

ANNUAL OPERATING BUDGET & PLAN OF SERVICES FOR FISCAL YEAR 2019-2020

City of Burleson
Fiscal Year 2019-2020
Budget Cover Page
September 3, 2019

This budget will raise more revenue from property taxes than last year's budget by an amount of $693,567, which is a 2.86 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 $720,214.

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

AGAINST:

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison

	2019-2020	**2018-2019**
Property Tax Rate:	$0.7200/100	$0.7350/100
Effective Tax Rate:	$0.6974/100	$0.6984/100
Effective Maintenance & Operations Tax Rate:	$0.4961/100	$0.4968/100
Rollback Tax Rate:	$0.7451/100	$0.7487/100
Debt Rate:	$0.2094/100	$0.2122/100

Total debt obligation for City of Burleson secured by property taxes: $65,897,554

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Burleson

Texas

For the Fiscal Year Beginning

October 1, 2018

Christopher P. Morrill

Executive Director

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CITY BRIEF

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

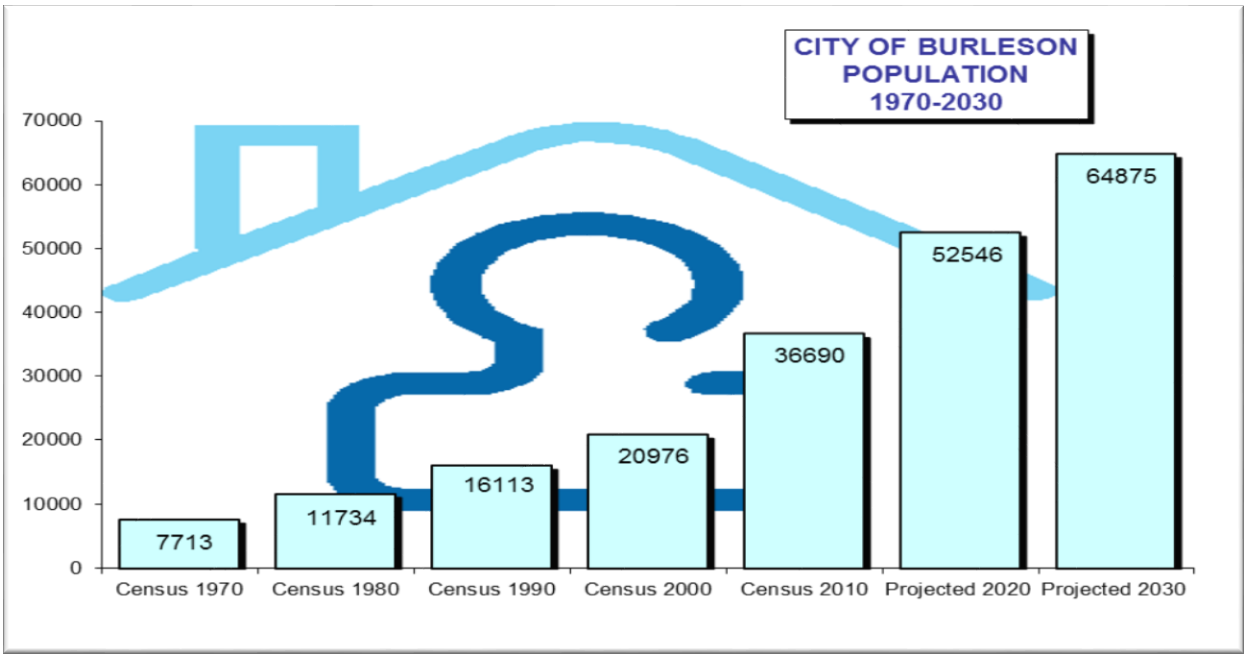


of Baylor University and baptized Sam Houston in 1854.

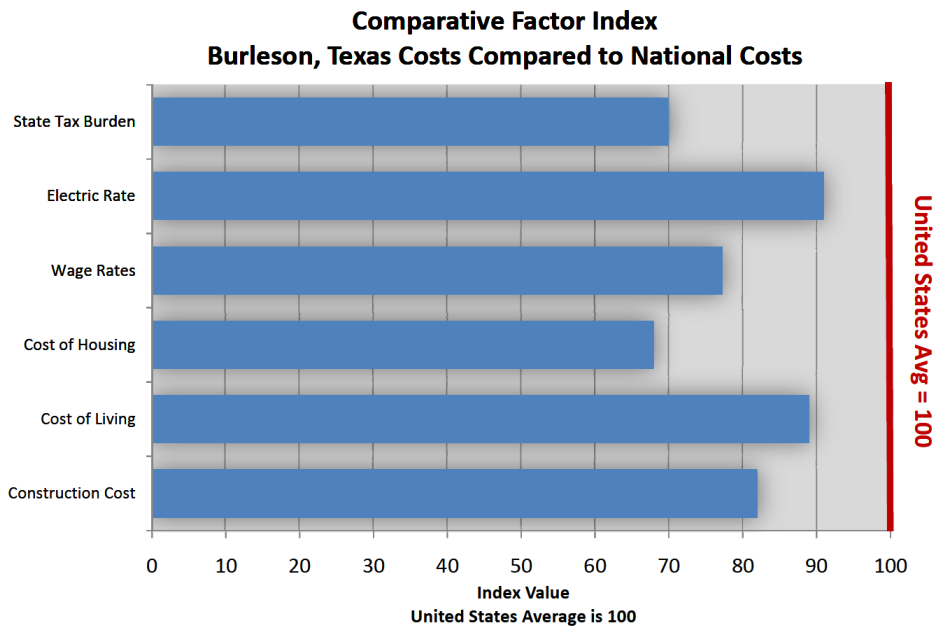


About a decade after the turn of the century, the Northern Texas Traction Company built an interurban railway system through Burleson connecting Fort Worth and Cleburne. In 1912, a vote of the people made the town a city, and in 1969, Burleson was established as a "home rule" city when citizens adopted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

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.



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], 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.



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

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.



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, seven facilities have been opened with two more to follow in 2020.

- 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)
- McLane Classic Foods – 98,000 square foot food manufacturing facility
- Golden State Foods – 200,000 square foot liquid food manufacturing facility.
- *Coming Soon*Anson PDR – 15,000 square foot corporate headquarters and distribution center.
- *Coming Soon* Yukon Ventures – 400,000 square foot cold storage facility.

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

City Manager's Budget Message

July 31, 2019

To the Honorable Mayor and Members of the City Council:

In accordance with the Texas Local Government Code, and pursuant to the requirements set forth in the City Charter, I respectfully submit to you the FY 2019-2020 Proposed Budget for your consideration. The proposed budget has been developed over the last several months, and it is designed to accomplish the goals outlined in the City of Burleson's Strategic Plan which has previously been discussed with the City Council.

Strategic Plan

The Strategic Plan is organized around the following Strategic Focus Areas (SFAs):

1. Operational Excellence
2. Infrastructure
3. Community
4. Public Safety

The plan is intended to be a roadmap for achieving the long-term goals and objectives that have been articulated by the City Council. The focus areas are described in greater detail in the Strategic Plan document itself. Additionally, the plan outlines the associated goals and work plan items for achieving the objectives over the coming year. This plan will be presented in more detail in August, and the City Council will be asked to formally approve the plan, along with the budget itself, in September.

Budget Priorities

The emphasis for this year's budget process has been focused on cost containment, organizational efficiency, employee compensation, and enhancing our public safety response capabilities. Most notably, the budget has been crafted in accordance with the following initiatives:

- Cost Containment – The budget proposes a reduction in staffing by eliminating a Deputy City Manager position and a Senior Planner position. These reductions represent 2.0 FTEs and yield a savings of $373,000 compared to FY 2018-19 budget. The budget also encompasses the organizational changes implemented by my office in May 2019. These changes have collectively improved the organization's responsiveness to issues, and it has also negated the need to add other resources (e.g. eliminated need to add fire inspector

position – an estimated savings of $97,000). We also eliminated two part-time positions (1.0 FTE) associated with the discontinuation of the mulch center in the City's Solid Waste operation. Further, we have worked with the entire staff to improve our process, procedures, and overall work flow. Over the coming year, we will continue to look at our organization critically to maximize our value to the community.

- Compensation Adjustments – We completed a compensation study analysis and concluded that many of our public safety positions are being paid significantly below market. As a result, the budget proposes to adjust the salary schedules and pay for our public safety employees. The cost of these adjustments is approximately $1,355,000 for the coming fiscal year. Market adjustments were also provided to non-public safety positions in FY 2018-19 in accordance with the approved budget last year.

- Benefit Adjustments - Over the past few months, an employee benefits committee was formed with a cross departmental team to consider potential changes to the health benefit plan. The committee met on several occasions, and as a group, they recommended the following enhancements to the health insurance plan.
    - Redesign the copay/GAP insurance plan to provide a more comprehensive benefit option for employees. Currently, most employees are on the health savings account (HSA) health insurance plan. This plan is competitive with the marketplace, but the City has not previously offered a competitive copay plan option. With the changes proposed by the committee, employees will now have more viable options to select based on the needs of their family at an affordable price.
    - Allow spouses of employees to be on the health insurance plan. This option was eliminated last fiscal year for spouses that could be on their own employer's health plan, but after conferring with the City's benefit consultant, we have determined based on current trends that this option can be reinstated at an affordable cost for both employees and the City.

- Police Staffing – After comprehensively reviewing the capabilities of the Burleson Police Department, and the needs of the community, the budget includes funding for additional positions to improve our public safety services. The City Council approved the addition of three new police officers in July, and the proposed budget includes the full year funding for this change. Additionally, funding for a new Police Records Clerk and Victims Assistance Coordinator is included. The Victims Assistance Coordinator position is expected to be funded primarily from a grant by Office of the Governor, and we expect to receive a decision on this grant by the end of the current fiscal year. Combined with additional support from the City Marshal's Office, we are confident that response times, and the overall safety of our officers, will be improved by these proposals.

- Fire Department Emergency Medical Response Enhancement – The proposed budget includes $73,733 in funding for additional overtime funding which will improve staffing of the paramedic squad at Fire Station 1. The squad provides an enhanced service to the community by dedicating two paramedics at Fire Station 1 for emergency medical response. The squad is currently staffed by removing firefighters from other assignments in the department, but these positions are not always available due to required minimum

staffing. By including this additional funding, the squad will be operational for a greater portion of the year since funding will be available to staff the squad on an overtime basis when firefighters are not available in their regular shift.

- Enhancement at Johnson County ESD #1 Station 83 - The proposed budget includes $62,000 for funding an additional firefighter at the Johnson County ESD #1 Station 83 on the west side of the City. Currently, the ESD operates a fire station with three firefighters from 7 am to 7 pm daily. With this additional funding, four firefighters will be housed at the station, and the overall emergency response to the western side of the City will be improved.

- Pavement Maintenance Crew – Maintaining the City's roadways is a top priority, and to that end, the budget includes funding for an additional pavement maintenance crew (net cost of $145,664 after accounting for a $105,840 contract reduction). This crew will be responsible for enhancing the City's street maintenance program and will be partially funded by reducing an existing contract for concrete roadway repair services.

- Sidewalk Improvements – The FY 2018-19 budget allocated $400,000 in funding from bond issuances to repair and build sidewalks in the community on an annual basis. Beginning with the FY 2019-20 Budget, $200,000 is being allocated in the General Fund for this purpose, and the long-term plan forecasts that this amount will increase to $400,000 by FY 2023-24. This will reduce interest costs related to this activity, and it will also provide additional capacity for other program initiatives in the future.

- Health Inspection Services – Over the past several years, the City has experienced a number of customer service and responsiveness issues related to the health inspection program which is outsourced to Tarrant County. To address these issues, the proposed budget includes funding (net cost of $24,841 after including expected revenue from fees) to add a new Health Inspector position. The proposed position will be part of the Neighborhood Services Department.

- Technology – The City is currently working with a consultant (BerryDunn) to prepare a strategic plan to improve our technology infrastructure. The FY 2019-20 proposed budget includes $200,000 to begin the implementation of this plan ($100,000 from the General Fund and $100,000 from the Water and Wastewater Fund). The projects for these funds have not yet been determined. As such, the strategic plan and proposed implementation strategy will be presented to the City Council over the next few months.

Budget Summary

The overall FY 2019-20 Proposed Budget for all funds is $100.2 million and includes 397.8 in Full Time Equivalent (FTE) positions. A comprehensive summary of the budget is attached in the accompanying Budget Overview section of this document. The key elements of the budget include the following:

- The total proposed tax rate is $0.7200 per $100 of assessed valuation which is 1.50 cents lower than the prior year. Of this amount, $0.5106 is provided for maintenance and operations and $0.2094 is provided for debt service. This tax rate represents a $0.015 reduction in the overall rate compared to FY 2018-19.

- The proposed budget provides funding for a net increase of 6.50 FTEs for all funds compared to the FY 2018-19 budget. The proposed additions include:
    - 3.0 FTEs for additional sworn Police Officer positions.
    - 1.0 FTE for a new Police Records Clerk.
    - 1.0 FTE for a new Victims Assistance Coordinator in Police.
    - 1.0 FTE for a new Health Inspector position in Neighborhood Services.
    - 0.5 FTE for a conversion of a part-time Communications and Design Coordinator position to full-time.
    - 3.0 FTEs for an additional Pavement Maintenance Crew.
    - (2.0 FTEs) related to the elimination of the Deputy City Manager and Senior Planner positions.
    - (1.0 FTE) related to the discontinuation of the mulch center in the City's Solid Waste operation.

- The FY 2019-20 proposed budget includes a 3% average merit increase for non-sworn positions.

- Building Permit Fees – The state legislature recently passed Senate Bill SB 852 which prohibits cities from assessing permit and inspection fees based on the value of work performed for residential structures. The City currently has three permit fees that are collected on the basis of value that must be modified to meet this requirement. Following are the proposed changes:

    - Residential One Trade Permit:
        - Current fee: $50 - $75 based on value + $10 per $2,500 increment above $10,001 value
        - Proposed fee: Flat rate of $65
    - Residential Remodel Permit:
        - Current fee: $70 - $90 based on value + $10 per $2,500 increment above $10,001 value
        - Proposed fee: $0.25 per square foot
    - Residential Addition:
        - Current fee: $70 - $90 based on value + $10 per $2,500 increment above $10,0001 value
        - Proposed fee: $0.50 per square foot

    Currently, residential remodel permits and residential addition permits are collected based on the same fee schedule. This proposal splits them to make them appropriate for the level of review and inspection required. The proposed residential addition fee is the same as the new construction fee since additions are new construction. Comparison with other cities show these fees to be comparable to what other cities collect.

- Water and Wastewater Fund – A 6% increase in wastewater fees is proposed for FY 2019-20. This rate increase is necessary to pay debt service associated with the construction of a new sewer line from Fort Worth. Water rates are proposed to remain unchanged for the upcoming fiscal year.

- Solid Waste Fund – The franchise fee for residential customers is proposed to increase to 8% of revenue which is equal to the fee charged to commercial customers. This increased revenue will support the addition of a new pavement maintenance crew in the Public Works Department. With this change, Solid Waste fees are proposed to be reduced $1.00 per month for both residential and commercial customers.

- Parks Performance Fund - The FY 2019-20 proposed budget includes funding for the Brick, Russell Farm, and Athletic Fields programs. The budget also includes a $1,531,000 transfer from the 4B Corporation to support operations.

- 4A Economic Development Corporation – The proposed budget includes $60,000 to expand scholarship opportunities in the Burleson Works program. Additionally, a net amount of $5,000 is also included to conduct a leadership conference for businesses in Burleson over the coming year.

- 4B Community Services Corporation Fund – The proposed budget includes an increase of $75,000 for increased right-of-way maintenance. The 4B Fund currently projects approximately $11 million in debt capacity over the next five years. Hidden Creek Golf Course and the Department of Recreation and Lifelong Learning are developing capital improvement plans that will utilize 4B debt capacity as a resource for improvements and new development. Staff will bring the 4B Board and the City Council the proposed capital improvement plans for consideration at a future date.

- Hidden Creek Golf Course Fund – The proposed budget includes $55,000 for the replacement of mowers necessary to maintain the course. The budget also includes an $851,000 transfer from the 4B Corporation to provide an operational subsidy.

The FY 2019-20 Proposed Budget has been developed in the context of a five-year financial plan. The purpose of this approach is to ensure that decisions made today are financially sustainable in the future. To that end, the budget has been developed to match recurring revenues and recurring expenses in FY 2019-20. There are some reductions in fund balance that are proposed, but these are only for one-time purposes as detailed in the budget overview.

I sincerely thank the members of the City Council for their hard work and dedication to the citizens of Burleson. The input of the City Council has been invaluable in the preparation of the FY 2019-20 Proposed Budget. I also appreciate all of the feedback, analysis, and hard work of the City of Burleson employees for all of their assistance in preparing the recommended budget. In particular, the Finance Department staff has been vital in assembling and analyzing this document.

With continued investments in our organization, people, infrastructure, I am confident that this budget will position the City of Burleson to be successful in the future. With your continued support, and the dedication of our staff, we will ensure quality services are delivered to our community.

Best regards,



Bryan Langley
City Manager

Fiscal Year 2019-2020 Budget Overview

The Fiscal Year 2019-2020 budget for all funds totals $100,179,968 for all funds, an increase of 3.74% over last year.

GENERAL FUND

Revenues

Total operating revenues for FY 2019-20 are $40,984,215 as proposed, approximately $2,926,093 more than in FY 2018-19.

Property Taxes

Tax Valuation

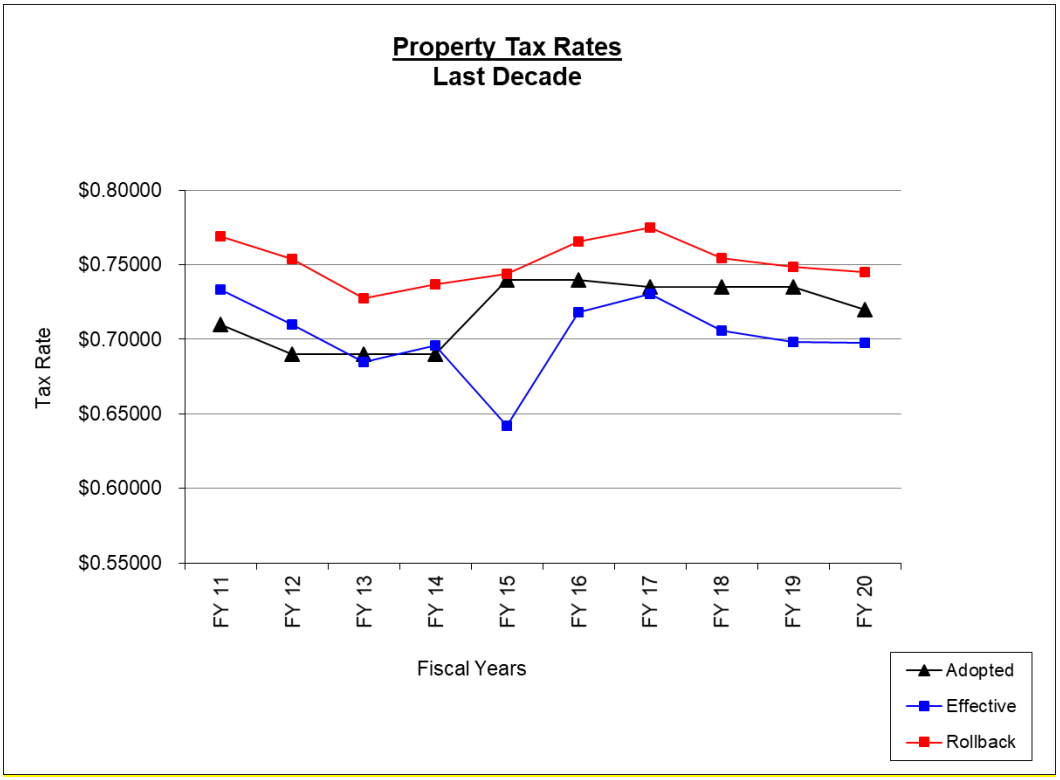
The City's 2019 property value, as certified by the Johnson County Appraisal District and Tarrant Appraisal District is $4,041,344,544 – an increase of $434,591,183 or 12.05% over 2018's $3,606,753,361. This increase in value can be attributed primarily to rising valuations of existing properties, with an additional $99,353,435 in new improvements added to the tax base. Total taxable value increased $306,053,477 (9.7%) from last year's $3,158,477,838 to $3,464,531,315.

Tax Rate

The property tax rate in the proposed budget is $0.7200, which is $.0150 less than the existing rate.

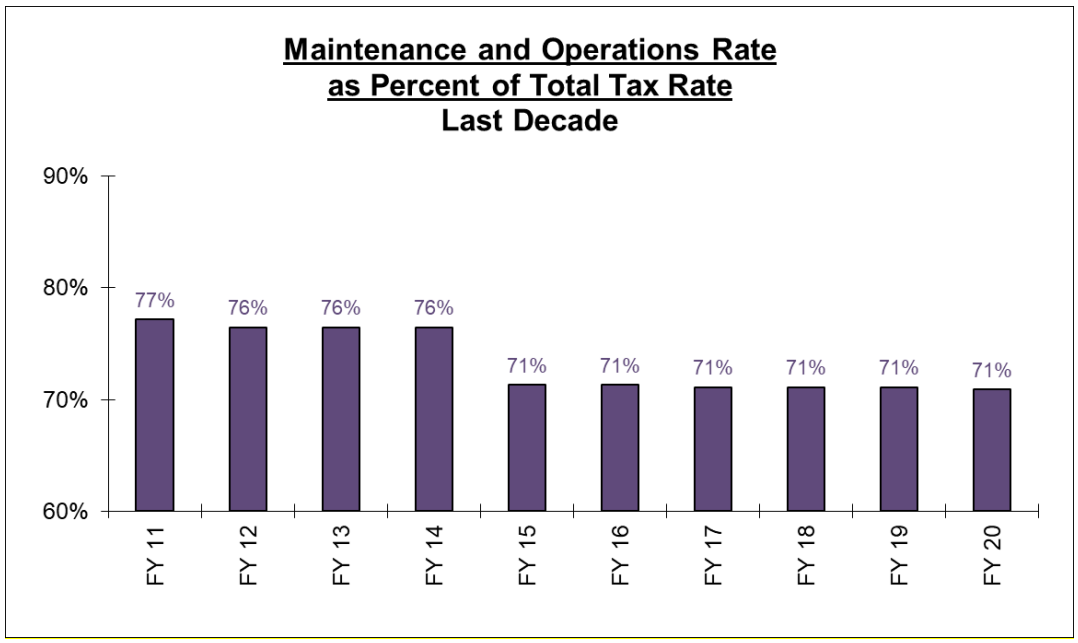
Effective Tax Rate

The effective tax rate for FY 2019-20 is $0.6974, which is $0.0376 lower than the current rate of $0.735. The effective maintenance and operations tax rate is $0.4961. The chart below shows the historical trend of the City's tax rate since FY 2009.



Maintenance and Operations Rate (M & O rate)

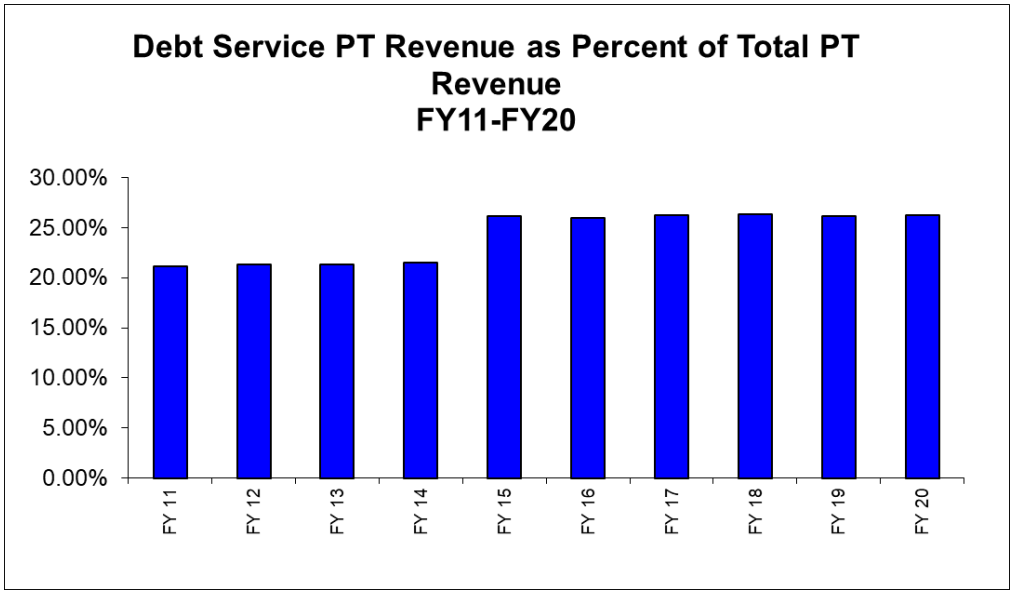
The proposed budget reduces the M&O rate from $0.5228 to $0.5106. The following graph illustrates the M&O rate as a percent of the total tax rate since FY 11.



Debt Service Rate (I&S rate)

The debt service rate is reduced slightly – from $0.2122 to $0.2094. The debt rate is 29.1% of the total tax rate., 6.5% more than the median of 22.6% for the 35 Tarrant County cities which had a debt rate in FY 2019.

Jurisdiction Name	Tax Rate	M&O Rate	M&O as %	I&S Rate	I&S as %
City of Everman	$ 1.1139	$ 1.0165	91.3%	$ 0.0975	8.7%
City of Forest Hill	$ 0.9929	$ 0.8619	86.8%	$ 0.1310	13.2%
City of Pelican Bay	$ 0.8985	$ 0.8542	95.1%	$ 0.0443	4.9%
City of Sansom Park	$ 0.7873	$ 0.6379	81.0%	$ 0.1494	19.0%
City of Fort Worth	$ 0.7850	$ 0.6300	80.3%	$ 0.1550	19.7%
City of White Settlement	$ 0.7622	$ 0.6124	80.3%	$ 0.1498	19.7%
City of Kennedale	$ 0.7257	$ 0.5352	73.8%	$ 0.1905	26.2%
City of Mansfield	$ 0.7100	$ 0.4845	68.2%	$ 0.2255	31.8%
City of Crowley	$ 0.7090	$ 0.5013	70.7%	$ 0.2077	29.3%
City of Grand Prairie	$ 0.6700	$ 0.4637	69.2%	$ 0.2063	30.8%
City of Azle	$ 0.6673	$ 0.5756	86.3%	$ 0.0917	13.7%
Haltom City	$ 0.6530	$ 0.4230	64.8%	$ 0.2300	35.2%
City of Benbrook	$ 0.6400	$ 0.6075	94.9%	$ 0.0325	5.1%
City of Arlington	$ 0.6348	$ 0.4428	69.8%	$ 0.1920	30.2%
City of Watauga	$ 0.6018	$ 0.4206	69.9%	$ 0.1812	30.1%
City of N Richland Hills	$ 0.5850	$ 0.3271	55.9%	$ 0.2579	44.1%
Dalworthington Gardens	$ 0.5800	$ 0.4880	84.1%	$ 0.0920	15.9%
City of Hurst	$ 0.5800	$ 0.4716	81.3%	$ 0.1084	18.7%
City of Bedford	$ 0.5619	$ 0.3441	61.2%	$ 0.2177	38.8%
City of Richland Hills	$ 0.5419	$ 0.4508	83.2%	$ 0.0911	16.8%
City of Reno	$ 0.5200	$ 0.4138	79.6%	$ 0.1062	20.4%
City of Westworth Village	$ 0.4850	$ 0.2400	49.5%	$ 0.2450	50.5%
City of Saginaw	$ 0.4718	$ 0.2911	61.7%	$ 0.1807	38.3%
City of Euless	$ 0.4625	$ 0.3717	80.4%	$ 0.0908	19.6%
City of Southlake	$ 0.4470	$ 0.3570	79.9%	$ 0.0900	20.1%
Town Of Trophy Club	$ 0.4464	$ 0.3364	75.4%	$ 0.1100	24.6%
City of Flower Mound	$ 0.4390	$ 0.3465	78.9%	$ 0.0925	21.1%
City of Lake Worth	$ 0.4348	$ 0.1909	43.9%	$ 0.2439	56.1%
City of Keller	$ 0.4133	$ 0.3329	80.6%	$ 0.0803	19.4%
Town of Westover Hills	$ 0.3872	$ 0.3632	93.8%	$ 0.0240	6.2%
City of Roanoke	$ 0.3751	$ 0.1674	44.6%	$ 0.2077	55.4%
City of Colleyville	$ 0.3208	$ 0.3038	94.7%	$ 0.0170	5.3%
City of Haslet	$ 0.3060	$ 0.2529	82.6%	$ 0.0531	17.4%
City of Grapevine	$ 0.2893	$ 0.1306	45.2%	$ 0.1587	54.8%
City of Westlake	$ 0.1560	$ 0.1320	84.6%	$ 0.0240	15.4%
Average	$ 0.5758	$ 0.4394	76.3%	$ 0.1364	23.7%
Median	$ 0.5800	$ 0.4206	72.5%	$ 0.1310	22.6%
Burleson	$ 0.7200	$ 0.5016	69.7%	$ 0.2094	29.1%



Taxable Value of Average Residential Property

The taxable value of an average residential property in Burleson grew from $183,751 in 2018 to $197,761.

