

Burleson

TEXAS



ANNUAL OPERATING BUDGET FY 2018-2019

This Page Intentionally Left Blank

City of Burleson

Fiscal Year 2018-2019

Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,192,599, which is a 5.42 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 \$692,282.

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

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison

	2018-2019	2017-2018
Property Tax Rate:	\$0.7350/100	\$0.7350/100
Effective Tax Rate:	\$0.6984/100	\$0.7056/100
Effective Maintenance & Operations Tax Rate:	\$0.4968/100	\$0.5019/100
Rollback Tax Rate:	\$0.7487/100	\$0.7542/100
Debt Rate:	\$0.2122/100	\$0.2122/100

Total debt obligation for City of Burleson secured by property taxes: \$163,505,000

This Page Intentionally Left Blank



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Burleson
Texas**

For the Fiscal Year Beginning

October 1, 2017

Christopher P. Morrill

Executive Director

This Page Intentionally Left Blank

This Page Intentionally Left Blank

CITY BRIEF

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

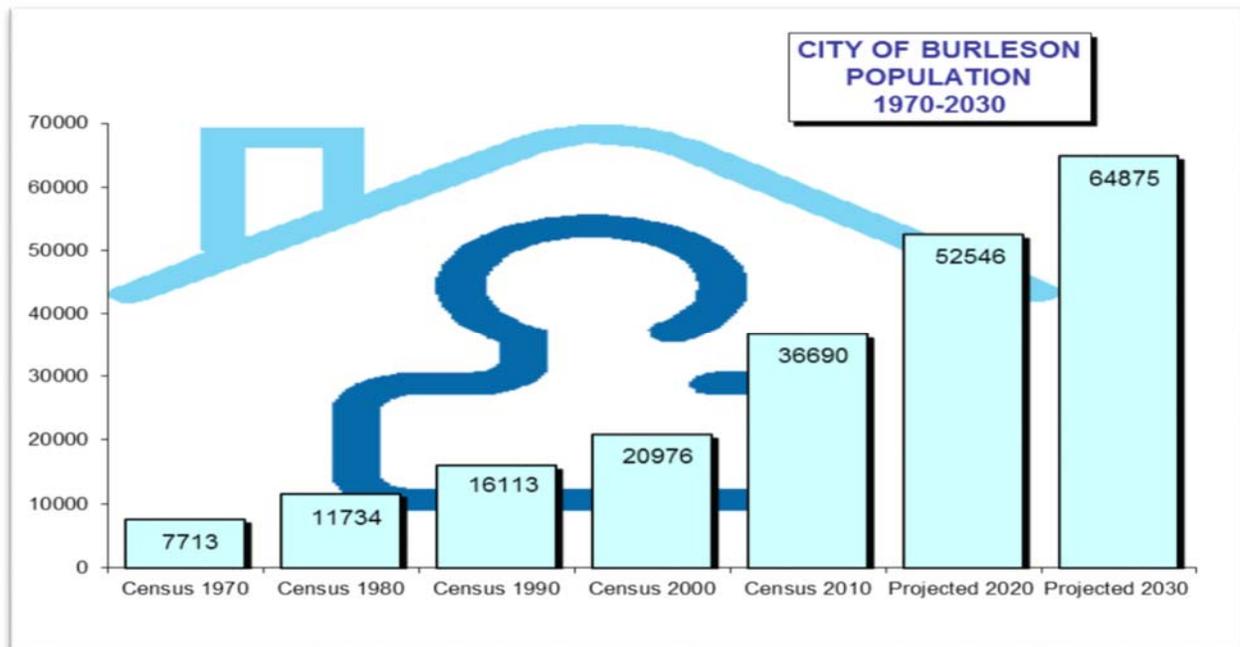


About a decade after the turn of the century, the Northern Texas Traction Company built an interurban railway system through Burleson connecting Fort Worth and Cleburne. In 1912, a vote of the people made the town a city, and in 1969, Burleson was established as a "home rule" city when citizens adopted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

Burleson is located on the southwest edge of the Dallas-Fort Worth Metropolitan area (DFW), yet Burleson has retained its distinct personality. It is 12 miles south of downtown Fort Worth and 35 miles southwest of Dallas. The average commute is 27 minutes. There are three major airports within 45 minutes, as well as the well-equipped and local Spinks airport with a lighted 6,000 foot concrete runway for commuter and executive travel. As of 2014, commuting became even faster thanks to opening of the new Chisholm Trail toll way.

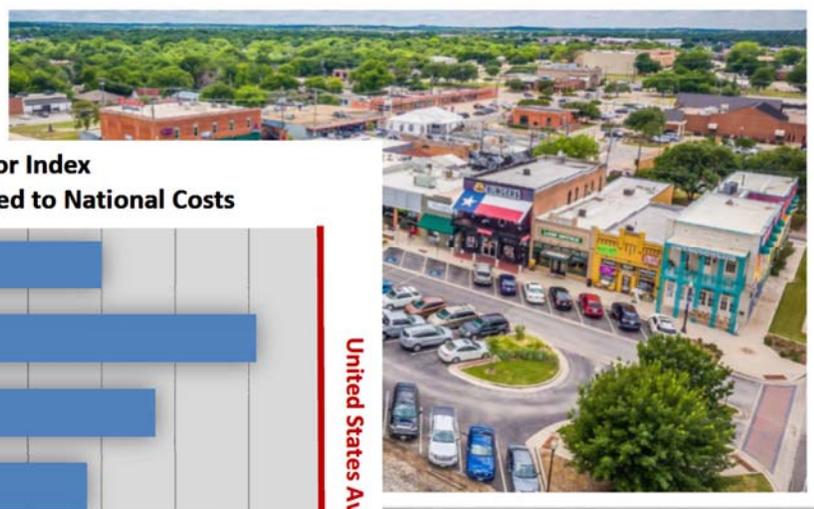


of Baylor University and baptized Sam Houston in 1854.

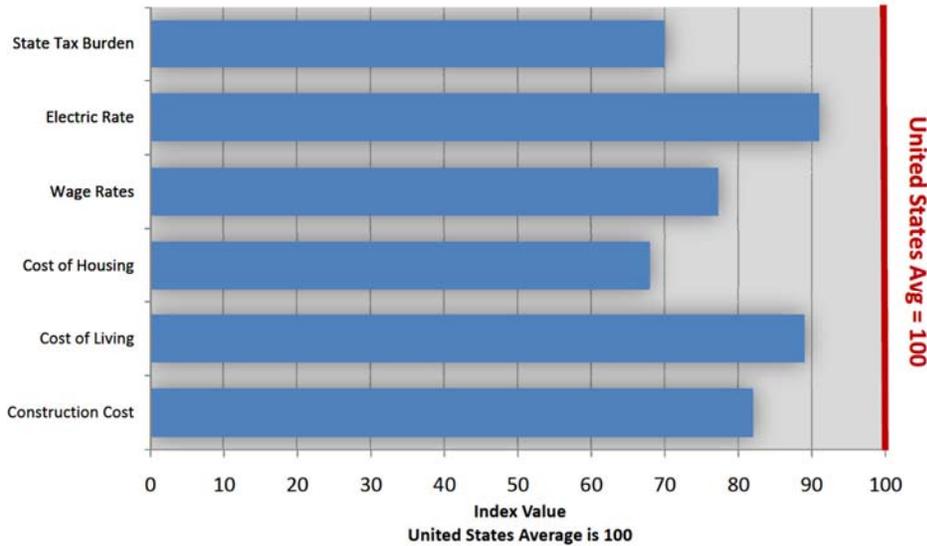


Burleson's population has increased 100% since 2000 to 46,145, according to the U.S. Consensus Bureau in 2017 and is expected to hit 64,875 by 2030. At the same time sale prices of preowned single-family homes have risen more than 50% in the last five years all over DFW according to the Dallas Morning News (Brown, 2017)¹,

School also fall within the Burleson city limits to serve citizens. For higher education opportunities, forty colleges and universities are located within an hour drive, including



**Comparative Factor Index
Burleson, Texas Costs Compared to National Costs**



Hill College and Texas Wesleyan University both located within the Burleson city limits.

and in Burleson, home value grew slightly above the 8.2% average at 8.7%. The effects can be seen directly in the local housing pricing and new starts. 2017 saw 537 new home starts while the average home value rose from a year ago value of \$166,274 up to \$183,751.

Thanks to Burleson's humble beginnings and strategic bisection by one of the most travelled interstates in American, and close location next to the DFW, affords citizens the advantages of an urban lifestyle, while retaining the "small town" feel. The city's leadership is focus-driven to a enhance citizens quality a life by supporting support community improvements and events. In March of 2015 City Council approved a \$1 million dollar plus contract to improve its Old Town district, home to many of the city's most popular events, attractions, and local government services.

To support the growing population, the community has access to six hospitals that are within a thirty-minute drive, including a pediatric hospital and a trauma center. Also, the Burleson ISD is made up of ten elementary and seven secondary schools who consistently bring in SAT and ACT scores that higher than the state and national averages. Another two schools, Nicholas Middle School and North Joshua Elementary

Old Town now sports its own microbrewery, Old Texas Brewing Company, in addition to

other restaurant favorites: Fuzzy's Taco, Grumps, The Hickory Tree Grill, Frescos Mexican restaurant and the world famous Babe's Chicken Dinner House.

Highlight of some of the city sponsored events, some right in the middle of Old Town, are:

- Bunny Daze egg hunt
- Hot Sounds of Summer free concert series, featuring a variety of music performed by well-known artists each Friday night during the month of June
- Christmas Parade of Lights
- Founder's Day celebration, held in October to commemorate the City's history with of the restored Interurban Depot and Museum

In addition to the city's great events, it has many community facilities and attractions.

For avid golf fans, Hidden Creek Golf Course was built in 1997, and fairly recently had a completed renovation. It has been voted the "toughest public golf course" in the DFW two years running by the Ft. Worth Business Press and the Dallas Business Journal listed Hidden Creek in the "top five public golf courses in the state". It boasts a well-designed, moderately challenging golf course complete with a pro shop, a restaurant, and practice facilities. Rates are very competitive and fees are daily, no membership. More information <http://www.hiddencreekgc.com/> can be found on Hidden Creek Golf Course website.



Other community features are:

- ✓ *Senior Activity Center* open to citizens 50 or older
- ✓ *Russel Farm Art Center*, offering art woodworking classes and a wonderful outdoor venue to host wedding, reunions, or family gatherings
- ✓ *Burleson Public Library* offering books for all ages, digital as well as hardback.
- ✓ *Burleson Recreation Center (BRiCk)* with an indoor pool park, gymnasium, meeting rooms which offers exercise classes and pool parties. Membership is required.
- ✓ *Chisenhall Sports Complex*, along with 16 parks and playgrounds, and one nature preserve.

Businesses are racing to Burleson to serve the growing population. With a 3% household growth rate, \$72,670 average annual income, with a 91.9% of

the population having graduating high school and 24.9% with a Bachelor's degree or higher. Retailers, industrial and professional service providers find Burleson is THE place to be.

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

Burleson's Highpoint Business Park is filling up fast and expanding through private investment. Since 2014, five facilities have been opened with two more to follow in 2019.

- Chicken E Food Service – 100,000 square foot headquarters and food distribution facility. (OPEN)
- Stuart Industries – 40,000 square foot headquarters and aerospace parts distribution (OPEN)
- Wagner-Smith Equipment Company – Expansion of local company to 55,000 square foot manufacturing center for wireline components (OPEN)
- Airforce Airguns – 25,000 square foot headquarters and air gun manufacturer. (OPEN)
- Hayes & Stolz – 144,000 square foot headquarters and manufacturing

- facility (Opened 4th Quarter of 2017)
- *COMING SOON* McLane Classic Foods – 160,000 square foot food manufacturing facility (2Q of 2019)
- *COMING SOON* Golden State Foods – 200,000 square foot food manufacturing facility (3Q of 2019)

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

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

MAJOR EMPLOYERS			
Name	Employees	Industry	Product
Burleson ISD	1000-2500	Public Administration	Education
Huguley Hospital	1000-2500	Healthcare/Social Assistance	Healthcare
H-E-B Grocery	250-499	Retail	Retail
Wal-Mart	250-499	Retail	Retail
City of Burleson	250-499	Public Administration	Government
KWS Manufacturing	100-250	Manufacturing	Conveyor Systems
Champion Buildings	100-250	Manufacturing	Manufactured Homes
Thomas Conveyor	100-250	Manufacturing	Conveyor Systems
Universal Forest Products	75-100	Manufacturing	Lumber and Wood
Birdwell Screw Conveyors	75-100	Manufacturing	Cleaning Supplies
Industrial Screw Conveyors	50-75	Manufacturing	Conveyor Systems
Indicom Buildings	50-75	Manufacturing	Manufactured Buildings
United Aviation Accessories	50-75	Manufacturing	Aviation Components
Basden Steel	50-75	Manufacturing	Structural Steel
Haliburton	50-75	Manufacturing	Oil/Gas Services
Wagner-Smith	50-75	Manufacturing	Power Line Tools/Products
Burley Fence	50-75	Manufacturing	Fencing Tools/Products
Chicken E Food Service	50-75	Distributor	Food Products Wholesaler
LKQ Corporation	50-75	Wholesaler/Distributor	Automotive

ANNUAL OPERATING BUDGET AND PLAN OF SERVICES

STRATEGIC GOALS AND STRATEGIES

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

We are...

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

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

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

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

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

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

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

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





OUR VISION

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

OUR MISSION

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

OUR GOALS



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



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



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



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



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

OUR VALUES

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

CITY PLANNING PROCESSES

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

CITY MANAGER'S MESSAGE

FOR THE FY 2018-2019 PROPOSED BUDGET

TO

MAYOR KENNETH D. SHETTER

AND

MEMBERS OF THE BURLESON CITY COUNCIL

August 8, 2018

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, 2018 and ending September 30, 2019 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 2018-19 are \$38,058,122 as proposed, approximately \$3,094,418 more than in FY 2017-18.

Property Taxes

Tax Valuation

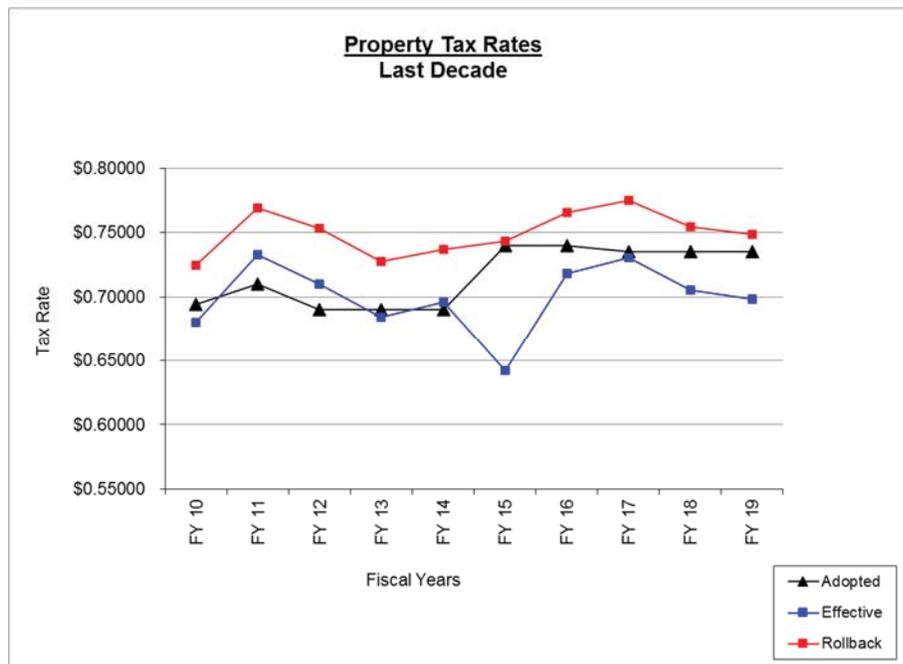
The City's 2018 property value, as certified by the Johnson County Appraisal District and Tarrant Appraisal District is \$3,606,753,361 – an increase of \$389,752,866 or 12.12% over 2017's \$3,217,000,495. This increase in value can be attributed primarily to rising valuations of existing properties, with an additional \$92,446,954 in new improvements added to the tax base. Total taxable value increased \$293,782,512 (10.3%) from last year's \$2,864,695,326 to \$3,158,477,838.

Tax Rate

The property tax rate in the proposed base budget is \$0.7350, which is the existing rate.

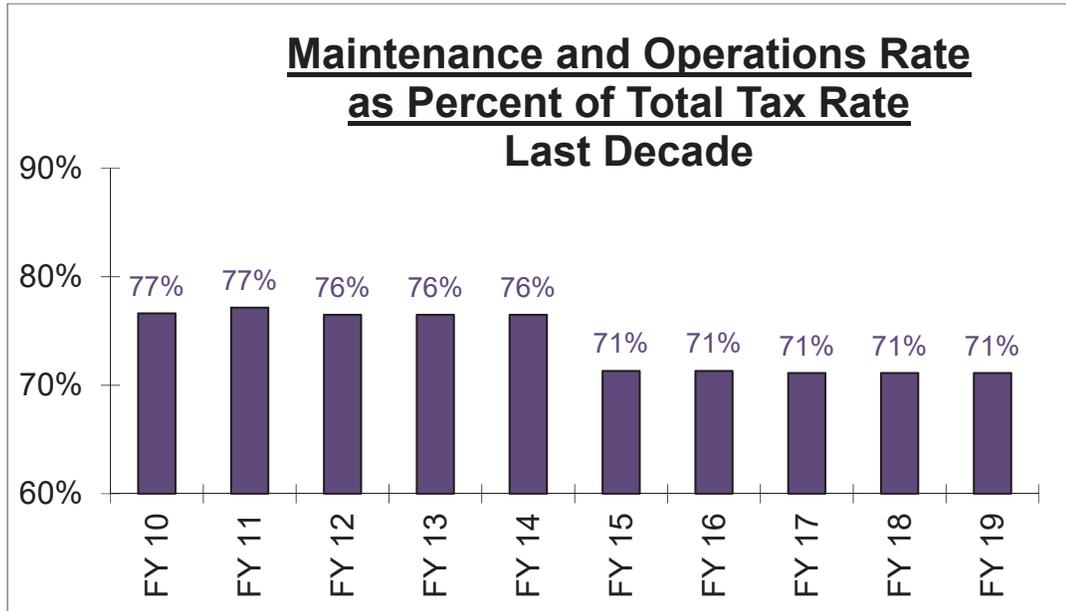
Effective Tax Rate

The effective tax rate for FY 2018-19 is \$0.6984, which is \$0.0366 lower than the current rate of \$0.735. The effective maintenance and operations tax rate is \$0.4968. The chart below shows the historical trend of the City's tax rate since FY 2009.



Maintenance and Operations Rate (M & O rate)

The proposed budget maintains the current M&O rate of \$0.5228. The following graph illustrates the M&O rate as a percent of the total tax rate since FY 09.

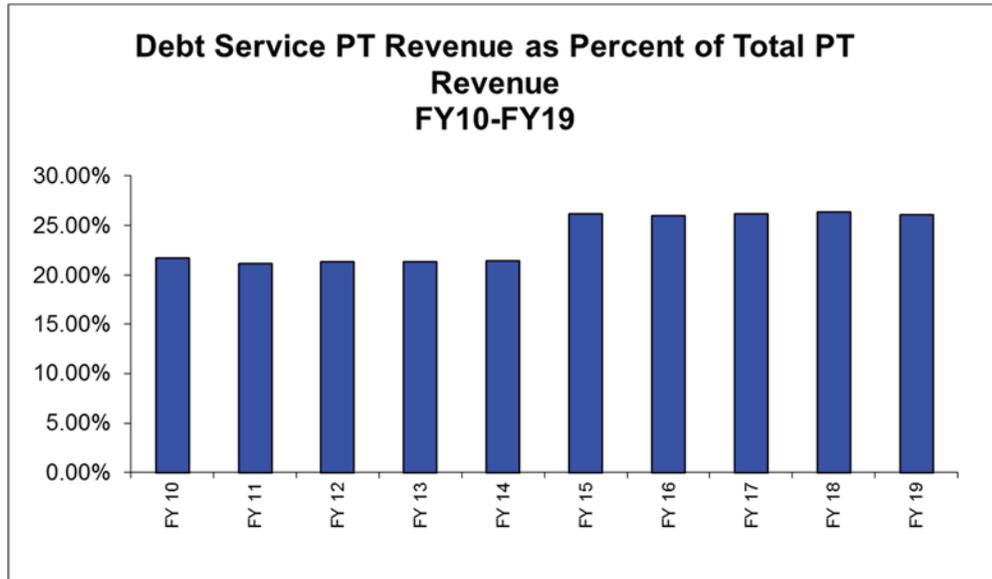


Debt Service Rate (I&S rate)

The debt service rate remains the same at \$0.2122. The debt rate is 28.9% of the total tax rate., 2.2% more than the median of 26.7% for the 34 Tarrant County cities which had a debt rate in FY 2018.

Manager's Message
Proposed FY 2018-2019 Budget

Jurisdiction Name	Tax Rate	M&O Rate	M&O as %	I&S Rate	I&S as %
City of Everman	\$ 1.1586	\$ 0.9588	82.8%	\$ 0.1998	17.2%
City of Forest Hill	\$ 0.9900	\$ 0.8788	88.8%	\$ 0.1112	11.2%
City of Pelican Bay	\$ 0.8985	\$ 0.8542	95.1%	\$ 0.0443	4.9%
City of Fort Worth	\$ 0.8050	\$ 0.6415	79.7%	\$ 0.1635	20.3%
City of Sansom Park	\$ 0.7873	\$ 0.5645	71.7%	\$ 0.2228	28.3%
City of Kennedale	\$ 0.7775	\$ 0.5788	74.4%	\$ 0.1988	25.6%
City of White Settlement	\$ 0.7621	\$ 0.6112	80.2%	\$ 0.1509	19.8%
City of Crowley	\$ 0.7190	\$ 0.5142	71.5%	\$ 0.2048	28.5%
City of Mansfield	\$ 0.7100	\$ 0.4745	66.8%	\$ 0.2355	33.2%
City of Azle	\$ 0.6715	\$ 0.5701	84.9%	\$ 0.1014	15.1%
City of Grand Prairie	\$ 0.6700	\$ 0.4712	70.3%	\$ 0.1988	29.7%
Haltom City	\$ 0.6682	\$ 0.4552	68.1%	\$ 0.2130	31.9%
City of Benbrook	\$ 0.6400	\$ 0.6125	95.7%	\$ 0.0275	4.3%
City of Arlington	\$ 0.6398	\$ 0.4409	68.9%	\$ 0.1989	31.1%
City of Watauga	\$ 0.6018	\$ 0.4197	69.7%	\$ 0.1821	30.3%
City of N Richland Hills	\$ 0.5900	\$ 0.3286	55.7%	\$ 0.2614	44.3%
City of Hurst	\$ 0.5809	\$ 0.4650	80.0%	\$ 0.1159	20.0%
City of Richland Hills	\$ 0.5637	\$ 0.4608	81.7%	\$ 0.1029	18.3%
City of Bedford	\$ 0.5200	\$ 0.3406	65.5%	\$ 0.1794	34.5%
City of Westworth Village	\$ 0.5000	\$ 0.2430	48.6%	\$ 0.2570	51.4%
City of Saginaw	\$ 0.4950	\$ 0.2842	57.4%	\$ 0.2108	42.6%
City of Euless	\$ 0.4625	\$ 0.3611	78.1%	\$ 0.1014	21.9%
City of Southlake	\$ 0.4620	\$ 0.3620	78.4%	\$ 0.1000	21.6%
City of Lake Worth	\$ 0.4549	\$ 0.1858	40.9%	\$ 0.2691	59.1%
Town of Trophy Club	\$ 0.4514	\$ 0.3414	75.6%	\$ 0.1100	24.4%
City of Flower Mound	\$ 0.4390	\$ 0.3397	77.4%	\$ 0.0993	22.6%
City of Keller	\$ 0.4275	\$ 0.3190	74.6%	\$ 0.1085	25.4%
Town of Pantego	\$ 0.4200	\$ 0.4200	100.0%	\$ -	0.0%
City of Roanoke	\$ 0.3751	\$ 0.1609	42.9%	\$ 0.2142	57.1%
Dalworthington Gardens	\$ 0.3744	\$ 0.2878	76.9%	\$ 0.0866	23.1%
City of Colleyville	\$ 0.3338	\$ 0.3160	94.7%	\$ 0.0178	5.3%
City of Haslet	\$ 0.3330	\$ 0.2795	83.9%	\$ 0.0535	16.1%
City of Grapevine	\$ 0.2893	\$ 0.1347	46.6%	\$ 0.1545	53.4%
City of Westlake	\$ 0.1362	\$ 0.1113	81.8%	\$ 0.0248	18.2%
Average	\$ 0.5797	\$ 0.4349	75.0%	\$ 0.1447	25.0%
Median	\$ 0.5723	\$ 0.4198	73.4%	\$ 0.1527	26.7%
Burleson	\$ 0.7350	\$ 0.5228	71.1%	\$ 0.2122	28.9%



Taxable Value of Average Residential Property

The taxable value of an average residential property in Burleson grew from \$166,274 in 2017 to \$183,751.

The proposed rate, applied to the increased taxable value, will result in an increase of \$128.45 in the tax bill for the average residential property, from \$1,222.12 in the current year to \$1,350.58 in the proposed budget.

Property Tax Revenue

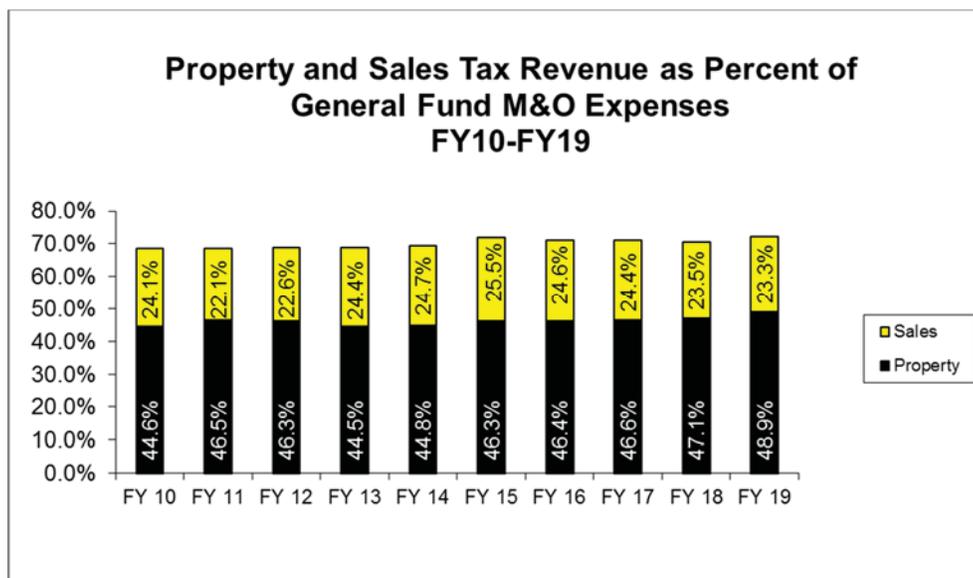
Overall, revenue from ad valorem (property) taxes is up \$1,951,789 (11.6 %) from the current year to \$18,755,920. Taxes on new value added since the last appraisal total \$476,062. The value of properties subject to the senior tax freeze increased from \$436.5 million in 2017 to \$507.7 million in 2018. Frozen properties now account for 14.1% of the tax base – up 0.5% from FY 2017-18.

