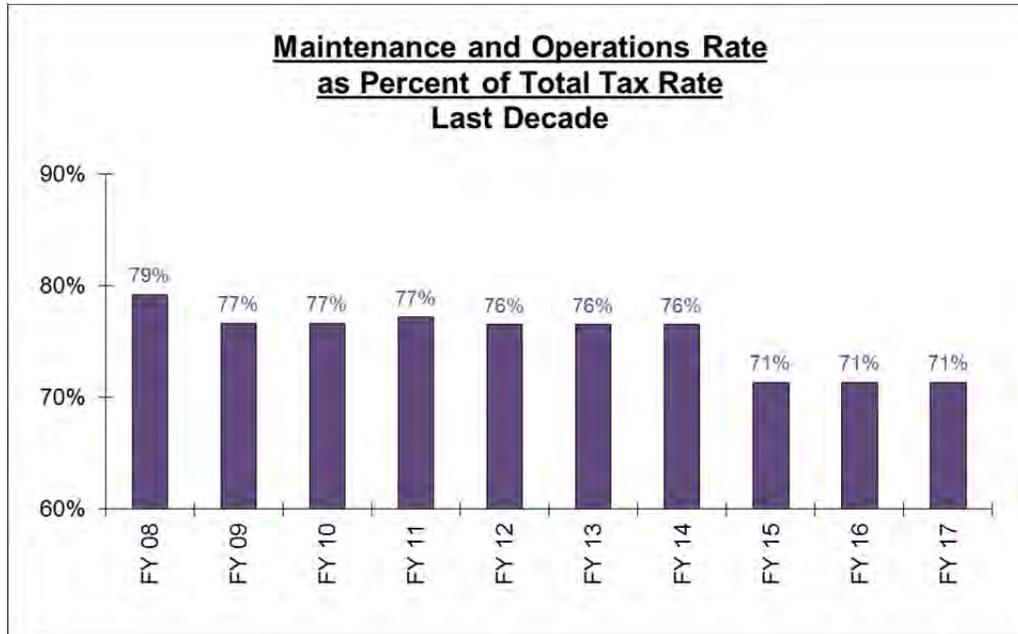
The effective tax rate for FY 2016-17 is \$0.7303, which is \$0.0097 lower than the current rate of \$0.74. The effective maintenance and operations tax rate is \$0.5209. The chart below shows the historical trend of the City's tax rate since FY 2001.

Manager's Message  
Proposed FY 2016-2017 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.



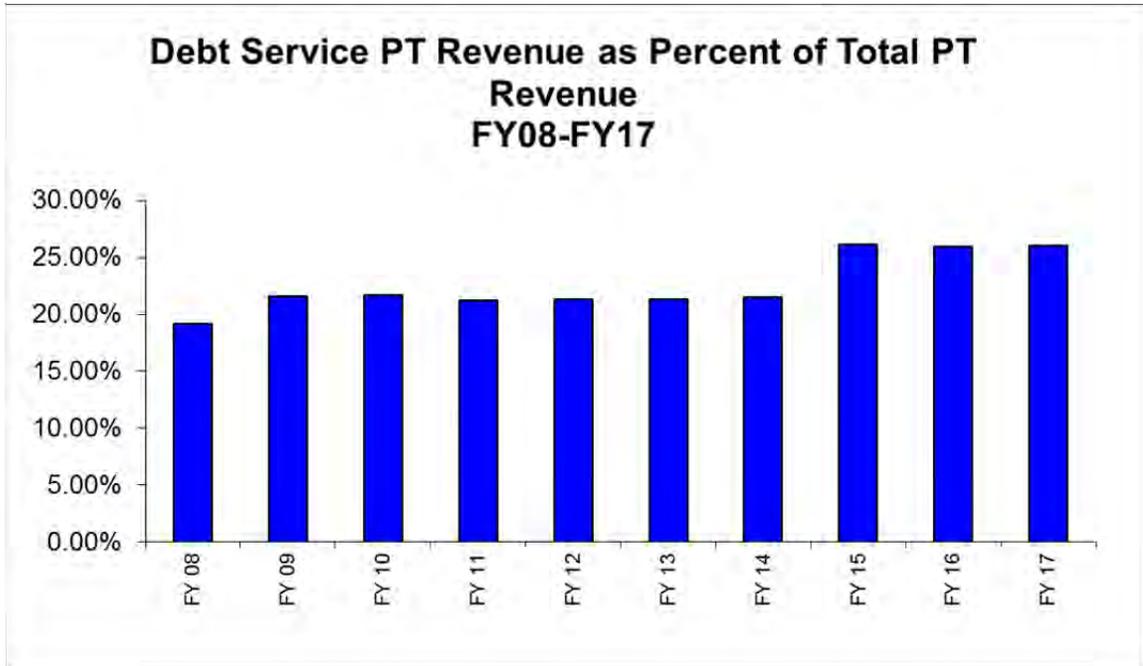
*Debt Service Rate (I&S rate)*

The debt service rate remains the same at \$0.2122. The debt rate is 28.7% of the total tax rate., 3.4% more than the median of 25.2% for the 33 Tarrant County cities which had a debt rate in FY 2016.

Manager's Message  
Proposed FY 2016-2017 Budget

Jurisdiction Name	Tax Rate	M&O Rate	M&O as %	I&S Rate	I&S as %
City of Everman	\$ 1.2552	\$ 0.9687	77.2%	\$ 0.2865	22.8%
City of Forest Hill	\$ 0.9961	\$ 0.8548	85.8%	\$ 0.1412	14.2%
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	\$ 0.7331	\$ 0.5791	79.0%	\$ 0.1540	21.0%
City of Kennedale	\$ 0.7675	\$ 0.5752	74.9%	\$ 0.1923	25.1%
City of Sansom Park	\$ 0.6907	\$ 0.5443	78.8%	\$ 0.1464	21.2%
City of Mansfield	\$ 0.7100	\$ 0.4683	66.0%	\$ 0.2417	34.0%
City of Grand Prairie	\$ 0.6700	\$ 0.4849	72.4%	\$ 0.1851	27.6%
City of Benbrook	\$ 0.6575	\$ 0.6325	96.2%	\$ 0.0250	3.8%
Haltom City	\$ 0.7000	\$ 0.4623	66.0%	\$ 0.2377	34.0%
City of Arlington	\$ 0.6480	\$ 0.4460	68.8%	\$ 0.2020	31.2%
City of Azle	\$ 0.6795	\$ 0.5415	79.7%	\$ 0.1380	20.3%
City of Crowley	\$ 0.7393	\$ 0.5129	69.4%	\$ 0.2264	30.6%
City of Watauga	\$ 0.6187	\$ 0.4402	71.1%	\$ 0.1785	28.9%
City of Hurst	\$ 0.6106	\$ 0.4743	77.7%	\$ 0.1363	22.3%
City of N Richland Hills	\$ 0.6100	\$ 0.3647	59.8%	\$ 0.2453	40.2%
City of Richland Hills	\$ 0.5288	\$ 0.4761	90.0%	\$ 0.0527	10.0%
Town of Trophy Club	\$ 0.4840	\$ 0.3740	77.3%	\$ 0.1100	22.7%
City of Bedford	\$ 0.4948	\$ 0.2993	60.5%	\$ 0.1955	39.5%
City of Westworth Village	\$ 0.5000	\$ 0.2430	48.6%	\$ 0.2570	51.4%
City of Saginaw	\$ 0.5440	\$ 0.2919	53.7%	\$ 0.2521	46.3%
City of Euless	\$ 0.4675	\$ 0.3666	78.4%	\$ 0.1009	21.6%
City of Lake Worth	\$ 0.4993	\$ 0.1731	34.7%	\$ 0.3261	65.3%
City of Southlake	\$ 0.4620	\$ 0.3620	78.4%	\$ 0.1000	21.6%
City of Flower Mound	\$ 0.4390	\$ 0.3312	75.4%	\$ 0.1078	24.6%
City of Keller	\$ 0.4347	\$ 0.3232	74.3%	\$ 0.1115	25.7%
City of Roanoke	\$ 0.3751	\$ 0.1520	40.5%	\$ 0.2231	59.5%
City of Colleyville	\$ 0.3559	\$ 0.3362	94.5%	\$ 0.0197	5.5%
City of Grapevine	\$ 0.3284	\$ 0.1421	43.3%	\$ 0.1864	56.7%
City of Haslet	\$ 0.2857	\$ 0.2367	82.9%	\$ 0.0490	17.1%
Dalworthington Gardens	\$ 0.2537	\$ 0.2005	79.0%	\$ 0.0532	21.0%
City of Westlake	\$ 0.1563	\$ 0.1395	89.2%	\$ 0.0169	10.8%
Average	\$ 0.5894	\$ 0.4342	73.7%	\$ 0.1552	26.3%
Median	\$ 0.6100	\$ 0.4402	72.2%	\$ 0.1540	25.2%
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 \$135,556 in 2015 to \$152,904. We normally follow this with a table comparing Burleson's average home value and tax bill with nearby cities. We have been able to get that information as of publication date. We hope to have this for you at the work session.

**The proposed rate, applied to the increased taxable value, will result in an increase of \$128.38 in the tax bill for the average residential property, from \$1,003.11 in the current year to \$1,131.49 in the proposed budget.**

Property Tax Revenue

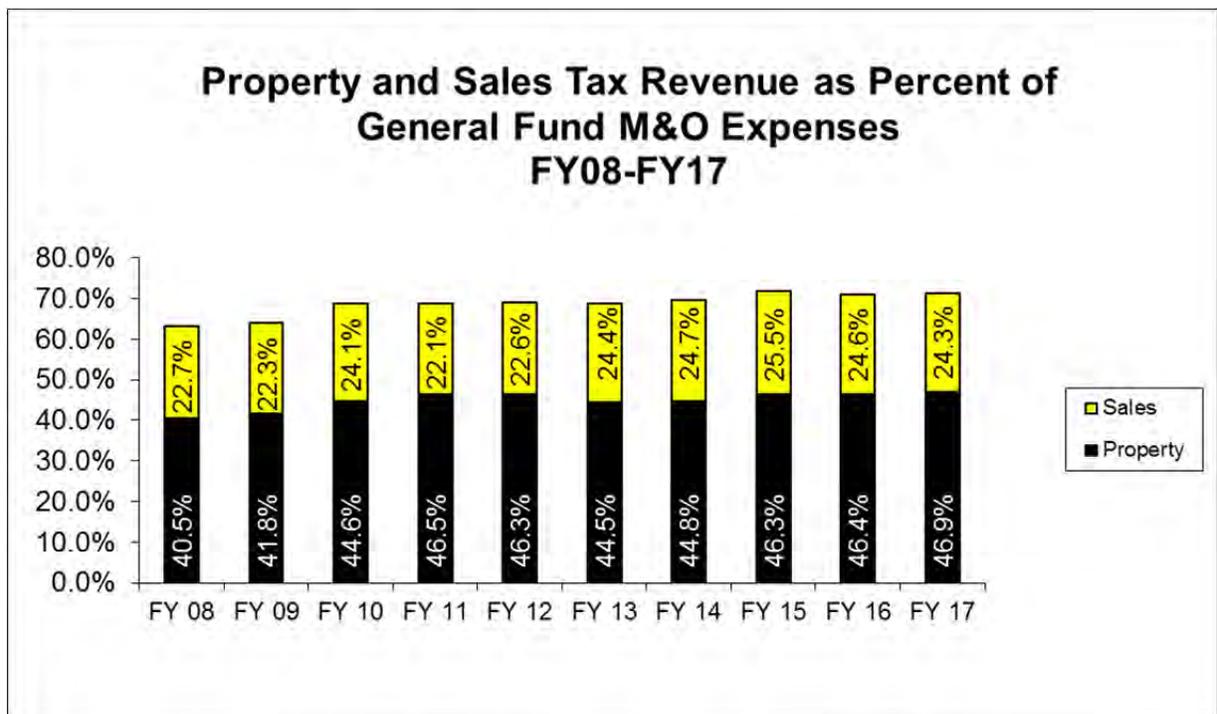
Overall, revenue from ad valorem (property) taxes is up \$834,477 (5.6%) from the current year to \$15,793,716. Taxes on new value added since the last appraisal total \$558,300. The value of properties subject to the senior tax freeze increased from \$340.1 million in 2015 to \$381.5 million in 2016. Frozen properties now account for 12.7% of the tax base – up 1.0% from FY 2015-16.

***For FY 2016-17, one cent on the ad valorem tax rate will generate \$258,768 - allowing for protested and frozen values and assuming a 98% collection rate.***

**Sales Taxes.**

Sales tax (including liquor tax) revenues are projected to increase \$172,000 (+2.1%) from current adopted levels. Revenue from sales tax in FY 2017 is projected at \$8,215,000 (24.8% of total revenue). The projected revenue is just slightly more than estimated current year-end sales tax collections.

Combined, property and sales taxes will fund approximately 71.2% of General Fund maintenance and operations expenses for FY 2017. The graph below illustrates this relationship since FY 2008.



**Other revenue:**

Other revenue categories are projected to be a mixed bag next year, including a

decrease of \$74,500 (7.25%) in fees from Permits and Licenses. Projected fine and forfeiture revenues decrease by \$200,000 (15.4%). Franchise fees are expected to increase by \$114,000 (4.8%), Miscellaneous revenues are increasing \$14,600 (1.13%), and Other Sources are expected to increase \$441,000 (15%).

## **Expenditures**

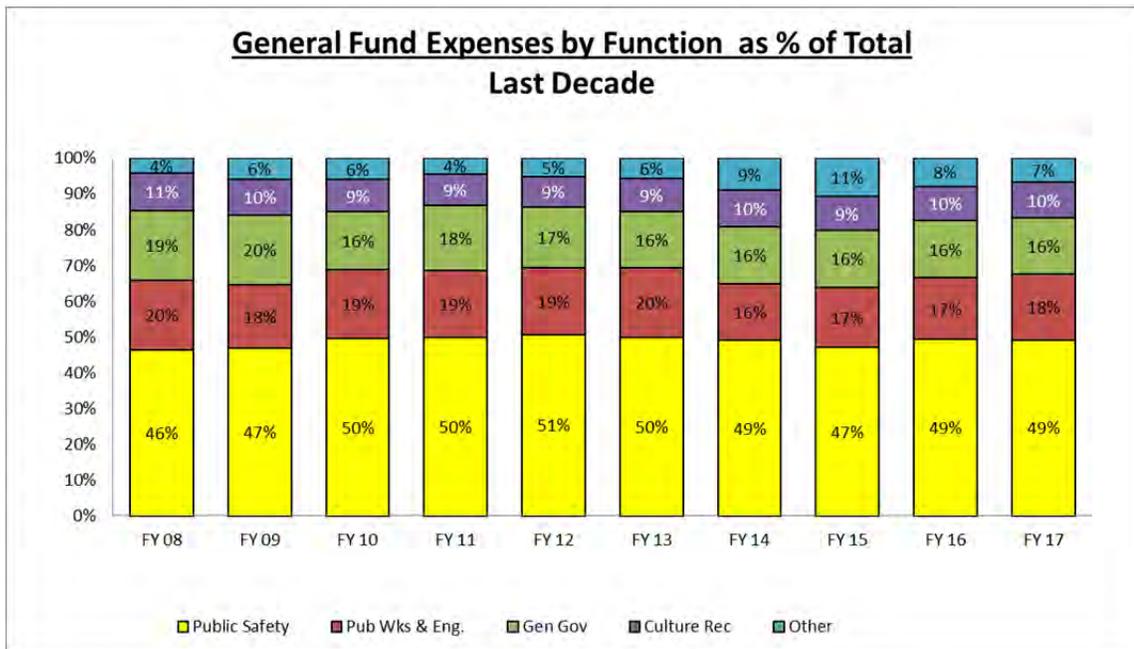
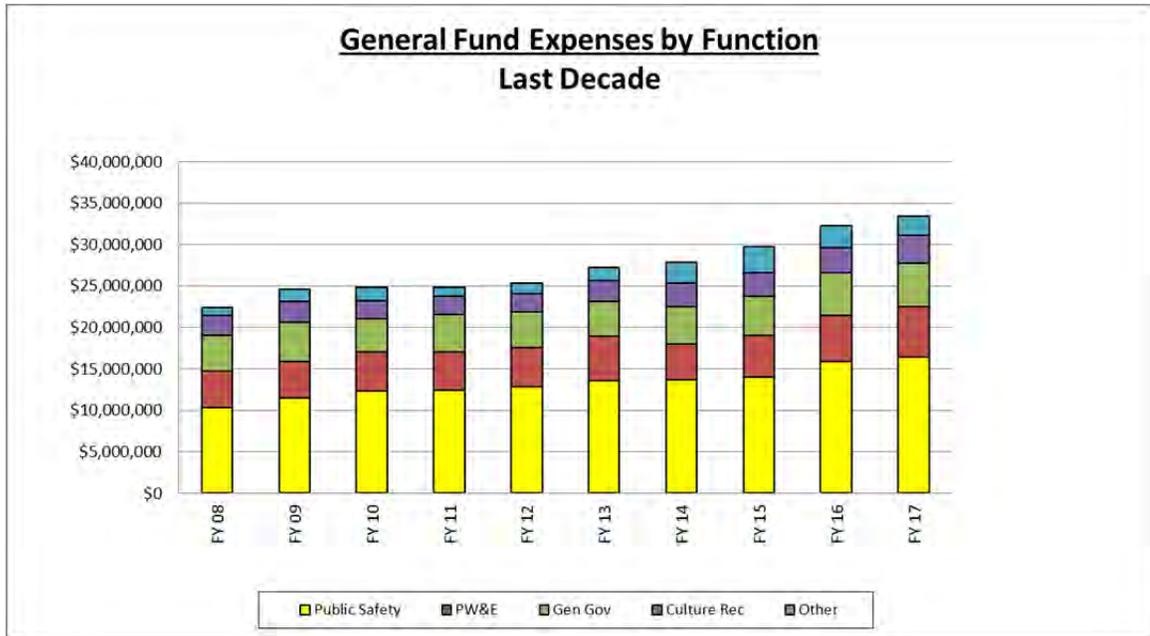
### Overview

Proposed total expenditures are \$1,167,929 (3.6%) higher than the current year adopted budget. Of this amount, \$502,000 comprises capital or one-time expenditures. The remaining operating expenditures of \$32,895,455 are \$229,502 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)

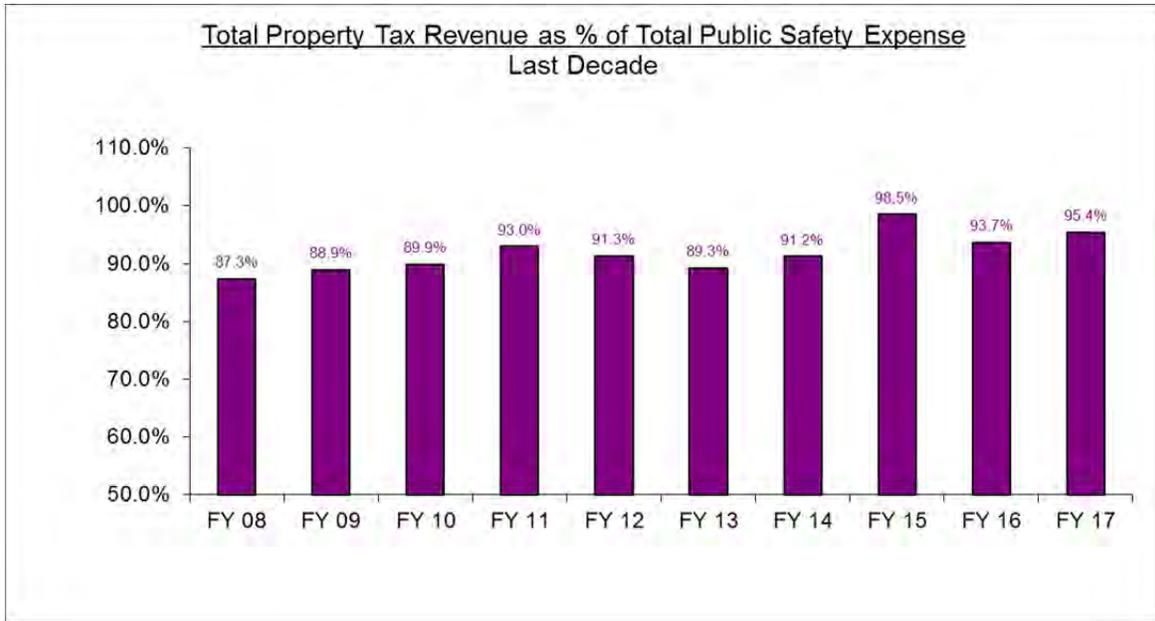
The following two graphs illustrate the spending in these categories over the last ten years.

Manager's Message  
Proposed FY 2016-2017 Budget



Since FY 2009-10, Public Safety expenses have comprised at least one-half of all General Fund expenditures. **In FY 2016-17, if all of the property tax collected in the General Fund were to be allocated to Public Safety, it would only pay for 95% of Public Safety expenses.** The graph below illustrates this relationship since FY 08.

Manager's Message  
Proposed FY 2016-2017 Budget



**Salary and Related Costs**

In FY 2012-13 we reinstated a revised Step Plan in Public Safety. The proposed FY 2016-17 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 \$8,581,477 at the end of FY 2015-16. This amount is \$1.9 million above the 20% reserve amount established by Council policy. The proposed budget utilizes an appropriation from fund balance of \$272,000 for the following one-time purchases:

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\$ 55,000	Municipal Court Software and E-Ticket Writers
\$ 92,000	GPS vehicle tracking system
\$ 43,000	Police cost of OSSI software interface
\$ 73,000	Service Center storage
\$ 49,000	Facility renovations and furniture
\$ 25,000	Library - Children's learning center
\$ 3,000	Library - Electronic displays
\$ 6,000	Fire Prevention - Smart board
\$ 8,000	Emergency Operations - Storm cameras
\$ 41,000	Facility Maintenance - Vehicle for new position
\$ 34,000	Park Maintenance - Replacement truck
<u>\$ 73,000</u>	<u>PBW Drainage - Drainage mower</u>
\$ 502,000	

As tabulated below, the fund balance in the General Fund at the end of FY 2017 is projected to be at 25% of annual operations. This is \$1.63 million above the 20% policy minimum.

**GENERAL FUND: FUND BALANCE STATUS**

\$ 33,124,957	Revenues
(32,895,455)	Recurring Expenses
<u>\$ 229,502</u>	<u>Difference</u>
\$ 8,581,477	Estimated Available Fund Balance Oct 1, 2016
33,124,957	Revenues
(32,895,455)	Recurring Expenses
(502,000)	One Time Expenses
<u>\$ 8,308,979</u>	<u>Estimated Ending Fund Balance</u>
\$ 6,679,491	Minimum Fund balance with 20% Target

**WATER/WASTEWATER FUND**

Revenue requirements in this fund are projected to increase to \$19,574,321 in the proposed FY 2016-17 budget – an increase of 803,621 (4.3%) from the FY 2015-16 adopted budget.

## Expenditures

Proposed expenditures for FY 2016 total \$19,520,411 – about 4.6% more than the FY 2016 adopted budget. Operating expenditures are increasing in 2017 by more than \$850,000 due primarily to the issuance of bonds.

## Water Rates

**The proposed FY 2016-2017 budget includes an overall increase of 1% to average water rates, and 2% 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>FY15/16 Water Rate</u>	<u>FY16/17 Water Rate</u>
3/4	\$14.20	\$14.34
1.0	\$20.45	\$20.65
1.5	\$38.50	\$38.89
2.0	\$56.75	\$57.32
3.0	\$136.50	\$137.87
4.0	\$227.50	\$229.78
6.0	\$454.00	\$458.54
8.0	\$680.50	\$687.31
10	\$905.00	\$914.05
12	\$1,045.00	\$1,055.45

(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>FY15/16</u>	<u>FY16/17</u>
1 gallon to 10,000 gallons	\$4.35	\$4.39
10,001 gallons to 20,000 gallons	\$5.25	\$5.30

Manager's Message  
Proposed FY 2016-2017 Budget

Over 20,000 gallons	\$6.00	\$6.06
Gas Well Drilling (all volumes)	\$12.49	\$12.61

**Wastewater Rates**

The proposed FY2016-17 budget includes an average 2% increase in wastewater rates. The proposed base rate goes from \$15.85/month to \$16.17/month, and the volumetric rate goes from \$4.40/1,000 gallons to \$4.49/1,000 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**

FY2016-17 is projected to leave a working capital balance of \$3,799,800, or 28% of operating expenses (excluding debt service and capital) – well in excess of the policy minimum of 20%.

**GOLF COURSE FUND**

Revenues in the Golf Course Fund are estimated at \$2,372,541, which exceeds budgeted expenditures by \$3,308. Included on the revenue side are transfers from the Type B (4B) fund of \$358,831 for debt service and \$488,000 for operational subsidy.

**SOLID WASTE FUND**

The proposed FY 2016-17 budget includes Solid Waste expenditures of \$3,193,323. Proposed revenues of \$3,260,000 will produce a net working capital increase of \$66,677, assuming maintenance of the current rate of \$19.20 per month. Staff projects working capital at the end of FY 2015-2016 to be \$823,572, or 25% of operating expenditures.

### **HOTEL/MOTEL FUND**

The proposed FY 2016-17 budget includes total revenues of \$160,000 and total expenditures of \$203,142, including \$106,142 of ongoing City expenditures and \$97,000 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 \$3,470,176. This budget requires subsidies of \$1,364,696 from the Type B Corporation. The BRiCk’s revenues are projected to cover 76% of its expenses, while revenues associated with the two athletic fields will cover about 22% of those expenses, and Russell Farm 17%. A summary of the Park Performance Fund is tabulated on the following page.

Manager's Message  
Proposed FY 2016-2017 Budget

**PARK PERFORMANCE FUND: Proposed Budget FY 2016-17**

<b><u>BRiCk Operations</u></b>						
	ACTUAL	YEAR END	PROPOSED	Chng From	Revised	
	FY 2015	FY 2016	FY 2017	Dollars	Percent	
<b>Revenues</b>						
Recreation Fees	\$ (303,007)	\$ (305,000)	\$ (305,000)	\$ -	0%	
Recreation Memberships	\$ (1,327,420)	\$ (1,230,000)	\$ (1,327,000)	\$ (97,000)	8%	
Recreation Room Rentals	\$ (86,073)	\$ (95,000)	\$ (95,000)	\$ -	0%	
Indoor Athletic/Rec Fees	\$ (19,832)	\$ (15,000)	\$ (15,000)	\$ -	0%	
Swimming Pool Fees	\$ (84,728)	\$ (80,000)	\$ (75,000)	\$ 5,000	-6%	
Swimming Lessons Revenue	\$ (72,342)	\$ (65,000)	\$ (70,000)	\$ (5,000)	8%	
Merchandise Sales	\$ (4,059)	\$ (4,000)	\$ (3,000)	\$ 1,000	-25%	
Returned Checks Fees	\$ (7,623)	\$ (7,000)	\$ (5,000)	\$ 2,000		
Recreation Memberships	\$ (4,134)	\$ -	\$ -	\$ -		
Securities Interest	\$ (3,502)	\$ -	\$ -	\$ -		
CD/Money Market Interest	\$ (3)	\$ -	\$ -	\$ -		
Gain/Loss on Security Val	\$ 2,563	\$ -	\$ -	\$ -		
TexPool Interest	\$ (95)	\$ (600)	\$ (600)	\$ -		
TexPool Prime Interest	\$ (103)	\$ -	\$ -	\$ -		
Logic Interest	\$ (196)	\$ -	\$ -	\$ -		
TexSTAR Interest	\$ (118)	\$ -	\$ -	\$ -		
Cash Over/Short	\$ 343	\$ -	\$ -	\$ -		
Other Misc Revenue	\$ -	\$ -	\$ -	\$ -		
Misc Rev - Culture & Rec	\$ (189)	\$ -	\$ -	\$ -		
Other Revenue	\$ -	\$ -	\$ -	\$ -		
<b>Total</b>	<b>\$ (1,910,518)</b>	<b>\$ (1,801,600)</b>	<b>\$ (1,895,600)</b>	<b>\$ (94,000)</b>	<b>5%</b>	
<b>Expenditures</b>	<b>\$ 2,489,291</b>	<b>\$ 2,562,882</b>	<b>\$ 2,499,717</b>	<b>\$ (63,165)</b>	<b>-2%</b>	
<b>Rev. (Over)/Under Exp.</b>	<b>\$ 578,773</b>	<b>\$ 761,282</b>	<b>\$ 604,117</b>	<b>\$ (157,165)</b>		
Percent Self Sustaining	77%	70%	76%			
<b><u>Athletic Fields Operations</u></b>						
	ACTUAL	YEAR END	PROPOSED	Chng From	Revised	
	FY 2015	FY 2016	FY 2017			
<b>Revenues</b>						
Recreation Leagues	\$ (53,784)	\$ (55,000)	\$ (75,000)	\$ (20,000)	36%	
Park Rentals	\$ (4,651)	\$ (6,473)	\$ (7,000)	\$ (527)		
Concession Revenue	\$ (8,931)	\$ (6,691)	\$ (600)	\$ 6,091	-91%	
Tournament Fees	\$ (61,324)	\$ (60,000)	\$ (99,500)	\$ -	0%	
Per Player Fees	\$ (37,947)	\$ (8,000)	\$ (5,280)	\$ 2,720	-34%	
<b>Total</b>	<b>\$ (166,637)</b>	<b>\$ (136,164)</b>	<b>\$ (187,380)</b>	<b>\$ (51,216)</b>	<b>38%</b>	
<b>Expenditures</b>	<b>\$ 748,188</b>	<b>\$ 777,829</b>	<b>\$ 838,270</b>	<b>\$ 60,441</b>	<b>8%</b>	
<b>Rev. (Over)/Under Exp.</b>	<b>\$ 581,551</b>	<b>\$ 641,665</b>	<b>\$ 650,890</b>	<b>\$ 9,225</b>		
Percent Self Sustaining	22%	18%	22%			
<b><u>Russell Farm</u></b>						
	ACTUAL	YEAR END	PROPOSED	Chng From	Revised	
	FY 2015	FY 2016	FY 2017			
<b>Revenues</b>						
Rental Fees-Russell Farm	\$ (21,101)	\$ (18,000)	\$ (22,500)	\$ 0	0%	
Activity Fees-Russell Frm	\$ -	\$ -	\$ -	\$ 0	#DIV/0!	
<b>Total</b>	<b>\$ (21,101)</b>	<b>\$ (18,000)</b>	<b>\$ (22,500)</b>	<b>\$ (4,500)</b>	<b>25%</b>	
<b>Expenditures</b>	<b>\$ 104,093</b>	<b>\$ 121,709</b>	<b>\$ 132,189</b>	<b>\$ 10,480</b>	<b>9%</b>	
<b>Rev. (Over)/Under Exp.</b>	<b>\$ 82,992</b>	<b>\$ 103,709</b>	<b>\$ 109,689</b>	<b>\$ 5,980</b>		
Percent Self Sustaining	20%	15%	17%			
<b><u>PPF FUND TOTALS</u></b>						
<b>TOTAL REVENUES LESS SUBSIDY</b>	<b>\$ (2,098,256)</b>	<b>\$ (1,955,764)</b>	<b>\$ (2,105,480)</b>	<b>\$ (149,716)</b>	<b>8%</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 3,341,572</b>	<b>\$ 3,462,420</b>	<b>\$ 3,470,176</b>	<b>\$ 7,756</b>	<b>0%</b>	
<b>Rev. (Over)/Under Exp.</b>	<b>\$ 1,243,316</b>	<b>\$ 1,506,656</b>	<b>\$ 1,364,696</b>	<b>\$ (141,960)</b>		
Percent Self Sustaining	63%	56%	61%			
<b><u>PPF FUND SUBSIDY BREAKDOWN</u></b>						
4B Subsidy	\$ (1,297,558)	\$ (1,340,024)	\$ (1,364,696)	\$ (24,672)	2%	
General Fund Subsidy	\$ -	\$ -	\$ -	\$ -		
<b>Total Subsidy for PPF</b>	<b>\$ (1,297,558)</b>	<b>\$ (1,340,024)</b>	<b>\$ (1,364,696)</b>	<b>\$ (24,672)</b>	<b>2%</b>	
Amount (TO)/FROM PPF Fund Balance	\$ (54,242)	\$ 166,632	\$ -	\$ -		

### **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 \$1,823,250, and expenditures are projected at \$1,837,366. 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 2016-17. Expenditures are projected at \$5,166.

#### **Fund Balance**

The end-of-year working capital in the Cemetery Fund is estimated to be \$653,687 in FY 2016-17, an increase of \$16,334 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 2016-17 budget are projected at \$533,995. Fund expenditures are projected at \$472,553.

#### **Fund Balance**

The end-of-year working capital in the Equipment Service Fund for FY2015-16 is projected to be \$18,777.

### **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 FY2016-17 are projected at \$1,198,366. Expenditures are estimated to be \$1,557,909. The fund will pay for the purchase of 21 pieces of equipment scheduled for replacement, and 2 new trucks – one in Parks Maintenance and one in Facilities Maintenance. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time of the scheduled replacement, and there is \$300,000 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 \$1,108,390 for FY 2016-17.

## **PROPRIETARY EQUIPMENT REPLACEMENT FUND**

### **Revenues and Expenditures**

Revenues in this fund for FY 2016-17 are projected at \$352,668. Expenditures are estimated to be \$353,890. There are two pieces of water fund equipment scheduled for replacement this year and some golf course utility carts that had not previously been on the replacement program. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time of the scheduled replacement. This budget includes \$200,000 for unexpected replacements. Also, a decision to replace the golf utility carts will be delayed until a decision is made concerning the course.

### **Fund Balance**

The end-of-year working capital in the Proprietary Equipment Replacement Fund is projected to be \$663,772 for FY 2016-17.

## **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 \$4,334,625 in FY 2016-17, an increase of 6.2% from the \$4,083,000 estimated in the approved FY 2015-16 budget. Expenditures are projected to be \$5,351,108 in FY 2016-17, a 61% increase from the \$3,328,1680 projected for the current year in the approved FY 2015-16 budget, due primarily to some large development incentives expected in next year's budget.

### **Debt Service Fund**

FY 2016-17 debt requirements in this fund are \$2,075,132 including \$1,495,451 principal and \$578,181 interest. Transfers from the Type A EDC Special Revenue Fund are budgeted at \$2,074,593.

### **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 \$4,177,575 in FY 2016-17, an increase of 2.4% from the \$4,081,575 estimated in the approved FY 2015-16 budget. Expenditures are projected to be \$4,172,674 in FY 2016-17, a 9.4% increase from the \$3,813,831 projected for the current year in the approved FY 2015-16 budget.

### **Debt Service Fund**

FY 2016-17 debt requirements in this fund are \$1,895,697 including \$1,210,000 principal and \$684,647 interest. Transfers from the Type B Special Revenue Fund are budgeted at \$1,894,647.

### **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 2016-17 budget are projected at \$965,930. Expenditures are projected at \$965,930.

### **ALL FUNDS SUMMARY**

The proposed base budget expenditures for all funds is \$86,808,309, an increase of 8.84% from the current (FY16) adopted budget. Most of this increase is due to the

Manager's Message  
Proposed FY 2016-2017 Budget

increase in capital expenditures in the Governmental Equipment Replacement, and General Funds, and business incentives in the Type A corporation. A summary of all funds is tabulated below.

	<u>Current (FY16)</u>	<u>Proposed (FY17)</u>	<u>% Change</u>
GENERAL FUND	32,229,526	33,397,455	3.62%
GENERAL DEBT SERVICE FUND	5,436,257	5,967,144	9.77%
HOTEL/MOTEL TAX FUND	182,000	203,142	11.62%
WATER & WASTEWATER FUND	18,668,954	19,520,411	4.56%
SOLID WASTE FUND	3,077,246	3,193,323	3.77%
CEMETERY FUND	5,163	5,166	0.06%
PARKS PERFORMANCE FUND	3,430,504	3,470,176	1.16%
EQUIPMENT SERVICE FUND	380,389	472,553	24.23%
GOLF COURSE FUND	2,330,416	2,369,233	1.67%
GOVERNMENTAL EQP REP FUND	503,937	1,557,909	209.15%
PROPRIETARY EQP REP FUND	100,000	353,890	253.89%
SUPPORT SERVICES FUND	1,604,754	1,837,366	14.50%
ECONOMIC DEVELOPMENT INCENTIVE FUND	836,151	965,930	15.52%
4A SALES TAX REVENUE	3,328,168	5,351,108	60.78%
4A SALES TAX DEBT SERVICE	2,067,151	2,075,132	0.39%
4B SALES TAX REVENUE	3,813,831	4,172,674	9.41%
4B SALES TAX DEBT SERVICE	1,762,363	1,895,697	7.57%
TOTAL EXPENDITURES	<u>79,756,810</u>	<u>86,808,309</u>	<u>8.84%</u>

**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. Appendix D is the Cemetery Gas Royalty Fund which currently has not projects in progress.

### **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.

- \$460,000 for six grant funded firefighters; \$230,000 budget impact in 2016-17
- \$50,000 for partial year funding for non-grant funded firefighter
- \$16,000 promote three fire lieutenants to captain
- \$29,000 EMS certification pay
- \$49,000 new facility maintenance position
- \$43,000 transfer 80 percent of facility maintenance position from Parks Performance Fund (BRiCk) to General Fund
- \$41,000 Upgrade Environmental Technician position from part-time to full-time
- \$20,000 seasonal staff for park maintenance
- \$30,000 partial year funding for purchasing position in anticipation of retirement
- \$18,000 part-time animal control kennel position
- \$76,000 transfer Senior Center Coordinator from Parks Performance Fund to the General Fund

Manager's Message  
Proposed FY 2016-2017 Budget

The 2016-17 Budget is respectfully submitted for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Dale A. Cheatham". The signature is written in a cursive style with a large initial "D".