The proposed rate, applied to the increased taxable value, will result in an increase of $73.30 in the tax bill for the average residential property, from $1,350.58 in the current year to $1,423.88 in the proposed budget.

Property Tax Revenue

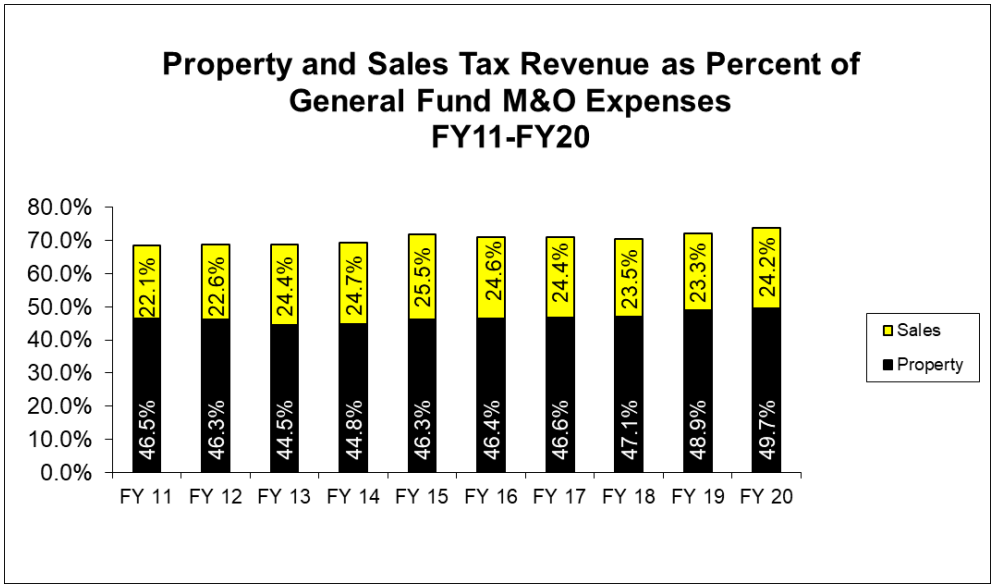
Overall, General Fund revenue from ad valorem (property) taxes is up $1,486,762 (7.6 %) from the current year to $20,362,682. Taxes on new value added since the last appraisal total $503,090. The value of properties subject to the senior tax freeze increased from $507.7 million in 2017 to $572.6 million in 2019. Frozen properties now account for 14.1% of the tax base – the same as FY 2018-19.

For FY 2019-20, one cent on the ad valorem tax rate will generate $341,256 - 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 $935,000 (+10.3%) from current adopted levels. Revenue from sales tax in FY 2020 is projected at $9,990,000 (24.4% of total revenue).

Combined, property and sales taxes will fund approximately 73.7% of General Fund maintenance and operations expenses for FY 2020. The graph below illustrates this relationship since FY 2011.



Other revenue:

Other revenue categories are projected to be a mixed bag next year, including an increase of $100,000 (33%) in interest earnings. Franchise fees are expected to increase by $107,000 (3.3%), Permit revenues are decreasing $151,100 (11.6%), and Administrative Transfers are increasing $213,000 (8.6%).

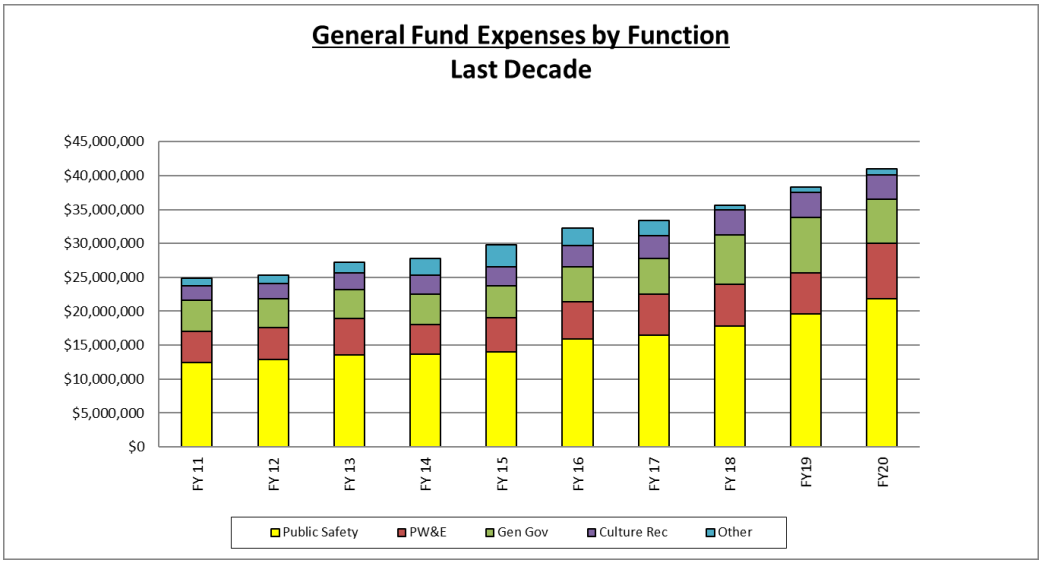
Expenditures

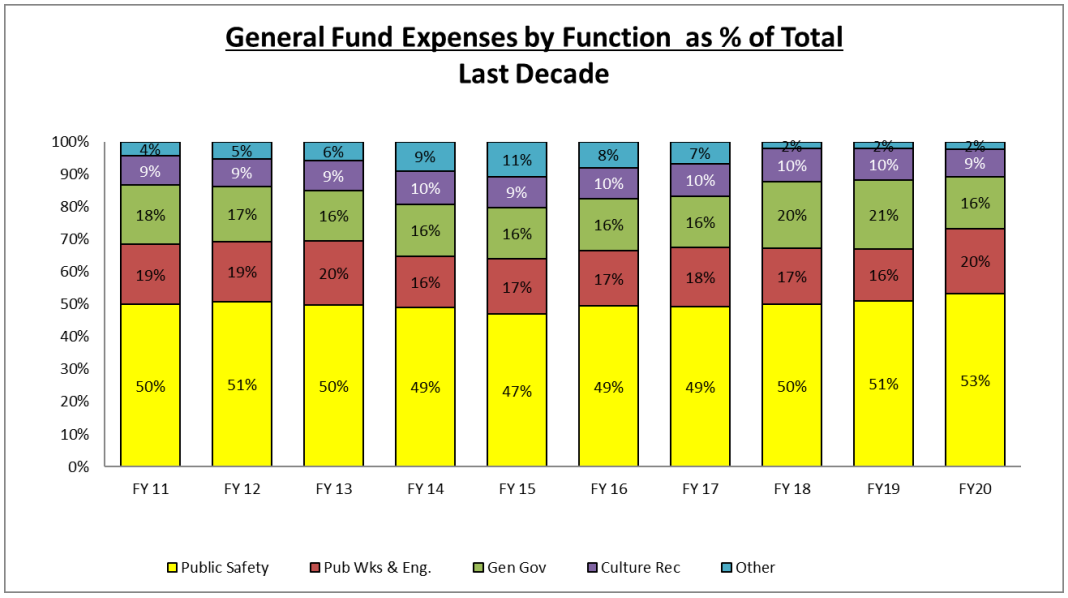
Overview

Proposed total expenditures are $2,690,426 (7.03%) higher than the current year adopted budget. Of this amount, $573,732 comprises capital or one-time expenditures. The remaining operating expenditures of $40,399,304 are $584,911 less than operating revenues. Expenditures are customarily divided into 5 major functions:

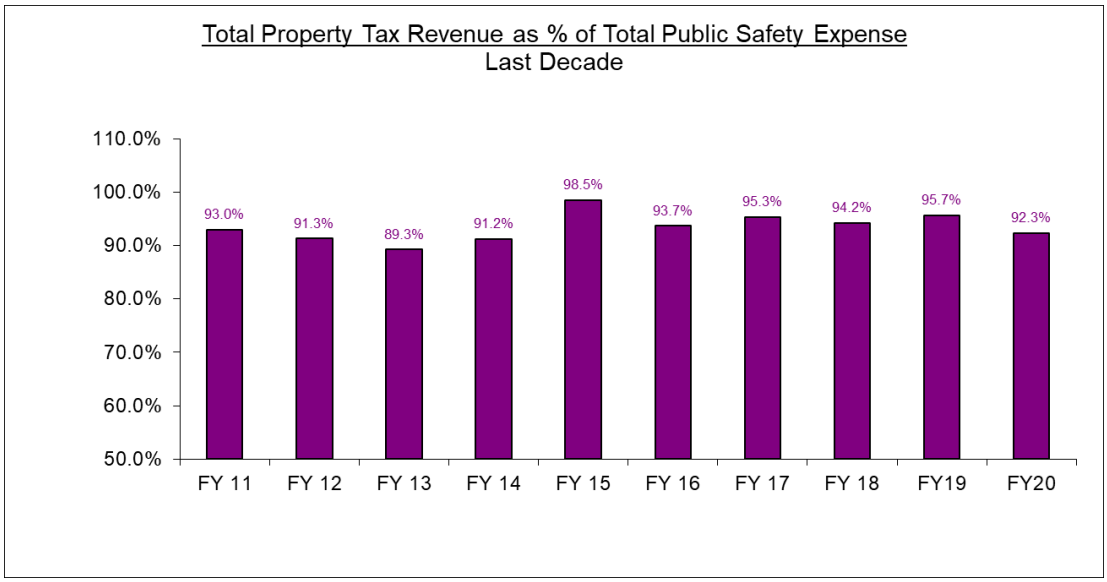
- Public Safety (Police, Fire, Fire Prevention, Animal Control & Municipal Court)
- Public Works (including Engineering)
- General Government (Finance, Human Resources, City Manager's Office, City Secretary's Office, etc.)
- Culture & Recreation (Library, Parks and Recreation)
- Other (Neighborhood Services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

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





In FY 2019-20, <u>if all of the property tax collected in the General Fund were to be allocated to Public Safety, it would only pay for 92% of Public Safety expenses.</u> The graph below illustrates this relationship since FY 11.



FUND BALANCE

The Unassigned Fund Balance in the General Fund is estimated to be $7,844,468 at the end of FY 2018-19. This amount is $154 thousand above the 20% minimum reserve amount established by Council policy. The proposed budget adds to the fund balance – finishing FY 2020 with $8,019,557 – $292,318 more than the minimum.

The health and dental insurance reserve is estimated to decline $301,521, leaving a balance of $1,556,792 - $554,900 more than the minimum 25% of expected claims.

WATER/WASTEWATER FUND

Revenue requirements in this fund are projected to increase to $23,326,031 in the proposed FY 2019-20 budget – an increase of 913,256 (4.1%) from the FY 2018-19 adopted budget.

Expenditures

Proposed expenditures for FY 2019 total $22,842,401 – about 1.2% more than the FY 2019 adopted budget. Operating expenditures are increasing in 2019 by about $266,562. This is primarily due to the issuance of bonds mitigated by a decrease in Fort Worth's water rates.

Water Rates

The proposed FY 2019-2020 budget includes no increase to water rates and a 6% increase to 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 $2.55/month.

The base water rates are as follows:

Meter size (in inches)	FY18/19 Water Rate	FY19/20 Water Rate
3/4	$16.04	$16.04
1.0	$23.10	$23.10

1.5	$43.49	$43.49
2.0	$64.10	$64.10
3.0	$154.18	$154.18
4.0	$256.97	$256.97
6.0	$512.79	$512.79
8.0	$768.62	$768.62
10	$1,022.18	$1,022.18
12	$1,180.31	$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:

	FY18/19	FY19/20
1 gallon to 10,000 gallons	$4.91	$4.91
10,001 gallons to 20,000 gallons	$5.93	$5.93
Over 20,000 gallons	$6.77	$6.77
Gas Well Drilling (all volumes)	$13.97	$13.97

Wastewater Rates

The proposed FY2019-20 budget includes an average 6% increase in wastewater rates. The proposed base rate goes from $18.08/month to $19.16/month, and the volumetric rate goes from $5.02/1,000 gallons to $5.32/1,000 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

FY2019-20 is projected to leave a working capital balance of $5,087,584, or 23% of operating expenses (excluding capital) – well in excess of the policy minimum of 20%.

GOLF COURSE FUND

Revenues in the Golf Course Fund are estimated at $2,560,512, which exceeds budgeted expenditures by $4,889. Included on the revenue side are transfers from the Type B (4B) fund of $365,716 for debt service and $851,000 for operational subsidy, including $55,000 for new maintenance equipment.

SOLID WASTE FUND

The proposed FY 2019-20 budget includes Solid Waste expenditures of $3,468,811. Proposed revenues of $3,315,087 will produce a net working capital decrease of $153,724, assuming adoption of the recommended rate of $18.20 – a $1 per month rate decrease. Staff projects working capital at the end of FY 2019-20 to be $ 1,828,406, or 53% of operating expenditures.

HOTEL/MOTEL FUND

The proposed FY 2019-20 budget includes total revenues of $207,000 and total expenditures of $233,534, including $177,034 of ongoing City expenditures and $56,500 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 of $3,796,500 and expenditures of $3,935,998. This budget utilizes $139,498 of fund balance for non -recurring expenditures and requires subsidies of $1,531,000 from the Type B Corporation for operations. The BRiCk’s revenues are projected to cover 71% of its expenses, while revenues associated with the two athletic fields will cover about 19% of those expenses, and Russell Farm 23%. A summary of the Park Performance Fund is tabulated on the following page.

PARK PERFORMANCE FUND: Proposed Budget FY 2019-20

BRiCk Operations

Revenues	ACTUAL FY 2018	YEAR END FY 2019	PROPOSED FY 2020	Chng From Dollars	Revised Percent
Recreation Fees	$ (338,412)	$ (340,000)	$ (442,500)	$ (102,500)	30%
Recreation Memberships	$ (1,310,359)	$ (1,377,000)	$ (1,425,000)	$ (48,000)	3%
Recreation Room Rentals	$ (63,465)	$ (60,000)	$ (60,000)	$ -	0%
Indoor Athletic/Rec Fees	$ (22,563)	$ (15,000)	$ (15,000)	$ -	0%
Swimming Pool Fees	$ (86,602)	$ (85,000)	$ (85,000)	$ -	0%
Swimming Lessons Revenue	$ (18,564)	$ (25,000)	$ (20,000)	$ 5,000	-20%
Merchandise Sales	$ (5,560)	$ (6,000)	$ (6,000)	$ -	0%
Returned Checks Fees	$ (5,145)	$ (5,000)	$ (5,000)	$ -	0%
Recreation Memberships	$ 7,471	$ -	$ -	$ -	
Securities Interest	$ (2,092)	$ -	$ -	$ -	
CD/Money Market Interest	$ (2,140)	$ -	$ -	$ -	
Gain/Loss on Security Val	$ 460	$ -	$ -	$ -	
TexPool Interest	$ (4,145)	$ (12,000)	$ (12,000)	$ -	0%
TexPool Prime Interest	$ (4,089)	$ -	$ -	$ -	
Logic Interest	$ (4,116)	$ -	$ -	$ -	
TexSTAR Interest	$ (2,599)	$ -	$ -	$ -	
Cash Over/Short	$ (205)	$ -	$ -	$ -	
Other Misc Revenue	$ 69	$ -	$ -	$ -	
Misc Rev - Culture & Rec	$ 55	$ -	$ -	$ -	
Other Revenue	$ -			$ -	
Total	$ (1,862,001)	$ (1,925,000)	$ (2,070,500)	$ (145,500)	8%
Expenditures	$ 2,631,447	$ 2,656,449	$ 2,933,121	$ 276,672	10%
Rev. (Over)/Under Exp.	$ 769,446	$ 731,449	$ 862,621	$ 131,172	
Percent Self Sustaining	71%	72%	71%		

Athletic Fields Operations

Revenues	ACTUAL FY 2018	YEAR END FY 2019	PROPOSED FY 2020	Chng From Revised	
Recreation Leagues	$ (38,345)	$ (25,655)	$ (26,000)	$ (345)	1%
Park Rentals	$ (12,903)	$ (13,902)	$ (14,120)	$ (218)	2%
Concession Revenue		$ (600)	$ (600)	$ -	0%
Tournament Fees	$ (87,905)	$ (100,000)	$ (110,000)		0%
Per Player Fees	$ (9,298)	$ (5,280)	$ (5,280)	$ -	0%
Total	$ (148,451)	$ (145,437)	$ (156,000)	$ (10,563)	7%
Expenditures	$ 672,089	$ 789,854	$ 831,843	$ 41,989	5%
Rev. (Over)/Under Exp.	$ 523,638	$ 644,417	$ 675,843	$ 31,426	
Percent Self Sustaining	22%	18%	19%		

Russell Farm

Revenues	ACTUAL FY 2018	YEAR END FY 2019	PROPOSED FY 2020	Chng From Revised	
Rental Fees-Russell Farm	$ (39,044)	$ (29,000)	$ (29,000)	0	0%
Activity Fees-Russell Farm	$ (6,205)	$ (9,635)	$ (10,000)	0	0%
Total	$ (45,249)	$ (38,635)	$ (39,000)	$ (365)	1%
Expenditures	$ 134,014	$ 153,061	$ 171,034	$ 17,973	12%
Rev. (Over)/Under Exp.	$ 88,765	$ 114,426	$ 132,034	$ 17,608	
Percent Self Sustaining	34%	25%	23%		

PPF FUND TOTALS					
TOTAL REVENUES LESS SUBSIDY	$ (2,055,701)	$ (2,109,072)	$ (2,265,500)	$ (156,428)	7%
TOTAL EXPENSES	$ 3,437,550	$ 3,599,364	$ 3,935,998	$ 336,634	9%
Rev. (Over)/Under Exp.	$ 1,381,849	$ 1,490,292	$ 1,670,498	$ 180,206	12%
Percent Self Sustaining	60%	59%	58%		
PPF FUND SUBSIDY BREAKDOWN					
4B Subsidy	$ (1,364,763)	$ (1,434,752)	$ (1,531,000)	$ (96,248)	7%
General Fund Subsidy					
Total Subsidy for PPF	$ (1,364,763)	$ (1,434,752)	$ (1,531,000)	$ (96,248)	7%
Amount (TO)/FROM PPF Fund Balance	$ 17,086	$ 55,540	$ 139,498		

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 $2,322,336, and expenditures are projected at $2,458,310, using $135,974 from 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 2019-20. Expenditures are projected at $49,225, as we enter the first full year of contracted maintenance.

Fund Balance

The end-of-year working capital in the Cemetery Fund is estimated to be $1,046,176 in FY 2019-20.

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 2019-20 budget are projected at $475,009. Fund expenditures are projected at $479,471.

Fund Balance

The end-of-year working capital in the Equipment Service Fund for FY2019-20 is projected to be $63,846.

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 FY2019-20 are projected at $1,377,378 . Expenditures are estimated to be $1,302,037. The fund will pay for the purchase of 13 pieces of equipment scheduled for replacement, and 2 new vehicles in Police. 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 $4,612,397 for FY 2019-20.

PROPRIETARY EQUIPMENT REPLACEMENT FUND

Revenues and Expenditures

Revenues in this fund for FY 2019-20 are projected at $325,416. Expenditures are estimated to be $271,949. There are two pieces 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 $1,811,372 for FY 2019-20.

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 $5,281,625 in FY 2019-20, an increase of 10.4% from the $4,785,625 estimated in the approved FY 2018-19 budget. Expenditures are projected to be $3,799,664 in FY 2019-20, a 31.8% decrease from the $5,578,530 provided for the current year in the approved FY 2018-19 budget, due primarily to some large development incentives in the current year's budget.

Debt Service Fund

FY 2019-20 debt requirements in this fund are $2,047,331 including $1,656,648 principal and $389,183 interest. Transfers from the Type A EDC Special Revenue Fund are budgeted at $2,046,792.

TYPE B COMMUNITY SERVICES DEVELOPMENT CORPORATION

The citizens of Burleson 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 Burleson 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 $5,102,000 in FY 2019-20, an increase of 10.7% from the $4,606,000 estimated in the approved FY 2018-19 budget. Expenditures are projected to be $4,800,591 in FY 2019-20, a 3.4% increase from the $4,642,593 projected for the current year in the approved FY 2018-19 budget.

Debt Service Fund

FY 2019-20 debt requirements in this fund are $1,820,925 including $1,320,000 principal and $499,875 interest. Transfers from the Type B Special Revenue Fund are budgeted at $1,819,875.

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 2019-20 budget are projected at $1,496,231. Expenditures are projected at $1,496,231.

ALL FUNDS SUMMARY

The proposed base budget expenditures for all funds is $100,186,468, an increase of 3.75% from the current (FY19) adopted budget. Most of this increase is due to the increase in salary costs in all funds with personnel. A summary of all funds is tabulated below.

	FY19	FY20	% Change
GENERAL FUND	38,282,610	40,973,036	7.03%
GENERAL DEBT SERVICE FUND	7,134,708	7,651,331	7.24%
HOTEL/MOTEL TAX FUND	221,064	233,534	5.64%
WATER & WASTEWATER FUND	22,575,839	22,842,401	1.18%
SOLID WASTE FUND	3,313,103	3,468,811	4.70%
CEMETERY FUND	5,250	49,225	837.62%
PARKS PERFORMANCE FUND	3,598,552	3,935,998	9.38%
EQUIPMENT SERVICE FUND	475,303	479,471	0.88%
GOLF COURSE FUND	2,511,462	2,555,623	1.76%
GOVERNMENTAL EQP REP FUND	881,547	1,302,037	47.70%
PROPRIETARY EQP REP FUND	240,280	271,949	13.18%
SUPPORT SERVICES FUND	2,048,113	2,458,310	20.03%
ECONOMIC DEVELOPMENT INCENTIVE FUND	1,182,097	1,496,231	26.57%
4A SALES TAX REVENUE	5,578,530	3,799,664	-31.89%
4A SALES TAX DEBT SERVICE	2,043,325	2,047,331	0.20%
4B SALES TAX REVENUE	4,642,593	4,800,591	3.40%
4B SALES TAX DEBT SERVICE	1,830,275	1,820,925	-0.51%
TOTAL EXPENDITURES	96,564,651	100,186,468	3.75%



CITY OF BURLESON
STRATEGIC PLAN

ABOUT THIS PLAN







The City of Burleson Strategic Plan is a visionary document that is designed to guide the organization toward achieving community-wide goals and objectives.

The Strategic Plan was developed utilizing the following:

- City Council Priorities as discussed in previous city council budget work sessions
- City's adopted vision and mission
- Imagine Burleson: Roadmap to 2030, a planning document. Adopted by City Council April 19, 2010.
- Burleson Game Plan, includes city's values and goals. Adopted by City Council September 6, 2011.
- City's Master Plans
- Departmental Strategic Plans
- Council and Department Head meetings with City Manager

ORGANIZATIONAL VALUES

From the Burleson Game Plan
Adopted by Council Sept. 6, 2011

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 exceed what the customer would reasonably define as normal or expected.

STRATEGIC *Focus Areas*

AREA 1



AREA 2



AREA 3



AREA 4





STRATEGIC FOCUS AREA 1 : *Operational Excellence*

OBJECTIVE: To make the City of Burleson a community of choice by providing outstanding customer service; leveraging technology to be an efficient and responsive organization; being financially responsible; and focusing on transparency throughout the organization.

GOAL 1:

Develop a high-performance workforce by attracting and retaining the very best employees; providing a competitive salary and benefits package; maximizing employee training and educational opportunities.

GOAL 2:

Improve the efficiency and productivity of operations through the use of technology, innovation and continual business process improvement.

GOAL 3:

Deliver high-quality service to external and internal customers by providing an outstanding customer experience; regularly seeking feedback from citizens and employees; and offering convenient methods for conducting business with the city.

GOAL 4:

Be a responsible steward of the city's financial resources by providing rates and fees that represent a strong value to our citizens; providing timely, accurate and transparent financial reporting; and utilizing long-range planning.

GOAL 5:

Foster a collaborative organization, both internally and externally, by maintaining an open dialogue between all city departments along with local, regional, state and federal partners.



STRATEGIC FOCUS AREA 2 : *Infrastructure*

OBJECTIVE: To develop and maintain public infrastructure in the City of Burleson that improves mobility and connectivity; develops superior utility services and facilities; and promotes the sustainable development of the city.

GOAL 1:

Improve efficiency of travel for citizens by focusing on key improvements within the SH174 Corridor and coordinating with Regional, State and Federal transportation partners for funding and support.

GOAL 2:

Enhance connectivity and improve mobility by expanding capacity of existing transportation network; evaluating additional thoroughfare improvements; and improving roadway, bicycle and pedestrian infrastructure.

GOAL 3:

Develop and maintain utility services and facilities that meet the needs of the community through strategic planning, long-term planning and best practices.

GOAL 4:

Pursue regional transportation solutions that will assist our residents, visitors and businesses traveling to and from our city.

GOAL 5:

Develop and implement a Capital Improvement Program that improves the quality of life for residents through the completion of projects identified in the city's Master Plans.



STRATEGIC FOCUS AREA 3 : *Community*

OBJECTIVE: To make the City of Burleson a premier place to live, learn, work and play.

GOAL 1:

Provide high-quality parks and recreation opportunities for residents by expanding park amenities and options; enhancing city's trail network; and improving access to parks facilities.

GOAL 2:

Provide outstanding cultural and educational opportunities by cultivating mutually beneficial partnerships with area education, business community and government entities; and by continuing to enhance and develop programs that enrich the quality of life for residents.

GOAL 3:

Attract and retain top-tier businesses to promote high-quality economic development by expanding and diversifying the tax base; and creating jobs that allow our residents to work where they live.