For FY 2018-19, one cent on the ad valorem tax rate will generate \$311,110 - allowing for protested and frozen values and assuming a 98.5% collection rate.

Sales Taxes.

Sales tax (including liquor tax) revenues are projected to increase \$587,000 (+6.9%) from current adopted levels. Revenue from sales tax in FY 2019 is projected at \$9,055,000 (23.8% of total revenue).

Combined, property and sales taxes will fund approximately 70.6% of General Fund maintenance and operations expenses for FY 2017. The graph below illustrates this relationship since FY 2009.



Other revenue:

Other revenue categories are projected to be a mixed bag next year, including an increase of \$150,000 (100 %) in interest earnings. Projected fine and forfeiture revenues increase by \$35,000 (2.9%). Franchise fees are expected to increase by \$176,000 (7.6%), Miscellaneous revenues are increasing \$34,100 (2.2%), and Other Sources are expected to increase \$181,499 (9.5%).

Expenditures

Overview

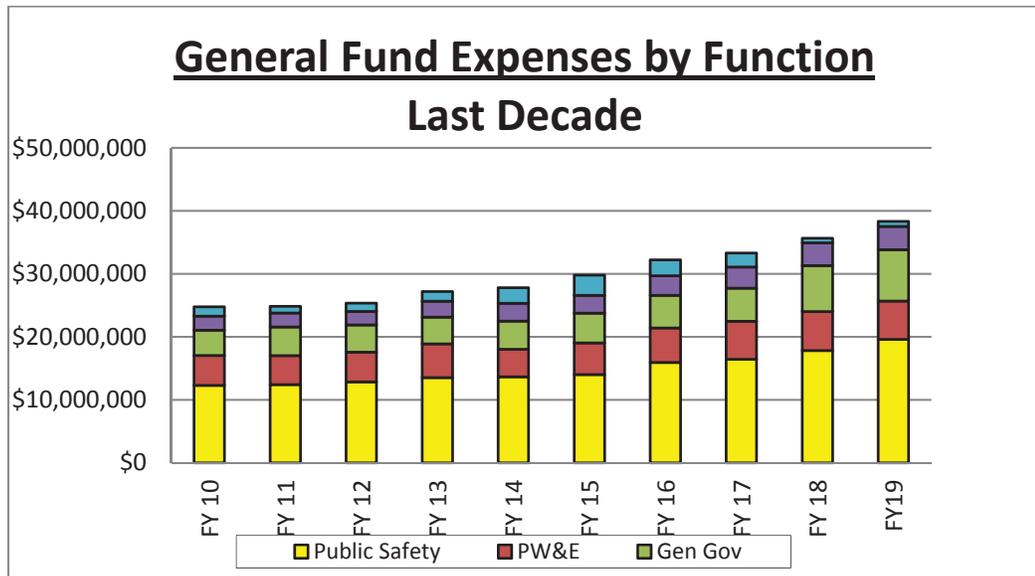
Proposed total expenditures are \$2,651,245 (7.4%) higher than the current year

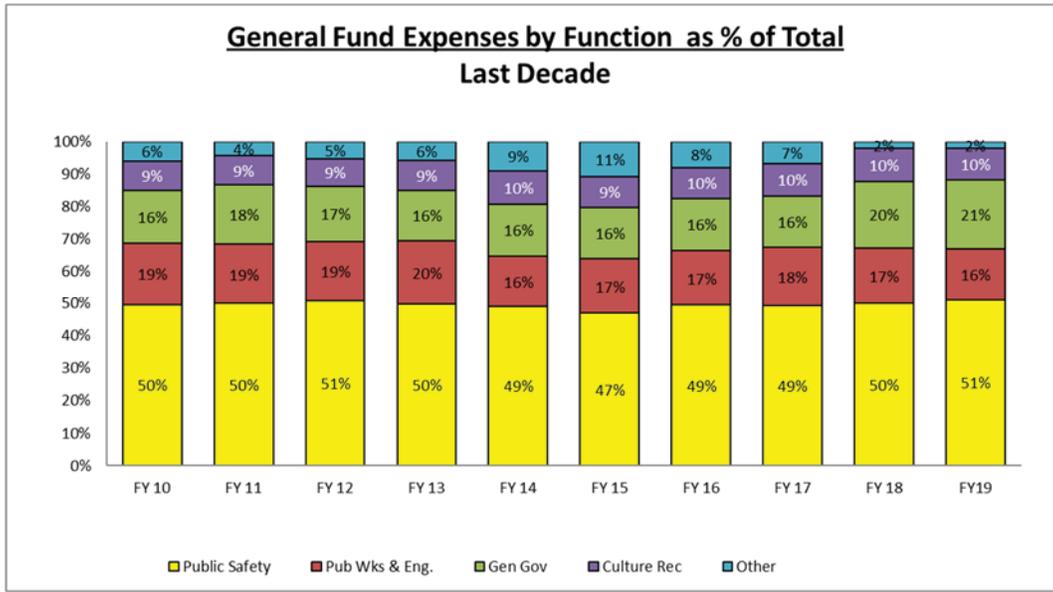
Manager's Message
 Proposed FY 2018-2019 Budget

adopted budget. Of this amount, \$452,522 comprises capital or one-time expenditures. The remaining operating expenditures of \$37,863,088 are \$195,034 less than operating revenues. Expenditures are customarily divided into 5 major functions:

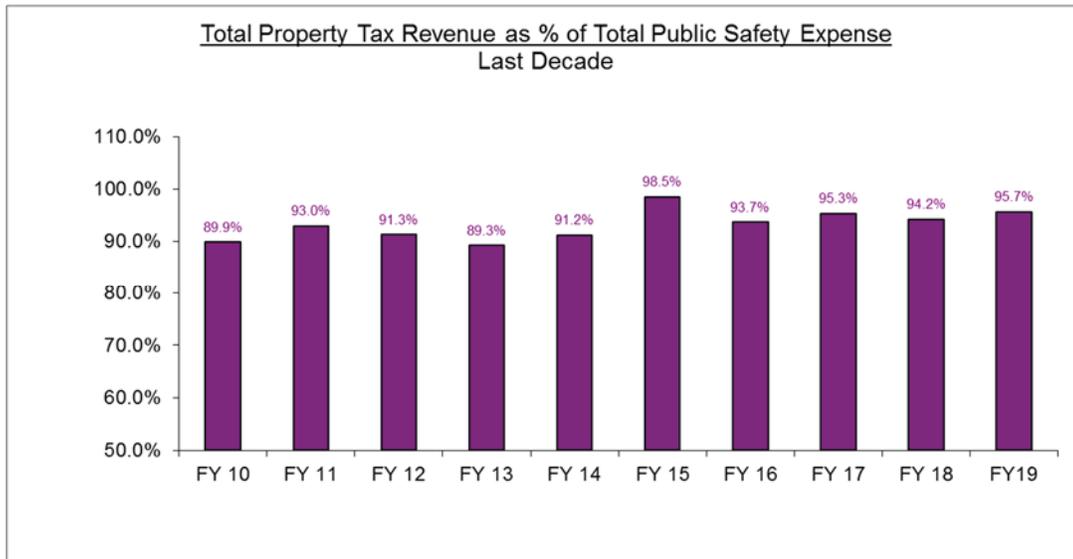
- Public Safety (Police, Fire, Fire Prevention, Animal Control & Municipal Court)
- Public Works (including Engineering)
- General Government (Finance, Human Resources, City Manager's Office, City Secretary's Office, etc.)
- Culture & Recreation (Library, Parks and Recreation)
- Other (Neighborhood Services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

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





Since FY 2009-10, Public Safety expenses have comprised at least one-half of all General Fund expenditures. **In FY 2018-19, 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 10.



Salary and Related Costs

In FY 2012-13 we reinstated a revised Step Plan in Public Safety. The proposed FY 2018-19 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. About \$275,000 is budgeted for the step plan. An additional \$400,000 is budgeted for market adjustments pending completion of the salary study.

FUND BALANCE

The Fund Balance in the General Fund is estimated to be \$7,830,926 at the end of FY 2017-18. This amount is \$302 thousand above the 20% reserve amount established by Council policy. The proposed budget utilizes an appropriation from fund balance of \$224,488 for the following one-time purchases:

82,662	Police	SRO Sergeant vehicle/equipment
28,000	Police	New computers and software
5,600	HR	Electronic onboarding
11,000	Anml Svc	Animal Shelter flooring
200,000	Com Dev	Stormwater study-Upper Village and Willow
6,000	Com Dev	Printer
44,000	Fire	SCBA
42,260	Emer Serv	Emergency Mgmt Coordinator veh/eqp
<hr/>		
419,522		

As tabulated below, the fund balance in the General Fund at the end of FY 2018 is projected to be at 20% of annual operations – the policy minimum.

GENERAL FUND: FUND BALANCE STATUS

\$	38,058,122	Revenues
	(37,863,088)	Recurring Expenses
\$	195,034	Difference
\$	7,830,926	Estimated Available Fund Balance Oct 1, 2018
	38,058,122	Revenues
	(37,863,088)	Recurring Expenses
	(419,522)	One Time Expenses
\$	7,606,438	Estimated Ending Fund Balance
\$	7,572,618	Minimum Fund balance with 20% Target

WATER/WASTEWATER FUND

Revenue requirements in this fund are projected to increase to \$22,412,775 in the proposed FY 2018-19 budget – an increase of 1,706,744 (8.2%) from the FY 2017-18 adopted budget.

Expenditures

Proposed expenditures for FY 2018 total \$22,575,839 – about 9% more than the FY 2018 adopted budget. Operating expenditures are increasing in 2019 by more than \$1,869,000 due primarily to the issuance of bonds and increases in product costs. This year also marks the first year of a shift to a more sustainable method of funding routine capital, with the shifting of \$600 thousand of regular capital maintenance from the bond program to operations. This is a more appropriate accounting of this type of expenditure, and will, in the long run, save money.

Water Rates

The proposed FY 2018-2019 budget includes an overall increase of 6% to average water rates, and to average wastewater rates. The impact of this increase to a representative residential customer using 7,000 gallons of water and 4,900 gallons of wastewater would experience an increase of \$5.26/month.

The base water rates are as follows:

Manager's Message
Proposed FY 2018-2019 Budget

<u>Meter size (in inches)</u>	<u>FY17/18 Water Rate</u>	<u>FY18/19 Water Rate</u>
3/4	\$15.13	\$16.04
1.0	\$21.79	\$23.10
1.5	\$41.03	\$43.49
2.0	\$60.47	\$64.10
3.0	\$145.45	\$154.18
4.0	\$242.42	\$256.97
6.0	\$483.76	\$512.79
8.0	\$725.11	\$768.62
10	\$964.32	\$1,022.18
12	\$1,113.50	\$1,180.31

(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>FY17/18</u>	<u>FY18/19</u>
1 gallon to 10,000 gallons	\$4.63	\$4.91
10,001 gallons to 20,000 gallons	\$5.59	\$5.93
Over 20,000 gallons	\$6.39	\$6.77
Gas Well Drilling (all volumes)	\$13.18	\$13.97

Wastewater Rates

The proposed FY2018-19 budget includes an average 6% increase in wastewater rates. The proposed base rate goes from \$17.06/month to \$18.08/month, and the volumetric rate goes from \$4.74/1,000 gallons to \$5.02/1,000 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

FY2018-19 is projected to leave a working capital balance of \$3,423,377, or 22% 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 \$2,511,716, which exceeds budgeted expenditures by \$254. Included on the revenue side are transfers from the Type B (4B) fund of \$359,616 for debt service and \$641,000 for operational subsidy.

SOLID WASTE FUND

The proposed FY 2018-19 budget includes Solid Waste expenditures of \$3,313,103. Proposed revenues of \$3,259,000 will produce a net working capital decrease of \$39,103, assuming maintenance of the current rate of \$19.20 per month. Staff projects working capital at the end of FY 2017-18 to be \$1,522,435, or 46% of operating expenditures.

HOTEL/MOTEL FUND

The proposed FY 2018-19 budget includes total revenues of \$207,000 and total expenditures of \$221,064, including \$185,564 of ongoing City expenditures and \$35,500 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 \$3,598,552. This budget requires subsidies of \$1,434,752 from the Type B Corporation. The BRiCk’s revenues are projected to cover 74% of its expenses, while revenues associated with the two athletic fields will cover about 21% of those expenses, and Russell Farm 31%. A summary of the Park Performance Fund is tabulated on the following page.

Manager's Message
Proposed FY 2018-2019 Budget

PARK PERFORMANCE FUND: Proposed Budget FY 2018-19

<u>BRiCk Operations</u>						
	ACTUAL	YEAR END	PROPOSED	Chng From	Revised	
Revenues	FY 2017	FY 2018	FY 2019	Dollars	Percent	
Recreation Fees	\$ (310,595)	\$ (310,000)	\$ (310,000)	\$ -	0%	
Recreation Memberships	\$ (1,393,457)	\$ (1,425,000)	\$ (1,425,000)	\$ -	0%	
Recreation Room Rentals	\$ (91,042)	\$ (60,000)	\$ (60,000)	\$ -	0%	
Indoor Athletic/Rec Fees	\$ (15,064)	\$ (15,000)	\$ (15,000)	\$ -	0%	
Swimming Pool Fees	\$ (89,101)	\$ (85,000)	\$ (85,000)	\$ -	0%	
Swimming Lessons Revenue	\$ (33,975)	\$ (25,000)	\$ (25,000)	\$ -	0%	
Merchandise Sales	\$ (5,835)	\$ (6,000)	\$ (6,000)	\$ -	0%	
Returned Checks Fees	\$ (10,334)	\$ (5,000)	\$ (5,000)	\$ -	0%	
Recreation Memberships	\$ 13,385	\$ -	\$ -	\$ -		
Securities Interest	\$ (807)	\$ -	\$ -	\$ -		
CD/Money Market Interest	\$ (591)	\$ -	\$ -	\$ -		
Gain/Loss on Security Val	\$ (18)	\$ -	\$ -	\$ -		
TexPool Interest	\$ (1,780)	\$ (12,000)	\$ (12,000)	\$ -	0%	
TexPool Prime Interest	\$ (1,811)	\$ -	\$ -	\$ -		
Logic Interest	\$ (2,241)	\$ -	\$ -	\$ -		
TexSTAR Interest	\$ (1,011)	\$ -	\$ -	\$ -		
Cash Over/Short	\$ 20	\$ -	\$ -	\$ -		
Other Misc Revenue	\$ (65)	\$ -	\$ -	\$ -		
Other Revenue	\$ -	\$ -	\$ -	\$ -		
Total	\$ (1,944,322)	\$ (1,943,000)	\$ (1,943,000)	\$ -	0%	
Expenditures	\$ 2,456,090	\$ 2,771,643	\$ 2,622,442	\$ (149,201)	-5%	
Rev. (Over)/Under Exp.	\$ 511,768	\$ 828,643	\$ 679,442	\$ (149,201)		
Percent Self Sustaining	79%	70%	74%			

<u>Athletic Fields Operations</u>						
	ACTUAL	YEAR END	PROPOSED	Chng From	Revised	
Revenues	FY 2016	FY 2017	FY 2018	Dollars	Percent	
Recreation Leagues	\$ (42,649)	\$ (36,000)	\$ (36,000)	\$ -	0%	
Park Rentals	\$ (12,490)	\$ (24,420)	\$ (24,420)	\$ -	0%	
Concession Revenue	\$ (1,116)	\$ (600)	\$ (600)	\$ -	0%	
Tournament Fees	\$ (77,100)	\$ (110,000)	\$ (110,000)	\$ -	0%	
Per Player Fees	\$ (10,480)	\$ (5,280)	\$ (5,280)	\$ -	0%	
Total	\$ (143,835)	\$ (176,300)	\$ (176,300)	\$ -	0%	
Expenditures	\$ 714,332	\$ 780,471	\$ 831,124	\$ 50,653	6%	
Rev. (Over)/Under Exp.	\$ 570,497	\$ 604,171	\$ 654,824	\$ 50,653		
Percent Self Sustaining	20%	23%	21%			

<u>Russell Farm</u>						
	ACTUAL	YEAR END	PROPOSED	Chng From	Revised	
Revenues	FY 2016	FY 2017	FY 2018	Dollars	Percent	
Rental Fees-Russell Farm	\$ (28,563)	\$ (41,000)	\$ (41,000)	\$ 0	0%	
Activity Fees-Russell Fm	\$ (120)	\$ (3,500)	\$ (3,500)	\$ 0	0%	
Total	\$ (28,683)	\$ (44,500)	\$ (44,500)	\$ -	0%	
Expenditures	\$ 146,795	\$ 136,743	\$ 144,986	\$ 8,243	6%	
Rev. (Over)/Under Exp.	\$ 118,112	\$ 92,243	\$ 100,486	\$ 8,243		
Percent Self Sustaining	20%	33%	31%			

<u>PPF FUND TOTALS</u>						
TOTAL REVENUES LESS SUBSIDY	\$ (2,116,840)	\$ (2,163,800)	\$ (2,163,800)	\$ -	0%	
TOTAL EXPENSES	\$ 3,317,217	\$ 3,688,857	\$ 3,598,552	\$ (90,305)	-2%	
Rev. (Over)/Under Exp.	\$ 1,200,377	\$ 1,525,057	\$ 1,434,752	\$ (90,305)	-6%	
Percent Self Sustaining	64%	59%	60%			

<u>PPF FUND SUBSIDY BREAKDOWN</u>						
4B Subsidy	\$ (1,420,487)	\$ (1,364,763)	\$ (1,434,752)	\$ (69,989)	5%	
General Fund Subsidy	\$ -	\$ -	\$ -	\$ -		
Total Subsidy for PPF	\$ (1,420,487)	\$ (1,364,763)	\$ (1,434,752)	\$ (69,989)	5%	
Amount (TO)/FROM PPF Fund Balance	\$ (220,110)	\$ 160,294	\$ -	\$ -		

SUPPORT SERVICES FUND

The Support Services Fund records the activities of support services functions (currently only Information Technology), and allows for the costs of these services to be reflected as expenditures of the “customer” departments. Revenues in this budget are projected at \$2,125,891, and expenditures are projected at \$2,048,113, adding \$77,778 to working capital.

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 and interest on investments. Revenues are projected at \$ 7,500 in FY 2018-19. Expenditures are projected at \$5,250.

Fund Balance

The end-of-year working capital in the Cemetery Fund is estimated to be \$298,870 in FY 2018-19.

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 2017-18 budget are projected at \$475,009. Fund expenditures are projected at \$475,303.

Fund Balance

The end-of-year working capital in the Equipment Service Fund for FY2018-19 is projected to be \$28,517.

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 FY2018-19 are projected at \$1,171,696. Expenditures are estimated to be \$881,547. The fund will pay for the purchase of 12 pieces of equipment scheduled for replacement, and 1 new vehicle in Police and 1 new vehicle in Emergency Services. 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 \$4,053,312 for FY 2018-19.

PROPRIETARY EQUIPMENT REPLACEMENT FUND

Revenues and Expenditures

Revenues in this fund for FY 2018-19 are projected at \$336,588. Expenditures are estimated to be \$240,280. There is one piece of water fund equipment scheduled for replacement this year. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time of the scheduled replacement. This budget includes \$200,000 for unexpected replacements.

Fund Balance

The end-of-year working capital in the Proprietary Equipment Replacement Fund is projected to be \$1,428,954 for FY 2018-19.

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 \$4,785,625 in FY 2018-19, a increase of 5.6% from the \$4,530,625 estimated in the approved FY 2017-18 budget.

Expenditures are projected to be \$5,578,530 in FY 2018-19, a 3.1% decrease from the \$5,758,303 provided for the current year in the approved FY 2017-18 budget, due primarily to some large development incentives in the current year's budget.

Debt Service Fund

FY 2018-19 debt requirements in this fund are \$2,043,325 including \$1,594,655 principal and \$447,170 interest. Transfers from the Type A EDC Special Revenue Fund are budgeted at \$2,042,786.

TYPE B COMMUNITY SERVICES DEVELOPMENT CORPORATION

The citizens of Burlson 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 Burlson 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 \$4,606,000 in FY 2018-19, an increase of 5.9% from the \$4,351,000 estimated in the approved FY 2017-18 budget.

Expenditures are projected to be \$4,642,593 in FY 2018-19, an 9.7% increase from the \$4,230,834 projected for the current year in the approved FY 2017-18 budget.

Debt Service Fund

FY 2018-19 debt requirements in this fund are \$1,830,275 including \$1,285,000 principal and \$544,225 interest. Transfers from the Type B Special Revenue Fund are budgeted at \$1,829,225.

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 2018-19 budget are projected at \$1,182,097. Expenditures are projected at \$1,182,097.

ALL FUNDS SUMMARY

The proposed base budget expenditures for all funds is \$96,547,651, an increase of 5.00% from the current (FY18) adopted budget. Most of this increase is due to the increase in salary costs in the General and Water and Wastewater Funds, and increased wholesale water and wastewater treatment costs. A summary of all funds is tabulated below.

Manager's Message
Proposed FY 2018-2019 Budget

	<u>FY18</u>	<u>FY19</u>	<u>% Change</u>
GENERAL FUND	35,664,365	38,282,610	7.34%
GENERAL DEBT SERVICE FUND	6,248,682	7,134,708	14.18%
HOTEL/MOTEL TAX FUND	185,809	221,064	18.97%
WATER & WASTEWATER FUND	20,706,031	22,575,839	9.03%
SOLID WASTE FUND	3,240,916	3,313,103	2.23%
CEMETERY FUND	5,181	5,250	1.33%
PARKS PERFORMANCE FUND	3,727,080	3,598,552	-3.45%
EQUIPMENT SERVICE FUND	609,917	475,303	-22.07%
GOLF COURSE FUND	2,433,807	2,511,462	3.19%
GOVERNMENTAL EQP REP FUND	1,348,102	881,547	-34.61%
PROPRIETARY EQP REP FUND	793,500	240,280	-69.72%
SUPPORT SERVICES FUND	1,999,059	2,048,113	2.45%
ECONOMIC DEVELOPMENT INCENTIVE FUND	1,096,000	1,182,097	7.86%
4A SALES TAX REVENUE	5,758,303	5,578,530	-3.12%
4A SALES TAX DEBT SERVICE	2,062,898	2,043,325	-0.95%
4B SALES TAX REVENUE	4,230,834	4,642,593	9.73%
4B SALES TAX DEBT SERVICE	1,856,857	1,830,275	-1.43%
TOTAL EXPENDITURES	91,967,341	96,564,651	5.00%

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. Three special restricted use funds were established by City Council from revenues received from the gas leases on City-owned property. These are the Park Improvement Fund (Fund 353), 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 the Park Improvement Fund (Fund 353), and Appendix B 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 C is the Cemetery Gas Royalty Fund which currently has no projects in progress.

Conclusion

Below is a summary of key budget items/issues:

- \$400,000 for market pay adjustments
- \$155,000 for Emergency Management Coordinator position
- \$222,000 for Sergeant School Resource Officer – 50% funded by BISD
- \$485,000 increase in insurance costs in the General Fund. Citywide, insurance cost increasing \$560,000
- \$60,000 for a Telecommunicator position
- Addition of two other Telecommunicator positions utilizing savings created by turnover (budget neutral)
- \$60,000 partial year funding for a Firefighter position
- \$60,000 partial year funding for a Budget/Financial Analyst position
- \$78,000 for IT public safety technician
- \$50,000 for City rebranding project
- \$20,000 for part-time communications specialist

The 2018-19 Budget is respectfully submitted for your consideration. I look forward to discussing these and other issues at the budget meeting on August 8, 2018.