Dale Cheatham  
City Manager

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)
- Appendix D. Cemetery Royalty Fund (Fund 430)

Appendix A

<b>City of Burleson</b>						
<b>Capital Improvements Photo Enforcement Projects</b>						
D = Design R = Right-of-Way C = Construction						
PROJECT	2015	2016	2017	2018	2019	COMMENTS
<b>PHOTO ENFORCEMENT</b>						
<b>Crosswalk Safety Improvements</b>						
Radio Control System for School Zones						
Johnson Mdblock Crossing at Warren Park/Library		35 C				partial/phase 1 funding only
Miscellaneous Locations				20 C	10 C	
<b>Old Town Sidewalk Program</b>						
OT Pedestrian Features (Parking, Handicap Ramps)						
<b>Safe Routes to School</b>						
Crosswalks on Summercrest / Thomas / Sundown	6 D					
Miscellaneous Locations	50 C		10 C			
<b>School Zone/Crosswalk Enhancement</b>						
Flashing SZ Signs on Thomas at Hughes and Mound		24 C				
Miscellaneous Locations			10 C		10 C	
<b>Traffic Calming</b>						
Arnold/Elk Drive						
Gardens						
Misc locations						
<b>Traffic Count and Speed Study Eq.</b>						
<b>TOTAL BY YEAR - Photo Enforcement Projects</b>	<b>56</b>	<b>59</b>	<b>20</b>	<b>20</b>	<b>20</b>	
<b>CUMLATIVE TOTAL - Photo Enforcement Projects</b>	<b>56</b>	<b>115</b>	<b>135</b>	<b>155</b>	<b>175</b>	

Appendix B

**Park Improvement Fund  
Fund 353**

**Fund Balance 9/30/2015** 2,383,908

Estimated 2016 Fiscal Year Results

+ Revenues \*\*\* 1,000  
- Expenditures (932,000)

**Est. Fund Bal @ 9/30/16** 1,452,908

Projected 2017 Fiscal Year Results

Revenues 1,000  
Expenditures  
Bailey Lake Park PK0708 (235,570)

**Estimated Funds Available** 1,218,338

Amounts dedicated to Projects (net of 2016 exp)

Contingency (600,000)  
Warren Park/Senior Parking (115,000)  
Burlison Meadows Imp. PK0705 (2,686)  
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 (646)

**Estimated Unallocated Balance** 436,335

Appendix C

**Community Service Facilities Fund  
Fund 354**

<b>Fund Balance 9/30/2015</b>	2,760,395
Estimated 2016 Fiscal Year Results	
+ Revenues	300,000
- Expenditures	<u>(950,000)</u>
<b>Est. Fund Bal @ 9/30/16</b>	2,110,395
Projected 2017 Fiscal Year Results	
Revenues	250,000
Expenditures	(970,024)
Attorney's Fees	<u>(147,664)</u>
<b>Estimated Fund Bal @ 9/30/17</b>	1,242,707
Amounts dedicated to Projects (net of 2016 exp)	
Contingency	(300,000)
Village Creek Trail	(16,754)
Bartlett Park Soccer Fields	(18,839)
Park/Trail Master Plan	<u>(21,173)</u>
<b>Estimated Unallocated Balance</b>	<b>885,941</b>

Appendix D

**Cemetery Royalty Fund  
Fund 430**

<b>Fund Balance 9/30/2015</b>	1,168,274
Estimated 2016 Fiscal Year Results	
+ Revenues ***	3,000
- Expenditures	<u>(200)</u>
<b>Est. Fund Bal @ 9/30/16</b>	1,171,074
Projected 2017 Fiscal Year Results	
Revenues	2,000
Expenditures	<u>          </u>
<b>Estimated Funds Available</b>	1,173,074
Amounts dedicated to Projects (net of 2016 exp)	
Contingency	(500,000)
<b>Estimated Unallocated Balance</b>	<b>673,074</b>

# Budget Summaries

- Budget Summary by Fund
- Combined Statement of Revenues & Expenditures
  - Expenditures by Classification

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BUDGET SUMMARY  
BY FUND

REVENUES	2014-15	2015-16	2015-16	2016-17	2015-2016/ 2016-2017
	Actual	Budget	Estimate	Proposed	Change
GENERAL FUND	30,961,105	31,822,949	34,591,032	33,124,957	4.09%
GENERAL DEBT SERVICE FUND	14,650,493	5,348,143	16,977,884	5,873,413	9.82%
HOTEL/MOTEL TAX FUND	192,638	160,000	190,000	160,000	0.00%
WATER & WASTEWATER FUND	19,522,629	18,770,700	18,664,503	19,574,321	4.28%
SOLID WASTE FUND	3,101,331	3,159,510	3,172,000	3,260,000	3.18%
CEMETERY FUND	14,153	21,500	21,500	21,500	0.00%
PARKS PERFORMANCE FUND	3,395,814	3,430,504	3,295,788	3,470,176	1.16%
EQUIPMENT SERVICE FUND	530,982	378,105	391,705	533,995	41.23%
GOLF COURSE FUND	2,059,312	2,335,283	2,226,666	2,372,541	1.60%
GOVERNMENTAL EQP REP FUND	1,107,924	1,282,505	1,282,505	1,198,366	-6.56%
PROPRIETARY EQP REP FUND	283,558	335,320	385,320	352,668	5.17%
SUPPORT SERVICES FUND	1,580,484	1,623,603	1,653,403	1,823,250	12.30%
ECONOMIC DEVELOPMENT INCENTIVE F	791,344	836,151	746,962	965,930	15.52%
4A SALES TAX REVENUE	4,816,321	4,083,000	4,449,866	4,334,625	6.16%
4A SALES TAX DEBT SERVICE	2,110,017	2,067,401	5,680,678	2,074,843	0.36%
4B SALES TAX REVENUE	4,149,578	4,081,575	4,101,575	4,177,575	2.35%
4B SALES TAX DEBT SERVICE	3,081,668	1,762,873	9,360,527	1,895,157	7.50%
<b>TOTAL REVENUES</b>	<b>92,349,351</b>	<b>81,499,122</b>	<b>107,191,914</b>	<b>85,213,317</b>	<b>4.56%</b>

EXPENDITURES	2014-15	2015-16	2015-16	2016-17	2015-2016/ 2016-2017
	Actual	Budget	Estimate	Proposed	Change
GENERAL FUND	31,678,910	32,229,526	35,842,766	33,397,455	3.62%
GENERAL DEBT SERVICE FUND	14,634,452	5,436,257	17,058,962	5,967,144	9.77%
HOTEL/MOTEL TAX FUND	127,497	182,000	186,875	203,142	11.62%
WATER & WASTEWATER FUND	16,239,426	18,668,954	18,929,265	19,520,411	4.56%
SOLID WASTE FUND	2,779,228	3,077,246	3,107,938	3,193,323	3.77%
CEMETERY FUND	9,452	5,163	163	5,166	0.06%
PARKS PERFORMANCE FUND	3,341,572	3,430,504	3,462,420	3,470,176	1.16%
EQUIPMENT SERVICE FUND	427,909	380,389	383,766	472,553	24.23%
GOLF COURSE FUND	1,983,544	2,330,416	2,228,697	2,369,233	1.67%
GOVERNMENTAL EQP REP FUND	572,266	503,937	981,571	1,557,909	209.15%
PROPRIETARY EQP REP FUND	256,948	100,000	100,000	353,890	253.89%
SUPPORT SERVICES FUND	1,601,817	1,604,754	1,584,324	1,837,366	14.50%
ECONOMIC DEVELOPMENT INCENTIVE F	653,893	836,151	794,462	965,930	15.52%
4A SALES TAX REVENUE	3,606,361	3,328,168	6,451,038	5,351,108	60.78%
4A SALES TAX DEBT SERVICE	2,110,784	2,067,151	5,716,117	2,075,132	0.39%
4B SALES TAX REVENUE	3,754,834	3,813,831	3,898,024	4,172,674	9.41%
4B SALES TAX DEBT SERVICE	3,092,388	1,762,363	9,436,042	1,895,697	7.57%
<b>TOTAL EXPENDITURES</b>	<b>86,871,281</b>	<b>79,756,810</b>	<b>110,162,430</b>	<b>86,808,309</b>	<b>8.84%</b>

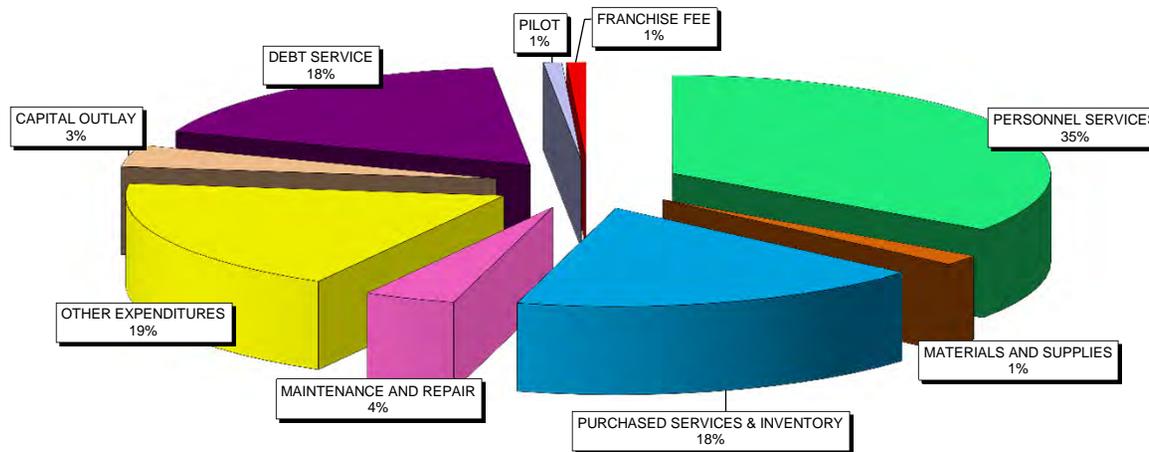
CITY OF BURLESON  
FUND BALANCE SUMMARY - ALL OPERATING FUNDS

	General	Water & Wastewater	Solid Waste	Golf Course	Equipment Service	Governmental Equipment Replacement	Proprietary Equipment Replacement	Hotel Motel	Cemetery	4A Revenue	4B Revenue	Parks Performance	Support Services
<b>Beginning Fund Balance/ Working Capital @ 9/30/15 ***</b>	<b>11,423,084</b>	<b>4,010,652</b>	<b>692,832</b>	<b>(550,326)</b>	<b>151,683</b>	<b>3,319,702</b>	<b>1,113,404</b>	<b>572,720</b>	<b>1,510,665</b>	<b>6,297,611</b>	<b>2,959,160</b>	<b>583,533</b>	<b>151,683</b>
Less: Reserves (See Note 1) Designated for Self Insurance	-1,352,782 -1,047,047	0	0	0	0	0	0	0	0	0	0	0	0
<b>Unreserved / Unrestricted Fd. Bal./Working Capital @ 9/30/15</b>	<b>9,023,255</b>	<b>4,010,652</b>	<b>692,832</b>	<b>-550,326</b>	<b>151,683</b>	<b>3,319,702</b>	<b>1,113,404</b>	<b>572,720</b>	<b>1,510,665</b>	<b>6,297,611</b>	<b>2,959,160</b>	<b>583,533</b>	<b>151,683</b>
Estimated 2016 Fiscal Year Results													
+ Revenues	34,591,032	18,664,503	3,172,000	2,226,666	391,705	1,282,505	385,320	190,000	21,500	4,449,866	4,101,575	3,295,788	1,653,403
- Expenditures	-35,842,766	-18,929,265	-3,107,938	-2,228,697	-383,766	-981,571	-100,000	-186,875	-163	-6,451,038	-3,898,024	-3,462,420	-1,584,324
- Reserves + Prior yr Reserves	809,956												
Proprietary Fund Adjustments													
+ Capital													
- Depreciation (est)													
<b>Est. Unrestricted Fund Bal/ Working Capital @ 09/30/17</b>	<b>8,581,477</b>	<b>3,745,890</b>	<b>756,894</b>	<b>-552,357</b>	<b>159,622</b>	<b>3,620,636</b>	<b>1,398,724</b>	<b>575,845</b>	<b>1,532,002</b>	<b>4,296,439</b>	<b>3,162,711</b>	<b>416,901</b>	<b>220,762</b>
Budgeted 2016 Fiscal Year Results													
Revenues	33,124,957	19,574,321	3,260,000	2,372,541	533,995	1,198,366	352,668	160,000	21,500	4,334,625	4,177,575	3,470,176	1,823,250
Expenditures	-33,397,455	-19,520,411	-3,193,323	-2,369,233	-472,553	-1,557,909	-353,890	-203,142	-5,166	-5,351,108	-4,172,674	-3,470,176	-1,837,366
Impact Fee/Master Plan Studies		0											
Meter Replacement		0											
<b>Estimated Unrestricted Fund Bal / Working Capital @ 09/30/17</b>	<b>8,308,979</b>	<b>3,799,800</b>	<b>823,571</b>	<b>-549,049</b>	<b>221,064</b>	<b>3,261,093</b>	<b>1,397,502</b>	<b>532,703</b>	<b>1,548,336</b>	<b>3,279,956</b>	<b>3,167,612</b>	<b>416,901</b>	<b>206,646</b>
	25%	19%	26%	-23%	47%	209%	395%	262%	29972%	61%	76%	12%	11%

Note 1: Other than the General Fund, funds are typically restricted to the activities related to the purpose of the fund. For example, the Cemetery Fund is restricted to activities related to the Cemetery. The indicated restrictions represent more specific legal restrictions such as debt service reserve requirements, reserves for encumbrances, etc.

FUND	PERSONNEL SERVICES	MATERIALS AND SUPPLIES	PURCHASED SERVICES & INVENTORY	MAINTENANCE AND REPAIR	OTHER EXPENDITURES	CAPITAL OUTLAY	DEBT SERVICE	PILOT	FRANCHISE FEE	EXPENDITURES
GENERAL FUND	23,789,224	987,774	2,826,997	2,177,867	3,276,743	338,850				33,397,455
GENERAL DEBT SERVICE FUND	0	0	0	0	0	0	5,967,144			5,967,144
HOTEL/MOTEL TAX FUND	0	1,767	66,465	1,883	133,027	0				203,142
WATER & WASTEWATER FUND	1,845,953	141,670	8,092,941	316,040	1,773,325	436,851	5,524,631	676,000	713,000	19,520,411
SOLID WASTE FUND	26,924	2,500	3,009,862	3,836	150,201	0				3,193,323
CEMETERY FUND	0	0	166	5,000	0	0				5,166
PARKS PERFORMANCE FUND	1,866,384	93,521	772,537	265,637	392,281	79,816				3,470,176
EQUIPMENT SERVICE FUND	231,873	20,168	100,714	6,245	36,521	77,032				472,553
GOLF COURSE FUND	1,252,230	102,700	400,271	68,000	544,337	1,695				2,369,233
GOV EQP REP FUND	0	0	0	0	0	1,557,909				1,557,909
PROPRIETARY EQP REP FUND	0	0	0	0	0	353,890				353,890
SUPPORT SERVICES FUND	874,572	95,496	49,839	546,115	1,244	270,100				1,837,366
ECONOMIC DEV INCENTIVE	0	0	0	0	965,930	0				965,930
4A SALES TAX REVENUE FUND	257,184	10,750	124,000	25,000	4,934,174	0				5,351,108
4A SALES TAX DEBT SERVICE	0	0	0	0	0	0	2,075,132			2,075,132
4B SALES TAX REVENUE	0	0	3,500	0	4,169,174	0				4,172,674
4B SALES TAX DEBT SERVICE	0	0	0	0	0	0	1,895,697			1,895,697
	30,144,344	1,456,346	15,447,292	3,415,623	16,376,957	3,116,143	15,462,604	676,000	713,000	86,808,309

### EXPENDITURES BY CLASSIFICATION



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# General Fund Discussion

- Statement of Revenues & Expenditures
  - Schedule of Revenues by Source
    - Expenditures by Classification
  - Schedule of Expenditures by Function
- Debt Service Schedules & Information
  - Tax Rate Computation Information

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GENERAL FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING FUND BALANCE</b>	\$ 9,945,249	\$ 9,023,255	\$ 9,023,255	\$ 8,581,477	-4.90%
<b>REVENUE AND OTHER SOURCES</b>					
<b>REVENUES</b>					
Taxes	22,075,588	22,882,239	23,000,000	23,888,716	4.40%
Franchise Fees	2,518,898	2,377,847	2,457,527	2,492,000	4.80%
Licenses and Permits	1,125,034	1,027,750	1,023,200	953,250	-7.25%
Charges for Services	-	-	-	-	0.00%
Fines and Forfeitures	1,114,405	1,300,000	970,000	1,100,000	-15.38%
Interest	32,952	35,000	50,000	35,000	0.00%
Miscellaneous	1,333,055	1,297,854	2,170,606	1,312,468	1.13%
<b>TOTAL REVENUES</b>	\$ 28,199,932	\$ 28,920,690	\$ 29,671,333	\$ 29,781,434	2.98%
<b>OTHER SOURCES</b>					
Bond Reimbursement	-	-	2,000,000	-	0.00%
Administrative Transfers	1,448,736	1,504,559	1,504,059	1,837,223	22.11%
Street Cuts	95,848	80,700	98,640	117,300	45.35%
Pmt in lieu of Taxes	541,620	638,000	638,000	676,000	5.96%
Franchise Fee	674,613	679,000	679,000	713,000	5.01%
Stop Loss Reimbursement	356	-	-	-	0.00%
<b>TOTAL OTHER SOURCES</b>	\$ 2,761,173	\$ 2,902,259	\$ 4,919,699	\$ 3,343,523	15.20%
<b>TOTAL REVENUE AND OTHER SOURCES</b>	\$ 30,961,105	\$ 31,822,949	\$ 34,591,032	\$ 33,124,957	4.09%
<b>EXPENDITURES</b>					
Personnel Services	20,758,215	22,829,711	23,321,725	23,789,224	4.20%
Materials and Supplies	699,160	1,027,177	1,121,270	987,774	-3.84%
Purchased Services & Inventory	2,691,692	2,957,340	3,197,884	2,826,997	-4.41%
Maintenance and Repair	1,852,211	1,996,004	2,190,301	2,177,867	9.11%
Other Expenditures	3,299,224	3,157,613	4,963,409	3,276,743	3.77%
Capital Outlay	2,378,408	261,681	1,048,177	338,850	29.49%
<b>TOTAL EXPENDITURES</b>	\$ 31,678,910	\$ 32,229,526	\$ 35,842,766	\$ 33,397,455	3.62%
ADJUSTMENT (Exp Encumbered in years and changes in assigned/restricted FB)	(204,189)		809,956	-	
<b>ENDING BALANCE</b>	<b>9,023,255</b>	<b>8,616,678</b>	<b>8,581,477</b>	<b>8,308,979</b>	<b>-3.57%</b>

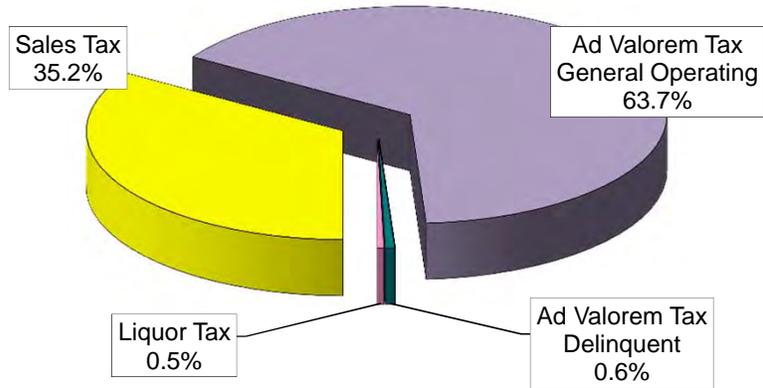


**GENERAL FUND  
SCHEDULE OF REVENUES BY SOURCE**

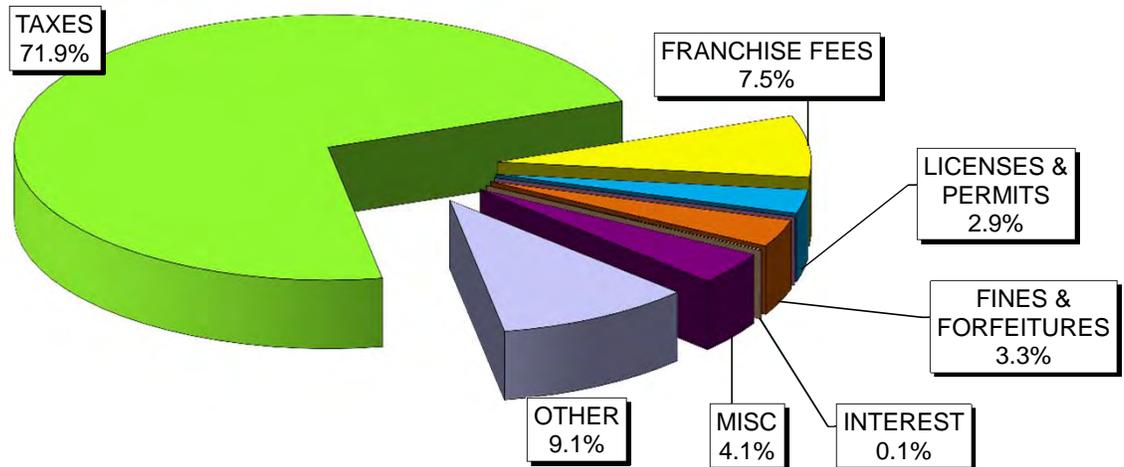
**ANNUAL OPERATING BUDGET  
AND PLAN OF SERVICES**

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>TAXES</b>					
Sales Tax	8,071,043	7,943,000	8,100,000	8,115,000	2.17%
Ad Valorem Tax General Operating	13,808,584	14,699,239	14,700,000	15,533,716	5.68%
Ad Valorem Tax Library	-	-	-	-	0.00%
Ad Valorem Tax Delinquent	96,011	140,000	100,000	140,000	0.00%
Liquor Tax	99,950	100,000	100,000	100,000	0.00%
<b>TOTAL TAXES</b>	<b>\$ 22,075,588</b>	<b>\$ 22,882,239</b>	<b>\$ 23,000,000</b>	<b>\$ 23,888,716</b>	<b>4%</b>
<b>FRANCHISE FEES</b>	<b>\$ 2,518,898</b>	<b>\$ 2,377,847</b>	<b>\$ 2,457,527</b>	<b>\$ 2,492,000</b>	<b>4.80%</b>
<b>LICENSES AND PERMITS</b>					
Building Permits	856,839	800,000	800,000	745,000	-6.88%
Miscellaneous Building Permits	134,645	100,000	100,000	85,000	-15.00%
Alarm Permits	39,434	47,500	40,000	40,000	-15.79%
Other Permits	38,276	21,550	27,700	25,750	19.49%
Animal Control Fees	30,160	34,000	32,000	34,000	0.00%
Licenses and Registration Fees	25,680	24,700	23,500	23,500	-4.86%
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$ 1,125,034</b>	<b>\$ 1,027,750</b>	<b>\$ 1,023,200</b>	<b>\$ 953,250</b>	<b>-7.25%</b>
<b>FINES AND FORFEITURES</b>					
Municipal Court Fines- Non-Moving Violations	482,835	588,000	438,000	488,000	-17.01%
Municipal Court Fines- Moving Violations	368,540	477,000	307,000	377,000	-20.96%
Municipal Court Fines-CVE	152,253	115,000	115,000	115,000	0.00%
Penalties	110,777	120,000	110,000	120,000	0.00%
<b>TOTAL FINES AND FORFEITURES</b>	<b>\$ 1,114,405</b>	<b>\$ 1,300,000</b>	<b>\$ 970,000</b>	<b>\$ 1,100,000</b>	<b>-15.38%</b>
<b>INTEREST</b>	<b>\$ 32,952</b>	<b>\$ 35,000</b>	<b>\$ 50,000</b>	<b>\$ 35,000</b>	<b>0.00%</b>
<b>MISCELLANEOUS</b>					
County Fire Funds	7,500	7,500	7,500	7,500	0.00%
Other Revenues	626,755	627,180	1,464,705	613,480	-2.18%
Library Fees	11,913	13,600	12,900	13,300	-2.21%
Alarms Escorts	25,851	7,900	17,000	17,000	115.19%
School Resource Officers	133,440	133,440	135,477	144,231	8.09%
Auto Task Force Reimbursement	73,467	65,000	85,444	65,000	0.00%
Reimbursable Overtime	4,973	5,680	4,680	4,680	-17.61%
Other Revenue - Library	37,712	39,800	28,350	29,200	-26.63%
Filing Fees	71,690	48,000	80,000	75,000	56.25%
Gas Well Drilling Permits	-	10,000	-	10,000	0.00%
Gas Well Pad Site Inspections	290,000	290,000	285,000	285,000	-1.72%
BISD Donation to DARE Program	49,754	49,754	49,550	48,077	-3.37%
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 1,333,055</b>	<b>\$ 1,297,854</b>	<b>\$ 2,170,606</b>	<b>\$ 1,312,468</b>	<b>1.13%</b>
<b>TOTAL REVENUES</b>	<b>\$ 28,199,932</b>	<b>\$ 28,920,690</b>	<b>\$ 29,671,333</b>	<b>\$ 29,781,434</b>	<b>2.98%</b>
<b>OTHER SOURCES</b>					
Bond Reimbursement			2,000,000		
Administrative Transfers	1,448,736	1,504,559	1,504,059	1,837,223	22.11%
Street Cuts	95,848	80,700	98,640	117,300	45.353%
Pmt in lieu of Taxes	541,620	638,000	638,000	676,000	5.956%
Franchise Fee	674,613	679,000	679,000	713,000	5.007%
Stop Loss Reimbursement	356	-	-	-	0.000%
<b>TOTAL OTHER SOURCES</b>	<b>\$ 2,761,173</b>	<b>\$ 2,902,259</b>	<b>\$ 4,919,699</b>	<b>\$ 3,343,523</b>	<b>15.204%</b>
<b>TOTAL REVENUE AND OTHER SOURCES</b>	<b>\$ 30,961,105</b>	<b>\$ 31,822,949</b>	<b>\$ 34,591,032</b>	<b>\$ 33,124,957</b>	<b>4.091%</b>

## TAX REVENUES BY SOURCE FISCAL YEAR 2016-2017



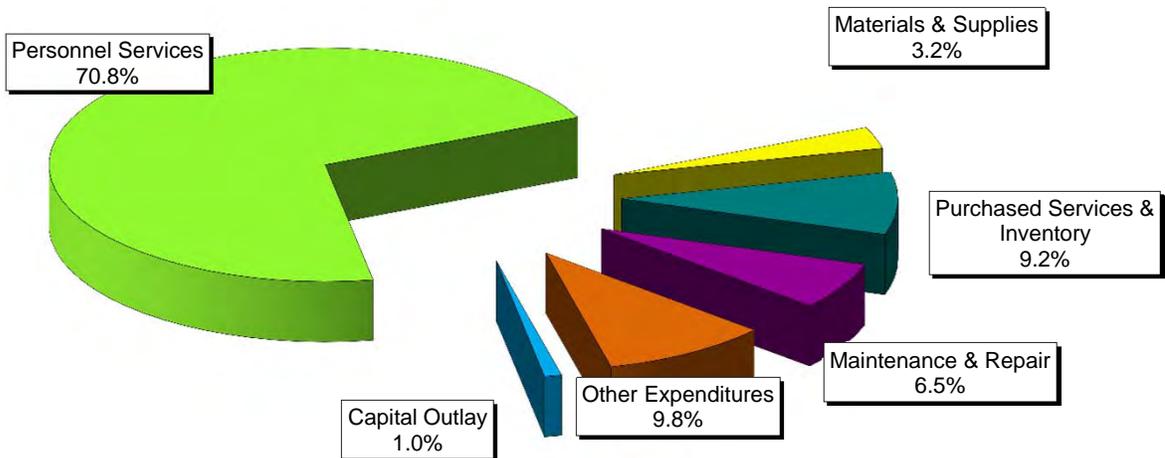
## GENERAL FUND REVENUE BY SOURCE FISCAL YEAR 2016-2017



**GENERAL FUND  
TOTAL EXPENDITURES BY CLASSIFICATION**

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
Personnel Services	20,758,215	22,829,711	23,321,725	23,789,224	4%
Materials & Supplies	699,160	1,027,177	1,121,270	987,774	5%
Purchased Services & Inventory	2,691,692	2,957,340	3,197,884	2,826,997	-3%
Maintenance & Repair	1,852,211	1,996,004	2,190,301	2,177,867	-4%
Other Expenditures	3,299,224	3,157,613	4,963,409	3,276,743	-18%
Capital Outlay	2,378,408	261,681	1,048,177	338,850	-86%
<b>TOTAL EXPENDITURES</b>	<b>31,678,910</b>	<b>32,229,526</b>	<b>35,842,766</b>	<b>33,397,455</b>	<b>4%</b>

**GENERAL FUND TOTAL EXPENDITURES  
BY CLASSIFICATION  
FISCAL YEAR 2016-2017**



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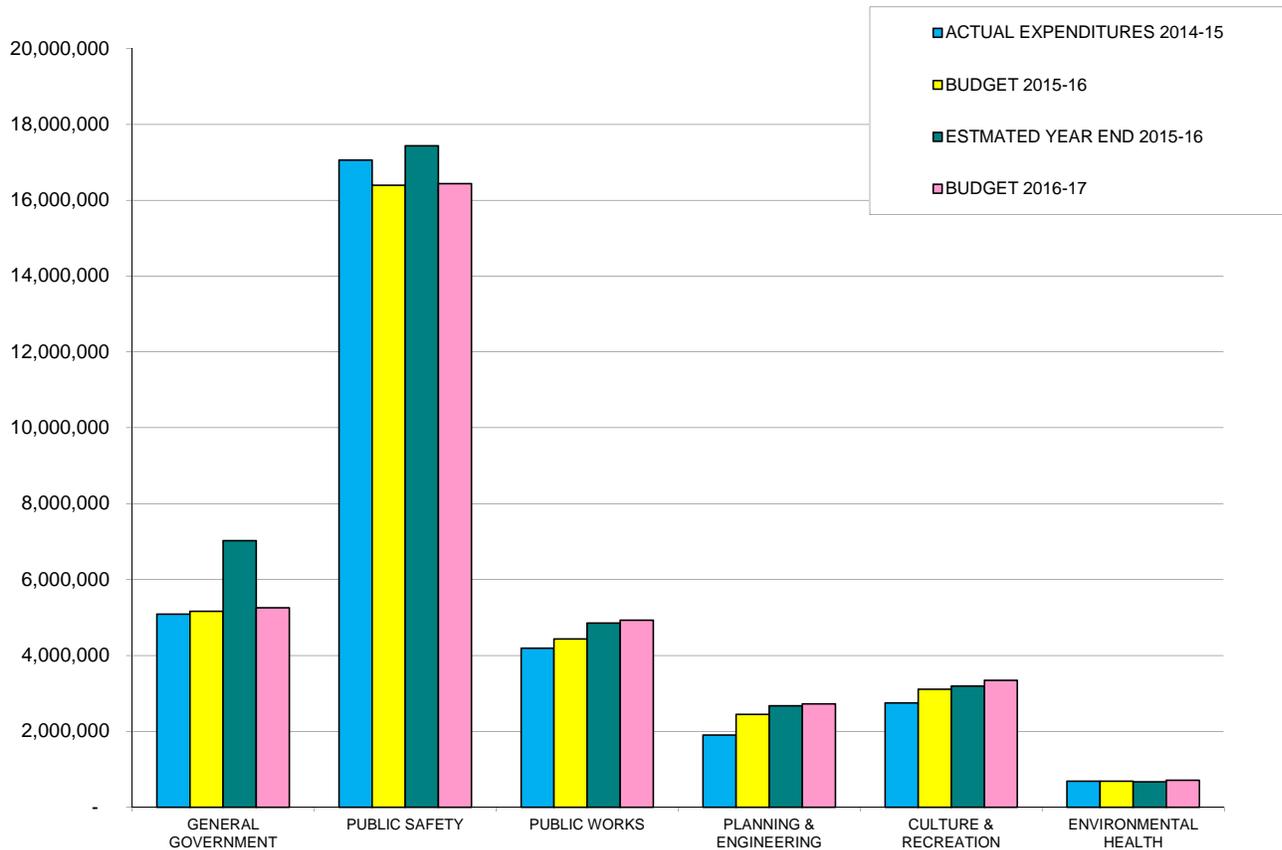
GENERAL FUND  
SCHEDULE OF EXPENDITURES BY FUNCTION

	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>GENERAL GOVERNMENT</b>					
CITY COUNCIL	72,940	89,572	89,837	93,926	5%
CITY MANAGER	692,137	968,687	994,534	933,029	-4%
LEGAL	318,838	374,285	322,930	335,474	-10%
COMMUNICATIONS	156,492	134,041	193,420	238,269	78%
CITY SECRETARY	504,222	559,953	591,239	587,225	5%
RECORDS MANAGEMENT	150,418	91,607	104,991	94,014	3%
JUDICIAL	103,533	109,854	107,796	118,479	0%
HUMAN RESOURCES	493,159	598,202	580,212	600,715	0%
FINANCE	1,047,339	1,075,223	975,808	1,021,635	-5%
TAX	328,735	351,298	330,361	349,298	-1%
SUPPORT SERVICES	171,611	189,271	196,845	177,194	-6%
PURCHASING	121,130	125,337	128,443	161,327	29%
NON-DEPARTMENTAL	831,192	493,882	2,413,206	544,992	10%
RISK MANAGEMENT	95,455	-	-	-	0%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 5,087,201</b>	<b>\$ 5,161,212</b>	<b>\$ 7,029,622</b>	<b>\$ 5,255,577</b>	<b>2%</b>
<b>PUBLIC SAFETY</b>					
POLICE	10,794,140	9,372,120	10,270,866	9,440,343	1%
FIRE	4,635,947	5,060,739	5,193,327	5,200,870	3%
FIRE PREVENTION	536,849	510,296	519,501	549,237	8%
EMERGENCY SERVICES	86,555	90,644	90,916	98,830	9%
ANIMAL CONTROL	414,436	453,368	450,925	467,294	3%
MUNICIPAL COURT	590,983	444,290	452,947	325,828	-27%
MARSHALS	2,287	466,345	453,106	357,424	0%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 17,061,197</b>	<b>\$ 16,397,802</b>	<b>\$ 17,431,588</b>	<b>\$ 16,439,826</b>	<b>0%</b>
<b>PUBLIC WORKS</b>					
PUBLIC WORKS ADMINISTRATION	570,864	721,473	782,917	731,331	1%
PAVEMENT MAINTENANCE	2,391,710	2,402,902	2,546,870	2,449,767	2%
DRAINAGE MAINTENANCE	526,374	535,314	617,872	495,109	-8%
TRAFFIC CONTROL MAINTENANCE	230,000	278,524	267,827	286,603	3%
FACILITIES MAINTENANCE	472,621	494,695	634,615	962,299	95%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 4,191,569</b>	<b>\$ 4,432,908</b>	<b>\$ 4,850,101</b>	<b>\$ 4,925,109</b>	<b>11%</b>
<b>NEIGHBORHOOD SERVICES</b>					
NEIGHBORHOOD SERVICES	191,008	196,707	196,384	198,999	1%
CODE ENFORCEMENT	280,189	300,419	284,391	283,594	-6%
ENVIRONMENTAL SERVICES	212,642	184,887	189,129	227,884	23%
<b>TOTAL NEIGHBORHOOD SERVICES</b>	<b>\$ 683,839</b>	<b>\$ 682,013</b>	<b>\$ 669,904</b>	<b>\$ 710,477</b>	<b>4%</b>
<b>PLANNING AND ENGINEERING</b>					
DEVELOPMENT SERVICES	240,128	246,381	281,235	297,138	0%
PLANNING	319,420	628,947	743,280	652,060	4%
BUILDING INSPECTIONS	503,922	524,596	566,177	579,894	11%
ENGINEERING / CAPITAL	203,871	315,651	357,333	550,031	74%
ENGINEERING / DEVELOPMENT	322,114	392,071	413,480	420,746	7%
GAS WELL DEVELOPMENT	314,519	340,448	310,607	220,784	-35%
<b>TOTAL PLANNING AND ENGINEERING</b>	<b>\$ 1,903,974</b>	<b>\$ 2,448,094</b>	<b>\$ 2,672,112</b>	<b>\$ 2,720,653</b>	<b>11%</b>

GENERAL FUND  
SCHEDULE OF EXPENDITURES BY FUNCTION

	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
CULTURE AND RECREATION					
LIBRARY	1,085,928	1,247,141	1,204,894	1,049,353	-16%
PARKS ADMINISTRATION	290,050	293,418	405,043	845,796	188%
RECREATION	213,447	222,320	220,124	109,471	-51%
PARK MAINTENANCE	1,080,776	1,250,718	1,271,586	1,171,963	-6%
SENIOR CITIZENS	80,929	93,900	87,792	169,230	80%
<b>TOTAL CULTURE AND RECREATION</b>	<b>\$ 2,751,130</b>	<b>\$ 3,107,497</b>	<b>\$ 3,189,439</b>	<b>\$ 3,345,813</b>	<b>8%</b>
<b>GENERAL FUND TOTAL</b>	<b>\$ 31,678,910</b>	<b>\$ 32,229,526</b>	<b>\$ 35,842,766</b>	<b>\$ 33,397,455</b>	<b>4%</b>

SCHEDULE OF EXPENDITURES BY FUNCTION  
FISCAL YEAR 2016-2017



**GENERAL DEBT SERVICE  
 STATEMENT OF REVENUES AND EXPENDITURES**

	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed
<b>BEGINNING BALANCE</b>	<u>857,275</u>	<u>873,316</u>	<u>873,316</u>	<u>\$ 792,238</u>
<b>REVENUE</b>				
Current Ad Valorem Taxes	4,938,781	5,218,143	5,219,000	5,491,063
Delinquent Ad Valorem Taxes	23,175	25,000	25,000	25,000
Bond Proceeds	8,320,000	0	11,628,884	
Other Revenues	1,368,537	105,000	105,000	357,350
<b>TOTAL REVENUES</b>	<u>14,650,493</u>	<u>5,348,143</u>	<u>16,977,884</u>	<u>5,873,413</u>
<b>TOTAL FUNDS AVAILABLE</b>	<u>\$ 15,507,768</u>	<u>\$ 6,221,459</u>	<u>\$ 17,851,200</u>	<u>\$ 6,665,651</u>
<b>TOTAL FUNDS AVAILABLE</b>				
<b>EXPENDITURES</b>				
Debt Service Payments	5,030,757	5,430,257	16,928,422	5,962,344
Payment to Escrow Agent	9,499,452	0	0	0
Paying Agent Fees	2,107	6,000	5,000	4,800
Miscellaneous	102,136	0	125,540	0
<b>TOTAL EXPENDITURES</b>	<u>\$ 14,634,452</u>	<u>\$ 5,436,257</u>	<u>\$ 17,058,962</u>	<u>\$ 5,967,144</u>
<b>ENDING BALANCE</b>	<u>\$ 873,316</u>	<u>\$ 785,202</u>	<u>\$ 792,238</u>	<u>\$ 698,507</u>

**CITY OF BURLESON  
GENERAL LONG TERM DEBT  
PRINCIPAL AND INTEREST REQUIREMENTS  
As of September 30, 2016**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2017	3,306,835	2,298,157	5,962,342
2018	3,469,732	2,076,843	5,902,875
2019	3,510,846	1,967,346	5,837,292
2020	3,616,423	1,846,564	5,819,587
2021	3,763,771	1,709,633	5,832,204
2022	3,654,991	1,573,351	5,584,042
2023	3,966,741	1,422,802	5,746,843
2024	4,297,391	1,252,292	5,908,183
2025	4,543,603	1,070,216	5,968,218
2026	3,786,545	887,630	5,029,174
2027	3,513,971	716,709	4,585,880
2028	3,078,971	565,953	3,999,924
2029	1,948,824	458,413	2,761,637
2030	2,033,824	375,475	2,766,174
2031	1,506,251	298,425	2,161,926
2032	1,576,251	230,944	2,164,069
2033	1,605,000	160,975	2,121,725
2034	1,675,000	88,488	2,122,238
2035	920,000	35,925	955,925
2036	510,000	10,200	520,200
2037	-	-	-
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TOTAL	<u>\$ 56,284,966</u>	<u>\$ 19,046,343</u>	<u>\$ 81,750,459</u>

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING SERIES 2016</b> <b>Refunding Portion - \$11,740,983 (9,975,000 Prin)</b>
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DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2017	205,950	268,879	-	474,829
2018	205,950	205,950	-	411,900
2019	194,850	205,950	835,000	1,235,800
2020	176,900	194,850	860,000	1,231,750
2021	161,200	176,900	895,000	1,233,100
2022	146,350	161,200	930,000	1,237,550
2023	127,150	146,350	960,000	1,233,500
2024	107,150	127,150	1,000,000	1,234,300
2025	86,250	107,150	1,045,000	1,238,400
2026	59,000	86,250	1,090,000	1,235,250
2027	30,250	59,000	1,150,000	1,239,250
2028		30,250	1,210,000	1,240,250
2029		-		-
2030		-		-
2031		-		-
2032		-		-
2033		-		-
2034		-		-
2035		-		-
		-		
	<u>\$ 1,501,000</u>	<u>\$ 1,769,879</u>		<u>\$ 13,245,879</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 9,975,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**GENERAL OBLIGATION REFUNDING SERIES 2016**  
**New Money Portion - \$5,926,079**

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st	MARCH 1st		TOTAL REQUIREMENT
	INTEREST	INTEREST	PRINCIPAL	
2017	104,025	137,769	150,000	391,794
2018	102,175	104,025	185,000	391,200
2019	98,375	102,175	190,000	390,550
2020	93,375	98,375	200,000	391,750
2021	91,325	93,375	205,000	389,700
2022	85,950	91,325	215,000	392,275
2023	81,450	85,950	225,000	392,400
2024	76,850	81,450	230,000	388,300
2025	72,050	76,850	240,000	388,900
2026	65,675	72,050	255,000	392,725
2027	59,050	65,675	265,000	389,725
2028	52,050	59,050	280,000	391,100
2029	46,250	52,050	290,000	388,300
2030	40,150	46,250	305,000	391,400
2031	33,850	40,150	315,000	389,000
2032	27,250	33,850	330,000	391,100
2033	20,350	27,250	345,000	392,600
2034	13,250	20,350	355,000	388,600
2035	7,700	13,250	370,000	390,950
		7,700	385,000	
	<u>\$ 1,171,150</u>	<u>\$ 1,308,919</u>		<u>\$ 7,422,369</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 5,335,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - GENERAL PORTION</b> <b>SERIES 2016 - \$1,900,000</b>
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DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2017	31,275	41,549	55,000	127,824
2018	30,625	31,275	65,000	126,900
2019	29,325	30,625	65,000	124,950
2020	28,675	29,325	65,000	123,000
2021	27,975	28,675	70,000	126,650
2022	27,275	27,975	70,000	125,250
2023	25,400	27,275	75,000	127,675
2024	23,900	25,400	75,000	124,300
2025	21,900	23,900	80,000	125,800
2026	20,200	21,900	85,000	127,100
2027	18,500	20,200	85,000	123,700
2028	16,700	18,500	90,000	125,200
2029	14,800	16,700	95,000	126,500
2030	12,900	14,800	95,000	122,700
2031	10,900	12,900	100,000	123,800
2032	8,800	10,900	105,000	124,700
2033	6,600	8,800	110,000	125,400
2034	4,300	6,600	115,000	125,900
2035	2,500	4,300	120,000	126,800
	<u>362,550</u>	<u>404,099</u>	<u>125,000</u>	<u>127,500</u>
	<u>\$ 362,550</u>	<u>\$ 404,099</u>		<u>\$ 2,511,649</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 1,745,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**GENERAL OBLIGATION REFUNDING SERIES 2015**  
**Tax Supported Refunding Portion - \$8,320,000**

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st	MARCH 1st		TOTAL REQUIREMENT
	INTEREST	INTEREST	PRINCIPAL	
2017	170,650	175,225	305,000	650,875
2018	159,925	170,650	715,000	1,045,575
2019	152,675	159,925	725,000	1,037,600
2020	137,875	152,675	740,000	1,030,550
2021	122,375	137,875	775,000	1,035,250
2022	105,875	122,375	825,000	1,053,250
2023	84,375	105,875	860,000	1,050,250
2024	62,000	84,375	895,000	1,041,375
2025	38,625	62,000	935,000	1,035,625
2026	14,250	38,625	975,000	1,027,875
2027		14,250	570,000	584,250
2028				-
2029				-
2030				-
2031				-
2032				-
2033				-
2034				-
2035				-
	<u>\$ 1,048,625</u>	<u>\$ 1,223,850</u>		<u>\$ 10,592,475</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 8,320,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING SERIES 2015</b> <b>New Money Portion - \$2,450,000</b>
---

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2017	42,875	44,150	85,000	172,025
2018	41,525	42,875	90,000	174,400
2019	40,625	41,525	90,000	172,150
2020	38,725	40,625	95,000	174,350
2021	36,725	38,725	100,000	175,450
2022	34,725	36,725	100,000	171,450
2023	32,100	34,725	105,000	171,825
2024	29,350	32,100	110,000	171,450
2025	26,475	29,350	115,000	170,825
2026	23,350	26,475	125,000	174,825
2027	20,100	23,350	130,000	173,450
2028	18,075	20,100	135,000	173,175
2029	15,975	18,075	140,000	174,050
2030	13,619	15,975	145,000	174,594
2031	11,181	13,619	150,000	174,800
2032	8,663	11,181	155,000	174,844
2033	5,863	8,663	160,000	174,525
2034	2,975	5,863	165,000	173,838
2035		2,975	170,000	172,975
	<u>\$ 442,925</u>	<u>\$ 487,075</u>		<u>\$ 3,295,000</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 2,365,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - GENERAL PORTION</b> <b>SERIES 2015 - \$3,585,000</b>
---