GOAL 4:

Promote sustainable residential and commercial development through strategic and long-term planning; providing a business-friendly environment; continuing efficient development review process; and enhancing partnerships with the development community.

GOAL 5:

Encourage a clean and healthy community through the promotion of positive behaviors, sustainable practices, outreach programs and city services.

GOAL 6:

Encourage placemaking and a sense of belonging in our neighborhoods, parks and key commercial districts by focusing on long-range planning and comprehensive elements.



STRATEGIC FOCUS AREA 4 : *Public Safety*

OBJECTIVE: Provide a safe and secure community for those that live, learn, work and play in the City of Burleson by focusing on crime prevention and community risk reduction programs; emergency preparedness; and emergency response services.

GOAL 1:

Enhance emergency response services provided to the community.

GOAL 2:

Provide superior public safety dispatch services.

GOAL 3:

Ensure adequate equipment and personnel needs are being met, including staffing, support and training.

GOAL 4:

Continue community policing and risk reduction programs that create strong partnerships with the public to promote safety throughout the community.

GOAL 5:

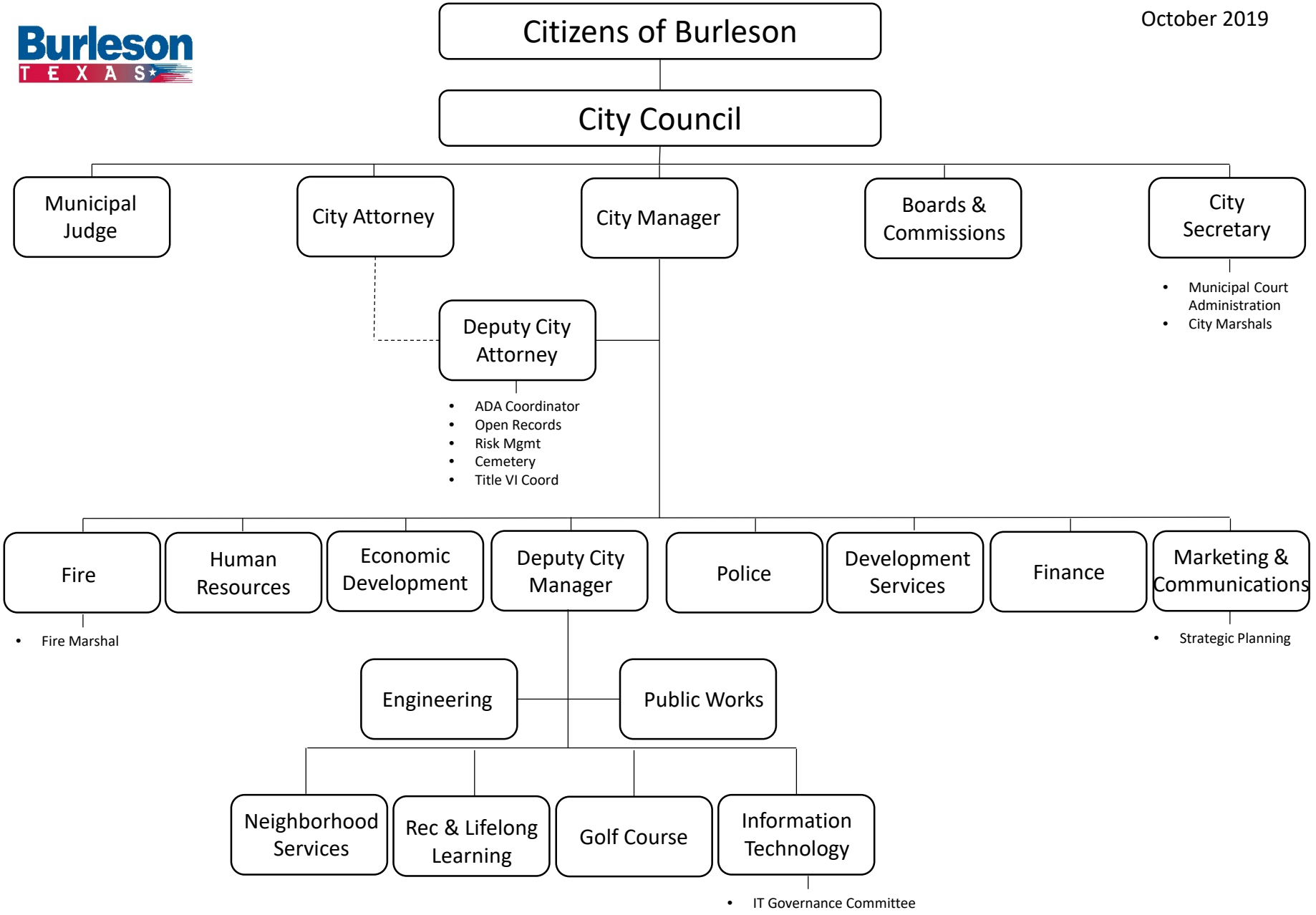
Strengthen partnerships with area public safety agencies to enhance safety to the overall region.

GOAL 6:

Maximize the use of the city's emergency operations center to improve training and enhance the city's emergency response capabilities.

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 recruitement activities of the Economic Development Departement	Allows planning for strategic recruitement operations, as well as capital improvement and development needs.
Retail Recruitement 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 recruitement 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 Capital Improvement Division of Public Works Department	Allows planning for funding and debt service requirements. Also indentifies funding offsets from bond funds for salar reimbursements and general fund impacts.
Master Water and Wastewater Plan	City's Master Plan of water and wastewater improvement needs based on a 10-20 year period as well as planning for future buildout conditions.	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 Studies (Water, Sewer, and Roadway)	Detailed study of aniticipated water, sewer, and roadway 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, sewer, and roadway 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.


Burleson
TEXAS
October 2019
Citizens of Burleson
City Council
Municipal Judge
City Attorney
City Manager
Boards & Commissions
City Secretary
Municipal Court Administration
City Marshals
Deputy City Attorney
ADA Coordinator
Open Records
Risk Mgmt
Cemetery
Title VI Coord
Fire
Human Resources
Economic Development
Deputy City Manager
Police
Development Services
Finance
Marketing & Communications
Fire Marshal
Strategic Planning
Engineering
Public Works
Neighborhood Services
Rec & Lifelong Learning
Golf Course
Information Technology
IT Governance Committee

CITY OF BURLESON FUND STRUCTURE BY BUDGETARY BASIS

Governmental Actvities

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
	Cemetary
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:

FUND	DESCRIPTION	MAJOR REVENUE SOURCES	MAJOR SERVICES PROVIDED
General	Most basic fund used in COB	• Property Taxes • Sales Taxes • Licenses and Permits • Fines & Forfeitures • Interest • Miscellaneous • Other Sources	• 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	• 1/2 cent Sales Tax	• Economic Development
4A Corporation Special Revenue Fund	Special Revenue Fund	• 1/2 cent Sales Tax	• Economic Development
Parks Performance Special Revenue Fund	Special Revenue Fund	• User Fees	• Burleson Recreation Center (BRiCk) • Ballfields
General Debt Service Fund	Debt Service Fund	• Property Taxes	• Payment of General Long-term Debt Obligations

Non-Major Funds:

FUND	DESCRIPTION	MAJOR REVENUE SOURCES	MAJOR SERVICES PROVIDED
Economic Development Fund	Special Revenue Fund	• Property Taxes • Sales Taxes	• Economic Development Incentives
Hotel/Motel Fund	Special Revenue Fund	• 7% room occupancy tax	• Economic Development
Burleson 4A Corporation Debt Service Fund	Debt Service Fund	• 1/2 cent Sales Tax	• Payment of 4A Long-term Debt Obligations
Burleson Community Service Development Corporation (4B) Fund Special Revenue Fund	Debt Service Fund	• 1/2 cent Sales Tax	• Payment of 4B Long-term Debt Obligations

CITY OF BURLESON FUNDS DESCRIPTION

Proprietary

Accrual Basis of Accounting

Major Funds:

FUND	DESCRIPTION	MAJOR REVENUE SOURCES	MAJOR SERVICES PROVIDED
Water & Wastewater Fund	Enterprise Fund	• Water and Wastewater Charges	• Water and wastewater services for citizens
Hidden Creek Golf Course Fund	Enterprise Fund	• Golf Fees	• Golf Course
Solid Waste	Enterprise Fund	• Solid Waste Fees	• Garbage and recycling services for citizens

Non-Major Funds:

FUND	DESCRIPTION	MAJOR REVENUE SOURCES	MAJOR SERVICES PROVIDED
Cemetery	Enterprise Fund	• Cemetery Fees	• Maintenance and operations of Cemetery
Equipment Services	Internal Service Fund	• Equipment charges received from other funds	• Vehicles and other equipment for other departments
Equipment Replacement - Governmental	Internal Service Fund	• Replacement charges from other governmental departments	• Money set aside for replacement of governmental funds' vehicles and equipment
Equipment Replacement - Business	Internal Service Fund	• Replacement charges from enterprise departments	• Money set aside for replacement of enterprise funds' vehicles and equipment
Support Services Fund	Internal Service Fund	• Transfers from other funds	• 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										
2011 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

City of Burleson, Texas

FINANCIAL POLICY STATEMENTS

Updated and approved by City Council 3/4/2019

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. The Finance and Internal Services City Council Committee, the City Manager, and the Finance Director shall be designated as the Finance Committee. The committee may 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 as per the City's Procurement Policy, 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.

H. AUTHORIZATION OF PAYMENT. Two signatures are required to conduct business of behalf City of Burleson, Texas. BOTH the City Manager and the Director of Finance, or their designee(s), are hereby authorized to execute the required Agreement with the Bank Depository. Designee(s) who are authorized to transact business on behalf of the City Manager are a City of Burleson's Deputy City Manager or the City Secretary. The designee who is authorized to transact business on behalf of the Director of Finance is the City of Burleson's Assistant Director of Finance. Payments not in excess of $25,000, or payable to an employee of the City of Burleson, may use reproducible authorized signature(s).

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:

<u>General Fund</u>
The general fund should be used to account for and report all financial resources not accounted for and reported in another fund.

<u>Special Revenue Funds</u>
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.

<u>Capital Projects Funds</u>
Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction

of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

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

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

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

DEBT SERVICE FUNDS:
201 Debt Service Fund – General – Restricted
202 4B Sales Tax Debt Service – Restricted
203 4A Sales Tax Debt Service – Restricted

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

CAPITAL PROJECT FUNDS:
301 Street Paving Trust – Committed
302 Park Dedication Fund – Committed
352 Miscellaneous Capital Projects – Committed
351 4A Sales Tax Capital Project Fund – Committed
350 4B Sales Tax Capital Project Fund – Committed
307 – 338 Bond Funded Capital Projects Funds – Restricted
339-349 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 Burleson's Budget Process

An OVERVIEW

The budget process for the City of Burleson 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 CALENDAR

Date	Day	Description
April 4, 2019	Wednesday	Budget Input training
April 19, 2019	Friday	Deadline for new positions or changes to an existing positon
April 19, 2019	Friday	Deadline for IT requests, and Equipment request
May 17, 2019	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 14, 2019	Friday	Deadline to get CMO budget books to budget team
June 24, 2019	Monday	CMO/Directors Meeting 1pm - 5pm in CC Workroom
June 25, 2019	Tuesday	CMO/Directors Meeting 8am – 5pm in CC Workroom
June 26, 2019	Wednesday	CMO/Directors Meeting 8am – Noon in CC Workroom
July 25, 2019	Thursday	Receive Certified Tax Roll from Appraisal Districts (JCAD & TAD)
August 1, 2019	Thursday	Work session books delivered to CC and posted on website.
August 5, 2019	Monday	Work session meeting with CC on Budget.
August 5, 2019	Monday	Council Meeting - Set the maximum tax rate and set dates for public hearings; tax rate public hearing and budget public hearing
August 9, 2019	Friday	Publish in newspaper Notice of Maximum Proposed Tax Rate with date, time and place of Public Hearing on Tax Rate and posted to website until September 24, 2019.
August 19, 2019	Monday	Council Meeting – 1st Public Hearing for Tax Rate
August 22, 2019	Thursday	Publication in newspaper the Notice of 2nd Public Hearing Tax Rate & only Public Hearing on the Budget
September 3, 2019	Tuesday	Budget Ratification Ordinance 1st reading; 2019 Tax Rolls approval 1st reading; Public Hearing on Budget and 2nd Public Hearing on Tax Rate
September 16, 2019	Monday	Council Meeting – Adoption of Budget Ratification Ordinance; Adoption of 2019 Tax Rolls. Adopt Budget and Adopt Tax Rate

BUDGET SUMMARY
BY FUND

updated 7/29/2019 9:45

REVENUES	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Budget Proposed	2018-2019/ 2019-2020 Change
GENERAL FUND	36,914,007	38,058,122	38,942,167	40,984,215	7.69%
GENERAL DEBT SERVICE FUND	6,362,322	7,186,600	7,447,583	7,566,558	5.29%
HOTEL/MOTEL TAX FUND	240,081	207,000	207,000	207,000	0.00%
WATER & WASTEWATER FUND	23,487,727	22,412,775	21,280,431	23,326,031	4.07%
SOLID WASTE FUND	3,383,523	3,274,000	3,415,000	3,315,087	1.25%
CEMETERY FUND	13,779	7,500	7,500	7,500	0.00%
PARKS PERFORMANCE FUND	3,420,464	3,598,552	3,543,824	3,796,500	5.50%
EQUIPMENT SERVICE FUND	476,307	475,009	475,009	475,009	0.00%
GOLF COURSE FUND	2,290,797	2,511,716	2,396,051	2,560,512	1.94%
GOVERNMENTAL EQP REP FUND	1,389,118	1,171,696	1,307,070	1,377,378	17.55%
PROPRIETARY EQP REP FUND	338,640	336,588	364,588	325,416	-3.32%
SUPPORT SERVICES FUND	1,863,788	2,125,891	2,193,230	2,322,336	9.24%
ECONOMIC DEVELOPMENT INCENTIV	1,133,239	1,182,097	1,182,097	1,496,231	26.57%
4A SALES TAX REVENUE	5,034,987	4,785,625	4,785,625	5,281,625	10.36%
4A SALES TAX DEBT SERVICE	2,069,303	2,048,786	2,048,786	2,052,792	0.20%
4B SALES TAX REVENUE	4,637,949	4,606,000	4,606,000	5,102,000	10.77%
4B SALES TAX DEBT SERVICE	1,872,468	1,830,625	1,830,625	1,821,275	-0.51%
TOTAL REVENUES	**94,928,499**	**95,818,582**	**96,032,586**	**102,017,465**	6.47%

EXPENDITURES	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Budget Proposed	2018-2019/ 2019-2020 Change
GENERAL FUND	36,902,252	38,282,610	39,054,721	40,973,036	7.03%
GENERAL DEBT SERVICE FUND	6,248,811	7,134,708	7,134,708	7,651,331	7.24%
HOTEL/MOTEL TAX FUND	166,738	221,064	220,748	233,534	5.64%
WATER & WASTEWATER FUND	18,307,046	22,575,839	22,788,971	22,842,401	1.18%
SOLID WASTE FUND	3,040,512	3,313,103	3,226,206	3,468,811	4.70%
CEMETERY FUND	11,074	5,250	24,690	49,225	837.62%
PARKS PERFORMANCE FUND	3,437,550	3,598,552	3,632,064	3,935,998	9.38%
EQUIPMENT SERVICE FUND	401,349	475,303	469,969	479,471	0.88%
GOLF COURSE FUND	2,063,401	2,511,462	2,456,892	2,555,623	1.76%
GOVERNMENTAL EQP REP FUND	820,135	881,547	1,527,067	1,302,037	47.70%
PROPRIETARY EQP REP FUND	238,583	240,280	563,430	271,949	13.18%
SUPPORT SERVICES FUND	1,986,537	2,048,113	2,252,777	2,458,310	20.03%
ECONOMIC DEVELOPMENT INCENTIV	1,455,380	1,182,097	1,209,097	1,496,231	26.57%
4A SALES TAX REVENUE	5,230,830	5,578,530	5,795,230	3,799,664	-31.89%
4A SALES TAX DEBT SERVICE	2,061,256	2,043,325	2,043,325	2,047,331	0.20%
4B SALES TAX REVENUE	4,231,516	4,642,593	4,642,593	4,800,591	3.40%
4B SALES TAX DEBT SERVICE	1,857,198	1,830,275	1,830,275	1,820,925	-0.51%
TOTAL EXPENDITURES	**88,460,168**	**96,564,651**	**98,872,763**	**100,186,468**	3.75%

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MAJOR GOVERNMENTAL FUND			
	GENERAL FUND			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 8,910,814**	**$ 8,922,995**	**$ 8,922,995**	**$ 8,810,441**
REVENUES				
AD VALOREM TAXES	$ 17,360,904	$ 18,755,920	$ 18,647,920	$ 20,201,931
SALES TAXES	$ 9,061,685	$ 9,055,000	$ 9,520,000	$ 9,990,000
FRANCHISE FEES	$ 2,448,282	$ 2,491,991	$ 2,540,014	$ 2,714,940
LICENSES AND PERMITS	$ 1,036,671	$ 1,016,200	$ 958,000	$ 935,750
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES	$ 1,156,818	$ 1,230,000	$ 1,140,000	$ 1,210,752
INTEREST	$ 229,747	$ 299,999	$ 373,393	$ 400,000
MISCELLANEOUS	$ 2,763,068	$ 2,116,712	$ 2,731,200	$ 2,529,042
OTHER SOURCES	$ 2,856,812	$ 3,092,300	$ 3,031,640	$ 3,001,800
TOTAL REVENUES	**$ 36,913,987**	**$ 38,058,122**	**$ 38,942,167**	**$ 40,984,215**
EXPENDITURES				
PERSONAL SERVICES	$24,797,767	$27,500,133	$27,918,871	$29,693,908
MATERIALS AND SUPPLIES	$1,069,501	$1,211,902	$1,216,723	$1,205,841
PURCHASED SERVICES & INVENTORY	$5,203,280	$3,528,195	$3,546,214	$3,667,352
MAINTENANCE AND REPAIR	$2,027,852	$2,331,497	$2,532,977	$2,224,955
OTHER EXPENDITURES	$3,481,183	$3,461,881	$3,515,970	$3,742,296
CAPITAL OUTLAY	$322,223	$249,002	$323,966	$438,684
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 36,901,806**	**$ 38,282,610**	**$ 39,054,721**	**$ 40,973,036**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ 12,181**	**$ (224,488)**	**$ (112,554)**	**$ 11,179**
GAAP ADJUSTMENT	**$ -**	**$ -**	**$ -**	**$ -**
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 8,922,995**	**$ 8,698,507**	**$ 8,810,441**	**$ 8,821,620**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MAJOR GOVERNMENTAL FUND			
	GENERAL DEBT SERVICE FUND			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 821,624**	**$ 827,522**	**$ 827,522**	**$ 867,116**
REVENUES				
AD VALOREM TAXES	$ 6,193,304	$ 6,626,756	$ 6,626,756	$ 7,170,908
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS	$ 169,017	$ 559,844	$ 820,827	$ 395,650
OTHER SOURCES	$ -	$ -	$ -	$ -
TOTAL REVENUES	**$ 6,362,321**	**$ 7,186,600**	**$ 7,447,583**	**$ 7,566,558**
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	$ 6,248,810	$ 7,134,708	$ 7,134,708	$ 7,651,331
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 6,248,810**	**$ 7,134,708**	**$ 7,134,708**	**$ 7,651,331**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ 113,511**	**$ 51,892**	**$ 312,875**	**$ (84,773)**
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 935,135**	**$ 879,414**	**$ 1,140,397**	**$ 782,343**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MAJOR GOVERNMENTAL FUND			
	4A SALES TAX REVENUE			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 5,516,832**	**$ 5,320,989**	**$ 5,320,989**	**$ 4,311,384**
REVENUES				
AD VALOREM TAXES				
SALES TAXES	$ 4,593,982	$ 4,571,000	$ 4,571,000	$ 5,067,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	$ 85,161	$ 59,000	$ 59,000	$ 59,000
MISCELLANEOUS	$ 355,844	$ 155,625	$ 155,625	$ 155,625
OTHER SOURCES				
TOTAL REVENUES	**$ 5,034,987**	**$ 4,785,625**	**$ 4,785,625**	**$ 5,281,625**
EXPENDITURES				
PERSONAL SERVICES	$ 242,802	$ 245,244	$ 233,316	$ 236,942
MATERIALS AND SUPPLIES	$ 4,858	$ 10,750	$ 10,750	$ 10,750
PURCHASED SERVICES & INVENTORY	$ 91,596	$ 136,350	$ 179,500	$ 127,500
MAINTENANCE AND REPAIR	$ 10,656	$ 25,000	$ 25,000	$ 25,000
OTHER EXPENDITURES	$ 2,650,645	$ 2,948,844	$ 2,818,339	$ 1,352,141
CAPITAL OUTLAY	$ -	$ -	$ -	$ -
DEBT SERVICE	$ -	$ -	$ -	$ -
TRANSFERS	$ 2,230,273	$ 2,210,842	$ 2,528,325	$ 2,047,331
PILOT	$ -	$ -	$ -	$ -
FRANCHISE FEE	$ -	$ -	$ -	$ -
TOTAL EXPENDITURES	**$ 5,230,830**	**$ 5,577,030**	**$ 5,795,230**	**$ 3,799,664**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ (195,843)**	**$ (791,405)**	**$ (1,009,605)**	**$ 1,481,961**
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 5,320,989**	**$ 4,529,584**	**$ 4,311,384**	**$ 5,793,345**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MAJOR GOVERNMENTAL FUND			
	4B SALES TAX REVENUE			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 3,069,991**	**$ 3,476,423**	**$ 3,476,423**	**$ 2,966,692**
REVENUES				
AD VALOREM TAXES				
SALES TAXES	$ 4,593,982	$ 4,571,000	$ 4,571,000	$ 5,067,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	$ 43,967	$ 35,000	$ 35,000	$ 35,000
MISCELLANEOUS				
OTHER SOURCES				
TOTAL REVENUES	**$ 4,637,949**	**$ 4,606,000**	**$ 4,606,000**	**$ 5,102,000**
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	$ 3,500	$ 3,500	$ 3,500	$ 3,500
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE				
TRANSFERS	$ 4,228,016	$ 4,639,093	$ 5,112,231	$ 4,797,091
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 4,231,516**	**$ 4,642,593**	**$ 5,115,731**	**$ 4,800,591**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ 406,433**	**$ (36,593)**	**$ (509,731)**	**$ 301,409**
GAAP ADJUSTMENT	**$ -**			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 3,476,424**	**$ 3,439,830**	**$ 2,966,692**	**$ 3,268,101**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MAJOR GOVERNMENTAL FUND			
	PARKS PERFORMANCE			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 894,388**	**$ 877,352**	**$ 877,352**	**$ 789,112**
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	$ 2,031,835	$ 2,146,800	$ 2,092,072	$ 2,248,500
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	$ 18,721	$ 12,000	$ 12,000	$ 12,000
MISCELLANEOUS	$ 1,364,763	$ 1,434,752	$ 1,434,752	$ 1,531,000
OTHER SOURCES	$ 5,145	$ 5,000	$ 5,000	$ 5,000
TOTAL REVENUES	**$ 3,420,464**	**$ 3,598,552**	**$ 3,543,824**	**$ 3,796,500**
EXPENDITURES				
PERSONAL SERVICES	$ 1,721,642	$ 1,965,898	$ 1,936,813	$ 2,076,743
MATERIALS AND SUPPLIES	$ 153,457	$ 177,205	$ 179,322	$ 239,968
PURCHASED SERVICES & INVENTORY	$ 635,461	$ 679,584	$ 611,050	$ 695,459
MAINTENANCE AND REPAIR	$ 203,236	$ 186,137	$ 206,715	$ 239,190
OTHER EXPENDITURES	$ 576,305	$ 419,912	$ 434,037	$ 494,822
CAPITAL OUTLAY	$ 147,399	$ 169,816	$ 264,127	$ 189,816
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 3,437,500**	**$ 3,598,552**	**$ 3,632,064**	**$ 3,935,998**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ (17,036)**	**$ -**	**$ (88,240)**	**$ (139,498)**
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 877,352**	**$ 877,352**	**$ 789,112**	**$ 649,614**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MINOR GOVERNMENTAL FUND			
	ECONOMIC DEVELOPMENT INCENTIVE FUND			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 423,976**	**$ 101,835**	**$ 101,835**	**$ 74,835**
REVENUES				
AD VALOREM TAXES	$ 878,227	$ 922,097	$ 922,097	$ 1,191,231
SALES TAXES	$ 255,012	$ 260,000	$ 260,000	$ 305,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES				
TOTAL REVENUES	**$ 1,133,239**	**$ 1,182,097**	**$ 1,182,097**	**$ 1,496,231**
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES	$ 1,455,380	$ 1,182,097	$ 1,209,097	$ 1,496,231
CAPITAL OUTLAY				
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 1,455,380**	**$ 1,182,097**	**$ 1,209,097**	**$ 1,496,231**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ (322,141)**	**$ -**	**$ (27,000)**	**$ -**
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 101,835**	**$ 101,835**	**$ 74,835**	**$ 74,835**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MINOR GOVERNMENTAL FUND			
	HOTEL/MOTEL TAX FUND			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 647,894**	**$ 721,237**	**$ 721,237**	**$ 707,489**
REVENUES				
AD VALOREM TAXES				
SALES TAXES	$ 224,729	$ 207,000	$ 207,000	$ 207,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	$ 12,002			
MISCELLANEOUS				
OTHER SOURCES	$ 3,350			
TOTAL REVENUES	**$ 240,081**	**$ 207,000**	**$ 207,000**	**$ 207,000**
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES	$ -	$ 1,767	$ 1,767	$ 1,767
PURCHASED SERVICES & INVENTORY	$ 74,351	$ 63,852	$ 79,666	$ 77,250
MAINTENANCE AND REPAIR	$ -	$ 1,883	$ 1,883	$ 1,883
OTHER EXPENDITURES	$ 92,387	$ 153,562	$ 137,432	$ 152,634
CAPITAL OUTLAY				
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 166,738**	**$ 221,064**	**$ 220,748**	**$ 233,534**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ 73,343**	**$ (14,064)**	**$ (13,748)**	**$ (26,534)**
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 721,237**	**$ 707,173**	**$ 707,489**	**$ 680,955**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MINOR GOVERNMENTAL FUND			
	4A SALES TAX DEBT SERVICE			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 534,250**	**$ 542,297**	**$ 542,297**	**$ 547,758**
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	$ 8,047	$ 6,000	$ 6,000	$ 6,000
MISCELLANEOUS				
OTHER SOURCES	$ 2,061,256	$ 2,042,786	$ 2,042,786	$ 2,046,792
TOTAL REVENUES	**$ 2,069,303**	**$ 2,048,786**	**$ 2,048,786**	**$ 2,052,792**
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	$ -	$ -	$ -	$ -
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	$ 2,061,256	$ 2,043,325	$ 2,043,325	$ 2,047,331
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 2,061,256**	**$ 2,043,325**	**$ 2,043,325**	**$ 2,047,331**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ 8,047**	**$ 5,461**	**$ 5,461**	**$ 5,461**
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 542,297**	**$ 547,758**	**$ 547,758**	**$ 553,219**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MINOR GOVERNMENTAL FUND			
	4B SALES TAX DEBT SERVICE			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 1,189,979**	**$ 1,205,249**	**$ 1,205,249**	**$ 1,205,599**
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	$ 15,978	$ 1,400	$ 1,400	$ 1,400
MISCELLANEOUS				
OTHER SOURCES	$ 1,856,490	$ 1,829,225	$ 1,829,225	$ 1,819,875
TOTAL REVENUES	**$ 1,872,468**	**$ 1,830,625**	**$ 1,830,625**	**$ 1,821,275**
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	$ -	$ -	$ -	$ -
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	$ 1,857,198	$ 1,830,275	$ 1,830,275	$ 1,820,925
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 1,857,198**	**$ 1,830,275**	**$ 1,830,275**	**$ 1,820,925**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ 15,270**	**$ 350**	**$ 350**	**$ 350**
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 1,205,249**	**$ 1,205,599**	**$ 1,205,599**	**$ 1,205,949**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MAJOR ENTERPRISE FUND			
	WATER & WASTEWATER FUND			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 1,062,809**	**$ 6,112,494**	**$ 6,112,494**	**$ 4,603,954**
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER	$ 20,524,730	$ 20,881,000	$ 19,985,000	$ 21,874,000
FINES AND FORFEITURES				
INTEREST	$ 130,430	$ 97,744	$ 201,400	$ 148,000
MISCELLANEOUS	$ 2,133,543	$ 534,031	$ 534,031	$ 534,031
OTHER SOURCES	$ 699,022	$ 900,000	$ 560,000	$ 770,000
TOTAL REVENUES	**$ 23,487,725**	**$ 22,412,775**	**$ 21,280,431**	**$ 23,326,031**
EXPENDITURES				
PERSONAL SERVICES	$ 1,589,533	$ 2,071,478	$ 1,933,429	$ 2,029,648
MATERIALS AND SUPPLIES	$ 109,770	$ 134,893	$ 139,400	$ 159,413
PURCHASED SERVICES & INVENTORY	$ 8,754,808	$ 9,687,727	$ 10,075,730	$ 9,777,628
MAINTENANCE AND REPAIR	$ 231,415	$ 313,439	$ 272,110	$ 252,779
OTHER EXPENDITURES	$ 4,100,335	$ 1,933,363	$ 1,933,363	$ 1,932,627
CAPITAL OUTLAY	$ 130,989	$ 793,907	$ 793,907	$ 823,342
DEBT SERVICE	$ 2,073,190	$ 6,112,032	$ 6,112,032	$ 6,276,804
TRANSFERS				
PILOT	$ 679,000	$ 714,000	$ 714,000	$ 742,560
FRANCHISE FEE	$ 769,000	$ 815,000	$ 815,000	$ 847,600
TOTAL EXPENDITURES	**$ 18,438,040**	**$ 22,575,839**	**$ 22,788,971**	**$ 22,842,401**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ 5,049,685**	**$ (163,064)**	**$ (1,508,540)**	**$ 483,630**
GAAP ADJUSTMENT	**$ -**			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 6,112,494**	**$ 5,949,430**	**$ 4,603,954**	**$ 5,087,584**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MAJOR ENTERPRISE FUND			
	GOLF COURSE FUND			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ (835,189)**	**$ (609,558)**	**$ (609,558)**	**$ (670,399)**
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	$ 1,341,651	$ 1,500,000	$ 1,392,335	$ 1,335,696
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS	$ 5,383	$ 11,100	$ 3,100	$ 8,100
OTHER SOURCES	$ 943,763	$ 1,000,616	$ 1,000,616	$ 1,216,716
TOTAL REVENUES	**$ 2,290,797**	**$ 2,511,716**	**$ 2,396,051**	**$ 2,560,512**
EXPENDITURES				
PERSONAL SERVICES	$ 1,215,215	$ 1,421,354	$ 1,302,371	$ 1,308,249
MATERIALS AND SUPPLIES	$ 80,760	$ 102,700	$ 99,200	$ 102,700
PURCHASED SERVICES & INVENTORY	$ 391,050	$ 386,011	$ 404,024	$ 378,368
MAINTENANCE AND REPAIR	$ 65,106	$ 83,500	$ 133,400	$ 83,500
OTHER EXPENDITURES	$ 216,698	$ 144,325	$ 144,325	$ 260,761
CAPITAL OUTLAY	$ 1,822	$ 13,956	$ 13,956	$ 56,329
DEBT SERVICE	$ 94,515	$ 359,616	$ 359,616	$ 365,716
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 2,065,166**	**$ 2,511,462**	**$ 2,456,892**	**$ 2,555,623**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ 225,631**	**$ 254**	**$ (60,841)**	**$ 4,889**
GAAP ADJUSTMENT	**$ -**			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ (609,558)**	**$ (609,304)**	**$ (670,399)**	**$ (665,510)**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MAJOR ENTERPRISE FUND			
	SOLID WASTE FUND			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 1,450,317**	**$ 1,793,336**	**$ 1,793,336**	**$ 1,982,130**
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	$ 3,356,651	$ 3,259,000	$ 3,400,000	$ 3,276,087
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	$ 25,952	$ 15,000	$ 15,000	$ 39,000
MISCELLANEOUS	$ 920	$ -	$ -	$ -
OTHER SOURCES				
TOTAL REVENUES	**$ 3,383,523**	**$ 3,274,000**	**$ 3,415,000**	**$ 3,315,087**
EXPENDITURES				
PERSONAL SERVICES	$ 25,352	$ 27,263	$ 26,190	$ -
MATERIALS AND SUPPLIES	$ 9,999	$ 10,000	$ 10,313	$ 11,000
PURCHASED SERVICES & INVENTORY	$ 2,842,950	$ 3,123,809	$ 3,037,672	$ 2,923,794
MAINTENANCE AND REPAIR	$ 7,397	$ 1,336	$ 1,336	$ 1,336
OTHER EXPENDITURES	$ 73,206	$ 69,095	$ 69,095	$ 303,081
CAPITAL OUTLAY	$ -	$ -	$ -	$ -
DEBT SERVICE	$ -	$ -	$ -	$ -
TRANSFERS		$ -	$ -	
PILOT FRANCHISE FEE	$ 81,600	$ 81,600	$ 81,600	$ 229,600
TOTAL EXPENDITURES	**$ 3,040,504**	**$ 3,313,103**	**$ 3,226,206**	**$ 3,468,811**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ 343,019**	**$ (39,103)**	**$ 188,794**	**$ (153,724)**
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 1,793,336**	**$ 1,754,233**	**$ 1,982,130**	**$ 1,828,406**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	MINOR ENTERPRISE FUND			
	CEMETERY FUND			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 305,336**	**$ 308,041**	**$ 308,041**	**$ 290,851**
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	$ 7,866	$ 4,000	$ 4,000	$ 4,000
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	$ 5,913	$ 3,500	$ 3,500	$ 3,500
MISCELLANEOUS				
OTHER SOURCES	$ -	$ -	$ -	$ -
TOTAL REVENUES	**$ 13,779**	**$ 7,500**	**$ 7,500**	**$ 7,500**
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES	$ 265			
PURCHASED SERVICES & INVENTORY	$ 184			$ 44,225
MAINTENANCE AND REPAIR				$ 5,000
OTHER EXPENDITURES	$ 10,625	$ 250	$ 19,690	
CAPITAL OUTLAY		$ 5,000	$ 5,000	
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 11,074**	**$ 5,250**	**$ 24,690**	**$ 49,225**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ 2,705**	**$ 2,250**	**$ (17,190)**	**$ (41,725)**
GAAP ADJUSTMENT	**$ -**			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 308,041**	**$ 310,291**	**$ 290,851**	**$ 249,126**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	INTERNAL SERVICE FUND			
	EQUIPMENT SERVICE FUND			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 128,391**	**$ 63,268**	**$ 63,268**	**$ 68,308**
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	$ 464,374	$ 464,009	$ 464,009	$ 464,009
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	$ 11,933	$ 11,000	$ 11,000	$ 11,000
TOTAL REVENUES	**$ 476,307**	**$ 475,009**	**$ 475,009**	**$ 475,009**
EXPENDITURES				
PERSONAL SERVICES	$ 153,603	$ 225,429	$ 222,078	$ 200,458
MATERIALS AND SUPPLIES	$ 48,509	$ 67,168	$ 72,168	$ 79,165
PURCHASED SERVICES & INVENTORY	$ 101,761	$ 117,411	$ 110,428	$ 111,521
MAINTENANCE AND REPAIR	$ 17,783	$ 20,618	$ 20,618	$ 5,745
OTHER EXPENDITURES	$ 79,676	$ 33,442	$ 33,442	$ 37,563
CAPITAL OUTLAY	$ 140,098	$ 11,235	$ 11,235	$ 45,019
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 541,430**	**$ 475,303**	**$ 469,969**	**$ 479,471**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ (65,123)**	**$ (294)**	**$ 5,040**	**$ (4,462)**
GAAP ADJUSTMENT	**$ -**			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 63,268**	**$ 62,974**	**$ 68,308**	**$ 63,846**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	INTERNAL SERVICE FUND			
	GOVERNMENTAL EQP REP FUND			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 4,588,775**	**$ 4,757,053**	**$ 4,757,053**	**$ 4,537,056**
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	$ 89,546	$ 48,000	$ 150,000	$ 48,000
MISCELLANEOUS				
OTHER SOURCES	$ 1,299,572	$ 1,123,696	$ 1,157,070	$ 1,329,378
TOTAL REVENUES	**$ 1,389,118**	**$ 1,171,696**	**$ 1,307,070**	**$ 1,377,378**
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	$ -		$ -	
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES	$ 820,135		$ 126,000	
CAPITAL OUTLAY	$ 400,705	$ 881,547	$ 1,401,067	$ 1,302,037
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 1,220,840**	**$ 881,547**	**$ 1,527,067**	**$ 1,302,037**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ 168,278**	**$ 290,149**	**$ (219,997)**	**$ 75,341**
GAAP ADJUSTMENT	**$ -**			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 4,757,053**	**$ 5,047,202**	**$ 4,537,056**	**$ 4,612,397**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	INTERNAL SERVICE FUND			
	PROPRIETARY EQP REP FUND			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 2,941,390**	**$ 2,856,532**	**$ 2,856,532**	**$ 2,657,690**
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	$ 37,518	$ 22,000	$ 50,000	$ 22,000
MISCELLANEOUS				
OTHER SOURCES	$ 301,122	$ 314,588	$ 314,588	$ 303,416
TOTAL REVENUES	**$ 338,640**	**$ 336,588**	**$ 364,588**	**$ 325,416**
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES	$ 238,583			
CAPITAL OUTLAY	$ 184,915	$ 240,280	$ 563,430	$ 271,949
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 423,498**	**$ 240,280**	**$ 563,430**	**$ 271,949**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ (84,858)**	**$ 96,308**	**$ (198,842)**	**$ 53,467**
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 2,856,532**	**$ 2,952,840**	**$ 2,657,690**	**$ 2,711,157**