Sincerely,



Dale Cheatham
City Manager

Attachments:

- Appendix A. Park Improvement Fund (Fund 353)
- Appendix B. Community Service Facilities Fund (Fund 354)
- Appendix C. Cemetery Royalty Fund (Fund 430)

Appendix A

**Park Improvement Fund
Fund 353**

Fund Balance 9/30/2017		1,243,104
Estimated 2018 Fiscal Year Results		
+ Revenues ***		16,000
- Expenditures		<u>(225,000)</u>
Est. Fund Bal @ 9/30/18		1,034,104
Projected 2019 Fiscal Year Results		
Revenues		14,000
Expenditures		
Oak Valley Trail Repair		-
Bailey Lake Park	PK0708	<u>(58,585)</u>
Estimated Funds Available		989,519

Amounts dedicated to Projects (net of 2018 exp)

Cedar Ridge	PK0717	(5,000)
Willow Creek Park	PK1601	(24,250)
Dog Park	PK1704	(349,444)
Centennial Park Gazebo	PK1802	(60,000)
Bailey Lake Nature Trail	PK1803	(20,000)
Concrete Stain-BRC/Chis	PK1804	(24,000)
Oak Valley Park N Trail	PK1805	(50,000)
Parks Misc Proj Rehab	PK1806	(43,228)
Parks Disc Golf Course	PK1807	(98,101)
Prairie Timbers Imprv	PK1808	<u>(300,000)</u>

Estimated Unallocated Balance **15,496**

Appendix C

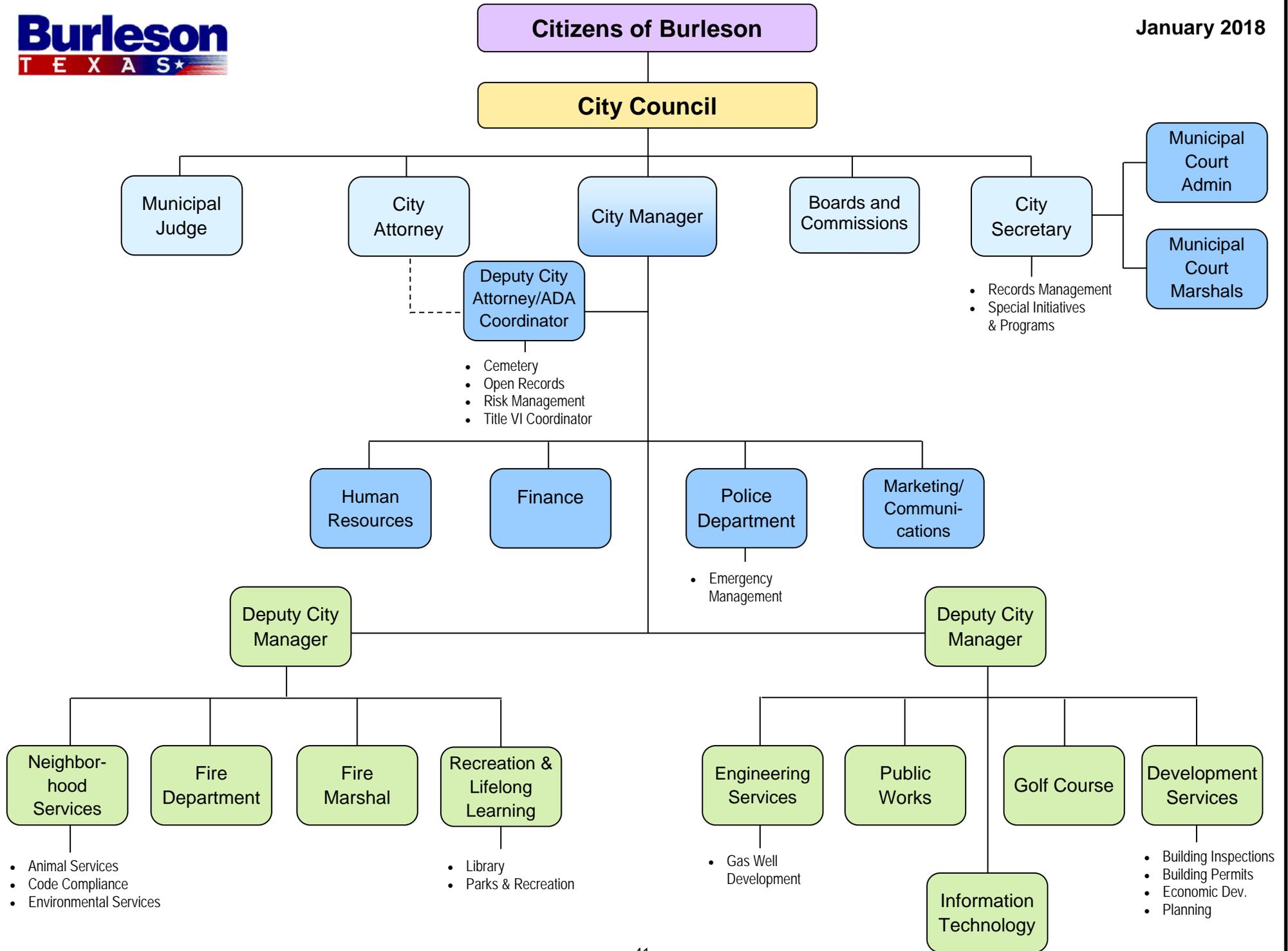
**Cemetery Royalty Fund
Fund 430**

Fund Balance 9/30/2017	695,388
Estimated 2018 Fiscal Year Results	
+ Revenues ***	25,000
- Expenditures	<hr/>
Est. Fund Bal @ 9/30/18	720,388
Projected 2019 Fiscal Year Results	
Revenues	25,000
Expenditures	<hr/>
Estimated Funds Available	745,388
Amounts dedicated to Projects (net of 2018 exp)	
Contingency	17,371
Estimated Unallocated Balance	762,759

Note: In 2017, \$500,000 was transferred from this fund to the Non-Bond Capital Project Fund for construction of a dog park. This money is still located in that fund pending final decision of council.

Fee Change Summary

<i>Department/Description</i>	<i>2017-2018 Rate</i>	<i>2018-2019 Rate</i>
<u>Library</u>		
1. Overdue Library Materials/Books/Audiobooks/ Music CDs/Magazines/E-book Readers (including all parts)/Library Kits/DVDs	\$.25/item per day	No Charge
2. Overdue Interlibrary Loan Materials	\$.25/item per day	No Charge
4. Damaged Library materials/Books/Audiobooks Music CDs/E-book Readers/ Library Kits	Cost or exact replacement cost + processing fee cost n/a n/a	Cost or exact replacement + \$5 Processing Fee (patron can volunteer 1 hour for each dollar owed, with permission)
11. Microfiche/Film Reader/Printer Copies	\$.10/each	\$0
13. Print from Internet	\$.10/per page	\$0
15. Proctoring Fee	\$10/per exam	\$20/exam
16. Earbuds	\$2/per set	\$0
<u>Engineering</u>		
17. Overtime Inspection Fee	\$45/hour	\$55/hour
<u>Parks & Rec</u>		
1. Pavillion - Full Shelter	\$10/hour	\$20/hour



**Governmental
Activities**

Modified Accrual Basis
of Accounting

**Government
Fund**

**Debt Service
Funds**

General Debt Service

Type 4B Debt Service

Type 4A Debt Service

**Special
Revenue Fund**

Parks Performance Fund

Type 4B Special Revenue Fund

Type 4A Special Revenue Fund

Economic Development Fund

Hotel/Motel Fund

**Business
Activities**

Accrual Basis of
Accounting

Enterprise

Water and Wastewater

Solid Waste

Hidden Golf Course

Cemetery

**Internal
Service**

Equipment Services

Equipment Replacement-Government

Equipment Replacement-Business

Support Services

Note: Basis for budget is the same as for audited financial statements.

CITY OF BURLESON FUND DESCRIPTION

Governmental Modified Accrual Basis of Accounting

MAJOR FUNDS:

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

NON-MAJOR FUNDS:

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

CITY OF BURLESON FUNDS DESCRIPTION

Proprietary

Accrual Basis of Accounting

MAJOR FUNDS:

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

NON-MAJOR FUNDS:

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

BASIS OF BUDGETING

GOVERNMENTAL FUNDS

All budgets prepared for governmental funds are budgeted on a basis similar to the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when they become measurable and available to finance expenditures of the current period.

Expenditures are generally recognized when the related fund liability is incurred. However, there are two fundamental differences between the bases used to report the City's financial plan, (i.e., the budget) versus the basis used to report the historical results of financial operations (the Comprehensive Annual Financial Report or CAFR).

Firstly, the City employs full encumbrance accounting at the budgetary level. Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrances outstanding at year end represent the estimated amount of expenditures ultimately to result if unperformed contracts in process at year-end are completed. Encumbrances outstanding at year-end constitute neither expenditures nor liabilities on a modified accrual basis of accounting. However, on a budgetary basis these amounts are reflected as having been funded by appropriations of the budget in force at the time the encumbrance was created. For example, assume that an item was encumbered and ordered in 20X4 then delivered and invoiced in 20X5. For budgetary purposes, the transaction would be reflected in the 20X4 budget, the year the encumbrance is established. For financial reporting purposes, the transaction would be reported in 20X5; the year the item was delivered and the related liability was incurred. One should note that encumbrance accounting affects the timing of expenditure recognition, not the amount.

Employing encumbrance accounting at the budgetary level tends to promote the earliest possible recognition of financial obligations and

requires the City to officially identify and appropriate funding at this early stage. The City's CAFR contains a reconciliation between the budget or financial plan and the actual results of operations. This reconciliation reflects the adjustments necessary to report the results of operations on a budgetary basis rather than a modified accrual basis.

PROPRIETARY FUNDS

Budgeting for business-like funds are called Proprietary Funds. There are two types, the Enterprise and Internal Service Funds. Both are prepared in a manner similar to the basis used in the accrual method of accounting but the treatment of capital purchases represents an area in which fundamental differences exist. These differences are, once again related to the timing rather than the amount of expenditures.

In an accrual accounting environment, such as that used in the preparation of appropriate sections of the CAFR, capital purchases do not immediately give rise to expenses. Instead, capital items are recorded as assets and depreciated over their useful lives.

Each year an amount of depreciation is recorded as an expense. So, in effect, the cost of the asset is spread over a period equal to the life of the asset. For budgetary purposes, the full cost of the asset is charged to the budget during the period in which the item was purchased. This method accelerates the recognition of an item's cost and forces the City to officially identify and appropriate funding at the earliest possible stage.

**The Relationship Between Functional Units:
Operations and Accounting Funds**

DEPT/DIV Description	GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE	GOVT EQUIP REPLACE	PROP EQUIP REPLACE	PARKS PERFORMANCE	4A SPECIAL REVENUE FUND	SUPPORT SERVICES
ADMINISTRATIVE SERVICES										
1011 City Manager's Office	X					X				
1015 Human Resources	X					X				
1016 Legal Services	X					X				
1017 Communications	X					X				
CITY SECRETARY'S OFFICE										
1411 City Secretary's Office	X					X				
1412 City Council	X									
1413 Records & Information Services	X					X				
1415 Judicial Services	X					X				
LIBRARY										
1611 Library	X					X				
1612 Burleson University	X					X				
FINANCE										
2010 Finance	X					X				
2013 Support Services	X					X				
2014 Purchasing	X					X				
PUBLIC SAFETY										
3011 Police	X					X				
3012 Fire	X					X				
3013 Fire Prevention	X					X				
3014 Emergency Services	X					X				
3015 Municipal Court	X					X				
3016 Marshals	X					X				
PUBLIC WORKS										
2041 Utility Customer Service		X					X			
4011 Public Works Admin	X									
4013 Solid Waste			X				X			
4016 Facilities Maintenance	X					X				
4017 Streets Pavement Maintenance	X					X				
4018 Streets Drainage Maintenance	X					X				
4019 Streets Traffic Maintenance	X					X				
4041 Water/Wastewater Services		X					X			
4042 Wastewater Services		X					X			
4051 Equipment Services				X		X				
NEIGHBORHOOD SERVICES										
4511 Neighborhood Services Administration	X									
4514 Animal Services	X					X				
4515 Environmental Services	X									
5013 Code Enforcement	X					X				
PLANNING AND ENGINEERING SERVICES										
5010 Development Services Admin	X									
5011 Planning	X									
5012 Building Inspections	X					X				
5511 Engineering - Capital	X					X				
5512 Engineering - Development	X					X				
5513 Gas Well Development	X					X				
PARKS AND RECREATION										
6011 Parks & Recreation Admin	X									
6012 Recreation	X					X				
6013 Parks	X					X				
6015 Senior Citizens Center	X					X				
6017 BRiCK						X		X		
6018 Ballfields						X		X		
6019 Russell Farm						X		X		
4A SPECIAL REVENUE FUND										
1014 Economic Development									X	

**The Relationship Between Functional Units:
Operations and Accounting Funds**

DEPT/DIV Description		GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE	GOVT EQUIP REPLACE	PROP EQUIP REPLACE	PARKS PERFORMANCE	4A SPECIAL REVENUE FUND	SUPPORT SERVICES
HIDDEN CREEK GOLF COURSE											
8011	Golf Course Administration					X		X			
8012	Pro Shop					X		X			
8013	Golf Course Maintenance					X		X			
8015	Food & Beverage Services					X		X			
ADMINISTRATIVE SERVICES											
1511	Information Technology						X				X

FINANCIAL POLICY STATEMENTS

REVISED 09/05/2017

I. STATEMENT OF PURPOSE

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

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

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

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

II. GENERAL IMPLEMENTATION AND COMPLIANCE GUIDELINES

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

III. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

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

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

C. FINANCIAL REPORTING.

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

IV. OPERATING BUDGET.

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

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

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

V. REVENUE MANAGEMENT.

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

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

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

VI. EXPENDITURE CONTROL

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

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

VII. ASSET MANAGEMENT

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

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

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

VIII. CAPITAL BUDGET AND PROGRAM

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

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

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

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

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

IX. FINANCIAL CONDITIONS, RESERVES, AND STABILITY RATIOS

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

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

B. OPERATING RESERVES/FUND BALANCES

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

General Fund

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

Special Revenue Funds

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

Capital Projects Funds

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

Debt Service Funds

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

Permanent Funds

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

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

DEBT SERVICE FUNDS:

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

SPECIAL REVENUE FUNDS:

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

CAPITAL PROJECT FUNDS:

301 Street Paving Trust – Committed
302 Park Dedication Fund – Committed
352 Miscellaneous Capital Projects – Committed
351 4A Sales Tax Capital Project Fund – Committed
350 4B Sales Tax Capital Project Fund – Committed
307 – 338 Bond Funded Capital Projects Funds – Restricted
339-346 CO Bond Funded Capital Projects Funds - Restricted
353-354 Mineral Lease Funded Capital Projects – Committed
355 CO Economic Development

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

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

B. CAPITAL AND DEBT SERVICE FUNDS

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

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

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

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

X. TREASURY AND DEBT MANAGEMENT

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

The City will adhere to the investments authorized through the Texas' Public Funds Investment Act and the city's established comprehensive Investment Policies and Guidelines. Such policies clarifies acceptable investment securities, brokers, terms, and other pertinent investment information.

B. TYPES OF DEBTS

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

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

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

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

G. DEBT ISSUANCE.

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

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

XI. INTERNAL CONTROLS

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

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

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

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

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

XII. STAFFING AND TRAINING

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

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

The City of Burlleson's Budget Process

An OVERVIEW

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

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

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

budget require a budget amendment approved by City Council.

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

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

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

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

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

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

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

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

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

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

REVENUES

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

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

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

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

Public hearings are held for the tax rate and a public hearing also required by

state law is held for the budget. Two readings of the tax rate ordinance, the budget ordinance and utility ordinances are required by City charter.

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

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

BUDGET AMENDMENTS

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

BUDGET PREPARATION MANUAL – CALENDAR

<u>Date</u>	<u>Day</u>	<u>Description</u>
March 22, 2018	Tuesday	Handout Budget Preparation Manual at Director's meeting
April 1, 2018	Friday	Deadline for new positions or changes to an existing position
April 6, 2018	Wednesday	Budget Input training
April 22, 2018	Friday	Deadline for IT requests, and Equipment request
May 20, 2018	Friday	Deadline for Departments to have all budget documents to Finance and entered into HTE (PowerPoint, one page summary, five year plan, goal and objectives, and decision package ranking sheet)
June 6, 2018	Friday	Deadline to get CMO budget books to budget team
June 22, 2018	Wednesday	CMO/Directors Meeting 1pm - 5pm in CC Workroom
June 23, 2018	Thursday	CMO/Directors Meeting 8am – 5pm in CC Workroom
June 24, 2018	Friday	CMO/Directors Meeting 8am – Noon in CC Workroom
July 5, 2018	Tuesday	Council Meeting: Work session Departmental Presentations
July 18, 2018	Monday	Council Meeting: Work session Departmental Presentations
July 25, 2018	Monday	Receive Certified Tax Roll from Appraisal Districts (JCAD & TAD)
August 4, 2018	Thursday	Work session books delivered to CC and posted on website
August 9, 2018	Tuesday	Work session on Budget
August 10, 2018	Wednesday	Earliest date for Notice of Public Hearing on budget. (newspaper)
August 12, 2018	Friday	Publish Notice of Proposed Tax Rate, date, times and places of Public Hearing on Tax Rate. Publish Notice of 1st Public Hearing on Tax Rate (post on website)
August 15, 2018	Monday	Council Meeting – Set Public Hearing date for Budget on 9/6/2016
August 19, 2018	Friday	Deadline to file budget with City Secretary. Publish Notice of Public Hearing on Budget
August 22, 2018	Monday	Special Council Meeting – 1st Public Hearing for Tax Rate
August 26, 2018	Friday	Publish Notice of 2nd Public Hearing on Tax Rate
September 6, 2018	Tuesday	Public Hearing on Budget. 2nd Public Hearing on Tax Rate
September 19, 2018	Monday	Council Meeting – Adopt Budget and Adopt Tax Rate

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES FY 2019**

MAJOR GOVERNMENTAL FUND				
GENERAL FUND				
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 11,004,512	\$ 8,634,083	\$ 8,634,083	\$ 7,830,926
REVENUES				
AD VALOREM TAXES	\$ 15,903,287	\$ 16,904,131	\$ 8,765,000	\$ 18,875,920
SALES TAXES	\$ 8,386,102	\$ 8,368,000	\$ 17,027,697	\$ 8,935,000
FRANCHISE FEES	\$ 2,376,998	\$ 2,316,000	\$ 2,484,250	\$ 2,491,991
LICENSES AND PERMITS	\$ 1,036,969	\$ 1,037,200	\$ 1,000,900	\$ 1,016,200
OTHER CHARGES FOR SERVICE WATER&SEWER	\$ -	\$ -	\$ -	\$ -
FINES AND FORFEITURES	\$ 1,225,698	\$ 1,195,000	\$ 1,230,000	\$ 1,230,000
INTEREST	\$ 125,785	\$ 150,000	\$ 216,947	\$ 299,999
MISCELLANEOUS	\$ 1,901,694	\$ 1,543,568	\$ 1,446,918	\$ 1,577,708
OTHER SOURCES	\$ 3,522,938	\$ 3,449,805	\$ 4,362,789	\$ 3,631,304
TOTAL REVENUES	\$ 34,479,471	\$ 34,963,704	\$ 36,534,501	\$ 38,058,122
EXPENDITURES				
PERSONAL SERVICES	23,662,799	\$ 25,823,852	25,264,222	\$ 27,500,133
MATERIALS AND SUPPLIES	1,000,639	\$ 1,090,866	1,100,627	\$ 1,211,902
PURCHASED SERVICES & INVENTORY	4,304,612	\$ 2,733,866	4,814,772	\$ 3,528,195
MAINTENANCE AND REPAIR	1,561,385	\$ 2,405,566	2,350,731	\$ 2,331,497
OTHER EXPENDITURES	4,643,230	\$ 3,366,106	3,505,146	\$ 3,461,881
CAPITAL OUTLAY	312,607	\$ 244,109	302,160	\$ 249,002
DEBT SERVICE				
TRANSFERS				
PILOT				
MISCELLANEOUS				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 35,485,272	\$ 35,664,365	\$ 37,337,658	\$ 38,282,610
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ (1,005,801)	\$ (700,661)	\$ (803,157)	\$ (224,488)
GAAP ADJUSTMENT	\$ (1,364,628)			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 8,634,083	\$ 7,933,422	\$ 7,830,926	\$ 7,606,438

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	MAJOR GOVERNMENTAL FUND			
	GENERAL DEBT SERVICE FUND			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 821,625	\$ 827,522	\$ 827,522	\$ 867,116
REVENUES				
AD VALOREM TAXES	\$ 5,613,775	\$ 6,012,700	\$ 6,119,259	\$ 6,626,756
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS	\$ 357,350	\$ 169,017	\$ 169,017	\$ 559,844
OTHER SOURCES	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 5,971,125	\$ 6,181,717	\$ 6,288,276	\$ 7,186,600
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	\$ 5,965,228	\$ 6,248,682	\$ 6,248,682	\$ 7,134,708
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 5,965,228	\$ 6,248,682	\$ 6,248,682	\$ 7,134,708
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 5,897	\$ (66,965)	\$ 39,594	\$ 51,892
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 827,522	\$ 760,557	\$ 867,116	\$ 919,008

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	MAJOR GOVERNMENTAL FUND			
	4A SALES TAX REVENUE			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 4,596,058	\$ 5,516,835	\$ 5,516,835	\$ 4,586,698
REVENUES				
AD VALOREM TAXES				
SALES TAXES	\$ 4,248,052	\$ 4,316,000	\$ 4,316,000	\$ 4,571,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 32,239	\$ 59,000	\$ 59,000	\$ 59,000
MISCELLANEOUS	\$ 173,004	\$ 155,625	\$ 155,625	\$ 155,625
OTHER SOURCES				
TOTAL REVENUES	\$ 4,453,295	\$ 4,530,625	\$ 4,530,625	\$ 4,785,625
EXPENDITURES				
PERSONAL SERVICES	\$ 249,980	\$ 263,227	\$ 243,547	\$ 245,244
MATERIALS AND SUPPLIES	\$ 7,088	\$ 10,750	\$ 10,750	\$ 10,750
PURCHASED SERVICES & INVENTORY	\$ 81,740	\$ 111,380	\$ 106,225	\$ 139,850
MAINTENANCE AND REPAIR	\$ 12,210	\$ 25,000	\$ 20,000	\$ 25,000
OTHER EXPENDITURES	\$ 688,888	\$ 3,056,031	\$ 2,788,325	\$ 2,885,344
CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE	\$ -	\$ -	\$ -	\$ -
TRANSFERS	\$ 2,492,612	\$ 2,291,915	\$ 2,291,915	\$ 2,272,342
PILOT	\$ -	\$ -	\$ -	\$ -
FRANCHISE FEE	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 3,532,518	\$ 5,758,303	\$ 5,460,762	\$ 5,578,530
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 920,777	\$ (1,227,678)	\$ (930,137)	\$ (792,905)
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 5,516,835	\$ 4,289,157	\$ 4,586,698	\$ 3,793,793

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES FY 2019**

	MAJOR GOVERNMENTAL FUND			
	4B SALES TAX REVENUE			
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 3,036,220	\$ 3,069,989	\$ 3,069,989	\$ 3,190,155
REVENUES				
AD VALOREM TAXES				
SALES TAXES	\$ 4,248,052	\$ 4,316,000	\$ 4,316,000	\$ 4,571,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 17,852	\$ 35,000	\$ 35,000	\$ 35,000
MISCELLANEOUS				
OTHER SOURCES	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 4,265,904	\$ 4,351,000	\$ 4,351,000	\$ 4,606,000
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	\$ 7,000	\$ 3,500	\$ 3,500	\$ 3,500
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE				
TRANSFERS	\$ 4,225,134	\$ 4,227,334	\$ 4,227,334	\$ 4,589,093
PILOT				
MISCELLANEOUS				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 4,232,134	\$ 4,230,834	\$ 4,230,834	\$ 4,592,593
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 33,770	\$ 120,166	\$ 120,166	\$ 13,407
GAAP ADJUSTMENT	\$ (1)			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 3,069,989	\$ 3,190,155	\$ 3,190,155	\$ 3,203,562

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	MAJOR GOVERNMENTAL FUND			
	PARKS PERFORMANCE			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 685,730	\$ 894,440	\$ 894,440	\$ 734,139
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 2,098,202	\$ 2,345,317	\$ 2,146,800	\$ 2,146,800
WATER&SEWER FINES AND FORFEITURES				
INTEREST	\$ 8,259	\$ 12,000	\$ 12,000	\$ 12,000
MISCELLANEOUS	\$ 1,420,487	\$ 1,364,763	\$ 1,364,763	\$ 1,434,752
OTHER SOURCES	\$ 10,379	\$ 5,000	\$ 5,000	\$ 5,000
TOTAL REVENUES	\$ 3,537,327	\$ 3,727,080	\$ 3,528,563	\$ 3,598,552
EXPENDITURES				
PERSONAL SERVICES	\$ 1,703,706	\$ 1,802,911	\$ 1,785,468	\$ 1,965,898
MATERIALS AND SUPPLIES	\$ 134,164	\$ 165,575	\$ 181,679	\$ 177,205
PURCHASED SERVICES & INVENTORY	\$ 766,371	\$ 748,260	\$ 676,092	\$ 679,584
MAINTENANCE AND REPAIR	\$ 174,482	\$ 199,137	\$ 187,958	\$ 186,137
OTHER EXPENDITURES	\$ 444,846	\$ 413,381	\$ 495,492	\$ 419,912
CAPITAL OUTLAY	\$ 105,048	\$ 397,816	\$ 362,175	\$ 169,816
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 3,328,617	\$ 3,727,080	\$ 3,688,864	\$ 3,598,552
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 208,710	\$ -	\$ (160,301)	\$ -
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 894,440	\$ 894,440	\$ 734,139	\$ 734,139

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	MINOR GOVERNMENTAL FUND			
	ECONOMIC DEVELOPMENT INCENTIVE FUND			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 484,485	\$ 395,759	\$ 395,759	\$ 404,759
REVENUES				
AD VALOREM TAXES	\$ 716,168	\$ 870,000	\$ 870,000	\$ 922,097
SALES TAXES	\$ 110,004	\$ 235,000	\$ 235,000	\$ 260,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES				
TOTAL REVENUES	\$ 826,172	\$ 1,105,000	\$ 1,105,000	\$ 1,182,097
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES	\$ 914,898	\$ 1,096,000	\$ 1,096,000	\$ 1,182,097
CAPITAL OUTLAY				
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 914,898	\$ 1,096,000	\$ 1,096,000	\$ 1,182,097
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ (88,726)	\$ 9,000	\$ 9,000	\$ -
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 395,759	\$ 404,759	\$ 404,759	\$ 404,759

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	MINOR GOVERNMENTAL FUND			
	HOTEL/MOTEL TAX FUND			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 623,804	\$ 647,893	\$ 647,893	\$ 653,704
REVENUES				
AD VALOREM TAXES				
SALES TAXES	\$ 205,830	\$ 207,000	\$ 207,000	\$ 207,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 1,100			
MISCELLANEOUS				
OTHER SOURCES				
TOTAL REVENUES	\$ 206,930	\$ 207,000	\$ 207,000	\$ 207,000
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES	\$ -	\$ 1,767	\$ 1,767	\$ 1,767
PURCHASED SERVICES & INVENTORY	\$ 70,804	\$ 80,922	\$ 81,302	\$ 63,852
MAINTENANCE AND REPAIR	\$ -	\$ 1,883	\$ 1,883	\$ 1,883
OTHER EXPENDITURES	\$ 127,760	\$ 101,237	\$ 116,237	\$ 153,562
CAPITAL OUTLAY				
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 198,564	\$ 185,809	\$ 201,189	\$ 221,064
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 8,366	\$ 21,191	\$ 5,811	\$ (14,064)
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 632,170	\$ 669,084	\$ 653,704	\$ 639,640

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES FY 2019**

	MINOR GOVERNMENTAL FUNDS			
	4A SALES TAX DEBT SERVICE			
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 537,840	\$ 541,431	\$ 541,431	\$ 547,342
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 3,591	\$ 6,000	\$ 6,000	\$ 6,000
MISCELLANEOUS				
OTHER SOURCES	\$ 2,075,262	\$ 2,062,359	\$ 2,062,359	\$ 2,042,786
TOTAL REVENUES	\$ 2,078,853	\$ 2,068,359	\$ 2,068,359	\$ 2,048,786
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	\$ 1,278	\$ 1,050	\$ 1,050	\$ 1,050
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	\$ 2,073,984	\$ 2,061,398	\$ 2,061,398	\$ 2,041,825
TRANSFERS				
PILOT				
MISCELLANEOUS				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 2,075,262	\$ 2,062,448	\$ 2,062,448	\$ 2,042,875
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 3,591	\$ 5,911	\$ 5,911	\$ 5,911
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 541,431	\$ 547,342	\$ 547,342	\$ 553,253