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2017	66,800	68,750	130,000	265,550
2018	65,450	66,800	135,000	267,250
2019	64,100	65,450	135,000	264,550
2020	62,700	64,100	140,000	266,800
2021	59,900	62,700	140,000	262,600
2022	56,900	59,900	150,000	266,800
2023	53,800	56,900	155,000	265,700
2024	49,800	53,800	160,000	263,600
2025	45,550	49,800	170,000	265,350
2026	41,050	45,550	180,000	266,600
2027	36,300	41,050	190,000	267,350
2028	32,400	36,300	195,000	263,700
2029	28,300	32,400	205,000	265,700
2030	24,000	28,300	215,000	267,300
2031	19,600	24,000	220,000	263,600
2032	15,000	19,600	230,000	264,600
2033	10,200	15,000	240,000	265,200
2034	5,200	10,200	250,000	265,400
2035		5,200	260,000	265,200
	<u>\$ 737,050</u>	<u>\$ 805,800</u>		<u>\$ 5,042,850</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 3,240,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING SERIES 2014</b> <b>Tax Supported Portion - \$14,189,044</b>
--

DUE YEAR ENDING SEPTEMBER 30	<u>SEPT 1st INTEREST</u>	<u>MARCH 1st</u>		<u>TOTAL REQUIREMENT</u>
		<u>INTEREST</u>	<u>PRINCIPAL</u>	
2017	267,771	282,137	718,305	1,268,213
2018	252,795	267,771	748,775	1,269,341
2019	237,098	252,795	784,889	1,274,782
2020	220,837	237,098	813,040	1,270,975
2021	203,881	220,837	847,814	1,272,532
2022	186,248	203,881	881,608	1,271,737
2023	169,334	186,248	845,708	1,201,290
2024	153,006	169,334	816,428	1,138,768
2025	136,000	153,006	850,286	1,139,292
2026	125,100	136,000	545,000	806,100
2027	113,700	125,100	570,000	808,800
2028	101,800	113,700	595,000	810,500
2029	89,500	101,800	615,000	806,300
2030	73,375	89,500	645,000	807,875
2031	56,375	73,375	680,000	809,750
2032	38,500	56,375	715,000	809,875
2033	19,750	38,500	750,000	808,250
2034	-	19,750	790,000	809,750
	<u>\$ 2,445,070</u>	<u>\$ 2,727,207</u>		<u>\$ 18,384,130</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 13,211,853

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING SERIES 2012 \$5,040,000</b> <b>(REPLACES 2002 GO SERIES &amp; PARTIAL 2005 CO SERIES)</b>
--

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st	MARCH 1st		TOTAL REQUIREMENT
	INTEREST	INTEREST	PRINCIPAL	
2017	30,447	30,932	48,530	109,908
2018	29,937	30,447	50,957	111,340
2019	29,427	29,937	50,957	110,321
2020	28,760	29,427	53,383	111,570
2021	28,123	28,760	50,957	107,840
2022	27,322	28,123	53,383	108,829
2023	22,882	27,322	296,033	346,237
2024	14,692	22,882	545,963	583,537
2025	5,193	14,692	633,317	653,202
2026	4,562	5,193	31,545	41,299
2027	3,882	4,562	33,971	42,415
2028	3,203	3,882	33,971	41,056
2029	2,427	3,203	38,824	44,453
2030	1,650	2,427	38,824	42,901
2031	825	1,650	41,251	43,726
2032	-	825	41,251	42,076
	\$ 263,439	\$ 263,439		\$ 2,540,709

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 2,043,113

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING &amp; IMPROVEMENT BONDS SERIES 2010</b> <b>(REPLACES SERIES 2001)</b>
--

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st	MARCH 1st		TOTAL REQUIREMENT
	INTEREST	INTEREST	PRINCIPAL	
2017	114,648	120,123	365,000	599,770
2018	108,948	114,648	380,000	603,595
2019	102,903	108,948	390,000	601,850
2020	96,503	102,903	400,000	599,405
2021	89,363	96,503	420,000	605,865
2022	81,838	89,363	430,000	601,200
2023	73,828	81,838	445,000	600,665
2024	65,225	73,828	465,000	604,053
2025	56,200	65,225	475,000	596,425
2026	46,200	56,200	500,000	602,400
2027	35,540	46,200	520,000	601,740
2028	24,403	35,540	540,000	599,943
2029	12,538	24,403	565,000	601,940
2030	-	12,538	590,000	602,538
	<u>\$ 908,133</u>	<u>\$ 1,028,255</u>	<u>\$ 6,485,000</u>	<u>\$ 8,421,388</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING SERIES 2010 \$2,430,000</b> <b>(REPLACES SERIES 2001)</b>
--

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st INTEREST	PRINCIPAL
2017	15,743	19,193	230,000
2018	12,218	15,743	235,000
2019	8,420	12,218	245,000
2020	4,420	8,420	250,000
2021	-	4,420	260,000
	\$ 40,800	\$ 59,993	

BONDS OUTSTANDING SEPTEMBER 30, 2016	\$ <u>1,220,000</u>
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<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - GENERAL PORTION</b> <b>SERIES 2008</b>
---

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	TOTAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2017	6,067	150,000	156,067	2,912	158,979
2018	2,912	155,000	157,912		157,912
2019			-		-
2020			-		-
2021			-		-
2022			-		-
2023			-		-
2024			-		-
2025			-		-
2026			-		-
2027			-		-
2028			-		-
	<u>\$ 8,979</u>		<u>\$ 313,979</u>	<u>\$ 2,912</u>	<u>\$ 316,891</u>

\$ 305,000

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION BONDS</b> <b>SERIES 2008</b>
---

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	TOTAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2017	27,800	680,000	707,800	14,200	722,000
2018	14,200	710,000	724,200	-	724,200
2019			-		-
2020			-		-
2021			-		-
2022			-		-
2023			-		-
2024			-		-
2025			-		-
2026			-		-
2027			-		-
2028			-	-	-
	<u>\$ 42,000</u>		<u>\$ 1,432,000</u>	<u>\$ 14,200</u>	<u>\$ 1,446,200</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 1,390,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - GENERAL PORTION</b> <b>SERIES 2007</b>
---

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	TOTAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2017	4,144	195,000	199,144	-	199,144
2018			-		-
2019			-		-
2020			-		-
2021			-		-
2022			-		-
2023			-		-
2024			-		-
2025			-		-
2026			-		-
2027			-		-
	<u>\$ 4,144</u>		<u>\$ 199,144</u>	<u>\$ -</u>	<u>\$ 199,144</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 195,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION BONDS</b> <b>SERIES 2007</b>
---

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	TOTAL	INTEREST	REQUIREMENT
2017	4,144	195,000	199,144	-	199,144
2018			-		-
2019			-		-
2020			-		-
2021			-		-
2022			-		-
2023			-		-
2024			-		-
2025			-		-
2026			-		-
2027			-	-	-
	<u>\$ 4,144</u>		<u>\$ 199,144</u>	<u>\$ -</u>	<u>\$ 199,144</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 195,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION BONDS</b> <b>SERIES 2007</b>
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DUE YEAR ENDING SEPTEMBER 30	INTEREST	MARCH 1ST PRINCIPAL	TOTAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2017	4,144	195,000	199,144	-	199,144
2018			-		-
2019			-		-
2020			-		-
2021			-		-
2022			-		-
2023			-		-
2024			-		-
2025			-		-
2026			-		-
2027			-	-	-
	<u>\$ 4,144</u>		<u>\$ 199,144</u>	<u>\$ -</u>	<u>\$ 199,144</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 195,000

**NONCOMPUTATIONAL DATA**

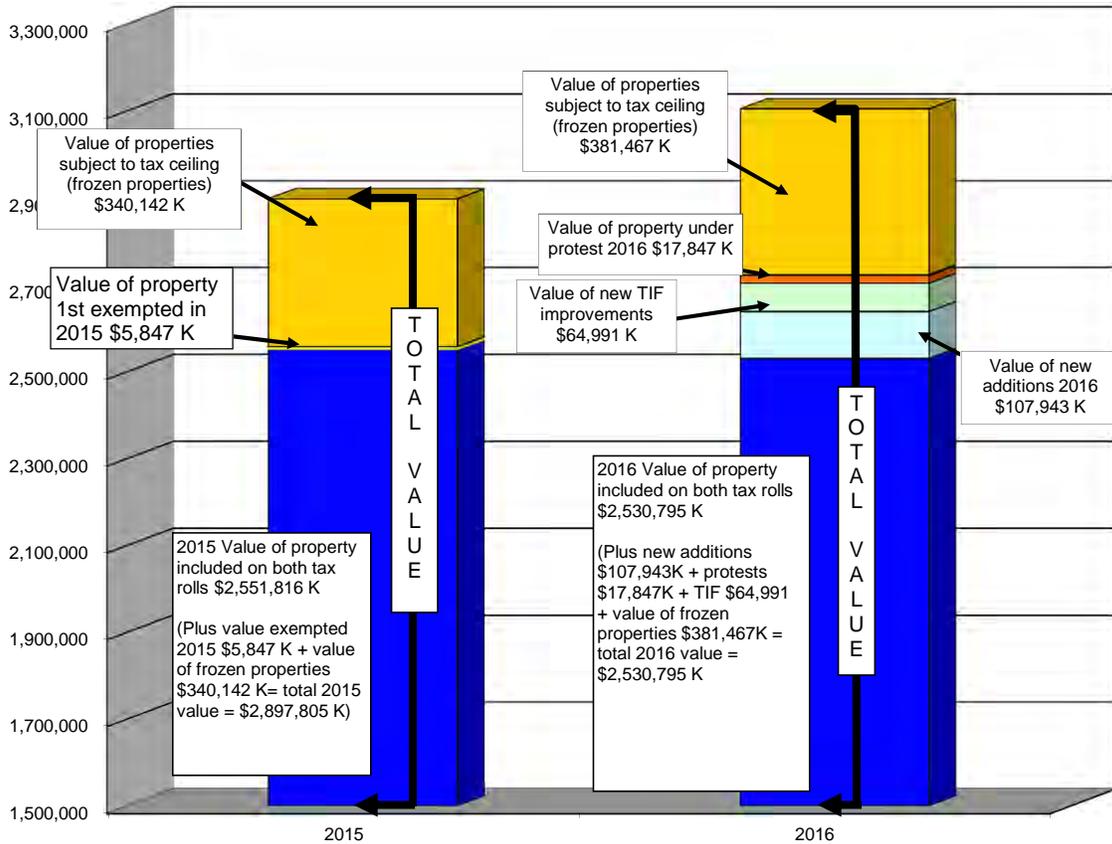
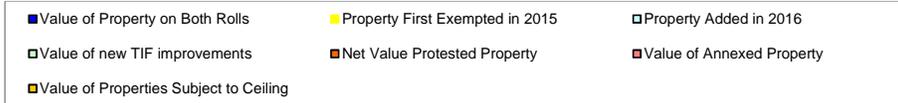
Line Ref.		
	2015 Tax Rate (Per \$100 of taxable value)	
A1	Maint & Oper	0.5278
A2	Debt Service	0.2122
A	Total	0.7400
B	2016 Taxable Value	3,104,797,784
C	2015 Taxable Value	2,896,791,557
D	Value of New Additions (2016)	107,942,548
E	Value of Annexed Property (2016)	1,755,902
F	Value of New Exemptions (2016)	5,846,766
F1	Value lost to ARB decisions	1,013,000
G	Value of Property Under Protest or Incomplete (Net 2016)	17,846,816
H	Current Year Debt Requirement	5,604,790
I	2016 Taxable Value of new improvements in TIF zone	64,990,592
J	Refunds	4,070
J1	M&O Portion of refunds	3,138
K	Taxes in TIF in 2015	404,680
K1	M&O Portion of TIF taxes	288,635
L	2015 Value of Frozen Property	340,142,105
L1	2016 Value of Frozen Property	381,467,212
M	Frozen Tax Revenue	1,747,790

**COMPUTED DATA**

1	Adjusted 2015 Taxable Value (LINES C + F1 - F - L) = Actual 2015 Taxable Value + Value of ARB decisions - Value of New Exemptions - Frozen Property = 2,896,791,557 + 1,013,000 - 5,846,766 - 340,142,105 =	2,551,815,686
2	Adjusted 2016 Taxable Value (LINES B - D - E - G - I - L1) = Actual 2016 Taxable Value - Value of New Additions - Value of Annexed Property - Net Value Under Protest - Increment TIF area - Frozen Property = 3,104,797,784 - 107,942,548 - 1,755,902 - 17,846,816 - 64,990,592 - 381,467,212	2,530,794,714
3	Last Years Oper. Taxes (LINE C x A1)= Actual 2015 Taxable Value x Actual Rate = [2,896,791,557 x .5278] /100 =	15,289,266
4	Last Years Debt Taxes (LINE C x A2)= Actual 2015 Taxable Value x Actual Rate = [2,896,791,557 x .2122] /100 =	6,146,992
5	Last Years Unadjusted Taxes = (LINE 3 + 4) = 15,289,266 + 6,146,992 =	21,436,258

6	Last Years Adjusted Taxes = (LINE A x LINE 1) = Actual TOTAL Rate x ADJUSTED 2015 Taxable Value = [.7400 x 2,551,815,686] / 100 =	18,883,436
7	Taxes refunded for years prior to 2015 (LINE J)	4,070
8	Taxes in TIF in 2015 (LINE K)	404,680
9	Adjusted 2015 Taxes with refunds (LINE 6 + 7 + 8)	18,482,826
10	<b>Effective Tax Rate = ([LINE 9 / LINE 2]) x 100 = Last Years ADJUSTED</b>  <b>= [18,482,826 / 2,530,794,714] x 100 =</b>	<b>0.730300</b>
11	Last years ADJUSTED Operating Taxes (LINE A1 x [LINE 1 / 100] - LINE J1 - LINE K1)= LAST YEARS Operating Rate x [LAST YEARS ADJUSTED Taxable Value / 100] - M&O refunds - TIF = .5278 x [2,551,815,686 / 100] - 3,138 - 288,635 =	13,182,986
12	This Years Effective Operating Rate = ([LINE 11 / LINE 2] x 100) = Last Years Adj Operating Taxes / This Years Adjusted Taxable Value = [13,182,986 / 2,530,794,714] x 100 =	0.520900
13	Maximum Operating Rate = (LINE 12 x 1.08) = Effective Oper. Rate x 1.08 = .5209 x 1.08 =	0.562500
14	This Years ACTUAL Debt Rate = ([LINE H / (LINE B - LINE G - LINE I - LINE L1] X 100 = Actual Debt Requirement / (Net 2014 Taxable Value) = [5,325,254 / (2,904,119,503 - 6,601,745 - 55,966,289 - 332,297,862)] x 100 =	0.212200
15	<b>This Years Rollback Rate = (LINE 13 + LINE 14) = Max Oper Rate +          ACTUAL Debt Rate = .5625 + .2122 =</b>	<b>0.774700</b>

## Effective Tax Rate Calc. 2016 Tax Year



2015 Tax Funds 2016 Fiscal Year (In 1,000's)	2016 Tax Funds 2017 Fiscal Year (In 1,000's)
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Taxable value of property on the roll in 2015 AND 2016.	2,551,816	2,530,795
Taxable value of property on the roll in 2015 BUT exempted in 2016.	5,847	N/A
Net Value Under Protest 2016	N/A	17,847
Value of property added in 2016 - i.e. new additions.	N/A	107,943
New Annexed Property		1,756
New Property in TIF zone		64,991
Value of properties subject to tax ceiling	340,142	381,467
<b>Total Value</b>	<b>2,897,805</b>	<b>3,104,799</b>
Less: Property taxed in 2015 but exempted in 2016	(5,847)	
Less: Property added in 2016		(107,943)
Less: Net property under protest in 2016		(17,847)
Less: New Property in TIF zone		(64,991)
Less: New Annexed Property		(1,756)
Less: Value of properties subject to tax ceiling	(340,142)	(381,467)
<b>= Adjusted 2015 &amp; 2016 values.</b>	<b>2,551,816</b>	<b>2,530,795</b>

Times 2015 Actual Tax Rate	0.7400	
Times 2016 Effective Rate		0.7303
=	18,883,436	18,482,396
+ Prior years' taxes refunded in 2015	4,070	
+ (-) Rounding		430
- Taxes in TIF zone in 2015	(404,680)	
<b>=</b>	<b>18,482,826</b>	<b>18,482,826</b>

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# General Fund Departmental Detail

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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 1011/City Manager's Office

2015-16 Adopted: <u>968,687</u>	2016-17 Proposed: <u>933,029</u>
Increase/(Decrease) \$ <u>(35,658)</u>	Increase(Decrease) %: <u>-4%</u>

Personnel	<u>4,085</u>
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6612 Minor Other Furnishings	<u>(22,000)</u>
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7301 Office Equipment	<u>(6,000)</u>
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8216 IT Contribution	<u>(12,023)</u>
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Other Operating Expenses	<u>280</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 1015/Human Resources

2015-16 Adopted: <u>\$     598,202</u>	2016-17 Proposed: <u>\$     600,715</u>
Increase/(Decrease) <u>\$        2,513</u>	Increase(Decrease) %: <u>          0%</u>

Personnel	<u>          7,799</u>
5302 Access Fees	<u>         (3,575)</u>
5406 Printing and Graphics	<u>          1,750</u>
5508 Other Retainer & Serv Fees	<u>          (919)</u>
5519 Wellness Programs	<u>         (2,600)</u>
6009 Recognition Awards	<u>         (1,500)</u>
6612 Minor Other Furnishings	<u>          2,600</u>
8216 IT Contribution	<u>          (992)</u>
Other Operating Expenses	<u>          (50)</u>

<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 1016/Legal Services

2015-16 Adopted: <u>\$     374,285</u>	2016-17 Proposed: <u>\$     335,474</u>
Increase/(Decrease) <u>\$     (38,811)</u>	Increase(Decrease) %: <u>          -10%</u>

Personnel	<u>          9,951</u>
3001 City Attorney Fees	<u>         (50,000)</u>
5002 Subscriptions/Books/Pub	<u>          2,400</u>
5301 Cell Telephones	<u>         (1,350)</u>
6001 Office Supplies & Mat	<u>                  0</u>
8216 IT Contribution	<u>          (212)</u>
Other Operating Expenses	<u>          400</u>

<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 1017/COMMUNICATIONS

2015-16 Adopted: <u>\$ 134,041</u>	2016-17 Proposed: <u>\$ 238,269</u>
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Increase/(Decrease) <u>\$ 104,228</u>	Increase(Decrease) %: <u>78%</u>
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Personnel (see department detail for explanation)	<u>104,290</u>
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Other Operating Expenses	<u>(62)</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 1099/Non-Departmental

2015-16 Adopted: <u>\$     493,882</u>	2016-17 Proposed: <u>\$     544,992</u>
Increase/(Decrease) <u>\$     51,110</u>	Increase(Decrease) %: <u>          10%</u>

1501 Merit Salary Expense	<u>(7,100)</u>
5001 Memberships & Licenses	<u>2,129</u>
5201 Building Insurance	<u>1,948</u>
5202 Equipment Insurance	<u>1,870</u>
5203 General Liability Ins.	<u>(6,790)</u>
6009 Recognition Awards	<u>3,000</u>
6321 Electricity	<u>(2,126)</u>
6403 Fuel	<u>(38,368)</u>
7483 CLP-Energy Efficiency Prf	<u>4,026</u>
8004 Interest Expense	<u>(2,188)</u>
8005 Miscellaneous Expense	<u>43,000</u>
8106 Transfer Out	<u>(39,700)</u>
8217 Equip Svc Contribution	<u>92,026</u>
Other Operating Expenses	<u>(617)</u>

<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 1411/City Secretary's Office

2015-16 Adopted: <u>\$     559,953</u>	2016-17 Proposed: <u>\$     587,225</u>
Increase/(Decrease) <u>\$     27,272</u>	Increase(Decrease) %: <u>5%</u>

Personnel	<u>12,623</u>
5404 Code Maintenance	<u>(2,000)</u>
5406 Convenience Copies	<u>1,600</u>
6001 Office Supplies & Mat	<u>700</u>
8010 Election Expense	<u>9,000</u>
8003 Legal Filing Fees	<u>(1,500)</u>
8038 Admin Legal Process Fees	<u>(3,500)</u>
8201 IT Contribution	<u>9,749</u>
Other Operating Expenses	<u>600</u>

<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 1412/City Council

2015-16 Adopted: <u>\$     89,572</u>	2016-17 Proposed: <u>\$     93,926</u>
Increase/(Decrease) <u>\$     4,354</u>	Increase(Decrease) %: <u>          5%</u>

5003 Personnel Dev	<u>7,677</u>
5401 Printing & Graphic Service	<u>(1,400)</u>
8013 Project/Event/Meeting Exp	<u>(1,600)</u>
Other Operating Expenses	<u>(323)</u>

<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 1413/Records & Information Svcs

2015-16 Adopted: <u>\$ 91,607</u>	2016-17 Proposed: <u>\$ 94,014</u>
Increase/(Decrease) <u>\$ 2,407</u>	Increase(Decrease) %: <u>3%</u>

Personnel	<u>6,257</u>
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6601 Minor Office Equipment	<u>(3,200)</u>
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Other Operating Expenses	<u>(650)</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 1415/Judicial Services

2015-16 Adopted: <u>\$ 109,854</u>	2016-17 Proposed: <u>\$ 118,479</u>
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Increase/(Decrease) <u>\$ 8,625</u>	Increase(Decrease) %: <u>8%</u>
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Personnel	<u>8,784</u>
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Other Operating Expenses	<u>(159)</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 1611/Library

2015-16 Adopted: <u>\$ 1,247,141</u>	2016-17 Proposed: <u>\$ 1,049,353</u>
Increase/(Decrease) <u>\$ (197,788)</u>	Increase(Decrease) %: <u>-16%</u>

Personnel (see department detail for explanation)	<u>(202,414)</u>
4013 Library Materials - Lease	6,615
5302 Access Fees-Databases	729
5401 Printing & Graphic Serv	(2,250)
5403 Book/AV Repair Expense	(1,500)
5406 Convenience copies	(500)
6029 Material Process Supplies	1,000
6302 Electricity	(2,604)
6608 Minor Computer Equipment	(11,100)
6609 Minor Computer Software	1,025
6610 Minor A/V Equipment	3,000
6612 Minor Other Furnishings	(500)
6901 Library Books	5,000
6902 Library Periodicals	1,200
7101 Buildings	25,000
8216 IT Contribution	(20,010)
Other Operating Expenses	(479)

<b>Major Changes:</b> <b>2016 Adopted to 2017 Proposed</b>
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Dept.Div: 2011/Finance

2015-16 Adopted: <u>\$ 1,075,223</u>	2016-17 Proposed: <u>\$ 1,021,635</u>
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Increase/(Decrease) <u>\$ (53,588)</u>	Increase(Decrease) %: <u>-5%</u>
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Personnel (see department detail for explanation)	<u>(64,912)</u>
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5502 Banking Services Charges	<u>4,000</u>
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5508 Other Retainer & Ser Fees	<u>8,500</u>
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8216 IT Contribution	<u>(957)</u>
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Other Operating Expenses	<u>(219)</u>
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<b>Major Changes:</b> <b>2016 Adopted to 2017 Proposed</b>
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Dept.Div: 2012/Tax

2015-16 Adopted: <u>\$ 351,298</u>	2016-17 Proposed: <u>\$ 349,298</u>
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Increase/(Decrease) <u>\$ (2,000)</u>	Increase(Decrease) %: <u>-1%</u>
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Ad Valorem Tax Fees	<u>(2,000)</u>
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<b>Major Changes:</b> <b>2016 Adopted to 2017 Proposed</b>
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Dept.Div: 2013/Support Services

2015-16 Adopted:	\$	<u>189,271</u>		2016-17 Proposed:	\$	<u>177,194</u>
Increase/(Decrease)	\$	<u>(12,077)</u>		Increase(Decrease) %:		<u>-6%</u>

Personnel	<u>(2,875)</u>
3208 Other Prof Consulting	<u>(1,487)</u>
4002 Equipment Rental	<u>(1,030)</u>
4201 Office Equipment Maint & Repair	<u>(789)</u>
4210 Maintenance of Apparatus	<u>11,100</u>
5405 Internal Print Charges	<u>4,050</u>
5406 Convenience copies	<u>(15,430)</u>
6007 Postage	<u>5,280</u>
6302 Electricity	<u>2,488</u>
8218 Equipment Payment to ERF	<u>(13,400)</u>
Other Operating Expenses	<u>16</u>

<b>Major Changes:</b> <b>2016 Adopted to 2017 Proposed</b>
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Dept.Div: 2014/Purchasing

2015-16 Adopted: <u>\$     125,337</u>	2016-17 Proposed: <u>\$     161,327</u>
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Increase/(Decrease) <u>\$     35,990</u>	Increase(Decrease) %: <u>          29%</u>
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Personnel	<u>33,294</u>
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6601 Minor Office Equipment	<u>1,293</u>
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8216 IT Contribution	<u>1,272</u>
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Other Operating Expenses	<u>131</u>
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<b>Major Changes:</b> <b>2016 Adopted to 2017 Proposed</b>
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Dept.Div: 3011/Police

2015-16 Adopted: \$ 9,372,120

2016-17 Proposed: \$ 9,440,343

Increase/(Decrease) \$ 68,223

Increase(Decrease) %: 1%

Personnel	<u>6,363</u>
5006 Staff Developmnt/Training	<u>8,000</u>
5302 Access Fees	<u>1,446</u>
5304 Radio Communications	<u>25,429</u>
5508 Other Retainer & Ser Fees	<u>2,000</u>
6001 Office Supplies & Mat	<u>1,950</u>
6011 Minor Tools & Materials	<u>(5,300)</u>
6302 Electricity	<u>79,794</u>
6305 Trash Removal	<u>1,068</u>
6403 Fuel	<u>(20,020)</u>
6303 Natural Gas	<u>(14,108)</u>
8201 Contribution to ERF	<u>(113,832)</u>
8216 IT Contribution	<u>105,834</u>
8217 Equip Svc Contribution	<u>(10,644)</u>
Other Operating Expenses	<u>243</u>

<b>Major Changes:</b> <b>2016 Adopted to 2017 Proposed</b>
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Dept.Div: 3012/Fire

2015-16 Adopted: <u>\$ 5,060,739</u>	2016-17 Proposed: <u>\$ 5,200,870</u>
Increase/(Decrease) <u>\$ 140,131</u>	Increase(Decrease) %: <u>3%</u>

Personnel (see department detail for explanation)	<u>247,512</u>
5003 Personnel Development & Activity	<u>2,612</u>
5304 Radio Communications	<u>19,033</u>
5509 Medical Supplies & Serv	<u>1,171</u>
6009 Recognition Awards	<u>980</u>
6011 Minor Tools & Materials	<u>7,110</u>
6013 Uniforms	<u>2,666</u>
6014 Protective Clothing/Mat	<u>(2,981)</u>
6302 Electricity	<u>(10,127)</u>
6303 Natural Gas	<u>(3,577)</u>
6304 Water	<u>1,184</u>
6403 Fuel	<u>(15,398)</u>
6605 Minor Radio Equipment	<u>(9,580)</u>
6612 Minor Other Furnishings	<u>4,000</u>
8201 Contrib to Equip Repl Fund	<u>(84,582)</u>
8216 IT Contribution	<u>(16,818)</u>
8217 Equip Svc. Contribution	<u>(2,474)</u>
Other Operating Expenses	<u>(600)</u>

<b>Major Changes:</b> <b>2016 Adopted to 2017 Proposed</b>
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Dept.Div: 3013/Fire Prevention

2015-16 Adopted:     \$     510,296

2016-17 Proposed:     \$     549,237

Increase/(Decrease)     \$     38,941

Increase(Decrease) %:               8%

Personnel	<u>23,113</u>
5302 Access Fees	<u>(2,598)</u>
5304 Radio Communications	<u>6,637</u>
6014 Protective Clothing/Mat	<u>900</u>
6602 Minor Automotive Eqpt	<u>1,800</u>
6603 Minor Machinery & Eqpt	<u>(2,460)</u>
7403 Shop or Plant Eqpt	<u>6,300</u>
8216 IT Contribution	<u>2,187</u>
8217 Equipment Svcs	<u>2,875</u>
Other Operating Expenses	<u>187</u>

<b>Major Changes:</b> <b>2016 Adopted to 2017 Proposed</b>
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Dept.Div: **3014/Emergency Services**

2015-16 Adopted: <u>   \$      90,644</u>	2016-17 Proposed: <u>   \$      98,830</u>
Increase/(Decrease) <u>   \$      8,186</u>	Increase(Decrease) %: <u>                  9%</u>

4206 Radio Maintenance & Rep	<u>          1,000</u>
5003 Personnel Dev & Activity	<u>              500</u>
5304 Radio Communications	<u>          2,199</u>
7406 Audio/Visual Equipment	<u>              289</u>
8216 IT Contribution	<u>          1,321</u>
8217 Equip Svc Contribution	<u>          1,914</u>
 Other Operating Expenses	 <u>              963</u>

<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 3015/Municipal Court

2015-16 Adopted: <u>\$     444,290</u>	2016-17 Proposed: <u>\$     325,828</u>
Increase/(Decrease) <u>\$     (118,462)</u>	Increase(Decrease) %: <u>          -27%</u>

Personnel (see department detail for explanation)	<u>(102,862)</u>
2999 Reimb by CP/SR funds	<u>(33,857)</u>
4208 Equipment Maint & Repair	<u>(4,481)</u>
5401 Printing & Graphic Serv	<u>500</u>
6302 Electricity	<u>19,548</u>
6304 Water	<u>1,326</u>
6601 Minor Office Equipment	<u>(3,200)</u>
8042 Teen Court Exp	<u>2,050</u>
8216 IT Contribution	<u>2,494</u>
Other Operating Expenses	<u>20</u>

<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 3016/Marshals

2015-16 Adopted: <u>\$     466,345</u>	2016-17 Proposed: <u>\$     357,424</u>
Increase/(Decrease) <u>\$     (108,921)</u>	Increase(Decrease) %: <u>          100%</u>

Personnel - (see department detail for explanation)	<u>(73,050)</u>
5101 Personnel Recruitment Exp	<u>(750)</u>
5302 Access Fees	<u>740</u>
5304 Radio Communications	<u>2,099</u>
5401 Printing & Graphic Serv	<u>(600)</u>
6013 Uniforms	<u>(650)</u>
6014 Protective Clothing/Mat	<u>(7,825)</u>
6602 Minor Automotive Eqpt	<u>1,300</u>
6605 Minor Radio Equipment	<u>(3,695)</u>
6612 Minor Other Furnishings	<u>(1,000)</u>
7431 Computer Equipment	<u>(4,225)</u>
8201 Conrib to Equip Replacement	<u>(35,159)</u>
8216 IT Contribution	<u>11,477</u>
8217 Equip Svc Contribution	<u>2,908</u>
Other Operating Expenses	<u>(491)</u>

<b>Major Changes:</b> <b>2016 Adopted to 2017 Proposed</b>
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Dept.Div: 4011/Public Works Admin

2015-16 Adopted: <u>\$ 721,473</u>	2016-17 Proposed: <u>\$ 731,331</u>
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Increase/(Decrease) <u>\$ 9,858</u>	Increase(Decrease) %: <u>1%</u>
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Personnel	<u>14,788</u>
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5406 Convenience copies	<u>1,500</u>
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7301 Office Equipment- copier	<u>(5,561)</u>
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8216 IT Contribution	<u>(553)</u>
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Other Operating Expenses	<u>(316)</u>
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<b>Major Changes:</b> <b>2016 Adopted to 2017 Proposed</b>
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Dept.Div: 4016/Facility Maintenance

2015-16 Adopted:	\$	<u>494,695</u>		2016-17 Proposed:	\$	<u>962,299</u>
Increase/(Decrease)	\$	<u>467,604</u>		Increase(Decrease) %:		<u>95%</u>

Personnel (see department detail for explanation)	<u>215,754</u>
4101 Building Maintenance & Repair	<u>50,000</u>
4301 Janitorial Svcs	<u>20,950</u>
4302 Insect Control Services	<u>3,263</u>
6002 Janitorial Supplies	<u>8,052</u>
6403 Fuel	<u>1,637</u>
7101 Buildings	<u>116,201</u>
7203 Fencing	<u>8,000</u>
8201 Contrib to Eqpt Repl Fund	<u>44,550</u>
8217 Equip Svc Contribution	<u>(1,501)</u>
Other Operating Expenses	<u>698</u>

<b>Major Changes:</b> <b>2016 Adopted to 2017 Proposed</b>
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Dept.Div: 4017/Streets Pavement Maintenance

2015-16 Adopted:	<u>\$ 2,402,902</u>	2016-17 Proposed:	<u>\$ 2,449,767</u>
Increase/(Decrease)	<u>\$ 46,865</u>	Increase(Decrease) %:	<u>2%</u>

Personnel	<u>(16,005)</u>
4002 Equipment Rental	<u>1,000</u>
4103 Street Maint/Preventive	<u>51,280</u>
4105 Street Maint - Misc	<u>30,000</u>
6013 Uniforms	<u>600</u>
6014 Protective Clothing/Mat	<u>500</u>
6302 Electricity	<u>(2,875)</u>
6303 Natural Gas	<u>(2,395)</u>
6403 Fuel	<u>(9,583)</u>
7403 Shop or Plant Equipment - Skid Steer Broom Attachment	<u>(6,500)</u>
8216 IT Contribution	<u>(902)</u>
8217 Contrib to Eqpt Svc Fund	<u>1,036</u>
Other Operating Expenses	<u>709</u>

<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 4018/Streets Drainage Maintenance

2015-16 Adopted:	\$	<u>535,314</u>		2016-17 Proposed:	\$	<u>495,109</u>
Increase/(Decrease)	\$	<u>(40,205)</u>		Increase(Decrease) %:		<u>-8%</u>

Personnel (see department detail for explanation)	<u>(123,625)</u>
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6403 Fuel	<u>(3,796)</u>
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8201 Contrib to Eqpt Repl Fund	<u>79,640</u>
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8217 Equip Svc Contribution	<u>7630</u>
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Other Operating Expenses	<u>(54)</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 4019/Streets Traffic Maintenance

2015-16 Adopted:	\$	<u>278,524</u>		2016-17 Proposed:	\$	<u>286,603</u>
Increase/(Decrease)	\$	<u>8,079</u>		Increase(Decrease) %:		<u>3%</u>

Personnel	<u>(7,114)</u>
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4106 Street Light/Signal Maint	<u>13,890</u>
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8217 Contrib to Eqpt Svc Fund	<u>1,468</u>
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Other Operating Expenses	<u>(165)</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 4511/Neighborhood Services

2015-16 Adopted: <u>\$ 196,707</u>	2016-17 Proposed: <u>\$ 198,999</u>
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Increase/(Decrease) <u>\$ 2,292</u>	Increase(Decrease) %: <u>1%</u>
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Personnel	<u>2,454</u>
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Other Operating Expenses	<u>(162)</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 4514/Animal Services

2015-16 Adopted: <u>\$     453,368</u>	2016-17 Proposed: <u>\$     467,294</u>
Increase/(Decrease) <u>\$     13,926</u>	Increase(Decrease) %: <u>          3%</u>

Personnel	<u>26,452</u>
5304 Building Maint & Repair - Sandblast building	<u>860</u>
5509 Medical Supplies & Serv	<u>1,200</u>
6302 Electricity	<u>(2,426)</u>
6303 Natural Gas	<u>(584)</u>
7402 Machinery & Equipment - Commercial washer & dryer	<u>(10,369)</u>
8216 IT Contribution	<u>(801)</u>
8217 Equip Svc Contribution	<u>(334)</u>
Other Operating Expenses	<u>(72)</u>

<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 4515/Environmental Services

2015-16 Adopted: <u>\$     184,887</u>	2016-17 Proposed: <u>\$     227,884</u>
Increase/(Decrease) <u>\$     42,997</u>	Increase(Decrease) %: <u>          23%</u>

Personnel	<u>47,795</u>
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6603 Minor Machinery & Eqpt	<u>(3,500)</u>
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8216 IT Contribution	<u>779</u>
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8217 Equip Svc Contribution	<u>(2,102)</u>
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Other Operating Expenses	<u>25</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 5010/Development Services

2015-16 Adopted: <u>\$ 246,381</u>	2016-17 Proposed: <u>\$ 297,138</u>
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Increase/(Decrease) <u>\$ 50,757</u>	Increase(Decrease) %: <u>21%</u>
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Personnel	<u>50,757</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 5011/Planning

2015-16 Adopted: <u>\$     628,947</u>	2016-17 Proposed: <u>\$     652,060</u>
Increase/(Decrease) <u>\$     23,113</u>	Increase(Decrease) %: <u>          4%</u>

Personnel (see department detail for explanation)	<u>142,815</u>
3205 Planning Consulting Fees	<u>(128,000)</u>
4201 Office Eqpt Maint & Rep	<u>2,000</u>
5001 Memberships & Licenses	<u>1,500</u>
5002 Subscriptions/Books/Pub	<u>(5,500)</u>
5406 Convenience copies	<u>900</u>
6001 Office Supplies & Mat	<u>900</u>
6007 Postage	<u>1,500</u>
8003 Legal Filing Fees	<u>(2,750)</u>
8216 IT Contribution	<u>9,575</u>
Other Operating Expenses	<u>173</u>

<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 5012/Building Inspections

2015-16 Adopted:	\$	<u>524,596</u>		2016-17 Proposed:	\$	<u>579,894</u>
Increase/(Decrease)	\$	<u>55,298</u>		Increase(Decrease) %:		<u>11%</u>

Personnel	<u>55,760</u>
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5302 Access Fees	<u>1,800</u>
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6403 Fuel	<u>(1,067)</u>
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8217 Equip Svc Contribution	<u>(1,140)</u>
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Other Operating Expenses	<u>(55)</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 5013/Code Enforcement

2015-16 Adopted: <u>\$     300,419</u>	2016-17 Proposed: <u>\$     283,594</u>
Increase/(Decrease) <u>\$     (16,825)</u>	Increase(Decrease) %: <u>          -6%</u>

Personnel	<u>(9,645)</u>
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7432 Computer Software	<u>(6,945)</u>
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Other Operating Expenses	<u>(235)</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 5511/Engineering/Capital

2015-16 Adopted: <u>\$     315,651</u>	2016-17 Proposed: <u>\$     550,031</u>
Increase/(Decrease) <u>\$     234,380</u>	Increase(Decrease) %: <u>          74%</u>

Personnel (see department detail for explanation)	<u>159,911</u>
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2999 Reimb by Capital Proj Fd	<u>73,593</u>
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6403 Fuel	<u>(871)</u>
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8216 IT Contribution	<u>(956)</u>
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8217 Equip Svc Contribution	<u>2,703</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 5512/Engineering/Development

2015-16 Adopted: <u>\$     392,071</u>	2016-17 Proposed: <u>\$     420,746</u>
Increase/(Decrease) <u>\$     28,675</u>	Increase(Decrease) %: <u>          7%</u>

Personnel	<u>25,574</u>
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8216 IT Contribution	<u>3,103</u>
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Other Operating Expenses	<u>(2)</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 5513/Gas Well Development

2015-16 Adopted: <u>\$     340,448</u>	2016-17 Proposed: <u>\$     220,784</u>
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Increase/(Decrease) <u>\$     (119,664)</u>	Increase(Decrease) %: <u>          -35%</u>
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Personnel (see department detail for explanation)	<u>          (119,696)</u>
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Other Operating Expenses	<u>                  32</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 6011/Parks & Rec Admin

2015-16 Adopted: <u>\$    293,418</u>	2016-17 Proposed: <u>  \$   845,796</u>
Increase/(Decrease) <u>  \$   552,378</u>	Increase(Decrease) %: <u>          188%</u>

Personnel (see department detail for explanation)	<u>552,858</u>
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8216 IT Contribution	<u>(480)</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 6012/Recreation

2015-16 Adopted: <u>\$    222,320</u>	2016-17 Proposed: <u>  \$   109,471</u>
Increase/(Decrease) <u>  \$   (112,849)</u>	Increase(Decrease) %: <u>                  -51%</u>

Personnel (see department detail for explanation)	<u>(126,894)</u>
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8013 Project/Event/Meeting Exp	<u>          750</u>
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8201 Contrib to Eqpt Repl Fund	<u>         9,880</u>
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8216 IT Contribution	<u>         3,415</u>
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<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 6013/Park Maintenance

2015-16 Adopted: <u>\$ 1,250,718</u>	2016-17 Proposed: <u>\$ 1,171,963</u>
Increase/(Decrease) <u>\$ (78,755)</u>	Increase(Decrease) %: <u>-6%</u>

Personnel (see department detail for explanation)	<u>(80,401)</u>
4002 Equipment Rental	500
4102 Grounds Maint & Repair	2,000
4115 ROW Maint & Repair	22,400
5302 Access Fees	720
5304 Radio Communications	720
6002 Janitorial Supplies	1,000
6302 Electricity	(3,395)
6303 Natural Gas	(1,159)
6304 Water	906
6403 Fuel	(2,703)
6606 Minor Park Equipment	(20,000)
7205 Other Improvements	(44,000)
8201 Contrib to Eqpt Repl Fund	38236
8216 IT Contribution	(638)
8217 Equip Svc Contribution	6,756
Other Operating Expenses	<u>303</u>

<b>Major Changes: 2016 Adopted to 2017 Proposed</b>
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Dept.Div: 6015/Senior Citizens Center

2015-16 Adopted: <u>\$     93,900</u>	2016-17 Proposed: <u>\$   169,230</u>
Increase/(Decrease) <u>\$     75,330</u>	Increase(Decrease) %: <u>          80%</u>

Personnel (see department detail for explanation)	<u>81,118</u>
5301 Cell Telephones	<u>(600)</u>
6302 Electricity	<u>(2,676)</u>
6303 Natural Gas	<u>(847)</u>
6403 Fuel	<u>(540)</u>
8216 IT Contribution	<u>(550)</u>
8217 Equipment Svc. Contribution	<u>(630)</u>
Other Operating Expenses	<u>55</u>

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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.