THREE YEAR FUND SUMMARIES BY REVENUE, EXPENSES AND FUND BALANCES FY 2020

	INTERNAL SERVICE FUND			
	SUPPORT SERVICES			
	2017-18	2018-19	2018-19	2019-20
	ACTUAL	BUDGET	ESTIMATE	BUDGET
update 7.29.19 12:15				
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	**$ 861,023**	**$ 570,975**	**$ 648,753**	**$ 589,206**
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	$ 11,068	$ 7,500	$ 7,500	$ 7,500
MISCELLANEOUS				
OTHER SOURCES	$ 1,852,719	$ 2,118,391	$ 2,185,730	$ 2,314,836
TOTAL REVENUES	**$ 1,863,787**	**$ 2,125,891**	**$ 2,193,230**	**$ 2,322,336**
EXPENDITURES				
PERSONAL SERVICES	$ 1,006,158	$ 1,144,701	$ 1,143,838	$ 1,136,737
MATERIALS AND SUPPLIES	$ 169,125	$ 108,830	$ 108,830	$ 225,285
PURCHASED SERVICES & INVENTORY	$ 47,108	$ 66,933	$ 103,818	$ 65,320
MAINTENANCE AND REPAIR	$ 539,153	$ 700,552	$ 700,552	$ 737,106
OTHER EXPENDITURES	$ 224,979	$ 3,897	$ 3,897	$ 3,762
CAPITAL OUTLAY	$ 167,312	$ 23,200	$ 191,842	$ 290,100
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	**$ 2,153,835**	**$ 2,048,113**	**$ 2,252,777**	**$ 2,458,310**
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	**$ (290,048)**	**$ 77,778**	**$ (59,547)**	**$ (135,974)**
GAAP ADJUSTMENT	**$ -**			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	**$ 570,975**	**$ 648,753**	**$ 589,206**	**$ 453,232**

Long Range Financial Plans- 5 Year Forecast

GENERAL FUND

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	2020-2021 Projection	2020-2021 Projection	2020-2021 Projection	2020-2021 Projection
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	$ 8,910,814.00	$ 8,922,995.00	$ 8,922,995.00	$ 8,810,441.00	$ 8,821,620.00	$ 8,140,032.12	$ 7,753,104.55	$ 7,649,968.01
REVENUES								
AD VALOREM TAXES	$ 17,360,904.00	$ 18,755,920.00	$ 18,647,920.00	$ 20,201,931.00	$ 20,792,130.02	$ 21,349,546.99	$ 21,905,606.77	$ 22,449,755.06
SALES TAXES	$ 9,061,685.00	$ 9,055,000.00	$ 9,520,000.00	$ 9,990,000.00	$ 10,388,200.00	$ 10,802,286.00	$ 11,232,892.00	$ 11,680,678.00
FRANCHISE FEES	$ 2,448,282.00	$ 2,491,991.00	$ 2,540,014.00	$ 2,714,940.00	$ 2,714,940.00	$ 2,714,940.00	$ 2,714,940.00	$ 2,714,940.00
LICENSES AND PERMITS	$ 1,036,671.00	$ 1,016,200.00	$ 958,000.00	$ 935,750.00	$ 914,016.00	$ 923,156.00	$ 932,387.00	$ 941,710.00
FINES AND FORFEITURES	$ 1,156,818.00	$ 1,230,000.00	$ 1,140,000.00	$ 1,210,752.00	$ 1,210,752.00	$ 1,210,752.00	$ 1,210,752.00	$ 1,210,752.00
INTEREST	$ 229,747.00	$ 299,999.00	$ 373,393.00	$ 400,000.00	$ 400,000.00	$ 400,000.00	$ 400,000.00	$ 400,000.00
MISCELLANEOUS	$ 2,763,068.00	$ 2,116,712.00	$ 2,731,200.00	$ 2,529,042.00	$ 2,604,913.26	$ 2,683,060.66	$ 2,763,552.48	$ 2,846,459.05
OTHER SOURCES	$ 2,856,812.00	$ 3,092,300.00	$ 3,031,640.00	$ 3,001,800.00	$ 1,951,066.88	$ 2,023,214.61	$ 2,083,713.82	$ 2,167,133.76
TOTAL REVENUES	$ 36,913,987.00	$ 38,058,122.00	$ 38,942,167.00	$ 40,984,215.00	$ 40,976,018.16	$ 42,106,956.26	$ 43,243,844.08	$ 44,411,427.87
EXPENDITURES								
PERSONNEL SERVICES	$ 24,797,767.00	$ 27,500,133.00	$ 27,918,871.00	$ 29,693,908.00	$ 30,287,786.16	$ 30,893,541.88	$ 31,511,412.72	$ 32,141,640.98
MATERIALS AND SUPPLIES	$ 1,069,501.00	$ 1,211,902.00	$ 1,216,723.00	$ 1,205,841.00	$ 1,229,957.82	$ 1,254,556.98	$ 1,279,648.12	$ 1,305,241.08
PURCHASED SERVICES & INVENTORY	$ 5,203,280.00	$ 3,528,195.00	$ 3,546,214.00	$ 3,667,352.00	$ 3,740,699.04	$ 3,815,513.02	$ 3,891,823.28	$ 3,969,659.75
MAINTENANCE AND REPAIR	$ 2,027,852.00	$ 2,331,497.00	$ 2,532,977.00	$ 2,224,955.00	$ 2,269,454.10	$ 2,314,843.18	$ 2,361,140.05	$ 2,408,362.85
OTHER EXPENDITURES	$ 3,481,183.00	$ 3,461,881.00	$ 3,515,970.00	$ 3,742,296.00	$ 3,817,141.92	$ 3,893,484.76	$ 3,971,354.45	$ 4,050,781.54
CAPITAL OUTLAY	$ 322,223.00	$ 249,002.00	$ 323,966.00	$ 438,684.00	$ 312,567.00	$ 321,944.00	$ 331,602.00	$ 341,550.00
TOTAL EXPENDITURES	$ 36,901,806.00	$ 38,282,610.00	$ 39,054,721.00	$ 40,973,036.00	$ 41,657,606.04	$ 42,493,883.82	$ 43,346,980.62	$ 44,217,236.19
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	$ 12,181.00	$ (224,488.00)	$ (112,554.00)	$ 11,179.00	$ (681,587.88)	$ (386,927.56)	$ (103,136.54)	$ 194,191.68
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	$ 8,922,995.00	$ 8,698,507.00	$ 8,810,441.00	$ 8,821,620.00	$ 8,140,032.12	$ 7,753,104.55	$ 7,649,968.01	$ 7,844,159.69

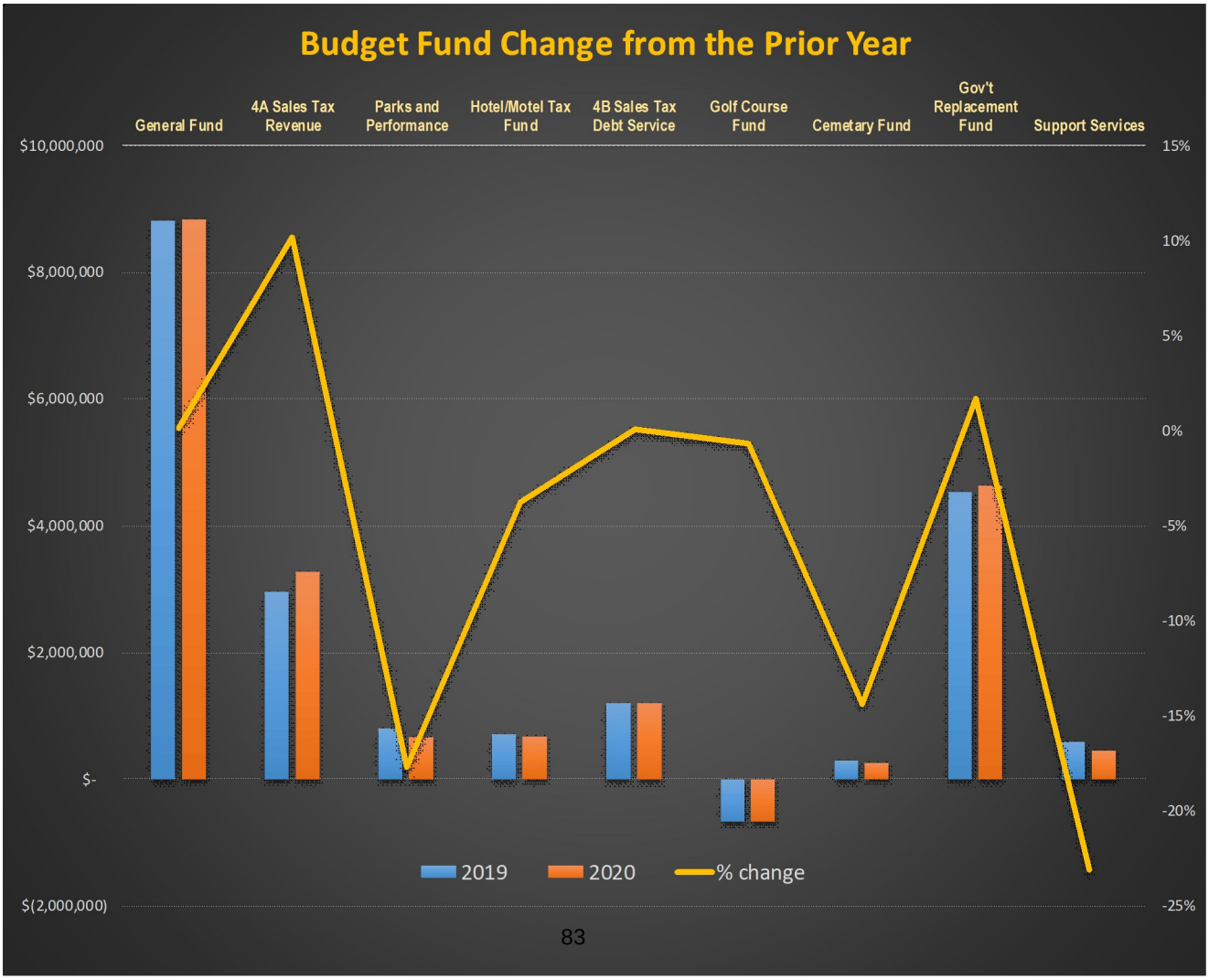
EXPLANATION OF CHANGES IN FUND BALANCE GREATER THAN 10%

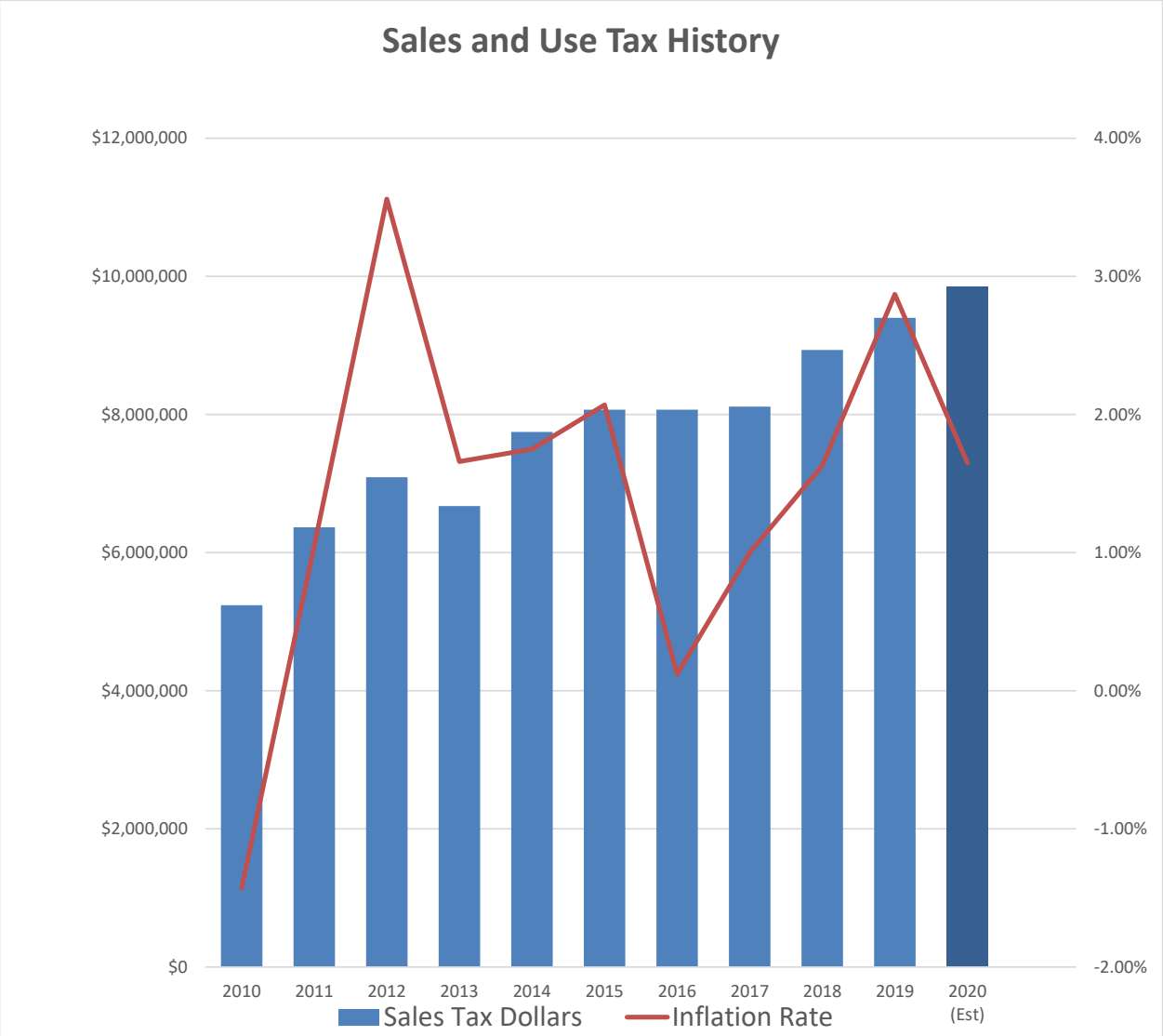
4A SALES TAX REVENUE FUND: The 2019 fund balance at the end of the 2020 fiscal year is projected to be about 10% more than $300,000 in prior year primarily due increased sales tax expected to be collection due to a strong econo-my and growth.

SUPPORT SERVICE FUND – The 2020 fund balance for this fund is projected to decrease by $135,000, 23%. The city contributes the amount of replacement cost of its equipment evenly overtime while charging full, one-time expense as replacement is needed. The ef-fects tend to be steady increase most years and with the oc-casional big decrease in other years.

CEMETARY FUND – The 2020 fund balance for this fund is projected to decrease by $40,000, 14%. The cost of maintenance expense and a one-time pinning project are the primary reasons.

PARK PERFORMANCE FUND – The 2020 fund balance for this fund is project-ed to decrease by $140,000, or 18%. This fund is made up of three main depart-ments, the BRiCk, Athletic Fields, and Russell Farms. And although each of the programs do generate revenue, the 4B is expected to contribute $1.5 to help sus-tain the funds. In addition, $90,000 is a one-time cost to renovate parts of the BRiCk and the maintenance budget in-creased by $30,000.





Source: June's yearly rate each use for the Historical Annual US Infation 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 $0.2094/$100 of assessed valuation. The rate did not change this year.