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	MINOR GOVERNMENTAL FUND			
	4B SALES TAX DEBT SERVICE			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 1,185,163	\$ 1,191,032	\$ 1,191,032	\$ 1,191,383
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 6,753	\$ 1,400	\$ 1,400	\$ 1,400
MISCELLANEOUS				
OTHER SOURCES	\$ 1,895,316	\$ 1,855,808	\$ 1,855,808	\$ 1,829,225
TOTAL REVENUES	\$ 1,902,069	\$ 1,857,208	\$ 1,857,208	\$ 1,830,625
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	\$ 884	\$ 1,050	\$ 1,050	\$ 1,050
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	\$ 1,895,316	\$ 1,855,807	\$ 1,855,807	\$ 1,829,225
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 1,896,200	\$ 1,856,857	\$ 1,856,857	\$ 1,830,275
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 5,869	\$ 351	\$ 351	\$ 350
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 1,191,032	\$ 1,191,383	\$ 1,191,383	\$ 1,191,733

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

MAJOR ENTERPRISE FUND				
WATER & WASTEWATER FUND				
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 4,124,004	\$ 3,444,297	\$ 3,444,297	\$ 3,586,441
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER	\$ 17,848,994	\$ 19,222,000	\$ 19,414,000	\$ 20,881,000
FINES AND FORFEITURES				
INTEREST	\$ 52,827	\$ 50,000	\$ 105,738	\$ 97,744
MISCELLANEOUS	\$ 581,056	\$ 534,031	\$ 900,478	\$ 534,031
OTHER SOURCES	\$ 4,768,427	\$ 900,000	\$ 565,000	\$ 900,000
TOTAL REVENUES	\$ 23,251,304	\$ 20,706,031	\$ 20,985,216	\$ 22,412,775
EXPENDITURES				
PERSONAL SERVICES	\$ 1,767,102	\$ 1,876,445	\$ 1,837,502	\$ 2,071,478
MATERIALS AND SUPPLIES	\$ 119,538	\$ 138,780	\$ 133,078	\$ 134,893
PURCHASED SERVICES & INVENTORY	\$ 7,922,542	\$ 8,830,022	\$ 8,939,227	\$ 9,687,727
MAINTENANCE AND REPAIR	\$ 242,089	\$ 299,580	\$ 301,668	\$ 313,439
OTHER EXPENDITURES	\$ 3,623,127	\$ 1,812,376	\$ 1,820,037	\$ 1,933,363
CAPITAL OUTLAY		\$ 420,248	\$ 377,808	\$ 793,907
DEBT SERVICE	\$ 2,065,181	\$ 5,880,580	\$ 5,985,752	\$ 6,112,032
TRANSFERS				
PILOT	\$ 676,000	\$ 679,000	\$ 679,000	\$ 714,000
FRANCHISE FEE	\$ 713,000	\$ 769,000	\$ 769,000	\$ 815,000
TOTAL EXPENDITURES	\$ 17,128,579	\$ 20,706,031	\$ 20,843,072	\$ 22,575,839
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 6,122,725	\$ -	\$ 142,144	\$ (163,064)
GAAP ADJUSTMENT	\$ (6,802,432)			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 3,444,297	\$ 3,444,297	\$ 3,586,441	\$ 3,423,377

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	MAJOR ENTERPRISE FUND			
	GOLF COURSE FUND			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ (871,454)	\$ (800,587)	\$ (800,587)	\$ (712,969)
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 1,379,507	\$ 1,480,000	\$ 1,464,908	\$ 1,500,000
WATER&SEWER FINES AND FORFEITURES INTEREST				
MISCELLANEOUS	\$ 3,657	\$ 10,100	\$ 7,100	\$ 11,100
OTHER SOURCES	\$ 846,331	\$ 944,263	\$ 944,263	\$ 1,000,616
TOTAL REVENUES	\$ 2,229,495	\$ 2,434,363	\$ 2,416,271	\$ 2,511,716
EXPENDITURES				
PERSONAL SERVICES	\$ 1,265,641	\$ 1,360,569	\$ 1,255,214	\$ 1,421,354
MATERIALS AND SUPPLIES	\$ 84,069	\$ 102,700	\$ 94,250	\$ 102,700
PURCHASED SERVICES & INVENTORY	\$ 383,451	\$ 387,637	\$ 392,470	\$ 386,011
MAINTENANCE AND REPAIR	\$ 54,534	\$ 68,000	\$ 70,118	\$ 83,500
OTHER EXPENDITURES	\$ 370,933	\$ 501,078	\$ 502,778	\$ 503,941
CAPITAL OUTLAY	\$ -	\$ 13,823	\$ 13,823	\$ 13,956
DEBT SERVICE TRANSFERS PILOT FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 2,158,628	\$ 2,433,807	\$ 2,328,653	\$ 2,511,462
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 70,867	\$ 556	\$ 87,618	\$ 254
GAAP ADJUSTMENT	\$ -			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ (800,587)	\$ (800,031)	\$ (712,969)	\$ (712,715)

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	MAJOR ENTERPRISE FUND			
	SOLID WASTE FUND			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 1,137,871	\$ 1,481,973	\$ 1,481,973	\$ 1,587,668
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 3,287,925	\$ 3,259,000	\$ 3,259,000	\$ 3,259,000
WATER&SEWER FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS OTHER SOURCES	\$ 11,974	\$ 15,000	\$ 15,000	\$ 15,000
TOTAL REVENUES	\$ 3,299,899	\$ 3,274,000	\$ 3,274,000	\$ 3,274,000
EXPENDITURES				
PERSONAL SERVICES	\$ 21,942	\$ 24,553	\$ 25,362	\$ 27,263
MATERIALS AND SUPPLIES		\$ 10,000	\$ 10,000	\$ 10,000
PURCHASED SERVICES & INVENTORY	\$ 2,771,577	\$ 3,048,682	\$ 2,968,598	\$ 3,123,809
MAINTENANCE AND REPAIR	\$ 1,508	\$ 1,336	\$ 8,000	\$ 1,336
OTHER EXPENDITURES	\$ 152,716	\$ 156,345	\$ 156,345	\$ 150,695
CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE	\$ -	\$ -	\$ -	\$ -
TRANSFERS		\$ -	\$ -	\$ -
PILOT FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 2,947,743	\$ 3,240,916	\$ 3,168,305	\$ 3,313,103
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 352,156	\$ 33,084	\$ 105,695	\$ (39,103)
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 1,490,027	\$ 1,515,057	\$ 1,587,668	\$ 1,548,565

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	MINOR ENTERPRISE FUND			
	CEMETERY FUND			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 271,963	\$ 294,686	\$ 294,686	\$ 296,986
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 9,566	\$ 4,000	\$ 4,000	\$ 4,000
WATER&SEWER FINES AND FORFEITURES				
INTEREST	\$ 2,978	\$ 3,500	\$ 3,500	\$ 3,500
MISCELLANEOUS OTHER SOURCES	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 12,544	\$ 7,500	\$ 7,500	\$ 7,500
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR	\$ 259			
OTHER EXPENDITURES	\$ 187	\$ 181	\$ 200	\$ 250
CAPITAL OUTLAY		\$ 5,000	\$ 5,000	\$ 5,000
DEBT SERVICE	\$ -			
TRANSFERS				
PILOT FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 446	\$ 5,181	\$ 5,200	\$ 5,250
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 12,098	\$ 2,319	\$ 2,300	\$ 2,250
GAAP ADJUSTMENT	\$ 10,625			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 294,686	\$ 297,005	\$ 296,986	\$ 299,236

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	INTERNAL SERVICE FUND			
	EQUIPMENT SERVICE FUND			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 90,304	\$ 124,614	\$ 124,614	\$ (15,955)
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 431,154	\$ 464,374	\$ 464,009	\$ 464,009
WATER&SEWER FINES AND FORFEITURES INTEREST				
MISCELLANEOUS OTHER SOURCES	\$ 13,752	\$ 11,000	\$ 11,000	\$ 11,000
TOTAL REVENUES	\$ 444,906	\$ 475,374	\$ 475,009	\$ 475,009
EXPENDITURES				
PERSONAL SERVICES	\$ 190,740	\$ 218,280	\$ 207,701	\$ 225,429
MATERIALS AND SUPPLIES	\$ 55,026	\$ 65,167	\$ 67,667	\$ 67,168
PURCHASED SERVICES & INVENTORY	\$ 90,865	\$ 107,994	\$ 113,529	\$ 117,411
MAINTENANCE AND REPAIR	\$ 23,816	\$ 9,745	\$ 14,850	\$ 20,618
OTHER EXPENDITURES	\$ 50,149	\$ 43,655	\$ 48,748	\$ 33,442
CAPITAL OUTLAY	\$ -	\$ 165,076	\$ 163,083	\$ 11,235
DEBT SERVICE TRANSFERS PILOT FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 410,596	\$ 609,917	\$ 615,578	\$ 475,303
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 34,310	\$ (134,543)	\$ (140,569)	\$ (294)
GAAP ADJUSTMENT	\$ -			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 124,614	\$ (9,929)	\$ (15,955)	\$ (16,249)

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	INTERNAL SERVICE FUND			
	GOVERNMENTAL EQP REP FUND			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 8,054,562	\$ 7,128,308	\$ 7,128,308	\$ 7,122,832
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 1,240,239	\$ 1,342,626	\$ 1,342,626	\$ 1,171,696
TOTAL REVENUES	\$ 1,240,239	\$ 1,342,626	\$ 1,342,626	\$ 1,171,696
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	\$ -		\$ -	
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES	\$ 737,700			
CAPITAL OUTLAY	\$ 1,428,793	\$ 1,348,102	\$ 1,348,102	\$ 881,547
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 2,166,493	\$ 1,348,102	\$ 1,348,102	\$ 881,547
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ (926,254)	\$ (5,476)	\$ (5,476)	\$ 290,149
GAAP ADJUSTMENT	\$ -			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 7,128,308	\$ 7,122,832	\$ 7,122,832	\$ 7,412,981

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	INTERNAL SERVICE FUND			
	PROPRIETARY EQP REP FUND			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 2,598,621	\$ 2,756,478	\$ 2,756,478	\$ 2,286,100
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 379,595	\$ 323,122	\$ 323,122	\$ 336,588
TOTAL REVENUES	\$ 379,595	\$ 323,122	\$ 323,122	\$ 336,588
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES	\$ 221,738			
CAPITAL OUTLAY	\$ -	\$ 793,500	\$ 793,500	\$ 240,280
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 221,738	\$ 793,500	\$ 793,500	\$ 240,280
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 157,857	\$ (470,378)	\$ (470,378)	\$ 96,308
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 2,756,478	\$ 2,286,100	\$ 2,286,100	\$ 2,382,408

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENSES AND FUND BALANCES
FY 2019**

	INTERNAL SERVICE FUND			
	SUPPORT SERVICES			
	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 518,750	\$ 528,409	\$ 528,409	\$ 180,709
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 1,741,799	\$ 1,875,751	\$ 1,875,751	\$ 2,125,891
TOTAL REVENUES	\$ 1,741,799	\$ 1,875,751	\$ 1,875,751	\$ 2,125,891
EXPENDITURES				
PERSONAL SERVICES	\$ 971,312	\$ 980,662	\$ 987,828	\$ 1,144,701
MATERIALS AND SUPPLIES	\$ 74,165	\$ 178,265	\$ 178,265	\$ 108,830
PURCHASED SERVICES & INVENTORY	\$ 38,464	\$ 115,766	\$ 116,492	\$ 66,933
MAINTENANCE AND REPAIR	\$ 456,443	\$ 599,315	\$ 599,315	\$ 700,552
OTHER EXPENDITURES	\$ 191,756	\$ 2,551	\$ 2,551	\$ 3,897
CAPITAL OUTLAY	\$ -	\$ 122,500	\$ 339,000	\$ 23,200
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 1,732,140	\$ 1,999,059	\$ 2,223,451	\$ 2,048,113
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 9,659	\$ (123,308)	\$ (347,700)	\$ 77,778
GAAP ADJUSTMENT	\$ -			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 528,409	\$ 405,101	\$ 180,709	\$ 258,487

EXPLANATION OF CHANGES IN FUND BALANCE GREATER THAN 10%

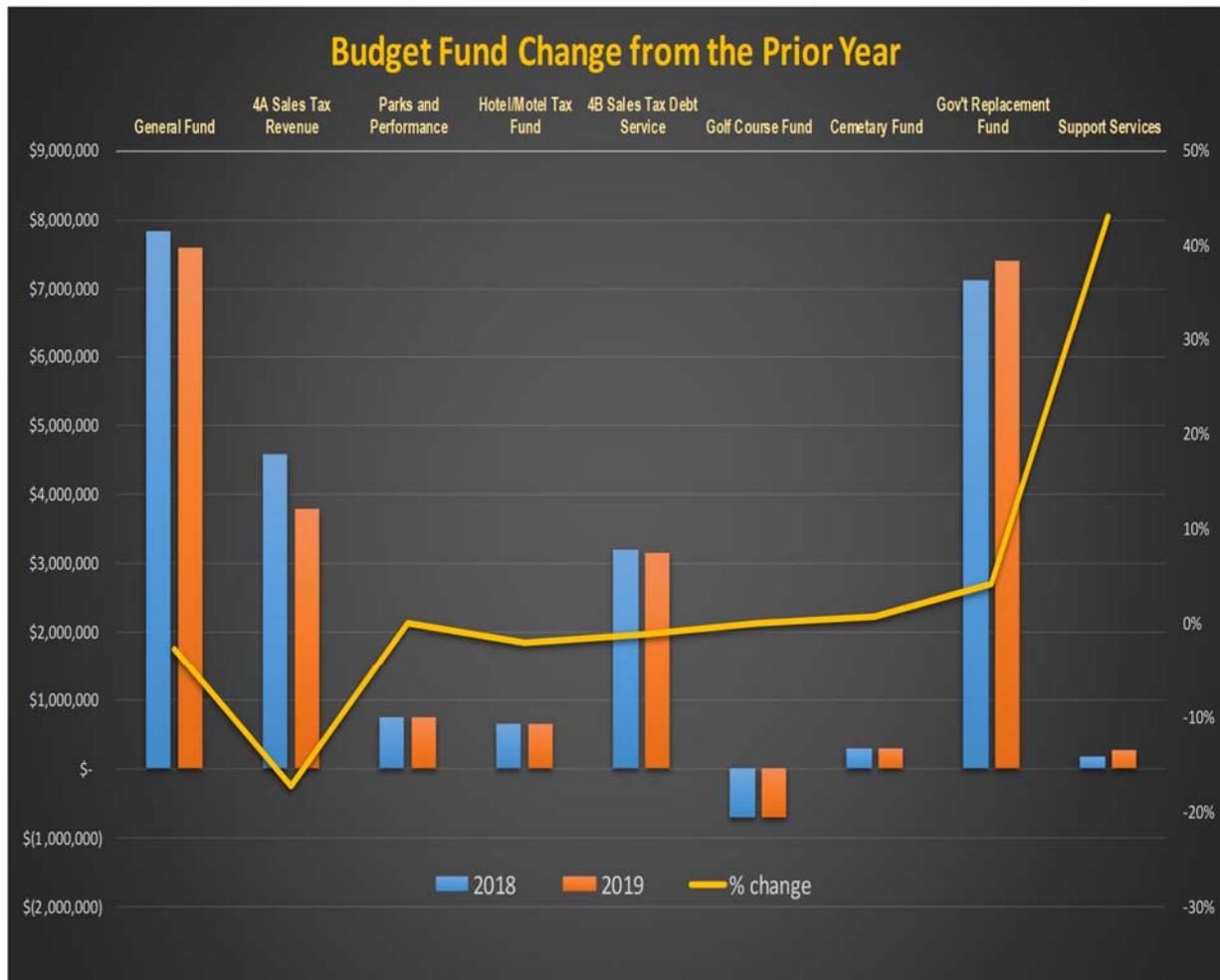
4A SALES TAX REVENUE FUND: The 2019 fund balance at the end of the 2019 fiscal year is projected to be about 17% less than the prior year primarily due increased economic incentives rebates expected to be paid out to new and upcoming commercial and industrial growth.

fund is projected to increase by \$96,308, 4%. The city contributes the amount of replacement cost of its equipment evenly overtime while charging full, one-time expense as replacement is needed. The effects tend to be steady increase most years and with the occasional big decrease in other years.

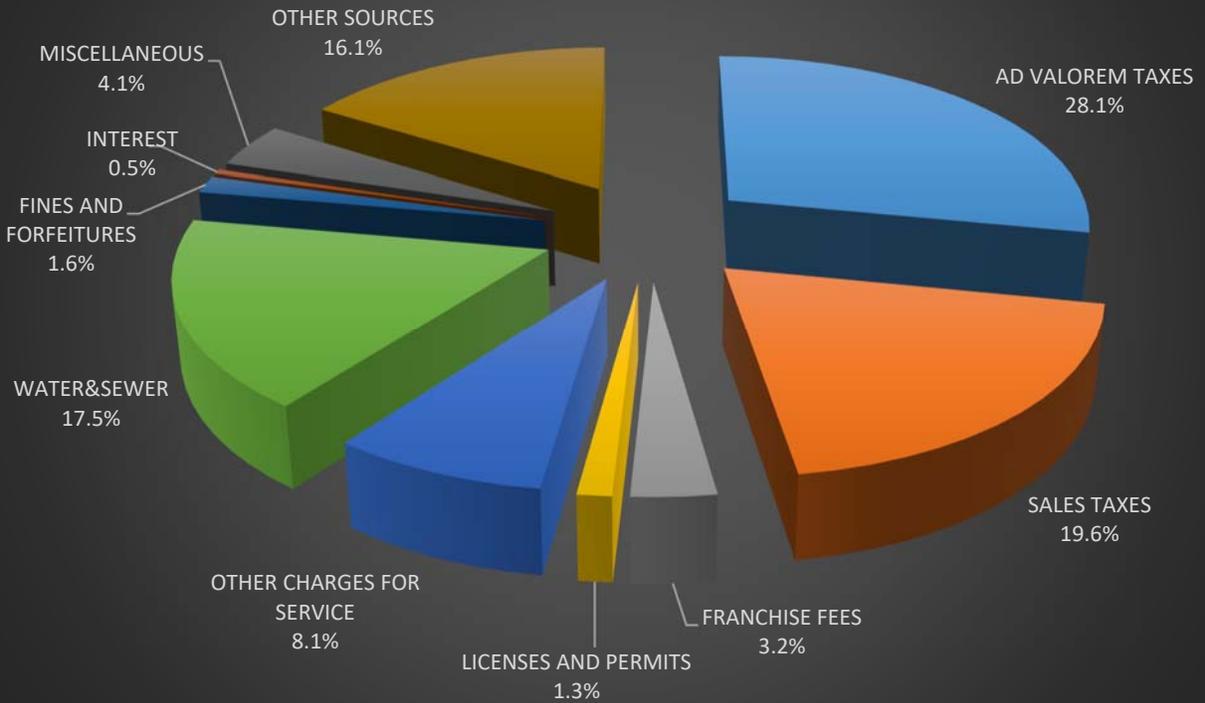
SUPPORT SERVICE FUND – The 2019 fund balance for this fund is projected to increase by \$77,778, 43%. The city contributes the amount of replacement cost of its equipment evenly overtime while charging full, one-time expense as replacement is needed. The effects tend to be steady increase most years and with the occasional big decrease in other years.

GOVERNMENTAL EQUIPMENT REPLACEMENT FUND – The 2019 fund balance for this fund is projected to increase by \$290,149, 4%. The city contributes the amount of replacement cost of its equipment evenly overtime while charging full, one-time expense as replacement is needed. The effects tend to be steady increase most years and with the occasional big decrease in other years.

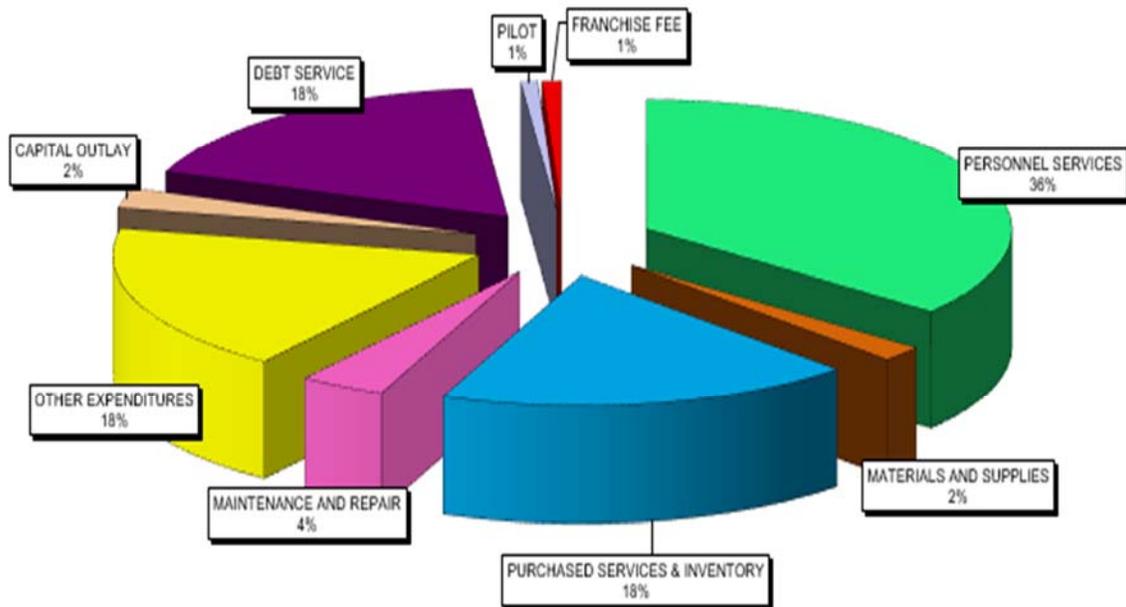
PROPRIETARY EQUIPMENT REPLACEMENT FUND – The 2019 fund balance for this



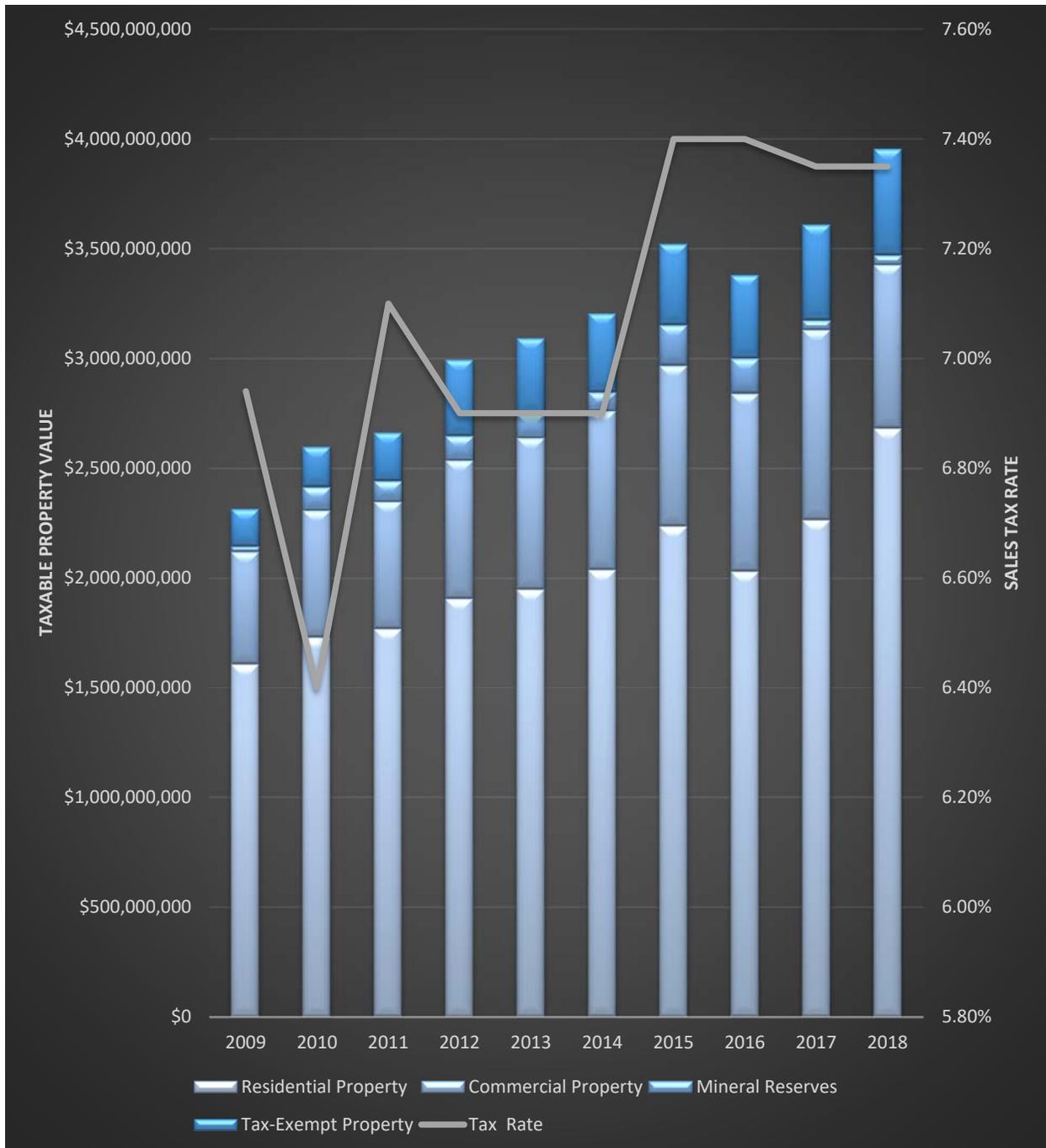
CITY-WIDE REVENUES BY SOURCE



CITY-WIDE EXPENDITURES BY CLASSIFICATION

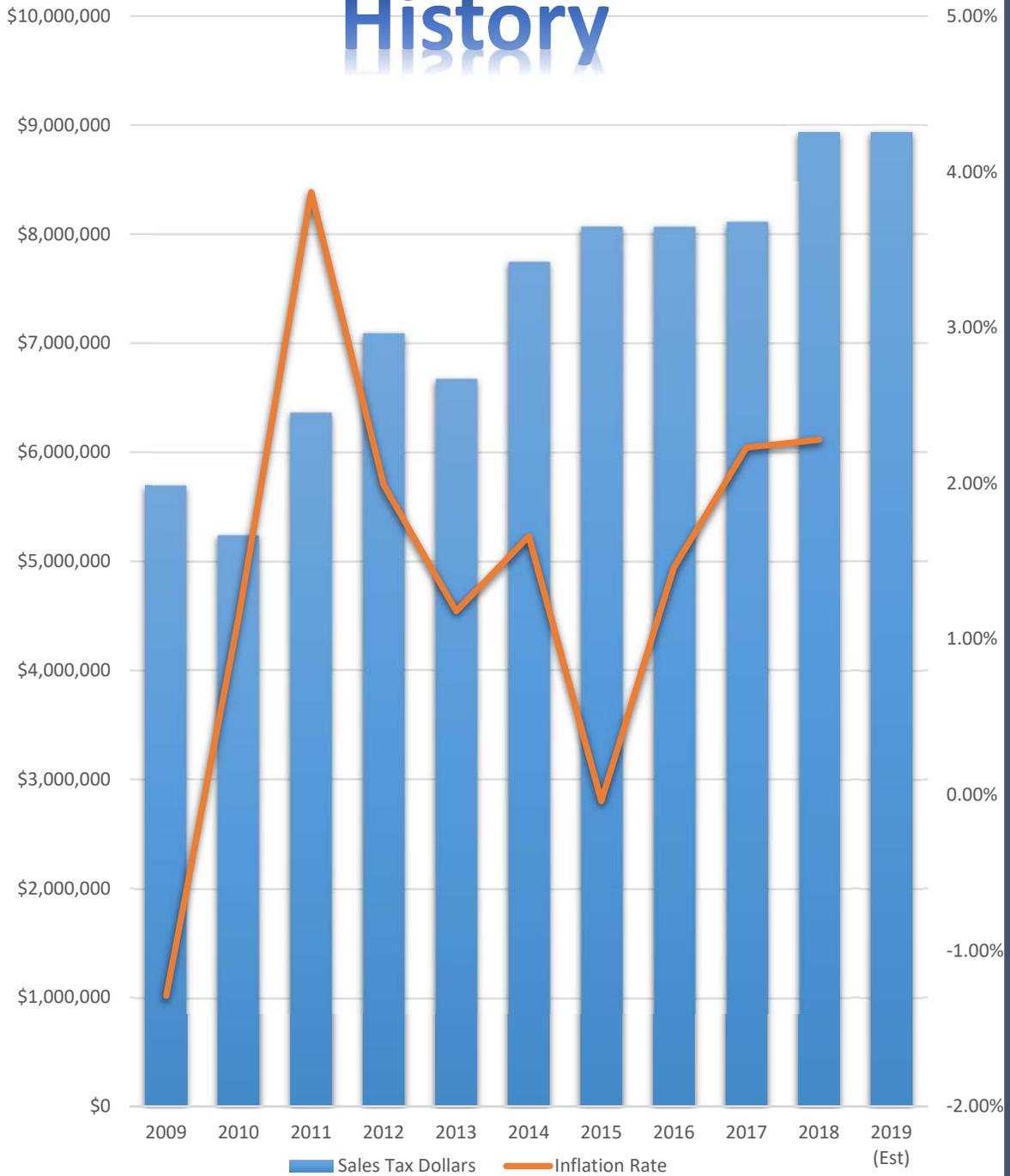


Assessed Taxable Property Values and Tax Rate History



Note: Property taxes based on previous year's assessment.