**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 Years 2016-2017:**

1. Proceed with the design and construction of projects included in the 2014 debt issuances.
2. Continue pursuit of higher education partnership(s).
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.
7. Meet public safety demands.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	664,373	900,057	933,978	904,142
Materials & Supplies	1,315	23,250	16,250	1,250
Operating Expenditures	3,215	5,866	5,191	6,146
Maintenance & Repair	0	0	0	0
Other Expenditures	23,234	33,514	33,514	21,491
Capital Outlay	0	6,000	5,601	0
<b>TOTAL</b>	<b>692,137</b>	<b>968,687</b>	<b>994,534</b>	<b>933,029</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
City Manager	1	1	1	1
Deputy City Manager	1	2	2	2
Executive Assistant	1	1	1	1
Development & Process Improvement Manager	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>



# HUMAN RESOURCES

## 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, total compensation, and benefits striving for a competitive place in the market.
3. To review the benefits program (health, dental, life, ancillary coverage), and make changes where required to meet the need and the budget.
4. To streamline recordkeeping and internal procedures in an effort to be more efficient and control the volume of information coming in.

**Objectives for Fiscal Years 2016-2017:**

1. Further the paperless recordkeeping efforts within the department while developing efficient retrieval systems for records.
2. Educate employees on health benefits issues including how to be more consumer driven and learn to use healthcare benefits for maximum effect. This includes building a broader employee knowledge base on how employee engagement and cost containment matter in the area of employee health benefits.
3. 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.
4. Find creative ways to highlight employee accomplishments.
5. Cross-train in some areas within H.R. staff.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	415,069	465,019	461,481	472,818
Materials & Supplies	16,107	23,750	18,600	24,800
Operating Expenditures	35,979	84,102	74,800	78,758
Maintenance & Repair	-	-	0	-
Other Expenditures	26,004	25,331	25,331	24,339
Capital Outlay	-	-	0	-
<b>TOTAL</b>	<b>493,159</b>	<b>598,202</b>	<b>580,212</b>	<b>600,715</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Director of Human Resources	1	1	1	1
Human Resources Generalist I	1	1	1	1
Human Resources Generalist II	1	1	1	1
Benefits Manager	1	1	1	1
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Customer Service Survey Results	*	*	*	#
Job Vacancy Forms Processed	85	95	95	97
Applications Processed	3,219	3,500	3,500	3,800
New Employees Hired/Oriented	125	140	140	145
Terminations	101	100	100	90
Retirements	2	8	8	5
Work related injuries	66	60	75	60

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

### SIGNIFICANT CHANGES

No significant changes anticipated in H.R. staffing or programs for 2016-2017. Possible relocation of department in FY2017. Benefit changes, if any, will be reflective of claims experience and trend.

## Employee Recognition Luncheons





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 Marketing/Communications 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 Marketing/Communication Director 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 bill board, 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 develop a comprehensive marketing/communication plan.

**Objectives for Fiscal Years 2016-2017:**

1. To respond immediately and disseminate information quickly concerning public safety incidents, traffic issues, environmental/health issues, and weather-related issues.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	107,665	111,650	170,737	215,940
Materials & Supplies	360	5,500	5,760	5,500
Operating Expenditures	39,941	9,375	9,407	9,635
Maintenance & Repair	-	-	-	-
Other Expenditures	8,526	7,516	7,516	7,194
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>156,492</b>	<b>134,041</b>	<b>193,420</b>	<b>238,269</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Public Information Officer	1	1	1	0
Marketing / Communications Director	0	0	0	1
Communication Coordinator	0	0	0	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
<u>Social Media metrics</u>				
City of Burleson Likes-average	11,000	12,500	12,500	12,500
City of Burleson Engagement-average percentage	60%	50%	50%	50%
City of Burleson Total Reach	60,000	60,000	60,000	60,000
Animal Shelter Likes-average	3,700	4,000	4,000	4,000
Animal Shelter Engagement-average percentage	35%	35%	35%	35%
Animal Shelter Total Reach	7,200	7,200	7,200	7,200
City Focus Newsletters	10	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	50	50	50	50
News Releases	55	55	55	55
E-News Feature Articles	225	225	225	225
Facebook	220	220	220	220
City Focus	110	110	110	110
Twitter	55	55	55	55
Google Plus	55	55	55	55
E-Newsletters (1 / week)	56	56	56	56

## SIGNIFICANT CHANGES

## FAR OUT FAMILY FUN CAMPOUT AND FISHING ADVENTURES AT BAILEY LAKE

SPRING 2016





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**

**Major Goals:**

1. Promote an open path of communication to the City Council.
2. Improve clear and easy path for anyone to obtain city records and information.
3. Promote Community engagement through Community Initiatives.
4. Conduct Elections legally and with the utmost integrity.

**Objectives for Fiscal Years 2016-2017:**

1. Continue to market Connect with Council—through social media, brochures, email blasts, targeted groups and city events.
2. Implement Optiview (Electronic Content Management) throughout the city adding departments and users.
3. Continue to grow all the city's community initiatives through larger events, marketing and partnerships in the community.
4. Continue to enhance and promote more direct portals of communication for citizens to interact with City Council.

**MAJOR GOALS & OBJECTIVES - COMMUNITY INITIATIVES**

**Mission Statement:**

The Community Initiatives and Special Projects division's mission 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:**

1. Increase partnerships with community organizations to promote a comprehensive directory and greater public awareness of health and wellness opportunities in the community—Be Healthy.
2. 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.
3. 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. Burleson Opportunity Fund- Support the board of directors and BOF partners in promoting program awareness, development, finances, and events.



*2016 Be Healthy 5k/10k*

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	397,937	421,293	453,029	433,916
Materials & Supplies	9,001	500	1,400	1,400
Operating Expenditures	9,347	14,100	16,550	14,100
Maintenance & Repair	0	0	4,800	0
Other Expenditures	87,937	124,060	115,460	137,809
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>504,222</b>	<b>559,953</b>	<b>591,239</b>	<b>587,225</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Community Initiatives Manager	1	1	1	1
Executive Assistant	1	1	0	0
Assistant to the City Council	0	0	1	1
<b>TOTAL PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
All City meetings held in compliance with Texas Open Meeting Act	Yes	Yes	Yes	Yes
Legal administrative compliance for open meetings including posting, publication, minutes and filings	100%	100%	100%	100%
Elections conducted according to State Law	3	2	0	1
Community Initiative event participation	3	3	6	12
Proclamations and City Tours	31	28	30	30
Mayor's Youth Council Events attended	N/A	N/A	11	14



*Mayor's Youth Council  
Public Art*

*2015—2016*





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:**

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

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

1. Implementation of yearly inter-departmental scheduling, cataloging, scanning and process improvement for electronic records conversion.
2. Continue to pioneer new procedures for providing excellent customer service while increasing productivity and cost savings through proper records destruction and electronic records use.
3. Complete full electronic conversion, allocation and mapping of city land file records for greater efficiencies across multiple departments.
4. Create and implement electronic records content management system (Optiview) basic end user training program facilitated through Burleson University.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	82,339	70,557	74,545	76,814
Materials & Supplies	1,860	5,200	6,260	1,500
Operating Expenditures	66,219	15,850	24,186	15,700
Maintenance & Repair	0	0	0	0
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>150,418</b>	<b>91,607</b>	<b>104,991</b>	<b>94,014</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Records & Information Specialist	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Number of boxes held in off site storage facility	1,565	1,671	1,671	1,400
Percentage of quarterly destructions held according to Texas State Library Retention Standards	100%	100%	100%	100%
Total number of boxes destroyed	329	334	334	450
Number of City departments utilizing Optiview for electronic records management	6	10	10	12
Number of Optiview training sessions held for city employees	1	2	2	4





# 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:**

1. Promote public confidence in the integrity, independence, competency, and impartiality of the Judiciary.
2. 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.
3. Provide case resolution in an efficient manner without excessive cost, inconvenience, or delay.
4. Maintain the independence of the Judiciary while strengthening relations with the public and the City Council.

**Objectives for Fiscal Years 2016-2017:**

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	103,156	105,191	103,133	113,975
Materials & Supplies	377	450	450	450
Operating Expenditures	0	480	480	480
Maintenance & Repair	0	0	0	0
Other Expenditures	0	3,733	3,733	3,574
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>103,533</b>	<b>109,854</b>	<b>107,796</b>	<b>118,479</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Municipal Court Judge	0.5	0.5	0.5	0.5
Municipal Court Associate Judge (Part-time-2)	1	1	1	1
Red Light Camera Judge	0.5	0.5	0.5	0.5
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>



LIBRARY

RECREATION AND LIFE LONG LEARNING

**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:**

1. To support the non-profit community through funding information services.
2. To enhance early childhood literacy and school readiness programming.
3. To strengthen partnerships with community organizations to encourage entrepreneurship and innovation.

**Objectives for Fiscal Years 2016-2017:**

1. Expand free learning and collaboration opportunities to assist non-profit organizations with grant funding resources and programming support.
2. Offer family programs and resources that promote good health, early learning, parental involvement, and community partnerships through the Family Place Libraries™ program.
3. Expand small business and technology programs to provide education about emerging technologies and foster creativity and innovation.

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	625,362	698,943	663,072	496,529
Materials & Supplies	110,634	145,310	145,966	144,935
Operating Expenditures	75,155	94,696	84,390	94,707
Maintenance & Repair	80	194	3,468	194
Other Expenditures	274,697	307,998	307,998	287,988
Capital Outlay	0	0	0	25,000
<b>TOTAL</b>	<b>1,085,928</b>	<b>1,247,141</b>	<b>1,204,894</b>	<b>1,049,353</b>



Butterfly

Tree Stump Sculptures



Bookworm

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Library Director	1	1	0	0
Library Deputy Director	0	0	1	0
Library Services Manager	1	1	0	0
Library Business Manager	0	0	1	1
Library Support Services Supervisor	1	1	0	0
Community Engagement Librarian	0	0	1	1
Reference Public Services Librarian	1	1	0	0
Teen/Public Services Librarian	1	1	1	1
Children's Services Librarian	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)	3.5	4	4	4
Sr. Administrative Secretary	0	0	1	0
Administrative Secretary	0.5	1	0	0
<b>TOTAL PERSONNEL</b>	<b>11</b>	<b>12</b>	<b>11</b>	<b>9</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Customer service ratings	*	#	3	3.5
Collection size total and by type	70,545	66,556	69,110	70,592
Circulation rate per capita	7.34	7.82	6.11	6.23
Number of visitors	135,827	115,542	143,093	144,954
Total Circulation of Materials	303,161	304,807	252,250**	257,295
Customers Accessing PCs	15,841	16,709	15,202	15,506
Program Attendance	10,940	11,788	12,863	13,120
Library Web-Site Visits	86,860	71,101	93,225	88,597

#### SIGNIFICANT CHANGES

Library Department combined with Parks & Recreation Department to become Department of Recreation and Lifelong Learning. Library Services Manager changed to Deputy Director. Library Support Services Supervisor changed to Library Business Manager.

Reference Public Services Librarian changed to Community Engagement Librarian. Deputy Director and Sr. Administrative Secretary will move to department 6011 for FY 2016-2017. Added new cash handling system and upgraded credit card payment system. Added 3D printing.





FINANCE

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 Years 2016-2017:**

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	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	839,161	868,186	760,588	803,372
Materials & Supplies	3,011	3,514	3,514	3,514
Operating Expenditures	152,201	151,867	160,050	164,050
Maintenance & Repair	0	0	0	0
Other Expenditures	52,966	51,656	51,656	50,699
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>1,047,339</b>	<b>1,075,223</b>	<b>975,808</b>	<b>1,021,635</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
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	0	0
Accounting Technician	1	1	0	0
Staff Analyst	0	0	1	1
<b>TOTAL PERSONNEL</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>8</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
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**

Financial Analyst moved to Engineering Capital during FY 2015-2016.



Arbor Day





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:**

1. To provide accurate and timely information in a friendly and professional manner to the public and to city employees.
2. To offer up-to-date information related to special activities and programs within the city for the citizens.
3. 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.
4. 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 Years 2016-2017:**

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

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	54,289	54,744	51,093	51,869
Materials & Supplies	39,874	38,831	45,650	43,700
Operating Expenditures	14,164	31,691	27,786	20,320
Maintenance & Repair	34,796	35,809	44,120	46,120
Other Expenditures	28,488	28,196	28,196	15,185
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>171,611</b>	<b>189,271</b>	<b>196,845</b>	<b>177,194</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Receptionist	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Average daily calls answered per FTE	24	26	26	35
Average daily walk-ins greeted by Reception	85	94	100	110
Percentage of non-utility Support Services cost recovered through printing service charges.	29%	30%	28%	30%
Copy center utilization - expressed as copy center copies as a percentage of total City copies made.	36%	40%	42%	45%

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**SIGNIFICANT CHANGES**

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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 Years 2016-2017:**

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	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	116,929	121,225	124,360	154,579
Materials & Supplies	118	250	250	1,643
Operating Expenditures	215	129	100	100
Maintenance & Repair	0	0	0	0
Other Expenditures	3,868	3,733	3,733	5,005
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>121,130</b>	<b>125,337</b>	<b>128,443</b>	<b>161,327</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Purchasing Manager	1	1	1	1
Senior Buyer (Partial year funded)	0	0	0	0.5
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Average number of working days to issue a purchase order (from Director approval to Purchasing issue a purchase order)	1	1	1	1
Procurement card transaction dollars as a percentage of total purchases.	16.97%	25%	25%	25%

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**SIGNIFICANT CHANGES**

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## POLICE DEPARTMENT

## PUBLIC SAFETY

**Mission Statement:**

The Burlleson 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 Burlleson. 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. Continue to evaluate the use of new and existing community policing activities.
6. Continue to identify and resolve analytical limitations.
7. Continue to evaluate balancing the patrol workload.
8. Continue to conduct weekly police administrative communications meeting.
9. Implement a GIS-based police analysis system.
10. Commit to regularly reviewing the department crime staffing.

**Objectives for Fiscal Years 2016-2017:**

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.
16. Perform reviews to identify patrol demands.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	7,232,251	7,690,162	7,700,490	7,704,525
Materials & Supplies	154,109	307,236	372,686	303,886
Operating Expenditures	298,795	266,642	315,258	342,494
Maintenance & Repair	80,694	95,105	95,105	95,105
Other Expenditures	825,301	1,012,975	1,012,975	994,333
Capital Outlay	2,202,990	-	774,352	-
<b>TOTAL</b>	<b>10,794,140</b>	<b>9,372,120</b>	<b>10,270,866</b>	<b>9,440,343</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Chief of Police	1	1	1	1
Deputy Chief	2	2	1	1
Captain	2	2	2	2
Sergeant	9	9	9	9
Police Officer & Recruits	48	50	50	50
Police Analyst	1	1	1	1
Supervisor - Records	1	1	1	1
Records Clerk	2.5	2.5	2	2
Pub. Safety Communications Supervisor	1	1	1	1
Lead Pub. Safety Communications Specialist	1	1	1	1
Records Coordinator	1	1	1	1
Pub. Safety Communications Specialist	10	10	10	10
Sr. Administrative Assistant	1	1	1	1
Property Room Coordinator	1	1	1	1
Victim Assistance Coordinator (Part- time)	0.5	0.5	0.5	0.5
Accreditation Coordinator (Part-time)	0	0	0.5	0.5
Accreditation Manager	0	0	1	1
Criminal Investigations Clerk	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>83</b>	<b>85</b>	<b>85</b>	<b>85</b>



PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Part I Crimes compared to similar sized TX cities/US cities (Burleson/TX cities/US Cities)	1,005	1,000	995	1,000
Average response time for priority calls	5.44	5	5	5
Police Department costs per capita	253	290	239	239
Overtime costs due to workers compensation accidents, illness, injuries, paid time off	236,255	250,000	250,000	250,000
CALEA Certification	Yes	Yes	Yes	Yes
Total calls for service (all)	82,340	80,000	76,998	80,000
Arrests	1,077	1,200	1,016	1,200
DWI Arrests	141	180	128	150
Traffic Enforcement	6,470	8,000	6,000	8,000
Part I Crimes	954	1,000	994	1,000
Part II Crimes	1362	1400	1438	1400
Accidents	689	725	706	700

## SIGNIFICANT CHANGES





# FIRE DEPARTMENT

## PUBLIC SAFETY

**Mission Statement:**

The mission of the Burleson Fire Department is to improve the quality of life and safety of our citizens by providing the highest level of services through, Fire Prevention, Community Risk Reduction, Emergency Response, and Training.

**Description:**

Our services include fire suppression, community services, emergency medical services. Fire Suppression includes 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 Community Risk Reduction programs. Emergency medical services are provided at the Advanced Life Support Level by

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To provide the Citizens of Burleson with the highest quality fire protection that meets current NFPA 1500/1710, OSHA, and TCFP standards.
2. To provide the Citizens of Burleson an average response time of less than 6 minutes 90% of the time.
3. To provide the highest level of training to our firefighters according to TCFP, DSHS/EPAB, and ISO 1 standards.
4. To provide the Citizens of Burleson with advanced life support emergency medical services.
5. To develop and provide Community Risk Reduction programs that enhance life safety and improve the quality of life of our citizens.

**Objectives for Fiscal Years 2016-2017:**

1. Develop and implement response and deployment models that increase staffing levels that are in compliance with NFPA 1500/1710, OSHA, and TCFP standards.
2. Develop and Implement enhanced EMS response model that includes Advanced Life Support services with Paramedics on ALS equipped fire apparatus
3. Develop and implement Community Risk Reduction programs with specific focus on:
  - Drowning Prevention
  - Hyperthermia (Preventing children from being left unattended in vehicles)
  - Bike helmet safety
  - Car seat installation/safety
  - Collaboration with Burleson "Be Healthy" program
4. Identify future fire station locations through risk analysis and response model development that is in compliance with the recommendations of NFPA 1500/1710.

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	3,874,387	4,125,906	4,268,983	4,373,418
Materials & Supplies	143,846	186,696	191,446	190,040
Operating Expenditures	120,979	168,954	137,745	161,490
Maintenance & Repair	171,673	184,600	183,400	185,213
Other Expenditures	251,459	295,978	295,978	189,276
Capital Outlay	73,603	98,605	115,775	101,433
<b>TOTAL</b>	<b>4,635,947</b>	<b>5,060,739</b>	<b>5,193,327</b>	<b>5,200,870</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Fire Chief	1	1	1	1
Deputy Chief	2	2	2	2
Captain	0	0	0	3
Lieutenant	9	9	8	5
Apparatus Operator	9	9	9	9
Fire Fighter - (1 partial year funded)	16	18	19	25.5
Sr. Administrative Secretary	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>38</b>	<b>40</b>	<b>40</b>	<b>46.5</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
ISO Rating	3	2	2	2
Percentage of response times less than 6 minutes	80%	72%	90%	90%
Fire cost per capita	\$62.14	\$123.00	\$123.00	\$123.00
Dollar Value Saved and Loss Analysis from fires	NA	55% - 45%	60% - 40%	65% - 35%
Mutual Aid provided to other agencies versus Mutual Aid received from other agencies	88 vs 15	90 vs 22	181 vs 44	170 vs 44
Number of calls for service	2,098	2,400	4,800	5,000
Completed Preplans	923	575	2,000	2,000
Community Risk Reduction contact hours	0	73	500	600
Staff Hours of Training	6,361	8,044	15,000	16,000
% Fires confined to room of origin after arrival	67%	68%	68%	69%
% Fires confined to room of origin	1	0.65	0.67	0.68

#### SIGNIFICANT CHANGES

Request nine total firefighters; three through the budget process and an additional six Firefighters through the Safer Grant. Add ALS EMS response capabilities to Fire Apparatus, develop and implement a Community Risk Reduction program, and upgrade three Lieutenant positions to Captain positions.





# FIRE MARSHAL

## 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 Years 2016-2017:**

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	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	339,236	377,143	383,033	400,311
Materials & Supplies	16,907	11,100	10,793	9,806
Operating Expenditures	14,606	21,336	21,830	26,164
Maintenance & Repair	6,694	6,713	8,045	7,590
Other Expenditures	150,713	94,004	95,800	99,066
Capital Outlay	8,693	0	0	6,300
<b>TOTAL</b>	<b>536,849</b>	<b>510,296</b>	<b>519,501</b>	<b>549,237</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Director of Fire Prevention	1	1	1	1
Fire Inspector	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Number of inspections done per year	3,939	2,500	2,900	3,000
Fire Prevention Personnel Inspections	1,956	1,400	1,700	1,800
Fire Fighting Personnel Inspections	1,983	1,100	1,200	1,200
Fire Investigations	26	35	30	35
% of Fire Investigation Reports completed within 10 days	100	100	100	100
Fire Safety Training Contacts	4,230	5,500	5,500	5,500
Fire Hazard Complaints responded to within 24 hours	100	100	100	100
Plan Reviews (site plans, building plans, etc.)	325	275	275	300
% of Plan Reviewed within 10 days	91	95	93	95

**SIGNIFICANT CHANGES**





# EMERGENCY MANAGEMENT

## PUBLIC SAFETY

**Mission Statement:**

To protect the Citizens of Burleson from undue hazards through hazard mitigation, maintain a high level of emergency preparedness, provide a coordinated and timely response to all types of emergencies and disasters, and facilitate a quick recovery following a disaster.

**Description:**

The Emergency Management Services Division provides management of all types of emergencies and disasters by coordinating the actions of numerous agencies through all phases of a disaster or emergency activity. Additionally, Emergency Management maintains our current Emergency Operations Plan, Emergency Notification Systems, and our Emergency Operations Center.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. Ensure City preparedness by identifying threats, determining vulnerabilities, and identifying required resources before emergencies are encountered
2. Ensure City response capabilities are sufficient and coordinated
3. Ensure that the City is prepared to recover from an emergency or disaster in a timely manner.
4. Conduct continued Hazard Mitigation analysis to reduce long-term risk to life and property from hazards.

**Objectives for Fiscal Years 2016-2017:**

1. Conduct a full scale drill including inter-agency participation.
2. Continue to upgrade Emergency Operations Center command and control capabilities via Cost Effective software and technological development.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	4,243	6,100	6,000	6,600
Materials & Supplies	12,707	2,950	10,861	2,950
Operating Expenditures	20,337	27,699	28,089	30,479
Maintenance & Repair	4,158	8,068	8,850	9,450
Other Expenditures	37,399	38,116	37,116	41,351
Capital Outlay	7,711	7,711	0	8,000
<b>TOTAL</b>	<b>86,555</b>	<b>90,644</b>	<b>90,916</b>	<b>98,830</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Emergency Operations Drill	1	1	1	1
Increase Outdoor Warning System Coverage	0	0	0	0
Network Emergency Services with Smartboards	0	1	1	1
Storm warning 100% of the time	100%	100%	100%	100%

### SIGNIFICANT CHANGES



MUNICIPAL COURT

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 Secretary Office, 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 Years 2016-2017:**

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

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	473,389	373,298	364,801	236,579
Materials & Supplies	9,587	9,500	11,051	6,300
Operating Expenditures	30,685	23,720	45,051	45,114
Maintenance & Repair	5,383	5,728	0	1,247
Other Expenditures	71,939	32,044	32,044	36,588
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>590,983</b>	<b>444,290</b>	<b>452,947</b>	<b>325,828</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Director of Court Services	1	1	0	0
Deputy Court Clerk	2	2	0	0
Clerk Supervisor	1	1	1	1
Collection Clerk	1	1	1	1
Juvenile Case Manager	0	0	0.5	0.5
Clerk Intern	0.5	0.5	0.5	0.5
<b>TOTAL PERSONNEL</b>	<b>5.5</b>	<b>5.5</b>	<b>3</b>	<b>3</b>

**SIGNIFICANT CHANGES**

Re-organization of department.



MARSHAL DIVISION

PUBLIC SAFETY

**Mission Statement:** It is the mission of the Burleson City Marshal's Office to achieve excellence in service to the Municipal Court for the City of Burleson in its efforts to protect the Court and its customers, to serve warrants of arrest and all orders of the court effectively, efficiently, and with equality to all persons while also enforcing the laws of the great State of Texas and the United States of America.

**Description:** . The City Marshal's Office performs the law enforcement duties of the Municipal Court. These duties include arresting defendants in warrant status and transporting prisoners being held on Burleson Class C warrants issued by the Municipal Court. The City Marshals also provide security support for court operations. City Marshals are specially trained in court security techniques to maintain order in the court and ensure the safety of the judge, prosecutor and all courtroom participants.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To enhance the efficiency of our warrant service process and provide increased security measures for the court.
2. Continue to work with and support local agencies with our knowledge base and assist in warrant services by participating in regional warrant roundups..

Objectives for Fiscal Years 2016-2017:

1. Assist the Mayor's Youth Council as law enforcement Liaisons providing guidance on issues..
2. Participate in joint training sessions with Burleson PD and other surrounding departments.
3. Work in partnership with the Fort Worth Marshal's office and other agencies to provide support for local warrant demands.
4. Create a security program and procedures for new court facility.



EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	2,287	331,488	316,714	257,688
Materials & Supplies	0	21,970	26,744	10,125
Operating Expenditures	0	12,451	10,077	14,174
Maintenance & Repair	0	4,481	4,481	4,481
Other Expenditures	0	84,230	84,230	63,456
Capital Outlay	0	11,725	10,860	7,500
<b>TOTAL</b>	<b>2,287</b>	<b>466,345</b>	<b>453,106</b>	<b>357,424</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Sgt. City Marshal	1	1	1	1
Deputy City Marshal	2	3	2	2
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>3</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Contacts	1,799	2,500	2,575	2,700
Door Hangers	982	1,275	1,275	1,300
Warrants Cleared	941	1,000	1,100	1,200
Court Security Incidents	0	0	0	0
Court Dockets Covered	200	220	215	220
Warrants Issued	512	1,000	950	1,000
Active Warrants	2,422	3,065	3,100	3,100
ALPR Hits Burleson Warrants	406	420	260	440

#### SIGNIFICANT CHANGES

Reduce Deputy City Marshal positions from three to two for year-end 2016 and proposed 2017.



**Texas Marshal Association visit to Texas Scottish Rite Hospital for Children**



PUBLIC WORKS  
ADMINISTRATION

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 Years 2016-2017:**

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	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	536,226	686,858	746,898	701,269
Materials & Supplies	1,353	2,298	2,298	2,298
Operating Expenditures	6,665	7,254	8,618	8,815
Maintenance & Repair	0	439	439	439
Other Expenditures	26,620	19,063	19,063	18,510
Capital Outlay	0	5,561	5,601	0
<b>TOTAL</b>	<b>570,864</b>	<b>721,473</b>	<b>782,917</b>	<b>731,331</b>



AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Director of Public Works	1	1	1	1
Assistant Public Works Director	2	3	3	3
Administrative Tech.	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
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Measures detailed under each Divison

SIGNIFICANT CHANGES
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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 Years 2016-2017:**

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	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	140,270	148,059	202,809	363,813
Materials & Supplies	27,394	29,541	41,802	37,593
Operating Expenditures	97,542	97,450	120,359	123,157
Maintenance & Repair	190,387	203,745	253,345	254,745
Other Expenditures	17,028	15,900	15,900	58,790
Capital Outlay	0	0	0	124,201
<b>TOTAL</b>	<b>472,621</b>	<b>494,695</b>	<b>634,215</b>	<b>962,299</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Facility Maintenance Tech III	2	2	2	2
Facilities Operations Superintendent	0	0	1	1
Facility Worker II	0	0	0	1
Rec Center Maint Tech I	0	0	0	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>5</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
% of PM's Completed with in schedule	55	85	85	85
Square Feet per employee	162,409	162,409	82,767	49,660
Number of AC units over 12 years old	55	0	70	0
% of AC units over 12 years old	77	0	85	0

#### SIGNIFICANT CHANGES

Moved Superintendent from Streets Drainage to Facilities Maintenance in FY 2015-2016. Add a Facility Worker II and move a Rec. Center Maint Tech I from PPF to GF for FY 2016-2017.





# 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

### 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.

**Objectives for Fiscal Years 2016-2017:**

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.
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.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	636,708	655,094	690,729	639,239
Materials & Supplies	13,266	18,219	19,092	19,319
Operating Expenditures	381,053	397,925	378,938	384,631
Maintenance & Repair	1,123,805	1,094,993	1,219,972	1,176,273
Other Expenditures	236,878	230,171	230,171	230,305
Capital Outlay	0	6,500	7,968	0
<b>TOTAL</b>	<b>2,391,710</b>	<b>2,402,902</b>	<b>2,546,870</b>	<b>2,449,767</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
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	6	6	6	6
<b>TOTAL PERSONNEL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Average Street Rating	9	7	9	7
Percent of lane miles below average	11	20	20	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





# STREETS DRAINAGE

## 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 Years 2016-2017:**

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	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	343,933	343,207	293,388	219,511
Materials & Supplies	2,460	3,769	3,843	3,769
Operating Expenditures	13,499	17,363	149,666	13,567
Maintenance & Repair	40,088	49,168	49,168	49,168
Other Expenditures	126,394	121,807	121,807	209,094
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>526,374</b>	<b>535,314</b>	<b>617,872</b>	<b>495,109</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Operations Superintendent/Solid Waste & Drainage	1	1	0	0
Street Drainage Crew Leader	2	2	2	2
Street Drainage Equipment Operator	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Acres mowed	382	630	600	600

### SIGNIFICANT CHANGES

Moved Superintendent to Facilities Maintenance.





# 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 Years 2016-2017:**

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	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	118,535	123,888	118,917	116,668
Materials & Supplies	47,690	70,569	52,069	70,569
Operating Expenditures	3,909	3,539	3,668	3,949
Maintenance & Repair	33,638	56,681	60,571	70,571
Other Expenditures	26,228	23,847	23,847	24,846
Capital Outlay	0	0	8,755	0
<b>TOTAL</b>	<b>230,000</b>	<b>278,524</b>	<b>267,827</b>	<b>286,603</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Signal Technician	1	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	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
PM Electronic Traffic Control Devices	30	30	99	103
New Signs Installed	110	125	125	100
Signs Maintained	202	300	240	250

**SIGNIFICANT CHANGES**





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 Years 2016-2017:**

1. To assist with creating a disaster trailer for immediate response .
2. To continue updating and maintaining archiving of records.
3. To assist with improving public education efforts regarding mosquito control and other environmental issues.
4. To assist with updating SOPs for divisions.
5. To continue identifying the requirements to initiates the demolition / repair if the inventoried substandard structures.
6. To continue to assist with the procedures for the abatement of substandard structures.
7. To assist with updating the website for Code Enforcement page.
8. To assist with preparing a mock disaster for employees training.
9. To continue reviewing code of ordinances for possible amendments to meet current community needs.
10. To assist with improving HOPA and Partner community revitalization projects.
11. To assist with implementing geographical target area enforcement.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	185,892	191,549	191,226	194,003
Materials & Supplies	992	684	684	684
Operating Expenditures	155	215	215	215
Maintenance & Repair	0	0	0	0
Other Expenditures	3,969	4,259	4,259	4,097
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>191,008</b>	<b>196,707</b>	<b>196,384</b>	<b>198,999</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Neighborhood Services Director	1	1	1	1
Administrative Secretary	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Neighborhood Services Departmental meetings	12	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**

**Environmental Outreach**



**Animeals Donation**





# ANIMAL SERVICES

## 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 Years 2016-2017:**

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 numCreate a disaster trailer for immediate response.
5. To prepare a mock disaster for employee training.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	318,063	323,272	325,041	349,724
Materials & Supplies	25,037	28,835	29,435	29,115
Operating Expenditures	24,436	33,781	28,569	32,479
Maintenance & Repair	9,152	20,654	20,654	20,654
Other Expenditures	37,748	36,457	36,857	35,322
Capital Outlay	0	10,369	10,369	0
<b>TOTAL</b>	<b>414,436</b>	<b>453,368</b>	<b>450,925</b>	<b>467,294</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
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	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Total animals picked up	1,942	1,798	2,076	2,076
Total stray animals picked up total/dogs/cats	1,558	1,300	1,085	1,085
Number of reported animal bites on citizens	34	29	49	49
Number of rabid animals found	23	12	3	3
Animals handled	1,942	1,789	1,943	1,943
Animals Adopted	478	461	360	360
Request for Service	2,651	2,470	2,701	2,701
Bite cases	34	37	45	45
Citations/warning issues	692	756	669	669
Shelter visitors served	4,642	6,223	4,997	4,997
Rabies positive cases	23	12	5	5
Phone calls	7,373	6,402	7,149	7,149
Volunteer hours	1,507	1,352	1,164	1,164
Return to owners	282	250	334	334
Animals transferred to rescue	239	177	243	243
Stray cats impounded	622	575	638	638
Stray dogs impounded	894	842	949	949

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**SIGNIFICANT CHANGES**

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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 best management practices 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;

**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 incidents.
7. To respond to citizen questions, request for services, and complaints in a courteous, prompt, and professional manner.
8. To increase community volunteerism with the Burleson Trash Bash.

**Objectives for Fiscal Years 2016-2017:**

1. To conduct annual storm water reporting as required under the Texas Pollutant Discharge Elimination System (TPDES).
2. To increase volunteerism in Keep Burleson Beautiful programs and events.
3. To educate the public on mosquito control, disease prevention, stormwater, and environmental issues.
4. To enact employee training for stormwater issues.
5. To improve and increase stormwater inspections at construction sites.
6. To create SOP for special events.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	101,604	107,274	103,104	155,069
Materials & Supplies	6,975	7,346	7,446	3,846
Operating Expenditures	43,106	48,094	54,406	48,119
Maintenance & Repair	90	850	850	850
Other Expenditures	60,867	21,323	23,323	20,000
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>212,642</b>	<b>184,887</b>	<b>189,129</b>	<b>227,884</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Environmental Health Specialist	1	1	1	1
Mosquito Control Technician	0.5	0.5	0.5	1
<b>TOTAL PERSONNEL</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>2</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
HHW participation	488	500	500	500
Litter clean-up volunteers (hours)	1,354	1,120	800	1,120
Mosquito traps set	303	275	275	275
Areas treated (larvacided) for mosquitoes	102	90	90	90
Food Establishment Permits	250	228	228	228
Food Establishment inspections/investigations	318	375	375	375
Swimming pool permits	33	35	35	35
Swimming pool inspections	62	75	75	75
OSSF permits	9	6	6	6
OSSF investigation	8	5	5	5
KBB Litter Index	1.5	1	1	1

#### SIGNIFICANT CHANGES

Mosquito Control Technician promoted from PT to FT for FY 2016-2017.



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 departments 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 Years 2016-2017:**

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. Implement the Old Town Development Plan.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	240,128	246,381	281,235	297,138
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>240,128</b>	<b>246,381</b>	<b>281,235</b>	<b>297,138</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Director of Development Services	1	1	1	1
Assistant Director of Development Services (50%)	0	0	0.5	0.5
Sr. Administrative Secretary	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2.5</b>	<b>2.5</b>



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

**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 Years 2016-2017:**

1. Implementation of the 2030 Comprehensive Plan.
2. Implementation of Old Town Development Plan
3. Creation of new Zoning Ordinance and update to Comprehensive Plan
4. Establish SOP's for coordinating and conducting applications, seeking to streamline the process with predictability for the applicant.
5. Recommend modifications to Master Thoroughfare Plan consistent with future development patterns.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	180,773	372,957	439,280	511,872
Materials & Supplies	5,541	2,802	9,852	5,650
Operating Expenditures	85,984	206,475	247,375	79,000
Maintenance & Repair	0	0	1,560	2,000
Other Expenditures	47,122	46,713	45,213	53,538
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>319,420</b>	<b>628,947</b>	<b>743,280</b>	<b>652,060</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Planner	1	1	1	1
Sr. Planner	1	1	2	2
Civil Engineer	1	1	1	1
Community Development Manager	1	1	0	0
Development Project Manager	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Development meetings with applicants	N/A	120	120	120
Plat, Zoning, Commercial Site Plan applications	100	105	105	105
Long Range Plans completed	1	2	2	2
Community Presentations/ Town hall meetings	4	7	7	7
Board Training Sessions Completed	2	4	4	4
Ordinance amendments processed	2	5	5	5
Agenda Preparations for meetings- DAC, P&Z, ZBA, OTDSRC, City Council	20	18	18	18
Residential Engineering Plans Reviewed	8	8	8	10
Community Engineering Plans Reviewed	15	15	15	20
CFC's Executed	14	14	14	18
Plat Applications Reviewed	48	48	48	55
Site Plans Reviewed	20	20	20	25

#### SIGNIFICANT CHANGES

Moved Civil Engineer from a split in Engineering Capital and Engineer Development to 100% in Planning.



# BUILDING INSPECTIONS

## GENERAL GOVERNMENT

**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 Years 2016-2017:**

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.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	427,995	470,925	510,378	526,685
Materials & Supplies	2,763	3,550	3,020	4,000
Operating Expenditures	5,583	9,411	8,678	10,429
Maintenance & Repair	1,900	3,081	6,472	3,081
Other Expenditures	65,681	37,629	37,629	35,699
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>503,922</b>	<b>524,596</b>	<b>566,177</b>	<b>579,894</b>

<b>AUTHORIZED POSITIONS</b>	<b>ACTUAL</b> 2014-2015	<b>BUDGET</b> 2015-2016	<b>ESTIMATE</b> 2015-2016	<b>BUDGET</b> 2016-2017
Building Official	1	1	1	1
Building Inspector	1	1	1	1
Plans Examiner	1	1	1	1
Senior Building Inspector	1	1	1	1
Building Permits Specialist	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL</b> 2014-2015	<b>GOAL</b> 2015-2016	<b>ESTIMATE</b> 2015-2016	<b>GOAL</b> 2016-2017
Total Permits Issued	4,500	3,700	4,500	3,800
New Residential Building Permits Issued	400	400	320	300
Residential: Additions / Remodels	27	18	28	20
New Commercial Building Permits Issued	15	15	25	15
Commercial: Additions / Remodels / Shell Completions	25	20	36	25
Garage Sales Issued	2,000	2,000	2,000	2,000
Total Inspections Made in	16,000	16,000	32,000	25,000
Total Fees Collected in \$	930,000	825,000	930,000	750,000
Total Construction Valuation in \$	125,000,000	80,000,000	105,000,000	75,000,000

**SIGNIFICANT CHANGES**



# 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 Years 2016-2017:**

1. To update Code Enforcement website .
2. To improve / grow HOPE and PARTNER community revitalization projects.
3. To implement geographical target area enforcement efforts.
4. To continue reviewing code of ordinances for possible amendments to meet current community needs.
5. To create /update new monthly and quarterly reports
6. To continue updating SOP's.
7. To increase pro-active code enforcement activity.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	199,064	216,505	201,853	206,860
Materials & Supplies	5,857	5,781	6,759	5,781
Operating Expenditures	16,126	28,757	27,982	29,148
Maintenance & Repair	913	2,779	1,200	2,779
Other Expenditures	58,229	28,852	28,852	28,226
Capital Outlay	0	17,745	17,745	10,800
<b>TOTAL</b>	<b>280,189</b>	<b>300,419</b>	<b>284,391</b>	<b>283,594</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Code Compliance Officer	3	3	3	3
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Total number of cases	2,605	3,300	3,300	4,000
% of total of proactive cases	78%	70%	70%	65%
% of total reactive cases	20%	25%	25%	30%
Cost for contractor abatement of cases	8,605	18,000	18,000	18,000
High grass/weeds cases	935	1,000	1,000	1,100
Junk and trash cases	606	900	900	1,000
Junked Vehicle cases	115	140	140	200
Solid waste cases	412	600	600	500
Parking in the yard	283	300	300	400
All other cases	257	360	360	800
Total new cases	2,605	3,300	3,300	4,000
Total inspections	5,561	5,500	5,500	5,800
Signs confiscated from ROW	1,043	1,200	1,300	1,500
Proactive cases	2,011	2,310	2,310	2,400
Public complaint cases	537	826	825	1,200

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**SIGNIFICANT CHANGES**

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# 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 Years 2016-2017:**

1. To complete the design and construction of the Year 2 2014-2019 Bond Sale, and to commence Year 3
2. To coordinate with other governmental agencies on current and proposed public projects directly affecting the citizens of Burleson.
3. To commence Year 1 of the 2016 Water & Sewer Masterplan. To provide effective engineering support to the public, City staff, and City Council.