Revised Projection 5-Year Plan 2019-2023

10/21/19

		YEAR	2019	2020	2021	2022	2023	TOTAL
		Bond Capacity 20	$ 8,038,732	$ 8,606,619	$ 10,167,269	$ 4,129,774	$ 4,183,626	**$ 35,126,020**
		Bond Capacity 10yr		$ 700,000				
		Issuance Cost		$ 93,066	$ 101,673	$ 41,298	$ 41,836	**$ 277,873**
		Expenses	$ 8,012,286	$ 8,749,623	$ 8,602,539	$ 4,320,911	$ 4,639,081	**$ 34,324,440**
		Balance	$26,446	$ 556,996	$1,564,730	($191,137)	($455,455)	**$ 1,501,580**
Project	**Description**	**Est. Cost**	**2019**	**2020**	**2021**	**2022**	**2023**	**TOTAL**
174/Wilshire Widening	Local match; widen to 3 lanes from Elk to Hulen	$ 1,200,000	$ 1,200,000					$ 1,200,000
174/Wilshire @ Hidden Creek	Widen for dual lefts by adding dedicated rt turn at Walgreens	$ 750,000	$ 150,000	$ 600,000				$ 750,000
174/Wilshire @ Renfro	Right Turn to EB SH 174; allows for dedicated left; thru left; thru; and dedicated right; 174 to Alsbury; 2 lanes NB (cut out of current project)	$ 1,400,000	$ 377,285	$ 1,022,715				$ 1,400,000
174/Wilshire at Gardens/ Summercrest	Widen Gardens on SB side; right turn lane to SB 174	$ 1,000,000	$ 250,000	$ 750,000				$ 1,000,000
Alsbury @ John Jones	Add turn lanes: (1) Rt from NB JJ to EB Als, and (2) Rt from WB Als to NB JJ	$ 900,000	$ 180,000	$ 720,000				$ 900,000
Animal Shelter Expansion	The animal shelter will be expanded by approximately 1,250 sq. ft. to provide an isolation area for sick or injured animals. $448/sqft	$ 560,000	$ 560,000					$ 560,000
Annual Sidewalk	75% new; 25% maintenance ($100k/yr for 5)	$ 500,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
Annual Street Rehab	Various ($825K/yr for 5)	$ 4,125,000	$ 825,000	$ 825,000	$ 825,000	$ 825,000	$ 825,000	$ 4,125,000
Arrowood Extension	BISD Kerr to Plantation (thru Sherrod)	$ 1,000,000				$ 1,000,000		$ 1,000,000
Candler Drive	Alsbury to Hulen	$ 1,800,000	$ 1,800,000					$ 1,800,000
Hurst Road Extension	Realignment to West with Traffic Circle at Hurst; address safety concerns	$ 3,180,000				$ 652,000	$ 2,528,000	$ 3,180,000
I35W Street Lighting	Briar Oaks to Bethesda	$ 550,000		$ 550,000				$ 550,000
Data/Network Center	Relocate all network servers from Finance to old EOC to a more secure environment; part of our Disaster Preparedness Plan; speciliazed HVAC and fire suppression; raised flooring	$ 275,000			$ 275,000			$ 275,000
Property Acquisition	*ROW VARIOUS & Funds for Purchase of Flood Prone Properties (16 homes w/ CAD Mkt Value of $3.0 M: Town Creek, Newton, Warren); annual*	*$ 657,297*		*$ 187,288*	*$ 156,860*	*$ 109,586*	*$ 203,563*	*$ 657,297*
Traffic Signal Improvements	Various; TBD by Signal Master Plan (underway)	$ 1,000,000	$ 200,000	$ 800,000				$ 1,000,000
West Hulen Ph 1	174 to Candler	$ 8,100,000	$ 1,620,000		$ 6,480,000			$ 8,100,000
Westside Linkage to 121 ROW ONLY	CR 1021 extension to south of CR913; ROW only	$ 3,321,270	$ 750,001	$ 873,554	$ 664,007	$ 93,027	$ 940,681	$ 3,321,270
Wicker Hill Road	174 to Greenridge; reconstruct and widen to 30ft; future JISD Ele.	$ 2,000,000		$ 500,000		$ 1,500,000		$ 2,000,000
Hidden Vistas Signal	Trafficsignal at HCP and Hiddden Vistas Blvd	$ 250,000		$ 300,000				$ 300,000
BHS Sidewalk	Sidewalk	$ 250,000		$ 350,000				$ 350,000
MTP Update	Master Thoroughfare Plan update	$ 180,000		$ 250,000				$ 250,000
Fire Truck	Fire Truck	$ 700,000		$ 700,000				$ 700,000
Fire Station 2	FS2 Owner representation and hardened space	$ 100,000		$ 128,000				$ 128,000
			2019	2020	2021	2022	2023	
TOTAL		$ 33,798,567	$ 8,012,286	$ 8,656,557	$ 8,500,867	$ 4,279,613	$ 4,597,244	**$ 34,046,567**

FINANCING ALTERNATIVES CURRENTLY IN USE BY THE CITY OF BURLESON

Types of Financing	Applications	Positive Points	Negative Points
Pay as You Go-Current Operating Revenues			
Financing capital purchases out of current revenues during the life of the project.	Recurring expenses (vehicles) or small projects	No interest or issuance costs; lesser demands on management's time and shorter time period necessary to initiate projects	Not normally feasible for larger projects;possibly slower completion of projects; current users paying to benefit future users.
General Obligation Bonds			
Faith and credit financings requiring preparation of offering statements and bond ratings.	Medium and large projects	Lowest interest rate, flexible terms;no restrictive covenants involved;requires voter approval confirming public support.	Issuance costs higher than short term type of financing, but lower than revenue bonds;requires time and expense for voter approval.
Revenue Bonds			
Pledge of designated future revenues; requires preparation of complex offering statements, bond ratings and feasibility studies.	Large projects	Not faith and credit pledged; voter approval not required.	High interest and issuance costs; restrictive covenants involved; evidence of public support not obtained.
Combination Tax & Revenue Certificates of Obligations			
Direct obligations of the City, payable from the levy and collection of a direct and continuing ad valorem tax. May also be secured by a limited pledge of surplus net revenues of the City.	Large projects	Not faith and credit pledged; voter approval not required.	Higher interest and issuance cost; restrictive covenants involved; evidence of public support not obtained.

CITY OF BURLESON
GENERAL LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2019

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2020	4,256,423	2,637,854	6,894,277
2021	4,503,771	2,400,540	6,904,310
2022	4,424,991	2,232,682	6,657,673
2023	4,776,741	2,049,084	6,825,825
2024	5,137,391	1,843,399	6,980,789
2025	5,423,603	1,623,997	7,047,600
2026	4,701,545	1,402,436	6,103,980
2027	4,468,971	1,190,891	5,659,862
2028	4,078,971	997,660	5,076,631
2029	2,993,824	849,732	3,843,556
2030	3,108,824	728,157	3,836,981
2031	2,621,251	610,406	3,231,657
2032	2,736,251	502,175	3,238,426
2033	2,800,000	393,966	3,193,966
2034	2,915,000	283,866	3,198,866
2035	2,195,000	191,963	2,386,963
2036	1,820,000	125,278	1,945,278
2037	1,360,000	72,031	1,432,031
2038	1,055,000	32,800	1,087,800
2039	520,000	7,800	527,800
TOTAL	$ 65,897,554	$ 20,176,714	$ 86,074,268

BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2019

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
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
TOTAL	$ 15,699,302	$ 3,397,719	$ 19,097,021

BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORTATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2019

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
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
2036	150,000	3,000	153,000
TOTAL	$ 12,435,000	$ 3,187,913	$ 15,622,913

CITY OF BURLESON
WATER AND WASTEWATER
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2019

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2020	4,015,000	2,258,801	6,273,801
2021	4,095,000	2,068,231	6,163,231
2022	4,220,000	1,916,631	6,136,631
2023	4,395,000	1,747,356	6,142,356
2024	4,595,000	1,559,975	6,154,975
2025	4,330,000	1,369,109	5,699,109
2026	4,005,000	1,186,913	5,191,913
2027	3,625,000	1,020,184	4,645,184
2028	2,980,000	878,719	3,858,719
2029	2,775,000	763,725	3,538,725
2030	2,895,000	653,809	3,548,809
2031	3,015,000	536,063	3,551,063
2032	2,595,000	426,794	3,021,794
2033	2,380,000	334,506	2,714,506
2034	2,320,000	247,903	2,567,903
2035	1,985,000	172,153	2,157,153
2036	1,695,000	110,688	1,805,688
2037	1,325,000	50,056	1,375,056
2038	865,000	23,675	888,675
2039	310,000	4,650	314,650
TOTAL	$ 58,420,000	$ 17,329,942	$ 75,749,942

CITY OF BURLESON
HIDDEN CREEK GOLF COURSE
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2019

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
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	$ 1,978,144	$ 248,879	$ 2,227,023

DETAILED DEPARTMENTAL BUDGETED FTEs

Fund/ Dept#	Department	FY 2018	FY 2019		FY 2020	DIFFERENCE	EXPLANATION
001-1011	City Manager	4	4		3	**-1**	**Eliminated one Deputy Director position & moved Assistant to the City Manager to Economic Development**
001-1015	Human Resources	4	4		4	**0**	
001-1016	Legal Services	1	1		1	**0**	
001-1017	Communications	2	2.5		3	**0.5**	**Communications & Design Coordinator moved from PT to FT**
001-1411	City Secretary	4	4		4	**0**	
001-1413	Records	1	1		1	**0**	
001-1415	Judicial	2	0		0	**0**	
001-1611	Library	11	11		11	**0**	
001-2011	Finance	8	9		9	**0**	
001-2013	Support Services	1	1		1	**0**	
001-2014	Purchasing	1	1		1	**0**	
001-3011	Police	85.5	94	*	99	**5**	**Added a Police Records Clerk & Victim Assistance Coordinator**
001-3012	Fire	47	48	**	48	**0**	
001-3013	Fire Prevention	3	2.5		4	**1.5**	**Moved Gas Well Inspector from Gas Well Development and renamed position to Engineering Inspector**
001-3014	Emergency Services	0	1		1	**0**	
001-3015	Municipal Court	4	4		4	**0**	
001-3016	Marshals	3	3		3	**0**	
001-4011	Public Works Admininstration	6	6		6	**0**	
001-4016	Facilities	5	5		5	**0**	
001-4017	Street	11	11		14	**3**	**Added Street Crewleader and two Street Workers**
001-4018	Street Drainage	4	4		4	**0**	
001-4019	Street Traffic Maintance	2	2		2	**0**	
001-4511	Neighborhood Services	2	2		2	**0**	
001-4514	Animal Services	5.5	5.5		6	**0.5**	**A PT employee is to be FT in 2020**
001-4515	Environmental Services	2	2		3	**1**	**Added Health Inspector position**
001-5010	Development Services	2.5	4		4	**0**	
001-5011	Community Development	4	5		4	**-1**	**Moved Sr. Parks Planner mid-year 2019 from Parks Maint. & eliminated position for FY 2020**
001-5012	Bldg Inspections	7	7		7	**0**	

DETAILED DEPARTMENTAL BUDGETED FTEs

Fund/ Dept#	Department	FY 2018	FY 2019	FY 2020	DIFFERENCE	EXPLANATION
001-5013	Code Compliance	3	3	3	**0**	
001-5511	Engineering - Capital	7.34	8	9	**1**	**Split allocations of Engineering Director & Coordinator & Gas Well Supervisor position moved from Gas Well Development**
001-5512	Engineering - Development	0.93	0	0	**0**	
001-5513	Gas Well Development	2.73	3	0	**-3**	**Split allocations of Engineering Director & Coordinator & Gas Well Supervisor position moved to Engineering Capital, Gas Well Inspector moved to Fire Prevention**
001-6011	Parks/Recreation	2	2	2	**0**	
001-6012	Recreation	1	1	1	**0**	
001-6013	Park Maint	13.2	12	12	**0**	
001-6015	Senior Citizen Center	2.92	3	3	**0**	
110-1014	Economic Development	2.5	2	2	**0**	
116-6017	BRiCk	36.27	37	37	**0**	
116-6018	Athletic Fields	9	9	9	**0**	
116-6019	Russell Farm	1	1.5	1.5	**0**	
401-2041	Utility Billings	8	8	8	**0**	
401-4013	Solid Waste	1	1	0	**-1**	**Closing the Recycling Center**
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	9	9	**0**	
		378.72	391.33	397.83	**6.5**	**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 Year 2019- 2020

1.Create a Traffic Safety Committee to discuss safety concerns, evaluate accident data and identify areas that need improvements .
2.Begin dialogue with Tarrant Regional Transportation Coalition and regional partners to outline options to
3.Develop a Capital Improvements Program identifying key projects and funding sources that allows for comprehensive prioritization of city-wide proposed projects.
4.Establish quarterly meetings with Joshua ISD representatives to discuss common issues and areas for partnerships.
5.Explore options with area education institutions to improve access to higher education within the city limits.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	812,250	877,560	1,211,569	659,372
Materials & Supplies	885	1,200	3,692	1,200
Operating Expenditures	2,390	4,576	4,576	4,576
Maintenance & Repair				
Other Expenditures	22,384	25,456	25,456	25,804
Capital Outlay				
Total	**837,909**	**908,792**	**1,245,293**	**690,952**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
City Manager	1	1	1	1
Deputy City Manager	2	2	1	1
Executive Assistant	1	1	1	1
Assistant to City Manager	0	0	0	0
TOTAL PERSONNEL	**4**	**4**	**4**	**3**

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:

To provide effective and timely recruitment of qualified and diverse applicants to fill vacant positions.

Reduce number of voluntary terminations

To monitor changes that may impact industry related wages, total compensation, and benefits striving for a competitive place in the market.

To review the benefits program (health, dental, life, ancillary coverage), and make changes where required to meet the need and the budget.

To streamline recordkeeping and internal procedures in an effort to be more efficient and cost effective

Objectives for Fiscal Years 2019-2020:

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

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	527,664	487,330	488,436	475,746
Materials & Supplies	17,641	26,025	26,025	31,025
Operating Expenditures	53,067	25,600	40,600	20,700
Maintenance & Repair				
Other Expenditures	25,212	37,225	37,225	35,848
Capital Outlay				
Total	**623,584**	**576,180**	**592,286**	**563,319**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 GOAL	2018-2019 ESTIMATE	2019-2020 GOAL
Director of Human Resources	1	1	1	1
Human Resources Generalist I	1	1	1	1
Human Resources Generalist II	1	1	1	1
Benefits Manager	1	1	1	1
TOTAL	**4**	**4**	**4**	**4**

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, City Cable Channel, videos and the creation of marketing content. 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 2019-2020:
1. City-wide rebranding.
2. Determine key city initiatives for each year with city council and city administration.
3. Develop and communicate city-wide strategic initiatives.
4. Create engaging video content to be used on city's YouTube, Cable Channel and other social media accounts

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
	265,015	294,198	298,303	346,908
Materials & Supplies	2,459	2,600	2,600	2,600
Operating Expenditures	17,387	65,835	69,775	14,835
Maintenance & Repair				
Other Expenditures	7,470	10,160	10,160	14,437
Capital Outlay				
Total	**292,331**	**372,793**	**380,838**	**378,780**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 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-PT	0	0.5	0.5	0
Communication and Design Assistant-FT	0	0	0	1
TOTAL PERSONNEL	**2**	**2.5**	**2.5**	**3.0**

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 2019-2020:

1. Continue to enhance and promote direct portals of communication for citizens to interact with City Council through Connect with Council expansion in various locations, groups and community events.
2. Full upgrade and seamless implementation of Upland Software (Electronic Content Management) from current Optiview.
3. Evaluation and implementation of stream lined processes for City Boards & Commissions applications, tracking, communication and training.
4. Successfully execute city elections for Mayor as well as Council Places 2, 4, and 6 while strictly adhering to state law and the city charter.
5. Continue to grow the city's community initiatives through event participation, marketing and partnerships in the community.
6. Continue to support and promote a greater community wide public awareness of safety, wellness and health in the community by focusing on Be Healthy Burleson's most successful core programs.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	484,118	502,169	498,081	519,943
Materials & Supplies	1,337	1,700	1,500	1,700
Operating Expenditures	6,686	14,600	15,000	14,600
Maintenance & Repair				
Other Expenditures	137,998	146,767	152,267	148,845
Capital Outlay				
Total	**630,139**	**665,236**	**666,848**	**685,088**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Community Initiatives Manager	1	1	1	1
Community Initiatives Coordinator	0	1	1	1
Assistant to the City Council	1	0	0	0
TOTAL PERSONNEL	**4**	**4**	**4**	**4**

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 ensure reliable storage and retrieval of official records.
4. To utilize technology when possible to fulfill these tasks.

Objectives for Fiscal Year 2019-2020:

1. Full upgrade and seamless implementation of Upland Software (Electronic Content Management) from current Optiview.
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. Continue to create new, innovative ways to educate, evaluate and support departments in municipal records knowledge, training, retention, operations, and best practices.
4. Evaluate and update electronic records content management system end user training program to include new ECM software.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	77,540	81,554	86,402	81,471
Materials & Supplies	397	1,500	2,000	1,500
Operating Expenditures	15,630	18,700	12,100	18,700
Maintenance & Repair				
Other Expenditures				
Capital Outlay				41,236
Total	**93,567**	**101,754**	**100,502**	**142,907**

AUTHORIZED POSITIONS		2017-2018 ACTUAL		2018-2019 BUDGET		2018-2019 ESTIMATE		2019-2020 BUDGET
Records & Information Specialist		1		1		1		1
TOTAL PERSONNEL		**1**		**1**		**1**		**1**

KEEP BURLESON BEAUTIFUL



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.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Materials & Supplies	2,165	450	1,000	450
Operating Expenditures	33,376	90,480	90,480	90,480
Maintenance & Repair				
Other Expenditures	3,245	3,245	3,245	7,134
Capital Outlay				
Total	**106,501**	**102,525**	**100,625**	**106,414**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Municipal Court Judge		0	0	0
Municipal Court Associate Judge (Part-time-2)	2	0	0	0
Red Light Camera Judge		0	0	0
TOTAL PERSONNEL	**2**	**0**	**0**	**0**

*Moved to Contractor status

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 library user patterns and market penetration. Develop a Library Master Plan that is relevant to a rapidly growing community.
2. Continue expansion of digital and downloadable content to meet growing demand.
3. Continue to develop joint programs with other City departments and organizations to maximize program space.

Objectives for Fiscal Years 2019-2020:

1. To gather segmented user data, learn more about the market and create a strategic pathway for future planning.
2. To ensure that library collections, programs and services continue to be life-relevant and support our mission.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	665,484	714,355	696,045	710,048
Materials & Supplies	167,865	149,830	158,661	155,857
Operating Expenditures	107,179	115,363	107,918	110,334
Maintenance & Repair			1,720	
Other Expenditures	302,954	332,473	332,473	335,291
Capital Outlay			36,167	
Total	**1,243,482**	**1,312,021**	**1,332,984**	**1,311,530**



AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Library Deputy Director	1	1	1	1
Community Engagement Librarian	1	1	1	1
Youth Services Librarian	1	1	1	1
Library Circulation Supervisor	1	1	1	1
Educational Development Manager	1	1	1	1
Library Program Specialist (PT)	1.5	1.5	1.5	1.5
Library Reference Assistant (PT)	0.5	0.5	0.5	0.5
Library Aide II (PT)	0.5	0.5	0.5	0.5
Library Aide I (PT)	3	3	3	3
Sr. Administrative Secretary	0.8	0.8	0.8	0.8
TOTAL PERSONNEL	**11.3**	**11.3**	**11.3**	**11.3**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 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 2019-2020:

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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	36,329	47,000	46,999	47,000
Materials & Supplies	1,289	4,350	2,350	2,350
Operating Expenditures		1,000	500	500
Maintenance & Repair				
Other Expenditures	10,471			
Capital Outlay				
Total	**48,089**	**52,350**	**49,849**	**49,850**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
TOTAL PERSONNEL				

* Educational Development Manager included in Dept. 1611

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 2020-2021:

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 2019.
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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Materials & Supplies	6,466	5,254	5,105	3,327
Operating Expenditures	159,282	175,195	187,641	181,516
Maintenance & Repair				
Other Expenditures	57,404	56,627	56,814	62,668
Capital Outlay				
Total	**1,069,830**	**1,195,861**	**1,199,351**	**1,267,313**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 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
Accounting Technician	1	1	1	1
Budget/Financial Analyst	0	0.5	0.5	1
TOTAL PERSONNEL	**8**	**8.5**	**8.5**	**9**

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 2019-2020:

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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Materials & Supplies	31,887	41,700	41,000	41,200
Operating Expenditures	22,402	21,044	23,865	24,753
Maintenance & Repair	37,176	51,120	48,089	48,089
Other Expenditures	13,895	16,947	16,947	16,625
Capital Outlay				
Total	**157,464**	**193,177**	**189,088**	**193,091**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Receptionist	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

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 2019-2020:

1. Provide a minimum of two procurement training sessions and one P-Card 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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Materials & Supplies	161	500	450	500
Operating Expenditures		400	400	400
Maintenance & Repair				
Other Expenditures	4,808	4,062	4,062	4,134
Capital Outlay				
Total	**91,588**	**102,507**	**102,264**	**104,444**
AUTHORIZED POSITIONS	**2017-2018 ACTUAL**	**2018-2019 BUDGET**	**2018-2019 ESTIMATE**	**2019-2020 BUDGET**
Purchasing Manager	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

POLICE DEPARTMENT

PUBLIC SAFETY

Mission Statement:
The Burleson 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 Burleson. 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 workload throughout the department.
8. Conduct bi-weekly police administrative communications meeting.
9. Conducted GIS-based police analysis of both crime and traffic.
10. Commit to regularly reviewing the department's staffing.

Objectives for Fiscal Years 2019-2020:
1. Inform the public of our commitment to community policing through multiple partnerships.
2. Provide on-going in-service community policing training.
3. Continue to use multiple social media platforms and Crime Stoppers.
4. Reward positive behavior and immediately correct behavior that does not meet our mission and values.
5. Evaluate call distribution among districts.
6. Continue to utilize our Citizens on Patrol program.
7. Increase the number of citizens participating in the Citizens Police Academy and Citizens on Patrol Programs.
8. Continue to attend Mayor's Youth Council meetings and discuss issues relevant to public safety.
9. Use the analyst position to provide timely crime and operations analysis.
10. Develop the research capabilities of various sections within each division to provide timely data to police administration.
11. Attempt to keep officers assigned to patrol districts, in there patrol districts.
12. 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.
13. Perform reviews to identify patrol demands.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Materials & Supplies	387,560	498,059	485,952	477,355
Operating Expenditures	394,165	357,304	364,175	403,105
Maintenance & Repair	93,858	98,105	98,105	101,105
Other Expenditures	1,010,551	1,182,751	1,182,751	1,398,052
Capital Outlay	39,830	8,050	8,050	
Total	**10,290,292**	**10,926,919**	**11,122,050**	**12,432,403**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Chief of Police	1	1	1	1
Deputy Chief	1	1	1	1
Captain	2	2	2	2
Sergeant	9	10	10	11
Police Officer & Recruits	51	55	55	58
Police Analyst	1	1	1	1
Supervisor - Records	1	1	1	1
Records Clerk	1.5	2	2	2
Pub. Safety Communications Supervisor	1	1	1	1
Lead Pub. Safety Communications Specialist	1	1	1	1
Records Coordinator	1	1	1	1
Pub. Safety Communications Specialist	10	13	13	13
Pub. Safety Communications Specialist (PT)	0	0	1	1
Sr. Administrative Assistant	1	1	1	1
Property Room Coordinator	1	1	1	1
Victim Assistance Coordinator (Part-time)	1	1	1	1
Accreditation Manager	1	1	1	1
Criminal Investigations Clerk	1	1	1	1
TOTAL PERSONNEL	**85.5**	**94**	**95**	**99**



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 2019-2020:

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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	4,738,613	5,551,218	5,528,724	6,354,833
Materials & Supplies	194,992	202,300	202,402	200,186
Operating Expenditures	157,639	177,797	181,186	182,083
Maintenance & Repair	75,459	155,309	135,576	156,755
Other Expenditures	277,945	262,056	282,056	228,963
Capital Outlay	100,431	159,770	159,787	99,961
Total	**5,545,079**	**6,508,450**	**6,489,731**	**7,222,781**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Fire Chief	1	1	1	1
Assistant Chief	1	1	1	1
Battalion Chief	4	4	4	4
Lieutenant	9	9	9	9
Apparatus Operator	9	9	9	9
Fire Fighter	23	24	24	24
Sr. Administrative Secretary	0	0.5	0.5	1
TOTAL PERSONNEL	**47**	**48.5**	**48.5**	**49**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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.

Objectives for Fiscal Years 2019-2020:

1. To inspect 100% of the commercial, industrial, mercantile and institutional buildings to locate and remove
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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	432,034	445,596	447,126	544,508
Materials & Supplies	10,142	13,260	14,269	14,671
Operating Expenditures	29,088	31,682	34,288	33,731
Maintenance & Repair	7,130	7,590	7,590	7,500
Other Expenditures	96,752	110,349	110,349	124,463
Capital Outlay				
Total	**575,146**	**608,477**	**613,622**	**724,873**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Director of Fire Prevention	1	1	0	0
Fire Marshal	0	0	1	1
Fire Inspector/Investigator	2	2	2	2
Engineering Inspector				1
TOTAL PERSONNEL	**3**	**3**	**3**	**4**

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
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 2019-2020:
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.
4. Review and update Emergency Operations plan.
5. Open new Emergency Operations Center.
6. Improve community preparedness, resilience, and warning systems.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	1,326	101,540	78,993	132,233
Materials & Supplies	5,743	11,350	9,556	11,750
Operating Expenditures	30,543	34,173	32,885	32,573
Maintenance & Repair	17,801	18,450	18,450	18,450
Other Expenditures	45,801	89,560	112,560	55,634
Capital Outlay			33,000	
Total	**101,214**	**255,073**	**285,444**	**250,640**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Emergency Operations Coordinator	0	1	0	0
Emergency Operations Manager	0	0	1	1
TOTAL PERSONNEL	**0**	**1**	**1**	**1**

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. Providing impartial administration of justice with exceptional customer service while building trust and confidence with the public.

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 the Clerk of the Court (Manager), Juvenile Case Manager/Deputy Court Clerk and two Deputy Court Clerks.

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 utilize court technology for optimum performance and customer service
4. To provide efficient docketing of cases for adjudication

Objectives for Fiscal Years 2019-2020:

1. Redesign of court phone tree to avoid customers in phone loop
2. Audit all warrants - implement process for Yearly & Monthly warrant audits
3. Technology enhancement to Court Software
4. Update Clerk handbook - Book II Detailed Court Processes (Training Manual)

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	238,593	274,194	243,866	258,932
Materials & Supplies	6,187	6,400	7,700	6,400
Operating Expenditures	32,061	33,850	25,816	29,225
Maintenance & Repair				
Other Expenditures	38,150	74,942	74,942	78,021
Capital Outlay				
Total	**314,991**	**389,386**	**352,324**	**372,578**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Clerk of the Court (Manager)	1	1	1	1
Sr. Deputy Court Clerk			1	1
Deputy Court Clerk	2	2	1	1
Juvenile Case Manager/DCC	1	1	1	1
TOTAL PERSONNEL	**4**	**4**	**4**	**4**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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. Continue to enhance the efficiency of our warrant service process and provide increased security measures for the court, court facility and court staff via training scenarios.

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 2019-2020:

1. Continue to work with the Judge to enhance and update security protocols and security committee objectives
2. Participate in joint training classes with Johnson County S.O., BPD and other surrounding departments.
3. Work with IT to add a mapping layer to assist with warrant service locations both local and surrounding cities.
4. Continue to work with and support the Mayors Youth Council as a law enforcement liaison.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	278,784	297,831	269,789	280,767
Materials & Supplies	16,482	10,625	11,550	10,625
Operating Expenditures	9,590	14,071	11,471	11,725
Maintenance & Repair	430	4,481	4,481	4,481
Other Expenditures	58,891	66,448	66,448	74,679
Capital Outlay				
Total	**364,177**	**393,456**	**363,739**	**382,277**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
City Marshal	1	1	1	1
Deputy City Marshal	2	2	2	2
TOTAL PERSONNEL	**3**	**3**	**3**	**3**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 2019-2020:

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	2017-18 ACTUAL	2017-18 ESTIMATE	2018-19 BUDGET	2019-20 BUDGET
Personnel Services	715,088	748,849	755,311	754,946
Materials & Supplies	2,745	2,298	1,150	2,298
Operating Expenditures	10,967	9,475	9,340	10,025
Maintenance & Repair		439	236	439
Other Expenditures	21,471	15,506	15,506	15,784
Capital Outlay				
Total	**750,271**	**776,567**	**781,543**	**783,492**



AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019 -2020 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**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 Annex's, Hidden Creek Golf Complex, and Hill College/Texas Weslyan 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 2019-2020:

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	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET	2019-20 BUDGET
Personnel Services	392,322	400,373	401,328	394,773
Materials & Supplies	30,271	38,193	38,193	38,193
Operating Expenditures	116,557	133,746	134,186	134,272
Maintenance & Repair	338,495	244,745	334,748	244,745
Other Expenditures	27,495	18,559	18,559	18,548
Capital Outlay	97,860			
Total	**1,003,000**	**835,616**	**927,014**	**830,531**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019 -2020 BUDGET
Facility Maintenance Tech I, II and III	4	4	4	4
Facilities Operations Superintendent	1	1	1	1
TOTAL PERSONNEL	**5**	**5**	**5**	**5**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

STREETS PAVEMENT

PUBLIC WORKS

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

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

MAJOR GOALS & OBJECTIVES

Major Goals:
1. Protect the investment in public streets through adequate repair and preventive maintenance ensuring maximum pavement life.
2. Maintain an ongoing comprehensive concrete pavement repair and replacement program.
3. Continue to look for ways to provide pavement maintenance programs that are both effective and efficient in order to provide the best possible stewardship of public funds.