Sales and Use Tax History



Source: Based on the September Historical Annual US Inflation Rate from 1913 to present
https://inflationdata.com/inflation/inflation_rate/historicalinflation.aspx

CAPITAL DEFINITION

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

Amounts budgeted in FY 2019 for items other than the Capital Improvement Program can be found on page 19 of the Manager's Message.

MAINTENANCE AND OPERATIONS OF COMPLETED CAPITAL PROJECTS

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

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

LEGAL DEBT MARGIN FOR GENERAL OBLIGATIONS:

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

CURRENT GENERAL LONG-TERM DEBT RATE

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

CAPITAL IMPROVEMENT PROGRAM					
SUMMARY SHEET (in thousands)					
PROJECT	2018-2019 Projected	2019-2020 Projected	2020-2021 Projected	2021-2022 Projected	*2022-2023 Projected
STREETS					
Annual Sidewalk Program	120	100	200	100	-
Neighborhood Street Reconstruction	-	1,250	-	1,350	-
Hemphill Bridge	1,524	-	-	-	-
Old Town Connector - Hemphill (Hillary to Renfro)	560	1,140	-	-	-
Candler - Bridge/Box Only	1,778	-	-	-	-
Summercrest Intersection Rebuild - RR-ing	-	-	4,372	-	-
DRAINAGE					
Suzanne Terrace (174/North)	1,259	1,732	-	-	-
Fox Lane Culvert (Creek Crossing Imp)	-	-	1,275	-	-
Johnson at Town Creek (Creek Crossing Imp)	-	-	1,080	-	-
Dobson at Town Creek (Creek Crossing Imp)	-	586	1,301	-	-
Warren at Town Creek (Creek Crossing Imp)	-	-	-	1,554	-
Town Creek Tarrant to Warren Park (Channel Imp)	-	-	-	107	-
Town Creek Johnson to Tx174 (Channel Imp)	-	-	-	203	-
WATER					
Rehabilitation w/Street Rebuild	150	365	365	365	-
Rehabilitation/Independent	200	485	485	485	-
Public Works Water Main Replacement	116	121	121	121	-
Hidden Vistas to Dobson Mains	755	-	-	-	-
Mountain Valley Elevated Storage	-	1,821	-	-	-
Offsite Fort Worth Water Supply	2,723	1,227	2,070	-	-
Alsbury No. 2 PS Expansion	-	227	864	1,328	-
Wilshire 16-inch Line	-	-	136	1,300	-
SW of Wilshire Blvd - 16-inch Line	-	-	-	441	-
SEWER					
Rehabilitation w/Street Rebuild	350	365	365	365	-
Sewer Rehabilitation / Independent	460	485	485	485	-
Public Works Sewer Main Replacement	116	121	121	121	-
10-inch Sewer Interceptor-NW Town Creek Basin	413	-	-	-	-
24-inch Sewer Interceptor-FM 731 to Village Creek	-	1,210	-	-	-
24-inch Sewer Interceptor-Oakbrook to FM731	1,975	-	-	-	-
2.5 MGD Lift Station/Main/Interceptor SW Burleson	640	790	1,610	1,164	-
12-inch Sewer Interceptor-Chisholm Trail Pkwy	-	-	100	372	-
PARKS					
10 Mil Loop - 3 Missing Trail Links	45	-	-	-	-
Oak Valley Park North Trail Enhancement	37	-	-	-	-
Miscellaneous/Minor Projects/Rehab	10	10	10	10	-
Disc Golf Course	75	-	-	-	-
Prairie Timber Park Improvements	225	-	-	-	-
Totals \$ 13,531 \$ 12,035 \$ 14,960 \$ 9,871 \$ -					
*TBD-CIP is currently under going a complete review and as of 9/30/2018, 2022-2023 fiscal year's plans had not been finalized.					

FINANCING ALTERNATIVES CURRENTLY IN USE BY THE CITY OF BURLESON

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

**CITY OF BURLESON
GENERAL LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2018**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT	
2018	3,569,732	2,187,607	5,757,339	6,113,639
2019	3,815,846	2,442,288	6,258,133	6,617,233
2020	4,016,423	2,232,174	6,248,597	6,605,197
2021	4,173,771	2,086,843	6,260,613	6,619,413
2022	4,084,991	1,936,560	6,021,551	6,377,251
2023	4,416,741	1,776,412	6,193,153	6,550,453
2024	4,757,391	1,595,702	6,353,092	6,711,592
2025	5,023,603	1,402,826	6,426,428	6,780,828
2026	4,286,545	1,203,739	5,490,283	5,845,283
2027	4,033,971	1,020,719	5,054,690	5,409,890
2028	3,623,971	857,163	4,481,134	4,836,134
2029	2,513,824	738,198	3,252,022	3,606,422
2030	2,608,824	641,222	3,250,046	3,606,921
2031	2,101,251	554,472	2,655,722	3,012,972
2032	2,191,251	476,766	2,668,016	3,024,891
2033	2,235,000	395,831	2,630,831	2,986,581
2034	2,330,000	311,247	2,641,247	2,999,997
2035	1,595,000	240,569	1,835,569	1,835,569
2036	1,205,000	200,919	1,405,919	1,405,919
2037	725,000	175,725	900,725	900,725
	<u>63,308,131</u>	<u>22,476,979</u>	<u>85,785,110</u>	
TOTAL	<u>\$ 63,308,131</u>	<u>\$ 22,476,979</u>	<u>\$ 85,785,110</u>	

**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2018**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2015	1,520,550	943,475	2,464,025
2016	1,602,063	746,149	2,348,212
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>\$ 24,000,859</u>	<u>\$ 7,158,003</u>	<u>\$ 31,158,862</u>

BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2018

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2015	970,000	556,320	1,526,320
2016	1,080,000	515,191	1,595,191
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	\$ 18,100,000	\$ 6,071,105	\$ 24,171,105

**CITY OF BURLESON
WATER AND WASTEWATER
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2018**

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2018	3,875,000	2,002,578	5,877,578
2019	3,660,000	1,882,356	5,542,356
2020	3,620,000	1,763,631	5,383,631
2021	3,645,000	1,634,494	5,279,494
2022	3,750,000	1,502,794	5,252,794
2023	3,905,000	1,354,294	5,259,294
2024	4,075,000	1,188,788	5,263,788
2025	3,795,000	1,020,797	4,815,797
2026	3,440,000	862,450	4,302,450
2027	3,045,000	720,547	3,765,547
2028	2,365,000	605,006	2,970,006
2029	2,135,000	515,163	2,650,163
2030	2,235,000	429,247	2,664,247
2031	2,335,000	336,300	2,671,300
2032	1,880,000	251,950	2,131,950
2033	1,645,000	183,300	1,828,300
2034	1,565,000	119,947	1,684,947
2035	1,205,000	68,453	1,273,453
2036	885,000	32,438	917,438
2037	490,000	8,269	498,269
TOTAL	<u>\$ 53,550,000</u>	<u>\$ 16,482,800</u>	<u>\$ 70,032,800</u>

CITY OF BURLESON HIDDEN CREEK GOLF COURSE PRINCIPAL AND INTEREST REQUIREMENTS As of September 30, 2018

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2018	261,429	95,334	356,763
2019	274,500	84,616	359,116
2020	291,929	73,287	365,216
2021	300,643	61,435	362,078
2022	322,429	48,974	371,403
2023	339,857	35,729	375,586
2024	348,572	21,960	370,532
2025	374,714	7,494	382,208
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
2030	-	-	-
2031	-	-	-
2032	-	-	-
2033	-	-	-
2034	-	-	-
 TOTAL	 <u>\$ 2,514,073</u>	 <u>\$ 428,829</u>	 <u>\$ 2,942,902</u>

This Page Intentionally Left Blank

DETAILED DEPARTMENTAL BUDGETED FTEs

<i>Fund/ Dept#</i>	<i>Department</i>	<i>FY 2017</i>	<i>FY 2018</i>	<i>FY 2019</i>	<i>DIFFERENCE</i>	<i>EXPLANATION</i>
001-1011	City Manager	4	4	5	1	Moved Assistant to City Manager position to CMO office from Eco Dev
001-1015	Human Resources	4	4	4	0	
001-1016	Legal Services	1	1	1	0	
001-1017	Communications	2	2	2.5	0.5	Added part-time position - Communications & Design Assistant
001-1411	City Secretary	4	4	4	0	
001-1413	Records	1	1	1	0	
001-1415	Judicial	2	2	2	0	
001-1611	Library	11	11.5	11.5	0	
001-2011	Finance	8	8	8.5	0.5	Partial year funding for added position - Budget/Financial Analyst
001-2013	Support Services	1.5	1.5	1.5	0	
001-2014	Purchasing	1.5	1	1	0	
001-3011	Police	85	85	87	2	Two added positions - Sergeant School Resource Officer & Telecommunicator
001-3012	Fire	46.5	47	47.5	0.5	Partial year funding for added position - Firefighter
001-3013	Fire Prevention	3	3	3	0	
001-3014	Emergency Services	0	0	1	1	Added position - Emergency Management Coordinator
001-3015	Municipal Court	4	4	4	0	
001-3016	Marshals	3	3	3	0	
001-4011	Public Works Administration	6	6	6	0	
001-4016	Facilities	5	5	5	0	
001-4017	Street	11	11	11	0	
001-4018	Street Drainage	4	4	4	0	
001-4019	Street Traffic Maintenance	2	2	2	0	
001-4511	Neighborhood Services	2	2	2	0	
001-4514	Animal Services	5.5	5.5	5.5	0	
001-4515	Environmental Services	2	2	2	0	
001-5010	Development Services	2.5	2.5	3	0.5	Moved 50% of Assistant Director of Development from Eco Dev
001-5011	Community Development	5	5	5	0	
001-5012	Bldg Inspections	6	7	7	0	
001-5013	Code Compliance	3	3	3	0	
001-5014	Development Services	2.5	2.5	3	0.5	

DETAILED DEPARTMENTAL BUDGETED FTEs

<i>Fund/ Dept#</i>	<i>Department</i>	<i>FY 2017</i>	<i>FY 2018</i>	<i>FY 2019</i>	<i>DIFFERENCE</i>	<i>EXPLANATION</i>
001-5511	Engineering - Capital	7.34	7.34	8.27	0.93	Move Engineering Dev Coordinator & Director of Engineering from Development to Capital
001-5512	Engineering - Development	0.93	0.93	0	-0.93	Move Engineering Dev Coordinator & Director of Engineering from Development to Capital
001-5513	Gas Well Development	2.73	2.73	2.73	0	
001-6011	Parks/Recreation	2	2	2	0	
001-6012	Recreation	1	1	1	0	
001-6013	Park Maint	13.2	13.2	13.2	0	
001-6015	Senior Citizen Center	2.92	2.92	2.92	0	
110-1014	Economic Development	2.5	2.5	1	-1.5	Moved Assistant to City Manager position to CMO office & moved 50% of Assistant Director of Development to Development Services
116-6017	BRiCk	59.75	59.75	59.75	0	
116-6018	Athletic Fields	10	10	10	0	
116-6019	Russell Farm	1	1	1	0	
401-2041	Utility Billings	8	8	8	0	
401-4013	Solid Waste	1	1	1	0	
401-4041	Water Operations	16	16	16	0	
401-4042	Wastewater Operations	5	5	5	0	
402-8011	Golf Administration	2	2	2	0	
402-8012	Golf Club House	6.5	6.5	6.5	0	
402-8013	Golf Maintenance	9.5	9.5	9.5	0	
402-8015	Golf Food/Beverages	5.33	5.33	5.33	0	
501-4051	Equipment Services	3	3	3	0	
504-1511	Info Technology	8	8	9	1	Added position - IT Public Safety Technician
		405.7	407.2	413.2	6	FTEs



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 2018-2019:

1. Proceed with the design and construction of projects included in the 2017 and 2018 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.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	994,904	874,502	823,189	877,560
Materials & Supplies	1,186	1,200	1,200	1,200
Operating Expenditures	2,869	5,285	19,644	4,576
Maintenance & Repair	0	0	0	0
Other Expenditures	21,491	22,384	22,384	25,456
Capital Outlay	0	0	0	0
TOTAL	1,020,450	903,371	866,417	908,792
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
City Manager	1	1	1	1
Deputy City Manager	2	2	2	2
Executive Assistant	1	1	1	1
Assistant to City Manager	0	0	0	1
TOTAL PERSONNEL	4	4	4	5



HUMAN RESOURCES

GENERAL GOVERNMENT

Mission Statement:

To ensure the City has best in class public servants so our citizens benefit from exceptional services in the community.

Description: We achieve our mission by providing high quality services in the areas of recruitment and retention, fair and competitive compensation and benefits, facilitating a respectful work environment, workforce education and training, employee relations, regulatory compliance, and organizational development. We strive to:

- * be innovative, strategic business partners,
- * embrace human resources technology,
- * knowledgeable subject matter experts with a passion to continuously learn and evolve,
- * be approachable, solutions-oriented, and collaborative,
- * value teamwork within and outside of the Human Resources Department

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To provide effective and timely recruitment of qualified and diverse applicants to fill vacant positions.
2. Reduce number of voluntary terminations
3. To monitor changes that may impact industry related wages, total compensation, and benefits striving for a competitive place in the market.
4. To review the benefits program (health, dental, life, ancillary coverage), and make changes where required to meet the need and the budget.
5. To streamline recordkeeping and internal procedures in an effort to be more efficient and cost effective

Objectives for Fiscal Years 2018-2019:

- Comprehensive wage study to determine competitiveness within the DFW market, new grading and market adjustments
- Major Handbook update
- Implement Applicant Tracking System
- Implement Electronic Onboarding
- Review benefit offerings including Health Concierge offering such as Compass
- Improve benefits and enrollment education
- Redefine the Wellness Program using a Wellness Committee
- Cross train HR staff, build knowledge base across HR arena
- Civility Training with inclusion of social media dynamic

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	486,430	480,186	510,117	487,330
Materials & Supplies	16,822	23,650	23,650	26,025
Operating Expenditures	52,537	97,559	137,796	25,600
Maintenance & Repair	0	0	0	0
Other Expenditures	24,339	25,212	25,212	37,225
Capital Outlay	0	0	0	0
TOTAL	580,128	626,607	696,775	576,180
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	GOAL	ESTIMATE	GOAL
Director of Human Resources	1	1	1	1
Human Resources Generalist I	1	1	1.33	1
Human Resources Generalist II	1	1	1	1
Benefits Manager	1	1	1	1
TOTAL	4	4	4.33	4

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Job Vacancy Forms Processed		115		95		100		95
* Applications Processed		3,500		3,800		1,800		2375
New Employees Hired/Oriented		156		145		150		150
* Terminations		134		100		115		65
Retirements		6		6		6		6
Work related injuries		87		70		60		48
* Applications Processed to be measured by "qualified applicants"								
* Reduce # of Voluntary Terminations								
SIGNIFICANT CHANGES								
Implementation of 2 new systems - Applicant Tracking and Electronic Onboarding Compensation study completion planned with 1st focus on Public Works Major handbook update								



COMMUNICATIONS

GENERAL GOVERNMENT

Mission Statement:

To make Burleson a national leader in community engagement which showcases our city as the place to learn, live, play and work.

Description:

The Marketing/Communications Office serves as the liaison among the City, media, and community. Main responsibilities are community engagement through various mediums which includes but is not limited to: social media platforms, City Focus newsletter, E-Newsletter, news releases, City website and digital billboards. The department also leads the documentation of city events through video and photography. The Marketing/Communication Director is responsible for arranging media interviews; acting as spokesperson for the City, police and fire department along with all crisis communications. The Department plays a vital role in internal communications through weekly employee emails, quarterly newsletters and customer service support.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Focus on increasing transparency, efficiency and innovation through the creation and implementation of various digital resources.
2. Continue to look for ways to meet the needs and interests in our community for technology like new mobile applications and social media platforms which help better serve and inform residents, visitors and businesses.
3. Provide residents city information through various multimedia outlets.
4. To brand and market the city as a premier place to learn, live, play and work.
5. Enhance internal communications to support external messaging.

Objectives for Fiscal Years 2018-2019:

1. City-wide rebranding.
2. Determine key city initiatives for each year with city council and city administration.
3. Strengthen external partnerships with school district, business community, non-profits and churches.
4. Create engaging video content to be used on city's YouTube, Cable Channel and other social media accounts

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	213,866	261,824	261,983	274,198
Materials & Supplies	8,851	2,600	2,600	2,600
Operating Expenditures	15,631	16,299	15,033	15,835
Maintenance & Repair	0	0	0	0
Other Expenditures	7,194	7,470	7,470	9,776
Capital Outlay	0	0	0	0
TOTAL	245,542	288,193	287,086	302,409

AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Public Information Officer	0	0	0	0
Marketing / Communications Director	1	1	1	1
Communication Coordinator	1	1	1	1
Communication and Design Assistant				0.5
TOTAL PERSONNEL	2	2	2	2.5

PERFORMANCE MEASURES	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
SERVICES PROVIDED				
City of Burlison Social Media Accounts	23	22	22	22
Special Publications Produced	9	3	15	10
E-Newsletters	59	56	56	56
City Focus Newsletters	3	4	4	4
News Releases	90	85	85	85
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	63	50	60	60
Marketing Campaigns Created	66	45	60	50
Videos produced	32	25	30	30
PERFORMANCE INDICATORS				
E-News Subscribers	1,730	1,760	1,750	1,780
E-News Feature Articles/Sidebars	382	400	360	360
E-Newsletter Open Rate	38.6%	40.0%	38.0%	40.0%
City of Burlison Facebook Likes	18,862	20,000	20,000	22,000
City of Burlison Average Post Reach	5,179	4,750	4,750	4,750
Animal Shelter Facebook Likes	8,019	8,500	9,600	11,000
Animal Shelter Average Post Reach	3,103	1,730	1,730	1,730
Twitter Followers @CityofBurlison	4,342	4,500	4,600	4,750
Average Twitter Monthly Impressions (@CityofBurlison)	57,816	2,000	46,000	50,000
City of Burlison Instagram Followers	1,382	1,500	1,550	1,700
Website City Updates Subscribers	730	750	750	760
Unique Website Page Views	1.20M	1.25M	1.21M	1.25M

FAR OUT FAMILY FUN CAMPOUT AND FISHING ADVENTURES AT BAILEY LAKE





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 2018-2019:

1. Connect with Council expansion through varied locations, groups and city staff
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

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. Detailed process and supply mapping for city elections that will provide greater structure and expedience to navigate complex legislative timelines.
3. Work with IT and Engineering to create and populate a new GIS layer containing all city owned land files.

Objectives for Fiscal Year 2018-2019:

1. Be Healthy—Strengthen current partnerships and develop new opportunities to promote Burleson as a widely recognized health and wellness community.
2. Review previous elections to build standard manual for holding elections.
3. Work with IT to create map of Burleson Cemetery.



Be Healthy 5k/10k

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	439,128	457,974	481,195	502,169
Materials & Supplies	1,820	1,700	1,700	1,700
Operating Expenditures	10,875	14,600	14,600	14,600
Maintenance & Repair	0	0	0	0
Other Expenditures	149,860	136,804	131,804	146,767
Capital Outlay	0	0	0	0
TOTAL	601,683	611,078	629,299	665,236
AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Community Initiatives Manager	1	1	1	1
Executive Assistant	1	0	0	0
Assistant to the City Council	1	1	1	1
City Admin Coordinator (part-time)	0	0	0	0
TOTAL PERSONNEL	5	4	4	4

PERFORMANCE MEASURES	2016-2017 ACTUAL	2017-2018 GOAL	2017-2018 ESTIMATE	2018-2019 GOAL
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	2	1	1	1
Community Initiative event participation	4	12	8	12
Proclamations and City Tours	27	30	30	30
Mayor's Youth Council Events attended	10	14	14	14



*Mayor's Youth Council
Public Art*

Mayor's Youth Council





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 2018-2019:

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 and create GIS layer
4. Create and implement electronic records content management system (Optiview) basic end user training program facilitated through Burleson University.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	72,197	77,856	78,465	81,554
Materials & Supplies	1,592	1,500	1,500	1,500
Operating Expenditures	9,762	18,700	18,620	18,700
Maintenance & Repair	0	0	0	0
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	83,551	98,056	98,585	101,754
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Records & Information Specialist	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Number of boxes held in off site storage facility	1,676		1,400		1,455		1,400	
Percentage of quarterly destructions held according to Texas State Library Retention Standards	100%		100%					
Total number of boxes destroyed	288		400		346		400	
Number of City departments (divisions) utilizing Optiview for electronic records management	10		12		12		15	
Number of Optiview training sessions held for city employees	1		3		2		3	





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 2018-2019:

EXPENDITURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		BUDGET		ESTIMATE		BUDGET	
Personal Services	98,489		106,762		73,241		8,350	
Materials & Supplies	140		450		450		450	
Operating Expenditures	0		480		20,480		90,480	
Maintenance & Repair	0		0		0		0	
Other Expenditures	3,574		3,245		3,245		3,245	
Capital Outlay	0		0		0		0	
TOTAL	102,203		110,937		97,416		102,525	

AUTHORIZED POSITIONS	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		BUDGET		ESTIMATE		BUDGET	
Municipal Court Judge	0.5		0.5		0.5		0.5	
Municipal Court Associate Judge (Part-time-2)	0.5		1		1		1	
Red Light Camera Judge	0.5		0.5		0.5		0.5	
TOTAL PERSONNEL	1.5		2		2		2	



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.

The Library is a division of the Department of Recreation and Lifelong Learning, which is directed by Marc Marchand.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Continue to study the library's market penetration and define user group behaviors.
2. Complete circulation area enhancement to optimize workflow.
3. Continue expansion of digital and downloadable content to meet growing demand.
4. Continue to develop joint programs with other City departments and organizations to maximize program space.

Objectives for Fiscal Years 2018-2019:

1. To gather segmented user data, learn more about the market and create a strategic pathway for future planning.
2. To adapt circulation workflow to be more responsive and to provide staff assistance and checkout in all public areas of the library.
3. To ensure that library collections, programs and services continue to be life-relevant and support our mission.

EXPENDITURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		BUDGET		ESTIMATE		BUDGET	
Personal Services	650,304		721,134		672,693		714,355	
Materials & Supplies	135,876		151,910		153,155		149,830	
Operating Expenditures	94,977		101,569		109,304		115,363	
Maintenance & Repair	0		194		0		0	
Other Expenditures	287,808		303,175		303,175		332,473	
Capital Outlay	31,113		38,000		20,332		0	
TOTAL	1,200,078		1,315,982		1,258,659		1,312,021	



AUTHORIZED POSITIONS	2016-2017		2017-2018		2017-2018		2018-2019	
		ACTUAL		BUDGET		ESTIMATE		BUDGET
Library Director				0				
Library Deputy Director		1		1		1		1
Library Services Manager				0				
Library Business Manager		1		1				
Library Support Services Supervisor				0				
Community Engagement Librarian		1		1		1		1
Reference Public Services Librarian				0				
Teen/Public Services Librarian		1		1				
Children's Services Librarian		1		1				
Youth Services Librarian						1		1
Library Circulation Supervisor						1		1
Librarian (Part-time)		0.5		0.5				
Library Program Specialist						1.5		1.5
Library Reference Assistant						0.5		0.5
Library Aide II (Part-time)		0.5		0.5		0.5		0.5
Library Aide I (Part-time)		4		4		3		3
Executive Assistant				0.8		0.8		0.8
Sr. Administrative Secretary		1		0				
Administrative Secretary				0				
TOTAL PERSONNEL		11		10.8		10.3		10.3

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
		ACTUAL		GOAL		ESTIMATE		GOAL
Library Program Attendance		14,916		15,662		22,000		23,000
Digital Circulation		24,548		*		31,175		37,000
Total Circulation		333,290		349,954		346,600		363,000
Self Check Percentage		52.39%		50.00%		53.00%		60.00%
Training & Continuing Education Hours		415		*		420		450
* New goal for 2018-2019								



BURLESON UNIVERSITY

RECREATION AND LIFELONG LEARNING

Mission Statement:

The Mission of Burleson University is to provide development and learning opportunities that assist employees in succeeding in their both their professional and personal lives.