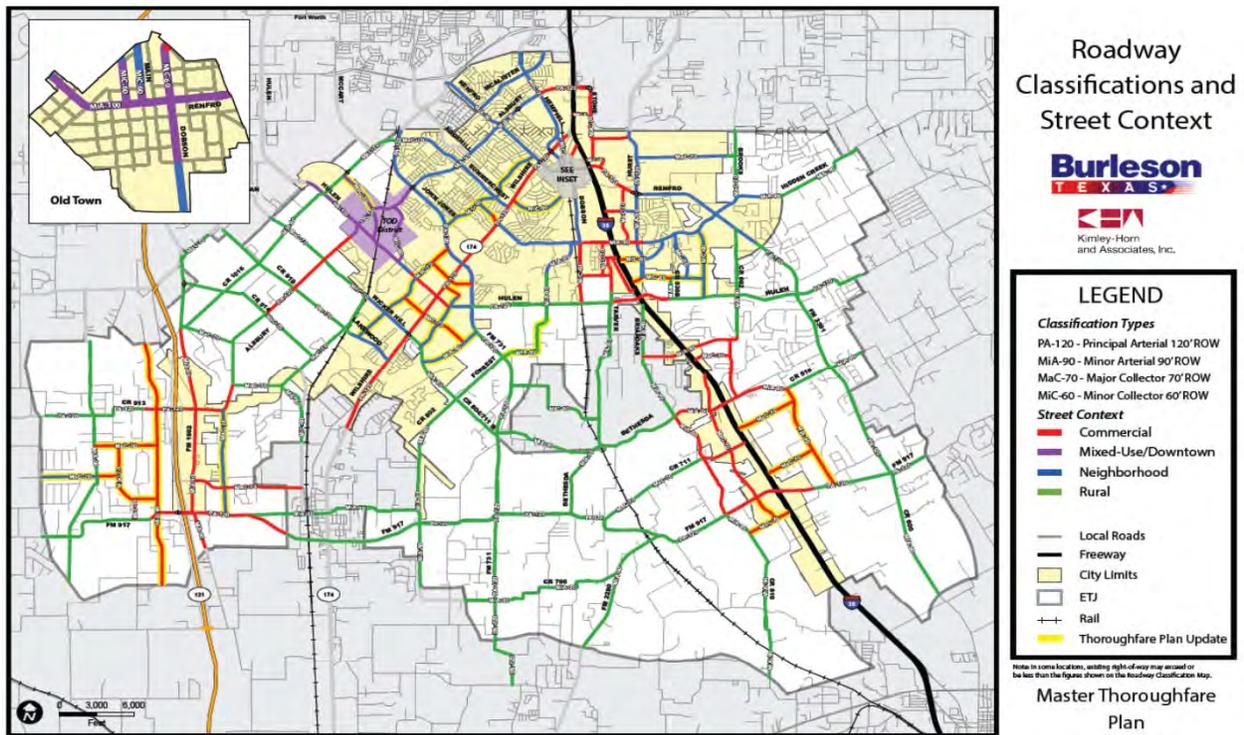
EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	119,382	257,392	301,741	490,796
Materials & Supplies	1,096	2,403	4,378	4,378
Operating Expenditures	8,061	9,873	8,221	9,002
Maintenance & Repair	2,711	2,615	1,500	2,615
Other Expenditures	72,621	41,493	41,493	43,240
Capital Outlay	0	1,875	0	0
<b>TOTAL</b>	<b>203,871</b>	<b>315,651</b>	<b>357,333</b>	<b>550,031</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Director of Engineering Services	0.34	0.34	0.34	0.34
Assistant Director of Engineering	0	0	1	1
Transportation Engineer	1	1	0	0
Civil Engineer	2	2	2	2
Chief Engineering Inspector	1	1	1	1
Engineering Inspector	1	1	1	1
Gas Well Development Supervisor	0	0	0	1
Financial Analyst	0	0	1	1
<b>TOTAL PERSONNEL</b>	<b>5.34</b>	<b>5.34</b>	<b>6.34</b>	<b>7.34</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Projects Inspected	45	50	50	50
Water/Waste Water/Stm Lines Inspected (LF)	21,000	23,000	18,000	15,000
Paving Inspected (SY)	23,100	25,000	24,000	18,000
Initial Design CIP Bond Projects	10	16	11	8
Initial Construction CIP Bond Projects	9	9	9	6

**SIGNIFICANT CHANGES**

Revise Transportation Engineer position to an Assistant Director of Engineering position. Transfer Gas Well Development Supervisor from 5513 to 5511 for FY 2016-2017.





# 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 Years 2016-2017:**

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 and information helpful to development community.

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	162,114	263,124	174,679	288,446
Materials & Supplies	977	3,000	3,500	3,350
Operating Expenditures	113,889	111,000	220,954	111,200
Maintenance & Repair	1,560	2,000	2,000	2,000
Other Expenditures	43,574	12,947	12,347	15,750
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>322,114</b>	<b>392,071</b>	<b>413,480</b>	<b>420,746</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Director of Engineering Services	0.33	0.33	0.33	0.33
Engineering Tech I	1	1	1	1
Engineering Development Coordinator	0.6	0.6	0.6	0.6
Real Property Coordinator	0	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1.93</b>	<b>2.93</b>	<b>2.93</b>	<b>2.93</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017

<b>SIGNIFICANT CHANGES</b>
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# 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 City's natural development.
4. Chair and participate as an integral part of the Gas Well Review Committee.
5. Respond to citizen inquiries in a timely and professional manner.
6. Assure proper testing of gas well sites is completed to protect the safety of the citizens of Burleson

**Objectives for Fiscal Years 2016-2017:**

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 regionally.

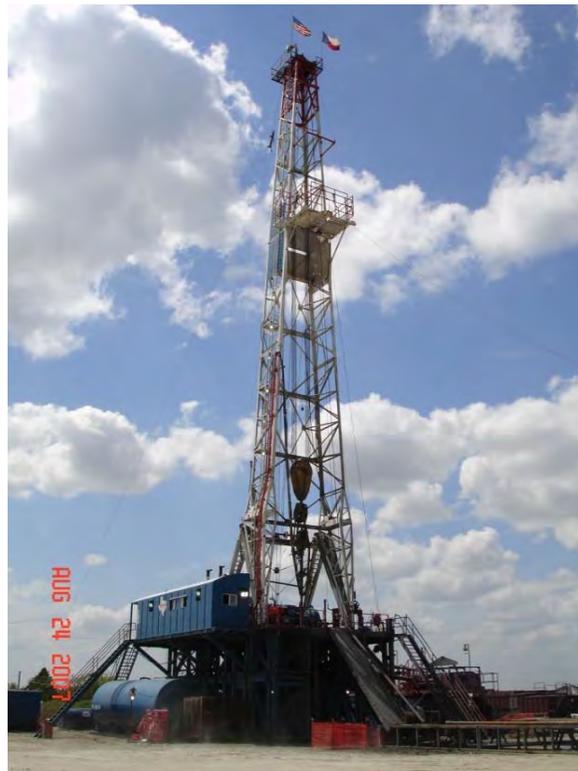
EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	288,487	308,975	278,004	189,029
Materials & Supplies	2,614	5,100	4,850	4,850
Operating Expenditures	3,778	6,582	5,891	6,334
Maintenance & Repair	1,387	1,929	4,000	2,520
Other Expenditures	18,253	17,862	17,862	18,051
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>314,519</b>	<b>340,448</b>	<b>310,607</b>	<b>220,784</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Director of Engineering Services	0.33	0.33	0.33	0.33
Gas Well Development Supervisor	1	1	1	0
Gas Well Development Inspector	1	1	1	1
Engineering Development Coordinator	0.4	0.4	0.4	0.4
<b>TOTAL PERSONNEL</b>	<b>2.73</b>	<b>2.73</b>	<b>2.73</b>	<b>1.73</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Number of pad sites inspected	58	58	58	56
Number of applications reviewed	0	5	0	0
Number of violations addressed	2	10	5	2
Number of site visits	6032	6,032	5,258	5,258
Gas Well Permits/Extensions	2	2	2	

**SIGNIFICANT CHANGES**

Move Gas Well Development Supervisor from 5513 to 5511 for FY 2016-2017.





PARKS ADMINISTRATION

RECREATION & LIFE LONG LEARNING

**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 Years 2016-2017:**

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.

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	275,393	281,843	393,468	834,701
Materials & Supplies	0	0	0	0
Operating Expenditures	2,950	0	0	0
Maintenance & Repair	0	0	0	0
Other Expenditures	11,707	11,575	11,575	11,095
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>290,050</b>	<b>293,418</b>	<b>405,043</b>	<b>845,796</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Director of Parks & Recreation	1	1	0	0
Senior Planner	1	1	1	1
Director of Recreation & Life Long Learning	0	0	1	1
Deputy Director - Library	0	0	0	1
Deputy Director - Parks	0	0	0	1
Deputy Director - Recreation	0	0	0	1
Executive Assistant	0	0	1	1
Sr. Administrative Secretary	0	0	0	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>7</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017

#### SIGNIFICANT CHANGES

Move Deputy Director and Sr. Admin. Secretary in Library, Deputy Director in Recreation, and Deputy Director in Parks to Parks Administration for FY 2016-2017. Move Executive Assistant in City Secretary's Office to Parks Administration for year-end 2016 and FY 2016-2017.



# RECREATION

## RECREATION & LIFE LONG LEARNING

**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, Russel Farms operation, Athletic Leagues, special events and, and the Senior Activity Center. The Recreation Division is also responsible for the 19 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 Deputy 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 80% 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 Years 2016-2017:**

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	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	134,920	142,887	141,691	15,993
Materials & Supplies	0	0	0	0
Operating Expenditures	0	0	0	0
Maintenance & Repair	0	0	0	0
Other Expenditures	78,527	79,433	78,433	93,478
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>213,447</b>	<b>222,320</b>	<b>220,124</b>	<b>109,471</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Assistant Director - Recreation	1	1	0	0
Deputy Director - Recreation	0	0	1	0
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Athletic Division cost recovery	34	36	36	35
Special Event Participants*	62,000	63,500	63,500	64,000
Special events	18	19	19	20
Administered Divisions	3	4	4	4
Adult Softball teams	184	200	200	175
*Special event hours	122	128	128	130

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

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#### SIGNIFICANT CHANGES

Move Deputy Director to Parks Administration.

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PARKS MAINTENANCE

RECREATION & LIFE LONG LEARNING

**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 Parks Dept. was responsible for adding a new Playground at Warren Park, resurfacing all athletic courts and adding the first Expressin Swing in Burleson. The Park Division is also responsible for the grounds maintenance and playground inspection. In addition, the Parks Division is responsible for tree maintenance and planting. 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 19 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 Years 2016-2017:**

1. To complete the Phase I of the Bailey Lake Master Plan.
2. To continue to work closely with environmental services on the West Nile Virus Program.
3. To continue the support given to the Recreation Department during community special events.
4. To support the park department's employee's policy to create an ethical workplace.
5. Continue improvements to Village Creek Nature Trail.
6. Create phase two of the flower garden at the library.

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	740,091	763,985	777,742	683,887
Materials & Supplies	15,852	38,500	38,393	19,500
Operating Expenditures	80,463	98,378	106,860	93,967
Maintenance & Repair	142,571	213,171	212,700	237,571
Other Expenditures	101,799	92,684	92,684	137,038
Capital Outlay	0	44,000	43,207	0
<b>TOTAL</b>	<b>1,080,776</b>	<b>1,250,718</b>	<b>1,271,586</b>	<b>1,171,963</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Deputy Director-Parks	0	0	1	0
Assistant Director-Parks	1	1	0	0
Park Maintenance Supervisor	1	1	1	1
Park Maintenance Crew Leader	3	3	3	3
Park Maintenance Worker I and II	6	6	6	6
Park Maintenance Worker (Temporary 9 months)	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>11</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Total park acreage	380	380	380	380
Total developed park acreage	252	252	252	252
Cost per acre to maintain parks	45	47.5	47.5	49.5
Overtime use to maintain parks	5,747	5,747	5,747	7,050
Customer satisfaction ratings	*	#	#	#
Facility Grounds Maintained	35	35	35	35
Special events supported	16	18	18	18
Net Operating and Maintenance Expenditures Per Capita	28	28	28	28
Park Acreage Inventoried	400	400	400	410
Park Acreage Maintained (Developed)	333	333	333	333
Parks (Developed)	16	16	16	20
ROW (City Limits)	93	78	78	107
ROW (ETJ)	171	192	192	200

\* 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

Move Deputy Director to Parks Administration.



SENIOR ACTIVITY CENTER

RECREATION & LIFE LONG LEARNING

**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 and accomodate the aging population of baby boomers and create and program activities for multi-generations.
5. To provide a meeting place for senior Groups (i.e. AARP, Retired Teacher's).

**Objectives for Fiscal Years 2016-2017:**

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	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	49,758	55,791	54,846	136,909
Materials & Supplies	10,522	10,200	10,260	10,200
Operating Expenditures	17,015	22,194	16,971	17,586
Maintenance & Repair	331	2,951	2,951	2,951
Other Expenditures	3,303	2,764	2,764	1,584
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>80,929</b>	<b>93,900</b>	<b>87,792</b>	<b>169,230</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Senior Activity Center Coordinator (PT) - 3	1.42	1.42	1.42	1.42
Senior Activity Center Attendant (PT)	0.5	0.5	0.5	0.5
Senior Center Coordinator	0	0	0	1
<b>TOTAL PERSONNEL</b>	<b>1.92</b>	<b>1.92</b>	<b>1.92</b>	<b>2.92</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Yearly Participants	36,000	37,000	37,000	37,500
Special Events	5	6	6	7
Total Hours of Operation	3,130	3,140	3,140	3,140
City Sponsored Senior Dances	10	10	10	10
Volunteer hours	390	300	300	360
Activity Calendars Published	12	12	12	12
Senior Van Riders Trips	1,700	1,550	1,550	1,250

### SIGNIFICANT CHANGES

Move Senior Center Coordinator to Senior Center (GF) from Burleson Recreation Center (PPF) for 2016-2017 budget.



# Water/Wastewater Discussion

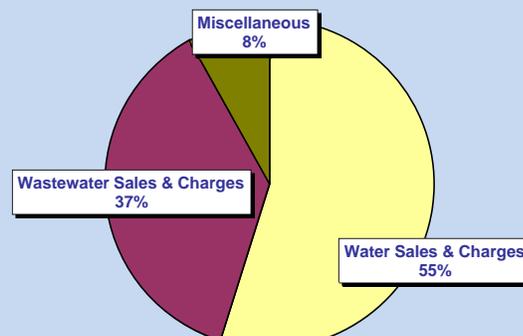
- Statement of Revenues & Expenses
  - Expenditures by Classification
    - Debt Service Schedules

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WATER AND WASTEWATER FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING WORKING CAPITAL</b>	5,042,519	4,010,652	4,010,652	3,745,890	-7%
<b>REVENUE AND OTHER SOURCES</b>					
<u>REVENUES</u>					
Water Sales & Charges	9,245,961	10,034,600	10,100,000	10,732,183	7%
Wastewater Sales & Charges	6,875,087	7,155,900	7,121,000	7,256,107	1%
Abnormal Wastewater Surcharge	239,383	240,000	255,000	240,000	0%
Interest	7,670	12,000	12,000	12,000	0%
Miscellaneous	2,268,175	494,000	537,257	494,000	0%
<u>OTHER SOURCES</u>					
Operating Transfers In	38,477	34,200	39,246	40,031	
Water Impact Fee Reimbursement	654,198	600,000	400,000	600,000	0%
Wastewater Impact Fee Reimb	193,678	200,000	200,000	200,000	0%
Bond Reimbursement					
<b>TOTAL REVENUES AND OTHER SOURCES</b>	<b>\$ 19,522,629</b>	<b>\$ 18,770,700</b>	<b>\$ 18,664,503</b>	<b>\$ 19,574,321</b>	<b>4%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 24,565,148</b>	<b>\$ 22,781,352</b>	<b>\$ 22,675,155</b>	<b>\$ 23,320,211</b>	<b>2%</b>
<u>EXPENDITURES AND OTHER USES</u>					
Personnel Services	1,656,050	1,787,462	1,756,590	1,845,953	3.3%
Materials & Supplies	117,733	176,833	187,064	141,670	-19.9%
Operating Expenditures	7,839,728	7,969,727	8,322,330	8,092,941	1.5%
Maintenance & Repair	322,081	292,010	300,102	316,040	8.2%
Other Expenditures	3,514,148	1,585,332	1,596,432	1,773,325	11.9%
	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,449,740</b>	<b>\$ 11,811,364</b>	<b>\$ 12,162,518</b>	<b>\$ 12,169,929</b>	<b>3%</b>
<u>OTHER USES</u>					
Debt Service Payments	1,573,453	5,147,042	5,038,658	5,524,631	7.3%
PILOT Fee	541,620	638,000	638,000	676,000	6.0%
Franchise Fee	674,613	679,000	679,000	713,000	5.0%
Capital Outlay	-	393,548	411,089	436,851	11.0%
<b>TOTAL OTHER USES</b>	<b>\$ 2,789,686</b>	<b>\$ 6,857,590</b>	<b>\$ 6,766,747</b>	<b>\$ 7,350,482</b>	<b>7%</b>
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>\$ 16,239,426</b>	<b>\$ 18,668,954</b>	<b>\$ 18,929,265</b>	<b>\$ 19,520,411</b>	<b>5%</b>
<b>GAAP Adjustment</b>	<b>\$ (4,315,070)</b>				
<b>ENDING WORKING CAPITAL</b>	<b>4,010,652</b>	<b>4,112,398</b>	<b>3,745,890</b>	<b>3,799,800</b>	<b>-8%</b>

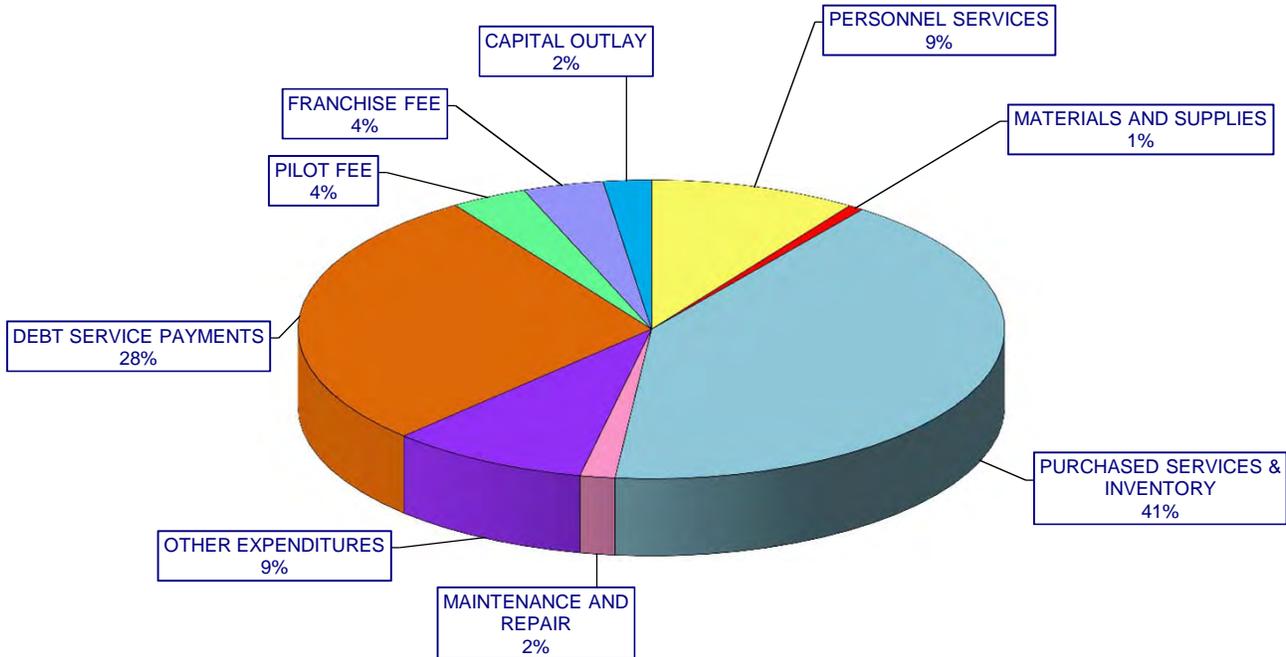
**WATER & WASTEWATER  
REVENUE BY SOURCE**



WATER AND WASTEWATER FUND  
EXPENDITURES BY CLASSIFICATION

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
PERSONNEL SERVICES	1,656,050	1,787,462	1,756,590	1,845,953	3%
MATERIALS & SUPPLIES	117,733	176,833	187,064	141,670	-20%
OPERATING EXPENDITURES	7,839,728	7,969,727	8,322,330	8,092,941	2%
MAINTENANCE & REPAIR	322,081	292,010	300,102	316,040	8%
OTHER EXPENDITURES	3,514,148	1,585,332	1,596,432	1,773,325	12%
DEBT SERVICE PAYMENTS	1,573,453	5,147,042	5,038,658	5,524,631	7%
PILOT FEE	541,620	638,000	638,000	676,000	6%
FRANCHISE FEE	674,613	679,000	679,000	713,000	5%
CAPITAL OUTLAY	-	393,548	411,089	436,851	11%
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,239,426</b>	<b>\$ 18,668,954</b>	<b>\$ 18,929,265</b>	<b>\$ 19,520,411</b>	<b>5%</b>

WATER AND WASTEWATER  
EXPENDITURES BY CLASSIFICATION



<b>CITY OF BURLESON</b> <b>WATER AND WASTEWATER</b> <b>PRINCIPAL AND INTEREST REQUIREMENTS</b> <b>As of September 30, 2016</b>
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YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2017	3,605,000	1,916,631	5,521,631
2018	3,615,000	1,754,785	5,369,785
2019	3,385,000	1,652,656	5,037,656
2020	3,335,000	1,542,331	4,877,331
2021	3,355,000	1,421,819	4,776,819
2022	3,450,000	1,298,969	4,748,969
2023	3,595,000	1,159,619	4,754,619
2024	3,755,000	1,005,163	4,760,163
2025	3,465,000	850,172	4,315,172
2026	3,090,000	705,425	3,795,425
2027	2,680,000	577,822	3,257,822
2028	1,990,000	477,081	2,467,081
2029	1,745,000	399,613	2,144,613
2030	1,835,000	324,572	2,159,572
2031	1,920,000	243,850	2,163,850
2032	1,460,000	172,025	1,632,025
2033	1,210,000	116,200	1,326,200
2034	1,120,000	66,325	1,186,325
2035	740,000	29,050	769,050
2036	405,000	8,100	413,100
TOTAL	<u>\$ 49,755,000</u>	<u>\$ 15,722,207</u>	<u>\$ 65,477,207</u>

**CITY OF BURLESON  
 REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT  
 WATERWORKS AND SEWER SYSTEM  
 REVENUE BONDS  
 SERIES 2012 (\$4,300,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2017	60,238	185,000	58,388	303,625
2018	58,388	185,000	56,538	299,925
2019	56,538	190,000	54,638	301,175
2020	54,638	195,000	52,200	301,838
2021	52,200	200,000	49,700	301,900
2022	49,700	205,000	46,625	301,325
2023	46,625	210,000	43,475	300,100
2024	43,475	220,000	40,175	303,650
2025	40,175	225,000	36,800	301,975
2026	36,800	235,000	32,100	303,900
2027	32,100	240,000	27,300	299,400
2028	27,300	250,000	22,300	299,600
2029	22,300	260,000	17,100	299,400
2030	17,100	275,000	11,600	303,700
2031	11,600	285,000	5,900	302,500
2032	5,900	295,000	-	300,900
2033	-	-	-	-
	<u>\$ 615,075</u>		<u>\$ 554,838</u>	<u>\$ 4,824,913</u>

BONDS OUTSTANDING  
 SEPTEMBER 30, 2016 \$ 3,655,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - WATER/SEWER PORTION</b> <b>SERIES 2015 - \$4,725,000</b>
---

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2017	90,275	92,975	180,000	363,250
2018	88,475	90,275	180,000	358,750
2019	86,625	88,475	185,000	360,100
2020	84,725	86,625	190,000	361,350
2021	80,825	84,725	195,000	360,550
2022	76,825	80,825	200,000	357,650
2023	72,625	76,825	210,000	359,450
2024	67,125	72,625	220,000	359,750
2025	61,375	67,125	230,000	358,500
2026	55,375	61,375	240,000	356,750
2027	49,000	55,375	255,000	359,375
2028	43,700	49,000	265,000	357,700
2029	38,200	43,700	275,000	356,900
2030	32,400	38,200	290,000	360,600
2031	26,400	32,400	300,000	358,800
2032	20,200	26,400	310,000	356,600
2033	13,700	20,200	325,000	358,900
2034	7,000	13,700	335,000	355,700
2035	-	7,000	350,000	357,000
	<u>\$ 994,850</u>	<u>\$ 1,087,825</u>		<u>\$ 6,817,675</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 4,735,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING SERIES 2015</b> <b>Water Refunding Portion - \$10,730,000</b>
--

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2017	202,087.50	213,337.50	750,000	1,165,425
2018	186,937.50	202,087.50	1,010,000	1,399,025
2019	176,737.50	186,937.50	1,020,000	1,383,675
2020	156,037.50	176,737.50	1,035,000	1,367,775
2021	135,037.50	156,037.50	1,050,000	1,341,075
2022	114,437.50	135,037.50	1,030,000	1,279,475
2023	87,437.50	114,437.50	1,080,000	1,281,875
2024	60,000.00	87,437.50	1,135,000	1,282,438
2025	30,375.00	60,000.00	1,185,000	1,275,375
2026	10,125.00	30,375.00	810,000	850,500
2027		10,125.00	405,000	415,125
2028				-
2029				-
2030				-
2031				-
2032				-
2033				-
2034				-
2035				-
	<u>\$ 1,159,213</u>	<u>\$ 1,372,550</u>		<u>\$ 13,041,763</u>

BONDS OUTSTANDING \$ 10,510,000  
SEPTEMBER 30, 2016

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - WATER/SEWER PORTION</b> <b>SERIES 2016 - \$5,750,000</b>
---

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st	MARCH 1st		TOTAL REQUIREMENT
	INTEREST	INTEREST	PRINCIPAL	
2017	103,125	136,920	175,000	415,045
2018	101,025	103,125	210,000	414,150
2019	96,725	101,025	215,000	412,750
2020	94,475	96,725	225,000	416,200
2021	92,175	94,475	230,000	416,650
2022	89,875	92,175	230,000	412,050
2023	83,875	89,875	240,000	413,750
2024	78,875	83,875	250,000	412,750
2025	72,250	78,875	265,000	416,125
2026	66,750	72,250	275,000	414,000
2027	60,950	66,750	290,000	417,700
2028	55,050	60,950	295,000	411,000
2029	48,950	55,050	305,000	409,000
2030	42,550	48,950	320,000	411,500
2031	35,850	42,550	335,000	413,400
2032	28,850	35,850	350,000	414,700
2033	21,550	28,850	365,000	415,400
2034	13,950	21,550	380,000	415,500
2035	8,100	13,950	390,000	412,050
2036		8,100	405,000	413,100
	<u>\$ 1,194,950</u>	<u>\$ 1,331,870</u>		<u>\$ 8,276,820</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 5,750,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - WATER/SEWER PORTION</b> <b>SERIES 2016 - \$4,435,000</b>
---

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2017	74,725	104,216	510,000	688,941
2018	70,275	74,725	445,000	590,000
2019	59,875	70,275	590,000	720,150
2020	47,400	59,875	535,000	642,275
2021	40,950	47,400	480,000	568,350
2022	37,175	40,950	235,000	313,125
2023	32,275	37,175	245,000	314,450
2024	27,175	32,275	255,000	314,450
2025	21,875	27,175	265,000	314,050
2026	14,875	21,875	280,000	316,750
2027	7,625	14,875	290,000	312,500
2028	-	7,625	305,000	312,625
2029				-
2030				-
2031				-
2032				-
2033				-
2034				-
2035	-			-
	<u>\$ 434,225</u>	<u>\$ 538,441</u>		<u>\$ 5,407,666</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 4,435,000

**CITY OF BURLESON  
 REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT  
 WATERWORKS AND SEWER SYSTEM  
 CERTIFICATES OF OBLIGATION  
 SERIES 2007 (\$5,700,000)**

<u>DUE YEAR ENDING SEPTEMBER 30</u>	<u>MARCH 1ST</u>		<u>SEPTEMBER 1ST</u>	<u>TOTAL REQUIREMENT</u>
	<u>INTEREST</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	
2017	5,738	270,000	-	275,738
2018	-			-
2019	-			-
2020	-			-
2021	-			-
2022	-			-
2023	-			-
2024	-			-
2025	-			-
2026	-			-
2027	-			-
	<u>\$ 5,738</u>		<u>\$ -</u>	<u>\$ 275,738</u>
BONDS OUTSTANDING SEPTEMBER 30, 2016		<u>\$ 270,000</u>		

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**WATERWORKS AND SEWER SYSTEM**  
**CERTIFICATES OF OBLIGATION**  
**SERIES 2008 (\$4,545,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2017	8,571	210,000	4,117	222,688
2018	4,117	220,000	-	224,117
2019	-			-
2020	-			-
2021	-			-
2022	-			-
2023	-			-
2024	-			-
2025	-			-
2026	-			-
2027	-			-
2028	-			-
	<u>\$ 12,688</u>		<u>\$ 4,117</u>	<u>\$ 446,805</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 430,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**WATERWORKS AND SEWER SYSTEM**  
**CERTIFICATES OF OBLIGATION**  
**SERIES 2011 (\$7,145,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2017	121,288	290,000	116,938	528,225
2018	116,938	300,000	111,688	528,625
2019	111,688	310,000	106,263	527,950
2020	106,263	325,000	99,763	531,025
2021	99,763	335,000	93,063	527,825
2022	93,063	350,000	86,063	529,125
2023	86,063	365,000	78,763	529,825
2024	78,763	380,000	71,163	529,925
2025	71,163	395,000	63,016	529,178
2026	63,016	415,000	54,197	532,213
2027	54,197	430,000	44,791	528,988
2028	44,791	450,000	34,666	529,456
2029	34,666	470,000	23,797	528,463
2030	23,797	495,000	12,350	531,147
2031	12,350	520,000	-	532,350
	<u>\$ 1,117,803</u>		<u>\$ 996,516</u>	<u>\$ 7,944,319</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 5,830,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**WATERWORKS AND SEWER SYSTEM**  
**CERTIFICATES OF OBLIGATION**  
**SERIES 2013 (\$6,780,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2017	23,428	95,000	22,478	140,906
2018	22,478	95,000	21,528	139,006
2019	21,528	95,000	20,578	137,106
2020	20,578	100,000	19,578	140,156
2021	19,578	100,000	18,578	138,156
2022	18,578	105,000	17,528	141,106
2023	17,528	105,000	16,478	139,006
2024	16,478	110,000	15,309	141,788
2025	15,309	110,000	14,072	139,381
2026	14,072	110,000	12,834	136,906
2027	12,834	115,000	11,325	139,159
2028	11,325	120,000	9,675	141,000
2029	9,675	120,000	7,875	137,550
2030	7,875	125,000	6,000	138,875
2031	6,000	130,000	4,050	140,050
2032	4,050	135,000	2,025	
2033	2,025	135,000	-	
	<u>\$ 243,341</u>		<u>\$ 219,913</u>	<u>\$ 2,090,153</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 1,905,000

**CITY OF BURLESON  
 REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT  
 WATERWORKS AND SEWER SYSTEM  
 CERTIFICATES OF OBLIGATION  
 SERIES 2014 (\$5,480,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2017	109,300	200,000	106,300	415,600
2018	106,300	210,000	102,100	418,400
2019	102,100	215,000	98,050	415,150
2020	98,050	220,000	94,150	412,200
2021	94,150	230,000	89,550	413,700
2022	89,550	240,000	84,750	414,300
2023	84,750	250,000	80,500	415,250
2024	80,500	260,000	75,300	415,800
2025	75,300	270,000	69,900	415,200
2026	69,900	280,000	64,300	414,200
2027	64,300	295,000	58,400	417,700
2028	58,400	305,000	52,300	415,700
2029	52,300	315,000	46,000	413,300
2030	46,000	330,000	37,750	413,750
2031	37,750	350,000	29,000	416,750
2032	29,000	370,000	19,750	418,750
2033	19,750	385,000	10,125	414,875
2034	10,125	405,000	-	415,125
	<u>\$ 1,227,525</u>		<u>\$ 1,118,225</u>	<u>\$ 7,475,750</u>

BONDS OUTSTANDING  
 SEPTEMBER 30, 2016 \$ 5,130,000

**CITY OF BURLESON  
 REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT  
 WATERWORKS AND SEWER SYSTEM  
 GENERAL OBLIGATION REFUNDING BONDS  
 SERIES 2011 (\$10,970,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2017	136,644	740,000	125,544	1,002,188
2018	125,544	760,000	112,244	997,788
2019	112,244	565,000	102,356	779,600
2020	102,356	510,000	92,156	704,513
2021	92,156	535,000	81,456	708,613
2022	81,456	855,000	64,356	1,000,813
2023	64,356	890,000	46,556	1,000,913
2024	46,556	925,000	28,056	999,613
2025	28,056	520,000	17,331	565,388
2026	17,331	445,000	7,875	470,206
2027	7,875	360,000	-	367,875
	<u>\$ 814,575</u>		<u>\$ 677,931</u>	<u>\$ 8,597,506</u>

BONDS OUTSTANDING  
 SEPTEMBER 30, 2016 \$ 7,105,000

# Water/Wastewater Departmental Detail

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<b>Major Changes: 2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: 1041/W&S Non-Departmental

2016 Adopted: <u>1,776,043</u>	2017 Proposed: <u>1,836,161</u>
Increase/(Decrease) <u>60,118</u>	Increase(Decrease) %: <u>3.38%</u>

6009 Recognition Awards	<u>3,000</u>
8101 Franchise Fees	<u>34,000</u>
8102 PILOT	<u>38,000</u>
8104 Administrative Services	<u>35,000</u>
8201 Contrib to Eqpt Repl Fund	<u>(50,000)</u>
Other Operating Expenses	<u>118</u>

<b>Major Changes: 2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: 2041/Utility Billing

2016 Adopted: <u>785,208</u>	2017 Proposed: <u>816,094</u>
Increase/(Decrease) <u>30,886</u>	Increase(Decrease) %: <u>3.93%</u>

Personnel	<u>15,092</u>
5502 Banking Service Charges	<u>28,398</u>
5304 Radio Communications	<u>1,099</u>
5406 Convenience copies	<u>(1,530)</u>
5504 Collection Services	<u>(4,282)</u>
6001 Office Supplies & Mat	<u>836</u>
6007 Postage	<u>1,026</u>
6403 Fuel	<u>(1,850)</u>
6601 Minor Office Equipment	<u>(4,000)</u>
6604 Minor Shop & Plant Eqpt	<u>1,000</u>
6608 Minor Computer Equipment	<u>(5,540)</u>
8216 IT Contribution	<u>(2,313)</u>
8217 Equip Svc Contribution	<u>2,773</u>
Other Operating Expenses	<u>177</u>

<b>Major Changes:</b> <b>2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: 4041/Water & Sewer Services

2016 Adopted: <u>7,151,431</u>	2017 Proposed: <u>7,168,679</u>
Increase/(Decrease) <u>17,248</u>	Increase(Decrease) %: <u>0.24%</u>

Personnel	45,689
4104 Street Maint-Utility Rep	23,460
4113 Fire Hydrant Maint & Rep	570
5301 Cell Telephones	840
5304 Radio Communications	719
5507 Laboratory Charges	1,250
5508 Other Retainer & Ser Fees	4,560
6602 Minor Automotive Eqpt	(13,125)
6302 Electricity	(13,545)
6303 Natural Gas	(2,563)
6304 Water	(866)
6403 Fuel	(2,909)
6604 Minor Shop & Plant Eqpt	510
6609 Minor Computer Software	700
7802 Meters & Boxes	43,211
8217 Equip Svc Contribution	37,474
9001 Purchase of Water	(174,900)
8104 Administrative Services	69,947
8201 Contrib to Equip Rep Fund	(3,909)
8216 IT Contribution	(505)
Other Operating Supplies	640

<b>Major Changes: 2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: 4042/ W/WW Inspections

2016 Adopted: <u>3,809,230</u>	2017 Proposed: <u>4,174,846</u>
Increase/(Decrease) <u>365,616</u>	Increase(Decrease) %: <u>9.60%</u>

Personnel	<u>(2,925)</u>
6403 Fuel	<u>(1,450)</u>
6602 Minor Automotive Equip	<u>(20,900)</u>
8104 Administrative Services	<u>99,000</u>
8217 Equip Svc Contribution	<u>1,026</u>
9002 Sewer Treatment	<u>291,300</u>
Other Operating Expenses	<u>(435)</u>



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 Years 2016-2017:**

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	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	444,621	448,352	444,566	463,694
Materials & Supplies	74,888	83,450	87,548	77,292
Operating Expenditures	149,131	148,343	165,092	169,585
Maintenance & Repair	5,112	5,085	8,377	5,085
Other Expenditures	94,291	99,978	99,978	100,438
Capital Outlay	7,030	0	0	0
<b>TOTAL</b>	<b>775,073</b>	<b>785,208</b>	<b>805,561</b>	<b>816,094</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Utility Customer Service Manager	1	1	1	1
Customer Service Supervisor	2	2	2	2
Utility Customer Service Clerk	2	2	2	2
Sr. Meter Service Technician	1	1	1	1
Meter Service Technician	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Average customer satisfaction rating	*	#	81%	80%
Total number on automatic payment	22,608	25,000	27,643	30,400
Total number of walk-in payments	*	*	27,962	26,500
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





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

**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.

**Objectives for Fiscal Years 2016-2017:**

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.
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.

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	910,260	1,007,827	983,758	1,053,516
Materials & Supplies	33,672	54,712	56,903	43,437
Operating Expenditures	4,584,643	4,610,634	4,656,152	4,423,220
Maintenance & Repair	284,009	234,370	239,170	258,400
Other Expenditures	754,589	851,519	851,519	954,526
Capital Outlay	488,128	392,369	409,910	435,580
<b>TOTAL</b>	<b>7,055,301</b>	<b>7,151,431</b>	<b>7,197,412</b>	<b>7,168,679</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Water Operations Superintendent	1	1	1	1
Assistant Superintendent	0	0	1	1
Sr. Utility Crewleader	1	1	1	1
Utility Crew Leader	4	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	0	0
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	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Number of tests taken	620	648	648	648
Percentage of test samples passing requirements	100	100	100	100
Number of residential meters more than 10 years old	944	0	286	0
Number of water main breaks per 100 miles of line	16	25	14	25
Percentage of unaccounted for water	7.5	10	3.8	10

#### SIGNIFICANT CHANGES





# WASTEWATER

## 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 manholes, 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 Years 2016-2017:**

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.
7. 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.
8. Perform manhole inspections for 100% of remote manholes.
9. Prioritize capital projects and operational strategies to reduce I&I by 0.1 gallons per LF of pipe per inch of rainfall.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	283,574	292,204	289,829	289,279
Materials & Supplies	6,564	32,605	33,487	11,875
Operating Expenditures	3,034,599	3,065,230	3,416,278	3,354,925
Maintenance & Repair	32,960	42,555	42,555	42,555
Other Expenditures	390,079	376,636	376,636	476,212
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>3,747,776</b>	<b>3,809,230</b>	<b>4,158,785</b>	<b>4,174,846</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Utility Worker I, II, and III	2	2	2	2
Sewer Inspection Technician	1	1	1	1
Utility Crew Leader	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Number of sanitary sewer overflows per 100 miles of lines.	2	0	2	0

**SIGNIFICANT CHANGES**



# Other Funds

- Solid Waste Fund
- Parks Performance Fund
  - Golf Course Fund
  - Cemetery Fund
- 4A Sales Tax Corporation
- 4B Sales Tax Corporation
- Economic Development
  - Hotel/Motel Fund
- Equipment Services Fund
- Equipment Replacement Fund
  - Support Services Fund

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# Solid Waste Fund Discussion

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SOLID WASTE FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING FUND BALANCE</b>	<b>\$ 370,185</b>	<b>\$ 692,833</b>	<b>\$ 692,833</b>	<b>\$ 756,895</b>	<b>9%</b>
<b>REVENUE</b>					
SOLID WASTE FEES	3,098,550	3,158,510	3,171,000	3,259,000	3%
OTHER REVENUE	2,781	1,000	1,000	1,000	0%
OPERATING TRANSFERS IN	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>3,101,331</b>	<b>3,159,510</b>	<b>3,172,000</b>	<b>3,260,000</b>	<b>3%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 3,471,516</b>	<b>\$ 3,852,343</b>	<b>\$ 3,864,833</b>	<b>\$ 4,016,895</b>	<b>4%</b>
<b>EXPENDITURES</b>					
Personnel Services	24,734	27,152	26,040	26,924	-1%
Materials & Supplies	0	0	0	2,500	N/A
Purchased Services & Inventory	2,595,522	2,884,983	2,915,669	3,009,862	4%
Maintenance & Repair	4,726	1,336	1,336	3,836	187%
Other Expenditures	154,246	151,775	152,893	150,201	-1%
Capital Outlay	0	12,000	12,000	0	
<b>TOTAL EXPENSES</b>	<b>\$ 2,779,228</b>	<b>\$ 3,077,246</b>	<b>\$ 3,107,938</b>	<b>\$ 3,193,323</b>	<b>4%</b>
<b>GAAP ADJUSTMENT</b>	<b>\$ 545</b>				
<b>ENDING WORKING CAPITAL</b>	<b>\$ 692,833</b>	<b>\$ 775,097</b>	<b>\$ 756,895</b>	<b>\$ 823,572</b>	<b>6%</b>

<b>Major Changes: 2015-2016 Adopted to 2016-2017 Proposed</b>
---

Dept.Div: **Solid Waste/4013**

2016 Adopted:	<u>3,077,246</u>	2017 Proposed:	<u>3,193,323</u>
Increase/(Decrease)	116,077	Increase(Decrease) %:	3.77%

Personnel		<u>(228)</u>
4204 Computer Software M & R		<u>2,500</u>
5516 Grinder Services		<u>36,000</u>
7432 Computer Software		<u>(12,000)</u>
8104 Administrative Services		<u>1,903</u>
8217 Contrib to Eqpt Svcs		<u>(3,477)</u>
9004 Environmental Disposal		<u>24,975</u>
9008 Solid Waste Collection		<u>66,285</u>
Other Operating Expenses		<u>119</u>



# 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.

**Objectives for Fiscal Years 2016-2017:**

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.
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.