Objectives for Fiscal Years 2019-2020:
1. Maintain an average Pavement Condition Index (PCI) of 7 or greater
   *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 (12,000 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 every two years via contract and calculate average PCI.
6. Prioritize sidewalk repair projects to facilitate proactive maintenance program.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	649,682	746,938	761,090	930,173
Materials & Supplies	17,740	19,109	19,081	22,429
Operating Expenditures	412,173	419,325	422,543	472,268
Maintenance & Repair	1,061,904	1,269,712	1,359,271	1,133,737
Other Expenditures	412,894	275,407	275,407	283,403
Capital Outlay	15,733			243,866
Total	**2,570,126**	**2,730,491**	**2,837,392**	**3,085,876**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019 -2020 BUDGET
Operations Superintendent - Street	1	1	1	1
Street Maintenance Senior Crew Leader	1	1	1	1
Street Maintenance Crew Leader	1	1	1	4
Street Equipment Operator	2	2	2	2
Street Maintenance Worker I and II	6	6	6	6
TOTAL PERSONNEL	**11**	**11**	**11**	**14**

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 twice annual chemical growth control application via contract.

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 2019-2020:
1. 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).
2. Update drainage outfall inventory annually, recalculate number of outfall points and map on storm water map.
3. Perform 25,000 linear feet of drainage channel maintenance including slope and outfall grading.
4. Perform minor storm sewer repairs as needed.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	209,236	235,109	248,314	251,110
Materials & Supplies	6,422	4,129	4,129	4,129
Operating Expenditures	10,355	10,734	10,632	10,006
Maintenance & Repair	52,954	63,584	90,584	63,584
Other Expenditures	127,584	83,226	83,226	82,244
Capital Outlay	8,559			
Total	**415,110**	**396,782**	**436,885**	**411,073**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019 -2020 BUDGET
Street Drainage Crew Leader	2	2	2	2
Street Drainage Equipment Operator	2	2	2	2
TOTAL PERSONNEL	**4**	**4**	**4**	**4**

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/traffic control 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 2019-2020:

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 within 2 hours of notification.
5. Perform annual preventative maintenance (PM) to 100% of 25 school zone flashers and update annual program for school zone flashers based on school calendar.
6. Perform full PM annually 100% of 15 signalized intersections.
7. Inspect 100% of the 15 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. Inspect all pavement markings, including school zone markings, i.e. zone bars & crosswalks annually.
11. Replace or refresh identified pavement markings from annual inspection as needed.
11. Maintain approximately 400 regulatory signs annually.
12. Install approximately 200 regulatory signs annually.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	122,044	139,310	141,080	144,878
Materials & Supplies	65,262	68,069	69,417	68,069
Operating Expenditures	4,400	3,685	4,129	3,602
Maintenance & Repair	64,312	71,681	78,126	71,681
Other Expenditures	24,610	26,422	26,422	26,616
Capital Outlay				
Total	**280,628**	**309,167**	**319,174**	**314,846**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019 -2020 BUDGET
Signal Technician	1	1	1	1
Signs & Markings Technician	1	1	1	1
TOTAL PERSONNEL	**2**	**2**	**2**	**2**

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 2019-2020:

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 to assist with the procedures for the abatement of substandard structures.
5. To assist with preparing a mock disaster for employees training.
6. To continue reviewing code of ordinances for possible amendments to meet current community needs.
7. To assist with increasing resources for Hope Program.
8. To assist with implementing Code compliance educational program to reach out to schools.
9. To assist with improved cross training with Police Department.
10. To assist with improving geographically target area program.
11. To assist with the new construction of isolation area for the shelter.
12. To assist in improving security at the animal shelter.
13. To assist with improved volunteerism for Keep Burleson Beautiful.
14. To assist with improving stormwater inspection for construction sites.
15. To assist with implementing in-house environmental inspection.
16. To assist with improved volunteer campaign at the animal shelter.
17. To implement strategic plan for Neighborhood Services Department.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	198,394	213,959	211,943	213,797
Materials & Supplies	974	684	688	684
Operating Expenditures	146	215	261	215
Maintenance & Repair				
Other Expenditures	4,545	4,599	4,599	4,671
Capital Outlay				
Total	**204,059**	**219,457**	**217,491**	**219,367**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Neighborhood Services Director	1	1	1	1
Administrative Secretary	1	1	1	1
TOTAL PERSONNEL	**2**	**2**	**2**	**2**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 acquire an adoption trailer to set up more offsite adoption opportunities for increased adoptions.
3. To continue 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 continue the free microchip program to increase animals returned to owners.
7. To increase time on patrol.

Objectives for Fiscal Years 2019-2020:

1. To reduce the number of euthanasia's over all by the construction of new isolation area.
2. To update standard operational procedures as needed.
3. To prepare a mock disaster for employee training.
4. To increase adoptions through increase offsite adoption events with adoption trailer and increase multimedia campaign.
5. To Increase return to owner from shelter and in field with the addition of full-time Kennel Technician.
6. To improve security of shelter by installing restricted public access system.
7. To increase the volunteer hours implementing a new volunteer campaign

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	366,646	388,184	389,000	385,616
Materials & Supplies	31,597	28,615	29,424	29,422
Operating Expenditures	31,954	38,793	33,570	34,608
Maintenance & Repair	16,298	3,595	3,595	3,595
Other Expenditures	38,088	45,408	45,408	42,907
Capital Outlay		11,000	11,000	
Total	**484,583**	**515,595**	**511,997**	**496,148**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Animal Services Supervisor	0	0	0	0
Animal Services Manager	1	1	1	1
Animal Control Officer	3	3	3	3
Sr. Animal Control Officer	0	0	0	0
Animal Shelter Tech	0	0.5	0.5	0.5
Animal Services Administrator	1	1	1	1
Animal Kennel Tech (part-time)	0.5	0	0	0
TOTAL PERSONNEL	**5.5**	**5.5**	**5.5**	**5.5**

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; and enforcing violations. Environmental Services responds to complaints and takes enforcement action as necessary.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To ensure the City is in compliance with local, state, and federal stormwater regulations.
2. To protect public health by effectively managing the mosquito (vector) surveillance and control program.
3. To deter illegal dumping by providing disposal alternatives such as the household hazardous waste disposal program.
4. To protect public health by regulating food establishments, on-site sewage facilities, and public and semi-public swimming pool and spas in compliance with local, state, and federal health regulations.
5. To promote a safe, clean and healthy environment by serving as the Executive Director of Keep Burleson Beautiful.
6. To provide response services at the request of PD and Fire to hazardous materials 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 2019 - 2020:

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 Divsional SOP.
6. To hire an Environmental Sanitarian to implement in- house environmental inspections for public food establishments, public pools and OSSF.
7. To educate the public on mosquito control, disease prevention, stormwater, and environmental issues.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	157,773	176,791	172,461	251,257
Materials & Supplies	3,210	3,846	3,088	5,346
Operating Expenditures	39,837	56,936	56,667	57,912
Maintenance & Repair	677	850	850	1,850
Other Expenditures	25,590	26,166	26,166	30,369
Capital Outlay				10,000
Total	**227,087**	**264,589**	**259,232**	**356,734**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Environmental Health Specialist	1	1	1	1
Mosquito Control Technician	0	0	0	0
Environmental Technician	1	1	1	1
Health Inspector	0	0	0	1
TOTAL PERSONNEL	**2**	**2**	**2**	**3**

DEVELOPMENT SERVICES

ADMINISTRATION

Mission Statement:

To encourage creative and responsible growth in a progressive community environment by supporting and managing the Planning & Engineering Division and Building Permits & Inspections Division.

Description:

The Development Services Administration Division includes the Director of Development Services, the Assistant Development Service Director, the Old Town/Development Administrator and one Administrative Assistant. The Director plans, organizes, and directs activities of the Building Inspections and Planning and Engineering Divisions. The Assistant Director is responsible for the activities of the Planning and Engineering Division and the Old Town/Development Administrator assists with department processes and organizational improvements and facilitates activities and improvements in Old Town in partnership with the Economic Development Department.

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 both divisions.
4. Maintain a respectful effective working relationships with the development community and other city departments.

Objectives for Fiscal Years 2019-2020:

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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	405,427	550,143	519,773	524,102
Materials & Supplies				
Operating Expenditures				
Maintenance & Repair				
Other Expenditures		2,188	2,188	6,099
Capital Outlay				
Total	**405,427**	**552,331**	**521,961**	**530,201**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Director of Development Services	1	1	1	1
Assistant Director of Development Services	0.5	1	1	1
Old Town/Development Administrator	0	1	1	1
Development Project Manager	0	0	0	0
Sr. Administrative Secretary	1	1	1	1
TOTAL PERSONNEL	**2.5**	**4**	**4**	**4**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

DEVELOPMENT SERVICES

PLANNING & ENGINEERING

Mission Statement:
To support creative and responsible growth in a progressive community environment by facilitatinge 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 2019-2020:
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. Implement TRAKiT (online permitting and development software.
5. Complete Subdivision Ordinance Update
6. Begin update to Design Standards Manual
7. Update development guidelines and checklists

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	305,769	424,729	343,720	408,831
Materials & Supplies	12,858	8,150	10,449	10,850
Operating Expenditures	211,275	301,140	637,115	293,559
Maintenance & Repair	1,780	2,000	3,700	2,000
Other Expenditures	53,259	55,367	55,367	60,604
Capital Outlay		6,000	5,890	
Total	**584,941**	**797,386**	**1,056,241**	**775,844**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Planner/Sr. Planner	2	2	2	2
Civil Engineer	1	1	1	1
Planning Manager	1	1	1	1
Development Project Manager (moved to 5010)	0	0	0	0
Sr Parks Planner	0	1	1	0
TOTAL PERSONNEL	**4**	**5**	**5**	**4**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 ensureing 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 2019-2020:

1. To complete review of residential building plans within 10 working days of submission; to complete review of commercial building plans within 20 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, plans examiner, 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.
7. Implement TRAKiT permit software and electronic plan reviews
8. Evaluate current processes and procedures and seek opportunities to improve them.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	550,987	596,674	612,783	602,175
Materials & Supplies	2,416	4,150	5,650	4,150
Operating Expenditures	7,035	18,179	11,217	14,097
Maintenance & Repair	4,157	3,500	3,500	2,500
Other Expenditures	42,258	49,811	49,811	54,620
Capital Outlay			5,890	
Total	**606,853**	**672,314**	**688,851**	**677,542**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Building Official	1	1	1	1
Building Inspector	2	2	2	2
Plans Examiner	1	1	1	1
Senior Building Inspector	1	1	1	1
Building Permits Specialist	2	2	2	2
TOTAL PERSONNEL	**7**	**7**	**7**	**7**

CODE COMPLIANCE

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 2019-2020:

1. To improve and increase resources for HOPE program.
2. To continue to implement and improve cross -training with Police Department.
3. To improve geographical target area program.
4. To continue Tarrant county HOME program.
5. To continue to improve efficiency by using MYGov web based software system.
6. To implement a strategic plan that priortizes neighborhoods so that can modify operations to address emerging trends, hot spots, and resident complaints.
7. To continue and improve educational program to reach out to schools.
8. To continue to update Code Enforcement website.
9. To continue reviewing code of ordinances for possible amendments to meet current community needs.
10. To continue updating SOP's.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	222,918	237,311	238,482	242,969
Materials & Supplies	4,468	2,431	2,460	2,431
Operating Expenditures	31,275	40,351	40,329	40,420
Maintenance & Repair	570	2,779	2,779	2,779
Other Expenditures	27,636	44,700	44,700	47,826
Capital Outlay				
Total	**286,867**	**327,572**	**328,750**	**336,425**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Code Compliance Officer	3	2	2	2
Senior Code Compliance Officer	0	1	1	1
TOTAL PERSONNEL	**3**	**3**	**3**	**3**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 2019-2020:

1. To complete the design and construction of the Year 4 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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-2020 BUDGET
Personal Services	378,196	356,564	430,277	476,657
Materials & Supplies	3,612	5,470	10,314	12,564
Operating Expenditures	167,190	7,447	155,622	140,229
Maintenance & Repair	3,406	2,615	2,615	2,615
Other Expenditures	67,873	70,594	70,694	86,388
Capital Outlay	0	0	0	0
TOTAL	**620,277**	**442,690**	**669,522**	**718,453**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Director of Engineering Services	0.34	1	1	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	0.27	1
Real Property Coordinator	1	1	1	1
Gass Well Supervisor				1
Financial Analyst	1	1	1	1
TOTAL PERSONNEL	**7.34**	**8.27**	**8.27**	**10**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 viablitiy of the City's long range plans to the extent possible given limited input and control over development decisions.

Objectives for Fiscal Years 2019-2020:

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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personal Services	109,307	96,616	54,275	0
Materials & Supplies	2,990	4,800	4,800	0
Operating Expenditures	124,512	111,200	146,655	0
Maintenance & Repair	0	500	0	0
Other Expenditures	15,050	16,034	16,059	0
Capital Outlay	3,000	0	0	0
TOTAL	**254,859**	**229,150**	**221,789**	**0**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Director of Engineering Services	0.33			
Engineering Tech I				
Engineering Development Coordinator	0.6			
TOTAL PERSONNEL	**0.93**	**0**	**0**	**0**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

GAS WELL DEVELOPMENT

PLANNING & ENGINEERING

Mission Statement:

To ensure 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 2019-2020:

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 futre 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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 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	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Director of Engineering Services	0.33	0.33	0.33	0
Gas Well Development Supervisor	1	1	1	0
Gas Well Development Inspector	1	1	1	0
Engineering Development Coordinator	0.4	0.4	0.4	0
TOTAL PERSONNEL	**2.73**	**2.73**	**2.73**	**0**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 administrates 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
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 2019-2020:

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

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	299,463	301,631	314,252	300,527
Materials & Supplies	23	500	400	500
Operating Expenditures	3		43	
Maintenance & Repair				
Other Expenditures	12,984	16,121	16,121	14,231
Capital Outlay				
Total	**312,473**	**318,252**	**330,816**	**315,258**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Senior Park Planner	1	1	1	0
Director of Recreation & Life Long Learning	0	0	0	0
Sr. Administrative Secretary	1	1	1	1
TOTAL PERSONNEL	**2**	**2**	**2**	**2**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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. (BRICK, Russel Farm, Senior Center etc.)
2. To continue to increase participant numbers in all programs and special events.
3. Continue to increase revenues at the BRICK.
4. Achieve 80% revenue recovery of the operation of the BRICK.
5. To continue to operate all city special events at a reduced level with the highest quality.
6. To improve sponsorship opportunities and provide high quality events with less financial impact to the cit
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 2019-2020:

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 BRICK.
2. Maintain quality special events in Burleson and Johnson County.
3. Continue to evaluate the membership and service fees for the BRICK to ensure market competitiveness.
4. Host the TAAF circuit Track meet.
5. Reduce cost and increase for special events by soliciting revenue.
6. Meet with staff to implement events and activities and create innovative ways to retain memberships, increase participation and increase revenue.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2020-19 BUDGET
Personnel Services	165,216	173,726	175,411	173,376
Materials & Supplies	358			
Operating Expenditures			39	
Maintenance & Repair				
Other Expenditures	93,526	93,630	93,630	86,019
Capital Outlay				
Total	**259,100**	**267,356**	**269,080**	**259,395**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Assistant Director - Recreation	0	0	0	0
Deputy Director - Recreation	1	1	1	1
TOTAL PERSONNEL	**1**	**1**	**1**	**1**

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. Develop new strategies to improve Burleson Parks system through the 2019 Parks Master Plan. Create a safe, healthy , and sustainable park system in which we and our cititzens enjoy a network of well planned, mainteained, and operated parks facilities.

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 2019-2020:

1 Continue to work closely with other City Departments to create a positive park system
2. To continue the support given to the Recreation Department during community special events.
3. Support the 2019 Parks Master plan.
4. Redesign of Clark Park.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	983,447	1,036,190	1,101,411	880,100
Materials & Supplies	18,067	22,132	22,870	23,582
Operating Expenditures	91,718	86,807	79,976	87,583
Maintenance & Repair	251,202	322,471	327,271	333,971
Other Expenditures	120,286	108,955	108,955	93,592
Capital Outlay				
Total	**1,464,720**	**1,576,555**	**1,640,483**	**1,418,828**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Deputy Director-Parks	1	1	1	1
Assistant Director-Parks				
Sr Parks Planner	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	**13.2**	**12.2**	**12.2**	**12.2**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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, Pot Luck Lunch Bunch).
6. Upgrade Senior kitchen to meet HD compliance regulations.

Objectives for Fiscal Years 2019-2020:
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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	134,727	151,940	147,358	149,608
Materials & Supplies	9,884	10,200	10,200	10,200
Operating Expenditures	16,376	17,502	15,150	17,135
Maintenance & Repair	85	2,951	6,671	25,079
Other Expenditures				
Capital Outlay				
Total	**161,072**	**182,593**	**179,379**	**202,022**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Senior Activity Center Coordinator (PT) - 5	2.5	2.5	2.5	2.5
Senior Activity Center Attendant (PT)	0	0	0	0
Senior Center Supervisor	1	1	1	1
TOTAL PERSONNEL	**3.5**	**3.5**	**3.5**	**3.5**

ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT

Mission Statement:

To create a culture of community, creativity and enthusiasm by leading efforts to attract investment in new and expanding businesses for the purpose of creating and retaining jobs, enhancing the tax base, and improving the quality of life of the residents 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. Create a strategic Economic Development Plan for major corridors and areas of growth in the City.

Objectives for Fiscal Years 2020-2021:

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. Create strategic plans for major corridors in the City with new development and redevelopment opportunities in the community.
7. Maintain and increase relationships with Old Town and local businesses to be aware of their challenges and concerns.

EXPENDITURES	2017-2018 ACTUAL	2018-2019 BUDGET	2019-2020 ESTIMATE	2020-2021 BUDGET
Personnel Services	263,227	243,547	229,744	229,744
Materials & Supplies	10,750	10,750	10,750	10,750
Operating Expenditures	107,880	102,725	229,750	222,750
Maintenance & Repair	25,000	20,000	25,000	25,000
Other Expenditures	3,056,031	2,788,325	2,340,000	825,000
Capital Outlay	0	0	0	0
TOTAL	**3,462,888**	**3,165,347**	**2,835,244**	**1,313,244**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Assistant Director-Development Svcs	0	0	0	0
Economic Development Manager	1	1	1	1
Economic Development Specialist	0	0	0	1
Old Town Tourism Coordinator	1	0	0	0
Economic Development Intern	0.5	0	0	0
TOTAL PERSONNEL	**2.5**	**1**	**1**	**2**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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

Objectives for Fiscal Years 2019-2020:

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

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personal Services	1,267,673	1,402,517	1,386,686	1,483,007
Materials & Supplies	129,282	147,280	142,716	208,763
Operating Expenditures	484,113	487,278	455,569	528,019
Maintenance & Repair	141,876	112,500	134,500	161,153
Other Expenditures	461,079	303,051	305,551	362,363
Capital Outlay	147,399	169,816	231,427	189,816
Total	**2,631,422**	**2,622,442**	**2,656,449**	**2,933,121**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Recreation Manager	1	1	1	1
Assistant Recreation Manager	1	1	1	1
Recreation Supervisor	2	2	2	2
Recreation Coordinator	1	1	1	0
CSA - Lead (PT) - 3	3	3	3	4
Ball Field Attendant (PT) - 2	2	2	2	1
Life Guard - Lead (PT) - 4	2	2	2	2
Life Guard - Lead (Temp) - 1	1	1	1	1
Maintenance Supervisor	1	1	1	1
Maintenance Tech I	0.25	0.25	0.25	0.25
Staff Accountant I	1	1	1	1
Staff Acountant II	1	1	1	1
Customer Service Attendant (PT)	8	8	8	8
Lifeguards (Temp & PT)	9	9	8	8
Rec Center Custodian	1	1	1	1
Camp Counselor (PT)	4.25	4.25	4.25	4.25
TOTAL PERSONNEL	**38.5**	**38.5**	**37.5**	**36.5**

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 BYA as needed with the Chisenhall Sport Complex, and the duties include: turf care maintenance, park cleanliness, irrigation system, building maintenance, coordination and preparation for tournaments plus recreational games.

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 2019-2020:
1. To increase the number of larger tournaments and expand girls softball.
2. To continue to discover methods to reduce cost.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personal Services	381,791	489,049	466,120	498,816
Materials & Supplies	22,736	26,400	31,400	27,680
Operating Expenditures	133,006	173,939	136,095	147,557
Maintenance & Repair	38,319	48,372	52,450	48,372
Other Expenditures	96,220	93,364	103,789	109,418
Capital Outlay			32,700	
Total	**672,072**	**831,124**	**822,554**	**831,843**

AUTHORIZED POSITIONS	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 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**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 2019-2020:

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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personal Services	72,178	74,332	84,007	94,920
Materials & Supplies	1,439	3,525	5,206	3,525
Operating Expenditures	18,342	18,367	19,386	19,883
Maintenance & Repair	23,041	25,265	19,765	29,665
Other Expenditures	19,001	23,497	24,697	23,041
Capital Outlay				
Total	**134,001**	**144,986**	**153,061**	**171,034**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Parks Supervisor - Russell Farm I	1	1	1	1
Attendant, Russell Farm - PT	0	0.5	0.5	0.5
TOTAL PERSONNEL	**1**	**1.5**	**1.5**	**1.5**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 ensure up to date payment information on customer accounts.

Objectives for Fiscal Years 2019-2020:

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 1” and smaller residential and commercial water meters prior to 10 years of service.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	455,695	487,482	497,054	492,848
Materials & Supplies	67,175	73,390	76,548	72,410
Operating Expenditures	191,234	210,201	205,178	209,675
Maintenance & Repair	4,421	5,085	4,416	5,085
Other Expenditures	86,076	111,770	111,770	116,907
Capital Outlay				
Total	**804,601**	**887,928**	**894,966**	**896,925**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019 -2020 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 I and II	2	2	2	2
TOTAL PERSONNEL	**8**	**8**	**8**	**8**

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 211 miles of water distribution lines, 15,000 service connections, over 4,000 valves, 1500 fire hydrants and an average flow of over 4.9 million gallons of water per day. Division consists of one Operations Superintendent, one Assistant Operations Superintendent, one W/WW Regulatory Specialist, one Right-of-Way Inspector, one Utility Inventory Coordinator, one Sr. Utility Crew Leader, four 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 2019-2020:

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 1,500 hydrants to ensure equipment is operational annually.
4. Perform Preventive Maintenance on 100% of 1,500 hydrants annually.
5. Manage system infrastructure to limit main breaks to 25 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.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	914,866	1,207,986	1,104,082	1,169,239
Materials & Supplies	33,985	42,737	44,086	42,737
Operating Expenditures	5,286,712	5,319,136	5,363,474	4,979,499
Maintenance & Repair	200,591	259,799	199,139	199,139
Other Expenditures	977,751	952,385	952,385	904,133
Capital Outlay	129,621	492,440	492,440	492,440
Total	**7,543,526**	**8,274,483**	**8,155,606**	**7,787,187**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019 -2020 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
W/WW Regulatory Specialist	1	1	1	1
Water Production Specialist	0	0	0	0
Right-of-Way Inspector	1	1	1	1
Utility Worker I, II, and III	6	6	6	6
TOTAL PERSONNEL	16	16	16	16

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 214 miles of various size and composition of piping, over 3,400 manholes, almost 400 cleanouts, approximately 15,500 connections, 3 mechanical lift stations and a daily average flow of approximately 3.4 million gallons per day. Division consists of two Utility Crew Leaders, two Utility Workers, and one Sewer Inspection Technician.

MAJOR GOALS & OBJECTIVES

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

Objectives for Fiscal Years 2019-2020:
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 214 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 along creek channels.

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	210,133	367,238	323,521	358,789
Materials & Supplies	6,575	11,875	11,875	37,375
Operating Expenditures	3,187,638	4,074,223	4,415,154	4,254,254
Maintenance & Repair	26,400	48,555	68,555	48,555
Other Expenditures	470,503	486,217	486,217	462,652
Capital Outlay		300,000	300,000	329,905
Total	**3,901,249**	**5,288,108**	**5,605,322**	**5,491,530**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019 -2020 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**

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 2019-2020:
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	2017-18 ACTUAL	2017-18 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	25,352	27,263	26,190	0
Materials & Supplies	9,999	10,000	10,313	11,000
Operating Expenditures	2,842,950	3,123,809	3,037,672	2,923,794
Maintenance & Repair	7,397	1,336	1,336	1,336
Other Expenditures	152,864	150,695	150,695	532,681
Capital Outlay	0	0	0	0
Total	**3,038,562**	**3,313,103**	**3,226,206**	**3,468,811**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019 -2020 BUDGET
Recycling Center Worker (PT)	1	1	1	0
TOTAL PERSONNEL	**1**	**1**	**1**	**0**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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:

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

Objectives for Fiscal Years 2019-2020:

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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	289,716	267,933	266,674	268,344
Materials & Supplies	85	1,200	1,200	1,200
Operating Expenditures	10,157	12,412	10,356	13,050
Maintenance & Repair				
Other Expenditures	12,760	12,124	12,124	133,531
Capital Outlay	0	0	0	0
Total	**312,718**	**293,669**	**290,354**	**416,125**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 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**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 operaton of the golf course, collect green fees, and operate tournaments.

Objectives for Fiscal Years 2019-2020:

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

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	356,227	374,519	391,174	380,187
Materials & Supplies	8,364	19,000	16,500	19,000
Operating Expenditures	198,752	172,749	204,668	169,218
Maintenance & Repair	5,815	10,500	11,000	10,500
Other Expenditures	75,686	76,151	76,151	73,053
Capital Outlay	1,822	1,956	1,956	1,329
Total	**646,666**	**654,875**	**701,449**	**653,287**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 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**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 2019-2020:

1. Keep the golf course in excellent condition

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	373,158	573,012	470,214	499,345
Materials & Supplies	70,327	74,500	73,500	74,500
Operating Expenditures	55,149	71,725	64,900	67,600
Maintenance & Repair	58,405	68,000	117,500	68,000
Other Expenditures	23,113	24,042	24,042	23,931
Capital Outlay	0	12,000	12,000	55,000
Total	**580,152**	**823,279**	**762,156**	**788,376**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Golf Course Superintendent	1	1	1	1
Golf Course Asst. Superintendent	1	1	1	1
Special Landscape Assistant	1	1	1	1
Irrigation Specialist/Grounds Keeper	1	1	0	0
Golf Course Mechanic	1	1	1	1
Golf Course Grounds Keeper	4	4	4	4
Golf Course Grounds Keeper (Temporary)	0.5	0.5	0	0
TOTAL PERSONNEL	**9.5**	**9.5**	**8**	**8**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 as an everyday service.
3. Optimize 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 2019-2020:

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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	196,114	205,890	174,309	160,373
Materials & Supplies	1,984	8,000	8,000	8,000
Operating Expenditures	126,992	129,125	124,100	128,500
Maintenance & Repair	886	5,000	4,900	5,000
Other Expenditures	31,127	32,008	32,008	30,246
Capital Outlay	0	0	0	0
Total	**357,103**	**380,023**	**343,317**	**332,119**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
GC Food & Beverage Manager	1	1	0	0
GC Food & Beverage Assistant Manager	1	1	1	1
GC Lead Food Service Attendant	0	0	1	1
GC Event Staff Catering (PT)	0	0	0	0
GC Food Service Attendant (PT)	3.33	3.33	4.27	4.27
TOTAL PERSONNEL	**5.33**	**5.33**	**6.27**	**6.27**

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 2019-2020:
1. To keep the cemetery an affordable and desirable option for the public.



EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personal Services	0	0	0	0
Materials & Supplies	259	0	0	0
Operating Expenditures	183	250	19,690	44,225
Maintenance & Repair	0	5,000	5,000	5,000
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	**448**	**5,250**	**24,690**	**49,225**

CITY OF BURLESON

FISCAL YEAR 2019 - 2020

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 2019-2020:

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

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	153,603	225,429	222,078	200,458
Materials & Supplies	48,509	67,168	72,168	79,165
Operating Expenditures	101,761	117,411	110,428	111,521
Maintenance & Repair	17,783	20,618	20,618	5,745
Other Expenditures	43,833	33,442	33,442	37,563
Capital Outlay	177,509	11,235	11,235	45,019
Total	**542,998**	**475,303**	**469,969**	**479,471**

AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019 -2020 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**

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, Superion 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.

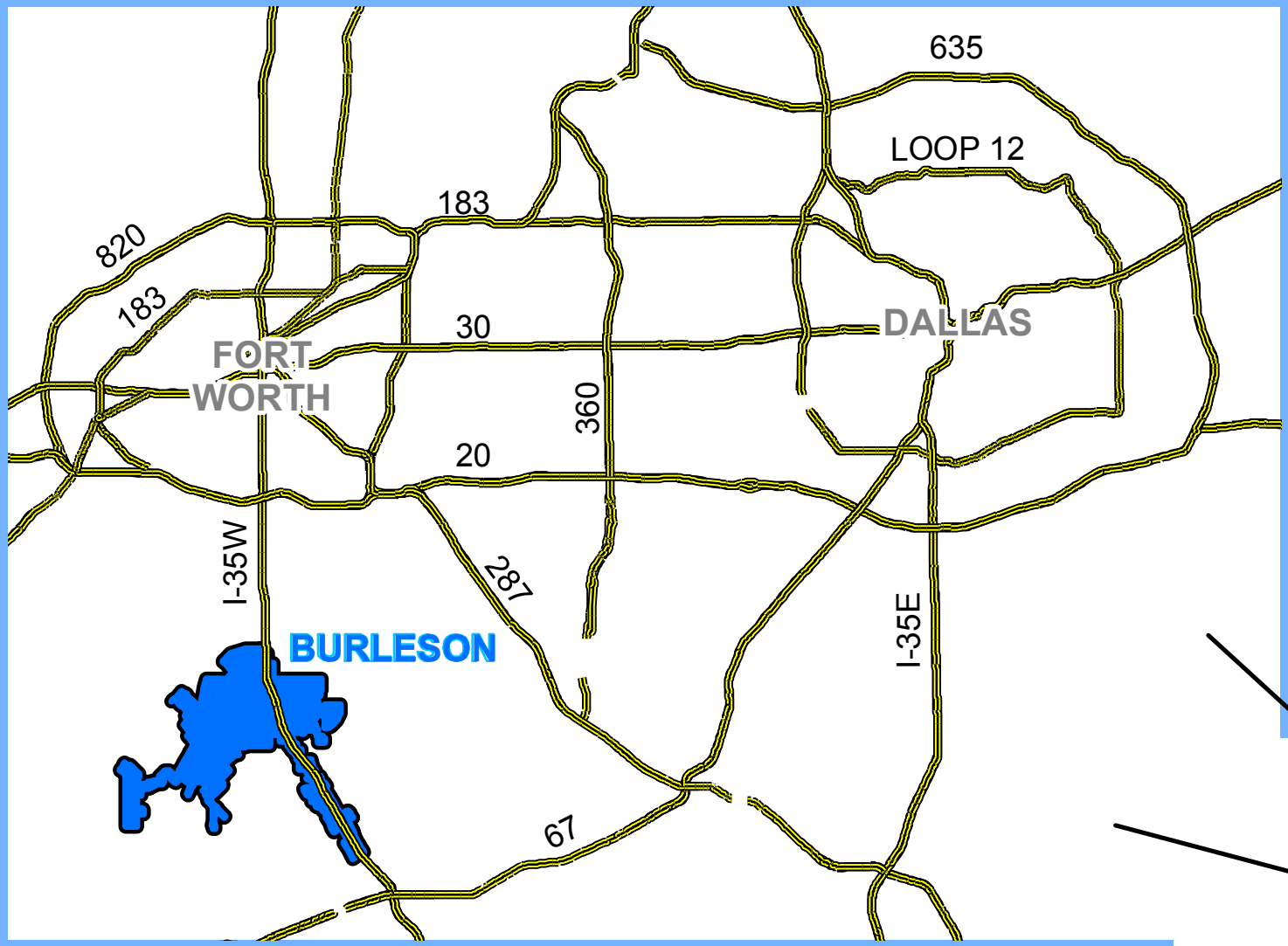
Objectives for Fiscal Years 2019-2020:

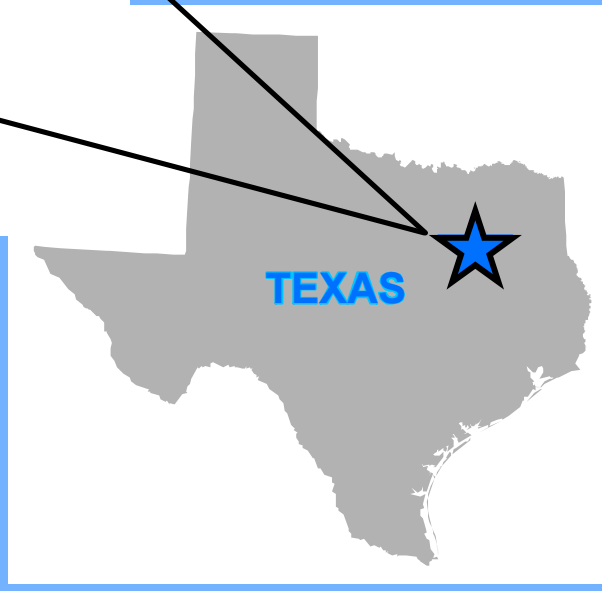
1. Install ExecuTime Advanced Scheduling Software application.
2. Implement new TRAKiT community development software application.
3. Complete Information Technology Strategic Plan.
4. Continue to develop and update GIS applications for use by all departments and expand its access to developers, other governmental entities, and citizens.
5. Improve internal services and support on a "break/fix" level for users of city computers.
6. Implementation of SharePoint, One Drive and Microsoft Teams for all employees/departments.
7. Upgrade our VoIP phone system.
8. Complete migration to Windows 10.
9. Identify reporting requirements and solutions
10. Create an inventory of applications and conduct a GAP analysis of system(s) functionality

EXPENDITURES	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET
Personnel Services	955,485	1,082,431	1,072,995	1,063,223
Materials & Supplies	168,130	108,830	108,830	225,285
Operating Expenditures	45,558	55,113	91,998	53,500
Maintenance & Repair	509,153	670,552	670,552	707,106
Other Expenditures	2,551	3,897	3,897	3,762
Capital Outlay	167,311	23,200	191,842	290,100
Total	**1,848,188**	**1,944,023**	**2,140,114**	**2,342,976**

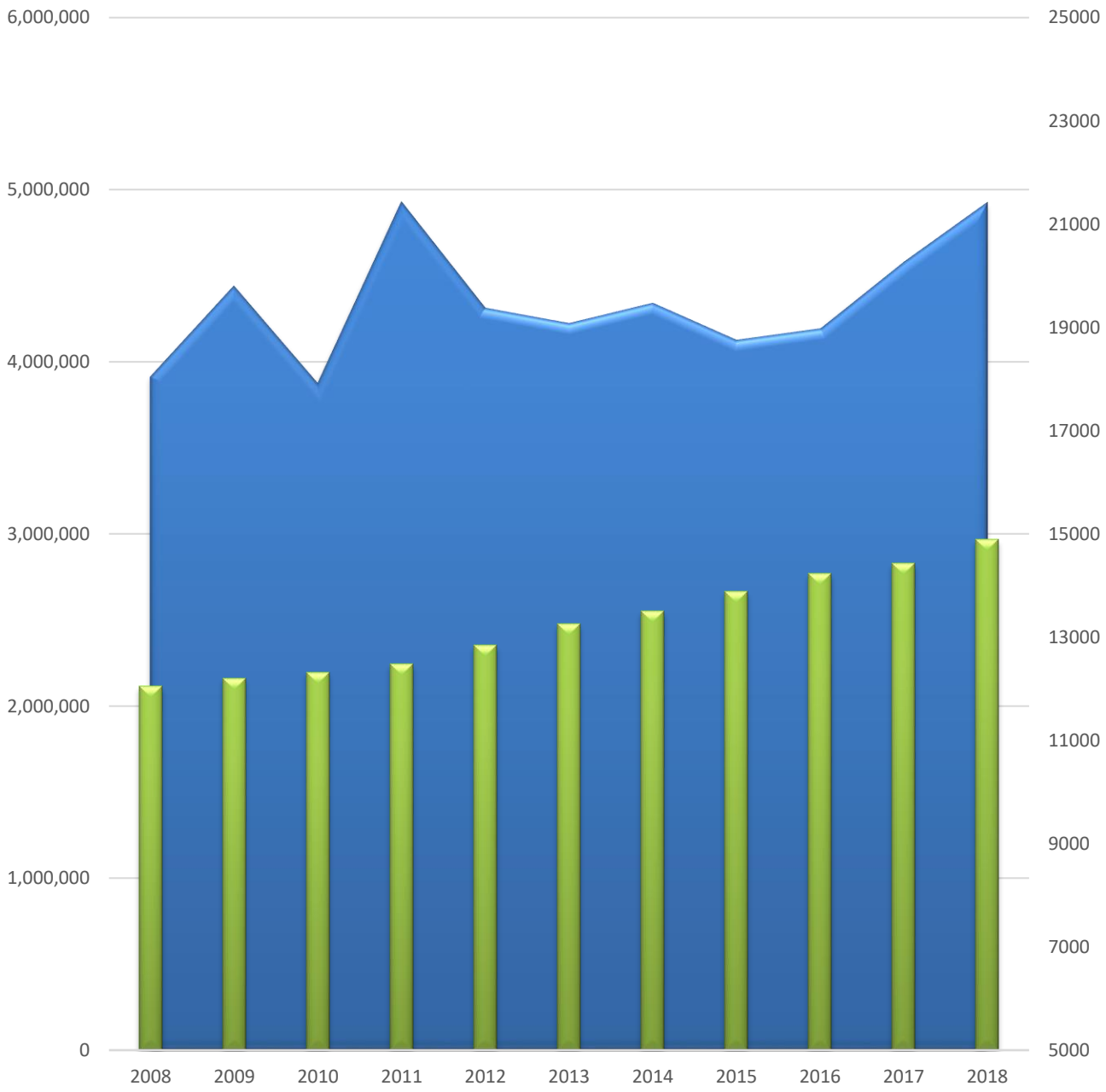
AUTHORIZED POSITIONS	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 ESTIMATE	2019-2020 BUDGET
Director of IT	1	1	1	1
Deputy Director	1	1	1	1
Network Administrator	1	1	1	1
System Administrator	1	1	1	1
Software Applications Manger	1	1	1	1
GIS Sr. Analyst	1	1	1	1
System Administrator - Public Safety	1	1	1	1
Support Technician	1	1	1	1
Public Safety Support Technician	0	1	1	1
TOTAL PERSONNEL	**8**	**9**	**9**	**9**

CITY OF BURLESON





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



TOP TEN TAXPAYERS LISTING PER COUNTY

JOHNSON COUNTY		TARRANT COUNTY	
TAXPAYER	TOTAL TAXABLE	TAXPAYER	TOTAL TAXABLE
TEP Barnett USA LLC	$34,649,445	Halliburton Energy Services	$34,629,175
Wagner Smith Equipment CO	$28,237,011	Burleson Gateway Station LP	$32,793,593
MA Summercrest at Burleson LLC	$16,538,853	Business/Sam's East Sam's Real Estate	$19,064,673
Abby Burleson MF LLC	$16,230,639	JAHCO Burleson Town Center	$15,816,404
EB Reserve LLC & RL Reserve LLC	$15,533,048	632 N Burleson LLC ETAL	$8,790,335
C A R Transport Inc	$13,329,325	James Huck Real Estate LLC	$6,757,977
Encore MF Burleson LP	$13,313,376	DCTC Sphinx Development LP	$6,438,000
H E BUTT Grocery	$13,007,516	Oncor Electric Delivery CO LLP	$6,363,248
RMA Holdings LLC	$12,882,691	Texas HCP AL LP	$6,198,295
Oncor Electric Delivery CO LLC	$12,826,814	RML Burleson LLC	$5,581,475

Source: Tarrant Appraisal District "2019 Top Taxpayer Repot City of Burleson " at https://www.tad.org/wp-contentpdf/reports/2019/2019TopTaxpayerReport.pdf and Central Appraisal District of Johnson County "2019 Top Ten" charter for Burleson City at http://johnsoncad.com/Portals/tx-johnson/documents/prop%20val/2019%20Top%20Ten.pdf

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.
The 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.
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ACRONYMS

AV: Ad Valorem

BACC: Burleson Area Chamber of Commerce

BCDC: Burleson Community Services Development Corporation

BPD: Burleson Police Department

BRiCk: Burleson Recreation Center

CAFR: Comprehensive Annual Financial Report

CIP: Capital Improvement Program

CO: Certificate of Obligation

COG: Council of Governments

CVE: Commercial Vehicle Enforcement

EDIF: Economic Development Incentive Fund

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

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.

FEE SCHEDULE

FY 2019-2020 Proposed Changes

Building and Code Enforcement:

Proposed Change

6. Residential Building Fees and Permits for Residential additions, alternations, repairs, remodeling of existing residential structures. And a permit involving one trade only.	
A. Residential Addition, for additions to existing residential structures	$0.50 / Sq Ft
B. Residential Remodel, for alterations, repairs and remodeling of existing residential structures.	$0.25 / Sq Ft
C. Residential One Trade, for permits involving one trade only, mechanical, plumbing, or electrical, work performed at existing residential structures. Residential Remodel, for alterations, repairs and remodeling of existing residential structures.	$65 per permit

Current Rate

6. Fees for alteration repairs, additions and remodeling to existing structures. New construction for garage, barns & storage buildings over 200 sq. ft. (more than one trade)	
A. $500 OR LESS	$70
B. $501 - 2,500	$75
C. $2,501 - 5,000	$80
D. $5,001 - 7,500	$85
E. $7,501 - 10,000	$90
F. $10,001 and over $2,500 increments	$90 Plus $10/per Increment

FEE SCHEDULE

FY 2019-2020 Proposed

City Manager's Office
City Secretary's Office
Record Management
Muncipal Court
Information Technology
Library
Finance
Police
Fire
Fire Prevention
Animal Control
Building and Code Enforcement
Planning
Engineering
Environmental Health
Water and Wastewater
Utility Billing
BRiCk
City Ball Fields
Park Facilities (Warren, Chisenhall and Mistletoe)
Stage Rental Fees
Russell Farm:

City Manager's Office

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

City Secretary's Office

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

Records Management

PUBLIC RECORDS CHARGES

1. Paper Copies		
A. Standard-Size Paper Copy (Measures less than 8.5 X 14)		@10¢/PAGE
B. Non-Standard Size Paper Copy (Larger than 8.5 X 14)		@50¢/page

2. Computer Diskette	$1.00/each
3. Audio Cassette	$1.00/each
4. VHS Video Cassette	$2.50/each
5. Computer Magnetic Tape	$10.00/each
6. Personnel Charge	$12 per hour
7. Overhead Charge	20% of personnel charge

8. Microfiche/Microform		
A. Paper Copy		10¢ / per page
B. Film Copy		actual cost
C. Document Retrieval		actual cost

9. Computer Resource		
A. PC or LAN		50¢/minute
B. Client/Server		$1.00/minute
C. Midsize		$3.00/minute
D. Mainframe		$17.50/minute
E. Programming Time		Average Programming Cost
F. Miscellaneous Supplies		actual cost
G. Postage and Shipping		actual cost

10. FAX		
A. Local		10¢/page
B. Long Distance, Same Area Code		50¢/page
C. Long Distance, Different Area Code		$1.00/page

11. Other Costs	Actual Cost

Municipal Court

Return Check Fee	$ 35 per

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Library

1. Overdue Library Materials *(Books/Audiobooks/Music CDs/Magazines/E-book Readers (including all parts)/Library Kits/DVDs)*	No Charge	
2. Overdue Interlibrary Loan Materials	No Charge	
3. Replacement of Lost Materials *(Books/AudiobooksMusic CDs/E-book Readers/Library Kits)*	Cost or exact replacement + $5	*Processing Fee (patron can volunteer 1 hour for each dollar owed, with permission)
4. Damaged Library Materials *(Books/AudiobooksMusic CDs/E-book Readers/Library Kits)*	Cost or exact replacement + $5	*Processing Fee (patron can volunteer 1 hour for each dollar owed, with permission)
5. Photocopying	$.10/Page	(Black & White)
6. Use computer / typewriter / internet / wireless internet	No Charge	
7. Color Copies / Printing	$.25/Page	
8. Library Cards for Residents / BISD teachers and students/ TexShare Cardholders	No Charge	
9. Non-Resident Fees	$25/ individual or $50/ family	(annually renewable) **In lieu of fee (patron can volunteer)
10. Senior Non-Resident Fee (age 62 and over)	$12.50/ individual	(annually renewable)
11. Microfiche/Film & Reader/Printer Copies	$0	

12. Meeting Room Fees/ Usage Fees		Resident / Non-Resident Cardholders / Non-Profit Groups (w/proof) / Civic Organizations		Non-Cardholders / Businesses / Other For Profit Groups
a. Small conference room		No Charge		$25 minimum (1st 2 hours) + $10 each addl. hour
b. Large conference room		No Charge		$50 minimum (1st 2 hours) + $25 each addl. hour

13. Print from Internet	$0

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

15. Proctoring Fee	$20/exam	
16. Earbuds	$0	
17. 3D Printing	$.10/gram	$1.00 minimum

Finance

1. Data Processing Services Request	$25/hr or $.42/Min
2. Return Check Fee	$ 35 each

Police

1. Copy Services for Accident Reports or information or Copy of Certification of no report — $6.00/EA

2 Additional Fee for Certified Copies — 2/EA

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

4. Alarm System Fees		
A. Residential Permit Fee		$50 prorated quarterly
B. Commercial Permit Fee		$100 prorated quarterly
C. Residential Permit Renewal		$50 annually
D. Commercial Permit Renewal		$100 annually
E. Residential Permit Reinstatement		$50
F. Commercial Permit Reinstatement		$100
G. False Alarm Response Fee		
	1-3	$ 0
	4-5	$ 50
	6-7	$ 75
	8-9	$100
	10	$100 and Police response revoked

5. Solicitor Permits/Registration		
A. Local - 1 year		$75 + $10 Per Agent for More Than 5 Agents
B. Interstate Commerce Registration		
	90 Days	0
	6 Months	0
	1 Year	0

6. Wrecker Inspections — $25 Each

7. Application fee for taxicab driver registration — 1/per

8. Taxicab Inspections — $25/Each

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

10. Criminal History Checks — $8/Each

Fire

1. Hazardous Materials Response — Cost + 10%

2. CPR Training Class — Overtime for Instructor

3. Fire Fighter Training Courses		
A. Fire Officer 1		$250.00 per student
B. Fire Officer 2		$250.00 per student
C. Instructor Certification		$150.00 per student
D. Driver/Operator		$150.00 per student

Fire Prevention

1. Fire Alarm System		
A. 1 to 10 Devices		$125
B. 11 to 25 Devices		$150
C. 26 to 50 Devices		$175
D. 51 to 100 Devices		$225
E. 101 to 200 Devices		$300
F. 201 to 500 Devices		$450
G. Over 500 Devices		$450 plus $75 for each additional; 100 devices or fraction thereof in excess of 25.

H. Plan review fee for all fire alarm systems — 25% of permit fee

2. Automatic Sprinkler System Fees		
A. Underground Installation		$165
B. 1 to 20 Sprinklers		$125
C. 21 to 100 Sprinklers		$200
D. 101 to 150 Sprinklers		$250
E. 151 to 200 Sprinklers		$300
F. Over 200 Sprinklers		$300 plus $75 for each additional 100 sprinklers or fraction thereof
G. Fire Pump - Additional:		$300
H. Residential Systems		$150
I. Plan review fee for all automatic sprinkler systems		25% of permit fee

3. Other Extinguishing System: — $150

4. Underground Storage Tanks Installation/Removal, Combustible/Flammable Liquid — $125 per tank

5. Pyrotechnic Display — $150 per display per day

6. LPG Installation - portable containers of greater than 125 gallons water capacity at properties where natural gas service is not available — $125 per container

7. Above Ground Storage Tanks Installation/Removal, Combustible/Flammable Liquid — $125 per tank

8. Authorized Burning Permit — $250 per trench/pit, plus $25 each burn day

9. Carnival/Circus Permit — $50

10. Foster Home Inspections	$35
11. Daycare/Health Facilities Licensing Inspections	$75
12. Other Permits required by Fire Code	$50
13. Re-inspections Fees	$45
14. Registration of firms selling and/or servicing hand fire extinguishers, "Vent-a-Hood" fire extinguisher systems, and fire sprinklers within the City	$50 annually
15. Installation of Special Locking Systems	$250
16. Gate Installation Permit (Required for gates across private streets or electric gates across fire lanes.	$50
17. Standpipe Systems	$50 each standpipe
18. Tent Permit	$100
19. Public Event Permit Fee	$250

Animal Control

1. Offense Fees (Impoundment)		Altered		Unaltered
A. First Offense		$30		$45
B. Second Offense		$45		$60
C. Third Offense		$60		$75

2. Small Animal Boarding Fee $10/per Day

3. Livestock Impounding Fee $75

4. Livestock Boarding Fee $10/per Day

5. Adoption Fee $20/per Animal

6. Adoption Spay/Neuter Fee $75

7. Immunization Fee		
A. Distemper, Parvo and Bordetella		$20
B. Rabies		$10

8. Quarantine Fee $10/day

9. Responsible Pet Owner Class $35

10. Microchip Fee $15

11. Multi-Pet Permit		
A. Application Fee		$ 5
B. Permit Fee (annually)		$25

12. Kennel Permit		
A. Application Fee		$ 5
B. Permit Fee (annually)		$100

13. Dangerous Animal Registration Fee $250/Annually

Building and Code Enforcement

1. Fees for new structural occupancy *(Single family dwelling, duplex, townhouse)*		$0.50/ft. all area under one roof.

2. Fees for new Commercial (Except apartment and shell buildings)		
A. 500 SQ. FT. OR LESS		$480
B. 501 - 1,000		$840
C. 1,001 - 2,500		$1640
D. 2,501 - 8,500		$50 + .64/sq. ft
E. 8,501 - 50,000		$3,450 + .24/sq.ft.
F. 50,001 - 100,000		$9,450 + .12/sq.ft.
G. 100,001-500,000 SQ. FT.		$13,450 + .08/sq.ft.
H. 500,001 or more SQ. FT.		$33,450 + .04/sq.ft.

3. Fees for Shell Buildings		
A. Completion of Structure		1/2 the rates in "2" Above
B. Interior completion		1/2 the rates in "2" Above

4. Fees for new Apartment Only		
A. 50,000 or less SQ. FT.		$.32/sq. ft
B. 50,001 - 100,000		$4,000 + .24/sq.ft.
C. 100,001 - 200,000		$12,000 + .16/sq.ft.
D. 201,000 or more SQ. FT.		$20,000 + .12/sq.ft.