Description:

Burleson University provides city-wide training opportunities for employees. In addition to in-house instructors, BU partners with consultants and local colleges to provide a wide variety of skills, tools, and information for employees. The goal of Burleson University is to provide a well-rounded curriculum that excites and inspires City employees, which helps them provide excellent customer service to citizens and their coworkers.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To provide employees with training that assists with their personal and professional goals.
2. To make learning fun and engaging.
3. To provide support and education for completion of departmental and city-wide continuous process improvement projects.
4. To evaluate current Performance Indicators

Objectives for Fiscal Years 2018-2019:

1. Develop a well-rounded core curriculum of annual course offerings.
2. Implement a new-supervisor training series that equips employees with the skills necessary to succeed in their new roles.
3. Explore new opportunities for training, including methods and new instructors to keep training opportunities fun and engaging.
4. Assist departments in the completion of annual continuous process improvement projects.
5. Evaluate current performance indicators and begin the process of re-development if necessary.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	32,537	47,000	47,000	47,000
Materials & Supplies	374	4,350	4,350	4,350
Operating Expenditures	17	1,000	1,000	1,000
Maintenance & Repair	0	0	0	0
Other Expenditures	0	10,471	10,471	0
Capital Outlay	0	0	0	0
TOTAL	32,928	62,821	62,821	52,350
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Education and Development Manager	0	0	0	0
Dev. And PI Manager	0	0	0	0
Executive Assistant	0	0	0	0
Sr. Administrative Secretary	0	0	0	0
Administrative Secretary	0	0	0.0	0.0
TOTAL PERSONNEL	0	0	0.0	0.0

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
# of employees trained	313		300		330		380	
# of class titles	105		130		130		150	
# of classes	145		150		150		180	
# CPI Projects Completed	1		16		8		16	

SIGNIFICANT CHANGES
Burluson University was moved into the Recreation and Lifelong Learning Department.



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 2018-2019:

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, 2018.
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	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personal Services	808,073	844,400	849,232	898,785
Materials & Supplies	4,120	3,971	4,271	5,254
Operating Expenditures	175,832	169,897	163,328	190,395
Maintenance & Repair	0	0	0	0
Other Expenditures	50,699	56,204	56,204	53,952
Capital Outlay	5,903	0	0	0
TOTAL	1,044,627	1,074,472	1,073,035	1,148,386

AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Director of Finance	1	1	1	1
Assistant Director of Finance	1	1	1	1
Senior Accountant	2	2	2	2
Staff Accountant	3	3	3	3
Financial Analyst	0	0	0	0
Accounting Technician	1	1	1	1
Staff Analyst	0	0	0	0
Budget/Financial Analyst				0.5
TOTAL PERSONNEL	8	8	8	8.5

PERFORMANCE MEASURES	2016-2017 ACTUAL	2017-2018 GOAL	2017-2018 ESTIMATE	2018-2019 GOAL
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	
	<p>Easter Egg Hunt at Russell Farm 2018</p>



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 2018-2019:

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	2016-2017		2017-2018		2017-2018		2018-2019
	ACTUAL		BUDGET		ESTIMATE		BUDGET
Personal Services	50,800		59,618		56,214		62,366
Materials & Supplies	30,793		39,700		40,700		41,700
Operating Expenditures	40,716		24,191		22,051		21,044
Maintenance & Repair	48,561		46,120		46,120		51,120
Other Expenditures	15,185		13,895		13,895		16,947
Capital Outlay	0		0		0		0
TOTAL	186,055		183,524		178,980		193,177

AUTHORIZED POSITIONS	2016-2017		2017-2018		2017-2018		2018-2019
	ACTUAL		BUDGET		ESTIMATE		BUDGET
Receptionist	1		1		1		1
TOTAL PERSONNEL	1		1		1		1

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Average daily calls answered per FTE		35		35		27		30
Average daily walk-ins greeted by Reception		110		110		92		95
Total number of Production Center Volumes Annually		246913.00		25000.00		208473.00		25000.00
Copy center utilization - expressed as copy center copies as a percentage of total City copies made.		30%		45%		20%		20%



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 2018-2019:

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	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Personal Services	164,049	95,871	89,634	97,545
Materials & Supplies	1,270	650	500	500
Operating Expenditures	267	350	-193	400
Maintenance & Repair	0	0	0	0
Other Expenditures	5,005	3,708	3,708	3,870
Capital Outlay	0	0	0	0
TOTAL	170,591	100,579	93,649	102,315
AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Purchasing Manager	1	1	1	1
Senior Buyer (Partial year funded)	0	0.5	0	0
TOTAL PERSONNEL	1	1.5	1	1

PERFORMANCE MEASURES	2016-2017 ACTUAL	2017-2018 GOAL	2017-2018 ESTIMATE	2018-2019 GOAL
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.	2.20%	2.50%	2.50%	2.89%



POLICE DEPARTMENT

PUBLIC SAFETY

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Maintain a Department-wide community policing philosophy.
2. Continue to improve geographic accountability.
3. Continue to enhance communication with citizens.
4. Foster a more significant relationship with the Mayor's Youth Council to support a common understanding of youth issues as they relate to public safety.
5. 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 2018-2019:

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	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Personal Services	7,796,348	8,244,032	8,264,601	8,625,488
Materials & Supplies	354,820	384,391	385,091	447,147
Operating Expenditures	335,628	306,567	369,831	363,536
Maintenance & Repair	86,533	95,105	97,417	97,417
Other Expenditures	994,333	1,009,116	1,009,116	1,028,065
Capital Outlay	10,905	55,290	39,830	24,050
TOTAL	9,578,567	10,094,501	10,165,886	10,585,703
AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Chief of Police	1	1	1	1
Deputy Chief	1	1	1	1
Captain	2	2	2	2
Sergeant	9	9	9	9
Accreditation Manager	1	1	1	1
Criminal Investigations Clerk	1	1	1	1
Lead Pub. Safety Communications Specialist	1	1	1	1
Police Analyst	1	1	1	1
Police Officer & Recruits	51	51	51	51
Property Room Coordinator	1	1	1	1
Pub. Safety Communications Specialist	10	10	10	10
Pub. Safety Communications Supervisor	1	1	1	1
Records Clerk	2	2	2	2
Records Coordinator	1	1	1	1
Sergeant School Resource Officer				1
Sr. Administrative Assistant	1	1	1	1
Supervisor - Records	1	1	1	1
Telecommunicator				0.5
Victim Assistance Coordinator (Part-time)	0.5	0.5	0.5	0.5
TOTAL PERSONNEL	85.5	85.5	85.5	87



PERFORMANCE MEASURES	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	GOAL	ESTIMATE	GOAL
Part I Crimes	1,055	900	842	950
Average response time for priority calls	5	5	5	5
Police Department costs per capita	231	230	230	242
Overtime costs due to workers compensation accidents, illness, injuries, paid time off	378,128	290,000	365,000	290,000
CALEA Certification	Yes	Yes	Yes	Yes
Total calls for service (all)	53,498	63,000	50,000	54,000
Arrests	1,031	1,100	994	1,000
DWI Arrests	97	140	141	120
Traffic Enforcement	11,374	9,000	7,808	10,000
Part I Crimes	1,055	900	842	950
Part II Crimes	1099	1040	1204	1,000
Accidents	731	650	886	700

SIGNIFICANT CHANGES
Two positions are to be added: the Sergeant School Resource Officer and Telecommunication



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 Paramedics on ALS equipped fire apparatus.

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.
6. To implement a Mobile Integrated Health/Community Paramedic program.

Objectives for Fiscal Years 2018-2019:

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 and apparatus placement through risk analysis and response model development that is in compliance with the recommendations of NFPA 1500/1710.
5. Implement a Community Paramedic program to serve the needs of the community.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	4,374,593	5,026,253	4,746,210	5,122,735
Materials & Supplies	188,641	198,815	187,645	209,800
Operating Expenditures	154,425	156,795	155,269	180,291
Maintenance & Repair	117,634	161,243	105,633	105,633
Other Expenditures	189,276	277,734	277,734	247,800
Capital Outlay	101,346	60,408	91,708	159,770
TOTAL	5,125,915	5,881,248	5,564,199	6,026,029

AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Fire Chief	1	1	1	1
Assistant Chief	1	1	1	1
Battalion Chief	4	4	4	4
Captain	0	0	0	0
Lieutenant	9	9	9	9
Apparatus Operator	9	9	9	9
Fire Fighter	21.5	22	22	22.5
Sr. Administrative Secretary	1	1	1	1
TOTAL PERSONNEL	46.5	47	47	47.5
PERFORMANCE MEASURES	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	GOAL	ESTIMATE	GOAL
ISO Rating	2	1	1	1
Percentage of response times less than 6 minutes	68%	90%	73%	90%
95% of all emergency calls processed within 120 seconds (Includes EMD)	139	120	129	120
Number of calls for service	4,491	4,000	4,300	4,300
Completed Preplans	392	1,300	400	400
Completed Inspections	1,512	1,500	1,516	1,516
Community Risk Reduction contact hours	448	900	900	900
Staff Hours of Training	13,151	19,000	12,000	13,000
SIGNIFICANT CHANGES				
Added One Firefighter. Implemented ALS EMS response capabilities to the Fire Apparatus, continue to develop and implement a Community Risk Reduction program, implemented Shift Commander 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 2018-2019:

1. To inspect 90% 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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	403,154	430,318	431,512	445,596
Materials & Supplies	21,215	10,640	10,419	12,570
Operating Expenditures	26,928	28,255	31,297	32,372
Maintenance & Repair	3,673	7,590	8,090	7,590
Other Expenditures	96,849	97,674	97,674	110,349
Capital Outlay	6,190	0	0	0
TOTAL	558,009	574,477	578,992	608,477
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Director of Fire Prevention	1	1	1	1
Fire Inspector	2	2	2	2
TOTAL PERSONNEL	3	3	3	3

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Number of inspections done per year	2,845		3,750		3,500		3,750	
Fire Prevention Personnel Inspections	1,673		2,250		2,000		2,350	
Fire Fighting Personnel Inspections	1,172		1,500		1,500		1,200	
Fire Investigations	25		35		25		35	
% of Fire Investigation Reports completed within 10 days	100		100		100		100	
Fire Safety Training Contacts	7,367		7,000		7,000		7,500	
Fire Hazard Complaints responded to within 24 hours in %	100		100		100		100	
Plan Reviews (site plans, building plans, etc.)	306		300		350		350	
% of Plan Reviewed within 10 days	88		95		95		90	



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 2018-2019:

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.
3. Hire an Emergency Management manager

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	4,812	6,600	6,400	6,600
Materials & Supplies	10,000	2,950	1,450	2,950
Operating Expenditures	29,914	30,416	30,502	32,473
Maintenance & Repair	3,079	9,450	19,450	19,450
Other Expenditures	39,351	47,801	47,801	45,380
Capital Outlay	10,598	8,000	59,000	8,000
TOTAL	97,754	105,217	164,603	114,853

PERFORMANCE MEASURES	2016-2017 ACTUAL	2017-2018 GOAL	2017-2018 ESTIMATE	2018-2019 GOAL
Emergency Operations Drill	1	1	1	2
Increase Outdoor Warning System Coverage	0	1	0	1
Storm warning 100% of the time	100%	100%	100%	100%

AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Emergency Manager Coordinator	0	0	0	1
TOTAL PERSONNEL	0	0	0	1

SIGNIFICANT CHANGES

New Full-time position of Emergency Manager Coordinator is to be added.



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, 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 2018-2019:

1. Redesign of court phone tree to avoid customers in phone loop
2. Audit all warrants
3. Complete transition to Incode 10 software and e-tickets
4. Update Clerk handbook

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	226,589	248,775	232,418	274,194
Materials & Supplies	3,770	6,400	6,400	6,400
Operating Expenditures	31,448	30,157	44,590	33,850
Maintenance & Repair	0	1,247	0	0
Other Expenditures	31,606	38,512	38,512	74,942
Capital Outlay	0	0	0	0
TOTAL	293,413	325,091	321,920	389,386
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Director of Court Services	1	0	0	0
Clerk of the Court (Manager)	0	1	1	1
Deputy Court Clerk	2	2.5	2.5	2.5
Warrant Clerk	1	0	0	0
Collection Clerk	1	0	0	0
Juvenile Case Manager	0.5	0.5	0.5	0.5
Teen Court Coordinator/JCM	1	0	0	0
Clerk Intern	1	0	0	0
TOTAL PERSONNEL	7.5	4	4	4

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 2018-2019:

1. Assist Judge with Security Committee and update SOP for new building.
2. Participate in joint training sessions with Burleson PD and other surrounding departments.
3. Work with IT to add a layer to assist with Warrant service

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	238,484	287,130	282,907	297,831
Materials & Supplies	16,011	10,125	12,535	6,625
Operating Expenditures	12,280	15,211	17,482	18,071
Maintenance & Repair	1,891	4,481	2,000	4,481
Other Expenditures	63,456	58,669	58,669	66,448
Capital Outlay	0	7,500	0	0
TOTAL	332,122	383,116	373,593	393,456
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
City Marshal	1	1	1	1
Deputy City Marshal	2	2	2	2
TOTAL PERSONNEL	3	3	3	3

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Contacts	2,500		2,700		3,235		4,000	
Warrants Cleared \$	\$307,374		\$200,000		\$300,000		\$300,000	
Court Dockets Covered	409		220					
Warrants Issued	1,045		1,000		5,000		7,000	
Active Warrants	1,485		3,100					
Warrant Mailing	0		1,500		2,400		3,000	



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 2018-2019:

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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	693,443	726,235	724,082	748,849
Materials & Supplies	5,790	2,298	2,825	2,298
Operating Expenditures	8,610	7,003	10,175	9,475
Maintenance & Repair	0	439	236	439
Other Expenditures	18,510	21,471	21,471	15,506
Capital Outlay	0	0	0	0
TOTAL	726,353	757,446	758,789	776,567



AUTHORIZED POSITIONS	2016-2017		2017-2018		2017-2018		2018 -2019	
	ACTUAL		BUDGET		ESTIMATE		BUDGET	
Director of Public Works		1		1		1		1
Assistant Public Works Director		3		3		3		3
Administrative Tech.		2		2		2		2
TOTAL PERSONNEL		6		6		6		6

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018 -2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Measures detailed under each Divison								



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, Municipal Court, Three Fire Stations, Service Center, Senior Center, Transfer Station, Interurban Bldg., Two City Annexes, Hidden Creek Golf Complex, and Hill College/Texas Wesleyan facility along with Russell Farm. 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 2018-2019:

1. Preventive Maintenance completed within scheduled week – Greater than 50%.
2. Percentage of available technician hours accounted for as billable hours – 75%.
3. Begin using the Thing Tech Work Management System for Facilities work orders

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	374,872	387,483	388,474	400,373
Materials & Supplies	28,322	38,193	38,247	38,193
Operating Expenditures	88,355	136,883	6,359	5,524
Maintenance & Repair	255,006	379,745	509,222	372,967
Other Expenditures	58,790	27,495	27,495	18,559
Capital Outlay	20,792	0	97,860	0
TOTAL	826,137	969,799	1,067,657	835,616
AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018 -2019 BUDGET
Facility Maintenance Tech III	2	2	2	2
Facilities Operations Superintendent	1	1	1	1
Facility Worker II	0	1	1	1
Rec Center Maint Tech I	0	1	1	1
TOTAL PERSONNEL	3	5	5	5

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018 -2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Square Feet per employee	82,767		51,610		51,610		51,610	
Number of AC units over 12 years old	59		52		52		48	
% of AC units over 12 years old	57%		46%		46%		42%	



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 2018-2019:

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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	632,130	732,947	684,842	746,938
Materials & Supplies	17,511	19,109	19,140	19,109
Operating Expenditures	399,641	357,084	421,705	419,325
Maintenance & Repair	663,707	1,224,712	1,217,910	1,269,712
Other Expenditures	680,305	412,894	412,894	275,407
Capital Outlay	0	15,100	15,735	0
TOTAL	2,393,294	2,761,846	2,772,226	2,730,491
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018 -2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Street Superintendent	1	1	1	1
Street Maintenance Senior Crew Leader	1	1	1	1
Street Maintenance Crew Leader	1	1	1	1
Street Equipment Operator	2	2	2	2
Street Maintenance Worker I and II	6	6	6	6
TOTAL PERSONNEL	11	11	11	11

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018 -2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Average Street Rating		8		8		8		8
Percent of lane miles below Goal				20		11		20
Some measures from previous year not reported, all are components of Average Street Rating								



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 2018-2019:

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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	213,053	230,274	217,641	235,109
Materials & Supplies	3,125	4,129	4,232	4,129
Operating Expenditures	16,471	8,447	11,604	10,734
Maintenance & Repair	44,175	49,328	66,101	63,584
Other Expenditures	209,094	127,584	127,584	83,226
Capital Outlay	0	0	12,000	0
TOTAL	485,918	419,762	439,162	396,782
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018 -2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Street Drainage Crew Leader	2	2	2	2
Street Drainage Equipment Operator	2	2	2	2
TOTAL PERSONNEL	4	4	4	4

PERFORMANCE MEASURES		2016-2017 ACTUAL		2017-2018 GOAL		2017-2018 ESTIMATE		2018 -2019 GOAL
Acres mowed		408		630		630		630



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 2018-2019:

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 12 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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	116,060	132,514	127,451	139,310
Materials & Supplies	47,676	70,569	70,269	67,769
Operating Expenditures	3,146	2,529	4,342	3,985
Maintenance & Repair	65,852	76,681	76,200	71,681
Other Expenditures	24,846	24,610	24,610	26,422
Capital Outlay	10,972	0	0	0
TOTAL	268,552	306,903	302,872	309,167
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Signal Technician	1	1	1	1
Signs & Markings Technician	1	1	1	1
TOTAL PERSONNEL	2	2	2	2

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018 -2019	
		ACTUAL		GOAL		ESTIMATE		GOAL
PM Electronic Traffic Control Devices		39		39		39		39
New Signs Installed		124		125		125		125
Signs Maintained		300		300		200		300



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 2018-2019:

1. To continue updating and maintaining archiving of records.
2. To assist with improving public education efforts regarding mosquito control and other environmental issues.
3. To assist with updating SOPs for divisions.
4. To continue identifying the requirements to initiate the demolition / repair if the inventoried substandard structures.
5. To continue to assist with the procedures for the abatement of substandard structures.
6. To assist with preparing a mock disaster for employees training.
7. To continue reviewing code of ordinances for possible amendments to meet current community needs.
8. To assist with increasing resources for Hope Program.
9. To assist with implementing Code compliance educational program to reach out to schools.
10. To assist with improved cross training with Police Department.
11. To assist with improving geographically target area program.
12. To assist with the process of getting approval for the new construction of isolation area for the shelter

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	193,537	207,407	203,025	213,959
Materials & Supplies	864	684	811	684
Operating Expenditures	0	215	58	215
Maintenance & Repair	0	0	0	0
Other Expenditures	3,834	4,245	4,296	4,599
Capital Outlay	0	0	0	0
TOTAL	198,235	212,551	208,190	219,457

AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Neighborhood Services Director	1	1	1	1
Administrative Secretary	1	1	1	1
TOTAL PERSONNEL	2	2	2	2

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Neighborhood Services Departmental meetings	8		12		9		12	
Division meetings	52		72		58		72	
City council meeting attended	18		21		19		22	
Special Events attended	3		5		4		5	
ASAC meeting	3		3		3		3	



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 create an outdoor play area for potential adopters to get to know a new pet. and for volunteers to socialize adoptable dogs.
3. To Improve the social media to increase adoptions..
4. To maintain an animal shelter which complies with all state and local regulations.
5. To lower the number of animals euthanized due to space by increasing adoptions.
6. To provide free microchip program to increase animals returned to owners.

Objectives for Fiscal Years 2018-2019:

1. To reduce the number of euthanasia's over all.
2. To update standard operational procedures as needed.
3. To prepare a mock disaster for employee training.
4. To expand the shelter to provide an isolation room to house sick or injured dogs and cats and provide a safe euthanasia room for the employees.
5. Increase return to owner from shelter and in field.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	357,493	373,164	375,612	388,184
Materials & Supplies	37,745	29,115	32,228	28,615
Operating Expenditures	26,290	27,582	34,847	38,793
Maintenance & Repair	1,687	3,595	3,595	3,595
Other Expenditures	35,831	37,298	37,798	45,408
Capital Outlay	22,996	0	0	11,000
TOTAL	482,042	470,754	484,080	515,595

AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Animal Services Supervisor	1	0		
Animal Services Manager		1	1	1
Animal Control Officer	2	3	3	3
Sr. Animal Control Officer	1			
Animal Shelter Tech		0		0.5
Animal Services Administrator	1	1	1	1
Animal Kennel Tech (part-time)		0.5	0.5	
TOTAL PERSONNEL	5	5.5	5.5	5.5

PERFORMANCE MEASURES	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	GOAL	ESTIMATE	GOAL
Total animals picked up	2,492	2,749	2,149	2,149
Total animals picked up total/dogs/cats	1,671	2087	1,612	1612
Number of reported animal bites on citizens	98	40	80	80
Number of rabid animals found	1	0	2	20
Animals handled	2,492	2,749	2,149	2,149
Animals Adopted	563	442	672	672
Request for Service	2,231	1,784	2,488	2,488
Bite cases	98	40	80	80
Citations/warning issues	534	517	594	594
Shelter visitors served	5,887	4,807	6,344	6,344
Rabies positive cases	1	0	2	2
Phone calls	6,170	5,768	6,038	6,038
Volunteer hours	651	366	521	521
Return to owners	569	717	470	470
Animals transferred to rescue	229	294	157	157
Cats impounded	728	730	614	614
Dogs impounded	943	782	998	998
Areas Patrolled	146	320	299	299
Returned to owner in field	134	54	128	128



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 2018 - 2019:

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 improve and increase stormwater inspections at construction sites.
5. To continue to update Divisional SOP.

EXPENDITURES	2016-2017 Actual	2017-2018 Budget	2017-2018 Estimate	2018-2019 Budget
Personal Services	153,340	152,289	165,448	176,791
Materials & Supplies	6,443	3,846	3,846	3,846
Operating Expenditures	46,078	52,104	60,127	56,936
Maintenance & Repair	79	850	850	850
Other Expenditures	20,186	24,300	25,352	26,166
Capital Outlay	9,949	0	0	0
TOTAL	236,075	233,389	255,623	264,589
AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Environmental Health Specialist	1	1	1	1
Mosquito Control Technician	0	0	0	0
Environmental Technician	1	1	1	1
Environmental Sanitarian	0	1	0	1
TOTAL PERSONNEL	2	3	2	3

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
HHW participation	503		550		550		550	
Litter clean-up volunteers (hours)	740		1,300		1300		1,300	
Mosquito traps set	381		320		448		448	
Areas treated (larvacided) for mosquitoes	73		220		220		220	
Food Establishment Permits	240		235		248		250	
Food Establishment inspections/investigations	428		475		475		475	
Swimming pool permits	34		38		38		38	
Swimming pool inspections	40		75		75		75	
OSSF permits	11		15		15		15	
OSSF investigation	3		5		5		5	
KBB Litter Index	1		1		1		1	



DEVELOPMENT SERVICES

ADMINISTRATION

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 developers, residents and all customers in the City of Burleson and its extra-territorial jurisdiction.

Description:

The Development Services Administration Division includes the Director of Development Services, the Assistant Development Service Director, the Development Project Manager and one Administrative Assistant. The Director plans, organizes, and directs activities of the Economic Development, Building Inspections, and Planning and Engineering Divisions. The Assistant Director is responsible for the activities of the Planning and Engineering Division and the Development Project Manager ensures seamless coordination between the department's divisions and coordinates intradepartmental projects.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Support updates to codes, ordinances, studies, and policies in accordance with Comprehensive Plan.
2. Maintain and improve an efficient, effective and responsive development processes.
3. Support the goals and objectives of all divisions.
4. Maintain a respectful effective working relationships with the development community and other city departments.

Objectives for Fiscal Years 2018-2019:

1. Increase the amount of development data and information available via the internet.
2. Continue one on one meetings with active developers and conduct periodic targeted developer roundtables.
3. Continue to improve internal communication through department-wide staff meetings and periodic email updates.

EXPENDITURES	2016-17 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Personal Services	267,933	325,510	422,717	550,143
Materials & Supplies	2	0	0	0
Operating Expenditures	0	0	-11,150	0
Maintenance & Repair	0	0	0	0
Other Expenditures	0	0	0	2,188
Capital Outlay	0	0	0	0
TOTAL	267,935	325,510	411,567	552,331

AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Director of Development Services	1	1	1	1
Assistant Director of Development Services	0.5	0.5	0.5	1
Sr. Administrative Secretary	1	1	1	1
TOTAL PERSONNEL	2.5	2.5	2.5	3

PERFORMANCE MEASURES	2016-2017 ACTUAL	2017-2018 GOAL	2017-2018 ESTIMATE	2018-2019 GOAL
One on One Developer Meetings	Unknown	5	5	5

SIGNIFICANT CHANGES
 Moved the Development Project Manager to this unit from 5011. Civil Engineer currently being funded from this division, but will be moved to 5011 as initially intended.



DEVELOPMENT SERVICES

PLANNING & ENGINEERING

Mission Statement:

To support economic growth in a progressive community environment by facilitating the land development process and focusing resources on comprehensive planning activities and providing outstanding service in the City of Burleson and its extra-territorial jurisdiction.

Description:

The Planning and Engineering 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. This Division coordinates the activities of the Development Assistance Committee and shepherds development cases through the Planning and Zoning Commission and City Council Approval process.

Planning functions include establishing planning principles and policies to help guide and manage the development patterns of the City, while implementing strategies to support the establishment of new neighborhoods, new businesses, and the expansion and retention of existing businesses. Engineering functions include developing and updating infrastructure master plans to ensure that new development is adequately served and reviewing plans for new development to ensure that new infrastructure meets the City's standards.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To encourage and manage commercial and residential growth that is consistent with City master plans.
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 to guide planning and development decision making in the public and private sectors.

Objectives for Fiscal Years 2018-2019:

1. Continued implementation of the 2030 Comprehensive Plan.
2. Continued implementation of Old Town Development Plan
3. Complete the update to the Zoning Ordinance and the Comprehensive Plan
4. Complete Subdivision Ordinance Update
5. Begin update to Design Standards Manual

EXPENDITURES	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Personal Services	424,003	525,217	367,152	424,729
Materials & Supplies	4,019	18,650	22,663	8,150
Operating Expenditures	88,832	339,000	316,300	301,140
Maintenance & Repair	1,560	2,000	2,000	2,000
Other Expenditures	50,700	55,267	55,267	55,367
Capital Outlay	0	0	0	6,000
TOTAL	569,114	940,134	763,382	797,386
AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Planner	1	1	1	1
Planner/Sr. Planner	1	2	0	1
Civil Engineer	1	1	0	1
Planning Manager	0	0	1	1
Development Project Manager (moved to 5010)	1	1	1	0
TOTAL PERSONNEL	4	5	3	4

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Development meetings with applicants	41		65		85		70	
Plat, Zoning, Commercial Site Plan applications	99		100		140		120	
Long Range Plans completed	0		1		0		1	
Community Presentations/ Town hall meetings	1		3		1		2	
Board Training Sessions Completed	1		1		1		1	
Ordinance amendments processed	4		2		2		3	
Number of Meetings	46		45		60			
Engineering Plans Reviewed	21		27		35		40	
CFC's Executed	17		30		40		35	
Plat Applications Reviewed	59		70		80		75	
Site Plans Reviewed	20		20		25		25	

SIGNIFICANT CHANGES

Moving the Development Project Manager to 5010 to be in the Administrative group as the duties are across all divisions. The Civil Engineer is currently being funded from 5010. This is incorrect and will be remedied at the beginning of FY19.