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	24,734	27,152	26,040	26,924
Materials & Supplies	0	0	0	2,500
Operating Expenditures	2,595,522	2,884,983	2,915,669	3,009,862
Maintenance & Repair	4,726	1,336	1,336	3,836
Other Expenditures	154,246	151,775	152,893	150,201
Capital Outlay	0	12,000	12,000	0
<b>TOTAL</b>	<b>2,779,228</b>	<b>3,077,246</b>	<b>3,107,938</b>	<b>3,193,323</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Recycling Center Worker (PT)	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

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# Parks Performance Fund Discussion

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PARKS PERFORMANCE FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING FUND BALANCE</b>	<b>532,291</b>	<b>586,533</b>	<b>586,533</b>	<b>419,901</b>	<b>-28.41%</b>
<b>REVENUE</b>					
Charges for Services	2,089,333	2,084,880	1,948,164	2,099,880	0.72%
Interest	1,454	600	600	600	0.00%
Contribution from 4B	1,297,558	1,340,024	1,340,024	1,364,696	1.84%
Miscellaneous Other Revenue	7,469	5,000	7,000	5,000	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 3,395,814</b>	<b>\$ 3,430,504</b>	<b>\$ 3,295,788</b>	<b>\$ 3,470,176</b>	<b>1.16%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,928,105</b>	<b>4,017,037</b>	<b>3,882,321</b>	<b>3,890,077</b>	<b>-3.16%</b>
<b>EXPENDITURES</b>					
Personnel Services	1,884,111	1,875,062	1,911,985	1,866,384	7.84%
Materials & Supplies	86,706	103,436	137,847	93,521	-0.91%
Operating Expenditures	772,009	791,023	732,563	772,537	0.65%
Maintenance & Repair	210,247	235,297	265,074	265,637	-7.99%
Other Expenditures	332,194	341,570	347,070	392,281	126.53%
Capital Outlay	56,305	84,116	67,881	79,816	-23.00%
<b>TOTAL EXPENSES</b>	<b>\$ 3,341,572</b>	<b>\$ 3,430,504</b>	<b>\$ 3,462,420</b>	<b>\$ 3,470,176</b>	<b>1.16%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 586,533</b>	<b>\$ 586,533</b>	<b>\$ 419,901</b>	<b>\$ 419,901</b>	<b>-28.41%</b>

<b>Major Changes:</b> <b>2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: **6017/Burleson Recreation Center**

2016 Adopted: <u>2,517,474</u>	2017 Proposed: <u>2,499,717</u>
Increase/(Decrease) <u>(17,757)</u>	Increase(Decrease) %: <u>-0.71%</u>

Personnel	<u>(9,310)</u>
4108 Swimming Pool Maint & Rep	<u>6,950</u>
4210 Maintenance of Apparatus	<u>(2,500)</u>
4301 Janitorial Services	<u>18,100</u>
5502 Banking Services Charges	<u>1,000</u>
5508 Other Retainer & Ser Fees	<u>(28,500)</u>
6001 Office Supplies & Mat	<u>(1,000)</u>
6004 Weed Control	<u>750</u>
6013 Uniforms	<u>(1,270)</u>
6102 Recreation Supplies	<u>(7,800)</u>
6302 Electricity	<u>(5,311)</u>
6303 Natural Gas	<u>(17,946)</u>
6601 Minor Office Equipment	<u>5,200</u>
6610 Minor A/V Equipment	<u>1,000</u>
6612 Minor Other Furnishings	<u>3,500</u>
6705 Minor Other Improvements	<u>(16,000)</u>
7403 Shop or Plant Equipment	<u>35,000</u>
7409 Signs	<u>(39,300)</u>
8013 Project/Event/Meeting Exp	<u>2,500</u>
8104 Administrative Services	<u>41,523</u>
8203 Contrib to Athletic Org	<u>(2,500)</u>
8216 IT Contribution	<u>(1,914)</u>
Other Operating Expenses	<u>71</u>

<b>Major Changes: 2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: **6018/Ballfields**

2016 Adopted: <u>786,139</u>	2017 Proposed: <u>838,270</u>
Increase/(Decrease) <u>52,131</u>	Increase(Decrease) %: <u>6.63%</u>

Personnel	<u>(2,417)</u>
4101 Building Maint & Repair	<u>2,500</u>
4115 ROW Maintenance & Repair	<u>8,100</u>
6004 Weed Control Supplies	<u>1,000</u>
6302 Electricity	<u>10,376</u>
6304 Water	<u>13,020</u>
6403 Fuel	<u>(1,897)</u>
6604 Minor Shop & Plant Eqpt	<u>5,000</u>
8104 Administrative Svcs	<u>12,800</u>
8201 Contrib to Eqpt Repl Fund	<u>1,177</u>
8217 Equip Svc. Contrib.	<u>2,078</u>
Other Operating Expenses	<u>394</u>

<b>Major Changes:</b> <b>2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: **6019/Russell Farm**

2016 Adopted: <u>126,891</u>	2017 Proposed: <u>132,189</u>
Increase/(Decrease) <u>5,298</u>	Increase(Decrease) %: <u>4.18%</u>

Personnel	<u>3,045</u>
4102 Grounds Maint & Repair	<u>890</u>
5501 Advertising	<u>(675)</u>
5508 Other Retainer & Svc Fees	<u>(1,200)</u>
6302 Electricity	<u>(3,471)</u>
6403 Fuel	<u>-665</u>
8013 Project/Event/Meeting Exp	<u>2,800</u>
8104 Administrative Svcs	<u>1,600</u>
8201 Contrib to Equip Replacement	<u>(10,649)</u>
8217 Equip Svc. Contrib	<u>1,455</u>
Other Operating Expenses	<u>(1,832)</u>



# BURLESON RECREATION CENTER

## RECREATION & LIFE LONG LEARNING

**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:**

1. Continue to achieve 80% revenue recovery of the operation of the Brick.
2. Increase participant numbers in all programs and events.
3. To increase membership revenue by implementing marketing plans for membership sales and retention at the center.
4. Continue to stay in touch with citizen input when deciding on new amenities for the Brick.

**Objectives for Fiscal Years 2016-2017:**

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	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	1,401,119	1,365,558	1,409,149	1,355,858
Materials & Supplies	59,511	82,016	112,387	67,146
Operating Expenditures	611,330	626,791	575,148	593,845
Maintenance & Repair	119,525	118,550	154,874	123,000
Other Expenditures	241,501	240,443	243,443	280,052
Capital Outlay	56,305	84,116	67,881	79,816
<b>TOTAL</b>	<b>2,489,291</b>	<b>2,517,474</b>	<b>2,562,882</b>	<b>2,499,717</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Recreation Center Operator	1	1	1	1
Aquatics & Athletics Supervisor	1	1	1	1
Athletics-Aquatic Coordinator	1	1	1	1
Recreation Supervisor	1	1	1	1
Recreation Coordinator	3	3	3	3
Community Center Supervisor (Sr. Ctr.)	1	1	1	1
Ball Field Attendant (PT) - 2	1	1	1	1
Life Guard - Senior	0.5	0.5	0.5	0.5
Life Guard - Lead (PT) - 3	1.5	1.5	1.5	1.5
Maintenance Tech III	1	1	1	1
Maintenance Tech I	1	1	1	1
Staff Accountant	1	1	1	1
Senior Customer Care Rep	1	1	1	1
Customer Service Attendant (PT)	18	18	19.5	19.5
Lifeguards (Temp & PT)	17	17	19.5	19.5
Rec Center Custodian (PT)	0.5	0.5	0.5	0.5
Rec Center Custodian	1	1	1	1
Camp Counselor (PT)	5.5	5.5	6.5	6.5
<b>TOTAL PERSONNEL</b>	<b>57</b>	<b>57</b>	<b>62</b>	<b>62</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Customer satisfaction ratings		98%	86%	90%
Number of participants in BRiCk based programs	22,817	20,000	25,100	25,000
Number of BRiCk members	8,037	8,500	8,900	9,000
BRiCk cost recovery based on percentage of costs/original estimates	0.76	0.8	0.82	0.84
Brick Special Event Participants**	2,637	2,600	2,750	2,800
Pool rental reservation	327	450	375	400
Softball Teams Registered	168	220	165	200
Facility Room Rental	434	600	450	500

#### SIGNIFICANT CHANGES



# BALLFIELDS

## RECREATION & LIFE LONG LEARNING

**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 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 closely with the youth associations for the scheduling of games and tournaments.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To host tournaments to generate revenue to offset the cost of field operations.
2. To include the operation of the existing Hidden Creek Softball Complex with a minimum number of staff.
3. To support the operation and scheduling of league play.
4. To maintain all athletic parks to the highest possible performance standards.
5. To provide a safe and enjoyable athletic parks for the families of Burleson to recreate in.

**Objectives for Fiscal Years 2016-2017:**

1. To oversee the completion 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	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	414,793	440,300	431,294	438,277
Materials & Supplies	26,220	17,400	21,400	23,400
Operating Expenditures	148,526	144,565	146,433	166,064
Maintenance & Repair	82,015	107,772	102,600	118,372
Other Expenditures	76,634	76,102	76,102	92,157
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>748,188</b>	<b>786,139</b>	<b>777,829</b>	<b>838,270</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Athletics Field Supervisor	1	1	1	1
Athletic Field Crew Leader	1	1	2	2
Athletic Maintenance Worker I	4	4	4	4
Athletic Maintenance Worker II	1	1	0	0
Park 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	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Ball Fields Maintained	18	18	18	18
Tournament Supported	11	11	11	10
Fertilization Treatments	3	3	3	3
Herbicide Treatments	3	3	16	3
Landscape Beds Maintained	8	8	8	16
Expense per capita	19	19	19	19
Overtime Use to Maintain sports complex	10,000	10,000	10,000	10000
Cost per acre to maintain sports complex	5,520	5,520	5,520	5520
Total sports complex acres Maintained	101	101	101	101

**SIGNIFICANT CHANGES**





# RUSSELL FARM

## RECREATION & LIFE LONG LEARNING

**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 and Nature Trails. It is also available for family picnics, family reunions, weddings as well as other cooperate events.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. 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.
2. To host family and public events; weddings, reunions, class parties, etc.
3. To increase the knowledge of gardening and different plant types through the use of a community garden and nature trails.
4. To create a monarch butterfly garden to preseve and protect the Monarch.
5. To preserve the history of Russell Farm and provide a museum highlighting the early settlers to Texas and Burleson .

**Objectives for Fiscal Years 2016-2017:**

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. To Create a farming and ranching atmosphere in the middle of Burleson with the ever decreasing amounts of surrounding land.
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	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	68,199	69,204	71,542	72,249
Materials & Supplies	975	4,020	4,060	2,975
Operating Expenditures	12,153	19,667	10,982	12,628
Maintenance & Repair	8,707	8,975	7,600	24,265
Other Expenditures	14,059	25,025	27,525	20,072
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>104,093</b>	<b>126,891</b>	<b>121,709</b>	<b>132,189</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Parks Supervisor - Russell Farm I	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Number of Art Shows	1	2	2	2
Number of Art /Carving classes	65	65	65	65
Number of Private Parties	20	25	25	30
Number of Weddings	8	10	10	12
Number of Baby or Bridal Showers	6	8	8	10
Participants in Community Garden	12	20	20	25
Number of BPAC Meetings	3	4	4	3
Number of Art Critiques/ RFAC Meetings	10	12	12	12
Number of Civic Club Meetings/Events	6	7	7	7
Number of School field trips	4	4	4	5
Number of Public Events: concerts, egg hunt, etc.	4	4	4	5
Number of City of Burleson picnics, trainings, events	6	6	6	6
Number of Photographers, portraits	15	20	20	30
Attendance of Christmas event	650	1500	1500	1500
Number of Historical Committee Mtgs., Events	6	5	5	5
Total number of People on property	4,500	5,000	5,000	6,000

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**SIGNIFICANT CHANGES**

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# Golf Course Fund Discussion

- Statement of Revenues & Expenses
  - Expenses by Classification
    - Departmental Detail

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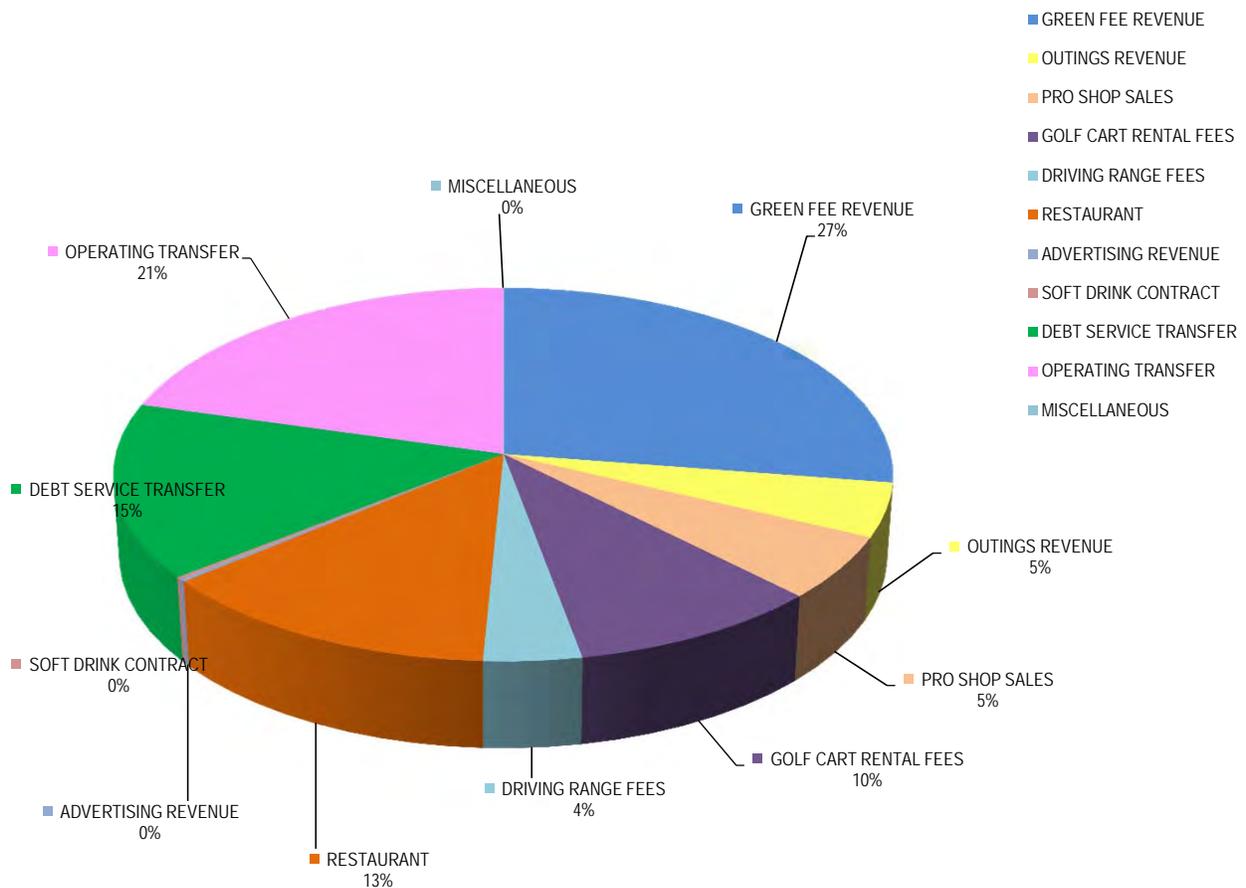
GOLF COURSE FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
BEGINNING WORKING CAPITAL	\$ (275,564)	\$ (431,421)	\$ (431,421)	\$ (433,452)	0%
<b>REVENUES</b>					
Charges for Service	1,266,023	1,680,139	1,472,557	1,515,610	-10%
Other	7,080	10,200	6,700	10,100	-1%
<b>TOTAL REVENUES</b>	<b>1,273,103</b>	<b>1,690,339</b>	<b>1,479,257</b>	<b>1,525,710</b>	<b>-10%</b>
<b>OTHER SOURCES</b>					
Operating Transfers In	\$ 786,209	\$ 644,944	\$ 747,409	\$ 846,831	31%
<b>TOTAL OTHER SOURCES</b>	<b>786,209</b>	<b>644,944</b>	<b>747,409</b>	<b>846,831</b>	<b>31%</b>
<b>TOTAL REVENUES AND OTHER SOURCES</b>	<b>\$ 2,059,312</b>	<b>\$ 2,335,283</b>	<b>\$ 2,226,666</b>	<b>\$ 2,372,541</b>	<b>2%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,783,748</b>	<b>\$ 1,903,862</b>	<b>\$ 1,795,245</b>	<b>\$ 1,939,089</b>	<b>2%</b>
<b>EXPENDITURES</b>					
Personnel Services	1,088,490	1,238,215	1,140,856	1,252,230	1%
Materials & Supplies	77,140	104,700	99,453	102,700	-2%
Operating Expenditures	402,523	393,798	411,470	400,271	2%
Maintenance & Repair	45,612	70,000	60,750	68,000	-3%
Other Expenditures	369,780	522,131	514,596	544,337	4%
Capital Outlay	-1	1,572	1,572	1,695	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,983,544</b>	<b>\$ 2,330,416</b>	<b>\$ 2,228,697</b>	<b>\$ 2,369,233</b>	<b>2%</b>
<b>GAAP ADJUSTMENT</b>	<b>43,939</b>				
<b>ENDING WORKING CAPITAL</b>	<b>\$ (431,421)</b>	<b>\$ (426,554)</b>	<b>\$ (433,452)</b>	<b>\$ (430,144)</b>	<b>-1%</b>

(431,421)

GOLF COURSE FUND  
REVENUES

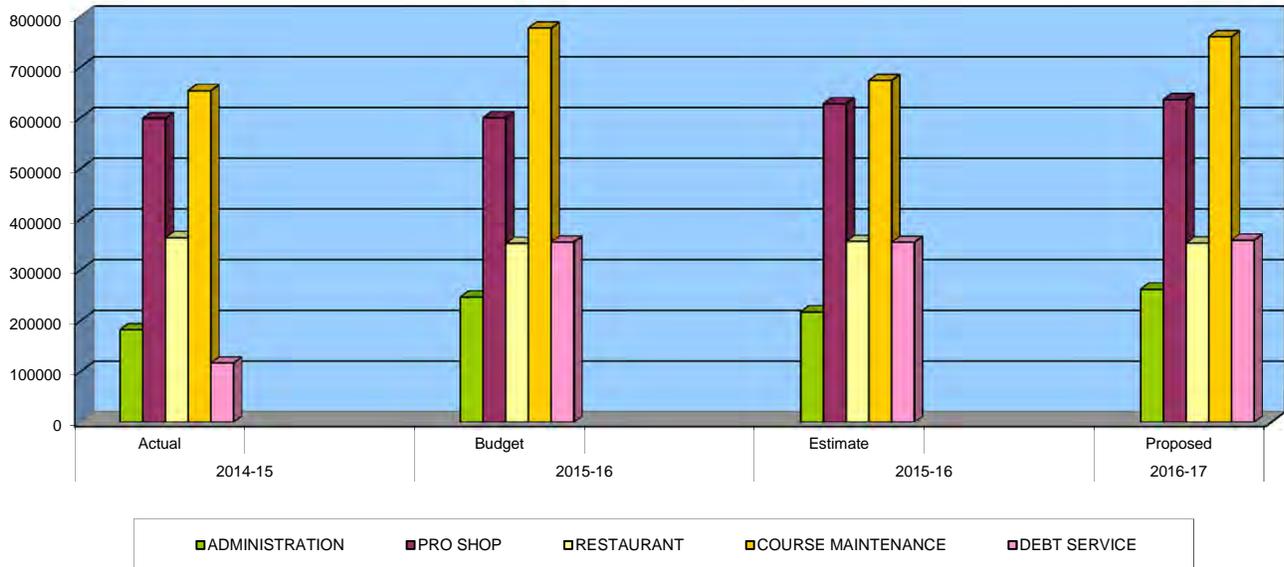
	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
GREEN FEE REVENUE	541,866	759,802	650,217	650,810	-14%
OUTINGS REVENUE	87,782	128,750	102,793	110,500	-14%
PRO SHOP SALES	109,400	130,292	133,173	130,000	0%
GOLF CART RENTAL FEES	194,504	304,500	223,421	226,000	-26%
DRIVING RANGE FEES	69,518	46,350	75,978	87,000	88%
RESTAURANT	263,293	310,545	286,975	311,300	0%
ADVERTISING REVENUE	-	5,000	2,000	5,000	0%
SOFT DRINK CONTRACT	6,576	5,000	4,000	5,000	0%
DEBT SERVICE TRANSFER	386,209	354,944	354,409	358,831	1%
OPERATING TRANSFER	400,000	290,000	393,000	488,000	68%
MISCELLANEOUS	164	100	700	100	0%
	2,059,312	2,335,283	2,226,666	2,372,541	2%



GOLF COURSE FUND  
EXPENDITURES BY FUNCTION

	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
ADMINISTRATION	182,177	246,560	217,509	262,135	6%
PRO SHOP	598,458	599,996	627,489	635,697	6%
COURSE MAINTENANCE	653,322	776,526	673,232	759,438	-2%
RESTAURANT	363,607	352,390	356,058	353,132	0%
DEBT SERVICE	116,560	354,944	354,409	358,831	1%
GAAP ADJUSTMENT	69,420				
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,983,544</b>	<b>\$ 2,330,416</b>	<b>\$ 2,228,697</b>	<b>\$ 2,369,233</b>	<b>2%</b>

GOLF EXPENDITURES BY FUNCTION



<b>Major Changes: 2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: 8011/Golf Course Admin

2016 Adopted: <u>246,560</u>	2017 Proposed: <u>262,135</u>
Increase/(Decrease) <u>15,575</u>	Increase(Decrease) %: <u>6.32%</u>

Personnel	<u>14,102</u>
3001 City Attorney Fees	<u>(1,000)</u>
5401 Printing & Graphic Serv	<u>2,000</u>
Other Operating Expenses	<u>473</u>

<b>Major Changes: 2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: 8012/Club House & Pro Shop

2016 Adopted:	\$	<u>599,996</u>		2017 Proposed:	\$	<u>635,697</u>
Increase/(Decrease)	\$	<u>35,701</u>		Increase(Decrease) %:		<u>5.95%</u>

Personnel	<u>17,818</u>
4101 Building Maint & Repair	<u>(2,000)</u>
5501 Advertising	<u>(5,000)</u>
5502 Banking Services Charges	<u>6,199</u>
6302 Electricity	<u>(2,168)</u>
8201 Contrib to Eqpt Repl Fund	<u>21,257</u>
Other Operating Expenses	<u>(405)</u>

<b>Major Changes: 2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: 8013/Golf Course Maintenance

2016 Adopted: <u>776,526</u>	2017 Proposed: <u>759,438</u>
Increase/(Decrease) <u>(17,088)</u>	Increase(Decrease) %: <u>-2.20%</u>

Personnel	<u>(4,751)</u>
6011 Minor Tools & Materials	<u>(2,000)</u>
6302 Electricity	<u>(8,454)</u>
8217 Equip Svc Contribution	<u>(1,437)</u>
Other Operating Expenses	<u>(446)</u>

<b>Major Changes: 2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: 8015/Food & Beverage Services

2016 Adopted: <u>352,390</u>	2017 Proposed: <u>353,132</u>
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Increase/(Decrease) <u>742</u>	Increase(Decrease) %: <u>0.21%</u>
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Personnel	<u>(14,154)</u>
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9006 Cos of Sales/Food & Bev	<u>15,000</u>
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Other Operating Expenses	<u>(104)</u>
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# HIDDEN CREEK GOLF COURSE

## ADMINISTRATION

**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:**

1. To increase dollars per player and increase the number of rounds played.

**Objectives for Fiscal Years 2016-2017:**

1. 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 Operational subsidy.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	163,463	223,554	192,759	238,656
Materials & Supplies	0	1,200	4,653	1,200
Operating Expenditures	9,076	10,340	11,131	11,131
Maintenance & Repair	0	0	0	0
Other Expenditures	9,638	11,466	8,966	11,148
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>182,177</b>	<b>246,560</b>	<b>217,509</b>	<b>262,135</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Director of Golf	1	1	1	1
Administrative Assistant	1	1	0	0
Business Operations Coordinator	0	0	1	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Total Revenues	2,047,576	2,245,202	2,245,202	
Total Rounds Played	37,200	38,500	38,500	
Dollars Spent per Player	41	39	39	
Food and Beverage Total Revenue	289,194	309,000	309,000	



# HIDDEN CREEK GOLF COURSE

## PRO SHOP

**Mission Statement:**

To manage the daily operation of the golf course.

**Description:**

Collect fees, operate tournaments and maintain pace of play.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. Run the daily operation of the golf course, collect green fees and operate tournaments.

**Objectives for Fiscal Years 2016-2017:**

1. Increase tournament play.
2. Manage expenses to meet expected revenue.
3. Provide exceptional customer service to the patrons.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	341,155	336,338	341,085	354,156
Materials & Supplies	12,204	19,000	16,850	19,000
Operating Expenditures	162,202	156,656	180,552	155,704
Maintenance & Repair	5,117	9,500	11,000	7,500
Other Expenditures	76,326	76,930	76,430	97,642
Capital Outlay	1,454	1,572	1,572	1,695
<b>TOTAL</b>	<b>598,458</b>	<b>599,996</b>	<b>627,489</b>	<b>635,697</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
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 (PT)	1.5	1.5	1.5	1.5
<b>TOTAL PERSONNEL</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Total Acreage	215	215	215	215
Maintained Acreage	101	101	101	101



# HIDDEN CREEK GOLF COURSE

## MAINTENANCE

**Mission Statement:**

To care for and maintain the golf course.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. 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 Years 2016-2017:**

1. Keep the golf course in excellent condition.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	409,563	479,879	411,700	475,128
Materials & Supplies	62,599	76,500	71,500	74,500
Operating Expenditures	91,420	114,033	97,418	105,612
Maintenance & Repair	39,093	56,000	42,500	56,000
Other Expenditures	50,647	50,114	50,114	48,198
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>653,322</b>	<b>776,526</b>	<b>673,232</b>	<b>759,438</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Golf Course Superintendent	1	1	1	1
Golf Course Asst. Superintendent	1	1	1	1
Special Landscape Assistant	1	1	0	0
Irrigation Specialist/Grounds Keeper	1	1	1	1
Golf Course Mechanic/Grounds Keeper	1	1	1	1
Golf Course Grounds Keeper	4	4	5	5
Golf Course Grounds Keeper (Temporary)	1	1	0.5	0.5
<b>TOTAL PERSONNEL</b>	<b>10</b>	<b>10</b>	<b>9.5</b>	<b>9.5</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Total Acreage		215	215	215
Maintained Acreage		101	101	101

### SIGNIFICANT CHANGES



# HIDDEN CREEK GOLF COURSE

## RESTAURANT

**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:**

1. Develop new and attractive menu options for golfers and the general public.
2. Exceed food and beverage sales by increasing beverage cart availability; everyday.
3. Utilize scheduling to reduce overhead by keeping staff at minimum levels while maintaining quality of service.
4. Maintain competitive food pricing with surrounding restaurants.

**Objectives for Fiscal Years 2016-2017:**

1. Market to the golfers that are playing through signage and point of sale information.
2. Promote offsite catering opportunities by utilizing event staff.
3. Develop new menu options to entice more tournament catering.
4. Increase sales by enhancing service, and guest experience.
5. Increase number of scheduled public events; Wine and Nine, Dinners, etc.

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	174,309	198,444	195,312	184,290
Materials & Supplies	2,337	8,000	6,450	8,000
Operating Expenditures	139,825	112,769	122,369	127,824
Maintenance & Repair	1,402	4,500	7,250	4,500
Other Expenditures	32,234	28,677	24,677	28,518
Capital Outlay	13,500	0	0	0
<b>TOTAL</b>	<b>363,607</b>	<b>352,390</b>	<b>356,058</b>	<b>353,132</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Golf Course Food & Beverage Manager	1	1	1	1
GC Food & Beverage Assistant Manager	1	1	1	1
GC Event Staff Catering (PT) - 2	1	1	1	1
GC Food Service Attendant (PT) - 7	3.32	3.32	3.32	3.32
<b>TOTAL PERSONNEL</b>	<b>6.32</b>	<b>6.32</b>	<b>6.32</b>	<b>6.32</b>

# Cemetery Fund

- Statement of Revenues & Expenses
  - Department Detail

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CEMETERY FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING FUND BALANCE</b>	<b>\$ 600,690</b>	<b>\$ 616,016</b>	<b>\$ 616,016</b>	<b>\$ 637,353</b>	<b>3%</b>
<b>REVENUE</b>					
LOT SALES	3,683	4,000	4,000	4,000	0%
INTEREST	1,224	2,500	2,500	2,500	0%
NATURAL GAS REVENUE	9,246	15,000	15,000	15,000	N/A
MISCELLANEOUS	-	-	-	-	N/A
<b>TOTAL REVENUES</b>	<b>14,153</b>	<b>21,500</b>	<b>21,500</b>	<b>21,500</b>	<b>0%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 614,843</b>	<b>\$ 637,516</b>	<b>\$ 637,516</b>	<b>\$ 658,853</b>	<b>3%</b>
<b>EXPENDITURES</b>					
Personnel Services	-	-	-	-	N/A
Materials & Supplies	148	-	-	-	N/A
Purchased Services & Inventory	215	163	163	166	2%
Maintenance & Repair	-	5,000	-	5,000	N/A
Other Expenditures	9,089	-	-	-	N/A
Capital Outlay	-	-	-	-	0%
<b>TOTAL EXPENSES</b>	<b>\$ 9,452</b>	<b>\$ 5,163</b>	<b>\$ 163</b>	<b>\$ 5,166</b>	<b>0%</b>
<b>GAAP ADJUSTMENT</b>	<b>\$ 10,625</b>				
<b>ENDING WORKING CAPITAL</b>	<b>\$ 616,016</b>	<b>\$ 632,353</b>	<b>\$ 637,353</b>	<b>\$ 653,687</b>	<b>3%</b>

<b>Major Changes: 2015-2016 Adopted to 2016-2017 Proposed</b>
---

Dept.Div: 8111/Cemetery Services

2016 Adopted: <u>5,163</u>	2017 Proposed: <u>5,166</u>
Increase/(Decrease) <u>3</u>	Increase(Decrease) %: <u>0.28%</u>

Other Operating Expenses	<u>3</u>
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# 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:**

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

**Objectives for Fiscal Years 2016-2017:**

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



EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	0	0	0	0
Materials & Supplies	148	0	0	0
Operating Expenditures	215	163	163	166
Maintenance & Repair	0	5,000	0	5,000
Other Expenditures	9,089	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>9,452</b>	<b>5,163</b>	<b>163</b>	<b>5,166</b>

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# 4A Sales Tax Corporation

- Statement of Revenues & Expenses
  - Revenue Fund
- Statement of Revenues & Expenses
  - Debt Service Fund

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BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION  
REVENUE FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING FUND BALANCE</b>	<b>5,087,651</b>	<b>6,297,611</b>	<b>6,297,611</b>	<b>4,296,451</b>	<b>-32%</b>
<b>REVENUE</b>					
Tax Receipts	4,147,357	4,080,000	4,100,000	4,176,000	2%
Interest	5,781	3,000	3,000	3,000	0%
Miscellaneous	663,183	-	346,866	155,625	
<b>TOTAL REVENUES</b>	<b>\$ 4,816,321</b>	<b>\$ 4,083,000</b>	<b>\$ 4,449,866</b>	<b>\$ 4,334,625</b>	<b>6%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>9,903,972</b>	<b>10,380,611</b>	<b>10,747,477</b>	<b>8,631,076</b>	<b>-17%</b>
<b>EXPENDITURES</b>					
Personnel Services	238,072	397,150	231,270	257,184	-35%
Materials & Supplies	8,620	13,950	11,818	10,750	-23%
Operating Expenditures	80,694	120,545	117,525	120,500	0%
Maintenance & Repair	10,016	25,000	35,596	25,000	0%
Other Expenditures	1,009,708	535,372	1,350,069	2,441,692	0%
Capital Outlay	10,000	500	2,069,097	-	0%
	1,357,110	1,092,517	3,815,375	2,855,126	161%
Transfer for Debt Service	2,245,751	2,172,151	2,172,151	2,432,482	12%
Transfer to General Fund	-	-	-	-	
Transfer to CPF	-	-	400,000	-	
Transfer to BOF	-	60,000	60,000	60,000	0%
<b>TOTAL TRANSFERS</b>	<b>2,245,751</b>	<b>2,232,151</b>	<b>2,632,151</b>	<b>2,492,482</b>	<b>12%</b>
Miscellaneous	3,500	3,500	3,500	3,500	0%
<b>TOTAL EXPENSES</b>	<b>3,606,361</b>	<b>3,328,168</b>	<b>6,451,026</b>	<b>5,351,108</b>	<b>61%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 6,297,611</b>	<b>\$ 7,052,443</b>	<b>\$ 4,296,451</b>	<b>\$ 3,279,968</b>	<b>-53%</b>

BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION  
DEBT SERVICE FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING BALANCE</b>	<b>529,026</b>	<b>528,259</b>	<b>528,259</b>	<b>492,820</b>	<b>-7%</b>
<b>REVENUE</b>					
Transfers from Revenue Fund	2,109,751	2,067,151	5,680,428	2,074,593	0%
Interest	266	250	250	250	0%
<b>TOTAL REVENUES</b>	<b>\$ 2,110,017</b>	<b>\$ 2,067,401</b>	<b>\$ 5,680,678</b>	<b>\$ 2,074,843</b>	<b>0%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 2,639,043</b>	<b>\$ 2,595,660</b>	<b>\$ 6,208,937</b>	<b>\$ 2,567,663</b>	<b>-1%</b>
<b>EXPENDITURES</b>					
Debt Service Payments	2,109,751	2,066,191	5,714,617	2,073,632	0%
Paying Agent Fees	1,033	960	1,500	1,500	56%
<b>TOTAL EXPENSES</b>	<b>\$ 2,110,784</b>	<b>\$ 2,067,151</b>	<b>\$ 5,716,117</b>	<b>\$ 2,075,132</b>	<b>0%</b>
GAAP ADJUSTMENT					
<b>ENDING BALANCE</b>	<b>528,259</b>	<b>528,509</b>	<b>492,820</b>	<b>492,531</b>	<b>-7%</b>



ECONOMIC DEVELOPMENT

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 of Burleson.

**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.

**Objectives for Fiscal Years 2016-2017:**

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

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	238,072	397,150	231,270	257,184
Materials & Supplies	8,620	13,950	11,818	10,750
Operating Expenditures	80,694	120,545	117,525	120,500
Maintenance & Repair	10,016	25,000	35,596	25,000
Other Expenditures	1,009,708	535,372	1,350,069	2,441,692
Capital Outlay	10,000	500	2,069,097	0
<b>TOTAL</b>	<b>1,357,110</b>	<b>1,092,517</b>	<b>3,815,375</b>	<b>2,855,126</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Assistant Director-Development Svcs	1	1	0.5	0.5
Economic Development Manager	1	1	1	1
Old Town Tourism Coordinator	0	0	1	1
Economic Development Intern	0.5	0.5	0	0
<b>TOTAL PERSONNEL</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Number of new jobs in community with greater than \$50,000 earning wage.	224	125	130	125
<b><u>Retention</u></b>				
Business Visits	35	35	25	35
Assistance Provided	5	8	4	8
<b><u>Prospect Management</u></b>				
Responses	20	20	35	30
Trade Shows Attended	5	5	3	2
Community Presentations	4	5	5	5
Site Selector Contacts	30	40	80	60
<b>SIGNIFICANT CHANGES</b>				

<b>BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION</b> <b>LONG TERM DEBT</b> <b>PRINCIPAL AND INTEREST REQUIREMENTS</b> <b>As of September 30, 2016</b>
---

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2017	1,665,451	765,531	2,430,982
2018	1,733,840	683,859	2,417,698
2019	1,779,655	621,270	2,400,925
2020	1,846,648	555,784	2,402,432
2021	1,905,587	486,645	2,392,232
2022	1,572,580	416,295	1,988,875
2023	1,463,402	363,103	1,826,505
2024	1,349,038	315,726	1,664,763
2025	1,466,684	269,877	1,736,561
2026	863,456	229,039	1,092,495
2027	896,029	194,059	1,090,088
2028	931,029	157,071	1,088,100
2029	571,176	128,021	699,197
2030	596,176	105,898	702,074
2031	618,750	81,400	700,149
2032	643,750	55,875	699,624
2033	625,000	30,175	655,175
2034	350,000	8,750	358,750
	<hr/>	<hr/>	<hr/>
TOTAL	<u>\$ 20,878,247</u>	<u>\$ 5,468,379</u>	<u>\$ 26,346,626</u>

<b>BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - 4A SALES TAX PORTION</b> <b>SERIES 2008</b>
--

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL	INTEREST	
2017	10,713	260,000	270,713	5,148	275,861
2018	5,148	275,000	280,148		280,148
2019					
2020					
2021					
2022					
2023					
2024					
2025					
2026					
2027					
2028					
	<u>\$ 15,861</u>		<u>\$ 550,861</u>	<u>\$ 5,148</u>	<u>\$ 556,009</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 535,000

<b>BURLESON 4A ECONOMIC DEVELOPMENT CORP</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>2010 SALES TAX REVENUE REFUNDING BONDS \$3,540,000</b> <b>(Replaces 2001 Series)</b>
---

DUE YEAR ENDING SEPTEMBER 30	<u>MARCH 1st</u> <u>INTEREST</u>	<u>SEPTEMBER 1st</u>		<u>TOTAL</u> <u>REQUIREMENT</u>
		<u>INTEREST</u>	<u>PRINCIPAL</u>	
2017	36,000	36,000	330,000	402,000
2018	29,400	29,400	345,000	403,800
2019	22,500	22,500	360,000	405,000
2020	15,300	15,300	375,000	405,600
2021	7,800	7,800	390,000	405,600
	<u>\$ 111,000</u>	<u>\$ 111,000</u>		<u>\$ 2,022,000</u>

BONDS OUTSTANDING	<u>\$ 1,800,000</u>
SEPTEMBER 30, 2016	

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING SERIES 2012 \$5,040,000</b> <b>(REPLACES 2002 GO SERIES &amp; PARTIAL 2005 CO SERIES)</b>
--

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2017	32,291	32,806	51,470	116,567
2018	31,751	32,291	54,044	118,085
2019	31,210	31,751	54,044	117,004
2020	30,502	31,210	56,617	118,330
2021	29,827	30,502	54,044	114,373
2022	28,978	29,827	56,617	115,421
2023	24,268	28,978	313,967	367,213
2024	15,583	24,268	579,038	618,888
2025	5,507	15,583	671,684	692,773
2026	4,838	5,507	33,456	43,801
2027	4,118	4,838	36,029	44,985
2028	3,397	4,118	36,029	43,544
2029	2,574	3,397	41,176	47,147
2030	1,750	2,574	41,176	45,499
2031	875	1,750	43,750	46,374
2032	-	875	43,750	44,624
	<u>\$ 247,468</u>	<u>\$ 280,273</u>		<u>\$ 2,694,628</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 2,166,887

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**TYPE A SALES TAX PORTION**  
**CERTIFICATES OF OBLIGATION**  
**SERIES 2013 (\$4,600,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2017	50,134	200,000	48,134	298,269
2018	48,134	205,000	46,084	299,219
2019	46,084	210,000	43,984	300,069
2020	43,984	210,000	41,884	295,869
2021	41,884	215,000	39,734	296,619
2022	39,734	220,000	37,534	297,269
2023	37,534	225,000	35,284	297,819
2024	35,284	230,000	32,841	298,125
2025	32,841	235,000	30,197	298,038
2026	30,197	240,000	27,497	297,694
2027	27,497	245,000	24,281	296,778
2028	24,281	255,000	20,775	300,056
2029	20,775	260,000	16,875	297,650
2030	16,875	270,000	12,825	299,700
2031	12,825	275,000	8,700	296,525
2032	8,700	285,000	4,425	
2033	4,425	295,000	-	
	<u>\$ 521,191</u>		<u>\$ 471,056</u>	<u>\$ 4,469,697</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 4,075,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**TYPE A SALES TAX PORTION**  
**CERTIFICATES OF OBLIGATION**  
**SERIES 2014 (\$4,685,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2017	94,950	170,000	92,400	357,350
2018	92,400	175,000	88,900	356,300
2019	88,900	185,000	85,200	359,100
2020	85,200	190,000	81,400	356,600
2021	81,400	200,000	77,400	358,800
2022	77,400	205,000	73,300	355,700
2023	73,300	215,000	69,000	357,300
2024	69,000	225,000	64,500	358,500
2025	64,500	230,000	59,900	354,400
2026	59,900	240,000	55,100	355,000
2027	55,100	250,000	50,100	355,200
2028	50,100	260,000	44,900	355,000
2029	44,900	270,000	39,500	354,400
2030	39,500	285,000	32,375	356,875
2031	32,375	300,000	24,875	357,250
2032	24,875	315,000	17,000	356,875
2033	17,000	330,000	8,750	355,750
2034	8,750	350,000	-	358,750
	<u>\$ 1,059,550</u>		<u>\$ 964,600</u>	<u>\$ 6,419,150</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 4,395,000

**CITY OF BURLESON  
 REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT  
 TYPE A SALES TAX PORTION  
 GENERAL OBLIGATION REFUNDING  
 SERIES 2014 (\$5,369,526)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2017	94,827	653,981	81,748	830,556
2018	81,748	679,796	68,152	829,696
2019	68,152	705,611	54,039	827,802
2020	54,039	740,031	39,239	833,309
2021	39,239	761,543	24,008	824,790
2022	24,008	795,963	8,089	828,060
2023	8,089	404,435	-	412,524
2024				-
2025				-
2026				-
2027				-
2028				-
2029				-
2030				-
2031				-
2032				-
2033				-
2034				-
	<u>\$ 370,102</u>		<u>\$ 275,275</u>	<u>\$ 5,386,737</u>