5. **(a) Commercial single trade permits**		
A. $2,500 or less		$50
B. $2,501 - $10,000		$70
C. $10,001 and over $2,500 increments		$75 Plus $10/per Increment

(b) Residential single trade permits		**$65 / each**

6. **(a) Residential Addition - addition to an existing residential structure**		
Fee per Square Foot		$0.50 / Sq Ft

(b) Residential Remodel - alterations, repairs, and remodeling to an existing residential structure		
Fee per Square Foot		$0.25 / Sq Ft

7. Commercial Remodel / Addition - alteration, repairs, additions and remodeling to existing commercial structures. (Based on Valuation)		
A. <$500		$70
B. $500 - $2500		$75
C. $2500 - $5000		$80
D. $5000 - $7500		$85

E. $7500 - $10000		$90
F. more than $10000		$90 + $10/$2500 increments over $10000

8. New Construction for garages, barns and storage buildings over 200 Sq Ft		
A. <$500		$70
B. $500 - $2500		$75
C. $2500 - $5000		$80
D. $5000 - $7500		$85
E. $7500 - $10000		$90
F. more than $10000		$90 + $10/$2500 increments over $10000

9. Certificate of Occupancy (Commercial remodel, new tenant, & tenant finish out)		
A. 1-500 SQ. FT.		$50
B. 501 - 2,500 SQ. FT.		$60
C. 2,501 - 5,000 SQ. FT.		$80
D. 5,000 - 10,000 SQ. FT.		$100
E. 10,000 or more		$150
F. Clean & show (Commercial Electric Release)		$50
G. Temporary Certificate of Occupancy		$300/30 days not to exceed 90 days

10. **Reinspection Fees**		
A. Reinspection Fee - 2nd red tag for same item		$75
B. Reinspection Fee - 3rd red tag for same item		$150

11. Miscellaneous Permits		
A. Swimming Pool		
1. In-Ground		$200
2. Above Ground		$ 50
B. Other - Includes:		$25
1. Storage Buildings (Less than 200 sq. ft.)		$25
2. Moving Permit		$25
3. Carport/Awning		$25
4. Fence (New & Replace)		$25
5. Retaining Wall		$25
6. Window Replacement		$25
7. Foundation (New)		$75
8. Demolition Permits		$25 for residential / $100 for commercial
9. Patio Cover		$50
10. Freestanding Structure (i.e. Pergola, Gazebo, Arbor)		$50
11. Subdivision Entry Wall Screen		$150
C. Lawn Sprinkler		$100
D. Signs		
1. Freestanding Sign		$100 (Pole / Pylon / Monument / Flag Sign)
2. Wall Sign without CMS		$50 (Awning / Canopy / Channel Letters / Marquee / Mural/Poster / Projection / Roof Sign / Sign Cabinet)

3. Wall Sign with CMS		$100 (Awning / Canopy / Channel Letters / Marquee / Mural/Poster / Projection / Roof Sign / Sign Cabinet)
4. CMS added to existing Wall or Freestanding Sign		$100
5. Shopping Center Sign Plan		$250
6. Temporary Signs		$25 (Banners / Homebuilder / Residential Subdivision Development)
7. Sign Variance		$250
8. Billboard Conversion		$200 (Static type to Electronic)
E. Subdivision Entry Wall Screen		$150

12. After Hours Inspection $60 per hour (2 hour minimum)

13. Plan Review		
A. Commerical Plan Review (New Only)		30% of Building Permit Fee - $250 minimum & a $5,000 maximim (non-refundable)
B. Residential Plan Review (New)		$50
C. Residential Plan Review (Remodel/Addition)		$30

14. Appeals to Advisory Boards		$150

15. Electrician's License		
A. Master		
1. First Annual		~~0~~
2. Renewal		~~0~~
B. Journeyman		
1. First Annual		0
2. Renewal		~~0~~
C. Sub-Contractor Base Permit Fee / Validation Fee		$50

16.Mechanical License		
A. Mechanical		
1. First Annual		$100
2. Renewal		$50
B. Sub-Contractor Base Permit Fee / Validation Fee		$50

17. Plumbing Contractor's Registration		
A. First Annual		$0
B. Renewal		$0
C. Sub-Contractor Base Permit Fee / Validation Fee		$50

18. Temporary Use		
A. Special Events		$50
B. Seasonal Use		$50
C. Temporary Outdoor Sales		$50
D. Stationary Food Vendors		$50

E. Carnival & Circus		$50

19. Park land Dedication-Cash in lieu of land		$300/Unit

20. Park Development Fee		$300/Unit

21. Administrative Cost to File Liens for Cost of Mowing and Nuisance Abatement		$120

22. Emergency Warning System Cost		$25/acre

23. Weed mowing and nuisance abatement notification fee	$50

24. Administrative fee *(Applied when changes are made to previously reviewed and/or permitted projects for residential or commercial -- i.e. revised site plan, floor plan, etc.)*		$25

25. Modular buildings/construction trailers *(Utilities require separate permit - see #5 - one trade only permits)*		$50

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

Planning

1. Preliminary Plat		
A. Residential		$500 + $10/lot
B. Non-residential		$500 + $15 per acre

2. Final Plat

A. Residential	$500 + $10/lot
B. Non-residential	$500 + $15 per acre

3. Plat Revision		
A. Re-plat		$500 + $10/lot
B. Amending Plat		$350

4. Plat Vacation/Short Form	$300

5. Zoning Change/Specific Use Permit		
A. Less than 3 acres		$500
B. 3.1 - 10 acres		$750
C. 11 -29 acres		$1,000
D. 30+ acres		$1200 + $10/acre over 30 (max. $2,500)

6. Planned Development/Permit	$800 + $5 per acre
7. Preprinted Zoning Ordinances	$10
8. Pre-Printed Subdivision Policies	$10
9. Comprehensive Plan	$25
10. Comprehensive Plan Summary	$5
11. Interpretation request for new or unlisted uses in zoning ordinance (City refunds $350 if no ordinance amendment is necessary)	$500
12. Oil and Gas Well Permit	$5,000 per wellhead
13. Road Damage Remediation Fee	Assessment per lane mile x Access lane miles per site x OCI (Overal Condition Indicator)
14. Gas Well Pad Site Annual Inspection Fee	$5000 per pad site (due June 1 annually)

15. Legal Filing Fees		
A. First sheet - Small plat		$50
B. First sheet - Large plat		$80

C. Each addiltional sheet		$25

16. Shopping Center Sign Package Review Fee — $250

17. Commercial Site Plan (CSP) fee — $400

18. Zoning Verification Letter fee — $25

19. Roadway Impact Fees - — Refer to Current Impact Fee Ordinance for Fees

20. Variances and Waiver Requests:		
A. Zoning Ordinance		$250
B. Community Facility Policy		$200
C. Landscape Requirements		$250
D. Masonry Ordinance (new construction only)		$250
E. Subdivision Ordinance		$250
F. Old Town Design Standards (new construction only)		$250
G. Commercial Site Plan		$0
H. Fencing and Screening Ordinance		$250
G. Any other Development-related Ordinance		$250

21. Deployment of Wireless Network (small cell) Nodes in the Right of Way — Refer to the current Cell Nodes Ordinance for Fees

Engineering

1. Driveway Approach		
A. Permit		$25
B. First Reinspection		$30
C. Subsequent Reinspections		$60

2. Blue-line Printing $.60 / SQ. FT.

3. Mylar Film Reproduction $1.20 / SQ. FT.

4. Developers Contract Fee 4% Of Value of Contract

5. Closing Abandoning of		
A. Right-of-Way		$550
B. Easement		$250

6. Sign Installation $250 per sign

7. Plan Review (In Excess of 2 Reviews) $200

8. Water/Wastewater Master Plan $75

9. Digital Maps $500 / per Set or $100 / per CD

10. Expedited Utility Plan Review $250

11. Printed Maps (based on $0.60 per square foot)		
A. 8 1/2 x 11		$0.40
B. 11 x 17		$0.80
C. 17 x 22		$1.50
D. 22 x 34		$3.10
E. 34 x 44		$6.25

12. Plat Copies		
A. Full Size		$3.60
B. Half Size		$1.80

13. Easement/Right of Way Use Agreement $125

14. Traffic Study Fee $1250

15. Flood Study Reviews $1 per foot of reach length / $2000 minimum

16. Amending Plat Review $300

17. Overtime Inspection Fee $55 per hour

Environmental Health

1. Food Safety Inspection Fees		
A. Grocery		
1. ≤ 5,000 sq. ft.		$275
2. > 5,000 sq. ft.		$400
B. Food Service		
1. ≤ 500 sq. ft.		$150
2. > 500 ≤ 1,500 sq. ft.		$200
3. > 1,500 ≤ 3,000 sq. ft.		$275
4. > 3,000 ≤ 6,000 sq. ft.		$350
5. > 6,000 sq. ft.		$400
C. Child Care Food Service		$150
D. Catering Operation		$250
E. Temporary Food Service		$50
F. Food Court		$200 per establishment
G. Adjunct Operation		
1. Food Service		$150 per independent operation
2. Food Store ≤ 5,000 sq. ft.		$150 per independent operation
3. Food Store > 5,000 sq. ft.		$200 per independent operation
H. Commissary		
1. No food prep		$100
2. With food prep		$200
I. Mobile Units		
1. Prepackaged food only		$100
2. Open and/or food prep		$200
3. Push Carts		$200
J. Plan Review		
1. ≤ 500 sq. ft.		$0
2. >500 ≤ 3,000 sq. ft.		$50
3. >3,000 sq. ft.		$100
K. Late Fee		The late fee increases 10% for each 30 day block until permit fee and late fee is paid. Permits that are more than 90 days overdue will be required to be rapplied for.
1. From 1-30 days		10% of fee owed
2. From 31-60 days		20% of fee owed

2. On-site sewage facility fees		DETERMINED BY TARRANT COUNTY
A. New System		
1. Application Fee		$ 0
2. Water research fee		$10
3. Permit Fee		$250
4. Total for new system		$260
B. Reinspection of system		$75
C. Repair of system previously permitted		$100

3. Beer and Wine Permit	One half the state fee assessed for each State permit issued
4. Mixed Beverage Permit- After third year of operations	One half the state fee assessed for each State permit issued

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

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

7. Food Truck Operational Site permit		**$50 for Six Months**

Water and Wastewater

1. Tap Fees		
A. 5.8" Meter Set	$295.59	
B. 5/8" Meter, dig out, U Branch	$415.80	
C. 5/8" Tap, Meter and Box in easem	$1,379.88	*(pavement work : Get quote from Public Works)*
D. 1" Meter Set	$385.54	
E. 1" Water Tap, Meter and Box in easement	$1,458.53	
F. 1 1/2" Meter Set	$578.75	
G. 1 1/2" Tap, Meter and Box	$2,204.33	*(Positive displacement meter in easement, pavement work: Get quote from Public Works)*
H. 1 1/2" Tap, Meter and Box	$2,601.35	*(turbine meter in easement, pavement work: Get quote from Public Works)*
I. 1 1/2" Meter (positive disp.)	$578.75	
J. 1 1/2" Meter (turbine)	$835.77	
K. 2" Meter (positive disp.)	$749.10	
L. 2" Meter (turbine)	$850.32	
M. 2" Meter (compound)	$1,711.32	
N. 2" Tap, Meter and Box	$2,314.90	*(Positive displacement meter in easement, pavement work: Get quote from Public Works)*
O. 2" Tap, Meter and Box	$2,416.12	*(turbine meter in easement, pavement work: Get quote from Public Works)*
P. 2" Tap, Meter and Box	$3,277.12	(Compound meter in easement, pavement work: Get quote from Public Works)
Q. 3" Tap, Meter and Box	To be determined by Utilities Supervisor	
R. 4" Tap, Meter and Box	To be determined by Utilities Supervisor	
S. 4" Sewer Tap in Pavement	$866	
T. 4" Sewer Tap in Easement	$985.41	
U. Relocate 5/8" Meter	$201.00	*(12 ft. or less in easement, pavement work: Get quote from Public Works)*
V. Relocate 5/8" Meter (more than 12 ft.)	Get quote from Public Works	
W. Relocate 1" Meter	$215.00	*(12 ft. or less in easement, pavement work:Get quote from Public Works)*
X. Relocate 1" Meter (more than 12 ft.)	*Get quote from Public Works*	
Y. Pull Meter	$10	
Z. Double Meter Box	$30.50	
AA. 2" and 1 1/2" Meter Box	$217.00	
AB. 2" + Meter Box	$117	
AC. Pavement Cut / Replacement	To be determined by Utilities Supervisor	
AD. Automatic Flush Valve	$1,000.00	
AE. Water and Wastewater Impact Fees	Refer to Current Impact Fee Ordinance for Fees	*(Burleson charges both City of Burleson and City of Fort Worth Impact Fees)*

Utility Billing

1. Security Deposits		
A. Minimum Residential		$135
B. Commercial		
1. Minimum for 3/4" Meter		$ 135
2. Minimum for 1 1/2" Meter		$ 160
3. Minimum for 2" Meter		$ 185
4. Minimum for 3" Meter		$ 210
5. Minimum for 4" Meter or Larger		$ 260
C. Security Deposit for Fire Hydrant Meters		$ 1,800

2. Penalty Amount for Late Bills 10% Excluding Tax

3. Return Check Fee $ 35

4. Extension Fee $5

5. Reconnect Fee		
A. Standard		$35
B. Reconnect Fee After 5:00 PM and on weekends and holidays		$50

6. Extra Trip Fee $15

7. Meter Test Fee		
A. For 3/4" or 1" Meter		$30
B. For 1 1/2" Meter and Larger		$125

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

9. Transfer Fee $15

10. Construction Meter Non-Read Fee $100

11. After Hours Turn-on Fee $50

12. Initiation Fee (in addition to deposit) $10

13. Tampering Fee		
A. First Occurrence		$50
B. Second Occurrence		$100
C. Third Occurrence		$150

14. Pull Meter Fee $30

BRiCk

1. Definitions:	
A. Adult	Ages 16-61
B. Non-Resident	Any individual or family not living within the defined city limits of Burleson.
C. Resident	Person who resides within the city limits of Burleson
D. Senior	Ages 62 and older
E. Youth	Ages 3-15 (children under 3 years of age are free)

2. General Policy for BRiCk:	
A. Children below 10 years of age must be accompanied by an adult at all times.	
B. Fitness Area/2nd floor cardio:	
1. No children under 13 allowed in fitness area or walk/jog track with the exception of specified periods of family track time.	
2. Children over the age of 13 may attend a fitness orientation class to be allowed future access to the fitness area without parent supervision.	
3. Family fitness room available at all times to children ages 6 – 12. Recommended ratio of 1 adult per child.	
C. Cancellations/Refunds/Transfers/Medical Policy:	
1. Rentals canceled 30 calendar days or more prior to booking	Receive 100% of the deposit.
2. Rentals canceled 29-15 calendar days prior to booking	Receive 50 % deposit.
3. Rentals cancelled 14 calendar days or less prior to the event date	Forfeit all deposits.
4. Sports rental cancellations	May be subject to an administrative fee not to exceed $50.00.
D. Insufficient Funds Fee:	A fee of $35 will be charged for insufficient funds and failed EFT payments.

3. Memberships Fees	Resident	Non-Resident	Military	Corporate
A . Annual Guest Membership paid in full, in advance				
1. Youth	$234	$316	$187	N/A
2. Adult	$328	$442	$262	$287
3. Senior	$281	$379	225	$246
4. Family*	$505	$682	$404	$443
B. Annual Guest Membership paid monthly via EFT (1 year contract)				
1. Youth	$270 ($22.50/mo.)	$365 ($30.38/mo.)	$216 ($18.00/mo.)	N/A
2. Adult	$378 ($31.50/mo.)	$510 ($42.53/mo.)	$302 ($25.20/mo.)	$338 ($28.14/mth)
3. Senior	$324 ($27.00/mo.)	$437 ($36.45/mo.)	$259 ($21.60/mo.)	$289 ($24.12/mth)
4. Family*	$583 ($48.60/mo.)	$787 ($65.61/mo.)	$467 ($38.88/mo.)	$521 ($43.42/mth)
C. Annual Guest Membership paid monthly via Auto Debit (1 year contract)				

1. Youth	$306 ($25.50/mo.)	$413 ($34.43/mo.)	$245 ($20.40/mo.)	
2. Adult	$428 ($35.70/mo.)	$578 ($48.20/mo.)	$343 ($28.56/mo.)	
3. Senior	$367 ($30.60/mo.)	$496 ($41.31/mo.)	$294 ($24.48/mo.)	
4. Family*	$661 ($55.08/mo.)	$892 ($74.36/mo.)	$529 ($44.06/mo.)	
D. 3 Month Guest Membership				
1. Youth	$79	107	$63	
2. Adult	$111	$150	$89	
3. Senior	$95	$128	$76	
4. Family*	$171	$231	$137	
E. Monthly Guest Membership				
1. Youth	$30	41	$24	
2. Adult	$42	$57	$34	
3. Senior	$36	$49	$29	
4. Family*	$65	$87	$52	
F. Daily Guest Membership	**All**		**Military**	
1. Individual	$8		6	
2. Family	$20		$15	
3. Guests of 15+	$6 each		$4 each	
* Family membership include access to KidZone				

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

	Deposit	**Resident**	**Non-Resident**	
A. Indoor Aquatics / Party Rooms:				
1. Pool Party Room-Re	$75	$52.50/hr	$85/hr	
2. Pool Party Room-No	$75	$100/hr	$146/hr	
3. Private party without	$75	$262.50/hr	$287.50/hr	
4. Private party with sli	75	$237.50/hr	$262.50/hr	
5. General Policies (not limited to the following):				
a. All rental rates are based on hourly rates with a minimum 2 hour rental.				
b. Rentals and private parties include the use of party room(s) and entire indoor aquatics area				
c. Private party fees include the cost of after-hours lifeguards				
B. Meeting Room Rentals (All rental rates are based on hourly rates with a minimum 2 hour rental):				
1. 1,400 square feet	$100	$45/hr	$61/hr	
2. 2,800 square feet	$150	$80/hr	$108/hr	
3. Damage Deposit	to any remaining balance due on household.			
4. After Hours Fee -	$15/hr. per customer service attendant in addition to rental fees listed above.			
C. Gymnasium Rentals:				
1. Half Court	$50	$25/hr	$46/hr	
2. Full Court	50	$35/hr	$61/hr	
3. Two Full Courts	$50	$65/hr	$108/hr	
4. Damage Deposit	any remaining balance due on household.			
5. After Hours Fee	$15/hr. per customer service attendant in addition to rental fees listed above.			

D. Kids Zone:				
Guests:		No Add'l Cost	No Add'l Cost	
2. Daily Guests:		$2/hr perchild	$2/hr perchild	
3. General Policies (not limited to the following):				
a. Ages 6 months through 12 years of age				
b. Parents/guardians must be on premises				
c. Maximum 2 hours				
d. Late fees will be charged for failure to pick up on time				
E. Outdoor Swimming Pool (All rentals are based on hourly rates with a minimum of two hour rental):				
1. Daily Passes - Youth (Age 3-15)		$3	$3	
2. Daily Passes - Adult (Age 16-61)		$4	$4	
F. Outdoor Pool Rental/Private Parties:				
1. 0-49 attendees/ guests	$75	$65/hr	$75/hr	
2. 50-149 attendees/ guests	$75	$75/hr	$85/hr	
3. General Policies (not limited to the following):				
a. Rentals and private parties include the use of the outdoor pool only				
b. Private party fees inclue the cost of afterhours lifeguards				
c. The Damage Deposit will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household.				

City Ball Fields

1. Unreserved	No Charge	No Charge
2. Organized League Athletics	City Leagues, PeeWee Football, and BYA are allowed to use fields for organized game play	

3. Ball Field Reservations		
A. Reservations/Field		$25 w/o lights

4. Tournament Fees	
A. Ballfield Rental Girls	$300 per field minimum of 5 fields
B. Ballfield Rental Boys	$400 per field per day minimum of 10 fields
	max of 15 fields

Park Facilities (Warren, Chisenhall and Mistletoe)

1. Pavillion		
A. Full Shelter		$20/HR

2. Tennis Courts -		*Resident*		*Non- Resident*
A. Tournament Reservations		$10/HR.		$15/HR.

Stage Rental Fees

(All fees are based on a 4 hour stage rental)

1. For Profit Organizations		$3,300
A. Extra Speakers		$450
B. Additional Hours		$500/hour
C. Deposit		$1,000
D. Mileage greater than 5 miles		$20/mile

2. Not For Profit Org (501c3 required)		$1,650
A. Extra Speakers		$450
B. Additional Hours		$250/hour
C. Deposit		$1,000
D. Mileage greater than 5 miles		$20/mile

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

Russell Farm

All rental rates are based on hourly rates with a minimum 2 hour rental

1. Building Rental				
A. Chesapeake Building 1800 sq. ft.		$40.00 per hour		(max occupancy:145)
B. Baker Building 500 Sqft.		$30.00 per hour		(Max occupancy: 50)
C. Hay Barn/Outdoor Pavilion 1110 sq. ft.		$25.00 per hour		(Max occupancy: 100)
*Fee includes 35 chairs. Additional chairs: $2.00 per chair.				
**After Hours Fee - $17/hr per customer service attendant in addtion to rental fees listed above				

2. Wedding Ceremony and Reception Packages				
All packages include:		Separate ceremony and reception area.		
		Exclusive use of the manicured 4 acre landscape venue for 8 hours. (Time includes setup and tear down).		
		Choice of unique outdoor pavilion/ outdoor or indoor areas for ceremony and reception		
		Unlimited access for portraits of grounds and amenities.		
		Wedding coordinator/planner.		
		Chairs, tables and table cloth.		
		Large on-property bridal suite with restrooms and kitchen area.		
		Complete setup and tear down of included items.		
A. 50 guests or less:		$ 1,405		
B. 51 – 100 guests:		$ 1,675		
C. 101 – 200 guests:		$ 2,185		Does not include tent.
D. 151 – 200 guests: *		$ 3,735		* 150+ guests: Wedding/Reception tent provided.
Note: These are basic wedding packages. Special combinations of facilities and events can be				
arranged at the farm. Park and Recreation Management reserves the right to develop pricing				
packages to address the patron's needs.				

3. Wedding Ceremony Only				
All packages include:		Ceremony Area.		
		Exclusive use of the manicured 4 acre landscape venue for 4 hours. (1 hour ceremony and 3 hours set up time.)		
		Unlimited access for portraits of grounds and amenities*.		
		Choice of unique outdoor pavilion/ outdoor or indoor areas for ceremony.		
		Wedding coordinator/planner.		
		Chairs for ceremony.		

		Large on-property bridal suite with restrooms.			
		Complete setup and tear down of facility			
A. 50 guests or less:		$	735		
B. 51 – 100 guests:		$	835		
C. 101 – 200 guests:		$	1,035		
D. 151 – 200 guests: *		$	2,235		* Wedding Tent provided.

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

4. Reservation and Refund Policies

A. All reservations must be made at Russell Farm with the Facility Supervisor.

B. All refund/refund fees are paid at the Burleson Recreation Center.

C. All reservations must be paid in full 48 hours prior to rental.

D. Rental Deposit Fee: $100.00 per building reserved.

E. Cleaning Fee: $40.00 per room/building used.

F. A deposit is required on facility rentals along with the completion of the Russell Farm Reservation contract. The deposit will be refunded is the area used has been left in good order and if allconditions of the Russell Farms rental/refund policies are met. Refund of damage deposit is subject to any remaining balance due on household.

5. Rental Cancellation Refunds:

A. Rentals cancelled 30 calendar days or more prior to booking will receive 100% of the deposit.

B. Rentals cancelled 29 - 15 calendar days or more prior to booking will receive 50% of the deposit.

C. Rentals cancelled 14 calendar days or less prior to booking will receive 50% of the deposit.

D. User shall not collect fees at the Russell Farm unless approval has been granted in writing by an authorized representative of the City's Park and Recreation Department. All reservations where monies are collected are subject to approval by the Park and Recreation Department. The City of Burleson will receive 15% of total collections (admission, concession etc.) or $50.00 whichever is greater. This fee is in addition to all applicable reservation fees.

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

Golf Course

1. Green Fees (All Fees include 1/2 cart and applicable taxes)	
A. Monday through Friday Green Fees	
1. Weekday Morning	$40.00
2. Weekday Mid-Day (12-3)	$35.00
3. Weekday Twilight (3-5)	$30.00
4. Weekday Sunset (5-7)	$25.00
B. Saturday, Sunday, & Holidays Green Fees	
1. Weekend Morning	$50.00
2. Weekend Mid-Day (12-3)	$45.00

3. Weekend Twilight (3-5)	$40.00
4. Weekend Sunset (5-7)	$30.00
C. Replay Green Fees	
1. 9 additional holes	$10.00
2. 18 additional holes	$15.00
Note 1: "WEEKEND" is defined as Friday, Saturday Sunday and holidays.	
Note 2: All Golf fees listed are maximum fees to be charged. Golf course management has authority to adjust fees and run seasonal specials as needed to maximize play. In the event of a question or conflict, the City Council shall provide the final resolution.	

3. Weekend Twilight (3-5)	$40.00
4. Weekend Sunset (5-7)	$30.00
C. Replay Green Fees	
1. 9 additional holes	$10.00
2. 18 additional holes	$15.00
Note 1: "WEEKEND" is defined as Friday, Saturday Sunday and holidays.	
Note 2: All Golf fees listed are maximum fees to be charged. Golf course management has authority to adjust fees and run seasonal specials as needed to maximize play. In the event of a question or conflict, the City Council shall provide the final resolution.	

ORDINANCE

AN ORDINANCE FIXING AND LEVYING CITY AD VALOREM TAXES FOR THE CITY OF BURLESON FOR THE YEAR 2019: DIRECTING THE ASSESSMENT AND COLLECTION THEREOF.

Whereas, the City Council/Commission finds that a tax for the year 2019, hereinafter levied for current expenses of the City and the general improvement of the City and its property must be levied to provide the revenue requirements of the budget for the ensuing year: and

Whereas, the City Council/Commission further finds that taxes for the year 2019, hereinafter levied therefore are necessary to pay interest and to provide the required sinking fund on outstanding bonds of the City issued for City purposes, and on bonds proposed to be issued for such purposes during the ensuing year: Now, Therefore:

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

SECTION 1. For the current expenses of the City and for the general improvement of the City and its property, there is hereby levied and ordered to be assessed and collected for the year 2019 on all property situated within the limits of said City, and not exempt from taxation by valid laws, an Ad Valorem tax at the rate of **$.5106** on the assessed valuation of such property.

SECTION 2. For the purpose of paying interest and providing a sinking fund for the payment of each issue of bonds issued for various City purposes, including the various installments of principle falling due during the ensuing year on bonds issued for such purposes, and for the purpose of paying interest and making provision for the sinking fund on such other bonds as may be issued for various City purposes during the ensuing year, there is hereby levied and ordered to be assessed and collected for the year 2019 on all property situated within the limits of said City, and not exempt from taxation by valid laws, an Ad Valorem tax at the rate of **$ 0.2094** on the $100.00 assessed valuation of such property.

SECTION 3. Compliance with Texas Tax Code Section 26.05: THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.03% AND WILL DECREASE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $12.20.

PASSED AND APPROVED on this _____ day of _____, 2019.

_____
Mayor

ATTEST: _____
City Secretary

First reading _____

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, APPROVING REVISED BUDGET FIGURES FOR FISCAL YEAR 2018-19; APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND TERMINATING SEPTEMBER 30, 2020, AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Manager has prepared a revision of certain figures in the 2018-19 budget and submitted same to the City Council; and,

WHEREAS, the City Manager of the City of Burleson, Texas (hereinafter referred to as the "City") has caused to be filed with the City Secretary a budget to cover all proposed expenditures of the government of the City for the fiscal year beginning October 1, 2019, and ending September 30, 2020, (hereinafter referred to as the "Budget"); and

WHEREAS, public notice of the public hearing on the proposed annual budget, stating the date, time, place and subject matter of said public hearing, was given as required by the Charter of the City of Burleson and the laws of the State of Texas; and

WHEREAS, such public hearing was held on September 3, 2019, prior approval of such date being hereby ratified and confirmed by the City Council, and all those wishing to speak on the Budget were heard; and

WHEREAS, the City Council has studied the Budget and listened to the comments of the taxpayers at the public hearing held therefore and has determined that the Budget attached hereto is in the best interest of the City.

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

Section 1. That all of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

Section 2. That the revised budget figures, prepared and submitted by the City Manager for the 2018-19 budget, be, and the same are hereby, in all things, approved and appropriated, and any necessary transfers between accounts and departments are hereby authorized, approved, and appropriated.

Section 3. That the Budget attached hereto and incorporated herein for all purposes is adopted for the Fiscal Year beginning October 1, 2019, and ending September 30, 2020; and there is hereby appropriated from the funds indicated such projects, operations, activities, purchases and other expenditures as proposed in the Budget.

Section 4. That the sum of $61,240 is hereby appropriated from the Public Safety Special Revenue Fund for the accomplishment of Municipal Court Technology projects proposed for said fund in the municipal budget.

Section 5. That the sum of $10,000 is hereby appropriated from the General Government Special Revenue PEG Fund for the accomplishment of communication budget.

Section 6. That Resolution 4A090319FY19Budget of the Burleson 4A Economic Development Corporation is hereby ratified.

Section 7. That Resolution 4B090319FY19BUDGET of the Burleson Community Services Development Corporation is hereby ratified.

Section 8. That the City Manager shall file or cause to be filed a true and correct copy of the approved Budget, along with this ordinance, with the City Secretary and in the office of the County Clerks of Johnson and Tarrant County, Texas, as required by State law.

Section 9. That the distribution and division of the above-named appropriations is made at the departmental level in the general fund and the water and sewer fund for the payment of operating expenses and capital outlay as set out in the municipal budget.

Section 10. That at any time during the fiscal year, the City Manager may transfer part or all of any unencumbered appropriation balance among or between accounts within a fund. 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.

Section 11. That any and all ordinances, resolutions, rules, regulations, policies or provisions in conflict with the provisions of this Ordinance are hereby repealed and rescinded to the extent of conflict herewith.

Section 12. That if any section, article, paragraph, sentence, clause, phrase or word in this Ordinance, or application thereto any person or circumstances is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 13. That the necessity of adopting and approving a proposed budget for the next fiscal year as required by the laws of the State of Texas requires that this Ordinance shall take effect immediately from and after its passage, and it is accordingly so ordained.

PASSED AND APPROVED on this _____day of _____, 2019.

_____
Mayor

ATTEST:

_____
City Secretary

First reading_____