DEVELOPMENT SERVICES

BUILDING PERMITS AND INSPECTIONS

Mission Statement:

To promote the general health, safety, welfare, and overall quality of life for the citizens and visitors of the City of Burleson through timely, efficient and thorough building permitting and 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 of 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 2018-2019:

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. Implement process improvements that create a simplified submittal process for customers and create a process that would allow for online permit applications.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	443,717	587,835	575,681	596,674
Materials & Supplies	5,102	4,150	4,150	4,150
Operating Expenditures	6,270	24,783	23,241	18,179
Maintenance & Repair	3,611	3,500	3,500	3,500
Other Expenditures	35,699	42,258	42,258	49,811
Capital Outlay	0	0	0	0
TOTAL	494,399	662,526	648,830	672,314

AUTHORIZED POSITIONS	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		BUDGET		ESTIMATE		BUDGET	
Building Official		1		1		1		1
Building Inspector		2		2		2		2
Plans Examiner		0		1		1		1
Senior Building Inspector		1		1		1		1
Building Permits Specialist		2		2		2		2
TOTAL PERSONNEL		6		7		7		7

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Total Permits Issued		2,719		3,500		3,000		3,000
New Residential Building Permits Issued		291		350		280		300
Residential: Additions / Remodels		30		25		30		30
New Commercial Building Permits Issued		12		10		17		10
Commercial: Additions / Remodels / Shell Completions		44		25		45		35
Garage Sales Issued		1,905		2,000		2,000		2,000
Total Inspections Made in		14,226		18,000		15,000		15,000
Total Fees Collected in \$		929,448		750,000		875,000		900,000
Total Construction Valuation in \$		109,444,613		80,000,000		125,000,000		90,000,000



CODE ENFORCEMENT

NEIGHBORHOOD SERVICES

Mission Statement:

Protect the health, safety and welfare and property values 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 protect property values.
3. To provide prompt, courteous, and professional service to all residential and corporate citizens.
4. To gain voluntary compliance through education of property owners who are in violation of City codes.
5. To encourage responsible property maintenance through enforcement of minimum property standards ordinance.
6. To ensure codes comply with state law updated to reflect current local environment .

Objectives for Fiscal Years 2018-2019:

1. To increase resources for HOPE program.
2. To implement improved cross -train with Police Department.
3. To improve geographical target area program.
4. To create /update new monthly and quarterly reports.
5. To implement educational program to reach out schools.
6. To continue to update Code Enforcement website .
7. To continue reviewing code of ordinances for possible amendments to meet current community needs.
8. To continue updating SOP's.

EXPENDITURES	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Personal Services	214,700	223,681	224,143	237,311
Materials & Supplies	2,347	2,431	2,363	2,431
Operating Expenditures	24,841	41,755	22,378	22,351
Maintenance & Repair	1,120	2,779	21,600	20,779
Other Expenditures	27,163	28,683	28,683	44,700
Capital Outlay	11,700	0	0	0
TOTAL	281,871	299,329	299,167	327,572

AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Code Compliance Officer	3	2	2	2
Senior Code Compliance Officer	0	1	1	1
TOTAL PERSONNEL		3	3	3

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Total number of cases	2,362		3,000		3,000		3,400	
% of total of proactive cases	59%		60%		60%		60%	
% of total reactive cases	41%		40%		40%		40%	
Cost for contractor abatement of cases	15,538		17,000		17,000		17,000	
High grass/weeds violations	757		950		950		1,050	
Junk and trash violations	530		600		600		800	
Junked Vehicle violations	115		150		150		200	
Solid waste violations	380		550		550		250	
Parking in the yard violations	201		250		250		350	
All other violations	445		600		600		800	
Total new cases	2,362		3,000		3,000		3,400	
Total inspections	5,144		4,800		6,000		6,400	
Signs confiscated from ROW	703		1,100		900		1,100	
Proactive cases	1,275		1,950		1,600		1,700	
Public complaint cases	895		925		1,000		1,100	



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 2018-2019:

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

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	387,571	356,564	914,624	383,124
Materials & Supplies	7,023	5,470	5,585	4,095
Operating Expenditures	10,398	7,447	6,510	8,256
Maintenance & Repair	3,139	2,615	4,500	4,500
Other Expenditures	43,240	51,885	51,885	46,955
Capital Outlay	9,427	0	0	0
TOTAL	460,798	423,981	983,104	446,930
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Director of Engineering Services	0.34	0.34	0.34	1
Assistant Director of Engineering	1	1	1	1
Civil Engineer	2	2	2	2
Chief Engineering Inspector	1	1	1	1
Engineering Inspector	1	1	1	1
Engineer Development Coordinator				0.27
Real Property Coordinator	1	1	1	1
Financial Analyst	1	1	1	1
TOTAL PERSONNEL	7.34	7.34	7.34	8.27

PERFORMANCE MEASURES	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	GOAL	ESTIMATE	GOAL
Projects Inspected	40	50	50	50
Water/Waste Water/Strm Lines Inspected (LF)	18,909	15,000	15,000	15,000
Paving Inspected (SY)	54,480	18,000	18,000	18,000
Initial Design CIP Bond Projects	4	8	8	8
Initial Construction CIP Bond Projects	5	6	6	6



ENGINEERING DEVELOPMENT

PLANNING & ENGINEERING

Mission Statement:

To serve 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 assists the Capital Division and addresses any development related questions. The Division also handles traffic issues and other citizen issues. The Division is responsible for updates to the Mater Mobility Plan and the Bike Path Plan. The division handles the Roadway Impact Fee and W&WW Impact Fee ordiances and updates, as well as City engineering coordination and participation in Regional planning efforts.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To assist the Planning Department with any issues is brings for input or review.
2. To provide accurate and timely engineering information and assistance to citizens, other City departments, developers, engineers, and contractors.
3. To ensure the safety of citizens on the roadways through traffic crash analysis and addressing requests/concerns from citizens and others.
4. To protect the long term viability of the City's long range plans to the extent possible given limited input and control over development decisions.

Objectives for Fiscal Years 2018-2019:

1. To update the Master Mobility Plan, including the Bike Path Plan
2. To continue to improve citizen communications through additional Open House meetings and mailed communications.
3. To formalize a safety plan and study crash reports, working with PD for improvements where possible.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	109,307	96,616	152,801	203,567
Materials & Supplies	2,990	4,800	4,800	4,800
Operating Expenditures	124,512	111,200	140,600	135,800
Maintenance & Repair	0	500	0	0
Other Expenditures	15,050	16,034	16,059	21,718
Capital Outlay	3,000	0	0	0
TOTAL	254,859	229,150	314,260	365,885
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Director of Engineering Services	0.33	0.33	0.33	0
Engineering Development Coordinator	0.6	0.6	0.6	0
TOTAL PERSONNEL	0.93	0.93	0.93	0



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 2018-2019:

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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	286,968	290,846	297,978	300,102
Materials & Supplies	2,391	2,850	5,000	5,000
Operating Expenditures	2,200	2,805	2,348	2,575
Maintenance & Repair	317	5,020	1,700	5,020
Other Expenditures	18,051	14,903	14,903	16,807
Capital Outlay	2,100	0	0	0
TOTAL	312,027	316,424	321,929	329,504
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Director of Engineering Services	0.33	0.33	0.33	0.33
Gas Well Development Supervisor	1	1	1	1
Gas Well Development Inspector	1	1	1	1
Engineering Development Coordinator	0.4	0.4	0.4	0.4
TOTAL PERSONNEL	2.73	2.73	2.73	2.73

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Number of pad sites inspected		55		56		62		62
Number of applications reviewed		0		0		0		0
Number of violations addressed		2		2		3		3
Number of site visits		6,023		5,258		5,620		5,620
Gas Well Permits/Extensions		0		0		0		0



ADMINISTRATION

RECREATION & LIFELONG LEARNING

Mission Statement:

The department's mission is to provide our citizens with the highest quality library, park and recreation facilities and experiences possible.

Description:

The Administration division consists of the Director and the Senior Administrative Secretary position. The department plans, develops, and implements library services, park maintenance, community-wide special events, park designs and development schedules, creates and administers nine division budgets, coordinates the volunteer program for all city departments, oversees employee development for all city departments through Burleson University, and presents staff recommendations to the city manager and city council. The director is also responsible for working with the park and library advisory boards to enhance citizen involvement in the creation of programs and policies that best meet the needs of the citizens of Burleson.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To provide a vision to both employees and citizens of the future of library, parks and recreation.
2. To offer experiences and services that exceed expectations and enhance the quality of life for our citizens.
3. To create a sustainable plan for the operation and maintenance of our athletic complexes and passive city parks.
4. To capitalize on learning opportunities throughout the park system and departmental services that enhance the economic, social, and cultural vitality of our community.

Objectives for Fiscal Years 2018-2019:

1. To begin and complete construction of approved capital projects.
2. To reduce the subsidy for divisions in the park performance fund.
3. To complete a comprehensive update of the Park and Trail Master Plan and approved by City Council.
4. To expand outdoor learning via enhanced unpaved nature trails.
5. To evaluate park development ordinances and regulations.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	286,201	287,051	294,747	301,631
Materials & Supplies	149	0	24	500
Operating Expenditures	45	0	4	0
Maintenance & Repair	0	0	0	0
Other Expenditures	11,087	12,960	13,060	16,121
Capital Outlay	0	0	0	0
TOTAL	297,482	300,011	307,835	318,252

AUTHORIZED POSITIONS	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		BUDGET		ESTIMATE		BUDGET	
Senior Park Planner		1		0		0		0
Director of Recreation & Life Long Learning		1		1		1		1
Sr. Administrative Secretary				1		1		1
TOTAL PERSONNEL		2		2		2		2

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Total PPF Revenue		2,116,795		2,186,880		2,126,500		2,131,500
Total PPF Cost		3,330,416		3,475,947		3,806,188		3,725,836
BRICK Revenue - 6017		1,939,070		1,957,000		1,926,000		1,926,000
Ballfields Revenue - 6018		143,835		197,880		156,000		161,000
SIGNIFICANT CHANGES								



RECREATION ADMINISTRATION

RECREATION & LIFELONG LEARNING

Mission Statement:

To make a positive difference in the lives of every person we encounter with everything we do.

Description:

The Recreation Division, consists of BRICK operations, Russell Farms operation, Athletic Leagues, special events and, and the Senior Activity Center. The Recreation Division is also responsible for the 24 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 75% 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.

Objectives for Fiscal Years 2018-2019:

1. Assist the new adult softball association in establishing a successful organization.
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 evaluate the membership and service fees for the BRICK to ensure market competitiveness.
5. Host the TAAF circuit Track meet.
6. Reduce cost and increase for special events by soliciting revenue.
7. Meet with staff to implement events and activities and create innovative ways to retain memberships, increase participation and increase revenue.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	150,049	161,133	168,011	173,726
Materials & Supplies	0	0	360	0
Operating Expenditures	0	0	350	0
Maintenance & Repair	0	0	0	0
Other Expenditures	90,258	93,754	93,936	93,630
Capital Outlay	0	0	0	0
TOTAL	240,307	254,887	262,657	267,356
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Assistant Director - Recreation	0	0		
Deputy Director - Recreation	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Athletic Division cost recovery		20		35		39		40
Special Event Participants*		64,000		64,000		67,000		67,000
Special events		20		20		24		24
Administered Divisions		4		4		4		4
Adult Softball teams		149		125		131		?
*Special event hours		128		130		144		145
<i>*On the large special events the numbers are based on an educated guess. The only true numbers will be on events where sign ups are mandatory.</i>								



PARKS MAINTENANCE

RECREATION & LIFELONG LEARNING

Mission Statement:

To make a positive difference in the lives of every person we encounter with everything we do.

Description:

The Park Maintenance Division is responsible for maintaining and improving all passive city parks and facilities. The Parks department was responsible for adding shade structures at Warren Park and Mistletoe Hills Park playgrounds, replacing the playground at Heberle Park, the grounds maintenance and playground inspection, the tree maintenance and planting and also assisting 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 for recreation plus additional support for Economic Development, Library and Seniors
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 2018-2019:

1. To continue to work closely with environmental services on the West Nile Virus Program.
2. To continue the support given to the Recreation Department during community special events.
3. To support and maintain new unpaved nature trails at Oak Valley Park and Bailey Lake Park.
4. Create park maintenance plans for sensitive areas in the park system to support healthy habits for wildlife and preserve native plant species.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	937,439	1,001,211	1,003,630	1,036,190
Materials & Supplies	18,347	20,972	21,544	38,132
Operating Expenditures	77,988	98,567	85,960	83,807
Maintenance & Repair	259,712	325,171	318,000	322,471
Other Expenditures	137,038	120,286	123,286	111,955
Capital Outlay	0	0	0	0
TOTAL	1,430,524	1,566,207	1,552,420	1,592,555
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Deputy Director-Parks	1	1	1	1
Assistant Director-Parks	0	0		
Sr Parks Planner	1	1	1	1
Sr. Administrative Secretary	0.2	0.2	0.2	0.2
Park Maintenance Superintendent	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 6 months)	3	3	3	3
TOTAL PERSONNEL	15.2	15.2	15.2	

PERFORMANCE MEASURES	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	GOAL	ESTIMATE	GOAL
Total park acreage	418	418	420	420
Total developed park acreage	252	252	252	255
Cost per acre to maintain parks	\$55	\$55	\$60	\$60
Overtime use to maintain parks	\$10,000	\$10,000	10,000	10,000
Customer satisfaction ratings	3.8	3.8	4	4.2
Facility Grounds Maintained-acres	38	38	38	40
Special events supported	19	19	19	19
Net Operating and Maintenance Expenditures Per Capita	\$28	\$36	\$38	\$38
Park Acreage Inventoried	415	415	415	420
Park Acreage Maintained (Developed)	350	350	350	355
Parks (Developed)	20	20	20	21
ROW (City Limits)	105	105	105	105
ROW (ETJ)	203	203	213	213

SIGNIFICANT CHANGES

1. Cleared out the east side of Bailey Lake.
2. Took over the landscape beds on 174.
3. Oversee the new Alsbury addition.
4. Took over the ground maintenance at the BRICK.



SENIOR ACTIVITY CENTER

RECREATION & LIFELONG LEARNING

Mission Statement:

To make a positive difference in the lives of every person we encounter with everything we do.

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, 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 2018-2019:

1. Host 10 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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	128,169	144,087	143,565	151,940
Materials & Supplies	10,149	10,200	10,200	10,200
Operating Expenditures	18,578	18,286	16,895	17,502
Maintenance & Repair	49	2,951	2,951	2,951
Other Expenditures	1,584	0	0	0
Capital Outlay	0	0	0	17,000
TOTAL	158,529	175,524	173,611	199,593

AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Senior Activity Center Coordinator (PT) - 5	2	2	2.5	2.5
Senior Activity Center Attendant (PT)	0	0	0	0
Senior Center Supervisor	1	1	1	1
TOTAL PERSONNEL	3	3	3.5	3.5

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Yearly Participants		36,450		38,000		36,000		38,000
Special Events		16		17		17		18
Total Hours of Operation		3,160		3,160		3,160		3,160
City Sponsored Senior Dances		10		10		10		10
Volunteer hours		234		3,330		1,020		1,020
Activity Calendars Published		12		12		12		12
Senior Van Riders Trips		574		420		0		0

SIGNIFICANT CHANGES
Because the Senior Rider program has dissolved the volunteer hours have decreased over the year.



DEVELOPMENT SERVICES

ECONOMIC DEVELOPMENT

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 Division 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. Attract new commercial and light industrial businesses to the City to create new jobs and enhance the tax base.
2. Develop and maintain relationships with existing businesses so they stay in Burleson and support them in their expansion plans.
3. Support workforce development through programs that create links between educational institutions, businesses, workforce agencies and the community.
4. Attract retail, restaurant and entertainment venues to the City to meet the needs and wants of the community.
5. Promot businesses and events within the City to attract visitors.

Objectives for Fiscal Years 2018-2019:

1. Continue to develop HighPoint Business Park and identify growth areas in order to attract various technology, distribution, and light manufacturing companies.
2. Continue to coordinate the activities of the Manufacturing and Industrial Alliance to foster relationships that encourage communication of trends and concerns within the business community.
3. Continue to build relationships with developers, commercial and industrial real estate brokers and site selectors to capitalize on opportunities.
4. Provide detailed demographic and development information to enhance the marketability of available sites within the City.
5. Expand the Burleson Works Program with new partners to broaden the opportunities for applicants and the labor pool for businesses.
6. Continue to improve the expertise and function of the Division by staying abreast of emerging trends in economic development.
7. Maintain and increase relationships with Old Town and local businesses to be aware of their challenges and concerns.
8. Begin construction of the Plaza project.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	250,762	263,227	243,547	245,244
Materials & Supplies	7,088	10,750	10,750	10,750
Operating Expenditures	74,740	107,880	102,725	132,850
Maintenance & Repair	12,210	25,000	20,000	20,000
Other Expenditures	688,888	3,056,031	2,788,325	2,888,844
Capital Outlay	0	0	0	0
TOTAL	1,033,688	3,462,888	3,165,347	3,297,688
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Assistant Director-Development Svcs	0.5	0.5	0	0
Economic Development Manager	1	1	1	1
Old Town Tourism Coordinator	1	1	0	0
Economic Development Intern	0	0	0	0
TOTAL PERSONNEL	2.5	2.5	1	1

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Number of new jobs in community with greater than \$50,000 earning wage.	60		125		0		125	
<u>Retention</u>								
Business Visits	45		45		45		45	
Assistance Provided	2		8		5		10	
<u>Prospect Management</u>								
Responses	25		35		30		30	
Shows/Events Attended	2		2		2		2	
Community Presentations	6		6		40		20	
Site Selector Contacts	40		80		80		80	
<u>Tourism</u>								
HOT/MOT Grant Recipients	7		*		6		7	
SIGNIFICANT CHANGES								
Old Town Tourism Coordinator moved to CMO. Will be using a reimbursement instead of splitting positions.								



BURLESON RECREATION CENTER

RECREATION & LIFELONG LEARNING

Mission Statement:

To make a positive difference in the lives of every person we encounter with everything we do.

Description:

The Recreation Center is responsible for being the catalyst of recreation activities within the city. 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 Park Performance Fund as it has a revenue generating component.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Strive to achieve 75% 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 2018-2019:

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



EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	1,240,676	1,278,181	1,275,911	1,402,517
Materials & Supplies	112,189	138,200	60,936	55,080
Operating Expenditures	584,687	581,208	556,124	557,878
Maintenance & Repair	93,014	112,500	188,939	134,100
Other Expenditures	331,868	297,731	286,731	303,051
Capital Outlay	93,967	397,816	403,002	169,816
TOTAL	2,456,401	2,805,636	2,771,643	2,622,442

AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Recreation Center Operator	1	0	0	0
Recreation Manager	0	1	1	1
Assistant Recreation Manager	0	1	1	1
Aquatics Supervisor	1	0	0	0
Recreation Supervisor	1	2	2	2
Senior Center Supervisor	1	0	0	0
Aquatics Coordinator	1	0	0	0
Recreation Coordinator	3	1	1	1
CSA - Lead (PT) - 3	1	3	3	3
Ball Field Attendant (PT) - 2	2	2	2	2
Life Guard - Senior	0	0	0	0
Life Guard - Lead (PT) - 4	4	4	4	4
Maintenance Supervisor	1	1	1	1
Maintenance Tech I	1	0.25	0.25	0.25
Staff Accountant I	1	1	1	1
Staff Accountant II	1	1	1	1
Customer Service Attendant (PT)	20	20	20	20
Lifeguards (Temp & PT)	20	20	20	20
Rec Center Custodian (PT)	0	0	0	0
Rec Center Custodian	1	1	1	1
Camp Counselor (PT)	12	12	12	12
TOTAL PERSONNEL	72	70.25	70.25	70.25

PERFORMANCE MEASURES	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	GOAL	ESTIMATE	GOAL
Customer satisfaction ratings	95.00%	98.50%	95.00%	95.00%
Number of participants in BRICK based programs	27,250	29,000	30,850	30,750
Number of BRICK members	8,765	9,625	8,625	8,750
percentage of costs/original estimates	79%	85%	85.00%	75.00%
Brick Special Event Participants	2,250	2,500	2750	2,800
Pool rental reservation	350	450	360	410
Softball Teams Registered	200	220	131	?
Facility Room Rental	265	625	300	350

SIGNIFICANT CHANGES AND DECREASE EXPLANATIONS/CONSIDERATIONS

We've attributed a decrease in the # of BRICK Members to some of the following reasons (Captured by previous member surveys/feedback):

1. An increased amount of competition

Orange Theory Fitness, Camp Gladiator, Planet Fitness, and Intensity Training Systems

Actions/Methods Implemented to Combat Competition and Increase # of Members:

Fitness Class Schedule Revamp - In Progress

Additional fitness classes/programs currently being added with emphasis on a higher level of strength & conditioning feel, accountability & goal-oriented results.

Facility Upgrade/Update Projects (Increased Customer Satisfaction)

Expanded Hours due to Survey Feedbacks

Replaced Locker Room Carpet

Re-Surfaced Gym Floor

Proposed future customer satisfaction projects this upcoming year

Locker Room Renovation

Full replacement of fitness strength line and select cardio pieces

Other notable additions include:

Referral Program recently implemented

Additional membership discount events recently implemented

Customer Care program focused on surveying and responding to public while proposing BRICK incentives to retain business.

Self-Check-In Turnstile System Installed

Additional Marketing Tools

Complete website re-design and virtual tour (More user friendly and less cumbersome)

Higher level of community awareness/engagement

A BRICK Rep currently serves on the following boards:

Relay for Life

Be Healthy Burleson

BISD/Chamber Character Council

Burleson Chamber of Commerce Diplomat program

Johnson County Alliance for Healthy Kids

*We are also more actively involved in non-departmental community events



BALLFIELDS

RECREATION & LIFELONG LEARNING

Mission Statement:

To make a positive difference in the lives of every person we encounter with everything we do.

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, Russell Farm Art Center, and all Chisenhall Fields. These divisions are separated from ordinary General Fund departments because they each contain its own revenue generating component. This division is responsible for the maintenance and operation of the two sport complexes and provides assistance to BISA as needed with the Bartlett Soccer Complex, and the duties include: turf care maintenance, park cleanliness, irrigation system, building maintenance, coordination and preparation for tournaments plus recreational games.. The Ballfields division also works closely with the youth associations for 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 2018-2019:

1. To oversee the completion and construction of a new disc golf course.
2. To increase the number of larger tournaments and expand girls softball..
3. To continue to discover methods to reduce cost.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	380,420	463,671	436,241	487,874
Materials & Supplies	19,391	24,400	25,240	26,400
Operating Expenditures	164,697	154,316	166,870	173,314
Maintenance & Repair	57,675	62,372	54,700	48,372
Other Expenditures	92,157	95,620	97,420	95,164
Capital Outlay	11,081	0	0	0
TOTAL	725,421	800,379	780,471	831,124
AUTHORIZED POSITIONS	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Athletics Field Supervisor	1	1	1	1
Athletic Field Crew Leader	2	2	2	2
Athletic Maintenance Worker I & II	3	3	3	3
Park Maintenance Worker (Temp)	3	3	3	3
TOTAL PERSONNEL	9	9	9	9

PERFORMANCE MEASURES	2016-17	2017-18	2017-18	2018-19
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Ball Fields Maintained	18	18	18	18
Tournament Supported	20	20	20	20
Fertilization Treatments	3	3	3	3
Herbicide Treatments	3	3	3	3
Landscape Beds Maintained	16	16	16	16
Expense per capita	19	14	14	14
Overtime Use to Maintain sports complex	\$7,500	10,000	10,000	10000
Cost per acre to maintain sports complex	\$5,792	5,792	5,792	5792
Total sports complex acres Maintained	101	101	101	101

SIGNIFICANT CHANGES
<ol style="list-style-type: none"> 1. Staff hosted 20 successful tournaments. 2. Deleted the mowing contract for 17-18. 3. Added new features on the day use fields to make them full use.



RUSSELL FARM

RECREATION & LIFELONG 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 an acoustical atmosphere encouraging patrons in the roots of early Americana music.
5. To preserve the history of Russell Farm and provide a museum highlighting the early settlers to Texas and Burleson .

Objectives for Fiscal Years 2018-2019:

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. To expand programming and events regarding primitive arts and Texas arts and music.
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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	82,610	61,059	72,141	74,332
Materials & Supplies	2,584	2,975	2,986	3,525
Operating Expenditures	16,987	12,736	15,847	16,567
Maintenance & Repair	23,793	24,265	25,746	27,065
Other Expenditures	20,821	20,030	20,030	23,497
Capital Outlay	0	0	0	0
TOTAL	146,795	121,065	136,750	144,986

AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Parks Supervisor - Russell Farm I		1	1	1
TOTAL PERSONNEL	0	1	1	1

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Number of Art Shows	3		2		3		5	
Number of Art /Carving classes	8		75		2		4	
Number of Private Parties	63		50		125		150	
Number of Weddings	10		15		20		20	
Number of Baby or Bridal Showers	7		15		19		25	
Participants in Community Garden	8		25		60		70	
Number of BPAC Meetings	3		3		3		3	
Number of Art Critiques/ RFAC Meetings	0		3		0		0	
Number of Civic Club Meetings/Events	3		5		8		10	
Number of School field trips	2		6		8		10	
Number of Public Events: concerts, egg hunt, etc.	4		6		10		15	
Number of City of Burleson picnics, trainings, events	1		7		12		15	
Number of Photographers, portraits	0		20		17		20	
Attendance of Christmas event	500		1200		750		900	
Number of Historical Committee Mtgs., Events	2		6		15		20	
Total number of People on property	4,688		5,000		12,000		15000	

SIGNIFICANT CHANGES
Staff is more actively involved in community organizations and events increasing the awareness of the farm.



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. To automate as many payment processes as possible to insure up to date payment information on customer accounts.