BONDS OUTSTANDING  
 SEPTEMBER 30, 2016 \$ 4,741,360

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**TYPE A SALES TAX PORTION**  
**GENERAL OBLIGATION REFUNDING**  
**SERIES 2016 - \$3,723,779 (\$3,165,000 Prin)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	INTEREST	REQUIREMENT
2017	85,155		65,225	150,380
2018	65,225		65,225	130,450
2019	65,225	265,000	61,725	391,950
2020	61,725	275,000	56,000	392,725
2021	56,000	285,000	51,050	392,050
2022	51,050	295,000	46,375	392,425
2023	46,375	305,000	40,275	391,650
2024	40,275	315,000	33,975	389,250
2025	33,975	330,000	27,375	391,350
2026	27,375	350,000	18,625	396,000
2027	18,625	365,000	9,500	393,125
2028	9,500	380,000		389,500
2029				
2030				
2031				
2032				
2033				
2034				
	<u>\$ 560,505</u>		<u>\$ 475,350</u>	<u>\$ 4,200,855</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 3,165,000

# 4B Sales Tax Corporation

- Statement of Revenues & Expenses
  - Revenue Fund
- Statement of Revenues & Expenses
  - Debt Service Fund

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BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION  
REVENUE FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING FUND BALANCE</b>	<b>2,959,160</b>	<b>3,353,906</b>	<b>3,353,906</b>	<b>3,557,457</b>	<b>6%</b>
<b>REVENUE</b>					
Tax Receipts	4,147,357	4,080,000	4,100,000	4,176,000	2%
Water Revenue/Gas Wells	-	-	-	-	0%
Interest	2,221	1,575	1,575	1,575	0%
<b>TOTAL REVENUES</b>	<b>\$ 4,149,578</b>	<b>\$ 4,081,575</b>	<b>\$ 4,101,575</b>	<b>\$ 4,177,575</b>	<b>2%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>7,108,738</b>	<b>7,435,481</b>	<b>7,455,481</b>	<b>7,735,032</b>	<b>4%</b>
<b>EXPENDITURES</b>					
Transfers for Debt Service-2004 Bonds	249,033				
Transfers for Debt Service-2006 Bonds		122,401	122,400		-100%
Transfers for Debt Service-2008 Bonds	916,457	902,932	744,316	583,383	-35%
Transfers for Debt Service-2010 Bonds	609,863	455,000	455,000	450,600	-1%
Transfers for Debt Service-2014 Bonds	137,175				
Transfers for Debt Service-2015 Refunding Bonds		54,325	54,325	167,600	0%
Transfers for Debt Service-2015 Certificates of Obligation		226,655	219,150	222,650	0%
Transfers for Debt Service-2016 Refunding Bonds				317,300	0%
Transfers for Debt Service-2016 Certificates of Obligation				153,114	0%
Other Tranfers	8,248		149,400		
Transfers for Agents Fees	3,500	4,550	3,000	3,500	-23%
Transfers to Golf Course Debt Service		354,944	354,409	358,831	1%
Transfers to Golf Course Operations	400,000	290,000	393,000	488,000	68%
Transfers for Capital Projects	133,000	63,000	63,000	63,000	0%
Transfers to Parks Performance Fund	1,297,558	1,340,024	1,340,024	1,364,696	2%
<b>TOTAL EXPENSES</b>	<b>\$ 3,754,834</b>	<b>\$ 3,813,831</b>	<b>\$ 3,898,024</b>	<b>\$ 4,172,674</b>	<b>9%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 3,353,906</b>	<b>\$ 3,621,650</b>	<b>\$ 3,557,457</b>	<b>\$ 3,562,358</b>	<b>-2%</b>

**BURLESON COMMUNITY DEVELOPMENT CORPORATION  
DEBT SERVICE FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING BALANCE</b>	<b>2,564,417</b>	<b>2,553,697</b>	<b>2,553,697</b>	<b>2,478,182</b>	<b>-3%</b>
<b>REVENUE</b>					
Transfers from Revenue Fund	1,526,320	1,762,363	1,595,191	1,894,647	8%
Interest	641	510	510	510	0%
Bond Proceeds	1,554,707	-	7,764,826	-	N/A
<b>TOTAL REVENUES</b>	<b>\$ 3,081,668</b>	<b>\$ 1,762,873</b>	<b>\$ 9,360,527</b>	<b>\$ 1,895,157</b>	<b>8%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 5,646,085</b>	<b>\$ 4,316,570</b>	<b>\$ 11,914,224</b>	<b>\$ 4,373,339</b>	<b>1%</b>
<b>EXPENDITURES</b>					
Debt Service Payments	3,091,596	1,761,313	9,434,992	1,894,647	8%
Paying Agent Fees	792	1,050	1,050	1,050	0%
<b>TOTAL EXPENSES</b>	<b>\$ 3,092,388</b>	<b>\$ 1,762,363</b>	<b>\$ 9,436,042</b>	<b>\$ 1,895,697</b>	<b>8%</b>
<b>ENDING BALANCE</b>	<b>2,553,697</b>	<b>2,554,207</b>	<b>2,478,182</b>	<b>2,477,642</b>	<b>-3%</b>

<b>BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION</b> <b>LONG TERM DEBT</b> <b>PRINCIPAL AND INTEREST REQUIREMENTS</b> <b>As of September 30, 2016</b>
--

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2017	1,210,000	684,649	1,894,649
2018	1,270,000	585,808	1,855,808
2019	1,285,000	544,225	1,829,225
2020	1,320,000	499,875	1,819,875
2021	1,370,000	450,225	1,820,225
2022	970,000	400,325	1,370,325
2023	1,005,000	362,950	1,367,950
2024	1,040,000	320,538	1,360,538
2025	1,085,000	275,750	1,360,750
2026	1,140,000	224,100	1,364,100
2027	1,030,000	170,875	1,200,875
2028	1,085,000	119,900	1,204,900
2029	285,000	88,450	373,450
2030	295,000	76,850	371,850
2031	305,000	64,850	369,850
2032	315,000	52,450	367,450
2033	335,000	39,450	374,450
2034	345,000	25,850	370,850
2035	360,000	12,475	372,475
TOTAL	<u>\$ 16,050,000</u>	<u>\$ 4,999,595</u>	<u>\$ 21,049,595</u>

<b>BURLESON COMMUNITY SERVICES DEVELOPMENT CORP</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - 4B SALES TAX PORTION</b> <b>SERIES 2008</b>
--

DUE YEAR ENDING SEPTEMBER 30	<u>SEPT 1ST INTEREST</u>	<u>MARCH 1ST</u>		<u>TOTAL REQUIREMENT</u>
		<u>INTEREST</u>	<u>PRINCIPAL</u>	
2017	10,833	22,550	550,000	583,383
2018		10,833	575,000	585,833
2019				
2020				
2021				
2022				
2023				
2024				
2025				
2026				
2027				
2028				
	<u>\$ 10,833</u>	<u>\$ 33,383</u>		<u>\$ 1,169,216</u>
BONDS OUTSTANDING SEPTEMBER 30, 2016			<u>\$ 1,125,000</u>	

<b>BURLESON COMMUNITY SERVICES DEVELOPMENT CORP</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>2010 SALES TAX REVENUE REFUNDING BONDS \$5,025,000</b> <b>(Replaces 2001 and 2003 Series)</b>
---

DUE YEAR ENDING SEPTEMBER 30	MARCH 1st INTEREST	SEPTEMBER 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2017	40,300	40,300	370,000	450,600
2018	32,900	32,900	390,000	455,800
2019	25,100	25,100	405,000	455,200
2020	17,000	17,000	415,000	449,000
2021	8,700	8,700	435,000	452,400
	<u>\$ 124,000</u>	<u>\$ 124,000</u>		<u>\$ 2,263,000</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 2,015,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - 4B PORTION</b> <b>SERIES 2015 - \$2,980,000</b>
--

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2017	55,500	57,150	110,000	222,650
2018	54,400	55,500	110,000	219,900
2019	53,250	54,400	115,000	222,650
2020	52,100	53,250	115,000	220,350
2021	49,700	52,100	120,000	221,800
2022	47,200	49,700	125,000	221,900
2023	44,600	47,200	130,000	221,800
2024	41,225	44,600	135,000	220,825
2025	37,725	41,225	140,000	218,950
2026	33,975	37,725	150,000	221,700
2027	30,100	33,975	155,000	219,075
2028	26,800	30,100	165,000	221,900
2029	23,400	26,800	170,000	220,200
2030	19,900	23,400	175,000	218,300
2031	16,200	19,900	185,000	221,100
2032	12,400	16,200	190,000	218,600
2033	8,400	12,400	200,000	220,800
2034	4,300	8,400	205,000	217,700
2035	-	4,300	215,000	219,300
	<u>\$ 611,175</u>	<u>\$ 668,325</u>		<u>\$ 4,189,500</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 2,910,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING SERIES 2015</b> <b>4B Refunding Portion - \$1,380,000</b>
--

DUE YEAR ENDING SEPTEMBER 30	<u>SEPT 1st</u> <u>INTEREST</u>	<u>MARCH 1st</u>		TOTAL REQUIREMENT
		<u>INTEREST</u>	<u>PRINCIPAL</u>	
2017	25,437.50	27,162.50	115,000	167,600
2018	23,637.50	25,437.50	120,000	169,075
2019	22,387.50	23,637.50	125,000	171,025
2020	19,787.50	22,387.50	130,000	172,175
2021	17,087.50	19,787.50	135,000	171,875
2022	14,287.50	17,087.50	140,000	171,375
2023	10,662.50	14,287.50	145,000	169,950
2024	8,000.00	10,662.50	150,000	168,663
2025	4,125.00	8,000.00	155,000	167,125
2026		4,125.00	165,000	169,125
2027		-		-
2028				-
2029				-
2030				-
2031				-
2032				-
2033				-
2034				-
2035				-
	<u>\$ 145,413</u>	<u>\$ 172,575</u>		<u>\$ 1,697,988</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 1,380,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - 4B PORTION</b> <b>SERIES 2016 - \$2,300,000</b>
--

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2017	37,850	50,264	65,000	153,114
2018	37,100	37,850	75,000	149,950
2019	35,500	37,100	80,000	152,600
2020	34,700	35,500	80,000	150,200
2021	33,850	34,700	85,000	153,550
2022	33,000	33,850	85,000	151,850
2023	30,750	33,000	90,000	153,750
2024	28,950	30,750	90,000	149,700
2025	26,575	28,950	95,000	150,525
2026	24,575	26,575	100,000	151,150
2027	22,475	24,575	105,000	152,050
2028	20,275	22,475	110,000	152,750
2029	17,975	20,275	115,000	153,250
2030	15,575	17,975	120,000	153,550
2031	13,175	15,575	120,000	148,750
2032	10,675	13,175	125,000	148,850
2033	7,975	10,675	135,000	153,650
2034	5,175	7,975	140,000	153,150
2035	3,000	5,175	145,000	153,175
2036		3,000	150,000	
	<u>\$ 439,150</u>	<u>\$ 489,414</u>		<u>\$ 2,885,564</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016

\$ 2,110,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING SERIES 2016</b> <b>4B Refunding Portion - \$7,839,800 (6,660,000 prin)</b>
---

DUE YEAR ENDING SEPTEMBER 30	<u>SEPT 1st</u> <u>INTEREST</u>	<u>MARCH 1st</u>		<u>TOTAL</u> <u>REQUIREMENT</u>
		<u>INTEREST</u>	<u>PRINCIPAL</u>	
2017	137,625.00	179,677.08	-	317,302
2018	137,625.00	137,625.00	-	275,250
2019	130,125.00	137,625.00	560,000	827,750
2020	118,025.00	130,125.00	580,000	828,150
2021	107,575.00	118,025.00	595,000	820,600
2022	97,625.00	107,575.00	620,000	825,200
2023	84,825.00	97,625.00	640,000	822,450
2024	71,525.00	84,825.00	665,000	821,350
2025	57,625.00	71,525.00	695,000	824,150
2026	39,500.00	57,625.00	725,000	822,125
2027	20,250.00	39,500.00	770,000	829,750
2028		20,250.00	810,000	830,250
2029				
2030				
2031				
2032				
2033				
2034				
2035				
	<u>\$ 1,002,325</u>	<u>\$ 1,182,002</u>		<u>\$ 8,844,327</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2016 \$ 6,660,000

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# Economic Development Fund Discussion

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ECONOMIC DEVELOPMENT FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING FUND BALANCE</b>	<b>272,383</b>	<b>409,834</b>	<b>409,834</b>	<b>362,334</b>	<b>-12%</b>
<b>REVENUE</b>					
Ad Valorem Taxes	567,660	611,151	559,462	730,930	20%
Sales Tax	223,684	225,000	187,500	235,000	4%
Operating Transfers In	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>\$ 791,344</b>	<b>\$ 836,151</b>	<b>\$ 746,962</b>	<b>\$ 965,930</b>	<b>16%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>1,063,727</b>	<b>1,245,985</b>	<b>1,156,796</b>	<b>1,328,264</b>	<b>7%</b>
<b>EXPENDITURES</b>					
Economic Development Incentives	280,843	422,000	432,000	485,000	15%
Transfer to TIF	373,050	414,151	362,462	480,930	16%
<b>TOTAL EXPENDITURES</b>	<b>\$ 653,893</b>	<b>\$ 836,151</b>	<b>\$ 794,462</b>	<b>\$ 965,930</b>	<b>16%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 409,834</b>	<b>\$ 409,834</b>	<b>\$ 362,334</b>	<b>\$ 362,334</b>	<b>-12%</b>

ECONOMIC DEVELOPMENT FUND  
SCHEDULE OF ESTIMATED INCENTIVE PAYMENTS  
FISCAL YEAR 2016-17

BUSINESS	ESTIMATED INCENTIVE PAYMENT
DALTON'S	5,000
BREWERY	5,000
BURLESON COMMONS	<u>475,000</u>
TOTAL INCENTIVE PAYMENTS	<b>485,000</b>

**Hotel / Motel**

**Fund**

**Discussion**

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**HOTEL/MOTEL TAX FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING FUND BALANCE</b>	<b>507,576</b>	<b>572,717</b>	<b>572,717</b>	<b>575,842</b>	<b>1%</b>
<b>REVENUE</b>					
Tax Receipts	191,538	160,000	190,000	160,000	0%
Interest	1,100	-	-	-	
<b>TOTAL REVENUES</b>	<b>\$ 192,638</b>	<b>\$ 160,000</b>	<b>\$ 190,000</b>	<b>\$ 160,000</b>	<b>0%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>700,214</b>	<b>732,717</b>	<b>762,717</b>	<b>735,842</b>	<b>0%</b>
<b>EXPENDITURES</b>					
City	48,197	76,300	81,175	106,142	39%
Other Organizations	79,300	105,700	105,700	97,000	-8%
<b>TOTAL EXPENSES</b>	<b>\$ 127,497</b>	<b>\$ 182,000</b>	<b>\$ 186,875</b>	<b>\$ 203,142</b>	<b>12%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 572,717</b>	<b>\$ 550,717</b>	<b>\$ 575,842</b>	<b>\$ 532,700</b>	<b>-3%</b>

<b>Major Changes:</b> <b>2015-2016 Adopted to 2016-2017 Proposed</b>
---

Dept.Div: Tourism 1021

2016 Adopted:	<u>182,000</u>	2017 Proposed:	<u>203,142</u>
Increase/(Decrease)	<u>21,142</u>	Increase(Decrease) %	<u>11.62%</u>

4008 Land Lease	<u>15,773</u>
5501 Advertising	<u>20,000</u>
5520 Tourism Promotion	<u>(7,000)</u>
8005 Miscellaneous Expense	<u>40,000</u>
8104 Administrative Services	<u>800</u>
8213 Community HOT/MOT Grant	<u>(48,700)</u>
Other Operating Expenses	<u>269</u>

# Equipment Services Fund

- Statement of Revenues & Expenses
  - Expenditures by Classification
    - Departmental Detail

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EQUIPMENT SERVICES FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING FUND BALANCE</b>	<b>(154,008)</b>	<b>(50,604)</b>	<b>(50,604)</b>	<b>(42,665)</b>	<b>-16%</b>
<b>REVENUE</b>					
Charges for Services	519,703	378,105	380,705	522,995	38%
Other Sources	11,279	-	11,000	11,000	
	<b>\$ 530,982</b>	<b>\$ 378,105</b>	<b>\$ 391,705</b>	<b>\$ 533,995</b>	<b>41%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>376,974</b>	<b>327,501</b>	<b>341,101</b>	<b>491,330</b>	<b>50%</b>
<b>EXPENDITURES</b>					
Personnel Services	324,684	242,046	233,014	231,873	-4%
Materials & Supplies	22,390	20,168	29,088	20,168	0%
Purchased Services & Inventory	33,475	50,927	42,441	100,714	98%
Maintenance & Repair	5,912	6,245	8,350	6,245	0%
Other Expenditures	41,448	37,736	37,736	36,521	-3%
Capital Outlay	0	23,267	33,137	77,032	231%
<b>TOTAL EXPENSES</b>	<b>\$ 427,909</b>	<b>\$ 380,389</b>	<b>\$ 383,766</b>	<b>\$ 472,553</b>	<b>24%</b>
<b>GAAP Adjustment</b>	<b>\$ 331</b>				
<b>ENDING FUND BALANCE</b>	<b>(50,604)</b>	<b>(52,888)</b>	<b>(42,665)</b>	<b>18,777</b>	<b>-136%</b>

<b>Major Changes: 2015-2016 Adopted to 2016-2017 Proposed</b>
---

Dept.Div: **501-4051/Equipment Services**

2016 Adopted: <u>380,389</u>	2017 Proposed: <u>472,553</u>
Increase/(Decrease) <u>92,164</u>	Increase(Decrease) %: <u>24.23%</u>

Personnel	<u>(10,173)</u>
7404 Radio Equipment	<u>41,352</u>
7431 Computer Equipment	<u>10,750</u>
6403 Fuel	<u>3,222</u>
4009 Computer Software Lease	<u>60,207</u>
6303 Natural Gas	<u>(10,836)</u>
6304 Water	<u>(2,475)</u>
6305 Shop or Plant Equipment	<u>1,522</u>
8216 IT Contribution	<u>(1,138)</u>
Other Operating Expenses	<u>(267)</u>



# 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 Years 2016-2017:**

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	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	324,684	242,046	233,014	231,873
Materials & Supplies	22,390	20,168	29,088	20,168
Operating Expenditures	33,475	50,927	42,441	100,714
Maintenance & Repair	5,912	6,245	8,350	6,245
Other Expenditures	39,455	37,736	37,736	36,521
Capital Outlay	1,662	23,267	33,137	77,032
<b>TOTAL</b>	<b>427,578</b>	<b>380,389</b>	<b>383,766</b>	<b>472,553</b>

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Assistant Director-Public Works	1	0	0	0
Automotive & Equipment Technician II and III	3	3	3	3
<b>TOTAL PERSONNEL</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
% Scheduled Maintenance	45%	45%	45%	26%

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# Equipment Replacement Fund

- Statement of Revenues & Expenses
- Contribution to Equipment Replacement by Department
  - Replacement Schedule for FY2016-2017

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**ANNUAL OPERATING BUDGET  
AND PLAN OF SERVICES**

**GOVERNMENTAL EQUIPMENT REPLACEMENT FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

<b>DESCRIPTION</b>	<b>2014-15 Actual</b>	<b>2015-16 Budget</b>	<b>2015-16 Estimate</b>	<b>2016-17 Proposed</b>	<b>2015-2016/ 2016-2017 Change</b>
<b>BEGINNING FUND BALANCE</b>	<b>699,684</b>	<b>1,167,099</b>	<b>1,167,099</b>	<b>1,467,933</b>	<b>25.78%</b>
<b>CURRENT YEAR CONTRIBUTIONS</b>					
Nondepartmental	30,000	30,000	30,000	30,000	0.00%
Support Services	2,158	2,158	2,158	2,158	0.00%
Police	310,263	487,387	487,387	373,555	-23.36%
Fire	65,642	150,224	150,224	65,642	-56.30%
Fire Prevention	89,066	35,388	35,388	35,388	0.00%
Marshals	20,179	61,945	61,945	26,786	-56.76%
Facility Maintenance	7,186	7,186	7,186	51,736	619.96%
Street Maintenance-Pavement	144,967	147,680	147,680	147,680	0.00%
Street Maintenance-Drainage	97,473	97,473	97,473	177,113	81.70%
Street Maintenance-Traffic	10,073	8,681	8,681	8,681	0.00%
Animal Control	14,410	14,410	14,410	14,410	0.00%
Environmental Services	37,100	4,880	4,880	4,880	0.00%
Building Inspections	36,699	13,950	13,950	13,950	0.00%
Code Enforcement	42,937	10,562	10,562	10,562	0.00%
Engineering	14,589	14,589	14,589	14,589	0.00%
Gas Well Development	6,461	6,461	6,461	6,461	0.00%
Recreation	17,000	17,000	17,000	26,880	58.12%
Parks Maintenance	45,650	46,447	46,447	84,683	82.32%
	<b>991,853</b>	<b>1,156,421</b>	<b>1,156,421</b>	<b>1,095,154</b>	<b>-5.30%</b>
Equip Svc Fund	9,085	9,085	9,085	9,085	0.00%
Other Funds	54,480	54,480	54,480	41,080	-24.60%
Brick	21,904	21,904	21,904	21,904	0.00%
Ballfields	24,472	24,472	24,472	25,649	4.81%
Russell Farm	0	13,143	13,143	2,494	-81.02%
	<b>109,941</b>	<b>123,084</b>	<b>123,084</b>	<b>100,212</b>	<b>-18.58%</b>
<b>TOTAL EQP CONTRIBUTIONS</b>	<b>1,101,794</b>	<b>1,279,505</b>	<b>1,279,505</b>	<b>1,195,366</b>	<b>-6.58%</b>
<b>OTHER REVENUE</b>	<b>6,130</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0.00%</b>
<b>TOTAL REVENUES</b>	<b>1,107,924</b>	<b>1,282,505</b>	<b>1,282,505</b>	<b>1,198,366</b>	<b>-6.56%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>1,807,608</b>	<b>3,156,633</b>	<b>3,156,633</b>	<b>2,666,299</b>	<b>-16%</b>
<b>EXPENDITURES</b>					
Personal Services	-	-	-	-	0.00%
Materials & Supplies	-	-	-	-	0.00%
Purchased Services & Inventory	-	-	6,100	-	-100.00%
Maintenance & Repair	-	-	-	-	0.00%
Other Expenditures	572,266	-	-	-	0.00%
Capital Outlay	640,509	503,937	975,571	1,557,909	59.69%
<b>TOTAL EXPENDITURES</b>	<b>1,212,775</b>	<b>503,937</b>	<b>981,671</b>	<b>1,557,909</b>	<b>58.70%</b>
<b>GAAP Adjustment</b>	<b>572,266</b>				
<b>ENDING FUND BALANCE</b>	<b>1,167,099</b>	<b>1,945,667</b>	<b>1,467,933</b>	<b>1,108,390</b>	<b>-24.49%</b>

**GOVERNMENT-TYPE EQUIPMENT REPLACEMENT FUND  
REPLACEMENT SCHEDULE  
FISCAL YEAR 2016-2017**

DEPARTMENT	YEAR	UNIT#	ESTIMATED REPLACEMENT COST
<b><u>Building Inspections</u></b>			
Chevy Malibu	2002	358	\$ 17,557
<b><u>Equipment Services</u></b>			
Ford F150	2004	413	19,952
<b><u>Police</u></b>			
Harley Davidson MC	2009	82	29,661
Dodge Charger	2010	402	55,000
Dodge Charger	2010	403	31,201
Chevrolet Tahoe	2011	542	65,708
Chevrolet Tahoe	2011	541	65,708
Harley Davidson MC	2008	489	31,576
Harley Davidson MC	2008	490	31,576
Chevrolet Tahoe	2011	494	65,708
Chevrolet Tahoe	2011	495	60,242
Chevrolet Tahoe	2007	594	55,000
<b><u>Fire</u></b>			
Chevrolet Brush Truck	2010	367	158,860
<b><u>Pavement</u></b>			
Distributor Truck	2000	336	110,480
Dump Truck	2004	397	73,433
Dump Truck	2004	399	84,823
Ford F450-Response Truck	2006	501	55,526
<b><u>Drainage Maintenance</u></b>			
Mower			73,000
<b><u>Engineering</u></b>			
Ford Ex-Cab half ton	2006	154	21,683
<b><u>Gas Well Inspection</u></b>			
Ford 4x4 half ton	2008	193	28,594
<b><u>Parks Maintenance</u></b>			
3500 Ram Crewcab	2006	131	29,828
Kubota Tractor	1999	287	18,543
Truck		365	33,750
<b><u>Facilities Maintenance</u></b>			
Pickup for new position	New		40,500

**\$ 1,257,909**

**BUSINESS-TYPE EQUIPMENT REPLACEMENT FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

<b>DESCRIPTION</b>	<b>2014-15 Actual</b>	<b>2015-16 Budget</b>	<b>2015-16 Estimate</b>	<b>2016-17 Proposed</b>	<b>2015-2016/ 2016-2017 Change</b>
<b>BEGINNING FUND BALANCE</b>	<b>353,064</b>	<b>379,674</b>	<b>379,674</b>	<b>664,994</b>	<b>75.15%</b>
<b>CURRENT YEAR CONTRIBUTIONS</b>					
Other Funds	97,842	97,842	97,842	97,842	0.00%
Water	50,000	50,000	50,000	0	-100.00%
Utility Billing	12,256	12,256	12,256	12,256	0.00%
Water	139,434	140,030	140,030	136,121	-2.79%
Wastewater	65,103	67,153	67,153	67,153	0.00%
Solid Waste	6,226	6,226	6,226	6,226	0.00%
Golf Course	8,813	8,813	8,813	30,070	241.20%
<b>TOTAL EQP CONTRIBUTIONS</b>	<b>379,674</b>	<b>382,320</b>	<b>382,320</b>	<b>349,668</b>	<b>-8.54%</b>
<b>OTHER REVENUE</b>	<b>(96,116)</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0.00%</b>
<b>TOTAL REVENUES</b>	<b>283,558</b>	<b>385,320</b>	<b>385,320</b>	<b>352,668</b>	<b>-8.47%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>636,622</b>	<b>764,994</b>	<b>764,994</b>	<b>1,017,662</b>	<b>33%</b>
<b>EXPENDITURES</b>					
Personal Services	0	0	0	0	0.00%
Materials & Supplies	0	0	0	0	0.00%
Purchased Services & Inventory	0	0	0	0	0.00%
Maintenance & Repair	0	0	0	0	0.00%
Other Expenditures	256,948	0	0	0	0.00%
Capital Outlay	0	100,000	100,000	353,890	253.89%
<b>TOTAL EXPENDITURES</b>	<b>256,948</b>	<b>100,000</b>	<b>100,000</b>	<b>353,890</b>	<b>253.89%</b>
<b>ENDING FUND BALANCE</b>	<b>379,674</b>	<b>664,994</b>	<b>664,994</b>	<b>663,772</b>	<b>-0.18%</b>

**BUSINESS-TYPE EQUIPMENT REPLACEMENT FUND  
REPLACEMENT SCHEDULE  
FISCAL YEAR 2016-2017**

<b>DEPARTMENT</b>	<b>YEAR</b>	<b>UNIT#</b>	<b>ESTIMATED REPLACEMENT COST</b>
<b><u>WATER &amp; WASTEWATER</u></b>			
Ford half ton	2009	89	37,550
International Tandem Dump	2005	123	98,340
<b><u>HIDDEN CREEK GOLF COURSE</u></b>			
Maintenance Utility Carts			18,000
			<b><u>\$ 153,890</u></b>

# Support Services Fund Discussion

- Statement of Revenues & Expenses
- Contribution to Equipment Replacement by Department
  - Replacement Schedule for FY2016-2017

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SUPPORT SERVICES FUND  
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed	2015-2016/ 2016-2017 Change
<b>BEGINNING FUND BALANCE</b>	<b>(42,614)</b>	<b>106,405</b>	<b>106,405</b>	<b>175,484</b>	<b>64.92%</b>
<b>REVENUE</b>					
Contrib from General Fund	1,313,240	1,334,465	1,380,965	1,472,346	6.62%
Contrib from W&S Fund	102,051	97,890	97,890	94,622	-3.34%
Contrib from Golf Course	37,705	36,499	36,499	35,065	-3.93%
Contrib from Equip Svcs Fund	29,064	28,271	28,271	27,133	-4.03%
Contrib from Parks Perf Fund	55,168	55,912	55,912	53,839	-3.71%
Contrib from Hotel Motel Fund	3,789	3,658	3,658	3,498	-4.37%
Contrib from Type A SFR	11,009	3,858	3,858	7,392	91.60%
Contrib from SRF				83,005	0.00%
Other	28,458	63,050	46,350	46,350	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 1,580,484</b>	<b>\$ 1,623,603</b>	<b>\$ 1,653,403</b>	<b>\$ 1,823,250</b>	<b>10.27%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>1,537,870</b>	<b>1,730,008</b>	<b>1,759,808</b>	<b>1,998,734</b>	<b>13.58%</b>
<b>EXPENDITURES</b>					
Personnel Services	807,643	830,743	839,927	874,572	4.12%
Materials & Supplies	95,301	99,500	104,789	95,496	-8.87%
Operating Expenditures	43,899	84,033	49,130	49,839	1.44%
Maintenance & Repair	464,185	525,350	525,350	546,115	3.95%
Other Expenditures	0	628	628	1,244	98.09%
Capital Outlay	105,613	64,500	64,500	270,100	318.76%
<b>TOTAL EXPENSES</b>	<b>\$ 1,516,641</b>	<b>\$ 1,604,754</b>	<b>\$ 1,584,324</b>	<b>\$ 1,837,366</b>	<b>15.97%</b>
<b>GAAP Adjustment</b>	<b>\$ 85,176</b>				
<b>ENDING FUND BALANCE</b>	<b>\$ 106,405</b>	<b>\$ 125,254</b>	<b>\$ 175,484</b>	<b>\$ 161,368</b>	<b>-8.04%</b>

<b>Major Changes:</b> <b>2015-2016 Adopted to 2016-2017 Proposed</b>
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Dept.Div: **504-1511/Information Technology**

2016 Adopted: <u>1,604,754</u>	2017 Proposed: <u>1,837,366</u>
Increase/(Decrease) <u>232,612</u>	Increase(Decrease) %: <u>14.50%</u>

Personnel	<u>43,829</u>
4203 Computer Hardware M & R	<u>7,600</u>
4204 Computer Software M&R	<u>13,365</u>
6302 Electricity	<u>(31,595)</u>
6303 Natural Gas	<u>(2,620)</u>
6608 Minor Computer Equipment	<u>6,271</u>
6609 Minor Computer Software	<u>(10,275)</u>
7431 Computer Equipment	<u>(21,000)</u>
7432 Computer Software	<u>226,600</u>
8217 Equip Svc Contribution	<u>616</u>
Other Operating Expenses	<u>(179)</u>



# 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:**

1. Provide the city with a stable and reliable computer environment and decrease waiting time for service requests to be completed.
2. Develop a comprehensive citywide electronic data management program to ensure that city records maintained in an electronic format are protected and managed efficiently.
3. To improve access to GIS data, and expand the use of the city's GIS for greater data analysis and planning.

**Objectives for Fiscal Years 2016-2017:**

1. Install new iSeries for SunGard applications.
2. Implement Mobile Device Management appliance.
3. Install and configure ArcGIS concurrent licenses.
4. Continue to develop and update GIS applications for use by all departments and expand its access to developers, other governmental entities, and citizens.
5. Improve internal services and support on a "break/fix" level for users of city computers.
6. Upgrade all servers to Server 2012 R2 platform.
7. Continue training on added features to our VoIP phone system.
8. Complete migration to Microsoft Office 365 and Hosted Exchange.
9. Continue security awareness for all employees.
10. Assist with design and implementation of technology needs for new Municipal Court building.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	807,643	830,743	839,927	874,572
Materials & Supplies	95,301	99,500	104,789	95,496
Operating Expenditures	43,899	84,033	49,130	49,839
Maintenance & Repair	464,185	525,350	525,350	546,115
Other Expenditures	0	628	628	1,244
Capital Outlay	105,613	64,500	64,500	270,100
<b>TOTAL</b>	<b>1,516,641</b>	<b>1,604,754</b>	<b>1,584,324</b>	<b>1,837,366</b>

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
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
GIS Analyst	1	1	1	1
Project Manager	1	1	1	1
Support Technician	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Customer Satisfaction Survey Results				
Work Orders Resolved	1,950	2,000	2,100	2,200
Desktop computers maintained			295	280
Laptop computers maintained			94	98
Tablets maintained (iPad & Surface)			51	67
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

## 2016/2017 Exempt Pay Ranges-Full Time

8/2/2016

Range I	Annual Minimum	Annual Midpoint	Annual Maximum Max
<b>Jobs Included in Range</b>	44,535.20	55,669.00	66,802.80

Assistant to the City Council  
 Golf Course Food and Beverage Manager  
 Librarian (Teen / Community Engagement)  
 Children Services Librarian  
 Support Technician-I.T.  
 Network Technician  
 Recreation Supervisor  
 Community Center Supervisor  
 Athletics / Aquatics Supervisor

Range II	Annual Minimum	Annual Midpoint	Annual Maximum
<b>Jobs Included in Range</b>	49,077.79	61,347.24	74,200.00

Operations Superintendent - Public Works (3)  
 Community Initiatives and Special Project Manager  
 Public Services Librarian  
 Economic Development Manager

Range III	Annual Minimum	Annual Midpoint	Annual Maximum
<b>Jobs Included in Range</b>	54,083.73	67,604.66	81,125.59

Development & Process Improvement Manager  
 Development Project Manager  
 Golf Course Superintendent  
 Head Golf Professional  
 Library Business Manager  
 Senior Planner  
 Planner I  
 Real Property Coordinator-Engineering  
 Recreation Center Operator  
 Sr. Planner  
 Utility Customer Service Manager

<b>Range IV</b>			
<b>Jobs Included in Range</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum</b>
	59,600.26	74,500.33	89,400.40

Accountant Senior  
 Financial Analyst  
 GIS Administrator  
 Network Administrator - I.T.  
 Purchasing Manager  
 Systems Administrator - I.T.  
 Project Manager - I.T.

<b>Range V</b>			
<b>Jobs Included in Range</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum</b>
	65,679.49	82,099.37	98,519.24

Building Official  
 Senior Planner - Parks  
 Planning Manager

<b>Range VI</b>			
<b>Jobs Included in Range</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum</b>
	72,378.80	90,473.50	108,568.20

Civil Engineer  
 Project Engineer  
 Captain - Police

<b>Range VII</b>			
<b>Jobs Included in Range</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum</b>
	79,761.44	99,701.80	119,642.16

Assistant Director-Finance  
 Assistant Director-Development Services  
 Assistant Director-Engineering  
 Assistant Public Works Director (3)  
 Deputy City Secretary  
 Deputy Chiefs (Fire/Police)  
 Deputy Director-Library  
 Deputy Director (Parks / Recreation)

**Exempt Positions Without Pay**

**Grades Assigned:**

Associate Judge-Municipal Court  
City Secretary  
Deputy City Attorney  
Deputy City Manager  
Director of Development Services  
Engineering Services Director  
Finance Director  
Fire Chief  
Fire Marshal  
Golf Director  
Human Resources Director  
Information Technology Director  
Library Director  
Marketing & Communications Director  
Municipal Court - Judge  
Neighborhood Services Director  
Parks Director  
Police Chief  
Public Works Director

## 2016/2017 Non-Exempt Ranges-Full Time

8/2/2016

Range A	Annual Minimum	Annual Midpoint	Annual Maximum Max
<b>Jobs Included in Range</b>	19,136.00	23,920.00	28,704.00

Golf Course Food & Beverage Attendant  
Golf Course Guest Services Attendant FT

Range B	Annual Minimum	Annual Midpoint	Annual Maximum Max
<b>Jobs Included in Range</b>	21,113.60	26,392.00	31,670.40

Mosquito Control Tech (Seasonal)

Range C	Annual Minimum	Annual Midpoint	Annual Maximum Max
<b>Jobs Included in Range</b>	23,279.20	29,099.00	34,918.80

Golf Course Cart Barn Assistant  
Golf Course Floating Assistant  
Golf Course Food & Beverage Lead Attendant/Asst. Manager  
Golf Course Grounds Keeper  
Golf Course Grounds Keeper/Irrigation Specialist

Range D	Annual Minimum	Annual Midpoint	Annual Maximum Max
<b>Jobs Included in Range</b>	25,660.00	32,075.00	38,490.00

Animal Shelter Technician  
Athletic Field Maintenance Worker I  
Athletic Field Maintenance Worker II  
Custodian  
Facilities Maintenance Worker II  
Facilities Maintenance Worker-FT  
Golf-Assistant Professional I  
Golf-Assistant Professional II  
Golf-Special Landscape Assistant  
Meter Service Technician I  
Meter Service Technician II  
Park Maintenance Worker I FT  
Park Maintenance Worker II  
Signs & Markings Worker  
Street Maintenance Worker I  
Street Maintenance Worker II  
Utility Worker I

## 2016/2017 Non-Exempt Ranges-Full Time

8/2/2016

<b>Range E</b>			
<b>Jobs Included in Range</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum Max</b>
Administrative Aide	28,291.20	35,364.00	42,436.80
Administrative Intern			
Automotive & Equipment Tech I			
Deputy Municipal Court Clerk			
Drainage Equipment Operator			
Facilities Maintenance Tech I			
Golf Course Mechanic / Grounds Keeper			
Library Aide III			
Meter Service Technician III			
Receptionist			
Recreation Center Maintenance Technician			
Utility Customer Service Clerk			
Utility Worker II			
Utility Worker III			

<b>Range F</b>			
<b>Jobs Included in Range</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum Max</b>
Administrative Assistant	31,191.20	38,989.00	46,786.80
Administrative Secretary			
Administrative Technician			
Animal Control Officer			
Automotive & Equipment Tech II			
Building Permits Specialist			
Criminal Investigations Clerk			
Golf Course Assistant Superintendent			
Juvenile Case Manager/Deputy Court Clerk			
Land File Technician - I.T.			vacant
Mun Court Warrant/Collections Clerk			
Records Clerk			
Sewer Equipment Operator			
Signs & Markings Tech			
Street Equipment Operator			
Utility Inventory Coordinator			

## 2016/2017 Non-Exempt Ranges-Full Time

8/2/2016

<b>Range G</b>			
<b>Jobs Included in Range</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum Max</b>
Athletic Fields Maintenance Crew Leader	34,392.11	42,990.14	51,588.17
Automotive Equipment Tech III			
Deputy Court Clerk - Collections			
Engineering Tech I			
Facilities Maintenance Tech III			
H.R. Generalist I			
Meter Service Technician (Senior)			
Park Maintenance Crew Leader			
Property Room Coordinator			
Public Safety Communication Specialist (911)			
Recreation Center Coordinator (Includes Aquatics Coordinator)			
Recreation Center Maintenance Tech III			
Recreation Technician III			
Signal Technician - Streets			
Sr. Animal Control Officer			
Street Maintenance or Drainage Crew Leader			

<b>Range H</b>			
<b>Jobs Included in Range</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum Max</b>
Accounting Technician	37,919.66	47,399.57	56,879.48
Building Inspector			
Clerk Supervisor/Warrant Clerk			
Code Compliance Officer			
Engineering Inspector			
Gas Well Development Inspector			
Golf Admin Assistant/Food & Bev Supervisor			
HR Generalist II			
Lead Public Safety Communications Specialist			
Old Town & Tourism Coordinator			
Records Coordinator-Police			
Right-of-Way Inspector			
Senior Administrative Secretary			
Senior Customer Care Representative			
Senior Utility Crew Leader			
Senior Crew Leader-Street Maintenance			
Traffic Maintenance Crew Leader			
UCS Supervisor (Field Ops & Office Ops)			
Utility Crew Leader			
Water Production Specialist			
Water/WW Regulatory Technician			

## 2016/2017 Non-Exempt Ranges-Full Time

8/2/2016

<b>Range I</b>			
<b>Jobs Included in Range</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum Max</b>
Admin Assistant SR	41,804.82	52,256.02	62,707.22
Animal Services Supervisor			
Athletics Field Maint. Supervisor			
Business Ops Coordinator-Golf			
Coordinator - Community Development			
Economic Development Coordinator			
Engineering Development Coordinator			
Executive Assistant			
Park Maintenance Supervisor			
Records & Information Coordinator/ERA			
Staff Accountant			
Staff Analyst - Finance			

<b>Range J</b>			
<b>Jobs Included in Range</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum Max</b>
	46,068.91	57,586.13	69,103.36
Assistant Operations Superintendent-Water			
Benefits Manager			
Chief Engineering Inspector			
Environmental Health Specialist			
Gas Well Development Supervisor			
GIS Analyst			
Plans Examiner			
Police Analyst			
Police Records Supervisor			
Pub Safety Communications Supervisor (911)			
SR Building Inspector			
Supervisor-Russell Farm			

<b>2016/2017 Part Time Pay Ranges</b>			8/2/2016
<b>Range 1</b>	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum Max</b>
<b>Jobs Included in Range</b>	8.34	10.43	13.56
Management Intern-Student			
M. Court Intern			
<b>Range 2</b>	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum Max</b>
<b>Jobs Included in Range</b>	\$8.65	\$11.50	\$13.80
Custodian PT			
Customer Service Attendant (Parks & Rec)			
Golf Course Cart Barn Attendant PT			
Golf Course Guest Services Attendant PT			
Golf Course Event Staff Catering			
Golf Course Food Service Attendant			
Kid's Zone Attendant			
Lifeguard			
Camp Counselor			
Park Maintenance Worker (PT)			
<b>Range 3</b>	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum Max</b>
<b>Jobs Included in Range</b>	\$10.15	\$12.69	\$15.23
Administrative Assistant-Temporary			
Athletics Field Maintenance Worker			
City Administrative Coordinator			
Golf-Floating Assistant (PT)			
Library Aide I PT			
Library Clerk			
Lifeguard-Senior			
Mosquito Control Technician (Seasonal)			
Recycle Center Worker			
<b>Range 4</b>	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum Max</b>
<b>Jobs Included in Range</b>	\$11.19	\$13.99	\$16.79
Library Aide II PT			
Lifeguard-Lead PT			
Senior Center Coordinator PT			
Ball Field Attendant - Athletics			

<b>Range 5</b>	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum Max</b>
<b>Jobs Included in Range</b>	\$12.34	\$15.42	\$18.50
Children's Library Assistant			
Library Reference Assistant PT			
Management Intern-Graduate-Research			
	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum Max</b>
<b>Range 6</b>	\$13.60	\$17.00	\$20.40
<b>Jobs Included in Range</b>			
Municipal Court Clerk-PT			
Receptionist PT			
Victim Assistance Coordinator PT			
	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum Max</b>
<b>Range 7</b>	\$15.00	\$18.74	\$22.49
<b>Jobs Included in Range</b>			
Administrative Secretary PT			
	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum Max</b>
<b>Range 8</b>	\$16.53	\$20.67	\$24.80
<b>Jobs Included in Range</b>			
Librarian PT			
Juvenile Case Manager (M. Court)			
	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum Max</b>
<b>Range 20</b>	\$53.62	\$67.03	\$87.14
<b>Jobs Included in Range</b>			
Municipal Court Associate Judge			

Public Safety Step Plan

Proposed Effective : 10/1/2016

Proposed; Pending Budget Approval - 10-1-16

	1	2	3	4	5	6	7	8	9	10	11	12	13
	\$ 48,232.00	\$49,678.96	\$51,169.33	\$52,704.41	\$54,285.54	\$55,914.11	\$57,591.53	\$59,319.28	\$61,098.85	\$62,931.82	\$64,819.77	\$66,764.37	\$68,767.30
Duration	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year	1 year
Increase after Duration	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
PD Recruit: Annual = \$41,710.00													
<p><i>Note: New Position Added 8/2015 - Officer In Charge (PD). Persons assigned to this positions make 10% above their assigned step.</i></p>													

Step	1	2	3	4	5	6	7	8					
Apparatus Operator	\$58,550.00	\$60,306.50	\$62,115.70	\$63,979.17	\$65,898.54	\$67,875.50	\$69,911.76	\$72,009.11					
Duration	1 year												
Increase after Duration	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%						

Step	1	2	3	4	5	6	7	8					
Sergeant Lieutenant Fire Inspector Marshal/Srgt.	\$66,424.00	\$68,416.72	\$70,469.22	\$72,583.30	\$74,760.80	\$77,003.62	\$79,313.73	\$81,693.14					
Duration	1 year												
Increase after Duration	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%						

Step	1	2	3	4	5	6	7	8					
Captain-Fire	\$79,313.00	\$81,692.39	\$84,143.16	\$86,667.46	\$89,267.48	\$91,945.50	\$94,703.87	\$97,544.99					
Duration	1 year												
Increase after Duration	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%						

Proposed Matrix: 10-1-16; pending approval

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

City Manager's Office

1. Solid Waste Collection Service application fee	\$75.00
2. Limousine Service Permit	\$25/Year
3. Annual License to operate any manufactured home park, mobile home park or travel trailer park within the City.	\$25.00, plus \$1.00 per space for all spaces in excess of 25.
4. Transfer fee for transfer of annual license to operate any manufactured home park, mobile home park or travel trailer park within the City.	\$25.00

City Secretary's Office

1. Amusement Center License	Occupation Tax- \$7.50/Machine Annually
2. Pool Hall License	Occupation Tax- \$7.50/Machine Annually
3. Taxicab Franchise	2% of Annual Gross Receipts
4. Taxicab Application Fee	\$50
5. Skating Rink Application	\$100 Annual License
6. Beer and Wine Permit	One half of fee assessed by TABC for each State permit issued
7. Mixed Beverage Permit (After third year of operations)	One half of fee assessed by TABC for each State permit issued

Records Management

PUBLIC RECORDS CHARGES

1. Paper Copies	
Standard-Size Paper Copy (Measures up to 8.5 X 14)	@ 10¢/PAGE
Non-Standard Size Paper Copy (Larger than 8.5 X 14)	@ 50¢/page
2. Computer Diskette	@ \$1.00/each
3. Audio Cassette	@ \$1.00/each
4. VHS Video Cassette	@ \$2.50/each
5. Computer Magnetic Tape	@ \$10.00/each
6. Personnel Charge	\$12 per hour
7. Overhead Charge	@ 20% of personnel charge
8. Microfiche/Microform	
Paper Copy	@ 10¢/page
Film Copy	actual cost
Document Retrieval	actual cost
9. Computer Resource	
PC or LAN	@ 50¢/minute
Client/Server	@ \$1.00/minute
Midsized	@ \$3.00/minute
Mainframe	@ \$17.50/minute
Programming Time	Average Programming Cost
Miscellaneous Supplies	actual cost
Postage and Shipping	actual cost

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

10. FAX  
 Local @10¢/page  
 Long Distance, Same Area Code @50¢/page  
 Long Distance, Different Area Code @\$1.00/page

11. Other Costs Actual Cost

Municipal Court

Return Check Fee \$ 35

Information Technology

Library

1. Overdue Library Materials/Books/Audiobooks/  
 Music CDs/Magazines/E-book Readers  
 (including all parts)/Library Kits/DVDs \$.25/Item/Day  
 Not to exceed the cost  
 of overdue item

2. Overdue Interlibrary Loan  
 Materials \$.25/Item/Day  
 Not to exceed the cost of  
 overdue item

3. Replacement of Lost Materials/  
 Books/Audiobooks/Music CDs/  
 E-book Readers (including all parts)/  
 Library Kits Cost or exact replacement + \$5  
 Processing Fee (patron can volunteer  
 1 hour for each dollar owed, with  
 permission)

4. Damaged Library materials/Books/Audiobooks  
 Music CDs/E-book Readers/  
 Library Kits Cost or exact replacement  
 cost + processing fees

5. Photocopying (Black & White) \$.10/Page

6. Use computer / typewriter / internet /  
 wireless internet No Charge

7. Color Copies / Printing \$.25/Page

8. Library Cards for Residents / BISD  
 teachers and students/ TexShare Cardholders No Charge

9. Non-Resident Fees (annually renewable) \$25/ individual or \$50/ family In lieu of fee, patron can  
 volunteer

10. Senior Non-Resident Fee (age 62 and  
 over) (annually renewable) \$12.50/ individual

11. Microfiche/Film  
 Reader/Printer Copies \$.10/Each

12. Meeting Room Fees

A. Usage Fees	<u>Resident / Non-Resident          Cardholders / Non-Profit Groups          (w/proof) / Civic Organizations</u>	<u>Non-Cardholders /          Businesses / Other For          Profit Groups</u>
1. Small conference room	No Charge	\$25 minimum (1st 2 hours) + \$10 each addl. hour
2. Large conference room	No Charge	\$50 minimum (1st 2 hours) + \$25 each addl. hour

13. Print from Internet \$.10 per page

14. FAX  
 Local (to single fax number) \$1.00 first page + \$.25 each addl. page  
 Long distance ( to single fax number) \$3.00 first page + \$.25 each addl. page  
 Each new fax number would be a new charge.

15. Proctoring Fee \$10/exam

16. Earbuds \$2/set

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

17. 3D Printing \$ .10/gram, \$1.00 minimum

Finance

1. Data Processing Services \$25/hr or  
 Request \$.42/Min

2. Return Check Fee \$ 35

Police

1. Copy Services for Accident Reports \$6.00  
 or information or copy of certification  
 of no report.

2. Additional Fee for Certified Copies \$2.00

3. License for Sexually Oriented  
 Businesses

- A. New license \$500
- B. License renewal \$500
- C. Non-conforming license \$500
- D. Reinstatement fee \$500
- E. Application for location exemption \$250

4. Alarm System Fees

- A. Residential Permit Fee \$50 prorated quarterly
- B. Commercial Permit Fee \$100 prorated quarterly
- C. Residential Permit Renewal \$50 annually
- D. Commercial Permit Renewal \$100 annually
- E. Residential Permit Reinstatement \$50
- F. Commercial Permit Reinstatement \$100

G. False Alarm Response Fee

- 1-3 \$ 0
- 4-5 \$ 50
- 6-7 \$ 75
- 8-9 \$100
- 10 \$100 and Police response revoked

5. Solicitor

Permits/Registrations

A. Local - 1 year \$75 + \$10 Per  
 Agent for More  
 Than 5 Agents

B. Interstate Commerce  
 Registration

- 1. 90 Days 0
- 2. 6 Months 0
- 3. 1 Year 0

6. Wrecker Inspections \$25 Each

7. Application fee for taxicab driver  
 registration \$1.00

8. Taxicab Inspections \$25 Each

9. Fingerprinting for the Public \$10/per card

10. Criminal History Checks \$8

Fire

1. Hazardous Materials Response Cost + 10%

2. CPR Training Class Overtime for Instructor

3. Fire Fighter Training Courses

- Fire Officer 1 \$250.00 per student
- Fire Officer 2 \$250.00 per student
- Instructor Certification \$150.00 per student
- Driver/Operator \$150.00 per student

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

Fire Prevention

1. Fire Alarm System	
A. 1 to 10 Devices	\$125
B. 11 to 25 Devices	\$150
C. 26 to 50 Devices	\$175
D. 51 to 100 Devices	\$225
E. 101 to 200 Devices	\$300
F. 201 to 500 Devices	\$450
G. Over 500 Devices	\$450 plus \$75 for each additional 100 devices or fraction thereof in excess of 25.
H. Plan review fee for all fire alarm systems	25% of permit fee
2. Automatic Sprinkler System Fees	
A. Underground Installation	\$165
B. 1 to 20 Sprinklers	\$125
C. 21 to 100 Sprinklers	\$200
D. 101 to 150 Sprinklers	\$250
E. 151 to 200 Sprinklers	\$300
F. Over 200 Sprinklers	\$300 plus \$75 for each additional 100 sprinklers or fraction thereof.
G. Fire Pump - Additional:	\$300
H. Residential Systems	\$150
I. Plan review fee for all automatic sprinkler systems	25% of permit fee
3. Other Extinguishing System:	\$150
4. Underground Storage Tanks Installation/Removal, Combustible/Flammable Liquid	\$125 per tank
5. Pyrotechnic Display	\$150 per display per day
6. LPG Installation - portable containers of greater than 125 gallons water capacity at properties where natural gas service is not available	\$125 per container
7. Above Ground Storage Tanks Installation/Removal, Combustible/Flammable Liquid	\$125 per tank
8. Authorized Burning Permit	\$250 per trench/pit, plus \$25 each burn day
9. Carnival/Circus Permit	\$50
10. Foster Home Inspections	\$35
11. Daycare/Health Facilities Licensing Inspections	\$75
12. Other Permits required by Fire Code	\$50
13. Re-inspections Fees	\$45
14. Registration of firms selling and/or servicing hand fire extinguishers, "Vent-a-Hood" fire extinguisher systems, and fire sprinklers within the City	\$50 annually
15. Installation of Special Locking Systems	\$250
16. Gate Installation Permit (Required for gates across private streets or electric gates across fire lanes.	\$50
17. Standpipe Systems	\$50 each standpipe

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

18. Tent Permit \$100

**Animal Control**

	<u>Altered</u>	<u>Unaltered</u>
1. Offense Fees (Impoundment)		
A. First Offense	\$30	\$45
B. Second Offense	\$45	\$60
C. Third Offense	\$60	\$75
2. Small Animal Boarding Fee	\$10/Day	
3. Livestock Impounding Fee	\$75	
4. Livestock Boarding Fee	\$10/Day	
5. Adoption Fee	\$20/Animal	
6. Adoption Spay/Neuter Fee	\$75	
7. Immunization Fee		
A. Distemper, Parvo and Bordetella	\$20	
B. Rabies	\$10	
8. Quarantine Fee	\$10/day	
9. Responsible Pet Owner Class	\$35	
10. Microchip Fee	\$15	
11. Multi-Pet Permit		
Application Fee	\$ 5	
Permit Fee (annually)	\$25	
12. Kennel Permit		
Application Fee	\$ 5	
Permit Fee (annually)	\$100	
13. Dangerous Animal Registration Fee (annually)	\$250	

**Building and Code Enforcement**

1. Fees for new structural occupancy (Single family dwelling, duplex, townhouse)	\$0.45/ft. all area under one roof.
2. Fees for new Commercial (Except apartment and shell buildings)	
A. 500 SQ. FT. OR LESS	\$480
B. 501 - 1,000	\$840
C. 1,001 - 2,500	\$1640
D. 2,501 - 8,500	\$50 + .64/sq. ft
E. 8,501 - 50,000	\$3,450 + .24/sq.ft.
F. 50,001 - 100,000	\$9,450 + .12/sq.ft.
G. 100,001-500,000 SQ. FT.	\$13,450 + .08/sq.ft.
H. 500,001 or more SQ. FT.	\$33,450 + .04/sq.ft.
3. Fees for Shell Buildings	
A. Completion of Structure	1/2 the rates in "2" Above
B. Interior completion	1/2 the rates in "2" Above
4. Fees for new Apartment Only	
A. 50,000 or less SQ. FT.	\$.32/sq. ft
B. 50,001 - 100,000	\$4,000 + .24/sq.ft.
C. 100,001 - 200,000	\$12,000 + .16/sq.ft.
D. 201,000 or more SQ. FT.	\$20,000 + .12/sq.ft.

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

5. Fees for permits involving one trade only based on value of proposed work	
A. \$2,500 or less	\$50
B. \$2,501 - \$10,000	\$70
C. \$10,001 and over	\$75 Plus
\$2,500 increments	\$10/Increment
6. Fees for alteration repairs, additions and remodeling to existing structures. New construction for garage, barns & storage buildings over 200 sq. ft. (more than one trade)	
A. \$500 OR LESS	\$70
B. \$501 - 2,500	\$75
C. \$2,501 - 5,000	\$80
D. \$5,001 - 7,500	\$85
E. \$7,501 - 10,000	\$90
F. \$10,001 and over	\$90 Plus
\$2,500 increments	\$10/Increment
7. Certificate of Occupancy (Commercial remodel, new tenant, & tenant finish out)	
A. 1-500 SQ. FT.	\$50
B. 501 - 2,500 SQ. FT.	\$60
C. 2,501 - 5,000 SQ. FT.	\$80
D. 5,000 - 10,000 SQ. FT.	\$100
E. 10,000 or more	\$150
F. Clean & show (Commercial Electric Release)	\$50
8. Other Fees	
A. First Reinspection after initial red tag	\$50
B. Successive Turn down on same item	\$100
9. Miscellaneous Permits	
A. Swimming Pool	
1. In-Ground	\$200
2. Above Ground	\$ 50
B. Other - Includes:	
Storage Buildings (Less than 200 sq. ft.)	\$25
Moving Permit	\$25
Carport/Awning	\$25
Fence (New & Replace)	\$25
Retaining Wall	\$25
Window Replacement	\$25
Foundation (New)	\$75
Demolition Permits	\$25 for residential / \$100 for commercial
Patio Cover	\$50
Freestanding Structure (i.e. Pergola, Gazebo, Arbor)	\$50
Subdivision Entry Wall Screen	\$150
C. Lawn Sprinkler	\$200
D. Signs	
Freestanding Sign	
Pole / Pylon / Monument / Flag Sign	\$100
Wall Sign without CMS	
Awning / Canopy / Channel Letters / Marquee / Mural Poster / Projection / Roof Sign / Sign Cabinet	\$50
Wall Sign with CMS	
Awning / Canopy / Channel Letters / Marquee / Mural Poster / Projection / Roof Sign / Sign Cabinet	\$100
CMS added to existing Wall or Freestanding Sign	\$100
Shopping Center Sign Plan	\$250
Temporary Signs	
Banners / Homebuilder / Residential Subdivision Dev.	\$25
Sign Variance	\$250
Billboard Conversion	
Static type to Electronic	\$200

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

E. Subdivision Entry Wall Screen	\$150
10. After Hours Inspection	\$60 per hour (2 hour minimum)
11. Commercial Plan Review (New Only)	30% of Building Permit Fee - \$250 minimum \$5,000 maximum (non-refundable)
12. Appeals to Advisory Boards	\$150
13. Electrician's License	
A. Master	
1. First Annual	\$100
2. Renewal	\$50
B. Journeyman	
1. First Annual	\$25
2. Renewal	\$15
C. Sub-Contractor Base Permit Fee	\$30
14. Mechanical License	
A. Mechanical	
1. First Annual	\$100
2. Renewal	\$50
B. Sub-Contractor Base Permit Fee	\$30
15. Plumbing Contractor's Registration	
1. First Annual	\$0
2. Renewal	\$0
3. Sub-Contractor Base Permit Fee	\$30
16. Temporary Use	
A. Special Events	\$50
B. Seasonal Use	\$50
C. Temporary Outdoor Sales	\$50
D. Stationary Food Vendors	\$50
E. Carnival & Circus	\$50
17. Park land Dedication-Cash in lieu of land	\$300/Unit
18. Park Development Fee	\$300/Unit
19. Administrative Cost to File Liens for Cost of Mowing and Nuisance Abatement	\$120
20. Emergency Warning System Cost	\$25/acre
21. Weed mowing and nuisance abatement notification fee	\$50
22. Administrative fee (Applied when changes are made to previously reviewed and/or permitted projects for residential or commercial -- i.e. revised site plan, floor plan, etc.)	\$25
23. Modular buildings/construction trailers (Uilities require separate permit - see #5 - one trade only permits)	\$50

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

24. Commercial Canopy/Cover	1/4 cost of Commercial
A. 500 sq. ft. or less	\$120
B. 501-1,000	\$210
C. 1,001-2,500	\$410
D. 2,501-8500	\$12.50 + .16/sq. ft.
E. 8,501-50,000	\$862.50 + .06/sq. ft.
F. 50,001-100,000	\$2,362.50 + .03/sq. ft.
G. 100,001-500,000	\$3,362.50 + .02/sq. ft.
H. 500,001 or more sq. ft.	\$8,362.50 + .01/sq. ft.

Planning and Engineering

Planning

1. Preliminary Plat	
A. Residential	\$500 + \$10/lot
B. Non-residential	\$500 + \$15 per acre
2. Final Plat	
A. Residential	\$500 + \$10/lot
B. Non-residential	\$500 + \$15 per acre
3. Plat Revision	
A. Re-plat	\$500 + \$10/lot
B. Amending Plat	\$350
4. Plat Vacation/Short Form	\$300
5. Zoning Change/Specific Use Permit	
A. Less than 3 acres	\$500
B. 3.1 - 10 acres	\$750
C. 11 -29 acres	\$1,000
D. 30+ acres	\$1200 + \$10/acre over 30 (max. \$2,500)
6. Planned Development/Permit	\$800 + \$5 per acre
7. Zoning Variance Request	\$250
8. Preprinted Zoning Ordinances	\$10
9. Pre-Printed Subdivision Policies	\$10
10. Comprehensive Plan	\$25
11. Comprehensive Plan Summary	\$5
12. Interpretation request for new or unlisted uses in zoning ordinance (City refunds \$350 if no ordinance amendment is necessary)	\$500
13. Community Facility Policy Waiver	\$200
14. Request for waiver to landscape requirements	\$250
15. Request for waiver to Masonry Ordinance requirements (new construction only)	\$250
16. Request for waiver from any Subdivision Ordinance	\$250
17. Oil and Gas Well Permit	\$5,000 per wellhead
18. Road Damage Remediation Fee	Assessment per lane mile x Access lane miles per site x OCI (Overall Condition Indicator)

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

19. Gas Well Pad Site Annual Inspection Fee	\$5000 per pad site (due June 1 annually)
20. Waiver or modification to the Old Town Design Standard (new construction only)	\$250
21. Legal Filing Fees	\$50/small plat for first sheet \$80/large plat for first sheet \$25 each additional sheet
22. Shopping Center Sign Package Review Fee	\$250
23. Commercial Site Plan (CSP) fee	\$400
Variance fee related to CSP	\$0
24. Zoning Verification Letter fee	\$25

Engineering

1. Driveway Approach	
A. Permit	\$25
B. First Reinspection	\$30
C. Subsequent Reinspections	\$60
2. Blue-line Printing	\$.60/SQ. FT.
3. Mylar Film Reproduction	\$1.20/SQ. FT.
4. Developers Contract Fee	4% Of Value of Contract
5. Closing Abandoning of Right-of-Way	\$550
Easement	\$250
6. Sign Installation	\$250 per sign
7. Plan Review (In Excess of 2 Reviews)	\$200
8. Water/Wastewater Master Plan	\$75
9. Digital Maps	\$500/Set or \$100/CD
10. Expedited Utility Plan Review	\$250
11. Printed Maps (based on \$0.60 per square foot)	
8 1/2 x 11	\$0.40
11 x 17	\$0.80
17 x 22	\$1.50
22 x 34	\$3.10
34 x 44	\$6.25
12. Plat Copies	
Full Size	\$3.60
Half Size	\$1.80
13. Easement/Right of Way Use Agreement	\$125
14. Traffic Study Fee	\$500
15. Flood Study Reviews	\$1 per foot of reach length \$500 minimum
16. Amending Plat Review	\$300
17. Overtime Inspection Fee	\$45 per hour

Environmental Health

1. Food Safety Inspection Fees	
A. Grocery	
≤ 5,000 sq. ft.	\$275
> 5,000 sq. ft.	\$400

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

B. Food Service	
≤ 500 sq. ft.	\$150
> 500 ≤ 1,500 sq. ft.	\$200
> 1,500 ≤ 3,000 sq. ft.	\$275
> 3,000 ≤ 6,000 sq. ft.	\$350
> 6,000 sq. ft.	\$400
C. Child Care Food Service	\$150
D. Catering Operation	\$250
E. Temporary Food Service	\$50
F. Food Court	\$200 per establishment
G. Adjunct Operation	
Food Service	\$150 per independent operation
Food Store ≤ 5,000 sq. ft.	\$150 per independent operation
Food Store > 5,000 sq. ft.	\$200 per independent operation
H. Commissary	
No food prep	\$100
With food prep	\$200
I. Mobile Units	
Prepackaged food only	\$100
Open and/or food prep	\$200
Push Carts	\$200
J. Plan Review	
≤ 500 sq. ft.	\$0
>500 ≤ 3,000 sq. ft.	\$50
>3,000 sq. ft.	\$100

K. Late Fee  
From 1-30 days 10% of fee owed  
From 31-60 days 20% of fee owed  
The late fee increases 10% for each 30 day block until permit fee and late fee is paid.  
Permits that are more than 90 days overdue will be required to be reappplied for.

DETERMINED BY  
TARRANT COUNTY

2. On-site sewage facility fees

A. New System	
Application Fee	\$ 0
Water research fee	\$ 10
Permit Fee	\$250
Total for new system	\$260

B. Reinspection of system \$75

C. Repair of system previously permitted \$100

4. Beer and Wine Permit One half the state fee assessed for each State permit issued

5. Mixed Beverage Permit (After third year of operations) One half the state fee assessed for each State permit issued

6. Municipal Settings Designation	
Application Fee	\$2,000
Third-party environmental review fee	\$5,000

7. Miscellaneous Permits

A. Swimming Pool, Spa & Interactive Water Feature	
1. Plan Review and Opening Inspection	\$150
2. Annual Permit	\$250
3. Required Reinspection	\$75

DETERMINED BY  
TARRANT COUNTY

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

Water and Wastewater

Tap Fees

1. 5/8" Meter Set	\$280
2. 5/8" Meter, dig out, U Branch	\$399
3. 5/8" Tap, Meter and Box in easement (pavement work : Get quote from Public Works)	\$1,370
4. 1" Meter Set	\$368
5. 1" Water Tap, Meter and Box in easement	\$1,446
6. 1 1/2" Meter Set	\$555
7. 1 1/2" Tap, Meter and Box (positive displacement meter in easement, pavement work: Get quote from Public Works)	\$2,232
8. 1 1/2" Tap, Meter and Box (turbine meter in easement, pavement work: Get quote from Public Works)	\$2,566
9. 1 1/2" Meter (positive disp.)	\$558
10. 1 1/2" Meter (turbine)	\$752
11. 2" Meter (positive disp.)	\$715
12. 2" Meter (turbine)	\$812
13. 2" Meter (compound)	\$1,630
14. 2" Tap, Meter and Box (Positive displacement meter in easement, pavement work: Get quote from Public Works)	\$2,516
15. 2" Tap, Meter and Box (turbine meter in easement, pavement work: Get quote from Public Works)	\$2,579
16. 2" Tap, Meter and Box (compound meter in easement, pavement work: Get quote from Public Works)	\$3,398
17. 3" Tap, Meter and Box	To be determined by
18. 4" Tap, Meter and Box	Utilities Supervisor
19. 4" Sewer Tap in Pavement	\$866
20. 4" Sewer Tap in Easement	\$472
21. Relocate 5/8" Meter (12 ft. or less in easement, pavement work: Get quote from Public Works)	\$201
22. Relocate 5/8" Meter (more than 12 ft.) easement, pavement work: Get quote from Public Works)	Get quote from Public Works \$215
24. Relocate 1" Meter (more than 12 ft.)	Get quote from Public Works
25. Pull Meter	\$10
26. Double Meter Box	\$28
27. 2" and 1 1/2" Meter Box	\$197

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

28. 2" + Meter Box	\$117
29. Pavement Cut / Replacement	To be determined by Utilities Supervisor
30. Automatic Flush Valve	\$1,000
31. Water and Wastewater Impact Fees - Burleson charges both City of Burleson and City of Fort Worth Impact Fees	Refer to Current Impact Fee Ordinance for Current Fees

Utility Billing

Security Deposits

1. Minimum Residential	\$135
2. Commercial	
A. Minimum for 3/4" Meter	\$ 135
B. Minimum for 1 1/2" Meter	\$ 160
C. Minimum for 2" Meter	\$ 185
D. Minimum for 3" Meter	\$ 210
E. Minimum for 4" Meter or Larger	\$ 260

3. Security Deposit for Fire Hydrant Meters	\$ 1,800
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Penalty Amount for Late Bills 10% Excluding Tax

Return Check Fee \$ 35

Extension Fee \$ 5

Reconnect Fee \$ 35

Reconnect Fee After 5:00 PM  
and on weekends and Holidays \$ 50

Extra Trip Fee \$15

Meter Test Fee

1. For 3/4" or 1" Meter	\$ 30
2. For 1 1/2" Meter and Larger	\$ 125

Temporary Service Fee \$ 30  
(2 day limit and 2,000 gallons)

Transfer Fee \$ 15  
Construction Meter Non-Read Fee \$ 100

After Hours Turn-on Fee \$ 50

Initiation Fee (in addition to deposit) \$ 10

Tampering Fee

First Occurrence	\$ 50
Second Occurrence	\$ 100
Third Occurrence	\$ 150

Pull Meter Fee \$ 30

**Fees for the Burleson Recreation Center  
(BRiCk)**

**1. Definitions:**

Adult: Ages 16-61

Corporate: Membership available to a participating business that is either (a) located in Burleson OR (b) who employs residents of Burleson. A participating business must purchase a minimum of 4 annual memberships, the total cost of which is paid in a single annual payment from the corporation upon submittal and approval of the roster of employees.

Deposits: A deposit is required on facility rentals, along with the completion of the Burleson Parks and Recreation facility reservation contract and payment. The deposit will be refunded if the area used has

EFT: Electronic Funds Transfer via Automated Clearing House transfer to the City of Burleson or its designated financial institution commonly referred to as a "bank draft" and specifically excluding credit card transactions.

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

**Family:** As defined by the City's zoning ordinance provided said individuals consist of no more than two (2) persons who do not meet the definition of a dependent child or dependent relative as defined by the Internal Revenue Service. Prospective members may be asked to present their most recent Income Tax Return to validate dependent status.

**Insufficient Funds Fee:** A fee of \$35 will be charged for insufficient funds and failed EFT payments.

**Membership:** May be purchased annually, monthly or daily for a youth, adult, senior, family or large group (daily only); provides access to all facilities and amenities at the BRiCK including outdoor pool. Excludes rentals, reservations, and instructional classes for which a fee is charged.

**Military:** Person who is active in any branch of the U.S. military (including active members of the United States Coast Guard, National Guard and Reservists). Must present an Active Military ID card.

**Non-Resident:** Any individual or family not living within the defined city limits of Burleson.

**Resident:** Person who resides within the city limits of Burleson

**Senior:** Ages 62 and older

**Youth:** Ages 3-15 (children under 3 years of age are free)

Children below 10 years of age must be accompanied by an adult at all times.

**1. Fitness Area/2nd floor cardio:**

- o No children under 13 allowed in fitness area or walk/jog track with the exception of specified periods of family track time
- o Children over the age of 13 may attend a fitness orientation class to be allowed future access to the fitness area without
- o Family fitness room available at all times to children ages 6 – 12. Recommended ratio of 1 adult per child

**2. Flexibility:** The recreation fees established in this schedule are the maximum allowable as set by the City Council. The Director of Parks and Recreation has the authority to establish fees for items or services not provided for in this schedule and to adjust the fees contained in this schedule in order to take advantage of market opportunities which maximize membership, revenue and recreational opportunities for citizens. In no case will the Director increase fees above the maximum amounts contained in this schedule.

**3. Annual Guest Membership paid in full, in advance**

	Resident	Corporate	Non-Resident	Military
Youth	\$210	N/A	\$284	\$168
Adult	\$294	\$260	\$397	\$235
Senior	\$252	\$226	\$340	N/A
Family*	\$454	\$404	\$612	\$363

**4. Annual Guest Membership paid monthly via EFT (1 year contract)**

	Resident	Non-Resident	Military
Youth	\$243 (\$20.25/mo.)	\$328 (\$27.33/mo.)	\$194 (\$16.17/mo.)
Adult	\$342 (\$28.50/mo.)	\$462 (\$38.50/mo.)	\$274 (\$22.83/mo.)
Senior	\$297 (\$24.75/mo.)	\$401 (\$33.42/mo.)	N/A
Family*	\$531 (\$44.25/mo.)	\$717 (\$59.75/mo.)	\$425 (\$35.42/mo.)

**5. Monthly Guest Membership**

	Resident	Non-Resident	Military
Youth	\$27	\$37	\$21
Adult	\$38	\$51	\$30
Senior	\$33	\$45	N/A
Family*	\$59	\$80	\$47

\* Family membership include access to KidZone

**6. Daily Guest Membership**

	All	Military
Individual	\$8	\$6
Family	\$20	\$15
Guests of 15+	\$6 each	\$4 each

**7. Fees in Addition to Membership:** The following are available to members at an additional cost (not included in the membership fees), subject to rules established by the Director:

**A. Indoor Aquatics / Party Rooms:** All rental rates are based on hourly rates with a minimum 2 hour rental.

	Deposit	Resident / Member	Non- Resident
1-25 attendees/guests	\$75	\$50/hr	\$81/hr
26-50 attendees/guests	\$75	\$95/hr	\$142/hr
Private party without slide - Max 485 buests	\$75	\$195/hr	\$219/hr
Private party with slide - Max 485 guests	\$75	\$215/hr	\$239/hr

\* Rentals and private parties include the use of party room(s) and entire indoor aquatics area

\* Private party fees include the cost of after-hours lifeguards

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

**B. Meeting Room Rentals:** *All rental rates are based on hourly rates with a minimum 2 hour rental.*

	Deposit*	Resident / Member	Non-Resident
1,400 square feet	\$100	\$45/hr	\$61/hr
2,800 square feet	\$150	\$80/hr	\$108/hr

\* The Damage Deposit will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household.

\*\*After Hours Fee - \$15/hr. per customer service attendant in addition to rental fees listed above.

**C. Gymnasium Rentals:**

	Deposit*	Resident/Member	Non-Resident
Half Court	\$50	\$25/hr	\$46/hr
Full Court	\$50	\$35/hr	\$61/hr
Two Full Courts	\$50	\$65/hr	\$108/hr

\* The Damage Deposit will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due

\*\*After Hours Fee - \$15/hr. per customer service attendant in addition to rental fees listed above.

**D. Kids Zone:**

All Family memberships excluding Daily Guests: No Additional Cost.

Daily Guests: \$2/hour/child

General Policies (not limited to the following):

- Ages 6 months through 12 years of age
- Parents/guardians must be on premises
- Maximum 2 hours
- Late fees will be charged for failure to pick up on time

**8. Outdoor Swimming Pool:**

**A. Daily Passes**

	All
Youth (Age 3-15)	\$3
Adult (Age 16-61)	\$4

**B. Outdoor Pool Rental/Private Parties:** *All rentals are based on hourly rates with a minimum of two hour rental.*

	Deposit*	Resident/Member	Non-Resident
0-49 attendees/guests	\$75	\$65/hr	\$75/hr
50-149 attendees/guests	\$75	\$75/hr	\$85/hr

\* Rentals and private parties include the use of the outdoor pool only

\* Private party fees include the cost of afterhours lifeguards

\* The Damage Deposit will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household.

**9. Cancellations/Refunds/Transfers/Medical Policy:**

**A. Membership Cancellations/Refunds:**

· **Annual:** All Annual Pass and EFT membership holders have 30 days from the date of purchase of the Annual Pass or EFT membership to request a refund. An amount equal to one month's membership, at the current monthly membership rate, plus a \$20.00 service fee will be retained for cancellation within the 30 day Opt Out period. The remaining balance of original payment (if made in full) will be refunded.

· **Annual via monthly Electronic Funds Transfer (EFT):** Individuals choosing the Annual Pass paid via Electronic Funds Transfer monthly payment option are classified as an annual pass holder and after 30 days are responsible for the payment of the remainder of the membership which becomes a one year contract.

· **Annual Corporate Membership Passes – Refund Policy**

Annual Corporate Membership Passes are non-refundable. The membership may be transferred to another employee of the corporation for the remainder of the membership period.

**B. Rental Cancellations/Refunds:**

- Rentals canceled 30 calendar days or more prior to booking will receive 100% of the deposit.
- Rentals canceled 29-15 calendar days prior to booking will receive 50 % deposit.
- Rentals cancelled 14 calendar days or less prior to the event date will forfeit all deposits.
- Sports rental cancellations may be subject to an administrative fee not to exceed \$50.00.

· User shall not collect fees in the Recreation Center or the area surrounding the facility unless approval has been granted in writing by an authorized representative of Parks and Recreation. All reservations where monies are collected are subject to approval by the Parks and Recreation Department. **The City of Burleson will receive 15% of total collections (admissions, concessions, etc.) or \$50.00, whichever is greater.** This will be in addition to all applicable reservation fees.

**C. Transfers:**

· **Annual Memberships :** Annual memberships may be transferred to another user. Any differences in fees between membership categories or residency status are required to be paid by the user and refunds are not available. There is an additional fee of \$20.00 required for the transfer.

· **Annual Corporate Membership:** A corporation may transfer a pass to another employee of the corporation. Any differences in fees between membership categories or residency status are required to be paid by the user and refunds are not available.

**D. Medical Suspension:** Should a medical condition arise which prevents a member from utilizing the BRiCK, members may "suspend" their annual pass with a one time fee of \$20.00 and a doctor's statement requiring the suspension. The membership may resume once the member's physician has cleared the member to resume activity. Suspension of a Family membership will suspend usage rights for the entire family for up to but not exceeding one year.

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

10. City Ball Fields

A. Unreserved	No Charge	No Charge
B. Organized League Athletics	City Leagues, PeeWee Football, and BYA are allowed to use fields for organized game play	
C. Ball Field Reservations		
1. Reservations/Field		
a. City League Participants Burleson Youth organization	\$10/hr	
b. Non City League Participants	\$15/hr	
c. City of Burleson Residents	\$10/hr	
d. Non-Residents of Burleson	\$15/hr	
D. Tournament Fees - For Profit Organizations		
Chisenhall Fields	\$1950/day	
Hidden Creek Sports Complex	\$450/day	
One Time Team Fees	\$100/team	
E. Tournament Fees - Not For Profit Organizations - 501c3 required		
Chisenhall Fields	\$1950/Saturday-Sunday	
Hidden Creek Sports Complex	\$450/Saturday-Sunday	
No Team Fee Required.		

**Warren, Chisenhall and Mistletoe**

**Park Facilities**

1. Pavillion	Resident	Non- Resident
a. Full Shelter	\$10/HR	\$15/HR.
2. Tennis Courts -		
a. Tournament Reservations	Resident	Non- Resident
	\$10/HR.	\$15/HR.
3. Stage Rental Fees - All fees are based on a 4 hour stage rental		
A. For Profit Organizations		
Extra Speakers	\$3,300	
Additional Hours	\$450	
Deposit	\$500/hour	
Mileage greater than 5 miles	\$1,000	
	\$20/mile	
B. Not For Profit Organizations- 501c3 required		
Extra Speakers	\$1,650	
Additional Hours	\$450	
Deposit	\$250/hour	
Mileage greater than 5 miles	\$1,000	
	\$20/mile	

All Recreation fees listed are maximum fees to be charged. Recreation management has authority to adjust fees and run seasonal specials as needed to maximize play. In the event of a question or conflict, the City Council shall provide the final resolution.

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

**Fees for Russell Farm: All rental rates are based on hourly rates with a minimum 2 hour rental**

1. Building Rental
- A. Chesapeake Building 1800 sq. ft. (max occupancy:145)      \$40.00 per hour
  - B. Baker Building 500 Sqft. (Max occupancy: 50)      \$30.00 per hour
  - C. Hay Barn/Outdoor Pavilion 1110 sq. ft.(Max occupancy: 100)      \$25.00 per hour

Fee includes 35 chairs. Additional chairs: \$2.00 per chair.  
 \*After Hours Fee - \$17/hr per customer service attendant in addition to rental fees listed above

2. Wedding Ceremony and Reception Packages

- All packages include:
- Separate ceremony and reception area.
  - Exclusive use of the manicured 4 acre landscape venue for 8 hours. (Time includes setup and tear down.).
  - Choice of unique outdoor pavilion/ outdoor or indoor areas for ceremony and reception
  - Unlimited access for portraits of grounds and amenities.
  - Wedding coordinator/planner.
  - Chairs, tables and table cloth.
  - Large on-property bridal suite with restrooms and kitchen area.
  - Complete setup and tear down of included items.

50 guests or less:	\$	1,405
51 – 100 guests:	\$	1,675
101 – 200 guests:	\$	2,185 Does not include tent.
151 – 200 guests: *	\$	3,735

\* 150+ guests: Wedding/Reception tent provided.

These are basic wedding packages. Special combinations of facilities and events can be arranged at the farm. Park and Recreation Management reserves the right to develop pricing packages to address the patron's needs.

3. Wedding Ceremony Only

All packages include:

- Ceremony Area.
- Exclusive use of the manicured 4 acre landscape venue for 4 hours. (1 hour ceremony and 3 hours set up time.)
- Unlimited access for portraits of grounds and amenities\*.
- Choice of unique outdoor pavilion/ outdoor or indoor areas for ceremony.
- Wedding coordinator/planner.
- Chairs for ceremony.
- Large on-property bridal suite with restrooms.
- Complete setup and tear down of facility

50 guests or less:	\$	735
51 – 100 guests:	\$	835
101 – 200 guests:	\$	1,035
151 – 200 guests: *	\$	2,235

\* Wedding Tent provided.

These are basic wedding packages. Special combinations of facilities and events can be arranged at the farm. Park and Recreation Management reserves the right to develop pricing packages to address the patron's needs.

ADOPTED  
**CITY OF BURLESON FEE SCHEDULE**  
**FISCAL YEAR 2015-2016**

FEE NAME

4. Reservation and Refund Policies

- All reservations must be made at Russell Farm with the Facility Supervisor.
  - All refund/refund fees are paid at the Burleson Recreation Center.
  - All reservations must be paid in full 48 hours prior to rental.
  - Rental Deposit Fee: \$100.00 per building reserved.
  - Cleaning Fee: \$40.00 per room/building used.
- A deposit is required on facility rentals along with the completion of the Russell Farm Reservation contract. The deposit will be refunded if the area used has been left in good order and if all conditions of the Russell Farms rental/refund policies are met. Refund of damage deposit is subject to any remaining balance due on household.

5. Rental Cancellation Refunds:

- Rentals cancelled 30 calendar days or more prior to booking will receive 100% of the deposit.
  - Rentals cancelled 29 - 15 calendar days or more prior to booking will receive 50% of the deposit.
  - Rentals cancelled 14 calendar days or less prior to booking will receive 50% of the deposit.
- User shall not collect fees at the Russell Farm unless approval has been granted in writing by an authorized representative of the City's Park and Recreation Department. All reservations where monies are collected are subject to approval by the Park and Recreation Department. **The City of Burleson will receive 15% of total collections (admission, concession etc.) or \$50.00 whichever is greater.** This fee is in addition to all applicable reservation fees.

All Russell Farm Fees listed are the maximum fees to be charged. Park and Recreation Management have the authority to adjust fees and run season specials. In the event of a conflict, the City Council shall provide the final resolution.

Golf Course

Green Fees\*

WEEKEND is defined as Friday, Saturday Sunday and holidays.

Monday through Friday

Weekday Morning	\$40.00
Weekday Mid-Day (12-3)	\$35.00
Weekday Twilight (3-5)	\$30.00
Weekday Sunset (5-7)	\$25.00

Saturday, Sunday, & Holidays

Weekend Morning	\$50.00
Weekend Mid-Day (12-3)	\$45.00
Weekend Twilight (3-5)	\$40.00
Weekend Sunset (5-7)	\$30.00

Replay

9 additional holes	\$10.00
18 additional holes	\$15.00

\* All Fees include 1/2 cart and applicable taxes

All Golf fees listed are maximum fees to be charged. Golf course management has authority to adjust fees and run seasonal specials as needed to maximize play. In the event of a question or conflict, the City Council shall provide the final resolution.