Objectives for Fiscal Years 2018-2019:

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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	462,920	490,083	492,471	487,482
Materials & Supplies	69,444	77,277	71,575	73,390
Operating Expenditures	181,303	176,430	195,994	210,201
Maintenance & Repair	2,287	5,085	4,969	4,969
Other Expenditures	97,802	96,524	96,524	111,770
Capital Outlay	0	0	0	0
TOTAL	813,756	845,399	861,533	887,812
AUTHORIZED POSITIONS	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
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
TOTAL PERSONNEL	8	8	8	8

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018 -2019	
		ACTUAL		GOAL		ESTIMATE		GOAL
Total number on automatic payment		32,868		31,000		37,421		43,000
Total number of walk-in payments		24,419		26,000		22,634		22,000
Age of past due accounts		30-60 days		30-60 days		30-60 days		30-60 days



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 208 miles of water distribution lines, 13,050 service connections, over 4,000 valves, 1300 fire hydrants and an average flow of over 4.5 million gallons of water per day. Division consists of one Operations Superintendent, one Assistant Operations Superintendent, one W/WW Regulatory Technician, one Water Production Specialist, one Utility Inventory Coordinator, five Utility Crew Leaders, and six Utility Workers.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Effectively monitor water operations through comprehensive field operations and remote adjustment to ensure a safe adequate supply of water.
2. Promote system integrity through coordination of field operations and Right of Way inspection functions.
3. Provide high quality water with minimal service interruptions.

Objectives for Fiscal Years 2018-2019:

1. Perform emergency water main repairs within 6 hours of initial report.
2. Operate 50% of 4,000 valves to ensure equipment is operational annually.
3. Operate 100% of 1,400 hydrants to ensure equipment is operational annually.
4. Perform Preventive Maintenance on 100% of 1,400 hydrants annually.
5. Manage system infrastructure to limit main breaks to 30 annually.
6. 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.
7. Explore possibilities for reduction in water pumping electricity costs.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	1,021,359	1,072,214	1,064,991	1,207,986
Materials & Supplies	35,684	42,737	42,737	42,737
Operating Expenditures	4,460,153	4,984,359	5,340,856	5,319,136
Maintenance & Repair	184,836	235,940	235,935	235,935
Other Expenditures	684,497	917,442	917,442	952,385
Capital Outlay	405,474	305,661	263,221	492,440
TOTAL	6,792,003	7,558,353	7,865,182	8,250,619

AUTHORIZED POSITIONS	2016-2017		2017-2018		2017-2018		2018 -2019	
	ACTUAL		BUDGET		ESTIMATE		BUDGET	
Operations Superintendent - Water/WW	1		1		1		1	
Assistant Superintendent - Water Ops	1		1		1		1	
Sr. Utility Crewleader	1		1		1		1	
Utility Crew Leader	4		4		4		4	
Utility Inventory Coordinator	1		1		1		1	
WWW Regulatory Technician	1		1		1		1	
Water Production Specialist	0		1		0		0	
Right of Way Inspector	1		0		1		1	
Utility Worker I, II, and III	6		6		6		6	
TOTAL PERSONNEL	16		16		16		16	

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018 -2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Number of tests taken	1022		1022		1022		1039	
Percentage of test samples passing requirements	100		100		100		100	
Number of residential meters more than 10 years old	0		56		56		0	
Number of water main breaks per 100 miles of line	7		12		10		12	
Percentage of unaccounted for water	6		10		4		10	



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 209 miles of various size and composition of piping, over 2,700 manholes, almost 400 cleanouts, approximately 12,500 connections, 3 mechanical lift stations and a daily average flow of approximately 3.3 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 2018-2019:

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 33% of 205 miles of lines annually.
4. Manage system infrastructure to limit sewer blockages to 20 annually.
5. 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.
6. Perform manhole inspections for 100% of remote manholes.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	273,560	298,127	264,310	367,238
Materials & Supplies	10,652	11,875	11,875	11,875
Operating Expenditures	3,202,495	3,588,949	4,075,593	4,074,223
Maintenance & Repair	46,726	48,555	50,764	50,764
Other Expenditures	476,212	470,503	470,503	486,217
Capital Outlay	24,960	113,221	113,221	300,000
TOTAL	4,034,605	4,531,230	4,986,266	5,290,317

AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018 -2019 BUDGET
Utility Worker I, II, and III	2	2	2	2
Sewer Equipment Operator	1	1	1	1
Utility Crew Leader	2	2	2	2
TOTAL PERSONNEL	5	5	5	5

PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018 -2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Number of sanitary sewer overflows per 100 miles of lines.	1		2		2		2	



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 2018-2019:

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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	21,942	24,553	25,362	27,263
Materials & Supplies	9,999	10,000	10,000	10,000
Operating Expenditures	2,771,577	3,048,682	2,967,518	3,122,729
Maintenance & Repair	1,508	1,336	8,000	1,336
Other Expenditures	150,771	156,345	157,425	151,775
Capital Outlay	0	0	0	0
TOTAL	2,955,797	3,240,916	3,168,305	3,313,103
AUTHORIZED POSITIONS				
	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018 -2019 BUDGET
Recycling Center Worker (PT)	1	1	1	1
TOTAL PERSONNEL	1	1	1	1



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 2018-2019:

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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	256,832	257,235	255,266	267,933
Materials & Supplies	183	1,200	700	1,200
Operating Expenditures	10,977	11,623	10,781	12,412
Maintenance & Repair	0	0	0	0
Other Expenditures	9,687	15,260	14,260	12,124
Capital Outlay	0	0	0	0
TOTAL	277,679	285,318	281,007	293,669

AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Director of Golf	1	1	1	1
Administrative Assistant	0	0	0	0
Business Operations Coordinator	1	1	1	1
TOTAL PERSONNEL	2	2	2	2



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 2018-2019:

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

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	349,009	362,529	351,985	374,519
Materials & Supplies	9,555	19,000	11,500	14,000
Operating Expenditures	172,469	151,475	191,022	175,249
Maintenance & Repair	9,406	7,500	16,018	11,000
Other Expenditures	75,985	76,790	78,432	78,151
Capital Outlay	1,695	1,823	1,823	1,956
TOTAL	618,119	619,117	650,780	654,875

AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Head Golf Professional	1	1	1	1
Assistant Golf Professional I	2	2	2	2
Golf Course Cart Barn Assistant	1	1	1	1
Golf Course Floating Assistant	1	1	1	1
Golf Course Cart Barn Attendant (PT)	1.5	1.5	1.5	1.5
TOTAL PERSONNEL	6.5	6.5	6.5	6.5

PERFORMANCE MEASURES	2016-2017 ACTUAL	2017-2018 GOAL	2017-2018 ESTIMATE	2018-2019 GOAL
Total Revenues	1,383,184	1,480,000	1,464,908	1,480,000
Total Rounds Played	34,499	37,000	34,619	37,000
Dollars Spent per Player	40	40	42	40
Food and Beverage Total Revenue	283,501	310,800	276,965	310,800



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 2018-2019:

1. Keep the golf course in excellent condition.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	464,866	542,133	448,833	573,012
Materials & Supplies	71,428	74,500	47,500	49,500
Operating Expenditures	64,902	96,479	84,900	88,725
Maintenance & Repair	43,678	56,000	51,700	68,000
Other Expenditures	69,455	23,113	26,613	32,042
Capital Outlay	0	12,000	12,000	12,000
TOTAL	714,329	804,225	671,546	823,279
AUTHORIZED POSITIONS				
	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Golf Course Superintendent	1	1	1	1
Golf Course Asst. Superintendent	1	1	1	1
Special Landscape Assistant	0	0	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	4	4
Golf Course Grounds Keeper (Temporary)	0.5	0.5	0.5	0.5
TOTAL PERSONNEL	8.5	8.5	8.5	8.5
PERFORMANCE MEASURES				
	2016-2017 ACTUAL	2017-2018 GOAL	2017-2018 ESTIMATE	2018-2019 GOAL
Total Acreage	215	215	215	215
Maintained Acreage	101	101	101	101



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 2018-2019:

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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	194,934	198,672	199,130	205,890
Materials & Supplies	2,903	8,000	4,550	8,000
Operating Expenditures	135,103	128,060	127,500	129,125
Maintenance & Repair	1,450	4,500	3,100	3,100
Other Expenditures	35,071	28,652	31,652	32,008
Capital Outlay	0	0	0	0
TOTAL	369,461	367,884	365,932	378,123
AUTHORIZED POSITIONS				
	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Golf Course Food & Beverage Manager	1	1	1	1
GC Food & Beverage Assistant Manager	1	1	1	1
GC Event Staff Catering (PT)	1	1	1	1
GC Food Service Attendant (PT)	2.85	2.85	2.85	2.85
TOTAL PERSONNEL	5.85	5.85	5.85	5.85



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 2018-2019:

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



EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	0	0	0	0
Materials & Supplies	259	0	0	0
Operating Expenditures	187	181	200	250
Maintenance & Repair	0	5,000	5,000	5,000
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	446	5,181	5,200	5,250



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 2018-2019:

1. Preventive Maintenance / Unscheduled Maintenance Ratio – Greater than 35%.

EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	190,740	218,280	207,701	225,429
Materials & Supplies	55,026	65,167	15,210	12,211
Operating Expenditures	90,865	107,994	138,794	145,176
Maintenance & Repair	23,816	9,745	14,850	20,618
Other Expenditures	36,521	43,655	75,940	60,634
Capital Outlay	74,212	165,076	163,083	11,235
TOTAL	471,180	609,917	615,578	475,303

AUTHORIZED POSITIONS	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATE	2018-2019 BUDGET
Assistant Director-Public Works	0	0	0	0
Automotive & Equipment Technician I and III	3	3	3	3
TOTAL PERSONNEL	3	3	3	3

PERFORMANCE MEASURES	2016-2017 ACTUAL	2017-2018 GOAL	2017-2018 ESTIMATE	2018-2019 GOAL
% Scheduled Maintenance	18%	50%	20%	25%



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 2018-2019:

1. Install ExecuTime Attendance/Advanced Scheduling Software application.
2. Implement new TRAKiT community development software application.
3. Complete Information Technology Strategic Plan.
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. Implementation of SharePoint and One Drive for all employees/departments.
7. Continue training on added features to our VoIP phone system.
8. Complete migration to Windows 10.
9. Continue security awareness for all employees.
10. Assist with design and implementation of technology needs for new Fire Station #2 and EOC building.

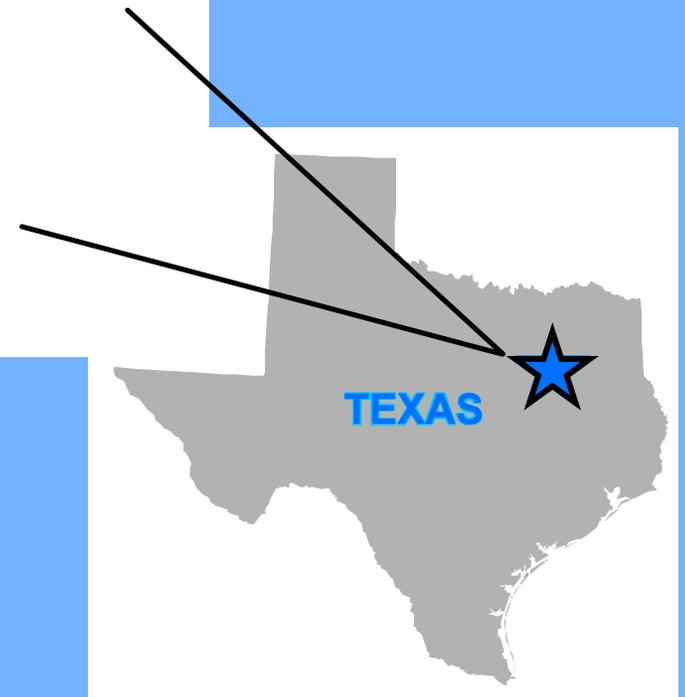
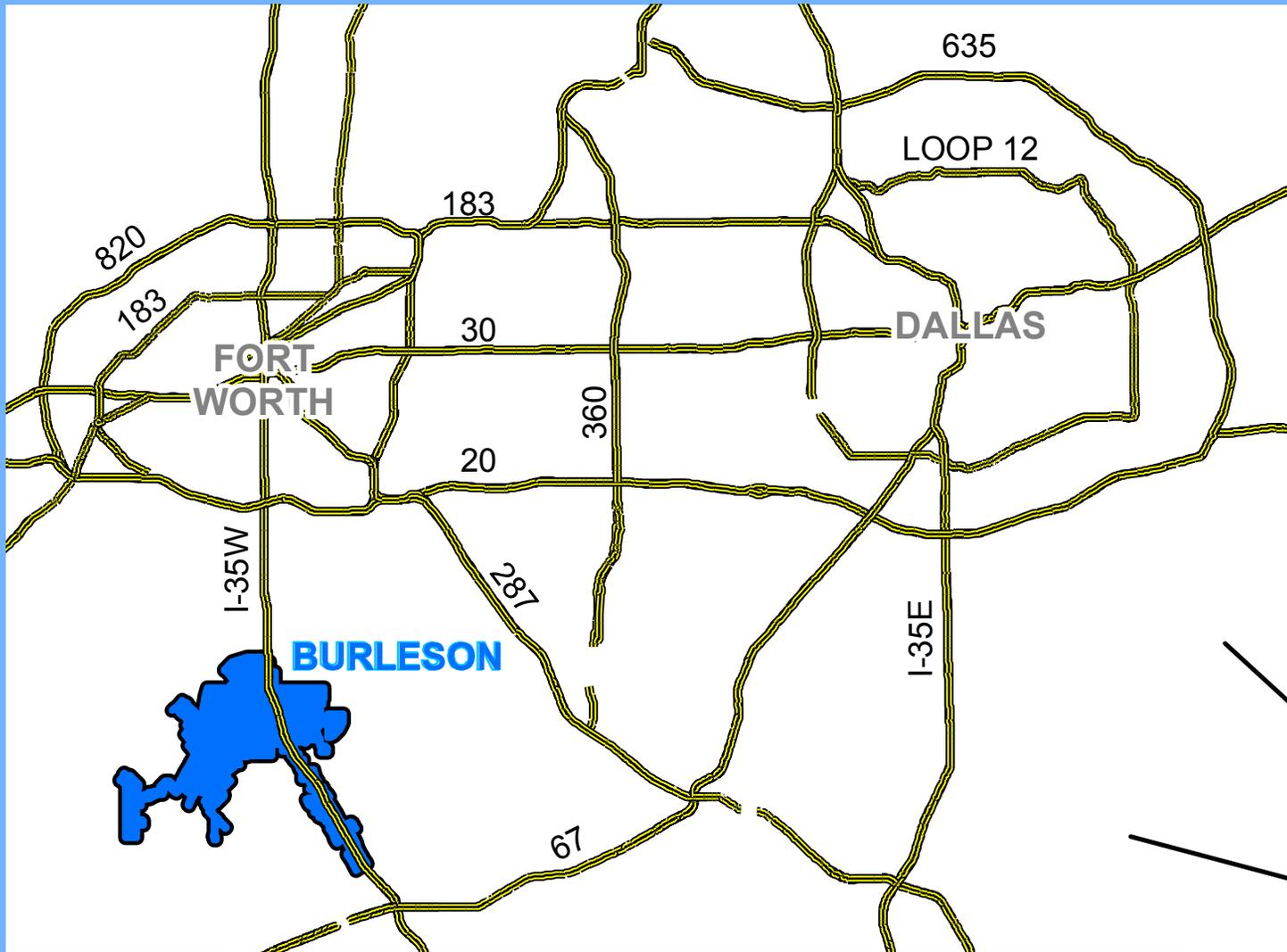
EXPENDITURES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Personal Services	971,312	914,480	937,237	1,082,431
Materials & Supplies	74,165	176,665	176,665	108,830
Operating Expenditures	38,464	103,946	104,672	55,113
Maintenance & Repair	443,855	569,315	569,315	670,552
Other Expenditures	1,244	127,153	111,562	107,987
Capital Outlay	203,100	107,500	324,000	23,200
TOTAL	1,732,140	1,999,059	2,223,451	2,048,113

AUTHORIZED POSITIONS	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		BUDGET		ESTIMATE		BUDGET	
Director of IT		1		1		1		1
Deputy Director		1		1		1		1
Network Administrator		1		1		1		1
System Administrator		1		1		1		1
Software Applications Manger		1		1		1		1
GIS Sr. Analyst		1		1		1		1
GIS Analyst		1		1		1		1
System Administrator		1		1		1		1
Support Technician		1		1		1		1
Public Safety Support Technician		0		0		0		1
TOTAL PERSONNEL		9		9		9		10

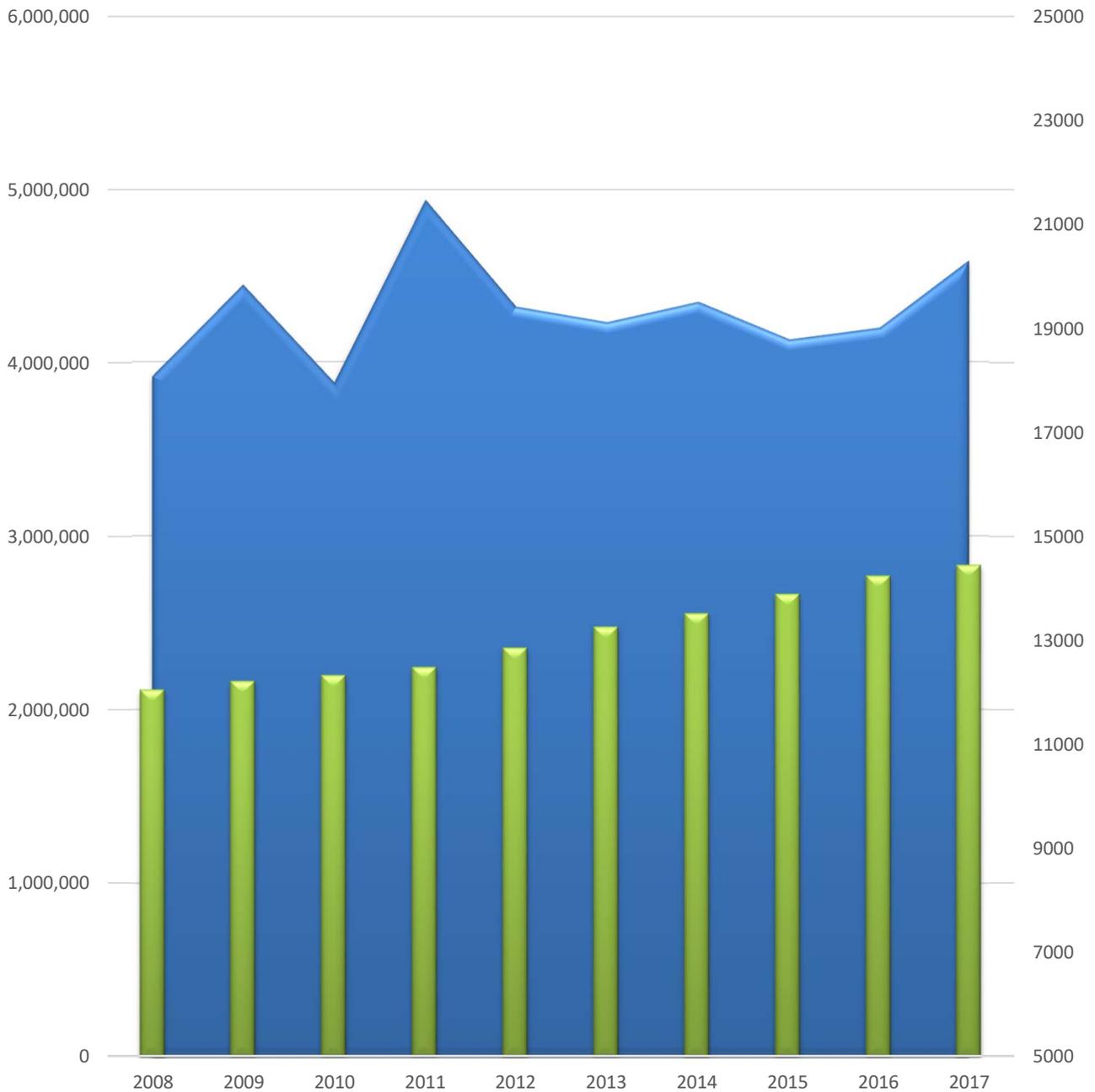
PERFORMANCE MEASURES	2016-2017		2017-2018		2017-2018		2018-2019	
	ACTUAL		GOAL		ESTIMATE		GOAL	
Customer Satisfaction Survey Results				300		300		350
Work Orders Resolved		2,300		2,500		2,500		2,750
Desktop computers maintained				285		291		300
Laptop computers maintained				98		101		105
Tablets maintained (iPad & Surface)				62		65		70
Servers (physical) maintained				14		14		12
Servers (virtual) maintained				27		30		32

This Page Intentionally Left Blank

CITY OF BURLESON



Water Daily Average Consumption (Gallons)
Compared to Number of Water Customers





GLOSSARY OF TERMS

Accrual Basis

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

Ad Valorem Tax

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

Appropriation

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

Assessed Valuation

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

BACC

Acronym for Burleson Area Chamber of Commerce.

BPD

Acronym for Burleson Police Department.

Base Budget

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

Balanced Budget

The budget where projected expenditures equal projected revenue.

Bond

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

BRiCk

Acronym for Burleson Recreation Center

Budget

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

Budget Document

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

Burleson 4A Economic Development Corporation

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

Burleson 4A Economic Development Corporation Debt Service Fund

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

Burleson Community Services Development Corporation (4B)

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

Burleson Community Services Development Corporation (4B) Debt Service Fund

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

CAFR

Comprehensive Annual Finance Report

CO

Acronym for Certificates of Obligation.

COG

Abbreviation for North Central Council of Governments.

City Manager's Message

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

Capital Asset

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

Capital Expenditures

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

Cletran

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

Contractual Obligations

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

Department

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

Depreciation

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

Division

A functional section of a department.



Effective Tax Rate

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

Encumbrances

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

Enterprise Fund

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

ETJ

Acronym for Extra Territorial Jurisdiction

Expenditures

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

Expenses

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

FF

Acronym for Firefighter.

FY

Abbreviation for Fiscal Year.

Fiscal Year

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

Fixed assets

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

Franchise Tax

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

Full-Time Equivalent (FTE)

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

Fund

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance

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

GIS

Acronym for Geographical Information System.

GO

Acronym for General Obligation.

GFOA

Acronym for Government Finance Officers Association

General Debt Service Fund

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

General Fund

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

General Obligation Bonds

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

Generally Accepted Accounting Principles (GAAP)

Uniform minimum standards and guidelines to financial accounting and reporting. GAAP governs the form and content of the basic financial statements of an entity. They encompass the conventions, rules and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. They provide a standard by which to measure financial presentations.

Goals

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

Governmental Funds

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

Hotel/Motel Fund

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

Hotel/Motel Tax

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

IH

Acronym for Interstate Highway.

IT

Acronym for Information Technology.



Income

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

Inter fund Transfers

Amounts transferred from one fund to another.

Internal Service Fund

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

Levy

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

Modified Accrual Basis

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

NCTCOG

Abbreviation for North Central Council of Governments.

Old Town

Historic central business district.

Object Code

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

Operating Budget

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

Payment in Lieu of Taxes (PILOT)

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

Performance Measures

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

Reserve

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

Revenue Bonds

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

Revenue

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

ROW

Acronym for Right of Way.

SAN

Acronym for Storage Area Network.

SH

Acronym for State Highway.

SRO

Abbreviation for School Resource Officer.

Sales Tax

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

Service Enhancement

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

TEX21

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

TIF

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

Tax Rate

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

Tax Rate Limit

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

Tax Roll

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

Taxes

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

Unencumbered Balance

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

VoIP

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

WiFi

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

Working Capital

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



ACRONYMS

AV: Ad Valorem

BACC: Burleson Area Chamber of Commerce

BCDC: Burleson Community Services Development Corporation

BPD: Burleson Police Department

BRiCk: Burleson Recreation Center

CAFR: Comprehensive Annual Financial Report

CIP: Capital Improvement Program

CO: Certificate of Obligation

COG: Council of Governments

CVE: Commercial Vehicle Enforcement

EDIF: Economic Development Incentive Fund

ETJ: Extra Territorial Jurisdiction

ETR: Effective Tax Rate

FF: Firefighter

FT: Full-time

FTE: Full-time Equivalent

FY: Fiscal Year

GAAP: Generally Accepted Accounting Principles

G & A: General & Administrative

GF: General Fund

GFOA: Government Finance Officers Association

GIS: Geographical Information System



ANNUAL OPERATING BUDGET AND PLAN OF SERVICE

G.O.: General Obligation

IH: Interstate Highway

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

IT: Information Technology

M&O: Maintenance & Operations

NCTCOG: North Central Texas Council of Governments

PILOT: Payment in Lieu of Taxes

PT: Part-time

ROW: Right of Way

RTR: Rollback Tax Rate

SAN: Storage Area Network

SH: State Highway

SRO: School Resource Officer

TEX21: Transportation Excellence for the 21st Century

TIF: Tax Increment Financing

TMRS: Texas Municipal Retirement System

VoIP: Voice Over Internet Protocol

WIFI: Wireless internet capability.

TOP TEN TAXPAYERS LISTING PER COUNTY

JOHNSON COUNTY		TARRANT COUNTY	
TAXPAYER	TOTAL TAXABLE	TAXPAYER	TOTAL TAXABLE
Wagner Smith Equipment CO	\$30,119,928	Burleson Gateway Station LP	\$32,647,942
H E BUTT Grocery Company	\$18,539,539	Halliburton Energy Services	\$20,483,928
MA Summercrest at Burleson LLC	\$16,538,853	Sam's Real Estate Business/Sam's East	\$19,343,170
TEP Barnett USA LLC	\$15,816,888	JAHCO Burleson Town Center	\$14,864,636
EB Reserve LLC & RL Reserve LLC	\$15,808,651	632 N Burleson LLC ETAL	\$8,029,500
Mariposa Elk Drive LP	\$15,741,546	James Huck Real Estate LLC	\$7,513,596
Kroger Texas LP	\$13,717,123	Oncor Electric Delivery CO LLP	\$6,487,648
Encore MF Burleson LP	\$13,313,376	Texas HCP AL LP	\$6,294,905
Oncor Electric Delivery CO LLC	\$10,569,086	RML Burleson LLC	\$6,079,323
FDL Operating LLC	\$11,103,230	AN County Line Ford INC	\$5,453,662

Source: Tarrant Appraisal District "2018 Top Taxpayer Listing City of Burleson 126-102-03" at <https://www.tad.org/wp-content/pdf/reports/2018/2018TopTaxpayerReport.pdf> and Central Appraisal District of Johnson County "2018 Top Ten" charter for Burleson City at <http://johnsoncad.com/Portals/tx-johnson/documents/prop%20val/2018%20Top%20Ten.pdf>

This Page Intentionally Left Blank